



# COCHISE COLLEGE 2011-2012 CATALOG



# Cochise College

**Douglas Campus**

4190 West Highway 80  
Douglas, Arizona 85607-6190  
(520) 364-7943

**Sierra Vista Campus**

901 North Colombo Avenue  
Sierra Vista, Arizona 85635-2317  
(520) 515-0500

**Willcox Center**

470 N. Bisbee Ave.  
Willcox, Arizona 85643-1500  
(520) 384-4502

**Benson Center**

1025 State Route 90  
Benson, Arizona 85602-6501  
(520) 586-1981

**Fort Huachuca**

Army Education Center  
Building 52104  
Fort Huachuca, Arizona 85613-6000  
(520) 533-2391

**Nogales/Santa Cruz Center**

Santa Cruz Historic Courthouse  
21 E. Court St.  
Nogales, Arizona 85621  
(520) 287-5583

**Online Campus**

901 North Colombo Avenue  
Sierra Vista, Arizona 85635-2317  
(520) 515-5305

**Douglas Prison**

ASPC-Douglas  
6911 North BDI Boulevard  
Douglas, Arizona 85607  
(520) 364-7521, Extension 34130

**Governing Board**

Mrs. Jan Guy, Chair  
Mrs. Jane Carol Strain, Secretary  
Mr. David DiPeso, Member  
Dr. John Eaton, Member  
Mr. Donald Hudgins, Member

**President**

J.D. Rottweiler, Ph.D.



**Toll Free: (800) 966-7943**

**[www.cochise.edu](http://www.cochise.edu)**

Regular Hours: 8:00 a.m. - 4:30 p.m. Monday - Friday

Summer Hours: May 16, 2011 – Aug. 11, 2011, 7:00 a.m. – 5:00 p.m. Monday - Thursday

All information, including statements on tuition, fees, course offerings, admission, and graduation requirements, is subject to change without notice, obligation or liability.

Published: June 2011

Cochise College is an equal-opportunity, affirmative-action employer and educational institution committed to excellence through diversity.

# Welcome to Cochise College



Dear Students,

Welcome to Cochise College! This is an important time for higher education, as well as for the scores of individuals like you who are pursuing it. As you know, education will help open the doors to your future, and there is no better time than now to prepare yourself for what lies ahead.

At Cochise College, we are dedicated to providing education that is student-centered and future focused so that you can successfully achieve your academic and career goals. Our mission is to provide you with accessible, high quality, and affordable educational opportunities that lead to constructive citizenship, meaningful careers, and lifelong learning.

Our faculty, staff, and students stand ready to assist you in your learning journey. I encourage you to take full advantage of the wide array of student services we provide. Become involved, both in class and outside of class. Our wish is that you complete the goal you set for yourself here at Cochise College, whether that goal is to transfer to a university, earn an associate degree or certificate, or take the classes you need to advance your career.

I encourage you to take a close look at the offerings in this catalog and to seek advice from an advisor or counselor. You'll find many valuable details about our academic programs and services, and our staff can answer your questions and help you take the steps that will lead you to the future of your dreams.

Thank you for taking the time to learn more about us, and welcome to Cochise College.

Sincerely,

A handwritten signature in black ink, appearing to read "J.D. Rottweiler". The signature is fluid and stylized, with a large loop at the end.

J.D. Rottweiler, Ph.D.  
College President

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# Telephone Directory

The area code for all telephone numbers is 520 and the toll-free number is (800) 966-7943.

**DC** - Douglas Campus  
**SVC** - Sierra Vista Campus

	<b>DC</b>	<b>SVC</b>
Admissions/Registration	417-4046	515-5336 800-593-9567
Adult Education	439-6832	515-5456
Advising/Counseling	417-4038	515-5483
Athletics	417-4095	
Aviation	417-4029	
Bookstore	364-9294	515-5419
Cafeteria	417-4089	515-5352
Career Services Center	417-4752	515-5457
Cashier	417-4076	515-5416
Center for Economic Research		515-5486
Center for Lifelong Learning	417-4772	515-5492
Center for Teacher Education		515-5439
Computer Labs	417-4037	515-5326
Dean, Business & Technology		515-3602
Dean, Extended Learning		515-5362
Dean, Liberal Arts	417-4060	
Dean, Math, Sciences and Health Sciences	417-4054	515-5380
Dean, Student Services	417-4774	515-5329
Disability Services	417-4023	515-5337
Extended Learning and Work-force Development Dean		515-5362
Financial Aid	417-4045	515-5417
Foundation /Scholarships	417-4100	
Housing/Student Life	417-4062	
Human Resources	417-4727	515-5308
Information Technologies	417-4119	
International Student Office	417-4038	515-5451
Library & Instructional Media	417-4082	515-5320
Math Lab		515-5342
Nursing/Allied Health	417-4016	515-5309
One Stop	417-4046	
Online Counselor		515-5366
Post Office	417-4026	
President's Office	417-4056	515-5401
Security	417-4022	515-5470
Student Development Center	417-4038	515-5483
Student Government	417-4115	515-5484
Student Union	417-4472	515-5364
Tech Prep		515-5347
Testing and Tutoring	439-6825	515-5447
Transcripts	417-4005	515-5351
TRiO/Student Support Services	417-4036	
Veterans Affairs	417-4035	515-5462
Writing Lab		515-5342

Benson Center	586-1981
Douglas Campus	364-7943
Fort Huachuca Center	533-2391
Nogales/Santa Cruz Center	287-5583
Online Campus	515-5305
Sierra Vista Campus	515-0500
Willcox Center	384-4502



# Academic Calendar 2011-2012

## SUMMER/FALL SEMESTER 2011

Independence Day Holiday	July 4
Second Five-week Session Begins	July 5
AVT 1 Begins	July 5
Fall Registration Continues	July 5
Second Five-week Session: Last day to add	July 6
First Five-week Session Grades Due by Noon	July 7
Second Five-week Session: Last day to change subject level	July 11
Second Five-week Session: Last day to change to audit status	July 14
First Eight-week Session: Last day to drop without academic penalty	July 20
Priority Deadline for August Graduation Filing	July 20
First Eight-week Session Ends	July 25
PFT 1 Begins	July 25
PFT 2 Begins	July 25
Second Eight-week Session: Last day to drop without academic penalty	July 27
First Eight-week Session Grades Due by Noon	July 28
Second Eight-week Session Ends	August 1
Second Five-week Session: Last day to drop without academic penalty	August 3
Third Eight-week Session: Last day to drop without academic penalty	August 3
Second Five-week Session Ends	August 8
Third Eight-week Session Ends	August 8
Last Day to File for August Graduation	August 8
Last Day of Summer Hours	August 11
Second Five-week Session Grades Due by noon	August 11
Faculty and Staff Return	August 15
Convocation	August 15
Residence Halls Open	August 20
Saturday Registration	August 20
Classes Begin	August 22
First Eight-week Session Begins	August 22
First Eight-week Session: Last day to add	August 24
Regular Semester: Last day to add: Last day to use e-cashier	August 29
First Eight-week Session: Last day to change subject level	August 29
Labor Day Holiday	September 5
Second Eight-week Session Begins	September 6
Second Eight-week Session: Last day to add	September 8
Regular Semester: Last day to change subject level	September 9
First Eight-week Session: Last day to change to audit status	September 12
Second Eight-week Session: Last day to change subject level	September 13
Third Eight-week Session Begins	September 19
Third Eight-week Session: Last day to add	September 21
AVT 1 Ends	September 22
AVT 2 Begins	September 26
Second Eight-week Session: Last day to change to audit status	September 26
Third Eight-week Session: Last day to change subject level	September 26
PFT 2 Ends	September 30
Fourth Eight-week Session Begins	October 3
FTSE Count Day	October 5
Fourth Eight-week Session: Last day to add	October 5
PFT 3 Begins	October 5
Columbus Day Holiday	October 10
Third Eight-week Session: Last day to change to audit status	October 11
Fourth Eight-week Session: Last day to change subject level	October 11
First Eight-week Session: Last day to drop without academic penalty	October 12
First Eight-week Session Ends	October 17
Fifth Eight-week Session Begins	October 19
Fifth Eight-week Session: Last day to add	October 21
Regular Semester: Last day to change to audit status	October 21
Fourth Eight-week Session: Last day to change to audit status	October 24
Fifth Eight-week Session: Last day to change subject level	October 26

Second Eight-week Session: Last day to drop without academic penalty	October 26
Second Eight-week Session Ends	October 31
Spring Registration Begins	November 1
Fifth Eight-week Session: Last day to change to audit status	November 7
Third Eight-week Session: Last day to drop without academic penalty	November 9
Veterans Day Holiday	November 11
Third Eight-week Session Ends	November 14
Priority Deadline for December Graduation Filing	November 23
Fourth Eight-week Session: Last day to drop without academic penalty	November 23
Thanksgiving Recess	November 24-27
Fourth Eight-week Session Ends	November 28
Regular Semester: Last day to drop without academic penalty	December 1
Fifth Eight-week Session: Last day to drop without academic penalty	December 1
Final Exams (Including Saturday)	December 7-13
Semester Ends	December 13
Last Day to File for December Graduation	December 14
Grade Rosters Due by noon	December 15
AVT 2 Ends	December 15
Spring Registration Ends	December 16
PFT 1 Ends	December 16
PFT 3 Ends	December 16
Winter Break (All Staff)	December 19-31

## SPRING SEMESTER 2012

Faculty and Staff Return	January 2
AVT 3 Begins	January 2
Spring Registration	January 2-7
Residence Halls Open	January 7
Saturday Registration	January 7
Classes Begin	January 9
First Eight-week Session Begins	January 9
PFT 1 Begins	January 9
PFT 2 Begins	January 9
First Eight-week Session: Last day to add	January 11
Martin Luther King Holiday	January 16
Regular Semester: Last day to add: Last day to use e-cashier	January 17
First Eight-week Session: Last day to change subject level	January 17
Second Eight-week Session Begins	January 23
Second Eight-week Session: Last day to add	January 25
Regular Semester: Last day to change subject level	January 27
First Eight-week Session: Last day to change to audit status	January 30
Second Eight-week Session: Last day to change subject level	January 30
Third Eight-week Session Begins	February 6
Third Eight-week Session: Last day to add	February 8
Second Eight-week Session: Last day to change to audit status	February 13
Third Eight-week Session: Last day to change subject level	February 13
Presidents' Day Holiday	February 20
Fourth Eight-week Session Begins	February 21
FTSE Count Day	February 22
Fourth Eight-week Session: Last day to add	February 23
Faculty and Staff Development Day	February 24
Third Eight-week Session: Last day to change to audit status	February 27
Fourth Eight-week Session: Last day to change subject level	February 28
First Eight-week Session: Last day to drop without academic penalty	February 29
First Eight-week Session Ends	March 5
Fifth Eight-week Session Begins	March 7
Fifth Eight-week Session: Last day to add	March 9
Regular Semester: Last day to change to audit status	March 9
Spring Break	March 12-17
Fourth Eight-week Session: Last day to change to audit status	March 19
Fifth Eight-week Session: Last day to change subject level	March 20
Second Eight-week Session: Last day to drop without academic penalty	March 21
PFT 2 Ends	March 23
AVT 3 Ends	March 23
Fifth Eight-week Session: Last day to change to audit status	March 26
AVT 4 Begins	March 26
Second Eight-week Session Ends	March 26



PFT 3 Begins	April 2
Third Eight-week Session: Last day to drop without academic penalty	April 4
Third Eight-week Session Ends	April 9
Summer/Fall Session Registration Begins	April 16
Priority Deadline for May Graduation Filing	April 18
Fourth Eight-week Session: Last day to drop without academic penalty	April 18
Fourth Eight-week Session Ends	April 23
Fifth Eight-week Session: Last day to drop without academic penalty	April 26
Regular Semester: Last day to drop without academic penalty	April 26
Finals Exams (including Saturday)	May 2-8
Semester Ends	May 8
Last Day to File for May Graduation	May 9
Grade Rosters Due by noon	May 10
Commencement	May 11
Summer Hours Begin	May 14
Memorial Day Holiday	May 28
Summer Session Classes Begin	May 29
First Five-week Session: Last day to add	May 30
First Eight-week Session: Last day to add	May 31
First Five-week Session: Last day to change subject level	June 4
Second Eight-week Session Begins	June 4
First Eight-week Session: Last day to change subject level	June 5
Second Eight-week Session: Last day to add	June 6
First Five-week Session: Last day to change to audit status	June 7
PFT 1 Ends	June 8
PFT 3 Ends	June 8
Third Eight-week Session Begins	June 11
Second Eight-week Session: Last day to change subject level	June 11
First Eight-week Session: Last day to change to audit status	June 13
Third Eight-week Session: Last day to add	June 13
AVT 4 Ends	June 14
Third Eight-week Session: Last day to change subject level	June 18
Second Eight-week Session: Last day to change to audit status	June 19
First Five-week Session: Last day to drop without academic penalty	June 21
Third Eight-week Session: Last day to change to audit status	June 26
First Five-week Session Ends	June 28
Spanish Immersion: 1st session 6/4-6/25	
Spanish Immersion: 2nd session 6/26-7/18	
ESL Intensive Class: 6/25-8/2	

# General Information

## COCHISE COLLEGE HISTORY

Cochise College opened its doors in 1964 as one of the first community colleges in Arizona. It is located in an area rich in history and cultural diversity and has come a long way from its humble beginnings, when the administration offices were housed in the Gadsden Hotel in Douglas.

From the first semester, the college has been committed to serving citizens throughout the county. In October 2003, the college extended its service area to neighboring Santa Cruz County, through an agreement with the Santa Cruz County Board of Supervisors. Cochise College is Arizona's largest rural community college, serving approximately 15,000 students annually.

The establishment of the college can be attributed to the efforts of the dedicated citizens of Cochise County, who voted in 1961 to create a community college district. A 1962 bond election resulted in the construction of the Douglas Campus, a 540-acre facility featuring unique architecture and panoramic views of the Mule and Chiricahua Mountains, as well as neighboring Sonora, Mexico.

The growth of population at Fort Huachuca and Sierra Vista and the increased interest in higher education created a need for a second campus in the western part of the county. The campus in Sierra Vista evolved from a handful of temporary buildings at Buena High School in the early 1970s to the full-fledged separate campus that opened its doors to classes in 1978 at its present location on North Colombo Avenue. In partnership with Fort Huachuca, Cochise College also occupies a facility on post providing classes and support services to active military and community-based residents.

A new Willcox Center, opened in 2010 on Willcox Unified School District property and located in a historic ranching and farming area in northeastern Cochise County, offers classes to residents of the area under the supervision of Extended Learning and Workforce Development. The center provides a variety of programs and services throughout the region.

The Benson Center, which opened in the fall of 2000, is located in the northwestern part of Cochise County. The center serves the learning needs of this rapidly growing and vital area.

The development of community-directed college programs and services has included the Center for Lifelong Learning, the Small Business Development Center, the Online Campus, the Correctional Education Division, Adult Education, and the Center for Economic Research.

As the college rapidly approaches a half-century of service to area residents, it has experienced growth and development in many ways. As Cochise College expanded its partnership with the region's largest employer, Fort Huachuca, it has experienced significant growth in the number of students enrolled and credit hours taken by students. The college has increased its offering of programs while also expanding partnerships with local K-12, university and industry partners, such as local healthcare providers. Cochise College provides a rich array of opportunities for

students of all ages to visit its campuses and centers for education, training, or enjoyment or to find similar opportunities online.

In recent years, the college has put significant resources toward facility renewal projects across the district, including construction of a new Willcox Center. On both its Douglas and Sierra Vista campuses, new construction coupled with major renovations reflects space more appropriate to meeting the needs of the 21st-century learner and teacher. In addition, the college has made major technology investment in its classrooms, faculty and support areas.

Cochise College is on the move as it continues its journey as a learning community. This direction focuses on teaching and learning, access and diversity, and the use of technology and innovative instruction, including online classes, interactive television/distance learning course delivery, collaborative learning classes, interactive webcast, and blended learning delivery.

## ACCREDITATION AND AFFILIATION

Cochise College is accredited by the Higher Learning Commission of the North Central Association. In 2006, the college received the maximum accreditation of 10 years; the next focused re-accreditation visit will be in 2015-2016. The college holds memberships in the Council of North Central Two-Year Colleges, the American Association of Community Colleges, the Council for Higher Education Accreditation, the Hispanic Association of Colleges and Universities (HACU) and the Association of Community College Trustees.

The Higher Learning Commission of the North Central Association  
30 N. LaSalle Street, Suite 2400  
Chicago, IL 60602-2504  
(800) 621-7440; (312) 263-0456  
Fax: (312) 263-7462  
[www.ncahlc.org](http://www.ncahlc.org)

The college also holds Federal Aviation Administration certification for its professional pilot program and Arizona Department of Health Services/ Emergency Medical Services certification for its paramedicine and emergency medical technology programs. The nursing program is accredited by the Arizona State Board of Nursing and the National League for Nursing Accrediting Commission.

National League for Nursing Accrediting Commission  
61 Broadway  
New York, NY 10006  
(212) 363-5555, ext. 153  
<http://www.nlnac.org>

Arizona State Board of Nursing  
4747 N. 7th St., Suite 200  
Phoenix, AZ 85014  
(602) 889-5150



Fax: (602) 889-5155  
<http://www.azbn.gov>

## GOVERNANCE

The college district is governed by a five-member governing board elected from precincts in Cochise County. The college is financed by legislative appropriation, a countywide tax levy and student tuition.

## MISSION

Cochise College provides accessible educational opportunities that are responsive to a diverse population and lead to constructive citizenship, meaningful careers, and lifelong learning.

## PHILOSOPHY

Cochise College provides post-secondary education and educational support services to students interested in and capable of benefiting from programs of higher education. The College prepares students for a successful life beyond the college by promoting the principles of general education as set forth in the college's general education mission statement. Students should leave Cochise College with varied learning experiences and an understanding of the diversity of life.

The college makes students aware of their ethical responsibilities to the community, the environment and their fellow human beings.

The college provides educational opportunities, resources and programs tailored to changing social, economic and technological needs.

## VISION

Cochise College strives to be a learning community held in high esteem by members of its communities, providing high-quality learning opportunities for its citizens.

### A learning community

- Places its highest priority, resources and energy on learning.
- Creates an environment and experiences, real or virtual, that encourage students to be active members of the learning community.
- Makes learning possible not only in the classroom but outside, through a myriad of activities and experiences, using any number of tools to enhance learning.
- Extends learning not only to students but to all members of the college community so that a feeling of collegiality abounds.
- Empowers students, faculty and staff to create a personally meaningful learning environment, where each accepts responsibility for contributing to the same.

## CORE VALUES

In all that we do – in teaching, learning and serving – we value quality, integrity, and diversity.

**Quality** – We commit to a quest for excellence and strive to achieve our highest potential.

**Integrity** – We base our decisions and interactions on honesty, trust, respect, responsibility, accountability, and ethical behavior.

**Diversity** – We respect differences between and among members of the community by embracing and encouraging the expression of ideas, opinions, and thoughts exchanged freely, respectfully, and civilly.

## GENERAL EDUCATION STATEMENTS

<http://www.cochise.edu/AGEC>

### Mission Statement

General education at Cochise College creates opportunities for students to build the foundation of knowledge and skills necessary for lifelong success. It helps them enrich their quality of life by encouraging habits of mind that enable them to understand and value the world they live in and to contribute to its well-being.

### Values Statement

Through its general education curriculum, Cochise College strives to instill into the learning process a sense of interconnectedness and wholeness. We value learning as an ongoing process. We value effective communication; aesthetic investigation, innovative solutions, and creative self-expression; critical thinking in problem solving; awareness of and respect for diversity; appropriate evaluation and application of information; and technological skills in information management and presentation. We believe these values lead to ethical, responsible social behavior. Our values are reflected in our general education outcomes.

## COMMUNITY SERVICES

Cochise College extends its educational services to meet the needs of the entire county. Community services are those phases of the educational program that provide educational, cultural and recreational services beyond formalized classroom instruction. Among these services are free lectures; a program of public events and cultural activities including lectures and forums, art exhibits, film series and non-credit courses; community use of the college libraries and other facilities; workshops to meet special needs of business, industry and the professions; economic research; community recreation; campus tours; public information; and a variety of conferences.

## COCHISE COLLEGE FOUNDATION

The Cochise College Foundation is a private, community-based nonprofit organization that is fiscally and organizationally separate from Cochise College. Its mission is to promote student success, facilities development and program support for Cochise College. The Foundation was established on March 20, 1967, and is recognized as a 501(C)(3) non-profit organization (income tax-deductible) by the Internal Revenue Service and the Arizona Corporation Commission.

The Foundation board of directors has a county-wide membership. The Foundation provides thousands of dollars in scholarships to Cochise College students each year and has assisted the college with several capital projects and academic program support. The Foundation accepts monetary gifts, property, gifts-in-kind or other items of value bequeathed or donated for the

benefit of Cochise College. The Cochise College Foundation can be reached at (520) 417-4100, or by email at [foundation@cochise.edu](mailto:foundation@cochise.edu).

## COLLEGE LOCATIONS

### Benson Center

The Cochise College Benson Center is a 13,000-square-foot facility that includes classrooms, computer labs, a learning center and interactive television capabilities. For-credit, developmental, GED, ESOL and personal interest classes are offered in the day and evening. Full-time staff assist students with admissions, registration, placement and GED testing, and financial aid.

### Douglas Campus

The Douglas Campus is located in a scenic area between Douglas and Bisbee and serves approximately 1,000 students each semester with a diverse curriculum of general education, liberal arts, transfer and direct employment, and adult education programs in GED preparation and English Language Acquisition for adults. The campus includes residence halls for men and women, an on-campus airport, and athletic facilities.

### Extended Learning and Workforce Development

Extended Learning provides many of the college's programs and services in communities throughout Cochise and Santa Cruz counties and beyond. Courses and services are scheduled through the Adult Education program, Benson Center, Center for Lifelong Learning, Center for Teacher Education, Correctional Education Division, Nogales/Santa Cruz Center, Online Campus, Small Business Development Center, Tech Prep, and the Willcox Center. Extended Learning utilizes facilities in public schools, at businesses, and in public-sector agencies.

### Fort Huachuca

The Cochise College office on Fort Huachuca (Building 52104) provides full advising, credit evaluation, and transcript services to military students and their families. Classes meet in Building 52104 and Building 21112. Classes are usually offered in

eight-week sessions in Building 52104 and Building 21112 on Fort Huachuca.

### Nogales/Santa Cruz Center

Cochise College began offering classes in two Santa Cruz County locations in October 2003 and in December 2006 relocated to the Santa Cruz Historic Courthouse, 21 E. Court Street, Nogales. Full-time staff assist students with admissions, registration, placement and GED testing, and financial aid. Classes also meet at the education center and at area high schools.

### Online Campus

Cochise College offers an expanding array of courses on the web, and students can pursue online degrees and certificates. These courses meet the same criteria as traditional classes and use the resources of the Internet to enrich the educational experience.

Through the Online Campus, students can design their own class schedule. Visit the Online Campus to find information about courses, tuition and financial aid.

### Sierra Vista Campus

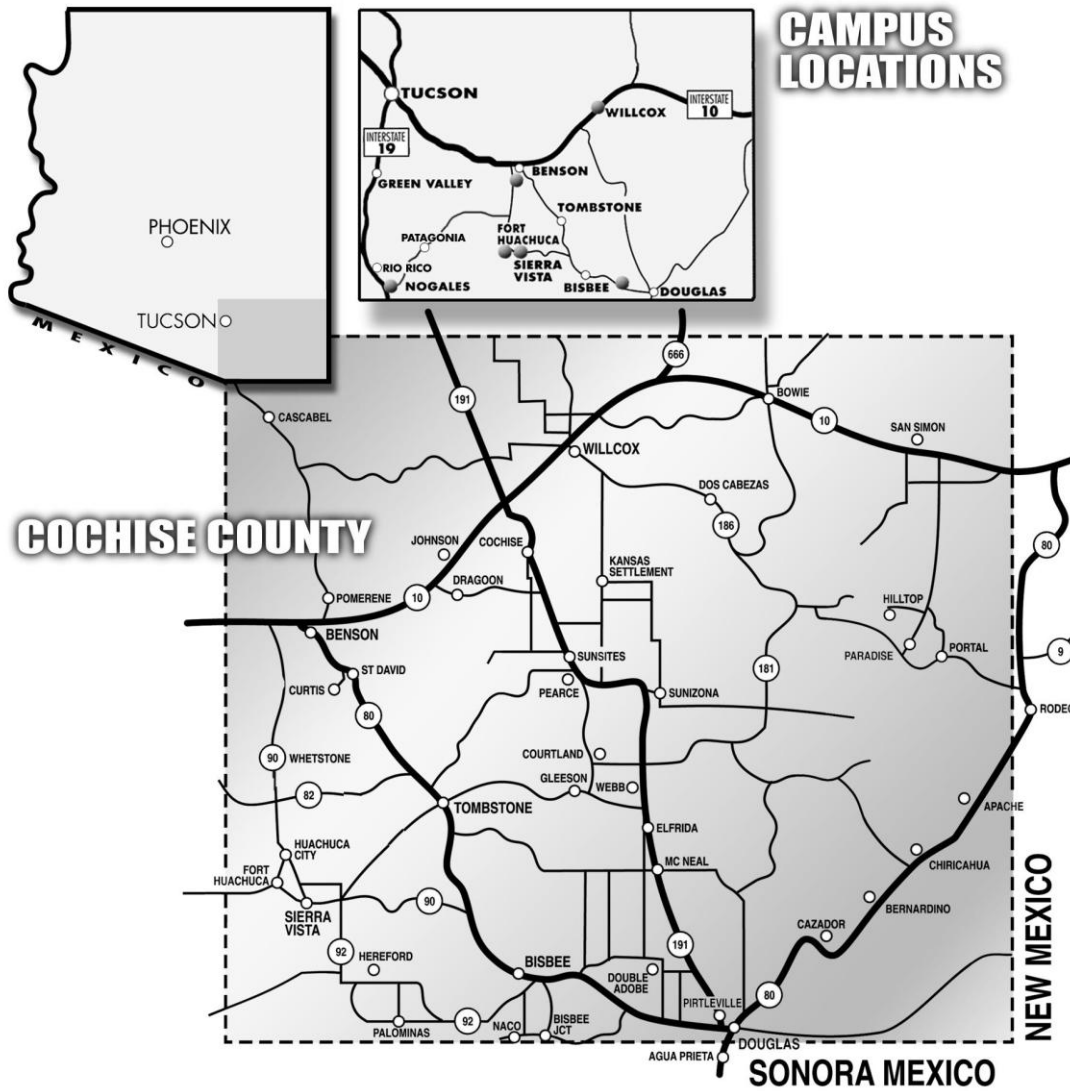
The Sierra Vista Campus is located at the eastern edge of Sierra Vista, approximately one mile northeast of the junction of State Highways 90 and 92. The Sierra Vista Campus serves approximately 3,000 students each semester with a diverse curriculum of general education, transfer and direct employment programs, as well as adult education classes in GED preparation and English Language Acquisition for adults.

### Willcox Center

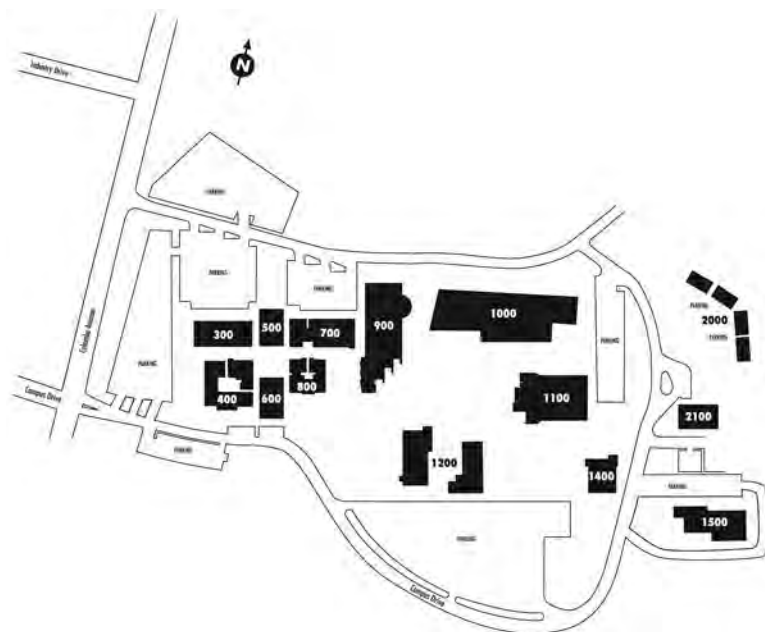
The Cochise College Willcox Center is located on Willcox Unified School District property near the community high school. The center, serving approximately 200 students with day and evening classes, opened in 2010 with several classrooms, computer and science labs, open study space, and interactive television capabilities. Full-time staff assist with admissions, registration, placement testing and financial aid.



# Area and Campus Maps

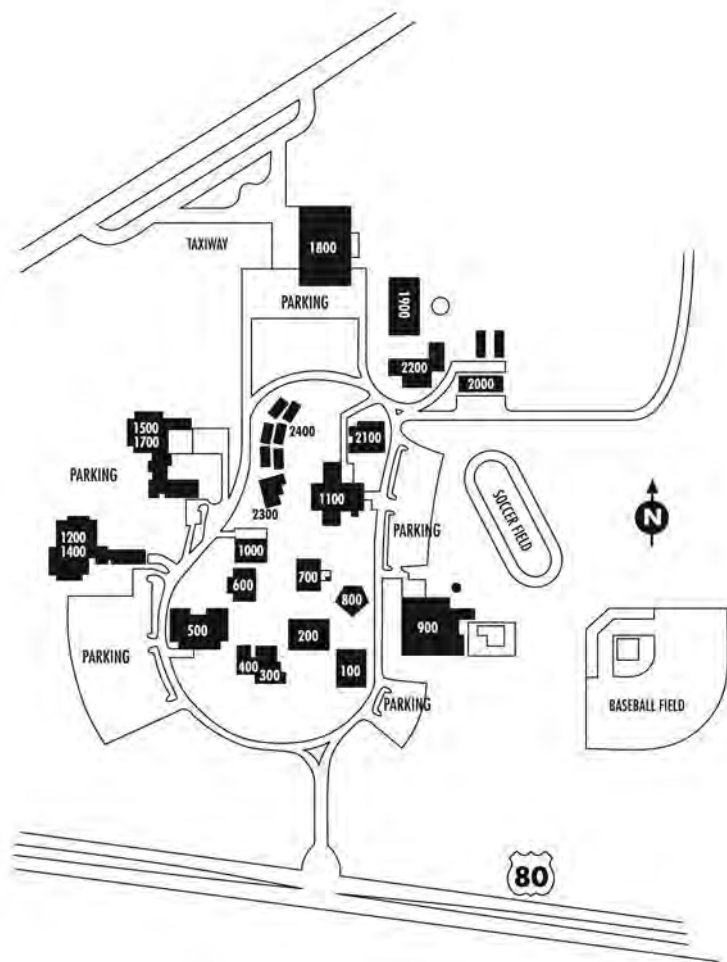


## Sierra Vista Campus



<b>300</b>	Nursing	S-NUR
<b>400</b>	Art	S-ART
<b>500</b>	Administration	S-ADM
<b>600</b>	Fitness Center	S-FIT
<b>700</b>	Community Outreach - Music	S-COM
<b>800</b>	General Classroom Building	S-GCB
<b>900</b>	Andrea Cracchiolo Library	S-LIB
<b>1000</b>	Student Union Building	S-SUB
<b>1100</b>	Science Building	S-SCI
<b>1200</b>	Learning Commons Complex	S-LCC
<b>1400</b>	Adult Education	S-AED
<b>1500</b>	Career Technical Education	S-CTE
<b>2000</b>	Annex Complex	S-ANX
<b>2100</b>	Maintenance	S-MNT

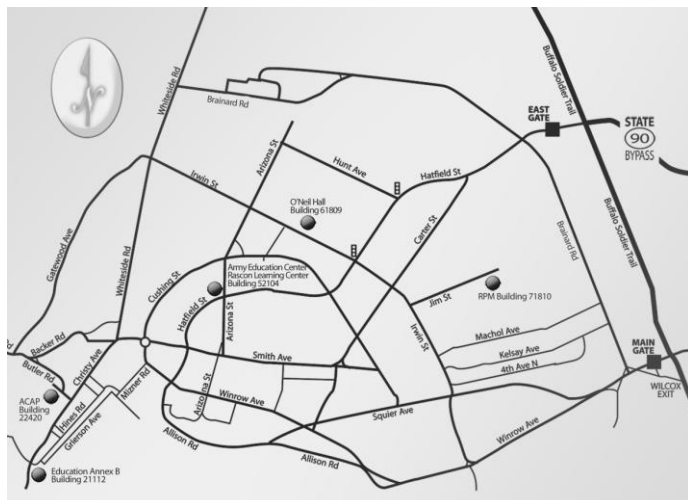
## Douglas Campus



<b>100</b>	Administration	D-ADM
<b>200</b>	BUS/CIS Building	D-BUS
<b>300</b>	Charles DiPeso Library	D-LIB
<b>400</b>	Faculty Offices	D-FAC
<b>500</b>	Student Union Building	D-SUB
<b>600</b>	Learning Commons Complex	D-LCC
<b>700</b>	Bookstore / UA South	D-BKS
<b>800</b>	Little Theatre	D-THE
<b>900</b>	Apache Stronghold Gym	D-GYM
<b>1000</b>	Student Services Building	D-SSB
<b>1100</b>	General Classroom	D-GEN
<b>1200-1400</b>	Huachuca Hall	D-HUA
<b>1500-1700</b>	Chiricahua Hall	D-CHR
<b>1800</b>	Aviation	D-AVN
<b>1900</b>	Art Building	D-ART
<b>2000</b>	Maintenance	D-MNT
<b>2100</b>	Science Building	D-SCI
<b>2200</b>	Career/Technical Education	D-CTE
<b>2300</b>	Residential Housing Office	D-RHO
<b>2400</b>	Townhouse Residence Halls	D-RES
	Baseball Field	D-BBF
	Soccer Field	D-SCR

Some services and classes may be relocated to alternative facilities on campus as the college proceeds with construction and renovation projects.

## Fort Huachuca



For information contact:

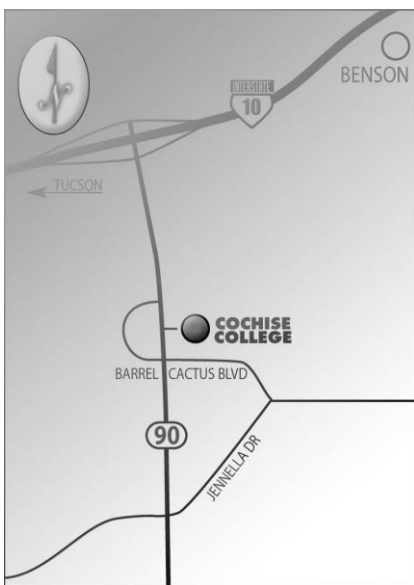
Army Education Center, 533-3010

Cochise College Fort Huachuca Representative, 533-2391

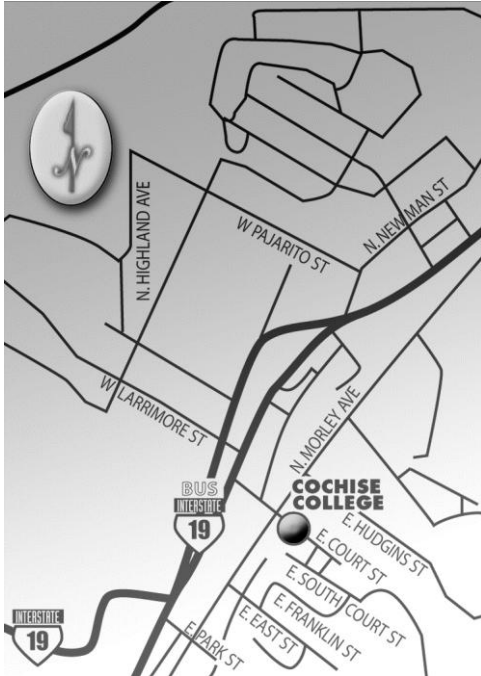
## Willcox Center



## Benson Center





**Nogales/Santa Cruz Center**

# Getting Started

## CAMPUS VISITS

Cochise College welcomes students to visit our sites prior to deciding which college to attend. Please call the Admissions Office at (520) 417-4046, (520) 515-5336 or (800) 593-9567 to set up an individual or group tour of the campus.

The admissions staff will be happy to arrange class visits and introduce you to faculty from your area of interest. A student leader will give you a campus tour and share a student's perspective on the college.

Student information pertaining to advising, class schedules, course descriptions, tuition and fees, and financial aid can be found online at [www.cochise.edu](http://www.cochise.edu).

## ADMISSION

Admission is a simple process. Any person who meets one of the following criteria will be admitted:

1. A graduate of a high school that is accredited by a regional accrediting association as defined by the United States Office of Education or approved by the Arizona Board of Education or the appropriate state educational agency;
2. Holds a high school certificate of equivalency, such as a GED;
3. 18 years of age or older on or before the first day of classes for which application is being made;
4. A transfer student in good standing from another college or university;
5. Students attending high school with a Concurrent Enrollment Form signed by the school principal and a parent
6. Additional admission criteria is required for international, aviation, nursing, transfer, and concurrent high school students.

## STUDENTS UNDER 18 YEARS OF AGE

If you are under 18 years of age, you are asked to contact the Admissions Office for admission information.

## RE-ADMISSION

If you have been absent from Cochise College four semesters or longer, you must apply for readmission prior to the beginning of the semester for which you desire to enroll.

## GENERAL ADMISSION PROCEDURES

You will be admitted to Cochise College after the Admissions Office has received and approved:

1. An application for admission;
2. An application fee for those classified as border commuters or international students for tuition purposes;
3. High school transcripts - All applicants under the age of 18 are requested to submit either an official high school transcript or

GED certificate with test scores before registration will be permitted. Final high school transcripts or GED certificate are requested of all students who apply for any financial aid program offered through Cochise College. High school transcripts should be sent directly by the sending institution to the transcript office. Official transcripts carried by the applicant cannot be accepted if previously opened;

4. Student health record: Part II - This self-appraisal form must to be completed by all applicants applying for admission to the aviation or nursing programs, those participating in athletics, or those who wish to live in the residence halls at the Douglas Campus. The college reserves the right to require a physical examination or immunizations when deemed necessary by a particular college instructional program.

## TRANSFER TO COCHISE COLLEGE

The college requests that prospective students who have attended other regionally accredited colleges and universities to have official copies of their academic records sent to the Registration Office.

Accredited higher-education institutions are those that are accredited by the New England Association of Schools and Colleges, Middle States Association of Colleges and Schools, North Central Association of Colleges and Schools, Northwest Association of Schools and Colleges, Southern Association of Colleges and Schools and Western Association of Schools and Colleges.

Transfer of college or university level courses will be accepted from non-regionally accredited institutions that are listed in the latest edition of the Higher Education Directory, a directory of postsecondary, degree-granting institutions in the U.S. and its possessions and territories accredited by regional, national, professional and specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA).

If you are requesting an evaluation of transcripts for the purpose of seeking a Cochise College degree, you must have submitted an admissions application to create a student record.

The following regulations govern your admission if you have attended another college:

1. Courses for which you have earned a grade of D or F cannot be accepted for credit.
2. You may be admitted on academic probation if you have earned a GPA below 2.0.
3. If you have been academically dismissed from another college, you may not attend Cochise College for one full semester after dismissal.
4. At the discretion of the Aviation Department, a professional pilot candidate who transfers to Cochise College may receive credit for previously earned certificates and ratings if he/she completes at least one Cochise College flight course resulting in a certificate or rating.

5. Grade point averages earned at other institutions are not calculated with GPAs earned at Cochise College.
6. College transcripts must be mailed directly by the sending institution to the Registration Office. Official sealed transcripts carried by the applicant are acceptable.

## ACADEMIC RENEWAL/FORGIVENESS

Academic renewal/forgiveness allows a student who previously attended Cochise College to have selected grades (D, F and/or WF) excluded from the calculation of the grade point average (GPA). A student returning to the college after an absence of at least three (3) years and has completed twelve (12) or more credits with a minimum GPA of 2.00 following re-enrollment is eligible to pursue academic renewal/forgiveness.

## STUDENT IDENTIFICATION NUMBER

Disclosure of social security numbers to Cochise College is voluntary and not required by either statute or regulation.

Students, faculty and staff are assigned individual identification numbers - not identical to their social security numbers – during the admission and/or hiring processes. The student identification number, which you will receive in the mail or by e-mail when you apply for admission, shall be used to obtain all services provided by the college. To access online services, you can use your student ID number or social security number along with your personal ID pin number (your birth date in MMDDYY format). Your social security number may still be required for some services, such as financial aid and reporting education tax credit information to the federal government.

Disclosure and use of social security numbers will aid in matching current and future academic records with any past records, ensuring that full credit is received for all academic work completed at Cochise College.

## ADMISSION OF HIGH SCHOOL STUDENTS

If you are a junior or senior-level high school student who would like to enroll in one or two classes, you may do so by submitting the following:

- Application for admission.
- A Concurrent Enrollment Form. This form requires written approval from the designated school official, parental or guardian approval, as well as student permission to release grades to their high school.
- You must take the appropriate Cochise College placement tests.

High school students taking eligible occupational courses can complete a COMPACT program registration packet and save up to 50 percent on the cost of each course. Packets are available at the Student Development Center, Admissions Office, and Tech Prep Office, (520) 515-5347.

## ADMISSION TO THE AVIATION PROGRAM

If you are seeking admission to the Professional Pilot or Avionics programs, contact the Aviation Department well in advance of your planned entry date. The department will arrange a pre-entry conference. If you plan to obtain a degree, you will be required to

take a placement test. Admission to Cochise College does not guarantee acceptance into the aviation program.

## ADMISSION TO THE NURSING PROGRAM

Admission to Cochise College does not guarantee acceptance into the college's nursing program, as enrollment is limited and frequently there are more applicants than can be accepted.

You must apply for admission to the nursing program and take the HESI entrance exam. The deadline for submitting an application to the nursing program for the fall semester usually falls in January and is available in the Nursing Office. The HESI should be taken prior to the fall semester of expected admission.

Contact the Nursing / Allied Health Department for additional information regarding criteria for regular admission, for special admission to enter second semester freshman courses, for admission by LPNs (licensed practical nurses) and LVNs (licensed vocational nurses).

The Arizona State Board of Nursing denies licensure to individuals with a felony conviction who have not been fully discharged five years prior to applying for a license. Drug screening and fingerprint clearance cards are required for enrollment in the nursing program. Contact the Nursing / Allied Health Department or the Arizona State Board of Nursing for information regarding this regulation.

## ADMISSION OF INTERNATIONAL STUDENTS

All international students must have a high school equivalency or be at least 18 years of age at the time of registration. All full-time international students need to attend on an F-1 Visa.

The International Student Office will issue a letter of admission and a SEVIS I-20 after receiving and approving the following documents:

1. Application for admission (English/Spanish).
2. Application fee in bank draft or US check, payable to Cochise College.
3. Student health record.
4. Official high school transcripts.
5. Statement of financial guarantee for \$16,400 or the actual annual cost of the program (whichever is greater).
6. A housing application and deposit is necessary only if College housing is desired.

## Border Commuter Students

Border commuter students from Mexico are permitted to attend part-time and must also apply for a visa to study. These students must pursue a major that leads to a degree and will be issued a one-semester I-20 after submitting the following:

1. Application for admission.
2. Application fee in bank draft or U.S. check, payable to Cochise College.
3. Bank guarantee form  
Full-time student: \$8,030 in U.S. dollars\*  
Part-time student: \$725 in U.S. dollars\*
4. Student health form.

5. Final high school and college transcripts, certificate or diploma.

A packet of these materials for F-1 international students is available by calling (520) 417-4038 or by contacting the International Student Office at [international@cochise.edu](mailto:international@cochise.edu) or the Cochise College Website.

## Health Insurance

All F-1 students who have an I-20 issued by Cochise College and who are living in the United States are required to have the approved health insurance plan. The plan currently in use by Cochise College is the HTH Worldwide plan. For more information, contact the International Student Office.

## TOEFL

Students whose primary language is not English are required to pass the Test of English as a Foreign Language (TOEFL) with a minimum score of 61 for the Internet-based test, 173 for the computer-based test, or 500 for the paper-based test. All TOEFL scores must be submitted directly from the testing agency to the International Student Office. The college code for all programs of study at Cochise College is 409700. 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 or [www.ets.org](http://www.ets.org).

## OFFICE OF DISABILITY SERVICES

You may request special disability assistance by visiting one of the Offices of Disability Services or by calling (520) 515-5337 or (520) 417-4023 to make an appointment. Students who need accommodations for placement testing should contact one of the Offices of Disability Services prior to testing.

## STUDENT E-MAIL

Cochise College's e-mail system is recognized as an official mode of communication between the college and students. Student email accounts are free and provide students with a way to receive college news and other notifications. Login by visiting MyCochise.

## RESIDENCY REQUIREMENTS AND REGULATIONS

### Prop. 300/Tuition Assessment

Cochise College has revised its registration procedure for credit classes to comply with requirements of Proposition 300. Approved by Arizona voters in November 2006, Prop. 300 requires verification of eligibility for in-state tuition rates for U.S. citizens and qualifying legal immigrants.

Students will need to complete the new tuition assessment process only once. The process applies to students registering for any class beginning after spring session 2007.

It is important to know that the new law does not prevent anyone from enrolling at Cochise College. However, the law does require

that students who are not citizens or legal residents pay out-of-state tuition rates.

The law further states that persons who are not citizens or legal residents are not entitled to tuition waivers, fee waivers, grants, scholarship assistance, financial aid, tuition assistance, or any type of financial assistance that is subsidized with state monies.

A printable Tuition Assessment Form, instructions for completing the form, and a list of qualifying documents to verify eligibility for in-state tuition are available online. Go to Prop. 300 at the admissions section of the Cochise College Website.

Documentation can be returned to any of the college's Admissions and Registration Offices. All documentation should be faxed to the attention of the registrar at (520) 515-5452 or e-mailed to [admissions@cochise.edu](mailto:admissions@cochise.edu) or [registration@cochise.edu](mailto:registration@cochise.edu).

You can check your student verification for Prop. 300 on the Cochise College Web site using the following directions:

- Log on to MyCochise and click on CC Account.
- Click on Student Services and Financial Aid.
- Click on Registration.
- Click on Check Your Registration Status.
- Select the term of your current class registration and click submit.

Your Prop. 300 status is displayed.

Each applicant shall have legal residency determined prior to the time of registration and payment of fees. It is your responsibility to register under the correct residence determination. Enforcement of residency requirements and regulations are the responsibility of the Cochise College president.

Appeal of residency interpretation or judgments rendered by the college administration shall be handled through appeal channels as established by the district governing board in accordance with the Arizona Revised Statutes, which determine classification for tuition purposes.

Published below are the Arizona Revised Statutes (ARS 15-1801 et seq.) and Cochise College policy definitions, which determine classification for tuition purposes.

## DEFINITIONS

**Adult** means a person who is 18 years of age or older.

**Armed Forces of the United States** means the Army, the Navy, the Air Force, the Marine Corps, the Coast Guard, the Commissioned Corps of the United States Public Health Services and the National Oceanographic and Atmospheric Association. (ARS 15-1801)

**Continuous attendance** means enrollment at an educational institution in this state as a full-time student, as such term is defined by the governing body of the educational institution, for a normal academic year since the beginning of the period for which continuous attendance is claimed. Such person need not attend summer sessions or other such intersession beyond the normal academic year in order to maintain continuous attendance. (ARS 15-1801)

**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 else-

where. (ARS-15-1801)

**State resident** means a person who is domiciled in the State of Arizona for not less than one year (365 days). (ARS 15-1802)

**County resident** means a person who is domiciled in the State of Arizona for not less than one year and who has been physically present in the county for at least 50 days prior to the first day of classes of the semester. (R7-1-23)

**Dependent** means any person (son, daughter, or legal ward) who receives more than half of his/her support for the calendar year from a parent or guardian, as documented on the federal income tax form, and who is domiciled in Arizona.

**Alien** means a person who has been granted refugee status in accordance with all applicable laws of the United States, has met all other requirements for domicile, and who is entitled to classification as an in-state refugee student.

**Emancipated person** means a person who is neither under a legal duty of service to his/her parent nor entitled to the support of such parent under the laws of this state. (ARS-15-1801)

**Parent** means a person's father or mother, or if one parent has custody, that parent. Or, if there is no surviving parent or the whereabouts of the parents are unknown, then a guardian of an unemancipated person (if there are no circumstances indicating that such guardianship was created primarily for the purpose of conferring the status of an in-state student on such unemancipated person). (ARS 15-1801)

## IN-STATE STUDENT STATUS

Except as otherwise provided in this catalog, no person having a domicile elsewhere than in this state is eligible for classification as an in-state student for tuition purposes. (ARS 15-1802)

A person is not entitled to classification as an in-state student until he/she is domiciled in this state for one year, except that a person whose domicile is in this state is entitled to classification as an in-state student if he/she meets one of the following requirements:

1. His/her parent's domicile is in this state for no less than one year and his/her parent is entitled to claim him/her as an exemption for state and federal tax purposes.
2. He/she is an employee of an employer that transferred him/her to this state for employment purposes or he/she is the spouse of such employee.
3. The domicile of an unemancipated person is that of such person's parent. Any unemancipated person who remains in this state when such person's parent, who had been domiciled in this state, moves from this state is entitled to classification as an in-state student until attainment of the degree for which currently enrolled, so long as such person maintains continuous attendance.
4. A person who is a member of the Armed Forces of the United States stationed in this state pursuant to military orders, or who is the spouse or dependent child as defined in section 43-1001 of a person who is a member of the Armed Forces of the United States stationed in this state pursuant to military orders, is entitled to classification as an in-state student. The student, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification.
5. Beginning in the fall semester of 2011, all persons who are honorably discharged from the United States Armed Forces

and who demonstrate objective evidence of intent to be a resident of Arizona as in-state students for the purposes of tuition at an Arizona public university or community college. This provision mandates Arizona voter registration for veterans seeking in-state student classification.

6. A person who is a member of an Indian tribe recognized by the United States Department of the Interior, whose reservation land lies in this state and extends into another state and who is a resident of the reservation, is entitled to classification as an in-state student.

## CONCURRENT ENROLLMENT: NON-RESIDENT TUITION

- a. 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 such institutions.
- b. Any non-resident student desiring to enroll concurrently in two or more public institutions of higher education in this state, including any university or community college, for a combined total of more than six semester hours and who is not subject to non-resident tuition at any of such institutions shall pay the non-resident tuition at the institution of his/her choice. The amount will be equivalent to non-resident tuition at such institution for the combined total of semester hours for which the non-resident student is concurrently enrolled. (ARS 15-1807)

## PROOF OF RESIDENCY: IN-STATE

A domicile affidavit needs to be filed with the Admissions Office verifying continuous residency in the state for a 12-month period. At least three of the following items will be used to establish proof of residency:

1. Filing of state income tax report for the previous year.
2. Current registration of motor vehicle in Arizona.
3. Current registration as a voter in the state.
4. Arizona driver's license issuance date.
5. Graduation from an Arizona high school.
6. Bank statement (checking or savings) from an Arizona banking institution.
7. Source of support (employer).
8. Dependency as indicated on federal income tax declaration for dependents.

## REGISTRATION INFORMATION

New and returning students in good academic standing can register for classes during early registration as well as regular registration periods. Late registration is allowed, and deadlines are listed on the academic calendar.

## ENROLLMENT VERIFICATION

Students requesting verification of their enrollment for any purpose (life insurance, loan deferment, etc.) must do so in person at the Registration Office at any time after the start of a semester.



Enrollment verification is free of charge and processed within 48 hours of receiving the request. The National Student Clearinghouse is Cochise College's authorized agent for providing degree and enrollment verifications at [www.degreeverify.org](http://www.degreeverify.org).

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Cochise College shall not permit the disclosure of information from educational records or personally identifiable information contained therein other than directory information of students without the written consent of the student to any individual, agency, or organization other than in specific situations as outlined by the Family Educational Rights and Privacy Act of 1974, its amendments and the final rule of the U.S. Department of Education. Students may withhold disclosure of any directory information by submitting written notification to the Admissions Office prior to the first day of classes each semester. Failure on the part of any student to specifically request the withholding of directory information indicates individual approval for disclosure. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Cochise College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); or a person or company with whom Cochise College has contracted (such as an attorney, auditor, collection agent, or official of the National Student Clearinghouse).

Cochise College designates the following items as directory information: student name, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous school attended, and photograph. The college may disclose any of those items without prior written consent, unless notified in writing to the contrary by the student in advance of any request.

# Money Matters

## TUITION AND FEES

**All fees may change as approved by the Cochise College Governing Board. Please consult the Admissions Office, the Business Office, or the college Web site at [www.cochise.edu](http://www.cochise.edu).**

All students must have sufficient funds to defray their immediate expenses at the time of registration. All fees are payable as the final step in the registration process. Cochise College accepts checks or credit card payments for the total amount due for tuition and fees.

Past due accounts may be turned over to a collection agency. You, as a delinquent student, will be liable for any collection/attorney fees incurred.

Please consult the class schedule for specific registration and payment dates. In the event a check is returned unpaid by your bank, you may be assessed a service fee and dropped from all classes. You may also be dropped from all classes if fees are not paid in full on or before dates indicated. All remaining charges must be paid in full prior to any future registration.

A textbook vouchering system is available for students in vocational rehabilitation, veterans' vocational education and other qualified veterans.

Note to Financial Aid Students: When financial aid has been approved and applied to your account, any credit balance will be refunded to you. Any amount unpaid after the financial aid has been applied will be due and payable by the student.

## STUDENT FEES FOR 2011/2012 FISCAL YEAR

### I. Tuition

#### Effective July 1, 2010 to June 30, 2011

Fees subject to change.

Registration fee (per each fall, spring, or summer semester, non-refundable)	\$20 per student
Technology fee (per each fall, spring, or summer semester, non-refundable)	\$20 per student
Border commuter application fee	\$20
International student application fee	\$50
International student illness/accident insurance	TBD
Tuition Payment Plan Fee	\$35
Credentialing fee	\$50

#### Fall/Spring/Summer Tuition

In-state	\$63 per credit
Out-of-state (1-6 credits)	\$95 per credit
over 6 credits (retroactive to first credit)	\$290 per credit
Online Campus	\$95 per credit
Aviation (resident)	Regular tuition
Co-op education courses (per credit hour)	\$32
Western Undergraduate Tuition Waiver	\$95
New Mexico Tuition Waiver	\$63

### Senior "Golden Apache" Tuition

(60 years or older, resident of Cochise County or adjacent unorganized counties)

50% of eligible tuition

One-time application fee \$5

### Miscellaneous Fees

Credit by examination (nonrefundable) per credit	\$63 (per credit, non-refundable)
Accuplacer testing per retest	\$20
General Education Development (GED)	\$70
Other Testing Services	\$10
Transcripts (official)	\$10
Transcripts (faxed)	\$10
Transcripts (overnight)	\$75
Returned check fee (for each returned)	\$50
Graduation fee	\$25
Liability insurance (all health programs)	\$40
Drug screen (paramedicine only)	\$65
Background check (MA only)	\$50
Nursing Entrance Test	\$70
Airport Tie-Down Fee (per month)	\$100
Check Reissuance Fee	\$50
Replacement of ID card or meal card	\$10

### Deposits

Residence hall housing	\$100*
Family housing apartments	\$150*
Professional pilot	\$90**
Avionics technology	\$90**
Spanish Immersion field trip to Mexico - (summer I)	\$175
Spanish Immersion field trip to Mexico - (summer II)	\$35

\*Required with housing application (does not apply toward room and board fees).

\*\*A non-refundable deposit that will be applied to aviation tuition and/or fees. The deposit will be refunded if the student is not accepted into the program by the Aviation Department.

### Miscellaneous Fees for Non-Students

Accuplacer testing (Retest)	\$20
Proctor fee	\$25

### On-Campus Living

Chiricahua and Huachuca Hall - Single Occupancy  
Desert View Townhouses - Double Occupancy

### Regular Student – 17-week semester

19-Meal plan	\$1,950
Room rate	\$950

### Combined Rate

19-meal plan with 16 or more credit hours of enrollment	\$1,950
19-meal plan with 12-15 credit hours of enrollment	\$2,425

### Professional Pilot – 21-week semester

19-meal plan	\$2,180
Room rate	\$1,150

**Combined Rate**

<b>19-meal plan with 16 or more credit hours of enrollment</b>	\$2,410
<b>19-meal plan with 12-15 credit hours of enrollment</b>	\$2,755

**Married Student Housing**

<b>Cost/month</b>	\$375
<b>Cost/month if primary student enrolls in 12 or more credit hours</b>	\$275

**II. Residence Hall Fees****(Douglas Campus)**

Room and board (meals) are combined. If you live in a residence hall, you must participate in the board program. One-bedroom apartments are available for students with families; apartment residents do not need to purchase a meal plan. Single rooms and apartments have special requirements. Please call the Housing Office at (520) 417-4062 for further information. Room and board is due at registration or by the last day to add classes in a term.

**Room**

If you are a full-time student, you have the option of living on campus. The college has completed construction of new town-house-style residences which opened for occupancy in the spring 2010 semester. The college also has existing residence halls and family housing apartments. The residence halls are single- and double-occupancy, suite-style rooms. The family housing apartments have one bedroom each and are partially furnished. Internet access is available 24 hours a day for residents. Laundry facilities, free cable and local telephone services are also available for all residents.

**Board**

You may purchase a 19-meal plan when classes are in session. If you leave the residence halls, you will be charged for meals through Saturday of the week in which you formally withdraw. If you depart during the last two weeks of the semester, you will be charged the full semester rate for meals.

**Apartment and Room Deposits**

Deposits are required as indicated above to reserve your room or apartment. The deposit will be refunded according to the conditions of the residence hall and family housing contracts less any amounts due to the college for damages or other charges.

**TUITION WAIVER PROGRAMS****New Mexico Waiver**

A special tuition agreement exists for full-time students between Cochise College and Western New Mexico University. If you are interested, please contact the Admissions Office for more information.

**Western Undergraduate Exchange (WUE) Waiver**

Cochise College is a member of the Western Undergraduate Exchange (WUE) program. If you are a resident of Alaska, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington or

Wyoming, contact the Admissions Office to see if you are eligible for this waiver for full-time students.

**Arizona-Sonora Agreement**

Tuition waivers are available to students from Sonora through an agreement between the Arizona-Mexico Commission and the Comisión Sonora-Arizona. Qualifying students from Sonora who are studying in Arizona may pay in-state tuition for a maximum of two years. Students from Arizona who wish to study in Sonora have a series of educational and living options available. For more information, visit [www.iesa.gob.mx](http://www.iesa.gob.mx) or contact the Douglas Campus One Stop at (520) 417-4038 or (520) 417-4042.

**Senior Citizen Tuition Waiver**

If you are 60 years or older, you may apply for a "Golden Apache" tuition waiver as an Arizona resident who lives in Cochise County or an adjacent unorganized county (Apache, Gila, Greenlee, and Santa Cruz). This waiver allows a 50 percent tuition discount of the regular in-state tuition rate and of the online tuition rate. Registration fees, lab fees, bookstore charges, avionics, flight tuition and fees, and non-credit courses are not included in this discount. You have to meet in-state residency requirements for tuition purposes. Waivers cannot be accepted retroactively. Applications for the waiver may be picked up at the Admissions Office.

**GRADUATION FEES**

Every candidate applying for an associate degree is required to pay a graduation fee at the Cashier's Office.

**FLIGHT TRAINING FEES**

Please consult the Aviation Department for current flight fees. All flight fees are subject to change without notice. See the refund section for refunds of unused flight fees.

**LABORATORY FEES**

Lab fees are charged for those classes requiring special equipment, facilities, etc. Lab fees range from \$5 to several hundred dollars. Please consult the current lab fee schedule for courses charging lab fees and the amount. All student lab fees are due at the time of registration.

**REFUNDS**

All refunds for tuition, fees and deposits that may be due to a student will be first applied to any encumbrances owed to the college. Please consult the appropriate semester class schedule for specific dates and percentage of refund.

The refund schedule begins with the first day of classes and applies to Monday through Friday. Sufficient time must be allowed for final clearance of fee payment checks before refunds will be made.

Students are eligible for a 50 percent refund of room fees if leaving residence within 21 days of the first day of classes for each semester or 21 days of the start date of a specific program in which they are enrolled. Room fees will not be reimbursed after the 21st day as specified above.

Refund of meal plan fees will be prorated based on the first day of the month following a student's withdrawal from the meal plan. No refunds of meal plan fees will be granted for withdrawal after the first Monday in November for the fall semester or the first Monday in April for the spring semester.

If a class or classes are canceled by the college, you will receive a full refund for all tuition and fees for cancellations. Refunds will be issued for canceled classes within three weeks after the end of registration. In the case of such cancellations, the student may opt to enroll in alternative classes and apply the tuition and fees from the cancelled class(es) to the newly enrolled class(es).

## **Federal Title IV Financial Aid Refunds**

Students who receive federal financial aid funds are subject to the federal refund policy. Students who completely withdraw before completing 60 percent of the term are subject to this policy and may owe a repayment of the unearned portion of their grant funds. Students have 45 days to return the funds to Cochise College. If repayment is not made during the 45 days, the repayment owed will be turned over to the Department of Education for collection. Once a repayment is turned over to the Department of Education, eligibility for additional federal aid is suspended until satisfactory payment arrangements are made.

Pell grants, SEOG and ACG (Academic Competitiveness Grant) are subject to this repayment provision. Students who have received student loan funds are responsible for completing an exit interview and for notifying their lender of the withdrawal. The federal work-study program is not subject to the refund policy.

The withdrawal date is the date:

- The student began the withdrawal process prescribed by the institution,
- The student otherwise provided the school with official notification of the intent to withdraw, or
- For the student who does not begin the school's withdrawal process or notify the school of the intent to withdraw, the midpoint of the payment period or period of enrollment for which Title IV assistance was disbursed (unless the institution can document a later date).

The percentage of the payment period or period of enrollment completed for which assistance was awarded is calculated by dividing the total number of calendar days comprising the payment period or period of enrollment for which the assistance is awarded into the number of calendar days completed in that period as of the day the student withdrew.

For additional policy and regulatory information, contact the Financial Aid Office.

# Financial Aid, Scholarships & Grants

Students applying for financial aid at Cochise College must be admitted into an eligible program of study leading to a degree or certificate and must meet the other eligibility requirements for each program. All new financial aid recipients must complete a financial aid orientation session before receiving any federal funds.

Official academic transcripts will be required of all transfer students who appear in the National Student Loan Database System (NSLDS) as having attended previous institution(s) and/or having substantial student loan debt. Transcripts will be evaluated and restricted enrollment enforced when applicable. Students who have not met our academic standards (2.0 GPA and completion of 75% of classes attempted) at the prior institution(s) will be evaluated with the same probation and suspension standards currently in place for Cochise College students. Students who consistently have received W and F grades will be required to complete a minimum of six credit hours with a 2.0 or higher GPA using their own resources before federal aid will be approved.

Cochise College provides access to federal, state, and institutional financial aid through the Financial Aid Office. A number of institutional and private scholarship applications are also available. Financial aid may be awarded based on financial need, academic merit, athletic ability, or community service. The application process for most of the programs begins with completion of the Free Application for Federal Student Aid (FAFSA). The FAFSA is completed online at [www.FAFSA.gov](http://www.FAFSA.gov). The FAFSA worksheet to assist you in completing the online application can be found online or in the Financial Aid Office. Priority consideration for some grants is given to applications received in the Financial Aid Office by April 1.

## FEDERAL AID PROGRAMS

### Pell Grants

A federal Pell Grant, unlike a loan, does not have to be repaid. It is generally restricted to undergraduate students. Eligibility is established by the federal government, and the grant is targeted to students with high need. The award adjusts to the actual enrollment status.

### Federal Direct Loans (Stafford Loans)

Low-interest student loans are available to help meet educational expenses. The loans must be repaid. Students must be enrolled in a minimum of six credit hours during a term (including eight-week terms) to be eligible. Loans can also be obtained by students who do not demonstrate a need. A student must complete the loan entrance counseling, master promissory note and the direct loan request form before a student loan will be certified.

## COLLEGE WORK-STUDY

The work-study program offers students an opportunity to work up to 16 hours per week to assist with college expenses. Many of these jobs are career related and offer flexible work schedules.

Students must be enrolled at least half-time, have a 2.0 GPA and maintain Satisfactory Progress to qualify for these jobs. Work-study jobs are available both on and off campus. If you are interested in student employment, check the available jobs at the Career Services Center.

## VETERANS AFFAIRS

The Veterans Affairs Office is located within the Financial Aid Office on the Sierra Vista Campus. Information concerning attendance, benefits and procedures is available. All veterans are advised to maintain close contact with the college's certifying official.

If you are a veteran receiving VA benefits, you are required to immediately report to the college's certifying official when you drop a course or withdraw from college. Dropping or reducing enrollment may result in an overpayment of benefits to the VA and you may be required to repay all the money you received during that semester/term.

Veterans, except Post 9/11, must register and pay for their classes before enrollment will be certified to the Veterans Administration. A one-time exception is made for the first term. New VA students are eligible to sign a promissory note to cover tuition and books. Payment is deferred until benefit checks are received.

## SCHOLARSHIPS

Scholarships are offered by the Cochise College Foundation each year. These scholarships are funded by private donors. Financial need, grade point average, field of study, leadership, and community service are some of the eligibility requirements. The scholarship application can be accessed on the college Web site at [www.cochise.edu](http://www.cochise.edu).

Applications are accepted early in the spring semester for scholarships to be awarded for the following academic year that begins with the fall semester. Notices of other scholarships are received periodically. The notices, applications and/or instructions for these scholarships are posted in the scholarship notebooks located in the Financial Aid Offices.

# Services for Students

## LIBRARIES / INSTRUCTIONAL MEDIA SERVICES

The Cochise College library/IMS system consists of the Charles Di Peso Library on the Douglas Campus and the Andrea Cracchiolo Library on the Sierra Vista Campus. Many online library services and resources are also available.

The libraries have more than 300 periodical subscriptions and house more than 66,000 books and 2,400 videos/DVDs/audio books. The libraries provide access to various online databases most of which provide the full text of periodical/newspaper articles and literary criticism. Both libraries have computers, laptops, digital cameras, and photocopiers for students to use.

The Instructional Media Services (IMS) department provides a wide range of instructional media equipment and software for classroom use and for college events. IMS offers a wide range of in-house media production services to the college community and manages the interactive instructional television (ITV) classrooms and satellite teleconferencing for the district.

The library/IMS staff is dedicated to enhancing learning opportunities, increasing information literacy, and meeting the educational needs of Cochise College students, faculty and staff. The libraries combine traditional library services with information technologies, providing access to both print and non-print resources to assist students in successfully navigating the expanding world of information and in fulfilling their learning goals.

## BOOKSTORE

Barnes and Noble bookstores are located on both the Douglas and Sierra Vista campuses. A bookstore representative also visits the Benson, Willcox and Nogales/Santa Cruz Centers at the beginning of each semester. Students can find textbooks, collegiate clothing, reference and trade books, classroom supplies and other items. Book rental and digital options also are available. Student book buy-backs are held each semester during finals week if there is a demand for the books the following year. Graduation gowns also may be ordered in February for May graduates.

## STUDENT DEVELOPMENT CENTER

The Student Development Centers (SDC) located on the Douglas and Sierra Vista campuses coordinate several key services designed to support your learning: academic advising, counseling, testing, tutoring, and career information.

The mission of the counseling and advising component of the SDC is to assist our student population in defining, planning, and achieving success. This collaborative effort results in the students' taking responsibility for the attainment of their educational, personal, social and career goals.

The Cochise College counseling staff is available in the SDC to assist you in developing decision-making skills and personal strengths that allow you to help yourself. Problems of adjustment related to academic, personal or social areas are not unusual.

Counselors are available to assist you during daytime and certain evening hours.

Counselors and advisors can assist you in defining your educational and career goals; planning a program of study for transfer and/or direct employment that incorporates your interests, abilities, and career objectives; and can direct you to other college resources.

A coordinated effort by Cochise College counselors and advisors provides all students with assistance throughout their academic experience. You are encouraged to visit the SDC throughout the semester to ensure you receive academic support prior to having problems with class work or schedules.

## Learning Support (Tutoring)

Cochise College provides free tutoring for you in most academic areas. Para-professionals, faculty and staff work with students individually and in small groups to facilitate learning. Computerized tutorials are also available. You are welcome to drop by the tutoring labs with or without an appointment.

## Placement Assessment (Accuplacer)

Initial placement assessments are free to students during the year on a regularly scheduled basis. Consult the schedule of classes published each semester for scheduled times or call the Student Development Center.

The purpose of the Cochise College assessment process is to:

1. Help correctly identify existing skills and knowledge in reading, English, mathematics, and computer skills.
2. Recommend a course(s) of study in which you may reasonably expect to achieve academic success.

The college requires students to take the placement assessment using the Accuplacer test in the areas of English, reading, computers and mathematics prior to meeting with an advisor and registering. You should test if you are:

- Planning to register for a course with an English or mathematics prerequisite
- Seeking a degree and have completed seven or more credits at Cochise.

Placement assessment may be waived under the following conditions:

- if you provide a transcript or diploma showing completion of an accredited associate or higher degree
- if you are a transfer student whose official transcripts show completed coursework in a corresponding subject with a grade of C or higher.

The advisor will use information (e.g., transcripts, assessment results and other evaluative data) to place you in courses consistent with your level of preparation. If you are a student studying at a distance, please contact your academic advisor to arrange to take the test online.



If you would like to enter a course for which you do not meet the established academic skill prerequisites, you may request a waiver from the Student Development Center.

## OFFICE OF DISABILITY SERVICES

In the spirit of the Americans with Disabilities Act of 1990, Cochise College provides support services to students who may need reasonable accommodation or adjustment in order to achieve academic success. Our mission is to assist students in discovering and developing their full potential.

To be eligible to receive an accommodation from Disability Services, a student must be enrolled in Cochise College and have a mental or physical impairment that substantially limits a major life activity. The disability must be verified by appropriate documentation. That means that a professional in the area of the disability must document the nature and severity of the disability. Professionals may include medical doctors, psychiatrists, psychologists, and learning specialists. An appointment must then be made with the director of Disability Services in order for the student to complete the intake forms necessary to request services and accommodations.

To request services from the Office of Disability Services, call (800) 966-7943.

## TRIO STUDENT SUPPORT SERVICES

The Student Support Services (SSS) program is one of three TRiO programs originally funded under the Higher Education Act of 1965, whose objective is to help students overcome class, social, and cultural barriers to complete their college education. Funded by the U.S. Department of Education, SSS is committed to helping low-income, first-generation college students, and students with disabilities, achieve a bachelor's degree. Services are provided at no cost to the students. To qualify, students must be: enrolled or accepted for enrollment at Cochise College; U.S. citizens and/or legal/permanent residents (meet federal financial aid residency requirements); and have a need for academic support and meet at least one of the following guidelines:

- First-generation college student (parents did not receive a bachelor's degree)
- Low-income student as established by the Department of Education
- Learning or physically disabled student (registered with the ADA/Disability Office)

### Participants are eligible to:

- Attend cultural events on and off campus at reduced or no cost to the student
- Receive tutoring on an individual basis from professional and/or peer tutors
- Receive end-of-the-year grant aid (must be eligible)
- Visit four-year colleges
- Attend TRiO workshops on goal-setting, career planning, test anxiety, research, time management and more
- Receive monthly newsletters and weekly e-mails
- Participate in a mentoring program

For more information, visit the TRiO Web site or call the TRiO Student Support Services office on the Douglas Campus.

## CAREER SERVICES CENTER

The Career Services Center offices on the Douglas and Sierra Vista campuses consists of several separate but closely related services: cooperative education/internship experiences, career exploration and information, referrals for full- and part-time jobs (both on and off campus), job search skills training, and career placement assistance for graduates.

### Cooperative Education/Internship Experiences

The cooperative education (co-op) program provides opportunities to supplement coursework with practical work experience related to your career objectives. You can earn credit for working part time in an area directly related to your program of study. Co-op is an educational process that integrates college coursework with related work experience in business, industry and government settings and is coordinated by college staff. Students establish learning goals in conjunction with their work supervisor and an assigned faculty advisor. The co-op student earns college credit to apply toward program completion requirements or to document experience on transcripts sent with university applications. Any Cochise College student enrolled for credit may elect to participate.

In addition, Cochise College participates in the Disney College Program, where students can complete a semester-long paid internship at either the Florida or California theme park while earning college credit. On-campus student interviews are conducted each semester, with announcements provided in advance.

### Student Job Placement/Graduate Placement Assistance Services

Students may apply for jobs available with employers throughout the state. Job listing are posted at convenient locations on campus.

A career resource library with print, video, and computer software resources is also available, as are workshops on selected job search skills topics as announced. Resume writing assistance is available by appointment.

### Career Exploration/Career Information

Students seeking information on various careers or jobs, or those desiring to take an inventory of their interests in order to establish career goals, can meet one on one with a career advisor. In addition, a variety of software and print resources are available to students for information on hiring outlook, salary data, required training, and more pertaining to career fields of interest.

### CTEPS/Career Technical Education Program

The CTEPS program offers a variety of support services to students enrolled in career and technical education programs. Specific certificate and transfer degree programs are supported and services include academic advising, advocacy, career counseling, limited fuel assistance, referrals, scholarships, and workshops. To find out more visit the CTEPS on the Douglas or Sierra Vista campuses

## STUDENT ACTIVITIES

The college encourages your participation in extracurricular activities and campus organizations to promote leadership, student relationships and social development. Most campus activities are the responsibility of student clubs and organizations. A full schedule of activities is planned for the student body by the student government and various clubs and organizations.

### Student Government

You are encouraged to take an active part in your student government. Weekly meetings are open to all students. Student Government is comprised of five appointed officers: president, vice president, secretary, treasurer, and social events coordinator who are selected based on an application process each spring. Student government plans, coordinates, promotes and finances a varied program of student activities and services for the entire student body.

### Clubs and Organizations

Student clubs and organizations attempt to meet special student needs and interests. Students with similar interests may form a club in which fellow students can participate in specialized activities. For more information on Cochise College clubs and organizations, visit [www.cochise.edu](http://www.cochise.edu).

### Athletics: Douglas Campus

Hundreds of student athletes have gotten their start at Cochise College. The institution serves as a springboard for those who wish to compete, obtain a quality education and transfer to a four-year program. Athletes compete in baseball, men's and women's basketball, men's and women's rodeo and women's soccer.

Cochise is located in a place where the warm, dry climate is ideal for both practice and performance. The athletic programs reside on the Douglas Campus, where several acres are dedicated to athletic facilities, and residence halls are available to students.

The general coaching philosophy incorporates both athletic and academic success. Small classes and one-on-one student/teacher interaction assures students a great educational start. Tutoring is available for students who need assistance. Some scholarships are available. Cochise is a Division 1 National Junior College Athletic Association school and a member of the National Intercollegiate Rodeo Association.

The school colors are red and white, and the mascot is the Apache. The center for intercollegiate is the Apache Stronghold Gymnasium. The school mascot and gymnasium are named for legendary chief Cochise of the Chiricahua Apaches.

## RESIDENCE HALLS, DOUGLAS CAMPUS

### Housing and Dining

The on-campus living program is designed to encourage personal growth and development. The standards of behavior established by the department of housing and student life are intended to comply with and help maintain the academic environment of the college. All full-time, unmarried students are encouraged to reside on campus.

Housing and dining services are combined and all residential students are automatically on the meal plan.

The 19-meal dining plan includes three meals each day, Monday through Friday, and two meals each on Saturday, Sunday, and holidays.

### Regulations

Each resident must sign a residence hall contract agreeing to all the terms and conditions of occupancy. On-campus residents are expected to comply with applicable rules and regulations as they appear in the residence hall and married housing contracts and the student handbook as well as local, state and federal laws.

### Apartments

The college offers a limited number of furnished, one-bedroom married-housing units. Prospective occupants must provide proof of marriage before applications will be considered.

### Housing Applications

If you are interested in on-campus housing, you are encouraged to apply early, preferably at least 60 to 90 days before the academic term begins. Housing applications cannot be processed unless you have applied for admission to the college. Interested applicants may contact the Housing Office, Cochise College, 4190 W. Hwy. 80, Douglas, AZ 85607-6190, or call (520) 417-4062. Housing applications are also available online at [www.cochise.edu](http://www.cochise.edu) by clicking on the housing link.

### Campus Crime Report/Alcohol-Free Workplace

According to federal statute and regulations, colleges and universities are required to prepare and distribute each year an annual security report. Within the report, colleges must set forth their policies on crime prevention and sex offenses and give statistics on the number of crimes reported on campus. Other reported crimes include the number of arrests for liquor law and/or drug violations and weapons possessions. The crime report is updated each September; the drug and alcohol free workplace report is updated each April. The reports may be reviewed at [www.cochise.edu](http://www.cochise.edu).

### College Smoking Policy #5008

Smoking is not permitted in any building or classroom at Cochise College.

### Alcohol and Drug Abuse Policy #5003

Cochise College is committed to the prevention of alcohol and drug abuse recognizing that the abuse of alcohol or other drugs poses serious risks to a person's health. Cochise College thoroughly conforms with and supports all federal, state, and local laws and regulations that prohibit the unlawful manufacture, distribution, dispensation, possession, or use of alcohol or any prohibited or controlled substance on any campus of the college. A detailed description of these laws and regulations is available from the appropriate dean.

Students registered at Cochise College assume an obligation to conduct themselves in a manner compatible with the college's function as an educational institution and are expected to exercise

personal responsibility and make informed choices concerning the use and misuse of alcohol and illicit drugs.

Cochise College will impose disciplinary sanctions that include, but are not limited to, verbal or written reprimands, disciplinary probation, removal from classes, suspension, expulsion, or possible referral to local, state, or federal law enforcement agencies, for any unlawful on-campus manufacture, distribution, use, or possession of alcohol or any prohibited controlled substance.

### **Sexual Harassment Policy #611**

Cochise College expressly forbids sexual harassment of its employees and students by supervisors, other employees, students or the general public. Behaviors considered to be sexual harassment include: unwanted physical touching (beyond normal greeting); sexual molesting; verbal insults; and sexually explicit suggestions or rumors designed to cause emotional distress, place an individual in bad light, substantially interfere with an individual's work or study performance, or create an intimidating, hostile, or offensive work or study environment.

Any persons who feel that they have been victims of sexual harassment may make a formal complaint to an immediate supervisor, the Vice President of Human Resources, or the director of student development. All such complaints will be treated in a confidential manner and will be investigated thoroughly and promptly. If the complaints are not resolved, persons believing themselves victimized by such alleged sexual harassment are free to pursue other administrative or judicial remedies available, including the pursuit of their rights under Title IX of the Education Amendments of 1972, through the executive director of human resources and affirmative action or the director of student development.

## **SPECIAL PROGRAMS**

### **The Center for Lifelong Learning**

Non-traditional training and outreach are an important part of the Cochise College mission, and the Center for Lifelong Learning (CLL) expands and enriches these offerings to the community.

CLL offers a wide variety of training services to individuals and organizations locally and internationally. Both credit and non-credit courses are offered in the classroom, off campus, and online. Topics include a wide variety of professional development courses, personal enrichment and local interest classes and computer workshops. Customized classes on nearly any topic can be contracted to support area businesses and organizations. CLL publishes a quarterly schedule of offerings and a complete listing of courses can be found on the college Web site.

The southeast Arizona region offers a unique combination of historical and natural attractions. Its border location makes Cochise College the logical setting for a center dedicated to exploring, disseminating and protecting cultural and natural resources and contributing to the economic development of the area. CLL will continue its mission of establishing the college as a leader in border-related studies, training and research and a strong partner to existing organizations in resource availability and procurement.

CLL works with its partners to identify and implement entrepreneurial activities related to the rich historical, cultural and geo-

graphic characteristics of southeast Arizona and the border area and to meet the training and educational needs of the community.

### **Honors Program**

An Honors Program is available for academically exceptional students. It encourages students to question, research, discover and debate ideas in various curricular areas. The insights gained through individual projects broaden students' awareness in a variety of areas. The scholarly inquiries begun in this program will provide a strong base for a lifelong quest for knowledge and excellence. You may apply to the Honors Program if you have completed 12 credits in courses from the general education curriculum, are enrolled in a degree program and have at least a 3.5 grade point average. Please contact the Student Development Center or the college Web site for Honors Program information.

### **Education for Underprepared Students**

The college serves students by providing courses that help them attain their full potential. All new students should take the college placement test prior to registration in order to determine their skill levels in reading, writing, computers and mathematics. Students will receive assistance from an advisor in selecting the courses needed to prepare them for college-level work.

If your placement scores indicate the need to enhance your skills in the areas of reading, writing, computers and mathematics, you will be placed in the appropriate college prep courses. Students with gaps in their academic backgrounds or who have grown rusty in one or more of these areas will find the college prep courses are designed to bring basic skills up to the necessary level for optimum college performance.

College prep courses are numbered 099 and below. Although these courses count toward meeting full-time status for financial aid purposes, college prep courses cannot be used to meet graduation requirements. The college offers a variety of services to help students, including tutoring, career planning and counseling. Students can visit the Student Development Center for more information.

### **Learning Communities**

Learning communities bring together different academic disciplines and teach students how they are related. Instructors involved in these communities restructure their curriculum thematically to link courses with an instructor from another discipline. These classes foster community, coherence and connections among courses. Learning communities increase student engagement and motivation, increase intellectual development, increase course completion rates and contribute to faculty and staff development.

### **Cultural Events**

Cochise College brings concerts and artists to communities and schools throughout Cochise and Santa Cruz counties. Additionally, seminars, workshops, films and lectures on local history and various art topics are scheduled each semester.

### **Dual Enrollment**

High school students taking honors, advanced placement and vocational classes in high school can earn college credit. These courses count for credit at both the high school and at Cochise

College. Contact your high school counselor for a list of courses that meet dual enrollment guidelines and for more information about this program.

## Adult Education

Adults 16 years of age and older can take free, non-credit classes at locations throughout the county in the areas of GED (high school equivalency), English language acquisition, computer skills, and academic skill development in reading, math, and writing. Classes are taught in accordance with the Arizona Adult Education Standards. Classes are offered in Benson, Douglas, Sierra Vista and Willcox. Online GED preparation classes are also offered in conjunction with the face-to-face classes upon request. Adult Education offers special assistance to students who transition to college credit programs.

## Small Business Development Center

The Small Business Development Center (SBDC) is a cooperative effort of Cochise College and the U.S. Small Business Administration. Its purpose is to help entrepreneurs and small-business owners in Cochise County manage and grow their businesses. The SBDC provides a variety of services, including one-on-one counseling on topics including marketing, financial and business planning, human resource management, government procurement, recordkeeping and more.

## Center for Economic Research

The Cochise College Center for Economic Research (CER), founded in 1995, is dedicated to analyzing and interpreting economic information and educating residents of Cochise County on the local, state, and national economy. The CER provides economic and demographic information, analysis, and forecasting to help community leaders in the public, private, and nonprofit sectors make informed decisions. The CER hosts economic outlook luncheons each year in Benson, Bisbee, Douglas, and Sierra Vista. The center also produces four major publications annually as part of its Cochise County Economic Outlook Publication Series: Benson Economic Outlook, Bisbee Economic Outlook, Douglas Economic Outlook, and Sierra Vista Economic Outlook.

Throughout the year, the CER responds to a wide range of information requests from business and community leaders throughout Cochise County and across the state and region. The CER also provides personnel to serve on community projects, committees, and task forces. In these partnerships, the CER provides technical expertise in research methodology and serves as a source of economic and demographic information, analysis, and forecasting. As an extension of Cochise College's educational mission, the CER prepares weekly press releases that are published in newspapers countywide and provide insight into economic issues affecting Cochise County. The CER's quarterly newsletter, *The Indicator*, provides updates on the local economy and CER activities. The CER also produces the Cochise County Economic Update, a biweekly compilation of links to online newspaper articles relevant to the Cochise County economy, which is e-mailed to everyone on the CER's distribution list.

The CER is a member of the Association for University Business and Economic Research (AUBER), one of only two community college organizations in the nation holding membership. In addition, the CER is a state data center affiliate, receiving and disse-

minating U.S. Census Bureau data to local governments and non-governmental data users at no charge or on a cost-recovery or reimbursable basis. The CER's Web site at [www.cochise.edu](http://www.cochise.edu) provides updated economic news, information, analyses, forecasts, and studies.

## Arizona Tech Prep

Tech Prep is a national initiative that combines academics with high-tech skills training in a coherent sequence of courses. Beginning with the last two years of high school and continuing through completion of a two-year degree or certificate in college, Tech Prep programs connect students to successful futures.

The COMPACT program allows high school students interested in a skilled occupation the opportunity to continue their education at Cochise College while still in high school. Cochise County high school students participating in this program pay significantly less for tuition and fees. Contact your high school counselor for a registration packet or the Cochise College Tech Prep Office for more information.

## Summer Spanish and English Immersion Programs: Douglas Campus

The college offers summer Spanish and English (ESL) immersion programs that provide intensive, day-long instruction to non-native speakers of English or whose first language is not Spanish. These programs are designed to improve basic listening and speaking in the Spanish language, or to improve reading/writing and grammar/oral communication proficiency in English. Students receive four to eight transferable credits of first-year Spanish, or completion of one level of ESL. Classroom instruction is complemented by use of computer-assisted instruction, audio-visual materials, field trips and social activities.

## Servicemember's Opportunity College (SOC)

Cochise College is a member of Servicemembers Opportunity Colleges, a consortium of more than 1,500 colleges and universities that provide college-level educational opportunities for servicemembers and their families. As an SOC member, this institution:

- Recognizes the GED high school equivalency certificate/diploma;
- Recognizes learning gained from specialized training and experience in the military services;
- Establishes competency by nationally recognized means, such as standardized tests;
- Maintains a flexible transfer-of-credits policy for the mobile, active-duty servicemember;
- Publicizes alternative admissions procedures available to servicemembers and waives formal admission procedures for those seeking enrollment in course work for transfer to another institution;
- Conducts a timely evaluation of the educational records and relevant experiences of servicemembers; and
- Completes a student agreement or degree completion plan for all degree-seeking servicemembers.

The Fort Huachuca office can prepare the Cochise College SOC contract for you or assist you in completing your contract requirements with other SOC school members.

The following kinds of special assistance are offered to Cochise College students who are members of the military service:

1. Advising, counseling and testing
2. Granting of credit for appropriate education experiences in the armed forces
3. Transfer and reverse transfer of credits
4. Contract for degree option
5. Repository of records

Contact the Sierra Vista Student Development Center or the Cochise College office at the Rascon Learning Center on Fort Huachuca for more information.

# Academic Procedures & Information

## CATALOG CHOICE

If you maintain continuous enrollment at any public Arizona community college or university, you may graduate according to the requirements of the catalog in effect at the time of your initial enrollment or according to the requirements of any single catalog in effect during subsequent terms of continuous enrollment.

A semester in which you earn course credit will be counted toward continuous enrollment. Non-credit courses, audited courses, general enrichment courses, or courses from which you withdraw do not count toward the determination of continuous enrollment for catalog purposes.

If you have not enrolled in any full or partial term at the college for three consecutive 16-week semesters, you must meet the requirements of the catalog in effect at the time of re-enrollment unless you have attended a summer term prior to the third consecutive semester of non-attendance.

## CLASSIFICATION OF STUDENTS

**Freshman:** Student with fewer than 28 passing credits of college credit

**Sophomore:** Student with 28 or more passing credits of college credit

**Full-time Student:** Student carrying 12 or more credits during a semester

**Part-time Student:** Student carrying fewer than 12 credits during a semester

## ACADEMIC STATUS

**Good Standing** - You are considered to be in good standing as long as your cumulative grade point average (GPA) is 2.0 or higher on a 4.0 scale.

**Probation** - Once you have attempted 13 or more credits, your academic status is reviewed after each semester. If your cumulative grade point average (GPA) is below a 2.0 (on a 4.0 scale), you will be notified that you have been placed on academic probation and a notation of your academic status will be placed on your transcript. While you are on probation, you will be permitted to enroll in 12 units or less for the semester.

**Suspension** - If you have two consecutive terms with a cumulative GPA below 2.0, you will be suspended from school and a notation of your academic status will be placed on your transcript. Note: If you are suspended following the spring semester, you may not attend classes the following summer and fall semesters. If you are suspended following the fall semester, you may not attend classes the following spring and summer semesters.

## GRADING SYSTEM

**Grade Definitions** - Grades are earned in each course and recorded on your permanent record. Grade definitions are as follows:

- A** The highest academic grade possible; an honor grade which is not automatically given to a student who ranks highest in the course, but is reserved for accomplishment that is truly distinctive and demonstrably outstanding.
- B** A grade that denotes achievement considerably above acceptable standards and mastery of course materials.
- C** Indicates a satisfactory degree of attainment and is the least acceptable standard for graduation from college or additional studies within the discipline. This grade implies completion of the minimum outcomes identified in the course curriculum.
- D** Denotes a limited understanding of the subject matter; meeting only the minimum requirements for passing the course. This grade will not transfer to another institution of higher education nor is it acceptable for additional studies within the discipline.
- F** Indicates inadequate or unsatisfactory attainment, serious deficiency in understanding of course material or failure to complete requirements of the course.
- W** **Withdraw.** Indicates a withdrawal from the course up to five calendar days prior to the start of finals.
- I** **Incomplete.** Indicates that for a justifiable reason, such as a serious illness, you failed to complete all requirements for the course. The instructor has the option of issuing an I rather than an F. When this happens, the instructor submits a grade of incomplete to the Registration Office. You must make up an incomplete during the succeeding semester (or other time frame if required by an outside agency) or the grade is changed from an I to an F on your permanent record unless there is a contract extension on file in the Registration Office. The grade of I is not computed in your GPA.
- AU** **Audit.** Registration and fee policies for auditing a course are the same as those for registering for college credit. However, the instructor will give priority to students registering in the course for credit.\*
- IP** **In Progress.** Indicates that the course has not been completed at the time the grade rosters were issued.
- P** **Pass.** Indicates that you have done C or higher work in a class taken for pass-fail.
- X** **Fail.** Indicates that you have earned a D grade or failed in a class taken for pass-fail.

\*Note: You cannot audit a class that is designated as a pass/fail class. If you audit classes, you will not receive grades or credit. The instructor will not require audit students to take examinations or hand in assignments. If you register as an auditor, you may not change to a credit basis later than Friday of the second week of the semester. If you register for credit, you may change to audit up through the Friday of the ninth week of the semester. The drop/add procedure is used to effect such changes.



## Grade Point Average (GPA)

Semester grades are assigned grade points as follows:

Grade	Points per credit earned
A	4
B	3
C	2
D	1
F	0

A three-credit course with a grade of A earns you 12 grade points. The total grade points accumulated are divided by the total of credits attempted (excluding W, I, and AU grades), to determine your cumulative grade point average (GPA).

In determining academic standing at Cochise College, the GPA of a transfer student is computed on the basis of credits attempted at Cochise College only and will not include credits and grade points earned at another college.

## Grade Reports

Cochise College has implemented a student grade report system via the Internet. You can view and print your grades at your convenience. See a schedule of classes for more information.

## Grade Change

A grade that has been reported to the registrar by an instructor may be changed only by the instructor issuing the grade, or the appropriate instructional manager.

## ACADEMIC HONORS

If you complete 12 or more credits in one 16-week semester or phase at Cochise College and maintain a semester GPA of 3.9 or higher, you will be recognized as achieving high academic honors; if you complete 12 or more credits in one 16-week semester or phase at Cochise College and maintain a semester GPA of 3.5 to 3.899, you will be recognized as achieving academic honors.

## ATTENDANCE

Each of your instructors is responsible for establishing specific attendance criteria for each class and communicating the criteria to you in writing during the first week of the course. If you exceed the limit of absences established by the instructor, the instructor may drop you from the class. Note: If you are dropped from class by an instructor, you will not receive a refund on tuition and fees.

If you are on a college-sponsored trip, your absence may be excused. However, you are responsible for all assignments missed while excused.

## COURSE REPEATS

A course may be repeated six times for a grade. All courses will be listed on your transcript with the grade received. Only the last grade earned will be computed for graduation and cumulative grade point average. You do not have to repeat a course that you have failed unless it is a prerequisite for another course or is a course required for graduation or transfer.

## CREDIT LOAD LIMITATIONS

Cochise College believes that maximum educational benefits accrue when students enroll for a reasonable course load. The college has established the following maximum number of units for which a student may register:

<b>Concurrently enrolled high school students:</b>	11 credits
<b>Beginning freshman (first time college student):</b>	18 credits
<b>All other students:</b>	
With a cumulative GPA greater than 2.49	19 credits
With a cumulative GPA of 2.00-2.49	16 credits
With a cumulative GPA less than 2.00	12 credits

## NON-TRADITIONAL LEARNING

A maximum of 30 units shall be allowed for credit for non-traditional learning experiences, including up to 30 units of CLEP. Credit granted in this area shall not count toward Cochise College residency requirements.

## Advanced Placement

The Advanced Placement Program (AP) recognizes that some students are able to complete college-level courses while attending high school. Advanced Placement exams are administered in high schools by the college board each year in May. Students who receive a score of 3, 4 or 5 on an AP subject exam may be awarded college credit. Contact a Cochise College counselor to confirm course credit toward a specific program.

For more information about the AP program visit the College Board Web site at [www.college-board.org](http://www.college-board.org).

## CLEP and DSST

### College Level Examination Program (CLEP)/Defense Activity for Non-Traditional Education Support [DANTES] Standardized Subject Test (DSST)

Cochise College accepts both the general and the subject examinations of the CLEP/DSST for college credits provided satisfactory scores are attained. Scores of 50 or above on all general examinations will entitle you to six credits in each of the five general examinations: English composition (with essay), humanities, mathematics, natural sciences (not to include credit for laboratory science requirements) and social sciences. CLEP scores and credit for foreign languages are as follows:

Course	Spanish	French	German	Credit
101	50	50	39	4
102	55	55	46	8
201	66	62	51	12
202	68	66	60	16

You must complete at least one Cochise College course before credit may be granted for CLEP/DSST. Credit earned under CLEP/DSST may not be used toward the 16 resident hours required for a degree. Three to 16 credits, depending upon the examination, may be earned by scores of 50 or higher on the subject examinations. Contact the Testing Center for a list of tests available and the corresponding number of credit hours.

If you take CLEP/DSST examinations, duplicate credit will not be awarded in subjects at the same level. You will not be awarded credit through CLEP/DSST for courses equivalent to, or at a lower

level than, other courses you have already taken through formal course work. For further information refer to policy 3006.3 Non-Traditional Education Credit at [www.cochise.edu](http://www.cochise.edu).

You may earn up to 30 credits of college credit by taking CLEP/DSST examinations. However, credit granted by Cochise College does not obligate any other college or university to accept such credit. Contact the Student Development Center for testing arrangements.

## Credit by Examination

Cochise College offers credit by exam for many courses. Credit by exam is useful when you wish to demonstrate your prior knowledge by testing out of a course. You must register for those courses in which you wish to establish credit by exam.

You must meet the following criteria to be eligible to request credit by exam:

1. Be currently enrolled at Cochise College
2. Have successfully completed 12 credits at Cochise College.
3. Have completed an application for credit by exam either at the registration desk or online.
4. Have obtained the approval of the campus dean and appropriate faculty member of the department
5. Have met required prerequisites, if any, established by the department
6. Have paid a non-refundable fee per credit. If consumable materials are used in the exam, an additional fee will be charged.

If you qualify, you will take the examination prior to the last day to add classes in a given semester or prior to an alternative date established by the department. To earn credit by exam, you must receive a grade of C or higher.

You may not make application for credit by exam if you have:

1. Received college credit in a higher-level course.
2. Previously challenged the course.
3. Previously enrolled in the course and received a failing grade.

You may challenge only those courses numbered 100 or above.

Credits and grades earned will be computed into your grade point average but may not be used to fulfill residency requirements or to meet VA or financial aid requirements for determining benefit status. Only full-time faculty or designee may administer credit by examination.

You may apply for credit by examination by obtaining an application form from the instructional department offering the course. Permission and signatures from the appropriate instructor and instructional administrator are required.

## Military Service Schools/MOS

Cochise College follows the credit recommendations of the American Council on Education for Military Service Schools. Colleges differ on their policies related to credit allowed for military service schools. Credit granted by Cochise College does not obligate any other college or university to accept such credit.

You must complete at least six credits at Cochise College before credit will be granted for military service courses. Credit earned

for military service may not be used toward the 16 resident hours required for residency at Cochise College. A maximum of 30 credits may be used from non-traditional learning credit.

## Independent Study

Independent study may be provided for students on a case-by-case basis due to unique circumstances (e.g., the course is required for completion of a program of study and is not otherwise available or to accommodate other special student needs). An independent study contract between the student and the instructor must be completed in advance and approved by the instructional manager.

## SCHEDULE CHANGES

### Adding Classes

For a full semester (16 weeks), you may late-enroll in a class up to seven calendar days after the start date of the term; for an eight-week term, you may late-enroll in a class up to the third calendar day after the start of the term; for a five-week term, you may late-enroll in a class up to the second calendar day after the start of the term.

This policy does not apply to programs operating under non-traditional calendar requirements or under open entry-open exit or short-term conditions.

### Dropping Classes

You may drop classes up to five calendar days prior to the start of finals. If you drop the class prior to the FTSE date, there will be no record of the drop on your permanent record. If you drop classes after the FTSE date, and up to five calendar days prior to the start of finals, you will receive a "W" on your permanent record. After this time, you will receive a letter grade of A, B, C, D, or F.

### Changing Levels of Classes

For a full semester (16 weeks), you may change subject level through the third week after the start of the semester; for an eight-week term, you may change subject level through the eighth calendar day after the beginning of the term; for a five-week term, you may change subject level through the fifth calendar day after the beginning of the term.

## FINAL EXAMS

Final examinations are required and serve an important purpose in the academic process. Certain courses may call for demonstration of competency with final projects requiring more than two hours of work; these projects may serve as a final examination. Such projects must necessarily begin and end before the examination period. The class shall meet during the scheduled examination period for review, critique or other meaningful activity. The final examination schedule is printed in the class schedule at the beginning of each semester. You are expected to attend all final examinations as scheduled. If you do not attend, you may receive a failing course grade (at the discretion of the instructor).

## GRADUATION REQUIREMENTS

### Associate Degree

Cochise College is committed to maintaining and encouraging the highest academic standards, thereby enabling you to transfer to colleges and universities throughout the nation and to successfully enter the world of work. The following requirements have been established for graduation.

### Required Grades and GPA

All courses in an AA, AS, ABus or AAEE degree must be completed with a C or higher grade and must be transferable to all Arizona public universities.

All Cochise College associate degrees require a cumulative grade point average of 2.0 or higher.

For the AGS degree, composition and mathematics courses used to meet general education requirements must have a grade of C or higher. **A grade of D is allowed only for elective courses in the AGS degree.**

Some AAS degree programs require a 2.0 cumulative GPA or higher for all college credits in the area of emphasis.

### Minimum Reading Requirement

Students earning an associate's degree must meet one of the following criteria:

For native speakers of English:

1. Accuplacer reading score of 79 or higher
2. Complete RDG 122 with a grade of C or higher.
3. Earn a cumulative GPA of 3.0 for courses at the 100 level and above at the time of graduation.

For non-native speakers of English:

1. Any of the above, as stated for native speakers of English
2. A TOEFL score of 61 for the Internet-based test, 173 for the computer-based test, or 500 for the paper-based test, including a score of 50 on Section 3
3. Petition to a permanent standing committee.

### Residency Requirements

A minimum of 16 credits must be taken in residency at Cochise College to earn an associate degree. A minimum of 25 percent of the required credits must be taken in residency at Cochise College to earn a certificate. A minimum of eight of the required credits of the Arizona General Education Curriculum (AGEC) must be taken in residency at Cochise College to earn the AGEC.

Coursework below college level and non-traditional credit courses may not be used to satisfy residency requirements.

### Additional Associate Degrees

You may earn additional associate degrees at Cochise College if you complete, for each additional degree:

- All requirements for the additional degrees
- Sixteen additional Cochise College credits not used in other Cochise College degree(s) for each additional degree

## GRADUATION/COMPLETION APPLICATION PROCESS

### Associate Degree

1. Make an appointment with an SDC counselor for a graduation check.
2. Respond to the invitation to participate in the college's assessment of general education by taking a nationally-normed evaluation.
3. Complete the graduation application and submit it with the graduation fee to the business office.
4. Notify the Student Development Center of any change of address that occurs during this processing period.

Note: You must file your application by the deadline date listed in the academic calendar in the current schedule of classes. If you miss the deadline to file, your diploma will be delayed. Your diploma will be mailed to you after final grades are processed, records evaluated and degrees posted to your official transcript.

### Certificate

1. Make an appointment with an SDC counselor for a certificate check.
2. Complete the certificate application and return it to the counselor.
3. Notify the SDC of any change of address that occurs during this processing period.

Note: You may file an application at any time during the semester you are completing the requirements for the certificate. Certificates will be mailed to you after all courses have been completed, records evaluated and the certificate posted to your official transcript.

## TRANSCRIPTS

A transcript is a copy of your permanent academic record.

### Transcript Processing Time

Transcript processing time is normally five business days after receiving the signed request form and payment. During peak periods, (January, February, May, August and September) it may take up to 10 business days to process requests. Transcripts are mailed via first-class mail. Cochise College offers an expedited service for an additional fee. Additional information can be found at [www.cochise.edu/transcripts](http://www.cochise.edu/transcripts).

### Transcript Request Instructions

Per federal law, transcript requests must be submitted in writing and include the student's signature; telephone requests cannot be honored. Cochise College will mail or fax official transcripts. If you wish to have transcripts faxed to an educational institution for transcript evaluation please confirm with the receiving institution that it will accept a faxed transcript as official. Cochise College transcript request form is available at [www.cochise.edu/transcripts](http://www.cochise.edu/transcripts). Complete the interactive form and send it by mail, fax, or e-mail to:

Cochise College  
Transcript Department  
901 N. Colombo Ave.

Sierra Vista, AZ 85635  
 Fax: (520) 515-5452  
 transcripts@cochise.edu

Transcript fees must be paid at the time the transcript request is submitted. Payment may be made by check or money order payable to Cochise College, or a business office representative will accept your credit card payment at (520) 515-5416 or (520) 417-4076. We accept Visa, MasterCard, Discover and American Express. Transcripts will not be sent if you have an outstanding financial obligation with Cochise College.

### Unofficial Transcripts

Unofficial transcripts are strictly copies of the computerized records on file (after 1985) in the Student Information System. Follow these instructions to access your student account and view your transcripts:

Log on to MyCochise and click on Unofficial Transcripts or

- Go to [www.cochise.edu/mycc](http://www.cochise.edu/mycc)
- At User Login, scroll to the bottom of the page.
- In the User ID box, enter your Student ID (it is a number that starts with C000...). You must use a capital C and zeros when entering your Student ID number or you can use your Social Security number.
- Next, enter your PIN number. If you are a first-time user or your account has been reset, your PIN will be your six-digit date of birth using the MMDDYY format.
- Once you are in the system, you will be prompted to change your pin to another six-digit number.
- Then follow the prompts to view your unofficial transcript.

### Archived Transcripts

If you attended Cochise College prior to 1985, your academic records may be archived. Please forward requests for these transcripts to:

Cochise College  
 Attn: Archived Transcripts  
 901 North Colombo  
 Sierra Vista, AZ 85635  
 Fax: (520) 515-5452

## WITHDRAWAL FROM COCHISE COLLEGE

If you wish to withdraw from Cochise College, you can withdraw online at MyCochise through your CC account or obtain a college withdrawal form from the Registration Office or the Student Development Center.

If you fail to withdraw officially, you may jeopardize the receipt of any refunds due and may be assigned an F for all courses in which you are enrolled. It is your responsibility to withdraw from your classes.

## ACADEMIC DISHONESTY

Academic dishonesty consists of many forms of unethical academic conduct, including, but not limited to, cheating, fabrication, plagiarism and facilitating academic dishonesty.

1. "Cheating" means intentionally using or attempting to use unauthorized materials, information or study aids, as well as unauthorized devices such as cell phones and other technology.

2. "Fabrication" means intentional falsification or invention of any information or citation.

3. "Plagiarism" means intentionally or knowingly representing the words or ideas of another as one's own.

4. Other forms of academic dishonesty include:

a. Submitting work to more than one instructor for credit without disclosure and approval.

b. Knowingly violating the terms of any academic sanction imposed for an earlier violation of Policy 3010.

Acts of academic dishonesty are regarded as serious offenses. If academic dishonesty is discovered or believed to have occurred, each incident will be handled on an individual basis as deemed appropriate. Care will be taken that students' rights are not violated and that appropriate punitive measures are instituted only in cases where documentation of the offense(s) exist.

## STUDENT COMPLAINTS AND GRIEVANCES

If you have complaints, grievances, or personal concerns about a Cochise College course, instructor, or grade, you are encouraged to discuss the problem with your instructor first. If you feel uncomfortable about having a discussion with your instructor or you are dissatisfied after the discussion, you may contact the appropriate academic dean or director.

### Student Complaint Log

While all complaints directed to college personnel by students are considered important and will be addressed by the respective employee, department and/or office personnel pursuant to Policy 4008 ("Student Grievances and Due Process"), only formal, written student complaints, including those sent by e-mail, filed with the offices of the college president or the vice president for instruction/provost by current students are considered official complaints. Official complaints are documented, investigated, their resolution and/or disposition noted, with a record of such complaints maintained for no less than two years. Students and institutional personnel are hereby advised that information about these official complaints will be shared with the college's accrediting agency, the Higher Learning Commission of the North Central Association; however, individual identities of students will be shielded without the express permission of said complainants. The complaint log is reviewed on an annual basis by the vice president for instruction/provost, who ascertains whether or not the complaints follow any particular pattern and whether or not special intervention, direction, and/or staff development may be in order to mitigate subsequent complaints or address problems with institutional quality.

# Degrees and Programs

## GENERAL EDUCATION OUTCOMES

Students fulfill general education requirements at Cochise College by demonstrating competency in the following: communication, creativity, critical thinking, diverse and global perspectives, information literacy, and technology literacy.

- **Communication:** Students, using writing and speaking skills, individually and collaboratively, discover, organize, and communicate information, ideas, and arguments in a clear and effective manner appropriate to the audience and purpose.
- **Creativity:** Students perform one or more of the following: analyze, evaluate, and reflect on aesthetic experiences; propose innovative solutions to technical, scientific, social, or individual problems; produce artifacts of self-expression.
- **Critical Thinking:** Students employ logical, analytical, analogical, and reflective reasoning in combination with scientific, mathematical, humanistic, or artistic inquiry to solve problems effectively.
- **Diverse and Global Perspectives:** Students demonstrate an understanding of the diversity of human experience and the interdependent roles of historical, cultural, socio-economic, geographic, and ecological influences on this experience.
- **Information Literacy:** Students recognize that information is needed, and they use both traditional and modern technologies to effectively locate, evaluate, and apply the needed information.
- **Technology Literacy:** Students apply technological skills and processes to effectively acquire, manage, and present information.

Cochise College uses a nationally-normed instrument to evaluate general education outcomes in order to improve student learning. When applying for graduation, students are invited to participate in this effort.

Cochise College is committed to continuous improvement in order to provide the best possible service. A key part of this commitment involves assessing student learning outcomes. Assessment, which occurs apart from the regular grading of student work, is conducted by faculty using tests, research papers, projects, presentations, or standardized examinations to discover how well students who have passed a course actually achieved the expected learning goals. Faculty members analyze the results so they can develop strategies to help improve student learning in the future. Faculty are also engaged in the assessment of general education outcomes embedded in their programs.

## TRANSFER

### Arizona Transfer Degrees

Cochise College offers the first two years of a four-year program for students who wish to earn a bachelor's degree.

Transfer degree programs include the Associate of Arts (AA) for liberal arts, social science, and fine art majors; Associate of Arts Elementary Education (AAEE); Associate of Business (ABUS)

for business administration and computer information systems majors; and Associate of Science (AS) for natural, physical, and life science majors. These degrees are designed to transfer to all Arizona public universities. A student can enter the university as a junior after completing one of these associate degrees. Although these degrees are designed for transfer to all Arizona public universities, not all Arizona public universities offer majors in all areas. Please consult with an advisor in the Student Development Center to ensure that the university you choose offers a degree in your area of study.

### Arizona Transfer Programs

A statewide agreement between Arizona public community colleges and universities guarantees students two ways to transfer: (1) using an associate degree or (2) completing a general education block called the Arizona General Education Curriculum (AGEC). The AGEC block fulfills the lower-division general education requirements at all Arizona public community colleges and universities.

For more specific information on transfer to Arizona State University (ASU), Northern Arizona University (NAU), or the University of Arizona (U of A), visit [www.aztransfer.com](http://www.aztransfer.com) or consult with a Cochise College advisor.

### Private Transfer Agreements

Cochise College also has private articulation agreements with the following institutions. For more information, check the websites or consult with a Cochise College advisor.

American Military University	<a href="http://www.amu.apus.edu">www.amu.apus.edu</a>
Capella University	<a href="http://www.capella.edu">www.capella.edu</a>
Charter Oak State College	<a href="http://www.charteroak.edu">www.charteroak.edu</a>
Embry-Riddle Aeronautical University	<a href="http://www.erau.edu/ec">www.erau.edu/ec</a>
Franklin University	<a href="http://www.franklin.edu">www.franklin.edu</a>
Grand Canyon University	<a href="http://www.gcu.edu">www.gcu.edu</a>
Kansas State University at Salina	<a href="http://www.sal.k-state.edu">www.sal.k-state.edu</a>
Kaplan University	<a href="http://www.cc.kaplan.edu">www.cc.kaplan.edu</a>
Northcentral University	<a href="http://www.ncu.edu">www.ncu.edu</a>
Troy University	<a href="http://www.troy.edu">www.troy.edu</a>
University of Phoenix	<a href="http://www.phoenix.edu">www.phoenix.edu</a>
Wayland Baptist University	<a href="http://www.wbu.edu">www.wbu.edu</a>
Western International University	<a href="http://www.wintu.edu">www.wintu.edu</a>
Western New Mexico University	<a href="http://www.wnmu.edu">www.wnmu.edu</a>

## COURSE APPLICABILITY SYSTEM

The Arizona course applicability system known as u.select (formerly CAS) allows students to access information online relating to course descriptions, the Course Equivalency Guide (CEG), and other student information.

Students also have direct online access to information about transfer in the state college and university system. For most majors, Cochise College recommends students transfer after having completed an AGEC or associate degree to ensure a seamless process.

## OTHER ASSOCIATE DEGREES

Students should consult with an advisor in the Student Development Center concerning specific requirements and transfer options available for these degrees.

**Associate of General Studies (AGS) Degrees** - While not designed primarily for transfer, AGS degrees offer flexibility for the student who may wish to transfer to an out-of-state institution by including general education requirements. The student may also choose to complete an AGECE block to enhance possible transfer to an in-state institution.

**Associate of Applied Science (AAS) Degrees** - An extensive selection of AAS degree programs is available to students to prepare for employment in a specific career. In some cases, the programs are linked to agreements enabling a student with an AAS degree to transfer to an Arizona university without loss of credit.

## CERTIFICATE PROGRAMS

Cochise College offers more than 70 certificate programs designed for direct employment in a wide variety of occupations. Many can be completed in as few as two semesters.

Please meet with an academic advisor for additional information and assistance in making effective choices.

## ARIZONA GENERAL EDUCATION

### REQUIREMENTS

### TRANSFERRING THE AGECE

Arizona public community colleges and universities have agreed upon a common structure for transfer of general education curriculum. The Arizona General Education Curriculum (AGECE) block fulfills the lower-division general education requirements at all Arizona public community colleges and universities. Arizona residents who complete only an AGECE need to have a minimum cumulative grade point average of 2.5 and a grade of C or better in each AGECE course for assured admission into an Arizona public university, while Arizona residents who complete an associate degree need to have a minimum cumulative grade point average of 2.0 for assured admission.

The AGECE block at Cochise College consists of 35-42 credits. Coursework should be chosen from the appropriate AGECE course list to meet specific degree requirements.

General education requirements are:

Composition	6 credits
Mathematics	3-5 credits
Laboratory sciences	8 credits
Arts	3 credits
Humanities	3 credits
Social and behavioral sciences	6 credits
Technology literacy	3 credits
AGECE-A or AGECE-B: general education electives	1-3 credits
AGECE-S: additional mathematics and/or laboratory sciences	6-8 credits

TOTAL GENERAL EDUCATION REQUIREMENTS 35-42 CREDITS

The three types of AGECEs are:

AGECE-A	meets the general education requirements for arts and liberal studies majors such as English, social science, fine art, and humanities in the Associate of Arts (AA) degrees and in the Associate of Arts Elementary Education (AAEE) degree.
AGECE-B	meets the general education requirements for business and information systems majors in the Associate of Business (ABUS) degrees.
AGECE-S	meets the general education requirements for math and science majors in the Associate of Science (AS) degrees.

The following applies to all Cochise College AGECE blocks:

- All courses must be completed with a grade of C or better.
- A core curriculum course may be used to satisfy a general education requirement; however, the total credits required for the degree remain the same.
- Six credits of coursework must be completed to fulfill the intensive writing requirement. Courses that satisfy this requirement are designated <sup>1W</sup>.
- The cultural and historical or global awareness requirements are satisfied by completing the arts, humanities, and social and behavioral science portion of the AGECE.
- A minimum of eight credits in the AGECE component must be completed from Cochise College for each transfer degree.
- Current lists of courses that fulfill general education requirements, including electives, are available at [www.cochise.edu/AGECE](http://www.cochise.edu/AGECE).
- Placement testing is required and prerequisites may apply.

## COCHISE COLLEGE GENERAL EDUCATION COURSES - AA, AAEE, ABUS AND AS DEGREES

For the most current information, check the general education course list at [www.cochise.edu/AGECE](http://www.cochise.edu/AGECE).

COMPOSITION		6 CREDITS
ENG 101	Composition	3
ENG 102	English Composition or ENG 102H Honors	3

MATHEMATICS		3-5 CREDITS
<b>AGECE-A</b>		
MAT 142	Survey of College Mathematics	3
MAT 151	College Algebra	4
MAT 154	Mathematics for Elementary Education Majors I	3
MAT 156	Mathematics for Elementary Education Majors II	3
MAT 167	Elements of Statistics	3
MAT 172	Finite Mathematics	3
MAT 182	Plane Trigonometry	3
MAT 187	Precalculus	5
MAT 212	Calculus for Business	3
MAT 220	Calculus I	5
MAT 227	Discrete Mathematics	3
MAT 231	Calculus II	4
MAT 241	Calculus III	4
MAT 252	Introduction to Linear Algebra	3
MAT 262	Differential Equations	3

<b>AGECE-B</b>		
MAT 212	Calculus for Business	3
MAT 220	Calculus I	5

**AGEC-S**

MAT 220	Calculus I	5
MAT 231	Calculus II	4
MAT 241	Calculus III	4
MAT 252	Introduction to Linear Algebra	3
MAT 262	Differential Equations	3

**LABORATORY SCIENCES****8 CREDITS****AGEC-A OR AGECE-B**

AST 180	Introduction to Astronomy	4
BIO 100	General Biology (for non-majors)	4
BIO 105	Environmental Biology	4
BIO 156	Introductory Biology for Allied Health	4
BIO 160	Introduction to Human Anatomy and Physiology	4
BIO 181	General Biology I (for majors)	4
BIO 182	General Biology II	4
BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
BIO 205	Microbiology	4
BIO 226	Ecology	4
CHM 128	Forensic Chemistry	4
CHM 130	Fundamental Chemistry	4
CHM 138	Chemistry for Allied Health	4
CHM 151	General Chemistry I	4
CHM 152	General Chemistry II	4
CHM 235	General Organic Chemistry I	4
CHM 236	General Organic Chemistry II	4
GEO 101	Physical Geography	4
GLG 101	Introduction to Geology I (Physical)	4
GLG 102	Introduction to Geology II (Historical)	4
GLG 110	Environmental Geology	4
PHY 110	Fundamentals of Physical Science	4
PHY 111	General Physics I	4
PHY 112	General Physics II	4
PHY 230	Physics with Calculus I	4
PHY 231	Physics with Calculus II	4

**AGEC-S**

BIO 181	General Biology I (for majors)	4
BIO 182	General Biology II	4
CHM 151	General Chemistry I	4
CHM 152	General Chemistry II	4
PHY 230	Physics with Calculus I	4
PHY 231	Physics with Calculus II	4

**ARTS****3 CREDITS**

ART 103	Design Fundamentals	3
ART 106	Drawing I	3
ART 107	Survey of World Art: Prehistoric – Gothic	3
ART 108	Survey of World Art: Renaissance to the 20th Century	3
ART 120	Appreciation of Visual Arts	3
ART 216	Drawing II	3
ART 220	Printmaking I	3
ART 225	Printmaking II	3
ART 230	Color and Design	3
ART 231	Three Dimensional Design and Sculpture	3
ART 245	Figure Drawing	3
ART 270	Ceramics I	3
ART 275	Ceramics II	3
ART 280	Painting I	3
ART 281	Painting II	3
ART 285	Beginning Photography	3
ART 286	Intermediate Photography	3
ART 290	Sculpture	3
ART 295	Watercolor Painting I	3

ART 296	Watercolor Painting II	3
DMA 210	Digital Imaging II	3
DMA 211	Computer Animation II	3
DMA 260	Graphic Design I	3
DMA 261	Graphic Design II	3
DMA 262	Digital Video Production	3
DMA 263	Digital Video Production II	3
DMA 266	Digital Photography	3
DMA 267	Digital Photography II	3
ENG 119 <sup>W</sup>	Creative Writing	3
ENG 219 <sup>W</sup>	Advanced Creative Writing	3
HUM 200 <sup>W</sup>	Film History	3
JRN 201	Essentials of Newspaper Publishing	3
MUS 100	Fundamentals of Music Notation	3
MUS 109	Orchestra	1
MUS 110	Chorus	1
MUS 111	Band	1
MUS 123	American Popular Music	3
MUS 132	Music Theory I	3
MUS 133	Music Theory II	3
MUS 201	Ensemble	1
MUS 210	Music Theatre Workshop	2
MUS 232	Music Theory III	3
MUS 233	Music Theory IV	3
MUS 260	Music Fundamentals through Experience	3
THE 101	Acting I	3
THE 105	Theatre Dance	2
THE 201	Acting II	3
THE 203	Theatre Makeup	3
THE 213	Stagecraft	3
THE 220	Dramatic Structure	3

**HUMANITIES****3 CREDITS**

ART 107	Survey of World Art: Prehistoric – Gothic	3
ART 108	Survey of World Art: Renaissance to the 20th Century	3
ART 285	Beginning Photography	3
ART 286	Intermediate Photography	3
BIO 250 <sup>W</sup>	Biomedical Ethics	3
COM 102	Essentials of Communication	3
COM 110	Public Speaking	3
ENG 119 <sup>W</sup>	Creative Writing	3
ENG 209 <sup>W</sup>	Introduction to Poetry	3
ENG 210	The Bible as Literature	3
ENG 212 <sup>W</sup>	Children's Literature	3
ENG 219 <sup>W</sup>	Advanced Creative Writing	3
ENG 220 <sup>W</sup>	British Literature I	3
ENG 221 <sup>W</sup>	British Literature II	3
ENG 222 <sup>W</sup>	Introduction to Shakespeare	3
ENG 224 <sup>W</sup>	American Literature I	3
ENG 225 <sup>W</sup>	American Literature II	3
ENG 226 <sup>W</sup>	World Literature I	3
ENG 227 <sup>W</sup>	World Literature II	3
ENG 228 <sup>W</sup>	Mythology and Folklore	3
ENG 230 <sup>W</sup>	Literature of the Southwest	3
ENG 231 <sup>W</sup>	Native American Literature	3
ENG 255 <sup>W</sup>	Introduction to the English Language	3
ENG 260 <sup>W</sup>	Irish Literature	3
ENG 265 <sup>W</sup>	Major American Writers	3
ENG 273 <sup>W</sup>	Women and Literature	3
HON 270 <sup>W</sup>	Honors History and Literature	3
HUM 101	Humanities in Contemporary Life	3
HUM 110	Introduction to Film	3
HUM 115	Cultural Heritage of the Southwest	3
HUM 200 <sup>W</sup>	Film History	3
HUM 205 <sup>W</sup>	Cultural Studies through the Humanities I	3

HUM 206 <sup>IW</sup>	Cultural Studies through the Humanities II	3
HUM 210	Foreign Film Classics	3
JRN 101	Introduction to Mass Communications	3
JRN 102	Essentials of News Writing	3
MUS 101	Introduction to Music	3
MUS 232	Music Theory III	3
MUS 233	Music Theory IV	3
PHI 111 <sup>IW</sup>	Introduction to Philosophy	3
PHI 113	Introduction to Logic and Language	3
PHI 130 <sup>IW</sup>	Ethics	3
PHI 201 <sup>IW</sup>	Philosophies of the East	3
PHI 202 <sup>IW</sup>	Philosophy of Religion	3
SPA 101	Elementary Spanish I	4
SPA 102	Elementary Spanish II	4
SPA 201	Intermediate Spanish I	4
SPA 202	Intermediate Spanish II	4
SPA 221	Introduction to Spanish Literature II	3
SPA 224	Introduction to Mexican Literature I	3
SPA 225	Introduction to Mexican Literature II	3
THE 103	Introduction to Theatre	3

### **SOCIAL AND BEHAVIORAL SCIENCES 6 CREDITS**

AJS 101	Introduction to Administration of Justice	3
ANT 101	The Origin and Antiquity of Humankind	3
ANT 102	Society and Culture	3
ANT 110	Exploring Archaeology	3
ANT 111	Exploring Physical Anthropology	3
ANT 138	Archaeological Site Survey	3
ANT 235 <sup>IW</sup>	Principles of Archaeology	3
ANT 285 <sup>IW</sup>	Prehistoric Cultures of North America	3
ANT 286 <sup>IW</sup>	Historic Indian Tribes of North America	3
ANT 288 <sup>IW</sup>	Native Peoples of the Southwest	3
ASL 200	Introduction to the Deaf Community	3
BIO 250 <sup>IW</sup>	Biomedical Ethics	3
COM 204 <sup>IW</sup>	Elements of Intercultural Communications	3
ECN 201 <sup>IW</sup>	Principles of Macroeconomics	3
ECN 202 <sup>IW</sup>	Principles of Microeconomics	3
EDU 230	Classroom Relationships	3
GEO 102	Introduction to Human Geography	3
GEO 104	Political Geography	3
GEO 121	World Regional Geography	3
HIS 110	History of the United States 1607–1877	3
HIS 111	History of the United States since 1877	3
HIS 201 <sup>IW</sup>	History of Women in the United States	3
HIS 229 <sup>IW</sup>	History of Mexico I	3
HIS 230 <sup>IW</sup>	History of Mexico II	3
HIS 240 <sup>IW</sup>	Survey of Western Civilization I	3
HIS 241 <sup>IW</sup>	Survey of Western Civilization II	3
HIS 242 <sup>IW</sup>	Survey of Western Civilization III	3
HIS 260 <sup>IW</sup>	A History of Russia	3
HON 270 <sup>IW</sup>	Honors History and Literature	3
POS 110	American National Government	3
POS 220 <sup>IW</sup>	Federal and Arizona Constitution	3
POS 230 <sup>IW</sup>	World Politics	3
POS 240	Comparative Politics	3
PSY 101	Introduction to Psychology	3
PSY 103	Personality and Adjustment	3
PSY 210	Social Psychology	3
PSY 230 <sup>IW</sup>	Personality Theories and Research	3
PSY 240 <sup>IW</sup>	Developmental Psychology	3

PSY 250 <sup>IW</sup>	Introduction to Psychological Research, Measurements and Statistics	3
PSY 290 <sup>IW</sup>	Experimental Psychology	4
SOC 101	Introduction to Sociology	3
SOC 160 <sup>IW</sup>	Ethnic Groups and Minorities	3
SOC 202 <sup>IW</sup>	Social Problems	3
SOC 210 <sup>IW</sup>	Marriage and the Family	3
SOC 212 <sup>IW</sup>	Women and Men in a Changing Society	3
SOC 230	Human Sexuality and Gender Awareness	3
SSV 273	Determinants of Human Behavior	3

### **TECHNOLOGY LITERACY 3 CREDITS**

CIS 116	Computer Essentials	3
CIS 120	Introduction to Information Systems	3
AGEC-A or AGECE-B: general education electives		1-3 credits
AGEC-S: additional mathematics and/or laboratory sciences		6-8 credits

Based on major and using a transfer guide, select MAT 231, MAT 241, MAT 252, MAT 262, and/or appropriate laboratory science courses. See [www.aztransfer.com/cgi-bin/WebObjects/agecweb.woa](http://www.aztransfer.com/cgi-bin/WebObjects/agecweb.woa) for a complete list.

<sup>IW</sup> indicates courses that satisfy the intensive writing requirement.

## **COCHISE COLLEGE GENERAL EDUCATION**

### **COURSES - AGS DEGREES**

For the most current information, check the general education course list at [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

### **COMPOSITION 6 CREDITS**

ENG 101	Composition (required)	3
ENG 102	English Composition	3
ENG 109	Written Communications and Reports	3
ENG 167	Business Communications	3
CIS/ENG 279	Advanced Applied Technical Writing	3

### **MATHEMATICS 3-5 CREDITS**

MAT 122	Intermediate Algebra	3
MAT 123	Developmental Mathematics Level III	4
MAT 142	Survey of College Mathematics	3
MAT 151	College Algebra	4
MAT 154	Mathematics for Elementary Education Majors I	3
MAT 156	Mathematics for Elementary Education Majors II	3
MAT 167	Elements of Statistics	3
MAT 172	Finite Mathematics	3
MAT 182	Plane Trigonometry	3
MAT 187	Precalculus	5
MAT 212	Calculus for Business	3
MAT 220	Calculus I	5
MAT 227	Discrete Mathematics	3
MAT 231	Calculus II	4
MAT 241	Calculus III	4
MAT 252	Introduction to Linear Algebra	3
MAT 262	Differential Equations	3

### **LABORATORY SCIENCES 4 CREDITS**

See list of acceptable courses for transfer degrees.

### **ARTS 3 CREDITS**

See list of acceptable courses for transfer degrees.

### **HUMANITIES 3 CREDITS**

See list of acceptable courses for transfer degrees.



**SOCIAL AND BEHAVIORAL SCIENCES 6 CREDITS**

See list of acceptable courses for transfer degrees.

**TECHNOLOGY LITERACY 3 CREDITS**

See list of acceptable courses for transfer degrees.

**COCHISE COLLEGE GENERAL EDUCATION**
**COURSES - AAS DEGREES**

 For the most current information, check the general education course list at [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

**COMMUNICATION 6 CREDITS**

BUS/ENG 167	Business Communications	3
BUS/CIS/ENG 179	Applied Technical Writing	3
CIS/ENG 279	Advanced Applied Technical Writing	3
COM 102	Essentials of Communication	3
COM 110	Public Speaking	3
COM 204	Elements of Intercultural Communications	3
ENG 101	Composition	3
ENG 102	English Composition	3
ENG 111	Grammar, Usage and Punctuation	3
JRN 201	Essentials of Newspaper Publishing	3
Intelligence Operation Studies only		
ENG 109	Written Communications and Reports	3
ENG 206	Critical Writing	3

**MATHEMATICS/LABORATORY SCIENCES 3-4 CREDITS**

MAT 122	Intermediate Algebra	3
MAT 123	Developmental Mathematics Level III	4
MAT 142	Survey of College Mathematics	3
MAT 151	College Algebra	4
MAT 154	Mathematics for Elementary Education Majors I	3
MAT 156	Mathematics for Elementary Education Majors II	3
MAT 167	Elements of Statistics	3
MAT 172	Finite Mathematics	3
MAT 182	Plane Trigonometry	3
MAT 187	Precalculus	5
MAT 212	Calculus for Business	3
MAT 220	Calculus I	5
MAT 227	Discrete Mathematics	3
MAT 231	Calculus II	4
MAT 241	Calculus III	4
MAT 252	Introduction to Linear Algebra	3
MAT 262	Differential Equations	3
Nursing only		
NUR 121A	Medication Math I	2
NUR 121B	Medication Math II	2
Paramedicine only		
BIO 156	Introductory Biology for Allied Health	4
CHM 130	Fundamental Chemistry	4
CHM 138	Chemistry for Allied Health	4
CHM 151	General Chemistry I	4

**LIBERAL ARTS 6 CREDITS**

ANT 101	The Origin and Antiquity of Humankind	3
ANT 102	Society and Culture	3
ANT 110	Exploring Archaeology	3
ANT 111	Exploring Physical Anthropology	3
ANT 138	Archaeological Site Survey	3
ANT 235	Principles of Archaeology	3
ANT 285	Prehistoric Cultures of North America	3
ANT 286	Historic Indian Tribes of North	3

ANT 288	America	3
ART 103	Native Peoples of the Southwest	3
ART 106	Design Fundamentals	3
ART 107	Drawing I	3
ART 108	Survey of World Art: Prehistoric – Gothic	3
ART 120	Survey of World Art: Renaissance to the 20th Century	3
ART 216	Appreciation of Visual Arts	3
ART 230	Drawing II	3
ART 231	Color and Design	3
ART 270	Three Dimensional Design and Sculpture	3
ART 275	Ceramics I	3
ART 280	Ceramics II	3
ART 281	Painting I	3
ART 285	Painting II	3
ART 286	Beginning Photography	3
ART 290	Intermediate Photography	3
ART 295	Sculpture	3
ART 296	Watercolor Painting I	3
ASL 200	Watercolor Painting II	3
COM 102	Introduction to the Deaf Community	3
DMA 210	Essentials of Communication	3
DMA 211	Digital Imaging II	3
ECN 201	Computer Animation II	3
ECN 202	Principles of Macroeconomics	3
ENG 119	Principles of Microeconomics	3
ENG 209	Creative Writing	3
ENG 210	Introduction to Poetry	3
ENG 212	The Bible as Literature	3
ENG 219	Children's Literature	3
ENG 220	Advanced Creative Writing	3
ENG 221	British Literature I	3
ENG 222	British Literature II	3
ENG 224	Introduction to Shakespeare	3
ENG 225	American Literature I	3
ENG 226	American Literature II	3
ENG 227	World Literature I	3
ENG 228	World Literature II	3
ENG 230	Mythology and Folklore	3
ENG 231	Literature of the Southwest	3
ENG 255	Native American Literature	3
ENG 260	Introduction to the English Language	3
ENG 265	Irish Literature	3
ENG 273	Major American Writers	3
GEO 102	Women and Literature	3
GEO 104	Introduction to Human Geography	3
GEO 121	Political Geography	3
HIS 110	World Regional Geography	3
HIS 111	History of the United States 1607-1877	3
HIS 201	History of the United States since 1877	3
HIS 229	History of Women in the United States	3
HIS 230	History of Mexico I	3
HIS 240	History of Mexico II	3
HIS 241	Survey of Western Civilization I	3
HIS 242	Survey of Western Civilization II	3
HIS 260	Survey of Western Civilization III	3
HUM 101	A History of Russia	3
HUM 110	Humanities in Contemporary Life	3
HUM 115	Introduction to Film	3
HUM 200	Cultural Heritage of the Southwest	3
HUM 205	Film History	3
HUM 206	Cultural Studies through the Humanities I	3
	Cultural Studies through the	3

	Humanities II	
HUM 210	Foreign Film Classics	3
JRN 101	Introduction to Mass Communications	3
JRN 201	Essentials of Newspaper Publishing	3
MUS 101	Introduction to Music	3
MUS 109	Orchestra	1
MUS 110	Chorus	1
MUS 111	Band	1
MUS 123	American Popular Music	3
MUS 132	Music Theory I	3
MUS 133	Music Theory II	3
MUS 201	Ensemble	1
MUS 210	Music Theatre Workshop	2
MUS 232	Music Theory III	3
MUS 233	Music Theory IV	3
MUS 260	Music Fundamentals through Experience	3
PHI 111	Introduction to Philosophy	3
PHI 113	Introduction to Logic and Language	3
PHI 130	Ethics	3
PHI 201	Philosophies of the East	3
POS 110	American National Government	3
POS 220	Federal and Arizona Constitution	3
POS 230	World Politics	3
POS 240	Comparative Politics	3
PSY 101	Introduction to Psychology	3
PSY 103	Personality and Adjustment	3
PSY 210	Social Psychology	3
PSY 230	Personality Theories and Research	3
PSY 240	Developmental Psychology	3
PSY 250	Introduction to Psychological Research, Measurements and Statistics	3
PSY 290	Experimental Psychology	4
SOC 101	Introduction to Sociology	3
SOC 160	Ethnic Groups and Minorities	3
SOC 202	Social Problems	3
SOC 210	Marriage and the Family	3
SOC 212	Women and Men in a Changing Society	3
SOC 230	Human Sexuality and Gender Awareness	3
SPA 101	Elementary Spanish I	4
SPA 102	Elementary Spanish II	4
SPA 201	Intermediate Spanish I	4
SPA 202	Intermediate Spanish II	4
SPA 221	Introduction to Spanish Literature II	3
SPA 224	Introduction to Mexican Literature I	3
SPA 225	Introduction to Mexican Literature II	3
SSV 273	Determinants of Human Behavior	3
THE 101	Acting I	3
THE 103	Introduction to Theatre	3
THE 105	Theatre Dance	2
THE 201	Acting II	3
THE 203	Theatre Makeup	3
THE 213	Stagecraft	3
THE 220	Dramatic Structure	3
WLD 114	Welding for Metal Sculpture	3
<b>TECHNOLOGY LITERACY</b>		<b>3 CREDITS</b>
CIS 116	Computer Essentials	3
CIS 120	Introduction to Information Systems	3

## DEGREE PROGRAMS

In each of the six degrees outlined in this section—the AA, AAEE, ABUS, AS, AGS, and AAS—you will see references to areas such as arts or laboratory sciences. Only approved general

education courses (as listed in this section) may be used to satisfy these area requirements within degrees. For the most current information, check the general education course list at [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

The AA, AAEE, ABUS, and AS degrees are designed for transfer to Arizona State University, Northern Arizona University, and the University of Arizona; however, not all three state universities offer majors in all areas.

Please consult with an advisor in the Student Development Center to ensure that the university you choose offers a degree in your area of study and that you select the most appropriate courses for your area of study.

Since university requirements vary considerably, it is strongly recommended that you work closely with an academic advisor to plan your coursework.

## ASSOCIATE OF ARTS DEGREES

The AA degree is recommended for liberal arts, social science, or fine art students who plan to transfer to a university. See the Areas of Study section of this catalog for complete degree programs.

These degrees are designed for transfer to all Arizona public universities; however, not all three state universities offer majors in all areas. Please consult with an advisor in the Student Development Center to ensure that the university you choose offers a degree in your area of study. Cochise College has the following Associate of Arts degrees:

Administration of Justice	Major Code - AJS
Anthropology	Major Code - ANT
Communications	Major Code - COM
Early Childhood Care and Education	Major Code - ECE
Economics	Major Code - ECN
English	Major Code - ENG
Exercise Science, Health and Physical Education, Recreation and Wellness	Major Code - HPES
Fine Art	Major Code - ARTF
General Requirements	Major Code - GENG
Geography	Major Code - GEO
History	Major Code - HIS
Humanities	Major Code - HUM
Journalism and Media Arts	Major Code - JMA
Language	Major Code - LANG
Mathematics	Major Code - MAT
Music	Major Code - MUS
Philosophy	Major Code - PHI
Political Science	Major Code - POS
Psychology	Major Code - PSY
Secondary Education	
Art Education	Major Code - SEAE
English Teaching	Major Code - SEET
History Teaching	Major Code - SEHT
Mathematics Teaching	Major Code - SEMT
Music Education Teaching	Major Code - SEME
Physical Education Teaching	Major Code - SEPE
Spanish Teaching	Major Code - SEST
Social Work	Major Code - SCW
Sociology	Major Code - SOC
Theater Arts	Major Code - THE

<b>GENERAL EDUCATION REQUIREMENTS, AGECE-A</b>		<b>35 CREDITS</b>
Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 142 or higher	3-5
Laboratory sciences		8

Arts	3
Humanities	3
Social and behavioral sciences	6
Technology literacy	CIS 116 or CIS 120 3
General education electives*	1-3

**LANGUAGE REQUIREMENT\*\* 0-16 CREDITS****CORE CURRICULUM OR ELECTIVES\*\*\* 13-29 CREDITS****TOTAL DEGREE REQUIREMENTS 64 CREDITS**

\* General education electives must be chosen from the general education course list.

\*\* University non-English language requirements vary. Check the language requirement for your major.

\*\*\* Elective courses must be transferable to the university or universities to which the student plans to transfer.

**DEGREE REQUIREMENTS:**

- General education requirements for AA degrees consist of 35 credits. Six credits of coursework must be completed to fulfill the intensive writing requirement. Courses that satisfy this requirement are designated <sup>1W</sup>. The cultural and historical or global awareness requirements are satisfied by completing the arts, humanities, and social and behavioral science portion of the AGECE.
- Specific courses are required for the completion of each transfer degree program.
- All courses must be completed with a grade of C or better. A core curriculum course may be used to satisfy a general education requirement; however, the total credits required for the degree remain the same.
- A minimum of 16 credits used in the degree must be completed from Cochise College for each degree granted.
- A minimum of 8 credits in the AGECE component must be completed from Cochise College for each transfer degree.

## ASSOCIATE OF ARTS ELEMENTARY EDUCATION

The AAEE degree is designed for elementary education majors who plan to transfer to a four-year university. See the Areas of Study section of this catalog for the complete degree program. This degree is designed for transfer to all Arizona public universities. Please consult with an advisor in the Student Development Center to ensure you are making the correct choices for your target university.

Associate of Arts Elementary Education Major Code - EED

**GENERAL EDUCATION REQUIREMENTS, AGECE-A 35 CREDITS**

Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 142 or higher	3-5
Technology literacy	CIS 116 or CIS 120	3
Laboratory sciences†		8
Arts†		3
Humanities†		3
Social and behavioral sciences†		6
General education electives*		1-3

**LANGUAGE REQUIREMENT\*\* 0-16 CREDITS****CORE CURRICULUM 25 CREDITS**

Mathematics for Elementary Education Majors I	MAT 154	3
Mathematics for Elementary Education Majors II	MAT 156	3

Introduction to Education	EDU 201	3
Introduction to Special Education	EDU 222	3
Cultural Diversity in Education	EDU 226	3
Education or Early Childhood		3
Education elective		
Electives in content areas relevant to K-12 and/or Early Childhood Education		7

**ELECTIVES 0-4 CREDITS****(AS NEEDED TO COMPLETE 64 CREDITS)\*\*\*****TOTAL DEGREE REQUIREMENTS 64 CREDITS**

\* General education electives must be chosen from the general education course list.

\*\* University non-English language requirements vary. Check with your advisor.

\*\*\* Elective courses must be transferable to the university or universities to which the student plans to transfer.

**† Notes:**

1. Laboratory sciences—8 credits must be taken from two different prefixes. Recommended courses: biology (BIO 100), environmental science (BIO 105), anatomy (BIO 201), geography (GEO 101), physics (PHY 111), chemistry (CHM 130), astronomy (AST 180), and geology (GLG 101).
2. Laboratory sciences—UA South requires four courses for the education degree.
3. Arts—ART 120 or MUS 260 is recommended for UA.
4. Humanities—COM 102 highly recommended; ART 107/ART 108 or MUS 101 recommended for UA South.
5. Social and behavioral sciences recommended courses—Political Science (POS 220 highly recommended), US History (HIS 110 or HIS 111 highly recommended), Introduction to Psychology (PSY 101), Cultural Geography (GEO 102), Economics (ECN 201 or ECN 202), and Child Development (PSY 240).
6. Language—UA South requires second-semester proficiency through coursework, credit by examination, and/or native language proficiency. Students who test out of this requirement may choose courses related to area of interest or exploration.

**DEGREE REQUIREMENTS:**

- General education requirements for the AAEE degree consist of 35 credits. Six credits of coursework must be completed to fulfill the intensive writing requirement. Courses that satisfy this requirement are designated <sup>1W</sup>. POS 220 is recommended to fulfill three of the six credits. The cultural and historical or global awareness requirements are satisfied by completing the arts, humanities, and social and behavioral science portion of the AGECE.
- Specific courses are required for the completion of each transfer degree program.
- All courses must be completed with a grade of C or better. A core curriculum course may be used to satisfy a general education requirement; however, the total credits required for the degree remain the same.
- A minimum of 16 credits used in the degree must be completed from Cochise College for each degree granted.
- A minimum of 8 credits in the AGECE component must be completed from Cochise College for each transfer degree.

## ASSOCIATE OF BUSINESS DEGREE

The ABUS degree is designed to satisfy transfer requirements for business and computer information systems majors. See the Areas of Study section of this catalog for complete degree programs.

These degrees are designed for transfer to all Arizona public universities. Please consult an advisor in the Student Development Center for assistance in degree planning. Cochise College has the following Associate of Business degrees:

Business Administration	Major Code - BUSG
Computer Information Systems	Major Code - CISS

### GENERAL EDUCATION REQUIREMENTS,

#### AGEC-B 35 CREDITS

Composition	ENG 101	3
English Composition	ENG102	3
Mathematics	MAT 212 or MAT 220	3-5
Laboratory sciences		8
Arts		3
Humanities		3
Social and behavioral sciences		6
Technology literacy	CIS 116 or CIS 120	3
General education electives*		1-3

### CORE CURRICULUM AND ELECTIVES\*\* 29 CREDITS

#### TOTAL DEGREE REQUIREMENTS 64 CREDITS

\* General education electives must be chosen from the general education course list.

\*\* Elective courses must be transferable to the university or universities to which the student plans to transfer.

#### DEGREE REQUIREMENTS:

- General education requirements for ABUS degrees consist of 35 credits. Six credits of coursework must be completed to fulfill the intensive writing requirement. Courses that satisfy this requirement are designated <sup>1W</sup>. The cultural and historical or global awareness requirements are satisfied by completing the arts, humanities, and social and behavioral science portion of the AGECE.
- Specific courses are required for the completion of each transfer degree program.
- All courses must be completed with a grade of C or better. A core curriculum course may be used to satisfy a general education requirement; however, the total credits required for the degree remain the same.
- A minimum of 16 credits used in the degree must be completed from Cochise College for each degree granted.
- A minimum of 8 credits in the AGECE component must be completed from Cochise College for each transfer degree.

## ASSOCIATE OF SCIENCE DEGREE

The AS degree is designed for students interested in transferring to a four-year institution in the areas of natural, physical, or life sciences. See the Areas of Study section of this catalog for complete degree programs. These degrees are designed for transfer to all Arizona public universities; however, not all three state universities offer majors in all areas. Please consult an advisor in the Student Development Center to ensure that the university you choose offers a degree in your area of study. Cochise College has the following Associate of Science degrees:

Allied Health	Major Code - ALH
Biology	Major Code - BIO
Chemistry	Major Code - CHM

Computer Science	Major Code - CSC
Engineering	Major Code - EGR
General Requirements	Major Code - GENG
Physics	Major Code - PHY
Secondary Education	
Biology Teaching	Major Code - SEBT
Chemistry Teaching	Major Code - SECT

### GENERAL EDUCATION REQUIREMENTS, 38-42 CREDITS AGEC-S

Composition	ENG 101	3
English Composition	ENG102	3
Mathematics	MAT 220 or higher	3-5
Laboratory sciences	BIO 181 and BIO 182 OR CHM 151 and CHM 152 OR PHY 230 and PHY 231	8
Technology literacy	CIS 116 or CIS 120	3
Arts		3
Humanities		3
Social and behavioral sciences		6
Additional mathematics and/or laboratory sciences*		6-8

### CORE CURRICULUM AND ELECTIVES\*\* 22-26 CREDITS

#### TOTAL DEGREE REQUIREMENTS 64 CREDITS

\*Based on major and using a transfer guide, select MAT 231, MAT 241, MAT 252, MAT 262, and/or appropriate laboratory science courses. See

[www.aztransfer.com/cgi-bin/WebObjects/agecweb.woa](http://www.aztransfer.com/cgi-bin/WebObjects/agecweb.woa) for a complete list.

\*\*Elective courses must be transferable to the university or universities to which the student plans to transfer.

#### DEGREE REQUIREMENTS:

- General education requirements for AS degrees consist of 38-42 credits. Six credits of coursework must be completed to fulfill the intensive writing requirement. Courses that satisfy this requirement are designated <sup>1W</sup>. The cultural and historical or global awareness requirements are satisfied by completing the arts, humanities, and social and behavioral science portion of the AGECE.
- Specific courses are required for the completion of each transfer degree program.
- All courses must be completed with a grade of C or better. A core curriculum course may be used to satisfy a general education requirement; however, the total credits required for the degree remain the same.
- A minimum of 16 credits used in the degree must be completed from Cochise College for each degree granted.
- A minimum of 8 credits in the AGECE component must be completed from Cochise College for each transfer degree.

## ASSOCIATE OF GENERAL STUDIES DEGREE

The AGS degree is an option designed for students who do not plan to transfer or who plan to transfer to an out-of-state university and want more flexibility in selecting courses. Choosing the AGS and fulfilling Arizona General Education Curriculum (AGECE) requirements will maintain an open door for transferring to an Arizona public university at a later time. The AGS degree is designed to be a general studies degree with no area of emphasis. Students planning to transfer to an out-of-state university should

work closely with an academic advisor in choosing their coursework. Whenever possible, working with the catalog of the out-of-state university provides the best planning tool for students.

Currently, three AGS degree programs contain unique general education requirements and state an area of emphasis. See the Areas of Study section of this catalog for complete degree programs. Cochise College has the following Associate of General Studies degrees.

General Studies	Major Code - AGS
Manufacturing Engineering	Major Code - MEG
Pre-Nursing	Major Code - AGS/ZPRN
Professional Pilot Technology	Major Code - PPT

GENERAL EDUCATION REQUIREMENTS		35 CREDITS
Composition	ENG 101 and ENG 102, ENG 109, ENG 167, or CIS/ENG 279	3
Mathematics	MAT 122 or higher	3-5
Laboratory sciences		4
Arts		3
Humanities		3
Social and behavioral sciences		6
Technology literacy	CIS 116 or CIS 120	3
Foreign language (100 or above) or Communications (101 or above)		3-4
General education electives*		3-4

#### ELECTIVES\*\* 29 CREDITS

#### TOTAL DEGREE REQUIREMENTS 64 CREDITS

\* General education electives must be chosen from the general education course list or HPE 179.

\*\*Elective courses must be selected from any Cochise College course at the 100 level or higher.

#### DEGREE REQUIREMENTS:

- The AGS degree requires a minimum of 64 credits of coursework at the 100 level or higher and a minimum cumulative grade point average of 2.0.
- General education requirements for AGS degrees consist of a minimum of 35 credits. Six credits of coursework must be completed to fulfill the intensive writing requirement. Courses that satisfy this requirement are designated <sup>1W</sup>. The cultural and historical or global awareness requirements are satisfied by completing the arts, humanities, and social and behavioral science courses in the degree.
- Composition and mathematics courses used to fulfill general education requirements must be completed with a grade of C or better.
- An elective course may be used to satisfy a general education requirement; however, the total credits required for the degree remain the same.
- A minimum of 16 credits used in the degree must be completed from Cochise College for each degree granted.

## ASSOCIATE OF APPLIED SCIENCE DEGREE

The AAS degree is most commonly used to prepare students for employment in a specific career upon graduation. Some Arizona universities have responded to the needs in particular technical fields by creating two-plus-two programs enabling a student with an AAS degree to transfer to a university without loss of credit.

These degree programs may require lower-division general education courses in the junior and senior years. See an academic advisor for information about the Bachelor of Applied Science (BAS) degrees at Arizona public universities.

See the Areas of Study section of this catalog for complete degree programs. Cochise College has the following Associate of Applied Science degrees.

Administration of Justice	Major Code - AJS
Agriculture	Major Code - AGR
Automotive Technology	Major Code - ATC
Avionics Technology	Major Code - AVT
Building Construction Technology	Major Code - BCT
Business Management	Major Code - BMT
Computer Applications	Major Code - CAP
Computer Information Systems	Major Code - CIS
Computer Programming	Major Code - CPG
Culinary Arts	Major Code - CUL
Early Childhood Care and Education	Major Code - ECE
Electronics Technology	Major Code - ELT
Fire Science Technology	Major Code - FST
Game Design and Creation	Major Code - GDC
Hospitality Administration	Major Code - HAD
Human Services	Major Code - HS
Information Security	Major Code - IS
Intelligence Operations Studies	Major Code - IOST
Interpretation and Translation - English <> Spanish	Major Code - ITRA
Logistics Supply Chain Management	Major Code - LGS
Manufacturing Engineering	Major Code - MEG
Network Technology	Major Code - NWT
Paramedicine	Major Code - PAR
Professional Administrative Assistant	Major Code - PAA
Professional Pilot Technology	Major Code - PPT
Registered Nurse	Major Code - NUR
Unmanned Aerial Vehicle Flight Operator	Major Code - UAVO
Unmanned Aircraft Systems Technician	Major Code - UAVT
Welding Technology	Major Code - WLD

GENERAL EDUCATION REQUIREMENTS	18-19 CREDITS
Communication	6
Mathematics/laboratory sciences*	3-4
Liberal arts	6
Technology literacy	3

#### CORE CURRICULUM (SEE AREAS OF STUDY)

21-46 CREDITS

#### ELECTIVES (AS NEEDED TO COMPLETE 64 CREDITS)

#### TOTAL DEGREE REQUIREMENTS 64 CREDITS

\* BIO 156, CHM 130, CHM 138, or CHM 151 will satisfy the mathematics/laboratory sciences requirement for the paramedicine program only.

\* NUR 121A and NUR 121B will satisfy the mathematics/laboratory sciences requirement for the nursing program only.

#### DEGREE REQUIREMENTS:

- The AAS degree requires a minimum of 64 credits of coursework at the 100 level or higher and a minimum cumulative grade point average of 2.0.
- General education requirements for AAS degrees consist of a minimum of 18 credits selected from the appropriate general education course list.
- All courses must be completed with a grade of C or better.
- A minimum of 16 credits used in the degree must be completed from Cochise College for each degree granted.

## CERTIFICATE PROGRAMS

Cochise College offers many certificates designed for direct employment. A minimum of 25 percent of the required credits used in the certificate must be completed from Cochise College for each certificate granted. See the Areas of Study section of this catalog for complete certificate programs. Cochise College has the following certificates.

Administrative Office Aide	16-18 credits	Major Code - AOA
Advanced Information Security	16 credits	Major Code - AIS
Advanced Logistics Supply Chain Management	30 credits	Major Code - LGSA
Aerospace Thermal Fusion	30 credits	Major Code - AETF
Aerospace Welding Technology	18 credits	Major Code - AEWT
Air Conditioning and Refrigeration	16 credits	Major Code - ACR
Automotive Technology	21 credits	Major Code - ATC
Avionics Technology	66 credits	Major Code - AVT
Basic Borderland Studies	20 credits	Major Code - BBS
Basic Logistics Supply Chain Management	18 credits	Major Code - LGSB
Carpentry Technology	21 credits	Major Code - CTC
Chef Garde Manger Apprentice	21 credits	Major Code - CGMA
Chef Pâtissier – Baker's Apprentice	24 credits	Major Code - BKRA
Cisco Networking	16 credits	Major Code - CNT
Community Health Worker	16 credits	Major Code - CHW
Computer Applications	18 credits	Major Code - CAP
Computer Programmer	30 credits	Major Code - CPG
Computer-Aided Drafting	36 credits	Major Code - CAD
Computerized Office Applications	30 credits	Major Code - COA
Digital Imagery and Animation	16 credits	Major Code - DIA
Digital Imagery and Video Production	16 credits	Major Code - DIVP
Early Childhood Care and Education (Basic)	18 credits	Major Code - BECE
Electrical Technology	20 credits	Major Code - ET
Emergency Medical Technician (Prep for External Licensure)	8 credits	Major Code - EMT
Entrepreneurship/Small Business Management	30 credits	Major Code - ENTC
Equine Science and Management	27 credits	Major Code - EQS
Fire Science Technology	16 credits	Major Code - FST
Flash Game Development	16 credits	Major Code - FGD
Game Design and Creation	28 credits	Major Code - GDC
2D Game Development	19 credits	Major Code - GD2
3D Game Development	22 credits	Major Code - GD3
General Business	18 credits	Major Code - GBUS
General Computer-Aided Drafting	18 credits	Major Code - GCAD
General Welding Technology	18 credits	Major Code - GWLD
Green Building	18 credits	Major Code - GB
Hazardous Materials Technician	16 credits	Major Code - HMT
Honors	16 credits	Major Code - HONR

Hospitality Administration	28-33 credits	Major Code - HAD
Information Security	32 credits	Major Code - ISC
International Business	21 credits	Major Code - INB
International Management	30 credits	Major Code - INTM
Interpretation and Translation - English <> Spanish	16 credits	Major Code - ITRA
Linux System Administrator	15 credits	Major Code - LSA
Manufacturing Technology	18 credits	Major Code - MFT
Mechatronic Systems Operating Technician	16 credits	Major Code - MSOT
Medical Assistant	29 credits	Major Code - MEDA
Medication Assistant (Prep for External Licensure)	6 credits	Major Code - MAC
Network Administrator	37-41 credits	Major Code - NAD
Network Support	39-41 credits	Major Code - NTS
Nursing Assistant (Prep for External Licensure)	5 credits	Major Code - CNA
Paramedicine	22 credits	Major Code - PAR
PC Maintenance and Repair	16 credits	Major Code - PCM
Practical Nurse (Prep for External Licensure)	43 credits	Major Code - LPN
Professional Pilot Technology	23 credits	Major Code - PPTA
Advanced Professional Pilot Technology Basic	41 credits	Major Code - PPTB
Public Safety Communications	10 credits	Major Code - PSC1
Officer I		
Receptionist	18 credits	Major Code - RCP
Retail Management	30 credits	Major Code - RMC
Social Work	31 credits	Major Code - SCW
Sous Chef Apprentice	40-43 credits	Major Code - SCCA
Student Leadership Development	18 credits	Major Code - SLD
Supervisory Management	16 credits	Major Code - SPM
Teacher Aide Preparatory Program	12 credits	Major Code - TAD
Teacher Aide I	15-16 credits	Major Code - TAIC
Teacher Aide II	16-21 credits	Major Code - TAD2
Teacher Aide III	16 credits	Major Code - TAD3
Teaching English as an International Language	12 credits	Major Code - TEIL
Teleservices	15 credits	Major Code - TELE
Utility Industry	21 credits	Major Code - UI
Web Developer	20 credits	Major Code - WEBD
Welding Technology	33 credits	Major Code - WLD
Wildland Firefighting	16 credits	Major Code - WFF

## ARIZONA DEPARTMENT OF CORRECTIONS

### CERTIFICATES\*

Advanced Automotive Technology	15 credits	Major Code - AATC
Advanced Building Construction Technology	15 credits	Major Code - ABCT
Advanced Computer Technology	14 credits	Major Code - ACPT

Advanced Custodial Services	16 credits	Major Code - ACS
Advanced Electronics Technician	14 credits	Major Code - AET
Advanced General Electronics	12 credits	Major Code - AGE
Air Conditioning Maintenance Technician	16 credits	Major Code - ACM
Basic Automotive Technology	12 credits	Major Code - BATC
Basic Building Construction Technology	13 credits	Major Code - BBCT
Basic Computer Technology	12 credits	Major Code - BCPT
Basic Custodial Services	18 credits	Major Code - BCS
Basic Electronics Technician	13 credits	Major Code - BET
Basic Facility Maintenance Technician	18 credits	Major Code - BFM
Basic General Electronics	14 credits	Major Code - BGE
Horticulture	15 credits	Major Code - HRT
Telecommunications Cable Installation	20 credits	Major Code - TCI
Workforce and Community Transition Training	12 credits	Major Code - WCTT

\*Designed for the inmates of the Arizona Department of Corrections in Douglas.

# Areas of Study

## Administration of Justice

The Associate of Arts degree in Administration of Justice is designed to prepare students for professional success in a wide variety of criminal justice career fields and for transfer into university degree programs. To ensure seamless university transfer, students must develop their specific program of study in close coordination with a Cochise College academic advisor.

The Associate of Applied Science in Administration of Justice is designed for immediate entry into the criminal justice profession. In addition, a growing number of university Bachelor of Applied Science degree programs facilitate university transfer for AAS degree completers, while core curriculum credit granted for certified law enforcement/corrections training completers facilitates Cochise College degree completion.

### ADMINISTRATION OF JUSTICE - ASSOCIATE OF ARTS (MAJOR CODE - AJS)

GENERAL EDUCATION REQUIREMENTS (AGEC-A)		35 CREDITS
Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 142 or higher	3-5
Technology literacy	CIS 116 or CIS 120	3
Laboratory sciences*		8
Arts		3
Humanities**		3
Social and behavioral sciences***		6
General education electives****		1-3

Six credits of arts, humanities, social and behavioral sciences, or general education electives must be chosen from the current listing of intensive writing courses. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

LANGUAGE REQUIREMENT†		8-16 CREDITS
Non-English language		
Second- or fourth-semester proficiency		

CORE CURRICULUM		18 CREDITS
Introduction to Administration of Justice	AJS 101	3
Substantive Criminal Law	AJS 109	3
Criminology	AJS 225	3
The Police Function	AJS 230	3
The Correction Function	AJS 240	3
Procedural Criminal Law	AJS 260	3

ELECTIVES (AS NEEDED TO COMPLETE 64 CREDITS)††		0-3 CREDITS
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TOTAL DEGREE REQUIREMENTS		64 CREDITS
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\*PHY 110 recommended.

\*\*COM 102 or 204 recommended.

\*\*\*POS 110 or 220, PSY 101, SOC 101, or SOC 160 recommended.

\*\*\*\*General education electives must be chosen from the general education list. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

†University non-English language requirements vary. Check with an academic advisor.

††Elective courses must be transferable to the university or universities to which the student plans to transfer. SOC 207, AJS 212, PSY 240, AJS 254, AJS 215, AJS 270, or AJS 275 recommended. It is highly recommended that students complete a criminal justice-related internship in addition to the 64-unit degree requirement, namely AJS 224 or a related SLE special topics course.

### ADMINISTRATION OF JUSTICE - ASSOCIATE OF APPLIED SCIENCE (MAJOR CODE - AJS)

GENERAL EDUCATION REQUIREMENTS		20-21 CREDITS
Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics/laboratory sciences	MAT 122 or higher	OR
Laboratory sciences*		3-4
Liberal arts**		6
Physical education		2
Technology literacy	CIS 116 or CIS 120	3

CORE CURRICULUM		24 CREDITS
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† Select from the following options or see an AJS advisor for evaluation of certified training.

Introduction to Administration of Justice	AJS 101	3
Substantive Criminal Law	AJS 109	3
Juvenile Justice Procedures	AJS 212	3
The Police Function	AJS 230	3
The Correction Function	AJS 240	3
Procedural Criminal Law	AJS 260	3
Criminology or Criminal Investigations	AJS 225 or AJS 275	3
Communication	COM 102 or COM 204	3

AJS DEPARTMENT APPROVED ELECTIVES		19-20 CREDITS
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TOTAL DEGREE REQUIREMENTS		64 CREDITS
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Electives may include, but are not limited to, the following:

Non-English language, AJS 204, AJS 215, AJS 224 (or criminal justice related SLE internship), AJS 225 (or AJS 275), AJS 254, AJS 270, AJS 295, AJS 296, SOC 160, SOC 207, PSY 101, PSY 240, and laboratory science recommended.

Note: All coursework must be completed with a grade of C or better.

\*Any laboratory science course approved for transfer degrees.

\*\*From the listing of Cochise College AGECE qualifying courses. SOC 101, SOC 160, PSY 101, and/or POS 110 (or POS 220) recommended.

†Based upon AJS department evaluation, certified law enforcement training such as POST Academy, Border Patrol Academy, and COTA can be used to fulfill all or part of the core curriculum and AJS electives unit requirement.

Students pursuing a BAS degree must meet with an advisor to determine the appropriate general education and core curriculum requirements. Additional units required in the general education block for BAS transfer may be used to fulfill core curriculum or recommended elective requirements.



## PUBLIC SAFETY COMMUNICATIONS OFFICER – CERTIFICATE (MAJOR CODE - PSC1)

CORE CURRICULUM		10 CREDITS
Basic Public Safety Communications Officer Academy	AJS 103	6
Field Experience in Administration of Justice	AJS 224	4
<b>TOTAL CERTIFICATE REQUIREMENTS</b>		<b>10 CREDITS</b>

## Agriculture

Cochise College's agricultural program specializes in animal husbandry, natural resource sciences, and veterinarian technicians. The Associate of Applied Science in Agriculture is a flexible program intended to permit students to specialize in the agricultural field most closely related to their career choice or existing job requirements. It is also intended for transfer to a four-year institution for students to pursue a higher degree.

Coursework required for completion of the Equine Science Certificate is typically designed for students who are interested in the handling and management of horses. Students should consult their advisor or appropriate university for transfer requirements.

## AGRICULTURE - ASSOCIATE OF APPLIED SCIENCE (MAJOR CODE - AGR)

GENERAL EDUCATION REQUIREMENTS		26 CREDITS
English Composition	ENG 100 or higher	6
Mathematics	MAT 122 or higher	3
Technology literacy	CIS 116	3
General Biology (for non-majors)	BIO 100	4
Chemistry	CHM 130 or CHM 151	4
Liberal arts		6
CORE CURRICULUM		27 CREDITS
Principles of Veterinary Science	AGR 101	3
Introduction to Agriculture	AGR 102	3
Range Management	AGR 105	OR
Soil Science	AGR 214	3
Farrier Science	AGR 107	3
Range Plants	AGR 207	3
General Welding	AGR 210	3
Economics in American Agriculture	AGR 211	OR
Introduction to Agri-business	AGR 225	3
Animal Feeding	AGR 230	3
Livestock Production and Management	AGR 243	3
ELECTIVES (ANY OTHER AGRICULTURE CLASS)		5 CREDITS
BUSINESS ELECTIVES (FROM ANY OF THE FOLLOWING)		6 CREDITS
Principles of Management	BUS 143	
Introduction to Accounting	BUS 146	
Business Communications	BUS 167	
Introduction to Information Systems	CIS 120	
Written Communications and Reports	ENG 109	
<b>TOTAL DEGREE REQUIREMENTS</b>		<b>64 CREDITS</b>

## EQUINE SCIENCE AND MANAGEMENT – CERTIFICATE (MAJOR CODE - EQS)

CORE CURRICULUM		27 CREDITS
Principles of Veterinary Science	AGR 101	3
Range Management	AGR 105	OR
Soil Science	AGR 214	3
Farrier Science	AGR 107	3
Team Roping	AGR 138	3
Western Horsemanship	AGR 139	3
Range Plants	AGR 207	3
General Welding	AGR 210	3
Animal Feeding	AGR 230	3
Horse Science and Management	AGR 237	3
<b>TOTAL CERTIFICATE REQUIREMENTS</b>		<b>27 CREDITS</b>

## Allied Health

The Associate of Science degree in Allied Health is designed for students interested in pursuing a four-year degree in an allied health profession. To ensure seamless transfer, students must develop their specific program of study in close coordination with a Cochise College advisor.

## ALLIED HEALTH - ASSOCIATE OF SCIENCE (MAJOR CODE - ALH)

GENERAL EDUCATION REQUIREMENTS (AGEC-S)		40-42 CREDITS
Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 220 or higher	3-5
Laboratory sciences	BIO 181 and BIO 182	8
Introductory Biology for Allied Health	BIO 156	4
Chemistry for Allied Health	CHM 138	4
Arts		3
Humanities		3
Social and behavioral sciences		6
Technology literacy	CIS 116 or CIS 120	3
Six credits of arts, humanities, or social and behavioral sciences must be chosen from the current listing of intensive writing courses. See <a href="http://www.cochise.edu/AGEC">www.cochise.edu/AGEC</a> .		
CORE CURRICULUM		13 CREDITS
Human Anatomy and Physiology I	BIO 201	4
Microbiology	BIO 205	4
Individual Studies	BIO 299	1

### ELECTIVES (AS NEEDED TO COMPLETE 64 CREDITS)\*

TOTAL DEGREE REQUIREMENTS		64 CREDITS
*Elective courses must be transferable to the university or universities to which the student plans to transfer. See <a href="http://www.aztransfer.com">www.aztransfer.com</a> . The department recommends that students use a university transfer guide for transfer requirements.		

## EMERGENCY MEDICAL TECHNICIAN

A study of signs and symptoms of illness and injury, patient assessment, procedures associated with the provision of emergency medical care, triage, basic life support systems, anatomy and physiology, and basic legal responsibilities. Equips students with

the knowledge and skills, as required by the National Registry of Emergency Medical Technicians (NREMT) and the Arizona Department of Health Services – Bureau of Emergency Medical Services (ADHS-BEMS), to practice as an Emergency Medical Technician-Basic. Students desiring NREMT/ADHS-BEMS certification must complete the state-required number of clinical experience hours with an Emergency Medical Service provider of out-of-hospital emergency care. The certificate meets the ADHS-BEMS guidelines and is approved by the state of Arizona and the National Registry of EMTs.

Medical Direction: Arizona Certified EMT-Basics are authorized to provide treatment, perform procedures, and utilize skills—as defined by the National Highway Traffic Safety Administration – Department of Transportation (NHTSA-DOT) EMT curriculum—only under the medical control of an approved medical director or certified base hospital.

## EMERGENCY MEDICAL TECHNICIAN – CERTIFICATE (MAJOR CODE - EMT)

### CORE CURRICULUM\* 8 CREDITS

Emergency Medical Technician	EMT 174	8
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\*See course description for prerequisites and other requirements.

## MEDICAL ASSISTANT

The Medical Assistant Certificate provides training for entry-level employment in a medical practice setting, with emphasis on the routine administrative and clinical tasks required in the day-to-day operation of offices and clinics of health professionals. It introduces students to telephone techniques and other front office functions such as filing and coding insurance claims, scheduling patients, and keeping electronic medical records. It also introduces them to back office skills that include taking vital signs, assisting with electrocardiograms and other special procedures, using medical terminology, and administering medication. The certificate's externship course offers practical experience in a medical office setting. Prior to certificate completion, students are eligible to take the American Medical Technologists national examination to become certified as Registered Medical Assistants.

## MEDICAL ASSISTANT – CERTIFICATE (MAJOR CODE - MEDA)

### CORE CURRICULUM\* 29 CREDITS

Introduction to Human Anatomy and Physiology	BIO 160	4
Computer Essentials	CIS 116	3
CPR and First Aid**	HLT 111	1
Medical Assistant I	HLT 139	8
Medical Assistant II	HLT 140	8
Medical Assistant III	HLT 141	5

### TOTAL CERTIFICATE REQUIREMENTS 29 CREDITS

\*See course descriptions for prerequisites and other requirements.

\*\*HLT 111 must be taken at Cochise College or at an accredited college or university.

## PARAMEDICINE

The paramedicine program offers the Paramedicine Associate of Applied Science degree and the Paramedicine Certificate. This

program prepares the student to become a Nationally Registered Emergency Medical Technician – Paramedic (NREMT-P) and an Emergency Medical Technician – Paramedic (EMT-P) certified by the Arizona Department of Health Services – Bureau of Emergency Medical Services (ADHS-BEMS). Paramedics render a range of medical treatments before and during patient transport to a medical facility, and they assess and treat a wide variety of medical emergencies. Paramedics work for fire departments, municipalities, private providers, industrial companies, clinics, and hospitals.

Admission into the program requires separate application and acceptance.

## PARAMEDICINE - ASSOCIATE OF APPLIED SCIENCE (MAJOR CODE - PAR)

### GENERAL EDUCATION REQUIREMENTS\* 19 CREDITS

Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics/laboratory sciences	BIO 156, CHM 130, CHM 138, or CHM 151	4
Introduction to Psychology	PSY 101	3
Introduction to Sociology	SOC 101	3
Technology literacy	CIS 116 or CIS 120	3

### CORE CURRICULUM\* 45 CREDITS

Human Anatomy and Physiology I	BIO 201	4
Human Anatomy and Physiology II	BIO 202	4
Microbiology	BIO 205	4
Emergency Medical Technician	EMT 174	8
Paramedicine I	EMT 201	8
Paramedicine II	EMT 202	8
Paramedicine III	EMT 203	3
Paramedicine IV	EMT 205	3

### SELECT ONE DEPARTMENT APPROVED

#### ELECTIVE 3

Leadership and Supervision	BUS 127
Public Speaking	COM 110
Written Communications and Reports	ENG 109
Ethics	PHI 130
Loss, Grief, and Dying	PSY 218
Conversational Spanish	SPA 115

### TOTAL DEGREE REQUIREMENTS 64 CREDITS

\*See course descriptions for prerequisites and other requirements.

## PARAMEDICINE – CERTIFICATE (MAJOR CODE - PAR)

### CORE CURRICULUM\* 22 CREDITS

Paramedicine I	EMT 201	8
Paramedicine II	EMT 202	8
Paramedicine III	EMT 203	3
Paramedicine IV	EMT 205	3

### TOTAL CERTIFICATE REQUIREMENTS 22 CREDITS

\*See course descriptions for prerequisites and other requirements.

## Anthropology

The Associate of Arts degree in Anthropology is designed to prepare students to transfer with junior standing to a university, where they can continue their studies in anthropology. It also provides students with the opportunity for practical experience,

including field experience in physical anthropology. To ensure seamless transfer, students must develop their specific program of study in close coordination with a Cochise College advisor.

## ANTHROPOLOGY - ASSOCIATE OF ARTS (MAJOR CODE - ANT)

### GENERAL EDUCATION REQUIREMENTS (AGEC-A) 35 CREDITS

Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 142 or higher	3-5
Laboratory sciences		8
Arts		3
Humanities		3
Social and behavioral sciences		6
Technology literacy	CIS 116 or CIS 120	3
General education electives*		1-3
Six credits of arts, humanities, social and behavioral sciences, or general education electives must be chosen from the current listing of intensive writing courses. See <a href="http://www.cochise.edu/AGEC">www.cochise.edu/AGEC</a> .		

### LANGUAGE REQUIREMENT\*\* 0-16 CREDITS

Non-English language  
Second- or fourth-semester proficiency

### CORE CURRICULUM 6 CREDITS

Origin and Antiquity of Humankind	ANT 101	3
Society and Culture	ANT 102	3

### ELECTIVES

(AS NEEDED TO COMPLETE 64 CREDITS)\*\*\*

### TOTAL DEGREE REQUIREMENTS 64 CREDITS

\*General education electives must be chosen from the general education list/AGEC.  
\*\*University non-English language requirements vary. Check with your advisor.  
\*\*\*Elective courses must be transferable to the university or universities to which the student plans to transfer. See [www.aztransfer.com](http://www.aztransfer.com). The Anthropology Department recommends the following electives: ANT 110, ANT 111, ANT 138, ANT 140, ANT 235, ANT 285, ANT 287, ANT 288, and ANT 299.

## Art

The art program at Cochise College has been designed with three goals in mind: (1) as a source of personal growth and self-expression, (2) to fulfill general education requirements for associate or baccalaureate degrees, and (3) to successfully transfer credit to four-year institutions.

Students seeking a specialized career in art should see an art instructor for advisement. To ensure seamless transfer, students must develop their specific program of study in close coordination with a Cochise College advisor.

## ART - ASSOCIATE OF ARTS (MAJOR CODE - ARTF)

### GENERAL EDUCATION REQUIREMENTS (AGEC-A) 35 CREDITS

Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 142 or higher	3-5
Laboratory sciences		8
Arts		3
Humanities		3

Social and behavioral sciences		6
Technology literacy	CIS 116 or CIS 120	3
General education electives*		1-3
Six credits of arts, humanities, social and behavioral sciences, or general education electives must be chosen from the current listing of intensive writing courses. See <a href="http://www.cochise.edu/AGEC">www.cochise.edu/AGEC</a> .		

### LANGUAGE REQUIREMENT\*\* 0-16 CREDITS

Non-English language  
Second- or fourth-semester proficiency

### CORE CURRICULUM 15 CREDITS

Fundamentals	ART 103	3
Drawing I	ART 106	3
Survey of World Art: Prehistoric-Gothic	ART 107	3
Survey of World Art: Renaissance through the 20th Century	ART 108	3
Three-Dimensional Design/Sculpture	ART 231	3

### ELECTIVES

(AS NEEDED TO COMPLETE 64 CREDITS)\*\*\*

### TOTAL DEGREE REQUIREMENTS 64 CREDITS

\*General education electives must be chosen from the general education list. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).  
\*\*University non-English language requirements vary. Check with your advisor.  
\*\*\*Elective courses must be transferable to the university or universities to which the student plans to transfer. See [www.aztransfer.com](http://www.aztransfer.com). The Art Department recommends a painting or ceramics course, select courses for a two-dimensional department emphasis: ART 216, ART 230, ART 245, ART 280, ART 281, ART 286, ART 295, ART 296, or a three-dimensional department emphasis: ART 250, ART 255, ART 270, ART 290.

## DIGITAL IMAGERY AND ANIMATION – CERTIFICATE (MAJOR CODE - DIA)

### CORE CURRICULUM 16 CREDITS

Digital Imaging I	DMA 110	3
Computer Animation I	DMA 111	3
Digital Imaging II	DMA 210	3
Computer Animation II	DMA 211	3
Creating Multimedia Presentations	DMA 214	4

### TOTAL CERTIFICATE REQUIREMENTS 16 CREDITS

## DIGITAL IMAGERY AND VIDEO PRODUCTION – CERTIFICATE (MAJOR CODE - DIVP)

### CORE CURRICULUM 16 CREDITS

3D Computer-Generated Imagery	DMA 112	4
3D Computer-Generated Animation	DMA 113	4
Advanced 3D		
Computer-Generated Imagery	DMA 212	4
Computer-Generated Video Production	DMA 213	4

### TOTAL CERTIFICATE REQUIREMENTS 16 CREDITS

## AUTOMOTIVE TECHNOLOGY

The Automotive Technology Associate of Applied Science degree provides students with a working knowledge of the skills required for employment as an automotive technician. It benefits both students seeking marketable skills and experienced automotive technicians looking to upgrade their proficiency and obtain industry certification. Students successfully completing the Auto-

otive Technology AAS will have obtained the knowledge and skills necessary to qualify for all eight segments of the Automotive Service Excellence (ASE) Technician Certification.

The Automotive Technology Certificate is designed to provide students with a solid core of skills for employment in the automotive technology industry and prepare them to take the applicable Automotive Service Excellence (ASE) certification tests.

## AUTOMOTIVE TECHNOLOGY - ASSOCIATE OF APPLIED SCIENCE (MAJOR CODE - ATC)

### GENERAL EDUCATION REQUIREMENTS 18-19 CREDITS

Composition	ENG 101 or CIS/ENG 179	3
English Composition	ENG 102 or CIS/ENG 279	3
Mathematics	MAT 122 or higher	3-4
Liberal arts		6
Technology literacy	CIS 116 or CIS 120	3

### CORE CURRICULUM 33 CREDITS

Introduction to Automotive Technology	AUT 101	3
Automotive Electrical Fundamentals	AUT 102	3
Internal Combustion Engines	AUT 103	3
Automotive Brake System	AUT 104	3
Automotive Suspension and Steering Systems	AUT 105	3
Automotive Manual Drive Systems	AUT 106	3
Automotive Electrical Systems and Equipment	AUT 201	3
Automatic Transmission/Transaxle Diagnostics	AUT 204	3
Automotive Heating, Ventilation and Air Conditioning	AUT 205	3
Field Experience in Automotive Technology	AUT 224	3
Principles of Management	BUS 143	3

### RECOMMENDED ELECTIVES

### AS NEEDED TO COMPLETE 64 CREDITS 12-13 CREDITS

Automotive Service Consultant	AUT 107	3
Automotive Parts Specialist	AUT 108	3
Basic Auto Body Repair	AUT 110	3
Automotive Service Management	AUT 207	3
Machine Technology	GTC 140	3
Manufacturing Processes	GTC 231	4
Oxyacetylene Welding	WLD 105	3
Arc Welding	WLD 106	3
Gas Metal Arc Welding	WLD 128	3

### TOTAL DEGREE REQUIREMENTS 64 CREDITS

## AUTOMOTIVE TECHNOLOGY - CERTIFICATE (MAJOR CODE - ATC)

### CORE CURRICULUM 21 CREDITS

Introduction to Automotive Technology	AUT 101	3
Automotive Electrical Fundamentals	AUT 102	3
Internal Combustion Engines	AUT 103	3
Automotive Brake Systems	AUT 104	3
Automotive Suspension and Steering Systems	AUT 105	3
Automotive Electrical Systems and Equipment	AUT 201	3
Automatic Transmission/Transaxle Diagnostics	AUT 204	3

### TOTAL CERTIFICATE REQUIREMENTS 21 CREDITS

# Aviation

## AVIONICS TECHNOLOGY

The avionics technology program at Cochise College prepares students for the Federal Communications Commission certification as avionics technicians and trains students to meet the demands of the rapidly changing aircraft electronics industry.

It is divided into four phases totaling 12 months. Phase 1 focuses on basic electronics and avionics fundamentals. Phase 2 deals extensively with electronic devices and digital circuitry. Phase 3 encompasses digital and pulse circuits along with communications. Phase 4 covers autopilots, radar and pulse systems, navigation and communication systems, and FCC and FAA rules and regulations.

## AVIONICS TECHNOLOGY - ASSOCIATE OF APPLIED SCIENCE (MAJOR CODE - AVT)

### GENERAL EDUCATION REQUIREMENTS 18 CREDITS

Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 122 or higher	3
Liberal arts		6
Technology literacy	CIS 116 or CIS 120	3

### CORE CURRICULUM 66 CREDITS

Math for Basic Electronics	AVT 101	3
Introduction to Electronics	AVT 104	7
Avionics Fundamentals to Include Unmanned Aerial Vehicles	AVT 107	5
Electronic Devices and Circuits I	AVT 112	8
Digital and Microprocessor Fundamentals	AVT 115	7
Pulse and Digital System Circuits	AVT 218	8
Electronic Communications to Include Unmanned Aerial Vehicles	AVT 202	8
Electronic Devices and Circuits II	AVT 205	4
FCC/FAA Regulations	AVT 208	4
Navigations Systems to Include Unmanned Aerial Vehicles	AVT 220	4
Autopilot and Control Systems to Include Unmanned Aerial Vehicles	AVT 224	4
Aircraft Radar Systems to Include Unmanned Aerial Vehicles	AVT 228	4

### TOTAL DEGREE REQUIREMENTS 84 CREDITS

Note: All coursework must be completed with a grade of C or better.

## AVIONICS TECHNOLOGY - CERTIFICATE (MAJOR CODE - AVT)

### JULY THROUGH SEPTEMBER (PHASE 1) 15 CREDITS

Math for Basic Electronics	AVT 101	3
Introduction to Electronics	AVT 104	7
Avionics Fundamentals to Include Unmanned Aerial Vehicles	AVT 107	5

### SEPTEMBER THROUGH DECEMBER (PHASE 2) 19 CREDITS

Electronic Devices and Circuits I	AVT 112	8
Digital and Microprocessor Fundamentals	AVT 115	7
Electronic Devices and Circuits II	AVT 205	4

### JANUARY THROUGH MARCH (PHASE 3) 16 CREDITS

Pulse and Digital System Circuits	AVT 218	8
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Electronic Communications to Include Unmanned Aerial Vehicles	AVT 202	8
<b>MARCH THROUGH JUNE (PHASE 4)</b>	<b>16 CREDITS</b>	
FCC/FAA Regulations	AVT 208	4
Navigations Systems to Include Unmanned Aerial Vehicles	AVT 220	4
Autopilot and Control Systems to Include Unmanned Aerial Vehicles	AVT 224	4
Aircraft Radar Systems to Include Unmanned Aerial Vehicles	AVT 228	4
<b>TOTAL CERTIFICATE REQUIREMENTS</b>	<b>66 CREDITS</b>	
Note: All coursework must be completed with a grade of C or better.		

## PROFESSIONAL PILOT TECHNOLOGY

The Professional Pilot Technology program includes an Associate of General Studies degree, an Associate of Applied Science degree, a basic certificate, and an advanced certificate. The program at Cochise College is certified by the Federal Aviation Administration (FAA certificate HR8S200Q) under Part 141 of the regulations. It offers students the knowledge, skills, and ratings necessary to become competent, qualified professional pilots. Areas of study include single-engine, multi-engine, flight instructor, and airline transport options.

All ratings are offered, and students may enter the program with or without prior flight training or certificates. Placement in the flight portion of the program for those with prior training will depend upon a skills analysis when the student enters the program. A normal course of study will lead from the private pilot certificate to a fully FAA-certified commercial pilot degree with instrument and multi-engine ratings.

## PROFESSIONAL PILOT TECHNOLOGY - ASSOCIATE OF GENERAL STUDIES (MAJOR CODE - PPT)

<b>GENERAL EDUCATION REQUIREMENTS</b>	<b>35 CREDITS</b>	
Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 122 or higher	3-5
Laboratory sciences		4
Arts		3
Humanities		3
Social and behavioral sciences		6
Technology literacy	CIS 116 or CIS 120	3
Foreign language (100 or higher) or communication		3-4
General education electives*		3-4
Six credits of arts, humanities, social and behavioral sciences, or general education electives must be chosen from the current listing of intensive writing courses. See <a href="http://www.cochise.edu/AGEC">www.cochise.edu/AGEC</a> .		

<b>CORE CURRICULUM</b>	<b>33 CREDITS</b>	
Private Pilot Ground School	PFT 101	5
Solo Flight Preparation	PFT 111	3.5
Cross-Country Navigation	PFT 112	1.5
Private Pilot Certification	PFT 113	1
Commercial Flight I	PFT 121	3
Commercial Pilot Ground School	PFT 130	5
Commercial Flight II	PFT 131	3
Instrument Rating Ground School	PFT 204	5
Instrument Rating Flight I	PFT 214	3.5
Instrument Rating Flight II	PFT 215	1.5

Commercial Flight III	PFT 218	1
<b>TOTAL DEGREE REQUIREMENTS</b>	<b>68 CREDITS</b>	
Acceptance into the professional pilot program requires an interview with the chief flight instructor plus completion of admission requirements and departmental acceptance. Admission to Cochise College does not guarantee acceptance into the pilot program.		
*General education electives must be chosen from the general education list or HPE 179.		

## PROFESSIONAL PILOT TECHNOLOGY - ASSOCIATE OF APPLIED SCIENCE (MAJOR CODE - PPT)

<b>GENERAL EDUCATION REQUIREMENTS</b>	<b>18 CREDITS</b>	
Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 122 or higher	3-4
Liberal arts		6
Technology literacy	CIS 116 or CIS 120	3
<b>CORE CURRICULUM</b>	<b>38 CREDITS</b>	
Private Pilot Ground School	PFT 101	5
Solo Flight Preparation	PFT 111	3.5
Cross-Country Navigation	PFT 112	1.5
Private Pilot Certification	PFT 113	1
Commercial Flight I	PFT 121	3
Meteorology	PFT 122	1
Commercial Pilot Ground School	PFT 130	5
Commercial Flight II	PFT 131	3
Instrument Rating Ground School	PFT 204	5
Aircraft Systems	PFT 206	4
Instrument Rating Flight I	PFT 214	3.5
Instrument Rating Flight II	PFT 215	1.5
Commercial Flight III	PFT 218	1
Electives (as needed to complete 64 credits). See department advisor.		

<b>MULTIENGINE OPTION:</b>		
Multi-Engine Rating Ground School	PFT 210	1
Multi-Engine Rating Flight	PFT 211	1

### OR

<b>FLIGHT INSTRUCTOR OPTION:</b>		
Flight Instructor - Fundamentals Ground School	PFT 230	3
Flight Instructor - Airplane Ground School	PFT 231	5
Flight Instructor - Initial Flight	PFT 232	3

<b>TOTAL DEGREE REQUIREMENTS</b>	<b>64 CREDITS</b>	
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## PROFESSIONAL PILOT TECHNOLOGY - BASIC CERTIFICATE (MAJOR CODE - PPTB)

<b>CORE CURRICULUM</b>	<b>41 CREDITS</b>	
English or mathematics	101 level or higher	3
Private Pilot Ground School	PFT 101	5
Private Pilot Preparation	PFT 110	6
Commercial Flight I	PFT 121	3
Meteorology	PFT 122	1
Commercial Pilot Ground School	PFT 130	5
Commercial Flight II	PFT 131	3
Instrument Rating Ground School	PFT 204	5
Aircraft Systems	PFT 206	4
Instrument Rating	PFT 212	5
Commercial Flight III	PFT 218	1

**TOTAL CERTIFICATE REQUIREMENTS 41 CREDITS****PROFESSIONAL PILOT TECHNOLOGY -  
ADVANCED CERTIFICATE (MAJOR CODE -  
PPTA)**

Prerequisite ENG 101 or higher  
or BUS 104 or higher 3

Completion of Professional Pilot Basic Certificate OR student holds an FAA Commercial Pilot Certificate with instrument rating and consent of the chief flight instructor.

**CORE CURRICULUM 23 CREDITS**

Multi-Engine Class Rating Ground School	PFT 210	1
Multi-Engine Class Rating Flight	PFT 211	1
Flight Instructor - Fundamentals of Ground School	PFT 230	3
Flight Instructor - Airplane Ground School	PFT 231	5
Flight Instructor - Initial Flight	PFT 232	3
Flight Instructor - Instrument Ground School	PFT 250	3
Flight Instructor - Instrument Flight	PFT 251	3

**CHOOSE MULTI-ENGINE INSTRUCTOR OR AIRLINE TRANSPORT  
OPTION**

Flight Instructor Multi-Engine Ground School	PFT 240	2
Flight Instructor Multi-Engine Ground School	PFT 241	2
<b>OR</b>		
Airline Transport Pilot Ground School	PFT 260	3
Airline Transport Pilot Flight Course	PFT 261	1

**TOTAL CERTIFICATE REQUIREMENTS 23 CREDITS****Biology**

The Associate of Science in Biology is designed for biology majors and many health professional students transferring to a four-year institution. Upon transfer, biology students will further specialize in an area of biological sciences. To ensure seamless transfer, students must develop their specific program of study in close coordination with a Cochise College advisor.

**BIOLOGY - ASSOCIATE OF SCIENCE (MAJOR  
CODE - BIO)****GENERAL EDUCATION REQUIREMENTS  
(AGEC-5)****38-42 CREDITS**

Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 220 or higher	3-5
Laboratory sciences	CHM 151 and CHM 152	8
Arts		3
Humanities		3
Social and behavioral sciences		6
Technology literacy	CIS 116 or CIS 120	3
Additional mathematics and/or laboratory sciences*		6-8

Six credits of arts, humanities, or social and behavioral sciences must be chosen from the current listing of intensive writing courses. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

\*Based on major and using a transfer guide, select MAT 231, MAT 241, MAT 252, MAT 262, and/or appropriate laboratory science

courses. See

[www.aztransfer.com/cgi-bin/WebObjects/agecweb.woa](http://www.aztransfer.com/cgi-bin/WebObjects/agecweb.woa) for a complete list.

**CORE CURRICULUM 11 CREDITS**

General Biology I (for majors)	BIO 181	4
General Biology II	BIO 182	4
Elements of Statistics	MAT 167	3

**ELECTIVES (AS NEEDED TO COMPLETE 64  
CREDITS)\*\*****TOTAL DEGREE REQUIREMENTS 64 CREDITS**

\*\*Elective courses must be transferable to the university or universities to which the student plans to transfer. See [www.aztransfer.com](http://www.aztransfer.com). The department recommends that students use a university transfer guide for transfer requirements.

**Building Construction  
Technology****BUILDING CONSTRUCTION TECHNOLOGY -  
ASSOCIATE OF APPLIED SCIENCE (MAJOR  
CODE - BCT)**

The Building Construction Technology Associate of Applied Science degree is intended for students seeking employment as construction workers, estimators, or construction supervisors; and for experienced construction workers looking to upgrade their skills. It gives students the skills required for the appropriate National Center for Construction Education and Research (NCCER) certification and for most construction apprenticeships.

**GENERAL EDUCATION REQUIREMENTS 18-19 CREDITS**

Composition	ENG 101	OR
Applied Technical Writing	BUS/CIS/ENG 179	3
English Composition	ENG 102	OR
Advanced Applied Technical Writing	CIS/ENG 279	3
Mathematics	MAT 122 or higher	3-4
Liberal arts		6
Technology literacy	CIS 116 or CIS 120	3

**CORE CURRICULUM 38 CREDITS**

Technical Mathematics I	BCT 100	3
Carpentry Fundamentals	BCT 102	4
International Residential Building Codes	BCT 103	3
Electric I	BCT 104	4
Construction Safety	BCT 109	3
Cabinetmaking	BCT 110	3
Plumbing I	BCT 111	4
Blueprint Reading and Estimating	BCT 127	3
Carpentry Framing and Finishing	BCT 201	4
Carpentry Forms	BCT 202	4
Principles of Management	BUS 143	3

**ELECTIVES (AS NEEDED TO COMPLETE 64 CREDITS)**

Electrical Theory	BCT 105	3
National Electrical Code I	BCT 106	3
Home Maintenance	BCT 107	3
Refrigeration I	BCT 122	3
Introduction to Green Building	BCT 130	3
Renewable Energy Technologies	BCT 131	3
Sustainable Environmental Systems	BCT 132	3
Sustainable Structural Systems	BCT 133	3
Sustainable Site Development and Design	BCT 134	3

Energy Auditing and Modeling	BCT 135	3
Electric II	BCT 204	4
Cabinetmaking II	BCT 210	3
Cabinetmaking III	BCT 211	3
Refrigeration II	BCT 222	3
Heating and Air Conditioning	BCT 223	4
Field Experience in Building	BCT 224	1-3
Construction Technology		
Honors: Individual Project	HON 250	1-3
Special Topics in Service Learning	SLE 192	1-3

**TOTAL DEGREE REQUIREMENTS****64 CREDITS**

## GREEN BUILDING – CERTIFICATE (MAJOR CODE - GB)

The Green Building Certificate prepares students for employment in the growing field of green building and sustainability. Students gain a thorough understanding of the issues pertaining to green building and of sustainability techniques as implemented through renewable energy technologies, sustainable systems, site design, and energy auditing.

<b>CORE CURRICULUM</b>		<b>18 CREDITS</b>
Introduction to Green Building	BCT 130	3
Renewable Energy Technologies	BCT 131	3
Sustainable Environmental Systems	BCT 132	3
Sustainable Structural Systems	BCT 133	3
Sustainable Site Development	BCT 134	3
Energy Auditing and Modeling	BCT 135	3

**TOTAL CERTIFICATE REQUIREMENTS****18 CREDITS**

## AIR CONDITIONING AND REFRIGERATION – CERTIFICATE (MAJOR CODE - ACR)

The Air Conditioning and Refrigeration Certificate prepares students for direct employment in the refrigeration industry. Upon completion of this certificate, students will possess the skills to troubleshoot and repair air conditioning, refrigeration, and heating systems.

<b>CORE CURRICULUM</b>		<b>16 CREDITS</b>
Technical Mathematics I	BCT 100	3
Refrigeration I	BCT 122	3
Refrigeration II	BCT 222	3
Heating and Air Conditioning	BCT 223	4
Oxyacetylene Welding	WLD 105	3

**TOTAL CERTIFICATE REQUIREMENTS****16 CREDITS**

## CARPENTRY TECHNOLOGY – CERTIFICATE (MAJOR CODE - CTC)

Students in the Carpentry Technology Certificate are taught basic carpentry, framing and finishing, form making, and math and blueprint reading skills which prepare them for National Center for Construction Education and Research (NCCER) certification and for eventual employment in the construction trades.

<b>CORE CURRICULUM</b>		<b>21 CREDITS</b>
Technical Mathematics I	BCT 100	3
Carpentry Fundamentals	BCT 102	4
International Residential Building Code	BCT 103	3

Blueprint Reading and Estimating	BCT 127	3
Carpentry Framing and Finishing	BCT 201	4
Carpentry Forms	BCT 202	4

**TOTAL CERTIFICATE REQUIREMENTS****21 CREDITS**

## ELECTRICAL TECHNOLOGY – CERTIFICATE (MAJOR CODE - ET)

Students in the Electrical Technology Certificate are taught basic electrical theory, national codes, blueprint reading, and grounding and bonding skills, all of which prepares them for National Center for Construction Education and Research (NCCER) certification and for eventual employment in the construction trades.

<b>CORE CURRICULUM</b>		<b>20 CREDITS</b>
Electric I	BCT 104	4
Electrical Theory	BCT 105	3
National Electrical Code I	BCT 106	3
Blueprint Reading and Estimating	BCT 127	3
Electric II	BCT 204	4
Grounding and Bonding	BCT 220	3

**TOTAL CERTIFICATE REQUIREMENTS****20 CREDITS**

## UTILITY INDUSTRY – CERTIFICATE (MAJOR CODE - UI)

The Utility Industry Certificate prepares students for employment as technicians and supervisors in the industry. Students gain an understanding of safety issues pertaining to the industry, and they apply math, computer, and communications skills through field experience.

<b>CORE CURRICULUM</b>		<b>21 CREDITS</b>
Technical Mathematics I	BCT 100	3
Construction Safety	BCT 109	3
Introduction to the Utility Industry	BCT 112	3
Blueprint Reading and Estimating	BCT 127	3
Field Experience in Building	BCT 224	3
Construction Technology		
Business Communications	BUS 167	3
Computer Essentials	CIS 116	3

**TOTAL CERTIFICATE REQUIREMENTS****21 CREDITS**

## Business

The Business Administration Associate of Business degree is intended for students interested in pursuing a program of study leading to a major in management, marketing, or general business at a four-year school. It not only prepares students to transfer as juniors to a college of business, but it also trains them for direct employment in the business environment.

The Business Management Associate of Applied Science degree equips students for direct employment in business management or for transfer to institutions accepting AAS degrees.

Business certificates are designed to improve skills and help prepare students for a career in a business field.

The online International Business Certificate prepares students for careers and advancement in the international economy. This se-

quence of courses is delivered online with a focus on preparing students for careers in international business or to transfer to a four-year degree program in international business. Courses include introduction to international business, international management, international marketing, and international trade.

The Supervisory Management Certificate program is designed to provide the knowledge and analytical skills necessary to effectively meet the challenges and opportunities facing supervisors and managers in the workplace. This program provides the skills necessary to manage resources and personnel in a rapidly changing work environment. Upon successful completion of program requirements, students will receive a certificate in supervisory management.

## BUSINESS ADMINISTRATION - ASSOCIATE OF BUSINESS (MAJOR CODE - BUSG)

### GENERAL EDUCATION REQUIREMENTS (AGEC-B) 35 CREDITS

Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 212 or MAT 220	3-5

Laboratory sciences		8
Arts		3
Humanities		3

Social and behavioral sciences	ECN 201 and ECN 202	6
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Introduction to Information Systems	CIS 120	3
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General education electives*		1-3
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Six credits of arts, humanities, social and behavioral sciences, or general education electives must be chosen from the current listing of intensive writing courses. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

### CORE CURRICULUM 27 CREDITS

Survey of American Business	BUS 109	3
Business Communications	BUS 167	3
Quantitative Methods in Business	BUS 172	3
Financial Accounting	BUS 201	3
Managerial Accounting	BUS 202	3
Business Statistics	BUS 219	3
The Legal Environment of Business	BUS 233	3
Computer Applications	CIS 181	3
Advanced Computer Applications	CIS 281	3

### ELECTIVES (AS NEEDED TO COMPLETE 64 CREDITS) 2 CREDITS

### TOTAL DEGREE REQUIREMENTS 64 CREDITS

Accounting or computer information systems majors should see Transfer Programs ABUS Degree.

Students transferring to Arizona State University, Northern Arizona University, or University of Arizona are required to see a business faculty advisor for specific transfer curriculum to these universities.

\*Elective courses must be transferable to the university or universities to which the student plans to transfer. See [www.aztransfer.com](http://www.aztransfer.com).

## BUSINESS MANAGEMENT - ASSOCIATE OF APPLIED SCIENCE (MAJOR CODE - BMT)

### GENERAL EDUCATION REQUIREMENTS 18 CREDITS

Communication	BUS 167, BUS/CIS/ENG 179, CIS/ENG 279, ENG 101, or ENG 102	6
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Mathematics	MAT 122 or higher	3
Essentials of Communication	COM 102	3
Liberal arts	ECN 201 or ECN 202	3
Technology literacy	CIS 116 or CIS 120	3

### CORE CURRICULUM 37-39 CREDITS

Essential Workplace Success Skills	BUS 160	OR
Customer Relations in the Workplace	BUS 168	1-3
Survey of American Business	BUS 109	OR
Survey of International Business	BUS 110	3
International Marketing	BUS 134	OR
Principles of Marketing	BUS 145	3
International Management	BUS 131	OR
Principles of Management	BUS 143	3
Human Resource Management	BUS 123	OR
Leadership and Supervision	BUS 127	3
Introduction to Accounting	BUS 146	OR
Financial Accounting	BUS 201	OR
Managerial Accounting	BUS 202	3
Business Statistics	BUS 219	OR
Financial Planning	BUS 228	OR
Business Investments	BUS 229	3
Business Ethics	BUS 150	OR
The Legal Environment of Business	BUS 233	3
Starting a Business	BUS 183	3
Seminar: Trends and Practices in Business	BUS 245	3
Electronic Commerce	BUS 285	3
Computer Applications	CIS 181	3
Advanced Computer Applications	CIS 281	3

### ELECTIVES (AS NEEDED TO COMPLETE 64 CREDITS)\*

### TOTAL DEGREE REQUIREMENTS 64 CREDITS

\*Recommended electives: Students may consider two co-op credits in BUS 224 to gain workplace experience, and any course with BUS/CIS/ECN prefix and/or alternate courses listed in the core curriculum. Transfer AAS students should check with transfer school for transferability.

## GENERAL BUSINESS – CERTIFICATE (MAJOR CODE - GBUS)

### CORE CURRICULUM 18 CREDITS

Business Math	BUS 104	3
Survey of American Business	BUS 109	3
Introduction to Accounting	BUS 146	3
Business Communications	BUS 167	3

### CHOOSE ONE OF THE FOLLOWING:

Starting a Business	BUS 183	OR
International Management	BUS 131	3

### CHOOSE ONE OF THE FOLLOWING:

Computer Essentials	CIS 116	OR
Introduction to Information Systems	CIS 120	OR
Advisor-approved course		3

### TOTAL CERTIFICATE REQUIREMENTS 18 CREDITS

## ENTREPRENEURSHIP/SMALL BUSINESS MANAGEMENT – CERTIFICATE (MAJOR CODE - ENTC)

### CORE CURRICULUM 30 CREDITS

Business Math	BUS 104	3
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Survey of American Business	BUS 109	3
Introduction to Accounting	BUS 146	3
Business Communications	BUS 167	3
Starting a Business	BUS 183	OR
International Management	BUS 131	3
Financial Accounting	BUS 201	3
The Legal Environment of Business	BUS 233	3
Small Business Management	BUS 283	3
Computer Essentials	CIS 116	OR
Introduction to Information Systems	CIS 120	OR
Advisor-approved course		3
Principles of Macroeconomics	ECN 201	3

**TOTAL CERTIFICATE REQUIREMENTS 30 CREDITS**

### INTERNATIONAL MANAGEMENT – CERTIFICATE (MAJOR CODE - INTM)

<b>GENERAL EDUCATION COURSES</b>	<b>18 CREDITS</b>
Business Math	BUS 104 3
Survey of American Business	BUS 109 3
Introduction to Accounting	BUS 146 3
Business Communications	BUS 167 3
International Management	BUS 131 OR
Starting a Business	BUS 183 3
Computer Essentials	CIS 116 OR
Introduction to Information Systems	CIS 120 OR
Advisor approved course	3

<b>CORE CURRICULUM</b>	<b>12 CREDITS</b>
International Marketing	BUS 134 3
Financial Accounting	BUS 201 3
Principles of Macroeconomics	ECN 201 3
International Trade	ECN 221 3

**TOTAL CERTIFICATE REQUIREMENTS 30 CREDITS**

### INTERNATIONAL BUSINESS – CERTIFICATE (MAJOR CODE - INB)

<b>CORE CURRICULUM</b>	<b>21 CREDITS</b>
Survey of International Business	BUS 110 3
International Management	BUS 131 3
International Marketing	BUS 134 3
Financial Accounting	BUS 201 3
Electronic Commerce	BUS 285 3
Principles of Macroeconomics	ECN 201 3
International Trade	ECN 221 3

**TOTAL CERTIFICATE REQUIREMENTS 21 CREDITS**

### RETAIL MANAGEMENT – CERTIFICATE (MAJOR CODE - RMC)

<b>CORE CURRICULUM</b>	<b>30 CREDITS</b>
Business Communications	BUS 167 3
Business Math	BUS 104 3
Computer Essentials	CIS 116 OR
Introduction to Information Systems	CIS 120 3
Human Resource	BUS 123 3

Management	
Leadership and Supervision	BUS 127 3
Business Speech	
Communications	BUS 209 3
Introduction to Management	BUS 143 3
Introduction to Accounting	BUS 146 3
Principles of Marketing	BUS 145 3
Merchandising Management	BUS 149 3

**TOTAL CERTIFICATE REQUIREMENTS 30 CREDITS**

### SUPERVISORY MANAGEMENT – CERTIFICATE (MAJOR CODE - SPM)

Program prerequisite: Sponsorship by a governmental agency or private/non-profit organization, a current supervisory or management position or potential for appointment to a supervisory/management position.

**CORE CURRICULUM 16 CREDITS**

Introduction to Management Skills	MGT/PAD 101	2
The Manager and System Relationships	MGT/PAD 102	2
The Manager and the Work Group	MGT/PAD 103	2
Composition*	ENG 101	3
Mathematics*	100 level or higher	3
Recommended electives*		5
Reading minimum of 11.5 grade level in accordance with standardized test scores.		

**RECOMMENDED ELECTIVES**

Introduction to Sociology	SOC 101	3
Introduction to Psychology	PSY 101	3
Introduction to Information Systems	CIS 120	3
Computer Applications	CIS 181	3
Principles of Macroeconomics	ECN 201	3
Principles of Microeconomics	ECN 202	3
Financial Accounting	BUS 201	3
Principles of Marketing	BUS 145	3

**TOTAL CERTIFICATE REQUIREMENTS 16 CREDITS**

\*Requirement waived for individuals holding an AA/AS degree or higher.

## Chemistry

The Associate of Science degree in is designed for students interested in transferring to a four-year institution in areas such as chemistry, medicinal chemistry, biochemistry, forensics, or chemical engineering; or for students planning to become health professionals. To ensure seamless transfer, students must develop their specific program of study in close coordination with a Co-chise College advisor.

### CHEMISTRY - ASSOCIATE OF SCIENCE (MAJOR CODE - CHM)

**GENERAL EDUCATION REQUIREMENTS (AGEC-S)**

**40-42 CREDITS**

Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 220 or higher	3-5
Laboratory sciences	PHY 230 and PHY 231	8

Arts		3
Humanities		3
Social and behavioral sciences		6
Technology literacy	CIS 116 or CIS 120	3
General Chemistry I	CHM 151	4
General Chemistry II	CHM 152	4
Six credits of arts, humanities, or social and behavioral sciences must be chosen from the current listing of intensive writing courses. See <a href="http://www.cochise.edu/AGEC">www.cochise.edu/AGEC</a> .		

#### **CORE CURRICULUM 12 CREDITS**

General Organic Chemistry I	CHM 235	4
General Organic Chemistry II	CHM 236	4
Calculus II	MAT 231	4

#### **ELECTIVES**

**(AS NEEDED TO COMPLETE 64 CREDITS)\***

#### **TOTAL DEGREE REQUIREMENTS 64 CREDITS**

\*Elective courses must be transferable to the university or universities to which the student plans to transfer. See [www.aztransfer.com](http://www.aztransfer.com). The department recommends that students use a university transfer guide for transfer requirements.

## Communications

The Associate of Arts degree in Communications is designed for students who plan to transfer to a four-year college or university to pursue a degree in speech, communications or communication studies. To ensure seamless transfer, students must develop their specific program of study in close coordination with a Cochise College advisor.

### COMMUNICATIONS - ASSOCIATE OF ARTS (MAJOR CODE - COM)

#### **GENERAL EDUCATION REQUIREMENTS (AGEC-A) 35 CREDITS**

Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 142 or higher	3-5
Laboratory sciences		8
Arts		3
Humanities		3
Social and behavioral sciences		6
Technology literacy	CIS 116 or CIS 120	3
General education electives*		1-3
Six credits of arts, humanities, social and behavioral sciences, or general education electives must be chosen from the current listing of intensive writing courses. See <a href="http://www.cochise.edu/AGEC">www.cochise.edu/AGEC</a> .		

#### **LANGUAGE REQUIREMENT\*\* 0-16 CREDITS**

Non-English language  
Second- or fourth-semester proficiency

#### **CORE CURRICULUM 6 CREDITS**

Essentials of Communication	COM 102	3
Public Speaking	COM 110	3

#### **ELECTIVES**

**(AS NEEDED TO COMPLETE 64 CREDITS)\*\*\***

#### **TOTAL DEGREE REQUIREMENTS 64 CREDITS**

\*General education electives must be chosen from the general education list. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

\*\*University non-English language requirements vary. Check with your advisor.

\*\*\*Elective courses must be transferable to the university or universities to which the student plans to transfer. See

[www.aztransfer.com](http://www.aztransfer.com).

## Computer Information Systems/Computer Science

The Computer Information Systems and Computer Science degrees are designed to prepare students for transfer to four-year colleges and universities. The curriculum provides the foundation for many careers, such as: applications programmer, systems programmer, aerospace or engineering programmer, computer engineer and database administrator.

The Associate of Business in Computer Information Systems is designed to prepare students for direct transfer to four-year institutions. Information technology is one of the fastest growing career fields in the world. The curriculum provides the foundation for the following rewarding careers including applications programmer, systems programmer, and database administrator.

The Associate of Applied Science degree in Information Security provides students with marketable skills and knowledge in the information security, network security, and information assurance fields. The course sequence combines theory with hands-on application.

The Associate of Applied Science degree in Network Technology provides students with the knowledge and skills for immediate employment in the field of computer networking. Students choose an area of emphasis from among network operating systems.

The various certificate programs can prepare students for direct employment and/or improved skills in rewarding, technology-related careers.

To ensure seamless transfer, students must develop their specific program of study in close coordination with a Cochise College advisor. To satisfy degree and certificate requirements for all CIS/CS programs, all courses require a grade of C or better.

#### **CIS Department Approved Electives (PREREQUISITES APPLY.)**

Linux Operating System	CIS 128	4
Introduction to Programming Logic	CIS 129	1
Programming Logic	CIS 130	3
Operating Systems	CIS 140	3
Essentials of Networking	CIS 150	3
Introduction to Information Security	CIS 160	3
Networking Security Fundamentals	CIS 161	4
Applied Technical Writing	CIS 179	3
Computer Applications	CIS 181	3
Basic Game Design and Creation	CIS 183	3
Internet Essentials	CIS 185	3
C Programming	CIS 204	4
Java Programming	CIS 208	4
Advanced Java Programming	CIS 209	4
Introduction to Visual C#.Net Programming	CIS 217	4
Visual Basic Programming	CIS 218	4
Data Structures	CIS 220	4
Digital Logic	CIS 221	3
Advanced Visual Programming	CIS 223	4
Introduction to Game Programming	CIS 224	4
C++ Programming	CIS 227	4
Linux System Administration	CIS 229	4
Digital Communications and	CIS 232	4

Network Hardware		
Microsoft Workstation Operating Systems	CIS 236	4
Introduction to TCP/IP	CIS 238	3
Advanced Microsoft Server	CIS 240	4
Introduction to Microsoft Directory Services	CIS 241	4
World Wide Web Programming	CIS 242	3
World Wide Web Graphics	CIS 244	3
Perl Scripting	CIS 248	3
Database Management	CIS 250	4
Advanced Linux Systems Administration	CIS 259	4
Service and Maintenance of Personal Computers	CIS 260	4
Wireless Security	CIS 261	4
Network Support and Troubleshooting	CIS 262	4
Implementing Internet/Intranet Firewalls	CIS 265	4
Implementing Operating Systems Security	CIS 266	4
Technical Presentations	CIS 268	3
Systems Analysis	CIS 270	4
Advanced Applied Technical Writing	CIS 279	3
Advanced Computer Applications	CIS 281	3
Introduction to Game Level Design	CIS 282	3
Advanced Game Design and Creation	CIS 283	3
Introduction to Simulations Programming	CIS 284	4
World Wide Web Development	CIS 287	3
Artificial Intelligence Theory and Programming	CIS 289	4
Game Development Using Flash	CIS 290	4
Practical Applications in Information Security	CIS 291	4
Practical Applications in Game Design	CIS 293	4

## COMPUTER INFORMATION SYSTEMS - ASSOCIATE OF BUSINESS (MAJOR CODE - CISS)

<b>GENERAL EDUCATION REQUIREMENTS (AGEC-B) 35 CREDITS</b>		
Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 212	3
Laboratory sciences		8
Arts		3
Humanities		3
Social and behavioral sciences		6
Technology literacy	CIS 116 or CIS 120	3
General education electives*		3
Six credits of arts, humanities, social and behavioral sciences, or general education electives must be chosen from the current listing of intensive writing courses. See <a href="http://www.cochise.edu/AGEC">www.cochise.edu/AGEC</a> .		
<b>CORE CURRICULUM 29 CREDITS</b>		
Financial Accounting	BUS 201	3
Managerial Accounting	BUS 202	3
Business Statistics	BUS 219	3
The Legal Environment of Business	BUS 233	3
Introduction to Visual C#.NET Programming	CIS 217	4

Systems Analysis	CIS 270	4
Principles of Macroeconomics	ECN 201	3
Principles of Microeconomics	ECN 202	3
Finite Mathematics	MAT 172	OR
Quantitative Methods in Business	BUS 172	3

### TOTAL DEGREE REQUIREMENTS 64 CREDITS

\*Elective courses must be transferable to the university or universities to which the student plans to transfer. See [www.aztransfer.com](http://www.aztransfer.com).

## COMPUTER INFORMATION SYSTEMS - ASSOCIATE OF APPLIED SCIENCE (MAJOR CODE - CIS)

### GENERAL EDUCATION REQUIREMENTS 18 CREDITS

Applied Technical Writing	BUS/CIS/ENG 179	3
Mathematics	MAT 122 or higher	3
Introduction to Information Systems	CIS 120	3
Advanced Applied Technical Writing	ENG/CIS 279	3
Liberal arts		6

### CORE CURRICULUM 46 CREDITS

Customer Relations in the Workplace	BUS 168	1
Programming Logic	CIS 130	3
Introduction to Operating Systems	CIS 140	3
Essentials of Networking	CIS 150	3
Computer Applications	CIS 181	3
Internet Essentials	CIS 185	3
Technical Presentations	CIS 268	3
Advanced Computer Applications	CIS 281	3
Field Experience in CIS	CIS 294	3
Departmental approved electives*		21

### TOTAL DEGREE REQUIREMENTS 64 CREDITS

\*Please select 21 credits from the CIS departmental approved elective courses. (Note: they cannot include CORE courses from above.)

## COMPUTER APPLICATIONS - ASSOCIATE OF APPLIED SCIENCE (MAJOR CODE - CAP)

### GENERAL EDUCATION REQUIREMENTS 18 CREDITS

Applied Technical Writing	BUS/CIS/ENG 179	3
Advanced Applied Technical Writing	CIS/ENG 279	3
Intermediate Algebra	MAT 122	3
Computer Essentials	CIS 116	3
Liberal arts		6

### CORE CURRICULUM 48 CREDITS

Introduction to Information Systems	CIS 120	3
Introduction to Operating Systems	CIS 140	3
Essentials of Networking	CIS 150	3
Computer Applications	CIS 181	3
Internet Essentials	CIS 185	3
World Wide Web Programming	CIS 242	OR
World Wide Web Graphics	CIS 244	3
Service and Maintenance of Personal Computers	CIS 260	4
Technical Presentations	CIS 268	3
Advanced Computer Applications	CIS 281	3
World Wide Web Development	CIS 287	3

Field Experience in Computer Information Systems	CIS 294	2
Essential Workplace Success Skills	BUS 160	3
Administrative Assistant Skills III	BUS 216	4
Administrative Assistant Skills IV	BUS 217	4
ADVANCED OPERATING SYSTEMS (SELECT ONE)		
Linux Operating System	CIS 128	OR
Microsoft Workstation Operating Systems	CIS 236	4

**TOTAL DEGREE REQUIREMENTS 66 CREDITS**

## COMPUTER APPLICATIONS – CERTIFICATE (MAJOR CODE - CAP)

The Computer Applications Certificate is designed to provide students with the fundamentals of software applications including Word, Excel, Access, PowerPoint, Introduction to Information Systems, Internet Essentials, and a department approved elective.

<b>CORE CURRICULUM</b>	<b>18 CREDITS</b>
Computer Essentials	CIS 116* 3
Introduction to Information Systems	CIS 120* 3
Computer Applications	CIS 181* 3
Internet Essentials	CIS 185* 3
Advanced Computer Applications	CIS 281 3
Elective (department approved course with CIS prefix)	3

\*Prerequisites apply.

**TOTAL CERTIFICATE REQUIREMENTS 18 CREDITS**

## COMPUTER PROGRAMMER – CERTIFICATE (MAJOR CODE - CPG)

<b>CORE CURRICULUM</b>	<b>14 CREDITS</b>
Customer Relations in the Workplace	BUS 168 1
Introduction to Information Systems	CIS 120 3
Programming Logic	CIS 130 3
Digital Logic	CIS 221 3
Systems Analysis	CIS 270 4

<b>PROGRAMMING (SELECT THREE)</b>	<b>12 CREDITS</b>
COBOL Programming	CIS 202 4
FORTRAN Programming	CIS 203 4
C Programming	CIS 204 4
Assembler w/Architecture	CIS 206 4
Java Programming	CIS 208 4
Visual C#.NET Programming	CIS 217 4
Visual Basic Programming	CIS 218 4
C++ Programming	CIS 227 4

<b>ADVANCED PROGRAMMING (SELECT ONE)</b>	<b>4 CREDITS</b>
Advanced Java Programming	CIS 209 4
Data Structures (in language selected above)	CIS 220 4
Advanced Visual Programming	CIS 223 4

**TOTAL CERTIFICATE REQUIREMENTS 30 CREDITS**

## COMPUTER PROGRAMMING - ASSOCIATE OF APPLIED SCIENCE (MAJOR CODE - CPG)

**GENERAL EDUCATION REQUIREMENTS 18 CREDITS**

Applied Technical Writing	BUS/CIS/ENG 179 3
Mathematics	MAT 122 or higher 3
Technology literacy	CIS 116 or CIS 120 3
Advanced Applied Technical Writing	CIS/ENG 279 3
Liberal arts	

**CORE CURRICULUM 46 CREDITS**

Customer Relations in the Workplace	BUS 168 1
Programming Logic	CIS 130 3
Introduction to Operating Systems	CIS 140 3
Essentials of Networking	CIS 150 3
Internet Essentials	CIS 185 3
Digital Logic	CIS 221 3
Systems Analysis	CIS 270 4
Field Experience in CIS	CIS 294 2
College Algebra	MAT 151 or higher 4

**PROGRAMMING (SELECT THREE) 12 CREDITS**

COBOL Programming	CIS 202 4
FORTRAN Programming	CIS 203 4
C Programming	CIS 204 4
Assembler with Architecture	CIS 206 4
JAVA Programming	CIS 208 4
Visual C#.NET Programming	CIS 217 4
Visual Basic Programming	CIS 218 4
C++ Programming	CIS 227 4

**ADVANCED PROGRAMMING (SELECT ONE) 4 CREDITS**

Advanced JAVA Programming	CIS 209 4
Data Structures	
(in a language selected above)	CIS 220 4
Advanced Visual Basic Programming	CIS 223 4

**ADVANCED OPERATING SYSTEMS (SELECT ONE) 4 CREDITS**

Linux Operating System	CIS 128 4
Microsoft Workstation Operating Systems	CIS 236 4

**TOTAL DEGREE REQUIREMENTS 64 CREDITS**

## COMPUTER SCIENCE - ASSOCIATE OF SCIENCE (MAJOR CODE - CSC)

The Associate of Science degree in Computer Science is designed for students interested in transferring to a four-year institution in the area of computer science. To ensure seamless transfer, students must develop their specific program of study in close coordination with a Cochise College advisor.

**GENERAL EDUCATION REQUIREMENTS (AGEC-S) 40-42 CREDITS**

Composition	ENG 101 3
English Composition	ENG 102 3
Mathematics	MAT 220 or higher 3-5
Laboratory sciences	PHY 230 and PHY 231 8
Arts	3
Humanities	3
Social and behavioral sciences	6
Technology literacy	CIS 116 or CIS 120 3
Calculus II	MAT 231 4
Calculus III	MAT 241 4
Six credits of arts, humanities, or social and behavioral sciences must be chosen from the current listing of intensive writing	

courses. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

<b>CORE CURRICULUM</b>		<b>22 CREDITS</b>
Assembler with Architecture	CIS 206	4
Java Programming	CIS 208	4
Data Structures – Java	CIS 220J	4
Digital Logic	CIS 221	3
General Chemistry I	CHM 151	4
Discrete Mathematics	MAT 227	3

**DEPARTMENT APPROVED ELECTIVES  
(AS NEEDED TO COMPLETE 64 CREDITS)\***

**TOTAL DEGREE REQUIREMENTS 64 CREDITS**

\*Elective courses must be transferable to the university or universities to which the student plans to transfer. See [www.aztransfer.com](http://www.aztransfer.com). The department recommends that students use a university transfer guide for transfer requirements.

## GAME DESIGN AND CREATION - ASSOCIATE OF APPLIED SCIENCE (MAJOR CODE - GDC)

The Associate of Applied Science degree in Game Design and Creation provides students with skills marketable in the gaming industry. Combining theory with hands-on application, it presents knowledge of the game development and design process.

<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>18 CREDITS</b>
Applied Technical Writing	BUS/CIS/ENG 179	3
Advanced Applied Technical Writing	CIS/ENG 279	3
Mathematics	MAT 122 or higher	3
Technology literacy	CIS 116 or CIS 120	3
Liberal arts	ART 103 or ART 106	3
Liberal arts		3

<b>CORE CURRICULUM</b>		<b>46 CREDITS</b>
Introduction to Programming Logic	CIS 129	1
Basic Game Design and Creation	CIS 183	3
Introduction to Visual C#.NET Programming	CIS 217	4
Introduction to Game Programming	CIS 224	4
Introduction to Game Level Design	CIS 282	3
Advanced Game Design and Creation	CIS 283	3
Introduction to Simulations Programming	CIS 284	4
Artificial Intelligence Theory and Programming	CIS 289	4
Game Development Using Flash	CIS 290	4
Practical Applications in Game Design	CIS 293	4
Computer Animation I	DMA 111	3
Computer Animation II	DMA 211	3
Department approved electives		6

**TOTAL DEGREE REQUIREMENTS 64 CREDITS**

## GAME DESIGN AND CREATION – CERTIFICATE (MAJOR CODE - GDC)

The Game Design and Creation Certificate teaches the fundamentals of game design theory, which include game and simulations programming, animation, and level design.

<b>CORE CURRICULUM</b>		<b>28 CREDITS</b>
Introduction to Programming Logic	CIS 129	1
Basic Game Design and Creation	CIS 183	3
Introduction to Visual C#.NET	CIS 217	4

Programming		
Introduction to Game Programming	CIS 224	4
Introduction to Game Level Design	CIS 282	3
Advanced Game Design and Creation	CIS 283	3
Introduction to Simulations Programming	CIS 284	4
Computer Animation I	DMA 111	3
Computer Animation II	DMA 211	3

**TOTAL CERTIFICATE REQUIREMENTS 28 CREDITS**

## 2D GAME DEVELOPMENT – CERTIFICATE (MAJOR CODE - GD2)

The 2D Game Development Certificate teaches the fundamentals of 2D game design theory, which include game programming, basic and advanced game design, and 2D animation.

<b>CORE CURRICULUM</b>		<b>19 CREDITS</b>
Introduction to Programming Logic	CIS 129	1
Basic Game Design and Creation	CIS 183	3
Introduction to Visual C#.NET Programming	CIS 217	4
Introduction to Game Programming	CIS 224	4
Advanced Game Design and Creation	CIS 283	3
Artificial Intelligence Theory and Programming	CIS 289	4

**TOTAL CERTIFICATE REQUIREMENTS 19 CREDITS**

## 3D GAME DEVELOPMENT – CERTIFICATE (MAJOR CODE - GD3)

The 3D Game Development Certificate teaches the fundamentals of 3D game design theory, which include game programming, basic and advanced game design, game level design, and 3D simulations programming.

<b>CORE CURRICULUM</b>		<b>22 CREDITS</b>
Introduction to Programming Logic	CIS 129	1
Basic Game Design and Creation	CIS 183	3
Introduction to Visual C#.NET Programming	CIS 217	4
Introduction to Game Level Design	CIS 282	3
Advanced Game Design and Creation	CIS 283	3
Introduction to Simulations Programming	CIS 284	4
Practical Applications in Game Design	CIS 293	4

**TOTAL CERTIFICATE REQUIREMENTS 22 CREDITS**

## FLASH GAME DEVELOPMENT – CERTIFICATE (MAJOR CODE - FGD)

The Flash Game Development Certificate teaches the fundamentals of Flash game design theory, which include Flash programming, animation, and advanced game design.

<b>CORE CURRICULUM</b>		<b>16 CREDITS</b>
Basic Game Design and Creation	CIS 183	3
Advanced Game Design and Creation	CIS 283	3
Game Development Using	CIS 290	4

Flash		
Computer Animation I	DMA 111	3
Computer Animation II	DMA 211	3

**TOTAL CERTIFICATE REQUIREMENTS 16 CREDITS**

## INFORMATION SECURITY - ASSOCIATE OF APPLIED SCIENCE (MAJOR CODE - IS)

**GENERAL EDUCATION REQUIREMENTS 18 CREDITS**

Applied Technical Writing	ENG/BUS/CIS 179	3
Advanced Applied Technical Writing	ENG/CIS 279	3
Intermediate Algebra	MAT 122 or higher	
	MAT 142	
	recommended	3
Technology literacy	CIS 116 or	
	CIS 120	3
Liberal arts		6

**CORE CURRICULUM 46 CREDITS**

Linux Operating Systems	CIS 128	4
Introduction to Operating Systems	CIS 140	3
Essentials of Networking	CIS 150	3
Introduction to Information Security	CIS 160	3
Networking Security Fundamentals	CIS 161	4
Microsoft Workstation Operating Systems	CIS 236	4
Wireless Security	CIS 261	4
Implementing Internet/Intranet Firewalls	CIS 265	4
Implementing Operating System Security	CIS 266	4
Systems Analysis	CIS 270	4
Practical Applications in Information Security	CIS 291	4
Department approved electives		5

**TOTAL DEGREE REQUIREMENTS 64 CREDITS**

## INFORMATION SECURITY – CERTIFICATE (MAJOR CODE - ISC)

**CORE CURRICULUM 32 CREDITS**

Linux Operating System	CIS 128	4
Introduction to Operating Systems	CIS 140	3
Essentials of Networking	CIS 150	3
Introduction to Information Security	CIS 160	3
Networking Security Fundamentals	CIS 161	4
Applied Technical Writing	CIS 179	3
Microsoft Workstation Operating Systems	CIS 236	4
Implementing Internet/Intranet Firewalls	CIS 265	4
Implementing Operating System Security	CIS 266	4

**TOTAL CERTIFICATE REQUIREMENTS 32 CREDITS**

## ADVANCED INFORMATION SECURITY – CERTIFICATE (MAJOR CODE - AIS)

**CORE CURRICULUM 16 CREDITS**

Wireless Security	CIS 261	4
Implementing Internet/Intranet Firewalls	CIS 265	4
Implementing Operating System Security	CIS 266	4
Practical Applications in Information Security	CIS 291	4

**TOTAL CERTIFICATE REQUIREMENTS 16 CREDITS**

## LINUX SYSTEM ADMINISTRATOR – CERTIFICATE (MAJOR CODE - LSA)

**CORE CURRICULUM 15 CREDITS**

Linux Operating System	CIS 128	4
Linux System Administration	CIS 229*	4
Perl Scripting	CIS 248*	3
Advanced Linux System Administration	CIS 259*	4

**TOTAL CERTIFICATE REQUIREMENTS 15 CREDITS**

\*Prerequisites apply.

## NETWORK ADMINISTRATOR – CERTIFICATE (MAJOR CODE - NAD)

The Network Administrator Certificate teaches the fundamentals of network administration including operating systems, computer applications, networking essentials, and information security. It also provides field experience in computer information systems.

**CORE CURRICULUM 25-26 CREDITS**

Applied Technical Writing	BUS/CIS/ENG 179	OR
Mathematics	MAT 122	
	or higher	3
Computer Essentials	CIS 116	3
Introduction to Operating Systems	CIS 140	3
Essentials of Networking	CIS 150	3
	OR	
Cisco Networking Fundamentals	CNT 140	4
Introduction to Information Security	CIS 160	3
Computer Applications	CIS 181	3
Service and Maintenance of Personal Computers	CIS 260	4
Field Experience in Computer Information Systems	CIS 294	3

**TAKE REQUIRED NUMBER OF COURSES FROM THE SAME TRACK 12-15 CREDITS**

**Cisco Track – Take three courses.**

Cisco Networking Fundamentals	CNT 140	4
Cisco Networking Router Technologies	CNT 150	4
Cisco LAN Switching and Wireless	CNT 240	4
Cisco Wide Area Network (WAN) Technologies	CNT 250	4

**Linux Track – Take four courses.**

Linux Operating System	CIS 128	4
Introduction to Programming Logic	CIS 129	1
Linux System Administration	CIS 229	4
Perl Scripting	CIS 248	3

**Microsoft Track – Take four courses.**

Microsoft Workstation Operating	CIS 236	4
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Systems		
Introduction to TCP/IP	CIS 238	3
Advanced Microsoft Server	CIS 240	4
Introduction to Microsoft Directory Services	CIS 241	4
<b>TOTAL CERTIFICATE REQUIREMENTS</b>	<b>37-41 CREDITS</b>	

## NETWORK SUPPORT – CERTIFICATE (MAJOR CODE - NTS)

The Network Support Certificate teaches the fundamentals of network support including operating systems, networking essentials and functions, hardware basics, and system troubleshooting. It also provides field experience in computer information systems.

<b>CORE CURRICULUM</b>	<b>28-29 CREDITS</b>	
Introduction to Operating Systems	CIS 140	3
Essentials of Networking	CIS 150	3
	OR	
Cisco Networking Fundamentals	CNT 140	4
Introduction to Information Security	CIS 160	3
Digital Communications and Network Hardware	CIS 232	4
Microsoft Workstation Operating Systems	CIS 236	4
Service and Maintenance of Personal Computers	CIS 260	4
Network Support and Troubleshooting	CIS 262	4
Field Experience in Computer Information Systems	CIS 294	3

### TAKE REQUIRED NUMBER OF COURSES FROM THE SAME TRACK 11-12 CREDITS

<b>Cisco Track – Take three courses.</b>		
Cisco Networking Fundamentals	CNT 140	4
Cisco Networking Router Technologies	CNT 150	4
Cisco LAN Switching and Wireless	CNT 240	4
Cisco Wide Area Network (WAN) Technologies	CNT 250	4

<b>Linux Track – Take four courses.</b>		
Linux Operating System	CIS 128	4
Introduction to Programming Logic	CIS 129	1
Linux System Administration	CIS 229	4
Perl Scripting	CIS 248	3

<b>Microsoft Track – Take three courses.</b>		
Introduction to TCP/IP	CIS 238	3
Advanced Microsoft Server	CIS 240	4
Introduction to Microsoft Directory Services	CIS 241	4

### TOTAL CERTIFICATE REQUIREMENTS 39-41 CREDITS

## NETWORK TECHNOLOGY - ASSOCIATE OF APPLIED SCIENCE (MAJOR CODE - NWT)

The Associate of Applied Science degree in Network Technology provides students with the knowledge and skills for immediate employment in the field of computer networking. Students choose an area of emphasis from among network operating systems.

<b>GENERAL EDUCATION REQUIREMENTS</b>	<b>18 CREDITS</b>	
Applied Technical Writing	ENG/BUS/CIS 179	3
Advanced Applied Technical Writing	ENG/CIS 279	3
Mathematics	MAT 122 or higher	3

Technology literacy	CIS 116 or CIS 120	3
Liberal arts		6

### CORE CURRICULUM 25 CREDITS

Introduction to Operating Systems	CIS 140	3
Introduction to Information Security	CIS 160	3
Digital Communications and Network Hardware	CIS 232	4
Microsoft Workstation Operating Systems	CIS 236	4
Service and Maintenance of Personal Computers	CIS 260	4
Network Support and Troubleshooting	CIS 262	4
Technical Presentations	CIS 268	3

### CHOOSE ONE TRACK FROM THE FOLLOWING: 21 CREDITS

<b>Cisco Track*</b>		
Cisco Networking Fundamentals	CNT 140	4
Cisco Networking Router Technologies	CNT 150*	4
Cisco LAN Switching and Wireless	CNT 240*	4
Cisco Wide Area Network (WAN) Technologies	CNT 250*	4
Field Experience in Computer Information Systems	CIS 294	2
Department approved electives (see list)		3

<b>Linux Track*</b>		
Linux Operating System	CIS 128	4
Introduction to Programming Logic	CIS 129	1
Essentials of Networking	CIS 150	3
Linux System Administration	CIS 229*	4
Perl Scripting	CIS 248*	3
Advanced Linux System Administration	CIS 259*	4
Field Experience in Computer Information Systems	CIS 294	2

<b>Microsoft Track*</b>		
Essentials of Networking	CIS 150	3
Introduction to TCP/IP	CIS 238*	3
Advanced Microsoft Server	CIS 240*	4
Introduction to Microsoft Directory Services	CIS 241*	4
Field Experience in Computer Information Systems	CIS 294	3
Department approved electives (see list)		4

### TOTAL DEGREE REQUIREMENTS 64 CREDITS

\*Prerequisites apply.

## PC MAINTENANCE AND REPAIR – CERTIFICATE (MAJOR CODE - PCM)

### CORE CURRICULUM 16 CREDITS

Introduction to Operating Systems	CIS 140	3
Essentials of Networking	CIS 150	3
Internet Essentials	CIS 185	3
Service and Maintenance of PCs	CIS 260	4
Field Experience in Computer Information Systems	CIS 294	3

### TOTAL CERTIFICATE REQUIREMENTS 16 CREDITS

## WEB DEVELOPER – CERTIFICATE (MAJOR CODE -WEBD)

### CORE CURRICULUM 20 CREDITS

#### Operating System Foundation

Microsoft Workstation Operating Systems	CIS 236	OR
Linux Operating System	CIS 128	4

#### Programming Foundation

Introduction to Programming Logic	CIS 129	1
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#### Communication Foundation

Applied Technical Writing	BUS/CIS/ENG 179	3
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#### World Wide Web Foundation

Internet Essentials	CIS 185	3
World Wide Web Programming	CIS 242	3
World Wide Web Graphics	CIS 244	3
World Wide Web Development	CIS 287	3

### TOTAL CERTIFICATE REQUIREMENTS 20 CREDITS

## CISCO NETWORKING – CERTIFICATE (MAJOR CODE - CNT)

The Cisco Networking Certificate is designed to present a comprehensive overview of networking, from fundamentals to advanced applications and services. Students will learn the concepts and skills required to design networks and be provided the opportunity for practical application and hands-on experience in installing, operating and maintaining networks.

### CORE CURRICULUM 16 CREDITS

Cisco Networking Fundamentals	CNT 140	4
Cisco Networking Router Technologies	CNT 150	4
Cisco LAN Switching and Wireless	CNT 240	4
Cisco Wide Area Network (WAN) Technologies	CNT 250	4

### TOTAL CERTIFICATE REQUIREMENTS 16 CREDITS

## Culinary Arts

The Associate of Applied Science degree in Culinary Arts provides training in the culinary arts for the purpose of direct employment in the field of professional cooking as an assistant to the chef or food and beverages director. It also provides general education and allows elective study in the areas of general business and hotel administration.

The Chef Garde Manger Apprentice Certificate provides training in all areas of professional garde manger (cold-food preparation) as well as in food and beverage control and restaurant sanitation. It is intended for those already trained in professional cooking who wish to progress into the garde manger area.

The Chef Patisserie – Baker's Apprentice Certificate provides training in the principles of professional baking, food and beverage control, and restaurant sanitation. It is intended for those with a background in cooking who wish to become an assistant baker and work in a bakery.

The Sous Chef Apprentice Certificate provides training in all areas of professional cooking including food and beverage con-

trol, restaurant sanitation, meat cutting, gourmet preparations, baking, and garde manger. It also provides field experience in restaurant and dining-service operations.

## CULINARY ARTS - ASSOCIATE OF APPLIED SCIENCE (MAJOR CODE - CUL)

### GENERAL EDUCATION REQUIREMENTS 18-20 CREDITS

Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	BUS 104	OR
	MAT 122 or higher	3-5
Liberal arts		3
Technology literacy	CIS 116 or CIS 120	3
General education electives		3

### CORE CURRICULUM 40-43 CREDITS

Nutrition in Food Service	CUL 105	3
Restaurant Sanitation	CUL 107	3
Food Service Purchasing and Control	CUL 204	3
Culinary Preparation I	CUL 215	3
Culinary Preparation II	CUL 216	3
Saucier	CUL 217	3
Baking I	CUL 220	3
Baking II	CUL 221	3
Garde Manger I	CUL 225	3
Garde Manger II	CUL 226	3
Dining Service Management	CUL 242	3
Advanced Techniques in Gourmet Food Preparation I	CUL 280	3
Advanced Techniques in Gourmet Food Preparation II	CUL 281	3
Field Experience in Culinary Arts	CUL 224	1-4

### ELECTIVES (AS NEEDED TO COMPLETE 64 CREDITS) 1-6

### TOTAL DEGREE REQUIREMENTS 64 CREDITS

## CHEF GARDE MANGER APPRENTICE – CERTIFICATE (MAJOR CODE - CGMA)

### CORE CURRICULUM 21 CREDITS

#### Cold Foods and Salad

Nutrition in Food Service	CUL 105	3
Restaurant Sanitation	CUL 107	3
Food Purchasing and Control	CUL 204	3

#### Garde Manger Specialty

Culinary Preparation I	CUL 215	3
Culinary Preparation II.	CUL 216	3
Garde Manger	CUL 225	3
Garde Manger II	CUL 226	3

### TOTAL CERTIFICATE REQUIREMENTS 21 CREDITS

## CHEF PATISSIER – BAKER'S APPRENTICE – CERTIFICATE (MAJOR CODE - BKRA)

### CORE CURRICULUM 24 CREDITS

Cake Decorating	CUL 101	3
Nutrition in Food Service	CUL 105	3
Restaurant Sanitation	CUL 107	3
Food Service Purchasing and Control	CUL 204	3

#### Baking Specialty

Baking I	CUL 220	3
Baking II	CUL 221	3



Advanced Confections and Pastries I	CUL 222	3
Advanced Confections and Pastries II	CUL 223	3

**TOTAL CERTIFICATE REQUIREMENTS 24 CREDITS**

## SOUS CHEF APPRENTICE – CERTIFICATE (MAJOR CODE - SCCA)

**CORE CURRICULUM 40-43 CREDITS**

Nutrition in Food Service	CUL 105	3
Restaurant Sanitation	CUL 107	3
Food Service Purchasing and Control	CUL 204	3
Culinary Preparation I	CUL 215	3
Culinary Preparation II	CUL 216	3
Saucier	CUL 217	3
Baking I	CUL 220	3
Baking II	CUL 221	3
Garde Manger I	CUL 225	3
Garde Manger II	CUL 226	3
Dining Service Management	CUL 242	3
Advanced Techniques in Gourmet Food Preparation I	CUL 280	3
Advanced Techniques in Gourmet Food Preparation II	CUL 281	3
Field Experience in Culinary Arts	CUL 224	1-4

**TOTAL CERTIFICATE REQUIREMENTS 40-43 CREDITS**

## Drafting and Design

The Computer-Aided Drafting Certificate is intended to prepare students for entry-level positions in various areas of drafting and design. Students are introduced to traditional and computer-aided drafting techniques, including theory and practice useful in many drafting and technical jobs. Product design is also included in order to familiarize the students with common industry problems.

The General Computer-aided Drafting Certificate provides students with entry-level drafting skills.

## COMPUTER-AIDED DRAFTING – CERTIFICATE (MAJOR CODE - CAD)

**CORE CURRICULUM 25 CREDITS**

Technical Graphics I	DFT 112	3
Technical Graphics II	DFT 113	3
Spatial Relationships	DFT 210	3
Computer-Aided Drafting	DFT 150	3
Topics in Drafting	DFT 201	4
Computer-Aided Drafting II	DFT 250	3
Written Communications and Reports	ENG 109	3
Elementary Algebra	MAT 082	3

**SELECT OPTION 11 CREDITS**
**Manufacturing Option**

Manufacturing Materials and Processes	GTC 105	3
Manufacturing Materials and Processes	GTC 206	4
Engineering Design	DFT 241	4

**Computer Technology Option**

Introduction to Operating Systems	CIS 140	3
Essentials of Networking	CIS 150	3
Computer electives		5

**TOTAL CERTIFICATE REQUIREMENTS 36 CREDITS**

## GENERAL COMPUTER-AIDED DRAFTING – CERTIFICATE (MAJOR CODE - GCAD)

**CORE CURRICULUM 18 CREDITS**

Technical Graphics I	DFT 112	3
Technical Graphics II	DFT 113	3
Spatial Relationships	DFT 210	3
Computer-Aided Drafting	DFT 150	3
Manufacturing Materials and Processes	GTC 105	3
Computer-Aided Drafting II	DFT 250	3

**TOTAL CERTIFICATE REQUIREMENTS 18 CREDITS**

## Economics

The Associate of Arts degree in Economics is intended for students interested in pursuing a program of study leading to a major in economics from a four-year school. The program of study is parallel to that of the ABUS and will prepare economic students for junior standing at Arizona public universities. To ensure seamless transfer, students must develop their specific program of study in close coordination with a Cochise College advisor.

## ECONOMICS - ASSOCIATE OF ARTS (MAJOR CODE - ECN)

**GENERAL EDUCATION REQUIREMENTS (AGEC-A) 35 CREDITS**

Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 142 or higher	3-5
Laboratory sciences		8
Arts		3
Humanities		3
Social and behavioral sciences		6
Technology literacy	CIS 116 or CIS 120	3
General education electives*		1-3

Six credits of arts, humanities, social and behavioral sciences, or general education electives must be chosen from the current listing of intensive writing courses. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

**LANGUAGE REQUIREMENT\*\* 0-16 CREDITS**

Non-English language  
Second- and fourth-semester proficiency

**CORE CURRICULUM 12 CREDITS**

Calculus for Business	MAT 212	3
Business Statistics	BUS 219	OR
Elements of Statistics	MAT 167	3
Principles of Macroeconomics	ECN 201	3
Principles of Microeconomics	ECN 202	3

**ELECTIVES**

(AS NEEDED TO COMPLETE 64 CREDITS)\*\*\*

**TOTAL DEGREE REQUIREMENTS 64 CREDITS**

\*General education electives must be chosen from the general education list. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

\*\*University non-English language requirements vary. Check with your advisor.

\*\*\*Elective courses must be transferable to the university or universities to which the student plans to transfer. See [www.aztransfer.com](http://www.aztransfer.com).

## Education

Education is one of the nation's fastest growing career fields. Students are reminded that education is an upper-level major in Arizona's public universities and that admission is increasingly competitive and is dependent upon a variety of factors, such as grade point average and pre-professional experience. It is therefore imperative that students plan their course of study with the assistance of an academic advisor.

The Associate of Arts in Elementary Education (AAEE) degree is designed to serve two primary audiences: (1) future teachers seeking entrance into teacher education programs through transfer to one of the Arizona public universities, and (2) teacher aides (current and new) seeking to comply with federal regulations. This degree allows students to complete their general education requirements (AGEC) and to take a number of teacher education and/or Early Childhood Education courses. This degree meets all curricular requirements for junior standing in the college of education at all Arizona state universities. In addition to providing a seamless transfer pathway, the degree gives the student the practical and theoretical basis necessary for making an informed choice of education as a career, a career which promises almost unlimited employment opportunities. Students are reminded that successful completion of the degree does not guarantee admission to a university college of education. Additional criteria, such as grade point average, community service, leadership activities and prior classroom experience (e.g. volunteer tutoring), may also be used by a college of education in making admission decisions.

The Teacher Aide Preparatory Skills program is designed to prepare students with academic deficiencies, as identified by the Cochise College placement test, to enter the Teacher Aide Certificate Program sequence, while enhancing those academic skills essential to the role of the teacher aide.

The Associate of Arts degree in Early Childhood Care and Education provides for the continuing education of early childhood education professionals beyond the certificate level. It offers in-depth theoretical child development information, practical applications in the workplace, and comprehensive understanding for work with children and families.

The Associate of Applied Science degree in Early Childhood Care and Education is designed for those seeking to comply with industry regulations for their career as child care providers and for those wishing to transfer to a university that offers a Bachelor of Applied Science in Early Childhood Education. Completion of this degree does not guarantee state licensure or certification. Students must qualify for licensure requirements as stated by individual licensing agencies.

The Basic Certificate in Early Childhood Care and Education is designed for persons already employed in giving care and education to young children. The content parallels the areas of competency required for those preparing for the Child Development Associate (CDA) exam, which sets entry-level standards in the field nationally. Completion of this certificate does not guarantee state licensure or certification. Students must qualify for licensure requirements as stated by individual licensing agencies.

## ELEMENTARY EDUCATION - ASSOCIATE OF ARTS ELEMENTARY EDUCATION (MAJOR CODE - EED)

### GENERAL EDUCATION REQUIREMENTS (AGEC-A) 35 CREDITS

Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 142 or higher	3-5
Laboratory sciences†		8
Arts†		3
Humanities†		3
Social and behavioral science†		6
Technology literacy	CIS 116 or CIS 120	3
General education electives*		1-3

Six credits of arts, humanities, social and behavioral sciences, or general education electives must be chosen from the current listing of intensive writing courses. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC). POS 220 is recommended to fulfill three of the six credits.

### LANGUAGE REQUIREMENT\*\* 0-16 CREDITS

Non-English language
Second- or fourth-semester proficiency

### CORE CURRICULUM 18 CREDITS

Mathematics for Elementary Education Majors I	MAT 154	3
Mathematics for Elementary Education Majors II	MAT 156	3
Introduction to Education	EDU 201	3
Introduction to Special Education	EDU 222	3
Cultural Diversity in Education	EDU 226	3
Education or Early Childhood Education elective		3
Electives in content areas relevant to K-12 and/or Early Childhood Education		7

### ELECTIVES (AS NEEDED TO COMPLETE 64 CREDITS)\*\*\*† 0-4 CREDITS

### TOTAL DEGREE REQUIREMENTS 64 CREDITS

\*General education electives must be chosen from the general education course list. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

\*\*University non-English language requirements vary. Check with your advisor.

\*\*\*Elective courses must be transferable to the university or universities to which the student plans to transfer. See [www.aztransfer.com](http://www.aztransfer.com).

† Notes:

1. Laboratory sciences—8 credits must be taken from two different prefixes. Recommended courses: biology (BIO 100), environmental science (BIO 105), anatomy (BIO 201), geography (GEO 101), physics (PHY 111), chemistry (CHM 130), astronomy (AST 180), and geology (GLG 101).
2. Laboratory sciences—UA South requires 4 courses for the education degree.
3. Arts—ART 120 or MUS 260 is recommended for UA.
4. Humanities—COM 102 highly recommended; ART 107/ART108 or MUS 101 recommended for UA South.
5. Social and behavioral sciences recommended courses: Political Science (POS 220 highly recommended), US History (HIS 110 or HIS 111 highly recommended), Introduction to Psychology (PSY 101), Cultural Geography (GEO 102), Economics (ECN 201 or ECN 202), and Child Development (PSY 240).
6. Language—UA South requires second-semester proficiency through coursework, credit by examination, and/or native language proficiency. Students who test out of this requirement may choose courses related to area of interest or exploration.

## Teacher Aide Certificate Program

The Teacher Aide Certificate Program consists of three sequential levels, each of which provides the student with increasing levels of academic skills and content knowledge, both essential to enhancing the teacher aide's contribution to the elementary, middle, or secondary school instructional process. Each of the three levels is designed to move the participant toward an associate of arts degree with an emphasis in pre-elementary education, a degree which fulfills the lower division course requirements at all three Arizona state universities.

### TEACHER AIDE CERTIFICATE PREPARATORY PROGRAM (MAJOR CODE - TAD)

CORE CURRICULUM		12 CREDITS
Intermediate Writing	ENG 100	3
Mathematics	MAT 082	3
Reading	RDG 110 or RDG 122 or placement	3
General education electives*		3
TOTAL REQUIREMENTS		12 CREDITS
*Social and behavioral sciences course recommended.		

### TEACHER AIDE LEVEL I – CERTIFICATE (MAJOR CODE - TAIC)

CORE CURRICULUM		15-16 CREDITS
Composition	ENG 101	3
Mathematics	MAT 122 or higher	3
Technology literacy	CIS 116 or 120	3
Non-English language* or elective**		3-4
Education	EDU 201	3
TOTAL CERTIFICATE REQUIREMENTS		15-16 CREDITS

\*Non-English language courses: Students, particularly those planning to transfer to the University of Arizona, are encouraged to complete a three- to four-unit non-English language course at or above the fourth-semester proficiency level.

\*\*Electives must be selected from the required courses for the associate degree in education. It is recommended that students select courses in classroom management and/or reading strategies, and/or COM 102 or 110; life or physical science; ECN 201 or 202; GEO 102 or 121; SOC 101; PSY 101; or art, music, dance or theater.

### TEACHER AIDE LEVEL II – CERTIFICATE (MAJOR CODE - TAD2)

CORE CURRICULUM		16-21 CREDITS
English Composition	ENG 102	3
Mathematics	MAT 142 (preferred), MAT 151, or higher	3-4
Laboratory sciences		4
Arts	ART 120 or MUS 260	3
Humanities (intensive writing recommended)		3
Non-English language* or		0-4

elective\*\*

### TOTAL CERTIFICATE REQUIREMENTS 16-21 CREDITS

\*Non-English language courses: Students, particularly those planning to transfer to the University of Arizona, are encouraged to complete a three- to four-unit non-English language course at or above the fourth-semester proficiency level.

\*\*Electives must be selected from the required courses for the associate degree in education. It is recommended that students select courses in classroom management and/or reading strategies, and/or COM 102 or 110; life or physical science; ECN 201 or 202; GEO 102 or 121; SOC 101; PSY 101; or art, music, dance or theater.

### TEACHER AIDE LEVEL III – CERTIFICATE (MAJOR CODE - TAD3)

CORE CURRICULUM		16 CREDITS
Social and behavioral sciences*		6
Laboratory sciences		4
Mathematics	MAT 154	3
Education	EDU 222 or EDU 226	3

### TOTAL CERTIFICATE REQUIREMENTS 16 CREDITS

\*Recommended social and behavioral science courses: POS 220, HIS 110/HIS 111

Note: Upon completion of Teacher Aide Level III, students must see an academic advisor to select coursework necessary to complete the associate of arts degree and to seamlessly transfer to the university of their choice. The AA degree will require six units of intensive writing coursework.

### TEACHING ENGLISH AS AN INTERNATIONAL LANGUAGE – CERTIFICATE (MAJOR CODE - TEIL)

For educators employed in teaching English as an international language, the courses leading to this certificate provide an intensive introduction to the basic concepts and practices of the profession.

CORE CURRICULUM		12 CREDITS
English for Educators	EDU 195	3
Introduction to the English Language	ENG 255	3
Classroom Relationships	EDU 230	3
Practicum in Teaching English as an International Language	EDU 295	3

### TOTAL CERTIFICATE REQUIREMENTS 12 CREDITS

### EARLY CHILDHOOD CARE AND EDUCATION – ASSOCIATE OF ARTS (MAJOR CODE - ECE)

GENERAL EDUCATION REQUIREMENTS (AGEC-A)		35 CREDITS
Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 142 or higher	3-5
Laboratory sciences		8
Arts	ART 120 or MUS 260	3
Humanities		3
Social and behavioral sciences		6
Technology literacy	CIS 116 or CIS 120	3
General education		1-3

electives\*

Six credits of arts, humanities, social and behavioral sciences, or general education electives must be chosen from the current listing of intensive writing courses. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

#### **LANGUAGE REQUIREMENT\*\* 0-16 CREDITS**

Non-English language  
Second- or fourth-semester proficiency

#### **CORE CURRICULUM 24 CREDITS**

SELECT TWO FROM THE FOLLOWING THREE

Children's Language Development	ECE 155	3
Children's Literature and Children's Literacy	ECE 156	3
Early Childhood Growth and Development	ECE 160	3
Introduction to Early Childhood Care and Education	ECE 150	3
Introduction to Education	EDU 201	3
Introduction to Special Education	EDU 222	3
Cultural Diversity in Education	EDU 226	3
Mathematics for Elementary Education Majors I	MAT 154	3
Mathematics for Elementary Education Majors II	MAT 156	3

#### **ELECTIVES**

(AS NEEDED TO COMPLETE 64 CREDITS) \*\*\*

#### **TOTAL DEGREE REQUIREMENTS 64 CREDITS**

\*General education electives must be chosen from the general education list. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

\*\*University non-English language requirements vary. Check with your advisor.

\*\*\*Elective courses must be transferable to the university or universities to which the student plans to transfer. See [www.aztransfer.com](http://www.aztransfer.com).

Notes: Students should consult with an advisor for course selection.

Some students will have more than 64 credits because of varying credits in language, math and other courses; 64 credits represent the minimum for this degree.

### **EARLY CHILDHOOD CARE AND EDUCATION - ASSOCIATE OF APPLIED SCIENCE (MAJOR CODE - ECE)**

#### **GENERAL EDUCATION REQUIREMENTS 18 CREDITS**

Communication	ENG 101 and ENG 102 or ENG 111 and ENG 167 or ENG 179	6
Mathematics*	BUS 104, MAT 122, MAT 142, MAT 154, or MAT 156	3
Liberal arts	ART 103 or ART 120	
(choose two)	COM 102 or MUS 101 or MUS 102 or PHI 130 or PSY 101 or SOC 101 or SOC 160 or THE 103	6
Technology literacy	CIS 116 or CIS 120	3

#### **CORE CURRICULUM 30 CREDITS**

Introduction to Early Childhood Care and Education	ECE 150	3
Observation, Behavior and Guidance	ECE 152	3

Children's Language Development	ECE 155	3
Health, Safety and Nutrition for Young Children	ECE 158	3
Early Childhood Growth and Development	ECE 160	3
Understanding Families, Community and Diversity	ECE 161	3
Curriculum Development for Early Childhood Education	ECE 170	3
Teaching Strategies for Early Childhood Education	ECE 172	3
Administration of Early Childhood Care and Education Programs	ECE 173	3
Relationships in the Classroom	EDU 230	3

#### **RECOMMENDED ELECTIVES (AS NEEDED TO COMPLETE 64 CREDITS)\***

Behavior Management	ECE 174	3
Creativity in Early Childhood Education Programs	ECE 175	3
Math and Science for Early Childhood Care and Education	ECE 176	3
Ethnic Groups and Minorities	SOC 160	3
Elements of Intercultural Communication	COM 204	3
Developmental Psychology	PSY 240	3
Introduction to Special Education	EDU 222	3
Cultural Diversity in Education	EDU 226	3
Children's Literature	ENG 212	3
Or department approved electives		

#### **TOTAL DEGREE REQUIREMENTS 64 CREDITS**

\*Students should consult an advisor for course selection.

### **EARLY CHILDHOOD CARE AND EDUCATION - BASIC CERTIFICATE (MAJOR CODE - BECE)**

#### **CORE CURRICULUM 18 CREDITS**

Health, Safety and Nutrition for Young Children	ECE 158	3
<b>OR</b> Safety in Early Childhood Education	ECE 101	1
<b>AND</b> Health in Early Childhood Education	ECE 102	1
<b>AND</b> Nutrition in Early Childhood Education	ECE 103	1
Teaching Strategies for Early Childhood Education	ECE 172	3
<b>OR</b> Physical Activities in Early Childhood Education	ECE 104	1
<b>AND</b> Cognitive Activities in Early Childhood Education	ECE 105	1
<b>AND</b> Creative Activities in Early Childhood Education	ECE 106	1
Observation, Behavior and Guidance	ECE 152	3
<b>OR</b> Self Concept	ECE 107	1
<b>AND</b> Social Concept	ECE 108	1
<b>AND</b> Guidance	ECE 109	1
Early Childhood Growth and Development	ECE 160	3
Understanding Families, Community and Diversity	ECE 161	3
Administration of Early Childhood Care and Education Programs	ECE 173	3

#### **TOTAL CERTIFICATE REQUIREMENTS 18 CREDITS**

## Secondary Education

Secondary education majors are encouraged to complete an Associate of Arts or an Associate of Science degree in their area of study. To ensure seamless transfer, students must develop their specific program of study in close coordination with a Cochise College advisor.

### SECONDARY ART EDUCATION - ASSOCIATE OF ARTS (MAJOR CODE - SEAE)

#### GENERAL EDUCATION REQUIREMENTS (AGEC-A) 35 CREDITS

Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 142 or higher	3-5
Laboratory sciences		8
Arts		3
Humanities		3
Social and behavioral sciences		6
Technology literacy	CIS 116 or CIS 120	3
General education electives*		1-3
Six credits of arts, humanities, social and behavioral sciences, or general education electives must be chosen from the current listing of intensive writing courses. See <a href="http://www.cochise.edu/AGEC">www.cochise.edu/AGEC</a> .		

#### LANGUAGE REQUIREMENT\*\* 0-16 CREDITS

Non-English language  
Second- or fourth-semester proficiency

#### CORE CURRICULUM 21 CREDITS

Design Fundamentals	ART 103	3
Drawing I	ART 106	3
Survey of World Art: Prehistoric-Gothic	ART 107	3
Survey of World Art: Renaissance through the 20th Century	ART 108	3
Three-Dimensional Design/Sculpture	ART 231	3
Introduction to Education	EDU 201	3
Cultural Diversity in Education	EDU 226	3

#### ELECTIVES

(AS NEEDED TO COMPLETE 64 CREDITS)\*\*\*

#### TOTAL DEGREE REQUIREMENTS 64 CREDITS

\*General education electives must be chosen from the general education course list. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).  
 \*\*University non-English language requirements vary. Check with your advisor.  
 \*\*\*Elective courses must be transferable to the university or universities to which the student plans to transfer. See [www.aztransfer.com](http://www.aztransfer.com). The Art Department recommends the following electives: Two-dimensional department emphasis: ART 216, ART 230, ART 245, ART 265, ART 280, ART 281, ART 286, ART 295, ART 296. Three-dimensional department emphasis: ART 250, ART 255, ART 270, ART 275, and ART 290.

### SECONDARY BIOLOGY TEACHING - ASSOCIATE OF SCIENCE (MAJOR CODE - SEBT)

#### GENERAL EDUCATION REQUIREMENTS (AGEC-S)

38-42 CREDITS

Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 220 or higher	3-5
Laboratory sciences	CHM 151 and	8

Arts	CHM 152	3
Humanities		3
Social and behavioral sciences		6
Technology literacy	CIS 116 or CIS 120	3

Additional mathematics and/or laboratory sciences\* 6-8

Six credits of arts, humanities, or social and behavioral sciences must be chosen from the current listing of intensive writing courses. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

\*Based on major and using a transfer guide, select MAT 231, MAT 241, MAT 252, MAT 262, and/or appropriate laboratory science courses. The department recommends PHY 111 and PHY 112, or PHY 230 and PHY 231. BIO 156 and CHM 138 do not satisfy the requirement for this degree. See [www.aztransfer.com/cgi-bin/WebObjects/agecweb.woa](http://www.aztransfer.com/cgi-bin/WebObjects/agecweb.woa) for a complete list.

#### LANGUAGE REQUIREMENT\*\* 0-16 CREDITS

Non-English language  
Second- or fourth-semester proficiency

#### CORE CURRICULUM 14 CREDITS

General Biology I (for majors)	BIO 181	4
General Biology II	BIO 182	4
Introduction to Education	EDU 201	3
Introduction to Special Education	EDU 222	OR
Cultural Diversity in Education	EDU 226	3

#### ELECTIVES

(AS NEEDED TO COMPLETE 64 CREDITS)\*\*\*

#### TOTAL DEGREE REQUIREMENTS 64 CREDITS

\*\*University non-English language requirements vary. Check with your advisor.

\*\*\*Elective courses must be transferable to the university or universities to which the student plans to transfer. See [www.aztransfer.com](http://www.aztransfer.com). The department recommends that students use a university transfer guide for transfer requirements.

### SECONDARY CHEMISTRY TEACHING - ASSOCIATE OF SCIENCE (MAJOR CODE - SECT)

#### GENERAL EDUCATION REQUIREMENTS (AGEC-S)

38-42 CREDITS

Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 220 or higher	3-5
Laboratory sciences	CHM 151 and CHM 152	8

Arts 3  
 Humanities 3  
 Social and behavioral sciences 6  
 Technology literacy CIS 116 or CIS 120 3  
 Additional mathematics and/or laboratory sciences\* 6-8

Six credits of arts, humanities, or social and behavioral sciences must be chosen from the current listing of intensive writing courses. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

\*Based on major and using a transfer guide, select MAT 231, MAT 241, MAT 252, MAT 262, and/or appropriate laboratory science courses. The department recommends PHY 230 and PHY 231. BIO 156 and CHM 138 do not satisfy the requirement for this degree. See [www.aztransfer.com/cgi-bin/WebObjects/agecweb.woa](http://www.aztransfer.com/cgi-bin/WebObjects/agecweb.woa) for a complete list.

#### LANGUAGE REQUIREMENT\*\* 0-16 CREDITS

Non-English language  
Second- or fourth-semester proficiency

### CORE CURRICULUM 14 CREDITS

General Organic Chemistry I	CHM 235	4
General Organic Chemistry II	CHM 236	4
Introduction to Education	EDU 201	3
Introduction to Special Education	EDU 222	OR
Cultural Diversity in Education	EDU 226	3

### ELECTIVES

(AS NEEDED TO COMPLETE 64 CREDITS)\*\*\*

### TOTAL DEGREE REQUIREMENTS 64 CREDITS

\*\*University non-English language requirements vary. Check with your advisor.

\*\*\*Elective courses must be transferable to the university or universities to which the student plans to transfer. See [www.aztransfer.com](http://www.aztransfer.com). The department recommends that students use a university transfer guide for transfer requirements.

## SECONDARY ENGLISH TEACHING - ASSOCIATE OF ARTS (MAJOR CODE - SEET)

### GENERAL EDUCATION REQUIREMENTS (AGEC-A) 35 CREDITS

Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 142 or higher	3-5
Laboratory sciences		8
Arts		3
Humanities		3
Social and behavioral sciences		6
Technology literacy	CIS 116 or CIS 120	3
General education electives*		1-3
Six credits of arts, humanities, social and behavioral sciences, or general education electives must be chosen from the current listing of intensive writing courses. See <a href="http://www.cochise.edu/AGEC">www.cochise.edu/AGEC</a> .		

### LANGUAGE REQUIREMENT\*\* 0-16 CREDITS

Non-English language  
Second- or fourth-semester proficiency (elective)

### CORE CURRICULUM 12 CREDITS

British Literature I	ENG 220	3
British Literature II	ENG 221	3
Introduction to Education	EDU 201	3
Introduction to Special Education	EDU 222	OR
Cultural Diversity in Education	EDU 226	3

### ELECTIVES

(AS NEEDED TO COMPLETE 64 CREDITS)\*\*\*

### TOTAL DEGREE REQUIREMENTS 64 CREDITS

\*General education electives must be chosen from the general education list. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

\*\*University non-English language requirements vary. Check with your advisor.

\*\*\*Elective courses must be transferable to the university or universities to which the student plans to transfer. See [www.aztransfer.com](http://www.aztransfer.com). The English Department recommends the following electives: ENG 224, ENG 225, or any 200-level literature course that transfers to all Arizona public universities.

## SECONDARY HISTORY TEACHING - ASSOCIATE OF ARTS (MAJOR CODE - SEHT)

The Associate of Arts degree in Secondary History Teaching serves future teachers seeking entrance into teacher education

programs through transfer to one of Arizona's public universities. It allows students to complete their general education requirements and to take a number of teacher education courses.

### GENERAL EDUCATION REQUIREMENTS (AGEC-A) 35 CREDITS

Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 142 or higher	3-5
Laboratory sciences		8
Arts		3
Humanities		3
Social and behavioral sciences		6
Technology literacy	CIS 116 or CIS 120	3
General education electives*		1-3
Six credits of arts, humanities, social and behavioral sciences, or general education electives must be chosen from the current listing of intensive writing courses. See <a href="http://www.cochise.edu/AGEC">www.cochise.edu/AGEC</a> .		

### LANGUAGE REQUIREMENT\*\* 0-16 CREDITS

Non-English language  
Second- or fourth-semester proficiency

### CORE CURRICULUM 18 CREDITS

Introduction to Education	EDU 201	3
Introduction to Special Education	EDU 222	OR
Cultural Diversity in Education	EDU 226	3
History of the United States 1607-1877	HIS 110	3
History of the United States since 1877	HIS 111	3

### SELECT TWO OF THE FOLLOWING:

Survey of Western Civilization I	HIS 240	3
Survey of Western Civilization II	HIS 241	3
Survey of Western Civilization III	HIS 242	3

### ELECTIVES

(AS NEEDED TO COMPLETE 64 CREDITS)\*\*\*

### TOTAL DEGREE REQUIREMENTS 64 CREDITS

\*General education electives must be chosen from the general education list. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

\*\*University non-English language requirements vary. Check with your advisor.

\*\*\*Elective courses must be transferable to the university or universities to which the student plans to transfer. See [www.aztransfer.com](http://www.aztransfer.com).

## SECONDARY MATHEMATICS TEACHING - ASSOCIATE OF ARTS (MAJOR CODE - SEMT)

### GENERAL EDUCATION REQUIREMENTS (AGEC-A) 35 CREDITS

Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 142 or higher	3-5
Laboratory sciences		8
Arts		3
Humanities		3
Social and behavioral sciences		6
Technology literacy	CIS 116 or CIS 120	3
General education electives*		1-3
Six credits of arts, humanities, social and behavioral sciences, or general education electives must be chosen from the current listing of intensive writing courses. See <a href="http://www.cochise.edu/AGEC">www.cochise.edu/AGEC</a> .		

### LANGUAGE REQUIREMENT\*\* 0-16 CREDITS

Non-English language  
Second- or fourth-semester proficiency (elective)

### CORE CURRICULUM 19 CREDITS

Calculus I	MAT 220	5
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Calculus II	MAT 231	4
Calculus III	MAT 241	4
Introduction to Education	EDU 201	3
Introduction to Special Education	EDU 222	OR
Cultural Diversity in Education	EDU 226	3

**ELECTIVES****(AS NEEDED TO COMPLETE 64 CREDITS)\*\*\*****TOTAL DEGREE REQUIREMENTS 64 CREDITS**

\*General education electives must be chosen from the general education list. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

\*\*University non-English language requirements vary. Check with your advisor.

\*\*\*Students are encouraged to take programming and/or non-English language in the elective area.

Note: Chemistry and physics are recommended for the AGECEC and/or core curriculum area.

## SECONDARY MUSIC EDUCATION - ASSOCIATE OF ARTS (MAJOR CODE - SEME)

**GENERAL EDUCATION REQUIREMENTS (AGEC-A) 35 CREDITS**

Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 142 or higher	3-5
Laboratory sciences		8
Arts		3
Humanities		3
Social and behavioral sciences		6
Technology literacy	CIS 116 or CIS 120	3
General education electives*		1-3

Six credits of arts, humanities, social and behavioral sciences, or general education electives must be chosen from the current listing of intensive writing courses. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

**LANGUAGE REQUIREMENTS\*\* 0-16 CREDITS**

Non-English language  
Second- or fourth-semester proficiency

**CORE CURRICULUM 18 CREDITS**

Introduction to Education	EDU 201	3
Cultural Diversity in Education	EDU 226	3
Music Theory I	MUS 132	3
Music Theory II	MUS 133	3
Music Theory III	MUS 232	3
Music Theory IV	MUS 233	3

**ELECTIVES****(AS NEEDED TO COMPLETE 64 CREDITS)\*\*\*****TOTAL DEGREE REQUIREMENTS 64 CREDITS**

\*General education electives must be chosen from the general education list. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

\*\*University non-English language requirements vary. Check with your advisor.

\*\*\*Elective courses must be transferable to the university or universities to which the student plans to transfer. See [www.aztransfer.com](http://www.aztransfer.com). The Music Department recommends the following electives: instrument and voice courses.

## SECONDARY PHYSICAL EDUCATION TEACHING - ASSOCIATE OF ARTS (MAJOR CODE - SEPE)

**GENERAL EDUCATION REQUIREMENTS (AGEC-A) 35 CREDITS**

Composition	ENG 101	3
English Composition	ENG 102	3

Mathematics	MAT 142 or higher	3-5
Laboratory sciences		8
Arts		3
Humanities		3
Social and behavioral sciences		6
Technology literacy	CIS 116 or CIS 120	3
General education electives*		1-3

Six credits of arts, humanities, social and behavioral sciences, or general education electives must be chosen from the current listing of intensive writing courses. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

**LANGUAGE REQUIREMENT\*\* 0-16 CREDITS**

Non-English language  
Second- or fourth-semester proficiency

**CORE CURRICULUM 18 CREDITS**

College Algebra	MAT 151	4
Human Anatomy and Physiology I	BIO 201	4
Human Anatomy and Physiology II	BIO 202	4
Introduction to Education	EDU 201	3
Cultural Diversity in Education	EDU 226	3

**ELECTIVES****(AS NEEDED TO COMPLETE 64 CREDITS)\*\*\*****TOTAL DEGREE REQUIREMENTS 64 CREDITS**

\*General education electives must be chosen from the general education list. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

\*\*University non-English language requirements vary. Check with your advisor.

\*\*\*Elective courses must be transferable to the university or universities to which the student plans to transfer. See [www.aztransfer.com](http://www.aztransfer.com).

## SECONDARY SPANISH TEACHING - ASSOCIATE OF ARTS (MAJOR CODE - SEST)

**GENERAL EDUCATION REQUIREMENTS (AGEC-A) 35 CREDITS**

Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 142 or higher	3-5
Laboratory sciences		8
Arts		3
Humanities		3
Social and behavioral sciences		6
Technology literacy	CIS 116 or CIS 120	3
General education electives*		1-3

Six credits of arts, humanities, social and behavioral sciences, or general education electives must be chosen from the current listing of intensive writing courses. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

**LANGUAGE REQUIREMENT\*\* 0-16 CREDITS**

Non-English language  
Second- or fourth-semester proficiency (Spanish)

**CORE CURRICULUM 22 CREDITS**

Elementary Spanish I	SPA 101	4
Elementary Spanish II	SPA 102	4
Intermediate Spanish I	SPA 201	4
Intermediate Spanish II	SPA 202	4
Introduction to Education	EDU 201	3
Introduction to Special Education	EDU 222	OR
Cultural Diversity in Education	EDU 226	3

**ELECTIVES****(AS NEEDED TO COMPLETE 64 CREDITS)\*\*\*****TOTAL DEGREE REQUIREMENTS 64 CREDITS**

\*General education electives must be chosen from the general education list. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

\*\*University non-English language requirements vary. Check with your advisor.

\*\*\*Elective courses must be transferable to the university or universities to which the student plans to transfer. See [www.aztransfer.com](http://www.aztransfer.com). The Language Department recommends the following electives: LIN 101, SPA 224, and SPA 225.

## Electronics

The Electronics Technology Associate of Applied Science degree prepares students for employment in the field of general electronics. Focus is on the study of electricity, analog and digital devices and circuits, measurements, electronic communications, microprocessors, and microcomputers. Students design and experiment with electromechanical systems.

### ELECTRONICS TECHNOLOGY - ASSOCIATE OF APPLIED SCIENCE (MAJOR CODE - ELT)

GENERAL EDUCATION REQUIREMENTS		18-21 CREDITS
Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	ELT 110, or MAT 122 or higher	3-4
Mathematics	ELT 120, or MAT 151 or higher	3-5
Liberal arts		6

CORE CURRICULUM		39 CREDITS
Introduction to DC Circuits	ELT 105	3
Introduction to AC Circuits	ELT 106	4
Semiconductors and Transistors	ELT 122	4
Electronic Circuits and Systems	ELT 125	4
Pulse Circuits	ELT 231	4
Digital Circuits and Systems	ELT 233	4
Modern Electronic Devices	ELT 243	4
Communications Electronics I	ELT 245	4
Communications Electronics II	ELT 247	4
Microprocessors and	ELT 265	4
Microcomputers		

#### ELECTIVES (AS NEEDED TO COMPLETE 64 CREDITS)

<b>TOTAL DEGREE REQUIREMENTS</b>	<b>64 CREDITS</b>
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## Engineering

The Associate of Science degree in Engineering prepares students for a wide variety of engineering majors at the university level. Graduates will demonstrate proficiency in communication, critical thinking, quantitative analysis, and technological applications. To ensure seamless transfer, students must develop their specific program of study in close coordination with a Cochise College advisor.

### ENGINEERING - ASSOCIATE OF SCIENCE (MAJOR CODE - EGR)

<b>GENERAL EDUCATION REQUIREMENTS (AGEC-S)</b>	<b>41 CREDITS</b>
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Composition	ENG 101	3
English Composition	ENG 102	3
Calculus I	MAT 220	5
Laboratory sciences	CHM 151 and CHM 152	8
Arts		3
Humanities		3
Social and behavioral sciences		6
Technology literacy	CIS 116 or CIS 120	3
Calculus III	MAT 241	4
Differential Equations	MAT 262	3
Six credits of arts, humanities, or social and behavioral sciences must be chosen from the current listing of intensive writing courses. See <a href="http://www.cochise.edu/AGEC">www.cochise.edu/AGEC</a> .		

CORE CURRICULUM		18 CREDITS
Essentials of Communication	COM 102	3
Principles of Engineering	EGR 102	3
Calculus II	MAT 231	4
Physics with Calculus I	PHY 230	4
Physics with Calculus II	PHY 231	4

#### ELECTIVES (AS NEEDED TO COMPLETE 64 CREDITS)\*

<b>TOTAL DEGREE REQUIREMENTS</b>	<b>64 CREDITS</b>
*Elective courses must be transferable to the university or universities to which the student plans to transfer. See <a href="http://www.aztransfer.com">www.aztransfer.com</a> . The department recommends that students use a university transfer guide for transfer requirements.	

## Mechatronics

The Mechatronic Systems Operating Technician Certificate provides training for employment as a mechatronic systems operating technician and teaches the skills needed by a machine operator in a complex system. Prepares students to take the internationally recognized certification, Level 1 - Siemens Certified Mechatronic Systems Assistant.

### MECHATRONIC SYSTEMS OPERATING TECHNICIAN – CERTIFICATE (MAJOR CODE - MSOT)

CORE CURRICULUM		16 CREDITS
Mechatronic Systems Electrical Components	MCS 101	4
Introduction to Programmable Logic Controllers	MCS 102	4
Mechatronic Systems Mechanical Components	MCS 103	4
(Electro)Pneumatic and Hydraulic Control Circuits	MCS 104	4

<b>TOTAL CERTIFICATE REQUIREMENTS</b>	<b>16 CREDITS</b>
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## English

The Associate of Arts degree in English is designed to provide the English major with a strong foundation in written communication, literature, and general education, enabling transfer with junior standing to all Arizona public universities and many others. To ensure seamless transfer, students must develop their specific



program of study in close coordination with a Cochise College advisor.

## ENGLISH - ASSOCIATE OF ARTS (MAJOR CODE - ENG)

### GENERAL EDUCATION REQUIREMENTS (AGEC-A) 35 CREDITS

Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 142 or higher	3-5
Laboratory sciences		8
Arts		3
Humanities*		3
Social and behavioral sciences		6
Technology literacy	CIS 116 or CIS 120	3
General education electives**		1-3
Six credits of arts, humanities, social and behavioral sciences, or general education electives must be chosen from the current listing of intensive writing courses. See <a href="http://www.cochise.edu/AGEC">www.cochise.edu/AGEC</a> .		

### LANGUAGE REQUIREMENT\*\*\* 0-16 CREDITS

Non-English language
Fourth-semester proficiency

### CORE CURRICULUM 12 CREDITS

British Literature I	ENG 220	3
British Literature II	ENG 221	3

### Choose one of the following:

American Literature I	ENG 224	OR
American Literature II	ENG 225	OR
Major American Writers	ENG 265	3

### Choose one elective from the list below 3

### RECOMMENDED ELECTIVES\*\*\*\* 1-17 CREDITS

Introduction to Poetry	ENG 209	3
The Bible as Literature	ENG 210	3
Introduction to Shakespeare	ENG 222	3
American Literature I	ENG 224	3
American Literature II	ENG 225	3
World Literature I	ENG 226	3
World Literature II	ENG 227	3
Mythology and Folklore	ENG 228	3
Literature of the Southwest	ENG 230	3
Native American Literature	ENG 231	3
Irish Literature	ENG 260	3
Major American Writers	ENG 265	3
Women and Literature	ENG 273	3

### TOTAL DEGREE REQUIREMENTS 64 CREDITS

\*The department recommends a 200-level literature course.

\*\*General education electives must be chosen from the general education list. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC). The department recommends a 200-level literature course.

\*\*\*University non-English language requirements vary. Check with your advisor.

\*\*\*\*Elective courses must be transferable to the university or universities to which the student plans to transfer. See [www.aztransfer.com](http://www.aztransfer.com).

## Exercise Science, Health and Physical Education, Recreation and Wellness

Cochise College offers a wide range of activity, health, recreation, and wellness classes for students of all ages and fitness levels. Students can find an activity that suits their interest in fitness, recreation, or sports. Cochise College offers courses for those students interested in a physical education teaching major or minor and/or athletic coaching at four-year institutions. To ensure seamless transfer, students must develop their specific program of study in close coordination with a Cochise College advisor.

## EXERCISE SCIENCE, HEALTH AND PHYSICAL EDUCATION, RECREATION AND WELLNESS - ASSOCIATE OF ARTS (MAJOR CODE - HPES)

### GENERAL EDUCATION REQUIREMENTS (AGEC-A) 35 CREDITS

Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 142 or higher	3-5
Laboratory sciences		8
Arts		3
Humanities		3
Social and behavioral sciences		6
Technology literacy	CIS 116 or CIS 120	3
General education electives*		1-3
Six credits of arts, humanities, social and behavioral sciences, or general education electives must be chosen from the current listing of intensive writing courses. See <a href="http://www.cochise.edu/AGEC">www.cochise.edu/AGEC</a> .		

### LANGUAGE REQUIREMENT\*\* 0-16 CREDITS

Non-English language
Second- or fourth-semester proficiency

### CORE CURRICULUM 12 CREDITS

College Algebra	MAT 151	4
Human Anatomy and Physiology I	BIO 201	4
Human Anatomy and Physiology II	BIO 202	4

### ELECTIVES

### (AS NEEDED TO COMPLETE 64 CREDITS)\*\*\*

### TOTAL DEGREE REQUIREMENTS 64 CREDITS

\*General education electives must be chosen from the general education list. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

\*\*University non-English language requirements vary. Check with your advisor.

\*\*\*Elective courses must be transferable to the university or universities to which the student plans to transfer. See [www.aztransfer.com](http://www.aztransfer.com).

## Fire Science Technology

Designed to train students for a career in fire service, this program covers firefighter safety and entry-level operations, fire rescue operations, ground ladders and hose procedures, and fire support services. Focus is on hands-on learning.

## FIRE SCIENCE TECHNOLOGY - ASSOCIATE OF APPLIED SCIENCE (MAJOR CODE - FST)

### GENERAL EDUCATION REQUIREMENTS 18 CREDITS

Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 122 or higher	3
Liberal arts		6
Technology literacy	CIS 116 or CIS 120	3

### CORE CURRICULUM 31 CREDITS

Firefighter Safety and Entry-Level Operations	FST 101	4
Fire Rescue Operation	FST 102	4
Firefighter Ground Ladders and Hose Procedures	FST 103	4
Fire Support Services	FST 104	4
Fire Service Apparatus Driver/Operator	FST 115	3
Field Experience in Fire Science Technology	FST 224	4
Emergency Medical Technician	EMT 174	8

### ELECTIVES 15 CREDITS

Human Resource Management	BUS 123	3
Principles of Management	BUS 143	3
Business Ethics	BUS 150	3
Business Communications	BUS 167	3
Applied Technical Writing	BUS/CIS 179	3
The Legal Environment of Business	BUS 233	3
Fundamental Chemistry	CHM 130	4
Chemistry for Allied Health	CHM 138	4
Introduction to Operating Systems	CIS 140	3
Essentials of Networking	CIS 150	3
Computer Applications	CIS 181	3
Internet Essentials	CIS 185	3
Service and Maintenance of Personal Computers	CIS 260	4
Technical Presentations	CIS 268	3
Personal Fitness	HPE 115	2
Personal Fitness II	HPE 116	1-2
College Algebra	MAT 151	4

### TOTAL DEGREE REQUIREMENTS 64 CREDITS

## FIRE SCIENCE TECHNOLOGY – CERTIFICATE (MAJOR CODE - FST)

### CORE CURRICULUM 16 CREDITS

Firefighter Safety and Entry Level Operations	FST 101	4
Fire Rescue Operation	FST 102	4
Firefighter Ground Ladders and Hose Procedures	FST 103	4
Fire Support Services	FST 104	4

### TOTAL CERTIFICATE REQUIREMENTS 16 CREDITS

## WILDLAND FIREFIGHTING – CERTIFICATE (MAJOR CODE - WFF)

### CORE CURRICULUM 16 CREDITS

The Wildland Firefighting Certificate prepares students for employment as wildland firefighters and crew bosses. Topics include safety, hand and power tools, documentation, communication, and fire behavior. Material is identical to that covered in certain Fed-

eral Emergency Management Agency (FEMA) and National Wildlife Coordinating Group (NWCG) courses.

Basic Wildland Firefighting	FST 116	4
Advanced Wildland Firefighting	FST 117	4
Crew Boss I	FST 118	4
Crew Boss II	FST 119	4

### TOTAL CERTIFICATE REQUIREMENTS 16 CREDITS

## HAZARDOUS MATERIALS TECHNICIAN – CERTIFICATE (MAJOR CODE - HMT)

### CORE CURRICULUM 16 CREDITS

Hazmat Technician I	FST 121	6
Hazmat Technician II	FST 222	5
Hazmat Technician III	FST 223	5

### TOTAL CERTIFICATE REQUIREMENTS 16 CREDITS

## Geography

The Associate of Arts degree in Geography prepares students for transfer to university programs in public planning, regional development, applied geography, and geography. To ensure seamless transfer, students must develop their specific program of study in close coordination with a Cochise College advisor.

## GEOGRAPHY - ASSOCIATE OF ARTS (MAJOR CODE - GEO)

### GENERAL EDUCATION REQUIREMENTS (AGEC-A) 35 CREDITS

Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 142 or higher	3-5
Laboratory sciences		8
Arts		3
Humanities		3
Social and behavioral sciences		6
Technology literacy	CIS 116 or CIS 120	3

### General education electives\* 1-3

Six credits of arts, humanities, social and behavioral sciences, or general education electives must be chosen from the current listing of intensive writing courses. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

### LANGUAGE REQUIREMENT\*\* 0-16 CREDITS

Non-English language  
Second- or fourth-semester proficiency

### CORE CURRICULUM 10 CREDITS

Physical Geography	GEO 101	4
Introduction to Human Geography	GEO 102	3
World Regional Geography	GEO 121	3

### ELECTIVES

(AS NEEDED TO COMPLETE 64 CREDITS)\*\*\*

### TOTAL DEGREE REQUIREMENTS 64 CREDITS

\*General education electives must be chosen from the general education list. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

\*\*University non-English language requirements vary. Check with your advisor.

\*\*\*Elective courses must be transferable to the university or universities to which the student plans to transfer. See [www.aztransfer.com](http://www.aztransfer.com).

## History

The Associate of Arts degree in History combines a strong theoretical foundation in history with the general education courses needed for transfer with junior standing to the three state universities and to others as well. To ensure seamless transfer, students must develop their specific program of study in close coordination with a Cochise College advisor. In addition to preparing students for a teaching career, history provides an excellent background for careers in education, law, business, social work and government.

### HISTORY - ASSOCIATE OF ARTS (MAJOR CODE - HIS)

#### GENERAL EDUCATION REQUIREMENTS (AGEC-A) 35 CREDITS

Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 142 or higher	3-5
Laboratory sciences		8
Arts		3
Humanities		3
Social and behavioral sciences		6
Technology literacy	CIS 116 or CIS 120	3
General education electives*		1-3
Six credits of arts, humanities, social and behavioral sciences, or general education electives must be chosen from the current listing of intensive writing courses. See <a href="http://www.cochise.edu/AGEC">www.cochise.edu/AGEC</a> .		

#### LANGUAGE REQUIREMENT\*\* 0-16 CREDITS

Non-English language	
Second- or fourth-semester proficiency	

#### CORE CURRICULUM 15 CREDITS

History of the United States 1607-1877	HIS 110	3
History of the United States since 1877	HIS 111	3
Survey of Western Civilization I	HIS 240	3
Survey of Western Civilization II	HIS 241	3
Survey of Western Civilization III	HIS 242	3

#### ELECTIVES

(AS NEEDED TO COMPLETE 64 CREDITS)\*\*\*

#### TOTAL DEGREE REQUIREMENTS 64 CREDITS

\*General education electives must be chosen from the general education list. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

\*\*University non-English language requirements vary. Check with your advisor.

\*\*\*Elective courses must be transferable to the university or universities to which the student plans to transfer. See [www.aztransfer.com](http://www.aztransfer.com).

## Honors

A combination of honors courses and/or individual projects that enriches the college experience by providing intellectual challenges to exceptional students who are motivated and creative. The courses in the Honors Certificate transfer to the three state university Honors Colleges and enhance eligibility for unique academic programs and special grants.

### HONORS – CERTIFICATE (MAJOR CODE - HONR)

#### CORE CURRICULUM

16 CREDITS

#### SELECT FROM THE FOLLOWING:

English Composition	ENG 102H	3
History and Lessons of the Holocaust	HON 140	3
Mentoring for Success (COOKIES) I-III	HON 220-222	2-6
Honors: Individual Projects	HON 250	1-16
Honors Seminar	HON 251	1
Leadership/Service	HON 254-258	1-14
The Human Quest for Utopia	HON 260	3
Dimensions and Directions of Contemporary Issues	HON 265	3
Honors History and Literature	HON 270	3
Any HON prefix or any general education course taken for honors credit		1-16

#### TOTAL CERTIFICATE REQUIREMENTS

16 CREDITS

### STUDENT LEADERSHIP DEVELOPMENT – CERTIFICATE (MAJOR CODE - SLD)

#### CORE CURRICULUM 18 CREDITS

Leadership/Service	HON 255 or SLE 255	3
Leadership Practicum	HON 256 or SLE 256	1-4
Leadership in Theory and Practice	HON 258 or SLE 258	3
Introduction to Psychology	PSY 101	OR
Introduction to Sociology	SOC 101	3

#### Recommended Electives\*

5-8

Leadership and Supervision	BUS 127	3
Business Ethics	BUS 150	3
Understanding and Managing Conflict	BUS/SOC 170	3
Essentials of Communication	COM 102	3
Elements of Intercultural Communication	COM 204	3
Mentoring for Success (COOKIES) I	HON 220 or SLE 220	2
Mentoring for Success (COOKIES) II	HON 221 or SLE 221	2
Mentoring for Success (COOKIES) III	HON 222 or SLE 222	2
Honors: Individual Project	HON 250	1-4
Leadership Practicum II	HON 257 or SLE 257	1-4
Ethics	PHI 130	3
American National Government	POS 110	3
Federal and Arizona Constitution	POS 220	3
Personality Theories and Research	PSY 230	3
Special Topics in Service Learning	SLE 192	1-3
Introduction to Student Life		
Activities Programming	SLE 259	3
Special Topics in Service Learning II	SLE 292	1-3
Ethnic Groups and Minorities	SOC 160	3

\*Other elective courses may be selected with program coordinator approval.

#### TOTAL CERTIFICATE REQUIREMENTS

18 CREDITS

## Hospitality

The Associate of Applied Science degree in Hospitality Administration combines a firm foundation for employment in hotel administration with general education for students who plan to continue their studies at a university.

The Hospitality Administration Certificate provides grounding in business and in the fundamental principles involved in hotel and restaurant operations. The certificate is intended for those students planning to go directly to work and for those who want to prepare themselves for career advancement.

## HOSPITALITY ADMINISTRATION - ASSOCIATE OF APPLIED SCIENCE (MAJOR CODE - HAD)

### GENERAL EDUCATION REQUIREMENTS 33-34 CREDITS

Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 151 or higher	4-5
Laboratory sciences		8
Arts and Humanities or Social and Behavioral Sciences		6
Foreign Language (Second-semester proficiency)		8
Physical Education		2
Reading Competency*		

### CORE CURRICULUM 33 CREDITS

Introduction to the Hospitality Industry	HAD 100	3
Introduction to Property Management	HAD 120	3
Guest Services Management	CUL 210	3
Hospitality Law	HAD 235	3
Hospitality Financial Management	HAD 250	3
Hospitality Automation	HAD 270	3
Financial Accounting	BUS 201	3
Business Statistics	BUS 219	3
Principles of Macroeconomics	ECN 201	3
Principles of Microeconomics	ECN 202	3
Computer Applications	CIS 181	3

### RECOMMENDED ELECTIVES

Field Experience in Hospitality Administration	HAD 224	1-6
Commercial Food Preparation Theory	CUL 240	3
Advanced Commercial Food Preparation and Lab	CUL 241	4

### TOTAL DEGREE REQUIREMENTS 66-67 CREDITS

\*Must include GEO 102, GEO 104 or GEO 105, and HUM 205 or 206, or JRN 101.

## HOSPITALITY ADMINISTRATION – CERTIFICATE (MAJOR CODE - HAD)

### CORE CURRICULUM 28-33 CREDITS

Introduction to the Hospitality Industry	HAD 100	3
Introduction to Property Management	HAD 120	3
Guest Services Management	CUL 210	3
Field Experience	HAD 224	1-6
Hospitality Automation	HAD 270	3
Composition	ENG 101	3
Business Math	BUS 104	3
Financial Accounting	BUS 201	3
Principles of Microeconomics	ECN 202	3
Computer Applications	CIS 181	3

### RECOMMENDED ELECTIVES

Commercial Food Preparation Theory	CUL 240	3
Advanced Commercial Food Preparation and Lab	CUL 241	4

### TOTAL CERTIFICATE REQUIREMENTS 28-33 CREDITS

## Human Services

The Associate of Applied Science degree in Human Services prepares students for entry-level positions in the wide field of Human Services, to include social service and public health. At the same time, it enables students to fulfill the first two years of study towards the Bachelor of Applied Science degree.

The Community Health Worker Certificate prepares students for entry-level employment as direct support specialists or as community health or social services employees. It serves as a component of the Associate of Applied Science Degree in Human Services and meets several requirements for the Associate Degree in Social Work. The practicum phase of the certificate allows students to apply public health or social services knowledge and theory in a real-world setting by involving them in forms of community outreach such as health promotion, disease prevention, advocacy, education, and referral services. Program admission is open to any interested student 18 or older with a high school diploma or a GED. Certain certificate courses require participants to complete health screening and provide proof of immunization. Prior to enrollment a meeting with a program advisor is strongly encouraged.

## HUMAN SERVICES - ASSOCIATE OF APPLIED SCIENCE (MAJOR CODE - HS)

### GENERAL EDUCATION REQUIREMENTS 18 CREDITS

Composition	ENG 101	3
English Composition	ENG 102 or ENG 109 or ENG 279	3
Mathematics	MAT 122 or higher	3
Humanities	COM 102 or COM 204	3
Political Science	POS 110 or POS 220	3
Technology literacy	CIS 116 or CIS 120	3

### CORE CURRICULUM 34-37 CREDITS

CPR and First Aid	HLT 111	1
Social/Health Services Practicum	SSV 121	3 or 6
Introduction to Psychology	PSY 101	3
Personality and Adjustment	PSY 103	OR
Personality Theories and Research	PSY 230	3
Introduction to Sociology	SOC 101	3
Childhood Development	FCS 184	OR
Developmental Psychology	PSY 240	3
Ethnic Groups and Minorities	SOC 160	3
Introduction to Social Welfare	SOC 207	3

### Choose 12 credits from the following:

Introduction to Community Health Worker	SSV 120	3
The Challenge of Parenting	CPD 105	3
Stress Management	CPD 107	2
Career and Life Planning	CPD 121	3
Social Psychology	PSY 210	3
Loss, Grief and Dying	PSY 218	3
Introduction to Psychological Research, Measurements and Statistics	PSY 250	3
Experimental Psychology	PSY 290	4
Social Problems	SOC 202	3
Marriage and the Family	SOC 210	3
Interpersonal Communications	COM/SSV 270	3
Communications in Small Groups	COM/SSV 271	3
Prevention of Drug and Alcohol Abuse	SSV 221	3

**LANGUAGE REQUIREMENTS 8 CREDITS**

Non-English language second-semester proficiency  
(Spanish or sign language suggested)

**RECOMMENDED ELECTIVES 1-4 CREDITS**

Laboratory sciences	BIO 160 or BIO 201	4
Society and Culture	ANT 102	3
Arizona Constitution*	POS 221	1
Introduction to Human Geography	GEO 102	3
Non-English language**		8

**TOTAL DEGREE REQUIREMENTS 64 CREDITS**

\*If POS 220 not taken in general education requirements above

\*\*Either fourth-semester proficiency or a second proficiency at the second semester level. Spanish or sign language suggested.

## COMMUNITY HEALTH WORKER – CERTIFICATE (MAJOR CODE - CHW)

**CORE CURRICULUM 16 CREDITS**

Communication*	ENG 100, ENG 101, or ENG 102 or COM 102	3
Introduction to Community Health Worker	SSV 120	3
Social/Health Services Practicum**	SSV 121 or SSV 224	3 or 6
Introduction to Social Welfare	SOC 207	3
CPR and First Aid	HLT 111	1
Electives***		0-3

**TOTAL CERTIFICATE REQUIREMENTS 16 CREDITS**

\*ENG 101 or higher preferred.

\*\*Students considering transfer to a Bachelor of Social Work program should take SSV 121. Other university transfer students must see an advisor prior to enrolling in SSV 224.

\*\*\*PSY 101, 240, 250; SOC 101, 160, 202; AJS 101, 212; HPE 179; COM 102; FON 101; or related course(s) with departmental approval.

## Humanities

The Humanities Associate of Arts degree is designed to provide a strong foundation in the humanities through a study of history, art, philosophy, music, literature, and film, all in a cultural context. To ensure seamless transfer, students must develop their specific program of study in close coordination with a Cochise College advisor.

## HUMANITIES - ASSOCIATE OF ARTS (MAJOR CODE - HUM)

**GENERAL EDUCATION REQUIREMENTS (AGEC-A) 35 CREDITS**

Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 142 or higher	3-5
Laboratory sciences		8
Arts		3
Humanities		3
Social and behavioral sciences		6
Technology literacy	CIS 116 or CIS 120	3

General education electives\* 1-3

Six credits of arts, humanities, social and behavioral sciences, or general education electives must be chosen from the current listing of intensive writing courses. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

**LANGUAGE REQUIREMENT\*\* 16 CREDITS**

Non-English language  
Fourth-semester proficiency

**CORE CURRICULUM 6 CREDITS**

Cultural Studies through the Humanities I	HUM 205	3
Cultural Studies through the Humanities II	HUM 206	3

**ELECTIVES****(AS NEEDED TO COMPLETE 64 CREDITS)\*\*\*****TOTAL DEGREE REQUIREMENTS 64 CREDITS**

\*General education electives must be chosen from the general education list. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

\*\*University non-English language requirements vary. Check with your advisor.

\*\*\*Recommended electives include ART 107, ART 108, ENG 220, ENG 221, ENG 228, HIS 240, HIS 241, HIS 242, HUM 101, HUM 110, HUM 115, HUM 200, and HUM 210. Elective courses must be transferable to the university or universities to which the student plans to transfer. See [www.aztransfer.com](http://www.aztransfer.com).

## Intelligence Operations Studies

The Associate of Applied Science degree in Intelligence Operations Studies meets career and educational goals of students currently in or preparing for employment in the intelligence field. This degree is intended for current or former military intelligence specialists and for students who are interested in intelligence operations studies.

Military credit toward this degree may be based on skill level, training, and/or military schools attended. See a Cochise College IOS advisor for details.

## INTELLIGENCE OPERATIONS STUDIES - ASSOCIATE OF APPLIED SCIENCE (MAJOR CODE - IOST)

**GENERAL EDUCATION REQUIREMENTS 18-20 CREDITS**

Composition	ENG 101	3
English Composition	ENG 102	OR
Written Communications and Reports	ENG 109	OR
Critical Writing	ENG 206	3
Mathematics	MAT 122 or higher	3-5
Liberal arts		6
Technology literacy	CIS 116 or CIS 120	3

**CORE CURRICULUM\* 21 CREDITS**

\*Any 21 credits from the Cochise College Intelligence Operations Studies (IOS)/Military Intelligence Operations (MIO) course offerings. See schedule for a list of available courses.

**ELECTIVES\*\* 23-25 CREDITS**

\*\*Electives must be selected from the following categories: intelligence, military science, history, political science, economics, geography, sociology, psychology, any foreign language, or any course awarded on Fort Huachuca in the MOS credentialing program.

Note: A minimum of nine credits, from the 64 total credits in this

degree, must be completed with 200-level courses.

### TOTAL DEGREE REQUIREMENTS 64 CREDITS

Contact an advisor at the Fort Huachuca Center regarding the following areas of concentration:

Common Ground Station	
Operator	(Major Code - IOST/CGSO)
Counterintelligence	(Major Code - IOST/CI)
Electronic Intelligence Analyst	(Major Code - IOST/EIA)
General Intelligence	(Major Code - IOST/GIO)
Ground Surveillance Systems	
Operator	(Major Code - IOST/GSO)
Human Intelligence Collector	(Major Code - IOST/HIC)
Imagery Analyst	(Major Code - IOST/IMA)
Intelligence Analyst	(Major Code - IOST/IA)
Linguist	(Major Code - IOST/LIN)
Military Intelligence Systems	
Maintainer	(Major Code - IOST/MISM)
Morse Interceptor	(Major Code - IOST/MI)
Multi-Sensor Operator	(Major Code - IOST/MSO)
Signal Collector Analyst	(Major Code - IOST/SCA)
Signals Collection/Id Analyst	(Major Code - IOST/SCIA)
Signals Intelligence Analyst	(Major Code - IOST/SIA)

## Journalism and Media Arts

The Associate of Arts degree in Journalism and Media Arts is designed to prepare students to transfer with junior standing to a university, where they can continue their studies in the field. It also provides students with the opportunity for practical experience, including contribution to and publication in a newspaper. To ensure seamless transfer, students must develop their specific program of study in close coordination with a Cochise College advisor.

### JOURNALISM AND MEDIA ARTS - ASSOCIATE OF ARTS (MAJOR CODE - JMA)

#### GENERAL EDUCATION REQUIREMENTS (AGEC-A) 35 CREDITS

Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 142 or higher	3-5
Laboratory sciences		8
Arts		3
Humanities		3
Social and behavioral sciences		6
Technology literacy	CIS 116 or CIS 120	3
General education electives*		1-3

Six credits of arts, humanities, social and behavioral sciences, or general education electives must be chosen from the current listing of intensive writing courses. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

#### LANGUAGE REQUIREMENT 0-16 CREDITS

Non-English language  
Second- or fourth-semester proficiency

#### CORE CURRICULUM 9 CREDITS

Introduction to Mass Communications	JRN 101	3
Essentials of News Writing	JRN 102	3
Public Speaking	COM 110	3

#### ELECTIVES

(AS NEEDED TO COMPLETE 64 CREDITS)\*\*

#### TOTAL DEGREE REQUIREMENTS 64 CREDITS

\*General education electives must be chosen from the general

education list. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

\*\*Elective courses must be transferable to the university or universities to which the student plans to transfer. See [www.aztransfer.com](http://www.aztransfer.com).

## Languages and Interpretation

To prepare students to live and work effectively in a diverse society and participate in the global community, Cochise College offers a variety of language programs to fit the differing needs of students. These include transfer preparation for foreign language majors (AA with emphasis in language), an intensive Spanish Immersion Program, and comprehensive programs in English as a Second Language: a day program emphasizing academic English, preparing students for college and university studies and an evening program for people employed during the day.

The Associate of Arts in Language is designed to provide students with the linguistic foundation in written and spoken language and the lower-division general education coursework necessary for seamless transfer with junior standing to all Arizona universities and virtually all others. To ensure seamless transfer, students must develop their specific program of study in close coordination with a Cochise College advisor.

In addition the College offers programs in interpretation and translation English<Spanish which include a certificate and an Associate of Applied Science degree with emphasis in either legal or health services.

Language and non-language majors can also find introductory courses in linguistics and the structure of language in the course descriptions area of the catalog.

### LANGUAGE - ASSOCIATE OF ARTS (MAJOR CODE - LANG)

#### GENERAL EDUCATION REQUIREMENTS (AGEC-A) 35 CREDITS

Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 142 or higher	3-5
Laboratory sciences		8
Arts		3
Humanities		3
Social and behavioral sciences		6
Technology literacy	CIS 116 or CIS 120	3
General education electives*		1-3

Six credits of arts, humanities, social and behavioral sciences, or general education electives must be chosen from the current listing of intensive writing courses. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

#### LANGUAGE REQUIREMENT\*\* 0-16 CREDITS

Non-English language  
Second- or fourth-semester proficiency

#### CORE CURRICULUM 12 CREDITS

Introduction to the English Language	ENG 255	OR
Introduction to Linguistics	LIN 101	3
Electives		10

#### OR

Recommended courses for Spanish majors (choose three):

Introduction to Spanish Literature I	SPA 220	3
Introduction to Spanish Literature II	SPA 221	3

Introduction to Mexican Literature I	SPA 224	3
Introduction to Mexican Literature II	SPA 225	3
Intermediate Spanish Conversation and Composition	SPA 275	3
Intermediate Conversation and Composition	SPA 276	3

**ELECTIVES****(AS NEEDED TO COMPLETE 64 CREDITS)\*\*\*****TOTAL DEGREE REQUIREMENTS 64 CREDITS**

\*General education electives must be chosen from the general education list. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

\*\*University non-English language requirements vary. Check with your advisor.

\*\*\*Elective courses must be transferable to the university or universities to which the student plans to transfer. See [www.aztransfer.com](http://www.aztransfer.com).

**SPANISH IMMERSION PROGRAM (SUMMER)**

The college offers a summer Spanish Immersion program that provides intensive, day-long instruction to non-native speakers. The program is designed to improve basic listening and speaking facility in the Spanish language. Students receive four or eight credits of transferable credit (equivalent to one or two semesters of first-year Spanish) upon successful completion of the program.

**ENGLISH AS A SECOND LANGUAGE**

ESL programs develop speaking, listening, reading and writing skills. The programs are designed to help students develop their proficiency in English. For further information about admissions to the ESL program, contact the Admissions Office.

**INTERPRETATION AND TRANSLATION****ENGLISH<>SPANISH**

This program provides specialized training and practice in the fundamentals of translation and interpretation between Spanish and English in the workplace, with emphasis on legal/law-enforcement or health-related environments. It includes special attention to cross-cultural communication skills, ethical issues, accuracy and completeness-of-meaning transfer between languages, sight translation, document translation, and consecutive interpretation.

**INTERPRETATION AND TRANSLATION****ENGLISH<>SPANISH - ASSOCIATE OF APPLIED SCIENCE (MAJOR CODE - ITRA)****GENERAL EDUCATION REQUIREMENTS 18-19 CREDITS**

Composition or Business Communication	ENG 101 or 167	3
Computer Essentials	CIS 116	3
Applied Technical Writing	ENG 179	3
Mathematics/laboratory sciences	MAT 122, MAT 142, BIO 100, BIO 105 or CHM 130	3-4
Essentials of Communication	COM 102	3
Ethics	PHI 130	3

**CORE CURRICULUM****45-46 CREDITS**

Introduction to Translation and Interpretation	SPA 211	4
Writing and Listening for Interpretation	ITP 278	4

and Translation: English <> Spanish English<>Spanish Medical Terminology	ITP 282	4
English<>Spanish Legal Terminology	ITP 283	4
The Legal Environment of Business	BUS 233	3
Introduction to Human Anatomy and Physiology	BIO 160	4
English<>Spanish Document Translation	ITP 284	4
Sight Translation and Consecutive Interpretation	ITP 286	4
Capstone Course in Interpretation and Translation	ITP 297	4
Field Experience in Health-Related Interpretation and Translation (Entry Level)	ITP 224A	1
Field Experience in Law-Related Interpretation and Translation (Entry Level)	ITP 224B	1
Field Experience in Health or Law-Related Interpretation and Translation (Intermediate Level)	ITP 294A or ITP 294B	4

**ELECTIVES****(AS NEEDED TO COMPLETE 64 CREDITS)\*****TOTAL DEGREE REQUIREMENTS 64 CREDITS**

\*May include ENG 100, SPA 202 or 203, RDG 110 or RDG 122, an additional listed general education course, another credit of field experience, or other courses related to ITP per approval of advisor.

**INTERPRETATION AND TRANSLATION****ENGLISH<>SPANISH – CERTIFICATE (MAJOR CODE - ITRA)****CORE CURRICULUM 16 CREDITS**

Introduction to Translation and Interpretation	SPA 211	4
Writing and Listening for Interpretation and Translation: English<>Spanish	ITP 278	4
English<>Spanish Medical Terminology	ITP 282	3
English<>Spanish Legal Terminology	ITP 283	3
Field Experience in Health-Related Interpretation and Translation (Entry Level)	ITP 224A	1
Field Experience in Law-Related Interpretation and Translation (Entry Level)	ITP 224B	1

**TOTAL CERTIFICATE REQUIREMENTS****16 CREDITS****Logistics**

The Associate of Applied Science degree in Logistics Supply Chain Management provides students with an understanding of the fundamental principles of logistics and business, and with the working knowledge of inventory control, transportation, and warehouse management required for employment in the field of logistics.

The Advanced Logistics Supply Chain Management Certificate is designed to prepare students for higher-level positions in the field of logistics through the development of technical writing and business management skills and through the acquisition of field

experience. Students may develop further skills and knowledge by completing the Logistics Supply Chain Management Associate of Applied Science degree.

The Basic Logistics Supply Chain Management Certificate is designed to prepare students for entry-level positions in the field of logistics by providing them with an understanding of the principles of logistics, inventory control, computerized logistics, and warehouse management. Students may develop further skills by completing the Advanced Logistics Supply Chain Management Certificate.

## LOGISTICS SUPPLY CHAIN MANAGEMENT - ASSOCIATE OF APPLIED SCIENCE (MAJOR CODE - LGS)

### GENERAL EDUCATION REQUIREMENTS 18 CREDITS

Communication	ENG 101	3
	BUS/ENG 167, CIS/ENG 279, ENG 102, or COM 204	3
Mathematics	MAT 122 or higher	3
Liberal arts	COM 102, ECN 201, ECN 202, or PHI 130	6
Technology literacy	CIS 116 or CIS 120	3

### CORE CURRICULUM 40-44 CREDITS

Principles of Logistics	LGS 101	3
Inventory Control	LGS 102	3
Freight Claims and Contracts	LGS 103	3
Computerized Logistics	LGS 104	2
Warehouse Management	LGS 105	3
Transportation and Traffic Management	LGS 106	3
Introduction to Purchasing	LGS 107	3
International Logistics	LGS 108	3
Field Experience in Logistics	LGS 224	1-3
Survey of American Business	BUS 109	OR
Survey of International Business	BUS 110	3
Management and Organizational Behavior	BUS 125	OR
Leadership and Supervision	BUS 127	3
Essential Workplace Success Skills	BUS 160	OR
Customer Relations in the Workplace	BUS 168	1-3
Applied Technical Writing	BUS/CIS/ ENG 179	3
Electronic Commerce	BUS 285	3
World Regional Geography	GEO 121	3

### ELECTIVES (AS NEEDED TO COMPLETE 64 CREDITS)\* 2-6

### TOTAL DEGREE REQUIREMENTS 64 CREDITS

\*Recommended electives: Students may consider 2-3 co-op credits in LGS 224 to gain additional workplace experience, and any course with BUS/CIS/ECN prefix. Transfer students should check with transfer school for transferability.

## ADVANCED LOGISTICS SUPPLY CHAIN MANAGEMENT – CERTIFICATE (MAJOR CODE - LGSA)

### CORE CURRICULUM 30 CREDITS

Principles of Logistics	LGS 101	3
Inventory Control	LGS 102	3
Computerized Logistics	LGS 104	2
Warehouse Management	LGS 105	3

Transportation and Traffic Management	LGS 106	3
International Logistics	LGS 108	3
Readiness Skills for Logistics Careers	LGS 109	1
Field Experience in Logistics Management and Organizational Behavior	LGS 224	3
Leadership and Supervision	BUS 125	OR
Applied Technical Writing	BUS 127	3
	BUS/CIS/ ENG 179	3

### SELECT ONE OF THE FOLLOWING:

Business Communications	BUS/ENG 167	OR
Advanced Applied Technical Writing	CIS/ENG 279	OR
Composition	ENG 101	OR
English Composition	ENG 102	OR
Elements of Intercultural Communication	COM 204	3

### TOTAL CERTIFICATE REQUIREMENTS 30 CREDITS

## BASIC LOGISTICS SUPPLY CHAIN MANAGEMENT – CERTIFICATE (MAJOR CODE - LGSB)

### CORE CURRICULUM 18 CREDITS

Principles of Logistics	LGS 101	3
Inventory Control	LGS 102	3
Computerized Logistics	LGS 104	2
Warehouse Management	LGS 105	3
Transportation and Traffic Management	LGS 106	OR
International Logistics	LGS 108	3
Readiness Skills for Logistics Careers	LGS 109	1
Applied Technical Writing	BUS/CIS/ ENG 179	3

### TOTAL CERTIFICATE REQUIREMENTS 18 CREDITS

## Manufacturing Engineering

The Associate of General Studies degree in Manufacturing Engineering is intended to prepare students for employment in the field of industrial manufacturing. The manufacturing and machining trades offer excellent employment opportunities.

The Manufacturing Technology Certificate program provides students the entry-level skills necessary for employment in the manufacturing industry.

## MANUFACTURING ENGINEERING - ASSOCIATE OF GENERAL STUDIES (MAJOR CODE - MEG)

### GENERAL EDUCATION REQUIREMENTS 35 CREDITS

Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 220 or higher	3-5
Laboratory sciences	PHY 230 and PHY 231	8
Arts		3
Humanities		3
Social and behavioral sciences		6
Technology literacy	CIS 116 or CIS 120	3
General education		1-3



electives\*

Six credits of arts, humanities, social and behavioral sciences, or general education electives must be chosen from the current listing of intensive writing courses. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

<b>CORE CURRICULUM</b>		<b>29 CREDITS</b>
Computer-Aided Drafting	DFT 150	3
Engineering Design	DFT 241	4
Computer Aided Drafting II	DFT 250	3
Manufacturing Materials and Processes I	GTC 105	3
Engineering Materials and Processes	GTC 206	4
Manufacturing Processes	GTC 231	4
College Algebra	MAT 151	4
Welding Survey	WLD 202	4

**TOTAL DEGREE REQUIREMENTS 64 CREDITS**

\*General education electives must be chosen from the general education course list or HPE 179.

## MANUFACTURING ENGINEERING - ASSOCIATE OF APPLIED SCIENCE (MAJOR CODE - MEG)

<b>GENERAL EDUCATION REQUIREMENTS</b>		<b>18 CREDITS</b>
Composition	ENG 101	OR
Applied Technical Writing	BUS/CIS/ENG 179	3
English Composition	ENG 102	OR
Advanced Applied Technical Writing	CIS/ENG 279	3
Mathematics	MAT 122 or higher	3-5
Liberal arts		3
Technology literacy	CIS 116 or CIS 120	3
General education electives		1-3

<b>CORE CURRICULUM</b>		<b>46 CREDITS</b>
Computer-Aided Drafting	DFT 150	3
Engineering Design	DFT 241	4
Computer-Aided Drafting II	DFT 250	3
Manufacturing Materials and Processes I	GTC 105	3
Engineering Materials and Processes	GTC 206	4
Manufacturing Processes	GTC 231	4
Welding Survey	WLD 202	4
Electives		21

**TOTAL DEGREE REQUIREMENTS 64 CREDITS**

## MANUFACTURING TECHNOLOGY – CERTIFICATE (MAJOR CODE - MFT)

<b>CORE CURRICULUM</b>		<b>18 CREDITS</b>
Manufacturing Materials and Processes	GTC 105	3
Computer-Aided Drafting	DFT 150	3
Welding Survey	WLD 202	4
Engineering Materials and Processes	GTC 206	4
Manufacturing Processes	GTC 231	4

**TOTAL CERTIFICATE REQUIREMENTS 18 CREDITS**

## Mathematics

The Associate of Arts degree in Mathematics is designed for students who plan to transfer to a four-year college or university to pursue a degree in mathematics. To ensure seamless transfer,

students must develop their specific program of study in close coordination with a Cochise College advisor.

## MATHEMATICS - ASSOCIATE OF ARTS (MAJOR CODE - MAT)

<b>GENERAL EDUCATION REQUIREMENTS (AGEC-A)</b>		<b>35 CREDITS</b>
Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 142 or higher	3-5
Laboratory sciences		8
Arts		3
Humanities		3
Social and behavioral sciences		6
Technology literacy	CIS 116 or CIS 120	3
General education electives*		1-3

Six credits of arts, humanities, social and behavioral sciences, or general education electives must be chosen from the current listing of intensive writing courses. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

<b>LANGUAGE REQUIREMENT**</b>		<b>0-16 CREDITS</b>
Non-English language		
Second- or fourth-semester proficiency		

<b>CORE CURRICULUM</b>		<b>16 CREDITS</b>
Calculus I	MAT 220	5
Calculus II	MAT 231	4
Calculus III	MAT 241	4
Differential Equations	MAT 262	3

### ELECTIVES

(AS NEEDED TO COMPLETE 64 CREDITS)\*\*\*

**TOTAL DEGREE REQUIREMENTS 64 CREDITS**

\*General education electives must be chosen from the general education list. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

\*\*University non-English language requirements vary. Check with your advisor.

\*\*\*Elective courses must be transferable to the university or universities to which the student plans to transfer. See [www.aztransfer.com](http://www.aztransfer.com). The Math Department recommends the following electives: programming and/or non-English language. Chemistry and physics are recommended for the AGECE and/or core curriculum areas.

## Music

The Associate of Arts degree in Music is designed for students who plan to transfer to a four-year college or university to pursue a degree in music, interdisciplinary arts and performance, or related areas of study. To ensure seamless transfer, students must develop their specific program of study in close coordination with a Cochise College advisor.

## MUSIC - ASSOCIATE OF ARTS (MAJOR CODE - MUS)

<b>GENERAL EDUCATION REQUIREMENTS (AGEC-A)</b>		<b>35 CREDITS</b>
Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 142 or higher	3-5
Laboratory sciences		8
Arts		3

Humanities	3
Social and behavioral sciences	6
Technology literacy	CIS 116 or CIS 120
General education electives*	1-3
Six credits of arts, humanities, social and behavioral sciences, or general education electives must be chosen from the current listing of intensive writing courses. See <a href="http://www.cochise.edu/AGEC">www.cochise.edu/AGEC</a> .	

**LANGUAGE REQUIREMENT\*\* 0-16 CREDITS**

Non-English language
Second- or fourth-semester proficiency

**CORE CURRICULUM 12 CREDITS**

Music Theory I	MUS 132	3
Music Theory II	MUS 133	3
Music Theory III	MUS 232	3
Music Theory IV	MUS 233	3

Note: The Music Department recommends MUS 132 be taken concurrently with MUS 134 and MUS 133 be taken concurrently with MUS 135.

**ELECTIVES****(AS NEEDED TO COMPLETE 64 CREDITS)\*\*\*****TOTAL DEGREE REQUIREMENTS 64 CREDITS**

\*General education electives must be chosen from the general education list. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

\*\*University non-English language requirements vary. Check with your advisor.

\*\*\*Elective courses must be transferable to the university or universities to which the student plans to transfer. See [www.aztransfer.com](http://www.aztransfer.com).

## Nursing

Accredited by the National League for Nursing Accrediting Commission and approved by the Arizona State Board of Nursing, the Associate of Applied Science in Nursing teaches about common physical and psychosocial health needs and problems throughout the human life span, the body's responses to stressors, nursing interventions, and alterations in growth and development. Concepts include the use of a framework promoting effective communication, philosophies of human development, and the utilization of the nursing process with emphasis on intervention and evaluation. The clinical setting helps students develop competence in discharge planning, community nursing, and leadership. Students utilize knowledge of trends in health care to adapt to changes and to be proactive in the profession of nursing.

Students are required to complete program prerequisites prior to admission into the nursing program and must complete courses in the sequence outlined in the program.

Upon completion of the first year of nursing courses students are eligible to apply to take the National Council Licensing Exam to become licensed by the Arizona State Board of Nursing as a Practical Nurse.

Upon completion of the nursing program students are eligible to apply to take the National Council Licensing Exam to become licensed by the Arizona State Board of Nursing as a Registered Nurse.

Acceptance into the nursing program does not guarantee successful completion of the program. Class attendance and clinical experience, involving travel to locations throughout Cochise County and elsewhere, are required. Experience in multiple clin-

ical agencies is essential for completion of the program. Any possible legal impediment to licensure must be made known to the Nursing Department prior to assignment to a clinical agency. Acceptance into and/or successful completion of the program does not guarantee licensure by the Arizona State Board of Nursing.

## NURSING - ASSOCIATE OF APPLIED SCIENCE (MAJOR CODE - NUR)

Year 1 Program Prerequisites:

**FALL/SPRING SEMESTER 17 CREDITS**

Human Anatomy and Physiology I	BIO 201	4
Human Anatomy and Physiology II	BIO 202	4
Composition	ENG 101	3
English Composition	ENG 102	3
Introduction to Psychology	PSY 101	3

Year 2 Freshman:

**FIRST SEMESTER 13 CREDITS**

Medication Math I	NUR 121A	2
Nursing I	NUR 122	8
Update on Pharmacology	NUR 203	OR
Developmental Psychology	PSY 240	3

**SECOND SEMESTER 13 CREDITS**

Nursing II	NUR 123	10
Update on Pharmacology	NUR 203	OR
Developmental Psychology	PSY 240	3

Year 3 Sophomore:

**THIRD SEMESTER 12 CREDITS**

Medication Math II	NUR 121B	2
Nursing III	NUR 232	10

**FOURTH SEMESTER 14 CREDITS**

Microbiology	BIO 205	4
Nursing IV	NUR 233	10

**TOTAL DEGREE REQUIREMENTS 69 CREDITS**

Notes: Students must complete courses during or prior to the semester listed in the program outline.

All non-nursing courses require a grade of C or better.

## NURSING ASSISTANT

The Nursing Assistant Certificate is approved by the Arizona State Board of Nursing to prepare students for basic-level nursing assistant licensure. Emphasis is on communication, patient safety, anatomy and physiology, nursing process, specific patient care skills, patient rights, and legal and professional responsibilities. Students who complete the Nursing Assistant Certificate will have the training to deal with the basic physical, psychosocial, and cultural needs of patients, especially those in the geriatric population.

## NURSING ASSISTANT – CERTIFICATE (MAJOR CODE - CNA)

**CORE CURRICULUM\* 5 CREDITS**

Nursing Assistant	HLT 109	5
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\*See course description for prerequisites.

## MEDICATION ASSISTANT

The Medication Assistant Certificate is approved by the Arizona State Board of Nursing to prepare Certified Nursing Assistants to become Certified Medication Assistants who can safely administer selected medications in some hospitals and in long-term care

facilities. Emphasis is on simple calculations, categories of medication, and basic principles of medication administration. Students who complete the Medication Assistant Certificate and who pass the written and manual-skills exam administered by the Arizona State Board of Nursing will become Certified Medication Assistants.

Prior to enrollment, students must meet the following requirements:

1. Minimum 18 years of age
2. High school diploma, GED, or foreign equivalent with English language proficiency
3. Minimum six months working experience as a Certified Nursing Assistant.

## MEDICATION ASSISTANT – CERTIFICATE (MAJOR CODE - MAC)

CORE CURRICULUM		6 CREDITS
Medication Assistant - Certified	HLT 128	3
Medication Assistant Externship	HLT 129	3
<b>TOTAL CERTIFICATE REQUIREMENTS</b>		<b>6 CREDITS</b>

## Philosophy

Philosophy majors are encouraged to complete the Associate of Arts degree, General Requirements. To ensure seamless transfer, students must develop their specific program of study in close coordination with a Cochise College advisor.

## PHILOSOPHY - ASSOCIATE OF ARTS (MAJOR CODE - PHI)

GENERAL EDUCATION REQUIREMENTS (AGEC-A)		35 CREDITS
Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 142 or higher	3-5
Laboratory sciences		8
Arts		3
Humanities		3
Social and behavioral sciences		6
Technology literacy	CIS 116 or CIS 120	3
General education electives*		1-3
Six credits of arts, humanities, social and behavioral sciences, or general education electives must be chosen from the current listing of intensive writing courses. See <a href="http://www.cochise.edu/AGEC">www.cochise.edu/AGEC</a> .		

LANGUAGE REQUIREMENT**		0-16 CREDITS
Non-English language		
Fourth-semester proficiency		

CORE CURRICULUM		13 CREDITS
College Algebra	MAT 151	4
Introduction to Philosophy	PHI 111	3
Introduction to Logic and Language	PHI 113	3
Ethics	PHI 130	3

### ELECTIVES (AS NEEDED TO COMPLETE 64 CREDITS)\*\*\*

TOTAL DEGREE REQUIREMENTS		64 CREDITS
*General education electives must be chosen from the general education list. See <a href="http://www.cochise.edu/AGEC">www.cochise.edu/AGEC</a> .		

\*\*University non-English language requirements vary. Check with your advisor.

\*\*\*Elective courses must be transferable to the university or universities to which the student plans to transfer. See [www.aztransfer.com](http://www.aztransfer.com).

## Physics

The Associate of Science degree in Physics is designed for students interested in transferring to a four-year institution in physics, physical science, or astronomy. To ensure seamless transfer, students must develop their specific program of study in close coordination with a Cochise College advisor.

## PHYSICS - ASSOCIATE OF SCIENCE (MAJOR CODE - PHY)

GENERAL EDUCATION REQUIREMENTS (AGEC-S)		40-42 CREDITS
Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 220 or higher	3-5
Laboratory sciences	CHM 151 and CHM 152	8
Arts		3
Humanities		3
Social and behavioral sciences		6
Technology literacy	CIS 116 or CIS 120	3
Calculus II	MAT 231	4
Calculus III	MAT 241	4
Six credits of arts, humanities, or social and behavioral sciences must be chosen from the current listing of intensive writing courses. See <a href="http://www.cochise.edu/AGEC">www.cochise.edu/AGEC</a> .		

CORE CURRICULUM		12-14 CREDITS
Physics with Calculus I	PHY 230	4
Physics with Calculus II	PHY 231	4

### SELECT ONE AREA OF EMPHASIS BELOW:

Physics		
Introduction to Linear Algebra	MAT 252	3
Differential Equations	MAT 262	3

Physical Science		
Physical Geography	GEO 101	4

Astronomy		
Introduction to Astronomy	AST 180	4

### ELECTIVES (AS NEEDED TO COMPLETE 64 CREDITS)\*

TOTAL DEGREE REQUIREMENTS		64 CREDITS
*Elective courses must be transferable to the university or universities to which the student plans to transfer. See <a href="http://www.aztransfer.com">www.aztransfer.com</a> . The department recommends that students use a university transfer guide for transfer requirements.		

## Political Science

The Associate of Arts degree in Political Science has full transferability to all Arizona public universities and provides the first two years of a four-year program in political science. Following completion of a four-year degree, students may enter government service or pursue a graduate degree in political science, law, public administration and management, international business, sec-

ondary education or similar fields of study. To ensure seamless transfer, students must develop their specific program of study in close coordination with a Cochise College advisor.

## POLITICAL SCIENCE - ASSOCIATE OF ARTS (MAJOR CODE - POS)

### GENERAL EDUCATION REQUIREMENTS (AGEC-A) 35 CREDITS

Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 142 or higher	3-5
Laboratory sciences		8
Arts		3
Humanities		3
Social and behavioral sciences		6
Technology literacy	CIS 116 or CIS 120	3
General education electives*		1-3

Six credits of arts, humanities, social and behavioral sciences, or general education electives must be chosen from the current listing of intensive writing courses. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

### LANGUAGE REQUIREMENT\*\* 0-16 CREDITS

Non-English language
Fourth-semester proficiency

### CORE CURRICULUM 9 CREDITS

American National Government	POS 110	3
World Politics	POS 230	3
Comparative Politics	POS 240	3

### ELECTIVES

(AS NEEDED TO COMPLETE 64 CREDITS)\*\*\*

### TOTAL DEGREE REQUIREMENTS 64 CREDITS

\*General education electives must be chosen from the general education list. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

\*\*University non-English language requirements vary. Check with your advisor.

\*\*\*Elective courses must be transferable to the university or universities to which the student plans to transfer. See [www.aztransfer.com](http://www.aztransfer.com).

## Professional Administrative Assistant

The Associate of Applied Science degree in Professional Administrative Assistant prepares students for direct employment as administrative assistants and executive secretaries. The program provides graduates with a broad foundation of knowledge and skills needed for employment in business, industry, government, law and medical offices, and public and private agencies.

The Computerized Office Applications Certificate prepares students to utilize computer applications software in today's technologically oriented workplace. The courses provide skill training in data entry, operating systems, word processing, spreadsheets, database, and presentation software.

The Administrative Office Aide Entry-level Certificate is for individuals interested in entry or clerical type work in an office environment. The certificate will teach individuals the basic administrative office skills and procedures in an office environment.

The Receptionist Certificate prepares students to perform entry-level tasks involving telephone, customer service, word

processing, document preparation, business math, and English skills.

## PROFESSIONAL ADMINISTRATIVE ASSISTANT - ASSOCIATE OF APPLIED SCIENCE (MAJOR CODE - PAA)

Graduation requirement: To satisfy graduation requirements for this degree, all courses require a grade of C or better.

### GENERAL EDUCATION REQUIREMENTS 18 CREDITS

Business Communications	BUS 167	3
Communication	BUS/CIS/ENG 179, CIS/ENG 279, ENG 101, or ENG 102	3
Mathematics	MAT 122 or higher	3
Technology literacy	CIS 116 or CIS 120	3
Liberal arts		6

### CORE CURRICULUM 46 CREDITS

Administrative Assistant Skills I	BUS 106	4
Business English	BUS 111	3
Introduction to Accounting	BUS 146	3
Essential Workplace Success Skills	BUS 160	3
Computer Applications	CIS 181	3
Administrative Assistant Skills II	BUS 206	4
Office Administration	BUS 207	3
Business Speech Communications	BUS 209	3
Automated Office Procedures	BUS 210	3
Automated Office Practice	BUS 211	3
Administrative Assistant Skills III	BUS 216	4
Administrative Assistant Skills IV	BUS 217	4
Technical Presentations	CIS 268	3
Electives		3

### TOTAL DEGREE REQUIREMENTS 64 CREDITS

## COMPUTERIZED OFFICE APPLICATIONS – CERTIFICATE (MAJOR CODE - COA)

### CORE CURRICULUM 30 CREDITS

Computer Essentials	CIS 116	OR
Introduction to Information Systems	CIS 120	3
Internet Essentials	CIS 185	OR
World Wide Web Development	CIS 287	3
Administrative Assistant Skills II	BUS 206	4
Automated Office Procedures	BUS 210	3
Automated Office Practice	BUS 211	3
Administrative Assistant Skills III	BUS 216	4
Administrative Assistant Skills IV	BUS 217	4
Technical Presentations	CIS 268	3
Electives*		3

### TOTAL CERTIFICATE REQUIREMENTS 30 CREDITS

\*Field experience hours are recommended. Any CIS or BUS course not listed in the certificate that uses technology. Elective course content cannot duplicate required course content for the certificate.

## ADMINISTRATIVE OFFICE AIDE – CERTIFICATE (MAJOR CODE - AOA)

### CORE CURRICULUM 16-18 CREDITS

Essential Workplace Success Skills	BUS 160	3
Computer Essentials	CIS 116	3
Excel I	BUS A193	1
Excel II	BUS B193	1
Excel III	BUS C193	1

Automated Office Procedures	BUS 210	3
Word Processing	BUS 213	3
Electives (business approved courses)		1-3
<b>TOTAL CERTIFICATE REQUIREMENTS</b>	<b>16-18 CREDITS</b>	

## RECEPTIONIST – CERTIFICATE (MAJOR CODE - RCP)

<b>CORE CURRICULUM</b>	<b>18 CREDITS</b>
Computer Essentials	CIS 116 3
Administrative Assistant Skills I	BUS 106 4
Business English	BUS 111 OR
Business Communications	BUS/ENG 167 3
Business Math	BUS 104 OR
Introduction to Accounting	BUS 146 3
Essential Workplace Success Skills	BUS 160 3
Electives*	2-3

### TOTAL CERTIFICATE REQUIREMENTS 18 CREDITS

\*Field experience course is recommended. Any CIS or BUS course not used in the certificate. Elective course content cannot duplicate required course content for the certificate.

## Psychology

The Associate of Arts degree in Psychology is designed for students who wish to pursue a baccalaureate degree in psychology at a university. University specialty areas include chemical/counseling, developmental, school/educational, forensic, social, industrial/organizational, sports psychology and psychometry. Psychology coursework is beneficial for students interested in education, medicine, law, social work, business, or any of the human service fields especially mental health, nursing, child care and criminal justice. This degree does not directly lead to employment in psychology since career opportunities in the field often require a graduate degree. To ensure seamless transfer, students must develop their specific program of study in close coordination with a Cochise College advisor.

## PSYCHOLOGY - ASSOCIATE OF ARTS (MAJOR CODE - PSY)

<b>GENERAL EDUCATION REQUIREMENTS (AGEC-A)</b>	<b>35 CREDITS</b>
Composition	ENG 101 3
English Composition	ENG 102 3
Mathematics	MAT 142 or higher 3-5
Laboratory sciences	8
Arts	3
Humanities	3
Social and behavioral sciences	6
Technology literacy	CIS 116 or CIS 120 3
General education electives*	1-3
Six credits of arts, humanities, social and behavioral sciences, or general education electives must be chosen from the current listing of intensive writing courses. See <a href="http://www.cochise.edu/AGEC">www.cochise.edu/AGEC</a> .	

<b>LANGUAGE REQUIREMENT**</b>	<b>0-16 CREDITS</b>
Non-English language	
Second- or fourth-semester proficiency	

<b>CORE CURRICULUM</b>	<b>13 CREDITS</b>
Introduction to Psychology	PSY 101 3

Introduction to Psychological Research, Measurements and Statistics	PSY 250 3
Experimental Psychology	PSY 290 4
SELECT ONE OF THE FOLLOWING:	
Social Psychology	PSY 210 3
Personality Theories and Research	PSY 230 3
Developmental Psychology	PSY 240 3

### ELECTIVES

(AS NEEDED TO COMPLETE 64 CREDITS)\*\*\*

### TOTAL DEGREE REQUIREMENTS 64 CREDITS

\*General education electives must be chosen from the general education list. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

\*\*University non-English language requirements vary. Check with your advisor.

\*\*\*Elective courses must be transferable to the university or universities to which the student plans to transfer. See [www.aztransfer.com](http://www.aztransfer.com).

## Social Work

The Associate of Arts degree in Social Work enables students to fulfill university lower-division requirements for baccalaureate degrees in social work, human services and related fields. To ensure seamless transfer, students must develop their specific program of study in close coordination with a Cochise College advisor.

The Social Work Certificate improves basic skills for entry-level social work employment.

## SOCIAL WORK - ASSOCIATE OF ARTS (MAJOR CODE - SCW)

<b>GENERAL EDUCATION REQUIREMENTS (AGEC-A)</b>	<b>35 CREDITS</b>
Composition	ENG 101 3
English Composition	ENG 102 3
Mathematics	MAT 142 or higher 3-5
Laboratory sciences*	8
Arts	3
Humanities	PHI 111 or PHI 130 3
Social and behavioral sciences**	6
Technology literacy	CIS 116 or CIS 120 3
General education electives***	1-3
Six credits of arts, humanities, social and behavioral sciences, or general education electives must be chosen from the current listing of intensive writing courses. See <a href="http://www.cochise.edu/AGEC">www.cochise.edu/AGEC</a> .	

<b>LANGUAGE REQUIREMENT†</b>	<b>8-16 CREDITS</b>
Non-English language	
Second- or fourth-semester proficiency	

<b>CORE CURRICULUM††</b>	<b>21-22 CREDITS</b>
Introduction to Macroeconomics	ECN 201 3
Introduction to Psychology	PSY 101 3
Developmental Psychology	PSY 240 3
Introduction to Social Welfare	SOC 207 3
Social/Health Services Practicum	SSV 121 6

### SELECT ONE

Introduction to Psychological Research, Measurements and Statistics	PSY 250 OR
Business Statistics	BUS 219 OR
Experimental Psychology	PSY 290 3-4

**TOTAL DEGREE REQUIREMENTS 64-65 CREDITS**

\*Laboratory sciences must include BIO 160 or BIO 201.

\*\*SOC 101, SOC 160, and/or AJS 101 are recommended for social and behavioral sciences.

\*\*\*General education electives must be chosen from the general education list. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

†University non-English language requirements vary. Check with your advisor.

††University Social Work Major requirements vary. Check with your advisor.

**SOCIAL WORK – CERTIFICATE (MAJOR CODE - SCW)**

<b>CORE CURRICULUM</b>		<b>31 CREDITS</b>
Composition	ENG 101 and ENG 102	6
Introduction to Psychology	PSY 101	3
Introduction to Sociology	SOC 101	3
Introduction to Social Welfare	SOC 207	3
Ethnic Groups and Minorities	SOC 160	3
Introduction to Human Anatomy and Physiology	BIO 160	4
Ethics	PHI 130	3
Technology literacy	CIS 116 or CIS 120	3
Developmental Psychology	PSY 240	3
<b>TOTAL CERTIFICATE REQUIREMENTS</b>		<b>31 CREDITS</b>

**Sociology**

The Associate of Arts degree program in Sociology has full transferability to all Arizona public universities and provides the first two years of a four-year program in sociology and human resources. To ensure seamless transfer, students must develop their specific program of study in close coordination with a Co-chise College advisor.

**SOCIOLOGY - ASSOCIATE OF ARTS (MAJOR CODE - SOC)**

<b>GENERAL EDUCATION REQUIREMENTS (AGEC-A)</b>		<b>35 CREDITS</b>
Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 142	3
	or higher	3-5
Laboratory sciences		8
Arts		3
Humanities		3
Social and behavioral sciences		6
Technology literacy	CIS 116 or CIS 120	3
General education electives*		3
Six credits of arts, humanities, social and behavioral sciences, or general education electives must be chosen from the current listing of intensive writing courses. See <a href="http://www.cochise.edu/AGEC">www.cochise.edu/AGEC</a> .		
<b>LANGUAGE REQUIREMENT**</b>		<b>16 CREDITS</b>
Non-English language		
Fourth-semester proficiency		
<b>CORE CURRICULUM (SELECT 13 CREDITS)</b>		<b>13 CREDITS</b>
Introduction to Sociology	SOC 101	3
Ethnic Groups and Minorities	SOC 160	3
Social Problems	SOC 202	3

Marriage and the Family	SOC 210	3
Women and Men in a Changing Society	SOC 212	3

**ELECTIVES**

**(AS NEEDED TO COMPLETE 64 CREDITS)\*\*\***

**TOTAL DEGREE REQUIREMENTS 64 CREDITS**

\*General education electives must be chosen from the general education list. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC).

\*\*University non-English language requirements vary. Check with your advisor.

\*\*\*Elective courses must be transferable to the university or universities to which the student plans to transfer. See [www.aztransfer.com](http://www.aztransfer.com).

**BASIC BORDERLAND STUDIES – CERTIFICATE (MAJOR CODE - BBS)**

This certificate has an interdisciplinary focus on the study of the culturally, historically, politically, and ecologically rich cross-border region of southern Arizona and northern Sonora, Mexico. With a greater understanding of this unique region, students will be better able to devise productive solutions to socio-political and resource problems, and develop skills essential to international collaborative action.

<b>CORE CURRICULUM*</b>		<b>20 CREDITS</b>
History of Mexico II	HIS 230	OR
Ethnic Groups and Minorities	SOC 160	3
Society and Culture	ANT 102	OR
Introduction to Psychology	PSY 101	OR
Introduction to Sociology	SOC 101	3
World Politics	POS 230	3
Spanish	SPA 102, SPA 201, SPA 202, SPA 203, SPA 204, SPA 211, SPA 224, SPA 225, SPA 275, or SPA 276	3-4
Environmental Biology	BIO 105	OR
Ecology	BIO 226	OR
Introduction to Human Geography	GEO 102	OR
Environmental Geology	GLG 110	3-4
Electives**		3-5

\*Prerequisites apply.

\*\*Select from an HON 250, SLE 192, or SLE 292 project related to borderland issues, an additional course from the core curriculum listing, or any course approved by the program coordinator.

**Teleservices**

The Teleservices Certificate program is a program of study designed to prepare the entry-level teleservices employee with both the computer skills and the procedural knowledge necessary to fulfill the duties and responsibilities of the teleservices customer service representative.

Prerequisite(s): Sponsorship by a teleservices provider.

## TELESERVICES – CERTIFICATE (MAJOR CODE - TELE)

CORE CURRICULUM		15 CREDITS
Introduction to Teleservices	TLS 101	6
Teleservices Practicum	TLS 102	1.5
Customer Service in the Teleservices Industry	TLS 103	6
Teleservices Practicum II	TLS 104	1.5
<b>TOTAL CERTIFICATE REQUIREMENTS</b>		<b>15 CREDITS</b>

## Theatre Arts

The Associate of Arts degree in Theatre Arts prepares students for transfer to a university program in drama production, education, or theory. It provides extensive training and experience in performance and in the various other aspects of producing a drama. To ensure seamless transfer, students must develop their specific program of study in close coordination with a Cochise College advisor.

## THEATRE ARTS - ASSOCIATE OF ARTS (MAJOR CODE - THE)

GENERAL EDUCATION REQUIREMENTS (AGEC-A)		35 CREDITS
Composition	ENG 101	3
English Composition	ENG 102	3
Mathematics	MAT 142 or higher	3-5
Laboratory sciences		8
Arts		3
Humanities		3
Social and behavioral sciences		6
Technology literacy	CIS 116 or CIS 120	3
General education electives*		1-3
Six credits of arts, humanities, social and behavioral sciences, or general education electives must be chosen from the current listing of intensive writing courses. See <a href="http://www.cochise.edu/AGEC">www.cochise.edu/AGEC</a> .		

LANGUAGE REQUIREMENT**		0-16 CREDITS
Non-English language		
Second- or fourth-semester proficiency		

CORE CURRICULUM***		12 CREDITS
Acting I	THE 101	3
Introduction to the Theatre	THE 103	3
Acting II	THE 201	3
Dramatic Structure	THE 220	3

RECOMMENDED ELECTIVES****		1-17 CREDITS
Theatre Dance	THE 105	2
Theatre Workshop	THE 110	1-3
Theatre Makeup	THE 203	3
Stagecraft	THE 213	3
Essentials of Communication	COM 102	3
Department approved electives		4-6

<b>TOTAL DEGREE REQUIREMENTS</b>	<b>64 CREDITS</b>
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\*General education electives must be chosen from the general education list. See [www.cochise.edu/AGEC](http://www.cochise.edu/AGEC). Department recommends that this requirement be fulfilled using a 200-level literature course.

\*\*University non-English language requirements vary. Check with your advisor.

\*\*\*University theatre major requirements vary. Check with your advisor.

\*\*\*\*The department recommends courses from this list. Elective courses must be transferable to the university or universities to which the student plans to transfer. See [www.aztransfer.com](http://www.aztransfer.com).

## Unmanned Aerial Vehicle (Uav)

### UNMANNED AERIAL VEHICLE FLIGHT OPERATOR - ASSOCIATE OF APPLIED SCIENCE (MAJOR CODE - UAVO)

The Unmanned Aerial Vehicle Flight Operator Associate of Applied Science degree is intended for current Unmanned Aerial Vehicle (UAV) flight operators seeking to improve their education and career prospects in the field. It focuses on aviation systems and the flight operation of UAVs.

GENERAL EDUCATION REQUIREMENTS		18-20 CREDITS
Composition	ENG 101	3
English Composition	ENG 102	OR
Written Communication and Reports	ENG 109	OR
Critical Writing	ENG 206	3
Mathematics	MAT 122 or higher	3-5
Liberal arts		6
Technology literacy	CIS 116 or CIS 120	3

CORE CURRICULUM		31-34 CREDITS
Private Pilot Ground School	PFT 101	5
SELECT ONE OF THE FOLLOWING:		
Unmanned Aerial Vehicle (UAV) Operator	PFT 271	29
Unmanned Aerial Vehicle (UAV) External Pilot	PFT 272	26

<b>ELECTIVES*</b>	<b>10-15 CREDITS</b>
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<b>TOTAL DEGREE REQUIREMENTS</b>	<b>64 CREDITS</b>
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\*Electives must be selected from the following categories: aviation, avionics, computer science, electronics, and military science.

### UNMANNED AIRCRAFT SYSTEMS TECHNICIAN - ASSOCIATE OF APPLIED SCIENCE (MAJOR CODE - UAVT)

The Unmanned Aircraft Systems Technician Associate of Applied Science degree is intended for current unmanned aircraft systems technicians seeking to improve their education and career prospects in the Unmanned Aerial Vehicle (UAV) field. It focuses on mechanical and electronic aircraft systems.

GENERAL EDUCATION REQUIREMENTS		18-20 CREDITS
Composition	ENG 101	3
English Composition	ENG 102	OR
Written Communication and Reports	ENG 109	OR
Critical Writing	ENG 206	3
Mathematics	MAT 122 or higher	3-5
Liberal arts		6
Technology literacy	CIS 116 or CIS 120	3

CORE CURRICULUM		22-27 CREDITS
SELECT TWO OF THE FOLLOWING:		
UAV Maintenance Technician	AMT 210	14
UAV Mechanical Technician	AMT 212	13
Unmanned Aerial Vehicle Avionics	AVT 211	9

<b>ELECTIVES*</b>	<b>17-24 CREDITS</b>
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**TOTAL DEGREE REQUIREMENTS****64 CREDITS**

\*Electives must be selected from the following categories: aviation, avionics, computer science, electronics, and military science.

## Welding Technology

The Associate of Applied Science degree in Welding Technology is designed to prepare students to enter the workforce in the diverse field of welding technology. This program fulfills the needs of everyone from the beginner to the experienced welder looking to upgrade their skills and certifications.

The Aerospace Thermal Fusion Certificate program is designed to prepare students seeking employment in the rapidly growing fields of aircraft and aerospace welding. New regulations mandated by the Federal Aviation Administration have created strict certification requirements for welders in the aerospace, aircraft and missile industry. This program trains students to meet standards for employment.

The General Welding Technology Certificate prepares students to enter the workforce with diverse welding skills.

The Welding Technology Certificate prepares students to enter the workforce with diverse welding skills and knowledge of design concepts used in the welding industry.

The Aerospace Welding Technology Certificate program will prepare students with work entry skills required for the rapidly changing aviation and aerospace industries. Students will have the opportunity to certify under AWS or MIL STD welding codes.

## WELDING TECHNOLOGY - ASSOCIATE OF APPLIED SCIENCE (MAJOR CODE - WLD)

**GENERAL EDUCATION REQUIREMENTS****18 CREDITS**

Applied Technical Writing	BUS/CIS/ENG 179	3
Advanced Applied Technical Writing	CIS/ENG 279	3
Mathematics	MAT 122 or higher	3
Liberal arts		6
Technology literacy		3

**CORE CURRICULUM****47 CREDITS**

Technical Graphics I	DFT 112	3
Computer-Aided Drafting	DFT 150	3
Manufacturing Materials and Processes	GTC 105	3
Engineering Materials and Processes	GTC 206	4
Oxyacetylene Welding	WLD 105	3
Arc Welding	WLD 106	3
Gas Metal Arc Welding	WLD 128	3
Welding Survey	WLD 202	4
Blueprint Interpretation	WLD 203	3
Gas Tungsten Arc Welding	WLD 209	3
Advanced Shield Metal Arc Welding	WLD 210	3
Pipe Fitting and Welding	WLD 211	3
Welding Design and Fabrication	WLD 215	3
Pipe Layout and Fitting	WLD 217	3
Advanced Gas Metal Arc Welding	WLD 228	3

**TOTAL DEGREE REQUIREMENTS****65 CREDITS**

## GENERAL WELDING TECHNOLOGY – CERTIFICATE (MAJOR CODE - GWLD)

**CORE CURRICULUM****18 CREDITS**

Oxyacetylene Welding	WLD 105	3
Arc Welding	WLD 106	3
Gas Metal Arc Welding	WLD 128	3
Blueprint Interpretation	WLD 203	3
Gas Tungsten Arc Welding	WLD 209	3
Advanced Shield Metal Arc Welding	WLD 210	3

**TOTAL CERTIFICATE REQUIREMENTS****18 CREDITS**

## WELDING TECHNOLOGY – CERTIFICATE (MAJOR CODE - WLD)

**CORE CURRICULUM****33 CREDITS**

Technical Graphics I	DFT 112	3
Computer-Aided Drafting	DFT 150	3
Applied Technical Writing	BUS/CIS/ENG 179	3
Manufacturing Materials and Processes	GTC 105	3
Intermediate Algebra	MAT 122	3
Oxyacetylene Welding	WLD 105	3
Arc Welding	WLD 106	3
Gas Metal Arc Welding	WLD 128	3
Blueprint Interpretation	WLD 203	3
Gas Tungsten Arc Welding	WLD 209	3
Advanced Shield Metal Arc Welding	WLD 210	3

**TOTAL CERTIFICATE REQUIREMENTS****33 CREDITS**

## AEROSPACE THERMAL FUSION – CERTIFICATE (MAJOR CODE - AETF)

**CORE CURRICULUM****30 CREDITS**

Applied Technical Writing	BUS/ENG/CIS 179	3
Manufacturing Materials and Processes	GTC 105	3
Intermediate Algebra	MAT 122	3
Oxyacetylene Welding	WLD 105	3
Arc Welding	WLD 106	3
Blueprint Interpretation	WLD 203	3
Gas Tungsten Arc Welding	WLD 209	3
Advanced GTAW Soft Metals	WLD 218	3
Advanced GTAW Hard Metals	WLD 219	3
Advanced GTAW Exotic Metals	WLD 220	3

**TOTAL CERTIFICATE REQUIREMENTS****30 CREDITS**

## AEROSPACE WELDING TECHNOLOGY – CERTIFICATE (MAJOR CODE - AEWT)

**CORE CURRICULUM****18 CREDITS**

Oxyacetylene Welding	WLD 105	3
Blueprint Interpretation	WLD 203	3
Gas Tungsten Arc Welding	WLD 209	3
Advanced GTAW Soft Metals	WLD 218	3
Advanced GTAW Hard Metals	WLD 219	3
Advanced GTAW Exotic Metals	WLD 220	3

**TOTAL CERTIFICATE REQUIREMENTS****18 CREDITS**



## ARIZONA DEPARTMENT OF CORRECTIONS

The following programs have been designed for the inmates of the Arizona Department of Corrections in Douglas.

### Automotive Technology

The Basic Automotive Technology Certificate provides academic information and hands-on experience in four critical areas in preparation for Automotive Service Excellence (ASE) certification and employment in the demand occupation field of automotive maintenance and repair.

The Advanced Automotive Technology Certificate prepares students for ASE certification in five categories and enhances their employability in the demand occupation field of automotive technology.

#### BASIC AUTOMOTIVE TECHNOLOGY – CERTIFICATE (MAJOR CODE - BATC)

CORE CURRICULUM		12 CREDITS
Automotive Electrical Fundamentals	AUT 102	3
Internal Combustion Engines	AUT 103	3
Automotive Brake Systems	AUT 104	3
Automotive Manual Drive Systems	AUT 106	3
<b>TOTAL CERTIFICATE REQUIREMENTS</b>		<b>12 CREDITS</b>

#### ADVANCED AUTOMOTIVE TECHNOLOGY – CERTIFICATE (MAJOR CODE - AATC)

CORE CURRICULUM		15 CREDITS
Automotive Suspension and Steering Systems	AUT 105	3
Automotive Electrical Systems and Equipment	AUT 201	3
Automatic Transmission/Transaxle Diagnostics and Rebuilding	AUT 204	3
Automotive Heating, Ventilation and Air Conditioning	AUT 205	3
Engine Performance	AUT 206	3
<b>TOTAL CERTIFICATE REQUIREMENTS</b>		<b>15 CREDITS</b>

### Building Construction Technology

Students in the Basic Building Construction Technology Certificate are introduced to carpentry, blueprint reading, building codes, and math skills in preparation for industry certification and eventual employment in the building trades.

Students in the Advanced Building Construction Technology Certificate will acquire additional skills in the building trades industry. Coursework and participation in electrical, plumbing, painting, and carpentry activities prepare students for industry certification and eventual employment in the construction trades.

#### BASIC BUILDING CONSTRUCTION TECHNOLOGY – CERTIFICATE (MAJOR CODE - BBCT)

CORE CURRICULUM		13 CREDITS
Technical Mathematics I	BCT 100	3
Carpentry Fundamentals	BCT 102	4
International Residential Building Codes	BCT 103	3
Blueprint Reading and Estimating	BCT 127	3
<b>TOTAL CERTIFICATE REQUIREMENTS</b>		<b>13 CREDITS</b>

#### ADVANCED BUILDING CONSTRUCTION TECHNOLOGY – CERTIFICATE (MAJOR CODE - ABCT)

CORE CURRICULUM		15 CREDITS
Electric I	BCT 104	4
Plumbing I	BCT 111	4
Carpentry Framing and Finishing	BCT 201	4
Painting and Finishing Techniques	GTC 121	3
<b>TOTAL CERTIFICATE REQUIREMENTS</b>		<b>15 CREDITS</b>

### Computer Technology

The Basic Computer Technology Certificate prepares students for direct employment in technology-related fields involving computer applications, and prepares them for industry-specific certification.

Students in the Advanced Computer Technology Certificate will acquire hands-on skills with operating systems, networks, and computer repair; and preparation for A+ Certification testing, a widely accepted certification in computer hardware and software technologies for employment in the computer field.

#### BASIC COMPUTER TECHNOLOGY – CERTIFICATE (MAJOR CODE - BCPT)

CORE CURRICULUM		12 CREDITS
Computer Essentials	CIS 116	3
Computer Applications	CIS 181	3
Advanced Computer Applications	CIS 281	3
Seminar: Career Planning	CPD 119	2
Seminar: Job Search Techniques	CPD 120	1
<b>TOTAL CERTIFICATE REQUIREMENTS</b>		<b>12 CREDITS</b>

#### ADVANCED COMPUTER TECHNOLOGY – CERTIFICATE (MAJOR CODE - ACPT)

CORE CURRICULUM		14 CREDITS
Introduction to Operating Systems	CIS 140	3
Essentials of Networking	CIS 150	3
Microsoft Workstation Operating Systems	CIS 236	4
Service and Maintenance of Personal Computers	CIS 260	4
<b>TOTAL CERTIFICATE REQUIREMENTS</b>		<b>14 CREDITS</b>

## Custodial Services

A student who completes the Custodial Services Certificate program will be qualified for an entry-level position in the custodial services, with the potential of self-employment in the field. The student will learn how to mix and use cleaning chemicals; how to clean and maintain all types of floors, carpets, and walls; and the special requirement of cleaning windows and rest rooms.

### BASIC CUSTODIAL SERVICES – CERTIFICATE (MAJOR CODE - BCS)

CORE CURRICULUM		18 CREDITS
Introduction to Custodial Services	CMS 101	3
Custodial Chemicals, Usage and Safety	CMS 110	3
Floors and Floor-Care Equipment	CMS 120	3
Maintaining Walls, Windows, and Other Surfaces	CMS 130	3
Cleaning Carpet and Fabric	CMS 140	3
Rest Room Cleaning	CMS 150	3
<b>TOTAL CERTIFICATE REQUIREMENTS</b>		<b>18 CREDITS</b>

### ADVANCED CUSTODIAL SERVICES – CERTIFICATE (MAJOR CODE - ACS)

Prerequisite: Basic Custodial Services Certificate

CORE CURRICULUM		16 CREDITS
Custodial Safety and Security Training	CMS 210	3
Custodial Personnel Policies	CMS 220	3
Custodial Hiring and Firing	CMS 230	3
Custodial Motivation and Training	CMS 240	3
Custodial Account Management	CMS 250	4
<b>TOTAL CERTIFICATE REQUIREMENTS</b>		<b>16 CREDITS</b>

## Electronics

The Basic General Electronics Certificate provides students with marketable skills in today's workplace and contributes toward seamless transfer to the College's Associate of Applied Science degree in Electronics Technology.

The Advanced General Electronics Certificate is the capstone certificate for the electronics repair program. Students put into practice the academic knowledge and hands-on skills they have already acquired, and complete additional coursework in communication electronics. Emphasis is on use of electronic test equipment relating to analysis and adjustment of receivers and transmitters, and on the use of diagnostic equipment.

Students who complete the Basic Electronics Technician Certificate will be qualified for an entry-level position in electronics. They will develop hands-on skills by working with AC/DC circuits and will learn specific diagnostics for direct and alternating current circuits.

The Advanced Electronics Technician Certificate continues to build on the skills achieved in the Basic Electronics Technician Certificate. It also provides an overview of consumer electronics repair, designed to provide both academic knowledge and advanced hands-on skills for entry into the electronics industry. The

focus is on the practical application of academic and theoretical concepts in the electronics field.

### BASIC GENERAL ELECTRONICS – CERTIFICATE (MAJOR CODE - BGE)

CORE CURRICULUM		14 CREDITS
Beginning Digital Electronics	ELT 101	3
Advanced Mathematics for Electronics	ELT 120	3
Electronic Circuits and Systems	ELT 125	4
Pulse Circuits	ELT 231	4
<b>TOTAL CERTIFICATE REQUIREMENTS</b>		<b>14 CREDITS</b>

### ADVANCED GENERAL ELECTRONICS – CERTIFICATE (MAJOR CODE - AGE)

CORE CURRICULUM		12 CREDITS
Digital Circuits and Systems	ELT 233	4
Communications Electronics I	ELT 245	4
Communications Electronics II	ELT 247	4
<b>TOTAL CERTIFICATE REQUIREMENTS</b>		<b>12 CREDITS</b>

### BASIC ELECTRONICS TECHNICIAN – CERTIFICATE (MAJOR CODE - BET)

CORE CURRICULUM		13 CREDITS
Computer Essentials	CIS 116	3
Electronics Foundation	ELT 100	3
Introduction to DC Circuits	ELT 105	3
Introduction to AC Circuits	ELT 106	4
<b>TOTAL CERTIFICATE REQUIREMENTS</b>		<b>13 CREDITS</b>

### ADVANCED ELECTRONICS TECHNICIAN – CERTIFICATE (MAJOR CODE - AET)

CORE CURRICULUM		14 CREDITS
Radio Theory and Repair	CER 100	3
Math for Electronics	ELT 110	3
Semiconductors and Transistors	ELT 122	4
Modern Electronic Devices	ELT 243	4
<b>TOTAL CERTIFICATE REQUIREMENTS</b>		<b>14 CREDITS</b>

## Facility Maintenance

A student who completes the Facility Maintenance Certificate program will be qualified to patch and paint surfaces, to understand and perform electrical wiring, to build and repair walls, to make and read blueprints, and to use the blueprints to accurately estimate materials required.

The Air Conditioning Maintenance Technician Certificate provides students with a broad understanding of the field and the knowledge necessary to enter the air conditioning and refrigeration industry.

### BASIC FACILITY MAINTENANCE TECHNICIAN – CERTIFICATE (MAJOR CODE - BFM)

CORE CURRICULUM		18 CREDITS
Introduction to Facility Maintenance	GTC 119	3
Blueprint Interpretation and Basic	DFT 100	3

Drafting		
Painting and Finishing Techniques	GTC 121	3
Electrical Repair and Maintenance	GTC 123	3
Carpentry Repair Techniques	GTC 124	3
Plumbing and Climate Systems Maintenance	GTC 125	3

**TOTAL CERTIFICATE REQUIREMENTS 18 CREDITS**

## AIR CONDITIONING MAINTENANCE TECHNICIAN – CERTIFICATE (MAJOR CODE - ACM)

<b>CORE CURRICULUM</b>	<b>16 CREDITS</b>
Refrigeration I	GTC 122 3
Refrigeration II	GTC 222 3
Heating and Air Conditioning	GTC 223 4
Hazardous Materials and the EPA	GTC 128 3
Electricity and Wiring for HVAC/R	GTC 227 3

**TOTAL CERTIFICATE REQUIREMENTS 16 CREDITS**

## Horticulture

Students who complete the Horticulture Certificate will develop skills in horticultural practices, the safe use of insecticides, and ornamental design and maintenance. Focus will be on hands-on experience leading to entry-level employment in the horticulture industry.

## HORTICULTURE – CERTIFICATE (MAJOR CODE - HRT)

<b>CORE CURRICULUM</b>	<b>15 CREDITS</b>
Basic Horticulture	HRT 101 3
Landscape Plant Material	HRT 110 3
Landscape Construction and Maintenance	HRT 111 3
Pest Control	HRT 120 3
Landscape Design	HRT 201 3

**TOTAL CERTIFICATE REQUIREMENTS 15 CREDITS**

## Telecommunications

The Telecommunications Cable Installation Certificate is a comprehensive introduction to and preparation for employment in the modern field of voice and data transmission support. It provides introductions to basic computer applications, computer network environments, and network interfaces, including those involved with telephone and cable television.

## TELECOMMUNICATIONS CABLE INSTALLATION CERTIFICATE (MAJOR CODE - TCI)

<b>CORE CURRICULUM</b>	<b>20 CREDITS</b>
Essentials of Networking	CIS 150 3
Computer Applications	CIS 181 3
Fundamentals of Voice and Data Cabling I	NET 112 3
Fundamentals of Voice and Data	NET 212 3

Cabling II		
Digital Communications and Network Hardware	CIS 232	4
Microsoft Workstation Operating System	CIS 236	4

**TOTAL CERTIFICATE REQUIREMENTS 20 CREDITS**

## Workforce and Community Transition Training

Students who complete the Workforce and Community Transition Training Certificate will have the basic life and employability skills necessary to be successful in society and the workplace.

## WORKFORCE AND COMMUNITY TRANSITION TRAINING – CERTIFICATE (MAJOR CODE - WCTT)

<b>CORE CURRICULUM</b>	<b>12 CREDITS</b>
Computer Essentials	CIS 116 3
Dealing with Difficult People	COM 193D 1
Building Self-Esteem	CPD 010 1
Men in Transition	CPD 111 2
Seminar: Career Planning	CPD 119 2
Seminar: Job Search Techniques	CPD 120 1
Time and Money Management	CPD 122 1
Family Communications	CPD 123 1

**TOTAL CERTIFICATE REQUIREMENTS 12 CREDITS**

# Course Descriptions

**Hazardous materials:** Certain courses may require students to work with potentially hazardous materials as part of their course work in the laboratory, darkroom, or workshop. Instructors will provide information on the safe handling of all materials to include, upon request, material safety data sheets (MSDS). If you have questions regarding the use of these materials or any required protective equipment, ask your instructor or a member of the specific academic department.

## ADMINISTRATION OF JUSTICE

### AJS 100 Youth Citizen Police Academy (3)

*Prerequisite(s):* No prior felony convictions and no misdemeanor charges for offenses involving violence or weapons. No misdemeanor arrests within six months prior to Academy application.

*Recommended Preparation:* High school age.

An introduction to the police department and law enforcement in general, including the agency's role in the community and within the criminal justice system. This course is designed to better acquaint the youth of our community with the operation of the local criminal justice system and to foster law enforcement as a career choice.

3 hours lecture.

### AJS 101 \* Introduction to Administration of Justice (3)

*Prerequisite(s):* Completion of or concurrent enrollment in RDG 110 or RDG 122, or exemption.

*Recommended Preparation:* Completion of or concurrent enrollment in ENG 100 or higher.

A study of the history, philosophy, ethics, constitutional parameters, organization and terminology of the criminal justice system. Also includes an analysis of crime and social responses to crime; the social and psychological causes of crime; the law enforcement, judicial and corrections components of the criminal justice system; critical analysis of representative criminal justice cases/issues; agency jurisdiction; and career opportunities.

3 hours lecture.

### AJS 103 Basic Public Safety Communications Officer Academy (6)

*Prerequisite(s):* Sponsorship by a participating law enforcement agency or approval of Administration of Justice program director.

Designed to provide law enforcement communications employees with entry-level training in administrative policies and procedures, interpersonal skills, confidentiality, legal issues, telephone and broadcast functions, and departmental and external databases.

6 hours lecture.

### AJS 104 Physical Training (2)

*Prerequisite(s):* None.

This course will introduce the student to advanced principles of aerobic exercise, strength development and flexibility. It will emphasize methods of stress reduction, the value of nutrition awareness and the development of individual exercise programs.

1 hour lecture, 3 hours laboratory.

### AJS 109 \* Substantive Criminal Law (3)

*Prerequisite(s):* AJS 101, and either RDG 122 or exemption or concurrent enrollment in RDG 122.

*Recommended Preparation:* ENG 100 or higher.

This course is the study of the philosophy of legal sanctions and their historical development, from common law to modern American criminal law. It includes the judicial process, classification of crimes, elements of and parties to crimes, general definitions of crimes, and common defenses.

3 hours lecture.

### AJS 110 Defensive Tactics (2)

*Prerequisite(s):* Student must pass pre-admission physical test, and must be enrolled in a certified police academy or is a sworn peace officer.

The focus of attention in this course will be the use of basic techniques. Each technique demonstrated by the instructor will have a variety of uses. All techniques will be designed to incapacitate the object of focus as quickly and professionally as possible. The importance of documentation followed by court testimony techniques will be strictly emphasized throughout the entire course.

1 hour lecture, 3 hours laboratory.

### AJS 113 \* Terrorism and Counterterrorism (3)

*Prerequisite(s):* None.

*Recommended Preparation:* ENG 101.

An examination of the history of terrorism and the tactics and technologies used by terrorist groups. Examines the nature of the terrorist threat and countermeasures to combat terrorism. Identical to IOS 113.

3 hours lecture.

### AJS 120 Firearms Certification (2)

*Prerequisite(s):* Student must be registered as part of a law enforcement or corrections program.

This course will prepare a student to use firearms safely. The course will be conducted in compliance with the curriculum set forth by the National Rifle Association Police Practical Course. It will cover areas such as semiautomatic handguns, shotguns, use of force, safe handling of guns, ballistics, malfunctions and overall safety.

1 hour lecture, 3 hours laboratory.

### AJS 122 The Police Patrol Function (3)

*Prerequisite(s):* None.

*Recommended Preparation:* RDG 110 or exemption.

A study of the history, theory, duties and responsibilities of the patrol division; communications and development of observational powers; care and use of protective weapons, patrol vehicles, and other equipment. Handling of emergency requests for assistance, vehicle stops, burglary, robbery, sex offenses, the mentally ill, and other kinds of situations.

3 hours lecture.

### **AJS 124 Citizen Police Academy (3)**

*Prerequisite(s):* Age 18 or older; no prior felony convictions and no misdemeanor charges for offenses involving violence or weapons; no misdemeanor arrests within six months prior to Academy application.

An introduction to the police department and law enforcement in general including the agency's role in the community and within the criminal justice system. Also emphasized: police department's history, mission, values, resources, skills and operational partnerships.

3 hours lecture.

### **AJS 125 \* Private Security, Principles and Practices (3)**

*Prerequisite(s):* None.

This course is designed to present the history, nature and scope of private security in modern society. Also included are basic principles of physical security, internal loss prevention, defensive systems, fire prevention and safety, and security function in the corporate structure. Operations and career opportunities are exemplified in such specific areas as retail, hospital, cargo and computer security, and security services, both contract and proprietary.

3 hours lecture.

### **AJS 140 AZ Detention Officers Basic Training Academy (6)**

*Prerequisite(s):* Student must be employed by a recognized Arizona law enforcement agency.

This course provides the basic training required to become certified as an Arizona detention officer.

5 hours lecture, 3 hours laboratory.

### **AJS 192 Special Topics in Administration of Justice (0.5-3)**

*Prerequisite(s):* Varies by topic. Permission of instructor or Administration of Justice department.

Seminars designed for professional development and personal skill enhancement within the criminal justice career field with emphasis on the mastery and effective utilization of the topic under study.

### **AJS 192A Victimology and Crisis Intervention (1.5)**

*Prerequisite(s):* Permission of instructor or Administration of Justice department.

Preparation to serve as a Victim Witness, with focus on victim advocacy, victimology, victim rights, crisis theory, trauma, family/domestic violence and effective provision of services to victims of crime. Also incorporates a study of cultural parameters impacting the provision of services.

1.5 hours lecture.

### **AJS 193 Hazmat Communications (1)**

*Prerequisite(s):* None.

This course is a study of the 29 Codes of Federal Regulations (CFR), Section 1910.1200 and the Hazard Communications (Right-to-Know) Regulation. The course focuses on the impacts these regulations have on the occupational workforce. Requirements for implementation and monitoring of the regulations are examined. Also included are the studies of federal regulations

cited in Section 301, Title III, Superfund Amendments and Reauthorization Act (SARA) of 1968, Right-to-Know Act of 1968.

1 hour lecture.

### **AJS 204 Elements of Intercultural Communications (3)**

*Prerequisite(s):* ENG 101 or permission of instructor.

This introduction to communication between cultures emphasizes understanding and applying practical communication strategies and skills so as to communicate effectively with people of diverse cultural backgrounds in a multicultural society and world. Identical to COM 204.

3 hours lecture.

### **AJS 206 \* Practical Applications in Asset Protection (3)**

*Prerequisite(s):* ENG 101 or permission of instructor.

*Recommended Preparation:* AJS 125 or concurrent enrollment; or related security, law enforcement, or military experience.

A study of advanced private security principles and practices with a focus on current events and their implications for the private security industry. Students identify the elements of an asset protection program and use case studies to review and apply strategies that mitigate risk and reduce asset vulnerabilities.

3 hours lecture.

### **AJS 212 \* Juvenile Justice Procedures (3)**

*Prerequisite(s):* ENG 101 and either RDG 122 or exemption.

This course is a practical study of the history and development of juvenile justice theories, procedures and institutions.

3 hours lecture.

### **AJS 215 Penology (3)**

*Prerequisite(s):* AJS 101, AJS 112, ENG 101, and RDG 122 or exemption.

A study of correctional management topics including sentencing, classification, good time credit, discipline, prisoners' rights and security/control measures; additional emphases are placed on the guard's role, different management styles, and various correctional models.

3 hours lecture.

### **AJS 224 Field Experience in Administration of Justice (1-6)**

*Prerequisite(s):* A declared major in Administration of Justice. Permission and approval of a cooperative education program coordinator.

A supervised cooperative education work experience involving the combined efforts of educators and employers to accomplish career objectives in law enforcement and related fields. Variable credit (1-6) is available by special arrangement. The course may be taken four times for a maximum of 16 credit hours with no more than six credits in a given semester.

### **AJS 225 Criminology (3)**

*Prerequisite(s):* ENG 101 and either RDG 122 or exemption.

*Recommended Preparation:* SOC 101 or PSY 101.

This course is the study of deviance and society's role in defining behavior. It covers theories of criminality and the economic, social, and psychological impact of crime, victimization, and relationships between statistics and crime trends.

3 hours lecture.

### **AJS 230 \* The Police Function (3)**

*Prerequisite(s): AJS 101 and ENG 101 and either RDG 122 or exemption.*

This course examines the study of theories, procedures and methods of operation of public police with emphasis on discretionary powers. It includes a review of career opportunities and current trends in law enforcement.

3 hours lecture.

### **AJS 240 \* The Correction Function (3)**

*Prerequisite(s): RDG 122 or exemption.*

This course examines the study of the history and development of correctional theories and institutions.

3 hours lecture.

### **AJS 254 \* Psychology in Law Enforcement (3)**

*Prerequisite(s): AJS 101, ENG 101, PSY 101, and either RDG 122 or exemption.*

A study of the changing role of police, including the law enforcement attitude toward human behavior, normal personality conflicts, defense mechanisms, abnormal behavior, personality disorders, neuroses, psychoses, psychopathic, deviant, drug dependency, paranoia, violence, and suicidal behavior. Also studied are the behavioral aspects of disasters, riots, riot control and legal aspects of abnormal behavior.

3 hours lecture.

### **AJS 260 Procedural Criminal Law (3)**

*Prerequisite(s): AJS 109, ENG 101, and either RDG 122 or exemption.*

This course is an introduction to major court holdings, procedural requirements that stem from these holdings, and their effect on daily operations of the criminal justice system.

3 hours lecture.

### **AJS 265 Critical Issues in Law Enforcement (0.5-1)**

*Prerequisite(s): None.*

*Recommended Preparation: AJS 101 or concurrent enrollment and either RDG 110 or concurrent enrollment.*

A rotating forum emphasizing current issues in the field of criminal justice. Topics vary in accordance with needs of the local law enforcement community.

### **AJS 270 Community Policing (3)**

*Prerequisite(s): AJS 101 and either RDG 122 or exemption.*

A study of the police officer's role in attaining and maintaining public support. Includes recognition and understanding of com-

munity problems, community action programs, methods of coping with crisis situations, victimology, ethnic and minority cultures, environments, crime prevention and police operations.

3 hours lecture.

### **AJS 275 Criminal Investigations (3)**

*Prerequisite(s): AJS 101, ENG 101, and either RDG 122 or exemption.*

A study of the theory of criminal investigation, crime scene procedures, case preparation, interviewing, and basic investigative techniques.

2 hours lecture, 2 hours laboratory.

### **AJS 290 Instructor Skill Development (3)**

*Prerequisite(s): ENG 101, and RDG 122 or exemption; or permission of instructor.*

Designed to impart a wide range of teaching skills, concepts, and techniques specific to the law enforcement trainer. Topics covered include adult learning, training needs, research methodology, instructional objectives, program development, instructional methodology, and evaluation techniques. Successful course completers will be eligible for certification as ALEOAC certified instructors. Identical to EDU 290.

3 hours lecture.

### **AJS 295 Federal Law Enforcement Advanced Practicum I (4)**

*Prerequisite(s): Current employment by a federal law enforcement agency.*

An advanced study of law enforcement policies and procedures essential to optimal performance as a federal law enforcement agent. Includes an in-depth study and practical application of effective casework techniques; juvenile, alien, criminal and field processing; performance evaluation; and effective application of constitutional, federal, state, and local legal principles.

3 hours lecture, 3 hours laboratory.

### **AJS 296 Federal Law Enforcement Advanced Practicum II (4)**

*Prerequisite(s): AJS 295. Current employment by a federal law enforcement agency.*

An advanced study of law enforcement policies and procedures essential to optimal performance as a federal law enforcement agent. Includes an in-depth study and practical application of reasonable suspicion/probable cause, search and seizure, elements of effective criminal prosecution, building relationships with other law enforcement agencies, vehicle pursuit tactics, material witness processing, community relations, and professional ethics.

3 hours lecture, 3 hours laboratory.

## **AGRICULTURE**

### **AGR 101 Principles of Veterinary Science (3)**

*Prerequisite(s): None.*

An introduction to the veterinary sciences for potential pre-veterinary students as well as those students of animal science or husbandry interested in the care and health of all domestic animals and livestock.

3 hours lecture.

### **AGR 102 Introduction to Agriculture (3)**

*Prerequisite(s): None.*

An introductory class involving the overall concepts of agriculture. This class introduces the theoretical basis of agriculture in order that the student may better select career options.

3 hours lecture.

### **AGR 105 Range Management I (3)**

*Prerequisite(s): None.*

A study of the history of rangeland use, the influences of use on plant physiology and ecology, and the interrelationships and coordination of rangeland uses for farm and ranch managers interested in plants, soils, and livestock.

3 hours lecture.

#### **AGR 107 ‡ Farrier Science (3)**

*Prerequisite(s): None.*

A study of the basic principles of farrier science, including an introduction to the physiology and anatomy of the horse's legs and hooves, horse shoeing, diagnosis of minor hoof and leg problems and proper methods for correcting stride and alignment.

2 hours lecture, 3 hours laboratory.

#### **AGR 117 ‡ Introduction to Controlled-Environment Agriculture (4)**

*Prerequisite(s): None.*

An introduction to the past, present, and future of controlled-environment agriculture and hydroponics, basic plant anatomy and physiology, as well as plant nutrition, integrated pest management, pollination, and fertilization. Covers topics such as bee management; fruit harvesting, grading, and storage; and irrigation systems.

3 hours lecture, 2 hours laboratory.

#### **AGR 138 Team Roping (3)**

*Prerequisite(s): None.*

This course will provide an opportunity for students to participate for pleasure and for later competition in rodeo team roping.

2 hours lecture, 3 hours laboratory.

#### **AGR 139 Western Horsemanship (3)**

*Prerequisite(s): None.*

A course enabling students who now own or intend to buy a pleasure horse to handle and care for the animal in the western tradition; how to handle a western saddle, how to select appropriate equipment, how to evaluate a pleasure horse before purchasing, and how to provide for the general well-being of the animal.

2 hours lecture, 3 hours laboratory.

#### **AGR 142 Varsity Rodeo (1)**

*Prerequisite(s): Students must try out for the varsity rodeo team.*

This course is designed to provide the intermediate/advanced rodeo student-athlete with the skills, strategies, and knowledge of the rules necessary to compete at the intercollegiate level.

1 hour lecture, 4 hours laboratory.

#### **AGR 145 Agriculture Issues (3)**

*Prerequisite(s): None.*

This course provides knowledge of staging and producing agriculture-related events. Emphasis is placed on animal-rights issues, promotions, rules and/or laws, and setting of goals and objectives.

3 hours lecture.

#### **AGR 201 ‡ Artificial Insemination of Domestic Livestock (3)**

*Prerequisite(s): AGR 101 or permission of instructor*

The history, importance and implications of artificial insemination; advantages and limitations of its use in farm animals. Me-

thods of collection, evaluation, storage of semen, and techniques of insemination are covered. Also, estrus evaluation, determination and synchronization techniques are studied. In addition, the domestic livestock female and male reproductive anatomy is discussed.

2 hours lecture, 3 hours laboratory.

#### **AGR 207 Range Plants (3)**

*Prerequisite(s): None.*

Introduction to the study of local grasses, shrubs, and forbs, including identification, forage value, and ecological use. Also, range plants will be studied that are toxic or have poisonous effects on animal life.

1 hour lecture, 3 hours laboratory.

#### **AGR 208 Animal Industry (3)**

*Prerequisite(s): AGR 101 or permission of instructor.*

*Recommended Preparation: ENG 100 and RDG 110.*

Fundamental principles as applied to animal, dairy, and poultry science, and the marketing and distribution of animal products.

3 hours lecture.

#### **AGR 210 General Welding I (3)**

*Prerequisite(s): None.*

Techniques of operating arc welding machines; oxyacetylene torches for fusion welding, heating, brazing, cutting, hardfacing, and soldering of all common types of metal. Emphasis on individual projects.

1 hour lecture, 3 hours laboratory.

#### **AGR 211 Economics in American Agriculture (3)**

*Prerequisite(s): ENG 100 or placement in ENG 101; and placement in, concurrent enrollment in, completion of RDG 122, or exemption.*

*Recommended Preparation: Sophomore standing.*

A study of economic principles governing the production of agriculture, including the principles of supply and demand, pricing, investing, measuring and consuming with emphasis on theories and practical applications to current economic problems.

3 hours lecture.

#### **AGR 212 Advanced Agricultural Welding (3)**

*Prerequisite(s): None.*

Techniques of operating arc welding machine in the various welding positions; flat, horizontal, vertical, and overhead, and the use of oxyacetylene equipment for fusion welding, brazing, cutting, hardfacing and soldering all common types of metal with emphasis on individual projects.

2 hours lecture, 3 hours laboratory.

#### **AGR 214 Soil Science (3)**

*Prerequisite(s): None.*

Fundamental properties of soils, their relation to plant growth and soil amendment.

3 hours lecture.

#### **AGR 215 Home Gardening (3)**

*Prerequisite(s): None.*

The study of the care and maintenance of trees, shrubs, hedges, and flowers for those students who want to sharpen their skills in growing vegetable and flower gardens.

3 hours lecture.

### **AGR 224 Field Experience in Agriculture and Natural Resources (1-6)**

*Prerequisite(s): A declared major in Agriculture and Natural Resources. Permission and approval of a cooperative education program coordinator.*

*Recommended Preparation: Sophomore standing.*

A supervised cooperative education work experience involving the combined efforts of educators and employers to accomplish career objectives in agriculture and natural resources and related fields. Variable credit (1-6) is available by special arrangement. May be taken four times for a maximum of 16 credit hours with no more than six credits in a given semester.

### **AGR 225 Introduction to Agri-Business (3)**

*Prerequisite(s): ENG 100 or placement in ENG 101; and placement in, concurrent enrollment in, completion of RDG 122, or exemption.*

This course will familiarize students with the basic concepts of agri-business from a functional and commodity approach.

3 hours lecture.

### **AGR 230 Animal Feeding (3)**

*Prerequisite(s): CHM 130, CHM 138, CHM 151, or one year of high school chemistry.*

*Recommended Preparation: RDG 122 and MAT 071 or higher.*

Basic principles of animal nutrition and digestion and selection, evaluation, and use of feeds in balancing rations for livestock and poultry.

3 hours lecture.

### **AGR 237 Horse Science and Management (3)**

*Prerequisite(s): AGR 101.*

*Recommended Preparation: ENG 100 and RDG 110.*

An introduction to the types, breeds, and management of horses with emphasis on feeding, breeding, and daily care.

3 hours lecture.

### **AGR 243 Livestock Production and Management (3)**

*Prerequisite(s): None.*

Livestock Production and Management will teach the managerial skills necessary in the production, feeding, and care of livestock on farms and ranches. The economics of the livestock industry also will be emphasized.

3 hours lecture.

### **AGR 250 Project Welding (3)**

*Prerequisite(s): AGR 210, AGR 212, or permission of instructor.*

Designed for students with demonstrated welding skills to work on a specific project. The project may be one selected by the student or one the instructor has assigned. The project will be made using the arc welding and/or the oxyacetylene equipment in the shop. May be repeated for non-transfer credit only.

2 hours lecture, 3 hours laboratory.

### **AGR 299 Individual Studies (1-4)**

*Prerequisite(s): Approval of appropriate instructional manager and instructor.*

Completion of a research problem or an outlined course of study under the direction of a faculty member, with contract for the individual study agreed upon by the student, the instructor, and the appropriate instructional manager prior to initiation of the study. May be repeated for credit.

## **AMERICAN SIGN LANGUAGE**

### **ASL 101 American Sign Language I (4)**

*Prerequisite(s): None.*

American Sign Language includes principles, methods and techniques for communicating with deaf individuals who sign. Also includes a brief history of sign, introduction to deaf culture, development of receptive and expressive sign skills, manual alphabet, numbers and sign vocabulary. Class is conducted primarily without voice.

4 hours lecture, 1 hour laboratory.

### **ASL 102 American Sign Language II (4)**

*Prerequisite(s): ASL 101 or permission of instructor.*

Continuation of ASL 101. Includes sign vocabulary, numbers, finger spelling, and culture. Emphasis is on the enhancement of receptive sign skills, further development of expressive sign skills, and the application of rudimentary syntactical and grammatical structures. Class is conducted primarily without voice.

4 hours lecture, 1 hour laboratory.

### **ASL 105 Fingerspelling and Numbers (2)**

*Prerequisite(s): ASL 101 or permission of instructor.*

Focus on articulation of the American Manual Alphabet and Number System and its expressive and receptive use in conversational American Sign Language.

2 hours lecture.

### **ASL 200 Introduction to the Deaf Community (3)**

*Prerequisite(s): ASL 102.*

An in-depth exploration into the deaf community, this course examines the values, traditions, and rules of social behavior, as well as cross-cultural interaction between deaf and hearing people. Also analyzes the origins of American Sign Language.

3 hours lecture.

### **ASL 201 American Sign Language III (4)**

*Prerequisite(s): ASL 102 or permission of instructor.*

This continuation of ASL 102 includes an integration of ASL receptive and expressive skills using bilingual techniques. Also includes vocabulary expansion, idioms, manual and non-manual aspects of ASL, ASL linguistics, cross-cultural communication, and cultural knowledge of ASL. Class is conducted primarily without voice.

4 hours lecture, 1 hour laboratory.

### **ASL 202 American Sign Language IV (4)**

*Prerequisite(s): ASL 201 or permission of instructor.*

This continuation of ASL 201 includes continued expansion of sign vocabulary, sharpening of finger spelling and number skills,



and review of and instruction in linguistic knowledge of ASL. Also includes an emphasis on conversational techniques and skills in ASL in a cross-cultural framework. This class is conducted primarily without voice.

*4 hours lecture, 1 hour laboratory.*

### **ASL 203 Linguistics of American Sign Language (3)**

*Prerequisite(s): ASL 202 or permission of instructor.*

A comparison of ASL and English syntax, phonology and morphology for hearing and Deaf students pursuing further studies in ASL, interpreting, and required English courses.

*3 hours lecture.*

### **ASL 205 Advanced Fingerspelling and Numbers (2)**

*Prerequisite(s): ASL 201.*

*Recommended Preparation: ASL 210.*

Advanced receptive and expressive fingerspelling and number skills. Includes lexicalized fingerspelling, advanced mathematical functions, major cities, proper nouns, and related acronyms.

*2 hours lecture.*

## **ANTHROPOLOGY**

### **ANT 101 \* The Origin and Antiquity of Humankind (3)**

*Prerequisite(s): RDG 122 or exemption, and ENG 100 or placement in ENG 101, or permission of instructor.*

A survey of human biological origins, based upon paleontological and archaeological records, including recent developments in physical anthropology.

*3 hours lecture.*

### **ANT 102 \* Society and Culture (3)**

*Prerequisite(s): RDG 122 or exemption, and ENG 100 or concurrent enrollment, or permission of instructor.*

A theoretical and practical introduction to cultural anthropology designed to provide insight into cultural forces that affect the human way of life, and to examine the Western history of interpreting the other. Contemporary issues are addressed. Included are the study of material culture, technology, religion and language, and social, political, and economic systems.

*3 hours lecture.*

### **ANT 110 \* Exploring Archaeology (3)**

*Prerequisite(s): RDG 122 or exemption; and ENG 100 or concurrent enrollment, or placement in ENG 101; or permission of instructor.*

A non-technical introduction to archaeology tracing human cultural development from the earliest stone tools to the initial civilizations of the old and new worlds.

*3 hours lecture.*

### **ANT 111 \* Exploring Physical Anthropology (3)**

*Prerequisite(s): RDG 122 or exemption, and ENG 100 or concurrent enrollment, or permission of instructor.*

An introduction to human evolution for the non-science student. Also serves as an introduction to primatology and general anthropology, grounding the student in the methods and ideas of modern anthropology.

*3 hours lecture.*

### **ANT 138 Archaeological Site Survey (3)**

*Prerequisite(s): ENG 100, placement in ENG 101, or permission of instructor.*

An introduction to identifying, locating, and recording archaeological sites, with emphasis on gaining practical experience in documenting archaeological remains. Students participate in exploring areas in southern Cochise County.

*1.5 hours lecture, 4.5 hours laboratory.*

### **ANT 140 Rock Art of the American Indian (3)**

*Prerequisite(s): None.*

The study of the prehistoric carvings and paintings on rock surfaces throughout North America with an emphasis on recording processes, field work, and the Southwest.

*2 hours lecture, 3 hours laboratory.*

### **ANT 192 Special Topics in Anthropology (0.5-1)**

*Prerequisite(s): None.*

A rotating forum/seminar emphasizing anthropological topics of current regional significance which will vary with changes in student needs and interests. May be repeated for Cochise College credit. Cochise College elective credit only unless otherwise designated in degree programs. The title of this course may differ each term, depending on the topic being covered when the course is offered.

### **ANT 235 Principles of Archaeology (3)**

*Prerequisite(s): RDG 122 or exemption, and ENG 101.*

An introduction to the methods and theories used in archaeological research and interpretation with emphasis upon the practical aspects of archaeology.

*3 hours lecture.*

### **ANT 285 Prehistoric Cultures of North America (3)**

*Prerequisite(s): RDG 122 or exemption, and ENG 101.*

A survey of prehistoric cultures in North America. Included are basic anthropological, archaeological and ethnological theory methods and concepts.

*3 hours lecture.*

### **ANT 286 Historic Indian Tribes of North America (3)**

*Prerequisite(s): RDG 122 or exemption, and ENG 101.*

A survey of historical Native cultures in the ten North American environmental regions from contact through the 20th century. Contemporary economic, political and cultural issues are addressed. Included are basic anthropological, historical and ethnological theory, methods and concepts.

*3 hours lecture.*

### **ANT 287 Archaeology of the Southwest (3)**

*Prerequisite(s): None.*

A study of the prehistoric people of the American Southwest from the late Pleistocene to the Spanish conquest. The course includes discussions of local archaeological culture emphasizing the process for cultural development within key regions.

*3 hours lecture.*

**ANT 288 Native Peoples of the Southwest (3)**

*Prerequisite(s): ENG 101.*

A survey of southwestern Native American cultures from historic times to the present. Includes Athabaskan, Puebloan, and O'odham societies; adaptations to their respective environments; and cultural effects from historic events.

*3 hours lecture.*

**ANT 299 Individual Studies (1-4)**

*Prerequisite(s): Approval of appropriate instructional manager and instructor.*

Completion of a research problem or an outlined course of study under the direction of a faculty member with contract for the individual study agreed upon by the student, the instructor, and the appropriate instructional manager prior to initiation of the study. May be repeated for credit.

**ART****ART 103 ‡ Design Fundamentals (3)**

*Prerequisite(s): None.*

An introduction to the basic elements of design: line, shape, value, texture and color. This includes skill development in arranging these elements according to the basic principles of organization (harmony and variety) within a two-dimensional framework. For students interested in art for career opportunities as well as personal growth and self-expression.

*2 hours lecture, 4 hours studio.*

**ART 106 ‡ Drawing I (3)**

*Prerequisite(s): None.*

An elementary course in representational drawing and pictorial design. Students utilize the local landscape and various still-life objects as subject matter for individual projects. Freehand drawing is stressed to develop hand-eye coordination. Also encouraged is the use of imagination and memory in the development of ideas. For students interested in art for career opportunities as well as personal growth and self-expression.

*2 hours lecture, 4 hours studio.*

**ART 107 \* Survey of World Art: Prehistoric - Gothic (3)**

*Prerequisite(s): RDG 122, concurrent enrollment, or exemption; or permission of instructor.*

A survey presentation of the art and architecture of Western civilizations through the Gothic era, including prehistoric cultures of the world.

*3 hours lecture.*

**ART 108 \* Survey of World Art: Renaissance to the Twentieth Century (3)**

*Prerequisite(s): RDG 122, concurrent enrollment, or exemption; or permission of instructor.*

A survey presentation of the art and architecture of Western civilizations from the Renaissance through the 20th century.

*3 hours lecture.*

**ART 120 Appreciation of Visual Arts (3)**

*Prerequisite(s): ENG 100, placement in ENG 101, or permission of instructor.*

A general overview of the visual arts, including philosophies, history, techniques, various media, and elements of design. Fulfills the art education requirement for teacher certification at the University of Arizona.

*3 hours lecture.*

**ART 130 ‡ Painting for Personal Development I (2)**

*Prerequisite(s): None.*

An introduction to techniques of watercolor, oil or acrylic with emphasis on composition and materials. Students must complete several projects judged on the basis of individual skill and development. Not intended for transfer to a four-year institution. May be repeated for credit. For students interested in art for career opportunities as well as personal growth and self-expression.

*1 hour lecture, 3 hours studio.*

**ART 131 ‡ Painting for Personal Development II (2)**

*Prerequisite(s): ART 130 or permission of instructor.*

The development of skills and techniques introduced in ART 130 with special emphasis on student projects and preparation of works for exhibition. May be repeated for credit. Not intended for transfer to four-year institutions. For students interested in art for career opportunities as well as personal growth and self-expression.

*1 hour lecture, 3 hours studio.*

**ART 192 Special Topics in Art (0.5-4)**

*Prerequisite(s): None.*

A rotating forum/seminar/workshop emphasizing regional art forms and the development and practical application of artistic skills using a variety of media. Topics will vary in accordance with changes in student needs and interests. May be repeated for Cochise College credit. For students interested in art for career opportunities as well as personal growth and self-expression. The title of this course may differ each term, depending on the topic being covered when the course is offered.

**ART 216 ‡ Drawing II (3)**

*Prerequisite(s): None.*

*Recommended Preparation: Art majors must have ART 106 or permission of instructor.*

An intermediate course in representational drawing and pictorial design. Students utilize the landscape, still life objects and individual initiative to develop subject matter for their projects. Freehand drawing is stressed to develop hand-eye coordination. Students are expected to have developed some basic drawing skills before taking this course. For students interested in art for career opportunities as well as personal growth and self-expression.

*2 hours lecture, 4 hours studio.*

**ART 220 ‡ Printmaking I (3)**

*Prerequisite(s): ART 103, ART 106, or permission of instructor.*

*Recommended Preparation: ART 216 and ART 245.*

An introductory course in printmaking as a visual language of expression. Various relief printmaking processes are addressed through the exploration of basic tools, equipment and techniques used in these processes. Emphasis is placed on the proper use of

the tools and equipment and the development of skills pertaining to form and content in the creation of individual works of art.

*2 hours lecture, 4 hours studio.*

### **ART 225 ‡ Printmaking II (3)**

*Prerequisite(s): ART 220 and either ART 103, ART 106, or permission of instructor.*

*Recommended Preparation: ART 216 and ART 245.*

An intermediate course in printmaking as a visual language of expression. Various relief printmaking processes are addressed through the exploration of basic tools, equipment and techniques used in these processes. Emphasis is placed on the proper use of the tools and equipment and the continued development of skills pertaining to form and content in the creation of individual works of art.

*2 hours lecture, 4 hours studio.*

### **ART 230 ‡ Color and Design (3)**

*Prerequisite(s): None*

Continued investigations into the elements and principles of design including line, shape, value, texture, and color within a two-dimensional framework. A variety of media and techniques will be used, and an emphasis will be placed on color and design theory.

*2 hours lecture, 4 hours studio.*

### **ART 231 ‡ Three Dimensional Design and Sculpture (3)**

*Prerequisite(s): None.*

*Recommended Preparation: Art majors must have ART 103, ART 106, or permission of instructor.*

An introduction to the basic elements of three-dimensional design: line, shape, texture, color, volume and mass. This includes skill development in arranging these elements according to the basic principles of organization (harmony and variety) within a three-dimensional framework as they exist in actual space.

*2 hours lecture, 4 hours studio.*

### **ART 245 ‡ Figure Drawing (3)**

*Prerequisite(s): None.*

*Recommended Preparation: Art majors must have ART 106 or permission of instructor.*

Drawing from the model and other subjects to develop pictorial and perceptual skills with an emphasis on the human figure in its environment. For students interested in art for career opportunities as well as personal growth and self-expression.

*2 hours lecture, 4 hours studio.*

### **ART 250 ‡ Beginning Jewelry (3)**

*Prerequisite(s): ART 103 and ART 231, or permission of instructor.*

A studio course in basic jewelry-making processes, including fabrication, silver-soldering, lapidary and casting. For students interested in art for career opportunities as well as personal growth and self-expression.

*2 hours lecture, 4 hours studio.*

### **ART 255 ‡ Basic Metalwork (3)**

*Prerequisite(s): ART 103 and ART 231, or permission of instructor.*

A studio course in essential aspects of metal-working processes, including silver soldering, brazing, welding, forging, and casting. For students interested in art for career opportunities as well as personal growth and self-expression.

*2 hours lecture, 4 hours studio.*

### **ART 270 ‡ Ceramics I (3)**

*Prerequisite(s): None.*

*Recommended Preparation: Art majors must have ART 103, ART 106, or permission of instructor. Additional preparation may include ART 231.*

An introduction to clay, glaze and kiln processes and wheel-thrown techniques with a general historical survey of ceramics. For students interested in art for career opportunities as well as personal growth and self-expression.

*2 hours lecture, 4 hours studio.*

### **ART 270A Raku Workshop (1)**

*Prerequisite(s): None.*

*Recommended Preparation: ART 270 or permission of instructor.*

An introduction to the traditional and experimental raku processes. For students interested in art for career opportunities as well as personal growth and self-expression.

*0.67 hours lecture, 1.33 hours studio.*

### **ART 275 ‡ Ceramics II (3)**

*Prerequisite(s): None.*

*Recommended Preparation: Art majors must have ART 103, ART 106, ART 231, and ART 270; or permission of instructor. Additional preparation may include ART 245.*

A more advanced course than ART 270, Ceramics I. Students will need to have a basic knowledge of hand-built and wheel-throwing techniques with various clay bodies, a basic knowledge of glazes and their application, and kiln loading and firing processes. For students interested in art for career opportunities as well as personal growth and self-expression.

*2 hours lecture, 4 hours studio.*

### **ART 276 Soda and Salt Firing (1)**

*Prerequisite(s): ART 270 and concurrent enrollment in ART 231, ART 275, ART 290, or ART 292.*

*Recommended Preparation: ART 275.*

An introduction to the traditional advanced process of soda and salt firing of ceramics. Topics include kiln loading, the use of refractory materials, and the introduction of sodium. Students will experiment with various techniques and materials, including clay bodies, slips, engobes, oxides, and glazing. They will also explore historical and contemporary approaches to atmospheric sodium firings. For students interested in art for career opportunities or for personal growth and self-expression.

*1 hour lecture, 1 hour studio.*

### **ART 280 ‡ Painting I (3)**

*Prerequisite(s): None.*

*Recommended Preparation: Art majors must have ART 103, ART 106, or permission of instructor.*

A studio course in beginning oil and/or acrylic painting techniques with emphasis on color theory and color mixing. Preparation of painting surfaces is also introduced. For students interested in art

for career opportunities as well as personal growth and self-expression.

2 hours lecture, 4 hours studio.

### **ART 281 ‡ Painting II (3)**

*Prerequisite(s): None.*

*Recommended Preparation: Art majors must have ART 103, ART 106, ART 231, and ART 280; or permission of instructor. Additional preparation may include ART 245.*

An intermediate course in painting with an emphasis on developing individual expressive and pictorial skills in oil and/or acrylic media. Students must have a basic knowledge of the tools and materials of their chosen medium and a basic knowledge of color theory and color mixing. Students must also be skilled in preparing various painting surfaces. For students interested in art for career opportunities as well as personal growth and self-expression.

2 hours lecture, 4 hours studio.

### **ART 285 ‡ Beginning Photography (3)**

*Prerequisite(s): None.*

*Recommended Preparation: Art majors must have ART 103 or permission of instructor. Additional preparation may include DMA 266.*

An introduction to the use and function of the camera and black-and-white darkroom technique. Students must have access to a fully adjustable 35mm camera. For students interested in beginning photography for career opportunities, as well as for personal growth and self-expression.

2 hours lecture, 4 hours studio.

### **ART 286 ‡ Intermediate Photography (3)**

*Prerequisite(s): None.*

*Recommended Preparation: Art majors must have ART 103, ART 106, and ART 285; or permission of instructor. Additional preparation may include DMA 266 and DMA 267.*

An intermediate course in photography for students who understand the basics of black-and-white film exposure, development, and printing. Emphasis on photojournalism, art photography, portraiture, and landscapes. Students must have access to a fully adjustable 35mm camera. For students interested in photography for career opportunities as well as for personal growth and self-expression.

2 hours lecture, 4 hours studio.

### **ART 290 ‡ Sculpture (3)**

*Prerequisite(s): None.*

*Recommended Preparation: Art majors must have either ART 103 or ART 106, and ART 231; or permission of instructor.*

An introduction to traditional and contemporary sculptural concepts, media and techniques, with student involvement from the raw materials to the finished product. For students interested in art for career opportunities as well as personal growth and self-expression.

2 hours lecture, 4 hours studio.

### **ART 292 Advanced Topics in Art (0.5-4)**

*Prerequisite(s): None.*

*Recommended Preparation: For art majors, ART 192.*

A rotating forum/seminar/workshop emphasizing regional art forms and the development and practical application of artistic skills using a variety of media. Topics will vary in accordance with changes in student needs and interests. May be repeated for Cochise College credit. Cochise College elective credit only unless otherwise designated in degree programs. For students interested in art for career opportunities as well as personal growth and self-expression.

### **ART 295 ‡ Watercolor Painting I (3)**

*Prerequisite(s): None.*

*Recommended Preparation: Art majors must have ART 103, ART 106, or permission of instructor.*

An introductory course in watercolor painting, exploring basic materials and techniques, with an emphasis on color theory and color mixing. For students interested in art for career opportunities as well as personal growth and self-expression.

2 hours lecture, 4 hours studio.

### **ART 296 ‡ Watercolor Painting II (3)**

*Prerequisite(s): None.*

*Recommended Preparation: Art majors must have ART 103, ART 106, ART 231, and ART 295, or permission of instructor. Additional preparation may include ART 245.*

An intermediate course in watercolor painting, with an emphasis on developing individual and expressive pictorial skills. For students interested in art for career opportunities as well as personal growth and self-expression.

2 hours lecture, 4 hours studio.

### **ART 297 Portfolio Review (1)**

*Prerequisite(s): None.*

*Recommended Preparation: Three semesters of art coursework, including 200-level courses in chosen discipline, or permission of instructor.*

A beginning through advanced studio course dealing with the process and purpose of artistic portfolios. This course will cover technical and aesthetic aspects of various artistic portfolios and their development and provide students with the opportunity for a critical/professional analysis and peer review of their portfolios.

0.5 hours lecture, 2 hours studio.

### **ART 299 Individual Studies (1-4)**

*Prerequisite(s): Approval of appropriate instructional manager and instructor.*

The student will complete a research problem or an outlined course of study under the direction of a faculty member. A contract for the individual study agreed upon by the student, the instructor, and the appropriate instructional manager prior to initiation of the study must be signed. May be repeated for credit.

## **ASTRONOMY**

### **AST 180 \*‡ Introduction to Astronomy (4)**

*Prerequisite(s): MAT 122.*

A survey of astronomy, including the history of astronomy, celestial motion, terrestrial evolution, the solar system, structure and evolution of the stars, the Milky Way, galaxies and cosmology.

Labs include nighttime observing sessions. Field trips to planetariums and observations will be included.

*3 hours lecture, 3 hours laboratory.*

## AUTOMOTIVE TECHNOLOGY

### **AUT 100 Know Your Automobile (3)**

*Prerequisite(s): None.*

This course will cover the principles of basic automotive repair and maintenance. The essential concepts from buying an automobile to preventive maintenance will be covered.

*2 hours lecture, 3 hours laboratory.*

### **AUT 101 Introduction to Automotive Technology (3)**

*Prerequisite(s): None.*

This course provides an in-depth study of basic automotive vehicle systems. It includes basic operational knowledge concerning the care and maintenance of engine, fuel, ignition, suspension, brakes, electrical and drive-train systems.

*2 hours lecture, 2 hours laboratory.*

### **AUT 102 ‡ Automotive Electrical Fundamentals (3)**

*Prerequisite(s): None.*

This course provides a study of automotive electrical and electronic fundamentals with an emphasis on Ohm's Law and its application in solving electrical system failures. An in-depth study is given on how to properly use wiring and current-flow diagrams in electrical diagnosis and repair. Course includes using industry-standard diagnostic equipment and techniques. The student will receive training in preparation to take the ASE Certification Test on Electrical/Electronic Systems.

*2 hours lecture, 2 hours laboratory.*

### **AUT 103 ‡ Internal Combustion Engines (3)**

*Prerequisite(s): None.*

This course provides theory, diagnosis and service common to all automotive internal combustion engines. Course topics include engine rebuilding and performance testing. This course prepares students for the ASE Certification test on Engine Repair.

*2 hours lecture, 3 hours laboratory.*

### **AUT 104 ‡ Automotive Brake Systems (3)**

*Prerequisite(s): None.*

This course will provide students with the ability to diagnose and repair the automotive brake system. Disc, drum and anti-lock system operation and repair will be covered.

*2 hours lecture, 3 hours laboratory.*

### **AUT 105 ‡ Automotive Suspension and Steering Systems (3)**

*Prerequisite(s): None.*

This course will provide students with a comprehensive study of automotive steering systems and front and rear suspension systems. Students will have the ability to diagnose, repair and align steering and suspension systems.

*2 hours lecture, 2 hours laboratory.*

### **AUT 106 ‡ Automotive Manual Drive Systems (3)**

*Prerequisite(s): None.*

This course will provide a study of automotive manual drive systems to include transmission/transaxle, differential and transfer case. This course is a classroom study of theory and hands-on strategy of repair procedures as well as a preparation for ASE testing.

*2 hours lecture, 2 hours laboratory.*

### **AUT 107 Automotive Service Consultant (3)**

*Prerequisite(s): None.*

This course will provide a study of the responsibilities of an automotive service consultant. It is designed to provide an understanding of how to maximize customer satisfaction and service facility profitability. Course content follows the tasks identified by Automotive Service Excellence (ASE) for Automotive Service Consultant testing.

*3 hours lecture.*

### **AUT 108 Automotive Parts Specialist (3)**

*Prerequisite(s): None.*

This course will provide a study of the tasks performed by an automotive parts specialist in overseeing inventory responsibilities and in managing the flow of parts and accessories in and out of an automotive shop.

*3 hours lecture.*

### **AUT 110 ‡ Basic Auto Body Repair (3)**

*Prerequisite(s): None.*

This course will provide a basic study of automotive collision repair procedures. The course is designed to provide students with the basic knowledge necessary to perform minor auto body repair and preparation for painting.

*2 hours lecture, 2 hours laboratory.*

### **AUT 111 ‡ Automotive Paint and Refinish (3)**

*Prerequisite(s): AUT 110.*

A continuation of Basic Auto Body Repair that focuses on the necessary skills used to paint and refinish an automobile to commercially acceptable standards.

*2 hours lecture, 2 hours laboratory.*

### **AUT 201 ‡ Automotive Electrical Systems and Equipment (3)**

*Prerequisite(s): AUT 102.*

This course provides a study of automotive starting, supplemental restraint (air bags) and charging systems and components. An emphasis is placed on electrical system diagnosis and electrical repair. Included is the use of various types of industry-standard diagnostic electrical equipment and testing techniques. Successful completion of this course is intended to prepare students to take the ASE certification test on Electrical/Electronic Systems.

*2 hours lecture, 2 hours laboratory.*

### **AUT 204 ‡ Automatic Transmission/Transaxle Diagnostics and Rebuilding (3)**

*Prerequisite(s): AUT 101.*

An applied skills course on the principles and procedures for automatic transmission and transaxle overhaul. Topics include automatic transmission service and in-car diagnosis, out-of-vehicle repair techniques, and personal and environmental safety.

2 hours lecture, 2 hours laboratory.

### **AUT 205 ‡ Automobile Heating, Ventilation and Air Conditioning (3)**

*Prerequisite(s): AUT 101 and AUT 102.*

An examination of the basic operating principles, diagnosis, and service of modern automotive heating, ventilation and air conditioning systems, including R12 and 134a systems. Includes a concentrated examination of how air conditioning systems operate, their diagnostic and their service procedures, and environmental concerns.

2 hours lecture, 2 hours laboratory.

### **AUT 206 ‡ Engine Performance (3)**

*Prerequisite(s): AUT 102 and AUT 103.*

This course prepares students for Master Automotive Service Excellence (ASE) certification and correlates with the National Automotive Technicians Education Foundation's task list. It focuses on automotive fuel management systems, emission control, computer control, and drivability concerns. It provides hands-on techniques for troubleshooting automotive engine controls using specialized diagnostic equipment and tools.

2 hours lecture, 2 hours laboratory.

### **AUT 207 Automotive Service Management (3)**

*Prerequisite(s): AUT 107 and AUT 108, or permission of instructor.*

Designed for those interested in a career in automotive service, this course provides a study of the responsibilities of an automotive service manager/director.

3 hours lecture.

### **AUT 210 ASE Test Preparation (3)**

*Prerequisite(s): AUT 103, 104, 105, 106, 201, 204, and 205; or permission of instructor.*

This course reviews the skills and knowledge required to pass Automotive Service Excellence (ASE) certification tests A1 thru A8. This course is for experienced technicians as well as for students who have completed the required automotive courses.

3 hours lecture.

### **AUT 224 Field Experience in Automotive Technology (1-6)**

*Prerequisite(s): Prior approval of a cooperative education program coordinator.*

*Recommended Preparation: One semester of Cochise College AUT coursework and declared major in Automotive Technology.*

A supervised cooperative education work experience involving the combined efforts of educators and employers to accomplish career skills objectives in the automotive field. Variable credit (1-6) is available upon consultation with cooperative education coordinator. May be taken four times for a maximum of 16 credits, with no more than six credits in a semester.

## **AVIATION MAINTENANCE TECHNOLOGY**

### **AMT 150 ‡ Phase I General (19)**

*Prerequisite(s): None.*

A comprehensive study of general subjects required by the Federal Aviation Administration (FAA) for certification as an Aviation Maintenance Technologist.

9.5 hours lecture, 9.5 hours laboratory.

### **AMT 160 ‡ Phase 2 Basic Airframe (17)**

*Prerequisite(s): AMT 150.*

A comprehensive study of aircraft structures featuring wood and covering techniques, welding with emphasis on sheet metal structural repairs, composite construction, aircraft assembly, rigging and inspection, as well as radio, navigation and instrument systems.

8.5 hours lecture, 8.5 hours laboratory.

### **AMT 210 UAV Maintenance Technician (14)**

*Prerequisite(s): PFT 101. Sponsored employee of the Department of Defense or of a DOD UAV contractor.*

A practical study of Hunter short-range unmanned aerial vehicle (UAV) maintenance to include operational safety; basic flight principles; general and Army inspection, maintenance and servicing practices; UAV support equipment and operational procedures; and related voice communication systems.

5 hours lecture, 22.5 hours laboratory.

### **AMT 212 UAV Mechanical Technician (13)**

*Prerequisite(s): PFT 101. Sponsored employee of the Department of Defense or of a DOD UAV contractor.*

A focused study of Hunter unmanned aerial vehicle (UAV) maintenance and repair. Includes an emphasis upon the power plant, fuel system, digital central processor assembly, flight control system operation, system support equipment and electrical power system. Development of the knowledge and skills of system performance criteria, inspection techniques, diagnosis, operational safety, and composite repair are also emphasized.

5.4 hours lecture, 18 hours laboratory.

### **AMT 260 ‡ Phase 3 Advanced Airframe (17)**

*Prerequisite(s): AMT 150 and AMT 160.*

A comprehensive study of aircraft systems on both private and commercial aircraft with emphasis on electrical, hydraulics, landing gear, fire protection, environmental atmosphere controls, fuel systems, ice and rain control.

8.5 hours lecture, 8.5 hours laboratory.

### **AMT 270 ‡ Phase 4 Powerplant (17)**

*Prerequisite(s): AMT 150.*

An introductory study of aircraft powerplant theory, construction and maintenance, with emphasis on reciprocating engines, propellers, ignition systems, lubricating systems, and component overhaul.

8.5 hours lecture, 8.5 hours laboratory.

### **AMT 275 ‡ Phase 5 Advanced Powerplant (17)**

*Prerequisite(s): AMT 150 and AMT 270.*

A continuation of the comprehensive study of advanced aircraft powerplants and related systems with emphasis on turbine engines, jet engines, propellers, lubrication systems, cooling, exhaust, starting and fire protection, fuel metering systems and electrical systems.

8.5 hours lecture, 8.5 hours laboratory.

#### **AMT 280 ‡ Helicopter Maintenance and Inspection Fundamentals (4)**

*Prerequisite(s):* AMT 150, AMT 160, and AMT 260 or an FAA Airframe Mechanic Certificate or permission of the Aviation department airframe and powerplant instructors.

A study of helicopter inspection and maintenance techniques and basic rotary wing aerodynamics with emphasis on the exacting requirements of rotary wing aircraft maintenance.

4 hours lecture, 4 hours laboratory.

#### **AMT 282 Transport Category Aircraft Familiarization Course (5)**

*Prerequisite(s):* Student must hold A & P Certificates or permission of instructor.

A lecture course focused on the operating systems of large FAR Part 25 certified aircraft.

5 hours lecture.

#### **AMT 284 ‡ Composite Materials and Techniques (4)**

*Prerequisite(s):* Completion of AMT 260 or permission of instructor based on field experience.

The use of composite materials has gained wide acceptance within many construction regimes, including aviation and aerospace, automotive, boating, medical and railroad industries, to name just a few. This course will provide the student with theoretical and practical application knowledge through lecture and lab project experience in the latest fiber and fiber placement technology, including wet lay-up techniques and pre-impregnated materials, and composite materials terminology. Knowledge and skills learned can be used in any situation requiring composite materials knowledge, not only the aviation situation on which the course work is based.

3 hours lecture, 3 hours laboratory.

#### **AMT 290 ‡ Airframe and Powerplant Upgrade (6)**

*Prerequisite(s):* None.

This course is designed for those individuals who meet the experience requirement for the Airframe and Powerplant Certificate as stipulated in the Federal Aviation Regulation Part 65, and who qualify to take the Federal Aviation Administration's (FAA) written examination for airframe and/or powerplant. Course not open to AMT students.

6 hours lecture.

#### **AMT 294 Field Experience in Aviation Maintenance Technologyology (1-6)**

*Prerequisite(s):* A declared major in Aviation Maintenance Technologyology and completion of Phase 3 (AMT 260). Permission and approval of a cooperative education program coordinator.

A supervised cooperative education work experience involving the combined efforts of educators and employers to accomplish career objectives in Aviation Maintenance Technologyology and related fields. Variable credit (1-6) is available by special arrangement. May be taken four times for a maximum of 16 credit hours, with no more than six credits in a given semester.

#### **AMT 295 ‡ Practicum in Aviation Maintenance Technologyology Upgrading (6)**

*Prerequisite(s):* 1) has completed AMT 290 or 2) has passed written FAA Airframe and/or Powerplant Mechanic's exam or 3) holds current FAA Airframe and/or Powerplant license.

An upgrade or refresher course in Aviation Maintenance Technologyology with emphasis on the development of practical skills required in the 43 subject areas of the aviation maintenance occupation as outlined in the FAA's Advisory Circular 65-2D. This course is not open to A & P students, as it does not meet degree requirements.

4 hours lecture, 6 hours laboratory.

### **AVIONICS TECHNOLOGY**

#### **AVT 101 Math for Basic Electronics (3)**

*Prerequisite(s):* One year high school algebra.

A review of arithmetic and the study of algebraic principles necessary to provide the student with the tools needed to solve problems in electricity and electronics. This includes the real number system, linear equations, inequalities, functions, systems of equations, exponents, radicals and graphing.

3 hours lecture.

#### **AVT 104 ‡ Introduction to Electronics (7)**

*Prerequisite(s):* AVT 101, concurrent enrollment, or equivalent.

An introduction to direct and alternating current circuits, with emphasis on Ohm's Law, Kirchoff's Laws and network theorems used in the analysis of basic electronic circuits.

5 hours lecture, 6 hours laboratory.

#### **AVT 107 ‡ Avionics Fundamentals to Include Unmanned Aerial Vehicles (5)**

*Prerequisite(s):* AVT 104 or concurrent enrollment.

An introduction to avionics fundamentals with emphasis on the navigation and communication systems required to support flight operations.

4 hours lecture, 2 hours laboratory.

#### **AVT 112 ‡ Electronic Devices and Circuits I (8)**

*Prerequisite(s):* AVT 104.

The study of semiconductor devices to an operational level. Major emphasis will be placed on analysis of diodes, power supplies, filters, transistor, frequency responses, feedback and field effect transistor amplifiers. Stressing the importance of dc biasing, ac signal analysis, load lines, hybrid parameters, and troubleshooting multi-stage systems.

6 hours lecture, 4 hours laboratory.

#### **AVT 115 ‡ Digital and Microprocessor Fundamentals (7)**

*Prerequisite(s):* AVT 104.

A study of digital concepts, logic elements, organization, programming, interfacing, control applications and logic with emphasis on combinational logic, sequential logic, memory circuits, and support circuits of various components that together form the microcomputer.

6 hours lecture, 3 hours laboratory.

**AVT 202 ‡ Electronic Communications to Include Unmanned Aerial Vehicles (8)**

*Prerequisite(s): AVT 112.*

The study of basic communication concepts and circuits including amplitude modulation techniques, frequency modulation techniques, radio transmitters, receivers, antennas, radar microwave techniques, filters, coupling, frequency synthesizers, phased locked loops, data communications techniques, fiber optics, high-tech communication components, circuits, and equipment. Data communications will include ground control stations to unmanned aerial vehicles (UAVs) and unmanned aerial vehicles (UAVs) to unmanned aerial vehicles (UAVs).

*6 hours lecture, 4 hours laboratory.*

**AVT 205 ‡ Electronic Devices and Circuits II (4)**

*Prerequisite(s): AVT 112.*

A continuation of Electronic Devices and Circuits I, including the study of MOSFET's, operational amplifiers, applications and analysis of practical amplifier circuits, negative feedback, oscillators, solid-state switching circuits, thyristors, optoelectronic devices, unijunction transistors, silicon controlled rectifiers and selected material covering other electronic devices.

*3 hours lecture, 3 hours laboratory.*

**AVT 208 FCC/FAA Regulations (4)**

*Prerequisite(s): AVT 112 and AVT 115.*

An in-depth study of the Federal Communications Commission examination, preparing the student to take the FCC test. Also, an introduction to the Federal Aviation Administration and its rules and regulations.

*4 hours lecture.*

**AVT 211 Unmanned Aerial Vehicle Avionics (9)**

*Prerequisite(s): AMT 210 or concurrent enrollment, and sponsored employment with the Department of Defense or with a DOD UAV contractor.*

A study of unmanned aerial vehicle avionics focusing on development of the knowledge and skills necessary to safely operate, inspect, troubleshoot, and repair Hunter Unmanned Aerial Vehicle (UAV) avionics systems and subsystems down to the lowest replaceable unit (LRU). Emphasis on shelter theory of operation, performance criteria, data link operation, electrical power systems, emergency recovery systems and ground support equipment.

*4 hours lecture, 13 hours laboratory.*

**AVT 218 ‡ Pulse and Digital System Circuits (8)**

*Prerequisite(s): AVT 104.*

A study of number systems, Boolean algebra, combinational logic, sequential logic, components and circuitry most often encountered for pulse shaping and time delay in microcomputer systems. Major emphasis will be placed on RC and RL networks, diodes and switching transistor circuits and their applications.

*6 hours lecture, 4 hours laboratory.*

**AVT 220 ‡ Navigation Systems to Include Unmanned Aerial Vehicles (4)**

*Prerequisite(s): AVT 202.*

An in-depth study of avionics navigation, communication and interfacing of avionic systems required to support flight operations for various aircraft to include Unmanned Aerial Vehicles (UAVs).

*3 hours lecture, 3 hours laboratory.*

**AVT 224 Autopilot and Control Systems to Include Unmanned Aerial Vehicles (4)**

*Prerequisite(s): AVT 107.*

An in-depth study of the principles, system analysis, and operation of Autopilot/Control systems to include Unmanned Aerial Vehicles (UAVs) systems.

*4 hours lecture.*

**AVT 228 ‡ Aircraft Radar Systems to Include Unmanned Aerial Vehicles (4)**

*Prerequisite(s): AVT 218.*

An in-depth study of avionics with emphasis on the radar and pulsed radar systems required to support flight operations for various aircraft to include unmanned aerial vehicles (UAVs).

*3 hours lecture, 3 hours laboratory.*

**AVT 294 Field Experience in Avionics Technology (1-6)**

*Prerequisite(s): Sophomore standing in a declared major and prior approval of a cooperative education program coordinator.*

A supervised cooperative education work experience involving the combined efforts of educators and employers to accomplish career objectives in avionics technology. Variable credit (1-6) is available by special arrangement. May be taken four times for a maximum of 16 credit hours, with no more than six credits in a given semester. NOTE: Lower- and upper-division cooperative education courses may be combined but cannot exceed 16 credits.

**BIOLOGICAL SCIENCES****BIO 092 Special Topics and Applications in Biology -- Non-transfer (0.25-3)**

*Prerequisite(s): None.*

*Recommended Preparation: Permission of the instructor is strongly recommended.*

A rotating forum/seminar/course or supplement to an existing biology course emphasizing biology or related topics. May be repeated for Cochise College credit. Cochise College credit only unless otherwise designated in degree programs. The title and credit hours for this course will vary each term depending on the topic.

**BIO 100 \*‡ General Biology (for non-majors) (4)**

*Prerequisite(s): RDG 122 or exemption.*

*Recommended Preparation: ENG 101 and MAT 081.*

A laboratory science course for non-majors that surveys the concepts of introductory biology. Topics include scientific inquiry, cell biology, metabolism, cell division, genetics, evolution, ecology, and a survey of life on Earth.

*3 hours lecture, 3 hours laboratory.*

**BIO 105 ‡ Environmental Biology (4)**

*Prerequisite(s): None.*

*Recommended Preparation: MAT 081 and ENG 101.*



Fundamentals of ecology and their relevance to human impact on natural ecosystems. An introductory course in environmental biology with emphasis on the major themes of ecology and environmental biology. The student will receive instruction covering evaluation of scientific data, resource management, principles of ecology, human ecology, ethics and politics of the environment movement. Open to non-biology majors.

*3 hours lecture, 3 hours laboratory.*

#### **BIO 114 Biology Seminar Series (0.5-1)**

*Prerequisite(s): None.*

A rotating forum/seminar emphasizing biological science topics of current regional or global significance, which will vary with scientific advance and changes in student needs and interests. May be repeated up to four times for Cochise College credit. Cochise College elective credit only unless otherwise designated in degree programs. The title of this course may differ each term, depending on the topic being covered when the course is offered.

BIO 114G Flora and Fauna of Cochise County

BIO 114J \* Dangerous Animals of Arizona

#### **BIO 156 ‡ Introductory Biology for Allied Health (4)**

*Prerequisite(s): RDG 122 or exemption.*

*Recommended Preparation: MAT 081 or higher.*

An introductory course for allied health majors which concentrates on human biology. Covers the fundamental concepts of chemistry and biology including cell biology, metabolism, microbiology, genetics, evolution, and histology.

*3 hours lecture, 3 hours laboratory.*

#### **BIO 160 \*‡ Introduction to Human Anatomy and Physiology (4)**

*Prerequisite(s): RDG 122 or exemption.*

*Recommended Preparation: ENG 101 and MAT 081.*

An examination of the structure and dynamics of the human body based on the chemical, physical, cellular, and tissue levels of organization. Includes the major structures and functions of the integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. For students in programs that require a one-semester anatomy and physiology course, or for students fulfilling a one-semester laboratory science requirement.

*3 hours lecture, 3 hours laboratory.*

#### **BIO 181 ‡ General Biology I (for majors) (4)**

*Prerequisite(s): None.*

*Recommended Preparation: MAT 081; ENG 101; and CHM 130, CHM 138, CHM 151, or one year of high school chemistry.*

Principles of structure and function of living things at molecular, cellular, and organismic levels of organization.

*3 hours lecture, 3 hours laboratory.*

#### **BIO 182 ‡ General Biology II (4)**

*Prerequisite(s): BIO 181*

*Recommended Preparation: General Chemistry.*

Additional principles of structure and function of living things at molecular, cellular and organismic and higher levels of organization.

*3 hours lecture, 3 hours laboratory.*

#### **BIO 192 Special Topics and Applications in Biology (0.25-4)**

*Prerequisite(s): None.*

*Recommended Preparation: Permission of the instructor is strongly recommended.*

A rotating forum/seminar/course or supplement to an existing biology course emphasizing biology related topics. May be repeated for Cochise College credit. Cochise College credit only unless otherwise designated in degree programs. The title and credit hours for this course will vary each term depending on the topic.

#### **BIO 201 ‡ Human Anatomy and Physiology I (4)**

*Prerequisite(s): BIO 156 or BIO 181.*

*Recommended Preparation: CHM 138.*

An integrated study of the physical, structural, and functional features of tissues, and of the integumentary, skeletal, muscular, and nervous systems.

*3 hours lecture, 3 hours laboratory.*

#### **BIO 202 ‡ Human Anatomy and Physiology II (4)**

*Prerequisite(s): BIO 201.*

An integrated study of the physical, structural, and functional features of the endocrine, cardiovascular, respiratory, lymphatic, urinary, digestive, and reproductive systems.

*3 hours lecture, 3 hours laboratory.*

#### **BIO 205 ‡ Microbiology (4)**

*Prerequisite(s): BIO 156 or BIO 181.*

*Recommended Preparation: ENG 101 and MAT 081.*

A study of the structure and characteristics of the major groups of microorganisms and their importance to humans. Emphasis is on best methods for the control and treatment of microbial infection and disease.

*3 hours lecture, 3 hours laboratory.*

#### **BIO 226 ‡ Ecology (4)**

*Prerequisite(s): MAT 081, ENG 101, and either BIO 100, BIO 105, BIO 160, BIO 181, or BIO 201.*

An introduction to ecological concepts and methods in biology including: ecological niche, species diversity, population biology, ecosystems, life history strategies, environmental factors, environmental cycles, animal behavior and evolution, and their functions in the environment.

*3 hours lecture, 3 hours laboratory.*

#### **BIO 240 \*‡ Genetics and Evolution (3)**

*Prerequisite(s): BIO 181.*

Fundamental concepts of inheritance, including genetic and chromosomal character determination, and natural selection leading to population changes and speciation.

*3 hours lecture.*

#### **BIO 250 ‡ Biomedical Ethics (3)**

*Prerequisite(s): ENG 101.*

A brief introduction to major ethical theories and their importance to topical issues in biology and medical fields. Moral, social and legal principles that guide decision-making processes in such

areas as access to health care, the beginning and end of life, biomedical research and technology and public health.

3 hours lecture.

### **BIO 299 Individual Studies (1-4)**

*Prerequisite(s): Approval of appropriate instructional manager and instructor.*

Completion of a research problem or an outlined course of study under the direction of a faculty member, with contract for the individual study agreed upon by the student, the instructor, and the appropriate instructional manager prior to the initiation of the study. May be repeated for credit.

## **BUILDING CONSTRUCTION TECHNOLOGY**

### **BCT 100 Technical Mathematics I (3)**

*Prerequisite(s): None.*

A review of arithmetic and the study of fundamentals of algebra and geometry applied to practical problems of the drafting room, machine shop, and engineering.

3 hours lecture.

### **BCT 102 ‡ Carpentry Fundamentals (4)**

*Prerequisite(s): None.*

*Recommended Preparation: BCT 108 and BCT 109.*

An introduction to fundamental carpentry techniques. Students learn and apply these techniques to develop basic skills comparable to those acquired in a one-year carpentry apprenticeship. Focus is on shop safety, hand and power tools, floor systems, wall, ceiling, and roof framing, building materials, fasteners and adhesives, plans and elevations, concrete work, windows and doors, and basic stair layout.

3 hours lecture, 3 hours laboratory.

### **BCT 103 International Residential Building Codes (3)**

*Prerequisite(s): None.*

This course is an introduction to the current international residential building codes for one and two family dwellings. The codes' relationship to local code enforcement and blueprint reading will be covered. Inspectors, contractors, designers, draftsmen, and anyone associated with the building industry will benefit from this course.

3 hours lecture.

### **BCT 104 ‡ Electric I (4)**

*Prerequisite(s): None.*

*Recommended Preparation: BCT 108 and BCT 109.*

An introduction to fundamental electrical theory and techniques. Students learn and apply these techniques to develop basic skills comparable to those acquired in a one-year electrical apprenticeship. Focus is on electrical safety, circuits and theory, and on the National Electrical Code, device boxes, conduit, raceways and fittings, conductors and cables, electrical drawings, residential services, and test equipment.

3 hours lecture, 3 hours laboratory.

### **BCT 105 Electrical Theory (3)**

*Prerequisite(s): None.*

Concepts explained in this course on Electrical Theory are the foundation to understanding electricity in the electrical world. Ohms law, series and parallel circuit, power factor and efficiency, electrical fundamentals and meters, motors, generators, transformers, and harmonics will be some of the topics covered.

3 hours lecture.

### **BCT 106 National Electrical Code I (3)**

*Prerequisite(s): None.*

This course focuses attention on the National Electrical Code Articles 90 - 400. This course is for anyone in the electrical field to include electricians, inspectors, and maintenance workers. National Electrical Code I covers the general wiring requirements.

3 hours lecture.

### **BCT 107 ‡ Home Maintenance (3)**

*Prerequisite(s): None.*

A do-it-yourself home maintenance course covering use of common hand and power tools for routine electrical, carpentry, and plumbing repairs.

3 hours lecture, 1 hour laboratory.

### **BCT 108 Basics in Construction (2)**

*Prerequisite(s): None.*

Students will receive a working knowledge of shop safety and the use of basic hand and power tools. They will learn the soft skills necessary to be successful in the construction industry. Students successfully completing this course will receive the Core Curriculum Certificate, which is required before any other certification in the National Center for Construction Education and Research (NCCER) curriculum.

2 hours lecture.

### **BCT 109 Construction Safety (3)**

*Prerequisite(s): None.*

An introduction to the Occupational Safety and Health Administration's workplace and jobsite safety policies and procedures. Includes a study of safety practices, preventative measures, construction hazards, personal protective devices and equipment, and hazardous materials handling.

3 hours lecture.

### **BCT 110 ‡ Cabinetmaking (3)**

*Prerequisite(s): None.*

This course will provide the students with a basic working knowledge of cabinetmaking. Students will acquire competency in constructing and installing cabinets and countertops.

2 hours lecture, 3 hours laboratory.

### **BCT 111 ‡ Plumbing I (4)**

*Prerequisite(s): None.*

*Recommended Preparation: BCT 108 and BCT 109.*

An introduction to fundamental plumbing techniques. Students learn and apply these techniques to develop basic skills comparable to those acquired in a one-year plumbing apprenticeship. Focus is on plumbing safety, tools, math skills, and drawings; plastic, copper, and carbon steel pipes and fittings; tubing, fixtures, and faucets; drain, waste, and vent systems; and water distribution systems.

3 hours lecture, 3 hours laboratory.

### **BCT 112 Introduction to the Utility Industry (3)**

*Prerequisite(s): None.*

An introduction to the utility industry and careers such as electric utility line technician, gas industry technician, telecommunications technician, and utility supervisor. Topics include utility infrastructures, land and gas surveying techniques, power delivery, basic safety principles, systems troubleshooting, and regulatory issues.

3 hours lecture.

### **BCT 122 ‡ Refrigeration I (3)**

*Prerequisite(s): None.*

A course designed to provide the student with basic understanding of the refrigeration process, types of refrigerants, tools and equipment, and refrigerant management. Emphasis will be placed on the recovery, recycling, and reclaiming of refrigerants.

2 hours lecture, 3 hours laboratory.

### **BCT 127 Blueprint Reading and Estimating (3)**

*Prerequisite(s): None.*

A course to provide the student with proficiency in reading and understanding blueprints and their use in locating plumbing, electrical and waste disposal systems. The student will learn the symbols and abbreviations used by architects and draftsmen, how to apply them to construction applications, and how to estimate material from architectural specifications.

3 hours lecture.

### **BCT 130 Introduction to Green Building (3)**

*Prerequisite(s): None.*

An introduction to the fundamentals of green or sustainable building practices. Topics include energy use and efficiency, renewable energy technologies, water conservation, and basic building sciences. Also examined are the history of the green building industry, building retrofitting, rating and certification systems, sustainable materials, and careers within the industry.

3 hours lecture.

### **BCT 131 Renewable Energy Technologies (3)**

*Prerequisite(s): None.*

*Recommended Preparation: BCT 130.*

An introduction to the various renewable energy technologies including solar, wind, biomass, ethanol, geothermal, and fuel cells. Students apply knowledge about these technologies to develop renewable energy technology plans.

3 hours lecture.

### **BCT 132 Sustainable Environmental Systems (3)**

*Prerequisite(s): None.*

*Recommended Preparation: BCT 130.*

An introduction to sustainable environmental systems. Addresses passive solar concepts such as energy conversion, ventilation, solar water heating, solar gain, and thermal mass. Additional topics include photovoltaic technology, wind turbine technology, water use, water harvesting, and heating ventilation and air conditioning systems.

3 hours lecture.

### **BCT 133 Sustainable Structural Systems (3)**

*Prerequisite(s): None.*

*Recommended Preparation: BCT 130.*

An introduction to the fundamental concepts related to sustainable structural systems. Topics include sustainable building materials, their standards and certifications, efficiency measures, and the retrofitting of structures.

3 hours lecture.

### **BCT 134 Sustainable Site Development (3)**

*Prerequisite(s): None.*

*Recommended Preparation: BCT 130.*

An introduction to the fundamental concepts related to sustainable site development. Focus is on stormwater management, habitat conservation, rainwater harvesting, xeriscaping and xerogardening, hardscapes, and other topics related to the development of sustainable building sites.

3 hours lecture.

### **BCT 135 Energy Auditing and Modeling (3)**

*Prerequisite(s): None.*

*Recommended Preparation: BCT 130.*

An introduction to the fundamental concepts related to energy auditing and modeling. Topics include energy efficiency audit and assessment tools, heat flow and building leakage, thermal efficiency software, mechanical systems performance, and building envelope characteristics.

3 hours lecture.

### **BCT 201 ‡ Carpentry Framing and Finishing (4)**

*Prerequisite(s): BCT 102 or permission of instructor.*

*Recommended Preparation: BCT 108 and BCT 109.*

A study of carpentry framing and finishing techniques. Students learn and apply these techniques to develop advanced skills comparable to those acquired in a two-year carpentry apprenticeship. Focus is on roofing, thermal and moisture protection, exterior finishing, steel framing, drywall installation and finishing, doors and door hardware, suspended ceilings, trim work, and cabinet installation and fabrication.

3 hours lecture, 3 hours laboratory.

### **BCT 202 ‡ Carpentry Forms (4)**

*Prerequisite(s): BCT 102 or permission of instructor.*

*Recommended Preparation: BCT 108 and BCT 109.*

A study of advanced carpentry techniques as they relate to concrete-form framing, placement, pouring, and finishing. Students develop skills operating circular and reciprocating saws, drills, impact wrenches, hand power planers, pneumatic nail guns, and various hand tools of the trade; and they develop proficiency comparable to that of a third-year carpentry apprentice.

3 hours lecture, 3 hours laboratory.

### **BCT 204 ‡ Electric II (4)**

*Prerequisite(s): BCT 104.*

*Recommended Preparation: BCT 108 and BCT 109.*

An introduction to advanced electrical theory and techniques. Students learn and apply these techniques to develop advanced skills comparable to those acquired in a two-year electrical ap-

prenticeship. Focus is on alternating current, motors, electric lighting, conduit bending, pull and junction boxes, conductor installations, terminations and splices, grounding and bonding, circuit breakers and fuses, and control systems.

*3 hours lecture, 3 hours laboratory.*

### **BCT 210 ‡ Cabinetmaking II (3)**

*Prerequisite(s): BCT 110.*

This course provides students with a better understanding of, and increased skills in, the design, style, and construction of cabinets and countertops.

*2 hours lecture, 3 hours laboratory.*

### **BCT 211 ‡ Cabinetmaking III (3)**

*Prerequisite(s): BCT 110 and BCT 210, or permission of instructor.*

This course prepares students for employment in the areas of finish carpentry, cabinetmaking, cabinet installation, and countertop manufacturing and installation.

*2 hours lecture, 3 hours laboratory.*

### **BCT 220 Grounding and Bonding (3)**

*Prerequisite(s): None.*

*Recommended Preparation: BCT 104, BCT 105, BCT 106, and BCT 204.*

This course covers Article 250 of the National Electric Code. It concentrates on the theories of grounding and bonding and on the wiring methods involved. This provides complete in-depth understanding of the differences between grounding and bonding of everything from service equipment to swimming pools.

*3 hours lecture.*

### **BCT 222 ‡ Refrigeration II (3)**

*Prerequisite(s): BCT 122.*

A continuation of the fundamentals of refrigeration with an emphasis on the function of motors, controls, and the major components of the refrigeration system, to include evaporators, condensers, compressors, and expansion devices.

*2 hours lecture, 3 hours laboratory.*

### **BCT 223 ‡ Heating and Air Conditioning (4)**

*Prerequisite(s): BCT 222.*

An introduction to the various types of heating and air conditioning systems. Electrical devices, valves, controls and duct systems will also be explored. An emphasis will be placed on troubleshooting and repair.

*4 hours lecture.*

### **BCT 224 Field Experience in Building Construction Technology (1-6)**

*Prerequisite(s): Prior approval of a cooperative education program coordinator.*

*Recommended Preparation: One semester of Cochise College BCT coursework and declared major in Building and Construction Technology.*

A supervised cooperative education work experience involving the combined efforts of educators and employers to accomplish career skills objectives in the building/construction field. Variable credit (1-6) is available upon consultation with cooperative edu-

cation coordinator. May be taken four times for a maximum of 16 credits, with no more than six credits in a semester.

### **BCT 225 ‡ Heating, Ventilating, and Air Conditioning IV (4)**

*Prerequisite(s): BCT 223.*

An advanced course in heating, ventilating, and air conditioning that covers the installation, operation, and repair of heat pumps and other modern heating equipment.

*2 hours lecture, 4 hours laboratory.*

## **BUSINESS ADMINISTRATION**

### **BUS 101 Computer Keyboarding (3)**

*Prerequisite(s): None.*

Specifically designed for (but not limited to) students with no knowledge of touch keyboarding or prior computer experience. Skill development on keyboarding techniques will be utilized to develop speed and accuracy on the computer keyboard.

*3 hours lecture.*

### **BUS 104 Business Math (3)**

*Prerequisite(s): None.*

*Recommended Preparation: Knowledge of basic mathematics.*

This course examines the fundamentals of business mathematics and the use of the number language to communicate in the business world.

*3 hours lecture.*

### **BUS 105 Technical Report Writing (1)**

*Prerequisite(s): None.*

A practical overview of technical report writing with emphasis on clarity, conciseness, and precision of written language. Includes a review of English grammar and spelling, critical reading/summarizing techniques, and listening, note-taking, and proofreading.

*1 hour lecture, 1 hour laboratory.*

### **BUS 106 Administrative Assistant Skills I (4)**

*Prerequisite(s): CIS 116 and Keyboarding skills of 30 wpm.*

Continued development of keyboarding and techniques needed to master letter styles, tables, memos, and reports with an expected outcome of 35 wpm for three minutes. Class will emphasize text-editing and text formatting techniques.

*3 hours lecture, 2 hours laboratory.*

### **BUS 109 \* Survey of American Business (3)**

*Prerequisite(s): None.*

This course examines the fundamental characteristics and functions of modern business, with emphasis on career opportunities.

*3 hours lecture.*

### **BUS 110 \* Survey of International Business (3)**

*Prerequisite(s): None.*

A study of international business in a socio-political and multicultural context. This course focuses on the cultural, economic and political aspects of foreign environments and their effect on the operation of an international firm.

*3 hours lecture.*

**BUS 111 \* Business English (3)***Prerequisite(s): None.*

An in-depth study of the mechanics of English required for academic and workplace communication. Emphasis is placed on grammar, word usage, punctuation, spelling, conciseness and clarity in both spoken and written language. The rules and style recommendations covered are those that should prove helpful in the academic and/or business communities.

*3 hours lecture.***BUS 123 \* Human Resource Management (3)***Prerequisite(s): None.*

A study of human resource management policies and techniques pertaining to the recruitment, selection, development, compensation, retention, evaluation, and promotion of personnel within an organization.

*3 hours lecture.***BUS 125 Management and Organizational Behavior (3)***Prerequisite(s): None.*

Study of actions and attitudes of people in organizations. Focuses on the study of group behavior, interpersonal and inter-group relationships in an organization. Conceptual tools for analyzing behavior and managing group processes of conflict, communication and task accomplishments.

*3 hours lecture.***BUS 127 \* Leadership and Supervision (3)***Prerequisite(s): None.*

In-depth study of the supervision and leadership functions in management. Case studies emphasized.

*3 hours lecture.***BUS 131 \* International Management (3)***Prerequisite(s): None.*

An overview of managerial issues confronting managers doing business in the international sector, focusing on the design of the organization, political, legal, cultural and economic concerns, personnel issues and negotiating strategies.

*3 hours lecture.***BUS 134 \* International Marketing (3)***Prerequisite(s): None.*

An overview of the marketing principles involved in international business. This class will consider globalization, trade issues, and the application of the four Ps of marketing to the international business environment.

*3 hours lecture.***BUS 143 Principles of Management (3)***Prerequisite(s): None.*

A study of managerial challenges relating to such issues as people, diversity, quality, ethnicity, and the global environment. Managerial principles with emphasis on planning, organizing, motivating, and controlling for effective business decisions.

*3 hours lecture.***BUS 145 \* Principles of Marketing (3)***Prerequisite(s): None.*

A study of marketing principles involved in the distribution of goods and services from the producer to the ultimate consumer, including functions of wholesaling, retailing, direct selling, risk taking, and storage.

*3 hours lecture.***BUS 146 \* Introduction to Accounting (3)***Prerequisite(s): None.**Recommended Preparation: BUS 104 or MAT 122.*

The basic accounting cycle for service and merchandising firms: analyzing business transactions, journalizing and posting entries, developing financial statements, administering end-of-accounting-period activities, controlling cash, and preparing payroll.

*3 hours lecture, 1 hour laboratory.***BUS 149 Merchandising Management (3)***Prerequisite(s): None.*

Examines the organization and operation of retail outlets, trends and concepts in retail selling, problems in retailing both goods and services, and solutions for buying, selling, stocking, servicing and controlling in retail outlets.

*3 hours lecture.***BUS 150 \* Business Ethics (3)***Prerequisite(s): None.*

An introductory course in the application of moral philosophy to contemporary ethical and moral problems in business; an examination of individual, organizational, and macro-level issues in business ethics. It will provide students with a framework that they can use to identify, analyze, and control ethical issues in business decision making.

*3 hours lecture.***BUS 156 Principles of Finance (3)***Prerequisite(s): BUS 146 or BUS 201.*

A study of the world of finance dealing with the relationship of money to our economy and an in-depth study of the role and techniques of financial management within a company.

*3 hours lecture.***BUS 160 \* Essential Workplace Success Skills (3)***Prerequisite(s): None.*

A study of problem areas workers may encounter in obtaining and maintaining their employment, including job seeking skills, professional dress, decision making strategies, self-esteem, job stress, communication skills and coping with stress.

*3 hours lecture.***BUS 167 \* Business Communications (3)***Prerequisite(s): CIS 116 and either BUS 111 or placement in ENG 101.*

A study of business communications prepared in a business organization, including typical internal and external communications (letters, memos, proposals and reports). Emphasis will be on applying English fundamentals, usage, syntax, and organization ideas as well as on using technology appropriately to conduct research and to create documents. This course will also stress listening and speaking skills. Identical to ENG 167.

3 hours lecture.

### **BUS 168 Customer Relations in the Work Place (1)**

*Prerequisite(s): None.*

An exploration on the ways human beings relate to each other using specific typical problems that occur on a day-to-day basis within organizations. This course will serve as a foundation for improving human relations and personal management skills.

1 hour lecture.

### **BUS 170 \* Understanding and Managing Conflict (3)**

*Prerequisite(s): None.*

A study of the causes of conflict and its personal and interpersonal effects. Includes an analysis of the impact of both healthy and unhealthy conflict on organizational and personal goal achievement. Provides conceptual and practical tools to effectively minimize, manage, and resolve conflict resulting from social interaction and interpersonal communication. Identical to SOC 170.

3 hours lecture.

### **BUS 172 \* Quantitative Methods in Business (3)**

*Prerequisite(s): MAT 151 or permission of instructor.*

*Recommended Preparation: Knowledge of Excel spreadsheets or completion of CIS 181.*

This course concentrates on business applications of quantitative optimization methods in operations management decisions. Quantitative methods and modeling to support business decision making will be the focus.

3 hours lecture.

### **BUS 179 Applied Technical Writing (3)**

*Prerequisite(s): ENG 100 or placement in ENG 101, RDG 122 or exemption, and CIS 116 or CIS 120.*

An applied skill course on writing clear organizational reports and communications. Assignments will stress the processes and products for reporting technical information, with emphasis on writing mechanics/syntax, forms/formats and technical style. Identical to CIS 179 and ENG 179.

3 hours lecture.

### **BUS 180 Computerized Accounting (3)**

*Prerequisite(s): None.*

Course includes the use of automated accounting software to complete general ledger, accounts payable, accounts receivable and payroll reports. Basic bookkeeping or accounting background is suggested prior to enrolling.

3 hours lecture.

### **BUS 183 \* Starting a Business (3)**

*Prerequisite(s): None.*

*Recommended Preparation: Computer and Internet literacy.*

A primer on business success emphasizing investigation and evaluation of business opportunities. The course also will emphasize the acquisition of skills and knowledge to establish the business, including practical problems in marketing, financial analysis and control, and management and organization.

3 hours lecture.

### **BUS 192 Applications in Management Development (0.5)**

*Prerequisite(s): None.*

Seminars designed for professional and personal skill enhancement with emphasis on the mastery and effective utilization of the topic under study. Each seminar provides a minimum of eight hours of instruction.

0.5 hour lecture.

BUS 192P Introduction to Grant Writing

BUS 192Q Intermediate Grant Writing

BUS 192V Starting a Small Business

BUS 192W Write a Winning Business Plan

BUS B192 QuickBooks for Windows, Part I

BUS C192 QuickBooks for Windows, Part II

### **BUS 193 Current Office Applications (1)**

*Prerequisite(s): None.*

One unit modules designed for personal/professional improvement. Principles and practice of various office applications; each session covering mastery of a particular application, with emphasis on the effective use of the application under study.

1 hour lecture.

BUS 193A Elementary Keyboarding

BUS 193B Intermediate Keyboarding

BUS 193C Advanced Keyboarding

BUS 193G Windows I

BUS 193H Windows II

BUS 193I Windows III

BUS 193M PowerPoint I

BUS 193N PowerPoint II

BUS 193O PowerPoint III

BUS 193U Introduction to Email

BUS 193V Word I

BUS 193W Word II

BUS 193X Word III

BUS 193Z Introduction to Outlook

BUS A193 Excel I

BUS B193 Excel II

BUS C193 Excel III

BUS D193 Access I

BUS E193 Access II

BUS F193 Access III

BUS M193 Speedbuilding I

BUS N193 Speedbuilding II

BUS O193 Speedbuilding III

### **BUS 201 \* Financial Accounting (3)**

*Prerequisite(s): BUS 104; and MAT 122, MAT 123, or placement in MAT 151.*

*Recommended Preparation: Knowledge of Excel spreadsheets or completion of CIS 181.*

An introductory course in gathering, recording, and using the financial data of a business. Focus is on the accounting cycle, debits and credits, classification of accounts, recording of trans-

actions, and preparation of financial statements for single proprietorships, partnerships and corporations.

*3 hours lecture, 2 hours laboratory.*

### **BUS 202 \* Managerial Accounting (3)**

*Prerequisite(s): BUS 201 and CIS 181.*

An introductory course in accounting concepts, methods, and techniques used by managers to support financial and operational decision making within an organization.

*3 hours lecture, 2 hours laboratory.*

### **BUS 206 Administrative Assistant Skills II (4)**

*Prerequisite(s): BUS 106 or BUS 213.*

A study of advanced formatting preparation skills needed to become proficient at typing business letters, printed forms, manuscripts, and tabulation problems in the employment field through the use of individualized units of work with an expected outcome of 40 wpm for 5 minutes.

*3 hours lecture, 2 hours laboratory.*

### **BUS 207 Office Administration (3)**

*Prerequisite(s): CIS 116 and BUS 167, or permission of instructor.*

An analysis of functions of office departments, their organization and administration; management principles and functions; problem-solving techniques; human relations issues, communication, employee selection, training, information technology tools, and legal implications for the office supervisor. This course is designed for prospective office supervisors, training directors, administrative assistants, and executive secretaries.

*3 hours lecture.*

### **BUS 209 Business Speech Communications (3)**

*Prerequisite(s): None.*

A study of the principles of business speech communications, choosing appropriate topics, researching techniques, organizing material, analyzing audiences, and delivering courtesy, information, demonstration, and persuasive speeches to small and large groups. This course will also integrate the skills of perception, listening, language, speech, nonverbal communication, one-on-one, and effective interviewing techniques.

*3 hours lecture.*

### **BUS 210 Automated Office Procedures (3)**

*Prerequisite(s): CIS 116 and CIS 181, or permission of instructor.*

A project-oriented study of administrative office procedures including using computer applications, career, human relations, basic duties, information processing, special duties, administrative responsibilities, communication and professional growth. Workflow procedures and standards will be included. The course is designed to help develop the accuracy necessary to apply this knowledge to a variety of data entry situations: spreadsheets, databases, accounting, banking, on-line point-of-sale entries, and other numeric computer-related applications.

*3 hours lecture.*

### **BUS 211 Automated Office Practice (3)**

*Prerequisite(s): BUS 210 or BUS 216.*

A project-oriented comprehensive study of administrative office practices including the career, human relations, basic duties, information processing, special duties, administrative responsibilities and professional growth. Workflow procedures, standards, written and oral communications and group problem solving will be included.

*3 hours lecture, 1 hour laboratory.*

### **BUS 213 Word Processing (3)**

*Prerequisite(s): CIS 116.*

A study of current word processing concepts, systems, and equipment emphasizing text editing and text formatting techniques. Prerequisite keying speed of 25 wpm suggested. Course not required for the Professional Administrative Assistant AAS degree.

*3 hours lecture, 1 hour laboratory.*

### **BUS 214 Advanced Word Processing (3)**

*Prerequisite(s): BUS 213 or permission of instructor.*

An advanced study of word processing concepts, software, equipment and required skills for career usage using special entry/editing techniques. Course not required for the Professional Administrative Assistant AAS degree.

*3 hours lecture, 1 hour laboratory.*

### **BUS 216 Administrative Assistant Skills III (4)**

*Prerequisite(s): CIS 116 and CIS 181, or permission of instructor.*

This course covers intermediate microcomputer applications including word processing, spreadsheets, databases, presentations, and integration of the applications. Topics include form letters, merging, desktop publishing, financial functions, amortization schedules, data tables, creating and querying a worksheet database, templates, creating customized database reports/forms and managing switchboards, embedded visuals, and importing clips into presentation software. Student electronic employment portfolios will be developed.

*3 hours lecture, 2 hours laboratory.*

### **BUS 217 Administrative Assistant Skills IV (4)**

*Prerequisite(s): BUS 216 or permission of instructor.*

This course covers advanced applications including word processing, spreadsheet, database, presentation, and integration of the applications. Word processing topics include creating an index, a table of contents, online forms, merging e-mail form letters using a database, and using VBA with word processing. Spreadsheet topics include macros, Visual Basic for Applications (VBA), Solver, data validation, password protection, Scenario Manager, PivotCharts, PivotTables, PivotTable lists, importing data, tracking changes, Send To command, and Data Maps. Database topics include creating a report using design view, customizing forms using VBA, working with charts and PivotTable objects, administering a database, SQL, and database data in other applications. Presentation topics include creating a self-running presentation using animation effects; using VBA with presentations; and distributing presentations to remote audiences. A capstone course electronic employment portfolio will be completed.

*3 hours lecture, 2 hours laboratory.*

### **BUS 219 \* Business Statistics (3)**

*Prerequisite(s): MAT 142 or MAT 151.*

*Recommended Preparation: Knowledge of Excel spreadsheets or completion of CIS 181.*

Business applications of descriptive and inferential statistics, measurement of relationships, and statistical process management.

3 hours lecture.

### **BUS 220 Business Statistics (3)**

*Prerequisite(s): BUS 219.*

Testing and estimation, statistical inference, variance analysis, regression, correlation, time series, and index number application.

3 hours lecture.

### **BUS 224 Field Experience in Business Administration (1-6)**

*Prerequisite(s): A declared major in business administration and prior approval of a cooperative education program coordinator.*

*Recommended Preparation: Sophomore standing.*

A supervised cooperative education work experience involving the combined efforts of educators and employers to accomplish career objectives in business administration. Variable credit (1-6) is available by special arrangement. May be taken four times for a maximum of 16 credit hours, with no more than six credits in a given semester.

### **BUS 225 Field Experience in Office Technology (1-6)**

*Prerequisite(s): A declared major in office technology and permission and approval of a cooperative education program coordinator.*

A supervised cooperative education work experience involving the combined efforts of educators and employers to accomplish career objectives in office technology and related fields. Variable credit (1-6) is available by special arrangement. May be taken four times for a maximum of 16 credit hours, with no more than six units in a given semester.

### **BUS 226 Field Experience in Medical Transcription (1-6)**

*Prerequisite(s): A declared major in Medical Transcription and permission and approval of a cooperative education program coordinator.*

A supervised cooperative education work experience involving the combined efforts of educators and employers to accomplish career objectives in medical transcription/terminology and medical records. Variable credit (1-6) is available by special arrangement. May be taken four times for a maximum of 16 credit hours, with no more than six credits in a given semester.

### **BUS 227 Field Experience in Legal Procedures (1-6)**

*Prerequisite(s): Prior approval of a cooperative education program coordinator. Student must have the skills necessary for requirements of particular co-op job setting.*

*Recommended Preparation: Recommendation of faculty member in discipline related to this course, preferably history, political science, and/or legal, public or business administration as appropriate to work setting; and completion of a minimum of 12 units.*

A supervised cooperative education work experience involving the combined efforts of educators and employers to accomplish career skills objectives related to the pre-law, legal, or public administration field. Variable credit (1-6) is available upon con-

sultation with Cooperative Education Coordinator. May be taken four times for a maximum of 16 credits, with no more than six credits in a semester.

### **BUS 228 \* Financial Planning (3)**

*Prerequisite(s): BUS 104, BUS 146, or BUS 201.*

An introduction to the principles and techniques of personal financial planning, including preparation of personal financial statements; budgeting; goal setting; investing; determining insurance needs; and tax, retirement, and estate planning. A strong emphasis is placed on the process of drawing up a personal financial plan.

3 hours lecture.

### **BUS 229 Business Investments (3)**

*Prerequisite(s): BUS 104, BUS 146, or BUS 201.*

An introduction to the investment opportunities open to individual investors, including a description of available investment instruments, brokerage procedures, applicable rules and regulations, tax impacts, and analysis techniques.

3 hours lecture.

### **BUS 233 \* The Legal Environment of Business (3)**

*Prerequisite(s): None.*

An examination of the legal framework governing rules of conduct among businesses and its impact on establishing business policy.

3 hours lecture.

### **BUS 240 Principles of Real Estate I (3)**

*Prerequisite(s): None.*

A course in basic real estate principles, including introduction to the profession and license law, definition of real property, legal descriptions, rights and interest in property, ownership, contracts, real estate economics, financing and foreclosures, use and valuation of property. This course is one of two courses required for the Arizona Real Estate salespersons' examination.

3 hours lecture.

### **BUS 241 Principles of Real Estate II (3)**

*Prerequisite(s): BUS 240 or permission of instructor.*

An advanced course in real estate, including escrow procedures and title insurance, liens and encumbrances, advanced contracts, water rights, toxic waste and environmental hazards, agency, ethics and professional relationships, real estate codes and the commissioners' rules, investment, property management and government restrictions, and real estate mathematics.

3 hours lecture.

### **BUS 245 Seminar: Trends and Practices in Business (3)**

*Prerequisite(s): BUS 160 or BUS 168; BUS 167, BUS 179, ENG 279, ENG 101, or ENG 102; BUS 146 or BUS 201; ECN 201 or ECN 202; BUS 172 or CIS 181; and MAT 122 or higher.*

*Recommended Preparation: Sophomore standing.*

A capstone course in business management in which students apply problem-solving and decision-making techniques to practical business situations. Students produce a major project or a presentation using current business theories and practices.

3 hours lecture.



**BUS 282 Management Information Systems (3)**

*Prerequisite(s): CIS 116 or CIS 120.*

A study of the management sciences involved in meeting the informational needs of business, industry, governmental and educational agencies; a study of skills and knowledge of man versus machine to develop and design data processing systems in a problem-oriented approach.

*2 hours lecture, 1 hour laboratory.*

**BUS 283 Small Business Management (3)**

*Prerequisite(s): BUS 183.*

Analysis of the practical problems of organizing and managing a successful small business. Practical problems in marketing, research, financial analysis and control, budgeting, management, and organization for small businesses are emphasized with the aid of the microcomputer.

*3 hours lecture, 1 hour laboratory.*

**BUS 285 \* Electronic Commerce (3)**

*Prerequisite(s): CIS 116, CIS 120, or CIS 185.*

This is the final course for the International Business Certificate. Examines the components and practices of electronic commerce. Addresses advertising and marketing on the World Wide Web. Examines security and payment systems to support online transactions. Introduces writing web pages for business.

*3 hours lecture.*

**BUS 293 Advanced Current Office Applications (1)**

*Prerequisite(s): None.*

One-unit modules designed for personal/professional improvement. Principles and practice of various computer applications, each session directed toward skills mastery of a particular instance of microcomputer applications software with emphasis on the effective use of the software under study.

*1 hour lecture.*

BUS 293A Advanced Word I

BUS 293B Advanced Word II

BUS 293C Advanced Word III

BUS 293L Advanced Office Professional I

BUS 293M Advanced Office Professional II

BUS 293N Advanced Office Professional III

BUS 293O Advanced Word Projects

BUS 293P Advanced Word Applications I

BUS 293Q Advanced Word Applications II

BUS 293R Advanced Word Applications III

**CHEMISTRY****CHM 092 Special Topics and Applications in Chemistry (0.25-3)**

*Prerequisite(s): None.*

*Recommended Preparation: Permission of the instructor is strongly recommended.*

A rotating forum/seminar/course or supplement to an existing chemistry course emphasizing chemistry related topics. May be repeated for Cochise College credit. Cochise College credit only unless otherwise designated in degree programs. The title and

credit hours for this course will vary each term depending on the topic.

**CHM 128 ‡ Forensic Chemistry (4)**

*Prerequisite(s): MAT 081 or higher.*

A one-semester course introducing the fundamentals of chemistry with emphasis placed on principles important to understanding forensic science. Topics include an introduction to the interdisciplinary nature of forensic science, the identification, evaluation and preservation of physical and chemical evidence found at crime scenes, and methods for analyzing such evidence. Additional topics include an introduction to nuclear chemistry, the structure and analysis of drugs, and DNA structure and its importance in criminal investigation. Open to science and non-science majors.

*3 hours lecture, 3 hours laboratory.*

**CHM 130 \*‡ Fundamental Chemistry (4)**

*Prerequisite(s): MAT 081 or higher, and RDG 122 or exemption.*

Introduces students with no prior chemistry instruction to the fundamentals of general inorganic chemistry, and prepares them for General Chemistry I.

*3 hours lecture, 3 hours laboratory.*

**CHM 138 ‡ Chemistry for Allied Health (4)**

*Prerequisite(s): MAT 081 or higher, and RDG 122 or exemption.*

An introduction to the fundamentals of general inorganic, organic, and biological chemistry focusing on the principles important to the understanding of human biological functions and their related medical aspect. Especially adapted to the needs of students in health related fields and nursing.

*3 hours lecture, 3 hours laboratory.*

**CHM 151 ‡ General Chemistry I (4)**

*Prerequisite(s): CHM 130, CHM 138, or one year of high school chemistry; MAT 122 or higher; and RDG 122 or exemption.*

An introduction to the general principles of inorganic chemistry, with focus on quantitative relationships including properties of matter, chemical bonding and structure, nomenclature, chemical equations, stoichiometry, gas laws, thermochemistry, states of matter, and reactions in aqueous solutions.

*3 hours lecture, 3 hours laboratory.*

**CHM 152 ‡ General Chemistry II (4)**

*Prerequisite(s): CHM 151.*

A continuation of General Chemistry I and the general principles of inorganic chemistry, with focus on quantitative relationships including acids and bases, equilibrium, kinetics, electrochemistry, and nuclear chemistry.

*3 hours lecture, 3 hours laboratory.*

**CHM 192 Special Topics and Applications in Chemistry (0.25-4)**

*Prerequisite(s): None.*

*Recommended Preparation: Permission of the instructor is strongly recommended.*

A rotating forum/seminar/course or supplement to an existing chemistry course emphasizing chemistry related topics. May be repeated for Cochise College credit. Cochise College credit only unless otherwise designated in degree programs. The title and

credit hours for this course will vary each term depending on the topic.

### **CHM 235 ‡ General Organic Chemistry I (4)**

*Prerequisite(s): CHM 152.*

An introduction to the naming, structure, and properties of organic compounds with an emphasis on alkanes, stereo chemistry, alkyl halides, alkenes, and NMR spectroscopy. Mechanisms and synthesis will be major themes studied in order to reveal the relationships between these different classes of compounds.

*3 hours lecture, 3 hours laboratory.*

### **CHM 236 ‡ General Organic Chemistry II (4)**

*Prerequisite(s): CHM 235.*

A continuation of an introduction to the naming, structure, and properties of organic compounds with an emphasis on alcohols, ethers, epoxides, alkynes, aromatics, ketones, aldehydes, amines, carboxylic acids and their derivatives, enols, and enolate ions. Mechanisms and synthesis will be major themes studied in order to reveal the relationships between these different classes of compounds.

*3 hours lecture, 3 hours laboratory.*

### **CHM 299 Individual Studies (1-4)**

*Prerequisite(s): Approval of appropriate instructional manager and instructor.*

Completion of a research problem or an outlined course of study under the direction of a faculty member, with contract for the individual study agreed upon by the student, the instructor, and the appropriate instructional manager prior to the initiation of the study. May be repeated for credit.

## **CISCO NETWORK TECHNOLOGY**

### **CNT 140 ‡ Cisco Networking Fundamentals (4)**

*Prerequisite(s): None.*

Cisco Networking Fundamentals is an introductory course in the network technology field. Students will develop an understanding of the terminology and technology in this field through lecture, demonstration and hands-on use of Local Area Networks (LAN) and Wide Area Networks (WAN) in a personal computer laboratory environment. Topics covered include cabling, Ethernet, switching, routing fundamentals and the Transmission Control Protocol/Internet Protocol (TCP/IP) suite and IP addressing. At the end of the course, students build simple LAN topologies by applying basic principles of cabling; performing basic configurations of network devices, including routers and switches; and implementing IP addressing schemes. This is the first of four courses to prepare students to take the Cisco Certified Network Associate (CCNA) certification exam.

*3 hours lecture, 3 hours laboratory.*

### **CNT 150 ‡ Cisco Networking Router Technologies (4)**

*Prerequisite(s): CNT 140.*

Cisco Networking Router Technologies expands on the knowledge base developed in CNT 140. Students will receive hands-on experience in connecting and configuring routers and switches in Local Area Network (LAN) and Wide Area Network (WAN) topologies. Topics will include Routing and Routing Protocols

(Distance Vector and Link-State), Cisco Internetwork Operating System (IOS) Software, Intermediate TCP/IP. This is the second of four courses to prepare students to take the Cisco Certified Network Associate (CCNA) certification exam.

*3 hours lecture, 3 hours laboratory.*

### **CNT 240 ‡ Cisco LAN Switching and Wireless (4)**

*Prerequisite(s): CNT 140.*

Cisco Local Area Network (LAN) Switching and Wireless provides a comprehensive, theoretical and practical approach to learning the technologies and protocols needed to design and implement a converged switched network. Topics covered include basic switch configuration; implementation of Virtual LANs, Virtual Trunking Protocol (VTP) and inter-VLAN routing in a converged network; the different implementations of Spanning Tree Protocol (STP) in a converged network; and implementation of a wireless LAN in a small-to-medium size network. This is the third of four courses to prepare students to take the Cisco Certified Network Associate (CCNA) certification exam.

*3 hours lecture, 3 hours laboratory.*

### **CNT 250 ‡ Cisco Wide Area Network (WAN) Technologies (4)**

*Prerequisite(s): CNT 150 and CNT 240.*

Cisco Wide Area Network (WAN) Technologies is the capstone course in the Cisco Certified Network Associate (CCNA) curriculum. Students receive hands-on experience in configuring routers and switches for use in WAN environments. Topics covered include scaling Internet Protocol (IP) addresses using Network Address Translation (NAT) and Private Address Translation (PAT), WAN standards, design and communications; network security; Access Control Lists (ACLs), and network troubleshooting. This is the final of four courses to prepare students to take the CCNA certification exam.

*3 hours lecture, 3 hours laboratory.*

### **CNT 260 ‡ Intermediate Routing (4)**

*Prerequisite(s): CNT 250 or current Cisco Certified Network Associate (CCNA) certification.*

Teaches students how to implement, monitor, and maintain routing services in an enterprise network; and how to plan, configure, and verify the implementation of complex enterprise Local Area Network (LAN) and Wide Area Network (WAN) routing solutions using a range of routing protocols in IPv4 and IPv6 environments. Also covers the configuration of secure routing solutions to support branch offices and mobile workers, and prepares students for industry-sponsored certification. Emphasis is on comprehensive laboratory exercises that reinforce configuration skills. Not part of the Cisco Networking Academy.

*3 hours lecture, 3 hours laboratory.*

## **CIVIL ENGINEERING TECHNOLOGY**

### **CET 100 Engineering Survey I (3)**

*Prerequisite(s): None.*

Mensuration through the application of surveying techniques; theory of errors and their analysis; fundamental concepts of horizontal, vertical, and angular measurements; basic surveying operations and computations, control systems, and datums for

engineering surveys; locating and positioning man-made structures.

*2 hours lecture, 4 hours laboratory.*

## COMMUNICATIONS

### COM 102 Essentials of Communication (3)

*Prerequisite(s): ENG 100 or placement in ENG 101.*

A study of the communication process as it relates to a variety of communication situations: one-on-one dialogues, small group discussions, and large group presentations. The course covers basics in communication, including listening skills, verbal and nonverbal language analysis, communication styles, gender and cultural comparisons, and bridging strategies.

*3 hours lecture.*

### COM 110 Public Speaking (3)

*Prerequisite(s): COM 102 or permission of instructor.*

A study of public speaking, beginning with a review of the fundamentals of speech as they relate to communicating with an audience, continuing with a study of theories and techniques of persuasion. Includes practical application and critical analysis of various oral presentations with emphasis on researching, constructing and delivering speeches.

*3 hours lecture.*

### COM 193 Special Topics in Communications (1)

*Prerequisite(s): None.*

A rotating forum/seminar emphasizing a variety of communication skills ranging from telephone use to interpersonal and small-group skills to formal public speaking. Topics will vary according to changes in student need and interest. The title of this course may differ each term, depending on the topic being covered when the course is offered.

*1 hour lecture.*

COM 193C Gender Differences in Communications

COM 193D Difficult People

### COM 204 \* Elements of Intercultural Communication (3)

*Prerequisite(s): ENG 101 or permission of instructor.*

This introduction to communication between cultures emphasizes understanding and applying practical communication strategies and skills so as to communicate effectively with people of diverse cultural backgrounds in a multicultural society and world. Identical to AJS 204.

*3 hours lecture.*

### COM 270 Interpersonal Communications (3)

*Prerequisite(s): ENG 101.*

A course to develop self-awareness and insight into interpersonal relationships with emphasis upon the development of communication skills and techniques for one-on-one professional communication. Identical to SSV 270.

*3 hours lecture.*

### COM 271 Communications in Small Groups (3)

*Prerequisite(s): SSV 270, COM 270, or permission of instructor.*

A continuation of COM 270 and SSV 270 refining skills and techniques learned and adding analysis and presentation with

emphasis on small-group communication processes. Identical to SSV 271.

*3 hours lecture.*

## COMPUTER INFORMATION SYSTEMS

### CIS 091 Computer Basics (1)

*Prerequisite(s): None.*

An introduction to computer basics, including file management (creating, saving, copying, moving and printing). Also included is an introduction to the operating system, the Internet, email and search techniques. This course is taught in a hands-on environment.

*1 hour lecture.*

### CIS 105 Introduction to Information Security (1)

*Prerequisite(s): None.*

Provides a concentrated examination of information security. Examines security models, auditing and intrusion detection, damage control and network security. Emphasis is on the impact of information security on an organization and its management.

*1 hour lecture.*

### CIS 116 \* Computer Essentials (3)

*Prerequisite(s): Appropriate placement test score, CIS 091, or permission of department chair.*

An introduction to the personal computer and its applications. Emphasis is placed on Word, Excel, Access, and PowerPoint, and on the integration of these applications. This course is taught in a hands-on environment.

*3 hours lecture.*

### CIS 120 \* Introduction to Information Systems (3)

*Prerequisite(s): Appropriate placement test score, CIS 091, or permission of department chair.*

Gives the student an introduction to digital basics, hardware, software, operating systems, local area networks, wide area networks, Internet, Web, email, digital media, basic programming, and the computer industry. Also includes an in-depth application of the business intelligence perspective, which uses database and spreadsheet software packages to achieve efficient and effective problem solving.

*3 hours lecture.*

### CIS 128 \* Linux Operating System (4)

*Prerequisite(s): None.*

An introductory course in the Linux Operating System. Topics include the history, internal organization, directory and file system, vi editor, user commands and utilities, the shell, and an introduction to shell programming.

*3 hours lecture, 3 hours laboratory.*

### CIS 128U \* Unix Operating System (4)

*Prerequisite(s): None.*

An introductory course in the Unix operating system. Topics include the history, internal organization, directory and file system, vi editor, user commands and utilities, the shell, and an introduction to shell programming.

*3 hours lecture, 3 hours laboratory.*

**CIS 129 \* Introduction to Programming Logic (1)**

*Prerequisite(s): None.*

An introduction to software and programming concepts for students interested in visual or scripting languages. Topics include notations, data, operators, sequence, selection, repetition, and subprograms.

*1 hour lecture.*

**CIS 130 Programming Logic (3)**

*Prerequisite(s): None.*

A course in software and programming concepts. Topics include methodologies, notations, data, operators, sequence, selection, repetition, subprograms, composite data types, input/output, data files and the software development life cycle.

*3 hours lecture.*

**CIS 140 \* Introduction to Operating Systems (3)**

*Prerequisite(s): None.*

*Recommended Preparation: CIS 116.*

An introduction to, and comparative analysis of, operating systems, using MS-DOS, Linux, and Microsoft Windows. Includes discussion of the fundamentals of any operating system, as well as how those fundamentals apply to specific operating systems. Hands-on exercises familiarize students with Linux, and contribute to a more detailed understanding of both MS-DOS and Windows.

*3 hours lecture, 1 hour laboratory.*

**CIS 150 \* Essentials of Networking (3)**

*Prerequisite(s): None.*

Networking is the fastest growing area of computer office automation, offering resource sharing and group productivity technologies. This course is presented as an introduction to networks and networking essentials. The student will study and compare the various methods used in PC communications and networking. Emphasis will be placed on the connectivity hardware and how it relates to the OSI model.

*3 hours lecture.*

**CIS 160 \* Introduction to Information Security (3)**

*Prerequisite(s): None.*

This course provides a broad review of the entire field of information security, from needs and threats to security technologies and legal requirements. An emphasis is placed on understanding where the various pieces of a properly developed information security defense fit within an organization's overall information security policy.

*3 hours lecture.*

**CIS 161 Networking Security Fundamentals (4)**

*Prerequisite(s): CIS 140, CIS 150, and CIS 160; or permission of the instructor.*

This course is designed to provide students with a fundamental understanding of network security principles and the implementation of those principles. This class will include security concepts, communications security (focusing on remote access, email, and wireless data), infrastructure security (focusing on perimeter topologies, intrusion detection systems, and physical security), as well as how to manage and troubleshoot these tech-

nologies. There will be a variety of hands-on exercises and case studies to reinforce the key concepts covered during the course.

*3 hours lecture, 3 hours laboratory.*

**CIS 179 \* Applied Technical Writing (3)**

*Prerequisite(s): ENG 100 or placement in ENG 101, RDG 122 or exemption, and CIS 116 or CIS 120.*

An applied skills course on writing clear, applied organizational reports and communications. Assignments will stress the processes and products for reporting technical information with emphasis on writing mechanics/syntax, forms/formats and technical style. Identical to ENG 179.

*3 hours lecture.*

**CIS 181 \* Computer Applications (3)**

*Prerequisite(s): CIS 116 or CIS 120.*

An introduction to the uses of spreadsheets and database software. Spreadsheet emphasis is on the use of formulas and functions, the development of charts and graphs, the creation and manipulation of lists, the creation of pivot tables, and the role of the Internet in spreadsheets. Database software emphasis is on data entry, on the creation of queries, forms, and reports, and on the design and maintenance of databases.

*3 hours lecture.*

**CIS 183 \* Basic Game Design and Creation (3)**

*Prerequisite(s): None.*

An introduction to game design and development. Topics include creating objects, events and multiple levels of game interaction. Students will learn the fundamentals of object-oriented game design while using a game development package that requires no writing of programming code.

*3 hours lecture.*

**CIS 185 \* Internet Essentials (3)**

*Prerequisite(s): CIS 116.*

A survey of the power of the Internet: real-time and mass communication, social networks, browser features, email management, security, and ecommerce. Emphasis on the World Wide Web as a research tool, including developing strategies for conducting research, evaluating resources, and citing sources. Includes an introduction to HTML. No programming experience is necessary.

*3 hours lecture.*

**CIS 192 Computer Application Orientation (0.5)**

*Prerequisite(s): None.*

Personal/professional skill enhancement workshops focusing on various computer application software packages. Each session is dedicated to the mastery of a particular software application, with emphasis on the principles and effective use of the software under study.

*0.5 hour lecture.*

CIS 192Q Microcomputer Orientation

CIS C192 Using Adobe Photoshop

CIS D192 Beginning Excel

CIS E192 Intermediate Excel

CIS F192 Beginning Access

CIS G192 Intermediate Access

CIS H192 Advanced Topics in Access, Part I

CIS I192 Advanced Topics in Access, Part II

CIS J192 Beginning Word

CIS K192 Intermediate Word

CIS L192 Beginning PowerPoint

CIS O192 Outlook

CIS U192 Beginning QuickBooks

CIS V192 Intermediate QuickBooks

### **CIS 193 Current Office Applications (1)**

*Prerequisite(s): None.*

One-unit modules designed for personal/professional improvement. Principles and practice of various computer applications; each session covering a mastery of a particular application, with emphasis on the effective use of the application under study. Courses may be repeated for credit.

*1 hour lecture.*

CIS 193J Spreadsheets I

CIS 193K Spreadsheets II

CIS 193L Spreadsheets III

CIS 193M PowerPoint I

CIS 193N PowerPoint II

CIS 193O PowerPoint III

CIS 193Q Laptop Basics

CIS 193V Word Processing I

CIS 193W Word Processing II

CIS 193X Word Processing III

### **CIS 202 COBOL Programming (4)**

*Prerequisite(s): CIS 130 or a score of 70 or higher on the waiver exam.*

A detailed study of the COBOL programming language and the organization of a COBOL program. Computer organization, data structure, program procedures, input/output, and operation considerations.

*3 hours lecture, 3 hours laboratory.*

### **CIS 203 FORTRAN Programming (4)**

*Prerequisite(s): CIS 130 or score of 70 or higher on the waiver exam, and either MAT 151, placement in MAT 187, or MAT 220.*

A detailed study of the FORTRAN programming language to include organization of data structures, input/output operations, and control considerations. Structured programming practices are used.

*3 hours lecture, 3 hours laboratory.*

### **CIS 204 \* C Programming (4)**

*Prerequisite(s): CIS 130 or score of 70 or higher on the waiver exam.*

A beginning course in the C programming language. Topics include syntax and semantics, data types, operators, looping structures, decision structures, functions, arrays, pointers and file handling.

*3 hours lecture, 3 hours laboratory.*

### **CIS 206 Assembler with Architecture (4)**

*Prerequisite(s): CIS 221 and either CIS 130 or a score of 70 or higher on the waiver exam.*

A detailed study of the 8088/8086 Assembly Programming language that takes individual instructions written in symbolic form and converts them into machine language. Includes an introduction to the organization and structure of the major hardware components of a microcomputer to include primary memory, the control unit and the arithmetic logic unit.

*3 hours lecture, 3 hours laboratory.*

### **CIS 208 JAVA Programming (4)**

*Prerequisite(s): CIS 130 or a score of 70 or higher on the waiver exam.*

A beginning course in the JAVA programming language. Topics will include object-oriented programming concepts, terminology, notation, and the syntax and semantics of the JAVA programming language.

*3 hours lecture, 3 hours laboratory.*

### **CIS 209 Advanced JAVA Programming (4)**

*Prerequisite(s): CIS 208.*

An advanced course in the JAVA programming language, covering such topics as JAVA networking implementations, JAVA security features, the JAVA foundation classes, World Wide Web components, and handling graphics and other media.

*3 hours lecture, 3 hours laboratory.*

### **CIS 217 \* Introduction to Visual C#.NET Programming (4)**

*Prerequisite(s): CIS 129 or CIS 130.*

A study of the fundamentals of computer programming using Visual C#.NET. An emphasis is placed on the Microsoft Integrated Development Environment (IDE) and the .NET environment, as well as proper programming strategies with Visual C#.NET.

*3 hours lecture, 3 hours laboratory.*

### **CIS 218 \* Visual Basic Programming (4)**

*Prerequisite(s): CIS 129 or CIS 130.*

A study of the fundamentals of computer programming within the Windows environment. Emphasis is placed on the Visual Basic objects, projects and simple Windows programs.

*3 hours lecture, 3 hours laboratory.*

### **CIS 220B Data Structures-Assembler (4)**

*Prerequisite(s): CIS 206.*

A course in data structures and advanced programming concepts. Topics include the design, implementation, and application of stacks, queues, lists, and trees; and sequential and direct access to files. Students implement the data structures in Assembler.

*3 hours lecture, 3 hours laboratory.*

### **CIS 220C Data Structures-C (4)**

*Prerequisite(s): CIS 204.*

A course in data structures and advanced programming concepts. Topics include the design, implementation and application of stacks, queues, lists, and trees; and sequential and direct access to files. Students will implement the data structures in C.

*3 hours lecture, 3 hours laboratory.*

**CIS 220D Data Structures-C++ (4)**

*Prerequisite(s): CIS 227.*

A course in data structures and advanced programming concepts. Topics include the design, implementation and application of stacks, queues, lists, and trees; and sequential and direct access to files. Students implement the data structures in C++.

*3 hours lecture, 3 hours laboratory.*

**CIS 220J Data Structures-JAVA (4)**

*Prerequisite(s): CIS 208.*

A course in data structures and advanced programming concepts. Topics include the design, implementation and application of stacks, queues, lists, and trees; and sequential and direct access to files. Students implement the data structures in JAVA.

*3 hours lecture, 3 hours laboratory.*

**CIS 221 \* Digital Logic (3)**

*Prerequisite(s): CIS 116 or CIS 120, and CIS 129 or CIS 130; or permission of instructor.*

A study of number systems, conversion methods, binary and complement arithmetic, Boolean and switching algebra, circuit minimizations, read-only memory, programmable logic arrays, flip-flops, synchronous sequential circuits, and register transfer design.

*2 hours lecture, 2 hours laboratory.*

**CIS 223A Advanced Visual Programming (Visual C#) (4)**

*Prerequisite(s): CIS 217 or CIS 218.*

An examination of advanced topics in Windows programming using the .NET framework and Visual Studio .NET. Topics include file access, data base access, help system development and graphics. Emphasis is placed on the development of Windows systems to include specification, development and documentation. Students will implement the covered topics using Visual C#.NET

*3 hours lecture, 3 hours laboratory.*

**CIS 223B Advanced Visual Programming (Basic) (4)**

*Prerequisite(s): CIS 217 or CIS 218.*

An examination of advanced topics in Windows programming using the .NET framework and Visual Studio .NET. Topics include file access, data base access, help system development and graphics. Emphasis is placed on the development of Windows systems to include specification, development and documentation. Students will implement the covered topics using Visual Basic .NET

*3 hours lecture, 3 hours laboratory.*

**CIS 224 \* Introduction to Game Programming (4)**

*Prerequisite(s): CIS 217 and CIS 283.*

For students in the Game Design and Creation program, this course serves as an introduction to the role of the programmer in the development of a game. Topics include what a game looks like from a programmer's perspective and how programmers translate the game design document into a working program.

*3 hours lecture, 3 hours laboratory.*

**CIS 227 \* C++ Programming (4)**

*Prerequisite(s): CIS 130 or score of 70 or better on the waiver*

*exam.*

A beginning course in object-oriented programming using the C++ language. Topics include object-oriented concepts, terminology, notation, and the syntax and semantics of the C++ language.

*3 hours lecture, 3 hours laboratory.*

**CIS 229 \* Linux System Administration (4)**

*Prerequisite(s): CIS 128 and CIS 129.*

An introductory course in Linux System Administration. Topics include: starting and stopping the system; security; administering users, groups, file systems, terminals, printers and disks; electronic mail; backing up the system; scripting; tuning and troubleshooting the system.

*3 hours lecture, 3 hours laboratory.*

**CIS 232 \* Digital Communications and Network Hardware (4)**

*Prerequisite(s): CNT 140 or CIS 150, and CIS 128 or CIS 236.*

Course topics include binary and hex number systems, Boolean algebra, circuit optimization, switches, routers, firewall configuration and installations. Students will implement network management.

*3 hours lecture, 3 hours laboratory.*

**CIS 236 Microsoft Workstation Operating Systems (4)**

*Prerequisite(s): CIS 140, CIS 160, and either CNT 140 or CIS 150.*

Microsoft is the leading supplier of desktop operating systems for home and business use. This course will use the most current and widely accepted version of Microsoft's business desktop operating system. Students will learn proper installation of the operating system, the features of the system, maximum utilization of the user interface, and efficient file handling. They will also learn to create, edit and delete user profiles, create a functional user environment, create and utilize shared network resources, and utilize and administer the workstation as a server in a hands-on environment. They will also utilize troubleshooting skills to overcome simple and complex problems in the Microsoft operating system environments.

*3 hours lecture, 3 hours laboratory.*

**CIS 238 Introduction to Transmission Control Protocol/Internet Protocol (3)**

*Prerequisite(s): CIS 236.*

This class gives students an understanding of the TCP/IP suite of protocols as it is currently implemented by the Windows operating system. This includes subnetting, Domain Name System (DNS), Windows Internet Name Service (WINS), and Dynamic Host Configuration Protocol (DHCP).

*3 hours lecture, 1 hour laboratory.*

**CIS 240 Advanced Microsoft Server (4)**

*Prerequisite(s): CIS 236.*

In this course, students will be exposed to the latest Microsoft Server Operating System Server. The class will include the installation of the Windows Server Operating System, configuration of the Windows Server Operating System environment, connection of Windows clients and other network resources. Students will create, edit and delete user accounts, profiles and groups;

implement, configure and secure the NTFS file system; understand and configure security settings; configure network protocols for use in a multi-vendor environment; and identify and resolve network conflicts and connectivity issues using Windows Server Operating System troubleshooting tools.

*3 hours lecture, 3 hours laboratory.*

#### **CIS 241 Introduction to Microsoft Directory Services (4)**

*Prerequisite(s): CIS 238 and CIS 240.*

Students will be introduced to Microsoft's directory services including an introduction to the concepts involved with directory services, installation of directory services on a Windows server, and configuration of directory services in the Windows server environment. Students will create, edit and delete domain user accounts and domain groups, and implement and configure group policy. Focus will be on understanding and managing trees and forests and administration of network resources, identifying and resolving conflicts in directory services and troubleshooting issues using Windows server troubleshooting tools.

*3 hours lecture, 3 hours laboratory.*

#### **CIS 242 World Wide Web Programming (3)**

*Prerequisite(s): CIS 287.*

Provides learning opportunities in advanced Web programming. Emphasis is placed on server-side scripting, including using databases on Web sites. Also covered are foundational Web design and e-commerce issues. This is a capstone course for the Web Developer Certificate.

*3 hours lecture, 1 hour laboratory.*

#### **CIS 244 World Wide Web Graphics (3)**

*Prerequisite(s): CIS 185.*

Graphics are the heart of the World Wide Web. This course addresses creation and modification of graphics. Properties of web graphic formats and conversions are also addressed. Strategies for incorporating graphics into websites for effective presentation are covered.

*3 hours lecture.*

#### **CIS 248 \* Perl Scripting (3)**

*Prerequisite(s): CIS 129 or CIS 130 or pass the CIS 130 placement exam.*

Provides Perl script creation and maintenance. Emphasis is on application of Perl scripts to the World Wide Web and web applications. Perl scripts are run on Unix and Windows NT systems.

*3 hours lecture.*

#### **CIS 250 \* Database Management (4)**

*Prerequisite(s): CIS 181.*

A study of the management of data in business organizations. Students are presented with the opportunity to combine theory with a hands-on emphasis on techniques for developing and using databases.

*4 hours lecture.*

#### **CIS 259 \* Advanced Linux Systems Administration (4)**

*Prerequisite(s): CIS 229 and CIS 248.*

An advanced course in Linux System Administration. Topics include implementing Dynamic Host Control Protocol (DHCP)

and Domain Name Service (DNS); managing file systems; securing networks; maintaining and troubleshooting servers.

*3 hours lecture, 3 hours laboratory.*

#### **CIS 260 Service and Maintenance of Personal Computers (4)**

*Prerequisite(s): CIS 140.*

Designed to provide intermediate and advanced hands-on experience and information on computer servicing, enabling the student to diagnose and repair problems. Intermediate and complicated configuration and hardware problems will be covered. Some of the topics covered will be PC setup and configuration, floppy and hard disk drives, replacing and upgrading RAM chips, board level diagnosis and repair. This course is taught in a lab environment.

*3 hours lecture, 3 hours laboratory.*

#### **CIS 261 Wireless Security (4)**

*Prerequisite(s): CIS 161.*

This course provides theory and hands-on experience in understanding and securing wireless networks. Coverage includes wireless technologies and protocols, implementation guidelines, and use of wireless security utilities (both command line and graphical). There will be a variety of hands-on exercises and case studies to reinforce the key concepts covered during the course.

*3 hours lecture, 3 hours laboratory.*

#### **CIS 262 Network Support and Troubleshooting (4)**

*Prerequisite(s): CIS 232, CIS 236, and CIS 260.*

This course is designed for individuals who intend to support a network. Topics include installation of network operating software, LAN diagnostic utilities, client software installation and configuration, adaptor card installation and configuration, common network physical and data link layer troubleshooting, bridging and routing, and application configuration problems. This is the capstone course for the networking program; it should be taken during the final semester of the networking degree or certificate program.

*3 hours lecture, 3 hours laboratory.*

#### **CIS 265 Implementing Internet/Intranet Firewalls (4)**

*Prerequisite(s): CIS 161 or permission of the instructor.*

This course provides an examination of firewalls in context with the other elements needed for an effective defensive perimeter around a Local Area Network (LAN). The class will include coverage of various installation techniques, how to decide on firewall technology, and firewall troubleshooting. There will be a variety of hands-on exercises and case studies to reinforce the key concepts covered during the course.

*3 hours lecture, 3 hours laboratory.*

#### **CIS 266 Implementing Operating System Security (4)**

*Prerequisite(s): CIS 128, CIS 161, and CIS 236; or permission of instructor.*

Provides hands-on experience in securing the Linux and Windows operating systems. Topics include networking and security utilities (both command line and graphical), and the design and implementation of an effective security strategy in a network environment. A variety of hands-on exercises and case studies reinforce the course's key concepts.

3 hours lecture, 3 hours laboratory.

### **CIS 268 \* Technical Presentations (3)**

*Prerequisite(s): CIS 116 or CIS 120.*

*Recommended Preparation: Strong background in at least one application software (i.e., word processing etc.).*

A study of the principles of effective communication skills integrating the latest electronic technology in order to prepare and deliver state-of-the-art business and technical speeches. Business speech course or equivalent is suggested prior to enrolling.

3 hours lecture.

### **CIS 270 \* Systems Analysis (4)**

*Prerequisite(s): CIS 120.*

A study of the structure methods used to analyze both existing and proposed information systems and projects; incorporating various software, techniques and methodologies.

3 hours lecture, 3 hours laboratory.

### **CIS 279 \* Advanced Applied Technical Writing (3)**

*Prerequisite(s): CIS 179.*

An applied skill course on writing effective, clear technical reports and communications with confidence, skill, and flair. Emphasis on using appropriate processes and products for reporting technical information. Industry-standard writing mechanics/syntax, forms/formats and technical style are stressed. Identical to ENG 279.

3 hours lecture.

### **CIS 281 \* Advanced Computer Applications (3)**

*Prerequisite(s): CIS 181.*

Advanced applications of spreadsheet and database software on the personal computer. Emphasis on the spreadsheet will be placed on the use of advanced formulas and functions, analyzing data, and using the World Wide Web for data reporting, importing data into spreadsheets, creating spreadsheet applications, and the use of macros. Database emphasis will be on the design of a relational database, enhanced querying techniques, creating forms using multiple tables, developing advanced report forms, and the use of macros.

3 hours lecture.

### **CIS 282 \* Introduction to Game Level Design (3)**

*Prerequisite(s): CIS 183.*

An introduction to the tools and concepts used to create levels for games and simulations. Incorporates level design, architecture theory, concepts of critical path and flow, balance, play testing, and storytelling.

3 hours lecture.

### **CIS 283 \* Advanced Game Design and Creation (3)**

*Prerequisite(s): CIS 183.*

This course provides students with an advanced look at game design and development. Topics include multi-player games, artificial intelligence, and advanced story line creation. Students will learn the fundamentals of the game development package design language.

3 hours lecture.

### **CIS 284 \* Introduction to Simulations Programming (4)**

*Prerequisite(s): CIS 217 and CIS 283.*

This course introduces students to the concepts used to apply simulations programming to the implementation of games. Topics include virtual worlds, graphics concepts, and application of game simulation techniques.

3 hours lecture, 3 hours laboratory.

### **CIS 287 World Wide Web Development (3)**

*Prerequisite(s): CIS 185 and either CIS 129 or CIS 130.*

Provides learning opportunities in web authoring. Emphasis is placed on cohesive web design and web authoring environments. Use and management of text, graphics, video, audio hyperlinks, and other Web elements are also covered. Also covered is the use of Cascading Style Sheets and JavaScript to create dynamic, interactive Web pages.

3 hours lecture.

### **CIS 289 Artificial Intelligence Theory and Programming (4)**

*Prerequisite(s): CIS 224.*

A study of many of the artificial intelligence challenge--including path finding, movement, agents, and strateg--involved in the creation of games. In addition to designing original games, students analyze current games to determine how to overcome these challenges.

3 hours lecture, 3 hours laboratory.

### **CIS 290 Game Development Using Flash (4)**

*Prerequisite(s): CIS 283 and DMA 211.*

The application of Flash animation programming in the implementation of interactive games. Topics include game design and implementation, use of appropriate style, and debugging techniques for the creation of Web-based interactive games.

3 hours lecture, 3 hours laboratory.

### **CIS 291 Practical Applications in Information Security (4)**

*Prerequisite(s): CIS 265 and CIS 266.*

This course provides the opportunity to combine the technical and management skills needed by any information security professional. Students will learn how to integrate the planning, implementation, maintenance, and defense of organizational network resources using a variety of tools and techniques. There will be extensive hands-on exercises and class presentations (individual and group) to reinforce the key concepts covered during the course.

3 hours lecture, 3 hours laboratory.

### **CIS 293 Practical Applications in Game Design (4)**

*Prerequisite(s): CIS 282 and CIS 284.*

The application of creative, project-management, and technical aspects in the game design process. Working in groups, students develop a game from initial concept to finished product.

3 hours lecture, 3 hours laboratory.

### **CIS 294 Field Experience in Computer Information Systems (1-6)**

*Prerequisite(s): A declared major in Computer Information Systems and permission and approval of a cooperative education program coordinator.*



*Recommended Preparation: Sophomore standing.*

A supervised cooperative education work experience involving the combined efforts of educators and employers to accomplish career objectives in computer information systems and related fields. Variable credit (1-6) is available by special arrangement. May be taken four times for a maximum of 16 credit hours, with no more than six credits in a given semester.

## CONSUMER ELECTRONICS REPAIR

### CER 100 Radio Theory and Repair (3)

*Prerequisite(s): General Electronic Technician Certificate.*

A course designed to teach students radio receiver theory, mechanical components, and electronic circuit operation of the AM/FM radio receiver, with special emphasis on alignment procedures, proper replacement parts selection and substitution using small tools, test equipment, and a soldering iron.

*3 hours lecture.*

## COOPERATIVE EDUCATION

### CED 120 Seminar: Job Search Techniques (1)

*Prerequisite(s): None.*

A course to assist students in acquiring knowledge and basic employment skills, including job-hunting techniques, job applications, resumes, and interviewing. Identical to CPD 120.

*1 hour lecture.*

### CED 124 Field Experience in Cooperative Education (1-4)

*Prerequisite(s): Prior approval of a cooperative education program coordinator.*

*Recommended Preparation: One semester of Cochise College coursework and skills related to occupational area.*

A supervised cooperative work experience in occupation-specific field, allowing students to apply entry-level skills gained in the classroom in a real world-of-work situation. Focus is on development of good work habits and practices and knowledge of career content and pathways. Variable credit is available by special arrangement. May be taken four times for a maximum of 16 credit hours.

CED 124A Field Experience in Agriculture

CED 124B Field Experience in Administration of Justice

CED 124C Field Experience in Business

CED 124D Field Experience in Computer Information Systems

CED 124E Field Experience in Educational Instruction

CED 124F Field Experience in Hospitality

CED 124G Field Experience in Recreation Occupations

CED 124H Field Experience in Journalism

CED 124I Field Experience in Nursing

CED 124J Field Experience in Office Technology

CED 124K Field Experience in Legal Procedures

CED 124L Field Experience in Social Services

CED 124M Field Experience in Welding

### CED 224 Field Experience in Cooperative Education (1-6)

*Prerequisite(s): A declared major at Cochise College. Permission and approval of a cooperative education program coordinator.*

*Recommended Preparation: Sophomore standing or sufficient coursework necessary for development of discipline-related skills.*

A supervised cooperative education work experience involving the combined efforts of educators and employers to accomplish career objectives in Liberal Arts and related fields. Variable credit (1-6) is available by special arrangement. May be taken four times for a maximum of 16 credit hours, no more than six units in a given semester.

## CORRECTIONS

### COR 109 Prisoners' Rights (1)

*Prerequisite(s): None.*

A practical overview of prisoners' procedural due process and substantive constitutional rights. Credit awarded for successful completion of the Arizona Correctional Officer Training Academy.

*1 hour lecture.*

### COR 113 Crisis Intervention (1)

*Prerequisite(s): None.*

A practical study of conflict-resolution techniques, including assertive communication, force, safety procedures, and referrals. Emphasis on appropriate use by police and correctional officers. Credit awarded for successful completion of the Arizona Correctional Officer Training Academy.

*1 hour lecture.*

### COR 118 Communications in Criminal Justice (1)

*Prerequisite(s): None.*

A practical study of effective intradepartmental and interdepartmental communication within the criminal justice profession, including barriers to effective communication, communication with the community, and communication within the courtroom. Credit awarded for successful completion of the Arizona Correctional Officer Training Academy.

*1 hour lecture.*

### COR 119 Firearms (1)

*Prerequisite(s): None.*

A practical approach to the moral aspects, legal provisions, safety precautions, and restrictions covering the use of firearms and the firing of the sidearm and shotgun. Restricted to law enforcement personnel.

*1 hour lecture.*

### COR 192 Critical Issues in Penology (0.5-1)

*Prerequisite(s): None.*

A revolving seminar/forum emphasizing current areas of critical concern to corrections personnel. May be repeated for Cochise College credit.

## COUNSELING AND PERSONAL DEVELOPMENT

### CPD 010 Building Self-Esteem (1)

*Prerequisite(s): None.*

A course to help students become more aware of themselves and their relationships with others. Assists students in exploring personal strengths and resources. Includes assessment of values,

feelings, attitudes and communication skills needed for improving self-confidence.

*1 hour lecture.*

### **CPD 101 College Seminar (1)**

*Prerequisite(s): None.*

A course designed to promote academic success by helping students enhance their motivation and learning strategies. Review of research and theory regarding motivation and learning lead to self-management studies. Students, traditional and nontraditional, will also have an opportunity to become familiar with a campus-wide support system.

*1 hour lecture.*

### **CPD 105 The Challenge of Parenting (3)**

*Prerequisite(s): None.*

The application of principles and concepts of effective parenting to more effectively meet the challenges and problems of being a parent in a modern American society.

*3 hours lecture.*

### **CPD 107 Stress Management (2)**

*Prerequisite(s): None.*

A review of the various physiological and psychological approaches to the management of stress with emphasis on personal options and methodologies for coping with anxiety and stress.

*2 hours lecture.*

### **CPD 111 Men in Transition (2)**

*Prerequisite(s): None.*

A course designed to assist inmates in understanding the lifestyle change they face in moving from incarceration to freedom. The course will explain costs of living, modes of transportation, workplace challenges for ex-felons, and what to say about convictions and prison time. There will also be an overview of the sorts of jobs ex-felons can generally hold.

*2 hours lecture.*

### **CPD 117 Personal Development (2)**

*Prerequisite(s): None.*

Students will learn skills that will enable them to more successfully participate in our society. Skills include: communication, budgeting, time management, and problem solving/decision making.

*2 hours lecture.*

### **CPD 119 Seminar: Career Planning (2)**

*Prerequisite(s): None.*

A course to assist students in acquiring the information and skills necessary for effective career planning and decision making.

*2 hours lecture.*

### **CPD 120 Seminar: Job Search Techniques (1)**

*Prerequisite(s): None.*

A course to assist students in acquiring knowledge and basic employment skills, including job-hunting techniques, job applications, resumes, and interviewing. Identical to CED 120.

*1 hour lecture.*

### **CPD 121 Career and Life Planning (3)**

*Prerequisite(s): None.*

An exploration of career opportunities to assist students in deciding on and planning for their chosen careers.

*3 hours lecture.*

### **CPD 122 Time and Money Management (1)**

*Prerequisite(s): None.*

A course to assist students in understanding the principles of time and money management. Students will learn planning and evaluation, self-discipline, multitasking, and the joy of successful management.

*1 hour lecture.*

### **CPD 123 Family Communications (1)**

*Prerequisite(s): None.*

A course to teach students the principles and concepts of effective family communications to better meet the challenges and problems of balancing a family and a job in the modern American society.

*1 hour lecture.*

### **CPD 150 \* Academic Excellence Seminar (3)**

*Prerequisite(s): None.*

An introduction to higher education learning, with focus on the development of critical thinking, research, time management, communication, and stress management skills. Incorporates academic and career goal-setting strategies, and develops financial literacy.

*3 hours lecture.*

### **CPD 150A Academic Excellence Seminar, Part I (1)**

*Prerequisite(s): None.*

The first in a three-part introduction to higher education learning, with focus on the development of critical thinking, reading, and time management skills. Incorporates academic and career goal-setting strategies.

*1 hour lecture.*

### **CPD 150B Academic Excellence Seminar, Part II (1)**

*Prerequisite(s): None.*

*Recommended Preparation: CPD 150A.*

The second in a three-part introduction to higher education learning, with focus on communication and stress-management skills. Incorporates test-tasking strategies, and develops student self-esteem.

*1 hour lecture.*

### **CPD 150C Academic Excellence Seminar, Part III (1)**

*Prerequisite(s): None*

*Recommended Preparation: CPD 150A and CPD 150B.*

The third in a three-part introduction to higher education learning, with focus on research skills. Incorporates academic pathways, discusses student rights and responsibilities, and develops students' financial literacy.

*1 hour lecture.*

**CPD 192 Special Topics in Counseling and Personal Development (0.5-3)**

*Prerequisite(s): None.*

A rotating series of modules designed to promote positive personal and/or human development. May be repeated for Cochise College credit. Elective credit only, unless otherwise designated in degree/certificate programs.

**CPD 192A Active Parenting (0.5)**

*Prerequisite(s): None.*

A practical study of theoretically-based parenting strategies designed to instill the principles of cooperation, courage, responsibility, respect and self-esteem in children. Also includes techniques for promoting positive behaviors/attitudes and family enrichment.

*0.5 hours lecture.*

**CPD 192B Mentoring for Educational Success (1-3)**

*Prerequisite(s): None.*

A practical application of mentoring theory focused on building a supportive, trust-based relationship with one or more mentored individuals with the objective of encouraging and supporting educational and personal development. Includes training related to mentoring and tutoring theory and practice. Requires a minimum of 45 hours engaged in training and direct mentoring service per unit.

**CULINARY ARTS****CUL 101 ≠ Cake Decorating (3)**

*Prerequisite(s): None.*

Covers all aspects of cake decorating including leveling and torting, and introduces butter cream and fondant cakes, borders, flowers, color flow, and gum paste and fondant work.

*2 hours lecture, 2 hours laboratory.*

**CUL 105 Nutrition in Food Service (3)**

*Prerequisite(s): None.*

Principles of culinary nutrition. Includes scientific aspects, life-style impact on food consumption and production, and nutrition applications in food service.

*3 hours lecture.*

**CUL 107 Restaurant Sanitation (3)**

*Prerequisite(s): None.*

This course is an examination of techniques for controlling sanitation in the food service operations including ensuring product quality, and managing time and costs. Cochise County Food Handlers certificate is the test given at midterm. Industry certifications available on request with payment for test administration.

*3 hours lecture.*

**CUL 204 Food Service Purchasing and Control (3)**

*Prerequisite(s): None.*

Principles in selecting sources, quality, and types of food, and in determining purchase quantities. Fundamentals of receiving operations and of volume assurance including planning, control systems, cost analysis, sales income, and labor costs.

*3 hours lecture.*

**CUL 210 Guest Services Management (3)**

*Prerequisite(s): HAD 100.*

Front desk management and operations of a hotel, including bell service, clerking, cashier functions, guest reception, reservation systems, guest and building security, night audit and interorganizational liaison.

*3 hours lecture.*

**CUL 215 ≠ Culinary Preparation I (3)**

*Prerequisite(s): CUL 107, concurrent enrollment, or permission of instructor.*

Introduces food costs, recipes, pre-preparation, and basic cooking principles. Involves the preparation of stocks and sauces, vegetables, starches, breakfast products, meats, poultry, fish and shellfish, salads and salad dressings, sandwiches, garnishes, and bake shop creations.

*2 hours lecture, 2 hours laboratory.*

**CUL 216 ≠ Culinary Preparation II (3)**

*Prerequisite(s): CUL 215.*

Reviews sanitation rules, modern kitchen equipment, cooking methods, seasoning, recipe creation, food cost, soups, sauces, vegetable cookery, and potatoes and other starches. Examines menu development, nutritional considerations, healthy alternatives, purchasing guidelines and government regulations, butchering of meat for quantity food preparation, and cuts and usage of pork, lamb, veal, and beef.

*2 hours lecture, 2 hours laboratory.*

**CUL 217 ≠ Saucier (3)**

*Prerequisite(s): CUL 107, concurrent enrollment, or permission of instructor.*

Focus is on the cooking principles and techniques used in the preparation of stocks, soups, classic and contemporary sauces and accompaniments, and on the pairing of sauces with a variety of foods.

*2 hours lecture, 2 hours laboratory.*

**CUL 220 ≠ Baking I (3)**

*Prerequisite(s): CUL 107, concurrent enrollment, or permission of instructor.*

An introduction to the essentials of baking including basic principles and ingredients. Instruction in the preparation of quick breads, yeast doughs, syrups, creams, icings, and sauces; pastries, pies, cakes and their decorations; cookies, custards, puddings, mousses, and display pieces.

*2 hours lecture, 2 hours laboratory.*

**CUL 221 ≠ Baking II (3)**

*Prerequisite(s): CUL 220.*

This course is a continuation of CUL 220. It includes advanced baking principles, baking processes, muffins and biscuits, yeast doughs, stages of cooking sugar, pastry cream, meringues, icings, pie doughs, puff pastry, éclair paste, phyllo dough, pie production, cakes, cookies and their characteristics, and souffles.

*2 hours lecture, 3 hours laboratory.*

**CUL 222 ‡ Advanced Confections and Pastries I (3)**

*Prerequisite(s): CUL 221.*

Continued instruction in baking skills focusing on sophisticated pastry techniques including advanced laminated dough, specialty gateau and torten (gourmet cakes), and complex sauces and creams.

*2 hours lecture, 2 hours laboratory.*

**CUL 223 ‡ Advanced Confections and Pastries II (3)**

*Prerequisite(s): CUL 222.*

Advanced confectionary-showpiece work designed to develop chocolate decorative techniques such as tempering, molding, rolling, curling, shaving, and others, as well as sophisticated methods used in working with pulled, blown, poured, spun, and cast sugar.

*2 hours lecture, 2 hours laboratory.*

**CUL 224 Field Experience in Culinary Arts (1-6)**

*Prerequisite(s): A declared major in culinary arts, permission and approval of a cooperative education program coordinator, and CUL 107.*

*Recommended Preparation: Sophomore standing.*

A supervised cooperative education work experience involving the combined efforts of educators and employers to accomplish career objectives in culinary arts and related fields. Variable credit (1-6) is available by special arrangement. May be taken four times for a maximum of 16 credit hours, with no more than six credits in a given semester.

**CUL 225 ‡ Garde Manger I (3)**

*Prerequisite(s): CUL 107, concurrent enrollment, or permission of instructor.*

*Recommended Preparation: CUL 215.*

Covers the creation and storage of salads, sandwiches, and appetizers. Includes purchasing practices, food platter layout and presentation, cooking methods, salads and dressings, poultry, seafood, meats, show pieces, and canapes and hors d'oeuvres.

*2 hours lecture, 2 hours laboratory.*

**CUL 226 ‡ Garde Manger II (3)**

*Prerequisite(s): CUL 225.*

This course is a continuation of CUL 225. It includes review of the garde manger department, aspic and chaud froid, garde manger department production, purchasing and procurement of specialty products, various force meats, dinner and theme buffets, ice carvings, plate presentations, cheeses, cured and smoked products, and charcuterie.

*2 hours lecture, 3 hours laboratory.*

**CUL 240 Commercial Food Preparation Theory (3)**

*Prerequisite(s): CUL 107.*

A course outlining the basic principles of food selection and purchase, storage, menu planning, preparation, service, kitchen organization and sanitation in commercial food preparation.

*3 hours lecture.*

**CUL 241 ‡ Advanced Commercial Food Preparation and Lab (4)**

*Prerequisite(s): CUL 240.*

Basic principles, procedures, operations and techniques in quantity commercial food preparation and service, including planning, storage, cooking equipment, sanitation and service.

*2 hours lecture, 4 hours laboratory.*

**CUL 242 Dining Service Management (3)**

*Prerequisite(s): CUL 107.*

This course includes the concepts of dining room operations and the duties of a table server. Includes creative selling, basic etiquette and styles of service, electronic service, teamwork, basics of generic and varietal wines, wine and food affinities, bar service, sanitation and safety, and review/performance appraisals. The course does not include mixology or wine tasting.

*3 hours lecture.*

**CUL 280 ‡ Advanced Techniques in Gourmet Food Preparation I (3)**

*Prerequisite(s): CUL 216, and CUL 225 or concurrent enrollment.*

The first of two capstone courses in the culinary arts program with emphasis on advanced techniques for the preparation of gourmet food including proper flavorings, spirits, garnishes, and flambe in haute cuisine.

*2 hours lecture, 3 hours laboratory.*

**CUL 281 ‡ Advanced Techniques in Gourmet Food Preparation II (3)**

*Prerequisite(s): CUL 280.*

The second of two capstone courses in the culinary arts program with emphasis on advanced techniques for the preparation of gourmet food including proper flavorings, spirits, garnishes, and flambe in haute cuisine.

*2 hours lecture, 3 hours laboratory.*

## CUSTODIAL MAINTENANCE SERVICES

**CMS 101 Introduction to Custodial Services (3)**

*Prerequisite(s): None.*

A supervised cooperative work experience coordinated with coursework applying interpretation and translation skills on an intermediate level in a health-related setting (sight translation of forms, letters and standard documents such as simple contracts) and consecutive and simultaneous interpretation of conversations, interrogations, and frequently encountered court procedures. Focus is on understanding of ethics, protocol, cultural awareness, and the professional accuracy and appropriateness of the translation and interpretation. Variable credit is available. May be taken four times for a maximum of 8 credit hours.

*3 hours lecture, 1 hour laboratory.*

**CMS 110 Custodial Chemicals, Usage and Safety (3)**

*Prerequisite(s): CMS 101 or permission of instructor.*

Hands-on practical introduction to the types of cleaning chemicals, their proper use and safety, including the OSHA Hazard Communication standard. Covers the basic chemistry of cleaning chemicals, then explains the correct use of detergents, soaps, solvents, disinfectants, and other cleaning chemicals. Explains how chemicals are packaged, labeled, mixed and applied in order to make working with chemicals safer.

2 hours lecture, 3 hours laboratory.

### **CMS 120 Floors and Floor Care Equipment (3)**

*Prerequisite(s): CMS 101 or permission of instructor.*

A practical analysis of the methods, skills, chemicals, equipment, and tools used in the maintenance and care of resilient, natural hard, synthetic hard, wood and special flooring.

1 hour lecture, 4 hours laboratory.

### **CMS 130 Maintaining Walls, Windows and Other Surfaces (3)**

*Prerequisite(s): CMS 101 or permission of instructor.*

A practical analysis of the methods, skills, chemicals, and tools used to clean and maintain wood, metal, painted surfaces, and fiberglass surfaces.

1 hour lecture, 4 hours laboratory.

### **CMS 140 Cleaning Carpet and Fabric (3)**

*Prerequisite(s): CMS 101 or permission of instructor.*

A practical analysis of the methods and skills for the cleaning of carpet, upholstered furniture, draperies, and fabric wall coverings.

1 hour lecture, 5 hours laboratory.

### **CMS 150 Rest Room Cleaning (3)**

*Prerequisite(s): CMS 101 or permission of instructor.*

A practical analysis of the elements of routine rest room cleaning. Covers the specifics of cleaning rest room plumbing fixtures; describes the periodic tasks required to keep rest rooms in good condition; and stresses the importance of disinfecting rest rooms and how to perform this task safely.

1 hour lecture, 5 hours laboratory.

### **CMS 210 Custodial Safety and Security Training (3)**

*Prerequisite(s): Completion of Custodial Services Program.*

Covers custodial workplace issues dealing with employee behavior and well-being. These include drug and alcohol abuse, workplace hazards, security issues, and unionization.

3 hours lecture.

### **CMS 220 Custodial Personnel Policies (3)**

*Prerequisite(s): Completion of Custodial Services Program.*

Teaches the impact on business of the convergence of personnel policies and legal and regulatory mandates. Also addresses compliance with applicable federal and state laws.

3 hours lecture.

### **CMS 230 Custodial Hiring and Firing (3)**

*Prerequisite(s): Completion of Custodial Services Program.*

Teaches the significance of selecting and hiring quality custodial employees; effectively training and directing employees; and termination.

3 hours lecture.

### **CMS 240 Custodial Motivation and Training (3)**

*Prerequisite(s): Completion of Custodial Services Program.*

Teaches the student/manager to get the greatest return from custodial workers. Shows the value of employees to a company.

3 hours lecture.

### **CMS 250 Custodial Account Management (4)**

*Prerequisite(s): Completion of Custodial Services Program.*

Teaches custodial management skills in many areas, from customer relations to workloading, from quality control programs to understanding responsibilities within an organization. This course is designed to help both new and experienced custodial managers.

4 hours lecture.

## **DIGITAL MEDIA ARTS**

### **DMA 110 Digital Imaging I (3)**

*Prerequisite(s): CIS 116, CIS 120, or permission of instructor.*

An introduction to the creation, manipulation, and enhancement of digital images. Using appropriate software, students apply fundamental composition and image-preparation techniques to create basic digital images and to resolve simple image problems.

3 hours lecture, 1 hour laboratory.

### **DMA 111 Computer Animation I (3)**

*Prerequisite(s): CIS 116, CIS 120, or permission of instructor.*

A study of the beginning and intermediate features of animation software as they are developed through the practical application of basic computer animation skills.

3 hours lecture, 1 hour laboratory.

### **DMA 112 3D Computer-Generated Imagery (4)**

*Prerequisite(s): None.*

Introduction to using software to create 3D images for use on the computer. Basic and intermediate enhancement and manipulation techniques for images will be explored. This course is taught in a hands-on environment.

4 hours lecture.

### **DMA 113 3D Computer-Generated Animation (4)**

*Prerequisite(s): DMA 112.*

Introduction to 3D animation software using beginning and intermediate features to prepare 3D animations for use on the computer. Basic and intermediate enhancement and manipulation techniques for images will be explored. This course is taught in a hands-on environment.

4 hours lecture.

### **DMA 140 \* Digital Photography for Personal Growth (2)**

*Prerequisite(s): None.*

An introduction to the use and function of the digital camera and the hardware, software, and techniques necessary to electronically store, transfer, manipulate, and print digital photographs. Students will learn basic design concepts as they relate to digital photography as an art form. This includes skill development in basic elements of design: line, shape, value, texture, and color. Students will acquire skills in using a digital camera as a photographic tool for career, work or personal pleasure and self-expression.

1 hour lecture, 3 hours laboratory.

### **DMA 210 Digital Imaging II (3)**

*Prerequisite(s): DMA 110.*

*Recommended Preparation: ART 103 or ART 106.*

An advanced study of the creation, manipulation, and enhancement of digital images. Using appropriate software, students apply

advanced composition and image-preparation techniques to create complex digital images and to resolve difficult image problems.

*3 hours lecture, 1 hour laboratory.*

### **DMA 211 Computer Animation II (3)**

*Prerequisite(s): DMA 111.*

*Recommended Preparation: ART 103 or ART 106.*

A study of the advanced and multifaceted features of animation software as they are developed through the practical application of advanced computer animation skills.

*3 hours lecture, 1 hour laboratory.*

### **DMA 212 Advanced 3D Computer-Generated Imagery (4)**

*Prerequisite(s): DMA 112 and DMA 113.*

Advanced class using software to create 3D images for use on the computer. Intermediate and advanced enhancement and manipulation techniques for images will be explored. This course is taught in a hands-on environment.

*4 hours lecture.*

### **DMA 213 Computer-Generated Video Production (4)**

*Prerequisite(s): DMA 112, DMA 113, and DMA 212.*

This is the capstone course in the Digital Imagery and Video Production certificate. Intermediate and advanced enhancement and manipulation techniques learned in all of the prerequisite courses will be used while creating computer generated videos. This course is taught in a hands-on environment.

*4 hours lecture.*

### **DMA 214 Creating Multimedia Presentations (4)**

*Prerequisite(s): DMA 110, DMA 111, DMA 210, and DMA 211.*

This course is the capstone course in the 2D animation and imagery series. This course will produce multimedia presentations encompassing techniques learned in all the prerequisite courses. This course is taught in a hands-on environment.

*4 hours lecture.*

### **DMA 260 Graphic Design I (3)**

*Prerequisite(s): ART 103, ART 106, or permission of instructor.*

A studio course introducing the process and purpose of graphic design. Studio, research, and problem-solving methodologies; review of basic design principles; and design applications to include identity and information, editorial, promotional, and advertising. This class serves as the foundation for intermediate and advanced graphic design course work and will focus on the use of Macintosh computers and Adobe software including Photoshop and Illustrator.

*2 hours lecture, 4 hours laboratory.*

### **DMA 261 Graphic Design II (3)**

*Prerequisite(s): DMA 260 and either ART 103, ART 106, or permission of instructor.*

An advanced studio course dealing with the process and purpose of graphic design. Studio, research, and problem-solving methodologies; review of basic design principles; and design applications to include identity and information, editorial, promotional, and advertising. This class serves the intermediate and advanced graphic designer and will focus on the use of Macintosh computers and Adobe software including Photoshop and Illustrator.

*2 hours lecture, 4 hours laboratory.*

### **DMA 262 Digital Video Production (3)**

*Prerequisite(s): None.*

*Recommended Preparation: Art majors must have ART 103 and DMA 266, or permission of instructor. Additional preparation may include ART 285.*

This course will introduce the student to the fundamental aspects of video production. It will include a history of digital video, an introduction to the digital video camera, camera lenses and associated computer equipment. Students will also work as members of a production team and receive instruction on composition, portfolio preparation, and possible career options.

*2 hours lecture, 4 hours laboratory.*

### **DMA 263 Digital Video Production II (3)**

*Prerequisite(s): DMA 262*

*Recommended Preparation: ART 103*

An advanced studio course dealing with the process and production of the digital video. This course will include: advanced digital topics in camera usage, digital formats and scripting, production plan, lighting equipment in/on various locations, post production, editing approaches, developing a visual storyline, and building a portfolio.

*2 hours lecture, 4 hours laboratory.*

### **DMA 266 Digital Photography (3)**

*Prerequisite(s): None.*

*Recommended Preparation: Art majors must have ART 103 or permission of instructor. Additional preparation may include ART 285.*

An introduction to digital photography which will emphasize technical and aesthetic issues associated with this medium. This course is designed to acquaint students with the history of still photography, aspects of the digital medium, camera and computer requirements, lighting, lenses, elements of composition, portfolio, and career options in this artistic field.

*2 hours lecture, 4 hours laboratory.*

### **DMA 267 Digital Photography II (3)**

*Prerequisite(s): DMA 266.*

*Recommended Preparation: ART 103 and DMA 260.*

This course is a continuation of DMA 266 Digital Photography I which will emphasize intermediate technical and aesthetic issues associated with this medium. This course will address intermediate, aspects of digital photography including: digital output, lighting, computer/computer software and digital camera usage, composition, critical analysis, and portfolio development.

*2 hours lecture, 4 hours laboratory.*

## **DRAFTING**

### **DFT 100 Blueprint Interpretation and Basic Drafting (3)**

*Prerequisite(s): None.*

Introductory course in blueprint reading and interpretation; basic drafting skills, including lettering, sketching, orthographic projection, dimensioning, and pictorial drawing, related to mechanical and architectural requirements.

*2 hours lecture, 4 hours laboratory.*

**DFT 112 Technical Graphics I (3)**

*Prerequisite(s): None.*

Introductory course in technical drafting including orthographic and axonometric projection, geometric construction, sketching, lettering, dimensioning, and section conventions, with emphasis on industrial drafting standards.

*2 hours lecture, 4 hours laboratory.*

**DFT 113 Technical Graphics II (3)**

*Prerequisite(s): DFT 112.*

Study of auxiliary and oblique surfaces, intersections, detailing standards, fasteners, materials, and dimensioning with emphasis on elements of descriptive geometry.

*2 hours lecture, 4 hours laboratory.*

**DFT 150 Computer-Aided Drafting (3)**

*Prerequisite(s): None.*

*Recommended Preparation: Computer literacy.*

An introduction to the computer as a drafting tool. Multi-view, pictorial and electronic drawings will be completed using computer graphics techniques.

*2 hours lecture, 4 hours laboratory.*

**DFT 170 Illustration (3)**

*Prerequisite(s): DFT 112.*

A study of illustration and rendering techniques used to describe three-dimensional objects with special emphasis placed on graphic construction and the depiction of shade, shadow, and texture to assist the student in graphic communication.

*2 hours lecture, 4 hours laboratory.*

**DFT 201 Topics in Drafting (4)**

*Prerequisite(s): DFT 210.*

A study of drafting related to industrial problems common to machine drafting and electro-mechanical drafting. Emphasis is placed on dimensioning standards, fabrication procedures, cable and wiring diagrams, and detailing.

*3 hours lecture, 5 hours laboratory.*

**DFT 210 Spatial Relationships (3)**

*Prerequisite(s): DFT 112 or concurrent enrollment.*

Solution of points, lines and planes, single-curved, double-curved and warped surfaces. Emphasis on mechanical, civil and mining engineering applications.

*2 hours lecture, 4 hours laboratory.*

**DFT 224 Field Experience in Drafting (1-6)**

*Prerequisite(s): A declared major in drafting. Permission and approval of a cooperative education program coordinator.*

*Recommended Preparation: Sophomore standing.*

A supervised cooperative education work experience involving the combined efforts of educators and employers to accomplish career objectives in drafting and related fields. Variable credit (1-6) is available by special arrangement. May be taken four times for a maximum of 16 credit hours, with no more than six credits in a given semester.

**DFT 233 Residential Architecture (3)**

*Prerequisite(s): None.*

*Recommended Preparation: DFT 112 or DFT 150.*

An introduction to American architectural styles and periods with emphasis on modern construction materials and methods. Professions and trades related to construction and design are explored with aspects of construction documentation. Case studies in residential architecture are introduced, and an applied project allows the student to concentrate on design, drafting, or historical aspects of residential architecture and design.

*3 hours lecture, 2 hours laboratory.*

**DFT 241 Engineering Design (4)**

*Prerequisite(s): DFT 150 and DFT 210.*

A study of standardized tooling components including jigs, fixtures, and gauges with emphasis on design of the various tooling elements. Included is a study of automation for manufacturing applications.

*3 hours lecture, 5 hours laboratory.*

**DFT 250 Computer-Aided Drafting II (3)**

*Prerequisite(s): DFT 150.*

A continuation of DFT 150 at an advanced level to include three-dimensional construction, pictorial drawings, and complex two-dimensional working drawings. This course also includes an introduction to solid modeling and animation techniques.

*2 hours lecture, 4 hours laboratory.*

**EARLY CHILDHOOD EDUCATION****ECE 101 Safety in Early Childhood Education (1)**

*Prerequisite(s): Current employment with children 0-8 or placement in practicum.*

An overview of precautions and risk reduction in the 0-8 age level Early Childhood settings and programs.

*1 hour lecture.*

**ECE 102 Health in Early Childhood Education (1)**

*Prerequisite(s): Current employment with children 0-8 or placement in practicum.*

An overview of appropriate health practices in 0-8 age level Early Childhood settings and programs.

*1 hour lecture.*

**ECE 103 Nutrition in Early Childhood (1)**

*Prerequisite(s): Current employment with children 0-8 or placement in a practicum.*

A study of the principles of childhood nutrition and their application in the Early Childhood Care setting.

*1 hour lecture.*

**ECE 104 Physical Activities in Early Childhood Education (1)**

*Prerequisite(s): Current employment with children 0-8 or placement in position.*

An overview of appropriate equipment, activities and opportunities to promote the physical development of children.

*1 hour lecture.*

**ECE 105 Cognitive Activities in Early Childhood Education (1)**

*Prerequisite(s): Current employment with children 0-8 or placement in practicum.*

An overview of Early Childhood activities and experiences that encourage children's cognitive development.

*1 hour lecture.*

**ECE 106 Creative Activities in Early Childhood Education (1)**

*Prerequisite(s): Current employment with children 0-8 or placement in practicum.*

An overview of appropriate activities and experiences that provide children opportunities to exercise their creative abilities, to appreciate the creativity of others, and to explore and experiment with a variety of media, not only through art, music and dramatic activities, but in all aspects of the program.

*1 hour lecture.*

**ECE 107 Self Concept (1)**

*Prerequisite(s): Current employment with children 0-8 or placement in practicum.*

An overview of appropriate activities and experiences that provide children, ages 0-8, opportunities to know, accept, and appreciate himself/herself as an individual by helping each child develop a sense of awareness and self-esteem, to express and accept his/her feelings, both good and bad, and to develop pride as an individual and a member of a cultural or ethnic group.

*1 hour lecture.*

**ECE 108 Social Concept (1)**

*Prerequisite(s): Current employment with children 0-8 or placement in practicum.*

An overview of age appropriate activities and experiences that provide children opportunities to learn to get along with others and encourage feelings of mutual respect among the children in the group and the staff.

*1 hour lecture.*

**ECE 109 Guidance (1)**

*Prerequisite(s): Current employment with children 0-8 or placement in practicum.*

An overview of age appropriate activities and experiences that provide an environment in which children can learn and practice behaviors which are appropriate and acceptable individually and in a group.

*1 hour lecture.*

**ECE 118 Child Development Associate (CDA) Professional Preparation (4)**

*Prerequisite(s): ECE 158 or ECE 101, ECE 102, and ECE 103; and ECE 172 or ECE 104, ECE 105, and ECE 106; and ECE 152 or ECE 107, ECE 108, and ECE 109; and ECE 160, ECE 161, and ECE 173.*

Apply to and complete final requirements to include writing six statements of competence, developing the 17-item resource file, and practicing for the Early Childhood Studies Review multiple choice exam and oral interview in preparation for the Child Development Associate (CDA) verification visit and resulting credential completion.

*4 hours lecture.*

**ECE 150 \* Introduction to Early Childhood Care and Education (3)**

*Prerequisite(s): None.*

*Recommended Preparation: Concurrent employment in an early childhood care or education facility, or concurrent enrollment in Cooperative Education in an early childhood care or education facility.*

An overview of early childhood, the early childhood teaching profession, and current issues in early childhood education with emphasis on the role, qualifications, and responsibilities in the classroom. Explanation of topics relevant to the classroom teacher, i.e., methods, ethics and current issues and trends.

*3 hours lecture.*

**ECE 152 Observation, Behavior and Guidance (3)**

*Prerequisite(s): None.*

*Recommended Preparation: Concurrent employment in an early childhood care or education facility, or concurrent enrollment in Cooperative Education in an early childhood care or education facility.*

An introductory course in communication skills, concepts, and techniques for observing and recording child characteristics and behaviors in the early childhood setting. Areas of focus are objective observation techniques, guidance, behavior modification techniques, listening skills, and classroom management. Meaningful two-way communication is emphasized.

*3 hours lecture.*

**ECE 155 \* Children's Language Development (3)**

*Prerequisite(s): Placement in or completion of ENG 100.*

*Recommended Preparation: Concurrent employment in an early childhood care or education facility, or concurrent enrollment in Cooperative Education in an early childhood care or education facility.*

An overview of children's language growth from birth to age five: the development of sounds, structures, and meaning. Implications of family and social input, including mixed or multiple languages. Consideration of special cases (hearing or vision impaired, for example) and of the relationship of spoken to written language. Application to childcare or preschool setting.

*3 hours lecture.*

**ECE 156 Children's Literature and Children's Literacy (3)**

*Prerequisite(s): Placement in or completion of ENG 100.*

*Recommended Preparation: Concurrent employment in an early childhood care or education facility, or concurrent enrollment in Cooperative Education in an early childhood care or education facility.*

An overview of the process by which children become literate (able to read and write), with emphasis on language growth from birth to age five. An extensive survey with key examples of literature and language activities which support children's readiness for literacy. Implications of family and social input, including mixed or multiple languages and inclusion of literature from a variety of languages and cultures. Consideration of special cases (hearing or vision impaired, for example) and of the relationship of spoken to written language. Application to childcare or preschool setting.

*3 hours lecture.*



**ECE 158 \* Health, Safety and Nutrition for Young Children (3)***Prerequisite(s): None.*

In-depth examination of comprehensive health, mental health, safety, and nutrition concepts and their applications and implications for developing quality child development and early childhood education programs.

*3 hours lecture.***ECE 160 Early Childhood Growth and Development (3)***Prerequisite(s): None.*

*Recommended Preparation:* Concurrent employment in an early childhood care or education facility, or concurrent enrollment in Cooperative Education in an early childhood care or education facility.

This course addresses growth and development from conception to middle childhood, and socialization from infancy to middle childhood, with implications for childcare providers and primary school teachers. Topics covered also include health, safety, and nutrition.

*3 hours lecture.***ECE 161 \* Understanding Families, Community and Diversity (3)***Prerequisite(s): None.*

*Recommended Preparation:* Concurrent employment in an early childhood care or education facility, or concurrent enrollment in Cooperative Education in an early childhood care or education facility.

An introduction to skills for early childhood caregivers and teachers to use with families through reading, classroom participation, lectures, discussions, observations, and practical experience. Emphasis will be placed on recognizing and understanding the role of cultural and community diversity in the education of young children.

*3 hours lecture.***ECE 170 \* Curriculum Development for Early Childhood Education (3)***Prerequisite(s): None.*

*Recommended Preparation:* Concurrent employment in an early childhood care or education facility, or concurrent enrollment in Cooperative Education in an early childhood care or education facility.

Emphasis on methods of selecting and presenting developmentally appropriate practices and creating activities which enhance optimal growth for infants to age 8. Also included will be planning quality daily activities, establishing routines, and program assessment.

*3 hours lecture.***ECE 172 Teaching Strategies for Early Childhood Education (3)***Prerequisite(s): None.*

*Recommended Preparation:* Concurrent employment in an early childhood care or education facility, or concurrent enrollment in Cooperative Education in an early childhood care or education facility.

This course provides an overview of a variety of techniques to reach all learning styles, while utilizing developmentally appropriate

practices when teaching young children. Emphasis will be on consistent planning and teaching activities which support development of all children creating an environment where children experience optimum growth.

*3 hours lecture.***ECE 173 \* Administration of Early Childhood Care and Education Programs (3)***Prerequisite(s): ENG 100 or placement in ENG 101, and six credit hours in ECE coursework.*

Topics include in-depth examination of child development and preschool program management principles and practices, legal responsibilities and mandates, and developmentally, culturally, and geographically sound programming.

*3 hours lecture.***ECE 174 \* Behavior Management (3)***Prerequisite(s): None.*

*Recommended Preparation:* Concurrent working or work-study placement with young children.

Designed for teachers, prospective teachers, parents or caregivers of young children to learn behavior management techniques.

Topics discussed will include learning styles, communicating and maintaining behavioral expectations, stress management, leadership styles, bias and prejudice, behavior modification, self-assessment, and setting up positive environments for young children.

*3 hours lecture.***ECE 175 Creativity in Early Childhood Education Programs (3)***Prerequisite(s): Placement in ENG 100 or higher.*

Investigation into the multifaceted nature of the creative processes from a comprehensive review of the developmental, emotional, social, and physical realms; and promotion of creativity through movement and the visual, musical, and language arts.

*3 hours lecture.***ECE 176 Math and Science for Early Childhood Care and Education (3)***Prerequisite(s): None.*

In-depth examination of analyzing the physical and emotional factors of the developing child that guide sound math and science curriculum development.

*3 hours lecture.***ECONOMICS****ECN 201 Principles of Macroeconomics (3)***Prerequisite(s): ENG 101.*

A broad overview of the national and international macroeconomy. The course focuses on the study of total supply and demand as applied to the macroeconomic problems of unemployment, inflation, and economic growth. Specific areas of study will include national income accounting, fiscal policy, monetary policy, and international trade theory.

*3 hours lecture.***ECN 202 \* Principles of Microeconomics (3)***Prerequisite(s): ENG 101.*

A study of individual market interaction with a focus on individual supply and demand. Specific topics include the study of consumer theory, cost and production for the individual firm, pure competition, pure monopoly, and the international finance markets.

3 hours lecture.

### **ECN 221 \* International Trade (3)**

*Prerequisite(s): None.*

The purpose of this course is to survey the basics of international trade and finance and to examine the effects of various international economics policies on domestic and world welfare.

3 hours lecture.

## **EDUCATION**

### **EDU 020 Fundamental Academic Skills Training (3)**

*Prerequisite(s): Placement by Army Education Center Coordinator.*

A review of basic skills for reading, spelling, grammar, composition, and mathematics with emphasis on improving test-taking skills. Upon successful completion, students will be prepared to enter ENG 100 and MAT 071 or higher.

3 hours lecture.

### **EDU 021 Preparing for ASVAB Test Taking (1)**

*Prerequisite(s): Placement by Army Education Center Coordinator.*

Course is designed to improve basic test-taking skills for the Armed Services Vocational Aptitude Battery (ASVAB) with emphasis on arithmetic reasoning, word knowledge and reading comprehension.

1 hour lecture.

### **EDU 101 Fundamentals of Education (3)**

*Prerequisite(s): Enrollment in Arizona Tech Prep Education Professions program.*

This course provides instruction in education career choices, education structure and systems, and the legal/ethical responsibilities of educators. It provides instruction in developmental stages of children in education theory and in pedagogy and methodology. This course is designed to articulate with high school Education Profession programs.

3 hours lecture.

### **EDU 193 Special Topics in Education (1)**

*Prerequisite(s): None.*

A forum/seminar emphasizing topics of current interest to public school and/or community college teachers, paraprofessionals and administrators. Seminars will focus on those topics having practical application for the improvement of classroom instruction and educational management. The title of this course may differ each term, depending on the topic being covered when the course is offered.

1 hour lecture.

EDU 193B Curriculum Development for Culturally Diverse Student Population

EDU 193G Professional Development of Instructional Staff

### **EDU 195 \* English for Educators (3)**

*Prerequisite(s): Appropriate English language proficiency test score.*

*Recommended Preparation: Two years of experience teaching English to speakers of other languages, college- or university-level study in a liberal arts field, ENG 100, and RDG 122 or exemption.*

An overview of basic concepts, methods, and theories of second language acquisition as applied to the learning and teaching of English, with an emphasis on academic writing and critical reading skills and on the terminology and perspectives of the second or foreign language professional.

3 hours lecture.

### **EDU 201 Introduction to Education (3)**

*Prerequisite(s): ENG 100 or concurrent enrollment, and RDG 122 or exemption.*

This course provides an overview of public education, the educational profession, educational institutions, and educational systems within the American society. It includes the study of current educational issues and of the role, responsibilities and qualifications of educators. The course will combine classroom instruction with 32 hours of supervised classroom observation and internship in the public school setting, enabling the student to make connections between educational theories and methodologies. Students are responsible for obtaining the appropriate Department of Public Safety fingerprint clearance and fees.

2 hours lecture, 2 hours laboratory.

### **EDU 218 \* Introduction to Structured English Immersion (3)**

*Prerequisite(s): Arizona Teaching and/or Administrative certification or departmental approval.*

This course addresses current educational and legal requirements for serving English Language Learners (ELL). Topics include ELL proficiency standards, assessment, foundations of Structured English Immersion (SEI), and SEI strategies. Focus is on SEI; however, comparison and evaluation of various types of language education models, such as English as a Second Language (ESL) and bilingual instruction, are included. This course meets Arizona Department of Education requirements for three semester hours (45 contact hours) and leads to augmented provisional SEI endorsement, required for Teaching and/or Administrative certification.

3 hours lecture.

### **EDU 220 Foundations of English as a Second Language Education (3)**

*Prerequisite(s): None.*

This course will provide the historical, theoretical, legal and sociological context of programs serving students with a non-English language background. Special focus will be on second language acquisition and cultural bias in the United States.

3 hours lecture.

### **EDU 221 \* English as a Second Language/Structured English Immersion Teaching Methods (3)**

*Prerequisite(s): Arizona Teaching and/or Administrative certification or departmental approval.*

This course will provide the student with the methodologies of planning, developing and evaluating lesson plans in all content areas as they relate to Structured English Immersion (SEI) and English Language Learners (ELL) standards. Emphasis is placed on components of curriculum content, teaching strategies, SEI foundations, Assessment and Data analysis and the role of culture in learning. This course meets Arizona Department of Education requirements for SEI endorsement (45 contact hours) and Teaching/Administrator certificate renewal.

*3 hours lecture.*

### **EDU 222 \* Introduction to Special Education (3)**

*Prerequisite(s): ENG 101, and RDG 122 or exemption.*

The study of special education with emphasis on current educational practices and related educational theories; and on identification and characteristics of emotionally disabled, learning disabled, mentally disabled and gifted children. Includes a review of cultural considerations; autism; AA and ADHD; early childhood and K-12 special education; student transitioning within the school and between the school and the community; and appropriate classroom and community-based approaches to accommodating the special education student.

*3 hours lecture.*

### **EDU 224 Field Experience in Education (1-6)**

*Prerequisite(s): Declared major in education or closely related field. Approval of a cooperative education program coordinator.*

*Recommended Preparation: Sophomore standing.*

A supervised internship in a pre-school, elementary or secondary educational institution designed to provide hands-on classroom experience. Number of credits determined by the total hours to be spent at the job site in a given semester. May be taken four times for a maximum of 16 credits, with a maximum of six credits per semester.

### **EDU 225 Creative Arts in Context (3)**

*Prerequisite(s): None.*

Examines the theory and practice of using art activities to enhance learning in the elementary school classroom. Applies the philosophy of Discipline-Based Art Education to the design and implementation of lessons that integrate creative arts with the elementary education curricula. Encourages teachers to integrate art with other subjects as they develop meaningful art projects, and provides practical ideas for the use of creative arts to increase student learning.

*2 hours lecture, 2 hours laboratory.*

### **EDU 226 Cultural Diversity in Education (3)**

*Prerequisite(s): ENG 101, and RDG 122 or exemption.*

An analysis of the relationship of cultural values to the formation of the child's self-concept and learning style as well as an examination of the impact of prejudice, stereotyping and cultural incompatibilities on the efficacy of the educational process. This course emphasizes preparing future teachers who will provide an equal educational opportunity to all students regardless of their racial/cultural group or background.

*3 hours lecture.*

### **EDU 227 Literacy in Elementary School (3)**

*Prerequisite(s): None.*

Explores a wide range of children's books, authors, and illustrators. Examines how K-8 children become literate, how teachers can use authentic literature effectively in the classroom, and how they can plan classroom activities that promote and develop literacy.

*3 hours lecture.*

### **EDU 230 \* Classroom Relationships (3)**

*Prerequisite(s): EDU 201.*

Foundation in classroom management and communication techniques. Topics discussed will include learning styles, discipline, stress management, leadership styles, bias and prejudice, behavior management, self-assessment, and positive learning environments.

*3 hours lecture.*

### **EDU 280 \* Methodology for Teaching at the Community College (1)**

*Prerequisite(s): Cochise College instructor qualified.*

*Recommended Preparation: Basic computer skills.*

An exploration of the role of the community college and its service to the community. Emphasized are teaching and learning styles, adult learning and motivation theory, teaching strategies, assessment techniques, and legal issues related to teaching on the community college level.

*1 hour lecture.*

### **EDU 280B \* Online Learning Management Systems (1)**

*Prerequisite(s): CIS 185 or permission of the instructor.*

Practical experience in all facets of using the college's online learning management system. Using a case study, a variety of techniques will be addressed, including content areas, course tools and options, user management, and assessment. The student will become comfortable with all facets of creating and managing online classes.

*1 hour lecture.*

### **EDU 280C \* Online Teaching Methods (1)**

*Prerequisite(s): CIS 185 or permission of the instructor.*

Practical experience and theoretical background in various facets of online instructional methods. Using a case study, a variety of methods will be addressed, including enhancing student participation, forming online communities, and assessing student performance.

*1 hour lecture.*

### **EDU 280D \* Introduction to Cochise College (1)**

*Prerequisite(s): None.*

An introduction to the policies, processes, and personnel of Cochise College for instructors who are teaching online classes from remote locations.

*1 hour lecture.*

### **EDU 288 Methodologies for Teaching Blended Classes (1)**

*Prerequisite(s): Cochise College instructor qualified.*

*Recommended Preparation: Basic computer skills.*

Discusses the theories, methodologies, logistics and software relevant to teaching blended courses at the community college.

*1 hour lecture.*

### **EDU 290 Instructor Skill Development (3)**

*Prerequisite(s): ENG 101, and RDG 122 or exemption.*

Designed to impart a wide range of teaching skills, concepts, and techniques applicable to adult learning situations. Topics covered include adult learning, training needs, research methodology, instructional objectives, program development, instructional methodology, and evaluation techniques. Identical to AJS 290.

*3 hours lecture.*

### **EDU 295 Practicum in Teaching English as an International Language (1-3)**

*Prerequisite(s): EDU 195 and completion of or concurrent enrollment in ENG 255 or EDU 230.*

A practicum conducted in consultation with a faculty advisor on the application of language acquisition theory. Students identify their own unmet classroom learning and teaching needs and design, implement, assess, and report on changes made to meet these needs.

## **ELECTRONICS**

### **ELT 100 Electronics Foundations (3)**

*Prerequisite(s): MAT 081 or equivalent.*

An introduction to electronic principles including DC and AC circuits, passive and active circuits, and applications that will give the student a general concept of the electronics field.

*3 hours lecture.*

### **ELT 101 ‡ Beginning Digital Electronics (3)**

*Prerequisite(s): None.*

A beginning course in digital electronics for students planning to enter the electronics field.

*3 hours lecture.*

### **ELT 102 Basic Information Systems Installation Course (8)**

*Prerequisite(s): Approval for enrollment from the Army Training and Doctrine Command.*

A theoretical and practical study of the restoration and installation of information systems, focusing on standard practices and techniques of communications-electronics (C-E) installation. As an Army Training and Doctrine Command-recognized course of study, successful course completers will be awarded a skill identifier I.

*3 hours lecture, 13 hours laboratory.*

### **ELT 103 Information Systems External Installation (8)**

*Prerequisite(s): Approval for enrollment from the Army Training and Doctrine Command, including secret security clearance.*

*Recommended Preparation: Qualification in the Military Occupational Specialty (MOS) 31L.*

A theoretical and practical study of basic splicing operations for outside cable plants, focusing on installation of commercial and fiber optic communication cables on telephone poles, in manholes and underground structures, and as buried installations. Success-

ful course completers will be certified in basic pole climbing, fiber optics and communication cable installation and connectorization.

*3 hours lecture, 12.5 hours laboratory.*

### **ELT 105 ‡ Introduction to DC Circuits (3)**

*Prerequisite(s): ELT 110 or concurrent enrollment.*

The analysis of direct current resistive circuits, emphasizing Ohm's Law, Kirchhoff's Law, Thevenin's, Norton's and superposition theorems.

*2 hours lecture, 3 hours laboratory.*

### **ELT 106 ‡ Introduction to AC Circuits (4)**

*Prerequisite(s): ELT 105.*

An introduction to alternating current passive circuits, and the application of trigonometry and vectors to circuit solutions.

*2 hours lecture, 3 hours laboratory.*

### **ELT 110 Math for Electronics (3)**

*Prerequisite(s): One year of high school algebra or equivalent.*

A review of arithmetic and the study of algebraic principles necessary to analyze electronic circuitry and provide a firm background for advanced studies. Topics include fractions, decimals, fundamental concepts of algebra, scientific notation, graphing, linear equations and the solution of DC electric circuits.

*3 hours lecture.*

### **ELT 120 Advanced Mathematics for Electronics (3)**

*Prerequisite(s): ELT 110 or equivalent.*

Study of basic trigonometric relations to electronics with emphasis on network problems and analysis of alternating circuits.

*3 hours lecture.*

### **ELT 122 ‡ Semiconductors and Transistors (4)**

*Prerequisite(s): ELT 106, and ELT 110 or MAT 122.*

A comprehensive study of semiconductor devices stressing the qualitative and quantitative analysis of semiconductor circuits with major emphasis on DC biasing, small signal analysis of diodes and transistors, load lines, approximate hybrid parameters, and multistage systems.

*3 hours lecture, 3 hours laboratory.*

### **ELT 125 ‡ Electronic Circuits and Systems (4)**

*Prerequisite(s): ELT 105, ELT 106, and concurrent enrollment in ELT 120 or equivalent.*

A study of large signal diode and filter analysis, voltage and current regulations, with emphasis on the field effect transistor as an amplifier, the Miller effect, frequency response and feedback.

*3 hours lecture, 3 hours laboratory.*

### **ELT 231 \*‡ Pulse Circuits (4)**

*Prerequisite(s): ELT 122.*

A study of waveforms, RC and RL networks, passive and active pulse circuitry, diode and transistor switching circuits, nonlinear waveshaping and multivibrators.

*3 hours lecture, 3 hours laboratory.*

### **ELT 233 ‡ Digital Circuits and Systems (4)**

*Prerequisite(s): ELT 122.*

A study of number systems, Boolean algebra, combinational and sequential logic, circuits and systems.

3 hours lecture, 3 hours laboratory.

#### **ELT 243 \*‡ Modern Electronic Devices (4)**

*Prerequisite(s): ELT 122.*

A study of the characteristics of differential and operational amplifiers, applications, and analysis of practical op amp circuits, photoconductive and photovoltaic devices, unijunction transistors, silicon controlled rectifiers, and selected materials covering other electronic devices.

3 hours lecture, 3 hours laboratory.

#### **ELT 245 ‡ Communication Electronics I (4)**

*Prerequisite(s): ELT 120, ELT 122, and ELT 125.*

The application of qualitative and quantitative theoretical concepts to practical communications circuits, AM and FM receiver systems, voltage and power amplifiers, feedback, oscillators, resonance, filters, coupling, frequency synthesizers and phaselock techniques are studied.

3 hours lecture, 3 hours laboratory.

#### **ELT 247 ‡ Communication Electronics II (4)**

*Prerequisite(s): ELT 245.*

A continuation of Communications Electronics I, including AM transmitters, frequency modulation systems, transmission lines, antennas and propagation. Laboratory emphasis on the use of electronic test equipment in the analysis and adjustment of receivers and transmitters.

3 hours lecture, 3 hours laboratory.

#### **ELT 265 ‡ Microprocessors and Microcomputers (4)**

*Prerequisite(s): ELT 233.*

An introduction to the architecture of microprocessors and the organization, programming, interfacing, and control application of microcomputers.

3 hours lecture, 3 hours laboratory.

### **EMERGENCY MEDICAL TECHNOLOGY**

#### **EMT 102 Military First Responder Medical Training (2)**

*Prerequisite(s): None.*

*Recommended Preparation: CPR certification at the health care provider level.*

This six-week course provides basic life support medical training for the US Army and Intelligence Center's Non-Commissioned Officers Academy (NCOA). Course content incorporates elements of both the United States Department of Transportation's First Responder National Standard Curriculum and the US Army's Combat Lifesaver Training program.

1 hour lecture, 4 hours laboratory.

#### **EMT 174 ‡ Emergency Medical Technician (8)**

*Prerequisite(s): RDG 122 or exemption. For successful completion of EMT 174, students must meet the following requirements: 1) Minimum age of 18 within six months of course completion (for state certification only), 2) Negative tuberculin (TB) skin test or negative chest x-ray report, and 3) Drug screen.*

A study of signs and symptoms of illness and injury, procedures associated with the provision of emergency medical care, basic legal responsibilities, anatomy and physiology, patient assessment, triage, and basic life support systems. Prepares students with the necessary knowledge and skills, as required by the National Registry of Emergency Medical Technicians (NREMT) and the Arizona Department of Health Services - Bureau of Emergency Medical Services (ADHS-BEMS), to practice as an Emergency Medical Technician-Basic. Students desiring NREMT/ADHS-BEMS certification must complete the state-required number of clinical experience hours with an Emergency Medical Service provider of out-of-hospital emergency care. Meets the ADHS-BEMS guidelines and is approved by the state of Arizona and the National Registry of EMTs. Medical Direction: Arizona Certified EMT-Basics are authorized to provide treatment, perform procedures, and utilize skills--as defined by the National Highway Traffic Safety Administration - Department of Transportation (NHTSA-DOT) EMT curriculum--only under the medical control of an approved medical director or certified base hospital.

7 hours lecture, 3 hours laboratory.

#### **EMT 176 ‡ Emergency Medical Training Refresher (2)**

*Prerequisite(s): EMT 174.*

A refresher course to maintain and update emergency medical technician skills. May be repeated as required for recertification.

2 hours lecture, 1 hour laboratory.

#### **EMT 201 ‡ Paramedicine I (8)**

*Prerequisite(s): BIO 160, or BIO 201 and BIO 202; placement in, concurrent enrollment in, or completion of MAT 081 or higher; and RDG 122 or exemption.*

*Recommended Preparation: BIO 201, BIO 202, and EMT-B Refresher Course. Prior to enrollment in the paramedicine course, all students must meet the following requirements: 1) Current minimum certification as an EMT-B (Arizona or National Registry), 2) Valid Healthcare Provider CPR card, 3) Successful completion of Hazmat First Responder Operations Course, and 4) Score of 75% or higher on computer-based entrance exam. Once enrolled, the following are required: 5) Proof of current vaccinations, to include negative tuberculin (TB) skin test, measles, mumps, rubella (MMR), varicella, and hepatitis B series, 6) Drug screen, and 7) Background check.*

The first of four courses preparing the student to become a Nationally Registered Emergency Medical Technician - Paramedic (NREMT-P). Topics include the role and responsibilities of the EMT-P, medical and ethical issues, pharmacology, airway interventions, assessment of medical and trauma patients, and Emergency Medical Services systems. Students begin clinical rotations during this course.

5 hours lecture, 9 hours laboratory.

#### **EMT 202 ‡ Paramedicine II (8)**

*Prerequisite(s): EMT 201.*

The second of four courses preparing the student to become a Nationally Registered Emergency Medical Technician - Paramedic (NREMT-P). Topics include specific medical emergencies caused by illness or injury, gynecological and obstetrical complications, and situations resulting from abuse or assault. Addi-

tional areas of study include the treatment of pediatric, geriatric, and newborn populations.

*4 hours lecture, 12 hours laboratory.*

### **EMT 203 ‡ Paramedicine III (3)**

*Prerequisite(s): EMT 202.*

The third of four courses preparing the student to become a Nationally Registered Emergency Medical Technician - Paramedic (NREMT-P). Topics include emergency medical treatment of chronic-care and challenged patients, assessment-based management, medical incident command, rescue awareness, and hazardous materials.

*1 hour lecture, 6 hours laboratory.*

### **EMT 204 ‡ Paramedic Refresher (3)**

*Prerequisite(s): Certification as an Arizona Paramedic or a National Registry Emergency Paramedic in good standing.*

Paramedic refresher provides the required information and tests the student's ability to meet the college competencies set forth for the initial Paramedicine student. Topics include preparatory information, including roles and responsibilities of the EMT and medical and ethical issues, airway management and ventilation, patient assessment, trauma, and medical systems as related to emergency medical systems.

*3 hours lecture, 1 hour laboratory.*

### **EMT 205 ‡ Paramedicine IV (3)**

*Prerequisite(s): EMT 203.*

The fourth of four courses preparing the student to become a Nationally Registered Emergency Medical Technician - Paramedic (NREMT-P). Topics include emergency medical operations during terrorist acts, rescue situations, and crime scene investigations. Emphasis is on preparation for the national registry examination and on the completion of clinical and field internships.

*1 hour lecture, 6 hours laboratory.*

## **ENGINEERING**

### **EGR 101 Introduction to Engineering Design (3)**

*Prerequisite(s): MAT 122 or MAT 123.*

An introduction to the design process used by engineers and designers worldwide, this activity-based course focuses on student learning through instructor facilitation. Students learn to work in teams as they study the different facets of design including sketching, orthographic projections, dimensioning, modeling with software, reverse engineering, and engineering ethics through selected design problems.

*3 hours lecture.*

### **EGR 102 Principles of Engineering (3)**

*Prerequisite(s): MAT 151 and MAT 182, or MAT 187, or concurrent enrollment in MAT 220.*

An introduction to the principles of engineering and their application to design and problem-solving. Working in teams, students use the design process to create and develop engineering projects that emphasize sustainability, and they investigate how engineers use spreadsheets as a problem-solving tool. They also explore career options and discuss personal and business ethics.

*3 hours lecture.*

### **EGR 122 Programming for Engineering and Science (4)**

*Prerequisite(s): MAT 151 or higher.*

An introduction to computer programming with an emphasis on problem-solving applications in the fields of engineering and science. Includes structured programs, data types, operations, repetitions, arrays, functions, data files, address pointers, and character strings.

*3 hours lecture, 2 hours laboratory.*

## **ENGLISH**

### **ENG 001 Study Skills (1)**

*Prerequisite(s): None.*

A review of basic techniques for success in college, including practical exercises in listening to lecturers, concentration, time management, note-taking, test-taking, textbook analysis and review, outlining, summarizing, writing essay questions, and using the library and the microcomputer to study spelling and vocabulary.

*1 hour lecture.*

### **ENG 078 Successful Writing Skills (3)**

*Prerequisite(s): Writing placement score and/or recommendation from previous instructor or academic advisor.*

*Recommended Preparation: Basic word processing proficiency.*

Individualized practice in writing, based on student responses to articles in current periodicals. Practice will address specific error patterns to prepare students for success in class work at the college level and/or in direct employment. Use of word processing and group editing as a means of composition.

*3 hours lecture, 2 hours laboratory.*

### **ENG 090 English Fundamentals I (3)**

*Prerequisite(s): Placement test score or permission of instructor.*

Intensive instruction in English grammar and mechanics, terminology and rules, writing and editing at the sentence level, and vocabulary development; emphasis on self-assessment, with the goal of helping students identify their own idiosyncratic patterns of grammar and mechanical errors, including extensive computer-based practice.

*3 hours lecture.*

### **ENG 095 English Fundamentals II (3)**

*Prerequisite(s): Placement test score, ENG 090, or permission of instructor.*

A review of standard written English that continues the developmental sequence begun in ENG 090, with focus on grammar, mechanics, and the writing process at the paragraph level, including extensive computer-based practice.

*3 hours lecture.*

### **ENG 100 \* Intermediate Writing (3)**

*Prerequisite(s): Placement test score, ENG 095, or permission of instructor.*

*Recommended Preparation: Keyboarding skills.*

Introduction to and review of paragraph and essay writing skills with emphasis on unity, support, and coherence of ideas. A gen-

eral review of vocabulary, homophones, grammar, punctuation, and usage. An introduction to college-level research skills and analysis of short fiction.

3 hours lecture.

### **ENG 101 \* Composition (3)**

*Prerequisite(s): Placement test score, or ENG 100 or its equivalent.*

Study of and practice in the process of writing, methods of organization, expository patterns, and a documented paper based on library and other resources, with a review of usage and syntax.

3 hours lecture.

### **ENG 101A Composition - Flex A (3)**

*Prerequisite(s): Placement test score, ENG 100, or previous English instructor recommendation.*

*Recommended Preparation: Keyboarding skills.*

Study of and practice in the process of writing, methods of organization, expository patterns, and a documented paper based on library and other resources, with a review of usage and syntax.

3 hours lecture.

### **ENG 101B Composition - Flex B (3)**

*Prerequisite(s): Placement test score, ENG 101A, or instructor recommendation.*

*Recommended Preparation: Keyboarding skills.*

Study of and practice in the process of writing, methods of organization, expository patterns, and a documented paper based on library and other resources, with a review of usage and syntax.

3 hours lecture.

### **ENG 102 \* English Composition (3)**

*Prerequisite(s): ENG 101.*

A continuation of ENG 101 with special emphasis on the techniques involved in writing argument, persuasion, and literary analysis.

3 hours lecture.

### **ENG 102H English Composition (3)**

*Prerequisite(s): ENG 101 with a grade of A, recommendation of ENG 101 instructor, minimum 3.5 GPA, completion of 12 Cochise College transfer credits, or permission of instructor.*

A continuation of ENG 101 with special emphasis on the techniques involved in writing argument, persuasion and literary analysis.

3 hours lecture.

### **ENG 104 Introduction to Literature (3)**

*Prerequisite(s): ENG 101 and ENG 102.*

A study of major literary genres: drama, poetry, fiction, and criticism. Emphasis on writing critically about literature.

3 hours lecture.

### **ENG 109 Written Communications and Reports (3)**

*Prerequisite(s): ENG 101 or permission of instructor.*

Development of the skills of effective written communications and reports with emphasis on clarity and accuracy. Assignments will be individualized by occupational discipline.

3 hours lecture.

### **ENG 111 Grammar, Usage and Punctuation (3)**

*Prerequisite(s): ENG 100, placement in ENG 101, or permission of instructor.*

An in-depth study of the mechanics of English required for academic and workplace communication. Emphasis is placed on grammar, word usage, punctuation, spelling, conciseness and clarity in both spoken and written language. The rules and style recommendations covered are those that should prove helpful in the academic and/or business communities.

3 hours lecture, 1 hour laboratory.

### **ENG 119 \* Creative Writing (3)**

*Prerequisite(s): ENG 102 or permission of instructor.*

An introduction to creative writers and writing, using professional models of narrative prose, drama, fiction, and poetry, along with original student work to analyze and critique.

3 hours lecture.

### **ENG 167 \* Business Communications (3)**

*Prerequisite(s): CIS 116 or equivalent proficiency, and either BUS 111 or placement in ENG 101.*

A study of business communications prepared in a business organization, including typical internal and external communications (letters, memos, proposals and reports). Emphasis will be on applying English fundamentals, usage, syntax, and organization ideas as well as on using technology appropriately to conduct research and to create documents. This course will also stress listening and speaking skills. Identical to BUS 167.

3 hours lecture.

### **ENG 179 \* Applied Technical Writing (3)**

*Prerequisite(s): ENG 100 or placement in ENG 101, RDG 122 or exemption, and CIS 116 or CIS 120.*

An applied skills course on writing clear, applied organizational reports and communications. Assignments will stress the processes and products for reporting technical information with emphasis on writing mechanics/syntax, forms/formats and technical style. Identical to CIS 179 and BUS 179.

3 hours lecture.

### **ENG 206 Critical Writing (3)**

*Prerequisite(s): ENG 101 and ENG 102, or permission of instructor.*

A study of composition as an analytical, interpretative process requiring the student to make rational judgments based on valid criteria. For students who wish to pursue further composition and reading skills, to prepare for upper-division writing at the university level, or to improve critical-thinking skills.

3 hours lecture.

### **ENG 209 Introduction to Poetry (3)**

*Prerequisite(s): ENG 102 or permission of instructor.*

An exploration of selected traditional, modern, and contemporary world poetry.

3 hours lecture.

### **ENG 210 The Bible as Literature (3)**

*Prerequisite(s): ENG 102 or permission of instructor.*

A study of the Bible as a work of literature emphasizing historical development, types of literature, allusions, impact upon later writers and the literary expression of cultural values.

3 hours lecture.

### **ENG 212 Children's Literature (3)**

*Prerequisite(s): ENG 102 or permission of instructor.*

A study of the nature and genres of classical and contemporary literature intended for children from infancy through adolescence. An emphasis on content encompassing relationships with nature, family, and diverse ethnic and cultural communities.

3 hours lecture.

### **ENG 219 \* Advanced Creative Writing (3)**

*Prerequisite(s): ENG 102, ENG 119, or permission of instructor.*

This is the second semester of a one-year creative writing sequence beginning with ENG 119 and will address advanced student projects in prose or poetry. Students will continue to read and analyze the best professional models in creative writing from around the world.

3 hours lecture.

### **ENG 220 \* British Literature I (3)**

*Prerequisite(s): ENG 102 or permission of instructor.*

A survey of the major British authors from the beginnings to the early 18th century.

3 hours lecture.

### **ENG 221 British Literature II (3)**

*Prerequisite(s): ENG 102 or permission of instructor.*

A survey of the major British authors from the 18th century to the present.

3 hours lecture.

### **ENG 222 \* Introduction to Shakespeare (3)**

*Prerequisite(s): ENG 102 or permission of instructor.*

An exploration of selected histories, tragedies, and problem plays/comedies by William Shakespeare.

3 hours lecture.

### **ENG 224 \* American Literature I (3)**

*Prerequisite(s): ENG 102 or permission of instructor.*

A survey of major American authors from the colonial period to 1860. Works studied may include selections from Hawthorne, Poe, Melville, and Emerson.

3 hours lecture.

### **ENG 225 \* American Literature II (3)**

*Prerequisite(s): ENG 102 or permission of instructor.*

A survey of selected works by major American authors from post-Civil War to the present.

3 hours lecture.

### **ENG 226 World Literature I (3)**

*Prerequisite(s): ENG 102 or permission of instructor.*

A study of some of the master works of world literature through the Renaissance. Works studied may include selections from Homer, the Greek tragic writers, Virgil, Dante, Chaucer, Cer-

vantes and Shakespeare, as well as samplings from outside the western tradition.

3 hours lecture.

### **ENG 227 World Literature II (3)**

*Prerequisite(s): ENG 102 or permission of instructor.*

A study of eight major literary works from the Renaissance to the present, including selections of Voltaire, Goethe, Stendahl, Dickens, Dostoevsky, Turgenev, Flaubert, and Mann. ENG 226 is not a prerequisite(s) to ENG 227.

3 hours lecture.

### **ENG 228 \* Mythology and Folklore (3)**

*Prerequisite(s): ENG 102 or permission of instructor.*

A survey of myths and folktales from classical to present times. Covers the basic concepts of myths and the approaches to understanding them. Includes the role of folklore in culture.

3 hours lecture.

### **ENG 230 Literature of the Southwest (3)**

*Prerequisite(s): ENG 102 or permission of instructor.*

Introduction to the literature of the American Southwest, spanning historical through contemporary times. Emphasis on the environmental, historical, and cultural influences on southwestern literary styles, genres, themes, and images.

3 hours lecture.

### **ENG 231 Native American Literature (3)**

*Prerequisite(s): ENG 102 or permission of instructor.*

Introduction to Native American literature, including oral traditions and stories, autobiographies, fiction, and poetry, with emphasis on the cultural and historical influences on indigenous themes and representations.

3 hours lecture.

### **ENG 255 \* Introduction to the English Language (3)**

*Prerequisite(s): ENG 101 and either ENG 102 or ENG 111, or permission of instructor.*

An introduction to the basic concepts in the study of the English language: structure, interpretation, variation and changes. Overview of several specializations within linguistics with special attention to language acquisition and application to the teaching of English.

3 hours lecture.

### **ENG 257 Literary Magazine Production (3)**

*Prerequisite(s): ENG 101.*

Production of the College literary and arts magazine. Includes application of promotion, editing, design, layout, and production techniques. May be repeated for credit. Identical to JRN 257.

3 hours lecture.

### **ENG 260 Irish Literature (3)**

*Prerequisite(s): ENG 102 or permission of instructor.*

An exploration of selected traditional, modern, and contemporary Irish literary works.

3 hours lecture.



**ENG 265 Major American Writers (3)**

*Prerequisite(s): ENG 102 or permission of instructor.*

An exploration of selected works by major American authors from the last century to the present.

*3 hours lecture.*

**ENG 273 \* Women and Literature (3)**

*Prerequisite(s): ENG 102 or permission of instructor.*

This course is a survey of literature by and about women, including the study of issues concerning women in literature and the changing images of women. It includes literary analysis of selected writings.

*3 hours lecture.*

**ENG 279 \* Advanced Applied Technical Writing (3)**

*Prerequisite(s): CIS/ENG 179.*

An applied skill course on writing effective, clear, technical reports and communications with confidence, skill and flair. Emphasis on using appropriate processes and products for reporting technical information. Industry-standard writing mechanics/syntax, forms/formats and technical style are stressed. Identical to CIS 279.

*3 hours lecture.*

**ENGLISH AS A SECOND LANGUAGE****ESL 010 ESL Grammar I (3)**

*Prerequisite(s): Recommendation from placement test.*

An introduction to basic English grammar for beginning/high-beginning students whose native language is not English, with emphasis on the syntax and structure of simple sentences.

*3 hours lecture, 2 hours laboratory.*

**ESL 012 ESL Reading I (3)**

*Prerequisite(s): Recommendation from placement test.*

An introduction to basic reading skills for beginning/high-beginning students whose native language is not English, with emphasis on vocabulary development, comprehension, and structure.

*3 hours lecture, 2 hours laboratory.*

**ESL 014 ESL Writing I (3)**

*Prerequisite(s): Recommendation from placement test.*

A beginning/high-beginning level writing course for students learning English as a second language designed to preview the writing process with emphasis on writing paragraphs on simple, controlled topics which require mainly isolated tense usage.

*3 hours lecture, 2 hours laboratory.*

**ESL 016 Oral Communication I (3)**

*Prerequisite(s): Recommendation from placement test.*

An introduction to oral communication skills in English for beginning/high-beginning students whose native language is not English, with emphasis on vocabulary, fundamentals of English pronunciation and development of basic listening and speaking skills.

*3 hours lecture, 2 hours laboratory.*

**ESL 017 Intensive Reading and Writing Level I (3)**

*Prerequisite(s): Recommendation from placement test.*

An introduction to basic reading and writing skills for beginning/high beginning students whose native language is not English.

*3 hours lecture.*

**ESL 018 Intensive Grammar, Listening and Speaking Level I (3)**

*Prerequisite(s): Recommendation from placement test.*

An introduction to basic grammar, listening and speaking skills for beginning/high beginning students whose native language is not English.

*3 hours lecture.*

**ESL 020 ESL Grammar II (3)**

*Prerequisite(s): ESL 010 or recommendation from placement test.*

A review of basic English grammar and an introduction to fundamental English grammar for high-beginning/low-intermediate students whose native language is not English, with emphasis on the syntax and structure of simple and compound sentences.

*3 hours lecture, 2 hours laboratory.*

**ESL 022 ESL Reading II (3)**

*Prerequisite(s): ESL 012 or recommendation from placement test.*

An introduction to basic reading skills and strategies for high-beginning/low-intermediate students whose native language is not English, with emphasis on vocabulary development, comprehension and structure.

*3 hours lecture, 2 hours laboratory.*

**ESL 024 ESL Writing II (3)**

*Prerequisite(s): ESL 014 or recommendation from placement test.*

A high-beginning to low-intermediate writing course designed to introduce the writing process with emphasis on topic sentences, paragraph development, cognitive skills and logical organization.

*3 hours lecture, 2 hours laboratory.*

**ESL 026 Oral Communication II (3)**

*Prerequisite(s): ESL 016 or recommendation from placement test.*

A review and continuation of oral communication skills in English for high-beginning/low-intermediate students whose native language is not English, with emphasis on vocabulary, pronunciation, and development of basic listening and speaking skills.

*3 hours lecture, 2 hours laboratory.*

**ESL 027 Intensive Reading and Writing Level II (3)**

*Prerequisite(s): Either ESL 012 and ESL 014, or ESL 017 and ESL 018, or recommendation from placement test.*

A continuation of basic reading and writing strategies for high-beginning/low-intermediate students whose native language is not English.

*3 hours lecture.*

**ESL 028 Intensive Grammar, Listening and Speaking Level II (3)**

*Prerequisite(s): ESL 018.*

A review and continuation of basic English structure as needed for general proficiency at the high-beginning/low-intermediate level for students whose native language is not English. The course also

includes study of vocabulary, listening comprehension, and speaking in controlled communication practice.

3 hours lecture.

### **ESL 030 ESL Grammar III (3)**

*Prerequisite(s): ESL 020 or recommendation from placement test.*

A review of fundamental and an introduction to more complex English grammar for low-intermediate/intermediate students whose native language is not English, with emphasis on the syntax and structure of simple, compound, and complex sentences.

3 hours lecture, 2 hours laboratory.

### **ESL 032 ESL Reading III (3)**

*Prerequisite(s): ESL 022 or recommendation from placement test.*

A review of reading skills and strategies for low-intermediate/intermediate students whose native language is not English, with emphasis on vocabulary development, comprehension, structure and basic study skills.

3 hours lecture, 2 hours laboratory.

### **ESL 034 ESL Writing III (3)**

*Prerequisite(s): ESL 024 or recommendation from placement test.*

A low-intermediate level to intermediate level writing course for students learning English as a Second Language, designed to develop the writing process with emphasis on topic sentences, methods of multi-paragraph development, cognitive skills and logical organization.

3 hours lecture, 2 hours laboratory.

### **ESL 036 Oral Communication III (3)**

*Prerequisite(s): ESL 026 or recommendation from placement test.*

A review and continuation of oral communication skills in English for low intermediate/intermediate students whose native language is not English, with emphasis on vocabulary, pronunciation, and development of listening and speaking skills.

3 hours lecture, 2 hours laboratory.

### **ESL 037 Intensive Reading and Writing Level III (3)**

*Prerequisite(s): Either ESL 022 and ESL 024, or ESL 027, or recommendation from placement test.*

A review of fundamental and an introduction to more complex reading and writing skills in English for low-intermediate/intermediate students whose native language is not English.

3 hours lecture.

### **ESL 038 Intensive Grammar, Listening and Speaking Level III (3)**

*Prerequisite(s): Either ESL 020 and 026, or ESL 028, or recommendation from placement test.*

A review of fundamental and an introduction to more complex grammar, listening and speaking skills in English for low-intermediate/intermediate students whose native language is not English.

3 hours lecture.

### **ESL 040 ESL Grammar IV (3)**

*Prerequisite(s): ESL 030 or recommendation from placement test.*

A review of basic and intermediate and an introduction to advanced English grammar for intermediate/high-intermediate students whose native language is not English, with emphasis on the syntax and structure of simple, compound, and complex sentences.

3 hours lecture, 2 hours laboratory.

### **ESL 042 ESL Reading IV (3)**

*Prerequisite(s): ESL 032 or recommendation from placement test.*

A review of reading skills and strategies for intermediate/high-intermediate students whose native language is not English, with emphasis on expanding their vocabulary, increasing comprehension, understanding structure and using basic study skills.

3 hours lecture, 2 hours laboratory.

### **ESL 044 ESL Writing IV (3)**

*Prerequisite(s): ESL 034 or recommendation from placement test.*

A review of writing fundamentals and an introduction to more complex writing skills for intermediate to high-intermediate students learning English as a Second Language. Designed to review the writing process, to teach students to develop coherent essays, and to increase their vocabulary for academic discourse.

3 hours lecture, 2 hours laboratory.

### **ESL 046 Oral Communication IV (3)**

*Prerequisite(s): ESL 036 or recommendation from placement test.*

A review and continuation of oral communication skills in English for intermediate/high-intermediate students whose native language is not English, with emphasis on vocabulary, pronunciation, and development of academic listening and speaking skills in English.

3 hours lecture, 2 hours laboratory.

### **ESL 047 Intensive Reading and Writing IV (3)**

*Prerequisite(s): Either ESL 032 and ESL 034, or ESL 037, or recommendation from placement test.*

A review of fundamentals and an introduction to more complex reading and writing skills in English for intermediate to high-intermediate students whose native language is not English.

3 hours lecture.

### **ESL 048 Intensive Grammar, Listening and Speaking Level IV (3)**

*Prerequisite(s): Either ESL 030 and ESL 036, or ESL 038, or recommendation from placement exam.*

A review of fundamentals and an introduction to more complex grammar, listening and speaking skills in English for intermediate to high-intermediate students whose native language is not English.

3 hours lecture.

### **ESL 070 ESL for Professionals I (6)**

*Prerequisite(s): No previous English necessary; placement is determined by test.*

An integrated-skills, content-based course designed for students who have little or no knowledge of English. Introduction to the sounds and intonation patterns of English, elementary vocabulary, and the structure of English as used in simple sentences.

6 hours lecture.

### **ESL 072 ESL for Professionals II (6)**

*Prerequisite(s):* ESL 070; placement may also be determined by standardized test.

A continuation of ESL 070; an integrated-skills, content-based course designed to give high-beginner level students practice using English. Covers grammar, reading, vocabulary, listening comprehension, pronunciation and intonation patterns. Activities build on skills developed in ESL 070.

6 hours lecture.

### **ESL 074 ESL for Professionals III (6)**

*Prerequisite(s):* ESL 072; placement may also be determined by standardized test.

A continuation of ESL 072, this is an integrated-skills course designed to give low-intermediate students practice using English. The course covers grammar, reading, vocabulary, listening comprehension, pronunciation and intonation patterns. Activities build on skills developed in ESL 072.

6 hours lecture.

### **ESL 076 ESL for Professionals IV (6)**

*Prerequisite(s):* ESL 074; placement may also be determined by standardized test.

A continuation of ESL 074; an integrated-skills, content-based course designed to give high-intermediate students practice using English. Covers grammar, reading, vocabulary, listening comprehension, pronunciation and intonation patterns. Activities build on skills developed in ESL 074.

6 hours lecture.

### **ESL 091 Pronouncing English (1)**

*Prerequisite(s):* Recommendation from placement test or instructor assessment.

Introduction to the sounds, rhythm, stress patterns, and intonation of English, with emphasis on those aspects of the oral language that make it easier to understand and to be understood.

2 hours laboratory.

## **ENVIRONMENTAL STUDIES**

### **EVS 192 Special Topics in Environmental Studies (0.5)**

*Prerequisite(s):* None.

A rotating forum/seminar emphasizing environmental topics of current interest to public and private sector organizations. Includes seminars based upon EPA and OSHA regulations.

0.5 hour lecture.

EVS 192A OSHA Hazmat and Emergency Response Refresher

## **FAMILY CONSUMER SERVICES**

### **FCS 184 Childhood Development (3)**

*Prerequisite(s):* ENG 101.

This course is designed to address growth, development, and socialization of the child within the family setting from conception to the middle school years. Includes childcare implications.

3 hours lecture.

## **FIRE SCIENCE**

### **FST 101 # Firefighter Safety and Entry-Level Operations (4)**

*Prerequisite(s):* None.

The first in a series of four courses designed to train the student for a career in fire service. The course will cover topics in firefighter orientation, firefighter safety, fire behavior, and building construction. All materials covered will be through didactic and hands-on learning.

3 hours lecture, 1.5 hours laboratory.

### **FST 102 # Firefighter Rescue Operation (4)**

*Prerequisite(s):* FST 101 or permission of fire science program coordinator.

The second in a series of four courses designed to train the student for a career in fire service. The course will cover topics in rescue and extrication, vehicle extrication, forcible entry tools, forcible entry techniques and ground ladders. All materials covered will be through didactic and hands-on learning.

3 hours lecture, 1.5 hours laboratory.

### **FST 103 # Firefighter Ground Ladders and Hose Procedures (4)**

*Prerequisite(s):* FST 102 or permission of fire science program coordinator.

The third in a series of four courses designed to train the student for a career in fire service. The course will cover topics in firefighter ladder application and basic fire hose techniques. All materials covered will be through didactic and hands-on learning.

3 hours lecture, 1.5 hours laboratory.

### **FST 104 # Fire Support Services (4)**

*Prerequisite(s):* FST 103 or permission of fire science program coordinator.

The fourth in a series of four courses designed to train the student for a career in fire service. The course will cover topics in fire detection systems, sprinkler systems, basic fire cause and origin information, and fire education practices. All materials covered will be through didactic and hands-on learning.

3 hours lecture, 1.5 hours laboratory.

### **FST 106 Fundamentals of Fire Prevention (3)**

*Prerequisite(s):* None.

A survey of the basic principles of fire prevention with special emphasis on fire detection and extinguishing systems and on the interpretation and enforcement of fire regulations. Includes the study of hazards associated with heating equipment and building design as well as chemicals and explosives.

3 hours lecture.

### **FST 110 Fire Fighter I (6)**

*Prerequisite(s):* None.

An introduction to the operations and individual skills involved in the extinguishment of fire. Completion of this course will prepare the student for certification as Fire Fighter I by the Office of the State Fire Marshal.

6 hours lecture.

### **FST 111 Fire Fighter II (6)**

*Prerequisite(s):* FST 110 or permission of instructor.

A continuation of Fire Fighter I with emphasis on fire hydrants and pumps, use of ropes, ventilation, salvage, forcible entry tools, rescue techniques and record keeping in the fire service workplace. Completion of this course will qualify the student to take the Fire Fighter II certification exam through the State Fire Marshal's office.

6 hours lecture.

### **FST 115 ‡ Fire Service Apparatus Driver/Operator (3)**

*Prerequisite(s): None.*

An introduction to the operation of different types of fire service apparatus. Includes driver/operator responsibilities, operation of emergency vehicles and aerial apparatus; inspection, testing, and maintenance of apparatus; and water supply systems, hydraulic calculations, and fire pump operations.

3 hours lecture, 1 hour laboratory.

### **FST 116 ‡ Basic Wildland Firefighting (4)**

*Prerequisite(s): None.*

An introduction to the foundational skills common to all wildland firefighters. Topics include firefighter safety, protective equipment, hand tools, water use, urban interface, fire behavior and management systems, and communication and teamwork. Material is identical to that covered in Federal Emergency Management Agency (FEMA) courses IS-100 and IS-700, and in National Wildlife Coordinating Group (NWCG) courses S-130, S-190, L-180, and S-134.

4 hours lecture, 1 hour laboratory.

### **FST 117 ‡ Advanced Wildland Firefighting (4)**

*Prerequisite(s): FST 116.*

A study of advanced skills common to wildland firefighters. Topics include advanced firefighter safety, reporting forms and documentation, communication and debriefing, risk assessment and management, power tool applications and maintenance, and portable pump use and maintenance. Material is identical to that covered in National Wildlife Coordinating Group (NWCG) courses S-131, S-133, S-212, and S-211.

4 hours lecture, 1 hour laboratory.

### **FST 118 ‡ Crew Boss I (4)**

*Prerequisite(s): FST 117.*

An introduction to the challenges and responsibilities that wildland fire crew bosses face, from initial dispatch through demobilization. Topics include single resources and initial action incidents, intermediate wildland fire behavior, and crew boss responsibilities. Material is identical to that covered in Federal Emergency Management Agency (FEMA) course IS-200 and National Wildlife Coordinating Group (NWCG) courses S-290 and S-230.

4 hours lecture, 1 hour laboratory.

### **FST 119 ‡ Crew Boss II (4)**

*Prerequisite(s): FST 118.*

An advanced study of the areas of responsibility of fire crew bosses as they relate to ignition operations, basic air operations, interagency incident business management, and leadership. Material is identical to that covered in National Wildlife Coordinating Group (NWCG) courses S-234, S-270, S-260, and L-280.

4 hours lecture, 1 hour laboratory.

### **FST 120 Fire Service Hydraulics (3)**

*Prerequisite(s): FST 110 and FST 111, or permission of instructor.*

A review of basic math, hydraulic laws and formulas as applied to the fire service with emphasis upon the application of formulas and mental calculations to hydraulic problems, water supply problems, underwriters requirements and pumps.

3 hours lecture.

### **FST 121 Hazmat Technician I (6)**

*Prerequisite(s): Fire department affiliation.*

This course is the first in a series of three courses designed to train students in advanced techniques of hazardous materials emergency response. Upon completion of the three-course segment, students will be eligible to test for state Technician Certification in Hazardous Materials Emergency Response (OSHA 1910.120 & NFPA 472) Safety and Entry Level Operations.

6 hours lecture.

### **FST 124 Citizen Fire Academy (2)**

*Prerequisite(s): Age 18 or older and live or work in Sierra Vista.*

An introduction to the fire department in general, including the agency's role in the community and within emergency services arena. Also emphasized: fire department's history, mission, values, resources, skills and operational partnerships.

2 hours lecture.

### **FST 200 Fire Apparatus and Equipment (3)**

*Prerequisite(s): FST 110 and FST 111, or permission of instructor.*

A practical study of the selection, care, construction, operation and maintenance of fire department equipment. The basic principles of equipment, troubleshooting, and testing will be investigated.

3 hours lecture.

### **FST 220 Rescue Practices (3)**

*Prerequisite(s): FST 110 and FST 111, or permission of instructor.*

A practical study of life-saving practices pertaining to the fire company. Emphasis is placed on training for resuscitator squads, rescue equipment, the fire department's role in civil defense and other disasters, chemicals and diseases that affect breathing, and breathing apparatus.

3 hours lecture.

### **FST 222 Hazmat Technician II (5)**

*Prerequisite(s): FST 121 and fire department affiliation.*

This course is the second in a series of three courses designed to train students in advanced techniques of hazardous materials emergency response. Upon completion of the three-course segment, students will be eligible to test for state Technician Certification in Hazardous Materials Emergency Response (OSHA 1910.120 & NFPA 472) Safety and Entry Level Operations.

5 hours lecture.

**FST 223 Hazmat Technician III (5)**

*Prerequisite(s): FST 121, FST 222, and fire department affiliation.*

This course is the third in a series of three courses designed to train students in advanced techniques of hazardous materials emergency response. Upon completion of the three-course segment, students will be eligible to test for state Technician Certification in Hazardous Materials Emergency Response (OSHA 1910.120 & NFPA 472) Safety and Entry Level Operations.

*5 hours lecture.*

**FST 224 Field Experience in Fire Science Technology (1-6)**

*Prerequisite(s): A declared major in Fire Science Technology. Permission and approval of a cooperative education program coordinator.*

*Recommended Preparation: Sophomore standing.*

A supervised cooperative education work experience involving the combined efforts of educators and employers to accomplish career objectives in fire science technology and related fields. Variable credit (1-6) is available by special arrangement. May be taken four times for a maximum of 16 credit hours, with no more than six credits in a given semester.

**FST 240 Fire Fighting Tactics and Strategy (3)**

*Prerequisite(s): FST 110 and FST 111, or permission of instructor.*

A practical study of the organization and use of manpower, equipment and apparatus in fire fighting with emphasis on practical methods of attacking, controlling and extinguishing various types of fires.

*3 hours lecture.*

**FST 265 Supervisory Training for Firefighters (3)**

*Prerequisite(s): FST 110 and FST 111, or permission of instructor.*

A study of administrative methods and practices as applied to the fire service, including departmental organization, and personnel management. Emphasis is placed on employee selection procedures, employee discipline, performance evaluations, elements of supervision, labor relations, fire service planning and relationships with other organizational units.

*3 hours lecture.*

**FOOD AND NUTRITION****FON 101 Nutrition (3)**

*Prerequisite(s): RDG 110, placement in or completion of RDG 122, or exemption.*

This course provides a study of basic nutrition principles and their application to the normal diet, and to health and cultural patterns. Some emphasis will be placed on diet modification in common health disorders, i.e., obesity, heart disease, and diabetes.

*3 hours lecture.*

**FON 201 Applied Nutrition (3)**

*Prerequisite(s): FON 101 or permission of instructor.*

This course provides an understanding of the various aspects of nutrition and prepares students for further study of health and how it is related to nutrition and activity. Students will increase their

awareness of nutrition, the structure and function of the digestive system, aspects of nutrition within our society, and methods to enhance health by dietary changes.

*3 hours lecture.*

**FORENSIC SCIENCE****FOR 105 Forensic Science: Physical Evidence (4)**

*Prerequisite(s): MAT 081 or higher, and RDG 122 or exemption.*

An introduction to the basic concepts of physical science and their application to forensic science, including the scientific examination, comparison, and analysis of physical evidence for forensic purposes. Topics include the role of forensic science and evidence analysis as they relate to motion, optics, pattern evidence, and firearms and ballistics. The course also examines the basic principles of atomic theory, nuclear chemistry, and weapons of mass destruction.

*3 hours lecture, 3 hours laboratory.*

**FRENCH****FRE 101 Elementary French (4)**

*Prerequisite(s): None.*

For beginning students: conversation, comprehension of the spoken language, pronunciation, grammar, reading and composition.

*4 hours lecture, 1 hour laboratory.*

**FRE 102 Elementary French (4)**

*Prerequisite(s): FRE 101 or two years of high school French.*

Continuation of FRE 101 with further development of conversation, grammar, reading and composition. Stress on language use and vocabulary development.

*4 hours lecture, 1 hour laboratory.*

**FRE 201 Intermediate French (4)**

*Prerequisite(s): FRE 102 or three years of high school French.*

A review of grammar, pronunciation, and development of patterns of speech in French, with additional practice in reading, writing, speaking, and understanding the language. Supplemental readings and assignments to enrich the student's vocabulary.

*4 hours lecture, 1 hour laboratory.*

**FRE 202 Intermediate French (4)**

*Prerequisite(s): FRE 201 or four years of high school French.*

A review of grammar, pronunciation, and development of patterns of speech in French, with additional practice in reading, writing, speaking, and understanding the language. Supplemental readings and assignments to enrich the student's vocabulary.

*4 hours lecture, 1 hour laboratory.*

**GENERAL TECHNOLOGY****GTC 001 Home Maintenance (2)**

*Prerequisite(s): None.*

A do-it-yourself home maintenance course covering use of common hand and power tools for routine electrical, carpentry, and plumbing repairs.

*1 hour lecture, 3 hours laboratory.*

**GTC 100 Technical Mathematics I (3)**

*Prerequisite(s): None.*

A review of arithmetic and the study of fundamentals of algebra and geometry applied to practical problems of the drafting room, machine shop, and engineering.

*3 hours lecture.*

**GTC 103 International Residential Building Codes (3)**

*Prerequisite(s): None.*

This course is an introduction to the current international residential building code for one and two family dwellings. The codes relationship to local code enforcement and blueprint reading will be covered. Inspectors, contractors, designers, draftsmen, and anyone associated with the building industry will benefit from this course.

*3 hours lecture.*

**GTC 105 Manufacturing Materials and Processes (3)**

*Prerequisite(s): None.*

The study of manufacturing materials, their characteristics and applications; manufacturing processes including machining, forming, welding and automated manufacturing techniques with emphasis on their relationship to drafting and design.

*3 hours lecture.*

**GTC 119 Introduction to Facility Maintenance (3)**

*Prerequisite(s): None.*

An introduction to construction/maintenance of exterior and interior walls, ceilings, floors, windows, doors, furniture, roofs, concrete, masonry, plumbing, and basic electricity. Emphasis on the proper use of hand and power tools with a focus on safety.

*3 hours lecture.*

**GTC 121 Painting and Finishing Techniques (3)**

*Prerequisite(s): None.*

Student preparation for proficiency in patching, repainting, and maintaining painted surfaces on the interior and exterior of building and structures with an emphasis on surface preparation, the selection of paints, their application and the safe and proper storage of all painting materials and tools.

*2 hours lecture, 4 hours laboratory.*

**GTC 122 Refrigeration I (3)**

*Prerequisite(s): None.*

A course to provide the student with proficiency in inspecting, troubleshooting, repairing and maintaining air conditioning and evaporative cooling systems with an emphasis on scheduling of seasonal maintenance, start-up and shut-down procedures.

*2 hours lecture, 4 hours laboratory.*

**GTC 123 Electrical Repair and Maintenance (3)**

*Prerequisite(s): None.*

A course to provide the student with proficiency in maintaining troubleshooting, and repairing existing residential and industrial circuitry and equipment. The student will install original circuitry in newly remodeled spaces or additions.

*3 hours lecture.*

**GTC 124 Carpentry Repair Techniques (3)**

*Prerequisite(s): None.*

A course to provide the student with proficiency in maintaining, repairing, replacing, and remodeling existing or new building components, including floor coverings, wall coverings, and glazing.

*3 hours lecture.*

**GTC 125 Plumbing and Climate Systems Maintenance (3)**

*Prerequisite(s): None.*

A course to provide the student with proficiency in the maintenance, troubleshooting, repair, and replacement of liquid supply and waste removal or drainage systems.

*3 hours lecture.*

**GTC 126 Facility Maintenance Management (3)**

*Prerequisite(s): None.*

A course to provide the student with proficiency in scheduling maintenance, allotting maintenance task hours, and the cost-efficient and safe use of maintenance tools and materials with an emphasis on the cost of preventive maintenance versus unscheduled maintenance.

*3 hours lecture.*

**GTC 127 Blueprint Reading and Estimating (3)**

*Prerequisite(s): None.*

A course to provide the student with proficiency in reading and understanding blueprints and their use in locating plumbing, electrical and waste disposal systems. The student will learn the symbols and abbreviations used by architects and draftsmen, how to apply them to maintenance techniques, and how to estimate material from architectural specifications.

*3 hours lecture.*

**GTC 128 Hazardous Materials and the EPA (3)**

*Prerequisite(s): None.*

An introduction to the safe handling of refrigerants and hazardous materials in relation to the air conditioning and refrigeration field. Emphasis will be placed on EPA regulations and guidelines.

*3 hours lecture.*

**GTC 140 Machine Technology (3)**

*Prerequisite(s): None.*

A course in basic machine shop operations; to include drilling, milling, grinding and lathe processes.

*2 hours lecture, 3 hours laboratory.*

**GTC 206 Engineering Materials and Processes (4)**

*Prerequisite(s): GTC 105.*

Materials, their structures, properties, fabrication characteristics and applications. Material forming, joining and finishing processes. Automation and quality control.

*5 hours lecture.*

**GTC 222 Refrigeration II (3)**

*Prerequisite(s): GTC 122.*

A continuation of the fundamentals of refrigeration with an emphasis on the function of motors, controls, and the major com-

ponents of the refrigeration system, to include evaporators, condensers, compressors, and expansion devices.

3 hours lecture.

### **GTC 223 Heating and Air Conditioning (4)**

*Prerequisite(s): GTC 222.*

An introduction to the various types of heating and air conditioning systems. Electrical devices, valves, controls and duct systems will also be explored. An emphasis will be placed on troubleshooting and repair.

4 hours lecture.

### **GTC 227 Electricity and Wiring for HVAC/R (3)**

*Prerequisite(s): None.*

A comprehensive study of electrical circuits and wiring diagrams used in the heating, ventilation, air conditioning, and refrigeration fields. This course will challenge students' understanding of electrical concepts, simple circuits, wiring techniques, troubleshooting, and repair strategies.

2 hours lecture, 2 hours laboratory.

### **GTC 231 Manufacturing Processes (4)**

*Prerequisite(s): GTC 105 and GTC 206.*

A course in both theoretical and practical experience related to the machining of ferrous and nonferrous metals. Designed to develop a basic understanding of machining operations related to drilling, milling, grinding and lathe processes.

3 hours lecture, 2 hours laboratory.

## **GEOGRAPHY**

### **GEO 101 \* Physical Geography (4)**

*Prerequisite(s): RDG 122 or exemption, and completion of or concurrent enrollment in MAT 081 or higher, and ENG 100 or concurrent enrollment.*

An introduction to the various features of the earth's physical environment including the origin and development of landforms and the composition of the earth's crust, weather, climate, vegetation, soils and mineral resources.

3 hours lecture, 3 hours laboratory.

### **GEO 102 \* Introduction to Human Geography (3)**

*Prerequisite(s): None.*

*Recommended Preparation: ENG 101, and RDG 122 or exemption.*

This course covers the basis of human geography: location, distance, space, place, culture, population, cities, politics, and the economy and the ways in which aspects of social and cultural difference vary geographically.

3 hours lecture.

### **GEO 104 \* Political Geography (3)**

*Prerequisite(s): ENG 100 or concurrent enrollment, and RDG 122 or exemption.*

A study of political phenomena in different locations in conjunction with the physical features of the earth's landscape.

3 hours lecture.

### **GEO 121 \* World Regional Geography (3)**

*Prerequisite(s): ENG 101 or concurrent enrollment, and RDG 122 or exemption.*

An exploration of major world geographical regions with emphasis upon human cultural adaptation to the physical habitat.

3 hours lecture.

## **GEOLOGY**

### **GLG 101 \*# Introduction to Geology I (Physical) (4)**

*Prerequisite(s): None.*

*Recommended Preparation: MAT 081 or higher, and RDG 122 or exemption.*

An introduction to the physical aspects of the Earth's crust. Includes scientific measurements, maps, and the scientific method; the hands-on identification and assessment of rocks and minerals; and basic geology—earth composition, surface processes, subsurface processes, investigative tools, geologic structures, geologic resources, and Earth history.

3 hours lecture, 3 hours laboratory.

### **GLG 102 # Introduction to Geology II (Historical) (4)**

*Prerequisite(s): None.*

*Recommended Preparation: GLG 101, MAT 081 or higher, and RDG 122 or exemption.*

An introduction to the basic geologic principles underlying historical geology and the evolution of landforms and life forms through geologic time. Deals with the identification and classification of major fossil groups; the identification and interpretation of rocks and of sedimentary textures, environments, and structures; plate tectonics, geologic time, and planetary evolution; and human evolution. Teaches how geologic features such as rock types and fossils are used to interpret and date past events. Emphasizes the evolving geology of North America and the evolution of life on Earth.

3 hours lecture, 3 hours laboratory.

### **GLG 110 # Environmental Geology (4)**

*Prerequisite(s): None.*

*Recommended Preparation: GLG 101.*

An introduction to understanding geologic events and environmental issues and their impact on populations. The course will include hazardous geologic aggrading and degrading processes; soils and land use; air, water and waste pollution; mining practices; energy and fossil and nuclear fuels. Population, economic, ecological and bioethical issues are also covered.

3 hours lecture, 3 hours laboratory.

### **GLG 192 Special Topics and Applications in Geology (0.25-4)**

*Prerequisite(s): None.*

*Recommended Preparation: Permission of the instructor is strongly recommended.*

A rotating forum/seminar/course or supplement to an existing geology course emphasizing geology or related topics. May be repeated for Cochise College credit. Cochise College credit only unless otherwise designated in degree programs. The title and credit hours for this course will vary each term depending on the topic.

## GERMAN

### GER 001 Conversational German (3)

*Prerequisite(s): None.*

Essentials of German conversation in everyday situations designed for students who intend to use the language for business, pleasure or travel. Transferable to a four-year institution only upon satisfactory performance on a proficiency examination.

*3 hours lecture.*

### GER 101 Elementary German (4)

*Prerequisite(s): None.*

Comprehension of the spoken language, understandable pronunciation, recognition of basic grammar structures, ability to converse, read and write in simple sentences on topics related to personal and classroom experiences.

*4 hours lecture, 1 hour laboratory.*

### GER 102 Elementary German (4)

*Prerequisite(s): GER 101, two years of high school German, or permission of instructor.*

Comprehension of the spoken language, understandable pronunciation, recognition of basic grammar structures, ability to converse, read and write in simple sentences on topics related to personal and classroom experiences.

*4 hours lecture, 1 hour laboratory.*

### GER 201 Intermediate German (4)

*Prerequisite(s): GER 102, three years of high school German, or permission of instructor.*

An intermediate course in speaking, writing, understanding, and reading German. Integration and utilization of new structures, with emphasis on longer non-technical essays and analysis of short stories and socially pertinent texts.

*4 hours lecture, 1 hour laboratory.*

### GER 202 Intermediate German (4)

*Prerequisite(s): GER 201, four years of high school German, or permission of instructor.*

A continuation of GER 201, with emphasis on understanding of the usage and structure in the language and familiarity with German culture. Students will read material in such fields as art, literature and technology. Students will also write and present brief term papers.

*4 hours lecture, 1 hour laboratory.*

## HEALTH AND PHYSICAL EDUCATION

### HPE 104A ‡ Sculpt and Stretch (1)

*Prerequisite(s): None.*

An introduction to exercises and activities focusing on the development of muscular strength, muscular endurance, and overall flexibility. Also includes the discussion and practice of breathing and relaxation techniques that promote wellness.

*1 hour lecture, 1 hour laboratory.*

### HPE 104B ‡ Sculpt and Stretch - Extended Duration (2)

*Prerequisite(s): None.*

An introduction to exercises and activities focusing on the development of muscular strength, muscular endurance and overall flexibility. Also includes the discussion and practice of breathing and relaxation techniques that promote wellness. HPE 104B is an extended duration version of HPE 104A and as such is devoted to optimizing physical fitness and wellness.

*1 hour lecture, 2 hours laboratory.*

### HPE 105A ‡ Step Aerobics (1)

*Prerequisite(s): None.*

A practical introduction to step aerobic exercises and activities with emphasis upon the acquisition of basic skills and movement, as well as the improvement and maintenance of individual fitness. Recommended for the poorly conditioned, novice student.

*1 hour lecture, 1 hour laboratory.*

### HPE 106A ‡ Cross Training Aerobic Exercise (1)

*Prerequisite(s): None.*

A practical introduction to cross training aerobic exercise with emphasis upon the acquisition of basic skills and movements as well as the improvement and maintenance of individual fitness.

*1 hour lecture, 1 hour laboratory.*

### HPE 106B ‡ Cross Training Aerobic Exercise - Extended Duration (2)

*Prerequisite(s): None.*

A practical introduction to cross training aerobic exercises and activities with emphasis upon the acquisition of basic skills and movements, as well as the improvement and maintenance of individual fitness.

*1 hour lecture, 2 hours laboratory.*

### HPE 109 Latin Dance I (1)

*Prerequisite(s): None.*

Introduction to the theory and practice of modern Latin dance, with a focus on development of movement and basic Latin dance steps. This course introduces students to five fundamental dance elements, including rhythm, timing, syncopation, form, and interpretation.

*1 hour lecture, 1 hour laboratory.*

### HPE 109A ‡ Modern Dance (1)

*Prerequisite(s): None.*

This course will introduce students to the fundamentals of modern dance and will develop an aesthetic understanding of shape, level and space, muscular strength and coordination, and terminology associated with modern dance. It will also provide an introduction into the historical development of modern dance, an opportunity to create choreography, and the experience of dance as an expressive art form.

*1 hour lecture, 1 hour laboratory.*

### HPE 110A ‡ Body Conditioning (1)

*Prerequisite(s): None.*

A practical application of the accepted fitness principles and concepts conducive to the development and maintenance of an adequate level of overall fitness. The course introduces the student to aerobic and anaerobic activities that promote cardiovascular endurance, flexibility, and muscular endurance.



*1 hour lecture, 1 hour laboratory.*

### **HPE 110B # Body Conditioning - Extended Duration (2)**

*Prerequisite(s): None.*

A practical application of the accepted fitness principles and concepts conducive to the development and maintenance of an adequate level of overall fitness. The course introduces the student to aerobic and anaerobic activities that promote cardiovascular endurance, flexibility, and muscular endurance.

*1 hour lecture, 2 hours laboratory.*

### **HPE 111A # Body Dynamics (1)**

*Prerequisite(s): None.*

A practical application of the accepted fitness principles and concepts conducive to the development and maintenance of an adequate level of overall fitness. The course introduces the student to aerobic and anaerobic activities that promote cardiovascular endurance, flexibility, and muscular endurance.

*1 hour lecture, 1 hour laboratory.*

### **HPE 111B # Body Dynamics - Extended Duration (2)**

*Prerequisite(s): None.*

A practical introduction to the principles and concepts of physical fitness through the use of various exercise equipment and activities.

*1 hour lecture, 2 hours laboratory.*

### **HPE 112A # Weight Training (1)**

*Prerequisite(s): None.*

An activity course introducing basic skills and knowledge necessary to develop a proper weight training program and cardiovascular development.

*1 hour lecture, 1 hour laboratory.*

### **HPE 112B # Weight Training - Extended Duration (2)**

*Prerequisite(s): None.*

An activity course introducing basic skills and knowledge necessary to develop a proper weight training program for cardiovascular development.

*1 hour lecture, 2 hours laboratory.*

### **HPE 113 # Athletic Conditioning (2)**

*Prerequisite(s): None.*

A practical introduction to fitness activities conducive to the development of strength, flexibility, endurance and cardiovascular fitness. Designed to enhance athletic performance of the athlete.

*1 hour lecture, 3 hours laboratory.*

### **HPE 114A # Weight Lifting for Women (1)**

*Prerequisite(s): None.*

The course will introduce female students to anaerobic activities related to the development of muscular strength, muscular endurance, and flexibility. It will provide the female student with exercise techniques related to the development of overall body strength and the reduction of body fat.

*1 hour lecture, 1 hour laboratory.*

### **HPE 114B # Weight Lifting for Women - Extended Duration (2)**

*Prerequisite(s): None.*

The course will introduce female students to anaerobic activities related to the development of muscular strength, muscular endurance, and flexibility. It will provide the female student with exercise techniques related to the development of overall body strength and the reduction of body fat.

*1 hour lecture, 2 hours laboratory.*

### **HPE 115 # Personal Fitness (2)**

*Prerequisite(s): None.*

A practical introduction to the theory and skills of lifetime fitness with emphasis upon aerobic activities to maintain and/or improve the student's cardio-respiratory system and overall fitness level. Student fitness profiles are developed and utilized to determine an individualized exercise program in the exercise physiology lab.

*1 hour lecture, 2 hours laboratory.*

### **HPE 116 # Personal Fitness II (1-2)**

*Prerequisite(s): HPE 115 or permission of instructor.*

A continuation of the theory and skills of lifetime fitness introduced in HPE 115 Personal Fitness I. Student fitness profiles are developed and utilized to determine an individualized exercise program in the exercise physiology lab.

### **HPE 117A # Individualized Fitness (1)**

*Prerequisite(s): None.*

*Recommended Preparation: Recent physical examination which identifies any physical activity limitations.*

An introduction to the fundamentals of physical fitness with emphasis upon the theoretical principles of wellness and upon those physical activities and behavioral changes necessary to develop and sustain a high level of fitness. Includes the development of an individualized fitness program, involving a variety of physical activities.

*1 hour lecture.*

### **HPE 117B # Individualized Fitness (2)**

*Prerequisite(s): None.*

*Recommended Preparation: Recent physical examination which identifies any physical activity limitations.*

An introduction to the fundamentals of physical fitness with emphasis upon the theoretical principles of wellness and upon those physical activities and behavioral changes necessary to develop and sustain a high level of fitness. Includes the development of an individualized fitness program, involving a variety of physical activities.

*1 hour lecture, 3 hours laboratory.*

### **HPE 118 # Weight Training, Beginning Racquetball and Jogging (2)**

*Prerequisite(s): None.*

An integrated activity course introducing basic skills and knowledge necessary to develop a proper weight training, racquetball, and jogging program.

*1.5 hours lecture, 2 hours laboratory.*

### **HPE 122 Beginning Karate (1)**

*Prerequisite(s): None.*

Introduction to basic karate with emphasis upon the underlying theory and practical application of beginning karate techniques.

*1 hour lecture, 1 hour laboratory.*

### **HPE 124 Practical Self Defense (1)**

*Prerequisite(s): None.*

An introduction to the art of self defense with emphasis upon practical instruction in various self defense techniques and their appropriate situational applications and the prevention of dangerous or compromising situations.

*1 hour lecture, 1 hour laboratory.*

### **HPE 125 Hiking (1)**

*Prerequisite(s): None.*

An introduction to wilderness trail and off-trail hiking with emphasis on the care and handling of equipment, the use of maps, the care and protection of wilderness trails, the use of emergency first aid, and the importance of physical conditioning.

*1 hour lecture, 1 hour laboratory.*

### **HPE 130 ‡ Beginning Swimming (1)**

*Prerequisite(s): None.*

An introduction to the primary skills of swimming for the non-swimmer with emphasis upon water safety, basic strokes, and developing the ability to swim 30 yards.

*1 hour lecture, 1 hour laboratory.*

### **HPE 131 ‡ Intermediate Swimming (1)**

*Prerequisite(s): HPE 130 or permission of instructor.*

A practical study of swimming designed to improve skills in the four fundamental strokes: crawl, breast, back, and side. Upon course completion, students will have the ability to swim continuously for five minutes on front, side, and back.

*1 hour lecture, 1 hour laboratory.*

### **HPE 133 ‡ Life Saving and Water Safety (1)**

*Prerequisite(s): HPE 131 or permission of instructor.*

A practical study of life saving skills and water safety with emphasis upon water extrication/rescue, emergency first aid, and cardiorespiratory resuscitation. American Red Cross Advanced Life Saving Certificate available to successful course completers.

*1 hour lecture, 1 hour laboratory.*

### **HPE 134 ‡ Water Safety Instructor (2)**

*Prerequisite(s): Current Red Cross Advanced Life Saving Certification, competency in swimming strokes and lifesaving skills.*

Development of swimming and life-saving instructional skills. Meets the requirements for American National Red Cross Water Safety Instructor Certification.

*2 hours lecture, 1 hour laboratory.*

### **HPE 135 ‡ Open Water SCUBA Diver (3)**

*Prerequisite(s): Intermediate swimming ability.*

The Open Water SCUBA Diver course adheres to the guidelines and requirements of PADI's Open Water Diver courses. This course provides the student with the training, knowledge and skills needed to safely experience the underwater environment.

*2 hours lecture, 3 hours laboratory.*

### **HPE 136 Fencing (1)**

*Prerequisite(s): None.*

An introduction to foil fencing. Designed to provide a sound basic understanding of the history, rules, etiquette, and safety aspects of the sport of fencing. Develops basic technical and tactical skills needed for novice-level competition through emphasis on basic offense and defense, continuation of attack, compound attacks, and practical boutings. Course may be repeated for credit.

*1 hour lecture, 1 hour laboratory.*

### **HPE 145 Beginning Golf (1)**

*Prerequisite(s): None.*

A practical introduction to the basic skills, rules, and etiquette of golf to prepare the student for participation in a lifelong leisure activity.

*1 hour lecture, 1 hour laboratory.*

### **HPE 146 Intermediate Golf (1)**

*Prerequisite(s): HPE 145.*

A practical introduction to the advanced skills and strategies of golf with emphasis on the acquisition of a lifelong leisure activity.

*1 hour lecture, 1 hour laboratory.*

### **HPE 148 Beginning Racquetball (1)**

*Prerequisite(s): None.*

A practical introduction to racquetball with emphasis upon the acquisition of the basic skills and knowledge necessary for participation in racquetball. The student shall also acquire an appreciation for the sport as a lifelong leisure activity.

*1 hour lecture, 1 hour laboratory.*

### **HPE 150 ‡ Softball (1)**

*Prerequisite(s): None.*

A practical introduction designed to provide the student with the basic skills, rules and strategies necessary to participate in recreational softball as a lifelong leisure activity.

*1 hour lecture, 1 hour laboratory.*

### **HPE 151 Beginning Tennis (1)**

*Prerequisite(s): None.*

A practical introduction designed to provide the student with the basic skills, rules and strategies necessary to participate in recreational tennis as a lifelong leisure activity.

*1 hour lecture, 1 hour laboratory.*

### **HPE 152 Intermediate Tennis (1)**

*Prerequisite(s): HPE 151.*

A practical introduction designed to provide the student with the advanced skills and strategies necessary to participate in recreational tennis as a lifelong leisure activity.

*1 hour lecture, 1 hour laboratory.*

### **HPE 153 ‡ Volleyball (1)**

*Prerequisite(s): None.*

A practical introduction to the basic skills, rules, and strategies of recreational volleyball to prepare the student for participation in a lifelong leisure activity.

*1 hour lecture, 1 hour laboratory.*

### **HPE 170 Baseball (1)**

*Prerequisite(s): None.*

*Recommended Preparation: Try out for baseball team.*

Designed to provide the intermediate/advanced athlete with the skills and strategies necessary to compete at the intercollegiate level.

*1 hour lecture, 3 hours laboratory.*

### **HPE 171 Men's Basketball (1)**

*Prerequisite(s): None.*

*Recommended Preparation: Try out for men's basketball team.*

Designed to provide the intermediate/advanced athlete with the skills and strategies necessary to compete in basketball at the intercollegiate level.

*1 hour lecture, 3 hours laboratory.*

### **HPE 172 Women's Basketball (1)**

*Prerequisite(s): None.*

*Recommended Preparation: Try out for women's basketball team.*

Designed to provide the intermediate/advanced athlete with the skills and strategies necessary to compete at the intercollegiate level.

*1 hour lecture, 3 hours laboratory.*

### **HPE 174 Women's Soccer (1)**

*Prerequisite(s): None.*

*Recommended Preparation: try out for women's soccer team.*

Designed to provide advanced female soccer athlete the opportunity to develop skills and strategies necessary to compete at the intercollegiate level.

*1 hour lecture, 3 hours laboratory.*

### **HPE 179 Lifelong Wellness (3)**

*Prerequisite(s): None.*

A practical and theoretical introduction to current practices necessary for wellness and optimum health. The student will develop an individualized program of diet and exercise supervised by the instructor.

*3 hours lecture.*

### **HPE 185 Elementary School Physical Education (3)**

*Prerequisite(s): None.*

A comprehensive overview of child development theories, general and specific physical education instructional procedures, and activity sequences.

*3 hours lecture.*

### **HPE 186 School and Community Health (3)**

*Prerequisite(s): None.*

The basic plan of the school health program, health services, health instruction and healthful school environment. The role of the teacher in relation to the school health program and the community health program.

*3 hours lecture.*

### **HPE 189 First Aid and Safety (3)**

*Prerequisite(s): None.*

A study of first aid and cardiopulmonary resuscitation skills for first responders in an emergency. American Red Cross First Aid

and CPR certification and the option to qualify for instructor status will be awarded upon successful course completion.

*3 hours lecture.*

### **HPE 190 Sports Officiating (3)**

*Prerequisite(s): None.*

An overview of officiating skills in several sports, including baseball, basketball, football, and volleyball. Emphasis upon the acquisition of skills and knowledge essential to serve as a coach and/or as an official with the Arizona Interscholastic Association.

*3 hours lecture.*

### **HPE 193 Theory of Coaching Baseball (3)**

*Prerequisite(s): None.*

An overview of coaching skills and theory with emphasis upon coaching baseball at the youth and secondary levels. Introduces the student to the aspects of coaching baseball at the collegiate level.

*3 hours lecture.*

### **HPE 194 Theory of Coaching Basketball (3)**

*Prerequisite(s): None.*

A theoretical and practical study of coaching with emphasis upon coaching basketball at the youth and secondary levels. Introduces the student to the aspects of coaching basketball at the collegiate level.

*3 hours lecture.*

### **HPE 197 Care and Prevention of Athletic Injuries (3)**

*Prerequisite(s): None.*

A theoretical and practical study of common athletic injuries including appraisal, treatment, prevention, psychological implications, and legal issues.

*3 hours lecture.*

### **HPE 209 Latin Dance II (1)**

*Prerequisite(s): HPE 109 or instructor permission.*

Continuation of the theory and practice of Latin dance with a focus on precision and quality of movement. The course offers students comprehensive experience in rhythm, timing, syncopation, form, and interpretation.

*1 hour lecture, 1 hour laboratory.*

### **HPE 224 Field Experience in Recreation Occupations (1-6)**

*Prerequisite(s): A declared area of emphasis in Recreation Occupations. Permission and approval of a cooperative education program coordinator.*

*Recommended Preparation: Sophomore standing.*

A supervised cooperative education work experience involving the combined efforts of educators and employers to accomplish career objectives in recreation occupations. Variable credit (1-6) is available by special arrangement. May be taken four times for a maximum of 16 credit hours, with no more than six credits in a given semester.

## **HEALTH TECHNOLOGY**

### **HLT 100 Health Technology Careers (3)**

*Prerequisite(s): None.*

An introduction to health careers including basic information such as ethics, professional conduct, infection control, safety, communication and job skills. Some hands-on skills will be taught and some class time will be spent in specialty areas of a health care facility and/or public health agency.

3 hours lecture.

### **HLT 109 ‡ Nursing Assistant (5)**

*Prerequisite(s):* Appropriate placement test score or MAT 071, and appropriate placement test score or RDG 020A.

A course approved by the Arizona Board of Nursing to prepare the basic level of nursing assistant to take the state exam for certification with emphasis on basic concepts of communication, patient safety, anatomy and physiology, nursing process, patient rights, legal and professional responsibilities, and specific patient care skills. The student will learn to recognize and meet basic physical, psychosocial, and cultural needs of patients especially those needs of the geriatric patient.

3 hours lecture, 5 hours laboratory.

### **HLT 110 ‡ CPR(0.5)**

*Prerequisite(s):* None.

A course offering health care provider level of cardiopulmonary resuscitation. CPR card awarded upon successful course completion.

0.5 hours lecture.

### **HLT 111 ‡ CPR and First Aid (1)**

*Prerequisite(s):* None.

A course offering health care provider level of cardiopulmonary resuscitation and basic first aid. CPR and First Aid cards awarded upon successful course completion.

1 hour lecture.

### **HLT 128 ‡ Medication Assistant - Certified (3)**

*Prerequisite(s):* HLT 109 or equivalent, and six months working experience as a Certified Nursing Assistant.

The first of two courses approved by the Arizona State Board of Nursing to prepare Certified Nursing Assistants for medication assistant licensure. Emphasis is on the role of the medication assistant, drug laws, medication calculations, and the safe administration of various medications.

2 hours lecture, 3 hours laboratory.

### **HLT 129 ‡ Medication Assistant Externship (3)**

*Prerequisite(s):* HLT 128.

The second of two courses approved by the Arizona State Board of Nursing to prepare Certified Nursing Assistants for medication assistant licensure. Emphasis is on the safe administration and proper documentation of drugs in a long-term care clinical setting, under the supervision of a licensed nurse.

3 hours lecture.

### **HLT 139 ‡ Medical Assistant I (8)**

*Prerequisite(s):* BIO 160 or concurrent enrollment, placement in MAT 081 or higher, and placement in RDG 122 or exemption.

*Prior to enrollment in the medical assistant course, students must also meet the following requirements: 1) Minimum 18 years of age upon course completion, 2) Negative tuberculin (TB) skin test or*

*negative chest x-ray report, and 3) Background check.*

Teaches students the concepts, basic skills, and terminology necessary to function as a medical assistant. Introduces the guidelines and regulations governing medical assistants, and the responsibilities and liabilities encountered in administering a medical office. Includes the basic principles of human behavior and its effects on interactions. The laboratory portion of the course simulates hands-on application in a medical office.

7 hours lecture, 2 hours laboratory.

### **HLT 140 ‡ Medical Assistant II (8)**

*Prerequisite(s):* BIO 160, CIS 116 or concurrent enrollment, and HLT 139.

A continuation of HLT 139 that teaches students additional concepts, skills, and terminology. Emphasizes the administrative aspects of running a medical practice such as billing and coding, appointment scheduling, and electronic medical records. The laboratory portion of the course simulates hands-on application in a medical office setting.

7 hours lecture, 2 hours laboratory.

### **HLT 141 ‡ Medical Assistant III (5)**

*Prerequisite(s):* CIS 116, HLT 111, and HLT 140.

A practical application of the clinical skills required of the medical assistant in an ambulatory health care setting. Requires a minimum of 190 hours of externship to practice therapeutic skills and effective communication with clients, physicians, physician assistants, nurse practitioners, and other health care professionals. Teaches students the front and back office skills required to pass the American Medical Technologists certification examination.

1 hour lecture, 12 hours laboratory.

## **HISTORY**

### **HIS 110 \* History of the United States 1607-1877 (3)**

*Prerequisite(s):* Concurrent enrollment in a collaborative RDG 110, or RDG 122 or exemption.

A study of the development of American characteristics and nationality from colonial beginnings through the period of Reconstruction, emphasizing the factors and forces which produced the Revolution, the Constitution, westward expansion, sectionalism, and the Civil War.

3 hours lecture.

### **HIS 111 \* History of the United States Since 1877 (3)**

*Prerequisite(s):* Concurrent enrollment in a collaborative RDG 110, or RDG 122 or exemption.

A study of the social, economic, and political forces that moved the United States through changing times from the post-Reconstruction era to the present, focusing on both domestic and foreign affairs in the country's last century of development.

3 hours lecture.

### **HIS 115 Survey of the American West (3)**

*Prerequisite(s):* None.

A study of the methods of penetration and the patterns of westward expansion and settlement with emphasis on the Southwest. Analysis and criticism of the conquest, exploitation, and settle-

ment of the last frontiers, including the contribution of minority groups in the American West.

3 hours lecture.

### **HIS 130 Arizona History (3)**

*Prerequisite(s): None.*

The history of Arizona from the entrance of the Spaniards in 1539 to its emergence as a modern state in the Southwest.

3 hours lecture.

### **HIS 192 Special Topics in History (0.5-1)**

*Prerequisite(s): None.*

Topics emphasizing local, regional, and international historical events vary according to student needs and interests. May be repeated one time for credit.

HIS 192R Perspectives on the Holocaust

### **HIS 201 History of Women in the United States (3)**

*Prerequisite(s): RDG 122 or exemption, and ENG 101.*

The history of women in United States society from colonial times to the present with an emphasis on female leadership; the social, political, and economic roles of women; and the impact of women on the United States' historical evolution.

3 hours lecture.

### **HIS 229 \* History of Mexico I (3)**

*Prerequisite(s): RDG 122 or exemption, and ENG 101.*

A study of political, economic, social, and cultural developments from pre-Columbian civilizations to the War for Independence.

3 hours lecture.

### **HIS 230 \* History of Mexico II (3)**

*Prerequisite(s): RDG 122 or exemption, and ENG 101.*

A study of political, economic, social, and cultural developments from the War for Independence to modern times.

3 hours lecture.

### **HIS 240 Survey of Western Civilization I (3)**

*Prerequisite(s): ENG 101, and RDG 122 or exemption.*

A study of major historical trends from the emergence of western civilization through the legacy of Rome, with emphasis on the cultural development of humankind and historical relationships.

3 hours lecture.

### **HIS 241 Survey of Western Civilization II (3)**

*Prerequisite(s): ENG 101, and RDG 122 or exemption.*

A study of major historical trends in western civilization from the Middle Ages to the emergence of nation-states and the Enlightenment, with emphasis on the cultural development of humankind and historical relationships.

3 hours lecture.

### **HIS 242 Survey of Western Civilization III (3)**

*Prerequisite(s): ENG 101, and RDG 122 or exemption.*

A study of major historical trends in western civilization from the eve of the French Revolution to the present, with emphasis on the cultural development of humankind and historical relationships.

3 hours lecture.

### **HIS 260 A History of Russia (3)**

*Prerequisite(s): ENG 101, and RDG 122 or exemption.*

This course surveys Russian history from Kiev Rus to the present, and it studies Russia's geography, Orthodox Christian religion, ethnic minorities, culture, and economics. It traces Russia from its Slavic origins and czarist autocracy to the communist revolution, and it evaluates the collapse of the Soviet Union and Russia's present-day political, economic, and social structures.

3 hours lecture.

## **HONORS**

### **HON 140 History and Lessons of the Holocaust (3)**

*Prerequisite(s): ENG 101, RDG 122 or exemption, 12 credits completed at Cochise College, minimum 3.5 GPA, and permission of Honors Committee.*

*Recommended Preparation: Completion of or concurrent enrollment in HIS 111, HIS 242, PSY 101, PSY 250, PSY 290, SOC 101, SOC 160, or SOC 202.*

An in-depth inquiry into the history and implications of the Holocaust designed to increase civic engagement and to promote leadership and public presentation skills. Focus in on the origins and the various manifestations of prejudice in societies around the world, with special emphasis on the causes and consequences of the Holocaust and on the potential for future genocides. Students conduct extensive historical research and serve as project leaders in the following capacities: designing and administering surveys to measure discrimination among public school and college students, and developing presentations to foster tolerance by increasing awareness.

2 hours lecture, 3 hours applied learning.

### **HON 220 Mentoring for Success (COOKIES) I (2)**

*Prerequisite(s): 12 credits completed at Cochise College, minimum 3.5 GPA, and approval of the instructor and the Honors Committee.*

*Recommended Preparation: Completion of or concurrent enrollment in HON 255 or SLE 255.*

COOKIES (Creating Optimistic Outlooks and Keeping Interest in Educational Success) I is a formal civic engagement experience designed to hone leadership skills and service aptitudes. Students meet regularly with their instructor, provide a minimum of three hours per week of mentoring and academic support to area public school students, and serve as mentors to project participants. State law requires that they be fingerprinted and pass a background check prior to providing said services.

1 hour lecture, 3 hours applied learning.

### **HON 220A Mentoring for Success (COOKIES) I-A (1)**

*Prerequisite(s): 12 credits completed at Cochise College, minimum 3.5 GPA, and approval of the instructor and the Honors Committee.*

A formal civic engagement experience designed to hone leadership skills and service aptitudes. Students meet regularly with their instructor, provide a minimum of 1.5 hours per week of mentoring and academic support to area public school students, and serve as mentors to project participants. State law requires that they be fingerprinted and pass a background check prior to providing said services.

*0.5 hour lecture, 1.5 hours applied learning.*

### **HON 220B Mentoring for Success (COOKIES) I-B (1)**

*Prerequisite(s): HON 220A, minimum 3.5 GPA, and approval of the instructor and the Honors Committee.*

A continuation of the formal civic engagement experience designed to hone leadership skills and service aptitudes. Students meet regularly with their instructor, provide a minimum of 1.5 hours per week of mentoring and academic support to area public school students, and serve as mentors to project participants. State law requires that they be fingerprinted and pass a background check prior to providing said services.

*0.5 hour lecture, 1.5 hours applied learning.*

### **HON 221 Mentoring for Success (COOKIES) II (2)**

*Prerequisite(s): HON 220 or SLE 220, minimum 3.5 GPA, and approval of the instructor and the Honors Committee.*

*Recommended Preparation: Completion of or concurrent enrollment in HON 255 or SLE 255.*

COOKIES (Creating Optimistic Outlooks and Keeping Interest in Educational Success) II is designed to further improve leadership skills, team-building strategies, mentoring abilities, and tutoring skills. Students meet regularly with their instructor, provide a minimum of three hours per week of mentoring and academic support to area public school students, and create individualized action plans for project participants. State law requires that they be fingerprinted and pass a background check prior to providing said services.

*1 hour lecture, 3 hours applied learning.*

### **HON 221A Mentoring for Success (COOKIES) II-A (1)**

*Prerequisite(s): HON 220 (or HON 220A and HON 220B) or SLE 220, minimum 3.5 GPA, and approval of the instructor and the Honors Committee.*

Designed to further improve leadership skills, team-building strategies, mentoring abilities, and tutoring skills. Students meet regularly with their instructor, provide a minimum of 1.5 hours per week of mentoring and academic support to area public school students, and create individualized action plans for project participants. State law requires that they be fingerprinted and pass a background check prior to providing said services.

*0.5 hour lecture, 1.5 hours applied learning.*

### **HON 221B Mentoring for Success (COOKIES) II-B (1)**

*Prerequisite(s): HON 221A, minimum 3.5 GPA, and approval of the instructor and the Honors Committee.*

A continuation of HON 221A. Designed to further improve leadership skills, team-building strategies, mentoring abilities, and tutoring skills. Students meet regularly with their instructor, provide a minimum of 1.5 hours per week of mentoring and academic support to area public school students, and create individualized action plans for project participants. State law requires that they be fingerprinted and pass a background check prior to providing said services.

*0.5 hour lecture, 1.5 hours applied learning.*

### **HON 222 Mentoring for Success (COOKIES) III (2)**

*Prerequisite(s): HON 221 or SLE 221, minimum 3.5 GPA, and approval of the instructor and the Honors Committee.*

*Recommended Preparation: HON 255 or SLE 255.*

COOKIES (Creating Optimistic Outlooks and Keeping Interest in Educational Success) III is designed to provide an advanced experience in effective role modeling and group leadership, and in project design, management, and evaluation. Students meet regularly with their instructor, provide a minimum of three hours per week of mentoring and academic support to area public school students, and develop strategies for continuous project improvement. State law requires that they be fingerprinted and pass a background check prior to providing said services.

*1 hour lecture, 3 hours applied learning.*

### **HON 250 Honors: Individual Project (1-4)**

*Prerequisite(s): 12 credits completed at Cochise College, minimum GPA 3.5 or exception through petition of the Honors Committee.*

A non-traditional project mutually agreed upon between student and mentor. Student must obtain an honors contract from the honors program secretary/treasurer.

### **HON 251 Honors Seminar (1)**

*Prerequisite(s): Completion of 12 credits in a degree program, with a GPA of 3.5 or higher (or petition to the Honors Committee).*

*Recommended Preparation: Honors Committee approval.*

A seminar for current and potential honors students to share information and participate in networking regarding individual honors projects.

*1 hour lecture.*

### **HON 254A Leadership/Service I (1)**

*Prerequisite(s): Completion of 12 credits in an accredited degree program, with a GPA of 3.5 or higher (or petition of the Honors Committee).*

*Recommended Preparation: Completion of one one-credit Honors contract.*

A theoretical and applied study of leadership within the context of service. Introduction to leadership, development of a personal leadership philosophy, articulating a vision, goal assessment, and the relationship between leadership and service.

*1 hour lecture.*

### **HON 254B Leadership/Service II (1)**

*Prerequisite(s): Completion of 12 credits in an accredited degree program, with a GPA of 3.5 or higher (or petition of the Honors Committee).*

*Recommended Preparation: Completion of one one-credit Honors contract.*

A theoretical and applied study of leadership within the context of service. Ethics within the context of leadership and leading through conflict management.

*1 hour lecture.*

### **HON 254C Leadership/Service III (1)**

*Prerequisite(s): Completion of 12 credits in an accredited degree program, with a GPA of 3.5 or higher (or petition of the Honors Committee).*

*Recommended Preparation: Completion of one one-credit Honors contract.*

A theoretical and applied study of leadership within the context of service. Team-building, group empowerment, change management, and leadership through service.

*1 hour lecture.*

### **HON 255 Leadership/Service (3)**

*Prerequisite(s): Completion of 12 credits in an accredited degree program, with a GPA of 3.5 or higher (or petition to the Honors Committee).*

*Recommended Preparation: Completion of one one-credit Honors contract.*

A theoretical and applied study of leadership within the context of service. Incorporates an introduction to leadership, development of a personal leadership philosophy, the relationship between leadership and service, leadership ethics, conflict management, team-building, group empowerment, change management, and leadership through service.

*3 hours lecture.*

### **HON 256 Leadership Practicum (1-4)**

*Prerequisite(s): 3.5 grade point average and Honors Committee approval.*

*Recommended Preparation: Concurrent enrollment in, or completion of HON/SLE 254 A, B, and/or C, or HON/SLE 255.*

A practical application of essential leadership skills for students holding campus and/or community leadership positions. Includes an extensive exploration of leadership issues and skills required in both professional and volunteer settings with a focus on conflict resolution, mediation, program planning, effective communication, and mentorship. Through a combination of direct instruction and applied learning activities, students will acquire increased self-confidence, new ideas in the area of leadership development, added professional networking opportunities, knowledge group and individual motivation, and information for future career choices. The number of student units received is determined by the scope and time commitment of the leadership activity(ies).

### **HON 257 Leadership Practicum II (1-4)**

*Prerequisite(s): HON 256, 3.5 GPA, Honors Committee approval*

*Recommended Preparation: Concurrent enrollment in or completion of HON/SLE 254A, B, and C or HON/SLE 255*

A continued practical application of essential leadership skills for students holding campus and/or community leadership positions. Includes an extensive exploration of leadership issues and skills required in both professional and volunteer settings with a focus on conflict resolution, mediation, program planning, effective communication, and mentorship. Through a combination of direct instruction and applied learning activities, students will acquire increased self-confidence, new ideas in the area of leadership development, added professional networking opportunities, knowledge of group and individual motivation, and information for future career choices. May be offered in traditional face-to-face, blended, and online formats, with the number of student units received determined by the scope and time commitment of the leadership activity(ies).

### **HON 258 Leadership in Theory and Practice (3)**

*Prerequisite(s): HON/SLE 255 or HON/SLE 254A, B, and C.*

A structured application of leadership theory and skills within a college- or community-based project. Designed to promote leadership development, self-confidence, acquisition of new leadership skills/knowledge, application of successful group motivation techniques, networking opportunities, and career exploration.

*3 hours lecture.*

### **HON 260 The Human Quest for Utopia (3)**

*Prerequisite(s): Completion of 12 credits in an accredited degree program, with a GPA of 3.5 or higher (or petition to the Honors Committee).*

*Recommended Preparation: ENG 102H and completion of one one-credit Honors contract.*

Inclusive study of the history, literature, philosophy, technology, ecology, sociology, psychology, mythology, tradition, research, and economy of utopian communities.

*3 hours lecture.*

### **HON 265 Dimensions and Directions of Contemporary Issues (3)**

*Prerequisite(s): Completion of 12 credits in an accredited degree program, with a GPA of 3.5 or higher (or petition to the Honors Committee).*

Adopt Phi Theta Kappa issue of the year and research from multiple perspectives.

*3 hours lecture.*

### **HON 270 Honors History and Literature (3)**

*Prerequisite(s): Completion of 12 credits in an accredited degree program including ENG 102, with a GPA of 3.5 or higher (or petition to the Honors Committee).*

*Recommended Preparation: ENG 102H.*

The study of literature in context of historical, philosophical and cultural perspectives.

*3 hours lecture.*

## **HORTICULTURE**

### **HRT 101 Basic Horticulture (3)**

*Prerequisite(s): High school diploma, GED, or permission of instructor.*

An examination of the horticulture industry, including the study of safety measures, terminology, and tools with an emphasis on available occupational opportunities.

*2 hours lecture, 3 hours laboratory.*

### **HRT 110 Landscape Plant Material (3)**

*Prerequisite(s): HRT 101.*

Identification and utilization of plant materials used for landscaping purposes in the desert Southwest with emphasis on cultural requirements, soils and water-plant relationships.

*2 hours lecture, 3 hours laboratory.*

### **HRT 111 Landscape Construction and Maintenance (3)**

*Prerequisite(s): HRT 110.*

A study of landscape materials, the planting and maintenance of commercial and residential landscapes, sprinkler systems and the use of concrete, brick and wood in landscape construction.

2 hours lecture, 3 hours laboratory.

### **HRT 120 Pest Control (3)**

*Prerequisite(s): HRT 111.*

A practical analysis of plant pest identification and control methods. Environmental protection agency regulations and pertinent federal laws will be covered.

2 hours lecture, 3 hours laboratory.

### **HRT 201 Landscape Design (3)**

*Prerequisite(s): HRT 120.*

The principles of landscape design focusing on the utilization of varied plant materials, environmental requirements, drawing and layout techniques and reading landscape blueprints.

3 hours lecture, 1 hour laboratory.

## **HOSPITALITY ADMINISTRATION**

### **HAD 100 Introduction to the Hospitality Industry (3)**

*Prerequisite(s): None.*

An introductory course of the hospitality industry which includes the hotel-restaurant-resort career, a review of the industry's history, career opportunities, training and motivation, labor relations and management principles as they relate to the hospitality industry.

3 hours lecture.

### **HAD 120 Introduction to Property Management (3)**

*Prerequisite(s): None.*

An introductory course to professional housekeeping and housekeeping administration, including maintenance and logistical supply, employee supervision and safety.

3 hours lecture.

### **HAD 224 Field Experience in the Hospitality Industry (1-6)**

*Prerequisite(s): A declared major in Hospitality Administration. Permission and approval of a cooperative education program coordinator and CUL 107.*

*Recommended Preparation: Sophomore standing.*

A supervised cooperative education work experience involving the combined efforts of educators and employers to accomplish career objectives in hospitality administration and related fields. Variable credit (1-6) is available by special arrangement. May be taken four times for a maximum of 16 credit hours, with no more than six credits in a given semester.

### **HAD 235 Hospitality Law (3)**

*Prerequisite(s): HAD 100 and HAD 120.*

Common law and its application to the hospitality industry, including basic contracts, administrative law and government regulations and legal concerns resulting from the innkeeper-guest relationship and the establishment and operation of a place of public accommodation. The impact of the legal environment and process on the day-to-day aspects of the hospitality industry, including preventative measures to limit or eliminate liability and litigation.

3 hours lecture.

### **HAD 250 Hospitality Financial Management (3)**

*Prerequisite(s): BUS 201.*

A study of financial statement analysis, management of assets, ratio analysis, analytical techniques and investment decision making as they apply to the hospitality industry.

3 hours lecture, 2 hours laboratory.

### **HAD 270 Hospitality Automation (3)**

*Prerequisite(s): CUL 210.*

An exploration and application of computer technology to front desk operations, including reservations, guest accounting and manager's reports.

3 hours lecture.

## **HUMANITIES**

### **HUM 101 \* Humanities in Contemporary Life (3)**

*Prerequisite(s): ENG 100 or placement in ENG 101.*

A study of contemporary thought, literature, art, and music as they occur in the mass media: print, motion pictures, television, and the Internet.

3 hours lecture.

### **HUM 105 Ballet Folklorico (2)**

*Prerequisite(s): None.*

An introduction to the study and performance of Ballet Folklorico with emphasis upon basic dance steps, dances from different regions of Mexico, and group performances. Includes an overview of the history and cultural heritage of Ballet Folklorico. May be taught in a bilingual English/Spanish format.

1 hour lecture, 3 hours laboratory.

### **HUM 110 \* Introduction to Film (3)**

*Prerequisite(s): None.*

A study of film as an art form and medium for the expression of ideas, and an introduction to the principles of film criticism.

3 hours lecture.

### **HUM 115 \* Cultural Heritage of the Southwest (3)**

*Prerequisite(s): ENG 101 or permission of instructor.*

A general survey of the cultural heritage of the Southwest. A cultural look at the significant events, historical figures, customs, ways and institutions that have contributed to the unique cultural heritage in the Southwest.

3 hours lecture.

### **HUM 116 \* Middle Eastern Humanities (3)**

*Prerequisite(s): ENG 101 or permission of instructor.*

A study of the art, religion, literature, music, philosophy, and cultural traditions of the Middle Eastern world.

3 hours lecture.

### **HUM 192 Special Topics in the Humanities (1-3)**

*Prerequisite(s): None.*

A seminar/class emphasizing connections among literature, philosophy, and the arts. Topics will vary in accordance with changes in student need and interest. Cochise College elective credit unless otherwise designated in degree program.



HUM 192A Science and Art

HUM 192B Irony, Satire, and Humor

HUM 192C Western and/or Southwestern Writers

HUM 192D Cultural Role of Film

### **HUM 200 Film History (3)**

*Prerequisite(s): ENG 101 and ENG 102.*

*Recommended Preparation: HUM 110.*

Survey of film history focusing on the development of important themes, movements, and techniques in international narrative films.

*3 hours lecture.*

### **HUM 205 \* Cultural Studies through the Humanities I (3)**

*Prerequisite(s): ENG 102 or permission of instructor.*

Art, architecture, and ideas from ancient times through the Renaissance.

*3 hours lecture.*

### **HUM 206 \* Cultural Studies through the Humanities II (3)**

*Prerequisite(s): ENG 102 or permission of instructor.*

Art, architecture, and ideas from the Reformation to the present.

*3 hours lecture.*

### **HUM 210 Foreign Film Classics (3)**

*Prerequisite(s): ENG 101 or permission of instructor.*

A survey of major foreign films from 1893 through the present, emphasizing film criticism and theory.

*3 hours lecture.*

### **HUM 299 Individual Studies (1-4)**

*Prerequisite(s): Approval of appropriate instructional manager and instructor.*

Completion of a research problem or an outlined course of study under the direction of a faculty member, with contract for the individual study agreed upon by the student, the instructor, and the appropriate instructional manager prior to the initiation of the study. May be repeated for credit.

## **INTELLIGENCE OPERATIONS STUDIES**

### **IOS 100 \* Introduction to Intelligence Operations Studies (3)**

*Prerequisite(s): None.*

Introduces students to the basic elements of intelligence: collection, analysis, dissemination, counterintelligence, and covert action. Examines the difference between intelligence and information. Details the structure, functions, capabilities, and contributions of the national intelligence community, including Congress, the military, joint and unified commands, and law enforcement agencies. Students will study the various steps of the intelligence cycle and learn their purposes.

*3 hours lecture.*

### **IOS 101 \* Counterintelligence Investigations (3)**

*Prerequisite(s): None.*

Introduces students to the principles, objectives, procedures, and reports used to conduct counterintelligence investigations within various investigational contexts. This process includes the plan-

ning, communicating, operating, credentialing, and investigating processes associated with counterintelligence investigations.

*3 hours lecture.*

### **IOS 102 \* Security Programs (3)**

*Prerequisite(s): None.*

Introduces students to the principles, objectives, and basic procedures used to develop, account for, control, protect, and arrange for the eventual destruction of sensitive information and material. Helps equip students for the investigation of security crimes and the protection of classified information and material in the custody of counterintelligence agents.

*3 hours lecture.*

### **IOS 103 Intelligence Law and Administration of Justice (1)**

*Prerequisite(s): None.*

Introduces students to the legal principles of intelligence law as those principles apply to counterintelligence investigations and operations. Prepares students to use the principles of intelligence law and the administration of justice in the performance of their duties as counterintelligence agents.

*1 hour lecture.*

### **IOS 104 \* Analytical Process and Product (3)**

*Prerequisite(s): None.*

Introduces students to the three analytical processes in the intelligence cycle: intelligence preparation of the battlefield, intelligence surveillance and reconnaissance, and targeting. Students learn to leverage analytical products associated with these processes such as PMESII, ASCOPE, Link-Pattern-Nodal analysis, threat characteristics, threat objectives, threat templates, the oil spot, and the situation template.

*3 hours lecture.*

### **IOS 105 \* Interrogation Operations (3)**

*Prerequisite(s): None.*

Introduces students to the basic skills and knowledge to support the collection, dissemination, and protection of intelligence information during human intelligence operations. Using conventional and unconventional sources, students perform as members of an interrogation team during simulated operations at both tactical and strategic levels.

*3 hours lecture.*

### **IOS 106 \* Map Reading and Analysis (3)**

*Prerequisite(s): None.*

A study of map reading and analysis including marginal data, identification of terrain features, and calculation of azimuths. Provides students with analytical skills essential to information gathering, collection capabilities, and interpretation of assets.

*3 hours lecture.*

### **IOS 107 International Morse Code (3)**

*Prerequisite(s): None.*

A study of the International Morse Code and its process of transmission, including required formats used in a computer-based system to record, forward, and store the code. The course prepares students to format and copy International Morse Code letters, numbers, and special characters.

3 hours lecture.

### **IOS 108 \* Signal Theory (3)**

*Prerequisite(s): None.*

A study of the basic skills to intercept, analyze, and report non-communication signals. Includes the handling of classified material. Focus is on signal and wavelength theory, radar theory, electronic intelligence parameters, and basic collection operations. Students learn about worldwide non-communications threats to include weapons systems operations, message information extraction, opposing forces operations, and situation analysis.

3 hours lecture.

### **IOS 109 Signal Analysis and Security (3)**

*Prerequisite(s): None.*

Trains students to operate the All Source Analysis System-Single Source Enclave (ASAS-SSE) software, to display automated situation map updates, and to operate electronic messaging as analysis control element team members.

3 hours lecture.

### **IOS 110 \* Remote Sensing (3)**

*Prerequisite(s): None.*

Trains students to analyze hardcopy and softcopy imagery collected from the electronic magnetic spectrum. Students use intelligence databases as well as automated processing and dissemination systems to provide valid, accurate, and timely intelligence to appropriate agencies.

3 hours lecture.

### **IOS 111 Information Security for Intelligence Operations (1)**

*Prerequisite(s): None.*

A brief overview of information security as it applies to intelligence operations in the military (INFOSEC). Topics include safekeeping and storage of classified materials, application of classification markings to appropriate documents, and proper destruction of classified materials.

1 hour lecture.

### **IOS 112 \* Imagery Analysis Techniques (3)**

*Prerequisite(s): None.*

Develops the basic skills to successfully employ and analyze imagery in an operational environment. Introduces students to basic analytical techniques, sensor capabilities and limitations, characteristics of observed operational activity, spectral and stereoscopic imagery, and full motion video.

3 hours lecture.

### **IOS 113 \* Terrorism and Counterterrorism (3)**

*Prerequisite(s): None.*

*Recommended Preparation: ENG 101.*

An examination of the history of terrorism and the tactics and technologies used by terrorist groups. Examines the nature of the terrorist threat and countermeasures to combat terrorism. Identical to AJS 113.

3 hours lecture.

### **IOS 114 \* Reporting of Intelligence Data (3)**

*Prerequisite(s): None.*

Identification of the essential elements of information, selection of reporting vehicle, and production of concise and timely technical summaries.

3 hours lecture.

### **IOS 115 Briefing Skills (1-4)**

*Prerequisite(s): None.*

Training in the skills required to perform the duties and operations necessary to conduct briefings in the intelligence operations field. May be taken four times for a maximum of four credits.

### **IOS 116 Imagery Identification (6)**

*Prerequisite(s): None.*

Students will be trained in the identification from aerial images of threat and operational equipment including naval vessels; fixed, swing, and rotary wing aircraft; engineer and decontamination equipment; truck models and functions; armored personnel carriers (APCs); missiles, rockets, and launch sites; communication and radar sites; artillery and artillery related equipment; and tanks and armored recovery vehicles (ARVs). In addition, students will learn to identify from aerial imagery organizations and activity in relation to the Ground Order of Battle (GOB).

6 hours lecture.

### **IOS 117 \* Symbolology (3)**

*Prerequisite(s): None.*

Trains students in the skills necessary to translate incoming message traffic into military symbols.

3 hours lecture.

### **IOS 118 \* Intelligence Preparation of the Battlefield (3)**

*Prerequisite(s): None.*

Teaches students to identify characteristics of the modern battlefield and to analyze how the operational environment of the battlefield can affect friendly and threat operations. Students define the operational environment, consider the effects of weather and terrain, evaluate threat, and determine potential threat courses of action.

3 hours lecture.

### **IOS 120 Records Management (3)**

*Prerequisite(s): CIS 116.*

Introduces students to the procedures, regulations, and forms used to accurately account for and manage an organization's records and funds. Students will learn these skills as custodians in a simulated large agency operating environment.

3 hours lecture.

### **IOS 121 Counterintelligence Investigations II (3)**

*Prerequisite(s): None.*

A course in the collection, evaluation, and use of information to produce justifiable conclusions in support of the counterintelligence mission.

3 hours lecture.

### **IOS 122 \* Intelligence, Surveillance, and Reconnaissance (ISR) (3)**

*Prerequisite(s): None.*

Teaches students the Intelligence, Surveillance, and Reconnaissance (ISR) process across the scope of military operations from Joint Task Force level to Battalion level. Students learn the functions of the ISR process and its relationship to decision making. Students are taught how to develop an ISR plan, disseminate the information, evaluate the reporting, and update the plan.

3 hours lecture.

### **IOS 123 \* Targeting (3)**

*Prerequisite(s): None.*

Teaches students the targeting process across the scope of intelligence operations. Students are introduced to the decide, detect, deliver, and assess (D3A) methodology of targeting. Students learn the functions associated with the D3A methodology and how these functions interact with the decision-making process.

3 hours lecture.

### **IOS 124 Cellular Communication Fundamentals (3)**

*Prerequisite(s): None.*

Trains students in cellular technologies used around the world to deploy enhanced wireless capabilities. Covers the evolution of cellular capabilities to current protocols and standards. Provides a comprehensive overview of the options available in handling voice and data transmitted through wireless technologies. Explores variations among Frequency Division Multiple Access (FDMA), Time Division Multiple Access (TDMA), Code Division Multiple Access (CDMA), and Global System for Mobile communications (GSM).

3 hours lecture.

### **IOS 201 Collection Operations (3)**

*Prerequisite(s): IOS 101 or permission of instructor.*

Trains students in source collection operations in the operational cycle. Includes collection planning, identifying, assessing, recruiting, training, tasking, interviewing, and providing source operations support.

3 hours lecture.

### **IOS 202 Force Protection Operations and Support (3)**

*Prerequisite(s): IOS 101, IOS 102, IOS 103, or permission of instructor.*

Teaches students how to assimilate, analyze, and distribute multidiscipline counterintelligence products in support of tactical force protection. Areas covered include counterintelligence operations in a deployed environment and current threat assessment technology.

3 hours lecture.

### **IOS 203 \* Combating Terrorism (3)**

*Prerequisite(s): IOS 101, IOS 102, IOS 103, or permission of instructor.*

Familiarizes students with the history and development of terrorism. Trains students to recognize the phases of a terrorist incident and to understand a terrorist group's structure, degree of support, and scope of operations. Teaches students to use the basic analytical tools available to combat terrorism.

3 hours lecture.

### **IOS 204 Interrogation and Interviewing Techniques (3)**

*Prerequisite(s): IOS 104, IOS 105, or permission of instructor.*

Teaches students how to prepare for and question a source, collect all information of intelligence value, and report this information in the proper format. Training includes appropriate approach and questioning techniques, effective listening and note-taking methods, source screening procedures, and proper exploitation phases to collect intelligence information.

3 hours lecture.

### **IOS 209 Automated Intelligence Systems (4)**

*Prerequisite(s): CIS 116.*

Covers the use of automated intelligence systems in the field of intelligence operations. Students learn basic system operations and conventions.

4 hours lecture.

### **IOS 210 Intermediate Remote Sensing (3)**

*Prerequisite(s): IOS 110.*

An intermediate course which builds on the topics presented in IOS 110. Students apply their knowledge of intelligence operations, and they use observed activity in the analysis of hardcopy and softcopy imagery. They query imagery databases to provide organizations with accurate and timely reports, intelligence briefs, and assessments based on given scenarios and Priority Intelligence Requirements (PIRs).

3 hours lecture.

### **IOS 211 \* Military Decision Making (1-3)**

*Prerequisite(s): None.*

A practical study of mission analysis and the military decision-making process. Includes a review of situation analysis, problem analysis, and decision analysis; and a review of the relationship between the decision maker and the decision environment. May be taken three times for a maximum of three credits.

### **IOS 212 Intermediate Imagery Analysis Techniques (3)**

*Prerequisite(s): IOS 112.*

This course builds on the fundamentals taught in IOS 112. Students develop their ability to apply photogrammetry techniques, equipment identification techniques, and softcopy and hardcopy imagery manipulation techniques to produce accurate imagery analyses and activity assessments.

3 hours lecture.

### **IOS 214 Reporting of Intelligence Data II (3)**

*Prerequisite(s): ENG 102, ENG 109, or ENG 206.*

A course in the preparation of intelligence reports using pertinent information to satisfy the appropriate requirements.

3 hours lecture.

### **IOS 215 \* Briefing Skills II (1-3)**

*Prerequisite(s): None.*

*Recommended Preparation: IOS 115.*

An advanced course in the preparation and delivery of briefings in the intelligence operations field. May be taken three times for a maximum of three credits.

### **IOS 119 Introduction to Communications for Intelligence Operations (3)**

*Prerequisite(s): None.*

Study and practice in basic oral communication in English for non-native speakers. Includes the fundamentals of oral communications in interpersonal, small-group, and large-group situations in the field of intelligence operations.

*2 hours lecture, 2 hours laboratory.*

### **IOS 220 Reporting of Intelligence Data III (3)**

*Prerequisite(s): ENG 102, ENG 109, or ENG 206.*

*Recommended Preparation: IOS 114.*

A tactical human intelligence (HUMINT) course designed for the advanced intelligence operations practitioner maintaining a HUMINT-specific occupational specialty. It enhances the student's ability to plan and prepare timely and effective intelligence reports in both urban and rural environments.

*3 hours lecture.*

### **IOS 221 Counterintelligence Investigations III (3)**

*Prerequisite(s): ENG 101.*

*Recommended Preparation: IOS 101.*

An advanced course that trains students to understand the objectives, apply the procedures, and produce the reports used in advanced counterintelligence investigations. Students will expand their knowledge and abilities in the planning, communicating, operating, credentialing, and investigating processes related to advanced counterintelligence investigations. This course is designed for the tactical human intelligence (HUMINT) practitioner.

*3 hours lecture.*

### **IOS 223 Intelligence Law and Administration of Justice II (1)**

*Prerequisite(s): None.*

*Recommended Preparation: IOS 103.*

An advanced course in the legal principles and regulations of intelligence law as they apply to counterintelligence investigations and operations. Prepares students to apply the principles of intelligence law and of the administration of justice in the performance of their duties as tactical human intelligence (HUMINT) practitioners.

*1 hour lecture.*

### **IOS 224 Force Protection Operations and Support II (3)**

*Prerequisite(s): None.*

*Recommended Preparation: IOS 202.*

A tactical course designed to improve the human intelligence (HUMINT) practitioner's ability to assimilate, analyze, and distribute multidiscipline human products in support of tactical force protection operations. Focus is on human intelligence operations in a tactically deployed environment.

*3 hours lecture.*

### **IOS 225 Analytical Process and Product II (3)**

*Prerequisite(s): None.*

*Recommended Preparation: IOS 104.*

A tactical human intelligence (HUMINT) course designed to improve students' ability to prepare analytical tools to assess a combat environment. Students must have a good understanding of

conventional and unconventional threat forces, various types of organizations, and associated weapons and equipment, as well as a working knowledge of the tactics, techniques, and procedures of groups or forces identified as posing a threat to U.S. interests.

*3 hours lecture.*

### **IOS 226 Interrogation and Interviewing Techniques II (3)**

*Prerequisite(s): None.*

*Recommended Preparation: IOS 204.*

An advanced tactical human intelligence (HUMINT) course that further trains students to prepare for questioning and to question a human intelligence source, and to collect and report information that is of intelligence value.

*3 hours lecture.*

## **INTERPRETER TRAINING**

### **ITP 224A Field Experience in Health-Related Interpretation and Translation (Entry Level) (1-4)**

*Prerequisite(s): SPA 211 and either ITP 278 or concurrent enrollment.*

A supervised cooperative work experience coordinated with coursework applying interpretation and translation skills on an entry-level in the health-related workplace (simple sight translation of forms, signs or advertising and consecutive interpretation of structured dialogues or interviews). Focus is on development of good work habits and the professional accuracy and appropriateness of the translation and interpretation. Variable credit is available. May be taken up to four times for a maximum of 8 credit hours.

### **ITP 224B Field Experience in Law-Related Interpretation and Translation (Entry Level) (1-4)**

*Prerequisite(s): SPA 211 and either ITP 278 or concurrent enrollment.*

A supervised cooperative work experience coordinated with coursework applying interpretation and translation skills on an entry-level in the law-related workplace (simple sight translation of forms, signs or advertising and consecutive interpretation of structured dialogues or interviews). Focus is on development of good work habits and the professional accuracy and appropriateness of the translation and interpretation. Variable credit is available. May be taken up to four times for a maximum of 8 credit hours.

### **ITP 278 Writing and Listening for Interpretation and Translation English <> Spanish (4)**

*Prerequisite(s): SPA 211 and either ENG 100 or placement in ENG 101.*

This course provides an intensive review and practice of listening, writing, and note-taking skills essential to develop and support the cognitive processes of interpretation and translation between English and Spanish for legal, healthcare, or social service agencies.

*4 hours lecture, 1 hour laboratory.*

### **ITP 282 English <> Spanish Medical Terminology (4)**

*Prerequisite(s): SPA 211 or concurrent enrollment, and ENG 100.*

This course provides intensive English & Spanish vocabulary development and conversational practice for healthcare. Emphasis is on medical terminology and cultural awareness as well as the development of cognitive skills essential in medical translation and interpretation.

*4 hours lecture, 1 hour laboratory.*

#### **ITP 283 English <> Spanish Legal Terminology (4)**

*Prerequisite(s): SPA 211 or concurrent enrollment, and ENG 100.*

This course provides intensive English and Spanish vocabulary development and conversational practice for legal settings. Emphasis is on legal terminology and cultural awareness as well as the development of cognitive skills essential in legal translation and interpretation.

*4 hours lecture, 1 hour laboratory.*

#### **ITP 284 English <> Spanish Document Translation (4)**

*Prerequisite(s): ITP 282 and either ITP 283 or concurrent enrollment.*

This course focuses on translation theory, preparation and procedures, ethics and protocol for translators. It provides practice in translation for legal and medical venues as well as business, literary, colloquial, regional translation and varied registers. Introduction to and practice of sight translation.

*4 hours lecture, 1 hour laboratory.*

#### **ITP 286 Sight Translation and Consecutive Interpretation (4)**

*Prerequisite(s): ITP 282 and either ITP 283 or concurrent enrollment.*

This course provides practice in sight translation; introduction and practice in consecutive and simultaneous interpretation. Included are techniques in memory training/improvement and in terminology acquisition and retention as it applies to medical, legal, and business settings. Ethics, protocol and professionalism will also be discussed.

*4 hours lecture, 1 hour laboratory.*

#### **ITP 294A Field Experience in Health-related Interpretation and Translation (Intermediate Level) (1-4)**

*Prerequisite(s): ITP 224A and either ITP 284 (or concurrent enrollment) or ITP 286 (or concurrent enrollment); or approval of ITP advisor.*

A supervised cooperative work experience coordinated with coursework applying interpretation and translation skills on an intermediate level in a health-related setting (sight translation of forms, letters and standard documents such as simple medical or health information) and consecutive and simultaneous interpretation of conversations, patient/client interviews and medical histories, and frequent health or health insurance procedures. Focus is on understanding of ethics, protocol, cultural awareness, and the professional accuracy and appropriateness of the translation and interpretation. Variable credit is available. May be taken four times for a maximum of 8 credit hours.

#### **ITP 294B Field Experience in Law-related Interpretation and Translation (Intermediate Level) (1-4)**

*Prerequisite(s): ITP 224B and either ITP 284 (or concurrent enrollment) or ITP 286 (or concurrent enrollment); or approval of ITP advisor.*

A supervised cooperative work experience coordinated with coursework applying interpretation and translation skills on an intermediate level in the legal setting (sight translation of forms, letters and standard documents such as simple contracts) and consecutive and simultaneous interpretation of conversations, interrogations, and frequently encountered court procedures. Focus is on understanding of ethics, protocol, cultural awareness, and the professional accuracy and appropriateness of the translation and interpretation. Variable credit is available. May be taken four times for a maximum of 8 credit hours.

#### **ITP 297 Capstone Course in Interpretation and Translation (Spanish <> English) (4)**

*Prerequisite(s): Completion of all general education and core requirements for the Associate of Applied Science Degree in ITP, and ITP 224A or ITP 224B, and ITP 286 or concurrent enrollment; or approval of ITP advisor.*

Individual supervision by advisor/instructor of each student's completion of 1) all program requirements; and 2) collection and display in a portfolio (preferably electronic) of artifacts to be presented publicly to peers or to the college community.

*4 hours lecture, 1 hour laboratory.*

### **JOURNALISM**

#### **JRN 101 Introduction to Mass Communications (3)**

*Prerequisite(s): ENG 101 or permission of instructor.*

An introduction to mass communications media with emphasis on understanding basic concepts of gathering, writing, and evaluating news and other kinds of communication in newspapers, television, radio, magazines, wire services, books, movies, computer/digital and other media.

*3 hours lecture.*

#### **JRN 102 Essentials of News Writing (3)**

*Prerequisite(s): ENG 101 or concurrent enrollment, and CIS 116 or concurrent enrollment.*

Entry-level course in media arts/communications or journalism. Students will be introduced to news values, interviewing techniques, basic newspaper writing formats, and legal and ethical concerns of media professionals.

*3 hours lecture.*

#### **JRN 103 Advanced News Writing (3)**

*Prerequisite(s): ENG 101 and JRN 102.*

Writing and editing features, series and in-depth articles for newspapers and magazines. Special emphasis on generating ideas for articles, identifying possible publishers for articles, interviewing, research, and reporting real-life situations. Class supplies articles for the journalism workshop newsletter or college newspaper. Class members are also required to submit feature articles to commercial magazines for publication.

*3 hours lecture.*

#### **JRN 201 Essentials of Newspaper Publishing (3)**

*Prerequisite(s): JRN 102 and CIS 116, or permission of instructor.*

Introduces students to the publication of a college newspaper, with focus on newsworthiness and appropriateness, news gathering,

news and editorial writing, headline writing, editing, page design, photography, and other publishing activities. Newsroom management and ethical and legal considerations are also covered. May be taken three times for a maximum of nine credits.

*2 hours lecture, 3 hours laboratory.*

### **JRN 224 Field Experience in Communication and/or Media Technology (1-6)**

*Prerequisite(s):* Permission and approval of a cooperative education program coordinator.

*Recommended Preparation:* Sophomore standing.

A supervised cooperative education work experience involving the combined efforts of educators and employers to accomplish career objectives in communication and media technology and related fields. Variable credit (1-6) is available by special arrangement. May be taken four times for a maximum of 16 credit hours, with no more than six credits in a given semester.

### **JRN 257 Literary Magazine Production (3)**

*Prerequisite(s):* ENG 101 or permission of instructor.

Production of the college literary and arts magazine. Includes application of promotion, editing, design, layout, and production techniques. May be repeated for credit. Identical to ENG 257.

*3 hours lecture.*

### **JRN 299 Individual Studies in Newspaper (1-4)**

*Prerequisite(s):* Approval of appropriate instructional manager and instructor.

Completion of a research problem or an outlined course of study under the direction of a faculty member, with contract for the individual study agreed upon by the student, the instructor, and the appropriate instructional manager prior to the initiation of the study. May be repeated for credit.

## **KOREAN**

### **KOR 115 Conversational Korean I (3)**

*Prerequisite(s):* None.

An introduction to beginning-level Korean, including its basic structures and Hangul (Korean script). Designed for students who wish to use Korean for business, pleasure, or travel, with some emphasis on traditions, culture and customs. May be used for elective credit toward an AA degree. Emphasis is on speaking, reading and writing.

*3 hours lecture.*

### **KOR 116 Conversational Korean II (3)**

*Prerequisite(s):* KOR 115.

Continuation of conversational KOR 115 using similar methods and format. Essentials of Korean for conversational situations coupled with some reading skills to enable the reading of signs, etc., with a continuing emphasis on customs, traditions and culture. Designed for students who wish to use Korean for business, pleasure or travel. May be used for elective credit toward an AA degree. Emphasis is on speaking, reading and writing.

*3 hours lecture.*

## **LATIN**

### **LAT 101 Elementary Latin (4)**

*Prerequisite(s):* None.

A study of grammar and vocabulary of Latin and of ancient authors with emphasis on the etymological indebtedness of English to Latin.

*4 hours lecture.*

### **LAT 102 Elementary Latin (4)**

*Prerequisite(s):* LAT 101, at least one year of high school Latin, or permission of instructor.

A study of grammar and vocabulary of Latin and of ancient authors; a continuation of LAT 101.

*4 hours lecture.*

### **LAT 201 Intermediate Latin I (4)**

*Prerequisite(s):* LAT 102, at least two years of high school Latin, or permission of instructor.

Review of Latin language through selected readings from the prose of the Golden Age (80 BC - AD 14) and Silver Age (AD 15 - 138) of Latin literature (e.g., Cicero, Caesar, Seneca, Tacitus, et al.).

*4 hours lecture.*

### **LAT 202 Intermediate Latin II (4)**

*Prerequisite(s):* LAT 201, at least three years of high school Latin, or permission of instructor.

Review of Latin language through selected readings from the poetry of the Golden Age (80 BC - AD 14) and the Silver Age (AD 15 - 138) of Latin literature (e.g., Catullus, Virgil, Horace, Martial, Juvenal).

*4 hours lecture.*

## **LINGUISTICS**

### **LIN 101 Introduction to Linguistics (3)**

*Prerequisite(s):* ENG 101 or ENG 107.

Survey of linguistic concepts and methods; communication among animals; physiology of human speech; elementary phonology, morphology, syntax and semantics; language variation, borrowing and change; language and the brain; language and thought.

*3 hours lecture.*

## **LOGISTICS**

### **LGS 101 Principles of Logistics (3)**

*Prerequisite(s):* None.

An introduction to the field of logistics including the development of logistics systems, careers in logistics, distribution planning, supply chain security, and customer service. Also deals with the roles and functions of purchasing, inventory control, physical distribution, warehousing, transportation methods, packaging, and customs.

*3 hours lecture.*

### **LGS 102 Inventory Control (3)**

*Prerequisite(s):* None.

A study of inventory-control concepts and techniques. Includes examining cost concepts, determining nature and size of inventory, forecasting, and planning and controlling inventory. Also includes ordering methods, pilferage control, and customer satisfaction strategies.

*3 hours lecture.*

### **LGS 103 Freight Claims and Contracts (3)**

*Prerequisite(s): None.*

A study of the mitigation of losses in transit and of the various aspects of negotiating and drafting freight and logistics contracts. Includes claim preparation, filing procedures, and claim dispute resolution. Also includes legal and regulatory requirements applicable to product transportation contracts, and considerations for drafting and negotiating contracts with freight carriers, warehousemen, and other logistics-service providers.

*3 hours lecture.*

### **LGS 104 Computerized Logistics (2)**

*Prerequisite(s): None.*

An analysis of the use of computers in the logistics industry, and an introduction to available logistics software. Discusses why computers are needed, their history and possible future uses in the logistics industry, and their impact on customer service. Also includes logistics software availability, selection, and implementation; and computer security measures.

*2 hours lecture.*

### **LGS 105 Warehouse Management (3)**

*Prerequisite(s): None.*

A study of the managing of warehouses. Includes analysis of warehouse location and operations, controls and procedures, finances, security, cargo and materials handling, and productivity.

*3 hours lecture.*

### **LGS 106 Transportation and Traffic Management (3)**

*Prerequisite(s): None.*

A study of the domestic freight transportation system. Addresses patterns of freight movement, and laws, regulations, pricing, and policies of freight transportation. Examines issues related to traffic management, security, and international transportation.

*3 hours lecture.*

### **LGS 107 Introduction to Purchasing (3)**

*Prerequisite(s): None.*

A study of the basic purchasing functions: establishing inventory requirements and quantities, developing policies and procedures for purchasing, making purchasing decisions, receiving goods, arranging packaging and shipping, and managing inventory levels.

*3 hours lecture.*

### **LGS 108 International Logistics (3)**

*Prerequisite(s): None.*

An introduction to the role of logistics in global business. Examines international logistics as they apply to processes, terms, and transportation networks. Addresses the role of governments and intermediaries in the preparation of international transporta-

tion documents. Also reviews the fundamentals of effective import and export management.

*3 hours lecture.*

### **LGS 109 \* Readiness Skills for Logistics Careers (1)**

*Prerequisite(s): None.*

Facilitates the development of learning objectives and career goals in the field of logistics. Explores skills required in logistics careers. Reviews common job requirements, strategies for employment success, and the role of lifelong learning in career advancement.

*1 hour lecture.*

### **LGS 224 Field Experience in Logistics (1-6)**

*Prerequisite(s): A declared major in logistics and permission and approval of a cooperative education program coordinator.*

*Recommended Preparation: Recommendation from appropriate faculty member.*

Supervised cooperative education work experience in logistics and related fields. Variable credit (1-6) available by special arrangement. May be taken four times for a maximum of 16 credits, with no more than six credits in a given semester.

## **MANAGEMENT**

### **MGT 101 Introduction to Management Skills (2)**

*Prerequisite(s): Sponsorship by a private or non-profit sector employer or approval of the director of the Center for Lifelong Learning.*

A practical introduction to private and nonprofit sector management for first-line supervisors or potential supervisors. Focus is on communication techniques, delegation of authority, quality management, performance evaluation, discipline, and employee orientation. Identical to PAD 101. MGT 101-MGT 103 is offered as a single program and may not be taken individually or out of sequence.

*2 hours lecture.*

### **MGT 102 Manager and System Relationships (2)**

*Prerequisite(s): MGT 101.*

A practical study of the manager as a member of an organization with emphasis upon the processes and procedures necessary for managerial competence. Topics include management practices, employee motivation, organizational communications, budgetary systems and management, equal employment opportunity, and employee-management relations. Identical to PAD 102. MGT 101-103 is offered as a single program and may not be taken individually, or out of sequence.

*2 hours lecture.*

### **MGT 103 The Manager and the Workgroup (2)**

*Prerequisite(s): MGT 102.*

A practical analysis of the manager as a group/team leader, focusing on group dynamics, behavioral analysis, group problem solving and decision making, change management, conflict management, and group interaction. Identical to PAD 103. MGT 101-103 is offered as a single program and may not be taken individually, or out of sequence.

*2 hours lecture.*

## MATHEMATICS

Developmental mathematics at Cochise College is delivered in a fifteen-module format. These modules teach the outcomes of the developmental math sequence, mastery of which is essential for success in certain college-level courses and programs. Students are allowed to progress at their own pace provided they meet the minimum course requirements. They may progress beyond those requirements in each course.

Developmental Mathematics Level I (MAT 071) is the first of three courses in the developmental math sequence. All students who score below college level on the placement exam must enroll in MAT 071. Completion of modules 1 through 5 is the minimum course requirement.

Developmental Mathematics Level II (MAT 081) is the second of three courses in the developmental math sequence. Students who complete MAT 071 with a grade of C or better may enroll in MAT 081. Completion of modules 6 through 10 is the minimum course requirement.

Developmental Mathematics Level III (MAT 123) is the third of three courses in the developmental math sequence. Students who complete MAT 081 with a grade of C or better may enroll in MAT 123. Completion of modules 11 through 15 is the minimum course requirement. Completion of all fifteen modules will be considered equivalent to a traditional Intermediate Algebra (MAT 122) course.

### **MAT 071 \* Developmental Mathematics Level I (4)**

*Prerequisite(s):* Appropriate placement test score.

A study of basic arithmetic skills and techniques of computation. Includes fundamental operations with whole numbers, integer exponents, fractions, mixed numbers, decimals, prime numbers, square roots, percent and percent applications, systems of measurement, and geometry. Requires completion of modules 1 through 5.

*4 hours lecture.*

### **MAT 081 \* Developmental Mathematics Level II (4)**

*Prerequisite(s):* MAT 071.

An introduction to the basic algebra normally covered in high school Algebra I. Includes fundamental properties and operations of real numbers, algebraic expressions, linear equations and inequalities, literal formulas and equations, graphing of linear functions and inequalities, properties of exponents, polynomial operations and factoring, and quadratic equations. Requires completion of modules 6 through 10.

*4 hours lecture.*

### **MAT 082 \* Elementary Algebra (3)**

*Prerequisite(s):* Appropriate placement test score or MAT 071.

An introduction to the basic algebra normally included in a first-year high school algebra course. Includes fundamental axioms and operations applied to rational numbers, laws of integral exponents, solutions of equations, polynomials and factoring, systems of equations, graphing equations and inequalities, rational expressions, radicals, quadratic equations and applications.

*3 hours lecture.*

### **MAT 092 Special Topics and Applications in Developmental Mathematics (0.25-4)**

*Prerequisite(s):* For MAT 092 in conjunction with an existing course, concurrent enrollment in the existing course is required.

A rotating forum/seminar/course or supplement to an existing mathematics course emphasizing mathematics or related topics. May be repeated for Cochise College credit. Cochise College elective credit only, unless otherwise designated in degree programs. The title and credit hours for this course will vary each term depending on the topic.

### **MAT 122 \* Intermediate Algebra (3)**

*Prerequisite(s):* MAT 081.

A continuation of algebra concepts which parallels the content generally included in a second-year high school algebra course: real number system, linear equations, absolute value equations and inequalities, functions, basic analytical geometry, systems of equations, polynomials, exponents, radicals, and quadratic equations. May or may not transfer to four-year universities.

*3 hours lecture.*

### **MAT 123 \* Developmental Mathematics Level III (4)**

*Prerequisite(s):* MAT 081.

A continuation of algebra concepts equivalent to the content normally covered in high school Algebra II. Includes rational expressions, functions, basic analytical geometry, systems of equations, polynomials, exponents, radicals, and quadratic equations. Requires completion of modules 11 through 15. May or may not transfer to four-year universities.

*4 hours lecture.*

### **MAT 142 Survey of College Mathematics (3)**

*Prerequisite(s):* Appropriate placement test score, MAT 122, or MAT 123.

Gives students not continuing in mathematics experience in applying mathematical concepts to realistic situations. Topics include problem solving, mathematical modeling, exponential growth, probability, statistics, and finance mathematics.

*3 hours lecture.*

### **MAT 151 \* College Algebra (4)**

*Prerequisite(s):* Appropriate placement test score, MAT 122, or MAT 123.

An in-depth study of basic algebra concepts for those intending to further their mathematics studies. Includes linear and quadratic equations, inequalities, functions, graphing, and the more advanced topics of logarithms and matrices.

*4 hours lecture.*

### **MAT 154 \* Mathematics for Elementary Education Majors I (3)**

*Prerequisite(s):* MAT 142 or MAT 151.

Designed to deepen understanding of some of the mathematical concepts taught in elementary and middle schools. Topics include numeration systems, sets and functions, reasoning, number theory, and operations on whole numbers, integers, and rational numbers.

*3 hours lecture.*



**MAT 156 \* Mathematics for Elementary Education Majors II (3)**

*Prerequisite(s): MAT 142 or MAT 151.*

Designed to deepen understanding of some of the mathematical concepts that are taught in elementary and middle schools. Topics include probability, statistics, geometry, graphing, and problem solving.

*3 hours lecture.*

**MAT 167 \* Elements of Statistics (3)**

*Prerequisite(s): MAT 142, MAT 151, or MAT 187.*

Basic concepts of descriptive and inferential statistics with applications in business, economics, the natural sciences, and the social and behavioral sciences. Topics include methods of data collection, sampling techniques, probability distributions, confidence intervals, hypothesis testing, regression and correlation, and various parametric and non-parametric statistical tests.

*3 hours lecture.*

**MAT 172 Finite Mathematics (3)**

*Prerequisite(s): MAT 151 or MAT 187.*

An introduction to finite mathematics, with the following applications: linear equations for supply and demand functions, systems of linear equations for optimization, systems of linear inequalities for matrices, linear programming and the simplex method, and mathematics of finance.

*3 hours lecture.*

**MAT 182 \* Plane Trigonometry (3)**

*Prerequisite(s): MAT 151.*

An analytical approach to trigonometry based upon the unit circle concept. Topics include trigonometric functions, identities, conditional equations, radian measure graphs, right and oblique triangles, inverse trigonometric functions, and the trigonometric form of complex numbers.

*3 hours lecture.*

**MAT 187 \* Precalculus (5)**

*Prerequisite(s): Appropriate placement test score, MAT 122, or MAT 123.*

*Recommended Preparation: Some knowledge of college algebra and/or trigonometry.*

A combination of college-level algebra and trigonometry. Algebra topics include analysis of graphs, asymptotic behavior, symmetry, inequalities, analysis of polynomials, the rational root theorem, and logarithmic and exponential functions with applications. Trigonometry topics include the trigonometric functions, inverse functions, identities, formulas, and angle measures.

*5 hours lecture.*

**MAT 192 Special Topics and Applications in College Mathematics (0.25-6)**

*Prerequisite(s): For MAT 192 in conjunction with an existing course, concurrent enrollment in the existing course is required.*

*Recommended Preparation: For MAT 192 offered as a special topic seminar or course, permission of the instructor is strongly recommended.*

A rotating forum/seminar/course or supplement to an existing mathematics course emphasizing mathematics or related topics. May be repeated for Cochise College credit. Cochise College

elective credit only, unless otherwise designated in degree programs. The title and credit hours for this course will differ each term, depending on the topic being covered when the course is offered.

**MAT 212 \* Calculus for Business (3)**

*Prerequisite(s): Appropriate placement test score, MAT 151, or MAT 187.*

*Recommended Preparation: One of the prerequisite courses taken within the past twelve months.*

A brief introduction to calculus with emphasis on business applications. Topics include analytic geometry, limits, derivatives, and definite and indefinite integrals.

*3 hours lecture.*

**MAT 220 \* Calculus I (5)**

*Prerequisite(s): Appropriate placement test score, MAT 187, or both MAT 151 and MAT 182.*

An integrated study using analytic geometry to develop and apply calculus concepts, including techniques and applications of differentiation and integration of elementary functions. Additional topics are absolute value and inequality, relations and functions, graphs, limits and continuity, and definition and application of the derivative, anti-derivative, and definite integral.

*5 hours lecture.*

**MAT 227 Discrete Mathematics (3)**

*Prerequisite(s): MAT 151 or MAT 187.*

*Recommended Preparation: MAT 220.*

An introduction to the study of non-continuous mathematics. Topics include formal proof techniques, propositional logic, set theory, combinatorics, elementary number theory, graph theory, and partially ordered sets.

*3 hours lecture.*

**MAT 231 Calculus II (4)**

*Prerequisite(s): MAT 220.*

*A continuation of MAT 220 expanding to include transcendental, inverse trigonometric, and hyperbolic functions. Additional topics are indeterminate forms, improper integrals, sequences and infinite series, conic sections, parametric equations, and polar coordinates.*

*4 hours lecture.*

**MAT 241 Calculus III (4)**

*Prerequisite(s): MAT 231.*

A continuation of MAT 231 focusing on the calculus of multivariate functions including limits, derivatives, and integrals. Also introduces vector analysis, including Green's and Stokes' theorems.

*4 hours lecture.*

**MAT 252 Introduction to Linear Algebra (3)**

*Prerequisite(s): MAT 231.*

A study of the properties of vector spaces. Topics are introduced in the context of real valued matrices and then generalized to more abstract spaces. Basic arithmetic of matrices is reviewed and then extended to cover linear transformations, eigenvalues, eigenvectors, and applications.

3 hours lecture.

### **MAT 262 Differential Equations (3)**

*Prerequisite(s): MAT 231.*

An introduction to the study of ordinary differential equations. Topics include the theory, methods of solution, and applications of the following: first-order differential equations, nth-order linear differential equations, systems of linear differential equations, and series solutions.

3 hours lecture.

### **MAT 299 Individual Studies (1-4)**

*Prerequisite(s): Approval of appropriate instructional manager and instructor.*

Completion of a research problem or an outlined course of study under the direction of a faculty member with contract for the individual study agreed upon by the student, the instructor, and the appropriate instructional manager prior to initiation of the study. May be repeated for credit.

## **MECHATRONICS**

### **MCS 101 Mechatronic Systems Electrical Components (4)**

*Prerequisite(s): None.*

Introduces the systems approach to the operation of electrical components, and to the relationship of voltage, current, resistance, and power in industrial systems; and provides an overview of alternating current and direct current fundamentals.

3 hours lecture, 3 hours laboratory.

### **MCS 102 Introduction to Programmable Logic Controllers (4)**

*Prerequisite(s): None.*

An introduction to the fundamentals of digital logic and to programmable logic controllers (PLCs) in a complex mechatronics system, with a focus on automation systems. Using computer simulations, students explore the role PLCs play within a mechatronics system and its subsystems, and demonstrate PLC functions by writing and testing basic programs on an actual system. They also apply troubleshooting strategies to identify malfunctioning PLCs and to localize problems caused by PLC hardware.

3 hours lecture, 3 hours laboratory.

### **MCS 103 Mechatronic Systems Mechanical Components (4)**

*Prerequisite(s): None.*

Introduces the systems approach to the operation of mechanical components and the application of those components in industrial systems, and provides an overview of rotating machinery fundamentals.

3 hours lecture, 3 hours laboratory.

### **MCS 104 (Electro)Pneumatic and Hydraulic Control Circuits (4)**

*Prerequisite(s): None.*

An introduction to the basics of pneumatic, electropneumatic, and hydraulic control circuits in a complex mechatronics system. Students investigate the physical functions and properties of control elements and the role that these functions and properties play within the system. They also utilize technical documents such as data sheets, circuit diagrams, displacement step diagrams, and function charts to identify, localize, and correct malfunctions in

(electro)pneumatic and hydraulic circuits; and they perform preventive maintenance on system (electro)pneumatic and hydraulic components.

3 hours lecture, 3 hours laboratory.

## **MUSIC**

### **MUS 100 \* Fundamentals of Music Notation (3)**

*Prerequisite(s): None.*

An introduction to the fundamental structures of music including rhythm, note reading, scales, intervals, chords, and beginning composition.

3 hours lecture.

### **MUS 101 Introduction to Music (3)**

*Prerequisite(s): None.*

An introduction to the elements of music, illustrated with important musical literature from various periods of music history. Covers music from the Middle Ages and the Renaissance, as well as the Baroque, Classical, Romantic, and Twentieth-Century periods.

3 hours lecture.

### **MUS 102 Introduction to Music (3)**

*Prerequisite(s): None.*

An introduction to the elements, form and design of music, illustrated with recordings of important musical literature from various periods of music history, with an emphasis on the classical, romantic, and 20th century periods of music history.

3 hours lecture.

### **MUS 103 Voice Class Instruction (1)**

*Prerequisite(s): None.*

The study of basic foundations of vocal techniques, i.e., breath control, tonal support, tone production, vocal projection and diction.

1 hour lecture.

### **MUS 104 Voice Class Instruction (1)**

*Prerequisite(s): MUS 103.*

An intermediate study of basic foundations of vocal techniques, i.e., breath control, tonal support, tone production, vocal projection and diction.

1 hour lecture.

### **MUS 108 Mariachi (2)**

*Prerequisite(s): Permission of instructor.*

A performing art class which is a practical introduction to the study and performance of Mariachi. Includes a study of the history and cultural heritage of Mariachi, with an emphasis upon the refinement of basic vocal and instrumental skills and the ability to perform musically as a group.

1 hour lecture, 3 hours rehearsal/performance.

### **MUS 109 Orchestra (1)**

*Prerequisite(s): Permission of instructor.*

Study and performance of orchestral musical literature from various periods of musical composition. May be repeated for credit.

2 hours rehearsal/performance.

**MUS 110 Chorus (1)***Prerequisite(s): Audition.*

Study and performance of outstanding choral literature from various periods of musical composition. May be repeated for credit.

*3 hours rehearsal/performance.***MUS 111 Band (1)***Prerequisite(s): Audition.*

Study and performance of instrumental music from various periods of musical composition.

*2 hours rehearsal/performance.***MUS 112 Instrumental Class Instruction (1)***Prerequisite(s): None.*

An introduction to and development of basic instrumental skills, note reading, coordination, rhythm, and sight reading. May be repeated for credit.

*1 hour lecture.*

MUS 112A Piano Class Instruction

MUS 112B Brass Class Instruction

MUS 112C Woodwind Class Instruction

MUS 112D Percussion Class Instruction

MUS 112E String Class Instruction

MUS 112F Guitar Class Instruction

**MUS 113 Instrument - Individual Instruction (1-2)***Prerequisite(s): Audition.*

A semester-long systematic study in technique and repertoire of an instrument of the student's choice. May be repeated for credit.

MUS 113A Individual Instruction - Piano

MUS 113B Individual Instruction - Brass

MUS 113C Individual Instruction - Woodwind

MUS 113D Individual Instruction - Percussion

MUS 113E Individual Instruction - Strings

MUS 113F Individual Instruction - Guitar

**MUS 115 Voice - Individual Instruction (1-2)***Prerequisite(s): Audition.*

A semester-long study of basic foundations of vocal techniques and preparation of vocal literature. May be repeated for credit.

**MUS 123 American Popular Music (3)***Prerequisite(s): None.*

This course is an introduction to elements, forms, and uses of popular music beginning with the early 20th Century in America. Course content is illustrated by recordings and videos of influential performers and composers, with an emphasis on the music industry within the context of popular culture.

*3 hours lecture.***MUS 132 Music Theory I (3)***Prerequisite(s): MUS 100 or permission of instructor.*

*Recommended Preparation:* Music majors should enroll concurrently in MUS 134, and either MUS 113 or MUS 115.

A study of the construction and of the analysis of music including scales, intervals, transposition, figured bass symbols, cadences, non-harmonic tones, and melodic organization.

*3 hours lecture.***MUS 133 Music Theory II (3)***Prerequisite(s): MUS 132 or permission of instructor.*

*Recommended Preparation:* Music majors should enroll concurrently in MUS 135, and either MUS 113 or MUS 115.

This second course in music theory includes voice-leading, seventh chords, modulation types, secondary dominants, secondary leading-tone chords, and binary and ternary forms.

*3 hours lecture.***MUS 134 Aural Skills (1)***Prerequisite(s): None.*

Aural skills are a progressive series of exercises in sight singing, rhythmic dictation, and melodic dictation. This course is required for students registering for MUS 132.

*1 hour lecture.***MUS 135 Aural Skills (1)***Prerequisite(s): MUS 134.*

A continuation of MUS 134. Aural skills are a progressive series of exercises in sight singing, rhythmic dictation, and melodic dictation. This course is required for students registering for MUS 133.

*1 hour lecture.***MUS 192 Special Topics in Music (1)***Prerequisite(s): None.*

Basic instruction; introduction and development of basic skills, breathing, diction, tone, rhythm, sight singing, repertory songs in English and foreign languages; practical training in singing with and/or without specialization; practical instruction in singing different styles of music from different genres. Basic instruction in singing in harmony; working with a conductor, and singing with other voice parts. The title of this course may differ each term, depending on the topic being covered when the course is offered.

*1 hour lecture.***MUS 201 Ensemble (1)***Prerequisite(s): Audition.*

Trios, quartets, quintets, etc., will be formed to perform and study music written or arranged for the small ensemble. In addition to rehearsal, groups will occasionally perform in public, either on campus or in surrounding communities. Course may be repeated for credit.

*2 hours rehearsal/performance.*

MUS 201A Voice Ensemble

MUS 201B Brass Ensemble

MUS 201C Woodwind Ensemble

MUS 201D Percussion Ensemble

MUS 201E String Ensemble

MUS 201F Guitar Ensemble

MUS 201G Jazz Ensemble

**MUS 210 Music Theatre Workshop (2)**

*Prerequisite(s): Audition or permission of instructor.*

A practical study of vocal and performance strategies for projection and communication. Students will participate in a college-sponsored operatic or musical production. May be repeated for credit.

*1 hour lecture, 3 hours rehearsal/performance.*

**MUS 230 Art Song Repertory I (1)**

*Prerequisite(s): Permission of instructor.*

Class performance of representative selections from the standard vocal repertory. Art songs in German, Italian, French and English will be sung as well as other vocal literature.

*1 hour lecture.*

**MUS 231 Art Song Repertory II (1)**

*Prerequisite(s): Permission of instructor.*

Class performance of representative selections from the standard vocal repertory. Art songs in German, Italian, French and English will be sung as well as other vocal literature.

*1 hour lecture.*

**MUS 232 Music Theory III (3)**

*Prerequisite(s): MUS 133.*

*Recommended Preparation: Concurrent enrollment in MUS 113 or MUS 115.*

This third music theory course focuses on art music in chronological order from the late medieval period through the early 20th century. Major forms are analyzed melodically and harmonically.

*3 hours lecture.*

**MUS 233 Music Theory IV (3)**

*Prerequisite(s): MUS 232.*

*Recommended Preparation: Concurrent enrollment in MUS 113 or MUS 115.*

This fourth music theory course focuses on art music in chronological order from the late 19th through the early 20th centuries. Major forms are analyzed melodically and harmonically.

*3 hours lecture.*

**MUS 236 Repertoire Strategy (1-3)**

*Prerequisite(s): Permission of instructor.*

Designed for music teachers and students interested in the keyboard and chamber music repertoire from the late Baroque to the 20th century. Exploration of the works of representative composers such as J.S. Bach, C.P.E. Bach, Gretchaninov, Khachaturian, and Shostakovich. Emphasis on technique and interpretation. Performing groups, such as duets and trios.

**MUS 260 Music Fundamentals through Experience (3)**

*Prerequisite(s): None.*

An introduction to musical skills, the mechanics of music, and musical experiences as a background for teaching music to children. Introduction to playing keyboard, autoharp, and recorder, as well as singing. Previous musical experience is not required. Fulfills the music education requirement for teacher certification.

*3 hours lecture.*

**NETWORKING****NET 112 Fundamentals of Voice and Data Cabling I (3)**

*Prerequisite(s): CIS 150.*

An introduction to the handling and installation of voice and data transmission media. This course provides students with a general industry and networking overview, as well as building a solid foundation in media types, transmission practices, and installation theory. Emphasis will be on industry cabling standards for the handling, installation, and proper termination of the various media involved in voice and data communications.

*2 hours lecture, 3 hours laboratory.*

**NET 212 Fundamentals of Voice and Data Cabling II (3)**

*Prerequisite(s): NET 112.*

This course builds on the knowledge gained in NET 112. Emphasis is on practical installation -- including the rough-in, trim-out, finish, and customer-support phases. The future of cabling is also covered as it relates to such issues as demand for bandwidth and localization.

*2 hours lecture, 3 hours laboratory.*

**NURSING****NUR 120 ‡ Transition: Nursing Assistant to Practical Nurse (1)**

*Prerequisite(s): NUR 122 with a grade of B or better at Cochise College within the last twelve months and approval of Nursing Department.*

For first-year re-entering nursing students who have been out of nursing studies at Cochise College for less than one year. Provides an update of the philosophy, policies, and procedures of the Cochise College nursing program. Emphasis is on the nursing process, patient care planning, therapeutic use of self, clinical expectations, and basic nursing skills.

*1 hour lecture, 0.5 hour laboratory.*

**NUR 121A Medication Math I (2)**

*Prerequisite(s): Appropriate placement test score or MAT 081, and acceptance into the nursing program.*

This course gives students the math skills necessary to convert and calculate drug dosages for oral, injectable, and intravenous drugs. Experience is provided in techniques for the calculation of oral and parenteral drug dosages for adults and children, and for the calculation of intravenous flow rates.

*2 hours lecture, 1 hour laboratory.*

**NUR 121B Medication Math II (2)**

*Prerequisite(s): NUR 121A with a grade of B or better, and concurrent enrollment in NUR 232.*

This course reinforces the skills necessary to convert and calculate drug dosages for oral, injectable, and intravenous drugs; it reviews techniques for the calculation of oral and parenteral drug dosages for adults and children, and for the calculation of intravenous flow rates. Focus is on these skills and techniques as they apply to pediatrics, critical care, pediatric critical care, labor and delivery, and the general community.

*2 hours lecture, 1 hour laboratory.*

**NUR 122 ‡ Nursing I (8)**

*Prerequisite(s): BIO 201, BIO 202, ENG 101, ENG 102, PSY 101, and admission into the nursing program.*

In this first semester of the nursing program, students learn concepts and skills necessary to provide basic nursing care to patients in a variety of settings. The course focuses on concepts relating to basic psychological and physiological needs of persons of all ages and cultures.

*4 hours lecture, 12 hours laboratory.*

**NUR 125 ‡ Bridge: Nursing Assistant to Practical Nurse (3)**

*Prerequisite(s): BIO 201, BIO 202, ENG 101, ENG 102, and PSY 101; NUR 203 or PSY 240; and admission into the nursing program.*

For first-year re-entering nursing students who have been out of nursing studies at Cochise College for more than one year, and for challenging nursing students who are transferring from other nursing programs. Provides a detailed update of the philosophy, policies, and procedures of the Cochise College nursing program and a review of the concepts and skills necessary to provide basic nursing care to patients in a variety of settings. Emphasis is on the scope of practice for the practical nurse, which includes communication, the nursing process, ethical and legal issues, and leadership skills.

*2 hours lecture, 2 hours laboratory.*

**NUR 123 ‡ Nursing II (10)**

*Prerequisite(s): Both NUR 121A and NUR 122 with a grade of B or better, and NUR 203 or PSY 240.*

In this second semester of the nursing program, students continue to build on the basic concepts and skills necessary to provide nursing care to patients in primary, acute, and chronic care settings. The course focuses on concepts relating to the application of skills in the care of persons of all ages and cultures. Upon successful completion of Nursing I and Nursing II, students are eligible to take the National Certification Licensing Exam for Practical Nurses.

*6 hours lecture, 12 hours laboratory.*

**NUR 201 ‡ Infusion Therapy/Venipuncture by Licensed Practical Nurses (3)**

*Prerequisite(s): Current unencumbered LPN license or two semesters of nursing.*

Teaches the theory and technical skills necessary to provide intravenous (IV) therapy and venipuncture, including the administering of premixed intravenous medications and solutions through an IV line. Adheres to the competencies for infusion therapy/venipuncture outlined in the Arizona State Board of Nursing Advisory Opinion. Upon successful completion, students receive a departmental Certificate of Competency indicating they have met state guidelines.

*3 hours lecture, 1 hour laboratory.*

**NUR 203 Update on Pharmacology (3)**

*Prerequisite(s): ENG 101, RDG 122, or exemption.*

This course applies information about current medications to patient care. Students learn to assess, evaluate and analyze information and situations, think critically, and make decisions necessary for the safe administering of medications.

*3 hours lecture.*

**NUR 220 ‡ Transition: Practical Nurse to Registered Nurse (1)**

*Prerequisite(s): NUR 123 or NUR 232 with a grade of B or better at Cochise College within the last twelve months and approval of Nursing Department.*

For second-year re-entering nursing students who have been out of nursing studies at Cochise College for less than one year. Provides a review and an update of the philosophy, policies, and procedures of the Cochise College nursing program. Emphasis is on the nursing process, patient care planning, therapeutic use of self, clinical expectations, and more advanced nursing skills.

*1 hour lecture, 0.5 hour laboratory.*

**NUR 224 Field Experience in Nursing (1-6)**

*Prerequisite(s): A declared major in Nursing. Permission and approval of a cooperative education program coordinator.*

*Recommended Preparation: Sophomore standing.*

A supervised cooperative education work experience involving the combined efforts of educators and employers to accomplish career objectives in nursing and related fields. Variable credit (1-6) is available by special arrangement. May be taken four times for a maximum of 16 credit hours, with no more than six units in a given semester.

**NUR 225 ‡ Bridge: Practical Nurse to Registered Nurse (3)**

*Prerequisite(s): BIO 201, BIO 202, ENG 101, ENG 102, NUR 121A with a grade of B or better, NUR 203, PSY 101, PSY 240, and admission into the nursing program.*

For second-year re-entering nursing students who have been out of nursing studies at Cochise College for more than one year, and for challenging nursing students who are transferring from other nursing programs. Provides a detailed update of the philosophy, policies, and procedures of the Cochise College nursing program and a comprehensive review of concepts and skills necessary to provide basic nursing care to patients in variety of settings. Emphasis is on the care of obstetric clients, pediatric clients, and adult clients with selected health alterations.

*2 hours lecture, 2 hours laboratory.*

**NUR 232 ‡ Nursing III (10)**

*Prerequisite(s): NUR 123 with a grade of B or better, NUR 203, and PSY 240.*

In this third semester of the nursing program, the nursing practice set focuses on common physical and psychosocial health needs and problems throughout the human life span. Concepts include the use of a framework promoting effective communication and the utilization of the nursing process with emphasis on intervention and evaluation. The clinical setting helps students develop competence in discharge planning, community nursing, and leadership. Students utilize knowledge of trends in health care to adapt to changes and to be proactive in the profession of nursing.

*6 hours lecture, 12 hours laboratory.*

**NUR 233 ‡ Nursing IV (10)**

*Prerequisite(s): Both NUR 121B and NUR 232 with a grade of B or better.*

This fourth-semester course is a continuation of Nursing III. During the nursing preceptorship, students work intensively with

a registered nurse to promote their transition from student to nurse. Upon successful completion of this course, students are eligible to take the National Certification Licensing Exam for Registered Nurses.

6 hours lecture, 12 hours laboratory.

### **NUR 299 Nursing I Elective Study (1-4)**

*Prerequisite(s): Approval of appropriate instructional manager and instructor.*

Completion of a research problem or an outlined course of study under the direction of a faculty member, with contract for the individual study agreed upon by the student, the instructor, and the appropriate instructional manager prior to the initiation of the study. May be repeated for credit. Nursing I Independent Study.

## **PHARMACY TECHNOLOGY**

### **PHT 224 Field Experience in Pharmacy Technology (1-6)**

*Prerequisite(s): Prior approval of a cooperative education program coordinator and a recommendation from a faculty member in an appropriate discipline.*

A supervised cooperative education work experience involving the combined efforts of educators and employers to accomplish career skills objectives related to the pre-pharmacy field. Variable credit (1-6) is available upon consultation with Cooperative Education Coordinator. May be taken four times for a maximum of 16 credits, with no more than six credits in a semester.

## **PHILOSOPHY**

### **PHI 111 \* Introduction to Philosophy (3)**

*Prerequisite(s): ENG 101 or permission of instructor.*

An introduction to the history, key figures, and major branches of philosophy. Critical reading of selected classical and contemporary texts and analysis of their connections to the individual, society and to other bodies of knowledge; practice in oral argumentation through participation in class discussions; writing of critical/analytical essays grounded in readings and class discussions.

3 hours lecture.

### **PHI 113 Introduction to Logic and Language (3)**

*Prerequisite(s): ENG 101 or concurrent enrollment, and placement in MAT 122 or higher.*

Elementary study of formal logic, symbolic logic, logical fallacies, induction, argument and language.

3 hours lecture.

### **PHI 130 \* Ethics (3)**

*Prerequisite(s): ENG 101 or concurrent enrollment, or permission of instructor.*

An introduction to moral philosophy with emphasis on philosophical analysis of contemporary issues.

3 hours lecture.

### **PHI 201 \* Philosophies of the East (3)**

*Prerequisite(s): ENG 101 or permission of instructor.*

*Recommended Preparation: Computer literacy.*

Hinduism, Buddhism, Taoism, and Confucianism with emphasis on their roles in the modern world.

3 hours lecture.

### **PHI 202 \* Philosophy of Religion (3)**

*Prerequisite(s): ENG 101 and ENG 102.*

Introduction to the nature of religion, nature and existence of God and major religious tenets of western thought.

3 hours lecture.

### **PHI 270 Philosophy in Literature (3)**

*Prerequisite(s): ENG 101 and ENG 102.*

The philosophical analysis of selected literary works.

3 hours lecture.

## **PHYSICS**

### **PHY 110 ‡ Fundamentals of Physical Science (4)**

*Prerequisite(s): MAT 081; and RDG 122 or exemption, or concurrent enrollment in a collaborative RDG 110.*

A one-semester survey of the principles of physics and chemistry designed to introduce the fundamental behavior of matter and energy to non-science majors with little or no science background.

3 hours lecture, 3 hours laboratory.

### **PHY 111 ‡ General Physics I (4)**

*Prerequisite(s): MAT 122 or MAT 123.*

An introduction to the general principles of physics in classical mechanics. Special emphasis is placed on solving word problems with algebra. Topics include kinematics, dynamics, energy, momentum, motion, and gravitation. For students whose degree programs do not require physics with calculus.

3 hours lecture, 3 hours laboratory.

### **PHY 112 ‡ General Physics II (4)**

*Prerequisite(s): PHY 111.*

Introductory physics without calculus. Topics include electrostatics, electric potential, resistance, circuits, electromagnetism, and Faraday's law; light, lenses, optical instruments, and interference; and quantum physics, atoms, and nuclei. For students whose degree programs do not require physics with calculus.

3 hours lecture, 3 hours laboratory.

### **PHY 230 ‡ Physics with Calculus I (4)**

*Prerequisite(s): MAT 220 and either PHY 111 or one year of high school physics.*

A fundamental calculus-based study of classical mechanics. Topics include kinematics, dynamics, energy, linear and angular momentum, and oscillations. For engineering students and others who require physics with calculus.

3 hours lecture, 3 hours laboratory.

### **PHY 231 ‡ Physics with Calculus II (4)**

*Prerequisite(s): PHY 230.*

A study, using calculus concepts, of electromagnetic fields and their various applications. Topics include electrical and magnetic properties of matter, and circuit devices used in DC and simple AC circuits. For engineering students and others who require physics with calculus.

3 hours lecture, 3 hours laboratory.

## POLITICAL SCIENCE

### POS 110 \* American National Government (3)

*Prerequisite(s):* RDG 122, concurrent enrollment, or exemption; and ENG 100 or placement in, or completion of, ENG 101.

A study of the political system of the United States with emphasis on constitutional development, political culture, voting, political parties, campaigns and elections, interest groups, public opinion, and the three branches of the national government. Designed to increase the student's awareness and understanding of the political process of the impact of race, gender and ethnicity upon the political process and of the citizen's role within that process. Fulfills the federal Constitution requirement for Arizona Teaching Certification.

3 hours lecture.

### POS 220 \* Federal and Arizona Constitution (3)

*Prerequisite(s):* RDG 122 or exemption, and ENG 101.

*Recommended Preparation:* ENG 102.

A study of the governments of the United States and Arizona through the interpretation of the constitution of each political entity. Approved for teacher certification. Teachers needing only Arizona Constitution should enroll in POS 221.

3 hours lecture.

### POS 221 \* Arizona Constitution (1)

*Prerequisite(s):* RDG 122 or exemption, and either ENG 101 or ENG 102.

*Recommended Preparation:* ENG 102 and POS 110.

A study of the government of Arizona through the interpretation of its constitution. Approved for teacher certification. Taught concurrently with POS 220.

1 hour lecture.

### POS 230 \* World Politics (3)

*Prerequisite(s):* RDG 122 or exemption, and either ENG 101 or ENG 102.

*Recommended Preparation:* ENG 102 and either POS 110, POS 220, HIS 242, or concurrent enrollment.

A study of the international political system and nation-state relations, including the development of international systems, the Cold War and its aftermath, the pursuit of national objectives, current and future international alignments, and the analysis of current international problems.

3 hours lecture.

### POS 240 \* Comparative Politics (3)

*Prerequisite(s):* RDG 122 or exemption, and either ENG 101 or ENG 102.

*Recommended Preparation:* ENG 102 and either POS 110, POS 220, HIS 242, or concurrent enrollment.

Introduction to the study of comparative politics with emphasis on the comparison of political systems, movements, ideologies and economic development.

3 hours lecture.

## PROFESSIONAL FLIGHT TECHNOLOGY

### PFT 100 Introduction to Aviation (3)

*Prerequisite(s):* None.

This course will serve as an overview of aviation including careers, the training process, qualification requirements, job duties, Federal Aviation Regulations, aerodynamics and navigation. The course can also prepare the 14CFR Part 61 student to take, with approval of the instructor, the Private Pilot Computer Knowledge Examination, or serve as review of material for the oral portion of a biennial flight review.

3 hours lecture.

### PFT 101 \* Private Pilot Ground School (5)

*Prerequisite(s):* None.

A comprehensive course leading to completion of the FAA Private Pilot Certificate knowledge requirements and preparation for introduction to commercial pilot certification requirements.

5 hours lecture.

### PFT 102 Private Pilot Practicum (1)

*Prerequisite(s):* PFT 101 or equivalent.

This course serves as a review of the knowledge areas required in the Private Pilot Practical Test Standards.

1 hour lecture.

### PFT 103 Private Pilot Review (1)

*Prerequisite(s):* FAA written exam passed, and FAA Private Pilot Airplane experience requirements met by the FAA.

Review of all items listed in the Private Pilot Airplane Single Engine Land Test Standards to prepare for Private Pilot Certification.

1 hour lecture.

### PFT 110 Private Pilot Preparation (6)

*Prerequisite(s):* PFT 101 (co-requisite) or permission of the Aviation Department.

A course designed to prepare the student to complete the FAA flight requirements for a private pilot certificate including solo flight skill, cross-country flight skill and knowledge requirements.

6 hours lecture.

### PFT 111 Solo Flight Preparation (3.5)

*Prerequisite(s):* Concurrent enrollment in PFT 101 or permission of the Aviation Department.

Designed to prepare the student for solo flight in accordance with FAA requirements.

3.5 hours lecture.

### PFT 112 Cross-Country Navigation (1.5)

*Prerequisite(s):* PFT 101 and concurrent enrollment in PFT 111, or permission of the Aviation Department.

Designed to prepare the student for cross-country navigation in accordance with FAA requirements.

1.5 hours lecture.

### PFT 113 Private Pilot Certification (1)

*Prerequisite(s):* PFT 111 and concurrent enrollment in PFT 112, or permission of the Aviation Department.

Designed to prepare the student for private pilot certification in accordance with FAA requirements.

*1 hour lecture.*

### **PFT 121 Commercial Flight I (3)**

*Prerequisite(s): PFT 110 or possession of a Private Pilot Certificate.*

An introduction to commercial pilot flight maneuvers, and completion of one-half of the solo cross-country requirements for Commercial Pilot Certification.

*1.5 hours lecture, 4.5 hours laboratory.*

### **PFT 122 \* Meteorology (1)**

*Prerequisite(s): PFT 101 or permission of instructor.*

A continuation of the study of aviation weather theory introduced in PFT 101 includes an in-depth study of weather elements, weather hazards, and aviation weather reports and forecasts.

*1 hour lecture.*

### **PFT 130 \* Commercial Pilot Ground School (5)**

*Prerequisite(s): PFT 101 or possession of a Private Pilot Certificate.*

A comprehensive course leading to completion of the FAA requirements for a Commercial Pilot Certification.

*5 hours lecture.*

### **PFT 131 Commercial Flight II (3)**

*Prerequisite(s): PFT 110 or possession of a Private Pilot Certificate.*

A continuation of the development of the requirements for the Commercial Pilot Certificate.

*1.5 hours lecture, 4.5 hours laboratory.*

### **PFT 200 Introduction to Aviation Operations Management (3)**

*Prerequisite(s): None.*

An introduction to basic management principles as they apply to aviation-oriented businesses.

*3 hours lecture.*

### **PFT 204 \* Instrument Rating Ground School (5)**

*Prerequisite(s): PFT 101, PFT 102, and PFT 103 ground schools.*

Completion of the knowledge requirements to obtain Instrument Pilot certification.

*5 hours lecture.*

### **PFT 206 Aircraft Systems (4)**

*Prerequisite(s): PFT 101 or equivalent, or permission of instructor.*

An in-depth study of aircraft systems, to include components, functions, construction, operating theory and practice; applied physics and electrical principles; and systems problem-solving techniques for pilots.

*4 hours lecture.*

### **PFT 210 \* Multi-Engine Rating Ground School (1)**

*Prerequisite(s): Five hours solo in a complex airplane.*

A comprehensive course leading to completion of the knowledge level requirements for a Multi-Engine Land Airplane Class Rating.

*1 hour lecture.*

### **PFT 211 Multi-Engine Rating Flight (1)**

*Prerequisite(s): Five hours solo in a complex airplane. PFT 210 or concurrent enrollment.*

A comprehensive course leading to completion of the FAA requirements for a Multi-engine Land Airplane Class Rating.

*1 hour lecture.*

### **PFT 212 Instrument Rating (5)**

*Prerequisite(s): PFT 110 or equivalent.*

A course designed to prepare the student to meet the requirements for issue of an FAA instrument rating.

*5 hours lecture.*

### **PFT 214 Instrument Rating Flight I (3.5)**

*Prerequisite(s): PFT 204.*

The first of two courses designed to prepare the student for instrument flight navigation and air traffic control rating in accordance with FAA requirements.

*3.5 hours lecture.*

### **PFT 215 Instrument Rating Flight II (1.5)**

*Prerequisite(s): PFT 214.*

The second of two courses designed to prepare the student for instrument flight navigation and air traffic control rating in accordance with FAA requirements.

*1.5 hours lecture.*

### **PFT 216 Instrument Pilot Practicum (1)**

*Prerequisite(s): PFT 204 or equivalent.*

A review of all required areas enumerated in the Instrument Rating Practical Test Standards issued by the FAA.

*1 hour lecture.*

### **PFT 217 Instrument Pilot Review (1)**

*Prerequisite(s): FAA written exam passed and FAA Instrument Pilot Airplane experience requirement met.*

Review of all items listed in the Instrument Pilot Airplane Single Engine Land Test Standards to prepare for Instrument Pilot Certification.

*1 hour lecture.*

### **PFT 218 Commercial Flight III (1)**

*Prerequisite(s): PFT 121 or equivalent.*

This course will enable the student to complete the flight skill level requirements for the flight portion of the FAA Commercial Pilot Practical Test.

*1 hour lecture.*

### **PFT 219 Commercial Pilot Practicum (1)**

*Prerequisite(s): PFT 121, PFT 130, or equivalent.*

A review of the material enumerated in the Commercial Pilot Single Engine Land Practical Test Standards.

*1 hour lecture.*

### **PFT 220 Commercial Pilot Review (1)**

*Prerequisite(s): FAA written exam passed, and FAA Commercial Pilot Airplane experience requirements met.*



Review of all items listed in the appropriate Commercial Pilot Airplane Land Test Standards to prepare for Commercial Pilot Certification.

*1 hour lecture.*

### **PFT 230 Flight Instructor - Fundamentals Ground School (3)**

*Prerequisite(s): PFT 130 and PFT 204, or permission of instructor.*

A study of the basic principles and processes of learning and teaching as it relates to the task of conveying aeronautical knowledge and skills to students.

*3 hours lecture.*

### **PFT 231 Flight Instructor - Airplane Ground School (5)**

*Prerequisite(s): PFT 130 and PFT 204.*

A comprehensive course leading to completion of the ground school requirements for an FAA Flight Instructor Airplane Certification.

*5 hours lecture.*

### **PFT 232 Flight Instructor - Airplane Flight Course (3)**

*Prerequisite(s): Possession of a Commercial Pilot airplane certificate with an Instrument Rating. PFT 231 or concurrent enrollment.*

A comprehensive course leading to completion of the FAA requirements for a Flight Instructor Airplane Certification.

*3 hours lecture.*

### **PFT 233 Flight Instructor - Airplane Review (1)**

*Prerequisite(s): FAA written exam passed and FAA Flight Instructor Airplane experience requirements met by the student.*

Review of all test items for the Flight Instructor Airplane Certification test as outlined in the Practical Test Standards published by the FAA.

*1 hour lecture.*

### **PFT 234 Flight Instructor Practicum (2.5)**

*Prerequisite(s): PFT 230 and PFT 231 or equivalent.*

A review of the knowledge areas enumerated in the Flight Instructor Airplane Single Engine Land Practical Test Standards.

*2.5 hours lecture.*

### **PFT 237 Introduction to Aviation Risk Management and Insurance (3)**

*Prerequisite(s): None.*

An introductory analysis of aviation risk management and insurance functions; concept and analysis of risk; insurability and risk retention; and analysis and use of insurance contracts as they apply to aviation property, liability, and employee exposure. This course is designed for prospective employees and supervisors in aviation-related businesses.

*3 hours lecture.*

### **PFT 240 Flight Instructor - Multi-Engine Ground School (2)**

*Prerequisite(s): Possession of a Flight Instructor Airplane Certificate and Multi-engine Land Airplane Rating.*

A comprehensive course leading to completion of the FAA requirements for a Multi-engine Flight Instructor Certificate.

*2 hours lecture.*

### **PFT 241 Flight Instructor - Multi-Engine Flight (2)**

*Prerequisite(s): Flight Instructor Certification and a Multi-engine Airplane Rating. PFT 240.*

A comprehensive course designed to complete the requirements for an FAA Multi-engine Instructor Certificate.

*1 hour lecture, 3 hours laboratory.*

### **PFT 243 Pilot-In-Command, Tailwheel Airplane (0.5)**

*Prerequisite(s): Private Pilot Certificate.*

Provide individualized instruction to the holder of a pilot certificate in the procedures and operations required by Federal Aviation Regulation 61.31(d)(2) to be pilot-in-command of a tailwheel airplane.

*0.5 hours laboratory.*

### **PFT 245 Air Transportation (3)**

*Prerequisite(s): None.*

A survey of the development and operation of the air transportation system, including air carrier regulation, deregulation, economics, and organization.

*3 hours lecture.*

### **PFT 247 Aviation Law (3)**

*Prerequisite(s): Sophomore standing or permission of instructor.*

An introduction to the legal environment of aviation, including operation of the United States Constitution relating to aviation matters, the Warsaw Convention, legal definitions, workers' compensation, liability to others, and crimes as they relate to aviation and aircraft.

*3 hours lecture.*

### **PFT 250 Flight Instructor - Instrument Ground School (3)**

*Prerequisite(s): Possession of an Airplane Flight Instructor Certificate and Instrument Rating.*

A comprehensive course leading to completion of the requirements for FAA certification as a Flight Instructor Instrument Airplane.

*3 hours lecture.*

### **PFT 251 Flight Instructor - Instrument Flight (3)**

*Prerequisite(s): Possession of an Airplane Flight Instructor Certificate and Instrument Rating. PFT 250 or concurrent enrollment.*

A comprehensive course leading to completion of the FAA requirements for an Instrument Flight Instructor Airplane Rating.

*3 hours lecture.*

### **PFT 260 Airline Transport Pilot - Ground School (3)**

*Prerequisite(s): Possession of a Commercial Pilot Airplane Certificate with an Instrument Rating.*

A comprehensive course leading to completion of the FAA requirements for an Airline Transport Pilot Certification.

*3 hours lecture.*

### **PFT 261 Airline Transport Pilot Flight (1)**

*Prerequisite(s): Possession of a Commercial Pilot Airplane Certificate with an Instrument Rating.*

A comprehensive course leading to completion of the FAA requirements for an Airline Transport Pilot Certification.

*1 hour lecture.*

**PFT 271 Unmanned Aerial Vehicle (UAV) Operator (29)**

*Prerequisite(s): PFT 101 or successful completion of an FAA approved Stage One Ground School, and a sponsored employee of the Department of Defense or of a DOD UAV contractor.*

Provides the student with the theoretical and practical skills and knowledge necessary to safely employ, in any theater of operation, the UAV system for which the student has been trained, incorporating the aerial vehicle, mission payload and flight line operations.

*21 hours lecture, 26 hours laboratory.*

**PFT 272 Unmanned Aerial Vehicle (UAV) External Pilot (26)**

*Prerequisite(s): PFT 101 or completion of a FAA certified Stage One Ground School, and PFT 271. Sponsored employee of the Department of Defense or of a DOD UAV contractor.*

Designed to provide the student with the theoretical knowledge and practical skills necessary to perform the external pilot functions of the Hunter unmanned aerial vehicle system, including launch and recovery operations, traffic pattern operations, and emergency recovery procedures and operations.

*18 hours lecture, 20 hours laboratory.*

**PFT 294 Field Experience in Professional Flight Technology (1-6)**

*Prerequisite(s): A declared major in Professional Flight Technology. Permission and approval of a cooperative education program coordinator.*

*Recommended Preparation: Sophomore standing.*

A supervised cooperative education work experience involving the combined efforts of educators and employers to accomplish career objectives in professional flight technology and related fields. Variable credit (1-6) is available by special arrangement. May be taken four times for a maximum of 16 credit hours, with no more than six units in a given semester. NOTE: Lower- and upper-division cooperative education courses may be combined but cannot exceed 16 units.

**PSYCHOLOGY****PSY 101 \* Introduction to Psychology (3)**

*Prerequisite(s): RDG 122 or exemption.*

*Recommended Preparation: ENG 100 or concurrent enrollment, or ENG 101.*

A survey of major topics in psychology to include: history of psychology, research methods, biopsychology, sensation and perception, consciousness, learning, memory, motivation and emotion, human development, personality, abnormal behavior and therapy.

*3 hours lecture.*

**PSY 103 \* Personality and Adjustment (3)**

*Prerequisite(s): RDG 122 or exemption.*

*Recommended Preparation: ENG 100 or ENG 101.*

A study of basic theoretical principles of psychology and their application to human behavior and growth. Emphasis on scientific psychology's contributions to more effective professional and personal relationships. Group activities and self-evaluation included.

*3 hours lecture.*

**PSY 210 \* Social Psychology (3)**

*Prerequisite(s): PSY 101.*

*Recommended Preparation: ENG 101 or ENG 102.*

A study of basic concepts, theories and research pertaining to human interaction. Topics include attribution, attitude formation and change, interpersonal interaction, altruism and aggression, environmental psychology, and group structure and processes.

*3 hours lecture.*

**PSY 218 \* Loss, Grief, and Dying (3)**

*Prerequisite(s): RDG 122 or exemption.*

An exploration of grief, dying and the loss of loved persons as individuals as well as global human experiences. The primary focus will be upon the coping skills of the affected persons and helping skills of others. Values, behaviors and intervention strategies will be studied in international, medical, diverse, social and legal contexts.

*3 hours lecture.*

**PSY 230 \* Personality Theories and Research (3)**

*Prerequisite(s): PSY 101, and ENG 101 or ENG 102.*

A survey of major psychological theories of personality including psychoanalytic, neo-Freudian, dispositional/trait, learning and humanities/existential theories. Personality assessment based upon theory and research, normal and abnormal personality types, and exploration of one's own personality are also addressed.

*3 hours lecture.*

**PSY 240 \* Developmental Psychology (3)**

*Prerequisite(s): PSY 101, and ENG 101 or ENG 102.*

A sequential study of human life-span development emphasizing theories and research in the following areas: biological maturation, perceptual and motor skills development, language development, cognitive development, emotional development, personality and social development.

*3 hours lecture.*

**PSY 250 Introduction to Psychological Research, Measurements and Statistics (3)**

*Prerequisite(s): PSY 101, ENG 101 or ENG 102, and MAT 122 or MAT 123.*

Basic concepts of experimental design, measurement, and descriptive and inferential statistics as applied to psychological variables.

*3 hours lecture.*

**PSY 270 Abnormal Psychology (3)**

*Prerequisite(s): PSY 101, ENG 101, and RDG 122 or exemption.*

An examination of various psychological disorders as well as theoretical, clinical, and experimental perspectives on the study of psychopathology. Emphasis is on terminology, classification, etiology, assessment of symptoms, and therapeutic techniques for the treatment of the major disorders.

*3 hours lecture.*

**PSY 290 Experimental Psychology (4)**

*Prerequisite(s): PSY 101, PSY 250, and ENG 101 or ENG 102.*

Student involvement in the review and analysis of scientific literature, designing and implementing experiments, collecting and analyzing data, interpreting results and reporting experimental findings using A.P.A. format.

3 hours lecture, 3 hours laboratory.

## PUBLIC ADMINISTRATION

### PAD 101 Introduction to Management Skills (2)

*Prerequisite(s): Sponsorship by a public sector employer.*

A practical introduction to public sector management for the first-line supervisor or potential supervisor. Focus is on communication techniques, delegation of authority, quality management, performance evaluation, discipline, and employee orientation. Identical to MGT 101.

2 hours lecture.

### PAD 102 The Manager and System Relationships (2)

*Prerequisite(s): PAD 101.*

A practical study of the manager as a member of an organization with emphasis upon the processes and procedures necessary for managerial competence. Topics include management practices, employee motivation, organizational communications, budgetary systems and management, equal employment opportunity, and employee-management relations. Identical to MGT 102.

2 hours lecture.

### PAD 103 The Manager and the Work Group (2)

*Prerequisite(s): PAD 102.*

A practical analysis of the manager as a group/team leader focusing on group dynamics, behavioral analysis, group problem solving and decision making, change management, conflict management, and group interaction. Identical to MGT 103.

2 hours lecture.

## READING

### RDG 019 Transitional Reading (3-4)

*Prerequisite(s): Placement test score.*

*Recommended Preparation: Keyboarding skills.*

A course designed for students beginning regular college classes and for basic readers of English. Emphasis is on literal comprehension, vocabulary building and reading rate improvement.

### RDG 020A Reading Fundamentals I (3-4)

*Prerequisite(s): Placement test score or RDG 019.*

*Recommended Preparation: Keyboarding skills.*

A review of basic reading, spelling and study skills. This class emphasizes literal and inferential comprehension, vocabulary development, review of spelling rules, dictionary skills and library use.

### RDG 021 Power Reading (3)

*Prerequisite(s): RDG 020A or permission of instructor.*

*Recommended Preparation: Keyboarding skills.*

A course emphasizing literal and inferential comprehension, rate building, vocabulary development and textbook reading strategies.

3 hours lecture.

### RDG 110 College Study Skills (3)

*Prerequisite(s): Placement test score, RDG 020A, or permission of instructor.*

*Recommended Preparation: Keyboarding skills.*

A course emphasizing literal and critical reading strategies applied to content area textbooks and essays, general study skills application, and content area vocabulary acquisition.

3 hours lecture.

### RDG 122 Reading Critically (3)

*Prerequisite(s): Placement test score, RDG 110, or permission of instructor.*

*Recommended Preparation: Keyboarding skills.*

An advanced course in reading for critical thinking using college level study strategies, vocabulary, and logical analysis of texts involving research across the disciplines.

3 hours lecture.

## RUSSIAN

### RUS 101 Elementary Russian (4)

*Prerequisite(s): None.*

Comprehension of the spoken and written language, proper pronunciation, usage of proper grammar, oral reading skills, composition and conversation.

4 hours lecture, 1 hour laboratory.

### RUS 102 Elementary Russian (4)

*Prerequisite(s): RUS 101, two years high school Russian, or permission of instructor.*

Continuation of RUS 101. Comprehension of the spoken and written language, proper pronunciation, usage of proper grammar, oral reading skills, composition, and conversation.

4 hours lecture, 1 hour laboratory.

### RUS 115 Conversational Russian I (3)

*Prerequisite(s): None.*

Essentials of Russian for conversational situations. Designed for students who wish to use Russian for business, pleasure, or travel. May be used for elective credit toward the AA degree, but is transferable to a four-year institution only upon satisfactory performance on a proficiency examination.

3 hours lecture.

### RUS 116 Conversational Russian II (3)

*Prerequisite(s): RUS 115 or permission of instructor.*

Continuation of RUS 115 with emphasis on role playing and use of everyday vocabulary and conversational phrases. Additional practice in reading, writing, speaking and understanding the language with short stories to enrich the student's vocabulary. May be used for elective credit toward the AA degree, but is transferable to a four-year institution only upon satisfactory performance on a proficiency examination.

3 hours lecture.

## SERVICE LEARNING

### **SLE 140 History and Lessons of the Holocaust (3)**

*Prerequisite(s): ENG 100, RDG 110, 12 credits completed at Cochise College, minimum 2.5 GPA, and permission of Service Learning Committee.*

*Recommended Preparation: Completion of or concurrent enrollment in HIS 111, HIS 242, PSY 101, or SOC 101.*

An explanation of the history and implications of the Holocaust designed to concurrently increase civic engagement and public speaking skills. Focus is on prejudices in societies around the world, with special emphasis on the causes and consequences of the Holocaust and on the potential for future genocides. Students create surveys to measure discrimination among elementary and middle school students, analyze results, and develop presentations to foster tolerance.

*2 hours lecture, 3 hours applied learning.*

### **SLE 192 Special Topics in Service Learning (1-3)**

*Prerequisite(s): Concurrent enrollment in a course approved by the instructor.*

Students engage in a formal, community-based service learning experience and reflect on how it applies to the content of the course they are concurrently enrolled in, thereby deepening their understanding of the relationship between community and classroom learning.

### **SLE 220 Mentoring for Success (COOKIES) I (2)**

*Prerequisite(s): ENG 100, RDG 110, 12 credits completed at Cochise College, minimum 2.5 GPA, and permission of Service Learning Committee.*

*Recommended Preparation: Completion of or concurrent enrollment in HON 255 or SLE 255, and in MAT 081 or higher.*

COOKIES (Creating Optimistic Outlooks and Keeping Interest in Educational Success) I is designed to promote service aptitudes and civic engagement. Students meet regularly with their instructor and they provide a minimum of three hours per week of mentoring and academic support to area public school students. State law requires that they be fingerprinted and pass a background check prior to providing said services.

*1 hour lecture, 3 hours applied learning.*

### **SLE 221 Mentoring for Success (COOKIES) II (2)**

*Prerequisite(s): ENG 101, RDG 122 or exemption, SLE 220 or HON 220, minimum 2.5 GPA, and permission of Service Learning Committee.*

*Recommended Preparation: MAT 122 or concurrent enrollment, and HON 255 or SLE 255.*

COOKIES (Creating Optimistic Outlooks and Keeping Interest in Educational Success) II focuses on enhancing service aptitudes, leadership potential, team-building expertise, mentoring abilities, and tutoring skills. Students meet regularly with their instructor and they provide a minimum of three hours per week of mentoring and academic support to area public school students. State law requires that they be fingerprinted and pass a background check prior to providing said services.

*1 hour lecture, 3 hours applied learning.*

### **SLE 221A Mentoring for Success (COOKIES) II-A (1)**

*Prerequisite(s): ENG 101, RDG 122 or exemption, SLE 220 or HON 220 (or HON 220A and HON 220B), minimum 2.5 GPA, and permission of Service Learning Committee.*

Designed to enhance service aptitudes, leadership potential, team-building expertise, mentoring abilities, and tutoring skills. Students meet regularly with their instructor and they provide a minimum of 1.5 hours per week of mentoring and academic support to area public school students. State law requires that they be fingerprinted and pass a background check prior to providing said services.

*0.5 hour lecture, 1.5 hours applied learning.*

### **SLE 221B Mentoring for Success (COOKIES) II-B (1)**

*Prerequisite(s): HON 221A or SLE 221A, minimum 2.5 GPA, and permission of Service Learning Committee.*

A continuation of SLE 221A. Designed to enhance service aptitudes, leadership potential, team-building expertise, mentoring abilities, and tutoring skills. Students meet regularly with their instructor and they provide a minimum of 1.5 hours per week of mentoring and academic support to area public school students. State law requires that they be fingerprinted and pass a background check prior to providing said services.

*0.5 hour lecture, 1.5 hours applied learning.*

### **SLE 222 Mentoring for Success (COOKIES) III (2)**

*Prerequisite(s): ENG 102, SLE 221 or HON 221, minimum 2.5 GPA, and permission of Service Learning Committee.*

*Recommended Preparation: SLE 255 or HON 255, and completion of or concurrent enrollment in MAT 142, MAT 151, MAT 154, or MAT 156.*

COOKIES (Creating Optimistic Outlooks and Keeping Interest in Educational Success) III focuses on effective role modeling and team leadership strategies, on project design and evaluation, and on continuous project improvement processes. Students meet regularly with their instructor and they provide a minimum of three hours per week of mentoring and academic support to area public school students. State law requires that they be fingerprinted and pass a background check prior to providing said services.

*1 hour lecture, 3 hours applied learning.*

### **SLE 254A Leadership/Service I (1)**

*Prerequisite(s): None.*

*Recommended Preparation: ENG 100 or concurrent enrollment and RDG 110/122 or concurrent enrollment/exemption.*

A theoretical and applied study of leadership within the context of service. Introduction to leadership, development of a personal leadership philosophy, articulating a vision, goal assessment and the relationship between leadership and service.

*1 hour lecture.*

### **SLE 254B Leadership/Service II (1)**

*Prerequisite(s): None.*

*Recommended Preparation: ENG 100 or concurrent enrollment and RDG 110/122 or concurrent enrollment/exemption.*

A theoretical and applied study of leadership within the context of service. Ethics within the context of leadership and leading through conflict management.

*1 hour lecture.*

### **SLE 254C Leadership/Service III (1)**

*Prerequisite(s): None.*

*Recommended Preparation: ENG 100 or concurrent enrollment and RDG 110/122 or concurrent enrollment.*

A theoretical and applied study of leadership within the context of service. Team building, group empowerment, change management, and leadership through service.

*1 hour lecture.*

### **SLE 255 Leadership/Service (3)**

*Prerequisite(s): None.*

*Recommended Preparation: ENG 100 or concurrent enrollment and RDG 110/122 or concurrent enrollment/exemption.*

A theoretical and applied study of leadership within the context of service. Incorporates an introduction to leadership, development of a personal leadership philosophy, the relationship between leadership and service, leadership ethics, conflict management, team building, group empowerment, change management, and leadership through service.

*3 hours lecture.*

### **SLE 256 Leadership Practicum (1-4)**

*Prerequisite(s): Minimum 2.5 GPA and Service Learning Committee approval.*

*Recommended Preparation: Completion of or concurrent enrollment in HON 255 or SLE 255.*

A practicum of essential leadership skills for students holding campus and/or community leadership positions. Includes an extensive exploration of issues and of skills required in both professional and volunteer settings, with focus on conflict resolution, mediation, program planning, effective communication, and mentorship. Through a combination of direct instruction and applied learning activities, students will acquire increased self-confidence, leadership development strategies, additional professional networking opportunities, knowledge of group and individual motivation, and information for future career choices. Credit is determined by the scope of the leadership activity.

### **SLE 257 Leadership Practicum II (1-4)**

*Prerequisite(s): SLE 256 or HON 256, minimum 2.5 GPA, and Service Learning Committee approval.*

*Recommended Preparation: Completion of or concurrent enrollment in HON 255 or SLE 255.*

A continued practicum of essential leadership skills for students holding campus and/or community leadership positions. Includes an extensive exploration of issues and of skills required in both professional and volunteer settings, with focus on conflict resolution, mediation, project planning, effective communication, and mentorship. Through a combination of direct instruction and applied learning activities, students will acquire increased self-confidence, leadership development strategies, additional professional networking opportunities, knowledge of group and individual motivation, and information for future career choices. Credit is determined by the scope the leadership activity.

### **SLE 258 Leadership in Theory and Practice (3)**

*Prerequisite(s): HON 255 or SLE 255, and minimum 2.5 GPA.*

A structured application of leadership theory and skills in a college- or community-based project. Designed to promote self-confidence, new leadership skills and knowledge, successful group motivation techniques, networking opportunities, and career exploration.

*3 hours lecture.*

### **SLE 259 Introduction to Student Life Activities Programming (3)**

*Prerequisite(s): None.*

This course assists students in the implementation and assessment of student life programs offered by various student clubs and campus organizations. It also examines the theoretical underpinnings of campus activity programming and helps students determine the benefits of such initiatives to student growth and development. The course includes an overview of program planning, implementation, outcomes evaluation, and a review of related programs at other institutions. May be taken for honors credit.

*3 hours lecture.*

### **SLE 292 Special Topics in Service Learning II (1-3)**

*Prerequisite(s): SLE 192.*

*Recommended Preparation: Sophomore standing.*

An advanced, community-focused service learning experience that provides an opportunity for students to hone service and engagement skills acquired in SLE 192, to participate actively in an organized service experience and, through reflection activities, to relate those experiences to academic and occupational course content. A minimum of 25 direct service hours per credit is required in addition to periodic instructor or mentor meetings and training sessions. May be repeated for elective credit.

## **SOCIAL SERVICES**

### **SSV 120 \* Introduction to Community Health Worker (3)**

*Prerequisite(s): None.*

An introduction to public health with a focus on outreach, including health promotion, disease prevention, advocacy, health education, service referral, public health - social services integration, and development of effective communication/advocacy skills.

*3 hours lecture.*

### **SSV 121 Social/Health Services Practicum (3 or 6)**

*Prerequisite(s): SOC 207, SSV 120, or equivalent.*

Application and evaluation of health and social service skills within a community-based health and/or social services setting. Students must complete 40 hours of direct service per credit and attend orientation and final debriefing sessions.

### **SSV 183 Substance Abuse: Causes and Treatment (3)**

*Prerequisite(s): None.*

A practical and theoretical introduction to psychological and socio-cultural aspects of substance abuse.

*3 hours lecture.*

### **SSV 221 Prevention of Drug and Alcohol Abuse (3)**

*Prerequisite(s): RDG 122 or exemption.*

This course will examine strategies and programs used to prevent drug and alcohol abuse problems with focus on the work place, schools, and community.

*3 hours lecture.*

### **SSV 223 Psycho-Pharmacology (3)**

*Prerequisite(s): SSV 183, and RDG 122 or exemption.*

An in-depth examination of the physiological effects of alcohol and other drugs. The focus will be on how alcohol and drugs affect the central nervous system and human behavior on both a short- and long-term basis.

*3 hours lecture.*

### **SSV 224 Field Experience in Social Services (1-6)**

*Prerequisite(s): Permission and approval of a cooperative education program coordinator.*

*Recommended Preparation: Sophomore standing.*

A supervised cooperative education work experience involving the combined efforts of educators and employers to accomplish career objectives in social services and related fields. Variable credit (1-6) is available by special arrangement. May be taken four times for a maximum of 16 credit hours, with no more than six credits in a given semester.

### **SSV 225 Substance Abuse and the Family (3)**

*Prerequisite(s): SSV 183 or SSV 221, and RDG 122 or exemption.*

An in-depth examination of the effects of drug and alcohol abuse on families and how to assist family members in understanding and coping with the substance abuser. The approach will be experiential, emphasizing learning effective skills and strategies to use when counseling the families of substance abusers. Students will learn through role playing and group interaction.

*3 hours lecture.*

### **SSV 270 Interpersonal Communications (3)**

*Prerequisite(s): COM 102, SOC 101, or PSY 101; and RDG 122 or exemption.*

A course to develop self-awareness and insight into interpersonal relationships with emphasis upon the development of communication skills and techniques for one-on-one professional communication. Identical with COM 270.

*3 hours lecture.*

### **SSV 271 Communications in Small Groups (3)**

*Prerequisite(s): COM 102, SOC 101, or PSY 101; and RDG 122 or exemption.*

A continuation of SSV 270 and COM 270 refining skills and techniques learned first semester and adding analysis and presentation with emphasis on small-group communication processes. Identical to COM 271.

*3 hours lecture.*

### **SSV 273 Determinants of Human Behavior (3)**

*Prerequisite(s): PSY 101 or SOC 101.*

A review of the historical developments that have occurred in the field of mental health treatment. An examination of the founders and theories associated with therapeutic intervention. Examples include psychoanalytic, behavioral, person-centered, existential, and gestalt therapies.

*3 hours lecture.*

## **SOCIOLOGY**

### **SOC 101 \* Introduction to Sociology (3)**

*Prerequisite(s): RDG 110 or concurrent enrollment, or RDG 122 or exemption.*

A survey of the science of sociology including: research methodology, the theoretical schools of sociology, culture, socialization, social institutions, collective behavior, social change, and the components of social structure from a global perspective.

*3 hours lecture.*

### **SOC 160 \* Ethnic Groups and Minorities (3)**

*Prerequisite(s): ENG 101, concurrent enrollment, or permission of instructor; and RDG 110, RDG 122, or exemption.*

*Recommended Preparation: SOC 101, PSY 101, or ANT 102.*

A theoretical analysis of prejudice, discrimination and minority group relations from a sociological viewpoint. Includes an in-depth analysis of the historical and sociological underpinnings of the racial and ethnic based minority status of African Americans, Hispanic Americans, Asian Americans, Native Americans, Jewish Americans and women. Also includes a review of the present socio-economic and cultural status of each group, their relationship with other social groups and future trends.

*3 hours lecture.*

### **SOC 170 \* Understanding and Managing Conflict (3)**

*Prerequisite(s): None.*

A study of the causes of conflict and its personal and interpersonal effects. Includes an analysis of the impact of both healthy and unhealthy conflict on organizational and personal goal achievement. Provides conceptual and practical tools to effectively minimize, manage, and resolve conflict resulting from social interaction and interpersonal communication. Identical to BUS 170.

*3 hours lecture.*

### **SOC 202 \* Social Problems (3)**

*Prerequisite(s): ENG 101, concurrent enrollment, or permission of instructor; and RDG 110, RDG 122, or exemption.*

*Recommended Preparation: SOC 101, PSY 101, or ANT 102.*

Topics to be covered include issues, questions and problems affecting women, racial and ethnic minorities, families and the aged. In addition, inequalities dealing with social, educational and financial institutions will be covered. Also to be considered are problems of drug and alcohol use, physical and mental health care, crime and sexual differences. The course is designed to prepare students to assess social problems and propose resolutions in a logical and scientific manner.

*3 hours lecture.*

### **SOC 207 \* Introduction to Social Welfare (3)**

*Prerequisite(s): ENG 101, concurrent enrollment, or permission of instructor; and RDG 110, RDG 122, or exemption.*

*Recommended Preparation: SOC 101, PSY 101, or ANT 102.*

An introduction to traditional social work institutions and contemporary human services organizations, locally and globally. Designed to acquaint the student with various programs, such as

the social insurance system, available to the general public through legislation and/or private means.

3 hours lecture.

### **SOC 210 \* Marriage and the Family (3)**

*Prerequisite(s):* ENG 101, concurrent enrollment, or permission of instructor; and RDG 110, RDG 122, or exemption.

*Recommended Preparation:* SOC 101, PSY 101, or ANT 102.

Courtship, mate selection, marital adjustment, parenthood and family living from sociological and psychological points of view.

3 hours lecture.

### **SOC 212 \* Women and Men in a Changing Society (3)**

*Prerequisite(s):* ENG 101, concurrent enrollment, or permission of instructor; and RDG 110, RDG 122, or exemption.

*Recommended Preparation:* SOC 101, PSY 101, or ANT 102.

A study of the way culture shapes and defines the positions and roles of both men and women in society. Major emphasis on social conditions which lead to sex roles and may lead to a reduction of sex-role stereotypes and to a broadening of sex roles. Also includes an analysis of the implications of potential social change.

3 hours lecture.

### **SOC 230 Human Sexuality and Gender Awareness (3)**

*Prerequisite(s):* ENG 101, concurrent enrollment, or permission of instructor; and RDG 110, RDG 122, or exemption.

*Recommended Preparation:* SOC 101, PSY 101, or ANT 102.

Study of human sexuality and gender awareness from biological, psychological, sociological, cultural, and ethical perspectives.

3 hours lecture.

### **SOC 299 Individual Studies (1-4)**

*Prerequisite(s):* Approval of appropriate instructional manager and instructor.

Completion of a research problem or an outlined course of study under the direction of a faculty member with contract for the individual study agreed upon by the student, the instructor, and the appropriate instructional manager prior to initiation of the study. May be repeated for credit.

## **SPANISH**

### **SPA 011 Spanish Orthography (1)**

*Prerequisite(s):* None.

A concentrated study of Spanish spelling with emphasis on a step-by-step procedure from the simplest to the most complex words in Spanish. Special attention is given to the accent mark, colloquial and common errors and to areas of special spelling problems.

1 hour lecture.

### **SPA 025 Spanish for Teachers (3)**

*Prerequisite(s):* None.

A course especially designed for the classroom teacher who needs a basic familiarity with Spanish in order to effectively communicate with his/her Spanish-speaking pupils and their parents.

3 hours lecture.

### **SPA 027 Spanish for Beginners (3)**

*Prerequisite(s):* None.

A preparatory course in conversational Spanish with an emphasis on basic grammar, punctuation, patterns of speech, and language skills necessary for effective communication-oriented introduction to the Hispanic culture. Requires no previous exposure to the Spanish language.

3 hours lecture.

### **SPA 101 \* Elementary Spanish I (4)**

*Prerequisite(s):* None.

*Recommended Preparation:* SPA 027, SPA 115, or previous experience in a second language.

An introduction to the Spanish language, its pronunciation, and its basic grammar structures. Develops the student's ability to speak, read, and write simple sentences based on personal and classroom experience, and explores a variety of topics related to Hispanic culture, history, geography, and arts.

4 hours lecture, 1 hour laboratory.

### **SPA 102 \* Elementary Spanish II (4)**

*Prerequisite(s):* SPA 101, one year of high school Spanish, or permission of instructor.

A continued study of the Spanish language, its pronunciation, and its basic grammar structures, with emphasis on more complex verb tenses and sentence structure. Further develops the student's ability to speak, read, and write simple sentences based on personal and classroom experience, and explores additional topics related to Hispanic culture, history, geography, and arts.

4 hours lecture, 1 hour laboratory.

### **SPA 115 Conversational Spanish (3)**

*Prerequisite(s):* None.

Essentials of Spanish for conversational situations, designed for students who wish to use Spanish for business, pleasure or travel.

3 hours lecture.

### **SPA 116 Conversational Spanish (3)**

*Prerequisite(s):* SPA 115 or permission of instructor.

Continuation of SPA 115 with emphasis on role playing and use of everyday vocabulary and conversational phrases.

3 hours lecture.

### **SPA 192 Special Topics in Language, Literature and Culture (0.5-1)**

*Prerequisite(s):* None.

A rotating forum/seminar emphasizing linguistic development and change, regional literature, literary styles, folklore and related topics. Topics will vary in accordance with changes in student need and interest. Cochise College elective credit only unless otherwise designated in degree programs. The title of this course may differ each term, depending on the topic being covered when the course is offered.

### **SPA 201 \* Intermediate Spanish I (4)**

*Prerequisite(s):* SPA 102, two years of high school Spanish, or permission of instructor.

A continued study of the Spanish language, its pronunciation, and its grammar structures, with emphasis on intermediate-level verb

tenses and sentence structure. Further develops the student's ability to speak, read, and write even more complex sentences based on personal and interpersonal experiences, and explores additional topics related to Hispanic culture, history, geography, and arts.

*4 hours lecture, 1 hour laboratory.*

### **SPA 202 \* Intermediate Spanish II (4)**

*Prerequisite(s): SPA 201, three years of high school Spanish, or permission of instructor.*

An exploration of Hispanic cultures presented through authentic literary works and audio-visual media with integrated practice in reading, writing, speaking, and understanding the Spanish language.

*4 hours lecture, 1 hour laboratory.*

### **SPA 203 Spanish for Native Speakers I (4)**

*Prerequisite(s): Placement by interview and/or writing sample.*

Intensive work in speaking, reading and writing standard Latin American Spanish for native and bilingual speakers of Spanish; special attention will be given to regional and stylistic variations.

*4 hours lecture.*

### **SPA 204 Spanish for Native Speakers II (4)**

*Prerequisite(s): RDG 122 or exemption, and oral fluency in Spanish.*

A course designed to help students who are fluent in spoken, informal Spanish, but who need to improve writing, reading and grammar skills.

*4 hours lecture.*

### **SPA 211 Introduction to Translation and Interpretation (4)**

*Prerequisite(s): SPA 202 or SPA 203, and ENG 100.*

This course is a survey of the theory, principles and practice of translation and interpretation in legal, health care, business and technical settings. It will provide an overview of professional standards and responsibilities of translators and interpreters.

Emphasis will be on developing language proficiency in both English and Spanish to support skill in sight translation and consecutive interpretation.

*4 hours lecture, 1 hour laboratory.*

### **SPA 215 Conversational Spanish (3)**

*Prerequisite(s): SPA 116 or permission of instructor.*

Continuation of SPA 116 with drill patterns to reinforce vocabulary and use of verb tense, with a minimum of formal grammar study, with emphasis on practice in the spoken language.

*3 hours lecture.*

### **SPA 216 Conversational Spanish (3)**

*Prerequisite(s): SPA 215 or permission of instructor.*

A continuation of SPA 115, 116, and 215. Essentials of Spanish for conversational situations, designed for students who wish to use Spanish for business, pleasure, or travel.

*3 hours lecture.*

### **SPA 220 Introduction to Spanish Literature I (3)**

*Prerequisite(s): SPA 202.*

A survey of the development of Spanish literature emphasizing the development of the literary genres with relation to the historical and social backgrounds of Spain. The beginnings of Spanish literature to 1700.

*3 hours lecture.*

### **SPA 221 Introduction to Spanish Literature II (3)**

*Prerequisite(s): SPA 202.*

A survey of the development of Spanish literature emphasizing the development of the literary genres with relation to the historical and social backgrounds of Spain after the 18th century with emphasis on the generation of 1898 and after.

*3 hours lecture.*

### **SPA 224 Introduction to Mexican Literature I (3)**

*Prerequisite(s): SPA 202 or permission of instructor.*

An introduction to the works of representative Mexican authors and a historical look at the literature of Mexico before the Conquest, during the colonial period and the period when Mexico achieved independence from Spain.

*3 hours lecture.*

### **SPA 225 Introduction to Mexican Literature II (3)**

*Prerequisite(s): SPA 202 or permission of instructor.*

An introduction to the works of representative Mexican authors and a historical look at the literature of Mexico after its independence from Spain and its revolution of 1910.

*3 hours lecture.*

### **SPA 275 Intermediate Spanish Conversation and Composition (3)**

*Prerequisite(s): SPA 202 or permission of instructor.*

A study of short excerpts from Hispanic literature to promote topic-centered discussions and compositions in Spanish, conducted principally in Spanish. Review and application of Spanish grammar rules and building of Spanish vocabulary.

*3 hours lecture.*

### **SPA 276 Intermediate Spanish Conversation and Composition (3)**

*Prerequisite(s): SPA 275 or permission of instructor.*

Continuation of SPA 275; conducted in Spanish. Further readings and discussions of short stories, articles and other pertinent materials to provide continued exposure to new vocabulary and enhance usage of the Spanish language.

*3 hours lecture.*

### **SPA 299 Individual Studies (1-4)**

*Prerequisite(s): Approval of appropriate instructional manager and instructor.*

Completion of a research problem or an outlined course of study under the direction of a faculty member, with contract for the individual study agreed upon by the student, the instructor, and the appropriate instructional manager prior to initiation of the study. May be repeated for credit.



## TELESERVICES

### **TLS 101 Introduction to Teleservices (6)**

*Prerequisite(s): Sponsorship by a teleservices provider.*

A comprehensive, practical introduction to the teleservices industry, emphasizing teleservices processes and the roles and duties of the entry-level customer service representative. Includes an in-depth review of the product, service, and the procedural and technical knowledge necessary to perform duties in an efficient and competent manner.

*5 hours lecture, 3 hours laboratory.*

### **TLS 102 Teleservices Practicum I (1.5)**

*Prerequisite(s): TLS 101 and sponsorship by a teleservices provider.*

A practical guide to the use of information management systems in teleservice processes and in fulfilling the roles and duties of the entry level teleservices employee. Includes a comprehensive introduction to and extensive use of computer-based teleservice operating systems.

*4.5 hours laboratory.*

### **TLS 103 Customer Service in the Teleservices Industry (6)**

*Prerequisite(s): TLS 101, TLS 102, and sponsorship by a teleservices provider.*

A practical study of the duties and responsibilities of the teleservices employee, focusing on the customer enrollment process, customer service responsibilities and the creation and maintenance of customer accounts. Includes a review of customer confidentiality and the issue of fraud, both internal and external.

*5 hours lecture, 3 hours laboratory.*

### **TLS 104 Teleservices Practicum II: Customer Service (1.5)**

*Prerequisite(s): TLS 101, TLS 102, TLS 103, and sponsorship by a teleservices provider.*

A practical guide to the use of information management systems in teleservice customer service activities. Includes a comprehensive introduction to and extensive use of computer-based resources.

*4.5 hours laboratory.*

## THEATER ARTS

### **THE 101 Acting I (3)**

*Prerequisite(s): None.*

Introduction to theories of dramatic art and practice in acting situations. This course includes basic acting techniques, theatrical vocabulary and comportment, and character and script analysis.

*3 hours lecture.*

### **THE 103 \* Introduction to Theatre (3)**

*Prerequisite(s): None.*

History and tradition of western theatre with analysis and discussion of representative drama, classical to contemporary.

*3 hours lecture.*

### **THE 104 Principles and Techniques of Play Production (3)**

*Prerequisite(s): None.*

Introduction to the theory and practice of directing, set design, costuming, stage lighting, make-up and production organization.

*3 hours lecture.*

### **THE 105 Theatre Dance (2)**

*Prerequisite(s): None.*

The study, comprehension, and execution of basic dance styles including the ballet, modern, tap, and improvisational styles often used in musical theatre. Introduces combinations and short routines with an emphasis on performance. May be repeated for credit.

*1 hour lecture, 3 hours rehearsal/performance.*

### **THE 110 Theatre Workshop (1-3)**

*Prerequisite(s): Permission of instructor/audition.*

Actual participation in a college dramatic production either in an acting or production role. No student will be awarded more than four such credits.

### **THE 201 Acting II (3)**

*Prerequisite(s): THE 101.*

Exploration and application of advanced techniques of acting through physical and vocal expression, improvisation, and scene work. Emphasis on the actor's approach to characterization. Opportunity for experience in production.

*3 hours lecture.*

### **THE 203 Theatre Makeup (3)**

*Prerequisite(s): THE 101 or permission of instructor.*

Exploration of the history and the essentials of makeup. Includes application of straight, character, and special types and demonstration of effects of light on makeup. Opportunity for experience in production.

*3 hours lecture.*

### **THE 213 Stagecraft (3)**

*Prerequisite(s): THE 101 or permission of instructor.*

Exploration of the theatre as a physical plant with an application of basic stage construction techniques. Opportunity for experience in production.

*3 hours lecture.*

### **THE 220 Dramatic Structure (3)**

*Prerequisite(s): THE 101 or permission of instructor.*

Examination of the structural elements of major dramatic forms and styles. Includes reading and viewing of representative plays and analysis of their structures in relationship to modes of presentation and the resulting effects.

*3 hours lecture.*

### **THE 299 Individual Studies (1-4)**

*Prerequisite(s): Approval of appropriate instructional manager and instructor.*

Completion of a research problem or an outlined course of study under the direction of a faculty member with contract for the individual study agreed upon by the student, the instructor, and the appropriate instructional manager prior to initiation of the study. May be repeated for credit.

## WELDING TECHNOLOGY

### WLD 100 ‡ Introduction to Welding (3)

*Prerequisite(s): None*

This course will provide students with a basic knowledge of the main welding processes. Students will acquire the knowledge to safely set up, and operate oxyacetylene torches, SMAW, GMAW and GTAW machines on ferrous and non-ferrous materials.

*2 hours lecture, 3 hours laboratory.*

### WLD 105 ‡ Oxyacetylene Welding (3)

*Prerequisite(s): None.*

Safety practices, set-up and operation of oxyacetylene welding equipment. Welding in flat, horizontal and overhead positions of standard alloys of steel. Also brazing ferrous metals.

*2 hours lecture, 3 hours laboratory.*

### WLD 106 ‡ Arc Welding (3)

*Prerequisite(s): None.*

Safety practices, set-up and operation of arc welding equipment. Techniques of joining metals in all positions by electric arcs with the use of the electrode.

*1 hour lecture, 4 hours laboratory.*

### WLD 114 ‡ Welding for Metal Sculpture (3)

*Prerequisite(s): None.*

Focuses on basic welding processes and techniques used in the design and fabrication of metal sculptures. Team taught by welding and art faculty.

*2 hours lecture, 3 hours laboratory.*

### WLD 128 ‡ Gas Metal Arc Welding (3)

*Prerequisite(s): None.*

This is a basic course in the Gas Metal Arc Welding (GMAW) process covering safety, set-up, and operation of gas metal arc welding equipment, using solid wire on various thicknesses of ferrous metal.

*2 hours lecture, 3 hours laboratory.*

### WLD 202 Welding Survey (4)

*Prerequisite(s): None.*

Theory and application of all major welding processes, including parameters, advantages and limitations, equipment, health and safety; introductory welding metallurgy, weldment design and inspection, and application of SMAW, oxyacetylene, brazing, GTAW and GMAW. This is an engineering course required for manufacturing engineering, welding technology and drafting design majors. Not recommended as a general interest course.

*5 hours lecture.*

### WLD 203 Blueprint Interpretation (3)

*Prerequisite(s): None.*

*Recommended Preparation: Permission of instructor.*

Principles and procedures for interpreting structural blueprints and engineering drawings. Essential concepts of blueprint format for structural and aircraft applications, as well as weld symbols and their specific meaning will be covered.

*3 hours lecture.*

### WLD 209 ‡ Gas Tungsten Arc Welding (GTAW) (3)

*Prerequisite(s): WLD 105 or permission of instructor.*

Safety practices, set up and operation of gas tungsten arc welding (GTAW) equipment, using ferrous and non-ferrous metals.

*2 hours lecture, 3 hours laboratory.*

### WLD 210 ‡ Advanced Shield Metal Arc Welding (3)

*Prerequisite(s): WLD 105 and WLD 106, or permission of instructor.*

An advanced course on the shield metal arc welding process. It covers safety, equipment care and operation, rod and current selection. Welding to include out-of-position welding of heavy steel plate to AWS certification standard.

*2.5 hours lecture, 2.5 hours laboratory.*

### WLD 211 ‡ Pipe Fitting and Welding (3)

*Prerequisite(s): WLD 210.*

Fitting and welding of various sizes of pipe to AWS and API code. Students will learn to weld pipe with SMAW, GTAW and GMAW processes.

*2 hours lecture, 3 hours laboratory.*

### WLD 215 ‡ Welding Design and Fabrication (3)

*Prerequisite(s): WLD 105, WLD 106, and WLD 128.*

A course for students with demonstrated welding skills to learn proper methods of design, layout and fabrication for welding. A specific project, selected by the student or assigned by the instructor, will use electric arc, oxyacetylene, GMAW or GTA welding.

*2 hours lecture, 3 hours laboratory.*

### WLD 217 ‡ Pipe Layout and Fitting (3)

*Prerequisite(s): WLD 211.*

Continuation of WLD 211 Pipe Welding, to include methods of layout, fitting, and welding of pipe of various sizes and types.

*2 hours lecture, 3 hours laboratory.*

### WLD 218 ‡ Advanced GTAW Soft Metals (3)

*Prerequisite(s): WLD 105, WLD 106, and WLD 209.*

A continuation of WLD 209 to include advanced welding of aluminum alloys. This course will help develop the skills necessary to meet aircraft aerospace certification standards.

*2 hours lecture, 3 hours laboratory.*

### WLD 219 ‡ Advanced GTAW Hard Metals (3)

*Prerequisite(s): WLD 105, WLD 106, and WLD 209.*

A continuation of WLD 209 to include advanced welding application of stainless steel and nickel alloys. This course will develop skills to aircraft, aerospace certification standards.

*2 hours lecture, 3 hours laboratory.*

### WLD 220 ‡ Advanced GTAW Exotic Metals (3)

*Prerequisite(s): WLD 105, WLD 106, WLD 209, and WLD 219.*

A continuation of WLD 219, to include advanced welding application of titanium, inconel, hastaloy and waspoloy. This course will help develop skills to aircraft, aerospace certification standards.

*2 hours lecture, 3 hours laboratory.*

**WLD 224 Field Experience in Welding Technology (1-6)**

*Prerequisite(s): A declared major in Welding Technology. Permission and approval of a cooperative education program coordinator.*

A supervised cooperative education work experience involving the combined efforts of educators and employers to accomplish career objectives in welding technology and related fields. Variable credit (1-6) is available by special arrangement. May be taken four times for a maximum of 16 credit hours, with no more than six units in a given semester.

**WLD 228 ‡ Advanced Gas Metal Arc Welding (3)**

*Prerequisite(s): WLD 128.*

This advanced course in the Gas Metal Arc Welding process is designed to train students to prepare for the American Welding Society (AWS) D1.1 Structural Steel Certification test.

*2 hours lecture, 3 hours laboratory.*

**WLD 229 ‡ Advanced Flux-Cored Arc Welding (3)**

*Prerequisite(s): WLD 128 and WLD 228.*

This is an advanced course in the flux-cored arc welding process which prepares the student for American Welding Society (AWS) D1.1 Structural Steel Certification.

*2 hours lecture, 3 hours laboratory.*

**WORKFORCE DEVELOPMENT****WFD 110 Workforce Skill Development (0.25)**

*Prerequisite(s): None.*

Seminars or workshops designed to enhance the overall effectiveness and value to the organization of public and private sector employees. Classes combine current theory with practical application and are focused on the mastery of the topic under study. Each seminar provides a minimum of four hours of instruction.

*0.25 hour lecture.*

WFD 110C Personality Preferences

# Administration

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University of Utah, Ph.D.

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Iowa State University, Ph.D.

Vice President for Information Technology

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Vice President for Administration

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# Disclaimers

## RIGHT TO MAKE CHANGES OR CORRECT ERRORS

Cochise College reserves the right to make changes without notice in fees, faculty assignments, time schedules, courses, curricula, and policies; to cancel classes when necessary; to set maximum and minimum limits for enrollments in certain classes; and to make changes to other matters contained in this catalog.

## RESPONSIBILITY FOR PERSONAL PROPERTY

Cochise College is not responsible for loss, theft or damage to individuals' personal property.

## EQUAL OPPORTUNITY/STUDENTS WITH DISABILITIES POLICY

Cochise College does not discriminate in admission or access to, or treatment or employment in, its services, programs, or activities on the basis of race, color, national origin, sex, religion, age (40+) or disability, in compliance with the laws of the United States and the state of Arizona.

The College seeks to provide disabled or handicapped students with any reasonable accommodation in order to facilitate access to College classes and activities. Students seeking such an accommodation should make an official request at Counseling/Advising Services or Disability Services located in the 3C Building on campus.

A lack of English language skills will not be a barrier to admission and participation in the career and Technical (vocational) education programs of the College.

Any questions regarding the applicability of state and federal anti-discrimination laws to Cochise College and its services, programs or activities, and any grievances or claims of violation of such laws, should be directed to the Title IX and Section 504 compliance officer:

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## LA POLITICA DE IGUALDAD DE OPORTUNIDADES Y LOS ESTUDIANTES CON INCAPACIDADES

En cumplimiento con las leyes de los Estados Unidos y del Estado de Arizona, Cochise College no discrimina en base a la raza, el color, la nacionalidad, el sexo, la religión, la edad (el ser mayor de 40 años) o la discapacidad de las personas en sus procesos de empleo, de admisión o al tratar de obtener los servicios, programas o las actividades que ofrece esta institución.

Cochise College trata de proporcionar un acomodo razonable a sus estudiantes incapacitados o con limitaciones físicas para facilitarles el acceso a las clases o actividades. Aquellos estudiantes que necesiten este tipo de acomodo deberán formalmente solicitarlo al departamento de Servicios para Estudiantes con Incapacidades en el Edificio 3-C Tercer Piso.

La habilidad limitada del idioma inglés no es una barrera para la admisión o la participación de las carreras técnicas y vocacionales disponibles en la institución.

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