



EASTERN  
ARIZONA  
COLLEGE

2018-2019 ACADEMIC  
CATALOG

LOOK  
INSIDE! 



# TABLE OF CONTENTS

Mission and Introduction . . . . .	2	Student Code of Conduct . . . . .	31
Academic Calendar . . . . .	4	Academic Regulations . . . . .	37
Directories . . . . .	6	Graduation . . . . .	45
Thatcher Campus Map . . . . .	8	General Education . . . . .	47
Gila County Campuses . . . . .	9	Transfer Partnerships . . . . .	52
Enrollment . . . . .	11	Curricula . . . . .	55
Tuition and Fees . . . . .	13	Course Descriptions . . . . .	116
Housing and Dining Facilities . . . . .	16	Disclosures . . . . .	172
Financial Aid . . . . .	18	Residency . . . . .	176
Scholarships . . . . .	24	Security and Safety . . . . .	179
Student Services . . . . .	29	Index . . . . .	184

## OFFICIAL DOCUMENT NOTICE

**EASTERN ARIZONA COLLEGE CATALOG** is available as both a printed and an electronic document published on the Internet. Printed documents are correct as of the date of preparation. The Internet version is updated as needed and is the College's official publication. All who use the catalog are advised that when taking action or making plans based on published information, the Internet version should be relied upon as the official document. Public access to Internet-based College publications is available at all EAC administrative sites or at [www.eac.edu](http://www.eac.edu).

This catalog has been prepared to give you information on the programs and courses available at Eastern Arizona College and to answer questions you may have about official policies, procedures, and regulations. To arrange a visit or to ask any questions, please contact us at:

**Eastern Arizona College**  
**Thatcher, AZ 85552-0769**  
**(928) 428-8272**  
**1-800-678-3808**  
**FAX: (928) 428-2578**  
**Email: [admissions@eac.edu](mailto:admissions@eac.edu)**

Students needing language assistance to interpret information presented in this catalog should contact EAC's Counseling Department for assistance. The Counseling Department is located at 615 North Stadium Avenue, Thatcher, Arizona, 85552-0769 and may also be reached by telephone at (928) 428-8253.

Estudiantes que necesitan ayuda en interpretar la información contenida en este catálogo deben de ponerse en contacto con el Eastern Arizona College Counseling Department (Departamento de Consejo). El Departamento de Consejo se ubica en 615 North Stadium Avenue, Thatcher, Arizona 85552-0769 y también nos puede llamar por teléfono al (928) 428-8253.

# MISSION AND INTRODUCTION

## VISION

The College shall be the premier resource for higher education in eastern Arizona.

## MISSION

The mission of Eastern Arizona College is to provide quality higher education. The College is accountable to its stakeholders for educational results, fiscal responsibility, and cultural development.

## PURPOSES

The College shall provide:

- Associate degree programs and courses for university transfer.
- Programs that meet workforce needs of business, industry, and government.
- Opportunities for Adult Education.
- Support services to assist students in identifying and achieving personal, educational, and career goals.
- Services which meet the community's diverse cultural and economic needs.
- Activities and programs which promote general student welfare while fostering an environment in which students can develop leadership, citizenship, and character.
- Activities and programs that foster life-long learning.

The College will help individuals acquire knowledge and skills that will enhance their abilities to think, feel, act, and enjoy.

## VALUES

- Continuous Improvement
- Diversity
- Institutional Quality
- Integrity
- Learning-Centered Education
- Partnership Development
- People
- Scholarship



## PRESIDENT'S WELCOME

Welcome to Eastern Arizona College, the oldest and most beautiful community college in Arizona. Nestled in the Gila Valley and surrounded by mountain ranges, EAC is steeped in tradition and ready to provide a great start to your future. We offer certificates

and associate degrees and will prepare you to enter the job market with marketable skills or transfer to the university of your choice.

Eastern Arizona College has developed a long tradition of academic excellence and student success. We are fully accredited by The Higher Learning Commission and our qualified and caring faculty and staff are excited to help you achieve your goals. We believe there is something for everyone at EAC, and your success is our goal.

I invite you to visit our campus, talk with our faculty, and prepare yourselves for a collegiate experience that will surpass your expectations. On behalf of Eastern Arizona College, I look forward to seeing you on campus.

A handwritten signature in black ink that reads "Todd Haynie". The signature is written in a cursive, flowing style.

Todd Haynie  
President

### **Eastern Arizona College Founded 1888 District Governing Board**

Tina C. McMaster, Chair  
Brad Montierth, Secretary  
Richard W. Mattice, Member  
Lois Ann Moody, Member  
Jeff B. Larson, Member

### **College President**

Todd Haynie

### **Greenlee County Advisory Committee**

Donald Merrell, Chair  
Armando Carrillo  
Joe Garcia  
David Gomez  
Christine Harper  
Eldon Merrell  
Emily Muteb  
Brianna Morales  
Steve Rutherford

## ACCREDITATION

Eastern Arizona College is accredited by the Higher Learning Commission.

Higher Learning Commission  
230 South LaSalle Street, Suite 7-500  
Chicago, Illinois 60604-1411  
Phone: (800) 621-7440 or (312) 263-0456  
Fax: (312) 263-7462  
Email: [info@hlcommission.org](mailto:info@hlcommission.org)  
Web: [www.hlcommission.org](http://www.hlcommission.org)

The College is a member of the Arizona Community College System.

The names of associates, agencies, or governmental bodies which accredit, approve, or license Eastern Arizona College and the procedures by which documents describing that activity may be reviewed and can be obtained from the Vice President of Academic and Student Affairs during regular business hours in the Student Services Building.

## HISTORY

Eastern Arizona is a public community college. Founded as St. Joseph Stake Academy in 1888, it provided education for the youth of the Gila Valley from 1890 until 1933. The institution introduced junior college courses in the early 1920s.

On March 25, 1933, it became a public county institution under the authority of the Arizona State School Code and was renamed Gila Junior College. On July 1, 1950, the name of the College was changed from Gila Junior College to Eastern Arizona Junior College.

In 1962, the College became the first official state junior college in the newly formed Arizona State System of Community and Junior Colleges. In 1966, the word "Junior" was dropped from the name of the institution.

## EAC ALUMNI ASSOCIATION

The Eastern Arizona College Alumni Association was organized by President Emil Maeser, fourth President (1898-1903) of the Latter-day Saint Academy during the spring term in 1900.

The EAC Alumni Association played a significant role in the history of Eastern Arizona College. Beginning with Old Main, down through the completion of the Memorial Bell Tower, EAC's alumni have contributed to the growth and development of the College.

Today, the Alumni Association boasts a membership of over 30,000 individuals. The Alumni Association has a Board of Directors and three standing committees to assist in fulfilling its purposes. The Alumni Association provides scholarships, reunions, and other alumni events to support current students and alumni.

Together, we are building a bright and vibrant future for all who come and experience Eastern Arizona College.

## EAC ALUMNI ASSOCIATION BOARD

George Lord, President  
Larry Rapier, Treasurer  
Becky Johnson, Secretary  
William Bone, Director  
Lois Ann Moody, Director  
Cindy Olvey, Director  
Jody Peck, Director  
Nate Sorensen, Director  
Molly Steffens, Director  
Sandra Thompson, Director  
Todd Haynie, Alumni Advisor (President, EAC)  
Joel Biggs, EAC Foundation President

## EAC FOUNDATION

The Eastern Arizona College Foundation is a non-profit corporation that is fiscally and organizationally separate from the College. The Foundation is empowered to receive gifts, bequests and endowments, which are tax deductible to the donor.

Through the EAC Foundation, a variety of ways have been developed for individuals and businesses to support Eastern Arizona College.

These gifts come to the Foundation in the form of cash, marketable securities, real property, bequests, and gifts-in-kind. Special gift provisions can also be made through a will, by gifts of insurance policies, or the establishment of an endowment or a trust.

Gifts to the Foundation may be given for a specific purpose or given without restriction. Donations can also be arranged to obtain the maximum tax benefit to the donor while at the same time providing support for the mission of the College. The Foundation staff, with the assistance of your attorney or accountant, can provide additional information on the donor plan that is best for you.

For over 125 years, support for Eastern Arizona College and its educational mission has come in many forms. It is the continued generosity and commitment of alumni, businesses, and friends of the College that has been instrumental in helping Eastern produce students ready for success and achievement in the world of tomorrow. If you would like more information, please contact the executive director of the EAC Foundation at (928) 428-8295 or 1-800-678-3808.

## EAC FOUNDATION BOARD

Joel Biggs, President  
David Konopnicki, Vice-President  
Ann John, Secretary  
Susan Turley, Treasurer  
George Lord, Director (President, EAC Alumni Association)  
Todd Haynie, Director (President, EAC)  
Joyce Flamm, Director

# ACADEMIC CALENDAR

## FALL SEMESTER 2018

Registration and drop/add for the Fall 2018 Semester begins March 19, 2018

July 23	Tuition and fee payments due (classes will be cancelled for students with unpaid tuition and fees)
August 13-17	Thatcher Campus faculty advising (appointment suggested – check curriculum pages for advisor contact information)
August 15	Greenlee County in-person registration at Morenci High School-EAC Office, 6:30-8:30 p.m.
August 16	Thatcher Campus residence halls open at 9:00 a.m. and food service facilities open at noon
August 16	Financial aid and scholarship funds available
August 20	Classes begin
August 22	Last day to register and add classes
August 26	Last day to withdraw without record and receive refund for semester-length courses
September 3	Labor Day Holiday
October 12	Fair Day Holiday (Columbus Day Observed)
October 15	Registration and drop/add begins for Spring 2019 Semester
November 12	Veterans Day Holiday (Observed)
November 21-23	Thanksgiving Holiday (Thatcher Campus food service facilities close November 21 at 6 p.m. Residence halls close November 22 at 9 a.m. Food service and halls reopen November 25 at 5 p.m.)
November 23	Last day for students to withdraw with a “W” for semester-length courses
December 10-13	Final Exams (Thatcher Campus food service facilities close December 13 at 6 p.m. Residence halls close December 14 at 9 a.m. Food service and halls reopen January 6)
December 14	Tuition and fee payments due for Spring 2019 Semester (classes will be cancelled for students with unpaid tuition and fees)
December 21-28	Christmas Holiday - All offices closed

## SPRING SEMESTER 2019

Registration and drop/add for the Spring 2019 Semester begins October 15, 2018

December 14	Tuition and fee payments due (classes will be cancelled for students with unpaid tuition and fees)
January 1	New Year's Day Holiday
January 6	Thatcher Campus residence halls open at 10:00 a.m. and food service facilities open at noon
January 7	Financial aid and scholarship funds available
January 7-8	Thatcher Campus faculty advising (appointment suggested – check curriculum pages for advisor contact information)
January 8	Greenlee County in-person registration at Morenci High School-EAC Office, 6:30-8:30 p.m.

January 9	Classes begin
January 11	Last day to register and add classes
January 15	Last day to withdraw without record and receive refund for semester-length courses
January 21	Martin Luther King Jr./Civil Rights Day Holiday
February 18	Presidents' Day Holiday
March 1	Graduation Petitions due
March 1	Scholarship Applications due
March 11-15	Spring Break (Thatcher Campus food service facilities close March 8 at 6 p.m. Residence halls close March 9 at 9 a.m. Food service and halls reopen March 17 at 5 p.m.)
March 18	Registration and drop/add begins for Summer Term 2019 and Fall 2019 Semester
April 19	Last day for students to withdraw with a “W” for semester-length courses
May 6-9	Final Exams (Thatcher Campus food service facilities close May 9 at 6 p.m. Residence halls close May 10 at 9 a.m.)
May 10	Commencement Ceremony - 7:30 p.m.

## SUMMER TERM 2019

Registration and drop/add for Summer Term 2019 begins March 18, 2019

May 10	Tuition and fee payments due (classes will be cancelled for students with unpaid tuition and fees)
May 27	Memorial Day Holiday
May 28	Classes begin
May 30	Last day to register and add classes which begin at start of term Students have three days from first day of class to add later starting classes
June 2	Last day to withdraw without record and receive refund for classes which begin at start of term Students have six days from first day of class to withdraw from and receive a refund for later starting classes
July 4	Independence Day Holiday Last day to withdraw with a grade of “W” is the last day of class Final Exams given the last day of class

## FALL SEMESTER 2019

Registration and drop/add for the Fall 2019 Semester begins March 18, 2019

July 22	Tuition and fee payments due (classes will be cancelled for students with unpaid tuition and fees)
August 12-16	Thatcher Campus faculty advising (appointment suggested – check curriculum pages for advisor contact information)
August 14	Greenlee County in-person registration at Morenci High School-EAC Office, 6:30-8:30 p.m.
August 15	Thatcher Campus residence halls open at 9:00 a.m. and food service facilities open at noon
August 15	Financial aid and scholarship funds available
August 19	Classes begin
August 21	Last day to register and add classes
August 25	Last day to withdraw without record and receive refund for semester-length courses
September 2	Labor Day Holiday
October 11	Fair Day Holiday (Columbus Day Observed)
October 15	Registration and drop/add begins for Spring 2020 Semester
November 11	Veterans Day Holiday
November 22	Last day for students to withdraw with a “W” for semester-length courses
November 27-29	Thanksgiving Holiday (Thatcher Campus food service facilities close November 27 at 6 p.m. Residence halls close November 28 at 9 a.m. Food service and halls reopen December 1 at 5 p.m.)
December 9-12	Final Exams (Thatcher Campus food service facilities close December 12 at 6 p.m. Residence halls close December 13 at 9 a.m. Food service and halls reopen January 5)
December 13	Tuition and fee payments due for Spring 2020 Semester (classes will be cancelled for students with unpaid tuition and fees)
December 20-27	Christmas Holiday - All offices closed

March 1	Scholarship Applications due
March 16-20	Spring Break (Thatcher Campus food service facilities close March 13 at 6 p.m. Residence halls close March 14 at 9 a.m. Food service and halls reopen March 22 at 5 p.m.)
March 23	Registration and drop/add begins for Summer Term 2020 and Fall 2020 Semester
April 17	Last day for students to withdraw with a “W” for semester-length courses
May 4-7	Final Exams (Thatcher Campus food service facilities close May 7 at 6 p.m. Residence halls close May 8 at 9 a.m.)
May 8	Commencement Ceremony - 7:30 p.m.

## SUMMER TERM 2020

Registration and drop/add for Summer Term 2020 begins March 23, 2020

May 8	Tuition and fee payments due (classes will be cancelled for students with unpaid tuition and fees)
May 25	Memorial Day Holiday
June 1	Classes begin
June 3	Last day to register and add classes which begin at start of term Students have three days from first day of class to add later starting classes
June 7	Last day to withdraw without record and receive refund for classes which begin at start of term Students have six days from first day of class to withdraw from and receive a refund for later starting classes
July 3	Independence Day Holiday (Observed) Last day to withdraw with a grade of “W” is the last day of class Final Exams given the last day of class

## SPRING SEMESTER 2020

Registration and drop/add for the Spring 2020 Semester begins October 15, 2019

December 13	Tuition and fee payments due (classes will be cancelled for students with unpaid tuition and fees)
January 1	New Year's Day Holiday
January 5	Thatcher Campus residence halls open at 10:00 a.m. and food service facilities open at noon
January 6	Financial aid and scholarship funds available
January 6-7	Thatcher Campus faculty advising (appointment suggested – check curriculum pages for advisor contact information)
January 7	Greenlee County in-person registration at Morenci High School-EAC Office, 6:30-8:30 p.m.
January 8	Classes begin
January 10	Last day to register and add classes
January 14	Last day to withdraw without record and receive refund for semester-length courses
January 20	Martin Luther King Jr./Civil Rights Day Holiday
February 17	Presidents' Day Holiday
March 1	Graduation Petitions due



# DIRECTORIES

## DEPARTMENTS AND PROGRAMS

### Thatcher Campus Departments (Area Code 928)

Department	Phone	Location
Directory Assistance	428-8472	Student Services Building - Lobby
Absences	428-8253	Student Services Building - Room 137
Academic Areas		
Allied Health	428-8324	Nursing Education Center - Room 107
Business	428-8421	Wayne M. McGrath High Tech Center - Room 126
Communicative Arts	428-8461	Academic Programs Building - Room 264
Computers	428-8421	Wayne M. McGrath High Tech Center - Room 126
Emergency Medical Technology	428-8398	North Campus Classrooms - Room 8
Fine Arts - Art	428-8469	South Campus Classrooms - Room 16
Fine Arts - Music	428-8464	Fine Arts Auditorium - Room 110
Fine Arts - Theatre Arts	428-8460	Fine Arts Auditorium - Room 114
Industrial Technology	428-8437	William J. Bone Industrial Technology Education Center - Room 122
Math	428-8205	Math/Science Building - Room 114
Nursing	428-8324	Nursing Education Center - Room 107
Physical Education	428-8414	Guitteau Gymnasium - Room 11
Science	428-8366	Math/Science Building - Room 204
Social Sciences	428-8919	Academic Programs Building - Room 207
Accounting/Fiscal Control	428-8221	Student Services Building - Room 120
Adds/Drops	428-8270	Student Services Building - Room 163
Admissions	428-8272	Student Services Building - Room 131
Alumni Association	428-8295	Gherald L. Hoopes Jr. Activities Center, Alumni - Visitor Center
Athletics		
Athletic Director	428-8414	Guitteau Gymnasium - Room 11
Athletic Office FAX	428-2378	Guitteau Gymnasium - Room 11
Athletic Trainer	428-8413	Guitteau Gymnasium - Room 12
Baseball	428-8414	Guitteau Gymnasium - Room 11
Basketball, Men's	428-8400	Guitteau Gymnasium - Room 9
Basketball, Women's	428-8418	Guitteau Gymnasium - Room 224
Football	428-8417	South Campus Classrooms - Room 24
Golf	428-8408	South Campus Classrooms - Room 23E
Softball	428-8411	Guitteau Gymnasium - Room 226
Tennis	428-4067	South Campus Classrooms - Room 23C
Volleyball	428-8410	South Campus Classrooms - Room 22B
Bookstore	428-8381	Gherald L. Hoopes Jr. Activities Center
Cafeteria	428-1481	Gherald L. Hoopes Jr. Activities Center
Campus Police	428-8240	Campus Police Building
Career Planning	428-8341	Student Services Building - Room 143
Cashier	428-8221	Student Services Building - Room 120
Class Registration	428-8270	Student Services Building - Room 163
Computer Services	428-8371	Wayne M. McGrath High Tech Center - Room 115
Continuing Education—Graham County	428-8261	Student Services Building - Room 219
Continuing Education—Greenlee County	428-8291	Student Services Building - Room 216
Counseling	428-8253	Student Services Building - Room 137
District Offices	428-8201	Student Services Building - Room 234
Employment, part-time, on campus		see Work Study Employment
Evaluation/Testing Center	428-8491	Student Services Building - Room 142
Facilities Reservations	428-8354	Gherald L. Hoopes Jr. Activities Center - Student Life Office

Financial Aid	428-8287	Student Services Building - Room 103
First Aid/Emergencies	911	
Food Service	428-1481	Gherald L. Hoopes Jr. Activities Center
Foundation/Alumni	428-8295	Gherald L. Hoopes Jr. Activities Center, Alumni - Visitor Center
Housing, on campus	428-8605	Residence Towers Lobby, 2nd Floor
Intramurals	428-8384	Gherald L. Hoopes Jr. Activities Center - Student Life Office
Job Placement	428-8341	Student Services Building - Room 143
Library	428-8304	Alumni Library
Maintenance	428-8300	Maintenance
Major Field of Study	428-8270	Student Services Building - Room 163
Marketing and Public Relations	428-8321	Student Services Building - Room 208
Meal Tickets-Payments	428-8221	Student Services Building - Room 120
Monday Monster	428-8384	Gherald L. Hoopes Jr. Activities Center - Student Life Office
NAU Representative	428-8344	Academic Programs Building - Room 113
Occupational Education	428-8215	Student Services Building - Room 216
Orientation	428-8253	Student Services Building - Room 137
Payments	428-8221	Student Services Building - Room 120
Records & Registration	428-8270	Student Services Building - Room 163
Residence Halls		
Mark Allen North	428-8235	Mark Allen Hall North
Mark Allen South	428-8236	Mark Allen Hall South
Nellie Lee	428-8415	Nellie Lee Hall
Residence Towers	428-8606	Residence Towers
Wesley Taylor	428-0221	Wesley Taylor Hall
Scholarships	428-8272	Student Services Building - Room 131
Small Business Development Center	428-8590	Student Services Building - Room 113
Student Activities	428-8384	Gherald L. Hoopes Jr. Activities Center - Student Life Office
Student Government	428-8384	Gherald L. Hoopes Jr. Activities Center - Student Life Office
Student Learning Center	428-8446	Student Learning Center
Swimming Pool	428-8419	Swimming Pool
Tickets/Reservations	428-8228	Gherald L. Hoopes Jr. Activities Center - Ticket Office
Transcript of Grades	428-8271	Student Services Building - Room 163
Tutoring	428-8253	Student Services Building - Room 137
Veterans Services	428-8273	Student Services Building - Room 163
Wellness Center	428-8416	Guitteau Gymnasium Balcony
Work Study Employment	428-8287	Student Services Building - Room 103
Yearbook	428-8218	Academic Programs Building - Room 254

## GREENLEE COUNTY PROGRAMS

### Morenci

Jennifer Morales, Morenci Coordinator

P.O. Box 1060

Morenci, AZ 85540

(928) 865-7290

EAC Extension Office on the Thatcher Campus:

(800) 678-3808, Ext. 8291

### Duncan

Donald Merrell, Duncan Coordinator

1217 Foster Lane

Duncan, AZ 85534

(928) 359-2116

EAC Extension Office on the Thatcher Campus:

(800) 678-3808, Ext. 8291

## PRISON PROGRAMS

### Arizona State Prison–Safford Complex

#### EAC Program

896 S. Cook Rd.

Safford, AZ 85546

EAC Office: (928) 428-4698, Ext. 2510

### Federal Correctional Institution–Safford

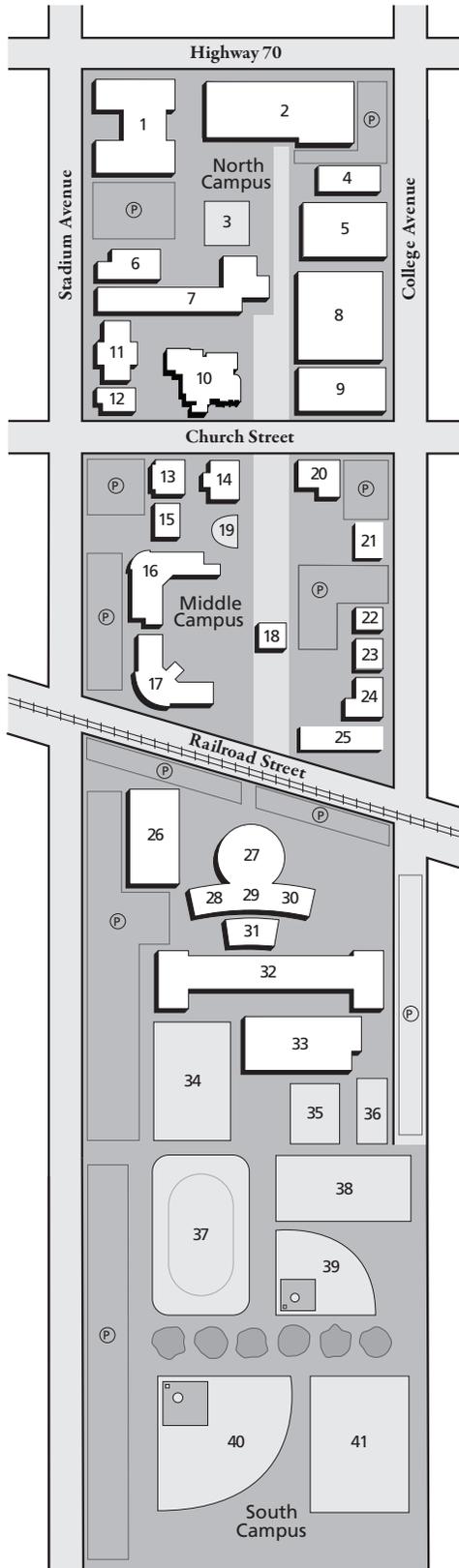
#### EAC Program

P.O. Box 820

Safford, AZ 85546

EAC Office: (928) 428-6600, Ext. 1155

# THATCHER CAMPUS MAP



## NORTH CAMPUS

- 1 Mark Allen Residence Hall
- 2 Gherald L. Hoopes Jr. Activities Center  
*Alumni-Visitors Center, Bookstore, Dining Hall, Game Room, Lee Little Theater, Ticket Office, Student Life Offices*
- 3 North Campus Recreation Area  
*Outdoor Basketball, Sand Volleyball Courts*
- 4 Nellie Lee Residence Hall
- 5 Residence Towers  
*Housing Office*
- 6 Maintenance
- 7 North Campus Classrooms (NC)
- 8 Math/Science Building (MS)
- 9 Alumni Library (LIB)  
*Student Library Services, Media Center, Computer Lab*
- 10 Wayne M. McGrath High Tech Center (HTC)  
*Computer Commons, Computer Services*
- 11 Wesley Taylor Residence Hall
- 12 Allied Health Lab (AHL)

## MIDDLE CAMPUS

- 13 Art Building B (Bldg B)
- 14 Layton House
- 15 Art Building C (Bldg C)
- 16 Academic Programs Building (AP)  
*Communicative Arts and Social Sciences, NAU Extension*
- 17 Student Services Building  
*Academic Deans' Offices, Admissions, Cashier, Counseling, Disability Services, District Offices, Evaluation/Testing Center, Financial Aid, Fiscal Control, Human Resources, Institutional Research, Job Placement, Mailroom, Marketing and Public Relations, Records and Registration, Small Business Development, Transition Facilitator*
- 18 Memorial Bell Tower
- 19 Amphitheatre
- 20 Student Learning Center (SLC)
- 21 Family Consumer Resources Building (FCRB)
- 22 Campus Police
- 23 Costume Shop (CstmSh)
- 24 Gila Institute for Technology
- 25 Nursing Education Center (NEC)

## SOUTH CAMPUS

- 26 William J. Bone Industrial Technology Education Center (ITB)  
*CAD Drafting Facilities and Automotive, Machine and Welding Shops, Fab Lab, Media Communications*
- 27 Fine Arts Auditorium (FA)
- 28 Choir Room
- 29 Stage
- 30 Scene Shop (SCENE)
- 31 Clara Curtis Bennett Music Building
- 32 South Campus Classrooms (SC)
- 33 Guitteau Gymnasium  
*Athletic Director's Office, Wellness Center*
- 34 Tennis Courts
- 35 Swimming Pool
- 36 Racquetball Courts
- 37 Track/Football Field
- 38 Lower Practice Field
- 39 Softball Field
- 40 Baseball Field
- 41 Upper Practice Field

Ⓟ Parking Lot

# GILA COUNTY CAMPUSES

## DISTRICT GOVERNING BOARD

Jay Spehar, President  
Janet Brocker, Vice President/Secretary  
Samuel Moorhead, Member  
Kurt Knauss, Member  
Jennifer White, Member

## MISSION STATEMENT

The Gila Community College District creates and continuously improves affordable, accessible, effective, and safe learning environments for the lifelong educational needs of the diverse communities we serve. Our campuses fulfill this mission through:

- University Transfer Education
- Developmental Education
- Workforce Development
- Continuing Education
- Community Education
- Community Services
- Cultural Activities
- Economic Stimulation Activities
- Adult Literacy Activities

The College is dedicated to providing individual attention and assessment as well as instructional and developmental courses to ensure that each student has access to the skills needed to achieve academic success. As a leading partner in community development, we contribute to the advancement of individual, social, economic and cultural interests in the region. We measure our success in fulfilling our mission by:

- Student enrollment
- The academic success of our students
- Community response to our program offerings
- The degree to which we satisfy the needs of community business/industry for skilled workforce

## GILA COUNTY PROGRAMS

### **Gila Pueblo Campus**

8274 Six Shooter Canyon  
P.O. Box 2656  
Globe, AZ 85502  
Office: (928) 425-8481  
FAX: (928) 425-8492

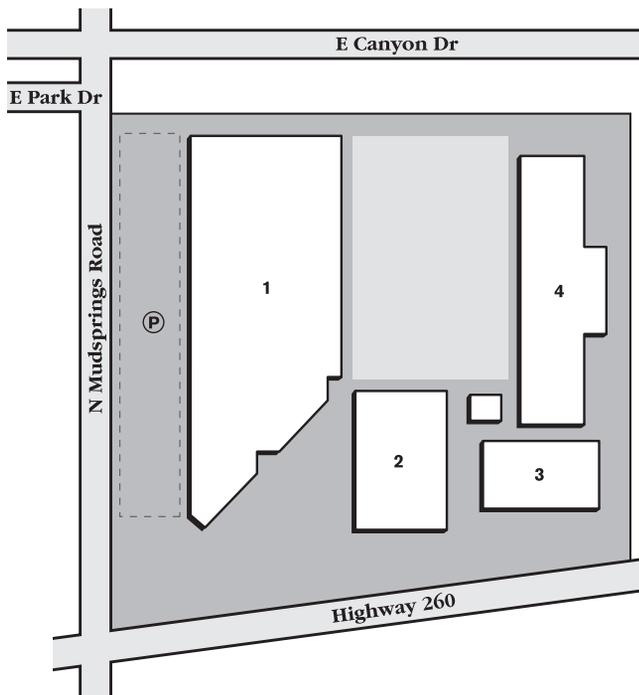
### **Payson Campus**

201 N. Mud Springs Road  
P.O. Box 359  
Payson, AZ 85547  
Office: (928) 468-8039  
FAX: (928) 468-8043

In association with Eastern Arizona College

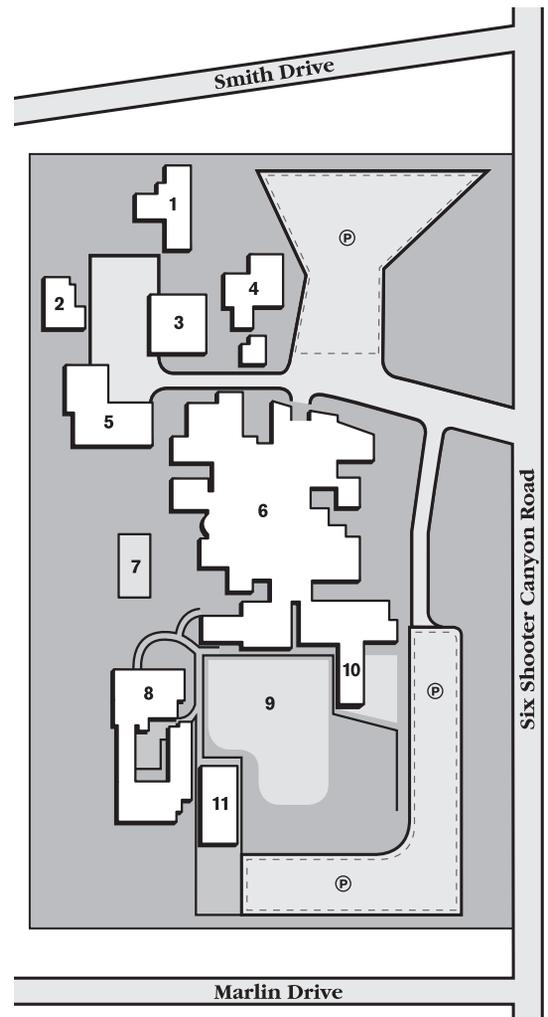


MAPS OF PAYSON AND GILA PUEBLO CAMPUSES



**PAYSON CAMPUS**

- 1 Classrooms**  
*Learning Resource Center, Student Gathering Center, Wellness Center*
- 2 Administration**  
*General Office, Reception, Conferer Faculty Workroom*
- 3 Community Room**
- 4 Classrooms**



**GILA PUEBLO CAMPUS**

- 1 Maintenance Shop**
- 2 Boiler Plant**
- 3 Glass Blowing**
- 4 Nursing Skills Lab**
- 5 Welding**
- 6 Main Offices and Classrooms**
- 7 Fish Pond**
- 8 Library**
- 9 Indian Ruins**
- 10 Administration Office**
- 11 Science Lab**



# ENROLLMENT

**EASTERN ARIZONA COLLEGE IS A PLACE** where you'll make friends easily and feel at home instantly. Small class sizes and highly qualified, committed instructors ensure a quality education. And outside the classroom, opportunities for personal growth and enrichment abound. Whatever direction you take, there's no better starting point than Eastern.

EAC's ethnically diverse student body represents more than 26 states and territories and 23 foreign countries.

## HOW DO I ENROLL FOR THE FIRST TIME AT EAC?

Becoming a student at EAC is easy! If you've never attended Eastern Arizona College, you are admitted by establishing a record at EAC. There are three convenient ways to do this.

You may complete and submit the Admissions Form over the Web at [www.eac.edu/forms/SIF](http://www.eac.edu/forms/SIF), or

Call Operator Assisted Registration during business hours at (928) 428-8270 or 1-800-678-3808, Ext. 8270 and we'll take the information over the phone, or

Complete the Admissions Form which is available in the Records Office or online and:

- Mail it to: EAC Records and Registration, Thatcher, AZ 85552-0769
- Fax it to: EAC Records and Registration, (928) 428-3729
- Bring it to the Records and Registration Office in the College Student Services Building between 8:00 a.m. and 5:00 p.m., Monday through Friday.

Contact the Records and Registration Office at (928) 428-8270 or 1-800-678-3808, Ext. 8270 for more information.

With very few exceptions, all classes at EAC have a 14 year minimum age requirement. Students younger than 14 may seek permission to participate in classes by petitioning the Academic Standards and Appeals Committee.

The act of enrolling in courses at the College indicates you agree to be subject to all the requirements, policies, and regulations in the College Catalog and Student Handbook, and agree to establish a permanent college academic record. You further acknowledge that in order to be admitted to other colleges or universities you may be required to send this academic record to those institutions. Your enrollment also certifies your understanding that the content of EAC courses is designed for adult students and if you are a younger student you may feel constrained from participating in class discussions due to the maturity and age of other students, in addition to the subject matter being discussed.

We will be happy to evaluate your credits earned at other colleges or universities. You will need to have an evaluation completed if you:

- Want to receive credit for prior college work, or
- Need to show that prerequisites have been met, or
- Will be participating in intercollegiate athletics at EAC and need to establish eligibility.

Arrange for an official transcript to be sent directly to the EAC Records and Registration Office from every college you have attended. If the transcript you wish evaluated is from a non-Arizona college or university, please arrange to have course descriptions of the transcript courses also sent to the EAC Records and Registration Office. Be sure the descriptions are from the catalog for the year the course was taken.

## ORIENTATION AND REGISTRATION ASSISTANCE

Eastern Arizona College offers Orientation and Registration Assistance for new students. The Orientation Program is designed to familiarize you with available services, registration procedures, and degree requirements. Orientation can be obtained in several ways:

1. A complete review of the College Catalog and Student Handbook will provide a good orientation to EAC. These publications are available at the College's web site. You may also call the Admissions and Scholarships Office at (928) 428-8272 or 1-800-678-3808, Ext. 8272 to request these publications be mailed to you.
2. A Web-based orientation to Eastern Arizona College can be accomplished by studying the contents of the EAC site at [www.eac.edu](http://www.eac.edu). The opportunity to submit questions by email is provided.
3. Students registering for the first time can expect the following assistance from Counseling Staff:
  - Academic Planning: you will learn how to use the tools necessary for planning your college program.
  - Advising: Counselors and Faculty Advisors will be available to assist you.
  - Registration Assistance: We will assist you with learning how to use our registration systems.
4. It is highly recommended that all first time, full-time students successfully complete a semester long orientation class, CSL 109, Orientation to Student Success. This class provides the student with instruction in study skills, time management and also provides the opportunity to obtain vital information about Student Life activities, Library Services, Financial Aid, and Academic Planning. Sections are taught by faculty in each of the academic divisions, giving the student the opportunity to work closely with someone in the division containing their major. Undecided students will be provided with the opportunity to explore career options. Students should complete this class in the first or second semester of their full-time enrollment.

Call (928) 428-8253 or 1-800-678-3808, Ext. 8253 or send an email to [counseling@eac.edu](mailto:counseling@eac.edu) for more information.

## READING, ENGLISH AND MATH PLACEMENT TESTING

All new or continuing, full or part-time students who intend to make initial enrollment in a mathematics, English Composition, or any other general education class are required to take the appropriate placement test. Initial enrollment in most general education classes require reading proficiency at least at the 10th grade level. The reading placement score will determine if graduation requirements and initial general education enrollment requirements have been met or if developmental reading courses are needed.

The requirement that you take placement testing may be waived if:

- You have taken either the ACT COMPASS or Accuplacer placement tests previously and can provide EAC with official scores.
- You are a transfer student and can provide an official transcript showing a grade of "C" or better in college level English or math.
- You have taken the ACT or SAT and can provide evidence you have achieved the following minimum scores:

### English Minimum Score

ACT English Score of 18\*

SAT Evidence-Based Reading & Writing (EBRW) Score of 480\*

### Math Minimum Score

ACT Math Score of 22\*\*

SAT Math Score of 530\*\*

### Reading Minimum Score

ACT Reading Score of 18\*\*\*

SAT Evidence-Based Reading & Writing (EBRW) Score of 480\*\*\*

\*Student will be placed in ENG 101, Written Communications I

\*\*Student will be placed in MAT 154, Precalculus Algebra or MAT 140, College Mathematics

\*\*\*Student meets General Education Requirements

Check with the Records and Registration Office at (928) 428-8270 or 1-800-678-3808, Ext. 8270 to see if we have your ACT or SAT scores on file.

How to take placement tests:

1. You may take placement tests by appointment during regular business hours on the Thatcher campus. For more information, contact the Counseling Department at (928) 428-8253 or 1-800-678-3808, Ext. 8253 or send an email to [testing.center@eac.edu](mailto:testing.center@eac.edu).
2. Scheduled placement testing is also offered at Greenlee County, Morenci High School—EAC Office by appointment. Call Jennifer Morales at (928) 865-7290 to make an appointment.

## INTERNATIONAL STUDENTS

Eastern Arizona College is authorized under Federal law to enroll nonimmigrant students. Notice will be sent to the student indicating either acceptance or denial after the Records and Registration Office has received all of the following items. Contact the Records and Registration Office to obtain forms and more information. All items need to be received by August 1 for fall semester and by December 1 for spring semester.

- Admissions Form
- \$25 non-refundable application fee payable in U.S. dollars, or in the form of an International Reply Coupon issued through a government or postal office overseas
- Housing Application and deposit (if College housing is desired)
- Official transcript of high school and college work
- Completed medical examination
- TOEFL test scores. The minimum TOEFL paper-based test score we accept is 500, the minimum TOEFL computer-based test score we accept is 173, and the minimum TOEFL internet-based test score we accept is 61. For information on the TOEFL, write to TOEFL Services, Educational Testing Service, P.O. Box 6151, Princeton, NJ 08541-6151, USA or go to [www.ets.org/toefl](http://www.ets.org/toefl). You may be admitted without TOEFL scores contingent upon participation in a college language training program designed and approved to meet your individual needs.
- Letters of recommendation from two persons, preferably officials from the student's former school
- Certification of Finances
- Proof of hospitalization insurance

After being admitted to Eastern Arizona College, the International Student is responsible for completing all Immigration and Naturalization Service (INS) requirements. Students may not enroll in classes at Eastern Arizona College without the I-20 Certificate of Eligibility form on file in the Records and Registration Office.

## WHAT ABOUT MY RESIDENCY?

**State Residency:** No person having his/her domicile elsewhere than in the State of Arizona shall be eligible for classification as an in-state student for tuition purposes. The minimum requirements for residency are:

1. Continuous physical presence in the state for one year
2. Financial independence from out-of-state parents
3. Evidence of intent to establish residency
4. Compliance with Proposition 300 (see page 184).

For more information, refer to the disclosures section of the College Catalog on page 184, or contact the Records and Registration Office.

# TUITION AND FEES

## TUITION AND FEES FOR 2018-2019

The exact amount you will spend on college expenses will depend on your class schedule (textbooks needed, fees, etc.) and your housing and meal arrangements. Below is an estimate of the costs **per semester**, based on enrollment in 16 credit hours.

	Arizona Residents	Out-of-state Non-resident	Students from WUE States
General Tuition and Fees	\$1,350	\$1,350	\$1,350
Books & Incidentals	600*	600*	600*
Room & Meals**	3,395*	3,395*	3,395*
Out-of-State Tuition	NA	4,350	675
<b>TOTAL:</b>	<b>\$5,345*</b>	<b>\$9,695*</b>	<b>\$6,020*</b>

\*These are estimated costs and subject to annual change.

\*\*19 meal plan, double occupancy room averaged over fall and spring semesters (least expensive option).

## REFUNDABLE TUITION AND FEES FOR 2018-2019 (GRAHAM AND GREENLEE COUNTIES)

Credit Hours	Arizona Residents*	Out-of-state Non-resident	Students from WUE States
up to 1	\$90	\$380	–
2	\$180	\$760	–
3	\$270	\$1,140	–
4	\$360	\$1,520	–
5	\$450	\$1,900	–
6	\$540	\$2,280	–
7	\$630	\$2,660	–
8	\$720	\$3,040	–
9	\$810	\$3,420	–
10	\$900	\$3,800	–
11	\$990	\$4,180	–
12	\$1,080	\$4,560	\$1,620
13	\$1,170	\$4,940	\$1,755
14	\$1,260	\$5,320	\$1,890
15 & over	\$1,350	\$5,700	\$2,025
Audit Fee**		\$35 per credit hour	
Non-Credit Course Fee**		\$40 per credit hour	
Web Course			
Out-of-state Fee **		\$50 per credit hour	

\*[Proposition 300](#), passed by Arizona voters in November 2006, stipulates that college students who are not legal United States citizens or are without lawful immigration status must pay out-of-state tuition.

\*\*Per credit hour, in addition to General Tuition.

## REFUNDABLE TUITION AND FEES FOR 2018-2019 (GILA COUNTY)

Credit Hours	Arizona Residents*	Out-of-state Non-resident	Students from WUE States
up to 1	\$75	\$380	–
2	\$150	\$760	–
3	\$225	\$1,140	–
4	\$300	\$1,520	–
5	\$375	\$1,900	–
6	\$450	\$2,280	–
7	\$525	\$2,660	–
8	\$600	\$3,040	–
9	\$675	\$3,420	–
10	\$750	\$3,800	–
11	\$825	\$4,180	–
12	\$900	\$4,560	\$1,350
13	\$1,040	\$4,940	\$1,560
14	\$1,120	\$5,320	\$1,680
15 & over	\$1,200	\$5,700	\$1,800
Audit Fee**		\$35 per credit hour	
Non-Credit Course Fee**		\$40 per credit hour	
Web Course			
Out-of-state Fee **		\$50 per credit hour	

\*[Proposition 300](#), passed by Arizona voters in November 2006, stipulates that college students who are not legal United States citizens or are without lawful immigration status must pay out-of-state tuition.

\*\*Per credit hour, in addition to General Tuition.

## NONREFUNDABLE FEES FOR 2018-2019

Allied Health/Nursing:	
Nursing lab fee	\$375 per term
Nursing testing/resource fee	\$100 per term
EMT lab fee	\$25 per credit hour
EMT 103 lab fee	\$210
Paramedic lab fee (EMT 210 & 212)	\$475 per term
Paramedic lab fee (EMT 214)	\$435 per term
Cap & gown fee	\$10
Check returned fee:	
1st time	\$25
Additional	\$30
CLEP administrative fee	\$15
Course fees (per term):	
AMT 110, 111, 211 course fee	\$25
Cooking lab fee	\$30
Jewelry course fee	\$15
Lapidary course fee	\$15
Lifeguard training fee	\$85
Private music lesson fee	\$350
Welding course fee	\$25

CPR card replacement fee	\$15
Credit by exam (per credit hour, in addition to General Tuition)	\$35
Diploma/Certificate replacement fee	\$15
ID card replacement fee	\$10
International student admission application fee	\$25
Library:	
Overdue books fee	.05 per day
Overdue DVD/CD/videos fee	.50 per day
Overdue reserve books fee	.50 per hour
Miscellaneous activities fees	To be determined
Parking Violation:	
1st Offense	\$10
Additional	\$15
Transcripts:	
Transcript fee	\$5
FAX surcharge fee	\$2

## HOW AND WHEN DO I PAY MY TUITION AND FEES?

Tuition and fees should be paid to the Cashier in the Fiscal Control Office located in the Student Services Building on the Eastern Arizona College campus. Payment should be made at the time of registration.

You may pay by phone, online or in person with your VISA, MasterCard, American Express, or Discover card. \*Note: Debit/Credit card payments will be assessed a 2.75% non-refundable fee by the card processor. Students can avoid paying debit/credit card fees by choosing the ACH (E-check) payment option available online through Gila Hank. You may also mail a check or money order to Cashier, Eastern Arizona College, Thatcher, AZ 85552-0769. Checks, drafts, and postal or express money orders should be made payable to Eastern Arizona College. Students may also choose to enroll in an online payment plan managed by Nelnet Business Solutions. Those choosing the payment plan option pay an enrollment fee of \$25 and are then able to spread their tuition, dorm and meal plan expenses over several months. Payment plans are accessible through Gila Hank by going to the "Pay Tuition/Fees" tab and choosing the "Payment Plan" link. Payment plan options include ACH (E-check) and debit/credit card (card processing fees do apply).

Registration is not complete until all tuition and fees and outstanding debts or balances are paid, or one is successfully enrolled in an online payment plan.

If you expect to receive financial aid you need to work closely with the Financial Aid Office to seek and receive financial assistance. If you are seeking aid for the fall semester, you are advised to begin the application process early the previous spring.

Classes will be automatically cancelled if tuition and fees are not paid by the fourth Monday in July for fall semester and the second Friday in December for spring semester. The Academic Calendar in the catalog specifies the dates by which all fees or financial aid arrangements are due. If payment is not received by these dates, your registration will be cancelled. If your registration is cancelled, you may not be able to get back into all your classes. Don't let this happen to you! Be sure all financial arrangements are made by the date due.

## NEW MEXICO (OUT-OF-STATE) TUITION WAIVERS

There are a limited number of Out-of-State tuition fee waivers for residents of New Mexico who wish to attend Eastern Arizona College. To be eligible for consideration, you must:

- Be a resident of New Mexico. All students must verify citizenship and state residency with the EAC Records office.
- Be admitted to Eastern Arizona College
- Fill out a New Mexico Out-of-State Tuition Waiver Application from your Gila Hank Account, submit a paper application from [www.eac.edu/newmexico](http://www.eac.edu/newmexico) or request that an application form be mailed to you.
- Maintain full-time student status while on the waiver, completing at least 12 credit hours at a minimum 2.0 GPA per semester
- For priority consideration, students should register for classes as soon as possible prior to the semester of attendance.

This agreement is made by and between the New Mexico Commission on Higher Education, an "agency" of the State of New Mexico and Eastern Arizona College (and other community colleges in Arizona). The purpose of the agreement is to establish a tuition reciprocity program to enable selected students from New Mexico to enroll at designated institutions of higher education in the State of Arizona with authorization to pay Arizona resident undergraduate tuition rates, and to enable an equal number of selected students from the State of Arizona to enroll at Western New Mexico University in New Mexico with authorization to pay New Mexico resident undergraduate tuition rates.

## WESTERN UNDERGRADUATE EXCHANGE (WUE)

WUE is the Western Undergraduate Exchange, a program of the Western Interstate Commission for Higher Education (WICHE). Through WUE, students in western states may enroll in many two-year and four-year college programs at a reduced tuition level: 150% of the institution's resident tuition. To be eligible for consideration, you must:

- Be a legal resident of participating states—Alaska, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, or Wyoming
- Be admitted to Eastern Arizona College
- Maintain full-time student status while on the waiver completing at least 12 credit hours at a minimum 2.0 GPA per semester
- When you apply for admission to Eastern Arizona College—print out a WUE waiver application at [www.eac.edu/Academics/Student\\_Records/pdf\\_forms/WUE.pdf](http://www.eac.edu/Academics/Student_Records/pdf_forms/WUE.pdf) or request that an application form be mailed to you

- Valid and current supporting documentation from your state of residence must accompany your WUE application:
- Drivers license
- Motor vehicle registration
- State income tax return for previous year
- High school transcript or diploma
- Property ownership document
- Dependency status indicated on parent's federal income tax return from previous year
- Bank statement addressed to your state of residency

## WHAT IS EAC'S REFUND POLICY?

**Tuition and Fees:** Refundable tuition and fees are defined as general tuition and out-of-state tuition. All students who officially withdraw from the College or individual semester-length or short-term courses before the close of registration for the course will receive a full refund. Students who withdraw from open entry/open exit courses after the term or semester in which the course is offered has begun will not receive a refund. Students who withdraw from classes after the close of registration will not receive a refund. Fees including class, lab and other special or miscellaneous fees are not refundable.

All refunds and deposits that may be due a student will first be applied to debts that the student owes the College. When federal student aid is used to pay for tuition and fees, the refund will be made to the federal fund, not to the student.

Federal regulations require that if you are a federal financial aid recipient and you totally withdraw from the College on or before the 60% point in the enrollment period, you must return a percentage of the federal aid funds disbursed. For example: if you withdraw at the 30% point of the enrollment period, you earn 30% of all aid that could be disbursed. The remaining 70% of the aid is unearned aid and a portion of the 70% may have to be returned. Further information is available at the Financial Aid Office and/or their web page at [www.eac.edu/finaid](http://www.eac.edu/finaid) or in the disclosures section of this catalog.

**Cancelled Courses:** When the College cancels a course, a full refund will be made for the cancelled course.

**Special Provision Refunds:** Students with extenuating circumstances may petition the Admissions and Academic Standards Appeals Committee for a prorated tuition refund. Petitions are submitted via Gila Hank Online. Extenuating circumstances shall be limited to the following:

- 1. Serious illness or injury:** Illness or injury qualifies for a Special Provisions Refund when the condition impeded the student's ability to attend class, submit assignments, or complete scheduled exams in a timely manner and causes the student to fall behind to the extent that the student's performance and grade will be impaired as a direct result of the illness or injury. Written verification is required from the student's physician, on the physician's letterhead, verifying that illness or surgery prevents the student from being able to attend classes, or that attending classes would jeopardize the health of other students in class.
- 2. Death of the Student or an immediate family member:** Qualifying family members shall include immediate family members i.e., father, mother, siblings, son, daughter, or spouse. The student must provide a death certificate or an obituary indicating the

relationship to the deceased.

Any request for Special Provisions refund must be made in the same academic term as the withdrawal. Requests made after the academic term will not be considered.

Any Special Provisions refund granted will be prorated as follows:

The final withdrawal occurs within the first 25% of the academic term, 75% of tuition refunded.

The final withdrawal occurs within the first 50% of the academic term, 50% of tuition refunded.

The final withdrawal occurs within the first 75% of the academic term, 25% of tuition refunded.

The final withdrawal occurs after 75% of the academic term, no refund shall be made.

The student transcript will continue to show the classes registered for with a grade of "W". "Withdrawal Without Record" (WOR) will not be awarded as this may cause EAC to be out of compliance with Federal Financial Aid.

In the event any federal financial aid monies are to be returned to the government, those returns will be deducted from the refund and the student receives only what may be remaining.

**Other Refunds:** Students who wish to appeal the refund policy may do so by petitioning the Admissions and Academic Standards Appeals Committee. Petitions are submitted via Gila Hank Online.

A student in the Armed Forces or the Arizona National Guard who is called to active duty and assigned to a duty station, verifiable by a copy of the orders, will be allowed to withdraw and receive a full refund of tuition provided courses have not been completed.

A student who receives a Special Provision Refund or Active Duty Refund may also be granted a prorated refund for residence hall and meal ticket expenses.

**Residence Halls Refunds:** For refunds of reservation deposits or room costs, please refer to the "Housing and Dining Facilities" section of this catalog on page 23.

**Meal Plan Refunds:** For refunds of meal plans, please refer to the "Housing and Dining Facilities" section of this catalog on page 24.

**Refund Petitions:** Petitions for waiver of refund policies for residence halls and meal plans may be filed with the Dean of Students. Petition forms can be picked up in the Student Life Office located in the Gherald L. Hoopes Jr. Activities Center, Room 114, or by calling (928) 428-8354 to have a copy sent to you.

# HOUSING AND DINING FACILITIES

## HOUSING AVAILABILITY AND RESERVATIONS

Residence hall facilities are available on the Thatcher campus for both men and women. Tour arrangements of these facilities can be made with the Admissions Office when you visit campus or by calling (928) 428-8272. For students considering off-campus options, the Student Life Office maintains a web site directory of private facilities available for rent. Inquiries concerning the directory can be made by calling (928) 428-8354.

On campus residence hall spaces are limited, especially during the fall semester. Students are encouraged to apply for space as soon as they can by submitting a Housing Application and a \$150 reservation deposit. Hall space assignments are made on a first-come, first-served basis, based on the date the Housing Office receives your application and deposit. Preference will be given to full-time students for College housing. Student must be 18 years of age or older by 45th day of the semester. Students may apply online on EAC's web site, [www.eac.edu/Campus\\_Life/Housing/formChoice.shtml](http://www.eac.edu/Campus_Life/Housing/formChoice.shtml). Students may print a PDF version of application from this same link and send it with a deposit payment by mail. If you have question about the application and assignment process, please contact the Housing Office at (928) 428-8605.

EAC reserves the right to deny on campus housing, change room assignments, or remove a student from College housing if it is felt to be in the best interest of the student and/or the College.

EAC is not responsible for the loss, theft, or damage to personal property. Firearms, simulated weapons, any kind of projectile weapon and/or other weapons, explosives of any kind, intoxicating liquors, illegal drugs, or any mind-altering substances are prohibited in the residence halls and elsewhere on College property at all times. Those in violation will be subject to disciplinary action and/or possible expulsion from EAC and restricted items confiscated. Pets are not allowed in the residence hall areas or rooms at any time.

## RESIDENCE HALL ROOM COSTS FOR 2018-2019

Mark Allen, Nellie Lee, and Wesley Taylor are traditional, like gender residence halls, with double occupancy rooms. Room costs are \$1580 for fall semester and \$1070 for spring semester.

Residence Towers are four like-gender student suites adjoining a common area, with four students per suite. Room costs are \$2115 for fall semester and \$1405 for the spring semester.

Room and meal plan costs must be paid prior to the date the residence halls open for the semester. If costs are not paid by this date, your reservation will be subject to cancellation and your reservation deposit forfeited. Students not checking into assigned hall space by the end of the first day of class for that semester will be subject to the cancellation

of their reservation and forfeit of deposit. Residence hall room costs are subject to annual change.

## HOUSING DEPOSIT

The \$150 reservation deposit is required to be included with Housing Application to reserve space on campus. Upon check-in, the reservation deposit converts to a security deposit against loss or damage to College property. The Housing deposit may be left on account between semesters to reserve space in subsequent semesters. Individual or communal damage expenses will be charged to student(s) as they occur. A full deposit of \$150 must be maintained in your student account in order to maintain your reservation for subsequent semester.

## HOUSING CANCELLATIONS AND REFUND ELIGIBILITY

Students, whose plans have changed and are no longer planning to reside in an on campus residence hall, are encouraged to cancel their reservation as soon as possible, so that available space can be freed for other students waiting for hall space.

Students may cancel residence hall reservations online on EAC's web site, Residence Hall Reservation Confirmation/Cancellation, [www.eac.edu/Campus\\_Life/Housing/confirmCancel.shtml](http://www.eac.edu/Campus_Life/Housing/confirmCancel.shtml) or by notifying the Housing Office at (928) 428-8605. Cancellations received on or before July 15 for the fall semester, or on or before December 15 for the spring semester, will result in a full refund of the \$150 hall reservation deposit. Cancellations after these dates will result in a forfeit of the reservation deposit.

Hall residents must complete a check-out with the hall Head Resident to be eligible for a refund of your deposit, room or meal plan costs if eligible for a refund.

If you have paid your room cost and cancel your reservation on or before the halls open for the semester, you will be eligible for a full refund of your room cost, but deposit will be forfeited. If you have checked into your hall space and then check-out prior to the end of the academic registration period for that semester, you will be eligible for a 50% refund of your room cost and deposit is forfeited. If you check-out after the end of the academic registration period for that semester, you will not be eligible for a refund of your room cost, but will receive a refund of deposit minus any charges for damages as a result of your stay in hall.

## CAMPUS DINING

Campus Dining is located in the NW corner of the Gherald L. Hoopes Jr. Activities Center, accessed from the internal common area of the Center. During the fall and spring semesters, approximately 234 meals are served cafeteria-style, with unlimited seconds. During service periods, 19 meals a week are served, 3-a-day Mon-Fri, and brunch/dinner on weekends.

All students that live in a residence hall are required to purchase 1 of 3 meal plans available. Only one meal per meal period can be used from a student's plan. All plan meals must be used during a week's service period or unused meals are lost. A substitute, "Brown Bag" meal, may be ordered 24 hours in advance with Campus Dining.

Meal plans may be purchased by any student, faculty, or staff. They along with guests of the College also have the option to pay by the meal with cash.

## MEAL PLANS AND CASH COSTS 2018-2019

**Plan A:** All 19 meals of 19 served per week: \$2,070 per semester.

**Plan B:** Any 14 meals out of 19 served per week: \$1,920 per semester.

**Plan C:** Any 10 meals out of 19 served per week: \$1,815 per semester.

### CASH PAY:

Estimated Food Service Guest-Line prices, including sales tax, will be charged:

2018-2019

Breakfast	\$7.15
Lunch	\$8.95
Dinner*	\$12.98
Daily Total	\$29.08

\*Special dinners may be charged an additional amount.

### MEAL PLAN REFUNDS:

Students, who cancel their meal plan prior to 60% of the campus food service period for semester has passed, will be eligible for a pro-rata refund only if they completely withdraw from EAC.

## FACILITIES CLOSED

On campus residence halls are closed to all students during the Thanksgiving Break, semester break between the fall and spring semesters, and during Spring Break. Fall semester students residents returning for the spring semester may leave their personal possession in the hall room that they have been assigned. Students are not required to remove personal possessions from rooms during the Thanksgiving and Spring Breaks.

Student residents not returning after the fall semesters are expected to check-out of the hall by 9 a.m. of the closure date of the hall or earlier. Students not checking out by this date/time will be subject to a daily-rate charge.

All spring semester student residents must check-out of hall by 9 a.m. of the closure date of the hall. Students not checking out by this date/time will be subject to a daily-rate charge.

Any exceptions to hall closures, check-out dates/times, or check-in dates/times must be approved by the Director of Student Life or Housing Office.

Food service/dining hall is closed for meal plan use during scheduled hall closures. At times during the fall and spring semesters, school picnics/BBQs are held on campus. An alternate meal schedule may be imposed during these times or the meal may be replaced by the picnic/BBQ activity.

For additional information concerning hall closures and food service on campus, please contact the Housing Office at (928) 428-8605.



# FINANCIAL AID

The Financial Aid Office's mission is to provide Eastern Arizona College (EAC) students, prospective, current, and past, with prompt, accurate and courteous assistance.

To help students meet the financial obligations of college attendance, EAC administers a varied and comprehensive financial aid program. Financial aid is designed to bridge the gap between the costs of attending college and what students and their families are expected to contribute. Citizens, or eligible non-citizens of the United States, may apply for assistance regardless of sex, age, color, religion, marital status, national origin, pregnancy related conditions, handicap, or veteran disability.

The U.S. Department of Education, through EAC, offers three major student financial aid programs:

1. Federal Pell Grant
2. Federal Supplemental Educational Opportunity Grant (FSEOG)
3. Federal Work Study (FWS)

Eastern Arizona College does not participate in the Federal Direct Student Loan program.

A complete description of these programs is available online at: [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

To be considered for financial aid, the following is required:

1. Complete an application for admissions, [www.eac.edu/forms/SIF](http://www.eac.edu/forms/SIF) and be admitted to EAC in a degree program. Financial aid requires a student be admitted as a high school graduate with a regular high school diploma, high school equivalence test (GED), or has completed home schooling.
2. Complete the Free Application for Federal Student Aid (FAFSA), resulting in a Student Aid Report (SAR). The FAFSA can be completed on the web at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov). A tutorial for the FAFSA on the web can be found at: [www.finaid.ucsb.edu/FAFSASimplification/index.html](http://www.finaid.ucsb.edu/FAFSASimplification/index.html). To sign this application electronically and access your federal financial aid account in the future, apply for an FSA ID at: [www.studentaid.ed.gov/sa/fafsa/filling-out/fsaid](http://www.studentaid.ed.gov/sa/fafsa/filling-out/fsaid). Dependent student's parent must also apply for an FSA ID.
3. Documentation of information submitted on financial aid applications is required if the Central Processor selects it for a process called verification or EAC has conflicting information.
4. The student meets all other eligibility requirements as established by the U.S. Department of Education, State of Arizona, Eastern Arizona College and/or the funding agency.

The priority deadline for programs with limited funding such as FSEOG and FWS is December 1<sup>st</sup>, annually. Additional information or help is available through the Financial Aid Office. Please come in or call with your questions. It is important to have the right answer the first time rather than being delayed by inaccurate information. Corrections can be made electronically by the Financial Aid Office or online at the FAFSA web site using your FSA ID.

In general, eligibility for financial aid (Title IV funds) is determined through the following criteria.

- Student demonstrates financial need: when student's institutional Cost of Attendance (COA) minus FAFSA results or Expected Family Contributions (EFC), results in a need. The FAFSA also determines eligibility for Pell Grant.
- Student is enrolled in courses that leads to a declared certificate or degree with a minimum duration of not less than one academic year (30 weeks of instruction) and not less than 16 credit hours.
- Student's total number of credit hours enrolled in each semester.
- Student meets Satisfactory Academic Progress standards as established by Eastern Arizona College, and in compliance with federal regulations.
- Student does not owe an overpayment to a federal grant program.
- Student has not received 600% or 6 years of full time Pell Grant.
- Student is not in default on a Perkins, FFELP or FDSL loan.
- Students who have earned a bachelor's degree are not eligible for financial aid at EAC.
- Student has provided EAC with transcripts from all previously attended institutions and these transcripts have been evaluated by the Registrar.

If a financial need has been demonstrated and the necessary qualifications have been met, assistance in the form of grants, work-study and/or scholarships may be made. Generally a "package" of aid or a combination of different types of assistance is awarded.

Because family capabilities vary, each aid award is designed specifically to fit the student's circumstances. All awards are made based on an academic year beginning with fall semester and ending with Summer Term II; so a FAFSA must be completed each year. Students will be notified by mail through an "award letter" or the online Financial Aid System called "My Financial Aid" at: [www.eac.edu/NetPartnerStudent/Logon.aspx](http://www.eac.edu/NetPartnerStudent/Logon.aspx). The award is based on the availability of funds and may be adjusted at any time.

## FINANCIAL AID DISBURSEMENTS

Financial aid is disbursed to individual student accounts no earlier than 10 days prior to the first day of class. Generally, the first disbursement of grants and scholarships is two business days preceding the first day of the semester. Thereafter, disbursements are generally made on Thursday of each week. If after tuition, EAC approved fees, on campus board and room, and other student authorized charges are paid, and a balance remains, the balance will be paid by EAC to BankMobile. Students will select through BankMobile the method of payment, whether by check, direct deposit to personal bank accounts, or a debit card provided by BankMobile. Students can request an EAC check by contacting the Fiscal Control Office in person prior to the disbursement of funds for a given semester.

## TRANSFER STUDENTS FROM OTHER INSTITUTIONS

If a student transfers to or from one school to another, previous financial aid awards will not automatically transfer. To receive aid at the new school, check with that school's financial aid office to find out what aid programs are available and what steps are required to receive it. Midyear transfer students to EAC must notify the Financial Aid Office of the transfer status so that required documents can be requested. Federal regulations require that EAC conduct a process called 'Transfer Monitoring' before disbursing financial aid. Academic transcripts from previously attended institutions are also required.

## WORK STUDY

Eastern Arizona College provides many part-time work opportunities for students who have completed a FAFSA and been determined eligible for the Institutional or Federal Work Study Programs. Employment is available in a variety of on and off campus jobs, including office clerks, lab assistants, custodial crews, library helpers, America Reads tutors and others. Student employment is part of an award package. Students who have been awarded work study can find job opportunities on the EAC web site at: [www.eac.edu/Student\\_Services/Financial\\_Aid/jobs.shtml](http://www.eac.edu/Student_Services/Financial_Aid/jobs.shtml). This web site also guides the work study recipient through the employment process.

## SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS

The Eastern Arizona College (EAC) Financial Aid Office is required by federal regulations to monitor academic progress toward a degree or certificate for all degree seeking financial aid applicants. As a result, the Financial Aid Office reviews grades and attempted coursework of all applicants, whether or not aid was received, prior to the awarding of financial aid and following each period of enrollment. All students receiving financial aid are required to meet the standards listed below. Credit hours earned prior to receiving financial aid are subject to these standards. Students who do not meet these standards will be placed on financial aid warning, probation or suspension as stated.

## STANDARDS

- Satisfactory academic progress toward a degree or certificate includes maintaining a cumulative grade point average of 2.00 (C), or its equivalent. The student must continue to earn a cumulative GPA of 2.0 throughout the course of attendance. Grade point values are: A = 4.0, B = 3.0, C = 2.0, D = 1.0, F = 0. Passing (P) grades do not count toward GPA but do count as completed course work.
- Satisfactory academic progress toward a degree or certificate also includes the total number of credit hours attempted each semester. Federal regulations require students to complete their program of study in a 150% time frame. The pace of progress, as established in this policy, requires students to complete a minimum of 67% of attempted credit hours. The completion rate is calculated by earned hours divided by attempted hours equal's completion rate. Transferred credit hours, as determined by the Registrar, will be added to the total

hours attempted and earned when calculating the completion rate and 150% time frame. A student may change majors as often as desired but 150% time frame does not renew with each major change.

- Student's seeking additional degrees from EAC are limited as follows. After earning a first Associates degree of any type, a student may earn an additional 30 credit hours toward a second Associates degree but may not exceed 96 total credit hours. Students are limited to three certificates. Hours attempted while obtaining any degree count toward the aggregate of 96 credit hours. Students seeking a third Associates degree or fourth certificate are suspended from receiving Title IV financial aid even if they have fewer than 96 total credit hours.
- All repeated course work will be calculated as attempted hours. In accordance to federal regulations students can repeat a failed course until it is passed. A student can repeat a passed course once to improve the grade. However, once a student earns a degree a course within the completed degree cannot be repeated for a higher grade.
- The college does not consider Withdrawals (W), Fail (F), Incomplete (I), as successfully completed course work when determining the minimum hours completed. Courses dropped without record before expiration of the add/drop period are not counted against maximum time frame.
- There is no academic amnesty for financial aid recipients per federal regulations. Academic amnesty is when a student has successfully petitioned for withdrawal without record to have a Withdrawn or Failing grade removed from the transcript. Financial aid will still count removed course(s) as attempted credit hours.
- Students taking remedial course work will be given an additional 28 credit hours to complete degree requirements. The student must be accepted as a regular student in a degree program and need the remedial course work to successfully complete required degree courses.

## WARNING STATUS

Students who do not comply with either the GPA or minimum credit hour completion ratio will receive a single semester of warning status. During this warning period the student must improve his/her GPA to a cumulative 2.0 and/or complete and make up deficient credit hours reaching a 67% completion rate. If a student earns a cumulative GPA that is below 1.0 no warning period will be given. If a student earns 2 or less credits in a semester no warning period will be given unless earned hours divided by attempted hours is equal to or greater than 67%.

## SUSPENSION STATUS

Students who do not achieve a GPA of 2.0 or make up deficient credit hours during a period of warning will be placed on financial aid suspension status. Students who earn a semester GPA of less than 1.0 will be placed on suspension status unless their cumulative grade point average remains a 2.0 or higher. Students who earn 2 or less credit during a single semester will be placed on suspension status unless their earned hours divided by attempted hours is equal to or greater than 67%. A transfer student who withdraws from all courses their first semester at EAC will be placed on suspension status.

## MAXIMUM CREDIT HOURS SUSPENSION

The maximum number of credit hours a student may attempt and still be eligible for financial aid is 150% of the credits required to complete a declared degree, generally 96 credit hours for an associate's degree. This includes credits accepted as transfer to EAC. In keeping with institutional policy, the transferred GPA will not be included in the college's calculation of the institutional GPA. A student will be suspended prior to exceeding the 150% time frame if this time frame will be exceeded during the next period of enrollment.

Students completing additional hours beyond the 150% allowed by regulation are required to complete the Maximum Credit Appeal (MCA) form.

## FINANCIAL AID APPEAL PROCEDURE FOR SUSPENSION BASED ON NON- SATISFACTORY ACADEMIC PROGRESS

A student whose financial aid eligibility has been suspended must meet the following conditions in order to regain financial aid eligibility:

1. Complete the necessary credit hours on personal resources to improve cumulative GPA to a 2.0.
2. Complete the necessary credit hours on personal resources to achieve a 67% completion ratio.

If a student feels there were circumstances beyond his/her control that affected academic performance he/she may submit an appeal for a probationary period.

Suspended students will receive a suspension notice from the Financial Aid Office with information on the probationary appeals process. The appeal form is online at: [www.eac.edu/Student\\_Services/Financial\\_Aid/forms/18-19-SuspensionAppeal.pdf](http://www.eac.edu/Student_Services/Financial_Aid/forms/18-19-SuspensionAppeal.pdf).

### Circumstances under which a student is permitted to appeal are:

- Death of a family member.
- Injury or illness of the student.
- Change in employment or work schedule.
- Other special circumstances.

### Required documentation

- Newspaper obituaries or death certificates to substantiate death.
- Physician's written statement to substantiate illness or accident.
- Written statement from clergy, family member, or other third party who knows the situation.
- Written statement from academic advisor or instructor.
- Documentation of change in work schedule that caused inability to attend courses.

Lack of documentation will always result in the denial of the appeal.

### Appeal submission and possible outcomes:

1. The appeal is denied for lack of documentation or the financial aid counselor does not feel the documentation is adequate or the students' academic record does not indicate an ability to be successful in their chosen major.

2. A completed Non-Satisfactory Academic Progress Appeal form is submitted to the EAC Financial Aid Office with accompanying documentation within the specified appeals time frame as indicated in the suspension letter.
3. A probation period may be granted for one semester if the student can achieve a cumulative grade point average of 2.0 and/or a completion ratio of 67% within one semester. The student will be notified by email or letter of this determination.
4. A probation period may be granted based on an academic plan if it is not possible for the student to achieve a 2.0 cumulative grade point average and/or 67% completion ratio in one semester. This plan, if followed, will achieve the required cumulative grade point and completion rate when concluded.
5. Failure to adhere to the conditions of the probationary period may result in financial aid termination without the possibility of further appeal. To again become eligible a student must attend on personal resources to improve cumulative GPA and/or achieve a 67% completion ratio.
6. If a probationary period is denied, an appeal to an appeals committee is permitted if the student provides a written request and documentation that was not part of the original appeal. This must be received within seven days of the appeal denial. The Financial Aid Office must deem the additional information substantive enough to make a difference to the original outcome. The committee will review the original appeal, the additional documentation, and render a decision within 7 working days. The committee's decision will be provided to the student by letter; it is final and cannot be challenged.
7. If a probationary period is granted based on a financial aid counselors review of the appeal and the student fails to meet the probation conditions; an appeal to the financial aid appeals committee may be possible. The student must submit a non-satisfactory academic appeals form, document the reasons for failing the probationary period and the financial aid office must receive from an EAC Counselor a letter of request for the committee hearing. The counselor's letter must state the reason(s) the committee should consider the students appeal. The committee will review the documentation, and render a decision within 7 working days. The committee's decision will be provided to the student by letter; it is final and cannot be challenged.
8. There are instances when it is not mathematically possible for a student to achieve good standing within 150% time frame. Under this circumstance the appeal will be denied. The exception might be when the time frame only needs to be extended by a single semester for the student to reach a 2.0 cumulative GPA and/or 67% completion rate, and then the appeal may be approved.

## FINANCIAL AID APPEAL PROCEDURE FOR A MAXIMUM CREDIT APPEAL

Suspension resulting from exceeding the maximum time frame of a 150% to complete degree requirements may be appealed to the Financial Aid Office.

**Appeal submission and possible outcomes:**

The student will obtain the required appeal document at: [www.eac.edu/Student\\_Services/Financial\\_Aid/forms/MaximumAttemptedCreditAppeal.pdf](http://www.eac.edu/Student_Services/Financial_Aid/forms/MaximumAttemptedCreditAppeal.pdf). The appeal must be submitted within the specified time frame as indicated in the suspension letter.

The student will complete all sections of the appeal. The student will print from their Gila Hank a degree audit based on the degree listed in Section I: #2 or #3 on the appeal form. A copy of this degree audit must be attached to the appeal. The student, based on the degree audit, will determine when the needed courses will be taken and list these courses in Section II according to semester. The student may seek assistance from an Academic Counselor or professor to complete the form. The student will agree to the terms of the appeal by reading and signing part three.

The student will submit the completed appeal form to the Financial Aid Office.

The Financial Aid Office will evaluate the appeal and determine if the student's time frame to complete the stated degree is appropriate within federal guidelines. If approved, the appeal and courses outlined will be the contract under which the time frame is extended. The student must abide by this contract. Failure to do so will result in suspension without the opportunity to further appeals. Time frame appeals will be completed for one academic year at a time. No additional course work is permitted beyond what is listed on this contract, even if financial aid does not pay for the additional courses. Revisions to the contract must be approved by the academic advisor/counselor prior to enrolling for non-approved courses.

If the appeal for extended time frame is denied a denial notice will be sent to the student by email or letter. The student may appeal this denial within seven days of the date the denial was sent. The appeal must be in writing explaining why the student feels the denial should be reviewed by the financial aid committee. The financial aid committee will review the student's appeal and letter. The decision of the committee will be communicated in writing to the student within seven working days. The committee's decision is final and cannot be challenged.

## DISBURSEMENT POLICY

The U.S. Department of Education requires institutions of Higher Education to institute Cash Management requirements for Title IV programs. These requirements affect the crediting and disbursement of financial aid funds. Highlights of these regulations are as follows:

- The College cannot disburse financial aid funds to a student's account until the student is enrolled in classes for the semester for which the funds are intended.
- The earliest the College may begin crediting a student's account with financial aid funds is 10 days before the first day of the payment period.
- The College can only credit student accounts for allowable charges; i.e., tuition, fees, room and board if on campus. Any discretionary charges on an account may only be credited by financial aid if authorized by the student through a signed statement. This authorization may be rescinded at any time by contacting the Financial Aid Office.
- The College must provide a way for a Federal Pell Grant eligible student to obtain or purchase, by the seventh day of a payment period, the books and supplies required for the payment period if, 10

days before the beginning of the payment period the institution could disburse funds for which the student is eligible, the student would end up with a credit balance and the amount the college determines as needed for books and supplies is less than the credit balance.

- After tuition, EAC approved fees and other student authorized charges are paid, and a balance remains, the balance will be transferred to the student's BankMobile account. Students will select through BankMobile the method of payment, whether by check, direct deposit, or the BankMobile Debit Card. The link for selecting your refund method is: [www.refundselection.com/refundselection/#/welcome/continue](http://www.refundselection.com/refundselection/#/welcome/continue).
- Students can view EAC's contract with BankMobile at: [www.eac.edu/Student\\_Services/Financial\\_Aid/disburse.shtm](http://www.eac.edu/Student_Services/Financial_Aid/disburse.shtm).

## WITHDRAWING/STOPPING ATTENDANCE FROM CLASSES

The federal law specifies how Eastern Arizona College must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, Iraq and Afghanistan Service Grants, and Federal Supplemental Educational Opportunity Grants (FSEOGs). EAC does not participate in the Federal Student Loan Programs.

Though your aid is posted to your account at the start of each semester, you earn the funds as you complete the semester. If you withdraw during the semester, the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or EAC received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by EAC and/or you.

The amount of assistance that you have earned is determined on a pro rata basis. For example, if you completed 30% of the semester, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the semester, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. EAC may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). EAC needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

If you receive (or EAC receives) excess Title IV program funds that must be returned, EAC must return a portion of the excess equal to the lesser of:

1. Your institutional charges multiplied by the unearned percentage of your funds, or
2. The entire amount of excess funds.

EAC must return this amount even if it didn't keep this amount of your Title IV program funds.

If EAC is not required to return all of the excess funds, you must return the remaining amount.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You do not have to repay a grant overpayment if the original amount of the overpayment is \$50 or less. You must make arrangements with EAC or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that EAC may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. EAC will also charge you for any Title IV program funds that the school was required to return. If you don't already know EAC's refund policy, you should ask the Registrar's Office for a copy. The Registrar's Office can also provide you with the requirements and procedures for officially withdrawing from school.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on student aid on the web at [www.studentaid.ed.gov](http://www.studentaid.ed.gov).

## FINANCIAL AID PROGRAM DESCRIPTIONS

### Grants

**Federal Pell Grant** - The Federal Pell Grant is a federal Title IV grant program to help undergraduates pay for educational costs after high school. For many students, these grants provide a foundation of financial aid to which aid from other Federal and non-Federal sources may be added. Unlike loans, a Pell Grant does not have to be repaid. In order to receive a Federal Pell Grant a student must be enrolled in an eligible certificate or degree program as outlined in EAC's college catalog. The amount of the award is based upon the Expected Family Contribution (EFC), the cost of attendance, enrollment status, and a payment schedule issued by the U.S. Department of Education. The award may range from \$0 to \$6,095 per academic year. The award schedule may be adjusted pending Congressional budget authorizations. Pell Grants are pro-rated based on credit hours of enrollment: 12 is full time, 9 – 11 is  $\frac{3}{4}$  time, 6 – 8 is  $\frac{1}{2}$  time and < 6 is less than half time.

The U.S. Congress has reinstated the year-round Pell Grant beginning with July 1, 2017. However, the eligibility rules for year-round Pell Grant have not been provided by the U.S. Department of Education. EAC will begin offering the year-round Pell Grant in the summer of 2018.

### Federal Supplemental Educational Opportunity Grant (FSEOG) -

FSEOG is a Title IV grant program which provides additional funds from the Federal Government to exceptionally needy students. This grant must be combined with other forms of aid and is also non-repayable. A grant may range from \$200 to \$2,000 per academic year. These funds are limited and awarded to eligible students who meet the priority service deadline, then to others.

### Leveraging Educational Assistance Partnership Program (LEAP)

- LEAP is a federal grant program matched by the State of Arizona. Only Arizona residents are eligible. The award may range from \$100 to \$1500 per academic year. These funds are limited and awarded to eligible students who meet the priority service deadline, then to others.

**Federal Work Study (FWS)** - The FWS funds provide opportunities for students to work part time and earn income to help meet educational expenses. Salaries must be equal to the current Arizona minimum wage, but the maximum amount a student may earn in an academic year is determined by the Financial Aid Office. Federal Work Study awards generally range from \$500 to \$4500 per academic year. Federal Work Study students are encouraged to perform community service employment and/or to participate in the America Reads Program. Funds are limited and awarded to eligible students who meet the priority service deadline, then to others.

For additional information on Title IV financial aid program specifics, reference "The Student Guide" published by the U.S. Department of Education on the Internet at: [www.studentaid.ed.gov](http://www.studentaid.ed.gov). Alcohol and drug information is also required by law to be given to students. This information is published annually in the "Crime Statistics Report". Information from this report may also be obtained on the Internet at: [www.eac.edu/About\\_EAC/Consumer\\_Information/Safety.shtm](http://www.eac.edu/About_EAC/Consumer_Information/Safety.shtm).

## COST OF ATTENDANCE – 1 YEAR AT EAC

The following are average costs of attendance for three types of students, those living at home with a parent or relative (commuter), those living in a campus resident hall (on campus) and those renting an apartment or buying a home (off campus).

Non Resident (N/R) total budgets are also provided. These budgets are representative of an academic year (2018-2019) or nine month period. They are adjusted for periods of enrollment less than an academic year or for attendance less than full-time.

Budget Item	Commuter	N/R
Tuition & Fees	\$2,160	\$9,120
Room & Board	\$2,784	\$2,784
Books & Supplies	\$1,146	\$1,146
Transportation	\$1,354	\$1,354
Personal	\$2,218	\$2,218
Total	\$9,662	\$16,622

Budget Item	On Campus	N/R
Tuition & Fees	\$2,060	\$9,120
Room & Board	\$6,926	\$6,926
Books & Supplies	\$1,146	\$1,146
Transportation	\$1,354	\$1,354
Personal	\$2,218	\$2,218
Total	\$13,704	\$20,764

Budget Item	Off Campus	N/R
Tuition & Fees	\$2,060	\$9,120
Room & Board	\$10,076	\$10,076
Books & Supplies	\$1,146	\$1,146
Transportation	\$2,204	\$2,204
Personal	\$3,466	\$3,466
Total	\$18,952	\$26,012

## VETERANS AND CHILDREN OF DECEASED VETERANS

Eastern Arizona Colleges' veterans' services office acts as a liaison with the Department of Veterans Affairs. Students may be eligible to receive educational benefits if they are registered in courses that apply to the student's approved programs.

Application forms, counseling, advisement and tutoring are available for students who are eligible for veteran's educational benefits. The amount of benefit awarded is determined by the Department of Veterans Affairs, and is based on the number of credit hours for which a student is enrolled and the length of the enrollment period for each course.

You should apply for educational benefits from the Department of Veterans Affairs well in advance of your enrollment at Eastern Arizona College. Our Veteran's Affairs Office can provide you with the Veterans Application for Education Benefits.

### **Veteran's benefits available at EAC:**

- Chapter 30 - Montgomery GI Bill
- Chapter 31 - Vocational Rehabilitation (separately served through the local VA office)
- Chapter 32 - VEAP Program
- Chapter 33 - Post 9/11 GI Bill & Transfer of Eligibility to Dependents (TOE)
- Chapter 35 - Survivors and dependents of deceased/100% disabled veterans
- Chapter 1606 - Montgomery GI Bill, Selected Reserve
- Chapter 1607 - REAP Reserve Educational Assistance Program

It is the student's responsibility to notify the Veteran's Coordinator regarding any change in enrollment, address, program of study, enrollment at another institution, or any other change that may impact their veteran's educational benefits.

Those students receiving benefits must follow the VA academic progress policy to continue to receive benefits. Department of Veterans Affairs regulations require that all persons using any type of veteran educational assistance program make satisfactory academic progress toward achievement of their educational objective (program of study). A student who does not meet the minimum standards of 2.0 upon completion of 12 or more credit hours will be placed on probation, at which point the student will have no more than two semesters in which to improve academic standing to acceptable. At this point, if satisfactory academic progress has not been demonstrated, veteran educational benefits may be terminated. Benefits may be resumed when the student raises the cumulative grade point average to the required minimum standards or demonstrates the ability to meet these standards through the approval of a written appeal. For appeal procedures, contact the Veteran's Coordinator in the Records Office. For additional details and information regarding veteran's educational benefits, contact the Veteran's Coordinator.

### **Distance Learning:**

The course content and competencies for distance learning classes are the same as courses offered in-person or in a hybrid format. The courses offered in this format lead to completion of EAC degrees and/or certificates of completion. EAC uses WebStudy for teacher/student interactions for online or hybrid classes. You will be contacted through official EAC channels to help with initial login.

### **Prior Credit Evaluation:**

Department of Veterans Affairs requires that all persons using any type of veteran's educational assistance must have all prior education and training evaluated. Students will be required to request transcripts from all prior institutions, including military training. Without all prior institutions and military training, veteran educational assistance may not be certified. Transcripts will be evaluated and credit will be granted, as appropriate.



# SCHOLARSHIPS

Scholarships are primarily awarded on the basis of academic excellence, performance in a particular area, or need. Both new and returning full-time students can apply for scholarships. Scholarship applications will begin to be reviewed and awards made after the March 1st priority deadline for the following academic year.

In order to be considered for scholarships, you must be admitted to Eastern Arizona College. The scholarship application must be submitted through your Gila Hank Account by March 1. In order for a scholarship application to be considered complete, the following additional materials should be uploaded through your Gila Hank Account to the scholarship office:

- A copy of your most recent transcript (high school or college).
- Two letters of recommendation
- Personal essay including an explanation of financial need, scholarship qualifications, description of clubs, service, etc. and your college and career goals (one page)

These documents can also be mailed or delivered in person to:

Eastern Arizona College  
Attn: Admissions and Scholarship Office  
615 North Stadium Avenue  
Thatcher, Arizona 85552

The Scholarship Officer has, as a matter of official policy, the right and obligation to discontinue any award made by or through the College upon receipt of verified evidence that a recipient of such an award has, either on the campus or in the community, demonstrated citizenship incompatible with standards of the College. This policy applies to all varieties of aid, as well as to academic, performing arts, athletic, or special scholarships.

## INSTITUTIONAL SCHOLARSHIP GUIDELINES

The following academic guidelines will be necessary for you to maintain your scholarship status. This applies to all students currently on scholarship as well as new awardees. Individual scholarships may have other requirements, based upon the type of scholarship awarded. If you have questions, you should check either with the Scholarship Office or with the person directly responsible for the awarding of the scholarship.

- All students in every category must complete 12 credit hours or more each semester.
- Scholarship length varies by scholarship type but are no more than 4 semesters.
- Renewal depends on maintaining a satisfactory GPA and exemplary citizenship.

**All Academic Team Scholarship.** Each year, two EAC, full-time, sophomore students are chosen for the All Arizona Academic Team and are the recipients of a scholarship ranging from \$500 to \$1,000. Development of the student's application for nomination should begin toward the end of the spring semester for freshmen or very early in the fall semester for sophomores. To be considered for nomination, students must complete a biographical questionnaire, have at least a cumulative GPA of 3.25, write an essay, and fill out other related forms available through Phi Theta Kappa and the Counseling Office. In addition to the EAC Scholarship, recipients are awarded a full tuition scholarship for four semesters to attend U of A, ASU, or NAU funded by the Arizona Board of Regents.

**Academic.** Amounts vary based on availability of funds, but are not more than the cost of in-state tuition. For consideration, a new student must have a GPA of 3.5 or higher.

**Athletic.** Awarded to prospective or returning athletes by the Athletic Department. You must be eligible to participate in intercollegiate athletics and maintain NJCAA academic standards. Individual coaches may make other requirements.

**Departmental.** Awarded by academic division. To receive consideration, you should correspond with the Division Chair, the Department Head of the curriculum of your interest. To qualify for consideration you need a GPA of 2.5 or above or demonstrate excellence in a curricular or extracurricular program offered at EAC.

**Graham County Scholastic Recognition.** For those students who graduate in the top 10 percent of their Graham County high school classes. Awards are based on rankings as reported by high school counselors. Amounts vary based on availability of funds, but are not more than the cost of in-state tuition plus a book stipend amount determined by EAC. A minimum cumulative of GPA of 3.5 is required to renew this scholarship.

**Music.** Awarded by the Music Department. Amounts vary based on availability of funds, audition and level of involvement in the music department.

**Theatre.** Awarded by the Theatre Department. Amounts vary based on availability of funds, auditions and/or level of involvement in the Theatre department.

**Presidential Scholarships.** Applicants must be residents of Apache or Greenlee counties. Amounts vary based on availability of funds.

Student must meet the following criteria for consideration:

- 3.0 GPA or above
- Completed FAFSA application

**Senior Citizen Tuition Scholarship.** Senior Citizens who are at least age 55 are eligible for tuition scholarships if they are residents of Arizona. Those from out-of-state pay only the out-of-state portion of the tuition.

## DONOR SCHOLARSHIPS AWARDED THROUGH THE EAC FOUNDATION AND THE COLLEGE

The following scholarships, varying in value, are administered in accordance with stipulations of donors of these awards. The scholarship application must be submitted through your Gila Hank Account by March 1.

For additional information regarding the following scholarships, contact the Scholarship Office, Eastern Arizona College, Thatcher AZ 85552-0769; or call (928) 428-8272 or 1-800-678-3808 Ext 8272.

**Allen H. and Marie A. Cress Memorial Music Scholarship.** Awarded to a new or returning member of the A Cappella Choir. Must be a full-time or part-time student on Thatcher campus, must demonstrate good work and study habits and be a positive role model.

**Alumni Association Scholarships.** Each year the Alumni Association awards scholarships covering tuition for one year. Scholarships are awarded to children or grandchildren of EAC alumni who have a 3.5 GPA and are not receiving another EAC Scholarship. Preference given to previous recipients applying for a second year.

**Anna Deane Millett, Don and Carlotta Pace Scholarship.** Awarded annually to a full-time returning sophomore enrolled in a university transfer curriculum and having a cumulative GPA of 3.0 or higher. Preference will be given to a student enrolled in Home Economics or a closely related field.

**Ashley Marie Beals Memorial Scholarship.** Must be enrolled in the EAC Nursing program or pursuing a degree in Pre-Medical Science. Recipient must be enrolled full-time at the Thatcher Campus. Applicants should include at least two letters of recommendation with their scholarship application.

**Belle and Arnold Greenbaum Scholarship.** Awarded to a returning full-time EAC student majoring in a university transfer curriculum for Mathematics or Education with a cumulative GPA of 3.0 or better. Preference is given to female, reentry students.

**Bernstein Brothers Memorial Scholarship.** Made possible by the friends and family of Billy and Tony Bernstein, this scholarship is awarded to an incoming freshman or sophomore attending EAC pursuing a degree in one of the natural sciences or a degree from the ITE Division. Recipient must be a full-time student with a prior 3.0 GPA.

**Bette N. Smith Nursing Scholarship.** Awarded to a full-time student seeking Registered Nurse Certification. Recipients must have an entry GPA of at least 3.5 from all previous institutions attended and maintain a GPA of 3.5 while at EAC. They should also demonstrate positive work and study habits and be positive role models for others enrolled in the EAC Nursing program. Second-year Nursing students will be given priority in the selection process.

**Dallace Butler Memorial Scholarship.** This scholarship is awarded to a returning student having a GPA of 3.0. Preference given to Pacific Islander or Native American full-time students.

**Dr. David G. Lunt Choral Music Scholarship.** Awarded to a full-time EAC student who is a vocal music major. Recipient should demonstrate an enthusiastic love for music, people and life including service through musical and/or other organizations and maintain a 2.5 GPA.

**Debra Mullenau Memorial Scholarship.** Awarded to a full-time, married EAC student with a GPA of 3.0 or better. Financial need demonstrated through the Financial Aid Office is also required. Student must be enrolled in a Gila Valley Institute of Religion class other than Devotional at the time of application and throughout the time of scholarship support.

**Dennis Braithwaite Memorial Scholarship.** Awarded to a full-time EAC student who is a vocal music major. Recipient should demonstrate an enthusiastic love for music, people, and life including service through musical and/or other organizations and maintain a 2.5 GPA.

**The Donald J. Caldwell Educational Scholarship.** Recipient will be an Arizona resident in the Licensed Practical Nurse or Nursing program with a 3.0 GPA. Applicants will complete an essay addressing their goals, and how they'll be successful with the skills they gain, and why they qualify for the scholarship.

**Dr. Dorine Chancellor Athletic Scholarship.** Provided by former EAC Administrator Dr. Dorine Chancellor, this scholarship assists one Women's Softball student and one Men's Basketball student each year.

**Douglas Michael Loeb Memorial Scholarship.** Awarded for tuition and fees to full-time students on the Thatcher campus majoring in Automotive Mechanics or Automotive Service Technology with a minimum GPA of 2.75. There must be evidence of need. You may receive federal financial aid but no other scholarships.

**DRG Technologies Business Scholarship.** Awarded to a full-time student who is a resident of Graham or Greenlee County. Recipient must have and maintain a 3.0 GPA and pursue a degree in Business (Administration, Finance, Accounting, Management, etc.) or Computer Information Systems (Computer Information Systems, Computer Technology, etc.)

**DRG Technologies Graphic Design Scholarship.** Awarded to a full-time student who is a resident of Graham or Greenlee County. Recipient must have and maintain a 3.0 GPA and pursue a degree or certificate in Graphic Design.

**E. James Lee and Jacqueline McFadden Lee Scholarship.** Applicants should show financial need and have and maintain a GPA of 3.0 or higher. Exceptions to the GPA requirement can be made if applicant shows employment at 20 hours or more per week while going to school.

**EAC Faculty Association Scholarship.** Available to any currently enrolled full-time student at EAC with a minimum GPA of 3.0 who is nominated in writing by a member of the EAC Faculty.

**Eldon and Lucille Palmer Memorial Scholarship.** Awarded to a full-time student pursuing a degree in Music. Recipient must be a graduate of Thatcher High School. Preference given to a student showing financial need as determined by the EAC Financial Aid Office.

**Elizabeth Louise Loeb Memorial Scholarship.** Awarded for tuition and fees to full-time students on the Thatcher campus majoring in Business Administration with a minimum GPA of 3.0. There must be evidence of need. Recipient may receive federal financial aid but no other scholarships.

**Ella T. and J. David Lee Scholarship.** Awarded to a graduate of a Graham County high school 3.0 or higher who demonstrates financial need. Continued eligibility requires maintaining a 3.0 GPA and full-time attendance at the Thatcher campus.

**Emil Crockett Insurance Agency Scholarship.** Awarded to a returning student who is majoring in a Business discipline. Awarding of the scholarship is based on high scholastic achievement (3.0 GPA) and residence in Graham County.

**Farrel Claridge and Bessie A. Layton Scholarship.** Eastern Arizona College has been a wonderful part of the Farrel C. and Bessie A. Layton family history. They hope this scholarship will provide others with similar great experiences available at EAC. It is awarded to a full-time Thatcher Campus student demonstrating financial need. Recipient must have and maintain a 3.0 GPA.

**Follett College Stores Scholarship.** Awarded to a returning student majoring in Business with an emphasis in Business Administration or Small Business Management with a cumulative GPA of 3.0 or above.

**Fred and Olga Pace Scholarship.** Awarded to a graduate of a Graham County high school demonstrating financial need and academic ability.

**G. Wayne and Phillis Blake Scholarship.** The family of G. Wayne and Phillis Blake established this endowed scholarship to help full-time students from Miami, Globe or San Carlos High school that exhibit financial need and have a GPA of 2.5 or better.

**George R. Bingham, Jr. Memorial Drama Scholarship.** Awarded to a new or returning full-time student majoring in Theatre and Cinematic Arts on the Thatcher campus. You must have an entry GPA of 2.5 or higher and maintain a GPA of 2.5 or higher at EAC.

**GFWC Woman's Club of Safford Scholarship.** Awarded annually to a graduate of a Graham County high school.

**Glenn West Memorial Art Scholarship.** Awarded on a semester basis toward the purchase of educational supplies to a full-time student returning to EAC's Thatcher campus for the sophomore year with a major in any Art Department curriculum and having at least a 3.5 GPA in classes with ART prefix. Recipient will be reimbursed for art supplies after providing receipts to the EAC Foundation.

**Graham County High School Concurrent Enrollment Scholarship.** Awarded to students attending Graham County high schools who also will be taking college courses during their Junior and Senior years. Students should complete a regular EAC Scholarship application including a statement of financial need and letters of recommendation.

**Graham County Hispanic Family Heritage Scholarship.** Established by community donors in Graham County, this scholarship assists graduates of Graham County high schools.

**H. Greg Brockmeier Scholarship.** H. Greg Brockmeier provided 32 years of service to this community and his employer. Sodexo, Inc. and Affiliates honors Greg with this scholarship which is presented to a new or returning sophomore. Recipient must maintain a 3.0 GPA, full-time attendance and demonstrate financial need.

**Harvey J. and Loretta Olsen Memorial Scholarship.** Funds from this scholarship endowment provide tuition and additional funds toward educational expenses. The recipient will be an EAC student returning to EAC for the sophomore year. Applicants must be pursuing a university transfer curriculum, maintain a 3.0 GPA and full-time attendance.

**Helen Johnson Bone Scholarship.** Presented to a woman who is married or has been married, who is a full-time student seeking an AA or AAS degree which will prepare her for gainful employment. Recipient must demonstrate financial need. Recipient must be an Arizona resident possessing qualities of personal integrity, good moral character, and good citizenship, demonstrated by letters of recommendation. You must maintain full-time attendance, a GPA of 2.5 or higher and may not be receiving any other financial aid except government financial aid.

**Helen Papas Memorial Scholarship.** Awarded to a student exhibiting financial need with preference given to a student participating in an EAC choral group. Student must have and maintain a 3.0 GPA.

**Jared Taylor Brown, Alice Edna Hamblin and Polly Elizabeth Matthews Koger Scholarship.** Recipient must be a full-time student of Agribusiness having an entering GPA of 3.0 and maintain a 3.0 GPA for renewal up to 4 semesters. Student must demonstrate financial need through the Financial Aid Office. Recipient may receive federal financial aid but no other scholarships.

**Jody Buzicky Women's Athletic Scholarship.** Awarded to a female athlete or team manager for one of the EAC Interscholastic Athletic Teams. Recipient must be a full-time student and have and maintain a 3.0 GPA.

**John Mickelson Endowed Scholarship.** Each year, a scholarship will be awarded to a full-time freshman student returning for sophomore year with a minimum GPA of 3.0 in all academic work. Applicants should demonstrate personal traits of leadership, positive attitude, citizenship, personal integrity and commitment to EAC.

**The Kalvert W. Lines Scholarship.** Made possible through an endowment created in his estate plans, the Kalvert W. Lines Scholarship is awarded to freshman students with a 3.75 GPA who will be returning for their sophomore year. Recipients must demonstrate financial need and be pursuing a university-transfer curriculum.

**Kathryn Murphy-Spencer L. Kimball Scholarship.** Awarded to a full-time student majoring in a university transfer curriculum at the Thatcher campus who has a minimum GPA of 3.75, financial need, and has provided service to the College or the community.

**Keith and Kathleen McBride Crockett Family Alumni Scholarship.** Awarded to a full-time EAC student who is the son, daughter, grandson or granddaughter of an EAC Alumnus. Include at least 2 letters of reference describing character, citizenship and commitment to self improvement. A GPA of 3.0 or better and full-time attendance is required to maintain the scholarship.

**Kristie and Patrick Putnam Scholarship.** Awarded to students who are single parents studying business, nursing, science, or computer science as a way to pay it forward for the opportunities received at Eastern Arizona College.

**Mark J. Green Excellence in Spanish Scholarship.** Awarded to a full-time freshman EAC student who graduated from a Graham County high school. Recipient should be currently enrolled in a Spanish language course, who will be returning to EAC for the sophomore year.

**Mary Kim Titla Scholarship.** Awarded to a Native American student from Ft. Thomas High School or San Carlos High School enrolled full-time at EAC. Preference given to those seeking a degree in journalism, English, or closely

related field. The recipient must possess qualities of personal integrity, good moral character, and good citizenship and have and maintain a minimum GPA of 2.75. Applicants should complete a 500-word essay entitled "Why I'm Pursuing My Career Goal."

**Mary Louise "Mella" Palmer Memorial Scholarship.** Awarded to a nursing student from Thatcher or Pima High School who exhibits financial need.

**Max and Clara Curtis Bennett Scholarship.** To improve the future of our communities and country, this memorial scholarship is awarded to a full-time student with a 3.25 or higher GPA. Preference is given to a student with financial need who is a resident of Graham or Greenlee Counties or another southeastern Arizona rural community.

**Meghan Lynne Hammer Memorial Scholarship.** This scholarship is established by family and friends in loving memory of Meghan Lynne Hammer. Though her life was short, she dedicated herself to pursuing a career in music to be a therapist, to help others live a better life through music. This scholarship is awarded annually to a Miami and Globe graduating senior pursuing a music degree at EAC. The recipient must be a full-time student participating in the EAC Band. This scholarship provides funds towards educational expenses.

**Mt. Graham Regional Medical Center Foundation Scholarship.** This scholarship is established by MGRMC Foundation to support the development of nurses in the local area. This scholarship is awarded annually to a student in the EAC Nursing Program.

**Newman Sustaining Board Scholarship.** The Newman Sustaining Board offers a scholarship each year to a student returning to the Newman Center. Student must be a registered Catholic with a cumulative GPA of 2.5 or better, be a good example of a Catholic on campus as well as in the community, live according to Catholic teachings and must be actively involved in the Newman Center with at least 3 group activities or more during the year.

**Ora Deconcini-Martin Scholarship.** Awarded to a full-time student returning to EAC for his/her sophomore year at the Thatcher Campus. Recipients need a freshman GPA of 3.0 and be pursuing a degree in Business Administration or Business Education.

**Dr. Pam Rule Memorial Scholarship.** Scholarship memorializes Dr. Pam Rule who taught anthropology courses at EAC and served as Director of the EAC Museum of Anthropology from 1986 to 1989. Awarded to a freshman EAC student who will be returning to EAC for his/her sophomore year. Must have and maintain a 3.0 GPA. Recipient must be enrolled in a science, Social Sciences or liberal arts curricula.

**Phyllis Martin Lord Scholarship.** This scholarship is established by the family and friends of Phyllis Martin Lord to commemorate her uncommon life of service to her family, church and community. It is awarded annually to a student demonstrating economic need, scholarship potential, characteristics of personal integrity, and service to family, church and community. Please include letters of recommendation. Student recipients must be enrolled full-time at the Thatcher campus and maintain a 2.5 GPA. Preference given to Business Administration majors.

**Pizza Edge Scholarship.** For a full-time, degree-seeking student at the Thatcher campus. Provides tuition for one year, and may be renewed for one additional year. You must have an entering GPA of 3.0 or higher and

maintain this GPA throughout the term of the scholarship. You must possess qualities of personal integrity, good moral character, and good citizenship, demonstrated by three letters of recommendation. Preference given to a student from northeastern Arizona.

**Professional Support Staff Scholarship.** Available to any currently enrolled full-time student at EAC with a minimum GPA of 3.0 who is nominated in writing by a member of the EAC professional support staff.

**Dr. Ron Keith Memorial Scholarship.** Established by the family of Dr. Ron Keith, a faculty emeritus and past EAC administrator, this scholarship helps students who are also members of the EAC Band Program.

**Russell T. and Leola Lundell Memorial Scholarship.** Awarded to a full-time student majoring in Chemistry, returning to Thatcher campus as a sophomore with a GPA of 3.5 or higher. Satisfactory progress in the major at the end of the freshman year is required as well as financial need. Additional criteria include demonstrated service to the College and the community, and good character. Renewable for one semester.

**Safford Lions Club Scholarship.** Awarded annually to a full-time student who is a graduate of a Graham County high school. Recipient should have a 3.0 GPA, exhibit financial need and give service to the community.

**Safford Rotary Club Scholarship.** A scholarship is provided for a deserving student who is a graduate of a Graham County school to recognize achievement (high school GPA of 2.5 or higher) and provide financial aid. Recipient must be academically average or above, in need of financial aid, and enrolled for a minimum of 12 hours.

**Sarah Lamoreaux Memorial Scholarship.** Recipient must demonstrate qualities of goodness and be a positive role model with enthusiasm, dedication and school spirit, as well as demonstrate positive work and study habits.

**Sumitomo - Phelps Dodge Scholarship.** Established by the Sumitomo Metals Mining Corporation in honor of the 20th Anniversary of their partnership with Phelps Dodge Corporation. This scholarship provides assistance to students pursuing a degree or certification in an Industrial Technology field (ITE) needed in the mining industry. Student must have and maintain a 2.75 GPA or better. Preference given to a Greenlee County resident.

**United Way of Graham and Greenlee Counties Scholarship.** A two semester scholarship is awarded annually to students graduating from Graham and Greenlee County high schools who exhibit financial need.

**Virginia Rae Barr Memorial Scholarship.** Awarded to a full-time Thatcher campus student majoring in Early Childhood Development or Elementary/Secondary Education. Preference given to a student who plans later emphasis in education for the developmentally disabled. Applicants should include a written statement with their application describing their career goals.

**Walter and Julia Rogers Scholarship.** This endowed scholarship was provided by Walter and Julia Rogers with fond memories of Walter's great start at Gila Junior College. Recipient must be classified as a full-time student attending the Thatcher Campus of EAC. The recipient shall have and maintain a 3.0 GPA while pursuing a university transfer curriculum or a certificate program that will lead to employment after attending EAC. Preference is given to a student from a Graham County high school.

**Wilford E. Stailey Memorial Scholarship.** Awarded to a full-time Thatcher student returning for the sophomore year who is enrolled in one of the following majors, in order of preference: Computer Information Systems, Computer Information Specialist, or Business and have and maintain a GPA of 2.0 or higher. To receive second semester proceeds, you are required to continue full-time status and a 2.0 or higher GPA.

**William D. Smith Memorial Scholarship.** An annual scholarship is awarded to a student majoring in Drafting. Recipient will be returning as a sophomore, demonstrated by classroom activities to have outstanding drafting ability, show a commitment to career objectives in that field, and have a cumulative GPA of 3.5. Academic excellence in all classroom activities will be an important consideration.

**William J. Bone Scholarship.** Recipient may be a freshman or sophomore and must have entering GPA of 2.5 and must maintain a 2.5 GPA as a full-time student. Arizona residency is required. Personal integrity, good moral character and good citizenship are also considered.



# STUDENT SERVICES

## ACTIVITIES AND ORGANIZATIONS

Wishing to provide opportunities for wholesome recreation, service to the community, democratic participation in student government, and acquiring experience in leadership, Eastern Arizona College encourages and supports a varied program of student activities and organizations. These include athletics, dramatics, music, religion, student publications, intramural sports, politics, and social and scholastic organizations. Additional information concerning these activities can be found in the Student Handbook published by the Student Life Office.

## ALUMNI LIBRARY AND MEDIA CENTER

The Eastern Arizona College Alumni Library and Media Center seeks to serve the needs of the faculty, students and staff of the college and the needs of the adult community within Graham County in the general fields of educational, cultural and quality recreational material. Use of the Library's extensive physical collection of books, magazines and newspapers, DVDs, music CDs, and the Media Center's 64 computers is open to guests and patrons, while the Library's electronic eBooks, streaming videos and databases are limited to student use. Physical items and selected e-resources may be accessed using the Library's catalog and all electronic resources may be searched using EACy Search, the Library's discovery platform. Additionally, the Alumni Library and Media Center's website offers a variety of resources to assist in student research such as LibGuides and how-to tutorials. Individual assistance is available to all students.

The Alumni Library and Media Center also provides Wi-Fi activation for students, testing services on behalf of faculty, maintains course reserve materials, distributes student ID cards and provides access to 15 study rooms and the Library's mediated Preview Room.

### Alumni Library hours during fall and spring semesters:

Monday through Thursday	7 a.m. to 10 p.m.
Friday	7 a.m. to 5 p.m.
Saturday	10 a.m. to 4 p.m.
Sunday	6 p.m. to 10 p.m.

### Summer session hours are:

Monday through Thursday	7 a.m. to 7 p.m.
Friday	7 a.m. to 5 p.m.

Alumni Library and Media Center hours are subject to change. The Library is closed on college holidays and various weeks between sessions. All closures or changes to Library hours are posted at Alumni Library and Media Center.

## AWARDS

At the end of each school year a variety of awards are presented to students who have shown outstanding achievement during the school year. Following is a list of some of the annual awards.

**Athletic Awards.** In addition to the annual Letterman awards, the Athletic Department and other boosters recognize outstanding performances in the areas of athletics by presenting the following awards:

**Alvin Goodman Scholastic Award:** In memory of Alvin Goodman, an award is presented to the letterman in basketball who has received the highest scholastic average of the year.

**Athlete of the Year Award:** Awards are given to both the male and female Athlete of the Year. The Athletes of the Year will have their names engraved on the permanent trophy in the trophy case.

**Basketball Most Valuable Player Award:** The most valuable basketball player will have his name engraved on a permanent trophy.

**Wayne M. McGrath Scholastic Award:** Given to the female athlete with the highest GPA for that year. Recipient may be a freshman or sophomore.

**Carl Kyser Award.** This award honoring a former EAC Automotive Instructor, is given annually to the outstanding automotive student.

**Cassius Bavor Award.** This is in memory of Cassius Bavor, a former employee of Eastern Arizona College. It is given to the most outstanding student employee on campus.

**Chief Yellowhorse Award.** The Intertribal Club at EAC gives this award to the top sophomore Native American student and the top freshman Native American student based upon academic ability.

**Criminal Justice Student Association Award.** The students of CJSA give this award to a returning Administration of Justice student. Selection criteria include a 3.0 or higher GPA, providing service to the Club and the community, personal integrity, and a commitment to career objectives in the Administration of Justice field.

**Dramatic Awards.** Given to the outstanding male and female drama student in the following categories: Best Actor, Best Supporting Actor, and Most Improved Actor. Other awards include the "Techie" Award and the Donald P. Jones award for service beyond the call of duty.

**EAC Faculty Association Award for an Outstanding Graduating Student.** The Eastern Arizona College Faculty Association gives an award to an outstanding graduating student. GPA, extracurricular activities at the College, and community involvement help determine the winner who must be graduating in May.

**Music Awards.** Given to the four outstanding music students as chosen by the music instructors.

**Voice Magazine.** Prizes are awarded each year to outstanding poets and fiction writers whose work has appeared in the publication.

**Other Awards.** Other awards are presented annually by various college departments acknowledging individual student achievement in a variety of academic disciplines.

## COUNSELING PROGRAMS

The goal of the counseling program of Eastern Arizona College is to assist each student to develop decision-making skills, provide opportunities for personal and career awareness, and to strengthen competencies in dealing with others. Problems of adjustment to the academic and social environment of college are not unusual and the counseling staff is prepared to help you with personal concerns as well as educational concerns.

You may earn college credit by enrolling in study skills/college survival classes and group counseling courses. For more information see the Counseling courses in the Course Descriptions section of this catalog. The Counseling Department also provides support programs for specific groups of students including Native American students and Reentry students.

## EVALUATION/TESTING CENTER

The Evaluation/Testing Center administers a variety of testing services including: Accuplacer placement, Pearson Vue, GED, Certipoint, CLEP and Castle Worldwide testing. The Center also provides proctoring services for courses taught at other colleges/universities and certification exams.

For further information, contact the Evaluation/Testing Center at (928) 428-8491, or by email at [testing.center@eac.edu](mailto:testing.center@eac.edu).

## HEALTH SERVICES

All students are expected to provide their own health and accident insurance. When hospitalization or ambulance service is considered necessary, the College assumes no financial responsibility. Brochures describing health insurance programs for domestic and international students and dependents are available by request from the Student Life Office on the Thatcher Campus.

Although the College does not maintain health service facilities, students may use local emergency room and medical facilities. Serious illnesses or injuries occurring to nonresident students while on the Thatcher or Greenlee County Campuses are reported to the Dean of Students. Students residing in a residence hall are required to report any illnesses or injuries to the Residence Life Staff. Parents will be notified at once of any serious illness or injury.

College staff assigned to residence halls are concerned about student wellbeing and can help direct students to the appropriate medical services. However, they cannot take responsibility for providing sickbed services to students residing in the halls. The students and parents must arrange for such care.

## COMMUNICABLE DISEASE TRANSMISSION CONTROL

When College officials have probable cause to believe that a student has contracted a communicable disease which, through transmission, may present a significant injury/risk to other students, the student will be required to seek immediate medical attention at personal expense, or be removed from all campus activities. Following medical attention, and upon the written

recommendation from the attending physician, the Chief Student Officer of a particular campus or center may require the student to be isolated. This isolation may include, but not be limited to, temporary removal of the student from a residence hall, campus employment, and classes. Individual cases will not be prejudiced; rather, decisions will be made based upon the recommendation of the attending physician and/or public health guidelines.

The College does not assume any responsibility for accomplishing the isolation of a student with an identified communicable disease that may present significant injury/risk to other students. It will be the responsibility of a student living in a residence hall to secure other accommodations should the District require isolation.

The College shall respect the right to privacy of any student who has a communicable disease that may present significant injury/risk to other students. The student's medical condition shall be disclosed only to the extent necessary to minimize the health risks to other students and District staff. The Chief Student Officer of a particular campus or center shall determine who shall be made aware of the student's condition while at the same time taking steps to assure that the number of personnel made aware will be kept at the minimum needed to assure proper care of the student and to detect situations in which the potential for transmission of the disease may increase. Persons deemed to have a "direct need to know" will be provided with appropriate information; however, these persons shall not further disclose such information.

## SUBSTANCE ABUSE PREVENTION PROGRAM

Substance abuse prevention within the Eastern Arizona College community is the assigned responsibility of the Counseling Department. To this end, the Department, on an ongoing basis, assesses the nature and extent of substance abuse at Eastern Arizona College and tailors preventative measures to identified needs of the College. These measures include the dissemination of information, referrals to community support agencies and the sponsoring of counseling and workshop programs within which individuals can explore the extent of their own drug and/or alcohol dependency. This prevention program is available to all EAC students and staff.

## SERVICES FOR STUDENTS WITH DISABILITIES

Services and educational opportunities for students with disabilities are provided. Please contact the Assistant Dean of Counseling on the Thatcher Campus to inquire about procedures.

The Arizona Relay Service provides free telephone access 24 hours a day for the hearing or speech impaired. To access, please call 1-800-367-8939 and ask for Eastern Arizona College at (928) 428-8253.

## STUDENT LEARNING CENTER

The Eastern Arizona College Student Learning Center offers free tutoring and computers upon availability. Students requiring extra assistance in their academic work are encouraged to visit the Center to inquire about services or for more information, call (928) 428-8446.

# STUDENT CODE OF CONDUCT

**THE COLLEGE HAS THE OBLIGATION** to determine the standards of conduct appropriate for those who become members of its student body. These standards apply to all and will be administered by the President and/or his designee who may take disciplinary action deemed appropriate for the violation committed. Students, who have rights and privileges as citizens, must keep in mind that admission to the College is a privileged status and involves special additional obligations to the college community. It also presumes that students, as members of the academic community, understand that due regard for law and the rights of others are always involved in the realm of liberty.

The rules of conduct specified below are not all-inclusive but are emphasized as being among those necessary for the security and well-being of students attending Eastern Arizona College and are among the circumstances which may lead to disciplinary action and possible dismissal.

- Conviction of a crime or continued misconduct of any type that is an infraction of the established laws of the town, county, state or nation.
- Possessing or using intoxicating liquors, narcotics or other illegal drugs.
- Stealing or in possession of stolen articles.
- Malicious destruction of property.
- Endangering or threatening the life or physical safety of others or self, including forcible or nonforcible sexual assault.
- Possession/use of any projectile weapon on campus.
- Failure to meet financial obligations to the College.
- Student conduct, on or off campus, prejudicial to the best interest of the College may be considered cause for disciplinary action or dismissal.

## GRIEVANCE PROCEDURE— NON-ACADEMIC STANDARDS

Students aggrieved by College actions of a non-academic nature shall have the opportunity for appeal. When a complaint about a non-academic action arises, with the exception of sexual harassment, the student shall subscribe to the following procedure to render the complaint legitimate. Complaints of sexual harassment should follow the procedure set forth in GCCCD Policy 4730.00 Sexual Harassment and described later in this section under “Sexual Discrimination/Harassment Complaints”. The student’s right for grievance shall be forfeited if the complaint is not addressed through the Official Review Process-Non-Academic Standards. The Official Review Process – Non-Academic Standards may not be applicable when services are delivered under the provisions of a negotiated contract. The appeal process does not suspend any actions which are being grieved.

## DEFINITION OF TERMS

**Days:** Calendar days exclusive of weekends, semester breaks, and official holidays as identified in the College Catalog.

**Complainant:** Student complainant.

**Official:** College official(s) responsible for the program or action for which the student complainant has a grievance.

**Student Affairs Officer:** Campus official designated by the College President for oversight of student affairs.

**Judiciary Committee:** College committee charged with responsibility to advise the College President on policies, standards, rules and regulations for non-academic standards; and to serve as an appeals committee for grievances involving non-academic standards.

**Non-Academic Standards:** All institutional actions exclusive of academic standards and discrimination as defined by federal or state laws.

## OFFICIAL REVIEW PROCESS

**Step 1.** The Complainant shall seek out, within five (5) days of the action, the Official so both parties may be afforded an opportunity to clarify facts and to reach a mutually acceptable solution.

**Step 2.** If Complainant satisfaction is not achieved in Step 1, the Complainant shall provide a written request identifying the problem and requesting a meeting with the Student Affairs Officer within five (5) days after receiving a recommended solution as provided in Step I. Within five (5) days of receipt of the request, the Student Affairs Officer shall arrange for a meeting with the Complainant and attempt to mediate an acceptable solution.

**Step 3.** If Complainant satisfaction is not achieved in Step 2, the Complainant shall provide a written request for a hearing by the Judiciary Committee. The request shall articulate the complaint and shall be delivered to the Chairperson of the Judiciary Committee and Student Affairs Officer within five (5) days after receiving a recommended solution as provided in Step II. Within ten (10) days of receipt of the request for a hearing, but not less than three (3) days of receipt of the request, the Chairperson of the Judiciary Committee shall arrange for a hearing. The Complainant, the Student Affairs Officer and the Official shall be in attendance at the hearing. Within ten (10) days of the conclusion of the hearing, the Chairperson of the Judiciary Committee shall set forth a written document addressing findings of fact and the decision reached by the Committee. Copies shall be addressed to the Complainant, the Student Affairs Officer, the Official and the College President. Decisions made by the Judiciary Committee are binding.

## SEXUAL DISCRIMINATION/ HARASSMENT COMPLAINTS

It is the policy of Eastern Arizona College that there be no discrimination against any employee, applicant for employment, or student on the basis of sex. In keeping with this policy, the College prohibits sexual harassment by any of its employees, its students, or third parties against any other

employee, applicant for employment, or student. The College considers sexual harassment to be a major offense that can result in the suspension or discharge of the offender.

Any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature, constitutes sexual harassment when:

1. Submission to the conduct is made either an explicit or implicit condition of employment or academic standing;
2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting an employee or applicant for employment; or used as the basis for an academic decision affecting a student; or
3. The harassment substantially interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment; or interferes with a student's academic performance or creates an intimidating, hostile or offensive academic environment.

## BRINGING A COMPLAINT

Any employee, applicant for employment, or student who believes that he/she or another employee, applicant for employment, or student, (1) has been discriminated against on the basis of sex, or (2) has been sexually harassed, should promptly report the matter to any Dean (Assistant, Associate, etc.) or Vice President of the College. A College Dean or Vice President who receives a report of sexual harassment must present the allegations to the College President as soon as reasonably possible. The College President or personnel designated by the College President shall investigate complaints of sexual harassment. A complaint arising from a Graham County site may be reported to the Vice President of Academic and Student Affairs at (928) 428-8261, Student Services Building Room 219. A complaint arising from a Greenlee County site may be reported to a Dean of Instruction, at (928) 428-8291, Student Services Building Room 216.

## RESOLUTION OF A COMPLAINT

The College is committed to investigating each complaint thoroughly and taking immediate and appropriate corrective action on all confirmed violations of this policy. In determining whether or not any particular alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the alleged incident(s) and the context in which the alleged incident(s) occurred will be reviewed and considered. The College prohibits reprisals by any of its employees or students against any complaining employee(s), student(s), or corroborating witness(es). Confidentiality will be maintained to the maximum extent reasonably possible.

## SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING COMPLAINTS

A charge of any of the above complaints against a College student will be handled by the Vice President of Academic and Student Affairs of the Thatcher Campus or Chief Officer for Greenlee County Eastern Arizona College sites in a similar manner as described above in the Complaint of

Sexual Harassment. When a complainant of sexual assault gives information to the Officer that a sexual assault has taken place and accuses a College student of the offense, the Officer will have the discretion to suspend the accused student pending a hearing. When any necessary investigation is complete, the Officer will formally notify the accused student of the charges and will set a hearing date within 5 class days.

## GENERAL COLLEGE REGULATIONS REGARDING THE ILLEGAL USE OF A CONTROLLED SUBSTANCE

1. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on College property or as part of any of the College's activities. For purposes of this regulation a controlled substance shall include any of the following:
  - a. An illegal drug
  - b. A legal drug used in excess of medically prescribed dosage
  - c. An alcoholic beverage
  - d. Any other mind-altering substance, or any substance used in excess of medically prescribed dosage.
2. The conviction for the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on College property or as part of any of its activities shall be cause for immediate suspension and shall result in one or more of the following conditions as considered appropriate by the College Office designated in charge of student affairs.
  - a. Termination of enrollment with the college; or
  - b. Requirement for the student to participate satisfactorily in a substance abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency; and/or
  - c. Other enrollment restrictions or stipulations as deemed in the best interest of the College and the student.
3. Students should carefully consider information provided by the College detailing:
  - a. Standards of conduct related to the possession, use, or distribution of drugs and alcohol by students on our institution's property or as any part of our institution's activities, including sanctions imposed for violation of those standards as detailed above in "General College Regulations," paragraphs A and B;
  - b. A description of applicable legal sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol;
  - c. A description of the health risks associated with use of illicit drugs and the abuse of alcohol; and
  - d. A description of any drug and alcohol counseling treatment or rehabilitation or reentry programs that are available to students.

The College will conduct a biennial review of its "Program to Prevent Illicit Use of Drugs and Abuse of Alcohol by Employees and Students" to determine its effectiveness, implement needed changes, and ensure that disciplinary sanctions are consistently enforced.

Note: Federal law allows notification of parents or guardians when there is a violation of this policy or a student exhibits a pattern of illegal

substance use.

## INTERFERENCE WITH OR DISRUPTION OF EDUCATION

Eastern Arizona College is dedicated to the concept of providing education to all those who can benefit therefrom. The College has a responsibility to maintain public order so that individual rights to benefit from its programs and facilities will not be impaired.

A person commits interference with or disruption of education at Eastern Arizona College by doing any of the following:

- For the purpose of causing, or in reckless disregard of causing, interference with or disruption of Eastern Arizona College, threatening to cause physical injury to any employee of Eastern Arizona College or any person attending Eastern Arizona College.
- For the purpose of causing, or in reckless disregard of causing, interference with or disruption of Eastern Arizona College, threatening to cause damage to Eastern Arizona College, the property of an Eastern Arizona College employee or any person attending Eastern Arizona College.
- Knowingly going on or remaining on the property of Eastern Arizona College for the purpose of interfering with or disrupting the lawful use of the property or in any manner as to deny or interfere with the lawful use of the property by others.
- Knowingly refusing to obey a lawful order given pursuant to A.R.S. § 13-2911 (C).
- Bringing onto campus, or possessing on campus any: (a) deadly weapon, (b) firearm (loaded or unloaded), (c) explosive, (d) nunchaku, (e) breakable container containing flammable liquid with a flash point of 150 degrees Fahrenheit or less and has a wick or similar device capable of being ignited, or (f) any combination of parts or materials designed and intended for use in making or converting a device into any item set forth in subdivisions (c) or (e) of this paragraph. The provisions of this paragraph shall not apply to Police Officers, certified and commissioned in the State of Arizona, or to weapons, and/or chemicals possessed and used as part of a course of instruction at Eastern Arizona College, or for weapons used for lawful exhibition or demonstration approved by the College President or designee.

For purposes of this policy, "interference with or disruption of" includes causing an employee of Eastern Arizona College to take any action to protect Eastern Arizona College or the employees, students or property of Eastern Arizona College.

Campus Police shall have the primary charge to maintain public order and the peaceful conduct of education upon all College property, assisted, when appropriate, by local law enforcement personnel.

Penalties for interference with or disruption of education upon College property shall include all appropriate legal remedies including, but not limited to: (a) the criminal penalties specified by A.R.S. § 13-2911, (b) the offender being required to leave College property, and (c) in the case of a student, faculty member or other staff violator, suspension, expulsion, or other appropriate disciplinary action. In addition, any deadly weapon, dangerous instrument, or explosive that is used, displayed or possessed

by a person in violation of this policy shall be forfeited or otherwise disposed in accord with A.R.S. § 13-2911 (D).

## ACADEMIC INTEGRITY

Academic integrity is a vital part of the culture of all successful institutions of higher learning. The value of the degrees, certificates, and coursework offered by Eastern Arizona College greatly depends on its reputation as an institution dedicated to academic honesty. This Academic Integrity Policy provides guidance in helping students and faculty understand the meaning and importance of academic integrity; defines academic dishonesty; and outlines the procedures for handling infractions of academic integrity. Each member of the EAC community is charged with honoring and upholding the policies and procedures governing academic integrity as set forth below.

## DEFINITION OF TERMS

As used in this policy:

**Academic evaluation** refers to any assignment, project, test, essay, quiz, performance, or other task or instrument by which students demonstrate mastery of course content, thus earning credit toward a class grade.

**Academic integrity** means honesty and responsibility associated with study, learning, and scholarship.

**Academic misconduct** means any act contrary to Academic Integrity, such as cheating, plagiarism, and earning grades dishonestly.

**Academic standards** are the rules and principles by which grades, student conduct, professional educator conduct, and class materials are evaluated.

**Admissions and Academic Standards Appeals Committee** serves as the appeals committee for grievances concerning academic standards; compiles and considers reports on the nature and frequency of academic misconduct; hears charges and evidence of repeated or particularly serious academic misconduct; and imposes sanctions when such types of academic misconduct is determined to have occurred.

**College** means any and all Graham County Community College District (GCCCD) locations to which Eastern Arizona College delivers instructional services to students enrolled for credit.

**Dean** is the administrator who, under the direction of the Chief Academic Officer, supervises several academic divisions and other specified college areas.

**District** refers to the Graham County Community College District.

**Division Chair** is the person who immediately supervises professional educators in the departments comprising a division and other programs relevant to the division function.

**Judiciary Committee** serves as the appeals committee for grievances involving non-academic standards, hears charges and considers evidence of academic misconduct in the most serious cases, and imposes sanctions when academic misconduct is determined in those cases.

**Plagiarism** is the use of another person's words, materials, work, and ideas, and adoption of an actual document, including a document

available electronically, without properly acknowledging and documenting the source.

**Professional educator** is employed by the College as the instructor of record, contributing/substitute instructor of record, proctor, GCCCD staff, or employee responsible for delivering instructional services and/or resources to students.

**Restricted course materials** are materials that are kept within the control of a professional educator to be delivered to enrolled students in a controlled manner. Restricting access to materials such as examinations, quizzes, and various assignments allows professional educators to control the resources available to students completing such evaluations, thus providing a uniform assessment of the knowledge and abilities that a student has obtained through his or her coursework. Examinations, quizzes, and assignments that are deliberately made available to the public by the professional educator of a course and without limitations are not restricted course materials.

**Student** means a person who is registered in a College course.

## STUDENT RESPONSIBILITIES

Students are responsible for understanding the College's Academic Integrity Policy as well as the sanctions that may be imposed as a result of academic misconduct. Students are also responsible for understanding their appeal rights associated with findings of any policy violation. If the expectations and limitations of an assignment or assessment are unclear, students are expected to ask for clarification.

Students shall practice the provisions of the Academic Integrity Policy and uphold integrity in their academic pursuits.

## ACADEMIC INTEGRITY POLICY

Students at Eastern Arizona College are expected to:

- Conduct themselves in accordance with principles of academic integrity
- Behave so as to foster an atmosphere of honesty and fairness
- Avoid plagiarism and other forms of academic misconduct
- Give truthful information to any College professional educator or to any other College employee regarding issues concerning academic integrity or academic misconduct, or suspected academic misconduct
- Not alter, misuse, or forge any College document, record, or instrument of identification.

Students are not excused from these provisions because of any failure or inability on the part of the professional educator to prevent other instances of academic misconduct.

## ACADEMIC MISCONDUCT

Academic misconduct includes any act that improperly affects the evaluation of a student's academic performance or achievement, or any act designed to deceive a professional educator. This definition applies whether the student's act of misconduct affects his or her own work or the work of other students. Specific infractions include, but are not limited to, the following:

1. **Cheating on Examinations:** Cheating includes the use of crib sheets, "cheat sheets," or discarded computer programs; aid from other persons; copying from another student's work; and soliciting and giving or receiving unauthorized aid orally, electronically, or in writing. The student will not consult books, notes, calculators, or other materials of any kind during an examination or assignment without the express permission of the instructor. If calculators, spellers, or other hand-held electronic devices are permitted to be used during an examination or assignment, no information may be programmed into or retrieved from the device other than that expressly permitted by the instructor. Students in online or hybrid courses are responsible for maintaining the security of course materials and are forbidden to share examination materials and other restricted course materials with anyone. Any act that compromises the security, validity, or effectiveness of an academic evaluation, whether it is a regular assignment, a quiz, an examination, or an evaluation of another sort, is academic misconduct.
2. **Inappropriate Collaboration:** Permission from an instructor for students to "work together" on homework, an assignment, or paper is not permission for one student to present another student's work as his or her own. Unless the professional educator specifies otherwise, all work submitted for a grade or credit toward completion of a course will be the product of the student's own understanding, expressed in the student's own words, calculations, computer code, etc. One form of inappropriate collaboration involves having another person significantly alter either the content or grammar of the student's written work. A student may seek feedback from another student or individual concerning a document's content, grammar, and spelling, but to avoid this type of inappropriate collaboration, the student must fix problems himself or herself.
3. **Collusion:** Collusion is the act of assisting others in their ventures of academic misconduct. Collusion includes but is not limited to providing advance copies of examinations and other restricted course materials; providing essays or other written assignments to others; acting as a "ghost writer" and significantly contributing to the written work of another without making your contributions known to the instructor and acquiring permission for such contributions; posing as another person in order to complete course work, examinations, or other academic work on that person's behalf; working to conceal the academic misconduct of another student.
4. **Submitting the Same Assignment for Different Classes:** Submitting the same assignment for a second class violates the assumption that every assignment advances a student's learning and growth. Unless instructors of both classes involved expressly allow it, submitting an assignment already submitted for another class is a breach of academic integrity.
5. **Intentional Misrepresentation:** Misrepresentation occurs when a student claims that source materials contain information or phrasing that they do not. In addition, misrepresentation occurs when a student omits or inserts words, changes words, misquotes, or takes correctly quoted phrases out of context. If this is done with the intent to deceive a professional educator in any academic evaluation, the student has committed a breach of academic integrity.

6. **Plagiarism:** Plagiarism means presenting someone else's ideas or words as one's own. Plagiarism may involve some degree of intent or may be the result of carelessness or ignorance of acceptable forms for citation. Not knowing how or when to cite a source does not excuse an act of plagiarism. Each of the four kinds of plagiarism below is a breach of academic integrity.
- Copying without citation, the most serious form of plagiarism, involves copying part or all of a paper from the Internet, from a book or magazine, or from another source without indicating that the work is someone else's. To avoid this form of plagiarism, quoted material must be placed in quotation marks and one of the standard forms of documentation (APA, MLA, etc.) must be used to indicate where the material came from.
  - Copying from an external source and citing the source but failing to show (by the use of quotation marks, for example) that the material is a direct quotation is another form of plagiarism. Simply documenting the source does not indicate that the words themselves are someone else's. Avoiding this form of plagiarism involves putting all quoted material in quotation marks or using the format designated by APA, MLA, etc. to indicate quoted material.
  - Incorrect paraphrasing is another form of plagiarism. Paraphrasing involves putting a lengthy phrase, sentence, or group of sentences written by another into one's own words, thereby making it significantly different from the original. Changing a few words, or rearranging words, is not proper paraphrasing, and though the source is cited (as is always required with paraphrased material), wording remains substantially that of another and cannot rightfully be represented as original. Avoiding this form of plagiarism involves either making the material a direct quote by using quotation marks and citing the source, or paraphrasing properly by substantially changing the original to new words; again, making sure to cite the source.
  - Presenting arguments, lines of reasoning, or facts learned from someone else without citing the source, even if the material is paraphrased, is another form of plagiarism. The source must be properly cited.
7. **Improper Influence:** Attempting to influence a grade or to receive any other academic benefit not earned through the normal exercise of academic effort by offering anything of value, including the performance of services, to a professional educator, College employee, other College student, or any other person, is academic misconduct.

## PROCEDURES, SANCTIONS AND APPEALS

### The Professional Educator

The College respects and accepts the professional educator's qualifications and rights to determine academic standards. The professional educator is accountable for establishing and maintaining appropriate academic standards for coursework and for informing students of any special rules or practices for a particular class.

When a professional educator becomes aware of a possible violation of

academic integrity by one of his or her students, a confidential conference between the professional educator and the student should be held to discuss the perceived violation and its consequences. If, following the conversation, the professional educator is satisfied that a violation has occurred, he or she may determine that one or more of the following consequences are appropriate and impose such penalty:

- Issuing a verbal or written reprimand
- Requiring that the academic project or examination in question be repeated
- Assigning the academic project or examination in question a reduced grade
- Requiring that the academic project or examination in question be repeated for a reduced grade
- Assigning the academic project or examination in question a failing grade
- Assigning a reduced grade in the course
- Assigning a failing grade in the course
- Initiating the student's involuntary withdrawal from the course

The professional educator will resolve most violations in the above manner.

The professional educator will report each violation and its disposition to the Division Chair within five business days of the occurrence; the chair will report to the appropriate Dean, who in turn will report it to the Admissions and Academic Standards Appeals Committee. If the professional educator feels that the violation in question was especially serious or repeated, he or she may recommend that additional penalties be imposed.

### The Admissions and Academic Standards Appeals Committee

The Admissions and Academic Standards Appeals Committee will be notified of all acts of academic misconduct. Such reports will be noted in the agenda and minutes of committee meetings. The committee may report the incidence and nature of these violations to the faculty and administration at appropriate intervals.

When, in the opinion of the committee, evidence of repeated or especially serious offenses exists, or upon the recommendation of the professional educator involved, the Admissions and Academic Standards Appeals Committee will consider the case and may decide to impose one or more of the following additional penalties against a violator:

- Placing a written reprimand in the student's permanent file
- Restricting the student's access to certain college resources
- Requiring the student to complete an academic integrity education program
- Placing the student on academic probation

If the Admissions and Academic Standards Appeals Committee concludes that the violation is so serious as to possibly warrant the student's exclusion from extracurricular college activities, or suspension or dismissal from the College, it will make that recommendation to the Judiciary Committee.

### The Judiciary Committee

The Judiciary Committee will resolve the most serious acts of academic misconduct. Only the Judiciary Committee has authority to suspend or expel a student from the College for academic misconduct.

After receiving recommendation from the Admissions and Academic Standards Appeals Committee that a violation of academic integrity may warrant the student's dismissal from the College, the Judiciary Committee will consider the evidence and render a decision which shall be binding.

The Judiciary Committee may impose additional penalties against a violator, which may include:

- Censure and exclusion from extracurricular college activities, including student government, athletics, performances, or other activities of the college community
- Suspension for a specified period of time
- Expulsion from the College without expectation of readmission

#### **A Student's Right to Appeal**

A student may appeal any decision to impose discipline as a result of academic misconduct through the established Grievance Procedure and Official Review Process for Academic Standards (GCCCD 5810.02).



# ACADEMIC REGULATIONS

## ACADEMIC GOOD STANDING

**Academic Probation.** If an enrolled student's cumulative grade point average in either the fall or spring semester falls below the following levels in relation to the student's total credits used in the calculation of the GPA, the student will be placed on academic probation. In the subsequent fall or spring semester the student will be allowed to register for no more than sixteen (16) credits.

Credit Hours	Minimum Grade Point Average Required
12-15	1.60
16-30	1.75
31-45	1.90
46+	2.00

**Extended Academic Probation.** At the end of the academic probation semester if the student fails to raise his/her GPA to the minimum GPA requirement specified above, the student will be placed on extended academic probation. While on extended academic probation the student will be limited to seven (7) credit hours in subsequent semesters and summer sessions until such time as the student meets the appropriate standard.

**Appeal of Academic Probation or Extended Academic Probation.** If a student believes he/she was placed on academic probation or extended academic probation as a result of extenuating circumstances, the student may petition the Admissions and Academic Standards Appeals Committee for an exception.

## ATTENDANCE

You are expected to attend all class meetings and laboratory sessions for which you are registered. Instructors will advise you in writing of class policies governing absences, punctuality, make-up assignments, and exams at the beginning of each term.

## ABSENCES

Absences accumulate beginning with the first day of class.

**Official Absences.** Absences from class due to authorized participation in College sponsored activities will be considered as official absences. There will be no institutionally sanctioned penalty associated with official absences. Designation of official absences will be made through the office of the Vice President of Academic and Student Affairs.

**Unofficial Absences.** Absences other than official absences will be considered as unofficial absences. Instructors are authorized to withdraw a student from class for excessive unofficial absences.

## MAKE-UP ASSIGNMENTS AND EXAMS

It is your responsibility to make up any assignments or exams missed because of either an official or unofficial absence. Arrangements for make-up assignments or exams must be made with the individual instructor prior to the absence. At the discretion of the instructor, you may be denied the opportunity to make up assignments or exams missed because of an unofficial absence. Make-up assignments or exams for official absences shall not be punitive in nature.

## PUNCTUALITY

You are expected to be prompt in attending each of your classes. Instructors are authorized to take appropriate actions, including withdrawing you from class, because of excessive tardiness.

## THE CREDIT SYSTEM

Credit is given by means of a semester credit system which assigns each course a certain number of credits. A credit usually represents three hours of work each week in a 16-week semester; it may stand for an hour of classroom work and two hours of preparation, for three hours of laboratory work, or for some other combination as the particular course may demand.

## AWARDING TRANSFER CREDIT

To apply credit earned at another accredited institution of higher education towards your EAC degree, you must have each of your former colleges send an official college transcript directly to EAC's Records and Registration Office. If you are applying for transfer credit earned at an out-of-state college you must also furnish the Records and Registration Office with a copy of the course descriptions in effect at the time the course work was taken.

You may receive transfer credits for courses taken at another accredited higher education institution in which you received a grade of "C" or better. When the transfer courses are determined to be equivalent or very similar to EAC courses, you will receive credit for the equivalent EAC courses. Courses that are determined to not be equivalent or similar to EAC courses will transfer as elective credit. In unusual circumstances, you may petition the Admissions and Academic Standards Appeals Committee for credit for transfer courses in which a grade of "D" was received.

Courses taken from another institution while you are academically suspended from EAC will not be accepted by EAC.

Accredited higher education institutions are those that are fully accredited by 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/or the Western Association of Schools and Colleges.

Transfer credit from non-accredited postsecondary institutions may also be accepted if such credits represent equivalent or higher level work at Eastern Arizona College.

Prerequisite courses taken over ten years ago may not prepare you well for the subsequent course due to changes in the body of knowledge in the field being studied.

## NATIONAL STANDARDIZED EXAMINATIONS

You may be awarded college credit for satisfactory scores on national standardized examinations listed in the American Council on Education's "A Guide to Educational Credit by Examination, 4th Edition," or its successor.

CLEP is an example of such an examination. The College's Evaluation/Testing Center administers the CLEP. There is a fee for the CLEP exam. If you intend to transfer to another college or university you are cautioned that policies governing the awarding of CLEP credit vary from institution to institution. In all cases, scores earned for CLEP examinations will have to be submitted separately to each institution at which credit is being sought.

## COMPOSITION AND LITERATURE

<b>CLEP Subject Examination with a score of 50 or more:</b>	<b>Equivalent EAC Courses</b>	<b>Credit Granted</b>
American Literature	ENG 241, 242	6
Analyzing and Interpreting Literature	ENG 218	3
College Composition	ENG 101	3
English Literature (without essay)	ENG 221, 222	6
Humanities	Humanities Electives	6

## SCIENCE AND MATHEMATICS

<b>CLEP Subject Examination with a score of 50 or more:</b>	<b>Equivalent EAC Courses</b>	<b>Credit Granted</b>
Precalculus Algebra	MAT 154	4
Biology	BIO Department Elective	3
Calculus	MAT 220	5
Chemistry	CHM 151	4
College Mathematics	MAT 140	3
Natural Sciences	Non-laboratory science elective	3
Precalculus	MAT 181	5

## HISTORY AND SOCIAL SCIENCES

<b>CLEP Subject Examination with a score of 50 or more:</b>	<b>Equivalent EAC Courses</b>	<b>Credit Granted</b>
American Government	POS 110	3
History of the United States I: Early Colonization to 1877	HIS 101	3
History of the United States II: 1865 to the Present	HIS 102	3
Human Growth and Development	ECE 171 / PSY 171	3
Macroeconomics, Principles of	BUA 221	3
Microeconomics, Principles of	BUA 223	3
Psychology, Introductory	PSY 101	3
Social Sciences and History	Social Sciences Elective	6
Sociology, Introductory	SOC 101	3
Western Civilization I: Ancient Near East to 1648	HIS 104	3
Western Civilization II: 1648 to the Present	HIS 105	3

## BUSINESS

<b>CLEP Subject Examination with a score of 50 or more:</b>	<b>Equivalent EAC Courses</b>	<b>Credit Granted</b>
Financial Accounting	BUA 233	3
Business Law, Introductory	BUA 245	3
Information Systems & Computer Applications	CMP 103	3
Marketing, Principles of	SBM 111	3

## LANGUAGES

<b>Examination</b>	<b>Score Range</b>		<b>Credits</b>
	<b>Required</b>	<b>Course</b>	
French Language	50-54	FRE 101	4
French Language	55-61	FRE 101, 102	8
French Language	62-65	FRE 101, 102, 201	12
French Language	66-80	FRE 101, 102, 201, 202	16
German Language	39-45	GER 101	4
German Language	46-50	GER 101, 102	8
German Language	51-59	GER 101, 102, 201	12
German Language	60-80	GER 101, 102, 201, 202	16
Spanish Language	50-54	SPA 101	4
Spanish Language	55-65	SPA 101, 102	8
Spanish Language	66-67	SPA 101, 102, 201	12
Spanish Language	68-80	SPA 101, 102, 201, 202	16

## COMPETENCY BASED CREDIT

The College offers open entry/open exit courses in which student success and course completion is based on mastery of specified competencies. Such courses are laboratory intensive, and are characterized by students entering and completing within various time frames. Open entry/open exit courses are not tied to minute/credit ratios. Credits are awarded upon the achievement of clearly defined and measurable course competencies.

## CREDIT BY ARTICULATION WITH SECONDARY SCHOOLS

High school students participating in a secondary program articulated with Eastern Arizona College will receive college credit according to the terms of the articulation agreement with the specific secondary school. Credits earned via articulated secondary programs may not be transferable, depending on the policies of the receiving institution.

## CREDIT BY DEPARTMENTAL EXAMINATION

If you have acquired college level knowledge or skill through work or life experiences for which you have not received college credit you may petition the Admissions and Academic Standards Appeals Committee to earn college credit by taking an EAC Departmental Exam provided you are not currently enrolled in that course nor seeking credit for a lower level course after successfully completing a higher level course. This petition may be obtained through EAC's Records and Registration Office or online through your Gila Hank Online account. Upon approval of your petition, a comprehensive written and/or performance examination (not the course final exam) relating experience to course content will be administered by an instructor designated by the Vice President of Academic and Student Affairs. The examination will be documented by filing results in EAC's Records and Registration Office. If proper test administrators are not available at the time of your request, you must wait until the test administrator is available. Permission to take such an exam is limited to subject areas offered by Eastern Arizona College in which competency can be measured satisfactorily by a written or performance test. A course may be challenged only one time. Credit awarded on this basis will be recorded on an official transcript only upon completion of 16 credit hours at Eastern Arizona College and will be shown on the transcript as "credit by departmental examination." A credit by examination fee will be charged for the examination (see catalog, section "Other Fees"). Upon transfer, acceptance of credit awarded by means of departmental exam may be treated differently by the receiving institution.

## CREDIT FOR INTERNATIONAL BACCALAUREATE

Credit may be awarded for International Baccalaureate coursework. Transcripts submitted to the Records Office will be evaluated on a course by course basis.

## CREDIT FOR ADVANCED PLACEMENT

Testing and evaluation for Advanced Placement will be uniform throughout the District and shall be applied uniformly by divisions and individual instructors.

The following list shows the EAC credit awarded for specific advanced placement examinations.

**American History.** An AP Exam score of 4 or 5 earns credit for EAC courses HIS 101 and 102, a total of 6 credits. A score of 1, 2 or 3 earns no credit.

**Art (History).** An AP Exam score of 3, 4 or 5 earns credit for EAC course ART 133 or ART 134, for 3 credits. A score of 1 or 2 earns no credit.

**Art (Studio).** An AP Exam score of 4 or 5 earns credit for EAC course ART 111 for 3 credits. A score of 1, 2 or 3 earns no credit.

**Biology.** An AP Exam score of 4 or 5 earns credit for EAC courses BIO 181 and 182, a total of 8 credits. A score of 3 earns credit for BIO 100, for 4 credits. A score of 1 or 2 earns no credit.

**Calculus AB.** An AP Exam score of 3, 4 or 5 earns credit for EAC course MAT 220, for 5 credits. A score of 1 or 2 earns no credit.

**Calculus BC.** An AP Exam score of 4 or 5 earns credit for EAC courses MAT 220 and 230, a total of 9 credits. An AP Exam score of 3 earns credit for EAC course MAT 220, for 5 credits. A score of 1 or 2 earns no credit.

**Chemistry.** An AP Exam score of 4 or 5 earns credit for EAC courses CHM 151 and 152, a total of 8 credits. A score of 1, 2 or 3 earns no credit.

**Comparative Government & Politics.** An AP Exam score of 4 or 5 earns credit for EAC department elective credit, for 3 credits. A score of 1, 2 or 3 earns no credit.

**English Literature/Composition.** An AP Exam score of 4 or 5 earns credit for EAC course ENG 101, for 3 credits. A score of 1, 2 or 3 earns no credit.

**English Language/Composition.** An AP Exam score of 4 or 5 earns credit for EAC course ENG 101 for 3 credits. A score of 1, 2 or 3 earns no credit.

**European History.** An AP Exam score of 4 or 5 earns credit for EAC courses HIS 104 and 105, a total of 6 credits. A score of 1, 2 or 3 earns no credit.

**French Language.** An AP Exam score of 3, 4 or 5 earns credit for EAC courses FRE 101, 102, 201 and 202, a total of 16 credits. A score of 1 or 2 earns no credit.

**German Language.** An AP Exam score of 3, 4 or 5 earns credit for EAC courses GER 101, 102, 201 and 202, a total of 16 credits. A score of 1 or 2 earns no credit.

**Macroeconomics.** An AP Exam score of 4 or 5 earns credit for EAC course BUA 221, for 3 credits. A score of 1, 2 or 3 earns no credit.

**Microeconomics.** An AP Exam score of 4 or 5 earns credit for EAC course BUA 223, for 3 credits. A score of 1, 2 or 3 earns no credit.

**Music Theory.** An AP Exam score of 3, 4 or 5 earns credit for EAC course MUS 101, for 3 credits. A score of 1 or 2 earns no credit.

**Physics B.** An AP Exam score of 4 or 5 earns credit for EAC course PHY 111, for 4 credits. A score of 1, 2 or 3 earns no credit.

**Physics C.** An AP Exam score of 3, 4 or 5 on Mechanics earns credit for EAC course PHY 111, for 4 credits. A score of 1 or 2 earns no credit.

**Physics C.** An AP Exam score of 3, 4 or 5 on Electricity and Magnetism earns credit for EAC course PHY 112, for 4 credits. A score of 1 or 2 earns no credit.

**Psychology.** An AP Exam score of 4 or 5 earns credit for EAC course PSY 101, for 3 credits. A score of 1, 2, or 3 earns no credit.

**Spanish Language.** An AP Exam score of 3, 4 or 5 earns credit for EAC courses SPA 101, 102, 201 and 202, a total of 16 credits. A score of 1 or 2 earns no credit.

**Statistics.** An AP Exam score of 3, 4 or 5 earns credit for EAC course MAT 160, for 3 credits. A score of 1 or 2 earns no credit.

**US Government and Politics.** An AP Exam score of 4 or 5 earns credit for EAC course POS 110, for 3 credits. A score of 1, 2 or 3 earns no credit.

**US History.** An AP Exam score of 4 or 5 earns credit for EAC courses HIS 101 and 102, a total of 6 credits. A score of 1, 2 or 3 earns no credit.

## CREDIT FOR APPRENTICESHIP TRAINING, LICENSING, AGENCY TRAINING, EXAMINATION, OR EVALUATION

If you hold a valid and current license or accreditation for a specific skill or trade which included passing an exam by a state or nationally recognized Board and have been actively practicing that skill within the last five years, you may petition the Admissions and Academic Standards Appeals Committee for college credit in subject areas offered by EAC. You must supply the name and address of the accrediting Board, trade school, or agency to EAC's Records and Registration Office.

Upon request by EAC's Records and Registration Office, the place of prior accreditation must be willing to supply information about examination competencies. If this information is adequate for evaluation, the Admissions and Academic Standards Appeals Committee, in consultation with the Division in which courses are listed, will determine the specific courses for which credit will be given on the official transcript.

Transcript wording will be "Credit by departmental evaluation." If there is a question about awarding of credit under these conditions, you will be given the opportunity to earn the credits in question by examination as described under the Credit By Examination section. Credit earned by apprenticeship training, licensing, or other agency training or examination may not be transferable. Credit awarded on this basis will be recorded on an official transcript only upon completion of at least 16 credit hours in courses at Eastern Arizona College and will be shown on the transcript as "credit awarded by evaluation." Upon transfer, acceptance of credit awarded by evaluation may be treated differently by the receiving institution.

## CREDIT FOR MILITARY TRAINING

"The 2006 Guide to the Evaluation of Educational Experiences in the Armed Services" or its successor, published by the American Council of Education, is used as the basis for evaluating training and experience in the armed forces. A student may receive college credit if the armed services training parallels a curriculum area offered at Eastern Arizona College, and the credit meets a program requirement, or is used as elective credit. Credit awarded on this basis will be recorded on an official transcript only upon completion of at least 16 credit hours in courses at Eastern Arizona College and will be shown on the transcript as "military credit awarded by evaluation." Upon transfer, acceptance of credit awarded for military service may be treated differently by the receiving institution.

## GRADING

Each course in which you are enrolled at the close of registration for that course will be awarded one of the following grades:

Letters	Grades	Grade Points
A	Excellent	4 grade points per semester credit
B	Good	3 grade points per semester credit
C	Competent	2 grade points per semester credit
D	Passing— not transferable	1 grade point per semester credit— not transferable and may not meet graduation requirements
F	Failing	0 grade points per semester credit
I	Incomplete	not computed in GPA
P	Credit only	not computed in GPA. A "P" is judged to be equivalent to a grade of "C" or higher.
W	Withdraw	not computed in GPA
X	Audit	not computed in GPA
Y	Grade not reported by instructor	not computed in GPA

Grade point averages are computed by multiplying the grade points earned by the corresponding credit and dividing the sum of those products by the total credit attempted.

## GRADE OF INCOMPLETE "I"

The grade of Incomplete (I) may be given for reasons acceptable to the instructor if you do not complete the objectives of the course during enrollment. Incompletes may be changed to grades when, upon contract with instructors, the objectives of the courses involved are completed at a passing level. You are solely responsible for making arrangements with instructors to complete course requirements. The course must be completed and a grade recorded by the end of the next regular semester following the Incomplete, or a grade of "F" will be recorded for the course.

## GRADE OF PASS "P"

If you are in a transfer program it is recommended that you limit the

number of credits in which you receive “P” grades to no more than six. Excessive “P” grades may prevent you from being admitted to the university program of your choice. “P” grades are not calculated in your GPA. “P” grades changed by petition are equivalent to “C” grades.

## GRADE OF WITHDRAWAL “W”

You may obtain the grade of Withdrew (W) by officially withdrawing from the class within the allotted time frame. Ceasing to attend the class does not constitute withdrawal.

## GRADE OF AUDIT “X”

The grade of Audit (X) is given to students who officially enroll in a course as an auditor to obtain course information and do not wish to earn college credit. When auditing, you pay the regular tuition and fee charges in addition to the audit fee as specified in the fee schedule.

## GRADES FOR REPEATED COURSES

You may repeat a course previously taken at Eastern Arizona College in order to improve your grade or to update your knowledge of the course material. When a course is repeated, credit may be counted only once for graduation and only the higher grade will be used for computation of the grade point average; however, all grades will appear on your transcript. Veterans cannot claim benefits for repeated courses unless the veteran received a grade of “F” and the course is needed for graduation.

## GRADE REPORTING SYSTEM

You will be mailed a printed copy of your grade report upon written or verbal request to the Records and Registration Office.

## GRADE CHANGES

Grade changes can be made only by instructors with the approval of the Vice President of Academic and Student Affairs, with the exception of clerical errors made and corrected by the Records and Registration Office. If an instructor is not available, petitions for grade changes will be considered by the Admissions and Academic Standards Appeals Committee.

An appeal for a grade change will not be considered unless a petition for same is filed with the Records and Registration Office within six (6) months of the close of the semester in which the grade was received.

## GRIEVANCE PROCEDURE— ACADEMIC STANDARDS

Students aggrieved by College actions of an academic nature shall have the opportunity for appeal.

The professional educator’s qualifications and rights to determine academic standards are respected and accepted. The professional educator shall be accountable for establishing and maintaining appropriate academic standards for coursework.

When a complaint about academic standards arises, with the exception of sexual harassment, the student shall subscribe to the following

procedure to render the complaint legitimate. Complaints of sexual harassment should follow the procedure described in GCCCD 4730.00 Sexual Harassment. The student’s right for grievance shall be forfeited if the complaint is not addressed through the Official Review Process - Academic Standards. The Official Review Process - Academic Standards may not be applicable when services are delivered under the provisions of a negotiated contract. The appeal process does not suspend any actions which are being grieved.

## DEFINITION OF TERMS

**Days:** Calendar days exclusive of official holidays as identified in the College Catalog.

**Complainant:** Student complainant.

**Professional Educator:** College professional educator(s) responsible for the program or action for which the student complainant has a grievance.

**Academic Affairs Officer:** Campus official designated by the College President for oversight of academic affairs.

**Admissions and Academic Standards Appeals Committee:** College committee charged with responsibility to advise the College President on policies, standards, rules and regulations for academic standards and student admission; and to serve as an appeals committee for grievances concerning academic standards.

**Academic Standard:** All actions relating to grades, grading standards, professional educator conduct, materials presented in a classroom by the professional educator or adjunct, and professional educator discrimination against a student exclusive of discrimination as defined by federal or state laws.

## OFFICIAL REVIEW PROCESS— ACADEMIC STANDARDS

**Step 1.** The Complainant shall seek out, within five (5) days of the action, the Professional Educator so both parties may be afforded an opportunity to clarify facts and to reach a mutually acceptable solution.

**Step 2.** If Complainant satisfaction is not achieved in Step 1, the Complainant shall provide a written request for a meeting to the Division Chairperson responsible for oversight of the standards employed by the Professional Educator. Within five (5) days of receipt of the request the Division Chairperson shall arrange for a meeting to include the following individuals: the Division Chairperson, the Professional Educator, and the Complainant. The Division Chairperson shall attempt to mediate an acceptable solution.

**Step 3.** If Complainant satisfaction is not achieved in Step 2, the Complainant shall provide a written request for a hearing by the Admissions and Academic Standards Appeals Committee. The request shall articulate the complaint and shall be delivered to the Academic Affairs Officer within five (5) days after receiving a recommended solution as provided in Step 2. Within ten (10) days of receipt of the request, but not less than three (3) days of receipt of request, the Chairperson of the Admissions and Academic Standards Appeals Committee shall arrange for a hearing. The Complainant, the Professional Educator and

the Division Chairperson shall be in attendance at the hearing. Within ten (10) days of the conclusion of the hearing, the Chairperson of the Admissions and Academic Standards Appeals Committee shall set forth a written document addressing finding of fact and the decision reached by the Committee. Copies shall be addressed to the Complainant, the Professional Educator, the Division Chairperson, and the College President. Decisions made by the Admissions and Academic Standards Appeal Committee are binding.

## HONORS

**President's List:** The President's List will, upon completion of each semester, include those full-time students who:

- Are enrolled in a curriculum listed in a College Academic Catalog leading to a degree offered by Eastern Arizona College,
- Complete during the semester a minimum of 12 credits at the 100 level or higher for which a grade other than an "I" (Incomplete) or "P" (Pass) grade was earned, and
- Received a 4.000 semester grade point average.

**Dean's List:** The Dean's List will, upon completion of each semester, include those full-time students who:

- Are enrolled in a curriculum listed in a College Academic Catalog leading to a degree offered by Eastern Arizona College,
- Complete during the semester a minimum of 12 credits at the 100 level or higher for which a grade other than an "I" (Incomplete) or "P" (Pass) grade was earned, and
- Received a 3.500 through 3.999 semester grade point average.

## OFFICIAL NOTIFICATIONS

At initial enrollment all students receive an Eastern Arizona College MonsterMail account. This email account is free of charge and is the official notification channel for all EAC correspondence to the students. Correspondence sent to this address will be deemed official and adequate notification to you regarding the contents of such correspondence.

## REGISTRATION

The act of enrolling in courses at the College indicates you agree to be subject to all the requirements, policies, and regulations in the College Catalog and Student Handbook, and agree to establish a permanent college academic record. You further acknowledge that in order to be admitted to other colleges or universities you may be required to send this academic record to those institutions. Your enrollment also certifies your understanding that the content of EAC courses are designed for adult students and if you are a younger student you may feel constrained from participating in class discussions due to the maturity and age of other students in addition to the subject matter being discussed. Contact the Records and Registration Office at (928) 428-8270 or 1-800-678-3808, Ext. 8270 for details.

## COURSE OVERLOAD

The typical academic load varies from 15 to 18 credit (semester) hours. Students carrying a minimum of 12 credit hours are considered full-time students for financial aid, residency, and scholarship purposes.

You are allowed to register for an "overload"—defined as more than 18 credit hours of Regular Semester courses other than those designated as open entry/open exit or short term courses less than a semester in length—contingent upon the following criteria. For purposes of overload consideration, Activity/Personal Enrichment courses are not included in the number of credits to be examined.

- You may enroll for an overload of up to 22 credit hours if you have completed a minimum of 12 credits at Eastern Arizona College with a cumulative GPA of 2.75 or higher.
- If you have not completed, but are currently enrolled in, a minimum of 12 credits at Eastern Arizona College, you must petition to enroll for an overload of up to 22 credits for the subsequent semester contingent upon completion of your courses currently in progress of 2.75 or better. At the end of the semester, if the cumulative GPA for the courses in progress is less than 2.75, you will be administratively withdrawn from the course(s) requested in your petition. You may also be subject to other points of enforcement surrounding academic standards.
- If you have completed at least 12 credits at Eastern Arizona College with a cumulative GPA of 2.25 through 2.7499, you must petition the Admissions and Academic Standards Committee for approval to register for an overload.
- If your cumulative GPA is less than 2.25, you will not be considered for an overload unless evidence is provided showing that impending graduation requirements cannot otherwise be met.
- If you are a first-time student or first-semester transfer student to Eastern Arizona College, you must petition the Admissions and Academic Standards Committee for an overload of up to 22 credits. An official transcript from either the high school or transfer institution must be on file in the Records and Registration Office.

If you want to enroll in more than 22 credits for a regular semester, you must petition the Admissions and Academic Standards Committee for additional overload consideration.

## TRANSCRIPTS

A fee of \$5, payable in advance, will be charged for each transcript and if EAC is requested to fax any transcript, there will be an additional \$2 charge.

Eastern Arizona College reserves the right to withhold transcripts from students who are in debt to the College. A student whose transcript is being withheld has the right to discuss the matter with EAC personnel who are empowered to resolve any dispute concerning indebtedness to the College.

If you desire to transfer to another institution of higher education, you should request that the Records and Registration Office send your transcript directly to the institution you expect to enter. Also, you may request that the Records and Registration Office mail a transcript directly to a prospective employer.

## WITHDRAWAL FROM A COURSE

You are responsible for initiating and completing official withdrawals from classes from which you wish to withdraw through the Records and Registration Office or over the Internet using Gila Hank Online. Withdrawal before the end of the registration period will result in the

course not showing on your transcript. This is known as “Withdrawal Without Record.” Withdrawal from a course after the close of registration will result in a grade of “W” - “Withdrawal With Record” - showing on your transcript. There is a different deadline for each type of course (semester-length, short-term, open entry/open exit and summer) that is taught at EAC. Please see the listing below for the exact deadlines. If you do not officially withdraw from a course, you may receive a failing grade. Instructors are authorized to withdraw you from courses for excessive unofficial absences, excessive tardiness, disruptive behavior, or inability to perform the required tasks.

Your failure to drop a class after registration, regardless of nonattendance or nonpayment, does not release you from the financial obligation incurred at the time of registration. To ensure your registration is cancelled you must withdraw from the course. To completely remove your financial obligation for refundable fees, you must withdraw from the course during the open registration period for that course. If you incurred any nonrefundable fees, you will still be obligated to pay these fees. Instructors are not always obligated to withdraw you from their courses and you should not assume they will do so.

If you have received financial aid and withdraw from courses, please refer to the Return of Title IV Federal Student Aid Policy in the disclosure section of the College Catalog as to how this might affect you.

**Semester-Length Courses:** The last day for you to initiate an official withdrawal from a semester-length course and to receive a “W” grade is

five weeks prior to the last Friday before final exams. The instructor may initiate a withdrawal from a semester-length course up to final exams.

**Short-Term, Open Entry/Open Exit, and Summer Session Courses:** The last day for you or your instructor to initiate an official withdrawal from a short-term, open entry/open exit, or summer session course is the last day of the course.





# GRADUATION

## LICENSURE

Eastern Arizona College offers various certificates and programs that enable the student to test for licensure. Eastern Arizona College makes no guarantee, either implied or stated, that you will pass any licensing test. Also, please be aware that any past criminal record may have an impact on your eligibility for licensure. You should investigate licensing requirements before entering a course of study.

## CERTIFICATES

Work with your adviser/instructor to plan and apply for your chosen certificate program.

## DEGREES

Eastern Arizona College grants the Associate of Arts (AA), Associate of Business (ABus), Associate of Science (AS), Associate of General Studies (AGS), and the Associate of Applied Science (AAS) degrees.

Specific course requirements for each of the degrees offered by Eastern Arizona College are identified in the curriculum section of this catalog. Please refer to the major you intend to pursue at EAC for specific graduation requirements.

## APPROVED ELECTIVES

EAC degree programs that are designed to transfer to all of Arizona's public universities require you to select your electives from the courses listed in the Arizona Higher Education Course Equivalency Guide (CEG) (located at <http://aztransmac2.asu.edu/cgi-bin/WebObjects/CEG>). Select the Eastern Arizona College Elective or Better Report. Additional detailed information is available there.

Select courses from the list for the academic year in which you will be taking the class. For example, if you are planning to take ART 101 as an elective in the 2017-2018 academic year it must be included on the list of approved electives for 2017-2018. Only courses on the approved list for the academic year in which you take the class can be counted toward degree completion.



## CHOICE OF CATALOG

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

1. A semester in which a student earns course credit will be counted toward continuous enrollment. Non-credit courses, audited courses, failed courses, or courses from which the student withdraws do not count toward the determination of continuous enrollment for catalog purposes.

**Example A:** Admitted and earned course credit at a public college or university: Fall 2017 (Active). Continued at a community college: Spring 2018, Fall 2018 (Active). Transferred to a university: Spring 2019 (2017 or any subsequent catalog).

**Example B:** Admitted and earned course credit at a public college or university: Fall 2016 (Active). Enrolled but earned all Ws or Fs: Spring 2017 (Inactive). Enrolled in audit courses only: Fall 2015 (Inactive). Nonattendance: Spring 2018 (Inactive). Transferred to a university: Fall 2018 (2018 or any subsequent catalog).

2. Students who do not meet the minimum enrollment standard stipulated in No. 1 during three consecutive semesters (fall/spring) and the intervening summer term at any public Arizona community college or university are no longer considered continuously enrolled, and must meet requirements of the public Arizona community college or university catalog in effect at the time they are readmitted or of any single catalog in effect during subsequent terms of continuous enrollment after readmission. Students are not obligated to enroll and earn course credit during summer term, but summer enrollment may be used to maintain continuous enrollment status.

**Example A:** Admitted and earned course credit at a public college or university: Fall 2016 (Active). Nonattendance: Spring 2017, Fall 2017, Spring 2018 (Inactive). Readmitted and earned course credit at a community college: Fall 2018 (Active). Transferred to a university: Spring 2019 (2018 or any subsequent catalog).

**Example B:** Admitted and earned course credit at a public college or university: Fall 2016 (Active). Nonattendance: Spring 2017 (Inactive). Readmitted, earned course credit at a community college: Summer 2017 (Active). Nonattendance: Fall 2017, Spring 2018 (Inactive). Transferred to a university: Fall 2018 (2016 or any subsequent catalog).

3. Students admitted or readmitted to a public Arizona community college or university during a summer term must follow the requirements of the catalog in effect the following fall semester or of any single catalog in effect during subsequent terms of continuous enrollment.

**Example:** Admitted and earned course credit at a community college: Summer 2016 (Active). Continued at a community college: Fall 2016, Spring 2017 (Active). Nonattendance: Fall 2017 (Inactive). Readmitted and earned course credit at a community college: Spring 2018 (Active). Transferred to a university: Summer 2018 (2016 or any subsequent catalog).

4. Students transferring among Arizona public higher education institutions must meet the admission requirements, residency requirements, and all curricular and academic requirements of the degree-granting institution.

## GRADUATION HONORS

**Highest Honors:** Granted to candidates for graduation who have, at the conclusion of their last completed semester, at least 30 credits at EAC with a 4.000 cumulative grade average.

**High Honors:** Granted to candidates for graduation who have, at the conclusion of their last completed semester, at least 30 credits at EAC with a minimum of 3.750 cumulative grade average.

**Honors:** Granted to candidates for graduation who have, at the conclusion of their last completed semester, at least 30 credits at EAC with a minimum of 3.500 cumulative grade average.

## DEVELOPMENTAL COURSES

Credit earned for developmental classes which are numbered below 100 will not be counted towards degree completion, graduation honors or graduation grade point average.

## MULTIPLE DEGREES

Eastern Arizona College offers the Associate of Arts (AA), Associate of Business (ABus), Associate of Science (AS), Associate of General Studies (AGS) and Associate of Applied Science (AAS) degrees. Once you have received one Associate degree, one or more additional degrees can also be received by completing the additional degree requirements with a minimum of 16 additional credits beyond the first degree. Degrees may be earned concurrently, however, an Associate of General Studies (AGS) degree will not be awarded in conjunction with any other transfer degree and a General Technical Studies (AAS) degree will not be awarded in conjunction with any AAS degree.

# GENERAL EDUCATION

General education at Eastern Arizona College exposes you to a pattern of course work which broadens your perspectives and gives “every student pursuing an undergraduate degree the basic skills and the familiarity with various branches of knowledge which are associated with college and university education and are useful in advanced study within the university and in life beyond the university.” (State of Arizona General Education Values Statement, 1993)

General education at Eastern Arizona College supports the following student learning outcomes:

- Improve communication skills.
- Improve the ability to solve problems.
- Improve the ability to think critically.
- Improve the ability to interact with other cultures.
- Improve reading skills.
- Improve writing skills.
- Improve math skills.
- Improve the ability to interact in society.
- Improve skills in the use of technology.
- Improve the ability to analyze information from a variety of sources.
- Improve appreciation of the arts.

## GENERAL EDUCATION REQUIREMENTS FOR TRANSFER DEGREES:

- Associate of Arts (AA)
- Associate of Business (ABUS)
- Associate of General Studies (AGS)
- Associate of Science (AS)

Eastern Arizona College subscribes to the common structure for a transfer general education curriculum agreed upon by Arizona public community colleges and universities. This agreement provides you the opportunity to build a general education curriculum that is transferable upon completion without loss of credit to another Arizona public community college or university. This agreement is called the Arizona General Education Curriculum (AGEC).

The AGEC at Eastern Arizona College has three forms – the AGEC-A (Associate of Arts), AGEC-B (Associate of Business) and AGEC-S (Associate of Science) – and is a 35-39 semester-credit certificate program. Designed to articulate with different academic majors, the requirements of the three AGECS vary accordingly.

1. The AGEC-A is designed to fulfill the lower division general education requirements of liberal arts majors (e.g., Social Sciences, Fine Arts, Humanities). AGEC-A requires a minimum of college mathematics or college algebra to satisfy the Mathematics requirement.

2. The AGEC-B is designed to fulfill the lower division general education requirements of business majors. AGEC-B requires a minimum of brief Calculus to satisfy the Mathematics requirement.
3. The AGEC-S is designed to fulfill the lower division general education requirements of the more stringent mathematics and mathematics-based science majors. The AGEC-S requires a minimum of Calculus and a minimum of 8 credits of either university chemistry, physics, biology or geology. In addition, students must select six to eight additional credits of math higher than Calculus and/or an additional Lab Science course.

Eastern Arizona College has established Associate degree programs that satisfy each of the three AGECS. It will usually be in your best interest to complete the AGEC for your major at EAC before transferring to an Arizona university. When you have completed the AGEC, EAC will certify your achievement on your academic transcript. Completing the AGEC for your major at EAC fulfills the lower division, General Education requirements of the corresponding baccalaureate degree at each of the three state universities. Should you elect to not complete an AGEC at EAC you will not be afforded the same transfer status as those who do. Your courses will be evaluated on a course-by-course basis by the university to which you transfer.

Some majors, particularly in the professional fields, have significant prerequisites and/or program requirements that will not transfer within one of the three General Education programs described above. If you have selected a major that is not listed in the EAC catalog, or one that is listed as a Transfer Guide-Extra Requirements (TG-XR) degree, carefully consult the catalog and/or curriculum transfer guide (located at [www.aztransfer.com](http://www.aztransfer.com)) of the university to which you plan to transfer and the Course Equivalency Guide (located at [www.aztransfer.com/cgi-bin/WebObjects/Admin\\_CEG](http://www.aztransfer.com/cgi-bin/WebObjects/Admin_CEG)) before you register for your GE courses. Obtaining assistance in this process from an advisor at the university you plan to transfer to is strongly recommended. EAC faculty advisors and counselors can also assist you.

You must meet the General Education requirements by selecting appropriate courses from the required program areas. In some cases, a degree program may require you to select specific courses rather than choose from the list of approved GE courses. Required courses for each EAC curricula are listed in the curriculum section of the catalog under the heading General Education Requirements.

## INTENSIVE WRITING/CRITICAL INQUIRY

Intensive Writing/Critical Inquiry Courses emphasize writing as a tool for learning course materials, developing critical thinking skills, and communicating ideas effectively. To complete your AGEC, you must complete an Intensive Writing/Critical Inquiry course. These courses are designated in the list below with the notation (IW).

# GENERAL EDUCATION (TRANSFER DEGREES)

## GLOBAL/INTERNATIONAL/HISTORICAL AWARENESS

The AGEC requires that you complete a Global/International/Historical Awareness course. Global and International Awareness courses focus on contemporary, non-U.S., culture, politics, economics or social values and emphasize critical thinking and evaluation skills. Historical Awareness courses will consider that information dealing with the history of peoples and can include their art, values, culture, politics, etc. Courses that meet this requirement are designated with the notation (GIH).

## DIVERSITY AND INCLUSION

The AGEC requires that you complete a Diversity and Inclusion course. Diversity and Inclusion courses foster a greater awareness and understanding of diverse populations and our collective complexity as a society. In addition, these courses seek to engage students in the critical analysis of contemporary and historical issues related to diversity. Courses that meet this requirement are designated with the notation (DI).

## COURSE OPTIONS (AA, ABUS, AGS, AS)

To minimize the number of classes required to complete GE requirements, select courses from the General Education courses listing that also fulfill the Intensive Writing/Critical Inquiry, Global/International/Historical Awareness, and Diversity and Inclusion requirements. Note that a single course may fulfill more than one of the requirements.

GE Category	Course	Credits
<b>Composition:</b> A total of 6 credits required.		
ENG 101	Written Communications I	3
ENG 102	Written Communications II	3
<b>Humanities:</b> A total of 6 credits, depending on your major, is required. You must choose from more than one department. At least one course must be in the Fine Arts, designated with <b>bold type</b> .		
<b>ART 133</b>	<b>World Art I (GIH) (DI)</b>	<b>3</b>
<b>ART 134</b>	<b>World Art II (GIH) (DI)</b>	<b>3</b>
<b>COM 201</b>	<b>Public Speaking</b>	<b>3</b>
ECE 281	Children's Literature (DI)	3
EDU 281	Children's Literature (DI)	3
ENG 201	World Literature I (IW) (GIH) (DI)	3
ENG 202	World Literature II (IW) (GIH) (DI)	3
ENG 217	Writing Reflective Essays (IW) (DI)	3
ENG 218	Writing About Literature (IW) (DI)	3
ENG 221	English Literature I (IW) (DI)	3
ENG 222	English Literature II (IW) (DI)	3
ENG 241	American Literature I (IW) (GIH) (DI)	3
ENG 242	American Literature II (IW) (GIH) (DI)	3
ENG 281	Children's Literature (DI)	3
<b>MUS 101</b>	<b>World of Music (GIH) (DI)</b>	<b>3</b>

## THC 105 Introduction to Theatre (GIH) (DI) 3

**Laboratory Sciences:** A total of 8-10 credit hours, depending on your major, is required.

AST 103	Introduction to Astronomy	4
BIO 100	Biology Concepts	4
BIO 105	Environmental Biology	4
BIO 160	Introduction to Human Anatomy and Physiology	4
BIO 181	General Biology I	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 130	Fundamental Chemistry	4
CHM 138	An Introduction to General, Organic, and Biological Chemistry	4
CHM 151	General Chemistry I	4
CHM 152	General Chemistry II	4
CHM 230	Fundamental Organic Chemistry	4
CHM 235	General Organic Chemistry I	4
CHM 236	General Organic Chemistry II (IW)	4
GLG 101	Physical Geology	4
GLG 102	Historical Geology	4
GLG 110	Geologic Hazards and Disasters (GIH)	4
PHY 107	Physical Concepts	4
PHY 111	General Physics I	4
PHY 112	General Physics II	4
PHY 211	Physics with Calculus I	5
PHY 212	Physics with Calculus II	5

**Mathematics:** A total of 3-5 credit hours, depending on your major, is required.

MAT 140	College Mathematics	3
MAT 154	Precalculus Algebra	4
MAT 160	Introduction to Statistics	3
MAT 171	Finite Mathematics	4
MAT 181	Precalculus Trigonometry	3
MAT 187	Precalculus	5
MAT 210	Elements of Calculus	4
MAT 220	Calculus I	5
MAT 230	Calculus II	4
MAT 240	Calculus III	4
MAT 260	Differential Equations	3
PSY 220	Introduction to Statistics	3

**Social Sciences:** A total of 6 credits, depending on your major, is required. You must choose courses from more than one department.

AJS 101	Introduction to Criminal Justice (DI)	3
AJS 225	Criminology (DI)	3
ANT 101	Introduction to Physical Anthropology (DI)	3
ANT 102	Introduction to Cultural Anthropology (GIH) (DI)	3

## GENERAL EDUCATION (TRANSFER DEGREES)

ANT 110	Mexican-American Culture (DI)	3
ANT 120	Indian American Culture (DI)	3
ANT 211	Women in Cross-Cultural Perspective (IW) (GIH) (DI)	3
ANT 222	Buried Cities and Lost Tribes (GIH) (DI)	3
BUA 210	Society and Business (DI)	3
BUA 221	Principles of Macroeconomics (GIH) (DI)	3
BUA 223	Principles of Microeconomics (DI)	3
COM 260	Elements of Intercultural Communication (IW) (DI)	3
ECE 171	Child Growth and Development (DI)	3
EDU 200	Introduction to Education (DI)	3
HHP 100	Personal Health (DI)	3
HIS 101	U.S. History to 1877 (GIH) (DI)	3
HIS 102	U.S. History Since 1865 (GIH) (DI)	3
HIS 104	The Development of Europe to 1650 (GIH) (DI)	3
HIS 105	Modern Europe Since 1550 (GIH) (DI)	3
HIS 111	History of China to 1600 (GIH) (DI)	3
HIS 112	History of China 1600 to Present (GIH) (DI)	3
HIS 220	History of Mexico (GIH) (DI)	3
MDC 102	Introduction to Media Communications (DI)	3
POS 110	United States National Politics (GIH) (DI)	3
POS 120	World Politics (GIH) (DI)	3
PSY 101	Introduction to Psychology (DI)	3
PSY 171	Child Growth and Development (DI)	3
PSY 230	Social Psychology (DI)	3
PSY 240	Abnormal Psychology (DI)	3
PSY 250	Developmental Psychology (DI)	3
PSY 270	Experimental Psychology (IW) (DI)	4
SOC 101	Introduction to Sociology (GIH) (DI)	3
SOC 110	Marriage and the Family (DI)	3
SOC 201	Social Problems (DI)	3

### Intensive Writing

ANT 211	Women in Cross-Cultural Perspective (IW) (GIH) (DIH)	3
CHM 236	General Organic Chemistry II (IW)	4
COM 215	Interviewing Principles and Practices (IW)	3
COM 260	Elements of Intercultural Communication (IW) (DI)	3
ENG 201	World Literature I (IW) (GIH) (DI)	3
ENG 202	World Literature II (IW) (GIH) (DI)	3
ENG 217	Writing Reflective Essays (IW) (DI)	3
ENG 218	Writing About Literature (IW) (DI)	3
ENG 221	English Literature I (IW) (DI)	3
ENG 222	English Literature II (IW) (DI)	3
ENG 241	American Literature I (IW) (GIH) (DI)	3
ENG 242	American Literature II (IW) (GIH) (DI)	3
PSY 270	Experimental Psychology (IW) (DI)	4

**GE Options:** Options courses are designed to enhance your General Education background and to expand course selection opportunity to meet specific university requirements. Options courses may be chosen from any of the GE courses listed above. Additional courses which also meet the options requirement are listed below.

CMP 103	Introduction to Computer Based Systems	3
COM 215	Interviewing Principles and Practices (IW)	3
FRE 101	Elementary French I (GIH) (DI)	4
FRE 102	Elementary French II (GIH) (DI)	4
FRE 201	Intermediate French I (GIH) (DI)	4
FRE 202	Intermediate French II (GIH) (DI)	4
RUS 101	Elementary Russian I (GIH)	4
RUS 102	Elementary Russian II (GIH)	4
SPA 101	Elementary Spanish I (GIH) (DI)	4
SPA 102	Elementary Spanish II (GIH) (DI)	4
SPA 201	Intermediate Spanish I (GIH) (DI)	4
SPA 202	Intermediate Spanish II (GIH) (DI)	4

Any first, second, third or fourth semester level language



# GENERAL EDUCATION (AAS DEGREES)

## GENERAL EDUCATION REQUIREMENTS FOR ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE

General education at Eastern Arizona College for an Associate of Applied Science Degree is based on the same philosophy as for transfer degrees. It exposes you to a pattern of course work which broadens your perspectives and gives “every student pursuing an undergraduate degree the basic skills and the familiarity with various branches of knowledge which are associated with college and university education and are useful in advanced study within the university and in life beyond the university.” (State of Arizona General Education Values Statement, 1993)

For an Associate of Applied Science degree, you will choose courses from at least three different GE categories. You may not exceed nine credits in any GE category, with the exception of Health and Physical Education, where the maximum is two credits.

## COURSE OPTIONS (AAS)

GE Category	Course	Credits
<b>Communications</b>		
COM 215	Interviewing Principles and Practices	3
<b>Composition</b>		
BUA 259	Business Communications	3
ENG 100	Writing Fundamentals	3
ENG 101	Written Communications I	3
ENG 102	Written Communications II	3
ENG 260	Technical Report Writing	3
TEC 260	Technical Report Writing	3
<b>Computers</b>		
CMP 101	Introduction to Computers	3
CMP 103	Introduction to Computer Based Systems	3
CMP 121	Visual Basic Programming I	3
CMP 128	C# Programming I	3
CMP 130	C Programming I	3
EGR 130	C Programming I	3
<b>Counseling</b>		
CSL 115	Community Outreach Through Service Learning	1 to 2
<b>Health and Physical Education</b>		
DAN 100-199	Dance Courses	1
HPE 101	Beginning Physical Activities I	1
HPE 102	Beginning Physical Activities II	1
HPE 201	Advanced Physical Activities I	1
HPE 202	Advanced Physical Activities II	1
HPE 104	Physical Conditioning and Assessment I	1 to 2

HPE 105	Physical Conditioning and Assessment II	1 to 2
HPE 204	Physical Conditioning and Assessment III	1 to 2
HPE 205	Physical Conditioning and Assessment IV	1 to 2
HPE 163	Theory and Practice of Football	2
HPE 165	Theory and Practice of Baseball	2
HPE 167	Theory and Practice of Softball	2
HPE 169	Theory and Practice of Basketball	2
HPE 170	Lifeguard Training	2

### Humanities

ART 133	World Art I	3
ART 134	World Art II	3
COM 201	Public Speaking	3
ECE 281	Children's Literature	3
EDU 281	Children's Literature	3
ENG 201	World Literature I	3
ENG 202	World Literature II	3
ENG 217	Writing Reflective Essays	3
ENG 218	Writing About Literature	3
ENG 221	English Literature I	3
ENG 222	English Literature II	3
ENG 241	American Literature I	3
ENG 242	American Literature II	3
ENG 281	Children's Literature	3
MUS 101	World of Music	3
THC 105	Introduction to Theatre	3

### Laboratory Sciences

AST 103	Introduction to Astronomy	4
BIO 100	Biology Concepts	4
BIO 105	Environmental Biology	4
BIO 160	Introduction to Human Anatomy and Physiology	4
BIO 181	General Biology I	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 130	Fundamental Chemistry	4
CHM 138	An Introduction to General, Organic, and Biological Chemistry	4
CHM 151	General Chemistry I	4
CHM 152	General Chemistry II	4
CHM 230	Fundamental Organic Chemistry	4
CHM 235	General Organic Chemistry I	4
CHM 236	General Organic Chemistry II	4
GLG 101	Physical Geology	4
GLG 102	Historical Geology	4
GLG 110	Geologic Hazards and Disasters	4
PHY 107	Physical Concepts	4

## GENERAL EDUCATION (AAS DEGREES)

PHY 111	General Physics I	4	AJS 101	Introduction to Criminal Justice	3
PHY 112	General Physics II	4	AJS 225	Criminology	3
PHY 211	Physics with Calculus I	5	ANT 101	Introduction to Physical Anthropology	3
PHY 212	Physics with Calculus II	5	ANT 102	Introduction to Cultural Anthropology	3
<b>Languages</b>					
FRE 101	Elementary French I	4	ANT 110	Mexican-American Culture	3
FRE 102	Elementary French II	4	ANT 120	Indian American Culture	3
FRE 201	Intermediate French I	4	ANT 211	Women in Cross-Cultural Perspective	3
FRE 202	Intermediate French II	4	ANT 222	Buried Cities and Lost Tribes	3
RUS 101	Elementary Russian I	4	BUA 210	Society and Business	3
RUS 102	Elementary Russian II	4	BUA 221	Principles of Macroeconomics	3
SPA 101	Elementary Spanish I	4	BUA 223	Principles of Microeconomics	3
SPA 102	Elementary Spanish II	4	BUS 251	Human Relations	3
SPA 201	Intermediate Spanish I	4	COM 260	Elements of Intercultural Communication	3
SPA 202	Intermediate Spanish II	4	ECE 171	Child Growth and Development	3
Any first, second, third or fourth semester level language					
<b>Mathematics</b>					
BUS 111	Business Mathematical Calculations	3	EDU 200	Introduction to Education	3
MAT 100	Applied Mathematics	4	HHP 100	Personal Health	3
MAT 120	Intermediate Algebra	4	HIS 101	U.S. History to 1877	3
MAT 140	College Mathematics	3	HIS 102	U.S. History Since 1865	3
MAT 154	Precalculus Algebra	4	HIS 104	The Development of Europe to 1650	3
MAT 160	Introduction to Statistics	3	HIS 105	Modern Europe Since 1550	3
MAT 171	Finite Mathematics	4	HIS 111	History of China to 1600	3
MAT 181	Precalculus Trigonometry	3	HIS 112	History of China 1600 to Present	3
MAT 187	Precalculus	5	HIS 220	History of Mexico	3
MAT 210	Elements of Calculus	4	MDC 102	Introduction to Media Communications	3
MAT 220	Calculus I	5	POS 110	United States National Politics	3
MAT 230	Calculus II	4	POS 120	World Politics	3
MAT 240	Calculus III	4	PSY 101	Introduction to Psychology	3
MAT 260	Differential Equations	3	PSY 171	Child Growth and Development	3
PSY 220	Introduction to Statistics	3	PSY 230	Social Psychology	3
<b>Social Sciences</b>					
			PSY 240	Abnormal Psychology	3
			PSY 250	Developmental Psychology	3
			PSY 270	Experimental Psychology	4
			SOC 101	Introduction to Sociology	3
			SOC 110	Marriage and the Family	3
			SOC 201	Social Problems	3



# TRANSFER PARTNERSHIPS

## ARIZONA STATE UNIVERSITY, NORTHERN ARIZONA UNIVERSITY AND THE UNIVERSITY OF ARIZONA

Eastern Arizona College offers three Associate degrees that are appropriate for transfer to Arizona's public universities.\* These Associate degrees are 64 credits and have four basic "blocks" upon which they are built. The blocks are: the Arizona General Education Curriculum (AGEC), Common Courses, Special Requirements, and Electives. If you complete the degrees, you will be guaranteed to enter the university with Junior status.

The three degrees are:

**Associate of Arts (AA):** This degree is designed for students who plan to transfer to a university and earn a bachelor's degree in areas such as Liberal Arts, Social Sciences, Fine Arts, Public Programs, and Communication.

**Associate of Business (ABus):** This degree is designed for students who plan to transfer to a university and earn a bachelor's degree in Business and Business-related areas such as Computer Information Systems or Economics.

**Associate of Science (AS):** This degree is designed for students who plan to transfer to a university and earn a bachelor's degree in areas such as the Physical and Biological Sciences or Mathematics.

Completion of the Arizona General Education Curriculum (AGEC) guarantees your admission to the universities if you have a grade point average of 2.5 on a 4.0 scale. Completion of the AGEC also means that you will have met the lower-division General Education requirements at any of the universities for the majors that articulate with that AGEC.

\*All three of the state universities may accept the Eastern Arizona College Associate of Applied Science (AAS) degree as applicable to certain Bachelor of Applied Science degrees (BAS). You should contact a transfer advisor for the university you plan to attend, or carefully consult the catalog and/or curriculum transfer guide for that institution.

## EAC-ASU BACHELOR'S DEGREE PARTNERSHIP

### TRANSFER OPTIONS

Arizona State University welcomes you as a transfer applicant. ASU considers you a transfer student if you have attended a community college or four-year college or university after graduating from high school. Many students transfer directly to ASU to attend the Tempe Campus. Work with your advisor to determine how best to facilitate the transfer process. In addition to the option to continue your education at ASU, students may also take advantage of the opportunity to earn an ASU bachelor's degree without leaving Thatcher, Safford or surrounding areas

### Associate to Bachelor's Degree Options at EAC

Students may take advantage of the EAC-ASU partnership and complete an ASU Bachelor's degree in Thatcher on the Eastern Arizona College campus. ASU degrees available in Thatcher include:

- Bachelor of Applied Science in Applied Leadership (BAS)
- Bachelor of Science in Nursing (BSN-CEP)
- Bachelor of Arts in Organizational Leadership (BA)
- Bachelor of Education in Secondary Education (BAE)

Read more about the local programs as well as options to transfer to an ASU campus at [www.transfer.asu.edu/eac](http://www.transfer.asu.edu/eac).

### Transfer Admission Guarantee (TAG)

Through the Transfer Admission Guarantee program, you follow a prescribed sequence of course work that meets the lower-division course requirements for an ASU major. When you complete your TAG, you will have met the requirements for your associate degree and be on track toward earning your bachelor's degree. TAGs include the appropriate AGEC (Arizona General Education Curriculum) and an associate degree.

### Benefits include:

- Guaranteed admission to ASU degree programs.
- Cost-effective pathway ensuring all courses transfer and apply to your ASU degree.
- Eligibility for participation in the ASU Tuition Commitment program.
- Access to ASU transfer advising by phone and occasionally in-person.

### Terms of the TAG:

- Working with your community college and ASU advisors to monitor progress on the TAG.
- Completing the TAG with a specified GPA and any special requirements.
- Completing the TAG in a period not to exceed three years.
- Agreeing that student academic data and advising information may be shared between your community college and ASU.
- Pathway certification verifying completion of the TAG requirements.

### More Information

For more information about these partnership programs with ASU, visit [www.transfer.asu.edu/eastern-az](http://www.transfer.asu.edu/eastern-az).

## EAC2NAU—A JOINT ADMISSION PROGRAM

NAU and Eastern Arizona College (EAC) are working together to help you earn your bachelor's degree.

You can be admitted to NAU while attending EAC. You'll receive personalized services that will help you plan for the least expensive route to a four year degree at NAU.

### EAC2NAU:

- Focuses on your success at EAC and at NAU
- Provides you with information about how your associate's degree at EAC can lead to an NAU degree locally, online, or in Flagstaff
- Waives your application fee to NAU
- Is the most affordable road to a four year degree

### Program Requirements:

You are eligible for the program if you:

- have 30 units or less in transferable credit
- are enrolled in two or more classes at EAC
- have not previously completed a bachelor's degree with NAU
- continue to be enrolled in at least two classes at EAC

### Benefits:

As an EAC2NAU student you'll have access to many resources at NAU:

- an NAU email address
- an NAU ID card
- access to online library services
- access to student discounts, athletic events and more!
- Scholarships and Financial Aid

Attending a local community college for two or more years before transferring to NAU is the most affordable route to a four-year degree. In addition, NAU is prepared to support students through scholarships and other financial support. EAC2NAU students may be eligible for the Joint Admission Transfer Scholarship and/or a variety of other opportunities.

### More Information

For more information about this program visit [www.nau.edu/eac2nau](http://www.nau.edu/eac2nau).

## BRIGHAM YOUNG UNIVERSITY—PROVO

EAC has a transfer partnership with BYU-Provo. If you earn an Associate of Arts, Associate of Business, Associate of General Studies, or Associate of Science degree from EAC, you increase the probability of your admission to BYU-Provo.

If you are admitted to BYU-Provo with an Associate of Arts, Associate of General Studies, Associate of Business, or Associate of Science degree from EAC, you will have completed all BYU-Provo University Core (GE) requirements with the exception of American Heritage, Advanced Writing, and the Advanced Mathematics or Foreign Language requirements. EAC offers mathematics and foreign language courses that you may take to satisfy BYU-Provo's advanced mathematics or foreign language requirement. You should consult the BYU-Provo/EAC Articulation Agreement in selecting these courses. A copy of the agreement is available from the Counseling Department.

The EAC-Provo/BYU transfer partnership does not cover the transfer and applicability of major courses. You are encouraged to consult with the prospective major department at BYU-Provo for recommendations on EAC courses that can be taken toward your intended major.

## BRIGHAM YOUNG UNIVERSITY—HAWAII

Students attending Eastern Arizona College who complete their Associate of Arts, Associate of General Studies, Associate of Science, or Associate of Business degree will have met the BYU-Hawaii General Education (GE) requirements with the exception of the Interdisciplinary Studies course.

Additional aspects of the transfer agreement are as follows:

- Credit will also be granted for courses with a "C" grade or better which apply to the major.
- Credit for courses of a remedial nature (usually numbered 99 and below) will not be transferable.
- Students who apply to BYU-Hawaii with less than an Associate degree, will have their college work evaluated on a course-by-course basis to determine equivalencies. Only courses with grades of "C" or better will be accepted.

## BRIGHAM YOUNG UNIVERSITY–IDAHO

EAC has an articulation agreement with BYU-Idaho:

- EAC Students who have earned the Associate of Arts, Associate of Science, Associate of Business, or Associate of General Studies degrees will be considered as having completed the BYU-Idaho General Education requirements.
- For students who have not earned the degree, the EAC courses listed in the General Education Articulation Agreement (available in the EAC Counseling Department) are those which will apply toward General Education requirements at BYU-Idaho.
- As students transfer, their credit will be evaluated on a course-by-course basis according to the General Education Transfer Agreement.
- The General Education requirements for students transferring to BYU-Idaho will be those in effect at the time of their initial enrollment at BYU-Idaho.

## GRAND CANYON UNIVERSITY

Eastern Arizona College (EAC) has [specific articulated Associate Degrees](#) with Grand Canyon University (GCU). Students who complete a transfer-oriented associate degree (Associate of Arts or Associate of Science) may fulfill Grand Canyon University's General Education requirements. Students without a transfer-oriented degree (Associate of Applied Science) must fulfill the General Education requirements and have a course-by-course evaluation completed. Additional programmatic admission requirements and transfer policy information can be found within the [www.gcu.edu/Policy-Handbook.php](http://www.gcu.edu/Policy-Handbook.php).

A [course equivalency guide](#) provides an assessment of the courses between Eastern Arizona College and Grand Canyon University (GCU). This guide will be used in evaluating official transcripts. These courses fulfill the competency requirements; however, the courses may not fulfill the credit requirements. To obtain an undergraduate degree at GCU, students are required to meet a minimum of 120 semester credit hours.

## WESTERN NEW MEXICO UNIVERSITY

Arizona residents may be eligible for an out-of-state tuition fee waiver from Western New Mexico.

Students completing the Eastern Arizona College Associate of Arts degree (AA), Associate of Business degree (ABus), the Associate of Science degree (AS), or the Associate of General Studies degree (AGS) can fulfill Western New Mexico University General Education (GE) requirements provided they include in their degree program courses specifically listed in the articulation agreement as meeting WMNU General Education requirements in the Oral Communication, History, Computer, and Physical and Mental Well Being areas. Copies of the articulation agreement can be obtained from the Counseling Department.

## OUT-OF-STATE TRANSFER

Out-of-state universities have differing policies regarding the transfer of General Education credit for application to your major or minor requirements. You should carefully consult the catalog of the university to which you wish to transfer.



# CURRICULA

60801	Administration of Justice - AA**	60703	Forestry - AA
20801	Administration of Justice - AAS	50000	General Studies - AGS**
20804	Administration of Justice - AAS - BAS Track	20613	General Technical Studies - AAS**
20114	Administrative Professional - AAS**	80703	Geology - AS
20615	Advanced Manufacturing Technology - AAS	20401	Graphic Design - AAS
30000	AGEC-A - Certificate**	30402	Graphic Design - Certificate
30001	AGEC-B - Certificate	60501	Health & Physical Education - AA
30002	AGEC-S - Certificate	60803	History - AA
60802	Anthropology - AA	30920	HVAC-R - Certificate
60402	Art - AA	60205	Languages - AA
30638	Automotive Maintenance - Certificate	30812	Law Enforcement Office Assistant - Certificate**
30633	Automotive Service Consultant - Certificate	30813	Law Enforcement Technology - Certificate**
20601	Automotive Service Technology - AAS	60000	Liberal Studies - AA
30605	Automotive Technician - Certificate	30710	Licensed Practical Nurse - Certificate
80701	Biological Science - AS	30639	Manufacturing and Design Technician - Certificate
30104	Bookkeeping - Certificate**	30640	Manufacturing Engineering Technician - Certificate
20105	Business - AAS**	81101	Mathematics - AS
70101	Business Administration - ABus	20614	Media Communications - AAS
60101	Business Education - AA	30401	Media Communications - Certificate
30116	Business Office Assistant - Certificate**	30704	Medical Assistant - Certificate
30927	Business Project Management Fundamentals - Certificate	31302	Medical Coding and Billing Specialist - Certificate*
30121	Business Technology Specialist - Certificate**	30712	Medical Laboratory Assistant - Certificate
80702	Chemistry - AS	60403	Music - AA
60206	Communication Studies - AA	20702	Nursing - AAS - RN and BSN Track Option
20603	Computer Assisted Design & Drafting Technology - AAS	30706	Nursing Assistant - Certificate
30618	Computer Assisted Design & Drafting Technology - Level I - Certificate	20703	Paramedicine - AAS
30613	Computer Assisted Design & Drafting Technology - Level II - Certificate	30708	Patient Care Technician - Certificate
20107	Computer Information Specialist - AAS	30119	Personal Computer Systems/Networking - Certificate
70102	Computer Information Systems - ABus	30502	Personal Trainer - Certificate
20111	Cosmetology - AAS	31301	Phlebotomist Technician - Certificate
30110	Cosmetology - Certificate	80704	Physics - AS
30111	Cosmetology Instructor - Certificate	60804	Political Science - AA
30129	Cosmetology/Hairstylist - Certificate	80705	Pre-Chiropractic Medicine - AA
30114	Cosmetology/Nail Technician - Certificate	80707	Pre-Medical Science - AA
30105	Database Support - Certificate	80709	Pre-Optometry - AS
31303	Dental Assisting Specialist - Certificate*	60704	Pre-Pharmacy - AA
60808	Early Childhood Education - AA	60705	Pre-Physical Therapy - AA
20803	Early Childhood Education - AAS	60806	Psychology - AA
20805	Early Childhood Education - AAS - BAS Track	30123	Retail Management - Certificate**
30814	Early Childhood Education - Certificate	20115	Small Business Management - AAS
60201	Education - Elementary - AA	30118	Small Business Proprietor - Certificate
60202	Education - Secondary - AA	60807	Sociology - AA
30628	Electrical and Instrumentation Technician - Certificate	30501	Sports Medicine and Rehabilitative Therapies - Certificate
20611	Electrical and Instrumentation Technology - AAS	60502	Sports Studies - AA
30701	Emergency Medical Technician - Certificate	60404	Theatre Arts - AA
30702	Emergency Medical Technician - Paramedic - Certificate	30642	Welding/Manufacturing Fundamentals - Certificate
80706	Engineering - AS	20609	Welding Technology - AAS
60203	English - AA	30626	Welding Technology - Certificate
20705	Environmental Technology - AAS	80710	Wildlife Biology - AS
30641	Fab Lab Technician - Certificate		
20610	Fire Science - AAS*		
30635	Fire Science - Level I - Certificate*		
30625	Fire Science - Level II - Certificate*		

*\*Available in Gila County Only. \*\*Available On Campus and Online.*

## ADMINISTRATION OF JUSTICE

### Associate of Arts Degree

#### AA-SR 60801 (Available On Campus and Online)

**Advisor:** Kris Matthews

This degree prepares you to transfer to a college or university and pursue a bachelor's degree in Administration of Justice. Since program requirements differ between universities, the official transfer pathway ([www.aztransfer.com/transferpathways](http://www.aztransfer.com/transferpathways)) of the school which you plan to attend upon leaving EAC should be consulted in order to adjust this program to your personal needs.

This degree is also suitable if you are currently employed in law enforcement or an allied public service profession and wish to improve your knowledge and skills. If you successfully complete the AJS 115 and AJS 215 Basic Peace Officer Academy or provide proof of graduating from an AzPOST police academy, you will have fulfilled the following courses toward an Administration of Justice degree.

AJS 103	Criminal Investigation
AJS 155	Firearms
AJS 202	Substantive Criminal Law
AJS 220	Procedural Criminal Law
AJS 266	The Police Function
EMT 121	Cardiopulmonary Resuscitation
HPE 101	Beginning Physical Activities I
HPE 102	Beginning Physical Activities II

If you provide proof of graduating from the Arizona Department of Corrections Training Academy (COTA), you will have fulfilled the following courses toward an Administration of Justice degree.

AJS 130	The Correction Function
AJS 155	Firearms
EMT 121	Cardiopulmonary Resuscitation
HPE 101	Beginning Physical Activities I

#### Curriculum Requirements

AJS 101	Introduction to Criminal Justice (DI)	3 credits
AJS 103	Criminal Investigation	3 credits
AJS 130	The Correction Function	3 credits
AJS 202	Substantive Criminal Law	3 credits
AJS 220	Procedural Criminal Law	3 credits
AJS 225	Criminology (DI)	3 credits
AJS 254	Crime Control	3 credits
AJS 266	The Police Function	3 credits

**Total Curriculum Requirements** **24 credits**

#### General Education Requirements

AGEC-A. To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry course (IW), Global/International/Historical Awareness (GIH) course, and Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements.

#### Composition

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

#### Mathematics

MAT 140	College Mathematics <b>OR</b>	
MAT 154	Precalculus Algebra	3 to 4 credits

#### Lab Science

BIO 100	Biology Concepts	4 credits
	Another Lab Science course from list on pages 48-49.	4 credits

#### Humanities

Select from Humanities list on pages 48-49. Choose courses from more than one department and one course must be in the Fine Arts.

9 credits

#### Social Sciences

PSY 101	Introduction to Psychology (DI)	3 credits
	Select two additional Social Sciences courses from the list on pages 48-49.	6 credits

**Total General Education Requirements** **35 to 36 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major.

#### Elective Requirements

To earn this degree you must select a sufficient number of elective credits numbered 100 or above to obtain the 64 credit hours required. Choose electives from the list of courses in the Arizona Higher Education Course Equivalency Guide (CEG) located at [http://aztrans-mac2.asu.edu/cgi-bin/WebObjects/Admin\\_CEG.woa/wa/EBetter](http://aztrans-mac2.asu.edu/cgi-bin/WebObjects/Admin_CEG.woa/wa/EBetter). Select the Eastern Arizona College Elective or Better report. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections. SPA 101, Elementary Spanish I, and SPA 102, Elementary Spanish II, are highly recommended.

**Total Elective Requirements** **4 to 5 credits**

**Total Minimum Degree Requirements** **64 credits**

In addition to completing each of the courses listed above with a grade of "C" or better, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
- Attain a cumulative grade point average of 2.00 or higher.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
- Remove any indebtedness to the College.

## ADMINISTRATION OF JUSTICE

### Associate of Applied Science Degree 20801

**Advisor:** Kris Matthews

The Administration of Justice Associate of Applied Science degree is intended for students who either plan to enter employment or who are currently working in law enforcement or related fields and want to upgrade their knowledge and skills. If you successfully complete the AJS 115 and AJS 215 Basic Peace Officer Academy or provide proof of graduating from an AzPOST police academy, you will have fulfilled the following courses toward an Administration of Justice degree.

AJS 103	Criminal Investigation
AJS 155	Firearms
AJS 202	Substantive Criminal Law
AJS 220	Procedural Criminal Law
AJS 266	The Police Function
EMT 121	Cardiopulmonary Resuscitation
HPE 101	Beginning Physical Activities I
HPE 102	Beginning Physical Activities II

If you provide proof of graduating from the Arizona Department of Corrections Training Academy (COTA), you will have fulfilled the following courses toward an Administration of Justice degree.

AJS 130	The Correction Function
AJS 155	Firearms
EMT 121	Cardiopulmonary Resuscitation
HPE 101	Beginning Physical Activities I

#### Curriculum Requirements

AJS 101	Introduction to Criminal Justice	3 credits
AJS 103	Criminal Investigation	3 credits
AJS 126	The Juvenile Function	3 credits
AJS 130	The Correction Function	3 credits
AJS 202	Substantive Criminal Law	3 credits
AJS 220	Procedural Criminal Law	3 credits
AJS 225	Criminology	3 credits
AJS 254	Crime Control	3 credits

AJS 266	The Police Function	3 credits
AJS 282	Police Supervision	3 credits

**Total Curriculum Requirements** **30 credits with a GPA of 2.00 or higher**

**General Education Requirements**

**Composition**

BUA 259	Business Communications	3 credits
ENG 100	Writing Fundamentals <u>OR</u>	
ENG 101	Written Communications I	3 credits

**Lab Science**

BIO 100	Biology Concepts	4 credits
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**Social Sciences**

PSY 101	Introduction to Psychology	3 credits
Another Social Sciences course from list on pages 50-51.		3 credits

**Computers**

CMP 101	Introduction to Computers <u>OR</u>	
CMP 103	Introduction to Computer Based Systems	3 credits

**Total General Education Requirements** **19 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major. Each course taken to satisfy the General Education Requirements of this degree must be completed with a grade of "C" or better.

**Elective Requirements**

To earn this degree you must select a sufficient number of elective credits numbered 100 or above to obtain the 64 credit hours required. Choose electives from the list of courses in the Arizona Higher Education Course Equivalency Guide (CEG) located at [http://aztrans-mac2.asu.edu/cgi-bin/WebObjects/Admin\\_CEG.woa/wa/EBetter](http://aztrans-mac2.asu.edu/cgi-bin/WebObjects/Admin_CEG.woa/wa/EBetter). Select the Eastern Arizona College Elective or Better report. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections. SPA 101, Elementary Spanish I, and SPA 102, Elementary Spanish II, are highly recommended.

**Total Elective Requirements** **15 credits**

**Total Minimum Degree Requirements** **64 credits**

In addition to completing the required courses listed above, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
  - Attain a cumulative grade point average of 2.00 or higher.
  - Demonstrate a reading competency at the tenth grade level or above as demonstrated by one of the following methods:
    1. EAC Equivalent Score of 60 or higher via COMPASS, Accuplacer, ASSET, ACT Reading Assessment, SAT Verbal Score, Nelson Denny, TABE, or ABLE tests\*
    2. Completion of ENG 091, Reading Improvement II, with a grade of "C" or better
- \*Your EAC equivalent reading assessment test score is available on Gila Hank Online or from your advisor. If you took the ASSET test or submitted an ACT, SAT, Nelson Denny, TABE, or ABLE score, a derived EAC equivalent score has been placed in your record and is available on Gila Hank Online or from your advisor.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
  - Remove any indebtedness to the College.

## ADMINISTRATION OF JUSTICE

### Associate of Applied Science Degree—BAS Track 20804

Advisor: Kris Matthews

The Administration of Justice Associate of Applied Science degree – University Track is intended for students who desire to further their education and complete a web-based Bachelor of Applied Science degree (BAS) from a university. It is designed as a 2+2 program to assist students entering employment, or who are currently working in law enforcement or related fields, and want to obtain a bachelor's degree. If you successfully complete the AJS 115 and AJS 215 Basic Peace Officer Academy or provide proof of graduating from an

AzPOST police academy, you will have fulfilled the following courses toward an Administration of Justice degree.

AJS 103	Criminal Investigation
AJS 155	Firearms
AJS 202	Substantive Criminal Law
AJS 220	Procedural Criminal Law
AJS 266	The Police Function
EMT 121	Cardiopulmonary Resuscitation
HPE 101	Beginning Physical Activities I
HPE 102	Beginning Physical Activities II

If you provide proof of graduating from the Arizona Department of Corrections Training Academy (COTA), you will have fulfilled the following courses toward an Administration of Justice degree.

AJS 130	The Correction Function
AJS 155	Firearms
EMT 121	Cardiopulmonary Resuscitation
HPE 101	Beginning Physical Activities I

**Curriculum Requirements**

AJS 101	Introduction to Criminal Justice	3 credits
AJS 103	Criminal Investigation	3 credits
AJS 126	The Juvenile Function	3 credits
AJS 130	The Correction Function	3 credits
AJS 202	Substantive Criminal Law	3 credits
AJS 220	Procedural Criminal Law	3 credits
AJS 225	Criminology	3 credits
AJS 254	Crime Control	3 credits
AJS 266	The Police Function	3 credits
AJS 282	Police Supervision	3 credits

**Total Curriculum Requirements** **30 credits**

**General Education Requirements**

**Composition**

ENG 101	Written Communications I	
ENG 102	Written Communications II	6 credits

**Mathematics**

MAT 140	College Mathematics <u>OR</u>	
MAT 154	Precalculus Algebra	3 to 4 credits

**Lab Science**

BIO 100	Biology Concepts	4 credits
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**Social Sciences**

PSY 101	Introduction to Psychology	3 credits
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**Computers**

CMP 103	Introduction to Computer Based Systems	3 credits
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**Total General Education Requirements** **19 to 20 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major.

**Elective Requirements**

To earn this degree you must select a sufficient number of elective credits numbered 100 or above to obtain the 64 credit hours required. Choose electives from the list of courses in the Arizona Higher Education Course Equivalency Guide (CEG) located at [http://aztrans-mac2.asu.edu/cgi-bin/WebObjects/Admin\\_CEG.woa/wa/EBetter](http://aztrans-mac2.asu.edu/cgi-bin/WebObjects/Admin_CEG.woa/wa/EBetter). Select the Eastern Arizona College Elective or Better report. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections. SPA 101, Elementary Spanish I, and SPA 102, Elementary Spanish II, are highly recommended.

**Total Elective Requirements** **14 to 15 credits**

**Total Minimum Degree Requirements** **64 credits**

In addition to completing the required courses listed above, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.

- Attain a cumulative grade point average of 2.00 or higher.
  - Demonstrate a reading competency at the tenth grade level or above as demonstrated by one of the following methods:
    1. EAC Equivalent Score of 60 or higher via COMPASS, Accuplacer, ASSET, ACT Reading Assessment, SAT Verbal Score, Nelson Denny, TABE, or ABLE tests\*
    2. Completion of ENG 091, Reading Improvement II, with a grade of "C" or better
- \*Your EAC equivalent reading assessment test score is available on Gila Hank Online or from your advisor. If you took the ASSET test or submitted an ACT, SAT, Nelson Denny, TABE, or ABLE score, a derived EAC equivalent score has been placed in your record and is available on Gila Hank Online or from your advisor.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
  - Remove any indebtedness to the College.

## ADMINISTRATIVE PROFESSIONAL

### Associate of Applied Science Degree 2014 (Available On Campus and Online)

**Advisors:** Dana Barnett, Tammy Campbell, Derek Rich

This program emphasizes the skill development necessary to function as an administrative professional in business. A variety of computer software applications are integrated into the course of study. Students will learn to perform the tasks required for positions as administrative assistant, office specialist, office assistant, information processing specialist, and accounting clerk.

#### Curriculum Requirements

AIS 118	Electronic Keyboarding II	3 credits
AIS 213A	Office Procedures/Records Management	1 credit
AIS 213B	Office Procedures/Office Transcription	1 credit
AIS 213C	Office Procedures/Professional Business Office	1 credit
AIS 214	The Office Professional	3 credits
AIS 237	Word Processing Applications	3 credits
AIS 238	Advanced Office Applications	3 credits
AIS 239A	Multimedia/Electronic Task Management	1 credit
AIS 239B	Multimedia/Digital Imaging	1 credit
AIS 239C	Multimedia/Internet for Business	1 credit
AIS 240	Desktop Publishing	3 credits
AIS 241	Integrated Business Projects	3 credits
BUS 101	Fundamentals of Accounting	3 credits

#### Total Curriculum Requirements

**27 credits**

#### Curriculum Related Requirements

Select 15 additional credits from the following:

AIS 117	Electronic Keyboarding I	3 credits
AIS 226	Legal Transcription	3 credits
AJS 101	Introduction to Criminal Justice	3 credits
ART 186	Digital Illustration	3 credits
ART 188	Digital Publishing	3 credits
BUA 101	Introduction to Business	3 credits
BUA 150	Introduction to Project Management	3 credits
BUA 151	Scheduling and Cost Estimating	3 credits
BUA 221	Principles of Macroeconomics	3 credits
BUA 233	Uses of Accounting Information I	3 credits
BUA 245	Legal Environment of Business	3 credits
BUS 171	International Business	3 credits
BUS 205	Computerized Accounting with QuickBooks	2 credits
CMP 103	Introduction to Computer Based Systems	3 credits
CMP 113	Operating Systems I	3 credits
CMP 121	Visual Basic Programming I	3 credits
CMP 161	Electronic Spreadsheet with Microsoft Excel	3 credits
CMP 170	Database Management with Microsoft Access	3 credits
COE 111	Cooperative Education I (Occupational)	1 to 4 credits
COE 112	Cooperative Education II (Occupational)	1 to 4 credits

SBM 111	Marketing	3 credits
SBM 121	Supervision	3 credits

**Total Curriculum Related Requirements 15 credits**

#### General Education Requirements

##### Composition

BUA 259	Business Communications	3 credits
ENG 101	Written Communications I	3 credits

##### Mathematics

BUS 111	Business Mathematical Calculations	3 credits
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##### Computers

CMP 101	Introduction to Computers <u>OR</u>	
CMP 103	Introduction to Computer Based Systems	3 credits

##### Social Sciences

BUS 251	Human Relations	3 credits
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Select a sufficient number of credits from the list of General Education courses on pages 50-51 to obtain the 18 credits required. You may not exceed nine credits in any GE category, with the exception of Health and Physical Education where the maximum is two credits.

**Total General Education Requirements 18 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major. Each course taken to satisfy the General Education Requirements of this degree must be completed with a grade of "C" or better.

#### Elective Requirements

To earn this degree you must select a sufficient number of elective credits numbered 100 or above to obtain the 64 credit hours required. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

**Total Elective Requirements 4 credits**

**Total Minimum Degree Requirements 64 credits**

In addition to completing the required courses listed above, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
  - Attain a cumulative grade point average of 2.00 or higher.
  - Demonstrate a reading competency at the tenth grade level or above as demonstrated by one of the following methods:
    1. EAC Equivalent Score of 60 or higher via COMPASS, Accuplacer, ASSET, ACT Reading Assessment, SAT Verbal Score, Nelson Denny, TABE, or ABLE tests\*
    2. Completion of ENG 091, Reading Improvement II, with a grade of "C" or better
- \*Your EAC equivalent reading assessment test score is available on Gila Hank Online or from your advisor. If you took the ASSET test or submitted an ACT, SAT, Nelson Denny, TABE, or ABLE score, a derived EAC equivalent score has been placed in your record and is available on Gila Hank Online or from your advisor.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
  - Remove any indebtedness to the College.

# ADVANCED MANUFACTURING TECHNOLOGY

## Associate of Applied Science Degree 20615

**Advisor:** Nathan McCray

This program of study provides skill-based training for those interested in design and advanced manufacturing with an emphasis on fabrication processes. Instruction will revolve around development of products and production of these products. Core to this degree will be a fabrication laboratory concept of sharing ideas and producing innovative products using manual equipment and automated machines. This AAS degree is also available as a transfer degree to a BAS program. See your advisor for information concerning the transfer degree.

### Curriculum Requirements

AMT 102	Materials for Industry	3 credits
AMT 104	Machining and Fabrication	3 credits
AMT 110	Introduction to Fab Lab Technology	2 credits
AMT 111	Fab Lab Workshop I	1 to 3 credits
AMT 220	Advanced Manufacturing Methods	4 credits
AMT 240	Advanced Manufacturing Production Processes	3 credits
DRF 150	Dimensioning and Tolerancing	1 credit
DRF 154	Introduction to AutoCAD	2 to 3 credits
DRF 160	Descriptive Geometry	3 credits
DRF 220	Parametric Solid Modeling	3 credits
ELT 110	Electricity and Electronics <u>QR</u>	
AUT 105	Automotive Electrical Fundamentals	2 to 3 credits
TEC 112	Basic Hydraulics and Pneumatics	2 credits
TEC 133	Safety Practices for Industry	1 credit
WLD 108	Welding and Metal Fabrication	3 credits

In addition to the required courses above, select from the following Curriculum Related courses to complete a total of 40 curriculum credits:

Note: Students can choose a comprehensive program by selecting courses from multiple departments QR students can choose to emphasize their program of study by choosing multiple courses from the same department.

AMT 211	Fab Lab Workshop II	1 to 3 credits
DRF 108	Technical Drafting	2 credits
DRF 271	Advanced AutoCAD	3 credits
DRF 299	Independent Study	1 to 3 credits
EGR 102	Introduction to Engineering	4 credits
ELT 111	DC Electrical Systems	3 credits
ELT 112	AC Electrical Systems	3 credits
ELT 161	Process Measurement Instrumentation I	3 credits
ELT 271	Programmable Logic Controllers	3 credits
MSP 260	Pattern Making and Foundry	2 credits
SBM 110	Introduction to Entrepreneurship	3 credits
TEC 191	Industry Internship I <u>QR</u>	
TEC 299	Independent Study	1 to 4 credits
WLD 101	Welding	2 to 3 credits
WLD 201	Repair Welding and Fabrication	3 credits
WLD 211	Pipe Welding	3 credits
WLD 260	Flux Cored Arc and Gas Metal Arc Welding	3 credits
WLD 270	Technical Welding	3 credits

### Total Curriculum Requirements

**40 credits with a  
GPA of 2.00 or higher**

### General Education Requirements

#### Composition

ENG 101	Written Communications I or higher	3 credits
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#### Mathematics

MAT 100	Applied Mathematics or higher	3 to 5 credits
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Select a sufficient number of credits from the list of General Education courses on pages

50-51 to obtain the 18 credits required. You may not exceed nine credits in any GE category, with the exception of Health and Physical Education where the maximum is two credits.

### Total General Education Requirements

**18 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major. Each course taken to satisfy the General Education Requirements of this degree must be completed with a grade of "C" or better.

### Elective Requirements

To earn this degree you must select a sufficient number of elective credits numbered 100 or above to obtain the 64 credit hours required. For students earning the AAS degree, it is highly recommended students choose electives from the Curriculum Related courses. For students transferring to a BAS program, it is highly recommended students choose additional General Education courses to complete the AGEC-A requirements. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

### Total Elective Requirements

**6 credits**

### Total Minimum Degree Requirements

**64 credits**

In addition to completing the required courses listed above, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
- Attain a cumulative grade point average of 2.00 or higher.
- Demonstrate a reading competency at the tenth grade level or above as demonstrated by one of the following methods:
  1. EAC Equivalent Score of 60 or higher via COMPASS, Accuplacer, ASSET, ACT Reading Assessment, SAT Verbal Score, Nelson Denny, TABE, or ABLE tests\*
  2. Completion of ENG 091, Reading Improvement II, with a grade of "C" or better

\*Your EAC equivalent reading assessment test score is available on Gila Hank Online or from your advisor. If you took the ASSET test or submitted an ACT, SAT, Nelson Denny, TABE, or ABLE score, a derived EAC equivalent score has been placed in your record and is available on Gila Hank Online or from your advisor.

- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
- Remove any indebtedness to the College.

# ANTHROPOLOGY

## Associate of Arts Degree

### AA-SR 60802

**Advisor:** Linda Blan

In order to understand the physical and behavioral diversity found in humankind, anthropologists study the biological and cultural factors that influence human behavior. Anthropology is internally divided into four sub-fields: physical anthropology (the study of man as a biological entity), archaeology (the study of past cultures), ethnology (the study of living cultures) and linguistics. The undergraduate anthropology student studies in each sub-field, preparatory to selecting an area of specialization.

As the single branch of Social Sciences dealing primarily with non-western pre-industrialized societies, anthropology adds a unique dimension to liberal education. A background in anthropology is generally useful in a variety of fields, including law, philosophy, social work, history and medicine.

High school students planning to major in anthropology should take two years of high school mathematics, preferably algebra, and some work in a language, preferably, German, French or Spanish. A background in English is also critical.

Graduates with bachelor's degrees in anthropology can find employment in all pursuits normally open to other graduates in the various liberal arts, or as teachers of social studies in secondary schools. Anthropology provides a suitable background for positions with a variety of federal, state, and local agencies.

Students seeking work as professional anthropologists should plan for advanced degrees in anthropology. Graduates with master's degrees may find work in government, community colleges or museums. For university teaching and research careers, a Ph.D. is usually necessary.

Since program requirements differ between universities, the official transfer pathway ([www.aztransfer.com/transferpathways](http://www.aztransfer.com/transferpathways)) of the school which you plan to attend upon leaving EAC should be consulted in order to adjust this program to your personal needs.

**Curriculum Requirements**

ANT 102	Introduction to Cultural Anthropology (GIH) (DI)	3 credits
ANT 120	Indian American Culture (DI)	3 credits
ANT 210	Archaeology of the Southwest	3 credits
ANT 222	Buried Cities and Lost Tribes (GIH) (DI)	3 credits

**Total Curriculum Requirements 12 credits****General Education Requirements**

AGEC-A. To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry course (IW), Global/International/Historical Awareness (GIH) course, and Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements.

**Composition**

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

**Mathematics**

MAT 140	College Mathematics <u>OR</u>	
MAT 154	Precalculus Algebra	3 to 4 credits

**Lab Science**

BIO 100	Biology Concepts	4 credits
	Another Lab Science course from list on pages 48-49.	4 credits

**Humanities**

Select from Humanities list on pages 48-49. Choose courses from more than one department and one course must be in the Fine Arts. 6 credits

**Social Sciences**

ANT 101	Introduction to Physical Anthropology (DI)	3 credits
ANT 211	Women in Cross-Cultural Perspective (IW) (GIH) (DI)	3 credits

Select another non-ANT department Social Sciences course from list on pages 48-49. 3 credits

**Options**

Choose one course from list on pages 48-49. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections. 3 credits

**Total General Education Requirements 35 to 36 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major.

**Elective and Foreign Language Requirements**

To obtain this degree you must demonstrate proficiency in a foreign language at the 202 course level. To do this select from the following options:

1. If you have no foreign language coursework completed, take the French or Spanish 101, 102, 201, 202 course sequence offered at EAC.
2. If you have completed two years of high school French or Spanish courses, take the 201, 202 course sequence at EAC. These two courses will fulfill your foreign language requirement.
3. If you have completed four years of high school foreign language courses or have obtained foreign language ability at the 202 course level in some other manner, testing options are available to demonstrate your proficiency. Contact the Records and Registration Office for more information.
4. Any foreign language at the 202 course level may be transferred from an accredited college or university.

Depending on which option you choose, select a sufficient number of elective credits to obtain the 64 credit hours required. Choose electives from the list of courses in the Arizona Higher Education Course Equivalency Guide (CEG) located at [http://aztransmac2.asu.edu/cgi-bin/WebObjects/Admin\\_CEG.woa/wa/EBetter](http://aztransmac2.asu.edu/cgi-bin/WebObjects/Admin_CEG.woa/wa/EBetter). Select the Eastern Arizona College Elective or Better report. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

**Total Elective and Foreign Language Requirements 16 to 17 credits****Total Minimum Degree Requirements 64 credits**

In addition to completing each of the courses listed above with a grade of "C" or better, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
- Attain a cumulative grade point average of 2.00 or higher.

- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
- Remove any indebtedness to the College.

**ARIZONA GENERAL EDUCATION CURRICULUM A (AGEC-A)****Certificate of Transfer****30000 (Available On Campus and Online)**

**Advisors:** Wayne Flake, Ray Orr, Gina Roebuck, Kenny Smith, Aaron Westerfield

Upon completion of this certificate, the student fulfills the lower-division General Education requirements at the University of Arizona, Arizona State University and Northern Arizona University. Students are strongly advised to complete an associate degree after completing this certificate.

AGEC-A. This General Education Program is better suited for majors in the Liberal Arts such as:

- Anthropology
- Art
- English
- Health and P.E.
- History
- Languages
- Music
- Psychology
- Sociology
- Theatre

To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry (IW) course. You must also complete a Global/International/Historical Awareness (GIH) course and a Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements.

**Composition**

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

**Mathematics**

Select one course from this list:

MAT 140	College Mathematics
MAT 154	Precalculus Algebra
MAT 160	Introduction to Statistics
MAT 171	Finite Mathematics
MAT 181	Precalculus Trigonometry
MAT 187	Precalculus
MAT 210	Elements of Calculus
MAT 220	Calculus I
MAT 230	Calculus II
MAT 240	Calculus III
MAT 260	Differential Equations
PSY 220	Introduction to Statistics

**3 to 5 credits****Lab Science**

Select two courses from this list. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

AST 103	Introduction to Astronomy
BIO 100	Biology Concepts
BIO 105	Environmental Biology
BIO 160	Introduction to Human Anatomy and Physiology
BIO 181	General Biology I
BIO 182	General Biology II
BIO 201	Human Anatomy and Physiology I
BIO 202	Human Anatomy and Physiology II
BIO 205	Microbiology
BIO 226	Ecology
CHM 130	Fundamental Chemistry
CHM 138	An Introduction to General, Organic, and Biological Chemistry
CHM 151	General Chemistry I
CHM 152	General Chemistry II
CHM 230	Fundamental Organic Chemistry

**8 credits**

CHM 235	General Organic Chemistry I
CHM 236	General Organic Chemistry II (IW)
GLG 101	Physical Geology
GLG 102	Historical Geology
GLG 110	Geologic Hazards and Disasters (GIH)
PHY 107	Physical Concepts
PHY 111	General Physics I
PHY 112	General Physics II
PHY 211	Physics with Calculus I
PHY 212	Physics with Calculus II

**Humanities**

**6 to 9 credits**

Select at least two courses from this list. You must choose from at least two different departments. At least one course must be from the Fine Arts (designated with **bold type**). If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

**ART 133 World Art I (GIH) (DI)**

**ART 134 World Art II (GIH) (DI)**

**COM 201 Public Speaking**

ECE 281 Children's Literature (DI) QR

EDU 281 Children's Literature (DI) QR

ENG 281 Children's Literature (DI)

ENG 201 World Literature I (IW) (GIH) (DI)

ENG 202 World Literature II (IW) (GIH) (DI)

ENG 217 Writing Reflective Essays (IW) (DI)

ENG 218 Writing About Literature (IW) (DI)

ENG 221 English Literature I (IW) (DI)

ENG 222 English Literature II (IW) (DI)

ENG 241 American Literature I (IW) (GIH) (DI)

ENG 242 American Literature II (IW) (GIH) (DI)

**MUS 101 World of Music (GIH) (DI)**

**THC 105 Introduction to Theatre (GIH) (DI)**

**Social Sciences**

**6 to 9 credits**

Select at least two courses from this list. You must choose from at least two different departments. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

AJS 101 Introduction to Criminal Justice (DI)

AJS 225 Criminology (DI)

ANT 101 Introduction to Physical Anthropology (DI)

ANT 102 Introduction to Cultural Anthropology (GIH) (DI)

ANT 110 Mexican-American Culture (DI)

ANT 120 Indian American Culture (DI)

ANT 211 Women in Cross-Cultural Perspective (IW) (GIH) (DI)

ANT 222 Buried Cities and Lost Tribes (GIH) (DI)

BUA 210 Society and Business (DI)

BUA 221 Principles of Macroeconomics (GIH) (DI)

BUA 223 Principles of Microeconomics (DI)

COM 260 Elements of Intercultural Communication (IW) (DI)

ECE 171 Child Growth and Development (DI) QR

PSY 171 Child Growth and Development (DI)

EDU 200 Introduction to Education (DI)

HHP 100 Personal Health (DI)

HIS 101 U.S. History to 1877 (GIH) (DI)

HIS 102 U.S. History Since 1865 (GIH) (DI)

HIS 104 The Development of Europe to 1650 (GIH) (DI)

HIS 105 Modern Europe Since 1550 (GIH) (DI)

HIS 111 History of China to 1600 (GIH) (DI)

HIS 112 History of China 1600 to Present (GIH) (DI)

HIS 220 History of Mexico (GIH) (DI)

MDC 102 Introduction to Media Communications (DI)

POS 110 United States National Politics (GIH) (DI)

POS 120 World Politics (GIH) (DI)

PSY 101 Introduction to Psychology (DI)

PSY 230 Social Psychology (DI)

PSY 240 Abnormal Psychology (DI)

PSY 250 Developmental Psychology (DI)

PSY 270 Experimental Psychology (IW) (DI)

SOC 101 Introduction to Sociology (GIH) (DI)

SOC 110 Marriage and the Family (DI)

SOC 201 Social Problems (DI)

**Options**

**0 to 6 credits**

Select two courses from this list. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections. Options courses are designed to enhance your General Education background and to expand course selection opportunity to meet specific university requirements. Options courses may be chosen from any of the GE courses listed above. Additional courses which also meet the Options requirement are listed below.

CMP 103 Introduction to Computer Based Systems

COM 215 Interviewing Principles and Practices (IW)

FRE 101 Elementary French I (GIH) (DI)

FRE 102 Elementary French II (GIH) (DI)

FRE 201 Intermediate French I (GIH) (DI)

FRE 202 Intermediate French II (GIH) (DI)

RUS 101 Elementary Russian I (GIH)

RUS 102 Elementary Russian II (GIH)

SPA 101 Elementary Spanish I (GIH) (DI)

SPA 102 Elementary Spanish II (GIH) (DI)

SPA 201 Intermediate Spanish I (GIH) (DI)

SPA 202 Intermediate Spanish II (GIH) (DI)

Any first, second, third or fourth semester level language

**Intensive Writing**

**0 to 4 credits**

ANT 211 Women in Cross-Cultural Perspective (IW) (GIH) (DI)

CHM 236 General Organic Chemistry II (IW)

COM 215 Interviewing Principles and Practices (IW)

COM 260 Elements of Intercultural Communication (IW) (DI)

ENG 201 World Literature I (IW) (GIH) (DI)

ENG 202 World Literature II (IW) (GIH) (DI)

ENG 217 Writing Reflective Essays (IW) (DI)

ENG 218 Writing About Literature (IW) (DI)

ENG 221 English Literature I (IW) (DI)

ENG 222 English Literature II (IW) (DI)

ENG 241 American Literature I (IW) (GIH) (DI)

ENG 242 American Literature II (IW) (GIH) (DI)

PSY 270 Experimental Psychology (IW) (DI)

**Total Minimum Certificate Requirements**

**35 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 15 credits at Eastern Arizona College.

# ARIZONA GENERAL EDUCATION CURRICULUM B (AGEC-B)

## Certificate for Transfer

### 30001

**Advisors:** Michael Fox, Gina Roebuck, Scott Russell, Kenny Smith, Aaron Westerfield

Upon completion of this certificate, the student fulfills the lower-division General Education requirements at the University of Arizona, Arizona State University and Northern Arizona University. Students are strongly advised to complete an associate degree after completing this certificate.

AGEC-B. This General Education Program is intended for students majoring in a business curriculum.

To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry (IW) course. You must also complete a Global/International/Historical Awareness (GIH) course and a Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements.

### Composition

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

### Mathematics

MAT 210	Elements of Calculus or higher	4 credits
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### Lab Science

### 8 credits

Select two courses from this list. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

AST 103	Introduction to Astronomy
BIO 100	Biology Concepts
BIO 105	Environmental Biology
BIO 160	Introduction to Human Anatomy and Physiology
BIO 181	General Biology I
BIO 182	General Biology II
BIO 201	Human Anatomy and Physiology I
BIO 202	Human Anatomy and Physiology II
BIO 205	Microbiology
BIO 226	Ecology
CHM 130	Fundamental Chemistry
CHM 138	An Introduction to General, Organic, and Biological Chemistry
CHM 151	General Chemistry I
CHM 152	General Chemistry II
CHM 230	Fundamental Organic Chemistry
CHM 235	General Organic Chemistry I
CHM 236	General Organic Chemistry II (IW)
GLG 101	Physical Geology
GLG 102	Historical Geology
GLG 110	Geologic Hazards and Disasters (GIH)
PHY 107	Physical Concepts
PHY 111	General Physics I
PHY 112	General Physics II
PHY 211	Physics with Calculus I
PHY 212	Physics with Calculus II

### Humanities

### 6 to 9 credits

Select at least two courses from this list. You must choose from at least two different departments. At least one course must be from the Fine Arts (designated with **bold type**). If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

**ART 133 World Art I (GIH) (DI)**

**ART 134 World Art II (GIH) (DI)**

**COM 201 Public Speaking**

ECE 281 Children's Literature (DI) OR

EDU 281 Children's Literature (DI) OR

ENG 281 Children's Literature (DI)

ENG 201	World Literature I (IW) (GIH) (DI)
ENG 202	World Literature II (IW) (GIH) (DI)
ENG 217	Writing Reflective Essays (IW) (DI)
ENG 218	Writing About Literature (IW) (DI)
ENG 221	English Literature I (IW) (DI)
ENG 222	English Literature II (IW) (DI)
ENG 241	American Literature I (IW) (GIH) (DI)
ENG 242	American Literature II (IW) (GIH) (DI)
<b>MUS 101 World of Music (GIH) (DI)</b>	
<b>THC 105 Introduction to Theatre (GIH) (DI)</b>	

### Social Sciences

### 6 to 9 credits

Select at least two courses from this list. You must choose from at least two different departments. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

AJS 101	Introduction to Criminal Justice (DI)
AJS 225	Criminology (DI)
ANT 101	Introduction to Physical Anthropology (DI)
ANT 102	Introduction to Cultural Anthropology (GIH) (DI)
ANT 110	Mexican-American Culture (DI)
ANT 120	Indian American Culture (DI)
ANT 211	Women in Cross-Cultural Perspective (IW) (GIH) (DI)
ANT 222	Buried Cities and Lost Tribes (GIH) (DI)
BUA 210	Society and Business (DI)
BUA 221	Principles of Macroeconomics (GIH) (DI)
BUA 223	Principles of Microeconomics (DI)
COM 260	Elements of Intercultural Communication (IW) (DI)
ECE 171	Child Growth and Development (DI) <u>OR</u>
PSY 171	Child Growth and Development (DI)
EDU 200	Introduction to Education (DI)
HHP 100	Personal Health (DI)
HIS 101	U.S. History to 1877 (GIH) (DI)
HIS 102	U.S. History Since 1865 (GIH) (DI)
HIS 104	The Development of Europe to 1650 (GIH) (DI)
HIS 105	Modern Europe Since 1550 (GIH) (DI)
HIS 111	History of China to 1600 (GIH) (DI)
HIS 112	History of China 1600 to Present (GIH) (DI)
HIS 220	History of Mexico (GIH) (DI)
MDC 102	Introduction to Media Communications (DI)
POS 110	United States National Politics (GIH) (DI)
POS 120	World Politics (GIH) (DI)
PSY 101	Introduction to Psychology (DI)
PSY 230	Social Psychology (DI)
PSY 240	Abnormal Psychology (DI)
PSY 250	Developmental Psychology (DI)
PSY 270	Experimental Psychology (IW) (DI)
SOC 101	Introduction to Sociology (GIH) (DI)
SOC 110	Marriage and the Family (DI)
SOC 201	Social Problems (DI)

### Computers

CMP 103	Introduction to Computer Based Systems	3 credits
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### Options

### 0 to 3 credits

Select one course from this list. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections. Options courses are designed to enhance your General Education background and to expand course selection opportunity to meet specific university requirements. Options courses may be chosen from any of the GE courses listed above. Additional courses which also meet the Options requirement are listed below.

COM 215	Interviewing Principles and Practices (IW)
FRE 101	Elementary French I (GIH) (DI)
FRE 102	Elementary French II (GIH) (DI)
FRE 201	Intermediate French I (GIH) (DI)

FRE 202	Intermediate French II (GIH) (DI)
RUS 101	Elementary Russian I (GIH)
RUS 102	Elementary Russian II (GIH)
SPA 101	Elementary Spanish I (GIH) (DI)
SPA 102	Elementary Spanish II (GIH) (DI)
SPA 201	Intermediate Spanish I (GIH) (DI)
SPA 202	Intermediate Spanish II (GIH) (DI)

Any first, second, third or fourth semester level language  
Any Mathematics courses MAT 140 or higher except MAT 156 and MAT 157

**Intensive Writing** **0 to 4 credits**

ANT 211	Women in Cross-Cultural Perspective (IW) (GIH) (DI)
CHM 236	General Organic Chemistry II (IW)
COM 215	Interviewing Principles and Practices (IW)
COM 260	Elements of Intercultural Communication (IW) (DI)
ENG 201	World Literature I (IW) (GIH) (DI)
ENG 202	World Literature II (IW) (GIH) (DI)
ENG 217	Writing Reflective Essays (IW) (DI)
ENG 218	Writing About Literature (IW) (DI)
ENG 221	English Literature I (IW) (DI)
ENG 222	English Literature II (IW) (DI)
ENG 241	American Literature I (IW) (GIH) (DI)
ENG 242	American Literature II (IW) (GIH) (DI)
PSY 270	Experimental Psychology (IW) (DI)

**Total Minimum Certificate Requirements** **36 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 15 credits at Eastern Arizona College.

## ARIZONA GENERAL EDUCATION CURRICULUM S (AGEC-S)

**Certificate for Transfer**  
**30002**

**Advisors:** David Morris, Gina Roebuck, Kenny Smith, Aaron Westerfield

Upon completion of this certificate, the student fulfills the lower-division General Education requirements at the University of Arizona, Arizona State University and Northern Arizona University. Students are strongly advised to complete an associate degree after completing this certificate.

AGEC-S. This General Education Program is intended for students majoring in a math or science curriculum.

To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry (IW) course. You must also complete a Global/International/Historical Awareness (GIH) course and a Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements.

**Composition**

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

**Mathematics**

MAT 220	Calculus I	5 credits
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**Lab Science** **8 credits**

Select two consecutively numbered courses from this list. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

BIO 181	General Biology I
BIO 182	General Biology II
BIO 201	Human Anatomy and Physiology I
BIO 202	Human Anatomy and Physiology II

CHM 151	General Chemistry I
CHM 152	General Chemistry II
CHM 235	General Organic Chemistry I
CHM 236	General Organic Chemistry II (IW)
GLG 101	Physical Geology
GLG 102	Historical Geology
PHY 111	General Physics I
PHY 112	General Physics II
PHY 211	Physics with Calculus I
PHY 212	Physics with Calculus II

**Humanities** **6 credits**

Select two courses from this list. You must choose from at least two different departments. At least one course must be from the Fine Arts (designated with **bold type**). If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

**ART 133 World Art I (GIH) (DI)**

**ART 134 World Art II (GIH) (DI)**

**COM 201 Public Speaking**

ECE 281	Children's Literature (DI) <u>QR</u>
EDU 281	Children's Literature (DI) <u>QR</u>
ENG 281	Children's Literature (DI)
ENG 201	World Literature I (IW) (GIH) (DI)
ENG 202	World Literature II (IW) (GIH) (DI)
ENG 217	Writing Reflective Essays (IW) (DI)
ENG 218	Writing About Literature (IW) (DI)
ENG 221	English Literature I (IW) (DI)
ENG 222	English Literature II (IW) (DI)
ENG 241	American Literature I (IW) (GIH) (DI)
ENG 242	American Literature II (IW) (GIH) (DI)

**MUS 101 World of Music (GIH) (DI)**

**THC 105 Introduction to Theatre (GIH) (DI)**

**Social Sciences** **6 credits**

Select two courses from this list. You must choose from at least two different departments. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

AJS 101	Introduction to Criminal Justice (DI)
AJS 225	Criminology (DI)
ANT 101	Introduction to Physical Anthropology (DI)
ANT 102	Introduction to Cultural Anthropology (GIH) (DI)
ANT 110	Mexican-American Culture (DI)
ANT 120	Indian American Culture (DI)
ANT 211	Women in Cross-Cultural Perspective (IW) (GIH) (DI)
ANT 222	Buried Cities and Lost Tribes (GIH) (DI)
BUA 210	Society and Business (DI)
BUA 221	Principles of Macroeconomics (GIH) (DI)
BUA 223	Principles of Microeconomics (DI)
COM 260	Elements of Intercultural Communication (IW) (DI)
ECE 171	Child Growth and Development (DI) <u>QR</u>
PSY 171	Child Growth and Development (DI)
EDU 200	Introduction to Education (DI)
HHP 100	Personal Health (DI)
HIS 101	U.S. History to 1877 (GIH) (DI)
HIS 102	U.S. History Since 1865 (GIH) (DI)
HIS 104	The Development of Europe to 1650 (GIH) (DI)
HIS 105	Modern Europe Since 1550 (GIH) (DI)
HIS 111	History of China to 1600 (GIH) (DI)
HIS 112	History of China 1600 to Present (GIH) (DI)
HIS 220	History of Mexico (GIH) (DI)
MDC 102	Introduction to Media Communications (DI)
POS 110	United States National Politics (GIH) (DI)
POS 120	World Politics (GIH) (DI)

PSY 101	Introduction to Psychology (DI)
PSY 230	Social Psychology (DI)
PSY 240	Abnormal Psychology (DI)
PSY 250	Developmental Psychology (DI)
PSY 270	Experimental Psychology (IW) (DI)
SOC 101	Introduction to Sociology (GIH) (DI)
SOC 110	Marriage and the Family (DI)
SOC 201	Social Problems (DI)

### Options 8 credits

For this certificate, you must select two additional courses. Eligible courses include any of the Lab Science courses or any math courses MAT 230 or higher. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

### Intensive Writing 0 to 4 credits

ANT 211	Women in Cross-Cultural Perspective (IW) (GIH) (DI)
CHM 236	General Organic Chemistry II (IW)
COM 215	Interviewing Principles and Practices (IW)
COM 260	Elements of Intercultural Communication (IW) (DI)
ENG 201	World Literature I (IW) (GIH) (DI)
ENG 202	World Literature II (IW) (GIH) (DI)
ENG 217	Writing Reflective Essays (IW) (DI)
ENG 218	Writing About Literature (IW) (DI)
ENG 221	English Literature I (IW) (DI)
ENG 222	English Literature II (IW) (DI)
ENG 241	American Literature I (IW) (GIH) (DI)
ENG 242	American Literature II (IW) (GIH) (DI)
PSY 270	Experimental Psychology (IW) (DI)

### Total Minimum Certificate Requirements 39 credits

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 15 credits at Eastern Arizona College.

## ART

### Associate of Arts Degree AA-SR 60402

**Advisor:** Stuart Gibson

This curriculum provides the first two years of a four-year program in art at a professional art school or at a college of fine arts at one of the state's public universities. Upon completion of one of these degrees at EAC, you will be able to transfer into a four-year college or university program. Since program requirements differ between universities, the official transfer pathway ([www.aztransfer.com/transferpathways](http://www.aztransfer.com/transferpathways)) of the school which you plan to attend upon leaving EAC should be consulted in order to adjust this program to your personal needs. If you plan to terminate formal education after attending EAC and seek employment immediately upon graduation, the EAC Graphic Design curriculum may be a better choice than these degrees. You are advised to take one or more art courses before making serious plans for a career in art.

### Curriculum Requirements

ART 101	Fundamentals of Design	3 credits
ART 102	Color and Design	3 credits
ART 111	Drawing	3 credits
ART 114	Figure Drawing for Art Majors	3 credits
ART 147	Beginning Oil Painting I	3 credits
ART 151	Beginning Sculpture I	2 credits
ART 161	Beginning Ceramics I	2 credits
ART 285	Printmaking	3 credits

### Total Curriculum Requirements 22 credits

### General Education Requirements

AGEC-A. To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry course (IW), Global/International/Historical Awareness (GIH) course, and Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements.

### Composition

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

### Mathematics

Select from list on pages 48-49. 3 to 5 credits

### Lab Science

Select from list on pages 48-49. 8 credits

### Humanities

ART 133	World Art I (GIH) (DI)	3 credits
ART 134	World Art II (GIH) (DI)	3 credits
Another Humanities course from list on pages 48-49 which also fulfills the Intensive Writing Requirement.		3 credits

### Social Sciences

Choose from Social Sciences list on pages 48-49.  
Choose courses from more than one department. 6 credits

### Options

Choose one course from list on pages 48-49. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections. 3 credits

### Total General Education Requirements 35 to 37 credits

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major.

### Elective Requirements

To earn this degree you must select a sufficient number of elective credits numbered 100 or above to obtain the 64 credit hours required. Choose electives from the list of courses in the Arizona Higher Education Course Equivalency Guide (CEG) located at [http://aztransfer2.asu.edu/cgi-bin/WebObjects/Admin\\_CEG.woa/wa/EBetter](http://aztransfer2.asu.edu/cgi-bin/WebObjects/Admin_CEG.woa/wa/EBetter). Select the Eastern Arizona College Elective or Better report. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

### Total Elective Requirements 5 to 7 credits

### Total Minimum Degree Requirements 64 credits

In addition to completing each of the courses listed above with a grade of "C" or better, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
- Attain a cumulative grade point average of 2.00 or higher.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
- Remove any indebtedness to the College.

## AUTOMOTIVE MAINTENANCE

### Certificate of Proficiency

**30638**

**Advisor:** Brian Coppola

This certificate is designed to provide basic automotive skills training needed to be efficient at performing vehicle preventative maintenance procedures. This training program provides students with an opportunity to take the first step towards entry into an automotive repair career. This short-term program of study will help prepare students for ASE certification examinations.

#### Curriculum Requirements

Select at least 8 credits from the following courses:

AUT 101	Introduction to Automotive Technology <u>QR</u>	
AUT 180	Automotive Service Techniques	2 to 4 credits
AUT 105	Automotive Electrical Fundamentals	2 credits
AUT 280	Advanced Shop	4 credits

#### Curriculum Related Requirements

Select at least 8 credits from the following courses:

AUT 107	Automotive Electrical Systems and Equipment	2 credits
AUT 110	Fuel and Emission Systems	2 to 3 credits
AUT 131	Steering and Suspension Systems	3 credits
AUT 132	Automotive Brake Systems	2 credits

#### Total Minimum Certificate Requirements

**16 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 8 credits at Eastern Arizona College.

You must also complete an academic requirement by one of the following methods:

- Completion of ENG 100, Writing Fundamentals, or higher with a grade of "C" or better.
- EAC equivalent writing placement score of 70 or higher entered into your student record.
- Completion of BUS 111, Business Mathematical Calculations, with a grade of "C" or better.
- Completion of MAT 100, Applied Mathematics, or higher with a grade of "C" or better.
- EAC equivalent mathematics placement score of 41 or higher entered into your student record.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtm](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtm)

## AUTOMOTIVE SERVICE CONSULTANT

### Certificate of Proficiency

**30633**

**Advisor:** Brian Coppola

The Automotive Service Consultant certificate program develops skills necessary for entry into the automotive service consultant/advisor career area. The program is designed to provide in one year much of the basic automotive skills training needed to be productive and efficient in an automotive service consultant/advisor position. Additionally, the certificate program provides salesmanship and customer communication training necessary for this career area.

#### Curriculum Requirements

Select at least 20 credits from the following courses:

AUT 101	Introduction to Automotive Technology <u>QR</u>	
AUT 180	Automotive Service Techniques	2 to 4 credits
AUT 105	Automotive Electrical Fundamentals	2 credits
AUT 106	Internal Combustion Engines	4 credits
AUT 107	Automotive Electrical Systems and Equipment	2 credits
AUT 110	Fuel and Emission Systems	2 to 3 credits
AUT 131	Steering and Suspension Systems	3 credits
AUT 132	Automotive Brake Systems	2 credits
AUT 266	Vehicle Heating and Air Conditioning	3 credits

#### Curriculum Related Requirements

Select at least 10 credits from the following courses:

AUT 297	Workshop <u>QR</u>	
AUT 299	Independent Study	1 to 3 credits
BUA 259	Business Communications	3 credits
BUS 221	Human Resource Management	3 credits
CMP 101	Introduction to Computers <u>QR</u>	
CMP 103	Introduction to Computer Based Systems	3 credits
COE 111	Cooperative Education I (Occupational) <u>QR</u>	
TEC 191	Industry Internship I	1 to 3 credits
CSL 115	Community Outreach Through Service Learning	1 to 2 credits
SBM 221	Business Ethics	3 credits

#### Total Minimum Certificate Requirements

**30 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 15 credits at Eastern Arizona College.

You must also complete an academic requirement by one of the following methods:

- Completion of ENG 100, Writing Fundamentals, or higher with a grade of "C" or better.
- EAC equivalent writing placement score of 70 or higher entered into your student record.
- Completion of BUS 111, Business Mathematical Calculations, with a grade of "C" or better.
- Completion of MAT 100, Applied Mathematics, or higher with a grade of "C" or better.
- EAC equivalent mathematics placement score of 41 or higher entered into your student record.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtm](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtm)

# AUTOMOTIVE SERVICE TECHNOLOGY

## Associate of Applied Science Degree 20601

**Advisor:** Brian Coppola



EAC supports ASE certification of technicians.

The Automotive Service Technology degree provides an opportunity for all students to develop and upgrade skills needed to be productive and successful upon entry into several automotive service and repair occupations. Additionally, this program develops the career skills necessary for an individual to move into sales, business management, or supervisory positions. The Automotive Service Technology program is recognized for its high level of achievement by meeting local and national industry standards. The degree course work will help prepare students for ASE certification tests.

### Curriculum Requirements

AUT 105	Automotive Electrical Fundamentals	2 credits
AUT 106	Internal Combustion Engines	4 credits
AUT 107	Automotive Electrical Systems and Equipment	2 credits
AUT 110	Fuel and Emission Systems	2 to 3 credits
AUT 120	Manual Transmission and Drive Train	3 credits
AUT 131	Steering and Suspension Systems	3 credits
AUT 132	Automotive Brake Systems	2 credits
AUT 180	Automotive Service Techniques <u>OR</u>	
AUT 101	Introduction to Automotive Technology	2 to 4 credits
AUT 220	Automotive Electronics and Computerized Vehicle Controls	2 credits
AUT 230	Automatic Transmissions	4 credits
AUT 260	Vehicle Performance and Diagnosis	3 credits
AUT 266	Vehicle Heating and Air Conditioning	3 credits
AUT 280	Advanced Shop <u>OR</u>	
TEC 191	Industry Internship I	3 to 4 credits

Choose at least 7-11 additional credits from the following to obtain the 46 credits of Curriculum Requirements:

AMT 104	Machining and Fabrication <u>OR</u>	
MSP 101	Fundamentals of Machine Shop	2 to 3 credits
AMT 110	Introduction to Fab Lab Technology	2 credits
AUT 150	Automotive Painting and Refinishing	3 credits
AUT 297	Workshop <u>OR</u>	
AUT 299	Independent Study	1 to 3 credits
COE 101	Job Seeking Strategies	2 credits
COE 111	Cooperative Education I (Occupational)	1 to 4 credits
SBM 110	Introduction to Entrepreneurship	3 credits
SBM 231	Business Planning	1 credit
TEC 112	Basic Hydraulics and Pneumatics	2 credits
WLD 101	Welding	2 to 3 credits
WLD 108	Welding and Metal Fabrication	3 credits
WLD 201	Repair Welding and Fabrication	3 credits
WLD 260	Flux Cored Arc and Gas Metal Arc Welding	3 credits
WLD 270	Technical Welding	3 credits

**Total Curriculum Requirements** **46 credits with a GPA of 2.00 or higher**

### General Education Requirements

#### Mathematics/Composition

BUS 111	Business Mathematical Calculations <u>AND/OR</u>	
ENG 100	Writing Fundamentals or higher	3 to 6 credits

#### Computers

CMP 101	Introduction to Computers <u>OR</u>	
CMP 103	Introduction to Computer Based Systems	3 credits

#### Counseling

CSL 115	Community Outreach Through Service Learning	1 to 2 credits
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Select a sufficient number of credits from the list of General Education courses on pages 50-51 to obtain the 18 credits required. You may not exceed nine credits in any GE category, with the exception of Health and Physical Education where the maximum is two credits.

### Total General Education Requirements 18 credits

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major. Each course taken to satisfy the General Education Requirements of this degree must be completed with a grade of "C" or better.

### Total Minimum Degree Requirements 64 credits

In addition to completing the required courses listed above, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
  - Attain a cumulative grade point average of 2.00 or higher.
  - Demonstrate a reading competency at the tenth grade level or above as demonstrated by one of the following methods:
    1. EAC Equivalent Score of 60 or higher via COMPASS, Accuplacer, ASSET, ACT Reading Assessment, SAT Verbal Score, Nelson Denny, TABE, or ABLE tests\*
    2. Completion of ENG 091, Reading Improvement II, with a grade of "C" or better
- \*Your EAC equivalent reading assessment test score is available on Gila Hank Online or from your advisor. If you took the ASSET test or submitted an ACT, SAT, Nelson Denny, TABE, or ABLE score, a derived EAC equivalent score has been placed in your record and is available on Gila Hank Online or from your advisor.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
  - Remove any indebtedness to the College.

# AUTOMOTIVE TECHNICIAN

## Certificate of Proficiency

### 30605

**Advisor:** Brian Coppola

The Automotive Technician certificate program is designed to provide in one year much of the basic automotive skills training needed to be productive in an automotive service facility. Additionally, this certificate will help prepare the student for ASE certification tests.

### Core Automotive Curriculum Requirements

Select at least 10 credits from the following courses:

AUT 101	Introduction to Automotive Technology <u>OR</u>	
AUT 180	Automotive Service Techniques	2 to 4 credits
AUT 105	Automotive Electrical Fundamentals	2 credits
AUT 106	Internal Combustion Engines	4 credits
AUT 107	Automotive Electrical Systems and Equipment	2 credits
AUT 280	Advanced Shop <u>OR</u>	4 credits
TEC 191	Industry Internship I	2 credits

### Driveability Area Curriculum Requirements

Select at least 5 credits from the following courses:

AUT 110	Fuel and Emission Systems	2 to 3 credits
AUT 220	Automotive Electronics and Computerized Vehicle Controls	2 credits
AUT 260	Vehicle Performance and Diagnosis	3 credits

### Chassis & Power Train Area Curriculum Requirements

Select at least 8 credits from the following courses:

AUT 120	Manual Transmission and Drive Train	3 credits
AUT 131	Steering and Suspension Systems	3 credits
AUT 132	Automotive Brake Systems	2 credits
AUT 230	Automatic Transmissions	4 credits
AUT 266	Vehicle Heating and Air Conditioning	3 credits

### Curriculum Related Requirements

Select at least 7 credits from the following courses:

AMT 104	Machining and Fabrication <u>OR</u>	
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MSP 101	Fundamentals of Machine Shop	2 to 3 credits
AMT 110	Introduction to Fab Lab Technology	2 credits
AUT 297	Workshop <u>OR</u>	
AUT 299	Independent Study	1 to 3 credits
CMP 101	Introduction to Computers <u>OR</u>	
CMP 103	Introduction to Computer Based Systems	3 credits
COE 101	Job Seeking Strategies <u>OR</u>	
COE 111	Cooperative Education I (Occupational)	1 to 3 credits
CSL 115	Community Outreach Through Service Learning	1 to 2 credits
WLD 101	Welding <u>OR</u>	2 to 3 credits
WLD 108	Welding and Metal Fabrication	3 credits
WLD 201	Repair Welding and Fabrication	3 credits

**Total Minimum Certificate Requirements 30 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 15 credits at Eastern Arizona College.

You must also complete an academic requirement by one of the following methods:

- Completion of ENG 100, Writing Fundamentals, or higher with a grade of "C" or better.
- EAC equivalent writing placement score of 70 or higher entered into your student record.
- Completion of BUS 111, Business Mathematical Calculations, with a grade of "C" or better.
- Completion of MAT 100, Applied Mathematics, or higher with a grade of "C" or better.
- EAC equivalent mathematics placement score of 41 or higher entered into your student record.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtml](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtml)

**Mathematics**

MAT 220	Calculus I	5 credits
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**Lab Science**

CHM 151	General Chemistry I	4 credits
CHM 152	General Chemistry II	4 credits
CHM 235	General Organic Chemistry I	4 credits
CHM 236	General Organic Chemistry II (IW)	4 credits

**Humanities**

Select from Humanities list on pages 48-49. Choose courses from more than one department and one course must be in the Fine Arts. 6 credits

**Social Sciences**

Select from Social Sciences list on pages 48-49. Choose courses from more than one department. 6 credits

**Total General Education Requirements 39 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major.

**Elective Requirements**

To obtain this degree you must take a minimum of six credit hours of approved elective courses numbered 100 or above. Approved courses are listed in the Arizona Higher Education Course Equivalency Guide (CEG) located at [http://aztransmac2.asu.edu/cgi-bin/WebObjects/Admin\\_CEG.woa/wa/EBetter](http://aztransmac2.asu.edu/cgi-bin/WebObjects/Admin_CEG.woa/wa/EBetter). Select the Eastern Arizona College Elective or Better report.

**Total Elective Requirements 6 credits**

**Total Minimum Degree Requirements 64 credits**

In addition to completing each of the courses listed above with a grade of "C" or better, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
- Attain a cumulative grade point average of 2.00 or higher.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
- Remove any indebtedness to the College.

## BIOLOGICAL SCIENCE

### Associate of Science Degree

#### AS-SR 80701

**Advisors:** Aaron Burk, Tammy Gillespie, Dave Henson

This degree will meet the requirements for the first two years of a four-year program in a college of arts and science at Arizona's public universities. Upon graduation with this AS degree, you may enter upper-division work in any one of the life science fields (biology, botany, zoology, or other specialized area). Or, you may enter a college of education to major in biological science with the intention of teaching in a secondary school upon completing a bachelor's degree and obtaining a teacher's certificate. Since program requirements differ between universities, the official transfer pathway ([www.aztransfer.com/transferpathways](http://www.aztransfer.com/transferpathways)) of the school which you plan to attend upon leaving EAC should be consulted in order to adjust this program to your personal needs.

**Curriculum Requirements**

BIO 181	General Biology I	4 credits
BIO 182	General Biology II	4 credits
MAT 160	Introduction to Statistics	3 credits
PHY 111	General Physics I	4 credits
PHY 112	General Physics II	4 credits

**Total Curriculum Requirements 19 credits**

**General Education Requirements**

AGEC-S. To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry course (IW), Global/International/Historical Awareness (GIH) course, and Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements. CHM 236 satisfies the IW requirement.

**Composition**

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

## BOOKKEEPING

### Certificate of Proficiency

#### 30104 (Available On Campus and Online)

Advisor: Michael Fox

This certificate will prepare you for entry-level positions in bookkeeping and accounting.

#### Curriculum Requirements

AIS 117	Electronic Keyboarding I <a href="#">OR</a>	
AIS 118	Electronic Keyboarding II	3 credits
AIS 214	The Office Professional	3 credits
BUS 101	Fundamentals of Accounting <a href="#">OR</a>	
BUA 233	Uses of Accounting Information I	3 credits
BUS 111	Business Mathematical Calculations	3 credits
BUS 205	Computerized Accounting with QuickBooks <a href="#">OR</a>	
CMP 110R	QuickBooks	1 to 2 credits
CMP 101	Introduction to Computers <a href="#">OR</a>	
CMP 103	Introduction to Computer Based Systems	3 credits

#### Total Minimum Certificate Requirements 16 to 17 credits

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 8 credits at Eastern Arizona College.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtml](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtml)

## BUSINESS

### Associate of Applied Science Degree

#### 20105 (Available On Campus and Online)

Advisors: Michael Fox, Derek Rich

This degree provides you with a general business background.

#### Curriculum Requirements

BUA 101	Introduction to Business	3 credits
BUS 101	Fundamentals of Accounting <a href="#">OR</a>	
BUA 233	Uses of Accounting Information I	3 credits
BUA 221	Principles of Macroeconomics <a href="#">OR</a>	
BUA 223	Principles of Microeconomics	3 credits
BUA 259	Business Communications	3 credits
BUS 251	Human Relations	3 credits
CMP 161	Electronic Spreadsheet with Microsoft Excel	3 credits
SBM 111	Marketing	3 credits
SBM 221	Business Ethics	3 credits

#### Total Curriculum Requirements 24 credits

#### Curriculum Related Requirements

Choose at least 18 additional credits from any EAC courses from the BUA, BUS, COE, or SBM Departments [OR](#) from the following list.

NOTE: COE courses can be counted for a maximum of 4 credits toward these requirements.

AIS 117	Electronic Keyboarding I <a href="#">OR</a>	
AIS 118	Electronic Keyboarding II	3 credits
AIS 214	The Office Professional	3 credits
AIS 237	Word Processing Applications	3 credits
CMP 113	Operating Systems I	3 credits

CMP 170	Database Management with Microsoft Access	3 credits
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#### Total Curriculum Related Requirements 18 credits

#### General Education Requirements

##### Computers

CMP 101	Introduction to Computers <a href="#">OR</a>	
CMP 103	Introduction to Computer Based Systems	3 credits

##### Composition

ENG 100	Writing Fundamentals <a href="#">OR</a>	
ENG 101	Written Communications I	3 credits

##### Mathematics

BUS 111	Business Mathematical Calculations <a href="#">OR</a>	
MAT 100	Applied Mathematics or higher	3 to 5 credits

Select a sufficient number of credits, including at least one course from a GE category other than Composition or Mathematics, from the list of General Education courses on pages 50-51. You may not exceed nine credits in any GE Category, with the exception of Health and Physical Education where the maximum is two credits.

#### Total General Education Requirements 18 credits

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major. Each course taken to satisfy the General Education Requirements of this degree must be completed with a grade of "C" or better.

#### Elective Requirements

To earn this degree you must select a sufficient number of elective credits numbered 100 or above to obtain the 64 credit hours required. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

#### Total Elective Requirements 4 credits

#### Total Minimum Degree Requirements 64 credits

In addition to completing the required courses listed above, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
  - Attain a cumulative grade point average of 2.00 or higher.
  - Demonstrate a reading competency at the tenth grade level or above as demonstrated by one of the following methods:
    1. EAC Equivalent Score of 60 or higher via COMPASS, Accuplacer, ASSET, ACT Reading Assessment, SAT Verbal Score, Nelson Denny, TABE, or ABLE tests\*
    2. Completion of ENG 091, Reading Improvement II, with a grade of "C" or better
- \*Your EAC equivalent reading assessment test score is available on Gila Hank Online or from your advisor. If you took the ASSET test or submitted an ACT, SAT, Nelson Denny, TABE, or ABLE score, a derived EAC equivalent score has been placed in your record and is available on Gila Hank Online or from your advisor.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
  - Remove any indebtedness to the College.

## BUSINESS ADMINISTRATION

### Associate of Business Degree

#### ABus 70101

**Advisor:** Michael Fox

This degree prepares students to transfer to a college or university and pursue a bachelor's degree in Business Administration. Upon obtaining the bachelor's degree, you are prepared for employment in fields such as Accounting, Computer Information Systems, Economics, Finance, Management or Marketing. Since program requirements differ between universities, the official transfer pathway ([www.aztransfer.com/transferpathways](http://www.aztransfer.com/transferpathways)) of the school which you plan to attend upon leaving EAC should be consulted in order to adjust this program to your personal needs.

#### Curriculum Requirements

A grade of "C" or better in each of the following courses along with a cumulative grade point average of 2.5 or better is required for admission to the junior and senior years of a business program at Arizona's state universities.

BUA 220	Business Statistics	3 credits
BUA 223	Principles of Microeconomics (DI)	3 credits
BUA 233	Uses of Accounting Information I	3 credits
BUA 243	Uses of Accounting Information II	3 credits
BUA 245	Legal Environment of Business	3 credits

#### Total Curriculum Requirements

**15 credits**

#### Curriculum Related Requirements

Any EAC courses from the BUA, BUS, or SBM Departments. The courses selected must be listed in the Course Equivalency Guide as an elective or better to all three major Arizona universities. You may obtain a copy of the Arizona Course Equivalency Guide on the Internet at [www.aztransfer.com](http://www.aztransfer.com).

#### Total Curriculum Related Requirements

**9 credits**

#### General Education Requirements

AGEC-B. To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry course (IW), Global/International/Historical Awareness (GIH) course, and Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements.

#### Composition

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

#### Mathematics

Suggested math sequence for transfer to NAU and UA:

MAT 171	Finite Mathematics <u>AND</u>	
MAT 210	Elements of Calculus or higher	8 credits

Suggested math sequence for transfer to ASU:

MAT 181	Precalculus Trigonometry <u>OR</u>	
MAT 187	Precalculus	3 to 5 credits
MAT 220	Calculus I	5 credits

#### Lab Science

Select two courses from the list on pages 48-49. **8 credits**

#### Humanities

Select from Humanities list on pages 48-49. Choose courses from more than one department and one course must be in the Fine Arts. **6 credits**

#### Social Sciences

BUA 221	Principles of Macroeconomics (GIH) (DI)	3 credits
	Select another non-BUA department Social Sciences course from list on pages 48-49.	3 credits

#### Computers

CMP 103	Introduction to Computer Based Systems	3 credits
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#### Total General Education Requirements

**37 to 39 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major.

#### Elective Requirements

To earn this degree you must select a sufficient number of elective credits numbered 100 or above to obtain the 64 credit hours required. Choose electives from the list of courses in the Arizona Higher Education Course Equivalency Guide (CEG) located at [http://aztransfer-mac2.asu.edu/cgi-bin/WebObjects/Admin\\_CEG.woa/wa/EBetter](http://aztransfer-mac2.asu.edu/cgi-bin/WebObjects/Admin_CEG.woa/wa/EBetter). Select the Eastern Arizona College Elective or Better report. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

#### Total Elective Requirements

**1 to 3 credits**

#### Total Minimum Degree Requirements

**64 credits**

In addition to completing each of the courses listed above with a grade of "C" or better, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
- Remove any indebtedness to the College.

## BUSINESS EDUCATION

### Associate of Arts Degree

#### TG-XR 60101

**Advisor:** Dana Barnett

This degree prepares students to transfer to a college or university and pursue a bachelor's degree in Business Education. Since program requirements differ between universities, the official transfer pathway ([www.aztransfer.com/transferpathways](http://www.aztransfer.com/transferpathways)) of the school which you plan to attend upon leaving EAC should be consulted in order to adjust this program to your personal needs.

#### Curriculum Requirements

A grade of "C" or better in each of the following courses along with a cumulative grade point average of 2.5 or better is required for admission to the junior and senior years of a business program at Arizona's state universities.

BUA 220	Business Statistics <u>OR</u>	
MAT 160	Introduction to Statistics	3 credits
BUA 233	Uses of Accounting Information I	3 credits
BUA 243	Uses of Accounting Information II	3 credits
CMP 103	Introduction to Computer Based Systems	3 credits
EDU 200	Introduction to Education (DI)	3 credits

#### Total Curriculum Requirements

**15 credits**

#### General Education Requirements

AGEC-A. To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry course (IW), Global/International/Historical Awareness (GIH) course, and Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements.

#### Composition

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

#### Mathematics

MAT 140	College Mathematics <u>OR</u>	
MAT 154	Precalculus Algebra	3 to 4 credits

#### Lab Science

Select two courses from the list on pages 48-49. **8 credits**

#### Humanities

ENG 217	Writing Reflective Essays (IW) (DI)	3 credits
	Select two additional courses from Humanities list on pages 48-49.	6 credits

#### Social Sciences

BUA 221	Principles of Macroeconomics (GIH) (DI)	3 credits
BUA 223	Principles of Microeconomics (DI)	3 credits
POS 110	United States National Politics (GIH) (DI)	3 credits

#### Total General Education Requirements

**35 to 36 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major.

### Elective Requirements

To earn this degree you must select a sufficient number of elective credits numbered 100 or above to obtain the 64 credit hours required. Choose electives from the list of courses in the Arizona Higher Education Course Equivalency Guide (CEG) located at [http://aztrans-mac2.asu.edu/cgi-bin/WebObjects/Admin\\_CEG.woa/wa/EBetter](http://aztrans-mac2.asu.edu/cgi-bin/WebObjects/Admin_CEG.woa/wa/EBetter). Select the Eastern Arizona College Elective or Better report. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

#### Recommended Electives

AIS 214	The Office Professional	3 credits
AIS 237	Word Processing Applications	3 credits
AIS 238	Advanced Office Applications	3 credits
BUA 245	Legal Environment of Business	3 credits
CMP 121	Visual Basic Programming I	3 credits
POS 221	Arizona Constitution and Government	1 credit
SBM 110	Introduction to Entrepreneurship	3 credits
SBM 121	Supervision	3 credits

**Total Elective Requirements** **13 to 14 credits**

**Total Minimum Degree Requirements** **64 credits**

In addition to completing each of the courses listed above with a grade of "C" or better, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
- Remove any indebtedness to the College.

## BUSINESS OFFICE ASSISTANT

### Certificate of Proficiency

#### 30116 (Available On Campus and Online)

**Advisors:** Dana Barnett, Tammy Campbell, Derek Rich

This certificate program provides basic training in office skills and business knowledge that is expected in the business world today. The curriculum prepares you for positions such as clerk, receptionist, or office assistant.

#### Curriculum Requirements

AIS 118	Electronic Keyboarding II	3 credits
AIS 213A	Office Procedures/Records Management	1 credit
AIS 213B	Office Procedures/Office Transcription	1 credit
AIS 213C	Office Procedures/Professional Business Office	1 credit
AIS 214	The Office Professional	3 credits
AIS 238	Advanced Office Applications	3 credits
AIS 239A	Multimedia/Electronic Task Management	1 credit
AIS 240	Desktop Publishing	3 credits
BUS 101	Fundamentals of Accounting <a href="#">OR</a>	
BUA 233	Uses of Accounting Information I	3 credits
BUS 111	Business Mathematical Calculations	3 credits
CMP 101	Introduction to Computers <a href="#">OR</a>	
CMP 103	Introduction to Computer Based Systems	3 credits
ENG 101	Written Communications I	3 credits

**Total Minimum Certificate Requirements** **28 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 14 credits at Eastern Arizona College.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtm](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtm)

## BUSINESS PROJECT MANAGEMENT FUNDAMENTALS

### Certificate of Proficiency

#### 30927

**Advisors:** Dana Barnett, Andy Shaver

This program is designed to prepare students to plan, schedule, supervise, and complete various projects in diverse business fields. This certificate allows students to choose the areas of management they enjoy or want to further improve.

#### Curriculum Requirements

AIS 118	Electronic Keyboarding II <a href="#">OR</a>	
AIS 237	Word Processing Applications	3 credits
BUA 150	Introduction to Project Management	3 credits
BUA 151	Scheduling and Cost Estimating	3 credits
BUA 233	Uses of Accounting Information I <a href="#">OR</a>	
BUS 101	Fundamentals of Accounting <a href="#">OR</a>	
BUS 111	Business Mathematical Calculations	3 credits
BUS 251	Human Relations <a href="#">OR</a>	
BUA 259	Business Communications	3 credits

**Total Minimum Certificate Requirements** **15 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 8 credits at Eastern Arizona College.

## BUSINESS TECHNOLOGY SPECIALIST

### Certificate of Proficiency

#### 30121 (Available On Campus and Online)

**Advisors:** Dana Barnett, Tammy Campbell, Derek Rich

Completion of this certificate will help you develop good keyboarding skills and become a specialist in one or more word processing software programs.

#### Curriculum Requirements

AIS 118	Electronic Keyboarding II	3 credits
AIS 214	The Office Professional	3 credits
AIS 237	Word Processing Applications	3 credits
AIS 238	Advanced Office Applications	3 credits
CMP 101	Introduction to Computers <u>OR</u>	
CMP 103	Introduction to Computer Based Systems	3 credits
ENG 101	Written Communications I	3 credits

#### Total Minimum Certificate Requirements **18 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 9 credits at Eastern Arizona College.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtm](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtm)

## CHEMISTRY

### Associate of Science Degree

#### AS-SR 80702

**Advisors:** Duane DeSpain, Joel Shelton

This degree prepares students to transfer to a college or university four- or five-year program leading to a bachelor's degree in chemistry. Since program requirements differ between universities, the official transfer pathway ([www.aztransfer.com/transferpathways](http://www.aztransfer.com/transferpathways)) of the school which you plan to attend upon leaving EAC should be consulted in order to adjust this program to your personal needs. You should enter this curriculum having completed two years of algebra and one year of chemistry in high school or the equivalent college courses.

#### Curriculum Requirements

CHM 235	General Organic Chemistry I	4 credits
CHM 236	General Organic Chemistry II (IW)	4 credits
MAT 230	Calculus II	4 credits

#### Total Curriculum Requirements **12 credits**

#### General Education Requirements

AGEC-S. To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry course (IW), Global/International/Historical Awareness (GIH) course, and Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements. CHM 236 satisfies the IW requirement.

#### Composition

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

#### Mathematics

MAT 220	Calculus I	5 credits
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#### Lab Science

CHM 151	General Chemistry I	4 credits
CHM 152	General Chemistry II	4 credits

PHY 211	Physics with Calculus I	5 credits
PHY 212	Physics with Calculus II	5 credits

#### Humanities

Select two courses from Humanities list on pages 48-49. Choose courses from more than one department, and one course must be in the Fine Arts.

6 credits

#### Social Sciences

Choose two courses from Social Sciences list on pages 48-49. Choose courses from more than one department.

6 credits

#### Total General Education Requirements **41 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major.

#### Elective Requirements

To obtain this degree you must take a minimum of 11 credit hours of approved elective courses numbered 100 or above. Approved courses are listed in the Arizona Higher Education Course Equivalency Guide (CEG) located at [http://aztransmac2.asu.edu/cgi-bin/WebObjects/Admin\\_CEG.woa/wa/EBetter](http://aztransmac2.asu.edu/cgi-bin/WebObjects/Admin_CEG.woa/wa/EBetter). Select the Eastern Arizona College Elective or Better report.

Language proficiency demonstration: check University Transfer Guides to see if a language proficiency requirement is in place. If so, select courses that will satisfy the language proficiency.

MAT 240 - Calculus III (4 credits) is a requirement for many BA and BS chemistry degrees. Check with an advisor or consult the catalog of the university to which you will be transferring to see if you should take this course.

#### Total Elective Requirements **11 credits**

#### Total Minimum Degree Requirements **64 credits**

In addition to completing each of the courses listed above with a grade of "C" or better, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
- Attain a cumulative grade point average of 2.00 or higher.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
- Remove any indebtedness to the College.

## COMMUNICATION STUDIES

### Associate of Arts Degree

#### AA-GR 60206

**Advisor:** Kyleigh Becker

This degree prepares students to transfer to a college or university and pursue a bachelor's degree in Communication Studies or Organizational Communication. Emphasis is placed on becoming a Communication Generalist with classes offering a broad introduction to the field of Communication. Courses range from the theoretical bases and trends in research in the field to interpersonal, small group, intercultural, interviewing, and public speaking, and they reflect the core requirements of most universities. Classes are also appropriate for returning students desiring to brush up on communication skills or gain a better understanding of communication processes.

This major focuses on thoughtful construction and delivery of verbal messages and critical thinking, preparing students to be more successful participants in their community, employment, and interactions with others. The study of communication is relevant to all other academic fields and career interests.

#### Curriculum Requirements

COM 100	Introduction to Human Communication	3 credits
COM 115	Introduction to Interpersonal Communication	3 credits
COM 200	Basic Communication Theory	3 credits
COM 201	Public Speaking	3 credits
COM 205	Survey of Communication Research <u>OR</u>	
COM 215	Interviewing Principles and Practices (IW)	3 credits
COM 260	Elements of Intercultural Communication (IW) (DI)	3 credits
COM 271	Small Group Communication	3 credits

**Total Curriculum Requirements 21 credits****General Education Requirements**

AGEC-A. To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry course (IW), Global/International/Historical Awareness (GIH) course, and Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements.

**Composition**

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

**Mathematics**

Select from list on pages 48-49. 3 to 5 credits

**Lab Science**

Select two Lab Science courses from list on pages 48-49. 8 credits

**Humanities**

Select from Humanities list on pages 48-49. Choose courses from more than one department and one course must be in the Fine Arts. 6 to 9 credits

**Social Sciences**

PSY 101 Introduction to Psychology (DI) OR  
SOC 101 Introduction to Sociology (GIH) (DI) 3 credits  
Select from the list of Social Sciences courses on pages 48-49. Courses selected must be from more than one department. 3 to 6 credits

**Options**

Select courses from the Options category on pages 48-49 to complete the 35 credits required for the AGEC. 0 to 6 credits

**Total General Education Requirements 35 to 37 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major. Each course taken to satisfy the General Education Requirements of this degree must be completed with a grade of "C" or better.

**Elective Requirements**

With the help of your program advisor, you must select a sufficient number of elective credits numbered 100 or above to obtain the 64 credit hours required. Choose electives from the list of courses in the Arizona Higher Education Course Equivalency Guide (CEG) located at [http://aztransmac2.asu.edu/cgi-bin/WebObjects/Admin\\_CEG.woa/wa/EBetter](http://aztransmac2.asu.edu/cgi-bin/WebObjects/Admin_CEG.woa/wa/EBetter). Select the Eastern Arizona College Elective or Better report. Foreign language is suggested for those transferring into a program with a foreign language requirement. You should also consult the catalog or an advisor from the school you will transfer to as you make your selections. If you are planning to transfer to ASU as a Communications major, you must complete a basic statistics (MAT 160 or PSY 220) course before you can be admitted as a major to their programs.

**Total Elective Requirements 6 to 8 credits****Total Minimum Degree Requirements 64 credits**

In addition to completing each of the courses listed above with a grade of "C" or better, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
- Attain a cumulative grade point average of 2.00 or higher.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
- Remove any indebtedness to the College.

# COMPUTER ASSISTED DESIGN AND DRAFTING TECHNOLOGY

**Associate of Applied Science Degree 20603**

**Advisor:** Doug Griffin

The Computer Assisted Design and Drafting program prepares students to succeed as a CADD technician. This degree specializes in 3D design concepts, 3D solids and parametric modeling, residential and commercial architectural design and planning, and cartography (civil drawing). This AAS degree is also available as a transfer degree to a BAS program. See your advisor for information concerning the transfer degree.

**Curriculum Requirements**

AMT 102	Materials for Industry	3 credits
BUA 259	Business Communications	3 credits
DRF 108	Technical Drafting	2 credits
DRF 150	Dimensioning and Tolerancing	1 credit
DRF 154	Introduction to AutoCAD	2 to 3 credits
DRF 160	Descriptive Geometry	3 credits
DRF 170	Residential Architecture	2 to 3 credits
DRF 220	Parametric Solid Modeling	3 credits
DRF 230	Civil Drafting	3 credits
DRF 232	Structural Drafting	2 to 3 credits
DRF 271	Advanced AutoCAD	2 to 3 credits
DRF 290	Drafting Capstone Project	2 credits

Select one of the following options:

*Option 1:*

AMT 104	Machining and Fabrication	3 credits
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*Option 2:*

MSP 101	Fundamentals of Machine Shop	2 credits
EGR 250	Plane Surveying <u>OR</u>	
WLD 101	Welding	2 to 3 credits

In addition to the required courses above, select from the following Curriculum Related courses to complete a total of 40 curriculum credits:

AMT 110	Introduction to Fab Lab Technology	2 credits
AMT 111	Fab Lab Workshop I	1 to 3 credits
AMT 211	Fab Lab Workshop II	1 to 3 credits
AMT 220	Advanced Manufacturing Methods	4 credits
AMT 240	Advanced Manufacturing Production Processes	3 credits
ART 101	Fundamentals of Design	3 credits
AUT 105	Automotive Electrical Fundamentals	2 credits
CMP 113	Operating Systems I	3 credits
CMP 121	Visual Basic Programming I	3 credits
CMP 130	C Programming I	3 credits
CMP 151	Computer Systems I	3 credits
COE 111	Cooperative Education I (Occupational)	1 to 4 credits
DRF 235	Arc Geographic Information Systems I	2 credits
DRF 236	Arc Geographic Information Systems II	3 credits
DRF 262	Commercial Architecture	2 to 3 credits
DRF 299	Independent Study	1 to 3 credits
EGR 102	Introduction to Engineering	4 credits
EGR 214	Engineering Mechanics I - Statics	3 credits
EGR 215	Engineering Mechanics II - Dynamics	3 credits
EGR 233	Mechanics of Materials	3 credits
EGR 250	Plane Surveying	3 credits
IAR 101	Woodworking	2 to 3 credits
IAR 120	Machine Woodworking	2 to 3 credits
MSP 260	Pattern Making and Foundry	2 credits
TEC 133	Safety Practices for Industry	1 credit
THC 231	Stagecraft	3 credits
THC 236	Introduction to Scene Design	3 credits
WLD 108	Welding and Metal Fabrication	3 credits

**Total Curriculum Requirements**

**40 credits with a GPA of 2.00 or higher**

**General Education Requirements**

**Composition**

ENG 100	Writing Fundamentals <u>OR</u>	
ENG 101	Written Communications I	3 credits
TEC 260	Technical Report Writing <u>OR</u>	
ENG 102	Written Communications II	3 credits

**Mathematics**

MAT 100	Applied Mathematics or higher	3 to 5 credits
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Select a sufficient number of credits from the list of General Education courses on pages 50-51 to obtain the 18 credits required. You may not exceed nine credits in any GE category, with the exception of Health and Physical Education where the maximum is two credits.

**Total General Education Requirements 18 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major. Each course taken to satisfy the General Education Requirements of this degree must be completed with a grade of "C" or better.

**Elective Requirements**

To earn this degree you must select a sufficient number of elective credits numbered 100 or above to obtain the 64 credit hours required. For students earning the AAS degree, it is highly recommended students choose electives from the Curriculum Related courses. For students transferring to a BAS program, it is highly recommended students choose additional General Education courses to complete the AGEC-A requirements. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

**Total Elective Requirements 6 credits**

**Total Minimum Degree Requirements 64 credits**

In addition to completing the required courses listed above, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
  - Attain a cumulative grade point average of 2.00 or higher.
  - Demonstrate a reading competency at the tenth grade level or above as demonstrated by one of the following methods:
    1. EAC Equivalent Score of 60 or higher via COMPASS, Accuplacer, ASSET, ACT Reading Assessment, SAT Verbal Score, Nelson Denny, TABE, or ABE tests\*
    2. Completion of ENG 091, Reading Improvement II, with a grade of "C" or better
- \*Your EAC equivalent reading assessment test score is available on Gila Hank Online or from your advisor. If you took the ASSET test or submitted an ACT, SAT, Nelson Denny, TABE, or ABE score, a derived EAC equivalent score has been placed in your record and is available on Gila Hank Online or from your advisor.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
  - Remove any indebtedness to the College.

## COMPUTER ASSISTED DESIGN AND DRAFTING TECHNOLOGY – LEVEL I

**Certificate of Proficiency**

**30618**

**Advisor:** Doug Griffin

The Level I Computer Assisted Design and Drafting Certificate program prepares students to succeed as a CADD technician. This certification provides students with competencies in the following areas: manual drafting, 3D solid modeling, and residential architectural design.

**Curriculum Requirements**

DRF 108	Technical Drafting	2 credits
DRF 154	Introduction to AutoCAD	2 to 3 credits
DRF 170	Residential Architecture	2 to 3 credits
DRF 271	Advanced AutoCAD	2 to 3 credits

Select from the following additional courses to complete a minimum of 17 credits:

AMT 110	Introduction to Fab Lab Technology	2 credits
DRF 150	Dimensioning and Tolerancing	1 credit
DRF 160	Descriptive Geometry	3 credits
DRF 220	Parametric Solid Modeling	3 credits
DRF 230	Civil Drafting	3 credits
DRF 232	Structural Drafting	2 to 3 credits
DRF 262	Commercial Architecture	2 to 3 credits
TEC 133	Safety Practices for Industry	1 credit

**Total Minimum Certificate Requirements 17 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 9 credits at Eastern Arizona College.

You must also complete an academic requirement by one of the following methods:

- Completion of ENG 100, Writing Fundamentals, or higher with a grade of "C" or better.
- EAC equivalent writing placement score of 70 or higher entered into your student record.
- Completion of BUS 111, Business Mathematical Calculations, with a grade of "C" or better.
- Completion of MAT 100, Applied Mathematics, or higher with a grade of "C" or better.
- EAC equivalent mathematics placement score of 41 or higher entered into your student record.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtm](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtm)

## COMPUTER ASSISTED DESIGN AND DRAFTING TECHNOLOGY – LEVEL II

**Certificate of Proficiency**

**30613**

**Advisor:** Doug Griffin

The Computer Assisted Design and Drafting Certificate program prepares students to succeed as a CADD technician. This certification provides students with competencies in the following areas: manual drafting, 3D solid modeling, and residential architectural design.

**Curriculum Requirements**

AMT 102	Materials for Industry	3 credits
DRF 108	Technical Drafting	2 credits
DRF 150	Dimensioning and Tolerancing	1 credit
DRF 154	Introduction to AutoCAD	2 to 3 credits
DRF 160	Descriptive Geometry	3 credits
DRF 170	Residential Architecture	2 to 3 credits
DRF 271	Advanced AutoCAD	2 to 3 credits
MAT 100	Applied Mathematics or higher	3 to 5 credits

Select one of the following options:

*Option 1:*

AMT 104	Machining and Fabrication	3 credits
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*Option 2:*

MSP 101	Fundamentals of Machine Shop	2 credits
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EGR 250	Plane Surveying <u>OR</u>	
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WLD 101	Welding	2 to 3 credits
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**Total Curriculum Requirements 21 to 28 credits**

Select from the following additional courses to complete a minimum of 30 credits.

AMT 110	Introduction to Fab Lab Technology	2 credits
DRF 220	Parametric Solid Modeling	3 credits
DRF 230	Civil Drafting	3 credits

DRF 232	Structural Drafting	2 to 3 credits
DRF 262	Commercial Architecture	2 to 3 credits
EGR 250	Plane Surveying	3 credits
TEC 133	Safety Practices for Industry	1 credit

### Total Minimum Certificate Requirements **30 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 15 credits at Eastern Arizona College.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtm](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtm)

## COMPUTER INFORMATION SPECIALIST

### Associate of Applied Science Degree 20107

**Advisors:** Lydia Mata, James McBride, Scott Russell

This is a comprehensive program that prepares you for a variety of computer related positions. It is for the student who is interested in software development and maintenance, software installation and maintenance, networking software installation and maintenance (the systems manager), system design, and computer operations.

#### Curriculum Requirements

CMP 100	Working in Technology	2 credits
CMP 103	Introduction to Computer Based Systems	3 credits
CMP 113	Operating Systems I	3 credits
CMP 151	Computer Systems I	3 credits
CMP 170	Database Management with Microsoft Access	3 credits
CMP 201	Systems and Procedures	3 credits
CMP 250	Networking Systems I	3 credits
CMP 251	Networking Systems II	3 credits
CMP 272	Web Development I	3 credits
CMP 291	CIS Practicum	5 credits

Select one programming language (3 credits) from the following:

CMP 121	Visual Basic Programming I	3 credits
CMP 128	C# Programming I	3 credits

### Total Curriculum Requirements **34 credits**

#### Curriculum Related Requirements

Select 6 credits from the following courses:

CMP 145	iOS Application Development I	3 credits
CMP 255	Server Systems I	3 credits
CMP 273	Web Development II	3 credits

### Total Curriculum Related Requirements **6 credits**

#### General Education Requirements

##### Composition

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II <u>OR</u>	
ENG 260	Technical Report Writing <u>OR</u>	
TEC 260	Technical Report Writing	3 credits

##### Mathematics

MAT 100	Applied Mathematics or higher	3 to 5 credits
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Select a sufficient number of credits, including at least one course from a GE category other

than Composition or Mathematics, from the list of General Education courses on pages 50-51. You may not exceed nine credits in any GE Category, with the exception of Health and Physical Education where the maximum is two credits.

### Total General Education Requirements **18 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major. Each course taken to satisfy the General Education Requirements of this degree must be completed with a grade of "C" or better.

#### Elective Requirements

To earn this degree you must select a sufficient number of elective credits numbered 100 or above to obtain the 64 credit hours required.

### Total Elective Requirements **6 credits**

### Total Minimum Degree Requirements **64 credits**

In addition to completing the required courses listed above, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
  - Attain a cumulative grade point average of 2.00 or higher.
  - Demonstrate a reading competency at the tenth grade level or above as demonstrated by one of the following methods:
    1. EAC Equivalent Score of 60 or higher via COMPASS, Accuplacer, ASSET, ACT Reading Assessment, SAT Verbal Score, Nelson Denny, TABE, or ABLE tests\*
    2. Completion of ENG 091, Reading Improvement II, with a grade of "C" or better
- \*Your EAC equivalent reading assessment test score is available on Gila Hank Online or from your advisor. If you took the ASSET test or submitted an ACT, SAT, Nelson Denny, TABE, or ABLE score, a derived EAC equivalent score has been placed in your record and is available on Gila Hank Online or from your advisor.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
  - Remove any indebtedness to the College.

## COMPUTER INFORMATION SYSTEMS

### Associate of Business Degree

#### ABus-SR 70102

**Advisors:** Lydia Mata, James McBride, Scott Russell

This degree prepares you to transfer to a college or university and pursue a bachelor's degree in Computer Information Systems. Since program requirements differ between universities, the official transfer pathway ([www.aztransfer.com/transferpathways](http://www.aztransfer.com/transferpathways)) of the school which you plan to attend upon leaving EAC should be consulted in order to adjust this program to your personal needs.

Upon completion of a four-year program at a college or university, you will be prepared for employment as a:

- Computer specialist in marketing, finance and accounting
- Systems analyst and designer
- Information system consultant and computer auditor
- Applications designer and programmer
- Networking system designer and manager

#### Curriculum Requirements

BUA 233	Uses of Accounting Information I	3 credits
BUA 243	Uses of Accounting Information II	3 credits
BUA 245	Legal Environment of Business	3 credits
CMP 128	C# Programming I	3 credits
CMP 201	Systems and Procedures	3 credits
MAT 160	Introduction to Statistics	3 credits
MAT 171	Finite Mathematics	4 credits

### Total Curriculum Requirements **22 credits**

#### General Education Requirements

AGEC-B. To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry course (IW), Global/International/Historical Awareness (GIH) course, and Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements.

**Computers**

CMP 103 Introduction to Computer Based Systems 3 credits

**Composition**

ENG 101 Written Communications I 3 credits

ENG 102 Written Communications II 3 credits

**Mathematics**

MAT 210 Elements of Calculus 4 credits

**Lab Science**

Select two Lab Science courses from list on pages 48-49. 8 credits

**Humanities**

Select from Humanities list on pages 48-49. Choose courses from more than one department and one course must be in the Fine Arts. 6 credits

**Social Sciences**

BUA 221 Principles of Macroeconomics (GIH) (DI) 3 credits

BUA 223 Principles of Microeconomics (DI) 3 credits

Another Social Sciences course from list on pages 48-49. 3 credits

**Total General Education Requirements 36 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major.

**Elective Requirements**

To earn this degree you must select a sufficient number of elective credits numbered 100 or above to obtain the 64 credit hours required. Choose electives from the list of courses in the Arizona Higher Education Course Equivalency Guide (CEG) located at [http://aztrans-mac2.asu.edu/cgi-bin/WebObjects/Admin\\_CEG.woa/wa/EBetter](http://aztrans-mac2.asu.edu/cgi-bin/WebObjects/Admin_CEG.woa/wa/EBetter). Select the Eastern Arizona College Elective or Better report. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

**Total Elective Requirements 6 credits**

**Total Minimum Degree Requirements 64 credits**

In addition to completing each of the courses listed above with a grade of "C" or better, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
- Remove any indebtedness to the College.

**COSMETOLOGY**

**Associate of Applied Science Degree 20111**

**Advisors:** Gayrene Claridge, Janice Lawhorn

The Cosmetology program provides students an opportunity to apply Cosmetology practices and principles in a simulated salon environment. Upon successful completion of the program, students will be eligible to take the Arizona State Board of Cosmetology Examination. Classes meet approximately eight hours a day, five days a week for 10½ months in order to obtain the 1600 hours training necessary to qualify for the state exam. The Cosmetology program normally begins the last week of July and ends in mid-June the following year. A second cohort begins in January and ends in mid-December with a mid-summer break. The Cosmetology curriculum requirements can be completed in one academic year. Students can continue their education and complete an Associate of Applied Science degree by taking eighteen General Education credits and two elective credits.

In addition to general tuition, a fee of \$180.00 per credit hour is required for all Cosmetology courses. Cosmetology scholarships are available for those who qualify. Contact Eastern Arizona Academy of Cosmetology or EAC for more information. Entry into the Cosmetology program requires prior admission. For admission procedures to the Cosmetology program, contact Eastern Arizona Academy of Cosmetology, (928) 348-8878.

**Curriculum Requirements**

COS 101 Theory of Cosmetology I/Hairstyling 2 credits

COS 103 Theory of Cosmetology II/Hairstyling 2 credits

COS 105 Theory of Cosmetology III 2 credits

COS 107 Theory of Cosmetology IV 2 credits

COS 108 Skin Care I 1 credit

COS 109 Skin Care II 2 credits

COS 111 Permanent Waving, Shampooing, and Hairstyling I 4 credits

COS 113 Permanent Waving, Shampooing, and Hairstyling II 4 credits

COS 115 Permanent Waving, Shampooing, and Hairstyling III 3 credits

COS 117 Permanent Waving, Shampooing, and Hairstyling IV 2 credits

COS 121 Nail Care I 1 credit

COS 125 Manicuring I 4 credits

COS 131 Haircutting, Scalp Treatment, and Tinting I 5 credits

COS 133 Haircutting, Scalp Treatment, and Tinting II 4 credits

COS 135 Haircutting, Scalp Treatment, and Tinting III 4 credits

COS 137 Haircutting, Scalp Treatment, and Tinting IV 2 credits

**Total Curriculum Requirements 44 credits**

**General Education Requirements**

**Computers**

CMP 101 Introduction to Computers OR

CMP 103 Introduction to Computer Based Systems 3 credits

**Composition**

ENG 100 Writing Fundamentals OR

ENG 101 Written Communications I 3 credits

**Mathematics**

BUS 111 Business Mathematical Calculations OR

MAT 100 Applied Mathematics or higher 3 to 5 credits

**Lab Science**

CHM 130 Fundamental Chemistry OR

CHM 138 An Introduction to General, Organic, and Biological Chemistry 4 credits

Select a sufficient number of credits, including at least one course from a GE category other than Composition or Mathematics, from the list of General Education courses on pages 50-51. You may not exceed nine credits in any GE Category, with the exception of Health and Physical Education where the maximum is two credits.

**Total General Education Requirements 18 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major. Each course taken to satisfy the General Education Requirements of this degree must be completed with a grade of "C" or better.

**Elective Requirements**

To earn this degree you must select a sufficient number of elective credits numbered 100 or above to obtain the 64 credit hours required.

**Total Elective Requirements 2 credits**

**Total Minimum Degree Requirements 64 credits**

In addition to completing the required courses listed above, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
- Attain a cumulative grade point average of 2.00 or higher.
- Demonstrate a reading competency at the tenth grade level or above as demonstrated by one of the following methods:
  1. EAC Equivalent Score of 60 or higher via COMPASS, Accuplacer, ASSET, ACT Reading Assessment, SAT Verbal Score, Nelson Denny, TABE, or ABLE tests\*
  2. Completion of ENG 091, Reading Improvement II, with a grade of "C" or better

\*Your EAC equivalent reading assessment test score is available on Gila Hank Online or from your advisor. If you took the ASSET test or submitted an ACT, SAT, Nelson Denny, TABE, or ABLE score, a derived EAC equivalent score has been placed in your record and is available on Gila Hank Online or from your advisor.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
- Remove any indebtedness to the College.

## COSMETOLOGY

### Certificate of Proficiency

30110

**Advisors:** Gayrene Claridge, Janice Lawhorn

The Cosmetology program provides students an opportunity to apply Cosmetology practices and principles in a simulated salon environment. Upon successful completion of the program, students will be eligible to take the Arizona State Board of Cosmetology Examination. Classes meet approximately eight hours a day, five days a week for 10½ months in order to obtain the 1600 hours training necessary to qualify for the state exam. The Cosmetology program normally begins the last week of July and ends in mid-June the following year. A second cohort begins in January and ends in mid-December with a mid-summer break. The Cosmetology curriculum requirements can be completed in one academic year.

In addition to general tuition, a fee of \$180.00 per credit hour is required for all Cosmetology courses. Cosmetology scholarships are available for those who qualify. Contact Eastern Arizona Academy of Cosmetology or EAC for more information. Entry into the Cosmetology program requires prior admission. For admission procedures to the Cosmetology program, contact Eastern Arizona Academy of Cosmetology, (928) 348-8878.

**Special Note:** A high school program is also offered to qualified students through a joint technological school district. The high school program meets four hours a day, five days a week, and eight hours a day on a minimum of one Saturday a month during the regular school year. The high school program will take two years to complete if students enter the program as juniors. High school students entering as seniors can continue their program after high school graduation.

#### Curriculum Requirements

COS 101	Theory of Cosmetology I/Hairstyling	2 credits
COS 103	Theory of Cosmetology II/Hairstyling	2 credits
COS 105	Theory of Cosmetology III	2 credits
COS 107	Theory of Cosmetology IV	2 credits
COS 108	Skin Care I	1 credit
COS 109	Skin Care II	2 credits
COS 111	Permanent Waving, Shampooing, and Hairstyling I	4 credits
COS 113	Permanent Waving, Shampooing, and Hairstyling II	4 credits
COS 115	Permanent Waving, Shampooing, and Hairstyling III	3 credits
COS 117	Permanent Waving, Shampooing, and Hairstyling IV	2 credits
COS 121	Nail Care I	1 credit
COS 125	Manicuring I	4 credits
COS 131	Haircutting, Scalp Treatment, and Tinting I	5 credits
COS 133	Haircutting, Scalp Treatment, and Tinting II	4 credits
COS 135	Haircutting, Scalp Treatment, and Tinting III	4 credits
COS 137	Haircutting, Scalp Treatment, and Tinting IV	2 credits

#### Total Minimum Certificate Requirements

**44 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 15 credits at Eastern Arizona College.

You must also complete an academic requirement by one of the following methods:

- Completion of ENG 100, Writing Fundamentals, or higher with a grade of "C" or better.
- EAC equivalent writing placement score of 70 or higher entered into your student record.
- Completion of BUS 111, Business Mathematical Calculations, with a grade of "C" or better.
- Completion of MAT 100, Applied Mathematics, or higher with a grade of "C" or better.
- EAC equivalent mathematics placement score of 41 or higher entered into your student record.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtm](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtm)

## COSMETOLOGY INSTRUCTOR

### Certificate of Proficiency

30111

**Advisors:** Gayrene Claridge, Janice Lawhorn

The Cosmetology Instructor Certificate program prepares the student for an entry-level position as a Cosmetology Instructor. Emphasis is on classroom management, state rules and regulations, and course instruction. Classes meet to satisfy the 350 hours training necessary to qualify for the Arizona State Board of Cosmetology licensing exam.

In addition to general tuition, a fee of \$180.00 per credit hour is required for all Cosmetology courses. Cosmetology scholarships are available for those who qualify. Contact Eastern Arizona Academy of Cosmetology or EAC for more information. Entry into the Cosmetology program requires prior admission. For admission procedures to the Cosmetology program, contact Eastern Arizona Academy of Cosmetology, (928) 348-8878.

#### Curriculum Requirements

COS 201	Science for Cosmetology Instructors	1 credit
COS 203	Management for Cosmetology Instructors	3 credits
COS 205	Instructing in Cosmetology I	3 credits
COS 206	Instructing in Cosmetology II	3 credits

Choose at least 6 additional credits from the following to obtain the 16 credits of Curriculum Requirements:

AIS 214	The Office Professional	3 credits
BUA 259	Business Communications	3 credits
BUS 251	Human Relations	3 credits
CMP 101	Introduction to Computers <u>OR</u>	
CMP 103	Introduction to Computer Based Systems	3 credits
COM 201	Public Speaking	3 credits
EDU 200	Introduction to Education	3 credits
SBM 110	Introduction to Entrepreneurship	3 credits
SBM 111	Marketing	3 credits
SBM 121	Supervision	3 credits

#### Total Minimum Certificate Requirements

**16 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 8 credits at Eastern Arizona College.

You must also complete an academic requirement by one of the following methods:

- Completion of ENG 100, Writing Fundamentals, or higher with a grade of "C" or better.
- EAC equivalent writing placement score of 70 or higher entered into your student record.
- Completion of BUS 111, Business Mathematical Calculations, with a grade of "C" or better.
- Completion of MAT 100, Applied Mathematics, or higher with a grade of "C" or better.
- EAC equivalent mathematics placement score of 41 or higher entered into your student record.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtm](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtm)

## COSMETOLOGY/HAIRSTYLIST

### Certificate of Proficiency

**30129**

**Advisors:** Gayrene Claridge, Janice Lawhorn

This program provides students an opportunity to apply Hairstylist practices and principles in a simulated salon environment. Students perform shampoos, cuts, and styles of men and women to prepare for licensure as professional hairstylists. Students receive instruction in hair design theory and concepts, hair coloring, chemical applications and permanent reconstructions. Students learn customer service, shop management, equipment operation, health and safety, and applicable laws and regulations. Upon successful completion of the 1000-hour program, students will be eligible to take the Arizona State Board of Cosmetology Examination. The Cosmetology/Hairstylist curriculum requirements can be completed in one academic year. After completing the program, students may consider their options to continue their education by enrolling in the Cosmetology or Cosmetology/Nail Technician programs.

In addition to general tuition, a fee of \$180.00 per credit hour is required for all Hairstylist courses. Hairstylist waivers are available for those who qualify. Contact Eastern Arizona Academy of Cosmetology or EAC for more information. Entry into the Cosmetologist/Hairstylist program requires prior admission. For admission procedures to the Cosmetology/Hairstylist program, contact Eastern Arizona Academy of Cosmetology, (928) 348-8878.

Special Note: A high school program is also offered to qualified students through a joint technological school district. The high school program meets four hours a day, five days a week, and eight hours a day on a minimum of one Saturday a month during the regular school year. The high school program will take three semesters to complete, if students enter the program as juniors. High school students entering as seniors can continue their program after high school graduation.

#### Curriculum Requirements

COS 101	Theory of Cosmetology I/Hairstyling	2 credits
COS 103	Theory of Cosmetology II/Hairstyling	2 credits
COS 111	Permanent Waving, Shampooing, and Hairstyling I	4 credits
COS 113	Permanent Waving, Shampooing, and Hairstyling II	4 credits
COS 115	Permanent Waving, Shampooing, and Hairstyling III	3 credits
COS 117	Permanent Waving, Shampooing, and Hairstyling IV	2 credits
COS 131	Haircutting, Scalp Treatment, and Tinting I	5 credits
COS 133	Haircutting, Scalp Treatment, and Tinting II	4 credits
COS 135	Haircutting, Scalp Treatment, and Tinting III	4 credits
COS 137	Haircutting, Scalp Treatment, and Tinting IV	2 credits

#### Total Minimum Certificate Requirements

**32 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 15 credits at Eastern Arizona College.

You must also complete an academic requirement by one of the following methods:

- Completion of ENG 100, Writing Fundamentals, or higher with a grade of "C" or better.
- EAC equivalent writing placement score of 70 or higher entered into your student record.
- Completion of BUS 111, Business Mathematical Calculations, with a grade of "C" or better.
- Completion of MAT 100, Applied Mathematics, or higher with a grade of "C" or better.
- EAC equivalent mathematics placement score of 41 or higher entered into your student record.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtm](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtm)

## COSMETOLOGY/NAIL TECHNICIAN

### Certificate of Proficiency

**30114**

**Advisors:** Gayrene Claridge, Janice Lawhorn

This program prepares you for an entry-level position as a nail technician. Emphasis is on basic nail care, manicuring, and hand and arm massage. Classes meet to satisfy the 600 hours training necessary to qualify for the Arizona State Board of Cosmetology nail technician exam.

Classes meet approximately eight hours a day, five days a week so that the 600 hours of training necessary to qualify for the Arizona State exam can be obtained in one semester. This program is only offered when a minimum of six full-time students are accepted and registered.

In addition to general tuition, a fee of \$180.00 per credit hour is required for all Cosmetology courses. Cosmetology scholarships are available for those who qualify. Contact Eastern Arizona Academy of Cosmetology or EAC for more information. Entry into the Cosmetology/Nail Technician program requires prior admission. For admission procedures to the Cosmetology/Nail Technician program, contact Eastern Arizona Academy of Cosmetology, (928) 348-8878.

#### Curriculum Requirements

COS 121	Nail Care I	1 credit
COS 123	Nail Care II	1 credit
COS 125	Manicuring I	4 credits
COS 127	Manicuring II	4 credits
COS 150	Manicuring III	4 credits
COS 152	Manicuring IV	4 credits

#### Total Minimum Certificate Requirements

**18 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 9 credits at Eastern Arizona College.

You must also complete an academic requirement by one of the following methods:

- Completion of ENG 100, Writing Fundamentals, or higher with a grade of "C" or better.
- EAC equivalent writing placement score of 70 or higher entered into your student record.
- Completion of BUS 111, Business Mathematical Calculations, with a grade of "C" or better.
- Completion of MAT 100, Applied Mathematics, or higher with a grade of "C" or better.
- EAC equivalent mathematics placement score of 41 or higher entered into your student record.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtm](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtm)

## DATABASE SUPPORT

### Certificate of Proficiency

#### 30105

**Advisors:** Lydia Mata, James McBride, Scott Russell

If you want to complete a faster track, emphasizing specific computer skills and fewer general courses, this certificate is for you. The emphases in this certificate are the three key areas in demand in the office environment at the technical support level including programming in database modes with networking skills for LAN environments.

#### Curriculum Requirements

CMP 100	Working in Technology	2 credits
CMP 103	Introduction to Computer Based Systems	3 credits
CMP 113	Operating Systems I	3 credits
CMP 121	Visual Basic Programming I	3 credits
CMP 128	C# Programming I	3 credits
CMP 170	Database Management with Microsoft Access	3 credits
CMP 250	Networking Systems I	3 credits
CMP 280	Database Design and Development	3 credits
CMP 291	CIS Practicum	5 credits

#### Total Minimum Certificate Requirements

**28 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 14 credits at Eastern Arizona College.

You must also complete an academic requirement by one of the following methods:

- Completion of ENG 100, Writing Fundamentals, or higher with a grade of "C" or better OR BUA 259, Business Communications, with a grade of "C" or better.
- EAC equivalent writing placement score of 70 or higher entered into your student record.
- Completion of BUS 111, Business Mathematical Calculations, with a grade of "C" or better.
- Completion of MAT 100, Applied Mathematics, or higher with a grade of "C" or better.
- EAC equivalent mathematics placement score of 41 or higher entered into your student record.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtm](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtm)

## DENTAL ASSISTING SPECIALIST

### Certificate of Proficiency

#### 31303 (Available in Gila County only)

**Advisors:** Pat Burke, Stephen Cullen

This program of study provides the student with the necessary training to deliver quality oral healthcare. X-ray imaging and clinical skills are included in the training. This program provides the opportunity to become part of a professional dental team and to start a career in the healthcare field.

#### Curriculum Requirements

BIO 160	Introduction to Human Anatomy and Physiology <u>OR</u>	
HCE 156	Science for Allied Health	4 credits
DAE 100	Introduction to Dental Assisting	3 credits
DAE 101	Dental Health and Safety	3 credits
DAE 105	Oral Health and Dental Disease Prevention	3 credits
DAE 107	Science in Dentistry	4 credits
DAE 109	Patient Information and Assessment	3 credits
DAE 112	Radiographic Imaging in Dentistry	4 credits
DAE 114	Foundations of Clinical Dentistry	4 credits

#### Total Minimum Certificate Requirements

**28 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 14 credits at Eastern Arizona College.

You must also complete an academic requirement by one of the following methods:

- Completion of ENG 100, Writing Fundamentals, or higher with a grade of "C" or better.
- EAC equivalent writing placement score of 70 or higher entered into your student record.
- Completion of BUS 111, Business Mathematical Calculations, with a grade of "C" or better.
- Completion of MAT 100, Applied Mathematics, or higher with a grade of "C" or better.
- EAC equivalent mathematics placement score of 41 or higher entered into your student record.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtm](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtm)

## EARLY CHILDHOOD EDUCATION

### Associate of Arts Degree

#### AA-SR 60808

**Advisor:** JoAnn Morales

The Early Childhood Education Associate of Arts degree is intended for students who desire to further their education and complete a Bachelor of Arts degree from a university. This degree can lead to teacher certification and builds on the requirements for the National Credential or CDA and prepares students to meet the AZ Department of Education early childhood education content requirements. The general education requirements provides students with the required courses to fulfill the AGEC-A.

#### Curriculum Requirements

ECE 100	Foundations of Early Childhood Education	3 credits
ECE 102	Early Childhood Curriculum	3 credits
ECE 105	Health, Safety, and Nutrition	3 credits
ECE 110	Infants and Toddlers Development	3 credits
ECE 120	Guiding Children's Social Development	3 credits
ECE 210	Home, School, and Community Relations	3 credits
ECE 220	Introduction to Early Childhood Special Education	3 credits
MAT 156	Principles of Mathematics I	3 credits
MAT 157	Principles of Mathematics II	3 credits
POS 221	Arizona Constitution and Government	1 credit

#### Total Curriculum Requirements

**28 credits**

#### General Education Requirements

AGEC-A. To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry course (IW), Global/International/Historical Awareness (GIH) course, and Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements.

#### Composition

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

#### Mathematics

MAT 140	College Mathematics or higher	3 to 5 credits
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#### Lab Science

BIO 100	Biology Concepts	4 credits
	Another Lab Science course from list on pages 48-49.	4 credits

#### Humanities

ECE 281	Children's Literature (DI)	3 credits
	Select from Humanities list on pages 48-49. Choose courses from more than one department and one course must be in the Fine Arts.	3 credits

**Social Sciences**

ECE 171	Child Growth and Development (DI)	3 credits
HIS 101	U.S. History to 1877 (GIH) (DI)	3 credits

**Options**

Select two courses from the Options category on pages 48-49. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections. 6 credits

**Total General Education Requirements 35 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major.

**Elective Requirements**

To earn this degree you must select a sufficient number of elective credits numbered 100 or above to obtain the 64 credit hours required. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

**Total Elective Requirements 1 credits**

**Total Minimum Degree Requirements 64 credits**

In addition to completing each of the courses listed above with a grade of "C" or better, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
- Attain a cumulative grade point average of 2.00 or higher.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
- Remove any indebtedness to the College.

**Total General Education Requirements 18 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major. Each course taken to satisfy the General Education Requirements of this degree must be completed with a grade of "C" or better.

**Elective Requirements**

To earn this degree you must select a sufficient number of elective credits numbered 100 or above to obtain the 64 credit hours required. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections. The course listed below is recommended.

EDU 230	Cultural Diversity in Education	3 credits
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**Total Elective Requirements 23 credits**

**Total Minimum Degree Requirements 64 credits**

In addition to completing the required courses listed above, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
  - Attain a cumulative grade point average of 2.00 or higher.
  - Demonstrate a reading competency at the tenth grade level or above as demonstrated by one of the following methods:
    1. EAC Equivalent Score of 60 or higher via COMPASS, Accuplacer, ASSET, ACT Reading Assessment, SAT Verbal Score, Nelson Denny, TABE, or ABLE tests\*
    2. Completion of ENG 091, Reading Improvement II, with a grade of "C" or better
- \*Your EAC equivalent reading assessment test score is available on Gila Hank Online or from your advisor. If you took the ASSET test or submitted an ACT, SAT, Nelson Denny, TABE, or ABLE score, a derived EAC equivalent score has been placed in your record and is available on Gila Hank Online or from your advisor.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
  - Remove any indebtedness to the College.

**EARLY CHILDHOOD EDUCATION**

**Associate of Applied Science Degree  
20803**

**Advisor:** JoAnn Morales

This degree builds on the requirements of the Early Childhood Education Certificate of Proficiency and gives the student additional skills to accompany certification in the field.

**Curriculum Requirements**

ECE 100	Foundations of Early Childhood Education	3 credits
ECE 102	Early Childhood Curriculum	3 credits
ECE 105	Health, Safety, and Nutrition	3 credits
ECE 110	Infants and Toddlers Development	3 credits
ECE 120	Guiding Children's Social Development	3 credits
ECE 150	Practicum: Direct Field Experience Birth to Preschool	2 credits
ECE 210	Home, School, and Community Relations	3 credits
ECE 220	Introduction to Early Childhood Special Education	3 credits

**Total Curriculum Requirements 23 credits**

**General Education Requirements**

**Composition**

ENG 100	Writing Fundamentals QR	
ENG 101	Written Communications I	3 credits

**Humanities**

ECE 281	Children's Literature	3 credits
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**Social Sciences**

ECE 171	Child Growth and Development	3 credits
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**Computers**

CMP 101	Introduction to Computers QR	
CMP 103	Introduction to Computer Based Systems	3 credits

Select a sufficient number of credits from the list of General Education courses on pages 50-51 to obtain the 18 credits required. You may not exceed nine credits in any GE category, with the exception of Health and Physical Education where the maximum is two credits.

**EARLY CHILDHOOD EDUCATION**

**Associate of Applied Science Degree - BAS Track  
20805**

**Advisor:** JoAnn Morales

The Early Childhood Education Associate of Applied Science degree – University Track is intended for students who desire to further their education and complete a Bachelor of Applied Science degree (BAS) from a university. It is a degree that does not lead to teacher certification but fulfills the BAS requirement set by Head Start and other early childhood programs. This degree builds on the requirements of the Early Childhood Education Certificate of Proficiency, the National Credential or CDA and the AAS degree. The general education requirements provides students with the required courses to fulfill the AGEC-A.

**Curriculum Requirements**

ECE 100	Foundations of Early Childhood Education	3 credits
ECE 102	Early Childhood Curriculum	3 credits
ECE 105	Health, Safety, and Nutrition	3 credits
ECE 110	Infants and Toddlers Development	3 credits
ECE 120	Guiding Children's Social Development	3 credits
ECE 150	Practicum: Direct Field Experience Birth to Preschool	2 credits
ECE 210	Home, School, and Community Relations	3 credits
ECE 220	Introduction to Early Childhood Special Education	3 credits

**Total Curriculum Requirements 23 credits**

**General Education Requirements**

AGEC-A. To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry course (IW), Global/International/Historical Awareness (GIH) course, and Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements.

**Composition**

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

**Mathematics**

MAT 140 College Mathematics or higher 3 credits

**Lab Science**

BIO 100 Biology Concepts 4 credits

Another Lab Science course from list on pages 48-49. 4 credits

**Humanities**

ECE 281 Children's Literature 3 credits

Select one additional course from the Humanities list on pages 48-49.

This course must be in the Fine Arts. 3 credits

**Social Sciences**

ECE 171 Child Growth and Development 3 credits

Select another non-PSY Social Sciences course from the list on pages 48-49. 3 credits

**Options**

Select two courses from the Options category on pages 48-49. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections. 6 credits

**Total General Education Requirements 35 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major.

**Elective Requirements**

To earn this degree you must select a sufficient number of elective credits numbered 100 or above to obtain the 64 credit hours required. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

**Total Elective Requirements 6 credits****Total Minimum Degree Requirements 64 credits**

In addition to completing the required courses listed above, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
  - Attain a cumulative grade point average of 2.00 or higher.
  - Demonstrate a reading competency at the tenth grade level or above as demonstrated by one of the following methods:
    1. EAC Equivalent Score of 60 or higher via COMPASS, Accuplacer, ASSET, ACT Reading Assessment, SAT Verbal Score, Nelson Denny, TABE, or ABLE tests\*
    2. Completion of ENG 091, Reading Improvement II, with a grade of "C" or better
- \*Your EAC equivalent reading assessment test score is available on Gila Hank Online or from your advisor. If you took the ASSET test or submitted an ACT, SAT, Nelson Denny, TABE, or ABLE score, a derived EAC equivalent score has been placed in your record and is available on Gila Hank Online or from your advisor.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
  - Remove any indebtedness to the College.

- Create relationships with parents and families through communication and involvement.
- Integrate children's literature into daily lesson plans.
- Support inclusive programs to meet the needs of all children.

The Early Childhood Education Associate is a competent person who assumes primary responsibility for meeting the specific needs of a group of children in a child development setting by nurturing the child's physical, social, emotional and intellectual needs; setting up and maintaining the child care environment; and establishing a liaison relationship between parents and the child development center.

After completing requirements for the Early Childhood Education Certificate of Proficiency, you can earn a degree by completing the additional requirements for the Early Childhood Education Associate of Applied Science degree or Early Childhood Education Associate of Applied Science – BAS Track degree.

**Curriculum Requirements**

ECE 100	Foundations of Early Childhood Education	3 credits
ECE 102	Early Childhood Curriculum	3 credits
ECE 105	Health, Safety, and Nutrition	3 credits
ECE 110	Infants and Toddlers Development	3 credits
ECE 120	Guiding Children's Social Development	3 credits
ECE 150	Practicum: Direct Field Experience Birth to Preschool	2 credits
ECE 171	Child Growth and Development	3 credits
ECE 210	Home, School, and Community Relations	3 credits
ECE 220	Introduction to Early Childhood Special Education	3 credits
ECE 281	Children's Literature	3 credits

**Total Minimum Certificate Requirements 29 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 15 credits at Eastern Arizona College.

You must also complete an academic requirement by one of the following methods:

- Completion of ENG 100, Writing Fundamentals, or higher with a grade of "C" or better.
- EAC equivalent writing placement score of 70 or higher entered into your student record.
- Completion of BUS 111, Business Mathematical Calculations, with a grade of "C" or better.
- Completion of MAT 100, Applied Mathematics, or higher with a grade of "C" or better.
- EAC equivalent mathematics placement score of 41 or higher entered into your student record.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtm](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtm)

**EARLY CHILDHOOD EDUCATION****Certificate of Proficiency****30814****Advisor:** JoAnn Morales

The Early Childhood Education (ECE) program is designed for early childhood teacher training. Upon completion of the certificate of proficiency students may apply for the National Child Development Associate Certificate through a national CDA credentialing agency. If you wish to attain national certification, we recommend that you enroll in ECE 240, Child Development Portfolio and Assessment Preparation. This national certification demonstrates competencies in the following areas:

- Design developmentally appropriate curriculum and activities.
- Consider historical and contemporary trends in Early Childhood.
- Examine issues of ethics and professionalism in the Early Childhood field.
- Identify theories and milestones of growth and development in children.
- Understand the importance of providing a healthy and safe environment for young children.
- Articulate positive guidance techniques with young children.
- Demonstrate techniques to observe young children.

**ELEMENTARY EDUCATION****Associate of Arts Degree****AA-SR 60201****Advisor:** Celinda Palmer

If you plan a career in elementary or special education you can complete your first two years of study at EAC. Some universities now require a minor that can be started at EAC. Consult with department staff at the school where you plan to transfer for specific information. Since program requirements differ between universities, the official transfer pathway ([www.aztransfer.com/transferpathways](http://www.aztransfer.com/transferpathways)) of the school which you plan to attend upon leaving EAC should be consulted in order to adjust this program to your personal needs.

**Curriculum Requirements**

EDU 222	Introduction to Special Education	3 credits
EDU 230	Cultural Diversity in Education	3 credits
EDU 234	ESL/SEI Methods II	3 credits
MAT 156	Principles of Mathematics I	3 credits
MAT 157	Principles of Mathematics II	3 credits
POS 221	Arizona Constitution and Government	1 credit

**Total Curriculum Requirements 16 credits**

**General Education Requirements**

AGEC-A. To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry course (IW), Global/International/Historical Awareness (GIH) course, and Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements.

**Composition**

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

**Mathematics**

MAT 140	College Mathematics or higher	3 to 5 credits
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**Lab Science**

Two Lab Science courses from list on pages 48-49. Courses from two different departments must be selected. 8 credits

**Humanities**

Select from Humanities list on pages 48-49. Choose courses from more than one department and one course must be in the Fine Arts. 6 credits

**Social Sciences**

EDU 200	Introduction to Education (DI)	3 credits
HIS 101	U.S. History to 1877 (GIH) (DI) <u>OR</u>	
POS 110	United States National Politics (GIH) (DI)	3 credits
PSY 101	Introduction to Psychology (DI)	3 credits

**Options**

CMP 103	Introduction to Computer Based Systems	3 credits
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**Total General Education Requirements 35 to 37 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major.

**Elective Requirements**

To earn this degree you must select a sufficient number of elective credits numbered 100 or above to obtain the 64 credit hours required. Choose electives from the list of courses in the Arizona Higher Education Course Equivalency Guide (CEG) located at [http://aztrans-mac2.asu.edu/cgi-bin/WebObjects/Admin\\_CEG.woa/wa/EBetter](http://aztrans-mac2.asu.edu/cgi-bin/WebObjects/Admin_CEG.woa/wa/EBetter). Select the Eastern Arizona College Elective or Better report. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

To meet the Arizona Department of Education highly qualified teacher requirements, choose electives from courses related to your specific content area.

**Total Elective Requirements 11 to 13 credits**

**Total Minimum Degree Requirements 64 credits**

In addition to completing each of the courses listed above with a grade of "C" or better, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
- Attain a cumulative grade point average of 2.00 or higher.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
- Remove any indebtedness to the College.

**SECONDARY EDUCATION**

**Associate of Arts Degree  
TG-XR 60202**

**For Advising:** Check for advisor contact information in the curriculum description corresponding to the discipline you plan to teach. For example, if you plan to teach mathematics, look up one of the mathematics curricula for the name of a faculty member advising math majors.

EAC offers many curricula that provide the first two years of a four-year program leading to a bachelor's degree and a secondary teaching certificate. Secondary education is by nature discipline specific. You should choose a university and a discipline you wish to teach as quickly as possible. Then obtain the catalog and/or transfer guide from that institution and follow their curriculum as closely as possible. Rather than this degree, you may wish to obtain the EAC Liberal Arts degree or discipline specific EAC degree if these allow you to

more closely follow the curriculum at your chosen transfer institution.

**Curriculum Requirements**

EDU 234	ESL/SEI Methods II	3 credits
POS 221	Arizona Constitution and Government	1 credit

**Total Curriculum Requirements 4 credits**

**Curriculum Related Requirements**

Select at least 12 credits from the Curriculum Requirements section for the Associate's degree in your emphasis area. For Math and Science majors, students must complete MAT 220, Calculus I. Emphasis areas which offer the program described include:

- Art
- Chemistry
- General Science
- Health and Physical Education
- Mathematics
- Physics
- Biology
- English
- Geology
- History
- Music

**Total Curriculum Related Requirements 12 credits**

**General Education Requirements**

AGEC-A or AGEC-S. To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry course (IW), Global/International/Historical Awareness (GIH) course, and Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements. Students choosing content areas in Art, English, Health and Physical Education, History, or Music should complete an AGEC-A. Students choosing content areas in any of the Mathematics or Sciences should complete an AGEC-S.

**Composition**

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

**Mathematics**

MAT 140	College Mathematics or higher	3 to 5 credits
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**Lab Science**

Two Lab Science courses from list on pages 48-49. For Math or Science majors, students should select two sequenced courses from the list on pages 48-49. 8 credits

**Humanities**

Select from Humanities list on pages 48-49. Choose courses from more than one department and one course must be in the Fine Arts. 6 credits

**Social Sciences**

EDU 200	Introduction to Education (DI)	3 credits
HIS 101	U.S. History to 1877 (GIH) (DI) <u>OR</u>	
POS 110	United States National Politics (GIH) (DI)	3 credits
PSY 101	Introduction to Psychology (DI)	3 credits

**Options**

CMP 103	Introduction to Computer Based Systems	3 credits
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**Total General Education Requirements 35 to 37 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major.

**Elective Requirements**

To earn this degree you must select a sufficient number of elective credits numbered 100 or above to obtain the 64 credit hours required. Choose electives from the list of courses in the Arizona Higher Education Course Equivalency Guide (CEG) located at [http://aztrans-mac2.asu.edu/cgi-bin/WebObjects/Admin\\_CEG.woa/wa/EBetter](http://aztrans-mac2.asu.edu/cgi-bin/WebObjects/Admin_CEG.woa/wa/EBetter). Select the Eastern Arizona College Elective or Better report. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

**Suggested courses for university transfer:**

**ASU Transfer Students**

EDU 222	Introduction to Special Education
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**Total Elective Requirements 11 to 13 credits**

**Total Minimum Degree Requirements 64 credits**

In addition to completing the required courses listed above with a grade of "C" or better, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
- Attain a cumulative grade point average of 2.00 or higher.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
- Remove any indebtedness to the College.

## ELECTRICAL AND INSTRUMENTATION TECHNICIAN

### Certificate of Proficiency

**30628**

**Advisor:** Doug Griffin

The Electrical and Instrumentation Technician Certificate program provides the student an opportunity to develop entry-level skills in the industrial electrical field. Students will receive a background in the properties and applications of electricity, maintenance of electrical systems, and technical problem solving.

#### Curriculum Requirements

CMP 101	Introduction to Computers <u>OR</u>	
CMP 103	Introduction to Computer Based Systems	3 credits
ELT 110	Electricity and Electronics	3 credits
ELT 111	DC Electrical Systems	3 credits
ELT 112	AC Electrical Systems	3 credits
ELT 115	Conduits and Raceways	2 credits
ELT 161	Process Measurement Instrumentation I	3 credits
ELT 171	Process Control Instrumentation	3 credits
MAT 100	Applied Mathematics or higher	3 to 5 credits
TEC 112	Basic Hydraulics and Pneumatics	2 credits
Select 6 to 8 additional credits from the following:		
AMT 110	Introduction to Fab Lab Technology	2 credits
AUT 105	Automotive Electrical Fundamentals	2 credits
COE 111	Cooperative Education I (Occupational) <u>OR</u>	
TEC 191	Industry Internship I	1 to 4 credits
DRF 108	Technical Drafting	2 credits
DRF 154	Introduction to AutoCAD	2 to 3 credits
ELT 251	National Electric Code	2 credits
ELT 297	Workshop	1 to 6 credits
ELT 298	Workshop	1 to 3 credits
ELT 299	Independent Study	1 to 3 credits
MIN 121	Surface Mine Safety Training	1 credit
TEC 116	Rigging	1 credit
TEC 133	Safety Practices for Industry	1 credit
WLD 101	Welding	2 to 3 credits

**Total Minimum Certificate Requirements 33 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 15 credits at Eastern Arizona College.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtm](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtm)

## ELECTRICAL AND INSTRUMENTATION TECHNOLOGY

### Associate of Applied Science Degree 20611

**Advisor:** Doug Griffin

The Electrical and Instrumentation Technology AAS degree provides the student an opportunity to develop and upgrade skills needed to be productive and successful in industrial electronics and instrumentation occupations. Additionally, this program develops career skills such as literacy, numeracy, and communication. This AAS degree is also available as a transfer degree to a BAS program. See your advisor for information concerning the transfer degree.

#### Curriculum Requirements

ELT 110	Electricity and Electronics	3 credits
ELT 111	DC Electrical Systems	3 credits
ELT 112	AC Electrical Systems	3 credits
ELT 115	Conduits and Raceways	2 credits
ELT 161	Process Measurement Instrumentation I	3 credits
ELT 162	Process Measurement Instrumentation II	3 credits
ELT 171	Process Control Instrumentation	3 credits
ELT 181	Electronic Components	3 credits
ELT 258	Electrical Troubleshooting	3 credits
ELT 271	Programmable Logic Controllers	3 credits
ELT 272	Motors and Motor Controls	3 credits
TEC 112	Basic Hydraulics and Pneumatics	2 credits

Choose at least 6 additional credits from the following to obtain the 40 credits of Curriculum Requirements:

AMT 110	Introduction to Fab Lab Technology	2 credits
AUT 105	Automotive Electrical Fundamentals	2 credits
COE 111	Cooperative Education I (Occupational) <u>OR</u>	
TEC 191	Industry Internship I	1 to 4 credits
DRF 108	Technical Drafting	2 credits
DRF 154	Introduction to AutoCAD	2 to 3 credits
ELT 251	National Electric Code	2 credits
ELT 297	Workshop	1 to 6 credits
ELT 298	Workshop	1 to 3 credits
ELT 299	Independent Study	1 to 3 credits
MIN 121	Surface Mine Safety Training	1 credit
TEC 116	Rigging	1 credit
TEC 133	Safety Practices for Industry	1 credit
WLD 101	Welding <u>OR</u>	
WLD 108	Welding and Metal Fabrication	2 to 3 credits

**Total Curriculum Requirements 40 credits with a GPA of 2.00 or higher**

#### General Education Requirements

##### Composition

ENG 100	Writing Fundamentals <u>OR</u>	
ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II <u>OR</u>	
TEC 260	Technical Report Writing	3 credits

##### Mathematics

MAT 100	Applied Mathematics or higher	3 to 5 credits
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##### Computers

CMP 101	Introduction to Computers <u>OR</u>	
CMP 103	Introduction to Computer Based Systems	3 credits

Select a sufficient number of credits from the list of General Education courses on pages 50-51 to obtain the 18 credits required. You may not exceed nine credits in any GE category, with the exception of Health and Physical Education where the maximum is two credits.

**Total General Education Requirements**

**18 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major. Each course taken to satisfy the General Education Requirements of this degree must be completed with a grade of "C" or better.

**Elective Requirements**

To earn this degree you must select a sufficient number of elective credits numbered 100 or above to obtain the 64 credit hours required. For students earning the AAS degree, it is highly recommended students choose electives from the Curriculum Related courses. For students transferring to a BAS program, it is highly recommended students choose additional General Education courses to complete the AGEC-A requirements. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

**Total Elective Requirements**

**6 credits**

**Total Minimum Degree Requirements**

**64 credits**

In addition to completing the required courses listed above, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
  - Attain a cumulative grade point average of 2.00 or higher.
  - Demonstrate a reading competency at the tenth grade level or above as demonstrated by one of the following methods:
    1. EAC Equivalent Score of 60 or higher via COMPASS, Accuplacer, ASSET, ACT Reading Assessment, SAT Verbal Score, Nelson Denny, TABE, or ABLE tests\*
    2. Completion of ENG 091, Reading Improvement II, with a grade of "C" or better
- \*Your EAC equivalent reading assessment test score is available on Gila Hank Online or from your advisor. If you took the ASSET test or submitted an ACT, SAT, Nelson Denny, TABE, or ABLE score, a derived EAC equivalent score has been placed in your record and is available on Gila Hank Online or from your advisor.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
  - Remove any indebtedness to the College.

## EMERGENCY MEDICAL TECHNICIAN

**Certificate of Proficiency**

**30701**

**Advisor:** Randy Morris

This Certificate prepares you for an entry-level position as an emergency medical technician at the basic level. Emphasis is on preparation to perform pre-hospital emergency services as specified by Arizona Department of Health Services, Bureau of Emergency Medical Services.

Note: Students are eligible to sit for the National Registry EMT Exam upon completion of the EMT 103, Emergency Medical Technician course.

**Curriculum Requirements**

BIO 160	Introduction to Human Anatomy and Physiology <u>QR</u>	
BIO 201	Human Anatomy and Physiology I <u>AND</u>	
BIO 202	Human Anatomy and Physiology II	4 to 8 credits
EMT 103	Emergency Medical Technician	9 credits
EMT 121	Cardiopulmonary Resuscitation	1/2 credit
EMT 170	Vehicular Extrication and Trauma Care	1/2 credit
HCE 112	Medical Terminology	2 credits

**Total Minimum Certificate Requirements**

**16 to 20 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 8 credits at Eastern Arizona College.

You must also complete an academic requirement by one of the following methods:

- Completion of ENG 100, Writing Fundamentals, or higher with a grade of "C" or better.
- EAC equivalent writing placement score of 70 or higher entered into your student record.
- Completion of BUS 111, Business Mathematical Calculations, with a grade of "C" or

better.

- Completion of MAT 100, Applied Mathematics, or higher with a grade of "C" or better.
- EAC equivalent mathematics placement score of 41 or higher entered into your student record.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtm](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtm)

## EMERGENCY MEDICAL TECHNICIAN-PARAMEDIC

**Certificate of Proficiency**

**30702**

**Advisor:** Randy Morris

This program prepares you for employment as a paramedic who is qualified to give emergency care to patients. The Eastern Arizona College Paramedic Training Program follows the guidelines set forth by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, [www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). After successfully completing the certificate, you are eligible to take the required National Registry of Emergency Medical Technicians examinations at the Paramedic level. Entry into the paramedic program requires prior admission. For specific admission procedures, contact the EAC EMS Department at (928) 428-8398. EMT 210, EMT 212, and EMT 214 must be taken contiguously and each course must be completed with a "B" or better to successfully complete the program or the student must restart the entire program.

This program is a fall-start program and is only offered when a minimum of 15 students are accepted and registered. Program size is limited to 24 students by Arizona State regulation.

**Application Requirements**

The following are required for application into the program:

- Must be at least 18 years of age prior to applying to the Paramedic Program
- Completion of high school or GED
- Current American Heart Association, BLS healthcare provider certification
- Current certification as an Arizona EMT or NREMT Certified EMT
- ENG 113 with a grade "C" or higher or reading competency at the twelfth grade level or above, on EAC approved reading test
- MAT 100 with a grade of "C" or higher or placement test score as established by District policy
- Passage of written, practical, and oral entrance examinations
- Student must provide immunization records including proof of MMR, Varicella, Hepatitis B, Tdap, 2-step TB skin test, current flu shot and a completed 10-panel drug screen
- Current Arizona DPS fingerprint clearance card (required by agency contracts for clinical/vehicular rotations)
- Current health insurance coverage

**Admission Requirements**

The following prerequisite courses must be completed with a grade of "C" or higher prior to being admitted into the Paramedic Program:

BIO 160	Introduction to Human Anatomy and Physiology <u>QR</u>	
BIO 201	Human Anatomy and Physiology I <u>AND</u>	
BIO 202	Human Anatomy and Physiology II	4 to 8 credits
HCE 112	Medical Terminology	2 credits

**Curriculum Requirements**

BIO 160	Introduction to Human Anatomy and Physiology <u>QR</u>	
BIO 201	Human Anatomy and Physiology I <u>AND</u>	
BIO 202	Human Anatomy and Physiology II	4 to 8 credits
EMT 210	Paramedic I	12 credits
EMT 212	Paramedic II	12 credits
EMT 214	Paramedic III	6 credits
EMT 219	Pharmacology in Emergency Settings	2 credits
EMT 220	Advanced Cardiovascular Life Support	1 credit
EMT 221	Pediatric Advanced Life Support	1 credit
EMT 222	Trauma Patient Management	1 credit

HCE 112 Medical Terminology 2 credits

### Total Minimum Certificate Requirements 41 to 45 credits

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 15 credits at Eastern Arizona College.

You must also complete an academic requirement by one of the following methods:

- Completion of ENG 100, Writing Fundamentals, or higher with a grade of "C" or better.
- EAC equivalent writing placement score of 70 or higher entered into your student record.
- Completion of BUS 111, Business Mathematical Calculations, with a grade of "C" or better.
- Completion of MAT 100, Applied Mathematics, or higher with a grade of "C" or better.
- EAC equivalent mathematics placement score of 41 or higher entered into your student record.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtm](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtm)

## ENGINEERING

### Associate of Science Degree

#### AS-SR 80706

**Advisor:** Tom Palmer

Today's professional engineer requires a minimum of four years of highly theoretical and specialized training. Very often this training requires more than four regular college years; that is, either attendance for several summer terms or an additional fifth year, before you may qualify for the bachelor's degree. Since program requirements differ between universities, the official transfer pathway ([www.aztransfer.com/transferpathways](http://www.aztransfer.com/transferpathways)) of the school which you plan to attend upon leaving EAC should be consulted in order to adjust this program to your personal needs.

EAC offers you two years of training in the required background mathematics and sciences. In addition, EAC offers many of the General Education courses which are required as part of the overall education of an engineer.

#### Curriculum Requirements

CHM 151 General Chemistry I 4 credits

Select 4 additional credits from Lab Science list on pages 48-49. 4 credits

EGR 102 Introduction to Engineering 4 credits

MAT 240 Calculus III 4 credits

MAT 260 Differential Equations 3 credits

Choose at least 6 additional credits from the following:

EGR 130 C Programming I 3 credits

EGR 200 Introduction to Mining Engineering 3 credits

EGR 214 Engineering Mechanics I – Statics 3 credits

EGR 215 Engineering Mechanics II – Dynamics 3 credits

EGR 233 Mechanics of Materials 3 credits

EGR 250 Plane Surveying 3 credits

EGR 255 Thermodynamics 3 credits

EGR 296A Mineral Resource Engineering Seminar 1 credit

### Total Curriculum Requirements 25 to 26 credits

#### General Education Requirements

AGEC-S. To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry course (IW), Global/International/Historical Awareness (GIH) course, and Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements.

#### Composition

ENG 101 Written Communications I 3 credits

ENG 102 Written Communications II 3 credits

#### Mathematics

MAT 220 Calculus I 5 credits

MAT 230 Calculus II 4 credits

#### Lab Science

PHY 211 Physics with Calculus I 5 credits

PHY 212 Physics with Calculus II 5 credits

#### Humanities

Select from Humanities list on pages 48-49. Choose courses from more than one department and one course must be in the Fine Arts. 6 credits

#### Social Sciences

Choose from Social Sciences list on pages 48-49. 6 credits

### Total General Education Requirements 37 credits

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major.

#### Elective Requirements

To earn this degree you must select a sufficient number of elective credits numbered 100 or above to obtain the 64 credit hours required. Choose electives from the list of courses in the Arizona Higher Education Course Equivalency Guide (CEG) located at [http://aztrans-mac2.asu.edu/cgi-bin/WebObjects/Admin\\_CEG.woa/wa/EBetter](http://aztrans-mac2.asu.edu/cgi-bin/WebObjects/Admin_CEG.woa/wa/EBetter). Select the Eastern Arizona College Elective or Better report. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

### Total Elective Requirements 1 to 2 credits

### Total Minimum Degree Requirements 64 credits

In addition to completing the required courses listed above with a grade of "C" or better, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
- Attain a cumulative grade point average of 2.00 or higher.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
- Remove any indebtedness to the College.

## ENGLISH

### Associate of Arts Degree

#### AA-GR 60203

**Advisors:** Peter Chidester, Laura David, Rebecca Jarvis, Terrence Jones, Ken Raines, Melanie Russell

This degree provides a foundation in written communications and familiarity with literary forms and major literary works. Since program requirements differ between universities, consult the official transfer pathway ([www.aztransfer.com/transferpathways](http://www.aztransfer.com/transferpathways)) of the school which you plan to attend upon leaving EAC in order to adjust this program to your personal needs.

#### Curriculum Requirements

ENG 218 Writing About Literature (IW) (DI) 3 credits

Select 9 credits from the following courses:

ENG 201 World Literature I (IW) (GIH) (DI) 3 credits

ENG 202 World Literature II (IW) (GIH) (DI) 3 credits

ENG 221 English Literature I (IW) (DI) 3 credits

ENG 222 English Literature II (IW) (DI) 3 credits

ENG 241 American Literature I (IW) (GIH) (DI) 3 credits

ENG 242 American Literature II (IW) (GIH) (DI) 3 credits

### Total Curriculum Requirements 12 credits

#### General Education Requirements

AGEC-A. To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry course (IW), Global/International/Historical Awareness (GIH) course, and Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements.

**Composition**

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

**Mathematics**

Select from list on pages 48-49. 3 credits

**Lab Science**

Select two Lab Science courses from list on pages 48-49. 8 credits

**Humanities**

ART 133	World Art I (GIH) (DI) <u>QR</u>	
ART 134	World Art II (GIH) (DI)	3 credits
MUS 101	World of Music (GIH) (DI) <u>QR</u>	
THC 105	Introduction to Theatre (GIH) (DI)	3 credits
Select from the list of Humanities courses on pages 48-49.		3 credits

**Social Sciences**

HIS 104	The Development of Europe to 1650 (GIH) (DI) <u>QR</u>	
HIS 105	Modern Europe Since 1550 (GIH) (DI)	3 credits
Select from the list of Social Sciences courses on pages 48-49. Courses selected must be from more than one department.		6 credits

**Total General Education Requirements 35 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major.

**Elective and Foreign Language Requirements**

To obtain this degree you must demonstrate proficiency in a foreign language at the 202 course level. To do this select from the following options:

1. If you have no foreign language coursework completed, take the French or Spanish 101, 102, 201, 202 course sequence offered at EAC.
2. If you have completed two years of high school French or Spanish courses, take the 201, 202 course sequence at EAC. These two courses will fulfill your foreign language requirement.
3. If you have completed four years of high school foreign language courses or have obtained foreign language ability at the 202 course level in some other manner, testing options are available to demonstrate your proficiency. Contact the Records and Registration Office for more information.
4. Any foreign language at the 202 course level may be transferred from an accredited college or university.

Depending on which option you choose, select a sufficient number of elective credits to obtain the 64 credit hours required. Choose electives from the list of courses in the Arizona Higher Education Course Equivalency Guide (CEG) located at [http://aztransmac2.asu.edu/cgi-bin/WebObjects/Admin\\_CEG.woa/wa/EBetter](http://aztransmac2.asu.edu/cgi-bin/WebObjects/Admin_CEG.woa/wa/EBetter). Select the Eastern Arizona College Elective or Better report. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

You are encouraged to take liberal arts courses as electives such as art, creative writing, history, music, philosophy or psychology.

**Total Elective and Foreign Language Requirements 17 credits****Total Minimum Degree Requirements 64 credits**

In addition to completing each of the courses listed above with a grade of "C" or better, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
- Attain a cumulative grade point average of 2.00 or higher.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
- Remove any indebtedness to the College.

**ENVIRONMENTAL TECHNOLOGY****Associate of Applied Science Degree 20705**

**Advisor:** Nathan Cline

This degree prepares the student to apply for positions with agencies dealing with the environment, natural resources or the public. The degree will expose students to different aspects of the natural world and various cultures, and will provide communication skills.

**Curriculum Requirements**

ANT 102	Introduction to Cultural Anthropology	3 credits
ANT 120	Indian American Culture	3 credits
ANT 210	Archaeology of the Southwest	3 credits
BIO 105	Environmental Biology	4 credits
BIO 226	Ecology	4 credits
BIO 295	Undergraduate Biological Research	4 credits
CHM 130	Fundamental Chemistry	4 credits
COM 201	Public Speaking	3 credits
EMT 122	First Aid and CPR	2 credits
HPE 104	Physical Conditioning and Assessment I	2 credits

**Total Curriculum Requirements 32 credits****General Education Requirements****Composition**

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

**Mathematics**

MAT 100	Applied Mathematics or higher	3 to 5 credits
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**Computers**

CMP 101	Introduction to Computers <u>QR</u>	
CMP 103	Introduction to Computer Based Systems	3 credits

Select a sufficient number of credits, including at least one course from a GE category other than Composition or Mathematics, from the list of General Education courses on pages 50-51. You may not exceed nine credits in any GE Category, with the exception of Health and Physical Education where the maximum is two credits.

**Total General Education Requirements 18 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major. Each course taken to satisfy the General Education Requirements of this degree must be completed with a grade of "C" or better.

**Elective Requirements**

To earn this degree you must select a sufficient number of elective credits numbered 100 or above to obtain the 64 credit hours required.

**Total Elective Requirements 14 credits****Total Minimum Degree Requirements 64 credits**

In addition to completing the required courses listed above, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
  - Attain a cumulative grade point average of 2.00 or higher.
  - Demonstrate a reading competency at the tenth grade level or above as demonstrated by one of the following methods:
    1. EAC Equivalent Score of 60 or higher via COMPASS, Accuplacer, ASSET, ACT Reading Assessment, SAT Verbal Score, Nelson Denny, TABE, or ABLE tests\*
    2. Completion of ENG 091, Reading Improvement II, with a grade of "C" or better
- \*Your EAC equivalent reading assessment test score is available on Gila Hank Online or from your advisor. If you took the ASSET test or submitted an ACT, SAT, Nelson Denny, TABE, or ABLE score, a derived EAC equivalent score has been placed in your record and is available on Gila Hank Online or from your advisor.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
  - Remove any indebtedness to the College.

## FAB LAB TECHNICIAN

### Certificate of Proficiency

**30641**

**Advisor:** Nathan McCray

This certificate will focus on skill-based training for those interested in learning how to design and produce projects using EAC's Fab Lab. This short-term training process will take students from basic product design knowledge to an emphasis on fabricating small products. Core to this certification will be the development of individual skills so students can use fabrication equipment and automated machines.

#### Curriculum Requirements

AMT 102	Materials for Industry	3 credits
AMT 104	Machining and Fabrication	3 credits
AMT 110	Introduction to Fab Lab Technology	2 credits
DRF 154	Introduction to AutoCAD	2 to 3 credits
ELT 110	Electricity and Electronics	3 credits
TEC 133	Safety Practices for Industry	1 credit
WLD 108	Welding and Metal Fabrication	3 credits

#### Total Minimum Certificate Requirements

**17 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 9 credits at Eastern Arizona College.

You must also complete an academic requirement by one of the following methods:

- Completion of ENG 100, Writing Fundamentals, or higher with a grade of "C" or better.
- EAC equivalent writing placement score of 70 or higher entered into your student record.
- Completion of BUS 111, Business Mathematical Calculations, with a grade of "C" or better.
- Completion of MAT 100, Applied Mathematics, or higher with a grade of "C" or better.
- EAC equivalent mathematics placement score of 41 or higher entered into your student record.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtm](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtm)

## FIRE SCIENCE

### Associate of Applied Science Degree 20610 (Available in Gila County only)

**Advisors:** Pat Burke, Pam Butterfield

The Fire Science Associate of Applied Science degree is intended for students who either plan to enter employment or who are currently working in fire services or related fields and want to upgrade their knowledge and skills. The degree provides individuals wishing to become professional firefighters with the skills necessary for a fire service career and existing firefighters with the opportunity for career advancement.

#### Curriculum Requirements

EMT 103	Emergency Medical Technician	9 credits
FSC 101	Fire Department Operations I	6 credits
FSC 102	Fire Department Operations II	5 credits
FSC 106	Hazardous Materials First Responder Operations	2 credits
FSC 110	Fire Hydraulics	2 credits
FSC 120	Fire Apparatus and Equipment	3 credits
FSC 130	Fundamentals of Fire Prevention	3 credits
FSC 135	Strength and Fitness for Fire Service	2 credits
FSC 150	Basic Wildland Firefighting	3 credits
FSC 204	Firefighting Tactics and Strategy	3 credits

FSC 208 Firefighter Safety and Building Construction 3 credits

#### Total Curriculum Requirements

**41 credits with a  
GPA of 2.00 or higher**

#### General Education Requirements

##### Composition

ENG 100	Writing Fundamentals <u>OR</u>	
ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II <u>OR</u>	
ENG 260	Technical Report Writing <u>OR</u>	
TEC 260	Technical Report Writing	3 credits

##### Mathematics

MAT 100	Applied Mathematics or higher	3 to 5 credits
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##### Computers

CMP 101	Introduction to Computers <u>OR</u>	
CMP 103	Introduction to Computer Based Systems	3 credits

Select a sufficient number of credits, including at least one course from a GE category other than Composition or Mathematics, from the list of General Education courses on pages 50-51. You may not exceed nine credits in any GE Category, with the exception of Health and Physical Education where the maximum is two credits.

#### Total General Education Requirements

**18 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major. Each course taken to satisfy the General Education Requirements of this degree must be completed with a grade of "C" or better.

#### Elective Requirements

To earn this degree you must select a sufficient number of elective credits numbered 100 or above to obtain the 64 credit hours required.

#### Total Elective Requirements

**5 credits**

#### Total Minimum Degree Requirements

**64 credits**

In addition to completing the required courses listed above, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
  - Attain a cumulative grade point average of 2.00 or higher.
  - Demonstrate a reading competency at the tenth grade level or above as demonstrated by one of the following methods:
    1. EAC Equivalent Score of 60 or higher via COMPASS, Accuplacer, ASSET, ACT Reading Assessment, SAT Verbal Score, Nelson Denny, TABE, or ABLE tests\*
    2. Completion of ENG 091, Reading Improvement II, with a grade of "C" or better
- \*Your EAC equivalent reading assessment test score is available on Gila Hank Online or from your advisor. If you took the ASSET test or submitted an ACT, SAT, Nelson Denny, TABE, or ABLE score, a derived EAC equivalent score has been placed in your record and is available on Gila Hank Online or from your advisor.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
  - Remove any indebtedness to the College.

## FIRE SCIENCE – LEVEL I

### Certificate of Proficiency

#### 30635 (Available in Gila County only)

**Advisors:** Pat Burke, Pam Butterfield

The Fire Science – Level I Certificate program, in cooperation with the Arizona Center for Fire Service Excellence (AZCFSE), prepares students for service as firefighters in rural settings. This certification emphasizes professional firefighting skills corresponding to the everyday demands of the profession. It is designed for both individuals already serving in the profession as firefighters and as a preparatory program for those who seek a career in firefighting.

#### Curriculum Requirements

EMT 122	First Aid and CPR	2 credits
FSC 101	Fire Department Operations I	6 credits
FSC 102	Fire Department Operations II	5 credits
FSC 106	Hazardous Materials First Responder Operations	2 credits
FSC 150	Basic Wildland Firefighting	3 credits

#### Total Minimum Certificate Requirements **18 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 9 credits at Eastern Arizona College.

You must also complete an academic requirement by one of the following methods:

- Completion of ENG 100, Writing Fundamentals, or higher with a grade of "C" or better.
- EAC equivalent writing placement score of 70 or higher entered into your student record.
- Completion of BUS 111, Business Mathematical Calculations, with a grade of "C" or better.
- Completion of MAT 100, Applied Mathematics, or higher with a grade of "C" or better.
- EAC equivalent mathematics placement score of 41 or higher entered into your student record.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtm](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtm)

## FIRE SCIENCE – LEVEL II

### Certificate of Proficiency

#### 30625 (Available in Gila County only)

**Advisors:** Pat Burke, Pam Butterfield

The Fire Science Level II Certificate program, in cooperation with the Arizona Center for Fire Service Excellence (AZCFSE), prepares students for service as firefighters in rural settings. This certification emphasizes professional firefighting skills corresponding to the everyday demands of the profession. It is designed for both individuals already serving in the profession as firefighters and as a preparatory program for those who seek a career in firefighting. This certificate allows students the opportunity to participate in field training using current fire suppression technology.

#### Curriculum Requirements

EMT 122	First Aid and CPR	2 credits
FSC 101	Fire Department Operations I	6 credits
FSC 102	Fire Department Operations II	5 credits
FSC 106	Hazardous Materials First Responder Operations	2 credits
FSC 120	Fire Apparatus and Equipment	3 credits
FSC 130	Fundamentals of Fire Prevention <u>OR</u>	
FSC 140	Fire Protection Systems	3 credits
FSC 150	Basic Wildland Firefighting	3 credits

#### Total Minimum Certificate Requirements **24 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 12 credits at Eastern Arizona College.

You must also complete an academic requirement by one of the following methods:

- Completion of ENG 100, Writing Fundamentals, or higher with a grade of "C" or better.
- EAC equivalent writing placement score of 70 or higher entered into your student record.
- Completion of BUS 111, Business Mathematical Calculations, with a grade of "C" or better.
- Completion of MAT 100, Applied Mathematics, or higher with a grade of "C" or better.
- EAC equivalent mathematics placement score of 41 or higher entered into your student record.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtm](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtm)

## FORESTRY

### Associate of Arts Degree TG-XR 60703

**Advisor:** Nathan Cline

This degree prepares you to transfer to a college or university and pursue a bachelor's degree in Forestry. This degree also prepares you for a number of jobs in forestry and the forest products industry. A strong high school background in Mathematics and Chemistry is recommended.

Since program requirements differ between universities, the official transfer pathway ([www.aztransfer.com/transferpathways](http://www.aztransfer.com/transferpathways)) of the school which you plan to attend upon leaving EAC should be consulted in order to adjust this program to your personal needs. A Forestry bachelor's degree is currently offered in Arizona only at Northern Arizona University.

#### Curriculum Requirements

BIO 182	General Biology II	4 credits
CMP 103	Introduction to Computer Based Systems	3 credits
MAT 160	Introduction to Statistics	3 credits

**Total Curriculum Requirements** **10 credits**

#### General Education Requirements

AGEC-A. To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry course (IW), Global/International/Historical Awareness (GIH) course, and Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements.

#### Composition

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

#### Mathematics

MAT 154	Precalculus Algebra	4 credits
MAT 181	Precalculus Trigonometry	3 credits

#### Lab Science

BIO 181	General Biology I	4 credits
CHM 130	Fundamental Chemistry	4 credits

#### Humanities

COM 201	Public Speaking	3 credits
Select another non-COM department Humanities course with a (GIH) designation from list on pages 48-49.		3 credits

#### Social Sciences

BUA 223	Principles of Microeconomics (DI)	3 credits
Select a course with a prefix other than BUA from Social Sciences list on pages 48-49.		3 credits

#### Options

Select courses from the Options category on pages 48-49 with at least one course having an (IW) designation to complete the 35 credits required for the AGECE.		3 credits
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**Total General Education Requirements** **36 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major.

#### Elective Requirements

To earn this degree you must select a sufficient number of elective credits numbered 100 or above to obtain the 64 credit hours required. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

**Total Elective Requirements** **18 credits**

#### Total Minimum Degree Requirements

**64 credits**

In addition to completing each of the courses listed above with a grade of "C" or better, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
- Attain a cumulative grade point average of 2.00 or higher.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
- Remove any indebtedness to the College.

## GENERAL STUDIES

### Associate of General Studies Degree 50000 (Available On Campus and Online)

**Advisors:** Ray Orr, Gina Roebuck, Aaron Westerfield

The Associate of General Studies degree (AGS) is available for those students whose preferred degree program of study is not otherwise available at EAC. For example, the AGS degree may be the best choice for you if:

- You plan to transfer to one of Arizona's public universities and EAC does not offer a degree pathway that matches the first two years of study in the major you wish to pursue.
- You plan to transfer to a private Arizona college or university or an out-of-state institution and you wish to customize an EAC degree to match the required courses in your major at that school.
- You do not plan to transfer to another College or University and wish to obtain an associate degree that incorporates a General Education component and lets you select other courses according to your interests.

Other than the embedded AGECE, the AGS degree is not included in any transfer agreements and credits earned may be accepted or rejected by a receiving institution. If you plan to transfer upon completion of this degree and since program requirements differ between universities, the official transfer pathway ([www.aztransfer.com/transferpathways](http://www.aztransfer.com/transferpathways)) of the school which you plan to attend upon leaving EAC should be consulted in order to adjust this program to your personal needs.

#### General Education Requirements

The General Education Requirement may be satisfied in two different ways. Select the option below that best meets your needs.

#### Option 1 - Arizona General Education Curriculum

If you plan to transfer to one of Arizona's public universities you will be best served by completing one of the three Arizona General Education Curriculums. They are the AGECE-A, AGECE-B and AGECE-S. If you know where you are transferring and what your major will be, find out which AGECE is appropriate and follow it as outlined below. If the major you select does not accept an AGECE or has a unique set of General Education requirements go to Option Two.

**AGECE-A (Available On Campus and Online):** This General Education Program is better suited for majors in the Liberal Arts.

To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry course (IW), Global/International/Historical Awareness (GIH) course, and Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements.

#### Composition

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

#### Mathematics

Select one course from list on pages 48-49. **3 credits**

#### Lab Science

Select two Lab Science courses from list on pages 48-49. If you plan to transfer consult the catalog or an advisor from the school you will transfer to as you make your selections. **8 credits**

#### Humanities

Select from at least two departments on the Humanities list on pages 48-49. At least one of the Humanities courses must be from the Fine Arts. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections. **6 to 9 credits**

**Social Sciences**

Select from at least two departments on the Social Sciences list on pages 48-49. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections. 6 to 9 credits

**Options**

Select courses from the Options category on pages 48-49 to complete the 35 credits required for the AGEC. 0 to 6 credits

**AGEC-B:** This General Education Program is intended for students majoring in a business curriculum.

To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry course (IW), Global/International/Historical Awareness (GIH) course, and Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements.

**Composition**

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

**Mathematics**

MAT 210	Elements of Calculus	4 credits
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**Lab Science**

Select two courses from the list on pages 48-49. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections. 8 credits

**Humanities**

Select from at least two departments on the Humanities list on pages 48-49. At least one of the Humanities courses must be from the Fine Arts. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections. 6 to 9 credits

**Social Sciences**

Select from at least two departments on the Social Sciences list on pages 48-49. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections. 6 to 9 credits

**Options**

CMP 103	Introduction to Computer Based Systems	3 credits
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Select courses from the Options category on pages 48-49 the 36 credits required for the AGEC. 0 to 3 credits

**AGEC-S:** This General Education Program is intended for students majoring in a math or science curriculum.

To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry course (IW), Global/International/Historical Awareness (GIH) course, and Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements.

**Composition**

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

**Mathematics**

MAT 220	Calculus I or higher level mathematics course	5 credits
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**Lab Science**

Select two sequenced courses from this list:  
If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

BIO 181	General Biology I
BIO 182	General Biology II
BIO 201	Human Anatomy and Physiology I
BIO 202	Human Anatomy and Physiology II
CHM 151	General Chemistry I
CHM 152	General Chemistry II
CHM 235	General Organic Chemistry
CHM 236	General Organic Chemistry II (IW)
PHY 111	General Physics I
PHY 112	General Physics II

PHY 211	Physics with Calculus I	
PHY 212	Physics with Calculus II	8 credits

**Humanities**

Select from at least two departments on the Humanities list on pages 48-49. At least one of the Humanities courses must be from the Fine Arts. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections. 6 credits

**Social Sciences**

Select from at least two departments on the Social Sciences list on pages 48-49. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections. 6 credits

**Options**

For this certificate, you must select two additional courses to complete the 39 credits required for the AGEC. Eligible courses include any of the Lab Science courses or any math courses MAT 230 or higher. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections. 8 credits

**Option 2 - Approved General Education Curriculum**

File with your graduation petition a General Education curriculum of at least 35 credits approved by a regionally accredited college or university for which equivalent transferable courses are available at EAC or an Arizona public university transfer guide for the major you intend to complete. Completion of those courses will fulfill the AGS degree General Education requirement.

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major.

**Elective Requirements**

Depending on which AGEC you choose, select 25-29 credits of elective courses numbered 100 or above to obtain the 64 credit hours required.

**Total Elective Requirements 25 to 29 credits**

**Total Minimum Degree Requirements 64 credits**

In addition to completing each of the courses listed above with a grade of "C" or better, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
- Remove any indebtedness to the College.

**GENERAL TECHNICAL STUDIES**

**Associate of Applied Science Degree 20613 (Available On Campus and Online)**

**Advisors:** Gayrene Claridge, Doug Griffin, Andy Shaver

The General Technical Studies AAS degree provides an opportunity for all students to develop and upgrade a broad variety of technical skills which are applicable to many entry-level technical occupations. Students are given the latitude to focus on specific programs which address their personal interests and aptitudes. Through the General Education component, this program also provides instruction in literacy, communication, mathematical, and interpersonal skills necessary for long-term career success.

**Curriculum Requirements**

Students must complete at least one of the following Certificates of Proficiency:

30638	Automotive Maintenance
30633	Automotive Service Consultant
30605	Automotive Technician
30104	Bookkeeping (offered on campus and online)
30116	Business Office Assistant (offered on campus and online)
30927	Business Project Management Fundamentals
30121	Business Technology Specialist (offered on campus and online)
30618	Computer Assisted Design and Drafting Technology - Level I
30613	Computer Assisted Design and Drafting Technology - Level II
30901	Construction Technology (offered at ADC/FCI only)

30110	Cosmetology
30111	Cosmetology Instructor
30129	Cosmetology/Hairstylist
30114	Cosmetology/Nail Technician
30105	Database Support
31303	Dental Assisting Specialist (offered in Gila County only)
30628	Electrical and Instrumentation Technician
30701	Emergency Medical Technician
30702	Emergency Medical Technician - Paramedic
30641	Fab Lab Technician
30932	Fire Service Training (offered at ADC/FCI only)
30635	Fire Science - Level I (offered in Gila County only)
30625	Fire Science - Level II (offered in Gila County only)
30925	Food Crop Horticulture (offered at ADC/FCI only)
30924	General Business (offered at ADC/FCI only)
30128	General Business Skills (offered at ADC/FCI only)
30402	Graphic Design
30920	HVAC-R
30812	Law Enforcement Office Assistant (offered on campus and online)
30813	Law Enforcement Technology (offered on campus and online)
30710	Licensed Practical Nurse
30636	Major Appliance Repair (offered at ADC/FCI only)
30639	Manufacturing and Design Technician
30640	Manufacturing Engineering Technician
30914	Masonry (offered at ADC/FCI only)
30401	Media Communications
30704	Medical Assistant
31302	Medical Coding and Billing Specialist (offered in Gila County only)
30712	Medical Laboratory Assistant
30706	Nursing Assistant
30926	Ornamental Horticulture and Landscape Technology (offered at ADC/FCI only)
30708	Patient Care Technician
30119	Personal Computer Systems/Networking
30502	Personal Trainer
31301	Phlebotomist Technician
30919	Pre-Apprentice Carpentry (offered at ADC/FCI only)
30123	Retail Management (offered on campus and online)
30118	Small Business Proprietor
30501	Sports Medicine and Rehabilitative Therapies
30642	Welding/Manufacturing Fundamentals
30626	Welding Technology

To earn this degree you must select a sufficient number of credits numbered 100 or above from the following departments to obtain the 40 curriculum credit hours required: AGR, AIS, AJS, AMT, ART, AUT, BLC, BLD, BUS, BUA, COE, CMP, COS, CSL, CUL, DSL, DRF, EGR, ELT, EMT, FSC, HCE, HHP, HVA, IAR, IPT, MSP, MDC, MIN, NUR, SBM, TEC, THC, and WLD.

Students may not apply more than 4 credits from COE 111, COE 112, COE 113, COE 121, COE 122, and TEC 191 to the completion of this requirement.

**Total Curriculum Requirements** **40 credits with a GPA of 2.00 or higher**

### General Education Requirements

#### Composition

ENG 100	Writing Fundamentals <u>OR</u>	
ENG 101	Written Communications I	3 credits

#### Mathematics

BUS 111	Business Mathematical Calculations <u>OR</u>	
MAT 100	Applied Mathematics or higher	3 to 5 credits

#### Computers

CMP 101	Introduction to Computers <u>OR</u>	
CMP 103	Introduction to Computer Based Systems	3 credits

Select a sufficient number of credits from the list of General Education courses on pages 50-51 to obtain the 18 credits required. You may not exceed nine credits in any GE

category, with the exception of Health and Physical Education where the maximum is two credits.

### Total General Education Requirements **18 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major. Each course taken to satisfy the General Education Requirements of this degree must be completed with a grade of "C" or better.

### Elective Requirements

To earn this degree you must select a sufficient number of elective credits numbered 100 or above to obtain the 64 credit hours required. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

### Total Elective Requirements **6 credits**

### Total Minimum Degree Requirements **64 credits**

In addition to completing the required courses listed above, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
  - Attain a cumulative grade point average of 2.00 or higher.
  - Demonstrate a reading competency at the tenth grade level or above as demonstrated by one of the following methods:
    1. EAC Equivalent Score of 60 or higher via COMPASS, Accuplacer, ASSET, ACT Reading Assessment, SAT Verbal Score, Nelson Denny, TABE, or ABLE tests\*
    2. Completion of ENG 091, Reading Improvement II, with a grade of "C" or better
- \*Your EAC equivalent reading assessment test score is available on Gila Hank Online or from your advisor. If you took the ASSET test or submitted an ACT, SAT, Nelson Denny, TABE, or ABLE score, a derived EAC equivalent score has been placed in your record and is available on Gila Hank Online or from your advisor.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
  - Remove any indebtedness to the College.

## GEOLOGY

### Associate of Science Degree

#### AS-SR 80703

**Advisor:** David Morris

The following curriculum will meet the lower-division requirements of most four-year schools in Geology. Upon satisfactory completion of the course work outlined below and graduation with an AS degree from Eastern Arizona College, you may enter upper-division work in any one of several earth science related fields, including general geology, geo-chemistry, hydrology and geophysics. Since program requirements differ between universities, the official transfer pathway ([www.aztransfer.com/transferpathways](http://www.aztransfer.com/transferpathways)) of the school which you plan to attend upon leaving EAC should be consulted in order to adjust this program to your personal needs.

You should have a firm background in mathematics (including algebra, geometry, and trigonometry) and chemistry. Physics is helpful. A deficiency in any of the above areas may necessitate refresher courses before pursuing a geology curriculum.

### Curriculum Requirements

GLG 101	Physical Geology	4 credits
GLG 102	Historical Geology	4 credits
MAT 230	Calculus II	4 credits
MAT 240	Calculus III	4 credits
MAT 260	Differential Equations	3 credits

### Total Curriculum Requirements **19 credits**

### General Education Requirements

AGEC-S. To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry course (IW), Global/International/Historical Awareness (GIH) course, and Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements.

### Composition

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

**Mathematics**

MAT 220 Calculus I 5 credits

**Lab Science**

CHM 151 General Chemistry I 4 credits  
 CHM 152 General Chemistry II 4 credits  
 PHY 211 Physics with Calculus I 5 credits  
 PHY 212 Physics with Calculus II 5 credits

**Humanities**

Select from Humanities list on pages 48-49. Choose courses from more than one department and one course must be in the Fine Arts. 6 credits

**Social Sciences**

Choose from Social Sciences list on pages 48-49. Choose courses from more than one department. 6 credits

**Total General Education Requirements 41 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major.

**Elective Requirements**

To earn this degree you must select a sufficient number of elective credits numbered 100 or above to obtain the 64 credit hours required. Choose electives from the list of courses in the Arizona Higher Education Course Equivalency Guide (CEG) located at [http://aztrans-mac2.asu.edu/cgi-bin/WebObjects/Admin\\_CEG.woa/wa/EBetter](http://aztrans-mac2.asu.edu/cgi-bin/WebObjects/Admin_CEG.woa/wa/EBetter). Select the Eastern Arizona College Elective or Better report. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

An introductory computer course is highly recommended.

Language proficiency demonstration – check University Transfer Guides to see if they have a language proficiency requirement. If so, select courses that will satisfy the language proficiency requirement.

**Total Elective Requirements 4 credits**

**Total Minimum Degree Requirements 64 credits**

In addition to completing each of the courses listed above with a grade of “C” or better, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
- Attain a cumulative grade point average of 2.00 or higher.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
- Remove any indebtedness to the College.

Choose at least 5 additional credits from the following:

CMP 273 Website Development II 3 credits  
 COE 101 Job Seeking Strategies 1 to 2 credits  
 COM 201 Public Speaking 3 credits  
 MDC 102 Introduction to Media Communications 3 credits  
 SBM 110 Introduction to Entrepreneurship 3 credits

**Total Curriculum Requirements 45 credits with a GPA of 2.00 or higher**

**General Education Requirements**

**Composition**

ENG 100 Writing Fundamentals OR  
 ENG 101 Written Communications I 3 credits  
 BUA 259 Business Communications OR  
 ENG 102 Written Communications II OR  
 ENG 260 Technical Report Writing 3 credits

**Humanities**

ART 133 World Art I 3 credits  
 ART 134 World Art II 3 credits

**Computers**

CMP 101 Introduction to Computers OR  
 CMP 103 Introduction to Computer Based Systems 3 credits

Select a sufficient number of credits from the list of General Education courses on pages 50-51 to obtain the 18 credits required. You may not exceed nine credits in any GE category, with the exception of Health and Physical Education where the maximum is two credits.

**Total General Education Requirements 18 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major. Each course taken to satisfy the General Education Requirements of this degree must be completed with a grade of “C” or better.

**Elective Requirements**

To earn this degree you must select a sufficient number of elective credits numbered 100 or above to obtain the 64 credit hours required. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

**Total Elective Requirements 1 credit**

**Total Minimum Degree Requirements 64 credits**

In addition to completing the required courses listed above, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
  - Attain a cumulative grade point average of 2.00 or higher.
  - Demonstrate a reading competency at the tenth grade level or above as demonstrated by one of the following methods:
    1. EAC Equivalent Score of 60 or higher via COMPASS, Accuplacer, ASSET, ACT Reading Assessment, SAT Verbal Score, Nelson Denny, TABE, or ABLE tests\*
    2. Completion of ENG 091, Reading Improvement II, with a grade of “C” or better
- \*Your EAC equivalent reading assessment test score is available on Gila Hank Online or from your advisor. If you took the ASSET test or submitted an ACT, SAT, Nelson Denny, TABE, or ABLE score, a derived EAC equivalent score has been placed in your record and is available on Gila Hank Online or from your advisor.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
  - Remove any indebtedness to the College.

**GRAPHIC DESIGN**

**Associate of Applied Science Degree**

**20401**

**Advisor:** Jeff Henley

Graphic Design prepares you for entry-level employment in an advertising agency, art agency, newspaper, printing plant, industrial in-plant printing unit, and free-lance work.

**Curriculum Requirements**

ART 101 Fundamentals of Design 3 credits  
 ART 102 Color and Design 3 credits  
 ART 111 Drawing 3 credits  
 ART 114 Figure Drawing for Art Majors 3 credits  
 ART 128 Beginning Digital Photography 3 credits  
 ART 181 Graphic Design I 3 credits  
 ART 182 Graphic Design II 3 credits  
 ART 186 Digital Illustration 3 credits  
 ART 187 Beginning Photoshop 3 credits  
 ART 188 Digital Publishing 3 credits  
 ART 189 Typography 3 credits  
 ART 287 Advanced Photoshop 3 credits  
 ART 289 Portfolio Development 1 credit  
 CMP 272 Website Development I 3 credits

## GRAPHIC DESIGN

### Certificate of Proficiency

#### 30402

**Advisor:** Jeff Henley

The Graphic Design Certificate Program prepares students for entry-level employment in an advertising agency, art agency, newspaper, printing plant, industrial in-plant printing unit, and free-lance work.

#### Curriculum Requirements

ART 181	Graphic Design I	3 credits
ART 182	Graphic Design II	3 credits
ART 186	Digital Illustration	3 credits
ART 187	Beginning Photoshop	3 credits
ART 188	Digital Publishing	3 credits
ART 189	Typography	3 credits
ART 287	Advanced Photoshop	3 credits
ART 289	Portfolio Development	1 credit
CMP 272	Website Development I	3 credits

#### Total Minimum Certificate Requirements **25 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 13 credits at Eastern Arizona College.

You must also complete an academic requirement by one of the following methods:

- Completion of ENG 100, Writing Fundamentals, or higher with a grade of "C" or better.
- EAC equivalent writing placement score of 70 or higher entered into your student record.
- Completion of BUS 111, Business Mathematical Calculations, with a grade of "C" or better.
- Completion of MAT 100, Applied Mathematics, or higher with a grade of "C" or better.
- EAC equivalent mathematics placement score of 41 or higher entered into your student record.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtm](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtm)

## HEALTH & PHYSICAL EDUCATION

### Associate of Arts Degree

#### AA-SR 60501

**Advisors:** Jim Bagnall, Shari Kay, Maurice Leitzke,  
Kate McCluskey, John O'Mera, Cameron Turner

Recipients of this degree are prepared to pursue a major in Health or Physical Education and minor in Biology or Physical Science at a four-year college or university. Since program requirements differ between universities, the official transfer pathway ([www.aztransfer.com/transferpathways](http://www.aztransfer.com/transferpathways)) of the school which you plan to attend upon leaving EAC should be consulted in order to adjust this program to your personal needs.

A high school background in sports, biology and chemistry is helpful.

#### Curriculum Requirements

HHP 100	Personal Health (DI)	3 credits
HPE 190	First Aid and CPR	2 credits
HHP 210	Introduction to Exercise Science and Physical Education	3 credits
HHP 274	Sports Nutrition	3 credits
HHP 276	Sports Psychology	3 credits

#### Total Curriculum Requirements **14 credits**

#### General Education Requirements

AGEC-A. To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry course

(IW), Global/International/Historical Awareness (GIH) course, and Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements.

#### Composition

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

#### Mathematics

MAT 140	College Mathematics or higher	3 to 5 credits
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#### Lab Science

BIO 201	Human Anatomy and Physiology I	4 credits
BIO 202	Human Anatomy and Physiology II	4 credits

#### Humanities

Select from Humanities list on pages 48-49. Choose courses from more than one department and one course must be in the Fine Arts. **6 credits**

#### Social Sciences

EDU 200	Introduction to Education (DI)	3 credits
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Select another non-EDU Social Sciences course from the list on pages 48-49. **3 credits**

#### Options

Select courses from the list on pages 48-49 to achieve a total of at least 35 credits in General Education courses. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections. **4 to 6 credits**

#### Total General Education Requirements **35 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major.

#### Elective Requirements

To earn this degree you must select a sufficient number of elective credits numbered 100 or above to obtain the 64 credit hours required. Choose electives from the list of courses in the Arizona Higher Education Course Equivalency Guide (CEG) located at [http://aztrans-mac2.asu.edu/cgi-bin/WebObjects/Admin\\_CEG.woa/wa/EBetter](http://aztrans-mac2.asu.edu/cgi-bin/WebObjects/Admin_CEG.woa/wa/EBetter). Select the Eastern Arizona College Elective or Better report. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

#### Total Elective Requirements **15 credits**

#### Total Minimum Degree Requirements **64 credits**

In addition to completing each of the courses listed above with a grade of "C" or better, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
- Attain a cumulative grade point average of 2.00 or higher.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
- Remove any indebtedness to the College.

## HISTORY

### Associate of Arts Degree

#### AA-SR 60803

**Advisor:** Patrick Lukens

This degree prepares you to transfer to a four-year college or university and pursue a bachelor's degree in history. In addition to teaching, history provides excellent background for entering law school or for pursuing any type of social or government work. Also, some recent trends suggest history majors are being hired for business because of the need for people who are trained in reading primary source material, synthesizing what they read, and applying it in problem-solving situations. Since program requirements differ between universities, the official transfer pathway ([www.aztransfer.com/transferpathways](http://www.aztransfer.com/transferpathways)) of the school which you plan to attend upon leaving EAC should be consulted in order to adjust this program to your personal needs.

#### Curriculum Requirements

ANT 102	Introduction to Cultural Anthropology (GIH) (DI)	3 credits
CMP 103	Introduction to Computer Based Systems	3 credits
ENG 242	American Literature II (IW) (GIH) (DI)	3 credits
HIS 101	U.S. History to 1877 (GIH) (DI)	3 credits
HIS 102	U.S. History Since 1865 (GIH) (DI)	3 credits

**Total Curriculum Requirements** **15 credits**

#### General Education Requirements

AGEC-A. To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry course (IW), Global/International/Historical Awareness (GIH) course, and Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements.

#### Composition

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

#### Mathematics

MAT 140	College Mathematics <u>OR</u>	
MAT 154	Precalculus Algebra	3 to 4 credits

#### Lab Science

Select from list on pages 48-49. **8 credits**

#### Humanities

ENG 241	American Literature I (IW) (GIH) (DI)	3 credits
COM 201	Public Speaking <u>OR</u>	
THC 105	Introduction to Theatre (GIH) (DI)	3 credits
Select a course from the list on pages 48-49.		3 credits

#### Social Sciences

HIS 104	The Development of Europe to 1650 (GIH) (DI)	3 credits
HIS 105	Modern Europe Since 1550 (GIH) (DI)	3 credits
POS 110	United States National Politics (GIH) (DI)	3 credits

**Total General Education Requirements** **35 to 36 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major.

### Elective and Foreign Language Requirements

To obtain this degree you must demonstrate proficiency in a foreign language at the 202 course level. To do this select from the following options:

1. If you have no foreign language coursework completed, take the French or Spanish 101, 102, 201, 202 course sequence offered at EAC.
2. If you have completed two years of high school French or Spanish courses, take the 201, 202 course sequence at EAC. These two courses will fulfill your foreign language requirement.
3. If you have completed four years of high school foreign language courses or have obtained foreign language ability at the 202 course level in some other manner, testing options are available to demonstrate your proficiency. Contact the Records and Registration Office for more information.
4. Any foreign language at the 202 course level may be transferred from an accredited college or university.

Depending on which option you choose, select a sufficient number of elective credits to obtain the 64 credit hours required. Choose electives from the list of courses in the Arizona Higher Education Course Equivalency Guide (CEG) located at [http://aztransmac2.asu.edu/cgi-bin/WebObjects/Admin\\_CEG.woa/wa/EBetter](http://aztransmac2.asu.edu/cgi-bin/WebObjects/Admin_CEG.woa/wa/EBetter). Select the Eastern Arizona College Elective or Better report. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

**Total Elective and Foreign Language Requirements** **13 to 14 credits**

**Total Minimum Degree Requirements** **64 credits**

In addition to completing each of the courses listed above with a grade of "C" or better, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
- Attain a cumulative grade point average of 2.00 or higher.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
- Remove any indebtedness to the College.

## HVAC-R

### Certificate of Proficiency

#### 30920

**Advisors:** Mike Crockett, Andy Shaver

This program is designed to prepare students to work in a heating or refrigeration business. The HVAC-R program includes basic instruction in heating, ventilation, air conditioning and refrigeration systems and their maintenance to help students develop a career in the HVAC-R field.

#### Curriculum Requirements

HVA 101	Principles of HVAC-R	4 credits
HVA 103	HVAC-R Controls	4 credits
HVA 105	Heating System Basics	3 credits
HVA 109	Troubleshooting HVAC-R Systems	4 credits
HVA 110	Electricity for HVAC-R	3 credits
HVA 115	EPA Certification	1 credit

**Total Minimum Certificate Requirements** **19 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 10 credits at Eastern Arizona College.

You must also complete an academic requirement by one of the following methods:

- Completion of ENG 100, Writing Fundamentals, or higher with a grade of "C" or better.
- EAC equivalent writing placement score of 70 or higher entered into your student record.
- Completion of BUS 111, Business Mathematical Calculations, with a grade of "C" or better.
- Completion of MAT 100, Applied Mathematics, or higher with a grade of "C" or better.
- EAC equivalent mathematics placement score of 41 or higher entered into your student record.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtm](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtm)

## LANGUAGES

### Associate of Arts Degree

#### AA-GR 60205

**Advisors:** Tonka Curtis, Bryan McBride

Language study at EAC prepares you for careers in business, education, international relations, translation, social work, transportation, journalism and many other areas. Many Language majors go on to professional schools (law, medicine, dentistry and business). Language students gain an appreciation of other cultures, which enhances their understanding of their own culture. Since program requirements differ between universities, the official transfer pathway ([www.aztransfer.com/transferpathways](http://www.aztransfer.com/transferpathways)) of the school which you plan to attend upon leaving EAC should be consulted in order to adjust this program to your personal needs.

#### Curriculum Requirements

FRE 201	Intermediate French I (GIH) (DI) <u>OR</u>	
SPA 201	Intermediate Spanish I (GIH) (DI)	4 credits
FRE 202	Intermediate French II (GIH) (DI) <u>OR</u>	
SPA 202	Intermediate Spanish II (GIH) (DI)	4 credits
	Courses in one other language at the 100 level or above.	8 credits

**Total Curriculum Requirements** **16 credits**

#### General Education Requirements

AGEC-A. To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry course (IW), Global/International/Historical Awareness (GIH) course, and Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements.

#### Composition

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

#### Mathematics

Select from list on pages 48-49. 3 credits

#### Lab Science

Select from list on pages 48-49. 8 credits

#### Humanities

You must choose from at least one of the following: 3 credits

ART 133	World of Art I (GIH) (DI)	
ART 134	World of Art II (GIH) (DI)	
MUS 101	World of Music (GIH) (DI)	
THC 105	Introduction to Theatre (GIH) (DI)	

Select from list on pages 48-49. 6 credits

#### Social Sciences

ANT 110	Mexican-American Culture (DI) <u>OR</u>	
COM 260	Elements of Intercultural Communication (IW) (DI)	3 credits

Select from list on pages 48-49. 6 credits

**Total General Education Requirements** **35 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major.

#### Elective Requirements

To obtain this degree you must take a minimum of 13 credit hours of approved elective courses numbered 100 or above. Approved courses are listed in the Arizona Higher Education Course Equivalency Guide (CEG) located at [http://aztransmac2.asu.edu/cgi-bin/WebObjects/Admin\\_CEG.woa/wa/EBetter](http://aztransmac2.asu.edu/cgi-bin/WebObjects/Admin_CEG.woa/wa/EBetter). Select the Eastern Arizona College Elective or Better report.

**Total Elective Requirements** **13 credits**

**Total Minimum Degree Requirements** **64 credits**

In addition to completing each of the courses listed above with a grade of "C" or better, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
- Attain a cumulative grade point average of 2.00 or higher.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in

- which graduation is anticipated and pay the fee of \$10.
- Remove any indebtedness to the College.

## LAW ENFORCEMENT OFFICE ASSISTANT

### Certificate of Proficiency

#### 30812 (Available On Campus and Online)

**Advisors:** Kris Matthews, Derek Rich

This certificate is designed to prepare you for entry-level employment with a Criminal Justice agency as an office assistant. It also allows persons already employed in a Criminal Justice workgroup to upgrade their clerical and office technology skills and knowledge.

#### Curriculum Requirements

AJS 101	Introduction to Criminal Justice	3 credits
AJS 103	Criminal Investigation	3 credits
AJS 254	Crime Control	3 credits
AJS 266	The Police Function	3 credits
CMP 101	Introduction to Computers <u>OR</u>	
CMP 103	Introduction to Computer Based Systems	3 credits
AIS 118	Electronic Keyboarding II	3 credits
AIS 213A	Office Procedures/Records Management	1 credit
AIS 213B	Office Procedures/Office Transcription	1 credit
AIS 213C	Office Procedures/Professional Business Office	1 credit
AIS 214	The Office Professional	3 credits
AIS 238	Advanced Office Applications	3 credits

**Total Minimum Certificate Requirements** **27 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 14 credits at Eastern Arizona College.

You must also complete an academic requirement by one of the following methods:

- Completion of ENG 100, Writing Fundamentals, or higher with a grade of "C" or better.
- EAC equivalent writing placement score of 70 or higher entered into your student record

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtml](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtml)

## LAW ENFORCEMENT TECHNOLOGY

### Certificate of Proficiency

#### 30813 (Available On Campus and Online)

**Advisor:** Kris Matthews

This certificate is designed to prepare you for applying with an Arizona law enforcement agency to become a certified Peace Officer. It also allows persons already employed in law enforcement or a related Criminal Justice field to upgrade their skills and knowledge.

#### Curriculum Requirements

AJS 101	Introduction to Criminal Justice	3 credits
AJS 103	Criminal Investigation	3 credits
AJS 202	Substantive Criminal Law	3 credits
AJS 254	Crime Control	3 credits
AJS 266	The Police Function	3 credits
CMP 101	Introduction to Computers <u>OR</u>	
CMP 103	Introduction to Computer Based Systems	3 credits
ENG 100	Writing Fundamentals <u>OR</u>	
ENG 101	Written Communications I	3 credits

#### Total Minimum Certificate Requirements **21 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 11 credits at Eastern Arizona College.

You must also complete an academic requirement by one of the following methods:

- Completion of ENG 100, Writing Fundamentals, or higher with a grade of "C" or better.
- EAC equivalent writing placement score of 70 or higher entered into your student record.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtm](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtm)

## LIBERAL STUDIES

### Associate of Arts Degree

#### AA-GR 60000

**Advisors:** Gina Roebuck, Adam Stinchcombe, Aaron Westerfield

A Liberal Studies Associate of Arts degree is appropriate if you plan to continue your education at a college or university and major in Liberal Arts. If you have not yet decided on a major but know you want to transfer to a four-year college or a university, this degree will fulfill the General Education requirement for many different programs of study. Liberal Studies Faculty Advisors are available to assist you in the selection of courses. Since program requirements differ between universities, the official transfer pathway ([www.aztransfer.com/transferpathways](http://www.aztransfer.com/transferpathways)) of the school which you plan to attend upon leaving EAC should be consulted in order to adjust this program to your personal needs.

#### General Education Requirements

AGEC-A. To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry course (IW), Global/International/Historical Awareness (GIH) course, and Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements.

#### Composition

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

#### Mathematics

Select from list on pages 48-49. **3 credits**

#### Lab Science

Select from list on pages 48-49. **8 credits**

#### Humanities

Select from Humanities list on pages 48-49. Choose courses from more than one department and one course must be in the Fine Arts. **6 to 9 credits**

#### Social Sciences

Select from Social Sciences list on pages 48-49. Choose courses from more than one department. **6 to 9 credits**

#### Options

Select courses from the Options category on pages 48-49 to complete the 35 General Education credits required. **0 to 6 credits**

#### Total General Education Requirements **35 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major.

#### Elective and Foreign Language Requirements

To obtain this degree you must demonstrate proficiency in a foreign language at the 202 course level. To do this select from the following options:

1. If you have no foreign language coursework completed, take the French or Spanish 101, 102, 201, 202 course sequence offered at EAC.
2. If you have completed two years of high school French or Spanish courses, take the 201, 202 course sequence at EAC. These two courses will fulfill your foreign language requirement.
3. If you have completed four years of high school foreign language courses or have obtained foreign language ability at the 202 course level in some other manner, testing options are available to demonstrate your proficiency. Contact the Records and Registration Office for more information.
4. Any foreign language at the 202 course level may be transferred from an accredited college or university.

Depending on which option you choose, select a sufficient number of elective credits to obtain the 64 credit hours required. Choose electives from the list of courses in the Arizona Higher Education Course Equivalency Guide (CEG) located at [http://azhttp://aztransmac2.asu.edu/cgi-bin/WebObjects/Admin\\_CEG.woa/wa/EBetter/cgi-bin/WebObjects/Admin\\_CEG.woa/wa/EBetter](http://azhttp://aztransmac2.asu.edu/cgi-bin/WebObjects/Admin_CEG.woa/wa/EBetter/cgi-bin/WebObjects/Admin_CEG.woa/wa/EBetter). Select the Eastern Arizona College Elective or Better report. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

#### Total Elective and Foreign Language Requirements **29 credits**

#### Total Minimum Degree Requirements **64 credits**

In addition to completing the required courses listed above with a grade of "C" or better, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
- Attain a cumulative grade point average of 2.00 or higher.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
- Remove any indebtedness to the College.

## LICENSED PRACTICAL NURSE

### Certificate of Proficiency

#### 30710

**Advisor:** Carolyn McCormies

This program prepares you to function as a practical nurse caring for acutely ill patients under the supervision of a registered nurse. Licensed Practical Nurse (LPN) gives basic nursing care and assists other members of the health care team. On successful completion of the program, you will be eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN). Entry into the nursing program requires prior admission. For admission procedures to the nursing program, contact the Nursing Department, (928) 428-8396.

#### Application Requirements

The following are required to be completed prior to applying for the Nursing Program:

- Submit a copy of a valid Department of Public Safety fingerprint clearance card (allow 4 – 6 weeks)
- Reading competency at the twelfth grade level or above on an EAC approved reading test or completion of ENG 113 with a grade of "C" or higher
- Standardized Nursing Entrance Exam with minimum score at or above the national average for all components and for the composite score.

**Admission Requirements**

The following prerequisite courses are required to be completed with a minimum grade of "C" prior to starting the Nursing Program:

CHM 130	Fundamental Chemistry or higher (CHM 138 preferred)	4 credits
PSY 101	Introduction to Psychology	3 credits
BIO 201	Human Anatomy and Physiology I	4 credits
BIO 202	Human Anatomy and Physiology II	4 credits

The following are required prior to starting the nursing program:

- Placement test score as established by District policy that places the student into MAT 154 or completion of MAT 120 or higher with a grade of "C" or higher
  - Meet the minimum math requirements for medical dosage calculations by demonstrating competency through testing or course completion of HCE 116 at the specified level set forth by the Nursing program.
  - Current Arizona Nursing Assistant Certification number
  - Submit the completed Immunization Record and Nursing Physical Form
  - Current AHA CPR card - health care provider level (MUST be American Heart Association)
- NOTE: (Pursuant to A.R.S. § 32-1606 (B) (17), an applicant for professional or practical nurse license by examination is not eligible for licensure if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge must be received five or more years before submitting an application for licensure. If the applicant cannot prove that the absolute discharge date is five or more years before the date of filing the application, the Board of Nursing cannot process the application.)

**Curriculum Requirements**

HCE 241	Nutrition	3 credits
NUR 120*	Nursing One	9 credits
NUR 130*	Nursing Two	9 credits
NUR 240*	Nursing Three	9 credits
NUR 219*	Pharmacology for Nursing	3 credits

**Total Curriculum Requirements****33 credits**

\*All nursing courses must be passed with a grade of "B" or better.

**General Education Requirements****Composition**

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

**Lab Science**

BIO 201	Human Anatomy and Physiology I	4 credits
BIO 202	Human Anatomy and Physiology II	4 credits

**Total General Education Requirements****14 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major. Each course taken to satisfy the General Education Requirements of this degree must be completed with a grade of "C" or better.

**Total Minimum Certificate Requirements****47 credits**

In order to obtain this certificate you must:

- Complete each required course with a grade of "C" or better unless otherwise noted.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 15 credits at Eastern Arizona College.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtm](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtm)

**MANUFACTURING AND DESIGN TECHNICIAN****Certificate of Proficiency  
30639**

**Advisor:** Nathan McCray

This certificate will focus on skill-based training for those interested in learning how to manufacture almost anything. This short-term training process will focus on manufacturing engineering technologies. The intent of this certificate is to take students from design knowledge to an emphasis on the development and fabrication of products. Core to this certification will be the development of individual skills so students can use fabrication equipment and automated machines to produce first run products.

**Curriculum Requirements**

AMT 102	Materials for Industry	3 credits
AMT 104	Machining and Fabrication	3 credits
AMT 110	Introduction to Fab Lab Technology	2 credits
AMT 111	Fab Lab Workshop I	1 to 3 credits
AMT 220	Advanced Manufacturing Methods	4 credits
DRF 150	Dimensioning and Tolerancing	1 credit
DRF 154	Introduction to AutoCAD	2 to 3 credits
DRF 220	Parametric Solid Modeling	3 credits
MAT 100	Applied Mathematics or higher <u>OR</u>	
ENG 101	Written Communications I or higher	3 to 5 credits
TEC 112	Basic Hydraulics and Pneumatics	2 credits
TEC 133	Safety Practices for Industry	1 credit
WLD 108	Welding and Metal Fabrication	3 credits

**Total Minimum Certificate Requirements****28 to 33 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 14 credits at Eastern Arizona College.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtm](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtm)

## MANUFACTURING ENGINEERING TECHNICIAN

### Certificate of Proficiency 30640

**Advisor:** Nathan McCray

This certificate will focus on fundamental engineering foundations by delivering a hands-on, skill-based educational process. This certificate is for those interested in learning more about engineering as a career choice while learning how to manufacture almost anything. The intent of this certificate is to take students from design knowledge to an emphasis on product development using automated machines.

#### Curriculum Requirements

AMT 102	Materials for Industry	3 credits
AMT 104	Machining and Fabrication	3 credits
AMT 110	Introduction to Fab Lab Technology	2 credits
AMT 220	Advanced Manufacturing Methods	4 credits
DRF 220	Parametric Solid Modeling	3 credits
EGR 102	Introduction to Engineering	4 credits
ELT 110	Electricity and Electronics	3 credits
ENG 101	Written Communications I or higher	3 credits
MAT 154	Precalculus Algebra or higher	4 to 5 credits
TEC 133	Safety Practices for Industry	1 credit
WLD 108	Welding and Metal Fabrication	3 credits

#### Total Minimum Certificate Requirements **33 to 34 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 15 credits at Eastern Arizona College.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtm1](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtm1)

## MATHEMATICS

### Associate of Science Degree AS-SR 81101

**Advisors:** Pedro Dabalsa, Debra Green, Ray Orr

This degree will meet the General Education requirements and most of the mathematics requirements for the first two years of a four-year degree in Mathematics. Since program requirements differ between universities, the official transfer pathway ([www.aztransfer.com/transferpathways](http://www.aztransfer.com/transferpathways)) of the school which you plan to attend upon leaving EAC should be consulted in order to adjust this program to your personal needs.

#### Curriculum Requirements

MAT 230	Calculus II	4 credits
MAT 240	Calculus III	4 credits

#### Total Curriculum Requirements **8 credits**

#### General Education Requirements

AGEC-S. To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry course (IW), Global/International/Historical Awareness (GIH) course, and Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements.

#### Composition

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

#### Mathematics

MAT 220	Calculus I	5 credits
MAT 260	Differential Equations	3 credits

#### Lab Science

From the list below, choose two courses with the same prefix totaling 8-10 credits:

BIO 181	General Biology I (Majors) <u>AND</u>	4 credits
BIO 182	General Biology II (Majors) <u>OR</u>	4 credits
CHM 151	General Chemistry I <u>AND</u>	4 credits
CHM 152	General Chemistry II <u>OR</u>	4 credits
PHY 211	Physics with Calculus I <u>AND</u>	5 credits
PHY 212	Physics with Calculus II	5 credits

#### Humanities

Select from Humanities list on pages 48-49. Choose courses from more than one department and one course must be in the Fine Arts. **6 credits**

#### Social Sciences

Choose from Social Sciences list on pages 48-49. Choose courses from more than one department. **6 credits**

#### Options

Select courses from the list on pages 48-49 to achieve a total of at least 39 credits in General Education courses. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections. **3 to 5 credits**

#### Total General Education Requirements **39 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major.

#### Elective Requirements

To earn this degree you must select a sufficient number of elective credits numbered 100 or above to obtain the 64 credit hours required. Choose electives from the list of courses in the Arizona Higher Education Course Equivalency Guide (CEG) located at [http://aztrans-mac2.asu.edu/cgi-bin/WebObjects/Admin\\_CEG.woa/wa/EBetter](http://aztrans-mac2.asu.edu/cgi-bin/WebObjects/Admin_CEG.woa/wa/EBetter). Select the Eastern Arizona College Elective or Better report. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

#### Total Elective Requirements **17 credits**

#### Total Minimum Degree Requirements **64 credits**

In addition to completing each of the courses listed above with a grade of "C" or better, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.

- Attain a cumulative grade point average of 2.00 or higher.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
- Remove any indebtedness to the College.

## MEDIA COMMUNICATIONS

### Associate of Applied Science Degree 20614

**Advisor:** Glen Cashetta

This program prepares students for entry-level employment in the media communications industry. Students will have the opportunity to develop skills in scripting, audio, lighting, cinematography, and editing. By completion of the program, students will have developed and produced various video projects.

#### Curriculum Requirements

MDC 112	Understanding Scriptwriting	2 credits
MDC 125	Video Color Correction	3 credits
MDC 150	Video Production	3 credits
MDC 160	Audio Production and Editing	3 credits
MDC 166	Audio Engineering	3 credits
MDC 180	Video Editing I	3 credits
MDC 191	Media Practicum I	1 credit
MDC 212	Writing the Screenplay	3 credits
MDC 250	Documentary Video Production	3 credits
MDC 254	Cinema Style Video Production	3 credits
MDC 280	Video Editing II	3 credits
MDC 290	Media Communications Capstone Project	3 credits

**Total Curriculum Requirements** **33 credits**

#### Curriculum Related Requirements

Select 9 additional credits from the following:

ART 181	Graphic Design I	3 credits
ART 187	Beginning Photoshop	3 credits
CSL 115	Community Outreach Through Service Learning	1 to 2 credits
MDC 168	Audio for Studio and Sound Reinforcement	3 credits
MDC 252	Multi-Camera Video Field Production	3 credits
MDC 253	Sports Video Production	3 credits
THC 110	Acting I	3 credits
THC 231	Stagecraft	3 credits
THC 236	Introduction to Scene Design	3 credits

**Total Curriculum Related Requirements** **9 credits**

#### General Education Requirements

##### Composition

ENG 101	Written Communications I or higher	3 credits
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##### Social Sciences

MDC 102	Introduction to Media Communications	3 credits
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Select a sufficient number of credits from the list of General Education courses on pages 50-51 to obtain the 18 credits required. You may not exceed nine credits in any GE category, with the exception of Health and Physical Education where the maximum is two credits.

**Total General Education Requirements** **18 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major. Each course taken to satisfy the General Education Requirements of this degree must be completed with a grade of "C" or better.

#### Elective Requirements

To earn this degree you must select a sufficient number of elective credits numbered 100 or above to obtain the 64 credit hours required. Choose electives from the list of courses in the Arizona Higher Education Course Equivalency Guide (CEG) located at [\[mac2.asu.edu/cgi-bin/WebObjects/Admin\\\_CEG.woa/wa/EBetter\]\(http://mac2.asu.edu/cgi-bin/WebObjects/Admin\_CEG.woa/wa/EBetter\). Select the Eastern Arizona College Elective or Better report. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.](http://aztrans-</a></p>
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**Total Elective Requirements** **4 credits**

**Total Minimum Degree Requirements** **64 credits**

In addition to completing the required courses listed above, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
  - Attain a cumulative grade point average of 2.00 or higher.
  - Demonstrate a reading competency at the tenth grade level or above as demonstrated by one of the following methods:
    1. EAC Equivalent Score of 60 or higher via COMPASS, Accuplacer, ASSET, ACT Reading Assessment, SAT Verbal Score, Nelson Denny, TABE, or ABLE tests\*
    2. Completion of ENG 091, Reading Improvement II, with a grade of "C" or better
- \*Your EAC equivalent reading assessment test score is available on Gila Hank Online or from your advisor. If you took the ASSET test or submitted an ACT, SAT, Nelson Denny, TABE, or ABLE score, a derived EAC equivalent score has been placed in your record and is available on Gila Hank Online or from your advisor.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
  - Remove any indebtedness to the College.

## MEDIA COMMUNICATIONS

### Certificate of Proficiency 30401

**Advisor:** Glen Cashetta

This program prepares a student to work in various audio/video development, production, promotion, and distribution occupations.

#### Curriculum Requirements

ENG 100	Writing Fundamentals or higher	3 credits
MDC 112	Understanding Scriptwriting	2 credits
MDC 125	Video Color Correction	3 credits
MDC 150	Video Production	3 credits
MDC 160	Audio Production and Editing	3 credits
MDC 166	Audio Engineering	3 credits
MDC 180	Video Editing I	3 credits
MDC 191	Media Practicum I	1 credit
MDC 250	Documentary Video Production	3 credits
MDC 280	Video Editing II	3 credits

**Total Minimum Certificate Requirements** **27 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 14 credits at Eastern Arizona College.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtml](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtml)

## MEDICAL ASSISTANT

### Certificate of Proficiency

**30704**

**Advisor:** Diane Knapp

Upon completion of this certificate program, students are eligible to sit for the American Medical Technologists (AMT) Certification Examination to be certified as a Registered Medical Assistant (RMA). This program prepares you for an entry-level position as a medical assistant. Emphasis is on preparation to perform both clerical duties and clinical duties in a medical office.

Courses in the program may require vaccinations or other medical tests. See course descriptions for additional information. Students will be required to complete a minimum of 160 clinical hours in a health clinic.

#### Curriculum Requirements

HCE 100	Basic Health Care Concepts and Skills <u>OR</u>	
NUR 100	Nursing Assistant	4 or 6 credits
HCE 101	Basic Life Support <u>OR</u>	
EMT 122	First Aid and CPR	2 credits
HCE 112	Medical Terminology	2 credits
HCE 114	Math for Medications <u>OR</u>	
HCE 116	Medical Dosage Calculations	2 credits
HCE 130	Medical Assisting: Administrative Competencies	4 credits
HCE 160	Medical Assisting: Clinical Competencies	6 credits
HCE 170	Medical Assisting: Externship	4 credits
HCE 171	Introduction to Pharmacology	3 credits
HCE 186	Phlebotomy and Clinical Laboratory	2 credits
HCE 190	Human Body in Health and Disease	4 credits

**Total Curriculum Requirements 33 to 35 credits**

#### Curriculum Related Requirements

Select 3 to 5 credits from the following courses:

BUS 251	Human Relations	3 credits
CMP 101	Introduction to Computers <u>OR</u>	
CMP 103	Introduction to Computer Based Systems	3 credits
HCE 156	Science for Allied Health	4 credits
HCE 180	Patient Care Technician	4 credits
HCE 188	Electrocardiogram	2 credits
PSY 101	Introduction to Psychology	3 credits

**Total Minimum Certificate Requirements 38 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 15 credits at Eastern Arizona College.

You must also complete an academic requirement by one of the following methods:

- Completion of ENG 100, Writing Fundamentals, or higher with a grade of "C" or better.
- EAC equivalent writing placement score of 70 or higher entered into your student record.
- Completion of BUS 111, Business Mathematical Calculations, with a grade of "C" or better.
- Completion of MAT 100, Applied Mathematics, or higher with a grade of "C" or better.
- EAC equivalent mathematics placement score of 41 or higher entered into your student record.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtm](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtm)

## MEDICAL CODING AND BILLING SPECIALIST

### Certificate of Proficiency

**31302 (Available in Gila County only)**

**Advisors:** Pat Burke, Stephen Cullen

This certificate prepares individuals for diagnostic and procedural coding and billing positions in settings such as clinics, physician offices, hospitals, managed care organizations, private billing, or insurance companies. The program includes theoretical and laboratory instruction as well as professional practice affiliation. This certification will also prepare students to begin careers as professional coders and/or billers and prepare students for AHIMA (American Health Information Management Association) certification. AHIMA will allow students the opportunity to prepare to take specific coding and/or billing certifications.

#### Curriculum Requirements

BIO 160	Introduction to Human Anatomy and Physiology <u>OR</u>	
BIO 201	Human Anatomy and Physiology I <u>AND</u>	
BIO 202	Human Anatomy and Physiology II	4 to 8 credits
HCE 102	Introduction to Health Information Management	3 credits
HCE 103	Computers in Healthcare	2 credits
HCE 112	Medical Terminology	2 credits
HCE 171	Introduction to Pharmacology <u>OR</u>	
NUR 219	Pharmacology for Nursing	3 credits
HCE 181	Medical Claims Processing	3 credits
HCE 190	Human Body in Health and Disease <u>OR</u>	
HCE 240	Human Pathophysiology	4 credits
HCE 210	Introduction to International Classification of Diseases (ICD-10)	3 credits
HCE 212	Current Procedural Terminology (CPT) I	4 credits
HCE 214	Current Procedural Terminology (CPT) II	4 credits
HCE 216	Professional Practice in Coding and Billing	3 credits

**Total Minimum Certificate Requirements 35 to 39 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 15 credits at Eastern Arizona College.

You must also complete an academic requirement by one of the following methods:

- Completion of ENG 100, Writing Fundamentals, or higher with a grade of "C" or better.
- EAC equivalent writing placement score of 70 or higher entered into your student record.
- Completion of BUS 111, Business Mathematical Calculations, with a grade of "C" or better.
- Completion of MAT 100, Applied Mathematics, or higher with a grade of "C" or better.
- EAC equivalent mathematics placement score of 41 or higher entered into your student record.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtm](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtm)

## MEDICAL LABORATORY ASSISTANT

### Certificate of Proficiency

30712

**Advisor:** Carolyn McCormies

This program prepares you for an entry-level position as a medical laboratory assistant. Emphasis is on preparation to perform duties in a medical laboratory. Professional duties in a laboratory include drawing blood specimens, processing specimens, managing inventory of lab supplies, conducting quality assurance activities, performing point-of-care testing, and using computers to assist in testing and documenting laboratory activities. Upon completion of this certificate program, students are eligible to sit for the American Medical Technologists (AMT) Certification Examination to be certified as a medical laboratory assistant.

Courses in the program may require vaccinations or other medical tests. See course descriptions for additional information. Students will be required to complete a minimum of 150 hours in a clinical laboratory setting. Minimum age 18 prior to enrollment in HCE 158 required.

### Curriculum Requirements

HCE 100	Basic Health Care Concepts and Skills <u>OR</u>	
NUR 100	Nursing Assistant	4 or 6 credits
HCE 101	Basic Life Support <u>OR</u>	
EMT 122	First Aid and CPR	2 credits
HCE 112	Medical Terminology	2 credits
HCE 114	Math for Medications <u>OR</u>	
HCE 116	Medical Dosage Calculations	2 credits
HCE 152	Laboratory Assisting: Overview, Principles and Procedures	4 credits
HCE 158	Laboratory Assisting Practicum I	2 credits
HCE 159	Clinical Laboratory Operations	4 credits
HCE 186	Phlebotomy and Clinical Laboratory	2 credits
HCE 189	Phlebotomy Certification Review	2 credits
HCE 258	Laboratory Assisting: Practicum II	2 credits

### Total Minimum Certificate Requirements 26 to 28 credits

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 13 credits at Eastern Arizona College.

You must also complete an academic requirement by one of the following methods:

- Completion of ENG 100, Writing Fundamentals, or higher with a grade of "C" or better.
- EAC equivalent writing placement score of 70 or higher entered into your student record.
- Completion of BUS 111, Business Mathematical Calculations, with a grade of "C" or better.
- Completion of MAT 100, Applied Mathematics, or higher with a grade of "C" or better.
- EAC equivalent mathematics placement score of 41 or higher entered into your student record.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtm](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtm)

## MUSIC

### Associate of Arts Degree

AA-SR 60403

**Advisors:** Instrumental: Franklin Alvarez, Geoff DeSpain

Piano: Chase Moore

Vocal: Gideon Burrows, Chase Moore

The degree meets the requirements for a bachelor's degree from a music department at a university, provided you take four semesters of applied music instruction and make satisfactory progress in either voice or a major instrument. Since program requirements differ between universities, the official transfer pathway ([www.aztransfer.com/transferpathways](http://www.aztransfer.com/transferpathways)) of the school which you plan to attend upon leaving EAC should be consulted in order to adjust this program to your personal needs.

To successfully pursue a college career in music education, you must be able to play at least one instrument well; have some experience and/or training in voice; and possess knowledge of music theory. You must also possess or obtain adequate piano skills.

### Curriculum Requirements

#### Music Theory Requirements

MUS 105	Music Theory I	3 credits
MUS 106	Music Theory II	3 credits
MUS 107	Aural Perception I	1 credit
MUS 108	Aural Perception II	1 credit
MUS 205	Music Theory III	3 credits
MUS 206	Music Theory IV	3 credits
MUS 212	Aural Perception III	1 credit
MUS 213	Aural Perception IV	1 credit

#### Total Music Theory Requirements

**16 credits**

#### Applied Music Requirements

Upon transfer to a university, all students must perform a placement audition in their area of emphasis. This will determine the level of applied instruction at the university level.

MUS 161	Private Voice II <u>AND</u>	1 credit
MUS 162	Private Voice III <u>AND</u>	1 credit
MUS 261	Private Voice IV <u>AND</u>	1 credit
MUS 262	Private Voice V <u>OR</u>	1 credit
MUS 171	Private Piano II <u>AND</u>	1 credit
MUS 172	Private Piano III <u>AND</u>	1 credit
MUS 271	Private Piano IV <u>AND</u>	1 credit
MUS 272	Private Piano V <u>OR</u>	1 credit
MUS 181	Private Instruments II <u>AND</u>	1 credit
MUS 182	Private Instruments III <u>AND</u>	1 credit
MUS 281	Private Instruments IV <u>AND</u>	1 credit
MUS 282	Private Instruments V <u>OR</u>	1 credit
MUS 183	Private Strings II <u>AND</u>	1 credit
MUS 184	Private Strings III <u>AND</u>	1 credit
MUS 283	Private Strings IV <u>AND</u>	1 credit
MUS 284	Private Strings V	1 credit

#### Total Applied Music Requirements

**4 credits**

#### Ensemble Participation Requirement

Music majors must enroll in a minimum of one ensemble per semester, typically the major large performing group in your area of emphasis (instrumental, voice, strings, or keyboard).

MUS 111	Marching Band I	2 credits
MUS 211	Marching Band II	2 credits
MUS 125	Jazz Ensemble I	1 credit
MUS 126	Jazz Ensemble II	1 credit
MUS 225	Jazz Ensemble III	1 credit
MUS 226	Jazz Ensemble IV	1 credit
MUS 129	Women's Chorale I	1 credit
MUS 130	Women's Chorale II	1 credit
MUS 229	Women's Chorale III	1 credit
MUS 230	Women's Chorale IV	1 credit

MUS 136	A Cappella Choir I	2 credits
MUS 137	A Cappella Choir II	2 credits
MUS 236	A Cappella Choir III	2 credits
MUS 237	A Cappella Choir IV	2 credits
MUS 142	Symphonic Band I	2 credits
MUS 143	Symphonic Band II	2 credits
MUS 242	Symphonic Band III	2 credits
MUS 243	Symphonic Band IV	2 credits
MUS 151	Symphony Orchestra I	1 credit
MUS 152	Symphony Orchestra II	1 credit
MUS 251	Symphony Orchestra III	1 credit
MUS 252	Symphony Orchestra IV	1 credit
MUS 157	Chamber Orchestra I	1 credit
MUS 158	Chamber Orchestra II	1 credit
MUS 257	Chamber Orchestra III	1 credit
MUS 258	Chamber Orchestra IV	1 credit

**Total Ensemble Participation Requirements 4 to 8 credits**

**Music Education Requirements**

Choose from the list below for a total of 2 credits:

**Instrumental Emphasis**

MUS 117	Class Instruction in Brass I	1 credit
MUS 118	Class Instruction in Brass II	1 credit
MUS 119	Class Instruction in Woodwinds I	1 credit
MUS 120	Class Instruction in Woodwinds II	1 credit
MUS 121	Class Instruction in Percussion I	1 credit

**String Emphasis**

MUS 123	Class Instruction in Strings I	1 credit
MUS 124	Class Instruction in Strings II	1 credit

**Vocal Emphasis**

MUS 204	Elements of Conducting	2 credits
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**Total Music Education Requirements 2 credits**

**Piano Proficiency Requirement**

A piano proficiency will be expected when music majors transfer to a university. All music majors must successfully complete MUS 256 to demonstrate their piano proficiency. Please note MUS 155, 156, and/or 255 may be needed to prepare for MUS 256.

MUS 256	Class Piano IV for Music Majors	1 credit
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**Total Curriculum Requirements 27 to 31 credits**

**General Education Requirements**

AGEC-A. To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry course (IW), Global/International/Historical Awareness (GIH) course, and Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements.

**Composition**

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

**Mathematics**

Select from list on pages 48-49. 3 to 5 credits

**Lab Science**

Select from list on pages 48-49. 8 to 10 credits

**Humanities**

MUS 101	World of Music (GIH) (DI)	3 credits
Select an ART, COM, ENG, or THC course from the Humanities list on pages 48-49.		3 credits

**Social Sciences**

Choose from Social Sciences list on pages 48-49. Choose courses from more than one department. Music Education majors should take EDU 200, Introduction to Education, as 3 of the 6 required Social Sciences credits. 6 credits

**Options**

Select courses from the list on pages 48-49 to achieve a total of at least 35 credits in General Education courses. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections. 2 to 6 credits

**Total General Education Requirements 35 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major.

**Elective Requirements**

To obtain this degree you may need up to two credit hours of approved elective courses numbered 100 or above. Approved elective courses are listed below.

DAN 132	Beginning Ballet I	1 credit
DAN 133	Beginning Ballet II	1 credit
DAN 232	Intermediate Ballet I	1 credit
DAN 233	Intermediate Ballet II	1 credit
DAN 150	Beginning Theatre Dance I	1 credit
DAN 151	Beginning Theatre Dance II	1 credit
DAN 250	Intermediate Theatre Dance I	1 credit
DAN 251	Intermediate Theatre Dance II	1 credit
MUS 155	Class Piano I for Music Majors	1 credit
MUS 156	Class Piano II for Music Majors	1 credit
MUS 255	Class Piano III for Music Majors	1 credit
MUS 203	Music Notation/Finale	2 credits
THC 205	Musical Theatre I	3 credits

**Total Elective Requirements 0 to 2 credits**

**Total Minimum Degree Requirements 64 credits**

In addition to completing the required courses listed above with a grade of "C" or better, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
- Attain a cumulative grade point average of 2.00 or higher.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
- Remove any indebtedness to the College.

**NURSING**

**Associate of Applied Science Degree  
RN and BSN Track Option  
20702**

**Advisors:** Gayrene Claridge, Carolyn McCormies

This program is designed to prepare you for beginning employment as a staff nurse giving direct care to patients. The program has received approval by the Arizona Board of Nursing and is accredited by the Accreditation Commission for Education in Nursing (ACEN). On successful completion of the program, you will be awarded the Associate of Applied Science in Nursing degree and will be eligible to make application to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN). The program permits students to enter or exit from the program based on their specific needs, space availability, and time limitations. Entry into the Nursing Program requires prior admission. For admission procedures to the Nursing Program, contact the Nursing Department, (928) 428-8396.

**Application Requirements**

The following are required to be completed prior to applying for the Nursing Program:

- Submit a copy of a valid Department of Public Safety fingerprint clearance card (allow 4 – 6 weeks).
- Reading competency at the twelfth grade level or above on an EAC approved reading test or completion of ENG 113 with a grade of "C" or higher.
- TEAS Assessment Nursing Entrance Exam with a minimum composite score showing proficient or above average for the composite score.

**Admission Requirements**

The following prerequisite courses are required to be completed with a minimum grade of "C" prior to starting the Nursing Program:

CHM 130	Fundamental Chemistry or higher (CHM 138 preferred)	4 credits
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PSY 101	Introduction to Psychology	3 credits
BIO 201	Human Anatomy and Physiology I	4 credits

The following are required prior to starting the Nursing Program:

- Placement test score as established by District policy that places the student into MAT 154 or completion of MAT 100 or higher with a grade of "C" or higher
- Meet the minimum math requirements for medical dosage calculations by demonstrating competency through testing or course completion of HCE 116 at the specified level set forth by the Nursing Program.
- Current Arizona Licensed Nursing Assistant number. This can be obtained by taking NUR 100 and passing the written and skills testing.
- Submit the completed Immunization Record and Nursing Physical Form
- Current AHA CPR card - health care provider level (MUST be American Heart Association)

NOTE: (Pursuant to A.R.S. § 32-1606 (B) (17), an applicant for professional or practical nurse license by examination is not eligible for licensure if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge must be received five or more years before submitting an application for licensure. If the applicant cannot prove that the absolute discharge date is five or more years before the date of filing the application, the Board of Nursing cannot process the application.)

### Curriculum Requirements

CHM 130	Fundamental Chemistry or higher (CHM 138 preferred)	4 credits
HCE 240	Human Pathophysiology	4 credits
HCE 241	Nutrition	3 credits
NUR 120	Nursing One	9 credits
NUR 130	Nursing Two	9 credits
NUR 219	Pharmacology for Nursing	3 credits
NUR 240	Nursing Three	9 credits
NUR 250	Nursing Four	10 credits
PSY 101	Introduction to Psychology	3 credits

### Total Curriculum Requirements **54 credits\***

\*All nursing courses must be passed with a grade of "B" or better and all prerequisites and corequisites must be passed with a grade of "C" or better for students to remain in and complete the program.

### General Education Requirements

#### Composition

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

#### Mathematics

No additional math required for the Associate RN Track.

Suggested math sequence for BSN Track ONLY:

MAT 140	College Mathematics <u>OR</u>	
MAT 154	Precalculus Algebra	3 to 4 credits
MAT 160	Introduction to Statistics	3 credits

#### Lab Science

BIO 201	Human Anatomy and Physiology I	4 credits
BIO 202	Human Anatomy and Physiology II	4 credits
BIO 205	Microbiology	4 credits

### Total General Education Requirements **18 to 25 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major. Each course taken to satisfy the General Education Requirements of this degree must be completed with a grade of "C" or better.

For BSN Students: You should obtain a catalog from the institution you will transfer to or attend as a concurrent student and select courses required by the nursing curriculum at that institution.

### Total Minimum Degree Requirements including prerequisites **72 to 79 credits**

In addition to completing the required courses listed above, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
- Attain a cumulative grade point average of 2.00 or higher.
- Demonstrate a reading competency at the tenth grade level or above as demonstrated by one of the following methods:

1. EAC Equivalent Score of 60 or higher via COMPASS, Accuplacer, ASSET, ACT Reading Assessment, SAT Verbal Score, Nelson Denny, TABE, or ABLE tests\*
2. Completion of ENG 091, Reading Improvement II, with a grade of "C" or better  
\*Your EAC equivalent reading assessment test score is available on Gila Hank Online or from your advisor. If you took the ASSET test or submitted an ACT, SAT, Nelson Denny, TABE, or ABLE score, a derived EAC equivalent score has been placed in your record and is available on Gila Hank Online or from your advisor.

- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
- Remove any indebtedness to the College.

## NURSING ASSISTANT

### Certificate of Proficiency

#### 30706

Advisor: Jill Cluff

This program prepares you for an entry-level position as a nursing assistant. Emphasis is on basic patient care skills, based on the knowledge of universal precautions, asepsis, basic human needs, body mechanics, treatments and procedures, patient admission, transfer, discharge, and eldercare.

NOTE: Students are eligible to sit for the Arizona State Board of Nursing Certified Nursing Assistant (CNA) Examination upon completion of the NUR 100, Nursing Assistant course.

The Board of Nursing may not consider applications for certification as a Certified Nursing Assistant if the applicant has any felony convictions and has not received an absolute discharge from the sentence(s) for all felony convictions. The absolute discharge must be received five or more years before the Board of Nursing processes the application. The Arizona State Board of Nursing requirements for certification also include proof of legal presence in the United States and disclosure of any felony conviction(s).

Current Arizona Nursing Assistant Certification is an admission requirement to EAC's Nursing program.

Courses in the program may require vaccinations or other medical tests. See course descriptions for additional information. Students will be required to complete a minimum of 40 hours in a skilled nursing facility.

### Curriculum Requirements

HCE 100	Basic Health Care Concepts and Skills	4 credits
HCE 101	Basic Life Support <u>OR</u>	
EMT 122	First Aid and CPR	2 credits
HCE 112	Medical Terminology	2 credits
HCE 114	Math for Medications <u>OR</u>	
HCE 116	Medical Dosage Calculations	2 credits
NUR 100	Nursing Assistant	6 credits

### Total Minimum Certificate Requirements **16 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 8 credits at Eastern Arizona College.

You must also complete an academic requirement by one of the following methods:

- Completion of ENG 100, Writing Fundamentals, or higher with a grade of "C" or better.
- EAC equivalent writing placement score of 70 or higher entered into your student record.
- Completion of BUS 111, Business Mathematical Calculations, with a grade of "C" or better.
- Completion of MAT 100, Applied Mathematics, or higher with a grade of "C" or better.
- EAC equivalent mathematics placement score of 41 or higher entered into your student record.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtm](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtm)

## PARAMEDICINE

### Associate of Applied Science Degree 20703

**Advisor:** Randy Morris

This program prepares you for employment as a paramedic who is qualified to give emergency care to patients. The Eastern Arizona College Paramedic Training Program follows the guidelines set forth by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, [www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). After successfully completing the degree, you are eligible to take the required National Registry of Emergency Medical Technicians examinations at the Paramedic level. Entry into the paramedic program requires prior admission. For specific admission procedures, contact the EAC EMS Department at (928) 428-8398. EMT 210, EMT 212, and EMT 214 must be taken contiguously and each course must be completed with a "B" or better to successfully complete the program or the student must restart the entire program.

This program is a fall-start program and is only offered when a minimum of 15 students are accepted and registered. Program size is limited to 24 students by Arizona State regulation.

#### Application Requirements

The following are required for application into the program:

- Must be at least 18 years of age prior to applying to the Paramedic Program
- Completion of high school or GED
- Current American Heart Association, BLS healthcare provider certification
- Current certification as an Arizona EMT or NREMT Certified EMT
- ENG 113 with a grade "C" or higher or reading competency at the twelfth grade level or above, on EAC approved reading test
- MAT 100 with a grade of "C" or higher or placement test score as established by District policy
- Passage of written, practical, and oral entrance examinations
- Student must provide immunization records including proof of MMR, Varicella, Hepatitis B, Tdap, 2-step TB skin test, current flu shot and a completed 10-panel drug screen
- Current Arizona DPS fingerprint clearance card (required by agency contracts for clinical/vehicular rotations)
- Current health insurance coverage

#### Admission Requirements

The following prerequisite courses must be completed with a grade of "C" or higher prior to being admitted into the Paramedic Program:

BIO 160	Introduction to Human Anatomy and Physiology <u>QR</u>	
BIO 201	Human Anatomy and Physiology I <u>AND</u>	
BIO 202	Human Anatomy and Physiology II	4 to 8 credits
HCE 112	Medical Terminology	2 credits

#### Curriculum Requirements

EMT 210	Paramedic I	12 credits
EMT 212	Paramedic II	12 credits
EMT 214	Paramedic III	6 credits
EMT 219	Pharmacology in Emergency Settings	2 credits
EMT 220	Advanced Cardiovascular Life Support	1 credit
EMT 221	Pediatric Advanced Life Support	1 credit
EMT 222	Trauma Patient Management	1 credit
HCE 112	Medical Terminology	2 credits

**Total Curriculum Requirements 37 credits**

#### General Education Requirements

##### Composition

ENG 101	Written Communications I	3 credits
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##### Lab Science

BIO 160	Introduction to Human Anatomy and Physiology <u>QR</u>	
BIO 201	Human Anatomy and Physiology I <u>AND</u>	
BIO 202	Human Anatomy and Physiology II	4 to 8 credits

##### Mathematics

MAT 140	College Mathematics or higher	3 to 5 credits
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##### Social Sciences

PSY 101	Introduction to Psychology	3 credits
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Select a sufficient number of credits from the list of General Education courses on pages

50-51 to obtain the 18 credits required. You may not exceed nine credits in any GE category, with the exception of Health and Physical Education where the maximum is two credits.

#### Total General Education Requirements 18 credits

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major. Each course taken to satisfy the General Education Requirements of this degree must be completed with a grade of "C" or better.

#### Elective Requirements

To earn this degree you must select a sufficient number of elective credits numbered 100 or above to obtain the 64 credit hours required. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

#### Total Elective Requirements 9 credits

#### Total Minimum Degree Requirements 64 credits

In addition to completing the required courses listed above, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
  - Attain a cumulative grade point average of 2.00 or higher.
  - Demonstrate a reading competency at the tenth grade level or above as demonstrated by one of the following methods:
    1. EAC Equivalent Score of 60 or higher via COMPASS, Accuplacer, ASSET, ACT Reading Assessment, SAT Verbal Score, Nelson Denny, TABE, or ABLE tests\*
    2. Completion of ENG 091, Reading Improvement II, with a grade of "C" or better
- \*Your EAC equivalent reading assessment test score is available on Gila Hank Online or from your advisor. If you took the ASSET test or submitted an ACT, SAT, Nelson Denny, TABE, or ABLE score, a derived EAC equivalent score has been placed in your record and is available on Gila Hank Online or from your advisor.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
  - Remove any indebtedness to the College.

## PATIENT CARE TECHNICIAN

### Certificate of Proficiency

#### 30708

**Advisor:** Jill Cluff

This program will prepare you for an entry-level position as a patient care technician. Emphasis is on technical skills necessary to perform personal care to complex patients, implementation of selected portions of care plan including respiratory services, rehabilitation services, ECG, and phlebotomy under the supervision of registered nurses. Upon completion of this certificate of proficiency, students are eligible to sit for the National Certification exam as Certified Patient Care Technicians (CPCT), which is available through the National Healthcareer Association. Courses in the program may require vaccinations or other medical tests. See course descriptions for additional information.

#### Curriculum Requirements

EMT 121	Cardiopulmonary Resuscitation <u>QR</u>	
EMT 122	First Aid and CPR <u>QR</u>	
HCE 101	Basic Life Support	1/2 to 2 credits
HCE 112	Medical Terminology	2 credits
HCE 114	Math for Medications <u>QR</u>	
HCE 116	Medical Dosage Calculations	2 credits
HCE 180	Patient Care Technician	4 credits
HCE 186	Phlebotomy and Clinical Laboratory	2 credits
NUR 100	Nursing Assistant	6 credits

**Total Minimum Certificate Requirements 16.5 to 18 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 9 credits at Eastern Arizona College.

You must also complete an academic requirement by one of the following methods:

- Completion of ENG 100, Writing Fundamentals, or higher with a grade of "C" or better.
- EAC equivalent writing placement score of 70 or higher entered into your student record.
- Completion of BUS 111, Business Mathematical Calculations, with a grade of "C" or better.
- Completion of MAT 100, Applied Mathematics, or higher with a grade of "C" or better.
- EAC equivalent mathematics placement score of 41 or higher entered into your student record.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtm](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtm)

## PERSONAL COMPUTER SYSTEMS/ NETWORKING

### Certificate of Proficiency 30119

**Advisors:** Lydia Mata, James McBride, Scott Russell

This certificate program provides a faster track, emphasizing specific computer skills and fewer general courses. You will learn how to establish, organize and maintain many of the small computer network systems in use today.

#### Curriculum Requirements

CMP 100	Working in Technology	2 credits
CMP 101	Introduction to Computers <u>OR</u>	
CMP 103	Introduction to Computer Based Systems	3 credits
CMP 113	Operating Systems I	3 credits
CMP 151	Computer Systems I	3 credits
CMP 170	Database Management with Microsoft Access	3 credits
CMP 250	Networking Systems I	3 credits
CMP 251	Networking Systems II	3 credits
CMP 255	Server Systems I	3 credits
CMP 291	CIS Practicum	5 credits

#### Total Minimum Certificate Requirements **28 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 14 credits at Eastern Arizona College.

You must also complete an academic requirement by one of the following methods:

- Completion of ENG 100, Writing Fundamentals, or higher with a grade of "C" or better OR BUA 259, Business Communications, with a grade of "C" or better.
- EAC equivalent writing placement score of 70 or higher entered into your student record.
- Completion of BUS 111, Business Mathematical Calculations, with a grade of "C" or better.
- Completion of MAT 100, Applied Mathematics, or higher with a grade of "C" or better.
- EAC equivalent mathematics placement score of 41 or higher entered into your student record.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtm](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtm)

## PERSONAL TRAINER

### Certificate of Proficiency 30502

**Advisors:** Craig Hackett, Seneca Stromberg

Students in this program will learn basic exercise science, nutrition, fitness assessment, exercise programming, and instructional and spotting techniques. Students who successfully complete the program are prepared to earn national certification as an ACE Personal Fitness Trainer. They may go on to further education leading to a career as an athletic trainer or a physical therapist.

#### Curriculum Requirements

BIO 160	Introduction to Human Anatomy and Physiology	4 credits
HHP 100	Personal Health	3 credits
HHP 210	Introduction to Exercise Science and Physical Education	3 credits
HHP 213	Introduction to Strength and Conditioning for Sport Performance	3 credits
HHP 274	Sports Nutrition	3 credits
HHP 276	Sports Psychology	3 credits
HHP 278	Kinetic Anatomy	3 credits

#### Total Minimum Certificate Requirements **22 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 11 credits at Eastern Arizona College.

You must also complete an academic requirement by one of the following methods:

- Completion of ENG 100, Writing Fundamentals, or higher with a grade of "C" or better.
- EAC equivalent writing placement score of 70 or higher entered into your student record.
- Completion of BUS 111, Business Mathematical Calculations, with a grade of "C" or better.
- Completion of MAT 100, Applied Mathematics, or higher with a grade of "C" or better.
- EAC equivalent mathematics placement score of 41 or higher entered into your student record.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtm](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtm)

# PHLEBOTOMIST TECHNICIAN

## Certificate of Proficiency

**31301**

**Advisor:** Carolyn McCormies

Upon completion of this certificate program, students are eligible to sit for the American Medical Technologists (AMT) Certification Examination to be certified as a Registered Phlebotomist Technician (RPT). Emphasis is on preparing the student to obtain blood specimens by skin puncture or venipuncture using proper technique on adults, children, and infants. Responsibilities of a phlebotomist include collecting fluid or tissue samples, drawing blood using different collection techniques, communication with patients to explain procedures, and conducting standard laboratory tests. Topics of study include ethics, infection control, communication, basic anatomy and physiology and medical terminology. Professional responsibilities include assembling equipment, verifying a patient's identity, recording information in a patient's medical records, sterilizing and safely handling equipment, and accurately labeling blood samples in the lab.

Students in the Phlebotomy Technician program will be in contact with potential infectious blood, tissues, and body fluids. Students must provide proof of current TB skin test, or a clear chest X-ray, or a statement from a health care provider indicating student is free from symptoms of pulmonary tuberculosis. Students must also provide proof of MMR (measles, mumps, & rubella) and Hepatitis B vaccinations.

AMT may deny an application if an applicant has any convictions involving a felony.

Courses in the program and clinical sites may require additional vaccinations or other medical tests. See specific course descriptions for information or contact the advisor of this program.

### Curriculum Requirements

HCE 100	Basic Health Care Concepts and Skills <u>QR</u>	
NUR 100	Nursing Assistant	4 or 6 credits
HCE 101	Basic Life Support <u>QR</u>	
EMT 122	First Aid and CPR	2 credits
HCE 112	Medical Terminology	2 credits
HCE 114	Math for Medications <u>QR</u>	
HCE 116	Medical Dosage Calculations	2 credits
HCE 186	Phlebotomy and Clinical Laboratory	2 credits
HCE 189	Phlebotomy Certification Review	2 credits

**Total Curriculum Requirements 14 to 16 credits**

### Curriculum Related Requirements

Select 0 to 2 credits from the following courses:

BUS 251	Human Relations	3 credits
CMP 101	Introduction to Computers	3 credits
CMP 103	Introduction to Computer Based Systems	3 credits
HCE 156	Science for Allied Health	4 credits
HCE 171	Introduction to Pharmacology	3 credits
HCE 180	Patient Care Technician	4 credits
HCE 188	Electrocardiogram	2 credits
HCE 289	Phlebotomy Practicum	2 credits
PSY 101	Introduction to Psychology	3 credits

**Total Minimum Certificate Requirements 16 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 8 credits at Eastern Arizona College.

You must also complete an academic requirement by one of the following methods:

- Completion of ENG 100, Writing Fundamentals, or higher with a grade of "C" or better.
- EAC equivalent writing placement score of 70 or higher entered into your student record.
- Completion of BUS 111, Business Mathematical Calculations, with a grade of "C" or better.
- Completion of MAT 100, Applied Mathematics, or higher with a grade of "C" or better.
- EAC equivalent mathematics placement score of 41 or higher entered into your student record.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and

other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtm](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtm)

## PHYSICS

### Associate of Science Degree

**AS-SR 80704**

**Advisor:** Karen Preston

This degree will meet the requirements of the first two years of a four-year program in physics or related fields (physical chemistry, applied mathematics, geophysics, biological physics, pre-medical science, scientific journalism, etc.). Since program requirements differ between universities, the official transfer pathway ([www.aztransfer.com/transferpathways](http://www.aztransfer.com/transferpathways)) of the school which you plan to attend upon leaving EAC should be consulted in order to adjust this program to your personal needs. You should enter this curriculum having completed two years of algebra and one year each of chemistry and physics in high school or the equivalent college courses.

### Curriculum Requirements

MAT 260	Differential Equations	3 credits
PHY 211	Physics with Calculus I	5 credits
PHY 212	Physics with Calculus II	5 credits

**Total Curriculum Requirements 13 credits**

### General Education Requirements

AGEC-S. To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry course (IW), Global/International/Historical Awareness (GIH) course, and Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements.

### Composition

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

### Mathematics

MAT 220	Calculus I	5 credits
MAT 230	Calculus II	4 credits
MAT 240	Calculus III	4 credits

### Lab Science

CHM 151	General Chemistry I	4 credits
CHM 152	General Chemistry II	4 credits

### Humanities

Select from Humanities list on pages 48-49. Choose courses from more than one department and one course must be in the Fine Arts. 6 credits

### Social Sciences

Choose from Social Sciences list on pages 48-49. Choose courses from more than one department. 6 credits

**Total General Education Requirements 39 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major.

### Elective Requirements

To earn this degree you must select a sufficient number of elective credits numbered 100 or above to obtain the 64 credit hours required. Choose electives from the list of courses in the Arizona Higher Education Course Equivalency Guide (CEG) located at [http://aztrans-mac2.asu.edu/cgi-bin/WebObjects/Admin\\_CEG.woa/wa/EBetter](http://aztrans-mac2.asu.edu/cgi-bin/WebObjects/Admin_CEG.woa/wa/EBetter). Select the Eastern Arizona College Elective or Better report. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

**Total Elective Requirements 12 credits**

**Total Minimum Degree Requirements 64 credits**

In addition to completing the required courses listed above with a grade of "C" or better, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.

- Attain a cumulative grade point average of 2.00 or higher.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
- Remove any indebtedness to the College.

## POLITICAL SCIENCE

### Associate of Arts Degree AA-SR 60804

**Advisor:** Patrick Lukens

This degree provides the first two years of a four-year bachelor's degree program in political science. Upon obtaining this AA degree you could enter a college of education and obtain a bachelor's degree and a secondary teacher's certificate; or enter a college of liberal arts and complete a bachelor's degree in political science. Following this, you might enter law school, employment in government or enter graduate school for further and more specialized work in political science. Since program requirements differ between universities, the official transfer pathway ([www.aztransfer.com/transferpathways](http://www.aztransfer.com/transferpathways)) of the school which you plan to attend upon leaving EAC should be consulted in order to adjust this program to your personal needs.

#### Curriculum Requirements

CMP 103	Introduction to Computer Based Systems	3 credits
HIS 101	U.S. History to 1877 (GIH) (DI)	3 credits
HIS 102	U.S. History Since 1865 (GIH) (DI)	3 credits
POS 110	United States National Politics (GIH) (DI)	3 credits
POS 120	World Politics (GIH) (DI)	3 credits

#### Total Curriculum Requirements **15 credits**

#### General Education Requirements

AGEC-A. To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry course (IW), Global/International/Historical Awareness (GIH) course, and Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements.

#### Composition

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

#### Mathematics

Select from course list on pages 48-49. **3 or 4 credits**

#### Lab Science

Select from course list on pages 48-49. **8 credits**

#### Humanities

COM 201 Public Speaking **3 credits**

Select from Humanities list on pages 48-49. Choose courses from more than one department and one course must be in the Fine Arts. **6 credits**

#### Social Sciences

BUA 221	Principles of Macroeconomics (GIH) (DI)	3 credits
BUA 223	Principles of Microeconomics (DI)	3 credits
ANT 102	Introduction to Cultural Anthropology (GIH) (DI)	3 credits

#### Total General Education Requirements **35 to 36 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major.

#### Elective and Foreign Language Requirements

To obtain this degree you must demonstrate proficiency in a foreign language at the 202 course level. To do this select from the following options:

1. If you have no foreign language coursework completed, take the French or Spanish 101, 102, 201, 202 course sequence offered at EAC.
2. If you have completed two years of high school French or Spanish courses, take the 201, 202 course sequence at EAC. These two courses will fulfill your foreign language requirement.
3. If you have completed four years of high school foreign language courses or have obtained foreign language ability at the 202 course level in some other manner, testing options are available to demonstrate your proficiency. Contact the Records and Registration Office for more information.

4. Any foreign language at the 202 course level may be transferred from an accredited college or university. Depending on which option you choose, select a sufficient number of elective credits to obtain the 64 credit hours required. Choose electives from the list of courses in the Arizona Higher Education Course Equivalency Guide (CEG) located at [http://aztransmac2.asu.edu/cgi-bin/WebObjects/Admin\\_CEG.woa/wa/EBetter](http://aztransmac2.asu.edu/cgi-bin/WebObjects/Admin_CEG.woa/wa/EBetter). Select the Eastern Arizona College Elective or Better report. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

#### Total Elective and Foreign Language Requirements **13 to 14 credits**

#### Total Minimum Degree Requirements **64 credits**

In addition to completing the required courses listed above with a grade of "C" or better, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
- Attain a cumulative grade point average of 2.00 or higher.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
- Remove any indebtedness to the College.

## PRE-CHIROPRACTIC MEDICINE

### Associate of Arts Degree TG-XR 80705

**Advisors:** Duane DeSpain, Joel Shelton

The following curriculum will satisfy the pre-admission requirements for most colleges offering a degree in chiropractic medicine.

#### Curriculum Requirements

BIO 201	Human Anatomy and Physiology I	4 credits
BIO 202	Human Anatomy and Physiology II	4 credits
CHM 235	General Organic Chemistry I	4 credits
CHM 236	General Organic Chemistry II (IW)	4 credits
PHY 111	General Physics I <u>QR</u>	
PHY 211	Physics with Calculus I	4 or 5 credits
PHY 112	General Physics II <u>QR</u>	
PHY 212	Physics with Calculus II	4 or 5 credits

#### Total Curriculum Requirements **24 to 26 credits**

#### General Education Requirements

AGEC-A. To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry course (IW), Global/International/Historical Awareness (GIH) course, and Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements.

#### Composition

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

#### Mathematics

Select one mathematics course listed below: **3 to 5 credits**

MAT 154	Precalculus Algebra
MAT 181	Precalculus Trigonometry
MAT 187	Precalculus
MAT 220	Calculus I

#### Lab Science

CHM 151	General Chemistry I	4 credits
CHM 152	General Chemistry II	4 credits

#### Humanities

Select from Humanities list on pages 48-49. Choose courses from more than one department and one course must be in the Fine Arts. **6 credits**

#### Social Sciences

PSY 101	Introduction to Psychology (DI)	3 credits
Select courses from the list on pages 48-49.		<b>6 credits</b>

**Options**

Any of the Curriculum Requirements listed above satisfy the Options requirement for the AGECEC in this degree. 4 credits

**Total General Education Requirements 36 to 38 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major.

**Elective Requirements**

To earn this degree you must select a sufficient number of elective credits numbered 100 or above to obtain the 64 credit hours required. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

**Total Elective Requirements 4 to 8 credits**

**Total Minimum Degree Requirements 64 credits**

In addition to completing the required courses listed above with a grade of "C" or better, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
- Attain a cumulative grade point average of 2.00 or higher.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
- Remove any indebtedness to the College.

**Social Sciences**

Select courses from the list on pages 48-49. 6 credits

**Total General Education Requirements 38 to 39 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major.

**Elective Requirements**

To earn this degree you must select a sufficient number of elective credits numbered 100 or above to obtain the 64 credit hours required. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

**Total Elective Requirements 1 to 2 credits**

**Total Minimum Degree Requirements 64 credits**

In addition to completing the required courses listed above with a grade of "C" or better, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
- Attain a cumulative grade point average of 2.00 or higher.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
- Remove any indebtedness to the College.

**PRE-MEDICAL SCIENCE**

**Associate of Arts Degree**

**TG-XR 80707**

**Advisors:** Duane DeSpain, Joel Shelton

This degree provides the first two years of a four-year bachelor of science degree in preparation for entering one of the professional medical schools such as dentistry, medicine, osteopathy, or veterinary medicine.

To complete this curriculum in two years you will need to have completed two years of high school algebra and one year of high school chemistry or the college equivalents before you begin the curriculum requirements.

**Curriculum Requirements**

BIO 181	General Biology I	4 credits
BIO 182	General Biology II	4 credits
BIO 201	Human Anatomy and Physiology I	4 credits
BIO 202	Human Anatomy and Physiology II	4 credits
CHM 235	General Organic Chemistry I	4 credits
CHM 236	General Organic Chemistry II (IW)	4 credits

**Total Curriculum Requirements 24 credits**

**General Education Requirements**

AGEC-A. To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry course (IW), Global/International/Historical Awareness (GIH) course, and Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements.

**Composition**

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

**Mathematics**

MAT 154	Precalculus Algebra <u>OR</u>	
MAT 187	Precalculus	4 to 5 credits

**Lab Science**

CHM 151	General Chemistry I	4 credits
CHM 152	General Chemistry II	4 credits
PHY 111	General Physics I	4 credits
PHY 112	General Physics II	4 credits

**Humanities**

Select from Humanities list on pages 48-49. Choose courses from more than one department and one course must be in the Fine Arts. 6 credits

**PRE-OPTOMETRY**

**Associate of Science Degree**

**TG-XR 80709**

**Advisors:** Duane DeSpain, Joel Shelton

Requirements for admission to the schools and colleges of optometry vary. However, all require at least two years of pre-optometry study. Since each school has its own unique program, you should obtain the catalog of the institution you plan to transfer to and select elective EAC courses that meet the requirements of the transfer institution.

**Curriculum Requirements**

BIO 181	General Biology I	4 credits
BIO 182	General Biology II	4 credits
BIO 201	Human Anatomy and Physiology I	4 credits
BIO 202	Human Anatomy and Physiology II	4 credits
CHM 230	Fundamental Organic Chemistry <u>OR</u>	
CHM 235	General Organic Chemistry I	4 credits
MAT 160	Introduction to Statistics	3 credits
PHY 112	General Physics II	4 credits

**Total Curriculum Requirements 27 credits**

**General Education Requirements**

AGEC-S. To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry course (IW), Global/International/Historical Awareness (GIH) course, and Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements.

**Composition**

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

**Mathematics**

MAT 220	Calculus I	5 credits
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**Lab Science**

CHM 151	General Chemistry I	4 credits
CHM 152	General Chemistry II	4 credits
PHY 111	General Physics I	4 credits

**Humanities**

Select from Humanities list on pages 48-49. Choose courses from more than one department and one course must be in the Fine Arts. 6 credits

**Social Sciences**

PSY 101	Introduction to Psychology (DI)	3 credits
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Select an additional course from Social Sciences list on pages 48-49. 3 credits

### Total General Education Requirements 35 credits

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major.

### Elective Requirements

To obtain this degree you must take a minimum of two credits of elective courses numbered 100 or above to obtain the 64 credits required. You should obtain a catalog from the institution you will transfer to and select courses required by the optometry curriculum at that institution.

### Total Elective Requirements 2 credits

### Total Minimum Degree Requirements 64 credits

In addition to completing the required courses listed above with a grade of "C" or better, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
- Attain a cumulative grade point average of 2.00 or higher.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
- Remove any indebtedness to the College.

## PRE-PHARMACY

### Associate of Arts Degree TG-XR 60704

**Advisors:** Duane DeSpain, Joel Shelton

This degree prepares you for entrance into the College of Pharmacy at the University of Arizona. If you plan to transfer to another university, its Pharmacy curriculum should be followed. Pharmacy aptitude tests should be taken and application to the university made early in your second year at EAC.

Please consult your advisor as there are approximately 72 credits of prerequisites required for admission into a College of Pharmacy.

### Curriculum Requirements

All of the courses listed below are prerequisites for admission into many College of Pharmacy programs. Only 23 of these credits are required for graduation from Eastern Arizona College. Select at least 6 courses from the list below.

BIO 201	Human Anatomy and Physiology I	4 credits
BIO 202	Human Anatomy and Physiology II	4 credits
BIO 205	Microbiology	4 credits
CHM 235	General Organic Chemistry I	4 credits
CHM 236	General Organic Chemistry II (IW)	4 credits
MAT 160	Introduction to Statistics <u>OR</u>	
PSY 220	Introduction to Statistics	3 credits
PHY 111	General Physics I	4 credits
PHY 112	General Physics II	4 credits

### Total Curriculum Requirements 23 to 31 credits

### General Education Requirements

AGEC-A. To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry course (IW), Global/International/Historical Awareness (GIH) course, and Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements.

### Composition

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

### Mathematics

MAT 210	Elements of Calculus <u>OR</u>	
MAT 220	Calculus I	4 to 5 credits

### Lab Science

BIO 181	General Biology I	4 credits
BIO 182	General Biology II	4 credits

CHM 151	General Chemistry I	4 credits
CHM 152	General Chemistry II	4 credits

### Humanities

COM 201	Public Speaking	3 credits
Select another non-COM department Humanities course from list on pages 48-49.		3 credits

### Social Sciences

BUA 221	Principles of Macroeconomics (GIH) (DI) <u>OR</u>	
BUA 223	Principles of Microeconomics (DI)	3 credits
Select another non-BUA department Social Sciences course from list on pages 48-49.		3 credits

### Total General Education Requirements 38 to 39 credits

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major. Each course taken to satisfy the General Education Requirements of this degree must be completed with a grade of "C" or better.

### Elective Requirements

To earn this degree you must select a sufficient number of elective credits numbered 100 or above to obtain the 64 credit hours required. Choose electives from the list of courses in the Arizona Higher Education Course Equivalency Guide (CEG) located at [http://aztrans-mac2.asu.edu/cgi-bin/WebObjects/Admin\\_CEG.woa/wa/EBetter](http://aztrans-mac2.asu.edu/cgi-bin/WebObjects/Admin_CEG.woa/wa/EBetter). Select the Eastern Arizona College Elective or Better report. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

### Total Elective Requirements 0 to 3 credits

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major.

### Total Minimum Degree Requirements 64 credits

In addition to completing each of the courses listed above with a grade of "C" or better, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
- Attain a cumulative grade point average of 2.00 or higher.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
- Remove any indebtedness to the College.

## PRE-PHYSICAL THERAPY

### Associate of Arts Degree

#### TG-XR 60705

**Advisors:** Craig Hackett, Senecca Stromberg

This degree will fulfill the pre-physical therapy requirements at most transfer institutions. Obtain the catalog of the institution you plan to transfer to and select your elective courses based on their requirements.

#### Curriculum Requirements

BIO 202	Human Anatomy and Physiology II	4 credits
BIO 205	Microbiology	4 credits
PHY 111	General Physics I	4 credits
PHY 112	General Physics II	4 credits

**Total Curriculum Requirements** **16 credits**

#### General Education Requirements

AGEC-A. To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry course (IW), Global/International/Historical Awareness (GIH) course, and Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements.

#### Composition

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

#### Mathematics

MAT 160	Introduction to Statistics	3 credits
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#### Lab Science

CHM 151	General Chemistry I	4 credits
CHM 152	General Chemistry II	4 credits
BIO 201	Human Anatomy and Physiology I	4 credits

#### Humanities

Select from Humanities list on pages 48-49. Choose courses from more than one department and one course must be in the Fine Arts. **6 credits**

#### Social Sciences

HHP 100	Personal Health (DI)	3 credits
PSY 101	Introduction to Psychology (DI)	3 credits
PSY 250	Developmental Psychology (DI)	3 credits

**Total General Education Requirements** **36 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major.

#### Elective Requirements

To obtain this degree you must take twelve credits of elective courses numbered 100 or above to obtain the 64 credits required. You should obtain a catalog from the institution you will transfer to and select electives required by that institution.

**Total Elective Requirements** **12 credits**

**Total Minimum Degree Requirements** **64 credits**

In addition to completing each of the courses listed above with a grade of "C" or better, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
- Attain a cumulative grade point average of 2.00 or higher.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
- Remove any indebtedness to the College.

## PSYCHOLOGY

### Associate of Arts Degree

#### AA-SR 60806

**Advisor:** Nan Pennington

This degree specifies courses that satisfy the AGECE transfer pathway for an AA-SR degree. The Psychology courses identified in the Curriculum Requirements and the General Education Requirements also satisfy the preparatory major requirements for a baccalaureate degree in Psychology. Since program requirements differ between universities, the official transfer pathway ([www.aztransfer.com/transferpathways](http://www.aztransfer.com/transferpathways)) of the school which you plan to attend upon leaving EAC should be consulted in order to adjust this program to your personal needs. This degree also satisfies the needs of students - majors and non-majors - who are interested in psychology primarily as a part of a broad liberal education. In addition, the courses provide a background in psychological principles and techniques to enhance work in other Social Sciences and in such professional fields as education, business, law enforcement, and health-related fields.

Students often major in psychology to prepare for careers in related fields such as personal relations, occupational and personal counseling, medicine and dentistry, social and case work, marketing, administration, the legal profession, or counseling and teaching in the public schools. Others plan on graduate work in psychology. Graduate training in psychology prepares you for a career as an academic psychologist (teaching and research), clinical psychologist (mental health centers, institutions, and private practice), industrial and organizational psychologist, and government psychologist (research, administration, testing).

High school preparation should include courses in Social Sciences as well as the natural sciences (such as biology and chemistry). Two years of high school foreign language study and a proficiency in algebra is highly desirable. In general, the broad liberal arts education that prepares you for college studies is appropriate for majoring in Psychology at Eastern.

#### Curriculum Requirements

CMP 103	Introduction to Computer Based Systems	3 credits
PSY 101	Introduction to Psychology (DI)	3 credits
PSY 220	Introduction to Statistics	3 credits
PSY 270	Experimental Psychology (IW) (DI)	4 credits

**Total Curriculum Requirements** **13 credits**

#### General Education Requirements

AGEC-A. To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry course (IW), Global/International/Historical Awareness (GIH) course, and Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements.

#### Composition

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

#### Mathematics

MAT 140	College Mathematics <u>OR</u>	
MAT 154	Precalculus Algebra	3 to 4 credits

#### Lab Science

BIO 100	Biology Concepts	4 credits
	Another Lab Science course from list on pages 48-49.	4 credits

#### Humanities

Select from Humanities list on pages 48-49. Choose courses from more than one department and one course must be in the Fine Arts. **9 credits**

#### Social Sciences

PSY 230	Social Psychology (DI)	3 credits
PSY 240	Abnormal Psychology (DI) <u>OR</u>	
PSY 250	Developmental Psychology (DI)	3 credits
SOC 101	Introduction to Sociology (GIH) (DI)	3 credits

**Total General Education Requirements** **35 to 36 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major.

#### Elective and Foreign Language Requirements

To obtain this degree you must demonstrate proficiency in a foreign language at the 202 course level. To do this select from the following options:

1. If you have no foreign language coursework completed, take the French or Spanish 101, 102, 201, 202 course sequence offered at EAC.
2. If you have completed two years of high school French or Spanish courses, take the 201, 202 course sequence at EAC. These two courses will fulfill your foreign language requirement.
3. If you have completed four years of high school foreign language courses or have obtained foreign language ability at the 202 course level in some other manner, testing options are available to demonstrate your proficiency. Contact the Records and Registration Office for more information.
4. Any foreign language at the 202 course level may be transferred from an accredited college or university.

Depending on which option you choose, select a sufficient number of elective credits to obtain the 64 credit hours required. Choose electives from the list of courses in the Arizona Higher Education Course Equivalency Guide (CEG) located at [http://aztransmac2.asu.edu/cgi-bin/WebObjects/Admin\\_CEG.woa/wa/EBetter](http://aztransmac2.asu.edu/cgi-bin/WebObjects/Admin_CEG.woa/wa/EBetter). Select the Eastern Arizona College Elective or Better report. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

### Total Elective and Foreign Language Requirements 15 to 16 credits

### Total Minimum Degree Requirements 64 credits

In addition to completing each of the courses listed above with a grade of "C" or better, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
- Attain a cumulative grade point average of 2.00 or higher.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
- Remove any indebtedness to the College.

## RETAIL MANAGEMENT

### Certificate of Proficiency

#### 30123 (Available On Campus and Online)

Advisor: Michael Fox

This certificate prepares students for careers at management levels of retail businesses. It is endorsed by the Western Association of Food Chains and is designed for both grocery store employees and anyone else who is interested in furthering his or her career in retail management.

#### Curriculum Requirements

BUA 259	Business Communications	3 credits
BUS 211	Retail Management	3 credits
BUS 221	Human Resource Management	3 credits
BUS 251	Human Relations	3 credits
CMP 101	Introduction to Computers <u>OR</u>	
CMP 103	Introduction to Computer Based Systems	3 credits
SBM 111	Marketing	3 credits
SBM 121	Supervision	3 credits
SBM 211	Financial Management	3 credits

### Total Minimum Certificate Requirements 24 credits

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 12 credits at Eastern Arizona College.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtm](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtm)

## SMALL BUSINESS MANAGEMENT

### Associate of Applied Science Degree

#### 20115

Advisor: Michael Fox

This degree prepares you for a middle-management career in retail, wholesale and industrial organizations, as well as self-employment as a small business owner.

#### Curriculum Requirements

BUS 101	Fundamentals of Accounting <u>OR</u>	
BUA 233	Uses of Accounting Information I	3 credits
SBM 110	Introduction to Entrepreneurship	3 credits
SBM 111	Marketing	3 credits
SBM 121	Supervision	3 credits
SBM 211	Financial Management	3 credits
SBM 221	Business Ethics	3 credits
SBM 231	Business Planning	1 credit

### Total Curriculum Requirements

19 credits

#### Curriculum Related Requirements

Select 27 additional credits from the following:

AIS 118	Electronic Keyboarding II	3 credits
AIS 237	Word Processing Applications	3 credits
BUA 101	Introduction to Business	3 credits
BUA 221	Principles of Macroeconomics	3 credits
BUA 223	Principles of Microeconomics	3 credits
BUA 243	Uses of Accounting Information II	3 credits
BUA 245	Legal Environment of Business	3 credits
BUA 259	Business Communications	3 credits
BUS 171	International Business	3 credits
BUS 205	Computerized Accounting with QuickBooks	2 credits
BUS 211	Retail Management	3 credits
BUS 221	Human Resource Management	3 credits
BUS 251	Human Relations	3 credits
CMP 101	Introduction to Computers	3 credits
CMP 110	Take up to 2 credits of the CMP 110 range of courses	1 to 2 credits
CMP 161	Electronic Spreadsheet with Microsoft Excel	3 credits
CMP 170	Database Management with Microsoft Access	3 credits
COE 101	Job Seeking Strategies	1 credit
COE 111	Cooperative Education I (Occupational)	1 to 4 credits
COE 112	Cooperative Education II (Occupational)	1 to 4 credits

### Total Curriculum Related Requirements

27 credits

#### General Education Requirements

##### Composition

ENG 101	Written Communications I	3 credits
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##### Mathematics

BUS 111	Business Mathematical Calculations	3 credits
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Select 12 additional credits from the list of General Education courses on pages 50-51. Include at least one category other than Composition or Mathematics. You may not exceed nine credits in any GE category, with the exception of Health and Physical Education where the maximum is two credits.

### Total General Education Requirements

18 credits

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major. Each course taken to satisfy the General Education Requirements of this degree must be completed with a grade of "C" or better.

### Total Minimum Degree Requirements

64 credits

In addition to completing the required courses listed above, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
  - Attain a cumulative grade point average of 2.00 or higher.
  - Demonstrate a reading competency at the tenth grade level or above as demonstrated by one of the following methods:
    1. EAC Equivalent Score of 60 or higher via COMPASS, Accuplacer, ASSET, ACT Reading Assessment, SAT Verbal Score, Nelson Denny, TABE, or ABE tests\*
    2. Completion of ENG 091, Reading Improvement II, with a grade of "C" or better
- \*Your EAC equivalent reading assessment test score is available on Gila Hank Online or from your advisor. If you took the ASSET test or submitted an ACT, SAT, Nelson Denny, TABE, or ABE score, a derived EAC equivalent score has been placed in your record and is available on Gila Hank Online or from your advisor.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
  - Remove any indebtedness to the College.

## SMALL BUSINESS PROPRIETOR

### Certificate of Proficiency 30118

Advisor: Michael Fox

This certificate will prepare you for careers in the middle-management of retail, wholesale, and industrial organizations, or for self-employment.

#### Curriculum Requirements

BUS 101	Fundamentals of Accounting <a href="#">QR</a>	
BUA 233	Uses of Accounting Information I	3 credits
BUS 205	Computerized Accounting with QuickBooks	2 credits
CMP 101	Introduction to Computers <a href="#">QR</a>	
CMP 103	Introduction to Computer Based Systems	3 credits
SBM 110	Introduction to Entrepreneurship	3 credits
SBM 111	Marketing	3 credits
SBM 121	Supervision	3 credits
SBM 211	Financial Management	3 credits
SBM 221	Business Ethics	3 credits
SBM 231	Business Planning	1 credit

#### Total Minimum Certificate Requirements **24 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 12 credits at Eastern Arizona College.

You must also complete an academic requirement by one of the following methods:

- Completion of ENG 100, Writing Fundamentals, or higher with a grade of "C" or better.
- EAC equivalent writing placement score of 70 or higher entered into your student record.
- Completion of BUS 111, Business Mathematical Calculations, with a grade of "C" or better.
- Completion of MAT 100, Applied Mathematics, or higher with a grade of "C" or better.
- EAC equivalent mathematics placement score of 41 or higher entered into your student record.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtml](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtml)

## SOCIOLOGY

### Associate of Arts Degree

#### AA-GR 60807

Advisor: Wayne Flake

This degree prepares students for careers requiring a general AA degree, entry level social services work, or transfer to a 4 year college program leading to a Bachelor's degree. Since program requirements differ between universities official transfer pathway ([www.aztransfer.com/transferpathways](http://www.aztransfer.com/transferpathways)) of the school which you plan to attend upon leaving EAC should be consulted in order to adjust this program to your personal needs.

#### Curriculum Requirements

MAT 160	Introduction to Statistics	3 credits
PSY 101	Introduction to Psychology (DI)	3 credits
SOC 101	Introduction to Sociology (GIH) (DI)	3 credits
SOC 110	Marriage and the Family (DI)	3 credits
SOC 201	Social Problems (DI)	3 credits

#### Total Curriculum Requirements **15 credits**

#### General Education Requirements

AGEC-A. To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry course (IW), Global/International/Historical Awareness (GIH) course, and Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements.

#### Composition

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

#### Mathematics

MAT 140	College Mathematics <a href="#">QR</a>	
MAT 154	Precalculus Algebra	3 to 4 credits

#### Lab Science

BIO 100	Biology Concepts	4 credits
	Another Lab Science course from list on pages 48-49.	4 credits

#### Humanities

Select from Humanities list on pages 48-49. Choose courses from more than one department and one course must be in the Fine Arts. **6 credits**

#### Social Sciences

ANT 102	Introduction to Cultural Anthropology (GIH) (DI)	3 credits
	Another Social Sciences course from list on pages 48-49.	3 credits

#### Options

CMP 103	Introduction to Computer Based Systems	3 credits
	Another Options course from list on pages 48-49.	3 credits

#### Total General Education Requirements **35 to 36 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major.

#### Elective Requirements

Select a sufficient number of elective credits to obtain the 64 credit hours required. Choose electives from the list of courses in the Arizona Higher Education Course Equivalency Guide (CEG) located at [http://aztransmac2.asu.edu/cgi-bin/WebObjects/Admin\\_CEG.woa/wa/EBetter](http://aztransmac2.asu.edu/cgi-bin/WebObjects/Admin_CEG.woa/wa/EBetter). Select the Eastern Arizona College Elective or Better report. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

Suggested courses for university transfer:

UA Transfer Students

Language proficiency demonstration: select courses that will satisfy the language proficiency at the University of Arizona.

#### Total Elective Requirements **13 to 14 credits**

#### Total Minimum Degree Requirements **64 credits**

In addition to completing each of the courses listed above with a grade of "C" or better, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
- Attain a cumulative grade point average of 2.00 or higher.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
- Remove any indebtedness to the College.

## SPORTS MEDICINE AND REHABILITATIVE THERAPIES

### Certificate of Proficiency

#### 30501

**Advisors:** Craig Hackett, Senecca Stromberg

Students in this program will learn basic exercise science, nutrition, fitness assessment, exercise programming, and instructional and spotting techniques. Students who successfully complete the program are prepared to earn national certification as an ACE Personal Fitness Trainer. They may go on to further education leading to a career as an athletic trainer or a physical therapist.

#### Curriculum Requirements

HHP 100	Personal Health	3 credits
HHP 140	Fitness and Sports Medicine I	1 credit
HHP 141	Fitness and Sports Medicine II	1 credit
HHP 210	Introduction to Exercise Science and Physical Education	3 credits
HHP 213	Introduction to Strength and Conditioning for Sport Performance	3 credits
HHP 240	Fitness and Sports Medicine III	1 credit
HHP 241	Fitness and Sports Medicine IV	1 credit
HHP 270	Introduction to Sports Medicine	3 credits
HHP 274	Sports Nutrition	3 credits
HHP 276	Sports Psychology	3 credits
HHP 278	Kinetic Anatomy	3 credits
HHP 292	Athletic Training Practicum I	3 credits

#### Total Minimum Certificate Requirements **28 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 14 credits at Eastern Arizona College.

You must also complete an academic requirement by one of the following methods:

- Completion of ENG 100, Writing Fundamentals, or higher with a grade of "C" or better.
- EAC equivalent writing placement score of 70 or higher entered into your student record.
- Completion of BUS 111, Business Mathematical Calculations, with a grade of "C" or better.
- Completion of MAT 100, Applied Mathematics, or higher with a grade of "C" or better.
- EAC equivalent mathematics placement score of 41 or higher entered into your student record.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtm](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtm)

## SPORTS STUDIES

### Associate of Arts Degree

#### AA-SR 60502

**Advisors:** Jim Bagnall, Craig Hackett, Senecca Stromberg

Recipients of this degree are prepared to pursue a major in Athletic Training, Wellness, Kinesiology, or related Sports Medicine at a four-year college or university. Since program requirements differ between universities, the official transfer pathway ([www.aztransfer.com/transferpathways](http://www.aztransfer.com/transferpathways)) of the school which you plan to attend upon leaving EAC should be consulted in order to adjust this program to your personal needs.

#### Curriculum Requirements

Select at least 21 credits from the following courses that correspond to your area of emphasis:

HCE 156	Science for Allied Health	4 credits
HHP 210	Introduction to Exercise Science and Physical Education	3 credits
HHP 270	Introduction to Sports Medicine	3 credits
HHP 274	Sports Nutrition	3 credits
HHP 276	Sports Psychology	3 credits
HHP 278	Kinetic Anatomy	3 credits
HHP 290	Prevention and Care of Athletic Injuries	3 credits
HHP 292	Athletic Training Practicum I	3 credits
HHP 293	Athletic Training Practicum II	3 credits
HHP 294	Athletic Training Practicum III	3 credits
HHP 295	Athletic Training Practicum IV	3 credits

#### Total Curriculum Requirements **21 credits**

#### General Education Requirements

AGEC-A. To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry course (IW), Global/International/Historical Awareness (GIH) course, and Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements.

#### Composition

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

#### Mathematics

MAT 154	Precalculus Algebra	4 credits
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#### Lab Science

BIO 201	Human Anatomy and Physiology I	4 credits
BIO 202	Human Anatomy and Physiology II	4 credits
CHM 151	General Chemistry I	4 credits

#### Humanities

Select from Humanities list on pages 48-49. Choose courses from more than one department and one course must be in the Fine Arts. 6 credits

#### Social Sciences

HHP 100	Personal Health (DI)	3 credits
PSY 101	Introduction to Psychology (DI)	3 credits

#### Options

Select courses from the list on pages 48-49 to achieve a total of at least 35 credits in General Education courses. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections. 3 credits

#### Total General Education Requirements **37 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major.

#### Elective Requirements

To earn this degree you must select a sufficient number of elective credits numbered 100 or above to obtain the 64 credit hours required. Choose electives from the list of courses in the Arizona Higher Education Course Equivalency Guide (CEG) located at [http://aztrans-mac2.asu.edu/cgi-bin/WebObjects/Admin\\_CEG.woa/wa/EBetter](http://aztrans-mac2.asu.edu/cgi-bin/WebObjects/Admin_CEG.woa/wa/EBetter). Select the Eastern Arizona College Elective or Better report. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

**Total Elective Requirements 6 credits**

**Total Minimum Degree Requirements 64 credits**

In addition to completing the required courses listed above with a grade of "C" or better, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
- Attain a cumulative grade point average of 2.00 or higher.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
- Remove any indebtedness to the College.

## THEATRE ARTS

### Associate of Arts Degree

#### AA-SR 60404

**Advisors:** Scott Dahl, Steven Higginbotham

This degree provides the first two years of a four-year program in Theatrical Arts. Since program requirements differ between universities, the official transfer pathway ([www.aztransfer.com/transferpathways](http://www.aztransfer.com/transferpathways)) of the school which you plan to attend upon leaving EAC should be consulted in order to adjust this program to your personal needs. At EAC, we employ an integrated approach to our craft that focuses on learning, research, practice, and application through the study of stagecraft, performance, design, dramatic literature, and the historical, literary, and cultural roots of the theatre arts.

#### Curriculum Requirements

THC 110	Acting I	3 credits
THC 111	Acting II	3 credits
THC 117	Voice and Diction for Theater	3 credits
THC 120	Rehearsal and Production I	1 to 2 credits
THC 203	Principles of Dramatic Structure	3 credits
THC 217	Introduction to Design Scenography	3 credits
THC 230	Stage Makeup	2 credits
THC 231	Stagecraft	3 credits

**Total Curriculum Requirements 21 to 22 credits**

#### Curriculum Related Requirements

Select 8 credits from the following:

DAN 150	Beginning Theatre Dance I	1 credit
DRF 154	Introduction to AutoCAD	3 credits
THC 112	Acting for Film	2 credits
THC 121	Rehearsal and Production II	1 to 2 credits
THC 140	Costume Construction	2 credits
THC 141	Introduction to Costume Design	2 credits
THC 160	Repertory Acting Company I	3 credits
THC 161	Repertory Acting Company II	2 credits
THC 170	Introduction to Stage Lighting	3 credits
THC 171	Stage Combat	2 credits
THC 205	Musical Theatre I	3 credits
THC 220	Rehearsal and Production III	1 to 2 credits
THC 221	Rehearsal and Production IV	1 to 2 credits
THC 236	Introduction to Scene Design	3 credits
THC 260	Repertory Acting Company III	1 to 3 credits
THC 261	Repertory Acting Company IV	1 to 3 credits
THC 290	Acting Workshop	1 to 3 credits

**Total Curriculum Related Requirements 8 credits**

#### General Education Requirements

AGEC-A. To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry course (IW), Global/International/Historical Awareness (GIH) course, and Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements.

#### Composition

ENG 101	Written Communications I	3 credits
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ENG 102	Written Communications II	3 credits
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#### Mathematics

Select from list on pages 48-49. 3 to 5 credits

#### Lab Science

Select from list on pages 48-49. 8 credits

#### Humanities

MUS 101	World of Music (GIH) (DI)	3 credits
THC 105	Introduction to Theatre (GIH) (DI)	3 credits
Another Humanities course from list on pages 48-49.		3 credits

#### Social Sciences

PSY 101 Introduction to Psychology (DI) 3 credits  
 Select two additional Social Sciences courses from the list on pages 48-49. Choose courses from more than one department. 6 credits

**Total General Education Requirements 35 to 37 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major.

**Total Minimum Degree Requirements 64 credits**

In addition to completing the required courses listed above with a grade of "C" or better, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
- Attain a cumulative grade point average of 2.00 or higher.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
- Remove any indebtedness to the College.

## WELDING/MANUFACTURING FUNDAMENTALS

### Certificate of Proficiency

#### 30642

**Advisor:** Carlton Penn

This program provides the student an opportunity to develop skills using various welding and cutting tools, techniques, and materials in preparation for entry into the welding trades.

#### Curriculum Requirements

AMT 104	Machining and Fabrication <u>OR</u>	
MSP 101	Fundamentals of Machine Shop	2 to 3 credits
AMT 110	Introduction to Fab Lab Technology	2 credits
AMT 220	Advanced Manufacturing Methods	4 credits
WLD 101	Welding	3 credits
WLD 108	Welding and Metal Fabrication	3 credits
WLD 201	Repair Welding and Fabrication <u>OR</u>	
WLD 270	Technical Welding	3 credits
WLD 211	Pipe Welding <u>OR</u>	
WLD 260	Flux Cored Arc and Gas Metal Arc Welding	3 credits

**Total Minimum Certificate Requirements 20 to 21 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 10 credits at Eastern Arizona College.

You must also complete an academic requirement by one of the following methods:

- Completion of ENG 100, Writing Fundamentals, or higher with a grade of "C" or better.
- EAC equivalent writing placement score of 70 or higher entered into your student record.
- Completion of BUS 111, Business Mathematical Calculations, with a grade of "C" or better.
- Completion of MAT 100, Applied Mathematics, or higher with a grade of "C" or better.
- EAC equivalent mathematics placement score of 41 or higher entered into your student record.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtml](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtml)

## WELDING TECHNOLOGY

### Associate of Applied Science Degree 20609

**Advisor:** Carlton Penn

Welding Technology degree program provides the student an opportunity to develop skills using various welding and cutting tools, techniques, and materials. This degree program prepares students for career success in welding and metal fabrication. This Welding Technology degree also develops supervisory skills that enables students to become a project supervisor or manager. Welding certification by an independent agency is available. This AAS degree is also available as a transfer degree to a BAS program. See your advisor for information concerning the transfer degree.

#### Curriculum Requirements

AMT 102	Materials for Industry	3 credits
AMT 104	Machining and Fabrication <u>OR</u>	
MSP 101	Fundamentals of Machine Shop	2 to 3 credits
DRF 150	Dimensioning and Tolerancing	1 credit
TEC 133	Safety Practices for Industry	1 credit
WLD 101	Welding	3 credits
WLD 108	Welding and Metal Fabrication	3 credits
WLD 201	Repair Welding and Fabrication	3 credits
WLD 211	Pipe Welding	3 credits
WLD 260	Flux Cored Arc and Gas Metal Arc Welding	3 credits
WLD 270	Technical Welding	3 credits
WLD 290	Welding Certification	1 credit

In addition to the required courses above, select from the following Curriculum Related courses to complete a total of 40 curriculum credits.

AMT 110	Introduction to Fab Lab Technology	2 credits
AMT 220	Advanced Manufacturing Methods	4 credits
AUT 101	Introduction to Automotive Technology <u>OR</u>	
AUT 180	Automotive Service Techniques	2 to 4 credits
AUT 105	Automotive Electrical Fundamentals <u>OR</u>	
ELT 110	Electricity and Electronics	2 to 3 credits
COE 111	Cooperative Education I (Occupational)	1 to 4 credits
DRF 154	Introduction to AutoCAD	2 to 3 credits
DRF 271	Advanced AutoCAD	2 to 3 credits
MSP 260	Pattern Making and Foundry	2 credits
SBM 110	Introduction to Entrepreneurship	3 credits
SBM 121	Supervision	3 credits
SBM 231	Business Planning	1 credit
TEC 112	Basic Hydraulics and Pneumatics	2 credits
WLD 299	Independent Study	1 to 4 credits

**Total Curriculum Requirements** **40 credits with a  
GPA of 2.00 or higher**

#### General Education Requirements

##### Composition

ENG 100	Writing Fundamentals or higher	3 credits
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##### Mathematics

MAT 100	Applied Mathematics or higher	3 to 5 credits
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##### Computers

CMP 101	Introduction to Computers <u>OR</u>	
CMP 103	Introduction to Computer Based Systems	3 credits

Select a sufficient number of credits from the list of General Education courses on pages 50-51 to obtain the 18 credits required. You may not exceed nine credits in any GE category, with the

exception of Health and Physical Education where the maximum is two credits.

#### Total General Education Requirements

**18 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major. Each course taken to satisfy the General Education Requirements of this degree must be completed with a grade of "C" or better.

#### Elective Requirements

To earn this degree you must select a sufficient number of elective credits numbered 100 or above to obtain the 64 credit hours required. For students earning the AAS degree, it is highly recommended students choose electives from the Curriculum Related courses. For students transferring to a BAS program, it is highly recommended students choose additional General Education courses to complete the AGEC-A requirements. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

#### Total Elective Requirements

**6 credits**

#### Total Minimum Degree Requirements

**64 credits**

In addition to completing the required courses listed above, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
- Attain a cumulative grade point average of 2.00 or higher.
- Demonstrate a reading competency at the tenth grade level or above as demonstrated by one of the following methods:
  1. EAC Equivalent Score of 60 or higher via COMPASS, Accuplacer, ASSET, ACT Reading Assessment, SAT Verbal Score, Nelson Denny, TABE, or ABLE tests\*
  2. Completion of ENG 091, Reading Improvement II, with a grade of "C" or better

\*Your EAC equivalent reading assessment test score is available on Gila Hank Online or from your advisor. If you took the ASSET test or submitted an ACT, SAT, Nelson Denny, TABE, or ABLE score, a derived EAC equivalent score has been placed in your record and is available on Gila Hank Online or from your advisor.

- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
- Remove any indebtedness to the College.

## WELDING TECHNOLOGY

### Certificate of Proficiency

#### 30626

**Advisor:** Carlton Penn

The Welding Technology Certificate program provides the student an opportunity to develop skills using various welding and cutting tools, techniques, and materials in preparation for entry into the welding trades. Welding certification by an independent agency is available.

#### Curriculum Requirements

DRF 150	Dimensioning and Tolerancing	1 credit
TEC 133	Safety Practices for Industry	1 credit
WLD 101	Welding	3 credits
WLD 108	Welding and Metal Fabrication	3 credits
WLD 201	Repair Welding and Fabrication <u>OR</u>	
WLD 211	Pipe Welding	3 credits
WLD 260	Flux Cored Arc and Gas Metal Arc Welding	3 credits
WLD 270	Technical Welding	3 credits
WLD 290	Welding Certification	1 credit

Select 12 additional credits from the following:

AMT 102	Materials for Industry	3 credits
AMT 104	Machining and Fabrication <u>OR</u>	
MSP 101	Fundamentals of Machine Shop	2 to 3 credits
AMT 110	Introduction to Fab Lab Technology	2 credits
CMP 101	Introduction to Computers <u>OR</u>	
CMP 103	Introduction to Computer Based Systems	3 credits
COE 111	Cooperative Education I (Occupational) <u>OR</u>	
WLD 299	Independent Study	1 to 4 credits
DRF 154	Introduction to AutoCAD	2 to 3 credits
MSP 260	Pattern Making and Foundry	2 credits

**Total Minimum Certificate Requirements 30 credits**

In order to obtain this certificate you must:

- Complete each required course above with a grade of "C" or better.
- File a petition for certificate through your Gila Hank Online account.
- Remove any indebtedness to the College.
- Complete at least 15 credits at Eastern Arizona College.

You must also complete an academic requirement by one of the following methods:

- Completion of ENG 100, Writing Fundamentals, or higher with a grade of "C" or better.
- EAC equivalent writing placement score of 70 or higher entered into your student record.
- Completion of BUS 111, Business Mathematical Calculations, with a grade of "C" or better.
- Completion of MAT 100, Applied Mathematics, or higher with a grade of "C" or better.
- EAC equivalent mathematics placement score of 41 or higher entered into your student record.

**Gainful Employment Disclosure.** The following link provides valuable information regarding this certificate program such as the total length of the program, the percentage of students who graduate on time, the total cost of the program, student loan data and other valuable data. Please review this information so that you make an informed decision regarding your education at EAC. [http://www.eac.edu/Student\\_Services/Financial\\_Aid/gainful\\_employment.shtm](http://www.eac.edu/Student_Services/Financial_Aid/gainful_employment.shtm)

To earn this degree you must select a sufficient number of elective credits numbered 100 or above to obtain the 64 credit hours required. If you plan to transfer, consult the catalog or an advisor from the school you will transfer to as you make your selections.

**Total Elective Requirements 17 credits**

**Total Minimum Degree Requirements 64 credits**

In addition to completing the required courses listed above with a grade of "C" or better, you must meet the following general graduation requirements to obtain this degree:

- Complete at least 16 degree credits at Eastern Arizona College.
- Attain a cumulative grade point average of 2.00 or higher.
- File a Graduation Petition at least 60 calendar days prior to the end of the semester in which graduation is anticipated and pay the fee of \$10.
- Remove any indebtedness to the College.

**WILDLIFE BIOLOGY**

**Associate of Science Degree  
TG-XR 80710**

**Advisor:** Aaron Burk

This degree provides the first two years of a Bachelor of Science degree in Wildlife Biology or Wildlife Management. Since program requirements differ between universities, the official transfer pathway ([www.aztransfer.com/transferpathways](http://www.aztransfer.com/transferpathways)) of the school which you plan to attend upon leaving EAC should be consulted in order to adjust this program to your personal needs.

**Curriculum Requirements**

BIO 181	General Biology I	4 credits
BIO 182	General Biology II	4 credits

**Total Curriculum Requirements 8 credits**

**General Education Requirements**

AGEC-S. To complete your General Education requirements, one of the courses taken to fulfill degree requirements must be designated as an Intensive Writing/Critical Inquiry course (IW), Global/International/Historical Awareness (GIH) course, and Diversity and Inclusion (DI) course. Note that a single course may fulfill more than one of the requirements.

**Composition**

ENG 101	Written Communications I	3 credits
ENG 102	Written Communications II	3 credits

**Mathematics**

MAT 220	Calculus I	5 credits
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**Lab Science**

CHM 151	General Chemistry I	4 credits
CHM 152	General Chemistry II	4 credits
CHM 235	General Organic Chemistry I	4 credits
CHM 236	General Organic Chemistry II (IW)	4 credits

**Humanities**

Select from Humanities list on pages 48-49. Choose courses from more than one department and one course must be in the Fine Arts. 6 credits

**Social Sciences**

BUA 221 Principles of Macroeconomics (GIH) (DI) 3 credits  
 Select another non-BUA department Social Sciences course from list on pages 48-49. 3 credits

**Total General Education Requirements 39 credits**

Courses listed in Curriculum Requirements that qualify for General Education credit (see the General Education section of the catalog) may fulfill both General Education and Curriculum Requirements unless General Education Requirements are specified in the major.

**Elective Requirements**



# COURSE DESCRIPTIONS

EAC offers over a thousand courses in fifty-three subject areas. Our classes are taught by highly qualified instructors, not teaching assistants, and classes are small so you won't get lost in the crowd.

## SAMPLE COURSE DESCRIPTION

1. This is the course number. Courses numbered from 001 to 099 will not be counted as graduation credit. Those numbered 100-199 are normally first-year or freshman level, and those numbered 200-299 are normally for second-year or sophomore students.
2. The credit hour is the unit of credit at EAC, as at most colleges and universities. Each credit hour represents one 50-minute class per week per semester, plus two hours of outside preparation and/or lab work.
3. An entry here indicates that the course meets one of EAC's General Education requirements in the category shown.
4. The semester offered applies only to the Thatcher campus. Classes may also be offered in different semesters than specified depending on student demand. Requests for classes may be made to the Academic Deans on the Thatcher Campus. Other sites will offer and teach classes based on student demand at those sites. We reserve the right to cancel any class for which there is insufficient enrollment.
5. This designation indicates that the credits for this course do not count against you in an overload situation (18 or more credit hours).
6. An entry here indicates that in order to succeed in this course, you should have certain prerequisite experiences prior to taking it. Prerequisites are checked by computer at the time of registration. If you wish to enroll prior to receiving a grade in the prerequisite course, enrollment is allowed but is contingent on the final grade. If you have

met the prerequisite at another institution, an official transcript from that institution must be on file and have been evaluated by the EAC Records and Registration Office prior to registration.

A waiver of prerequisites may be requested by petitioning the Admissions and Academic Standards Appeals Committee. The petition process must be completed prior to the end of registration for the course you wish to enroll in.

Students who enter or complete a course without meeting the prerequisites for that course may either be withdrawn from the course without a tuition refund, or receive no credit for the course.

<ol style="list-style-type: none"> <li>1</li> <li>2</li> <li>3</li> <li>4</li> <li>5</li> <li>6</li> </ol>		<p><b>BIO 202</b> <b>Human Anatomy and Physiology II</b> 4 credits GE category: Lab Science Offered every fall and spring semester Activity/Personal Enrichment Prerequisite: BIO 201</p> <p>Continuation of structure and function of the human body. Topics include the endocrine, circulatory, respiratory, digestive, urinary, and reproductive systems.</p>
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The Shared Unique Number (SUN) System helps you identify courses that will directly transfer among Arizona's community colleges and three public universities. Using the SUN System, you can easily search for and enroll in courses that offer direct equivalency at other Arizona colleges and universities. SUN courses have their own unique course number and prefix listed alongside each college's course number. Look for the SUN icon in this catalog or on the EAC web site or visit [www.aztransfer.com/sun/](http://www.aztransfer.com/sun/) for more information.

## ADMINISTRATION OF JUSTICE

### AJS 101 AJS 1101 Introduction to Criminal Justice 3 credits

GE category: Social Sciences  
Offered every fall and spring semester  
Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

An introduction to crime and society's responses to it. Examines the nature and causes of crime, the criminal law, constitutional safeguards, and the organization and operation of the criminal justice system including the police, courts, and corrections. Covers the history of the criminal justice system, terminology, and career opportunities.

### AJS 103 Criminal Investigation 3 credits

Offered every fall and spring semester  
This course covers the fundamentals of criminal investigations. The theory of criminal investigations, crime scene procedures, case preparation, interviewing and basic investigative techniques are examined.

### AJS 115 Basic Peace Officer Academy I 15 credits

Offered upon request  
An approved AzPOST Peace Officer Academy designed to train a regular or reserve officer for State certification. Students must be sponsored by an approved law enforcement agency, or admitted through open enrollment, in accordance with all current Arizona Peace Officer Standards and Training Board guidelines. All students must first be admitted to the academy to enroll

in the course. Refer to the Administration of Justice AAS degree curriculum for a listing of courses that, upon academy graduation, are fulfilled toward the Administration of Justice AAS or AA degrees.

### AJS 126 The Juvenile Function 3 credits

Offered every spring semester  
An examination of the history and development of juvenile justice theories, procedures, and institutions.

### AJS 130 The Correction Function 3 credits

Offered every fall and spring semester  
This course examines the history and development of correctional theories and institutions.

### AJS 202 Substantive Criminal Law 3 credits

Offered every fall and spring semester  
This course covers the philosophy of legal sanctions and historical development from the common law to modern criminal law, classifications of crimes, elements of and parties to crimes, general definitions of crime, common defenses utilized, and includes specific offenses and the essential elements of each offense.

**AJS 215**

**Basic Peace Officer Academy II**

15 credits  
Offered upon request

Prerequisite: AJS 115

An approved AzPOST Peace Officer Academy designed to train a regular or reserve officer for State certification. Students must be sponsored by an approved law enforcement agency, or admitted through open enrollment, in accordance with all current Arizona Peace Officer Standards and Training Board guidelines. All students must first be admitted to the academy to enroll in the course. Refer to the Administration of Justice AAS degree curriculum description for a listing of courses that, upon academy graduation, are fulfilled toward the Administration of Justice AAS or AA degrees.

**AJS 220**

**Procedural Criminal Law**

3 credits  
Offered every fall and spring semester

This course examines the court system and procedures from arrest to final disposition with special attention given to the appellate and Supreme Court decisions, due process of law, and Constitutional Law. Current and recent developments relating to arrest, searches, and seizures; constitutional rights predominately associated with the Fourth, Fifth, Sixth, and Fourteenth Amendments as related to criminal justice and its administration—warrants, warrantless seizures, exclusionary rule, confessions, eye-witness identification, electronic surveillance, entrapment, and state variance with federal rules.

**AJS 225**

**Criminology**

3 credits  
GE category: Social Sciences  
Offered every fall and spring semester

Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

Study of deviance, society's role in defining behavior; theories of criminality and the economic, social, and psychological impact of crime; relationships between statistics and crime trends. Examines crime victimization and the various types of crime and categories of offenders.

**AJS 254**

**Crime Control**

3 credits  
Offered every fall semester

This course focuses on the research regarding the effectiveness of various crime control programs. It is designed to provide students with a broad analysis of both historic and contemporary crime control strategies implemented by the police, courts, legislators, and the correctional system. It is based upon an emerging perspective that is transforming criminological theory and practice: environmental criminology.

**AJS 266**

**The Police Function**

3 credits  
Offered every fall and spring semester

This course is a study of who the police are, what they do, and how they do it. It includes basic patrol techniques including stopping, arresting, and handling criminal suspects, methods of police patrol and observation, handling domestic disputes and crisis intervention, and crimes in progress.

**AJS 282**

**Police Supervision**

3 credits  
Offered every fall semester

A study of the police first line supervisor's role and responsibilities as they relate to leading, directing, and controlling personnel both formally and informally.

**AJS 297**

**Workshop**

1 to 6 credits  
Offered upon request  
Activity/Personal Enrichment

Designed to meet a variety of needs for students in Administration of Justice.

**ADMINISTRATIVE INFORMATION SERVICES**

**AIS 108**

**Introduction to Keyboarding Technique**

1 credit  
Offered every fall and spring semester  
This course is designed to teach the keyboard and proper keyboarding technique. Identical to CMP 108.

**AIS 117**

**Electronic Keyboarding I**

3 credits  
Offered every fall and spring semester  
This course introduces techniques of computer keyboarding with emphasis on touch control, speed, and accuracy. Using a word processing program, the course also introduces the formats of reports, letters, memos, tables, and employment documents.

**AIS 118**

**Electronic Keyboarding II**

3 credits  
Offered every fall and spring semester  
After a comprehensive review of basic keyboarding principles with emphasis on improving speed and accuracy as well as developing 10-key skills, students use a word processing program to produce a wide range of typical business correspondence, tables, reports, forms, and publications based on current office practices. At least one semester of keyboarding is recommended.

**AIS 213A**

**Office Procedures/Records Management**

1 credit  
Offered every fall semester

One of the three office procedures modules designed to give the student real-world, hands-on experience while developing knowledge and skills necessary for work in the business office. In this module, students will learn the basic principles and procedures of managing business records and documents using alphabetic, geographic, subject, chronological, and numeric filing systems. Covers the records management process from creation to disposition.

**AIS 213B**

**Office Procedures/Office Transcription**

1 credit  
Offered every fall semester

One of three office procedures modules designed to give the student real-world, hands-on experience while developing knowledge and skills necessary for work in the business office. In this module, students develop skills in the use of transcribing equipment to produce mailable documents in various business entities, including the medical, legal, government, education, and general business field. Emphasizes listening techniques, English fundamentals, proofreading, and proper formatting. Keyboarding skill necessary.

**AIS 213C**

**Office Procedures/Professional Business Office**

1 credit  
Offered every fall semester  
One of three office procedures modules designed to give the student real-world, hands-on experience while developing knowledge and skills necessary for work in the professional business office. In this module, students develop skills for operating reprographics and communications equipment. Students are also introduced to the concepts of professionalism, etiquette, and acceptable attitudes for workplace success.

**AIS 214**

**The Office Professional**

3 credits  
Offered every fall and spring semester  
Study and application of office procedures, skills, and responsibilities that reflect the technological changes, global influences and professionalism of the 21st century office professional. Students will learn to be productive team members, behave ethically, process information via technology, communicate effectively, prepare travel, meeting, and financial documents, lead and supervise others.

**AIS 226**

**Legal Transcription**

3 credits  
Offered every fall semester  
This course is designed to give the student a working knowledge of legal terminology and legal report formats used in transcription from taped legal dictation. Recommend keyboarding skills of 40 wpm.

**AIS 237**

**Word Processing Applications**

3 credits  
Offered every fall semester  
This course provides students with the opportunity to learn word processing for employment purposes or home use and to utilize a microcomputer as a word processor. It is recommended that the student key at a minimum rate of 40 net words per minute.

**AIS 238**

**Advanced Office Applications**

3 credits  
Offered every spring semester  
Prerequisite: CMP 101 or CMP 103 or instructor approval  
In this project-oriented course, students create documents suitable for professional and personal purposes. Prior knowledge of word processing, spreadsheet and database applications is essential. Activities will include merging, macros, templates, sorting, calculated tables, file management, styles, fill-in forms, and graphic use.

**AIS 239A**

**Multimedia/Electronic Task Management**

1 credit  
Offered every spring semester  
One of three multimedia modules designed to give students a higher level of office technology skills. Using a Personal Information Manager (PIM) program, students will learn how to manage email, organize schedules, maintain contact lists and to-do lists, and keep a log of computer tasks. This module also includes integrating data to and from other applications. Identical to CMP 239A.

**AIS 239B**

**Multimedia/Digital Imaging**

1 credit  
Offered every spring semester  
One of three multimedia modules designed to give students a higher level of office technology skills. This module provides students with hands-on experience with digital imaging technology including scanners, digital cameras, and photo software. Students must be familiar with basic desktop publishing techniques to complete projects. Identical to CMP 239B.

**AIS 239C****Multimedia/Internet for Business**

1 credit  
Offered every spring semester

One of three multimedia modules designed to give students a higher level of office technology skills. In this module, students learn and apply the tools, language, and culture of the Internet. Important ethical issues are addressed as individual and team Internet projects are completed. Projects will include web site design and research. Identical to CMP 239C.

**AIS 240****Desktop Publishing**

3 credits  
Offered every fall semester

Emphasizes basic to intermediate skills in desktop publishing through a variety of modern, real-life activities using current versions of Microsoft Publisher and Microsoft Word. Students will develop skills in making design and typography decisions, handling multi-column documents, inserting and editing graphics, and creating styles and charts. Students will create a portfolio of business documents to demonstrate mastery. Word processing skill is needed. Identical to CMP 240.

**AIS 241****Integrated Business Projects**

3 credits  
Offered every spring semester

Prerequisite: AIS 238 or instructor approval

Reinforces the major office applications found in suite software: word processing, electronic presentations, spreadsheets, and databases. Students use the applications software in real-world situations that show the significance of learning the software and that require decision-making and problem-solving skills. Students will spend 15 hours on the job with an expert and observe how the professional goes about his or her daily tasks.

**AIS 297****Workshop**

1 to 6 credits  
Offered upon request  
Activity/Personal Enrichment

Designed to meet a variety of needs for students in Administrative Information Services.

**AIS 298****Workshop**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Designed to meet a variety of needs for students in Administrative Information Services.

**AIS 299****Independent Study**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Design and execution of original projects under faculty supervision.

**ADULT BASIC SKILLS****ABS 020****ELAA Beginning Literacy**

2 credits  
Developmental course - does not count for graduation credit  
Offered upon request

This course emphasizes speaking, listening, reading and writing through strategies such as basic vocabulary and grammatical structures in face to face conversations with one person at a time or in familiar, supportive group. Topics about common, routine matters become familiar. Listening skills are developed during short monologues and dialogues.

**ABS 021****ELAA I**

2 credits  
Developmental course - does not count for graduation credit  
Offered upon request

Provides learners with basic vocabulary and grammatical structures in face-to-face conversations with one person at a time or in a familiar, supportive group. Topics about common, routine matters become familiar. Listening skills are developed during short monologues and dialogues.

**ABS 022****ELAA II**

2 credits  
Developmental course - does not count for graduation credit  
Offered upon request

Learners at this stage of proficiency comprehend basic vocabulary and grammatical structures in face-to-face conversations with one person at a time. Listening communications are short monologues and dialogues on familiar routine topics delivered at a slow-to-normal rate. Their speech is guided by specific questions when necessary.

**ABS 023****ELAA III**

2 credits  
Developmental course - does not count for graduation credit  
Offered upon request

Students at this stage of proficiency can write short reports or essays up to four paragraphs using basic vocabulary and common language structures. The adult learner can comprehend short conversations and interactions that are face-to-face with one person at a time or in small groups. Listening communications consist of moderately short monologues and dialogues on familiar routine topics.

**ABS 024****ELAA IV**

2 credits  
Developmental course - does not count for graduation credit  
Offered upon request

Students at this stage of proficiency comprehend standard speech in most settings. They are able to comprehend the main ideas and relevant details of extended discussions on a wide variety of general interest topics. They have mastered basic sentence structure and verb tenses, but may have some difficulty with more complex structures. Learners' rate of speech is at a normal-to-fast rate.

**ABS 025****ELAA V**

2 credits  
Developmental course - does not count for graduation credit  
Offered upon request

Develops improved proficiency and understanding of most standard speech. Expands understanding of the main ideas and relevant details of discussions or presentations on a wide range of topics including unfamiliar and technical ones. Listening communications are exercised in the form of lectures, debates, discussions and critiques. Learners expand understanding of speech variations in stress, intonation, pace and rhythm.

**ABS 030****Basic Math I**

2 credits  
Developmental course - does not count for graduation credit  
Offered upon request

Basic mathematical concepts will be applied to a variety of real-life problems.

**ABS 031****Basic Math II**

2 credits  
Developmental course - does not count for graduation credit  
Offered upon request

This course is an introduction to number sense, data analysis, measurements, and beginning algebra and geometry.

**ABS 032****Basic Math III**

2 credits  
Developmental course - does not count for graduation credit  
Offered upon request

High intermediate mathematical concepts and more complex concepts will be applied to solve a variety of real-life problems.

**ABS 035****Secondary Math I**

2 credits  
Developmental course - does not count for graduation credit  
Offered upon request

Secondary mathematical concepts will be applied to solve a variety of real-life problems.

**ABS 036****Secondary Math II**

2 credits  
Developmental course - does not count for graduation credit  
Offered upon request

Prerequisite: ABS 035

Advanced secondary mathematical concepts will be applied to solve a variety of real-life problems.

**ABS 040****Basic Reading I**

2 credits  
Developmental course - does not count for graduation credit  
Offered upon request

This course will assist the learner to develop and apply reading strategies for the understanding of written materials.

**ABS 041****Basic Reading II**

2 credits  
Developmental course - does not count for graduation credit  
Offered upon request

This course will assist the student in decoding strategies to derive meaning of words and distinguish between various texts.

**ABS 042****Basic Reading III**

2 credits  
Developmental course - does not count for graduation credit  
Offered upon request

This course will assist the student in understanding the meaning of words and texts in different genres through various reading strategies.

**ABS 050**

**Science**

2 credits

Developmental course - does not count for graduation credit  
Offered upon request

This course provides learners with a broad knowledge base and the ability to use a range of reasoning skills including analyzing and solving problems, applying information to new situations, explaining results, and interpreting information.

**ABS 060**

**Social Studies**

2 credits

Developmental course - does not count for graduation credit  
Offered upon request

This course provides learners a roadmap to place in perspective the people, ideas, and events that have shaped our nation and the world.

**ABS 070**

**Elementary Writing I**

2 credits

Developmental course - does not count for graduation credit  
Offered upon request

This course is an introduction to decoding strategies, grammar, and writing skills.

**ABS 071**

**Elementary Writing II**

2 credits

Developmental course - does not count for graduation credit  
Offered upon request

This course is an introduction to writing applying correct spelling, punctuation, capitalization, grammar, and usage rules to complete a variety of writing tasks.

**ABS 072**

**Elementary Writing III**

2 credits

Developmental course - does not count for graduation credit  
Offered upon request

This course will emphasize the writing process to create expository and narrative paragraphs. Polished grammar and spelling corrections are expected to be included in final drafts.

**ABS 075**

**Secondary Writing I**

2 credits

Developmental course - does not count for graduation credit  
Offered upon request

This course is a brief review of complex grammar rules and usage, with a focus on developing a persuasive essay, an expository essay, a personal narrative, and a research project.

**ABS 076**

**Secondary Writing II**

2 credits

Developmental course - does not count for graduation credit  
Offered upon request

Prerequisite: ABS 075

This course is an in depth study of the writing process used in a variety of genres, including a research paper.

**AGRICULTURE**

**AGR 102**

**Animal Industry**

3 credits

Offered upon request

A comprehensive view of the livestock and poultry industries, including the way the science of biology is used in modern livestock practice, focusing on production, marketing, and distribution.

**AGR 119**

**Beginning Horseshoeing**

2 credits

Offered upon request

Fundamentals of beginning horseshoeing, including anatomy and physiology as it deals with the proper shoeing of horses.

**AGR 135**

**Conservation and Natural Resources**

3 credits

Offered every fall and spring semester

Study of conservation as it relates to natural resources, including water, forest, range, wildlife, and recreation. Identical to BIO 105 without lab.

**AGR 230**

**Gardening and Landscaping**

3 credits

Offered every spring semester

Basic principles of gardening and landscaping in a semi-arid desert environment. Successful completion of this course will fulfill the training requirements for the University of Arizona Cooperative Extension Master Gardener Program.

**AGR 240**

**Ecology of the Gila River**

3 credits

Offered upon request

The course will meet the training requirements of the Arizona Master Watershed Steward Program in Graham and Greenlee counties. Students will study biotic and abiotic functions of a watershed, explore the benefits and uses of natural resources, and discuss impacts of the socioeconomic concerns and activities of the community. Identical to BIO 130.

**AGR 297**

**Workshop**

1 to 6 credits

Offered upon request

Activity/Personal Enrichment

Designed to meet a variety of needs for students in Agriculture.

**AGR 298**

**Workshop**

1 to 3 credits

Offered upon request

Activity/Personal Enrichment

Designed to meet a variety of needs for students in Agriculture.

**AGR 299**

**Independent Study**

1 to 3 credits

Offered upon request

Activity/Personal Enrichment

Design and execution of original projects under faculty supervision.

**ADVANCED MANUFACTURING TECHNOLOGY**

**AMT 102**

**Materials for Industry**

3 credits

Offered every fall semester

This course examines the appropriate use of metals, ceramics, polymers, acrylics, and composites in product manufacturing and fabrication.

**AMT 104**

**Machining and Fabrication**

3 credits

Offered every fall semester

This course will help students develop an understanding and appreciation of the machine tool industry and the processes which produce metal projects. Focuses on using mills, lathes, surface grinders, and hand tooling to fabricate various products from a variety of metals using precise measurements and holding precise tolerances.

**AMT 110**

**Introduction to Fab Lab Technology**

2 credits

Offered every fall and spring semester

Successful completers of this course will qualify to work in the Fab Lab with supervision. This course introduces participants to concepts and tools used in a Fab Lab environment; processes for collaborating with other Fab Labs throughout the world; and proper safety procedures, machine setup, and operation of key Fab Lab equipment. Participants will work collectively to keep the lab safe, organized, and clean. Participants will also be required to understand costs associated with items they would like to produce.

**AMT 111**

**Fab Lab Workshop I**

1 to 3 credits

Offered every fall and spring semester

Prerequisite: AMT 110 or instructor approval

This workshop allows participants an opportunity to turn an idea into a small usable product using Fab Lab machines and equipment. Students will investigate ideas to develop and bring ideas to reality. Students will be supervised and assisted to ensure proper safety procedures are followed, machine setup is correct and guided to ensure correct operation. Students will work collectively to keep the Fab Lab safe, organized, and the workstation cleaned up. Students will also be required to understand associated costs of supplies used in the fabrication process.

**AMT 211**

**Fab Lab Workshop II**

1 to 3 credits

Offered every fall and spring semester

Prerequisite: AMT 111 and DRF 154 or instructor approval

This workshop allows students an opportunity to turn an idea into a small usable product using EAC Fab Lab equipment and CAD software. Students will investigate, develop, and bring ideas into reality. Students will be supervised and assisted to ensure proper safety procedures are followed and machine set-up is correct. Students will be guided to ensure equipment is used safely and correctly. Students will be required to link ideas using web-based video dialog with another MIT endorsed Fab Lab. Fab Lab students will work collectively to keep the Fab Lab safe, organized, and clean. Students will also be required to understand associated costs of supplies used in the fabrication process.

**AMT 220**

**Advanced Manufacturing Methods**

4 credits

Offered every spring semester

Prerequisite: AMT 110 or instructor approval

This course will focus on using manual tools, mill, lathe, surface grinder, and CNC (Computer Numerical Control) machines to produce first-run prototype parts from an industry standard drawing. Students will develop a process plan to establish the step-by-step process for part production. Students will use this process plan to ensure each part produced meets tolerances allowanced as noted on CAD/CAM drawing. The course also explores the work opportunities related to the emerging careers in Advanced Manufacturing field.

**AMT 240****Advanced Manufacturing Production Processes**

3 credits

Offered every spring semester

Prerequisite: AMT 220 or instructor approval

This course focuses on using manual machines, 3D scanners, 3D printers, laser cutters, CNC (Computer Numerical Control) routers, plasma cutters, and CNC lathes and mills to produce multiple projects. Core to this course will be the study of industry products to improve their function and usability. Students will be required to develop and follow a manufacturing process plan from CAD (computer aided design) drawing. Students will also be required to upload a project's machine code and manufacture parts within drawing/print callouts and specifications.

**ANTHROPOLOGY****ANT 101****Introduction to Physical Anthropology**

3 credits

GE category: Social Sciences

Offered every fall semester

Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

Survey of physical anthropology and archaeology, including primate studies, origin and antiquity of humans, fossil humans, racial theories, heredity and population genetics, and prehistoric archaeology.

**ANT 102****Introduction to Cultural Anthropology**

3 credits

GE category: Social Sciences

Offered every fall and spring semester

Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

Introduction to cultural anthropology presents culture as a complex adaptive mechanism allowing human populations to solve universal problems in a variety of ways. Cross-cultural content is emphasized as the course explores the diversity of human lifeways and the use of that diversity as a comparative laboratory.

**ANT 110****Mexican-American Culture**

3 credits

GE category: Social Sciences

Offered every spring semester

Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

The Mexican-American culture, from an anthropological, sociological, and historical point of view with emphasis upon contemporary conditions and problems is presented. The course surveys Mexican-American people from their origins in Meso-America and the Gran Chichimeca to the present in the southwestern United States. It includes settlement patterns, society, and political economy of the Spanish Empire and Mexico in El Norte since the Treaty of Guadalupe Hidalgo.

**ANT 120****Indian American Culture**

3 credits

GE category: Social Sciences

Offered every fall semester

Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

Critical survey of Indian American cultures north of Mexico. This course will include discussions on prehistory, historical development, culture, social organization, arts, and technology as they pertain to Native American groups in North America.

**ANT 210****Archaeology of the Southwest**

3 credits

Offered every spring semester

Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

Explores the development of culture in the prehistoric Southwest from the late Pleistocene through the early historic period. Study of archaeological data recovered from the Southwest.

**ANT 211****Women in Cross-Cultural Perspective**

3 credits

GE category: Social Sciences, Intensive Writing

Offered every fall and spring semester

Prerequisite: ENG 101 with a grade of "C" or higher

This course is a cross-cultural study of the definition, trends, and issues of women's status by examining and evaluating the operative forces behind women's role in society.

**ANT 222****Buried Cities and Lost Tribes**

3 credits

GE category: Social Sciences

Offered every fall and spring semester

Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

A general introduction to prehistory. Covers the development and spread of modern man in the Old and New Worlds, the development of agriculture, and the rise of civilizations. Distinguishes between fact and fiction in the interpretation of world prehistory as it applies to various cultures, including gender and ethnicity.

**ART****ART 101**  **ART 1112****Fundamentals of Design**

3 credits

Offered every fall semester

Covers the elements and principles of design in two-dimensional composition through a series of problem solving projects.

**ART 102****Color and Design**

2 to 3 credits

Offered every spring semester

Principles of color theory as related to the visual arts.

**ART 111**  **ART 1111****Drawing**

1 to 3 credits

Offered every fall semester

Activity/Personal Enrichment

Study and practice of various representational drawing techniques in various media.

**ART 111A****Drawing/Pastels**

1 to 3 credits

Offered upon request

Activity/Personal Enrichment

To introduce students to a popular medium enjoyed for its color richness, its versatility, and its easy handling. Students will be introduced to soft, hard, and oil pastels, covering the elements of color, shading, tone, blending, texture, sketching, and composition.

**ART 111B****Drawing/The Creative Process**

2 credits

Offered upon request

Activity/Personal Enrichment

In this beginning course, students will sketch 3-dimensional forms in chiaroscuro and create one- and two-point perspective drawings.

**ART 113****Figure Drawing for Non-Art Majors**

1 credit

Offered every fall and spring semester

Activity/Personal Enrichment

Prerequisite: ART 111

Drawing from draped models, supplementary study of anatomy and plaster casts.

**ART 114****Figure Drawing for Art Majors**

2 to 3 credits

Offered every spring semester

Activity/Personal Enrichment

Prerequisite: ART 111

Drawing from draped models, supplementary study of anatomy.

**ART 118****Rangolee Art from India**

1 credit

Offered upon request

Activity/Personal Enrichment

This course provides an introduction to Rangolee Art from India. Students will learn to draw designs and understand what is meant by constrained creativity.

**ART 122****Beginning Stained Glass I**

1 to 2 credits

Offered every fall and spring semester

Activity/Personal Enrichment

Precision glass cutting, copper foil, and lead came techniques are developed in the creation of stained glass for interior and architectural art objects.

**ART 123****Beginning Stained Glass II**

1 to 2 credits

Offered every fall and spring semester

Activity/Personal Enrichment

Precision glass cutting, copper foil, and lead came techniques are developed in the creation of stained glass for interior and architectural art objects.

**ART 126****Glass Design**

2 credits

Offered upon request

Activity/Personal Enrichment

Provides the student with an opportunity to understand and relate the media of liquid glass in its basic element in nature and for its practical as well as aesthetic use.

**ART 128****Beginning Digital Photography**

3 credits

Offered every fall and spring semester

Prerequisite: CMP 099 or CMP 101 or CMP 103 or instructor approval

Exploration of basic camera techniques, lighting, composition, digital photography, and digital photo editing.

**ART 133**  **ART 1101**

**World Art I**

3 credits  
 GE category: Humanities  
 Offered every fall and spring semester  
 Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy  
 Survey of the history of art from the Paleolithic period to the Renaissance, including non-Western art.

**ART 134**  **ART 1102**

**World Art II**

3 credits  
 GE category: Humanities  
 Offered every spring semester  
 Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy  
 Survey of the history of art from the Renaissance to Contemporary Art.

**ART 141**  
**Mixed Media Techniques in Contemporary Painting**

2 credits  
 Offered upon request  
 Offered in Gila County only  
 Activity/Personal Enrichment  
 This course is designed to provide instruction in the numerous techniques, materials, and approaches to mixed media painting in contemporary art, including the use of tools, application of materials, and composition.

**ART 143**  
**Beginning Acrylic Painting I**

1 to 3 credits  
 Offered upon request  
 Offered in Gila County only  
 Activity/Personal Enrichment  
 This course is designed to provide an introduction to the numerous techniques, materials and approaches to painting with acrylics, including use of tools and materials, composition, color theory and mixing, use of underpainting, washes, glazing, masking, light, shadow, and depth.

**ART 145**  
**Beginning Watercolor I**

1 to 3 credits  
 Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Explore and use beginning techniques, styles, and methods for watercolor painting. Development of skills with an emphasis on highly finished work.

**ART 146**  
**Beginning Watercolor II**

1 to 3 credits  
 Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Explore and use beginning techniques, styles, and methods for watercolor painting. Development of skills with an emphasis on highly finished work.

**ART 147**  
**Beginning Oil Painting I**

1 to 3 credits  
 Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Oil painting materials and techniques including composition, structure, and expression are studied.

**ART 148**  
**Beginning Oil Painting II**

1 to 3 credits  
 Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Continuation of ART 147.

**ART 151**  
**Beginning Sculpture I**

1 to 3 credits  
 Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Basic techniques in modeling small sculpture using terra cotta or stoneware clays. Basic principles of three-dimensional design.

**ART 152**  
**Beginning Sculpture II**

1 to 3 credits  
 Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Continuation of ART 151.

**ART 153**  
**Beginning Scrapbooking I**

1 to 2 credits  
 Offered every fall and spring semester  
 Activity/Personal Enrichment  
 The student is introduced to the methods and techniques of modern scrapbooking. The student will learn how to develop quality page layouts through paper selection, cropping photos, journaling, use of stamps, embossing, incorporation of computer generated images and text, and templates, along with many other scrapbooking techniques currently being used in the scrapbooking industry.

**ART 154**  
**Beginning Scrapbooking II**

1 to 2 credits  
 Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Continuation of ART 153.

**ART 157**  
**Beginning Woodcarving I**

2 to 3 credits  
 Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Develops methods of carving and composition. Studies in types of woods and how to use their natural qualities; how to use a variety of finishes for the woods.

**ART 158**  
**Beginning Woodcarving II**

2 to 3 credits  
 Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Continuation of ART 157.

**ART 159**  
**China Painting**

1 to 3 credits  
 Offered upon request  
 Activity/Personal Enrichment  
 This class will cover the act of painting overglazes on the surface of china or tile blanks.

**ART 161**  
**Beginning Ceramics I**

1 to 3 credits  
 Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Problems in hand-forming, wheel work, design, glazes, decorative processes, clays, and firing are covered.

**ART 162**  
**Beginning Ceramics II**

1 to 3 credits  
 Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Continuation of ART 161.

**ART 168**  
**Beginning Ceramic Crafts I**

1 to 3 credits  
 Offered upon request  
 Activity/Personal Enrichment  
 Painting techniques are developed in the use of stains and glazes for the decoration of mold-made ceramic objects. Small kiln firing skills are developed.

**ART 169**  
**Beginning Ceramic Crafts II**

1 to 3 credits  
 Offered upon request  
 Activity/Personal Enrichment  
 Painting techniques are developed in the use of stains and glazes for the decoration of mold-made ceramic objects. Small kiln firing skills are developed.

**ART 171**  
**Beginning Crafts I**

1 to 3 credits  
 Offered upon request  
 Activity/Personal Enrichment  
 Design and execution of various crafts.

**ART 171A**  
**Beginning Crafts I - Tole Painting**

1 to 3 credits  
 Offered upon request  
 Activity/Personal Enrichment  
 Design and execution of various crafts utilizing the artistic technique of tole painting.

**ART 171B**  
**Beginning Crafts I - Nativity**

1 to 3 credits  
 Offered upon request  
 Activity/Personal Enrichment  
 This course provides instruction in ceramic techniques leading to the creation of a ceramic nativity scene. Techniques that will be taught include the preparation of unique painted designs, layers of acrylic paint colors, and the assembly of mixed media components such as jewels, leather bags, and tiny clay pots.

**ART 171C**  
**Beginning Crafts I - Doll Making**

1 to 3 credits  
 Offered upon request  
 Activity/Personal Enrichment  
 This course provides instruction in doll making leading to the creation of a one-of-a-kind bisque doll. Techniques that will be taught include the assembly of doll armatures, body forms, clothing designs, tiny leather shoes, vintage hats, and doll posturing.

**ART 171D**  
**Beginning Crafts I - Taxidermy**

2 credits  
 Offered upon request  
 Activity/Personal Enrichment  
 Emphasizes mounting a small life-size mammal, a small bird and a fish. Includes the construction of habitats. Comprises proper measuring techniques, skin preparation, form selection, mounting procedures and the restoring of color to skin-mounted fish, and the preparation and painting of reproduction fish.

**ART 172**  
**Beginning Crafts II**

1 to 3 credits  
 Offered upon request  
 Activity/Personal Enrichment  
 Continuation of ART 171.

**ART 172A**  
**Beginning Crafts II - Tole Painting**

1 to 3 credits  
 Offered upon request  
 Activity/Personal Enrichment  
 Continuation of ART 171A.

**ART 172B**  
**Beginning Crafts II - Nativity**

1 to 3 credits  
 Offered upon request  
 Activity/Personal Enrichment  
 Continuation of ART 171B.

**ART 172C**  
**Beginning Crafts II - Doll Making**

1 to 3 credits  
 Offered upon request  
 Activity/Personal Enrichment  
 Continuation of ART 171C.

**ART 172D****Beginning Crafts II – Taxidermy**

3 credits

Offered upon request

Activity/Personal Enrichment

Emphasizes mounting a medium life-size mammal and a medium life-size bird. Includes the construction of habitats. Comprises proper measuring techniques, skin preparation, form selection, mounting procedures, and the restoring of color.

**ART 173****Beginning Jewelry I**

1 to 3 credits

Offered every fall and spring semester

Activity/Personal Enrichment

Fundamentals of jewelry making, covers basic fabrication of jewelry from sheet and wire, covers forming and soldering.

**ART 174****Beginning Jewelry II**

1 to 3 credits

Offered every fall and spring semester

Activity/Personal Enrichment

Fundamentals of jewelry making, covers basic fabrication of jewelry from sheet and wire, covers forming and soldering.

**ART 176****Beginning Gem Faceting I**

2 to 3 credits

Offered every fall and spring semester

Activity/Personal Enrichment

Faceting machine is used to develop skills in gem stone faceting. A variety of cuts and styles are used depending on the natural qualities and shape of the stone.

**ART 177****Beginning Gem Faceting II**

2 to 3 credits

Offered every fall and spring semester

Activity/Personal Enrichment

Continuation of ART 176.

**ART 178****Beginning Lapidary I**

1 to 3 credits

Offered every fall and spring semester

Activity/Personal Enrichment

An introductory course in the study and application of classifying, selecting, cutting, shaping, and polishing minerals and gem stones.

**ART 179****Beginning Lapidary II**

1 to 3 credits

Offered every fall and spring semester

Activity/Personal Enrichment

Continuation of ART 178.

**ART 181****Graphic Design I**

3 credits

Offered every fall semester

Principles, tools, techniques, and media in graphic design layout. Includes layout, presentation, and concept development.

**ART 182****Graphic Design II**

3 credits

Offered every spring semester

Prerequisite: ART 181 or instructor approval

A continuation of principles, tools, techniques, and media in graphic design layout. Includes layout, presentation, and concept development.

**ART 184****Basic Computer Graphics**

3 credits

Offered upon request

Emphasizes the fundamental concepts and features of Photoshop. Uses industry-standard, image-editing tools for designers who want to produce sophisticated graphics for the Web and for print. This course cannot be used as a curriculum requirement for the Graphic Design AAS program. It is recommended that the student have a working knowledge of computers.

**ART 185****Advanced Computer Graphics**

3 credits

Offered upon request

Emphasizes the advanced concepts and features of Photoshop. Uses industry-standard, image-editing tools for designers who want to produce sophisticated graphics for the Web and for print. This course cannot be used as a curriculum requirement for the Graphic Design AAS program. It is recommended that the student have a working knowledge of Basic Adobe Photoshop.

**ART 186****Digital Illustration**

3 credits

Offered every fall semester

Introduction to industry standard software for creating computer generated artwork and documents, with emphasis on creation of a variety of readable, professionally laid-out documents, which meet design and printing industry standards. Students will be introduced to the basic use of Adobe Illustrator tools, illustrating of graphics, typography and layout design.

**ART 187****Beginning Photoshop**

3 credits

Offered every fall and spring semester

Maximizing the quality of graphic images by adjusting color or image in parts of that picture. Improving the ability to print the picture after it has been modified. Instruction utilizes Adobe Photoshop software.

**ART 187A****Basic Photoshop I**

2 credits

Offered upon request

Maximizing the quality of graphic images by adjusting color or image in parts of that picture. Improving the ability to print the picture after it has been modified. Instruction utilizes Adobe Photoshop software.

**ART 187B****Basic Photoshop II**

2 credits

Offered upon request

Prerequisite: Prior or concurrent enrollment in ART 187A required

Using a variety of tools and commands for improving the quality of a photographic image. Transforming ordinary images into extraordinary digital artwork. Creating graphics by modifying image data using Adobe Photoshop software.

**ART 187C****Basic Photoshop III**

2 credits

Offered upon request

Prerequisite: ART 187A and ART 187B or concurrent enrollment in ART 187B

Using the pen tool to draw precise straight or curved paths and create intricate selections. Creating advanced vector shapes which can be filled, stroked and used as clipping paths. Creating complex effects using layers, masks, clipping groups, and style layers with Adobe Photoshop software.

**ART 188****Digital Publishing**

3 credits

Offered every spring semester

An introduction to electronic or "desktop" publishing on the Macintosh computer. Topics will include the development of text and graphics and the use of the page layout program Adobe InDesign, to create a variety of documents for publication.

**ART 189****Typography**

3 credits

Offered every fall semester

A study of type including the history and development of type, terminology, fonts and their uses, type in design, composition, and typesetting on the computer.

**ART 190****Beginning Fibers I**

1 to 3 credits

Offered upon request

Activity/Personal Enrichment

Use of fibers through a variety of techniques. Includes introduction to off-loom weaving, on-loom weaving, machine knitting, basketry, and paper making.

**ART 191****Beginning Fibers II**

1 to 3 credits

Offered upon request

Activity/Personal Enrichment

Further development of techniques developed in ART 190. Student will be able to work with more independence and less guidance than in ART 190 since basic concepts have been introduced.

**ART 216****Illustration I**

3 credits

Offered every fall semester

Exploration of varied techniques, styles, and media for illustration. Development of skills; emphasis on highly finished work.

**ART 217****Illustration II**

3 credits

Offered every spring semester

Prerequisite: ART 216

Continuation of ART 216. Exploration of advanced techniques, styles, and media for illustration. Development of skills; emphasis on highly finished work.

**ART 222****Intermediate Stained Glass I**

1 to 2 credits

Offered every fall and spring semester

Activity/Personal Enrichment

Continuation of ART 122-123. Precision glass cutting, copper foil, and lead came techniques are developed in the creation of stained glass for interior and architectural art objects.

**ART 223****Intermediate Stained Glass II**

1 to 2 credits

Offered every fall and spring semester

Activity/Personal Enrichment

Continuation of ART 222.

**ART 228****Intermediate Digital Photography**

3 credits

Offered upon request

Prerequisite: ART 128

Exploration of intermediate and advanced camera techniques, photographic styles, lighting, composition, digital photography, and digital photo editing.

**ART 245****Intermediate Watercolor I**

1 to 3 credits

Offered every fall and spring semester

Activity/Personal Enrichment

Explore and use advanced techniques, styles, and methods for watercolor painting. Development of skills with an emphasis on highly finished work.

**ART 246**

**Intermediate Watercolor II**

1 to 3 credits  
Offered every fall and spring semester  
Activity/Personal Enrichment

Explore and use advanced techniques, styles, and methods for watercolor painting. Development of skills with an emphasis on highly finished work.

**ART 247**

**Intermediate Oil Painting I**

1 to 3 credits  
Offered every fall and spring semester  
Activity/Personal Enrichment

Introduction to oil painting materials and techniques.

**ART 248**

**Intermediate Oil Painting II**

1 to 3 credits  
Offered every fall and spring semester  
Activity/Personal Enrichment

Continuation of ART 247.

**ART 251**

**Intermediate Sculpture I**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Continuation of ART 151-152. Develops techniques and skills in modeling, the creation of sculpture, and casting basic to composition.

**ART 252**

**Intermediate Sculpture II**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Continuation of ART 251.

**ART 253**

**Intermediate Scrapbooking I**

1 to 2 credits  
Offered every fall and spring semester  
Activity/Personal Enrichment

Continuation of ART 154.

**ART 254**

**Intermediate Scrapbooking II**

1 to 2 credits  
Offered every fall and spring semester  
Activity/Personal Enrichment

Continuation of ART 253.

**ART 257**

**Intermediate Woodcarving I**

2 to 3 credits  
Offered every fall and spring semester  
Activity/Personal Enrichment

Continuation of ART 157-158. Develops methods of carving and composition. Studies in types of woods and how to use their natural qualities; how to use a variety of finishes for the woods.

**ART 258**

**Intermediate Woodcarving II**

2 to 3 credits  
Offered every fall and spring semester  
Activity/Personal Enrichment

Continuation of ART 257.

**ART 261**

**Intermediate Ceramics I**

2 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Continuation of ART 161-162. Problems in hand-forming, wheel work, design, glazes, decorative processes, clays, and firing are covered.

**ART 262**

**Intermediate Ceramics II**

2 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Continuation of ART 261.

**ART 263**

**Firing Techniques I**

1 to 2 credits  
Offered upon request  
Activity/Personal Enrichment

Methods of firing ranging from pit fire, sigillata, raku, and majolica, using low-fire clay bodies such as terra cotta and low-fire electric kiln cone 06 firing range. This hands-on course will consist of making ware, preparation of kiln, firing, unloading and cleaning up.

**ART 264**

**Firing Techniques II**

2 credits  
Offered upon request  
Activity/Personal Enrichment

A continuation of ART 263. Methods of firing ranging from pit fire, sigillata, raku, and majolica, using low-fire clay bodies such as terra cotta and low-fire electric kiln cone 06 firing range. This hands-on course will consist of making ware, preparation of kiln, firing, unloading, and clean up.

**ART 268**

**Intermediate Ceramic Crafts I**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Continuation of ART 168-169. Painting techniques are developed in the use of stains and glazes for the decoration of mold-made ceramic objects. Small kiln firing skills are developed.

**ART 269**

**Intermediate Ceramic Crafts II**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Continuation of ART 268.

**ART 271**

**Intermediate Crafts I**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Design and execution of various crafts.

**ART 271A**

**Intermediate Crafts I - Tole**

Painting  
1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Continuation of ART 172A.

**ART 271B**

**Intermediate Crafts I - Nativity**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Continuation of ART 172B.

**ART 271C**

**Intermediate Crafts I - Doll**

Making  
1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Continuation of ART 172C.

**ART 271D**

**Intermediate Crafts I - Taxidermy**

3 credits  
Offered upon request  
Activity/Personal Enrichment

Emphasizes mounting a large life-size bird and a big game animal. Includes the construction of habitats. Comprises proper measuring techniques, skin preparation, form selection, mounting procedures, and the restoring of color.

**ART 272**

**Intermediate Crafts II**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Continuation of ART 271.

**ART 272A**

**Intermediate Crafts II - Tole**

Painting  
1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Continuation of ART 271A.

**ART 272B**

**Intermediate Crafts II - Nativity**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Continuation of ART 271B.

**ART 272C**

**Intermediate Crafts II - Doll**

Making  
1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Continuation of ART 271C.

**ART 273**

**Intermediate Jewelry I**

1 to 3 credits  
Offered every fall and spring semester  
Activity/Personal Enrichment

Develops skills begun in Beginning Jewelry I and II, including sand casting, metal and wood inlays, overlays and marriage of metals.

**ART 274**

**Intermediate Jewelry II**

1 to 3 credits  
Offered every fall and spring semester  
Activity/Personal Enrichment

Advanced fabrication techniques including chain making and box construction. Emphasis is on the development of personal expression in the design of jewelry.

**ART 276**

**Intermediate Gem Faceting I**

2 to 3 credits  
Offered every fall and spring semester  
Activity/Personal Enrichment

Continuation of ART 176-177. Faceting machine is used to develop skills in gem stone faceting. A variety of cuts and styles are used depending on the natural qualities and shape of the stone.

**ART 277**

**Intermediate Gem Faceting II**

2 to 3 credits  
Offered every fall and spring semester  
Activity/Personal Enrichment

Continuation of ART 276.

**ART 278**

**Intermediate Lapidary I**

1 to 3 credits  
Offered every fall and spring semester  
Activity/Personal Enrichment

Continuation of ART 178-179. A more advanced study of lapidary arts, gem identification, material suitability, tools and techniques, and may introduce the student to the faceting of precious gems and the art of intarsia.

**ART 279**

**Intermediate Lapidary II**

1 to 3 credits  
Offered every fall and spring semester  
Activity/Personal Enrichment

Continuation of ART 278.

**ART 285**

**Printmaking**

3 credits  
Offered every spring semester  
Activity/Personal Enrichment  
Printmaking processes for synthesis into a form of personal expression. Emphasis on etching, intaglio, block printing, and serigraphy.

**ART 287****Advanced Photoshop**

3 credits

Offered every spring semester

Prerequisite: ART 187 with a grade of "C" or higher or instructor approval

Maximizes the quality of graphic images, prepares color images for output, creates special graphic effects, modifying scanned images, and retouching images.

**ART 289****Portfolio Development**

1 credit

Offered every fall and spring semester

Activity/Personal Enrichment

Prerequisite: ART 181 with a grade of "C" or higher or instructor approval

This class is intended for Graphic Design majors in their final semester. Graphic Design majors will develop a portfolio to be used as a base for exploring employment (including self-employment) opportunities, further career development, renewed and/or continued education and training, and personal development.

**ART 290****Intermediate Fibers I**

1 to 3 credits

Offered upon request

Activity/Personal Enrichment

Use of fibers through a variety of techniques. Includes introduction to off-loom weaving, on-loom weaving, machine knitting, basketry, and paper-making.

**ART 291****Intermediate Fibers II**

1 to 3 credits

Offered upon request

Activity/Personal Enrichment

Continuation of ART 290 with more independent decision making regarding projects and their production.

**ART 297****Workshop**

1 to 6 credits

Offered upon request

Activity/Personal Enrichment

Designed to meet a variety of needs for students in Art.

**ART 298****Workshop**

1 to 3 credits

Offered upon request

Activity/Personal Enrichment

Designed to meet a variety of needs for students in Art.

**ART 299****Independent Study**

1 to 3 credits

Offered upon request

Activity/Personal Enrichment

Design and execution of original projects under faculty supervision.

**ASTRONOMY****AST 103****Introduction to Astronomy**

4 credits

GE category: Lab Science

Offered every fall and spring semester

Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

A survey of modern astronomy introducing topics from our solar system and other planetary systems, galaxies, the evolution of stars, and the methods and technology used to explore planetary and stellar processes. Included with this course is a lab that introduces the student to astronomical observations with the use of a series of telescopes and lab exercises.

**AUTOMOTIVE TECHNOLOGY****AUT 100****Automotive Fundamentals**

2 credits

Offered upon request

This course provides a basic study of key automotive vehicle systems. Course provides basic operational knowledge, care, and maintenance of engine, fuel, ignition, suspension, brakes, and drive train systems.

**AUT 101****Introduction to Automotive Technology**

2 to 4 credits

Offered every fall semester

This course provides fundamental information on key automotive vehicle systems. Course teaches basic operational knowledge, care, and maintenance of engine, fuel, ignition, suspension, brakes, electrical, and drive train systems.

**AUT 104****Small Engines**

2 to 3 credits

Offered upon request

Provides operational principles, diagnosis, service, and overhaul procedures of small two-stroke and four-stroke gasoline engines.

**AUT 105****Automotive Electrical Fundamentals**

2 credits

Offered every fall semester

This course provides a study of automotive electrical and electronic fundamentals. Course has an emphasis on Ohm's Law and application of Ohm's Law in solving electrical system failures. This course provides an in-depth study on how to properly use wiring and current flow diagrams in electrical diagnosis and repair. Course includes using industry-standard diagnostic equipment and techniques. Prepares the student to take the ASE certification test on electrical/electronic systems.

**AUT 106****Internal Combustion Engines**

4 credits

Offered upon request

This course provides theory, diagnosis, and service common to all automotive internal combustion engines. Course includes engine rebuilding and performance testing. This course prepares students for the ASE certification test on engine repair.

**AUT 107****Automotive Electrical Systems and Equipment**

2 credits

Offered every fall semester

This course provides a study of automotive starting, supplemental restraint (air bags), and charging electrical systems and components. An emphasis is placed on electrical system diagnosis and electrical repair. Course gives students the opportunity to use various industry-standard, diagnostic, electrical equipment and testing techniques. Prepares the student to take the ASE certification test on electrical/electronic systems.

**AUT 110****Fuel and Emission Systems**

2 to 3 credits

Offered every fall semester

This course provides theory, diagnosis, and service information related to vehicle fuel and emission systems. Course includes an opportunity to analyze, test, and diagnose fuel and emission components and systems. This class, together with AUT 260 or AUT 220, prepares students for the ASE certification test on engine performance.

**AUT 120****Manual Transmission and Drive Train**

3 credits

Offered fall semester in even-numbered years

This course provides instruction related to power train theory, diagnosis, and service of clutches, driveline, synchromesh transmissions, and final drives. Course covers standard transmission, transaxles, and 4-wheel drive operation. Prepares the student for the ASE certification test on manual drive train.

**AUT 131****Steering and Suspension Systems**

3 credits

Offered every spring semester

Course provides theory, diagnosis and the repair of automotive steering and suspension systems. Course includes an in-depth study of tires and wheels, wheel balancing, two and four wheel alignment, and diagnostic and service techniques. Course prepares students for ASE certification test on steering and suspension systems.

**AUT 132****Automotive Brake Systems**

2 credits

Offered every fall semester

This course provides the theory, diagnosis and the repair of automotive brake systems. This is an in-depth study of disc and drum brake systems. The course covers anti-lock brakes, hydraulic operation, and brake system service, diagnosis and repair. Prepares students for ASE certification test on brakes.

**AUT 150****Automotive Painting and Refinishing**

3 credits

Offered every spring semester

Activity/Personal Enrichment

Students taking this course will study automotive painting, minor repair, and refinishing techniques. The course will provide instruction related to automotive paint types, painting and refinishing, and minor body repairs (forming, shaping and body filler use).

**AUT 180****Automotive Service Techniques**

2 credits

Offered upon request

Course provides individualized self-paced instruction in service and repair of automotive engines, electrical, transmissions, brakes, suspension, and A/C. Course includes an opportunity for the individual to service and repair vehicle systems and components using computer-based reference material. In this course's modular lab assignments, emphasis is placed on each student's ability to demonstrate practical application of learned skills. This course prepares students for all eight ASE certification tests.

**AUT 220**

**Automotive Electronics and Computerized Vehicle Controls**  
2 credits

Offered spring semester in odd-numbered years

Prerequisite: AUT 105 and AUT 110 or instructor approval

This course provides a study of automotive power train computerized systems and addresses electronic principles. Course includes an in-depth study of computerized engine/power train control operation, trouble shooting techniques, and proper repair of these systems. This course requires each student have basic skills and knowledge in electrical/electronic fundamentals and prepares the student to take the ASE tests which have electrical/electronic or automotive computer control system questions.

**AUT 230**

**Automatic Transmissions**

4 credits

Offered fall semester in odd-numbered years

This course teaches operating principles of modern automatic transmissions and transaxles. Course includes diagnosis, maintenance, testing, repair, and basic information on computerized power train control systems. This course prepares students for the ASE certification test on automatic transmissions/transaxles.

**AUT 250**

**Advanced Automotive Painting and Refinishing**

3 credits

Offered upon request

Activity/Personal Enrichment

Prerequisite: AUT 105 or instructor approval

Students taking this course will study automotive painting, minor repair, and advanced painting techniques. The course will provide instruction related to automotive paint types, painting and refinishing, and minor body repairs (forming, shaping and body filler use).

**AUT 260**

**Vehicle Performance and Diagnosis**

3 credits

Offered every spring semester in even-numbered years

Prerequisite: AUT 105 and AUT 110 or instructor approval

This course provides instruction in computerized power train system operation and diagnostic procedures. Course includes an in-depth study in modern ignition, fuel, and power train computer-controlled systems. Course provides in-depth knowledge related to various onboard vehicle diagnostic processes. This course gives the student the opportunity to use industry-standard testing equipment such as PC-based scopes and hand-held scanners. Course requires an understanding of automotive electrical and electronic fundamentals and together with AUT 110,

prepares the student for ASE certification test on engine performance.

**AUT 265**

**Vehicle Emission Strategies and Testing**

2 credits

Offered upon request

Prerequisite: AUT 105 or instructor approval

This course provides instruction on diagnostic procedures for automotive emission failure concerns. Course includes an in-depth study in how modern fuel, ignition, and power train computer controlled systems relate to exhaust emission strategies. Course gives students an opportunity to use industry-standard testing equipment such as, hand-held scanners and infrared exhaust analyzers. This course requires the student to have basic skills and knowledge in electrical/electronic fundamentals and together with AUT 110, prepares the student for ASE certification test on engine performance.

**AUT 266**

**Vehicle Heating and Air Conditioning**

3 credits

Offered every spring semester

This course provides instruction on basic operating principles, diagnosis, and service of modern automotive heating and air conditioning systems. Course includes an in-depth study of a/c system operation, diagnostic and service procedures, and environmental concerns. Prepares students for ASE certification test on heating and air conditioning.

**AUT 280**

**Advanced Shop**

4 credits

Offered every spring semester

Prerequisite: AUT 180 or AUT 101 and AUT 105 or instructor approval

Course provides students with an opportunity to perform advanced automotive service work in preparation for entry into the automotive trade. Course includes an option for students to develop skills at an automotive worksite. This course addresses all service and repair on any vehicle system and provides the student exposure to shop management operations and strategies. This course is intended for the automotive major only and prepares the student to take all eight ASE automotive certification exams.

**AUT 297**

**Workshop**

1 to 6 credits

Offered upon request

Activity/Personal Enrichment

Designed to meet a variety of needs for students in Automotive Technology.

**AUT 298**

**Workshop**

1 to 3 credits

Offered upon request

Activity/Personal Enrichment

Designed to meet a variety of needs for students in Automotive Technology.

**AUT 299**

**Independent Study**

1 to 3 credits

Offered upon request

Activity/Personal Enrichment

Design and execution of original projects under faculty supervision.

**BIOLOGICAL SCIENCE**

**BIO 100**

**Biology Concepts**

4 credits

GE category: Lab Science

Offered every fall and spring semester

Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

An integrated course dealing with both plants and animals, related to our environment from molecule to biosphere. A liberal studies course for non-science majors with an emphasis on contemporary issues.

**BIO 105**

**Environmental Biology**

4 credits

GE category: Lab Science

Offered every fall and spring semester

Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

Fundamentals of ecology and their relevance to human impact on natural ecosystems. A liberal studies course for non-science majors with an emphasis on contemporary issues.

**BIO 130**

**Ecology of the Gila River**

3 credits

Offered upon request

The course will meet the training requirements of the Arizona Master Watershed Steward Program in Graham and Greenlee counties. Students will study biotic and abiotic functions of a watershed, explore the benefits and uses of natural resources, and discuss impacts of the socioeconomic concerns and activities of the community. Identical to AGR 240.

**BIO 160**

**Introduction to Human Anatomy and Physiology**

4 credits

GE category: Lab Science

Offered every fall and spring semester

Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

Study of structure and dynamics of the human body. For students who desire one semester in anatomy and physiology.

**BIO 181**  **BIO 1181**

**General Biology I**

4 credits

GE category: Lab Science

Offered every fall semester

Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

Designed for Biology majors. Principles of structure and function of living things at molecular, cellular, and organismic levels of organization. One year of high school chemistry or one semester of college level chemistry recommended.

**BIO 182**  **BIO 1182**

**General Biology II**

4 credits

GE category: Lab Science

Offered every spring semester

Prerequisite: BIO 181

Designed for Biology majors. Additional principles of structure and function of living things at molecular, cellular, and organismic and higher levels of organization.

**BIO 187**

**Introduction to Biological Research**

4 credits

Offered upon request

This course is designed to introduce students to the scientific research process at an interactive level. Basic tools and procedures of an environmental or ecological researcher will be discussed and reinforced in the lab setting. The culminating product will be an individualized written research proposal that may become the basis for further scientific investigation in BIO 295.

**BIO 201**  **BIO 2201**

**Human Anatomy and Physiology I**

4 credits

GE category: Lab Science

Offered every fall and spring semester

Prerequisite: A grade of "C" or higher in one of the following courses: BIO 100, BIO 160, BIO 181, CHM 130, CHM 138 or CHM 151

Study of the structure and function of the human body. Topics include cells, tissues, integumentary system, skeletal system, muscular system, and nervous system.

**BIO 202**  **BIO 2202****Human Anatomy and Physiology II**

4 credits  
GE category: Lab Science  
Offered every fall and spring semester  
Prerequisite: BIO 201

Continuation of structure and function of the human body. Topics include the endocrine, circulatory, respiratory, digestive, urinary, and reproductive systems.

**BIO 205**  **BIO 2205****Microbiology**

4 credits  
GE category: Lab Science  
Offered every fall and spring semester

Prerequisite: BIO 100 or BIO 160 or BIO 181 or BIO 201 or CHM 130 or CHM 138 or CHM 151

Study of microorganisms and their relationship to health, ecology, and related fields.

**BIO 226****Ecology**

4 credits  
GE category: Lab Science  
Offered every fall semester

Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

Arizona contains a broad diversity of biotic and abiotic variables acting upon the plant and animal species that have adapted to life in a sometimes harsh, desert environment. These fragile ecosystems have been affected from both a positive and negative standpoint by an increasing human population. This course will provide students with a basic understanding of ecological principles, concepts of energy flow through an environment, and knowledge and hands-on experiences to better understand the characteristics, restoration strategies, interactions within, and stewardship for healthy ecosystems.

**BIO 295****Undergraduate Biological Research**

4 credits  
Offered every spring semester

This course is a unique opportunity for students to apply and practice that which they have learned about the research process. Whether partnering with a mentor project or carrying out their personal research proposal, students discuss, analyze and critique their work through portfolio entries and team sessions coordinated by the instructor. Coursework culminates in a Poster Session of student research at the close of the semester.

**BIO 298****Workshop**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Designed to meet a variety of needs for students in Biological Science.

**BIO 299****Independent Study**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Design and execution of original projects under faculty supervision.

**BUSINESS**

(For more business courses, see Business Administration and Small Business Management)

**BUS 101****Fundamentals of Accounting**

3 credits  
Offered every fall and spring semester  
Concurrent enrollment in BUA 233 not permitted

An accounting and record keeping course of practical value to many people at home or in business. Covers theory of debits and credits of most common accounts, the trial balance, and financial reports. Students with special aptitude in bookkeeping who plan to continue in accounting should take BUA 233 and BUA 243 instead.

**BUS 111****Business Mathematical Calculations**

3 credits  
GE category: AAS degree only  
Offered every fall and spring semester

Instruction and practice in fundamental business operations. Begins with basic mathematical operations and then continues through payroll, banking, interest, income tax, and other areas of business mathematics.

**BUS 143****Real Estate Fundamentals**

6 credits  
Offered upon request

To give the student an overview of Real Estate Fundamentals and prepare the student to pass the State of Arizona Real Estate test.

**BUS 171****International Business**

3 credits  
Offered upon request

Overview of international business to introduce students to international trade concepts. Focus of the course is on international business environment issues that influence global business practices, decisions, and applications.

**BUS 181****Reception Management**

3 credits  
Offered upon request

This course is a study of skills, attitude, and performance as they relate to front desk employees engaged in the hotel/motel industry.

**BUS 205****Computerized Accounting with QuickBooks**

2 credits  
Offered every fall semester  
Activity/Personal Enrichment

Prerequisites: BUS 101 or BUA 233 and CMP 101 or CMP 103 or instructor approval

This course is designed to assist students and small business owners in performing accounting tasks by using a computer software package designed specifically for accounting purposes. Students will develop skills to operate a computer to implement the following functions: recording transactions, generating financial and management reports, setting up and maintaining a system, and developing business budgets. The course utilizes the QuickBooks accounting software.

**BUS 211****Retail Management**

3 credits  
Offered every spring semester

Principles and practices used in the management of retail stores. Includes site selection, layout, organization, staffing, positioning, customer service, promotional techniques, and all aspects of the buying function.

**BUS 214****Contemporary Sports Management**

3 credits  
Offered every fall and spring semester  
Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

An introduction to local, national, and international sport, legal issues, and ethics in sport management, and its influence on society and culture. Assess and analyzes the increasing globalization of the sports industry and develops an understanding of the similarities and differences in sport management practices and applications around the world. Includes current trends in sports research and management. Covers the history of the sports industry, terminology, and career opportunities. Identical to HHP 214.

**BUS 221****Human Resource Management**

3 credits  
Offered every fall and spring semester

Human resource theory and practice, planning, recruitment, placement, employee development, evaluation, benefits and services, health and safety, and employee relations.

**BUS 251****Human Relations**

3 credits  
GE category: AAS degree only  
Offered every fall and spring semester

Emphasizes application of basic psychological principles to the understanding and influencing of human behavior, particularly in personal and business relationships.

**BUS 261****Fundamentals of Investing**

3 credits  
Offered upon request

Evaluation of various investment forms including study of inflation, taxation, government securities, stocks and bonds, real estate, and retirement plans.

**BUS 297****Workshop**

1 to 6 credits  
Offered upon request  
Activity/Personal Enrichment

Designed to meet a variety of needs for students in Business.

**BUS 298****Workshop**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Designed to meet a variety of needs for students in Business.

**BUS 299****Independent Study**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Design and execution of original projects under faculty supervision.

**BUSINESS ADMINISTRATION**

(For more business courses, see Business and Small Business Management)

**BUA 101****Introduction to Business**

3 credits  
Offered every fall and spring semester

Organization, functions, activities, and roles of business in the American economic system; orientation to business terminology, practices, problems, and career opportunities. Primarily for freshmen majoring in some area of business.

**BUA 150****Introduction to Project Management**

3 credits  
Offered every fall semester

This course is designed to introduce the student to the basic principles of project management in the construction, business, and technology fields.

**BUA 151**  
**Scheduling and Cost Estimating**

3 credits  
Offered every spring semester

This course is designed to teach various types of scheduling and estimating methods and the importance of incorporating these concepts into the completion of a successful construction, business, or technological project.

**BUA 200**  
**Introduction to Organizational Leadership**

3 credits  
Offered every fall semester

This course presents a broad survey of leadership theory and research as currently practiced in formal organizations. Includes examination of leadership models, power and influence, team leadership, cross-cultural leadership, strategic styles of interaction, ethics, leadership skill development, decision-making techniques, and effective goal implementation.

**BUA 210**  
**Society and Business**

3 credits  
GE category: Social Sciences  
Offered every fall and spring semester

Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

An introduction to the study and scientific inquiry of issues and demands placed on business enterprise by owners, customers, government, employees, and society. Included are social, ethical, and public issues and analysis of the social impact of business responses.

**BUA 220**  **BUS 2201**  
**Business Statistics**

3 credits  
Offered every fall semester

Prerequisite: MAT 140 or higher with a grade of "C" or higher or placement test score as established by District policy

This course provides business applications of descriptive and inferential statistics, measurement of relationships, and statistical process management including the use of spreadsheet software for business statistical analysis.

**BUA 221**  **ECN 2201**  
**Principles of Macroeconomics**

3 credits  
GE category: Social Sciences  
Offered every fall and spring semester

Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

Studies aggregates of the entire economy; concentrates on national income analysis, business cycles, the money and banking system, the global economy, and fiscal and monetary policy. Concurrent enrollment with BUA 223 not recommended.

**BUA 223**  **ECN 2202**  
**Principles of Microeconomics**

3 credits  
GE category: Social Sciences  
Offered every fall and spring semester

Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

Study of forces affecting individual productive units including analysis of price determinants through supply and demand, cost and equilibrium of firms under perfect and imperfect competition, distribution of income, and selected current problems. Concurrent enrollment in BUA 221 not recommended.

**BUA 233**  **ACC 2201**  
**Uses of Accounting Information I**

3 credits  
Offered every fall and spring semester

Introduction to the uses of financial information for internal and external purposes. Emphasizes using accounting information to meet the needs of financial decision makers, financial statement analysis, and understanding the business cycle.

**BUA 243**  **ACC 2202**  
**Uses of Accounting Information II**

3 credits  
Offered every spring semester

Prerequisites: BUA 233  
Introduction to the uses of financial information for internal and external purposes. Emphasizes using accounting information to meet the needs of financial decision makers, focusing on analysis for use by management.

**BUA 245**  
**Legal Environment of Business**

3 credits  
Offered every fall and spring semester

Introduces the sources and basic principles of the law as it relates to business, including the U.S. legal system, the Constitution, sources of the law, business ethics; and studies a variety of applications of the law in contracts, torts, agency, and government regulation of business.

**BUA 259**  
**Business Communications**

3 credits  
GE category: AAS degree only  
Offered every fall and spring semester  
Prerequisite: ENG 100 or higher with a grade of "C" or higher or instructor approval

The study of oral and written communication in the occupational setting.

**BUA 297**  
**Workshop**

1 to 6 credits  
Offered upon request  
Activity/Personal Enrichment

Designed to meet a variety of needs for students in Business Administration.

**BUA 298**  
**Workshop**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Designed to meet a variety of needs for students in Business Administration.

**BUA 299**  
**Independent Study**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment  
Design and execution of original projects under faculty supervision.

CHEMISTRY

**CHM 130**  **CHM 1130**  
**Fundamental Chemistry**

4 credits  
GE category: Lab Science  
Offered every fall and spring semester

Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

This course is designed to help students understand basic chemical principles and master problem-solving skills. Students will develop an understanding of how those concepts and skills are relevant to other courses and their daily lives. Chemical topics covered in the course include basic science concepts, measurements, atomic theory, bonding, stoichiometry, states of matter, solutions, acids and bases, and nuclear chemistry.

**CHM 138**  
**An Introduction to General, Organic, and Biological Chemistry**

4 credits  
GE category: Lab Science  
Offered every fall and spring semester

Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

For students with little or no background in chemistry. The first half of this one semester course includes an introduction to general principles of chemistry including measurements, atomic structure, chemical bonding, naming compounds, states of matter, solutions, and chemical reactions with applications in health care. The second half of the course covers aspects of organic and biological chemistry that directly affect health care. They include sections on hydrocarbons, organic functional groups, carbohydrates, lipids, proteins, enzymes, nucleic acids, and metabolic pathways that provide energy for life.

**CHM 151**  **CHM 1151**  
**General Chemistry I**

4 credits  
GE category: Lab Science  
Offered every fall semester

Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

Provides the student with knowledge of the fundamental principles of chemistry with an emphasis on matter and measurement, states of matter, atomic structure, chemical periodicity, chemical bonding, chemical reactions, stoichiometry, energy of reactions, aqueous solutions, and properties of gases. The student also applies critical thinking strategies in scenario and inquiry-based laboratory activities. Recommend completion of at least two years high school algebra and one year high school chemistry or college equivalent.

**CHM 152**  **CHM 1152**  
**General Chemistry II**

4 credits  
GE category: Lab Science  
Offered every spring semester

Prerequisite: CHM 151  
Provides the student with knowledge of the fundamental principles of chemistry with an emphasis on the control of chemical reactions and the chemistry of the elements. Chemical kinetics, equilibria, acids-base chemistry, entropy of reactions, electron transfer reactions, nuclear chemistry, and an introduction to organic chemistry will be explored. The student will also apply critical thinking strategies in scenario and inquiry-based laboratory activities.

**CHM 230**  **CHM 2230**  
**Fundamental Organic Chemistry**

4 credits  
GE category: Lab Science  
Offered upon request

Prerequisite: CHM 130 or CHM 138 or CHM 151

An introduction to carbon-containing compounds. Included is the study of hydrocarbons, alcohols, carbonyl compounds, amines, carbohydrates, lipids, proteins, enzymes, nucleic acids, and metabolic pathways.

**CHM 235**  **CHM 2235****General Organic Chemistry I**

4 credits

GE category: Lab Science  
Offered every fall semester

Prerequisite: CHM 152

General principles of organic chemistry with emphasis on reactivity and synthesis. Topics include bonding, structure and properties of organic compounds, stereochemistry, overview of organic reactions, kinetics and thermodynamics, structure, synthesis, and reaction of alkenes, alkynes, and alkyl halides, nucleophilic substitution and elimination reactions, structure determination using Mass Spectrometry, Infrared Spectroscopy, and Nuclear Magnetic Resonance Spectroscopy, aromaticity, and electrophilic aromatic substitution reactions.

**CHM 236**  **CHM 2236****General Organic Chemistry II**

4 credits

GE category: Lab Science, Intensive Writing

Offered every spring semester

Prerequisite: CHM 235 with a grade of "C" or higher and ENG 101 with a grade of "C" or higher

Continuation of CHM 235. General principles of organic chemistry with continued emphasis on reactivity and synthesis. Topics include the study of alcohols, ethers, epoxides, sulfides, conjugated systems, aromatic compounds, ketones, aldehydes, amines, carboxylic acids and their derivatives, enols, carbohydrates, nucleic acids, amino acids, peptides, proteins, lipids, and polymers.

**CHM 298**  
**Workshop**

1 to 3 credits

Offered upon request  
Activity/Personal Enrichment

Designed to meet a variety of needs for students in Chemistry.

**CHM 299**  
**Independent Study**

1 to 3 credits

Offered upon request  
Activity/Personal Enrichment

Design and execution of original projects under faculty supervision.

**COMMUNICATION STUDIES****COM 100**  **COM 1100****Introduction to Human Communication**

3 credits

Offered every fall semester

A topics-oriented introduction to basic theories, dimensions, and concepts of human communicative interaction and behavior.

**COM 115**  **COM 1110****Introduction to Interpersonal Communication**

3 credits

Offered every fall semester

This course will introduce students to the concepts and practices involved in interpersonal communication interactions. The course will cover the many dimensions of interpersonal communication including, but not exclusively, fundamental building blocks, perceptions and self-concepts as they relate to communication interactions, interpersonal relationships, nonverbal communications, interpersonal conflict, deception, and interpersonal skills and dynamics in personal and professional relationships.

**COM 150****Oral Interpretation of Literature**

3 credits

Offered upon request

Prerequisite: ENG 101 with a grade of "C" or higher

Imaginative and skillful oral rendering of prose and poetry through study of literature and techniques of presentation.

**COM 200****Basic Communication Theory**

3 credits

Offered every fall semester

Prerequisite: ENG 101 with a grade of "C" or higher

This course will introduce students to the breadth of theoretical approaches in the field of communication. The course will survey the many dimensions of study including, but not exclusively, interpersonal communication, influence, media, rhetorical analysis, organizational, and gender communication focus areas.

**COM 201****Public Speaking**

3 credits

GE category: Humanities

Offered every fall and spring semester

Prerequisite: ENG 101 with a grade of "C" or higher

Study and practice of effective, audience-centered public speaking. Includes methodology of written and spoken communication.

**COM 205****Survey of Communication Research**

3 credits

Offered every spring semester

Prerequisite: ENG 101 with a grade of "C" or higher and COM 200 with a grade of "C" or higher

This course introduces students to the breadth of research approaches and application in the field of communication. The course surveys the many dimensions of research methodologies including, but not exclusively: ethnography, survey, factor analysis, rhetorical, historical, and narrative and auto-ethnographic analyses and research in media and popular culture.

**COM 215****Interviewing Principles and Practices**

3 credits

GE category: Intensive Writing, Options

Offered every fall semester

Prerequisite: ENG 101 with a grade of "C" or higher

This course introduces students to the concepts and practices related to multiple interviewing approaches. The course covers the multiple methodologies, interview settings and approaches, communication behaviors and principles, written and oral interviewing practices, and addresses the interviewing skills of both an interviewer and interviewee. Structures of interviews, instrumentations, multiple formats including: informational, recruiting, survey, health, performance reviews, employment and persuasive interviews is also covered.

**COM 260****Elements of Intercultural Communication**

3 credits

GE category: Social Sciences, Intensive Writing

Offered every spring semester

Prerequisite: ENG 101 with a grade of "C" or higher

This course will introduce students to intercultural and cross-cultural concepts and practices in the field of communication. The course covers globalization of communication, historical understandings of intercultural interactions, cultural identity, intercultural relationships, nonverbal communication expectancies, cultural practices, and the communication behaviors embedded within intercultural interactions.

**COM 271**  **COM 2271****Small Group Communication**

3 credits

Offered every spring semester

This course will introduce students to the breadth of theoretical approaches and practices related to communication in small group settings. During the course students will have the opportunity to study communication interaction approaches and put into practice the skills identified as effective communication strategies in small groups.

**COM 298****Workshop**

1 to 3 credits

Offered upon request

Activity/Personal Enrichment

Designed to meet a variety of needs for students in the Communication Studies Program.

**COM 299****Independent Study**

1 to 3 credits

Offered upon request

Activity/Personal Enrichment

Designed to meet a variety of needs for students in the Communication Studies Program.

**COMPUTERS****CMP 099****Computers for Beginners**

2 credits

Developmental course - does not count for graduation credit

Offered upon request

Activity/Personal Enrichment

A first course for beginning computer users designed to introduce students who have never used a computer to the basic elements of running a computer in a comfortable, structured manner with significant instructor support in the lecture/demonstration mode.

**CMP 100****Working in Technology**

2 credits

Offered every fall semester

Students will explore different areas of Information Systems/Technology in an effort to choose a path right for them. Students will discover educational and career options and evaluate which will best suit their needs. Emphasis is placed on creating a career and education plan so the student can see a clear path to success. Further, this course explores what technology is, what influences acceptance of technology, and various skills needed to succeed in the field of Information Systems/Technology.

**CMP 101**

**Introduction to Computers**

3 credits  
 GE category: AAS degree only  
 Offered every fall and spring semester

A first course in computers designed to provide students with a hands-on experience of the personal computer and its uses in society. Basic operating system functions as well as application programs from the current Microsoft Office Suite will be taught including Word, Excel, and PowerPoint. True beginners may want to consider CMP 099, Computers for Beginners, before taking this course.

**CMP 103**  **CIS 1120**

**Introduction to Computer Based Systems**

3 credits  
 GE category: GE Options, AAS degree only  
 Offered every fall and spring semester  
 Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

Uses of computer hardware and software in business and society, computer terminology, program definition and flowcharting/algorithms, introduction to programming using general purpose language and word processing, spreadsheet, database, graphics, multimedia, and Internet. Business applications focus on spreadsheet creation and formatting along with database creation and formatting.

**CMP 108**

**Introduction to Keyboarding Technique**

1 credit  
 Offered every fall and spring semester  
 This course is designed to teach the keyboard and proper keyboarding technique. Identical to AIS 108.

**CMP 110**

**Current Applications**

2 credits  
 Offered upon request  
 Provides individuals with the opportunity to develop personal projects in varieties of current software such as spreadsheet, database, word processing, multimedia, Internet and other applications for microcomputers, which cannot take place in courses where time is given to learn a software package, but not to use it for personal project design and implementation. Not for computer majors, except as elective.

**CMP 110R**

**QuickBooks**

1/2 to 2 credits  
 Offered upon request  
 Takes the students through the features of current QuickBooks to develop an introductory skill level for personal and vocational use.

**CMP 110X**

**Beginning Microsoft Excel**

1/2 to 1 credit  
 Offered upon request  
 Students will become familiar with beginning level functions of Microsoft Excel, a spreadsheet program.

**CMP 110Y**

**Intermediate Microsoft Excel**

1/2 to 1 credit  
 Offered upon request  
 Students will become familiar with intermediate level functions of Microsoft Excel, a spreadsheet program.

**CMP 110Z**

**Advanced Microsoft Excel**

1/2 to 1 credit  
 Offered upon request  
 Students will become familiar with the advanced level functions of Microsoft Excel, a spreadsheet program.

**CMP 110AA**

**Beginning Microsoft Access**

1/2 to 1 credit  
 Offered upon request  
 Students will become familiar with beginning level functions of Microsoft Access, a database software package.

**CMP 110AB**

**Intermediate Microsoft Access**

1/2 to 1 credit  
 Offered upon request  
 Students will become familiar with intermediate level functions of Microsoft Access, a database software package.

**CMP 110AD**

**Beginning Microsoft PowerPoint**

1/2 to 1 credit  
 Offered upon request  
 Students will become familiar with beginning level functions of Microsoft PowerPoint, a slide and video software package.

**CMP 110AE**

**Intermediate Microsoft PowerPoint**

1/2 to 1 credit  
 Offered upon request  
 Students will become familiar with intermediate level functions of Microsoft PowerPoint, a slide and video software package.

**CMP 110AF**

**Advanced Microsoft PowerPoint**

1/2 to 1 credit  
 Offered upon request  
 Students will become familiar with advanced level functions of Microsoft PowerPoint, a slide and video software package.

**CMP 110AJ**

**Microsoft Outlook I**

1/2 to 1 credit  
 Offered upon request  
 Students will become familiar with beginning to intermediate level functions of Microsoft Outlook, an integrated electronic mail, calendar, and task management software package.

**CMP 110AK**

**Microsoft Outlook II**

1/2 to 1 credit  
 Offered upon request  
 Students will become familiar with advanced level functions of Microsoft Outlook, an integrated electronic mail, calendar, and task management software package.

**CMP 110AM**

**PC Troubleshooting and Repair**

1 credit  
 Offered upon request  
 This course is designed to teach the basic principles of PC troubleshooting and repair, including providing a basic knowledge of PC components and their function and how to use Window built-in diagnostic tools. It provides a foundation in diagnosing common symptoms and catastrophic failures as well as proper hardware handling and removal and reinstallation of common components. It is recommended that students be familiar with basic Windows operating systems, navigation and menu and be able to use small hand tools.

**CMP 110AN**

**Intermediate PC Troubleshooting and Repair**

1 credit  
 Offered upon request  
 This course is a follow-up to CMP 110AM, providing intermediate PC troubleshooting and repair. Includes diagnosing common Windows system failures, changing system configurations, BIOS, and registry; downloading peripheral device drivers, and removal of CPU and motherboard. Recommendation: Completion of CMP 110AM or equivalent.

**CMP 113**

**Operating Systems I**

3 credits  
 Offered every fall and spring semester  
 In this course the rationale behind the Windows operating system will be examined. Hands-on experience will be gained using the operating system, including desktop management, file and folder manipulation, the uses of the control panel, digital media capabilities, Internet and networking rationale, and maintaining, monitoring and optimizing personal computers. It is recommended that one introductory course in computers be completed prior to enrolling in this course.

**CMP 113B**

**Apple OS X**

1/2 credit  
 Offered upon request  
 Designed to provide experience using aspects of the Mac OS X including: Finder, Dock, Stacks, Searchlight, Spaces, Expose, Drive Mounting, Time Machine, Utilities, Settings, .mac, iPhoto, and iMovie.

**CMP 113D**

**Apple OS**

1 credit  
 Offered every fall and spring semester  
 In this course the rationale and use of the iOS operating system is explored and designed to provide experience using aspects of Apple's iOS including: Settings, Gestures, Copying between programs, email setup and use, calendar setup and use, contacts setup and use, importing and exporting documents, iCloud setup and use, Keynote, and Pages.

**CMP 113E**

**Microsoft OS**

1 credit  
 Offered every fall and spring semester  
 The rationale behind the Windows operating system will be explored. Hands-on experience will be gained using the Windows operating system, including desktop management, file and folder manipulation, configuration, data manipulation, networking, proper operating system management, and operating system settings. It is recommended that one introductory course in computers be completed prior to enrolling in this course.

**CMP 113F**

**Linux/Unix OS**

1 credit  
 Offered every fall and spring semester  
 The rationale behind the Linux/Unix operating system will be explored. Hands-on experience will be gained using each operating system, including desktop management, file and folder manipulation, configuration, data manipulation, networking, proper operating system management, and operating system settings.

**CMP 115A****Beginning Microsoft Windows**

1/2 credit  
Offered upon request

Students will become familiar with beginning level functions of the Windows 10 operating system.

**CMP 120****Introduction to Programming**

1 credit  
Offered upon request

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.

**CMP 121****Visual Basic Programming I**

3 credits  
GE category: AAS degree only  
Offered every fall semester

A comprehensive introduction to event-driven, object-oriented computer programming using the Visual Basic programming language. Students learn to write problem-solving programs and develop a wide variety of Windows applications in a graphical environment. The course uses Visual Basic to illustrate good programming practices, application development techniques, and overall visual design.

**CMP 128****C# Programming I**

3 credits  
GE category: AAS degree only  
Offered every spring semester

C# Programming I is an introductory programming course for vocational computer majors and students transferring to universities in a business program. Course concentration includes the Visual Studios integrated development environment including user interfaces and controls, and object-oriented programming concepts including data types, classes, objects, methods, decision and repetition structures, and string and array manipulation. Computer literacy is assumed.

**CMP 130****C Programming I**

3 credits  
GE category: AAS degree only  
Offered upon request

A comprehensive introduction to the C language; preparation and writing of programs using C, using current programming techniques. A prior programming language is helpful. For two-year Computer majors or students transferring in a Computer Information/Management Information Systems degree. Identical to EGR 130.

**CMP 145****iOS Application Development I**

3 credits  
Offered every fall semester

This course is an introductory programming course for vocational computer majors utilizing the Xcode application, the programming language Swift, and various iOS frameworks. Students will explore design patterns, coding conventions and guidelines, and essential concepts including storyboards and Cocoa Touch Frameworks. Computer literacy is assumed.

**CMP 151****Computer Systems I**

3 credits  
Offered every fall semester

Designed to provide an understanding and experience with hardware and operating systems at the technical support level, exploring aspects of the PC, including: computing, PC technician troubleshooting skills and tools, hardware performance, PC system components, peripheral devices and drivers, storage options and standards, networking theory and components.

**CMP 152****Computer Systems II**

3 credits  
Offered every spring semester

Designed to provide an understanding and experience with hardware and operating systems at the technical support level, exploring aspects of the PC, including: wireless networking concepts, printing processes, mobile devices, Windows system management, file management, security, and troubleshooting.

**CMP 161****Electronic Spreadsheet with Microsoft Excel**

3 credits  
Offered every fall and spring semester

Comprehensive, practical applications and techniques using Microsoft Excel with hands-on experience in the computer laboratory. The beginning through advanced spreadsheet procedures taught will prepare the student to pass the Microsoft MOUS Expert Certification test. It is recommended that one introductory course in computers be completed prior to enrolling in this course.

**CMP 170****Database Management with Microsoft Access**

3 credits  
Offered every fall and spring semester  
Prerequisite: CMP 101 or CMP 103

The student will participate in case-based approaches to the storing, modification, and extraction of information from a computerized database management system. The student will learn how to create and maintain database objects including tables, forms, queries, reports, pages, macros, and modules. Database design, security, and integration with other programs and the Internet is also covered. Student interested in Microsoft Office Specialist certification will find the course an excellent foundation for exam preparation.

**CMP 201****Systems and Procedures**

3 credits  
Offered every spring semester  
Prerequisite: CMP 100 and CMP 103 or instructor approval

This course introduces the elements of information systems used in business organizations. Students will learn about systems development, e-business and e-commerce strategies, network and telecommunication issues, enterprise systems, ethics relating to information technology, and project and database management. Concepts will be reinforced through group participation in the form of research, hands-on activities, projects, and presentations. Students will use Microsoft Office, Microsoft Project, and other software as needed to complete individual and group projects.

**CMP 230****Linux System Administration**

3 credits  
Offered every fall semester

This course covers system architecture; Linux installation and package management; GNU and Unix commands; devices, Linux file systems, and the File System Hierarchy Standard; command line work, maintenance tasks.

**CMP 235H****Beginning Microsoft Word**

1/2 to 1 credit  
Offered upon request

Designed to provide the student with an opportunity to cover and practice basic features of word processing using Microsoft Word software.

**CMP 235I****Intermediate Microsoft Word**

1/2 to 1 credit  
Offered upon request

This course is designed to provide intermediate word processing skills to students with prior experience using microcomputers and Microsoft Word. It is recommended that the student key at a minimum rate of 25 words per minute.

**CMP 235J****Advanced Microsoft Word**

1/2 to 1 credit  
Offered upon request

This course is designed to provide advanced word processing skills to students with prior experience using microcomputers and Microsoft Word. It is recommended that the student have an intermediate knowledge of Microsoft Word and key at a minimum rate of 25 words per minute.

**CMP 239A****Multimedia/Electronic Task Management**

1 credit  
Offered every spring semester

One of three multimedia modules designed to give students a higher level of office technology skills. Using a Personal Information Manager (PIM) program, students will learn how to manage email, organize schedules, maintain contact lists and to-do lists, and keep a log of computer tasks. This module also includes integrating data to and from other applications. Identical to AIS 239A.

**CMP 239B****Multimedia/Digital Imaging**

1 credit  
Offered every spring semester

One of three multimedia modules designed to give students a higher level of office technology skills. This module provides students with hands-on experience with digital imaging technology including scanners, digital cameras, and photo software. Students must be familiar with basic desktop publishing techniques to complete projects. Identical to AIS 239B.

**CMP 239C****Multimedia/Internet for Business**

1 credit  
Offered every spring semester

One of three multimedia modules designed to give students a higher level of office technology skills. In this module, students learn and apply the tools, language, and culture of the Internet. Important ethical issues are addressed as individual and team Internet projects are completed. Projects will include web site design and research. Identical to AIS 239C.

**CMP 240****Desktop Publishing**

3 credits  
Offered every fall semester

Emphasizes basic to intermediate skills in desktop publishing through a variety of modern, real-life activities using current versions of Microsoft Publisher and Microsoft Word. Students will develop skills in making design and typography decisions, handling multi-column documents, inserting and editing graphics, and creating styles and charts. Students will create a portfolio of business documents to demonstrate mastery. Word processing skill is needed. Identical to AIS 240.

**CMP 250**  
**Networking Systems I**  
 3 credits  
 Offered every fall semester

This course is designed to provide an understanding of network signaling processes, hardware, installation, and troubleshooting. CompTIA Network+ exam objectives are covered. Topics include: protocols, connections, software, network hardware and the OSI Reference model, for use in local area networks (LANs) and wide area networks (WANs). This course also prepares one for continuing on to Microsoft and Cisco certifications.

**CMP 251**  
**Networking Systems II**  
 3 credits  
 Offered every spring semester

This course is designed to provide an understanding of network signaling processes, hardware, installation, and troubleshooting. CompTIA Network+ exam objectives are covered. Topics include: wireless networking protocols, connections, software, network hardware as well as network security and network management for use in local area networks (LANs) and wide area networks (WANs). This course also prepares one for continuing on to Microsoft and Cisco certifications.

**CMP 255**  
**Server Systems I**  
 3 credits  
 Offered every spring semester

In this course, the fundamentals of virtualization and virtualization techniques are explored. Students will have the opportunity to install, configure, manage, and deploy virtual servers and workstations. It is recommended the student take a course discussing basic network technologies such as CMP 151, Computer Systems I, prior to attempting this course. Core elements of virtualization are explored as well as the fundamental concepts and skills. Concepts of how virtualization software operates, different hypervisor products, and how to manage hardware resources, such as CPU, memory, storage, networking, and the like within virtual environments will be covered.

**CMP 272**  
**Website Development I**  
 3 credits  
 Offered every fall and spring semester

This course prepares the student to develop basic websites for use in all areas of society. The student will develop an understanding of networking requirements for the Internet in regards to web development. Students will learn web site design, planning, and organizational skills. The student will learn and use a wide variety of website development tools at introductory levels. Applications and skills taught will include beginning Dreamweaver, HTML, XHTML, all current standards in industry. Before enrolling in this course, it is suggested the student have a thorough knowledge of Internet terminology and be comfortable using common Internet

features including uploading and downloading files. To be successful, intermediate skills in file management, i.e., saving, copying, moving, and creating files and folders, are needed. A beginning course in the Internet or Operating Systems would be helpful.

**CMP 273**  
**Website Development II**  
 3 credits  
 Offered every spring semester  
 Prerequisite: CMP 272

This course prepares the student to develop advanced websites for use in all areas of society. The student will learn and use a wide variety of website development tools at advanced levels. Applications and skills taught will include, but not be limited to, Dreamweaver, HTML, XHTML, XML, Fireworks, and Flash, all current standards in industry.

**CMP 280**  
**Database Design and Development**  
 3 credits  
 Offered upon request

This course is designed to provide individuals with a complete introduction to database concepts and the relational database model. Topics include QBE, SQL, normalization, design methodology, DBMS functions, database administration, and other database management approaches, such as client/server databases, object oriented databases, and data warehouses. At the completion of this course, students should be able to understand a user's database requirements and translate those requirements into a valid database design. Students should have already completed CMP 170 Database Management with Microsoft Access or possess equivalent knowledge.

**CMP 291**  
**CIS Practicum**  
 5 credits  
 Offered every fall and spring semester  
 Prerequisite: CMP 100

A course to provide the computer major with an opportunity to gain work experience in the field of computers. The course makes use of all computer courses in the major and will be taken during the student's last semester of the degree or certificate course sequence.

**CMP 297**  
**Workshop**  
 1 to 6 credits  
 Offered upon request  
 Activity/Personal Enrichment

Designed to meet a variety of needs for students in Computers.

**CMP 298**  
**Workshop**  
 1 to 3 credits  
 Offered upon request  
 Activity/Personal Enrichment

Designed to meet a variety of needs for students in Computers.

**CMP 299**  
**Independent Study**  
 1 to 3 credits  
 Offered upon request  
 Activity/Personal Enrichment

Design and execution of original projects under faculty supervision.

## COOPERATIVE EDUCATION

Eastern Arizona College offers cooperative education courses for students who have selected a career objective. Designed to give students the opportunity to learn through supervised work experiences, the course integrates students' educational activities with on-the-job learning opportunities.

Meetings with the coordinator are designed to assist students in identifying activities and competencies they will complete on the job. This can include learning job survival skills, improving technical skills, and developing effective human relations and communications skills.

The courses are designed to serve students from all disciplines who wish to experience supervised on-the-job training as part of their skills, upgrade their positions, or move to new career areas through job-related experiences and goals described in a written training plan.

Credit is based on total hours completed in on-the-job learning during the semester as follows:

- 75 hours (5 hrs/week) - 1 credit
- 150 hours (10 hrs/week) - 2 credits
- 225 hours (15 hrs/week) - 3 credits
- 300 hours (20 hrs/week) - 4 credits

Before participating, you should:  
 Select and begin pursuing a career objective.

Complete or be currently enrolled in one or more courses related to your career objective.

Be employed in, or be able to be placed in, a job that is related to your career objective, and with a supervisor (employer) who is willing to participate in the Cooperative Education experience. A student may enroll in Cooperative Education each semester until earning a maximum of eight credits.

**COE 101**  
**Job Seeking Strategies**  
 1 to 2 credits  
 Offered upon request

This course is designed to help students develop the necessary paperwork to apply for jobs. Includes application, cover letter, résumé, references, letters of recommendation, and thank you notes. Communication and interviewing skills are developed and live interviews are conducted.

**COE 111**  
**Cooperative Education I (Occupational)**  
 1 to 4 credits

Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Project plus 75 lab hours per credit.

**COE 112**  
**Cooperative Education II (Occupational)**  
 1 to 4 credits

Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Project plus 75 lab hours per credit.

**COE 113**  
**Cooperative Education III (Occupational)**  
 1 to 4 credits

Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Project plus 75 lab hours per credit.

**COE 121**  
**Cooperative Education I (Non-Occupational)**  
 1 to 4 credits

Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Project plus 75 lab hours per credit.

**COE 122**  
**Cooperative Education II (Non-Occupational)**  
 1 to 4 credits

Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Project plus 75 lab hours per credit.

**COE 298**  
**Workshop**

1 to 3 credits  
 Offered upon request  
 Activity/Personal Enrichment

Designed to meet a variety of needs for students in Cooperative Education.

**COE 299**  
**Independent Study**  
 1 to 3 credits

Offered upon request  
 Activity/Personal Enrichment  
 Design and execution of original projects under faculty supervision.

## COSMETOLOGY

### **COS 101** **Theory of Cosmetology I/ Hairstyling**

2 credits  
Offered upon request

Introduction to the basic manipulative skills in manicuring, professional image and conduct, and personal hygiene. Includes basic sciences in bacteriology, sanitation, and physiology pertaining to the head, face, hands, and arms. Theory and use of electricity and light as applied to cosmetology. The course also includes Arizona laws and rules governing cosmetology.

### **COS 103** **Theory of Cosmetology II/ Hairstyling**

2 credits  
Offered upon request

**Prerequisite:** COS 101 or concurrent enrollment in COS 101

Continuation of Cosmetology Theory/ Hairstyling at an intermediate level. Basic manipulative skills in manicuring, professional image and conduct, and personal hygiene. Includes basic sciences in bacteriology, sanitation, and physiology pertaining to the head, face, hands, and arms. Theory and use of electricity and light as applied to cosmetology. The course also includes ethics and salon management.

### **COS 105** **Theory of Cosmetology III**

2 credits  
Offered upon request

**Prerequisite:** COS 103 or concurrent enrollment in COS 103

Continuation of Cosmetology Theory at an advanced level. Basic manipulative skills in manicuring, shampooing, haircutting, curl construction, skin therapy, and hair treatments. Includes basic sciences in bacteriology, sanitation, and physiology pertaining to the head, face, hands, feet, legs, and arms. The course also includes ethics and salon management.

### **COS 107** **Theory of Cosmetology IV**

2 credits  
Offered upon request

**Prerequisite:** COS 105 or concurrent enrollment in COS 105

Continuation of Cosmetology Theory at an advanced level to prepare for licensure and job opportunities. Basic manipulative skills in manicuring, shampooing, haircutting, hair coloring, hair relaxers, curl construction, skin therapy, and hair treatments. Includes basic sciences in bacteriology, sanitation, chemistry, and physiology pertaining to the head, face, hands, arms, legs, and feet. The course also includes professional ethics, licensure, and salon management.

### **COS 108** **Skin Care I**

1 credit  
Offered upon request

Instruction in all basic facial manipulations, basic makeup application, hair removal, lash and brow tinting, and skin patch test.

### **COS 109** **Skin Care II**

2 credits  
Offered upon request

Continuation of COS 108. Instruction in intermediate facial manipulations, makeup application, hair removal, lash and brow tinting, and skin patch test.

### **COS 111** **Permanent Waving, Shampooing, and Hairstyling I**

4 credits  
Offered upon request

Basic instruction in permanent waving, chemical straightening, curling, shampooing, and hairstyling. Students will be instructed in basic manipulative skills, knowledge and safety precautions when giving chemical wave or chemical relaxer. Designed to bring student up to an intermediate level.

### **COS 113** **Permanent Waving, Shampooing, and Hairstyling II**

4 credits  
Offered upon request

**Prerequisite:** COS 111 or concurrent enrollment in COS 111

Continuation of COS 111. Intermediate level of instruction in permanent waving, chemical straightening, curling, shampooing, and hairstyling. Students will be instructed in basic manipulative skills, knowledge and safety precautions when giving chemical wave or chemical relaxer. Designed to bring student up to an advanced level.

### **COS 115** **Permanent Waving, Shampooing, and Hairstyling III**

3 credits  
Offered upon request

**Prerequisite:** COS 113 or concurrent enrollment in COS 113

Continuation of COS 113. Advanced level of instruction in permanent waving, chemical straightening, curling, shampooing, and hairstyling. Students will be instructed in basic manipulative skills, knowledge and safety precautions when giving chemical wave or chemical relaxer. Designed to bring student up to a professional level.

### **COS 117** **Permanent Waving, Shampooing, and Hairstyling IV**

2 credits  
Offered upon request

**Prerequisite:** COS 115 or concurrent enrollment in COS 115

Continuation of COS 115. Professional level of instruction in permanent waving, chemical straightening, curling, shampooing, and hairstyling. Students will be instructed in basic manipulative skills, knowledge and safety precautions when giving chemical wave or chemical relaxer.

### **COS 121** **Nail Care I**

1 credit  
Offered upon request

Includes care and beautification of the hands, arms, feet, legs, and nails; practice in giving plain/oil manicures, pedicures, hand/arm massages, and foot/leg massages. A study is made of proper use of instruments, equipment, personal hygiene, sanitation, common nail conditions, diseases, and State Board rules and regulations affecting the cosmetologist performing manicuring, pedicuring, hand/arm and leg/foot massages.

### **COS 123** **Nail Care II**

1 credit  
Offered upon request

**Prerequisite:** COS 121 or concurrent enrollment in COS 121

Continuation of COS 121. Includes care and beautification of the hands, arms, feet, legs, and nails; practice in giving plain/oil manicures, pedicures, hand/arm massages, and foot/leg massages. A study is made of proper use of instruments, equipment, personal hygiene, sanitation, common nail conditions, diseases, and State Board rules and regulations affecting the cosmetologist performing manicuring, pedicuring, hand/arm and leg/foot massages.

### **COS 125** **Manicuring I**

4 credits  
Offered upon request

First of four courses for students seeking a manicuring license. Includes care and beautification of the nails, hands, legs, feet, and arms. Emphasis is on theory, proper use of instruments, equipment, personal hygiene, common nail conditions and diseases, basic nail techniques, and State Board rules and regulations affecting manicurists.

### **COS 127** **Manicuring II**

4 credits  
Offered upon request

**Prerequisite:** COS 125 or concurrent enrollment in COS 125

Second course for students seeking a cosmetology or manicuring license. Emphasis is on additional skill building in areas covered in Manicuring I including bacteriology, sanitation, and disinfection, safety in the salon, and professional image.

### **COS 131** **Haircutting, Scalp Treatment, and Tinting I**

5 credits  
Offered upon request

Instruction in all basic haircutting techniques. Introductory corrective scalp treatment, massage, hair reconditioning, current methods of hair coloring, bleaching, special effects, color corrections, and a skin patch test.

### **COS 133** **Haircutting, Scalp Treatment, and Tinting II**

4 credits  
Offered upon request

**Prerequisite:** COS 131 or concurrent enrollment in COS 131

Additional instruction in haircutting techniques. Professional corrective scalp treatment, massage, hair reconditioning, current methods of hair coloring, bleaching, special effects, color corrections, and a skin patch test.

### **COS 135** **Haircutting, Scalp Treatment, and Tinting III**

4 credits  
Offered upon request

**Prerequisite:** COS 133 or concurrent enrollment in COS 133

Advanced instruction in haircutting techniques. Professional corrective scalp treatment, massage, hair reconditioning, current methods of hair coloring, bleaching, special effects, color corrections, and a skin patch test.

### **COS 137** **Haircutting, Scalp Treatment, and Tinting IV**

2 credits  
Offered upon request

**Prerequisite:** COS 135 or concurrent enrollment in COS 135

Professional instruction in haircutting techniques. Professional corrective scalp treatment, massage, hair reconditioning, current methods of hair coloring, bleaching, special effects, color corrections, and a skin patch test.

**COS 150**

**Manicuring III**

4 credits  
Offered upon request

Prerequisite: COS 127 or concurrent enrollment in COS 127

Third course for students seeking a manicuring license. Emphasis is on advanced skill building in areas covered in Manicuring I and II, product chemistry, anatomy and physiology, the nail and its disorders, the skin and its disorders, and client consultation.

**COS 152**

**Manicuring IV**

4 credits  
Offered upon request

Prerequisite: COS 150 or concurrent enrollment in COS 150

Final manicuring course for students seeking a manicuring license. Emphasis is on polishing all manicuring skills in preparation for a mock state board exam. Additional instruction in salon management and nail product/services sales.

**COS 201**

**Science for Cosmetology Instructors**

1 credit  
Offered upon request

This course covers instructional techniques for teaching, demonstrations of the safe use of chemicals, safety precautions in the use of electricity and electrical equipment, and cosmetic chemistry. Theory and practical procedures are explained and demonstrated for each topic. Students must have a current cosmetology, hairstylist, aesthetics, or nail technician license and instructor permission.

**COS 203**

**Management for Cosmetology Instructors**

3 credits  
Offered upon request

This course covers instructional techniques for teaching and mastering an introduction to personal improvement, Arizona laws and rules governing cosmetology business ethics, telephone techniques, receptionist techniques, and shop management. Student must have a current cosmetology, hairstylist, aesthetician, or nail technician license and instructor permission.

**COS 205**

**Instructing in Cosmetology I**

3 credits  
Offered every fall semester

This course covers correct instructional procedures pertaining to manicuring, shampooing, finger waving, haircutting, and curl construction; enabling student instructors to stress all safety precautions and to demonstrate their manipulative skills to students clearly and confidently. Student must have a current cosmetology license and instructor permission.

**COS 206**

**Instructing in Cosmetology II**

3 credits  
Offered upon request

Prerequisite: COS 205 or concurrent enrollment in COS 205

This course covers basic instructional methods and techniques for the effective observation and assistance to experienced instructors, in the performance of their duties, to perform skill demonstrations in chemical applications. Student must have a current cosmetology license and instructor permission.

**COS 240**

**Cosmetology Refresher I**

1 to 6 credits  
Offered upon request

Professional level of instruction in permanent waving, chemical straightening, curling, shampooing, and hairstyling. Advanced instruction in haircutting techniques, hair color, bleaching, special effects, and color correction. Students will be instructed in these advanced techniques to ensure salon readiness.

**COS 241**

**Cosmetology Refresher II**

2 to 6 credits  
Offered upon request

Prerequisite: COS 240 or concurrent enrollment in COS 240  
Professional level of instruction in advanced cosmetology techniques. Instructors will work individually with each student to help them achieve the cosmetology hours needed to better hone their practical skill in the industry. Students will be instructed in these advanced techniques to attain jobs in other states and to be thoroughly skilled in all aspects of the cosmetology curriculum.

**COUNSELING**

**CSL 011**

**College Success Skills**

1/2 credit  
Developmental course - does not count for graduation credit  
Offered upon request  
Activity/Personal Enrichment

Provides the students with the ability to develop study strategies and to plan their academic program.

**CSL 103**

**Leadership Techniques I**

1 credit  
Offered every fall semester  
Activity/Personal Enrichment

This course on leadership is designed to provide the student with an opportunity to evaluate, understand, and sharpen their personal leadership skills. The focus of the course will be to learn and understand The 7 Habits of Highly Effective College Students.

**CSL 104**

**Personal Assessment**

2 credits  
Offered every fall and spring semester  
Activity/Personal Enrichment

Small group counseling with emphasis on developing an awareness of personal identity, values, and goals. Includes developing ability to understand others, give emotional support, and communicate in the group.

**CSL 105**

**Personal Development**

2 credits  
Offered every fall and spring semester  
Activity/Personal Enrichment

Continuation of CSL 104 with further practice in defining values, improving communication skills, and understanding social problems.

**CSL 109**

**Orientation to Student Success**

1 credit  
Offered every fall and spring semester  
Activity/Personal Enrichment

Provides the students with the ability to develop study strategies and to plan their academic programs and career decisions.

**CSL 111**

**Leadership for Organizational Development**

2 credits  
Offered upon request  
Offered in Gila County only

A first course in leadership for organizational development designed to provide students with communication, organizational management, and leadership skills.

**CSL 114**

**Leadership Techniques II**

1 credit  
Offered every spring semester  
Activity/Personal Enrichment

This course on leadership is designed to provide the student with an opportunity to research, review, and understand various characteristics of personal leadership.

**CSL 115**

**Community Outreach Through Service Learning**

1 to 2 credits  
GE category: AAS degree only  
Offered upon request  
Activity/Personal Enrichment

This course provides service learning opportunities for students. The primary purpose is to instill personal value and appreciation for giving back to the community through service activities. This course also helps instill the importance of professional work traits, which can help students succeed as they enter the community workforce.

**CSL 120**

**Monster Bridge I**

1 credit  
Offered every fall semester  
Activity/Personal Enrichment

Three days of sessions and activities taught by EAC faculty, staff, and returning students. When new students begin Monster Bridge I, they will be assigned to a group of Monster Mentors. Mentors are returning students that have achieved academic and social success at EAC. Mentors will accompany and assist in teaching new students about student services, academic support, campus and community navigation, EAC technology, campus safety, study skills, time and money management, social integration, job finding skills, career exploration, etc.

**CSL 122**

**Summer Bridge I**

1 credit  
Offered every fall semester  
Activity/Personal Enrichment

Break-out sessions, self-reflection exercises, keynote speakers, and small group discussions will be utilized to educate, inform, and create relationships to promote a new student's post-secondary experience. Working to improve the student's college readiness and social integration, this course is also designed to develop reading comprehension and basic math skills in students with deficiencies.

**CSL 123**

**Summer Bridge II**

1 credit  
Offered every fall semester  
Activity/Personal Enrichment

Break-out sessions, self-reflection exercises, keynote speakers, and small group discussions will be utilized to educate, inform, and create relationships to promote a new student's post-secondary experience. Working to improve the student's college readiness and social integration, this course is also designed to develop reading comprehension and basic math skills in students with deficiencies.

**CSL 297**

**Workshop**

1 to 6 credits  
Offered upon request  
Activity/Personal Enrichment

Designed to meet a variety of needs for students in Counseling.

**CSL 298**

**Workshop**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Designed to meet a variety of needs for students in Counseling.

**CSL 299**  
**Independent Study**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment  
Design and execution of original projects under faculty supervision.

**DANCE****DAN 103**  
**Beginning Ballroom Dance I**

1 credit  
GE category: AAS degree only  
Offered upon request  
Activity/Personal Enrichment  
Traditional and popular ballroom dance, also social skills.

**DAN 104**  
**Beginning Ballroom Dance II**

1 credit  
GE category: AAS degree only  
Offered upon request  
Activity/Personal Enrichment  
Continuation of DAN 103.

**DAN 110**  
**Beginning Folk Dance I**

1 credit  
GE category: AAS degree only  
Offered upon request  
Activity/Personal Enrichment  
Fundamental dance skills in folk dance.

**DAN 111**  
**Beginning Folk Dance II**

1 credit  
GE category: AAS degree only  
Offered upon request  
Activity/Personal Enrichment  
Continuation of DAN 110.

**DAN 112**  
**Beginning Square Dance I**

1 credit  
GE category: AAS degree only  
Offered upon request  
Activity/Personal Enrichment  
Dance skills in Western styles of square, stomp, and round dances.

**DAN 113**  
**Beginning Square Dance II**

1 credit  
GE category: AAS degree only  
Offered upon request  
Activity/Personal Enrichment  
Continuation of DAN 112.

**DAN 114**  
**Beginning Western Dance I**

1 credit  
GE category: AAS degree only  
Offered upon request  
Activity/Personal Enrichment  
Dance skill in Western styles.

**DAN 115**  
**Beginning Western Dance II**

1 credit  
GE category: AAS degree only  
Offered upon request  
Activity/Personal Enrichment  
Continuation of DAN 114.

**DAN 120**  
**Beginning Modern Dance I**

1 credit  
GE category: AAS degree only  
Offered upon request  
Activity/Personal Enrichment  
An introduction to Modern Dance as a form of dance art.

**DAN 121**  
**Beginning Modern Dance II**

1 credit  
GE category: AAS degree only  
Offered upon request  
Activity/Personal Enrichment  
Continuation of DAN 120.

**DAN 132**  
**Beginning Ballet I**

1 credit  
GE category: AAS degree only  
Offered upon request  
Activity/Personal Enrichment  
The study of ballet technique through the traditional exercises with proper awareness of style and phrasing.

**DAN 133**  
**Beginning Ballet II**

1 credit  
GE category: AAS degree only  
Offered upon request  
Activity/Personal Enrichment  
Prerequisite: DAN 132 or instructor approval  
Continuation of DAN 132.

**DAN 134**  
**Beginning Clogging I**

1 credit  
GE category: AAS degree only  
Offered upon request  
Activity/Personal Enrichment  
This course introduces the student to the fundamental dance skills of clogging. Clogging is a traditional style of percussive folk dance which involves rhythmic foot tapping that can be danced to any style of music.

**DAN 135**  
**Beginning Clogging II**

1 credit  
GE category: AAS degree only  
Offered upon request  
Activity/Personal Enrichment  
Prerequisite: DAN 134  
A continuation of DAN 134. This course introduces the student to the fundamental dance skills of clogging. Clogging is a traditional style of percussive folk dance which involves rhythmic foot tapping that can be danced to any style of music.

**DAN 150**  
**Beginning Theatre Dance I**

1 credit  
GE category: AAS degree only  
Offered upon request  
Activity/Personal Enrichment  
Study and performance of a variety of dance styles for media dance entertainment to include modern, ballet, jazz, tap, and ballroom.

**DAN 151**  
**Beginning Theatre Dance II**

1 credit  
GE category: AAS degree only  
Offered upon request  
Activity/Personal Enrichment  
Prerequisite: DAN 150 or instructor approval  
Continuation of DAN 150.

**DAN 203**  
**Intermediate Ballroom Dance I**

1 credit  
Offered upon request  
Activity/Personal Enrichment  
Traditional and popular ballroom dance, also social skills.

**DAN 204**  
**Intermediate Ballroom Dance II**

1 credit  
Offered upon request  
Activity/Personal Enrichment  
Continuation of DAN 203.

**DAN 210**  
**Intermediate Folk Dance I**

1 credit  
Offered upon request  
Activity/Personal Enrichment  
Fundamental dance skills in folk dance.

**DAN 211**  
**Intermediate Folk Dance II**

1 credit  
Offered upon request  
Activity/Personal Enrichment  
Continuation of DAN 210.

**DAN 212**  
**Intermediate Square Dance I**

1 credit  
Offered upon request  
Activity/Personal Enrichment  
Dance skills in Western styles of square, stomp, and round dances.

**DAN 213**  
**Intermediate Square Dance II**

1 credit  
Offered upon request  
Activity/Personal Enrichment  
Continuation of DAN 212.

**DAN 214**  
**Intermediate Western Dance I**

1 credit  
Offered upon request  
Activity/Personal Enrichment  
Dance skill in Western styles.

**DAN 215**  
**Intermediate Western Dance II**

1 credit  
Offered upon request  
Activity/Personal Enrichment  
Continuation of DAN 214.

**DAN 222**  
**Intermediate Jazz Dance I**

1 credit  
Offered upon request  
Activity/Personal Enrichment  
Dance skills in jazz.

**DAN 223**  
**Intermediate Jazz Dance II**

1 credit  
Offered upon request  
Activity/Personal Enrichment  
Continuation of DAN 222.

**DAN 232**  
**Intermediate Ballet I**

1 credit  
Offered upon request  
Activity/Personal Enrichment  
Prerequisite: DAN 133 or instructor approval

The study of ballet technique through the traditional exercises with proper awareness of style and phrasing and introduce pointe work.

**DAN 233**  
**Intermediate Ballet II**

1 credit  
Offered upon request  
Activity/Personal Enrichment  
Prerequisite: DAN 232 or instructor approval  
Continuation of DAN 232.

**DAN 234**  
**Intermediate Clogging I**

1 credit  
Offered upon request  
Activity/Personal Enrichment  
Prerequisite: DAN 135

A continuation of DAN 135. This course expands the learner's knowledge of the fundamental dance skills of clogging. Clogging is a traditional style of percussive folk dance, which involves rhythmic foot tapping that can be danced to any style of music.

**DAN 235**  
**Intermediate Clogging II**

1 credit  
Offered upon request  
Activity/Personal Enrichment  
Prerequisite: DAN 234

A continuation of DAN 234. This course expands the learner's knowledge of the fundamental dance skills of clogging. Clogging is a traditional style of percussive folk dance, which involves rhythmic foot tapping that can be danced to any style of music.

**DAN 240**

**Dance Repertory**

1 credit  
Offered upon request  
Activity/Personal Enrichment

The study of performance skills from pre-classic to contemporary dance forms, including folk repertory.

**DAN 250**

**Intermediate Theatre Dance I**

1 credit  
Offered upon request  
Activity/Personal Enrichment  
Prerequisite: DAN 151

Study and performance of a variety of dance styles for media dance entertainment to include modern, ballet, jazz, tap, and ballroom.

**DAN 251**

**Intermediate Theatre Dance II**

1 credit  
Offered upon request  
Activity/Personal Enrichment  
Prerequisite: DAN 250

Continuation of DAN 250.

**DAN 281**

**Dance Composition**

2 credits  
Offered upon request  
Activity/Personal Enrichment

A study of the choreographic process which makes use of content, form, and technique while examining the elements of time, space, and energy. Analyzes choreographed works in all areas of dance and recreates some dances for learning purposes.

**DAN 298**

**Workshop**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Designed to meet a variety of needs for students in Dance.

**DAN 299**

**Independent Study**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Design and execution of original projects under faculty supervision.

**DENTAL ASSISTING EDUCATION**

**DAE 100**

**Introduction to Dental Assisting**

3 credits  
Offered every fall semester  
Offered in Gila County only

This course covers the history of dentistry, the education and characteristics of the dental assisting professional, members of the dental healthcare team, professional code of ethics in the field of dentistry, and the statutory law for the field of dentistry.

**DAE 101**

**Dental Health and Safety**

3 credits  
Offered every fall semester  
Offered in Gila County only

This course provides training to help the student understand the difference between regulations and recommendations pertaining to health and safety for employees and patients. The students will also identify professional organizations for dentists, dental assistants, and dental hygienists relative to safety training. Students will be given the opportunity to identify the government agencies and their function in relation to dentistry.

**DAE 105**

**Oral Health and Dental Disease Prevention**

3 credits  
Offered every fall semester  
Offered in Gila County only  
Prerequisite: DAE 100, DAE 101, and BIO 160 or HCE 156 or concurrent enrollment in DAE 100, DAE 101, and BIO 160 or HCE 156

The learner will classify dental caries, discuss early childhood caries, and explain the importance of saliva related to tooth decay, explain the goal of CAMBRA, describe the prevalence of periodontal disease, identify the two basic types of periodontal disease and list and describe the seven basic care types.

**DAE 107**

**Science in Dentistry**

4 credits  
Offered every spring semester  
Offered in Gila County only  
Prerequisite: DAE 105

This is an introductory course to bio-sciences as it relates to the oral embryology and histology, hand and neck anatomy, and tooth morphology. This course provides information on regions of the face (landmarks) and oral cavity. Upon completion, students will identify planes and associated body direction used to divide the body into sections and describe the four levels of organs of organization of the human body.

**DAE 109**

**Patient Information and Assessment**

3 credits  
Offered every spring semester  
Offered in Gila County only

Prerequisite: DAE 107 or concurrent enrollment in DAE 107

This course focuses on the preclinical skills needed for delivered dental care including the importance of managing patient records. Students will be trained on patient vital signs assessments and the role of the dental assistant in a medical emergency. Students will be introduced to the principles of pharmacology.

**DAE 112**

**Radiographic Imaging in Dentistry**

4 credits  
Offered every spring semester  
Offered in Gila County only

Prerequisite: DAE 107 or concurrent enrollment in DAE 107 or instructor permission

This course provides the student uses of dental imaging, explains how x-rays are produced, and identifies types of radiation. The student will also understand the effects of radiation and how radiation is measured. Radiation safety is discussed in this course.

**DAE 114**

**Foundations of Clinical Dentistry**

4 credits  
Offered every spring semester  
Offered in Gila County only

Prerequisite: DAE 107 or concurrent enrollment in DAE 107

This course focuses on the preclinical skills needed for delivered dental care including dental hand pieces and dental hand instruments. Topics also include moisture control, anesthesia and pain control.

**DRAFTING TECHNOLOGY**

**DRF 104**

**Blueprint Reading**

2 credits  
Offered upon request

Interpreting technical drawings and accompanying specifications. Emphasizes technical terms and symbols, industrial standards and tolerances. Reading of working drawings and sketches, basic drafting fundamentals and techniques are covered. Designated for non-drafting technicians.

**DRF 108**

**Technical Drafting**

2 credits  
Offered every fall semester

Course is designed for students with little or no drafting background. Course content includes use of drafting equipment, drafting techniques, lettering, geometric construction, multi-view, isometric, section view, and auxiliary view drawings. All drawings will meet the ASME Y14.5M standard for dimensioning and drawing layout.

**DRF 150**

**Dimensioning and Tolerancing**

1 credit  
Offered every spring semester

An intensive course covering basic and advanced dimensioning techniques. Emphasis is placed on the ANSI Y14.5M standard for geometric dimensioning and tolerancing.

**DRF 154**

**Introduction to AutoCAD**

2 to 3 credits  
Offered every fall and spring semester

Students will gain hands-on experience using AutoCAD computer drafting software. Emphasis is placed on the integration of 3D solid modeling and 2D drafting output. All drawings will meet the ASME Y14.5M standard.

**DRF 160**

**Descriptive Geometry**

3 credits  
Offered every fall semester  
Prerequisite: DRF 154 or concurrent enrollment in DRF 154

The study of lines, planes, successive auxiliary views, intersection of planes, angles between planes, developments, parallelism, perpendicularity, and the relationships between various geometric elements. All drawings will meet the ASME Y14.5M standard.

**DRF 170**

**Residential Architecture**

2 to 3 credits  
Offered every spring semester  
Prerequisite: DRF 154 or concurrent enrollment in DRF 154

Students will be instructed in residential architecture drafting techniques required to design and draft floor plans, exterior and interior details, and structural representations. The course will use architectural CAD software to develop a full set of residential house plans. All drawings will meet the American Architectural Graphic Standards, the International Building Code, the International Residence Code, ADA, and any additional local building and zoning requirements.

**DRF 207****CADD Workshop**

1 credit  
Offered upon request

For high school and community college teachers, or other interested individuals, wishing to advance their knowledge and skills in the area of Computer Assisted Design and Drafting (CADD). This short-term course is geared to meet the various levels of CADD expertise from beginning to advanced. Attendees will be divided into skill level groups and areas of interest. Basic technique and commands will be covered for the beginning skill levels and advanced techniques will be covered for attendees with experience in the CADD field.

**DRF 220****Parametric Solid Modeling**

3 credits  
Offered every spring semester

Prerequisite: DRF 154 or concurrent enrollment in DRF 154 or instructor approval

This course uses the latest in parametric modeling technology (SolidWorks & Autodesk Inventor) in the study of mechanical drafting, threads and fasteners, detail and assembly drawings, section views, and basic dimensioning and tolerancing techniques. Parametric modeling simulates manufacturing processes, and completed solid models can be easily transferred to production tools such as 3D printers or CNC machines. All drawings will meet the ASME Y14.5M standard.

**DRF 230****Civil Drafting**

3 credits  
Offered every fall semester

Prerequisite: DRF 154

Studies basic elements of map drafting including symbols, plotting contour lines, grid maps, elevation and profiles, closed and open traverse, legal descriptions, grading, volumes, street construction, and basic use of GPS systems. All drawings will meet the AASHTO Green Book, American Architectural Graphic Standards, the International Building Code, the International Residential Code, ADA, and any additional local building and zoning requirements.

**DRF 232****Structural Drafting**

2 to 3 credits  
Offered every spring semester

Prerequisite: DRF 154

A study of the basic elements of structural drafting including symbols, dimensioning, design, and detail drawing of steel and concrete structures. All drawings will meet the American Architectural Graphic Standards, the International Building Code, the International Residential Code, ADA, and any additional local building and zoning requirements.

**DRF 235****Arc Geographic Information Systems I**

2 credits  
Offered upon request

Prerequisite: DRF 230 with a grade of "C" or higher or instructor approval

This course provides an introduction to Arc Geographic Information Systems (GIS) concepts and GIS databases. Students will learn processes related to manipulating spatial and tabular data, querying a database, presenting data clearly, and effectively using maps, reports, and charts.

**DRF 236****Arc Geographic Information Systems II**

3 credits  
Offered upon request

Prerequisite: DRF 235 with a grade of "C" or higher

This course utilizes advanced Arc Geographic Information Systems (GIS) concepts and GIS databases. Students will design and create a GIS project using geodatabase and validation rules while learning to edit topology and perform spatial analysis.

**DRF 262****Commercial Architecture**

2 to 3 credits  
Offered upon request

Prerequisite: DRF 154

Course will focus on the use of CAD in the area of commercial architectural facilities layout and design. Projects involve the creation of commercial floor plans, external elevations, and site plans. Emphasis is placed upon meeting the customer needs, local building codes, and industry standards. All drawings will meet the American Architectural Graphic Standards, the International Building Code, the International Residential Code, ADA, and any additional local building and zoning requirements.

**DRF 271****Advanced AutoCAD**

2 to 3 credits  
Offered every spring semester

Prerequisite: DRF 154

Course examines how to use advanced AutoCAD software capabilities. Students will focus on system customization including menu development. Advanced drawing techniques, assembly part modeling, and drafting applications will also be included.

**DRF 290****Drafting Capstone Project**

2 credits  
Offered every spring semester

Prerequisite: DRF 170 and DRF 230 with a grade of "C" or higher and prior or concurrent enrollment in DRF 220, or instructor approval

This is an end-of-program capstone project course to allow students the opportunity to create a complete drafting and design project from start to finish in one of the principal drafting related areas emphasized throughout the degree program: architectural, civil, or mechanical. Successful completion of this course will validate competencies from previous coursework. All architectural and civil drawings will meet the American Architectural Graphic Standards, the International Building Code, the International Residence Code, ADA, and any additional local building and zoning requirements. All mechanical drawings will meet the ASME Y14.5M standard.

**DRF 297****Workshop**

1 to 6 credits  
Offered upon request  
Activity/Personal Enrichment

Designed to meet a variety of needs for students in Drafting Technology.

**DRF 298****Workshop**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Designed to meet a variety of needs for students in Drafting Technology.

**DRF 299****Independent Study**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Design and execution of original projects under faculty supervision.

**EARLY CHILDHOOD EDUCATION****ECE 100****Foundations of Early Childhood Education**

3 credits  
Offered every fall semester

Introduction to the field of Early Childhood Education including history, philosophy, and the application of child development techniques. Includes assessment techniques for observing and recording behaviors, communication skills, guidance techniques, developmentally appropriate practices and the role of the teacher in early childhood settings. Off campus observation and participation hours in a licensed childcare, or public school birth through age eight.

**ECE 102****Early Childhood Curriculum**

3 credits  
Offered every fall semester

This course provides the student with an introduction to methods and materials to assist young children three to five years of age in the learning process. Emphasis will be placed on assessment of children's learning, arrangement of indoor/outdoor space, music and movement, dramatic play and creative media. Students will locate, plan, implement, and evaluate creative learning activities using a variety of methods and materials.

**ECE 105****Health, Safety, and Nutrition**

3 credits  
Offered every fall semester

Nutrition education, menu planning, childhood diseases and illness, and sanitation and safety in group settings will be introduced. Protecting the health and safety of young children and promoting the development of lifelong health habits. Communication with health professionals and parents on health, safety, and nutrition issues will be included for children birth through age eight.

**ECE 110****Infants and Toddlers Development**

3 credits  
Offered every spring semester

This course will provide the students with an introduction to the principles of development in children from birth through 36 months. Emphasis will be placed on individuality of child and the adult role in providing a safe, stimulating environment for the development of the very young child.

**ECE 120**  
**Guiding Children's Social Development**

3 credits  
 Offered every spring semester  
 Students will gain knowledge in a study of positive guidance and discipline techniques that can be used to encourage children to develop self-discipline and responsibility for their own actions. Students will also learn the importance of assessing, understanding, and enhancing the development of communication skills of young children to help guide and develop a child's self-image. Students will learn how to translate information presented into related skills and procedures that support children's social development.

**ECE 150**  
**Practicum: Direct Field Experience Birth to Preschool**

2 credits  
 Offered every fall and spring semester  
 Prerequisite: ECE 100, ECE 102, ECE 105, ECE 110, ECE 120, or instructor approval  
 Supervised experience in the education, guidance and care of young children birth through age eight. Course begins with four weeks of classroom instruction on developmentally appropriate curriculum, guidance techniques, and age appropriate activities. Students will complete first aid certification, and must show proof of fingerprint clearance before student is placed at a center for lab.

**ECE 171**  
**Child Growth and Development**

3 credits  
 GE category: Social Sciences  
 Offered every fall and spring semester  
 Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy  
 This course gives students a broad, comprehensive view of the science of human development at each stage of development from conception through adolescence. Considers the biological, cognitive, physical, and social aspects of development from a knowledge base of theory, research, and current issues. Students will apply learning to developmentally appropriate principles and practices that guide relationships and learning experiences for children through adolescence. Substantial discussion will include family, culture, ethnicity, and gender. This course is identical to PSY 171.

**ECE 210**  
**Home, School, and Community Relations**

3 credits  
 Offered every spring semester  
 This course will stress the importance of family. The course objectives will include the specific attitudes, philosophies, and practical techniques that teachers in any setting can find useful in building relationships with families.

**ECE 220**  
**Introduction to Early Childhood Special Education**

3 credits  
 Offered every fall semester  
 An introductory level course with an emphasis on current educational practices and related educational theories including identification, causes, and characteristics of exceptional learners birth through age eight. An overview of the history of special education, assessment, intervention and curriculum will be introduced. Observation and participation hours in a special education setting required.

**ECE 240**  
**Child Development Portfolio and Assessment Preparation**

3 credits  
 Offered every fall and spring semester  
 Prerequisite: Instructor approval  
 Includes an in-depth review of the functional areas providing the basis for the Child Development Associate competency and gives step-by-step approach of activities necessary to complete the CDA Assessment process.

**ECE 281**  
**Children's Literature**

3 credits  
 GE category: Humanities  
 Offered every fall and spring semester  
 Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy  
 Introduction to children's literature with a focus on how to effectively choose and use children's literature in educational and other contexts. Considers selection guidelines, storytelling, interpretation, and evaluation of children's books. Students will discuss developmentally appropriate practice in the selection of books and stories for children. Identical to EDU 281 and ENG 281.

**ECE 299**  
**Independent Study**

1 to 4 credits  
 Offered upon request  
 Activity/Personal Enrichment  
 Designed to meet a variety of needs for students in the Early Childhood Education program.

**EDUCATION**

**EDU 200**  
**Introduction to Education**

3 credits  
 GE category: Social Sciences  
 Offered every fall and spring semester  
 Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy  
 Overview of the historical, political, economic, social, and philosophical factors that influence education and make it so complex. Opportunity for students to assess their interest and suitability for teaching.

**EDU 222**  
**Introduction to Special Education**

3 credits  
 Offered every spring semester  
 An introductory level course with an emphasis on the history of special education in society and the United States, legal influences on the provision of special education services to disabled students, and characteristics and instructional approaches to educating disabled children.

**EDU 230**  
**Cultural Diversity in Education**

3 credits  
 Offered every fall semester  
 Examination of the relationship of cultural values to the formation of the child's self-concept and learning styles. Examination of the role of prejudice, stereotyping and cultural incompatibilities in education. Emphasis on preparing future teachers to offer an equal educational opportunity to children of all cultural groups.

**EDU 233**  
**ESL/SEI Methods I**

3 credits  
 Offered upon request  
 This course provides the student with methods of planning, developing, and analyzing lesson plans in all content areas using English Language Learners (ELL) Standards. Emphasis is on components of curriculum content, teaching strategies, development/evaluation/adaptation of teaching materials, and the role of culture in learning. Student will examine the alignment of ELL Proficiency Standards to the state and national academic standards. This course also covers multiple assessment techniques, tracking of student progress using the AZELLA assessment, and use of assessment results for placement and accommodation.

**EDU 234**  
**ESL/SEI Methods II**

3 credits  
 Offered every fall and spring semester  
 The training provides the participant with methods of planning, developing, and analyzing lesson plans in all content areas using ELL Standards in order to teach children who are learning English as a second language. The emphasis is on ELL

Proficiency Standards, assessment objectives, recent changes in SEI requirements, teaching strategies, development/evaluation/adaptation of teaching materials and the role of culture in learning. The course examines the alignment of ELL Proficiency Standards to the Arizona Language Arts Academic Standards. The course covers alternative methods of assessment, and analysis of the use of AZELLA assessment. This training prepares participants for ethnically diverse classrooms. This training covers 45 hours toward the ADE requirement for teaching certification renewal.

**EDU 281**  
**Children's Literature**

3 credits  
 GE category: Humanities  
 Offered every fall and spring semester  
 Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy  
 Introduction to children's literature with a focus on how to effectively choose and use children's literature in educational and other contexts. Considers selection guidelines, storytelling, interpretation, and evaluation of children's books. Students will discuss developmentally appropriate practice in the selection of books and stories for children. Identical to ECE 281 and ENG 281.

**EDU 297**  
**Workshop**

1 to 6 credits  
 Offered upon request  
 Activity/Personal Enrichment  
 A course designed to meet a variety of needs for students in Education.

**EDU 298**  
**Workshop**

1 to 3 credits  
 Offered upon request  
 Activity/Personal Enrichment  
 A course intended to meet a variety of needs for Education students.

**EDU 299**  
**Independent Study**

1 to 3 credits  
 Offered upon request  
 Activity/Personal Enrichment  
 Design and execution of original projects under faculty supervision.

## ELECTRONIC TECHNOLOGY

### ELT 101 Fundamentals of Electricity and Electronics

3 credits  
Offered upon request

This course is an introductory course into the basic principles of electricity and electronics theory with emphasis of electrical applications. The course will also introduce the student to the study of various blueprints, schematics, wiring diagrams and symbols as they are used in practical industrial applications.

### ELT 110 Electricity and Electronics

3 credits  
Offered every fall semester

This course is an introductory course into the basic principles of electricity and electronics theory with a heavy emphasis on industrial applications. Students will be introduced to the study of various blueprints, schematics, wiring diagrams, and symbols as they are used in practical industrial applications. The student will learn the electrical concepts and terminology of voltage, amperage, and resistance. The student will learn to solve electrical problems by use of Ohm's Law formulas.

### ELT 111 DC Electrical Systems

3 credits  
Offered every fall semester

This course is an introductory course of direct current theory and systems with a heavy emphasis on industrial applications and setting. Students will be introduced to batteries, DC circuits, electrical test and measuring equipment, various conductors, semiconductors, insulators, as well as developing troubleshooting skills.

### ELT 112 AC Electrical Systems

3 credits  
Offered every fall semester

This course is an introductory course of Alternating Current (AC) theory and systems with a heavy emphasis on industrial application and settings. The course will introduce the student to transformers, electrical measuring test equipment, single and polyphase motors, motor controls, AC generation, and troubleshooting skills.

### ELT 115 Conduits and Raceways

2 credits  
Offered every spring semester

This course is an introductory course of conduit installation and bending as well as raceways, with a heavy emphasis on industrial applications and settings. The course will introduce the student to various conduit types and sizes as well as the tools and equipment used to cut, bend, thread, and install electrical conduit. Wire pulling and termination will also be included.

### ELT 161 Process Measurement Instrumentation I

3 credits  
Offered every spring semester

This course is an introductory course in industrial process measurement and instrumentation. This course will introduce the student to the various industrial processes of pressure, temperature, level, flow, weight, force, position, and analytical measurement. The course also discusses the various instruments used in process measurements.

### ELT 162 Process Measurement Instrumentation II

3 credits  
Offered every spring semester

Prerequisite: ELT 161

This course supplements concepts studied in ELT 161 and continues to analyze industrial process measurement and instrumentation. The course will allow the student to continue a study of the various industrial processes of pressure, temperature, level, flow, weight, force, position, and analytical measurement.

### ELT 171 Process Control Instrumentation

3 credits  
Offered every spring semester  
Prerequisite: ELT 161 or concurrent enrollment in ELT 161

This course is an introductory course into the basic principles of Process Control Instrumentation. This course examines the various industrial processes and how to control them through the use of electrical, electronic, and pneumatic automatic controllers. Course involves each student in different modes of process controls such as on/off and proportional and integral and derivative modes. It also deals with interfacing process measurement signals to controller inputs and connecting controller outputs to a final control element.

### ELT 181 Electronic Components

3 credits  
Offered every fall semester

Prerequisite: ELT 112 with a grade of "C" or higher or instructor approval

This course is an introductory course into electronic components that are used in present day electronic devices. This course will delve into semiconductor theory and the manufacture and design of semiconductor components. It will also cover analog as well as digital components not to be limited to the following semiconductor devices: diodes, silicon controlled rectifiers (SCR's), bipolar junction transistors, field effect transistors (FET's), operational amplifiers (OP AMP's), digital logic gates, microprocessors, random access memory (RAM), and read only memory (ROM). The student will also be introduced to common circuits that employ these devices such as oscillators, amplifiers, flip-flops, multivibrators, shift registers, counters, frequency dividers, and microprocessor circuits.

### ELT 251 National Electric Code

2 credits  
Offered upon request

Prerequisite: ELT 112 or instructor approval

This course will introduce the student to the current National Electric Code (NEC) regulations and standards. The NEC provides regulations and standards pertaining to electrical components and systems including wiring methods, materials, conductors, overcurrent protective devices, branch circuits and feeders, grounding, transformers, services, special locations, and calculations. The purpose of the NEC is the practical safeguarding of persons and property from hazards arising from the use of electricity.

### ELT 258 Electrical Troubleshooting

3 credits  
Offered every fall semester  
Prerequisite: ELT 112 or instructor approval

This course will require the student to apply theories, concepts, and practical applications to logically solve and repair electrical circuit problems. This will include the use of various test equipment, electrical diagrams, and other resources to analyze and correct electrical problems. The student will be required to implement and demonstrate safe electrical practices while troubleshooting electrical problems.

### ELT 271 Programmable Logic Controllers

3 credits  
Offered every spring semester  
Prerequisite: ELT 112 or instructor approval

This course introduces the student to the principles of Programmable Logic Controllers (PLCs). This course emphasizes the applications and implementation of PLCs as used in industrial control settings. It analyzes the interfacing of inputs, outputs, and development of ladder logic control programming. The course will subject the student to elementary, intermediate, and advanced programming functions as commonly used in PLCs.

### ELT 272 Motors and Motor Controls

3 credits  
Offered every spring semester

Prerequisite: ELT 112

This course introduces the student to the various types of direct current and alternating current motors as well as single and polyphase motors. The course will also demonstrate various types of motor controls such as relay logic, use of sensors and variable speed control schemes. The student will learn to take voltage, current and resistance measurements to troubleshoot motors and control circuits. Students will learn to use and interpret schematics, blueprints, and diagrams to troubleshoot circuits and or design and construct motor control circuits.

### ELT 297 Workshop

1 to 6 credits  
Offered upon request  
Activity/Personal Enrichment

A course designed to meet a variety of needs for students in Electronics.

### ELT 298 Workshop

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

A course designed to meet a variety of needs for students in Electronics.

### ELT 299 Independent Study

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Design and execution of original projects under faculty supervision.

## EMERGENCY MEDICAL TECHNOLOGY

### EMT 103

#### Emergency Medical Technician 9 credits

Offered every fall and spring semester

Prerequisite: Admission to Eastern Arizona College's EMT Program.

Introductory course for students to learn skills to recognize and properly treat illness and injury in the pre-hospital setting. Successful completion of the course leads to the opportunity to test for certification by the National Registry of EMT's and the Arizona Department of Health Services. A total of 12 hours of clinical experience and 12 hours of vehicular experience will be scheduled in the Emergency Department and on the ambulance to provide direct, hands-on experience with a variety of patients.

### EMT 110

#### Emergency Medical Responder 2 credits

Offered upon request

This course is focused on basic life support as performed by a health care provider. The content includes patient assessment, airway management, cardiopulmonary resuscitation, shock, bleeding and wounds, body area injuries, poisoning, burns, cold and heat-related emergencies, bone injuries, medical emergencies, emergency childbirth, and first aid skills.

### EMT 121

#### Cardiopulmonary Resuscitation 1/2 credit

Offered every fall and spring semester

This course follows the American Heart Association guidelines for knowledge and skill in cardiopulmonary resuscitation and AED at the healthcare provider level. Learning focuses on the skills involved in helping an individual with airway obstruction, respiratory arrest, and/or cardiac arrest.

### EMT 122

#### First Aid and CPR

2 credits

Offered every fall and spring semester

This course is focused on basic life support as performed by a health care provider. The content includes patient assessment, airway management, cardiopulmonary resuscitation, shock, bleeding and wounds, body area injuries, poisoning, burns, cold and heat-related emergencies, bone injuries, medical emergencies, emergency childbirth, and first aid skills. Identical to HCE 101 and HPE 190.

### EMT 161

#### Emergency Medical Technician Refresher

2 credits

Offered every spring semester

Prerequisite: Current CPR card issued by American Heart Association (Health Care Provider) or American Red Cross (Professional Rescuer). CPR card may be expired within one year as a new AHA BLS card will be issued after completion of the course. Proof of current state or NREMT certification. Expired certification is acceptable as long as it is less than two years expired prior to start of class. Failed attempt on NREMT exam is also acceptable. The prospective student will submit documentation of the prerequisites with the completed Proof of Prerequisites Form to the Records and Registration Office prior to registration.

This course is designed to meet National Registry and Arizona Bureau of EMS (BEMS) recertification requirements for the EMT. Enhances the knowledge base of the Emergency Medical Technician (EMT) and reinforces basic skill competencies. BLS for Healthcare Providers will also be completed during the course and a CPR card issued upon completion.

### EMT 170

#### Vehicular Extrication and Trauma Care

1/2 credit

Offered upon request

This course provides a review, as well as some new insights into vehicular extrication and providing patient care to the trauma patient. This course is interactive and designed to challenge the participant in the areas of knowledge base, decision-making, and application of skills.

### EMT 180

#### EMS Instructional Strategies 2 credits

Offered every fall semester

Prerequisite: Instructor approval

This course is conducted in cooperation with the Arizona Department of Health Services, Bureau of Emergency Medical Services (EMS). It follows National Emergency Medical Services Education Standards (NEMSSES) set forth by the National Highway and Traffic Safety Administration (NHTSA). It is designed to prepare and make eligible the participant for approval as an EMT instructor in the State of Arizona.

### EMT 200

#### Paramedic Prep Course

2 credits

Offered upon request

Prerequisite: Proof of current NREMT or Arizona EMT certification and current BLS CPR healthcare provider card

Prepares the EMT to begin paramedic training. Covers review of EMT knowledge, human anatomy and physiology, math calculation and EKG interpretation. Designed to prepare students to pass paramedic entrance exams and to improve their success in paramedic school.

### EMT 210

#### Paramedic I

12 credits

Offered upon request

Prerequisite: Admission to Eastern Arizona College's Paramedic Program. HCE 112 and BIO 160 or BIO 201 and BIO 202 with a grade of "C" or higher. Concurrent enrollment in EMT 219 and EMT 220

The Paramedic Training Program follows the guidelines set forth by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). Continuous enrollment in EMT 210, 212, and 214 is the study of emergency medical care and evaluation and treatment of injuries. The program focuses on both technical and practical knowledge while providing in depth skills training to evaluate and treat a wide variety of both medical and trauma emergencies in the prehospital setting. Progression of learning includes didactic/laboratory integrated with or followed by additional clinical/field experience. Student will be responsible to pay an additional fee for Fisdap as part of the course fees.

### EMT 212

#### Paramedic II

12 credits

Offered upon request

Prerequisite: EMT 210, EMT 219, and EMT 220 with a grade of "B" or higher. Current NREMT or Arizona EMT certification, AHA BLS healthcare provider card, and health insurance coverage are required.

The Eastern Arizona College Paramedic Training program follows the guidelines set forth by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). Continuous enrollment in EMT 210, 212, and 214 is the study of emergency medical care and evaluation and treatment of injuries. The program focuses on both technical and practical knowledge while providing in depth skills training to evaluate and treat a wide variety of both medical and trauma emergencies in the prehospital setting. Progression of learning includes didactic/laboratory integrated with or followed by additional clinical/field experience. Students will be required to complete a minimum of 24 clinical hours for EMT 212. Check the current catalog for all course fees.

### EMT 214

#### Paramedic III

6 credits

Offered upon request

Prerequisite: EMT 212 with a grade of "B" or higher. Current NREMT or Arizona EMT certification, AHA BLS healthcare provider card, ACLS and PALS provider card, and health insurance coverage are required.

This course will cover the clinical/vehicular portion of the Paramedic program. Students will complete 75 hours of clinical/vehicular time for each credit to total 450 hours over the course of the semester. A practical exam will be given to prepare students to take the skills portion of the National Registry Examination for Paramedics. Check the current catalog for all course fees.

### EMT 219

#### Pharmacology in Emergency Settings

2 credits

Offered upon request

This course is designed to enhance knowledge in pharmacology to emergency medical technicians at the paramedic level. The content is focused on regulation of drugs, drug actions and interactions, and medications used in emergency situations.

**EMT 220****Advanced Cardiovascular Life Support**

1 credit  
Offered upon request

This course is designed to provide core information necessary to prepare students for the American Heart Association's ACLS Provider course. The content is focused on the key concepts of advanced cardiac life support including ethical considerations in cardiac resuscitation. The student should have ECG interpretation skills and a current BCLS CPR card.

**EMT 221****Pediatric Advanced Life Support**

1 credit  
Offered upon request

This course is designed to provide guidance to prehospital care providers in the management of pediatric emergencies. The content is focused on advanced life support care for children in emergency situations and expedition of transfer to a facility that can offer definitive care.

**EMT 222****Trauma Patient Management**

1 credit  
Offered upon request

With its comprehensive approach to core knowledge and skills, this course is appropriate for all levels of EMS personnel - from EMT and first responders to advanced EMTs, paramedics, trauma nurses, and physicians. Trauma course for the student who aspires to become certified in International Trauma Life Support (ITLS). This course includes classroom instruction, and hands-on skills training, and testing for ITLS Basic or Advanced certification. Innovative skills stations let you practice the abilities appropriate for your level of certification: patient assessment and management, basic and advanced airway management, spinal motion restriction - rapid extrication, short backboard, helmet management, log roll and long backboard/scoop stretcher utilization, extremity immobilization and traction splint application, needle chest decompression and fluid resuscitation (for advanced certification).

**EMT 229****ALS Refresher**

3 credits  
Offered upon request

A review course for paramedic students prior to taking the National Registry of Emergency Medical Technicians (NREMT) certification examination. Students must present proof of Arizona Paramedic Certification at the first class meeting.

**EMT 297****Workshop**

1 to 6 credits  
Offered upon request  
Activity/Personal Enrichment

Designed to meet a variety of needs for students in Emergency Medical Technology.

**EMT 298****Workshop**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Designed to meet a variety of needs for students in Emergency Medical Technology.

**EMT 299****Independent Study**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Design and execution of original projects under faculty supervision.

**ENGINEERING****EGR 102**  **EGR 1102****Introduction to Engineering**

4 credits  
Offered every fall and spring semester

Prerequisite: MAT 120 or higher with a grade of "C" or higher or placement test score as established by District policy

Engineering design, effective team participation and career preparation. Students are expected to participate in hands-on design projects, develop education/career plans and initiate development of the personal and management skills necessary for lifelong learning.

**EGR 130****C Programming I**

3 credits  
GE category: AAS degree only  
Offered upon request

A comprehensive introduction to the C language; preparation and writing of programs using C, using current programming techniques. A prior programming language is helpful. For engineering majors. Identical to CMP 130.

**EGR 200****Introduction to Mining Engineering**

3 credits  
Offered upon request

This course provides an overview of the skills, applications, and careers in mining and geological engineering. Skills introduced include mapping, air photo interpretation, geophysics, rock mechanics testing, scan line surveying, spreadsheet calculations, and mine planning. Applications introduced include mineral, energy, and water resource exploration and development, underground and surface construction, underground and surface mine development, operations, and environmental management. Course emphasizes development of teamwork, communication, and creative problem solving skills.

**EGR 214****Engineering Mechanics I - Statics**

3 credits  
Offered every spring semester

Prerequisite: MAT 220 and PHY 211 with a grade of "C" or higher or concurrent enrollment in MAT 220 and PHY 211

First semester course on engineering mechanics which includes topics such as problem formulation and solution methods; two- and three-dimensional vector representation of forces, moments and couples; static equilibrium of particles, rigid bodies and engineering structures; analysis of external and internal forces in structures utilizing free-body diagrams; and properties of cross-sectional areas.

**EGR 215****Engineering Mechanics II - Dynamics**

3 credits  
Offered every fall semester

Prerequisite: EGR 214 with a grade of "C" or higher

Dynamics is the second of two sophomore level courses dealing with engineering mechanics. This class builds on the concepts learned in the first course (Statics) and looks at bodies which are not in equilibrium. A study of the kinematics and kinetics of particle and rigid body motion. Concepts covered include: force and acceleration, work and energy, and impulse and momentum.

**EGR 233****Mechanics of Materials**

3 credits  
Offered upon request

Prerequisite: EGR 214 or higher with a grade of "C" or higher

Students will learn the fundamental concepts of stresses and strains, deformations and displacements, elasticity and inelasticity, strain energy, and load carrying capacity. Students will also analyze and design structural members subjected to tension, compression, torsion, and bending.

**EGR 250****Plane Surveying**

3 credits  
Offered every spring semester

Prerequisite: MAT 181 with a grade of "C" or higher or MAT 187 with a grade of "C" or higher or instructor approval

This course provides an introduction to plane surveying. Students learn principles and practices of general surveying, chaining, leveling, stadia, and extensive field work using a variety of industry-standard instruments and techniques.

**EGR 255****Thermodynamics**

3 credits  
Offered upon request

Prerequisite: Prior or concurrent enrollment in MAT 220 required

Thermodynamics is a basic science that deals with energy and energy changes. This course covers the basic principles of Thermodynamics and presents real-world applications and problems so that students can gain an understanding of physical and chemical changes that are influenced by the energy of systems.

**EGR 296A****Mineral Resource Engineering Seminar**

1 credit  
Offered upon request

This professional seminar provides a first opportunity for undergraduate students to examine and discuss topics in mineral resource engineering. The course features industry speakers describing current challenges and technology innovations in the broad area of mineral resources. Students develop skills in information retrieval, technical writing, and verbal presentation. Appreciation of sustainable development and the technical needs of the Mine of the Future are developed.

**EGR 298****Workshop**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

A course designed to meet a variety of needs for students in Engineering.

**EGR 299****Independent Study**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Design and execution of original projects under faculty supervision.

## ENGLISH

### ENG 054

#### Basic Writing Skills Lab

1 credit  
Developmental course - does not count for graduation credit  
Offered every fall and spring semester  
Activity/Personal Enrichment  
Concurrent enrollment in ENG 055 required

Practice in grammar, mechanics, and usage to develop clear and effective writing. Lab is self-paced, focusing on individual needs.

### ENG 055

#### Basic Writing Skills

3 credits  
Developmental course - does not count for graduation credit  
Offered every fall and spring semester  
Prerequisite: Placement testing or equivalent and concurrent enrollment in ENG 054 required

Individual and group instruction in basic writing skills.

### ENG 089

#### Reading Improvement Lab

1 credit  
Developmental course - does not count for graduation credit  
Offered upon request

An open entry/open exit developmental course for students who wish to improve vocabulary, comprehension, and critical reading skills. Lab is self-paced, focusing on individual needs. Recommended for students at the tenth grade or higher reading level.

### ENG 090

#### Reading Improvement I

3 credits  
Developmental course - does not count for graduation credit  
Offered every fall semester

Emphasizes improvement in comprehension and related reading and thinking skills.

### ENG 091

#### Reading Improvement II

3 credits  
Developmental course - does not count for graduation credit  
Offered every fall and spring semester

Emphasizes improvement in comprehension and related reading and thinking skills.

### ENG 095

#### Interactive English Lab

1 to 3 credits  
Developmental course - does not count for graduation credit  
Offered every fall and spring semester  
Activity/Personal Enrichment

An open entry/open exit course which emphasizes listening comprehension, sentence structure, vocabulary, and pronunciation through the use of the Rosetta Stone software.

### ENG 098

#### Writing Lab

1 credit  
Developmental course - does not count for graduation credit  
Offered every fall and spring semester

An open entry/open exit developmental course for students not concurrently enrolled in a composition course who wish to improve grammar, mechanics, and usage skills. Lab is self-paced, focusing on individual needs.

### ENG 099

#### Writing Fundamentals Lab

1 credit  
Developmental course - does not count for graduation credit  
Offered every fall and spring semester  
Activity/Personal Enrichment

Practice in grammar, mechanics, and usage to develop clear and effective writing. Lab is self-paced, focusing on individual needs.

### ENG 100

#### Writing Fundamentals

3 credits  
GE category: AAS degree only  
Offered every fall and spring semester  
Prerequisite: ENG 055 with a grade of "C" or higher or placement test score as established by District policy and concurrent enrollment in ENG 099 required  
Practice in reading and writing sentences, paragraphs, and short essays; intensive review of basic grammar.

### ENG 101 ENG 1101

#### Written Communications I

3 credits  
GE category: Composition  
Offered every fall and spring semester  
Prerequisite: ENG 100 with a grade of "C" or higher or writing placement test score as established by District policy and reading placement test score as established by District policy or ENG 091 with a grade of "C" or higher

Emphasizes clear and effective writing and critical reading. Students generate a minimum of 7,000 words including revisions throughout the semester. Students with borderline placement scores will benefit from taking the English lab (ENG 110 - Written Communications I Lab) that is designed to accompany ENG 101.

### ENG 102 ENG 1102

#### Written Communications II

3 credits  
GE category: Composition  
Offered every fall and spring semester  
Prerequisite: ENG 101 with a grade of "C" or higher and reading placement test score as established by District policy or ENG 091 with a grade of "C" or higher

Continues development of skills and concepts taught in ENG 101. Emphasizes research and critical reading and writing. Students generate a minimum of 7,000 words including revisions throughout the semester.

### ENG 110

#### Written Communications I Lab

1 credit  
Offered every fall and spring semester  
A self-paced, open entry/open exit course. One-on-one support for students in ENG 101, emphasizing the processes and skills required for effective narrative, analytic, and source-based writing. In addition, practice in punctuation, grammar, and stylistic concerns as needed on an individual basis.

### ENG 111

#### Written Communications II Lab

1 credit  
Offered every fall and spring semester  
A self-paced, open entry/open exit course. One-on-one support for students in ENG 102, emphasizing the processes and skills required for effective literary analysis and source-based writing, including focus on MLA documentation and avoiding plagiarism. In addition, practice in punctuation, grammar, and stylistic concerns as needed on an individual basis.

### ENG 113

#### College Reading

3 credits  
Offered upon request  
Activity/Personal Enrichment  
Prerequisite: ENG 091 with a grade of "C" or higher or placement test score as established by District policy  
Emphasizes mastery and application of critical reading strategies for college level texts.

### ENG 131

#### Introduction to Creative Writing

3 credits  
Offered spring semester in even-numbered years  
Activity/Personal Enrichment  
Students will produce 3,000-6,000 words of prose and 20 pages of poetry (including major revisions). Students will hone their critical and aesthetic capabilities through analysis and constructive criticism of their own work, the work of their peers, and the work of established writers.

### ENG 201

#### World Literature I

3 credits  
GE category: Humanities, Intensive Writing  
Offered upon request  
Prerequisite: ENG 101 with a grade of "C" or higher

Selected world literature from ancient times to the Renaissance. Students generate a minimum of 2,500 words including revisions throughout the semester.

### ENG 202

#### World Literature II

3 credits  
GE category: Humanities, Intensive Writing  
Offered upon request  
Prerequisite: ENG 101 with a grade of "C" or higher

Selected world literature from the Renaissance to modern times. Students generate a minimum of 2,500 words including revisions throughout the semester.

### ENG 217

#### Writing Reflective Essays

3 credits  
GE category: Humanities, Intensive Writing  
Offered every fall and spring semester  
Prerequisite: ENG 101 with a grade of "C" or higher and reading placement test score as established by District policy or ENG 091 with a grade of "C" or higher

Writing, reading, and analyzing reflective creative nonfiction essays. Students generate a minimum of 2,500 words including revisions throughout the semester.

### ENG 218

#### Writing About Literature

3 credits  
GE category: Humanities, Intensive Writing  
Offered every fall semester  
Prerequisite: ENG 102 with a grade of "C" or higher and reading placement test score as established by District policy or ENG 091 with a grade of "C" or higher

Critical reading and analytical writing on poetry, fiction, and drama. Students generate a minimum of 2,500 words including revisions throughout the semester.

### ENG 221

#### English Literature I

3 credits  
GE category: Humanities, Intensive Writing  
Offered every fall semester  
Prerequisite: ENG 101 with a grade of "C" or higher and reading placement test score as established by District policy or ENG 091 with a grade of "C" or higher

Covers selected literature from the Middle Ages through the Restoration and Eighteenth Century. Students generate a minimum of 2,500 words including revisions throughout the semester.

sions throughout the semester.

## ENG 222

### English Literature II

3 credits  
GE category: Humanities, Intensive Writing

Offered every spring semester

Prerequisite: ENG 101 with a grade of "C" or higher and reading placement test score as established by District policy or ENG 091 with a grade of "C" or higher

Covers selected literature from the Romantic Period through the present. Students generate a minimum of 2,500 words including revisions throughout the semester.

## ENG 230

### Publications I

3 credits  
Offered every fall semester

Prerequisite: ENG 101 with a grade of "C" or higher or concurrent enrollment in ENG 101 or instructor approval

Students are responsible for preparing significant portions of *Oasis*, the yearbook of Eastern Arizona College. They will also participate in the production of EAC's literary magazines. Students will gain experience with desktop publishing and digital imaging as prepress requirements for printing. The curriculum covers principles of journalism, elementary design, and basic photography, with work outside of the class, covering school activities and meeting production deadlines.

## ENG 231

### Publications II

3 credits  
Offered upon request

Prerequisite: ENG 101 with a grade of "C" or higher or concurrent enrollment in ENG 101 or instructor approval

Students are responsible for preparing significant portions of *Oasis*, the yearbook of Eastern Arizona College. They will also participate in the production of EAC's literary magazines. Students will gain experience with desktop publishing and digital imaging as prepress requirements for printing. The curriculum covers principles of journalism, elementary design, and basic photography, with work outside of the class, covering school activities and meeting production deadlines.

## ENG 232

### Poetry Writing

3 credits  
Offered spring semester in odd-numbered years

Students will write 45 pages of poetry (including major revisions). Students will hone their critical and aesthetic capabilities through analysis and constructive criticism of their own work, the work of their peers, and the work of established poets.

## ENG 233

### Advanced Poetry Writing

3 credits  
Offered spring semester in odd-numbered years

Prerequisite: ENG 232

Students will write 45 pages of poetry (including major revisions). Students will hone their critical and aesthetic capabilities through analysis and constructive criticism of their own work, the work of their peers, and the work of established poets.

## ENG 234

### Short Story Writing

3 credits  
Offered every fall semester  
Activity/Personal Enrichment

Discussion and critique of student work and readings of representative works.

## ENG 235

### Independent Writing: Poetry

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Students seeking 3 credit hours will write 45 pages of poetry (including major revisions). Students seeking 2 credit hours will write 30 pages of poetry (including major revisions). Students seeking 1 credit hour will write 15 pages of poetry (including major revisions). All students will hone their critical and aesthetic capabilities through analysis and constructive criticism of their own work, the work of their peers, and the work of established poets.

## ENG 236

### Independent Writing: Fiction

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Prerequisite: Instructor approval

Students will complete a finished short story or novel chapter (3,000 to 6,000 words) for each hour they are registered. Students also complete critical writing evaluating the work of a published fiction writer from a writer's perspective. Instructor works with students individually. The three-hour credit option is recommended in order to receive departmental elective credit at most universities.

## ENG 237

### Independent Writing: Nonfiction

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment  
Prerequisite: Instructor approval

Directed nonfiction writing: essays, journals, and reports. Students confer with instructor throughout semester. To receive department elective credit at many universities, English majors should register for 3 credit hours.

## ENG 241

### American Literature I

3 credits  
GE category: Humanities, Intensive Writing  
Offered every fall semester

Prerequisite: ENG 101 with a grade of "C" or higher and reading placement test score as established by District policy or ENG 091 with a grade of "C" or higher

Selected readings from Native beginnings to the Civil War. Students generate a minimum of 2,500 words including revisions throughout the semester.

## ENG 242

### American Literature II

3 credits  
GE category: Humanities, Intensive Writing  
Offered every spring semester

Prerequisite: ENG 101 with a grade of "C" or higher and reading placement test score as established by District policy or ENG 091 with a grade of "C" or higher

Selected readings from the Civil War to the present. Students generate a minimum of 2,500 words including revisions throughout the semester.

## ENG 260

### Technical Report Writing

3 credits  
GE category: AAS degree only  
Offered every spring semester

Prerequisite: ENG 100 or ENG 101

Drafting and revising memos, letters, résumés, proposals, and interpretive reports. Identical to TEC 260.

## ENG 281

### Children's Literature

3 credits  
GE category: Humanities  
Offered every fall and spring semester  
Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

Introduction to children's literature with a focus on how to effectively choose and use children's literature in educational and other contexts. Considers selection guidelines, storytelling, interpretation, and evaluation of children's books. Students will discuss developmentally appropriate practice in the selection of books and stories for children. Identical to ECE 281 and EDU 281.

## ENG 283

### Tutor Training Workshop I

2 credits  
Offered upon request

Introductory workshop in tutoring composition; review of writing skills.

## ENG 284

### Tutor Training Workshop II

2 credits  
Offered upon request

Continued improvement of writing and tutoring skills acquired in ENG 283.

## ENG 298

### Workshop

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Designed to meet a variety of needs for students in the English Program.

## ENG 299

### Independent Study

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Designed to meet a variety of needs for students in the English Program.

# FAMILY AND CONSUMER RESOURCES

## FCR 130

### Sewing for Today

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Basic to advanced clothing instruction. Projects are chosen by students to meet individual needs, interest, and skill level; primarily part-time or non-major students.

## FCR 132

### Quilting

1 to 2 credits  
Offered every fall and spring semester  
Activity/Personal Enrichment

For students who need or want to learn a variety of quilting techniques. Projects are chosen by students to meet their individual needs and interests.

## FCR 134

### Advanced Quilting

1 to 2 credits  
Offered every fall and spring semester  
Activity/Personal Enrichment

For students who need or want to learn advanced quilting techniques. Projects are chosen by students to meet their individual needs and interests.

## FCR 138

### Beginning Machine Embroidery

2 credits  
Offered upon request  
Activity/Personal Enrichment

Beginning machine embroidery. Projects are chosen by students to meet individual needs, interest, and skill level; primarily for part-time and non-major students.

**FCR 139**

**Advanced Machine Embroidery**

2 credits  
Offered upon request  
Activity/Personal Enrichment

Students will provide fabric, all supplies for projects, and embroidery machine.

**FCR 143**

**Beginning Gourmet Cooking**

1 credit  
Offered upon request  
Activity/Personal Enrichment

The art of preparing and serving a variety of gourmet foods and an appreciation of foreign cuisine.

**FCR 145**

**Intermediate Gourmet Cooking**

1 credit  
Offered upon request  
Activity/Personal Enrichment  
Prerequisite: FCR 143

Skills in the selection, preparation, and serving at the intermediate level of gourmet foods including, but not restricted to, appetizers, vegetables, garnishes, omelets, quiches, soufflés, stir-fry, Italian cuisine, Scandinavian cuisine, microwave cuisine, phyllo dough, Saudi Arabian cuisine, French cuisine, fondue, and turkey and chicken de-boning with dressings.

**FCR 147**

**Advanced Gourmet Cooking**

1 credit  
Offered upon request  
Activity/Personal Enrichment  
Prerequisite: FCR 145

Skills in the selection, preparation, and serving at the advanced level of gourmet foods including, but not restricted to, appetizers, vegetables, garnishes, omelets, quiche, soufflés, stir-fry, Italian cuisine, Mexican fiesta, German cuisine, Scandinavian cuisine, microwave cuisine, phyllo dough, Saudi Arabian cuisine, French cuisine, fondue, and turkey and chicken de-boning with dressings.

**FCR 151**

**Beginning Cake Decoration**

1 credit  
Offered upon request  
Activity/Personal Enrichment

Students will learn the basic principles and methods of cake and pastry baking, decorating, and sales. Instruction is given on the history of cakes, kitchen safety, selection and mixture of ingredients, cooking procedures, cake assembly, decoration techniques, cake preservation, and associated entrepreneurial activity.

**FCR 152**

**Intermediate Cake Decoration**

1 credit  
Offered upon request  
Activity/Personal Enrichment

Prerequisite: FCR 151 or instructor approval

Students will be reintroduced to the basic principles and methods of cake and pastry baking, decorating, and sales. Additional instruction is given on kitchen safety, selection and mixture of ingredients for cakes and icings, tool use and decoration techniques, preservation and storage, and associated entrepreneurial activity.

**FCR 153**

**Advanced Cake Decoration**

1 credit  
Offered upon request  
Activity/Personal Enrichment

Prerequisite: FCR 152 or instructor approval

Students will be introduced to advanced principles and methods of cake and pastry baking, decorating, and sales. Advanced instruction is given on selection and mixture of ingredients for cakes and icings, tool use and decoration techniques, preservation and storage, and associated entrepreneurial activity.

**FCR 297**

**Workshop**

1 to 6 credits  
Offered upon request  
Activity/Personal Enrichment

A course designed to meet a variety of needs for students in Family Consumer Resources.

**FCR 298**

**Workshop**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Intermediate to advanced instruction. Projects are chosen by students to meet individual needs, interest, and skill level; primarily for part-time and non-major students.

**FCR 299**

**Independent Study**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Design and execution of original projects under faculty supervision.

**FIRE SCIENCE**

**FSC 100**

**Introduction to Fire Science**

3 credits  
Offered upon request

This course is intended to familiarize new firefighters or persons who are interested in the field of fire protection with the basics of the fire service, including the history, traditions, terminology, organization, and the basic operations of modern fire departments.

**FSC 101**

**Fire Department Operations I**

6 credits  
Offered upon request  
Offered in Gila County only

This course is primarily designed for new fire department recruits or students wishing to become structural firefighters. The course covers all aspects of fire department operations including equipment and personnel policies. Preparation for Arizona Structural Fire Fighter certification through the Arizona Center for Fire Service Excellence (ACFSE) using International Fire Service Accreditation Congress (IFSAC) standards and testing.

**FSC 102**

**Fire Department Operations II**

5 credits  
Offered upon request  
Offered in Gila County only

Prerequisite: Prior or concurrent enrollment in FSC 101 required

This course is primarily designed for new fire department recruits or students wishing to become structural firefighters. Emphasis is on the chemistry of fire, building construction, administrative policies, and techniques of firefighting. Preparation for Arizona Structural Fire Fighter certification through Arizona Center for Fire Service Excellence (ACFSE) using International Fire Service Accreditation Congress (IFSAC) standards and testing.

**FSC 106**

**Hazardous Materials First Responder Operations**

2 credits  
Offered upon request  
Offered in Gila County only

This class prepares students to function as first responders at the operations level. Emphasis is on the basic characteristics of hazardous materials, hazardous materials laws and regulations, and the components of a planned response. Preparation for Arizona Structural Fire Fighter certification through the Arizona Center for Fire Service Excellence (ACFSE) using International Fire Service Accreditation Congress (IFSAC) standards and testing. This course is presented in compliance with 29 Code of Federal Regulations (29CFR) Chapter XVII 1910.120 (q)(6)(ii) and the Arizona Administrative Code Title 8, Chapter 2, Article 6.

**FSC 110**

**Fire Hydraulics**

2 credits  
Offered upon request  
Offered in Gila County only

This course is intended to familiarize firefighters or persons who are interested in the field of fire protection with the complexities of pumping or moving water for firefighting activities.

**FSC 112**

**Fire and Emergency Services Safety and Survival**

3 credits  
Offered upon request  
Offered in Gila County only

This course introduces the basic principles and history related to the national firefighter life safety initiatives focusing on the need for cultural and behavioral change throughout the emergency services.

**FSC 115**

**Rescue Practices for Fire Service**

3 credits  
Offered upon request

Introduction to skills necessary to assess, extricate, and care for victims in emergency situations. This course also includes an overview of fire service-based rescue, rescue operations and incident management, and civilian versus firefighter rescue. Also includes an overview of technical rescues.

**FSC 120**

**Fire Apparatus and Equipment**

3 credits  
Offered upon request  
Offered in Gila County only

This course will familiarize the student with automotive apparatus (pumpers, aerial ladders, lift platforms, hose wagons, transports, and utility vehicles), water towers, heavy auxiliary mechanical equipment and appliances, generators, compressors, rescue and forcible entry tools, and cutting torches.

**FSC 130**

**Fundamentals of Fire Prevention**

3 credits  
Offered upon request  
Offered in Gila County only

Introduction to the principles of fire prevention. Includes authority, responsibility, and organization of fire prevention, inspection procedures and reports, fire hazard recognition, building construction, and occupancy classifications. Also includes site access and means of egress, water-based fire protection and water supply systems, portable extinguishers, special agent, extinguishing systems, and fire detection and alarm systems, plans review, hazardous materials and flammable and combustible liquids, and storage, handling, and use of other hazardous materials.

### **FSC 135** **Strength and Fitness for Fire Service**

2 credits  
Offered upon request  
Offered in Gila County only

The course offers the students the aspects of fitness for firefighting. Students will learn how to develop strength, cardiovascular endurance and flexibility in a participatory learning environment. Course sessions will address aerobic and strength training, proper lifting, warm-up and flexibility techniques, training principles and elements of wellness. Proper handling of fire service equipment will be introduced.

### **FSC 140** **Fire Protection Systems**

3 credits  
Offered upon request  
Offered in Gila County only

In this course the student will learn the principles of fire protection systems. Includes portable and fixed fire extinguishing equipment, automatic sprinkler and deluge systems, rate of temperature rise and smoke detecting devices, and alarm systems.

### **FSC 145** **Arson Detection and Investigation**

3 credits  
Offered upon request

Basic principles of arson investigation. Includes an introduction to fire investigation, laws, fire causes, determining point of origin, evidence, fire setters, case investigation and preparation, and courtroom demeanor and testimony.

### **FSC 150** **Basic Wildland Firefighting**

3 credits  
Offered upon request

The course is presented through a series of lectures and field exercises. It includes factors affecting wildland fire behavior; the start and spread of fires; how fuels, topography, and weather conditions affect fire spread; and how to recognize dangerous situations on the fireline.

### **FSC 160** **Enhanced Fitness Activities for Fire Science**

3 credits  
Offered upon request

Progress in this course is assessed using baseline physical fitness measurements and comparing them to post-physical fitness measurements at the end of the semester. The same tests are used for baseline and post-physical fitness testing: 3-minute step test, sit-ups, push-ups and sit-and-reach flexibility test. Each student is required to show improvements in all physical fitness test performances after a semester of regular aerobic, strength-training and flexibility workouts. There is no threshold level that students need to reach in order to "pass" their tests. Attendance is required for regularly scheduled workouts.

### **FSC 201** **Patient Stabilization**

2 credits  
Offered upon request

This course is intended to familiarize new medical responders or persons who are interested in the field of emergency medical technology with the knowledge, skills, and tactics necessary to participate in basic emergency medical operations in both emergency and non-emergency situations. This course is also intended as a preparatory course for students who plan to go on to take Emergency Medical Technician (EMT) training.

### **FSC 204** **Firefighting Tactics and Strategy**

3 credits  
Offered upon request  
Offered in Gila County only

This course covers fireground tactics and strategies for emergency and non-emergency situations.

### **FSC 208** **Firefighter Safety and Building Construction**

3 credits  
Offered upon request  
Offered in Gila County only

This course covers building construction types, methods, and materials as well as how a fire may affect a building with an emphasis on firefighter safety and tactics.

### **FSC 223** **Incident Command System**

1 credit  
Offered upon request

This course is designed to inform the participant how the Incident Command System is used to manage emergency and non-emergency field operations.

### **FSC 225** **Incident Safety Officer**

1 credit  
Offered upon request

This course is designed to enable the student to identify and analyze health and safety aspects relating to their role as Incident Safety Officer in both emergency and non-emergency situations.

### **FSC 297** **Workshop**

1 to 6 credits  
Offered upon request  
Activity/Personal Enrichment

A course designed to meet a variety of needs for students in Fire Science.

### **FSC 298** **Workshop**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

A course designed to meet a variety of needs for students in Fire Science.

### **FSC 299** **Independent Study**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Design and execution of original projects under faculty supervision.

## **GEOLOGY**

### **GLG 015** **Rocks and Minerals**

2 credits  
Developmental course - does not count for graduation credit  
Offered upon request

Identification, classification, and origin of rocks and minerals with emphasis on materials common to Arizona.

### **GLG 101** **GLG 1101** **Physical Geology**

4 credits  
GE category: Lab Science  
Offered every fall semester

Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

This course covers the fundamentals of geology: rocks, minerals, geologic time, plate tectonics, earthquakes, volcanoes, surface processes, and earth resources. The lab delves into the chemistry of minerals, how rocks form, geologic mapping with GPS, geology in the field, and other fundamental topics. Several field trips are taken each semester.

### **GLG 102** **Historical Geology**

4 credits  
GE category: Lab Science  
Offered every spring semester

Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

This course is an introduction to the principles and interpretation of geologic history. It emphasizes the evolution of the earth's lithosphere (crust), atmosphere, and biosphere through geologic time. It includes consideration of the historical aspects of plate tectonics, the geologic development of North America, and important events in biological evolution and the resulting assembly of fossils. It provides an appreciation for the vast extent of geologic time, the natural processes affecting change on the earth, and the identification of common fossil types.

### **GLG 110** **Geologic Hazards and Disasters**

4 credits  
GE category: Lab Science  
Offered every spring semester

Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

Geologic hazards and disasters (earthquakes, volcanoes, tsunami, meteorite and comet impacts, flooding, severe weather) are important processes in shaping the earth and human civilization. This course will acquaint students with the scientific principles governing these processes and their historic and future effect on society.

### **GLG 118** **Geology of Arizona**

2 credits  
Offered upon request

Geology of Arizona focuses on the unique geological processes and features found in Arizona. The course emphasizes specific regions and features within the state including, but not limited to, the Grand Canyon, Mt. Graham, and the Chiricahua mountains. The course will cover all of the dominant lithology and mineralogy of Arizona as well as the structural and geomorphological history of the region. Field trips will be a dominant feature of the course, comprising at least sixteen hours combined.

### **GLG 298** **Workshop**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

A course designed to meet a variety of needs for students in Geology.

### **GLG 299** **Independent Study**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Design and execution of original projects under faculty supervision.

## HEALTH AND PHYSICAL EDUCATION

### HPE 101

#### Beginning Physical Activities I 1 credit

GE category: AAS degree only  
Offered upon request  
Activity/Personal Enrichment

Sections are offered in a variety of physical activities, including individual, dual, and team sports.

### HPE 101C

#### Beginning Body Conditioning I 1 credit

GE category: AAS degree only  
Offered upon request  
Activity/Personal Enrichment

Designed to assist the student in developing the basic skills and knowledge in body conditioning.

### HPE 101D

#### Beginning Bowling I 1 credit

GE category: AAS degree only  
Offered upon request  
Activity/Personal Enrichment

Designed to assist the student in learning the basic skills and knowledge which lead to optimum bowling performance. An additional fee is required.

### HPE 101F

#### Beginning Football I 1 credit

GE category: AAS degree only  
Offered every fall and spring semester  
Activity/Personal Enrichment

A study of the game of football including fundamental techniques such as offensive, defensive, and special teams strategies, rules, and a brief history of the game. To develop and enhance competitive football techniques and skills and to prepare student for competition.

### HPE 101G

#### Beginning Golf I 1 credit

GE category: AAS degree only  
Offered every fall and spring semester  
Activity/Personal Enrichment

Designed to assist the student in learning the basic skills and knowledge which lead to optimum golfing performance. An additional fee is required.

### HPE 101H

#### Beginning Hiking I 1 credit

GE category: AAS degree only  
Offered upon request  
Offered in Gila County only  
Activity/Personal Enrichment

Designed to assist the student in learning basic skills in the fundamentals of hiking.

### HPE 101I

#### Beginning Jogging I 1 credit

GE category: AAS degree only  
Offered upon request  
Activity/Personal Enrichment

Designed to give students the opportunity to learn warm-up, jog, run, and cool-down using the proper stretching and running techniques.

### HPE 101J

#### Beginning Jogging-Hiking I 1 credit

GE category: AAS degree only  
Offered upon request  
Activity/Personal Enrichment

Student will learn the basic skills and knowledge for jogging and hiking.

### HPE 101N

#### Beginning Poms and Cheers I 1 credit

GE category: AAS degree only  
Offered upon request  
Activity/Personal Enrichment

This course is designed to teach safety techniques involved in cheerleading and spirit leading including jumps, lifts, stunts, pyramids, and tosses. Additional conditioning throughout the athletic seasons for participation at athletic events. Prior cheerleading, pom, or dance experience helpful but not necessary.

### HPE 101O

#### Beginning Racquetball I 1 credit

GE category: AAS degree only  
Offered upon request  
Activity/Personal Enrichment

To develop racquetball skills, knowledge of the rules of the game that can be demonstrated during competition, and to increase level of physical fitness.

### HPE 101Q

#### Beginning Swimming I 1 credit

GE category: AAS degree only  
Offered upon request  
Activity/Personal Enrichment

To orient students to water. To learn basic swimming techniques and strokes for lifelong fitness.

### HPE 101U

#### Beginning Tennis I 1 credit

GE category: AAS degree only  
Offered every fall and spring semester  
Activity/Personal Enrichment

Designed to assist the student in learning the basic skills and knowledge which lead to optimum tennis performance.

### HPE 101X

#### Beginning Volleyball I 1 credit

GE category: AAS degree only  
Offered upon request  
Activity/Personal Enrichment

Designed to develop physical fitness and volleyball skills that may be demonstrated in competition and games.

### HPE 101Y

#### Beginning Weights I 1 credit

GE category: AAS degree only  
Offered upon request  
Activity/Personal Enrichment

Weight lifting class designed to increase body strength using free weights and universal weight equipment. Students will learn basic weight lifting techniques and lifts to target particular muscle groups. Students will also learn a lifetime physical fitness skill to increase their level of fitness.

### HPE 101AA

#### Beginning Baseball I 1 credit

GE category: AAS degree only  
Offered upon request  
Activity/Personal Enrichment

A study of the game of baseball including fundamental techniques, rules, and a brief history of the game.

### HPE 101AB

#### Beginning Varsity Baseball I 1 credit

GE category: AAS degree only  
Offered upon request  
Activity/Personal Enrichment

A study of the game of baseball including fundamental techniques, offensive and defensive strategies, rules, and a brief history of the game. To develop and enhance competitive baseball techniques and skills and to prepare student for competition.

### HPE 101AC

#### Beginning Basketball I 1 credit

GE category: AAS degree only  
Offered every fall and spring semester  
Activity/Personal Enrichment

This course is designed to teach students the fundamentals of basketball, prepare them to participate in competition and understand the basic offensive and defensive strategies of the game.

### HPE 101AD

#### Beginning Varsity Football I 1 credit

GE category: AAS degree only  
Offered every fall and spring semester  
Activity/Personal Enrichment

A study of the game of football including fundamental techniques, offensive and defensive strategies, rules, and a brief history of the game. To develop and enhance competitive football techniques and skills to prepare students for competition.

### HPE 101AE

#### Beginning Varsity Softball I 1 credit

GE category: AAS degree only  
Offered upon request  
Activity/Personal Enrichment

Develop physical fitness and softball skills that may be demonstrated in competition and games. To teach an understanding of the rules of softball and techniques used which include hitting, throwing, catching, and offensive and defensive strategies.

### HPE 101AF

#### Beginning Varsity Volleyball I 1 credit

GE category: AAS degree only  
Offered upon request  
Activity/Personal Enrichment

Designed to develop physical fitness and volleyball skills that may be demonstrated in competition and games.

### HPE 101AG

#### Beginning Varsity Basketball I 1 credit

GE category: AAS degree only  
Offered every fall and spring semester  
Activity/Personal Enrichment

This course is designed to teach students the game of basketball, offensive and defensive strategies of the game of basketball, and to prepare them to participate in competition.

### HPE 101AH

#### Mountain Bike Riding I 2 credits

GE category: AAS degree only  
Offered upon request  
Activity/Personal Enrichment

Prerequisite: Minimum age 16

This program is designed to educate and improve knowledge of mountain bike riding. This includes knowledge of bike handling and familiarity of local trails.

### HPE 101AJ

#### Beginning Aerobics I 1 credit

GE category: AAS degree only  
Offered every fall and spring semester  
Activity/Personal Enrichment

Designed to assist the student in developing overall physical fitness.

### HPE 101AK

#### Cardio Kickboxing I 1 credit

GE category: AAS degree only  
Offered upon request  
Activity/Personal Enrichment

This course is designed to give students an understanding of basic kickboxing footwork and techniques. Students will learn proper stances, kicking, punching, blocks and attitude while increasing their fitness level and flexibility. All set to music!

**HPE 101AL****Beginning T'ai Chi Ch'uan I**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment

An introduction to the ancient Chinese exercise form T'ai Chi Ch'uan, and the oriental philosophies on which it is based.

**HPE 101AM****Beginning Varsity Golf I**

1 credit  
 GE category: AAS degree only  
 Offered every fall and spring semester  
 Activity/Personal Enrichment

Designed to assist college level golfers in furthering their skills and knowledge which will lead to optimum golf performance at the college level.

**HPE 101AN****Beginning Varsity Tennis I**

1 credit  
 GE category: AAS degree only  
 Offered every fall and spring semester  
 Activity/Personal Enrichment

Designed to assist college level tennis players in furthering their skills and knowledge which will lead to optimum tennis performance at the college level.

**HPE 101AO****Beginning Physioball I**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Offered in Gila County only  
 Activity/Personal Enrichment

Designed to assist the student in learning basic skills and stability on an exercise physioball.

**HPE 101AP****Pilates for Fun and Fitness I**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment

This course is designed for the student to develop strength, flexibility, and centering by utilizing proper Pilates technique. Also, this course is designed to increase community awareness of various methods for the achievement of wellness and life-long fitness.

**HPE 101AU****Beginning Mixed Martial Arts I**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Offered in Gila County only  
 Activity/Personal Enrichment

Designed to assist the student in learning basic skills and stability through mastery of the mixed martial arts.

**HPE 101AY****Beginning Hatha Yoga I**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment

This course is designed to give the student an understanding of yoga basics for proper breathing and spinal health. The student will learn elementary steps toward meditation to relax and calm the mind using 20 to 30 basic poses and variations thereof.

**HPE 101AZ****Beginning Chi Gong I**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment

This course is an introduction to the movement of ancient Chinese Chi Gong and its philosophy and meditation in movement and preventive medicine.

**HPE 101BA****Beginning Swim Aerobics I**

1 credit  
 GE category: AAS degree only  
 Offered every fall and spring semester  
 Activity/Personal Enrichment

Designed to assist the student in developing overall physical fitness.

**HPE 101BB****Beginning Strength and Flexibility Training I**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment

Designed to increase both upper and lower body strength and total flexibility using a combination of resistance training and flexibility training.

**HPE 101BC****Beginning Power Walking I**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment

Designed to give students the opportunity to learn warm-up, walk, and cool down using the proper stretching and power walking techniques.

**HPE 101BD****Beginning Softball I**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment

Designed to teach the fundamentals of the game of softball including rules, hitting, throwing, catching and fielding.

**HPE 102****Beginning Physical Activities II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Continuation of HPE 101.

**HPE 102C****Beginning Body Conditioning II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment

Designed to assist the student in developing the basic skills and knowledge in body conditioning.

**HPE 102D****Beginning Bowling II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Prerequisite: HPE 101D

Designed to assist the student in learning the basic skills and knowledge which lead to optimum bowling performance. An additional fee is required.

**HPE 102F****Beginning Football II**

1 credit  
 GE category: AAS degree only  
 Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Prerequisite: HPE 101F

A study of the game of football including fundamental techniques such as offensive, defensive, and special teams strategies, rules, and a brief history of the game. To develop and enhance competitive football techniques and skills and to prepare student for competition.

**HPE 102G****Beginning Golf II**

1 credit  
 GE category: AAS degree only  
 Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Prerequisite: HPE 101G

Designed to assist the student in learning the basic skills and knowledge which lead to optimum golfing performance. An additional fee is required.

**HPE 102H****Beginning Hiking II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Offered in Gila County only  
 Activity/Personal Enrichment

Designed to assist the student in learning basic skills and stability through participating in longer and more difficult mountain hikes.

**HPE 102I****Beginning Jogging II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Prerequisite: HPE 101I

Designed to give students the opportunity to learn warm-up, jog, run, and cool-down using the proper stretching and running techniques.

**HPE 102J****Beginning Jogging-Hiking II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Prerequisite: HPE 101J

Student will learn the basic skills and knowledge for jogging and hiking.

**HPE 102N****Beginning Poms and Cheers II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Prerequisite: HPE 101N

This course is designed to teach safety techniques involved in cheerleading and spirit leading including jumps, lifts, stunts, pyramids, and tosses. Additional conditioning throughout the athletic seasons for participation at athletic events.

**HPE 102O****Beginning Racquetball II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Prerequisite: HPE 101O

To develop racquetball skills, knowledge of the rules of the game that can be demonstrated during competition, and to increase level of physical fitness.

**HPE 102Q****Beginning Swimming II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment

To orient students to water. To learn basic swimming techniques and strokes for lifelong fitness.

**HPE 102U****Beginning Tennis II**

1 credit  
 GE category: AAS degree only  
 Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Prerequisite: HPE 101U

Designed to assist the student in learning the basic skills and knowledge which lead to optimum tennis performance.

**HPE 102X**

**Beginning Volleyball II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Prerequisite: HPE 101X

Designed to develop physical fitness and volleyball skills that may be demonstrated in competition and games.

**HPE 102Y**

**Beginning Weights II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment

Weight lifting class designed to increase body strength using free weights and universal weight equipment. Students will learn basic weight lifting techniques and lifts to target particular muscle groups. Students will also learn a lifetime physical fitness skill to increase their level of fitness.

**HPE 102AA**

**Beginning Baseball II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Prerequisite: HPE 101AA

A study of the game of baseball including fundamental techniques, rules, and a brief history of the game.

**HPE 102AB**

**Beginning Varsity Baseball II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Prerequisite: HPE 101AB

A study of the game of baseball including fundamental techniques, offensive and defensive strategies, rules, and a brief history of the game. To develop and enhance competitive baseball techniques and skills and to prepare student for competition.

**HPE 102AC**

**Beginning Basketball II**

1 credit  
 GE category: AAS degree only  
 Offered every fall and spring semester  
 Activity/Personal Enrichment

This course is designed to teach students the fundamentals of basketball, prepare them to participate in competition and understand the basic offensive and defensive strategies of the game.

**HPE 102AD**

**Beginning Varsity Football II**

1 credit  
 GE category: AAS degree only  
 Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Prerequisite: HPE 101AD

A study of the game of football including fundamental techniques, offensive and defensive strategies, rules, and a brief history of the game. To develop and enhance competitive football techniques and skills to prepare students for competition.

**HPE 102AE**

**Beginning Varsity Softball II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Prerequisite: HPE 101AE

Develop physical fitness and softball skills that may be demonstrated in competition and games. To teach an understanding of the rules of softball and techniques used which include hitting, throwing, catching, and offensive and defensive strategies.

**HPE 102AF**

**Beginning Varsity Volleyball II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Prerequisite: HPE 101AF

Designed to develop physical fitness and volleyball skills that may be demonstrated in competition and games.

**HPE 102AG**

**Beginning Varsity Basketball II**

1 credit  
 GE category: AAS degree only  
 Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Prerequisite: HPE 101AG

This course is designed to teach students the game of basketball, offensive and defensive strategies of the game of basketball, and to prepare them to participate in competition.

**HPE 102AJ**

**Beginning Aerobics II**

1 credit  
 GE category: AAS degree only  
 Offered every fall and spring semester  
 Activity/Personal Enrichment

Designed to assist the student in developing overall physical fitness.

**HPE 102AL**

**Beginning T'ai Chi Ch'uan II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Offered in Gila County only  
 Activity/Personal Enrichment  
 Prerequisite: HPE 101AL or instructor approval

An introduction to the Sun Style Competition Forms and Shibashi Level 2 forms of T'ai Chi Ch'uan.

**HPE 102AM**

**Beginning Varsity Golf II**

1 credit  
 GE category: AAS degree only  
 Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Prerequisite: HPE 101AM

Designed to assist college level golfers in furthering their skills and knowledge which will lead to optimum golf performance at the college level.

**HPE 102AN**

**Beginning Varsity Tennis II**

1 credit  
 GE category: AAS degree only  
 Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Prerequisite: HPE 101AN

Designed to assist college level tennis players in furthering their skills and knowledge which will lead to optimum tennis performance at the college level.

**HPE 102AO**

**Beginning Physioball II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Offered in Gila County only  
 Activity/Personal Enrichment  
 Prerequisite: HPE 101AO

Designed to assist the student in learning basic skills and stability on an exercise physioball.

**HPE 102AP**

**Pilates for Fun and Fitness II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Prerequisite: HPE 101AP

This course is designed for the student to develop strength, flexibility, and centering by utilizing proper Pilates technique. Also, this course is designed to increase community awareness of various methods for the achievement of wellness and life-long fitness.

**HPE 102AY**

**Beginning Hatha Yoga II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment

This course is designed to give the student an understanding of yoga basics for proper breathing and spinal health. The student will learn elementary steps toward meditation to relax and calm the mind using 20 to 30 basic poses and variations thereof.

**HPE 102AZ**

**Beginning Chi Gong II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment

This course is a continuation to the movement of ancient Chinese Chi Gong and its philosophy and meditation in movement and preventive medicine.

**HPE 102BA**

**Beginning Swim Aerobics II**

1 credit  
 GE category: AAS degree only  
 Offered every fall and spring semester  
 Activity/Personal Enrichment

Designed to assist the student in developing overall physical fitness.

**HPE 102BB**

**Beginning Strength and Flexibility Training II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Prerequisite: HPE 101BB

Designed to increase both upper and lower body strength and total flexibility using a combination of resistance training and flexibility training.

**HPE 102BC**

**Beginning Power Walking II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Prerequisite: HPE 101BC

Designed to give students the opportunity to learn warm-up, walk, and cool down using the proper stretching and power walking techniques.

**HPE 102BD**

**Beginning Softball II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Prerequisite: HPE 101BD

Designed to teach the fundamentals of the game of softball including rules, hitting, throwing, catching and fielding.

**HPE 104**

**Physical Conditioning and Assessment I**

1/2 to 2 credits  
 GE category: AAS degree only  
 Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Prerequisite: Minimum age 13

Individualized, computerized 30-minute total body workout program designed to improve cardiovascular efficiency, joint flexibility and muscular strength. This program is designed to reduce resting heart rate, percent of body fat, and will aid in lowering levels of stress and blood pressure.

**HPE 105****Physical Conditioning and Assessment II**

1/2 to 2 credits  
 GE category: AAS degree only  
 Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Prerequisite: HPE 104

Individualized, computerized 30-minute total body workout program designed to improve cardiovascular efficiency, joint flexibility and muscular strength. This program is designed to reduce resting heart rate, percent of body fat, and will aid in lowering levels of stress and blood pressure.

**HPE 155****Methods of Coaching Basketball**

2 credits  
 Offered upon request  
 Activity/Personal Enrichment

Prepare students to coach basketball.

**HPE 156****Methods of Coaching Volleyball**

2 credits  
 Offered upon request  
 Activity/Personal Enrichment

Prepare students to coach volleyball.

**HPE 163****Theory and Practice of Football**

2 credits  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment

A study of the fundamental techniques of team play, game strategy, rules, coaching principles and organizational methods.

**HPE 165****Theory and Practice of Baseball**

2 credits  
 GE category: AAS degree only  
 Offered every fall semester  
 Activity/Personal Enrichment

A study of the fundamental techniques of team play and strategy stressing rules, coaching principles and organizational methods.

**HPE 166****Theory and Practice of Volleyball**

2 credits  
 GE category: AAS degree only  
 Offered every fall semester  
 Activity/Personal Enrichment

A study of the fundamental techniques of team play and strategy stressing rules, coaching principles, and organizational methods.

**HPE 167****Theory and Practice of Softball**

2 credits  
 GE category: AAS degree only  
 Offered every fall semester  
 Activity/Personal Enrichment

A study of the fundamental techniques of team play and strategy stressing rules, coaching principles, and organizational methods.

**HPE 169****Theory and Practice of Basketball**

2 credits  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment

A study of the fundamental techniques of team play and strategy stressing rules, coaching principles and organizational methods.

**HPE 170****Lifeguard Training**

2 credits  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment

The objective of the course is to teach students the skills and knowledge an individual requires to properly assume lifeguarding responsibilities at a swimming pool, waterpark, or a nonsurf water beach.

**HPE 172****Water Safety Instruction**

2 credits  
 Offered upon request

Includes a review of water courses the student will be eligible to teach. Teaching methods relative to those courses, general information for instructors, and practice teaching. Whenever possible, practice teaching will be done in actual swimming courses, rather than peer-group simulation of class situations. Swimming skills practices.

**HPE 174A****Scuba Diving**

1 credit  
 Offered upon request  
 Offered in Gila County only  
 Activity/Personal Enrichment

Fundamentals of safe scuba diving with emphasis on theory of diving mechanics, physics, physiology and safe practices. This course does not include actual diving and is confined to classroom instruction only.

**HPE 180****Introduction to Leadership I**

1 credit  
 Offered upon request

An introduction to teamwork skills including an overview of basic principles as well as assessment and implementation strategies.

**HPE 181****Introduction to Leadership II**

1 credit  
 Offered upon request  
 Prerequisite: HPE 180

To develop and enhance leadership techniques and skills and to prepare students to be leaders.

**HPE 190****First Aid and CPR**

2 credits  
 Offered every fall and spring semester

This course is focused on basic life support as performed by a health care provider. The content includes patient assessment, airway management, cardiopulmonary resuscitation, shock, bleeding and wounds, body area injuries, poisoning, burns, cold and heat-related emergencies, bone injuries, medical emergencies, emergency childbirth, and first aid skills. Identical to EMT 122 and HCE 101.

**HPE 201****Advanced Physical Activities I**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Sections provided in a variety of activities.

**HPE 201C****Advanced Body Conditioning I**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Designed to assist the student in developing the basic skills and knowledge in body conditioning.

**HPE 201D****Advanced Bowling I**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Prerequisite: HPE 102D

Designed to assist the student in learning the basic skills and knowledge which lead to optimum bowling performance. An additional fee is required.

**HPE 201F****Advanced Football I**

1 credit  
 GE category: AAS degree only  
 Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Prerequisite: HPE 102F

A study of the game of football including fundamental techniques such as offensive, defensive, and special teams strategies, rules, and a brief history of the game. To develop and enhance competitive football techniques and skills and to prepare student for competition.

**HPE 201G****Advanced Golf I**

1 credit  
 GE category: AAS degree only  
 Offered every fall and spring semester  
 Activity/Personal Enrichment

Prerequisite: HPE 102G  
 Designed to assist the student in learning the basic skills and knowledge which lead to optimum golfing performance. An additional fee is required.

**HPE 201I****Advanced Jogging I**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Prerequisite: HPE 102I

Designed to give students the opportunity to learn warm-up, jog, run, and cool-down using the proper stretching and running techniques.

**HPE 201J****Advanced Jogging-Hiking I**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Prerequisite: HPE 102J

Student will learn the basic skills and knowledge for jogging and hiking.

**HPE 201N****Advanced Poms and Cheers I**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Prerequisite: HPE 102N

This course is designed to teach safety techniques involved in cheerleading and spirit leading including jumps, lifts, stunts, pyramids, and tosses. Additional conditioning throughout the athletic seasons for participation at athletic events.

**HPE 201O****Advanced Racquetball I**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Prerequisite: HPE 102O

To develop racquetball skills, knowledge of the rules of the game that can be demonstrated during competition, and to increase level of physical fitness.

**HPE 201Q****Advanced Swimming I**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment

To learn basic swimming techniques and strokes for lifelong fitness.

**HPE 201U**

**Advanced Tennis I**

1 credit  
 GE category: AAS degree only  
 Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Prerequisite: HPE 102U

Designed to assist the student in learning the basic skills and knowledge which lead to optimum tennis performance.

**HPE 201X**

**Advanced Volleyball I**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Prerequisite: HPE 102X

Designed to develop physical fitness and volleyball skills that may be demonstrated in competition and games.

**HPE 201Y**

**Advanced Weights I**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment

Weight lifting class designed to increase body strength using free weights and universal weight equipment. Students will learn basic weight lifting techniques and lifts to target particular muscle groups. Students will also learn a lifetime physical fitness skill to increase their level of fitness.

**HPE 201AA**

**Advanced Baseball I**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Prerequisite: HPE 102AA

A study of the game of baseball including fundamental techniques, rules, and a brief history of the game.

**HPE 201AB**

**Advanced Varsity Baseball I**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Prerequisite: HPE 102AB

A study of the game of baseball including fundamental techniques, offensive and defensive strategies, rules, and a brief history of the game. To develop and enhance competitive baseball techniques and skills and to prepare student for competition.

**HPE 201AC**

**Advanced Basketball I**

1 credit  
 GE category: AAS degree only  
 Offered every fall and spring semester  
 Activity/Personal Enrichment

This course is designed to teach students the fundamentals of basketball, prepare them to participate in competition and understand the basic offensive and defensive strategies of the game.

**HPE 201AD**

**Advanced Varsity Football I**

1 credit  
 GE category: AAS degree only  
 Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Prerequisite: HPE 102AD

A study of the game of football including fundamental techniques, offensive and defensive strategies, rules, and a brief history of the game. To develop and enhance competitive football techniques and skills to prepare students for competition.

**HPE 201AE**

**Advanced Varsity Softball I**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Prerequisite: HPE 102AE

Develop physical fitness and softball skills that may be demonstrated in competition and games. To teach an understanding of the rules of softball and techniques used which include hitting, throwing, catching, and offensive and defensive strategies.

**HPE 201AF**

**Advanced Varsity Volleyball I**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Prerequisite: HPE 102AF

Designed to develop physical fitness and volleyball skills that may be demonstrated in competition and games.

**HPE 201AG**

**Advanced Varsity Basketball I**

1 credit  
 GE category: AAS degree only  
 Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Prerequisite: HPE 102AG

This course is designed to teach students the game of basketball, offensive and defensive strategies of the game of basketball and to prepare them to participate in competition.

**HPE 201AJ**

**Advanced Aerobics I**

1 credit  
 GE category: AAS degree only  
 Offered every fall and spring semester  
 Activity/Personal Enrichment

Designed to assist the student in developing overall physical fitness.

**HPE 201AM**

**Advanced Varsity Golf I**

1 credit  
 GE category: AAS degree only  
 Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Prerequisite: HPE 102AM

Designed to assist college level golfers in furthering their skills and knowledge which will lead to optimum golf performance at the college level.

**HPE 201AN**

**Advanced Varsity Tennis I**

1 credit  
 GE category: AAS degree only  
 Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Prerequisite: HPE 102AN

Designed to assist college level tennis players in furthering their skills and knowledge which will lead to optimum tennis performance at the college level.

**HPE 201AY**

**Advanced Hatha Yoga I**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment

This course is designed to give the student an understanding of yoga basics for proper breathing and spinal health. The student will learn elementary steps toward meditation to relax and calm the mind using 20 to 30 basic poses and variations thereof.

**HPE 201AZ**

**Advanced Chi Gong I**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment

This course is a continuation to the movement of ancient Chinese Chi Gong and its philosophy and meditation in movement and preventive medicine.

**HPE 201BA**

**Advanced Swim Aerobics I**

1 credit  
 GE category: AAS degree only  
 Offered every fall and spring semester  
 Activity/Personal Enrichment

Designed to assist the student in developing overall physical fitness.

**HPE 201BB**

**Advanced Strength and Flexibility Training I**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Prerequisite: HPE 102BB

Designed to increase both upper and lower body strength and total flexibility using a combination of resistance training and flexibility training.

**HPE 201BC**

**Advanced Power Walking I**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Prerequisite: HPE 102BC

Designed to give students the opportunity to learn warm-up, walk, and cool down using the proper stretching and power walking techniques.

**HPE 201BD**

**Advanced Softball I**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Prerequisite: HPE 102BD

Designed to teach the fundamentals of the game of softball including rules, hitting, throwing, catching, and fielding.

**HPE 202**

**Advanced Physical Activities II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Continuation of HPE 201.

**HPE 202C**

**Advanced Body Conditioning II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment

Designed to assist the student in developing the basic skills and knowledge in body conditioning.

**HPE 202D**

**Advanced Bowling II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Prerequisite: HPE 201D

Designed to assist the student in learning the basic skills and knowledge which lead to optimum bowling performance. An additional fee is required.

**HPE 202F**

**Advanced Football II**

1 credit  
 GE category: AAS degree only  
 Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Prerequisite: HPE 201F

A study of the game of football including fundamental techniques such as offensive, defensive, and special teams strategies, rules, and a brief history of the game. To develop and enhance competitive football techniques and skills and to prepare student for competition.

**HPE 202G**

**Advanced Golf II**

1 credit  
 GE category: AAS degree only  
 Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Prerequisite: HPE 201G

Designed to assist the student in learning the basic skills and knowledge which lead to optimum golfing performance. An additional fee is required.

**HPE 202I****Advanced Jogging II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Prerequisite: HPE 201I

Designed to give students the opportunity to learn warm-up, jog, run, and cool-down using the proper stretching and running techniques.

**HPE 202J****Advanced Jogging-Hiking II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Prerequisite: HPE 201J

Student will learn the basic skills and knowledge for jogging and hiking.

**HPE 202N****Advanced Poms and Cheers II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Prerequisite: HPE 201N

This course is designed to teach safety techniques involved in cheerleading and spirit leading including jumps, lifts, stunts, pyramids, and tosses. Additional conditioning throughout the athletic seasons for participation at athletic events.

**HPE 202O****Advanced Racquetball II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Prerequisite: HPE 201O

To develop racquetball skills, knowledge of the rules of the game that can be demonstrated during competition, and to increase level of physical fitness.

**HPE 202Q****Advanced Swimming II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment

To learn basic swimming techniques and strokes for lifelong fitness.

**HPE 202U****Advanced Tennis II**

1 credit  
 GE category: AAS degree only  
 Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Prerequisite: HPE 201U

Designed to assist the student in learning the basic skills and knowledge which lead to optimum tennis performance.

**HPE 202X****Advanced Volleyball II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Prerequisite: HPE 201X

Designed to develop physical fitness and volleyball skills that may be demonstrated in competition and games.

**HPE 202Y****Advanced Weights II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment

Weight lifting class designed to increase body strength using free weights and universal weight equipment. Students will learn basic weight lifting techniques and lifts to target particular muscle groups. Students will also learn a lifetime physical fitness skill to increase their level of fitness.

**HPE 202AA****Advanced Baseball II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Prerequisite: HPE 201AA

A study of the game of baseball including fundamental techniques, rules, and a brief history of the game.

**HPE 202AB****Advanced Varsity Baseball II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Prerequisite: HPE 201AB

A study of the game of baseball including fundamental techniques, offensive and defensive strategies, rules, and a brief history of the game. To develop and enhance competitive baseball techniques and skills and to prepare student for competition.

**HPE 202AC****Advanced Basketball II**

1 credit  
 GE category: AAS degree only  
 Offered every fall and spring semester  
 Activity/Personal Enrichment

This course is designed to teach students the fundamentals of basketball, prepare them to participate in competition and understand the basic offensive and defensive strategies of the game.

**HPE 202AD****Advanced Varsity Football II**

1 credit  
 GE category: AAS degree only  
 Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Prerequisite: HPE 201AD

A study of the game of football including fundamental techniques, offensive and defensive strategies, rules, and a brief history of the game. To develop and enhance competitive football techniques and skills to prepare students for competition.

**HPE 202AE****Advanced Varsity Softball II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Prerequisite: HPE 201AE

Develop physical fitness and softball skills that may be demonstrated in competition and games. To teach an understanding of the rules of softball and techniques used which include hitting, throwing, catching, and offensive and defensive strategies.

**HPE 202AF****Advanced Varsity Volleyball II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment  
 Prerequisite: HPE 201AF

Designed to develop physical fitness and volleyball skills that may be demonstrated in competition and games.

**HPE 202AG****Advanced Varsity Basketball II**

1 credit  
 GE category: AAS degree only  
 Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Prerequisite: HPE 201AG

This course is designed to teach students the game of basketball, offensive and defensive strategies of the game of basketball and to prepare them to participate in competition.

**HPE 202AJ****Advanced Aerobics II**

1 credit  
 GE category: AAS degree only  
 Offered every fall and spring semester  
 Activity/Personal Enrichment

Designed to assist the student in developing overall physical fitness.

**HPE 202AM****Advanced Varsity Golf II**

1 credit  
 GE category: AAS degree only  
 Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Prerequisite: HPE 201AM

Designed to assist college level golfers in furthering their skills and knowledge which will lead to optimum golf performance at the college level.

**HPE 202AN****Advanced Varsity Tennis II**

1 credit  
 GE category: AAS degree only  
 Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Prerequisite: HPE 201AN

Designed to assist college level tennis players in furthering their skills and knowledge which will lead to optimum tennis performance at the college level.

**HPE 202AY****Advanced Hatha Yoga II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment

This course is designed to give the student an understanding of yoga basics for proper breathing and spinal health. The student will learn elementary steps toward meditation to relax and calm the mind using 20 to 30 basic poses and variations thereof.

**HPE 202AZ****Advanced Chi Gong II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment

This course is a continuation to the movement of ancient Chinese Chi Gong and its philosophy and meditation in movement and preventive medicine.

**HPE 202BA****Advanced Swim Aerobics II**

1 credit  
 GE category: AAS degree only  
 Offered every fall and spring semester  
 Activity/Personal Enrichment

Designed to assist the student in developing overall physical fitness.

**HPE 202BB****Advanced Strength and Flexibility Training II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment

Prerequisite: HPE 201BB

Designed to increase both upper and lower body strength and total flexibility using a combination of resistance training and flexibility training.

**HPE 202BC****Advanced Power Walking II**

1 credit  
 GE category: AAS degree only  
 Offered upon request  
 Activity/Personal Enrichment

Prerequisite: HPE 201BC

Designed to give students the opportunity to learn warm-up, walk, and cool down using the proper stretching and power walking techniques.

**HPE 202BD**

**Advanced Softball II**

1 credit  
GE category: AAS degree only  
Offered upon request  
Activity/Personal Enrichment  
Prerequisite: HPE 201BD

Designed to teach the fundamentals of the game of softball including rules, hitting, throwing, catching and fielding.

**HPE 204**

**Physical Conditioning and Assessment III**

1/2 to 2 credits  
GE category: AAS degree only  
Offered every fall and spring semester  
Activity/Personal Enrichment  
Prerequisite: HPE 105

Individualized, computerized 30-minute total body workout program designed to improve cardiovascular efficiency, joint flexibility and muscular strength. This program is designed to reduce resting heart rate, percent of body fat, and will aid in lowering levels of stress and blood pressure.

**HPE 205**

**Physical Conditioning and Assessment IV**

1/2 to 2 credits  
GE category: AAS degree only  
Offered every fall and spring semester  
Activity/Personal Enrichment  
Prerequisite: HPE 204

Individualized, computerized 30-minute total body workout program designed to improve cardiovascular efficiency, joint flexibility and muscular strength. This program is designed to reduce resting heart rate, percent of body fat, and will aid in lowering levels of stress and blood pressure.

**HPE 220**

**Professional Activity I**

3 credits  
Offered fall semester in odd-numbered years

Assists the student in learning the skills and teaching methods for golf, football, and basketball. It includes basic techniques, methods, rules, and strategies.

**HPE 221**

**Professional Activity II**

3 credits  
Offered spring semester in even-numbered years

Assists the student in learning the skills and teaching methods for badminton, soccer, track and field. It includes basic techniques, methods, rules, and strategies.

**HPE 222**

**Professional Activity III**

3 credits  
Offered spring semester in odd-numbered years

Assists the student in learning the skills and teaching methods for tennis, softball and racquetball. It includes basic techniques, methods, rules, and strategies.

**HPE 223**

**Professional Activity IV**

3 credits  
Offered fall semester in even-numbered years

Assists the student in learning the skills and teaching methods for swimming, volleyball, and archery. It includes basic techniques, methods, rules, and strategies.

**HPE 262A**

**Officiating: Volleyball**

1 credit  
Offered upon request

Rules and mechanics of officiating; training for prospective officials.

**HPE 262B**

**Officiating: Basketball**

1 credit  
Offered upon request

Rules and mechanics of officiating; training for prospective officials.

**HPE 262C**

**Officiating: Baseball/Softball**

1 credit  
Offered upon request

Rules and mechanics of officiating; training for prospective officials.

**HPE 280**

**Introduction to Leadership III**

1 credit  
Offered upon request

An introduction to leadership skills including an overview of basic principles as well as assessment and implementation strategies.

**HPE 282**

**High Adventure Leadership**

2 credits  
Offered every fall and spring semester  
Activity/Personal Enrichment

We will use an outdoor setting, leadership modules, and student teaching to facilitate the acquisition of leadership skills. Students will have the opportunity to exhibit these skills through planning and carrying out a high adventure activity within a group setting. Class attendance and participation are vital to this learning process.

**HPE 298**

**Workshop**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Designed to meet a variety of needs for students in Health and Physical Education.

**HPE 299**

**Independent Study**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Design and execution of original projects under faculty supervision.

**HEALTH CARE EDUCATION**

**HCE 100**

**Basic Health Care Concepts and Skills**

4 credits  
Offered every fall and spring semester

Introductory course for students interested in health occupations. Student learning will focus on health care systems, careers in health care, personal qualities of a health care worker, legal responsibilities, and basic knowledge and skills required in the health profession. This course is designed to prepare the student to enter the world of health occupations.

**HCE 101**

**Basic Life Support**

2 credits  
Offered every fall and spring semester

This course is focused on basic life support as provided by a health care provider. The content includes patient assessment, airway management, cardiopulmonary resuscitation, shock, bleeding and wounds, body area injuries, poisoning, burns, cold and heat-related emergencies, bone injuries, medical emergencies, emergency childbirth, and first aid skills. Identical to HPE 190 and EMT 122.

**HCE 102**

**Introduction to Health Information Management**

3 credits  
Offered upon request  
Offered in Gila County only

An overview of health care delivery systems and mechanisms in the U.S. Includes the medical model of healthcare and delivery in the U.S., public policy, professional roles, legal and regulatory issues, ancillary services, health record and payment systems including the Electronic Health Record (EHR), and computer systems. Also includes health reform initiatives in the U.S.

**HCE 103**

**Computers in Healthcare**

2 credits  
Offered upon request  
Offered in Gila County only

Introduction to computer applications in healthcare settings including electronic health records, health record content, structure, and origin of clinical information for various healthcare settings. A basic review of federal, state, and organizational documentation guidelines. Legal and ethical issues applicable to health information

documentation and coding practices. It is recommended that one introductory course in computers be completed prior to enrolling in this course.

**HCE 112**

**Medical Terminology**

2 credits  
Offered every fall and spring semester

This course is designed to give direction to the beginning allied health student who has very little experience in scientific or medical subjects. The content includes study of medical terms using a programmed learning, word-building system approach as well as the study of allied health professions, medical abbreviations and symbols, review of basic grammar as it relates to medical terminology, and introduction to basic body structures. Emphasis is placed on assessing individual and group needs and providing private consultation as well as group instruction to meet those needs.

**HCE 114**

**Math for Medications**

2 credits  
Offered every fall and spring semester

This course is an introductory course for reading medication documents and accurate calculation of dosages and solutions. The content includes review of basic math, systems of measurement, introduction to medication administration, and dosage calculation.

**HCE 116**

**Medical Dosage Calculations**

2 credits  
Offered every fall and spring semester

This course involves reading medication documents and accurate calculation of medical dosages and solutions. The content includes math review, systems of measurements, medication administrations, dosage calculations, and unit conversions.

**HCE 130**

**Medical Assisting: Administrative Competencies**

4 credits  
Offered every spring semester

This course is focused on acquiring the knowledge necessary to perform medical assistant's administrative duties. The content includes introduction to common equipment utilized to file and maintain medical records and defines and outlines the security and safety measures employed when working with medical records. Identifies and compares active, inactive, and closed medical records and how to set up a medical record retention system for a medical office. Defines medical assisting as it relates to the health care profession, ethics, safety, and security in the medical office, cultural diversity, integrated administrative procedures, health insurance, medical coding, and billing. Relates the importance of the FDA and DEA to administrative procedures and summarizes the purpose of federal health-care regulations: HCQIA, False Claims Act, OSHA, and HIPAA.

**HCE 152****Laboratory Assisting: Overview, Principles and Procedures**

4 credits

Offered every fall semester

Prerequisite: HCE 186 with a grade of "C" or higher or concurrent enrollment in HCE 186 or instructor approval; Must be at least 18 years of age at the start of the class; Present current CPR card issued by the American Heart Association (BLS Healthcare Provider) or American Red Cross (Professional Rescuer); Present proof of two-step TB skin test or chest X-ray within the past six (6) months; Present proof of MMR (measles, mumps, & rubella), Hepatitis B, Varicella (chickenpox), Tdap (tetanus, diphtheria, & pertussis) and Influenza Vaccine (Flu Shot) immunizations; Present proof of 10 Panel Drug Screen (Urine Drug Screen); Present proof of fingerprint clearance card. The prospective student will submit documentation of the prerequisites with the completed Proof of Prerequisites Form to the Records and Registration Office prior to registration.

Designed to prepare individuals to enter the health profession as a laboratory assistant. Emphasis is on the role of a laboratory assistant, certification and regulatory agencies, process improvement, laboratory mathematics, documentation, legal implications, specimen integrity, principles and procedures for pre-analytical processing of laboratory specimens. Application of quality assurance, infection control, and laboratory safety. Performing specimen processing, pre-analytical processes, and point of care testing. Performing clerical and computer functions based on medico-legal guidelines for documentation.

**HCE 156****Science for Allied Health**

4 credits

Offered every spring semester

Introduction to biology for the health professions. Includes principles of science, the chemistry of life, cell anatomy and physiology, cellular respiration, the making of proteins, cellular reproduction, patterns of inheritance, embryonic development, and human tissues.

**HCE 158****Laboratory Assisting: Practicum I**

2 credits

Offered every fall semester

Prerequisite: HCE 152 with a grade of "C" or higher or concurrent enrollment in HCE 152; Must be at least 18 years of age at the start of the class; Present current CPR card issued by the American Heart Association (BLS Healthcare Provider) or American Red Cross (Professional Rescuer); Present proof of two-step TB skin test or chest X-ray within the past six (6) months; Present proof of MMR (measles, mumps, & rubella), Hepatitis B, Varicella (chickenpox), Tdap (tetanus, diphtheria,

& pertussis) and Influenza Vaccine (Flu Shot) immunizations; Present proof of 10 Panel Drug Screen (Urine Drug Screen); Present proof of fingerprint clearance card. The prospective student will submit documentation of the prerequisites with the completed Proof of Prerequisites Form to the Records and Registration Office prior to registration. Practicum in laboratory assisting based in healthcare facilities. Adhering to quality assurance, quality control, infection control, and laboratory safety, students will perform clinical skills for pre-analytical processing of laboratory specimens, initial testing phases, and point-of-care testing using laboratory instrumentation, information systems, and supplies. Performing clerical and computer functions based on medico-legal guidelines for documentation.

**HCE 159****Clinical Laboratory Operations**

4 credits

Offered every spring semester

Prerequisite: HCE 152

Overview of laboratory services, laboratory professionals, and the role of a clinical laboratory technician. Understanding of health care reform, reimbursement, cost analysis, coding, credentialing, accreditation, laboratory regulations, and regulatory agencies. Emphasis on process improvement, laboratory mathematics, statistics, documentation, medico-legal implications, education, management and personnel, and specimen integrity. Application of pre-analytical, analytical, and post-analytical principles, infection control, and laboratory safety. Recognition of acceptable quality control and quality management principles, phlebotomy principles, lab equipment, and water requirements. Includes information systems and information management in laboratories. Importance of professional growth, ethical conduct, communicating with the patient and public explored. Review of the laboratory departments and the testing performed in each department including specimen requirements and rejection criteria.

**HCE 160****Medical Assisting: Clinical Competencies**

6 credits

Offered every fall semester

Prerequisite: HCE 100 or NUR 100 or concurrent enrollment in HCE 100 or NUR 100 or instructor approval with a valid/active LNA or CNA license; HCE 186 or concurrent enrollment in HCE 186, and HCE 171 or concurrent enrollment in HCE 171

This course is focused on knowledge necessary to perform clinical competencies as a medical assistant. The clinical aspects of medical assisting focuses on compiling patients' medical histories, acquiring patient's vital signs, recording them, and attaining the ability to discern when a healthcare provider needs to be notified regarding a potential or apparent medical issue. Emphasis is placed on administering medications under the direction of a supervising physician/healthcare

provider. Content also includes assisting with general and specialty exams, assisting with pediatric and geriatric patients, collecting lab specimens, and educating patients regarding disease process, medication needs, diagnostic procedures, and nutrition. Attention is placed on the general principles of physical therapy and cryotherapy as well as thermotherapy. The content includes performing sterile procedures, first aid, and ECG's. Cultural diversity is discussed as well as the importance of following HIPAA guidelines.

**HCE 170****Medical Assisting: Externship**

4 credits

Offered every spring semester

Prerequisite: HCE 160

Designed to provide students a clinical setting environment in which they build on their clinical skills and front office competencies by being precepted by an experienced Medical Assistant. Each Medical Assistant student must complete an externship of a minimum of 160 hours in an ambulatory/clinical health care setting. In the actual working environment, students will perform both administrative and clinical competencies. Administrative competencies include performing clerical functions, bookkeeping procedures, and special accounting entries. Clinical competencies include fundamental principles, specimen collection, diagnostic testing, and patient care. Transdisciplinary competencies are integrated in both clinical and administrative areas. These include communication, legal concepts, patient instruction, and operational functions. Student must provide proof of current TB skin test, or a clear chest X-ray, or a statement from a healthcare provider indicating student is free from symptoms of pulmonary tuberculosis, and a current CPR card.

**HCE 171****Introduction to Pharmacology**

3 credits

Offered every fall semester

This is an introductory course in pharmacology beginning with the history of the evolution of the science of pharmacology. The course develops into two major components: the principles and general aspects of pharmacology and discussion of the pharmacology of some specific organ systems and infections. The course will provide a good foundation of knowledge for those students who want to become a healthcare deliverer.

**HCE 180****Patient Care Technician**

4 credits

Offered every spring

Prerequisite: NUR 100 or instructor approval with a valid/active CNA license

This course focuses on patient care services under the supervision of an instructor. Students will learn knowledge and skills necessary to perform mid-level nursing care to complex patients and recognize changes in patient conditions. Contents include but are not limited to infection

control; student must demonstrate utilizing universal precautions, sterile technique, performing sterile procedures such as wound care/sterile dressing change, performing sterile technique while placing a urinary catheter, venipuncture, ECG application, neurological observation, and skills in assisting with physical and occupational therapy. Students must have an active and valid certified nursing assistant certification/or licensed nursing assistant.

**HCE 181****Medical Claims Processing**

3 credits

Offered upon request

Offered in Gila County only

Prerequisite: HCE 103 or concurrent enrollment in HCE 103

This course allows for the student to understand the application of third-party payer billing information to claims processing in the non-hospital setting. This course also includes the use of computer for claims to ensure confidentiality, data retention, and successful payment for services.

**HCE 186****Phlebotomy and Clinical Laboratory**

2 credits

Offered every fall and spring semester

The study of accurate, up-to-date, practical information and instruction in phlebotomy procedures and techniques, along with a comprehensive background in phlebotomy theory and principles. Skill includes drawing blood, obtaining blood cultures, using Lancet or a Microclane for a micro-draw or an infant heel stick, and measuring bleeding time. This course requires successful invasive intravenous draws including fifty (50) draws using vacutainer system, and 10 (10) capillary sticks.

**HCE 188****Electrocardiogram**

2 credits

Offered every fall semester

This course is focused on knowledge and skill necessary to perform electrocardiogram (ECG) monitoring duties. The content includes anatomy and physiology of the cardiac, pulmonary, and vascular systems. ECG interpretation techniques, equipment, and supplies used in telemetry will be covered.

**HCE 189****Phlebotomy Certification**

Review

2 credits

Offered every spring semester

Prerequisite: HCE 186

This course provides a comprehensive review of current phlebotomy theory and study plan for phlebotomy certification through American Medical Technologist (AMT). Students are provided an opportunity to test their knowledge and application of current phlebotomy theory in the classroom and online setting that will prepare them for certification and advancement in phlebotomy

licensure. Completion of the course requires a minimum of 50 successful venipunctures and 10 capillary punctures from a human source.

## **HCE 190** **Human Body in Health and Disease**

4 credits  
Offered every fall and spring semester

This course encompasses the study of the basic concepts of human biology which includes anatomy, physiology, biochemistry, cytology, histology, pathology and related pharmacology. Included are the essential anatomical and physiological concepts of the human body's organ systems. Also included are discussions of growth, development, and aging of the human body. Understanding of these subjects leads to the topic of the psychological development of one's personality and inter-social relationships. This is based on the concept of the human's "hierarchy of needs" which is part of this course. Lab activities may be incorporated into the lectures. They will be designed to support or teach concept.

## **HCE 210** **Introduction to International Classification of Diseases (ICD-10)**

3 credits  
Offered upon request  
Offered in Gila County only

Prerequisite: BIO 160 or BIO 202 and HCE 112 and HCE 190 or HCE 240 or concurrent enrollment in BIO 160 or BIO 202 and HCE 112 and HCE 190 or HCE 240

Introduction to principles and applications of the International Classification of Diseases (ICD) coding system and the Healthcare Common Procedure Coding System (HCPCS). Includes overview of coding, introduction to ICD 10th Revision Clinical Modifications/Procedural Coding System (10-CM/PCS), coding conventions, coding guidelines, hospital inpatient, outpatient, and physician office coding, and overview of HCPCS.

## **HCE 212** **Current Procedural Terminology (CPT) I**

4 credits  
Offered upon request  
Offered in Gila County only

Prerequisite: HCE 210 or concurrent enrollment in HCE 210

Introduction to the principals and application of the Current Procedural Terminology (CPT) Coding System. General content includes coding guidelines for medical and surgical services, compliance, and healthcare reimbursement.

## **HCE 214** **Current Procedural Terminology (CPT) II**

4 credits  
Offered upon request  
Offered in Gila County only

Prerequisite: HCE 212 or concurrent enrollment in HCE 212

In-depth exposure to CPT (Current Procedural Terminology) coding, reimbursement trends, guidelines, and coding from source documents. Application of current evaluation and management documentation guidelines. Emphasis on surgical procedures. Appropriate assignment of CPT and HCPCS (Healthcare Common Procedural Coding System) Level II modifiers. Introduction to computerized encoders.

## **HCE 216** **Professional Practice in Coding and Billing**

3 credits  
Offered upon request  
Offered in Gila County only

Prerequisite: Prior or concurrent enrollment in HCE 214 required

Designed to provide for student attainment of the entry-level competencies for medical coding and billing. Placement in a clinic, physician office, hospital, managed care organization, private billing, or insurance company setting is required for a minimum of 90 hours. In an actual work situation, students will perform both medical coding and billing competencies.

## **HCE 240** **Human Pathophysiology**

4 credits  
Offered every fall and spring semester  
Prerequisite: BIO 202 or concurrent enrollment in BIO 202 or instructor approval

Chemical, biologic, biochemical, and psychological processes as a foundation for the understanding of alterations in health. This course focuses on the etiology, symptomatology, evaluation, treatment, and prognosis of disease processes of the human body system. These may provide awareness of possible implications of certain aspects of diseases, current scientific advances, and selected therapeutics.

## **HCE 241** **Nutrition**

3 credits  
Offered every fall and spring semester

Scientific principles of human nutrition. Emphasis on health promotion and concepts for conveying accurate nutrition information in a professional setting. Addresses medical nutrition therapy principles for treatment of common health conditions. Includes exploration of food sources of nutrients, basic metabolism of nutrients in the human body, relationship between diet and other lifestyle factors, use of supplements, current recommendation for food selection throughout the life cycle and use of nutrition tools for planning food intake or assessment of nutritional status.

## **HCE 258** **Laboratory Assisting: Practicum II**

2 credits  
Offered every spring semester  
Prerequisite: HCE 158 with a grade of "C" or higher; Minimum age 18

Continuation of practicum in laboratory assisting. Students will perform with less supervision in clinical skills for pre-analytical processing of laboratory specimens, initial testing phases, adhering to quality assurance, quality control, infection control, and laboratory safety. Completion of 60 hours of documented clinical time is required for this course. Students will practice more independently on microbiology and point-of-care testing using laboratory instrumentation, information systems, and supplies. Student must provide proof of current TB skin test, or a clear chest X-ray, or a statement from a healthcare provider indicating student is free from symptoms of pulmonary tuberculosis. Student must provide proof of MMR (measles, mumps, & rubella) and Hepatitis B vaccinations.

## **HCE 289** **Phlebotomy Practicum**

2 credits  
Offered every spring semester  
Prerequisite: HCE 186 and HCE 189 or concurrent enrollment in HCE 189; Minimum age 18

Designed to provide for student attainment of the entry-level competencies for phlebotomy technician. Placement in an inpatient and outpatient health care setting is required for a minimum of 90 hours. Clinical competencies include drawing blood from patients in hospitals, clinics, doctors' offices, laboratories, or similar facilities for medical purposes. In an actual work situation, students will collect blood samples by venipuncture or capillary draw. The student will facilitate the collection and transportation of laboratory specimens within the medical laboratory. Competencies include the assurance of quality control and safety precautions to prevent the transmission of infectious diseases. Students must provide proof of current TB skin test, or a clear chest X-ray, or a statement from a health care provider indicating student is free from symptoms of pulmonary tuberculosis. Students must also provide proof of MMR (measles, mumps, & rubella) and Hepatitis B vaccinations. On successful completion, the student is eligible to sit for the American Medical Technologists (AMT) National Registered Phlebotomy Technician Exam. AMT may deny an application if an applicant has any convictions involving a felony.

## **HCE 297** **Workshop**

1 to 6 credits  
Offered upon request  
Activity/Personal Enrichment

Designed to meet a variety of needs for students in an Allied Health program.

## **HCE 299** **Independent Study**

1 to 6 credits  
Offered upon request  
Activity/Personal Enrichment  
Design and execution of original projects under faculty supervision.

# HEATING, VENTILATION AND AIR CONDITIONING

## **HVA 101** **Principles of HVAC-R**

1 to 4 credits  
Offered upon request

This course gives a history of HVAC-R development. Students learn the relationship between pressure and temperature, and heat transfer and become familiar with different types of HVAC-R units.

## **HVA 103** **HVAC-R Controls**

1 to 4 credits  
Offered upon request

This course teaches about the different controls that enable the HVAC-R units to operate as designed. The knowledge gained will provide the student with a greater understanding of HVAC-R controls. This will enable the student to work on and repair all major types of HVAC-R units.

## **HVA 105** **Heating System Basics**

1 to 3 credits  
Offered upon request

This course teaches the different types of heating units used in all applications of the HVAC industry. The knowledge will enable the student to be able to work on and repair all major brands of heating units and will enable the student to maintain a well paid career.

## **HVA 109** **Troubleshooting HVAC-R Systems**

1 to 4 credits  
Offered upon request

This course teaches the students the techniques required for servicing and repairing all forms of HVAC systems. The student will become familiar with being able to determine what is wrong in a given circumstance by evaluating what is wrong with information the student has learned. This knowledge will also enable the student to maintain a well paying career.

**HVA 110**  
**Electricity for HVAC-R**  
 1 to 3 credits  
 Offered upon request

This course is designed for the application of concepts to the real world of HVAC-R. The course is designed with detailed electrical procedures, basic electrical concepts, reading of circuits and meters, identification of components, symbols and wiring diagrams used in air conditioning control systems, installation of contacts, relays, and overloads as well as troubleshooting applicable to the field of HVAC-R technology.

**HVA 115**  
**EPA Certification**  
 1 credit  
 Offered upon request

Upon successful completion of this course, students will be eligible to take the nationally recognized EPA Universal certification that will allow the individual to perform system evacuations of various cooling gases in the field of refrigeration technology.

## HISTORY

**HIS 101**  **HIS 1131**  
**U.S. History to 1877**  
 3 credits

GE category: Social Sciences  
 Offered every fall and spring semester  
 Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

Colonial America and the United States from pre-Columbian era to 1877. This course of study includes units on discovery, colonization, the formation of the American Union, Constitutional principles, westward expansion, origins of north/south conflict, the Civil War and Reconstruction. Significant economic and social developments are placed in their historical context.

**HIS 102**  **HIS 1132**  
**U.S. History Since 1865**  
 3 credits

GE category: Social Sciences  
 Offered every fall and spring semester  
 Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

The United States since 1865. This course of study includes units on industrialization, the development of the west, the progressive era, World War I, the depression, World War II, the Cold War and recent American history. Significant economic and social developments are placed in their historical context.

**HIS 104**  
**The Development of Europe to 1650**  
 3 credits  
 GE category: Social Sciences  
 Offered every fall and spring semester  
 Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

Survey and development of western thought, culture, and political history from ancient times to 1650. This course of study includes the rise of the city in Mesopotamia and Egypt, the rise of Greece and Rome, the Byzantine Empire and the Middle Ages in western Europe, the Renaissance and Reformation, exploration and expansion, and the century of religious warfare.

**HIS 105**  
**Modern Europe Since 1550**  
 3 credits  
 GE category: Social Sciences  
 Offered every spring semester  
 Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

Survey and development of western thought, culture, and political history from 1550 to present day. This course of study includes the century of religious warfare, the age of Absolutism and Constitutionalism, the Scientific Revolution, the French Revolution, the Industrial Revolution, the rise of the Nation-State, World War I, World War II, the Cold War, and post-Cold War western world and globalism.

**HIS 111**  
**History of China to 1600**  
 3 credits  
 GE category: Social Sciences  
 Offered every fall semester  
 Offered in Gila County only  
 Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

Survey of the development of Chinese culture and society from early man to the Ming Dynasty and European penetration. Students will become familiar with continuity and change in Chinese history, from distinct features of homo erectus fossil finds in China, through the traditional society encountered by European traders in the seventeenth century. Topics will include the physical, climatological, and population characteristics of the region, contacts with surrounding cultures, the cultural, philosophical, and religious justifications for centralized imperial rule, traditional social structure, and social roles from the village level to the imperial court, and dynastic emergence, collapse, and reform. Chinese developments in writing, literature, art, science, and engineering will be reviewed at each historical stage.

**HIS 112**  
**History of China 1600 to Present**  
 3 credits  
 GE category: Social Sciences  
 Offered every spring semester  
 Offered in Gila County only  
 Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

Survey of the development of Chinese culture and society from the period of early European contact under the Ming Dynasty (1577) through modern political and economic developments in China today. Students will become familiar with social and economic traditions of traditional China, the role of central Asian populations in Chinese polity, and the conservative role of traditional Chinese bureaucracy. Pressures created by European contact, trade, technological change, and conflicts on the borders of China will be described along with centralized efforts to control and resist change. Decline of centralized power in the nineteenth century, the Republican/Nationalist revolution, the emergence of the Chinese Communist Party, and the internal and external wars from 1937 to 1949 will be reviewed. Policies and institutions of the Chinese Communist Party from 1949 through the Great Leap Forward and Cultural Revolution will be studied along with economic, political, and military changes in the Post-Mao era.

**HIS 220**  
**History of Mexico**  
 3 credits  
 GE category: Social Sciences  
 Offered upon request  
 Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

Survey of the political, economic, social, and cultural developments in the history of Mexico from Pre-Columbian times to the present.

**HIS 298**  
**Workshop**  
 1 to 3 credits  
 Offered upon request  
 Activity/Personal Enrichment  
 Designed to meet a variety of needs of students in History.

**HIS 299**  
**Independent Study**  
 1 to 3 credits  
 Offered upon request  
 Activity/Personal Enrichment  
 Design and execution of original projects under faculty supervision.

## HOTEL RESTAURANT MANAGEMENT

**HRM 110**  
**Safe Food Handling and Sanitation**  
 3 credits  
 Offered upon request  
 Offered in Gila County only  
 A study of personal cleanliness; sanitary practices in food preparation; causes, investigation and control of illness caused by food contamination and work place sanitation standards.

**HRM 120**  
**Hotel Facilities Management**  
 3 credits  
 Offered upon request  
 Offered in Gila County only

This course provides an overview of the lodging management industry. The student will have the opportunity to explore hospitality careers, food service, restaurant organization, hotels and hotel organization, meeting industry, management and leadership, human resources, marketing and selling, marketing communications, management companies, and ethics in hospitality management.

**HRM 130**  
**Culinary Math**  
 3 credits  
 Offered upon request  
 Offered in Gila County only

This course is an opportunity to develop mathematical skills needed in the field of food service. Skills developed in this course are critical to controlling food costs and effective management.

**HRM 140**  
**Food Production I**  
 3 credits  
 Offered upon request  
 Offered in Gila County only  
 Concept related to preparation of hot foods, pantry, and bakery items for commercial kitchens. Emphasis on essential components and techniques of food production, food cost control, setting standards, ordering, and inventory.

## HUMAN HEALTH AND PERFORMANCE

### HHP 100

#### Personal Health 3 credits

GE category: Social Sciences

Offered every fall and spring semester

Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

Students will gain an understanding of health issues critical to their well-being. This includes body functions in health and disease, ways of maintaining and improving one's health, means of preventing disorders, understanding common diseases, and the importance of proper curative measures. Students will identify the historical and present day global health issues and their impact on society politically, socially, economically, and psychologically. Required for HPE majors, Sports Studies majors, and Sports Medicine and Rehabilitative Therapies certificates.

### HHP 107

#### Personal Training 3 credits

Offered upon request

Prerequisite: Concurrent enrollment in HPE 104 or HPE 105 or HPE 204 or HPE 205

This course is designed to develop an understanding of the principles of strength and fitness training, including fitness evaluation, exercise prescription, special populations, nutrition and the scientific foundations of continued learning required in an ever-changing field. It will also provide a hands-on application of these principles.

### HHP 140

#### Fitness and Sports Medicine I 1 credit

Offered every fall semester

This course is designed to allow on-field observations of student athletes' participation in various fitness and athletic events as associated with Sports Medicine.

### HHP 141

#### Fitness and Sports Medicine II 1 credit

Offered every spring semester

This course is designed to allow clinical observation of post surgery/trauma rehabilitation and sport specific interventions.

### HHP 210

#### Introduction to Exercise Science and Physical Education 3 credits

Offered every spring semester

An introduction to the disciplines and professions associated with exercise science/kinesiology including an overview of historical and philosophical foundations.

### HHP 211

#### Professional Activities - Weight Training 2 credits

Offered every spring semester

Introduction to basic resistance training principles. This includes history, anatomy, physiology, biomechanics, weight training principles and concepts, program development, and assessment.

### HHP 212

#### Professional Activities - Aerobic Fitness 2 credits

Offered every spring semester

Introduction to basic aerobic fitness principles which includes history, cardio respiratory anatomy, aerobic fitness concepts, program development, and assessment.

### HHP 213

#### Introduction to Strength and Conditioning for Sport Performance 3 credits

Offered every fall and spring semester

Introduction to basic strength and cardiovascular training principles which include: medical history, musculoskeletal and cardiorespiratory anatomy, strength and cardiovascular fitness concepts, program development, and assessment.

### HHP 214

#### Contemporary Sports Management 3 credits

Offered every fall and spring semester

Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

An introduction to local, national, and international sport, legal issues, and ethics in sport management, and its influence on society and culture. Assess and analyzes the increasing globalization of the sports industry and develops an understanding of the similarities and differences in sport management practices and applications around the world. Includes current trends in sports research and management. Covers the history of the sports industry, terminology, and career opportunities. Identical to BUS 214.

### HHP 240

#### Fitness and Sports Medicine III 1 credit

Offered every fall semester

Course is designed to allow application of techniques observed by students pursuing the Sports Medicine and Rehabilitative Therapies Certificate.

### HHP 241

#### Fitness and Sports Medicine IV 1 credit

Offered every spring semester

Course is designed to allow application of techniques observed by students pursuing the Sports Medicine and Rehabilitative Therapies Certificate.

### HHP 270

#### Introduction to Sports Medicine 3 credits

Offered every fall and spring semester

Introductory course designed to provide insight into the athletic training profession: emergency care, daily training room procedures, etc.

### HHP 272

#### Rehabilitative Techniques 3 credits

Offered every spring semester

This course will introduce the student to rehabilitation. Rehabilitation consists of treatment and education designed to help injured patients regain maximum function, a sense of well-being, and the highest level of independence possible. True rehabilitation consists of both psychological and physical recovery.

### HHP 274

#### Sports Nutrition 3 credits

Offered every fall semester

Examination of the relationship between nutrition and the human body. Includes introduction to nutrition, food habits, nutritional components, food selection, nutritional assessment, eating disorders, and using your knowledge.

### HHP 276

#### Sports Psychology 3 credits

Offered every fall and spring semester

Examination of psychological factors that influence sport performance and coaching behaviors and the psychological effects that sport and exercise involvement have on the participant. Includes an introduction to sport psychology and sport history, psychological principles of behavioral development and control, social psychological dimensions of sport and exercise, personality assessment, the study of special athletic populations, coaching roles and behavior, and exercise psychology.

### HHP 278

#### Kinetic Anatomy 3 credits

Offered every fall semester

Examination of anatomical factors that will enhance "hands-on" experiences, teach anatomical structures, present common anatomical conditions, provide basic vocabulary of anatomy.

### HHP 290

#### Prevention and Care of Athletic Injuries 3 credits

Offered every spring semester

Prerequisite: HHP 270

Designed to provide the student with basic knowledge and understanding of the principles of sports medicine, the care and treatment of athletic trauma, and the use of proper conditioning principles for prevention of injury.

### HHP 292

#### Athletic Training Practicum I 3 credits

Offered every fall and spring semester

To teach and evaluate competencies in acute care of injury and illness, assessment and evaluation, general medical conditions, health care administration, nutritional aspects of injury and illness, pharmacology, professional development and responsibilities, risk management and injury prevention, therapeutic exercise, and therapeutic modalities.

### HHP 293

#### Athletic Training Practicum II 3 credits

Offered upon request

Prerequisite: HHP 292 with a grade of "C" or higher

To teach and evaluate competencies in acute care of injury and illness, assessment and evaluation, general medical conditions, health care administration, nutritional aspects of injury and illness, pharmacology, professional development and responsibilities, risk management and injury prevention, therapeutic exercise, and therapeutic modalities.

### HHP 294

#### Athletic Training Practicum III 3 credits

Offered upon request

Prerequisite: HHP 293 with a grade of "C" or higher

To teach and evaluate competencies in post-secondary education programs, professional development and responsibilities, assessment and evaluation, therapeutic exercise, and therapeutic modalities.

**HHP 295****Athletic Training Practicum IV**

3 credits  
Offered upon request

Prerequisite: HHP 294 with a grade of "C" or higher

To teach and evaluate competencies in acute care of injury and illness, assessment and evaluation, general medical conditions, health care administration, nutritional aspects of injury and illness, pharmacology, professional development and responsibilities, risk management and injury prevention, therapeutic exercise, and therapeutic modalities.

**HHP 296****Pre-Season Athletic Training Practicum**

1 credit  
Offered every fall semester

To teach and evaluate competencies in acute care of injury and illness, assessment and evaluation, risk management, and injury prevention necessary for the rigors of pre-season camps.

**INDUSTRIAL ARTS****IAR 101****Woodworking**

2 to 3 credits  
Offered every fall and spring semester  
Activity/Personal Enrichment

History of wood technology, use of tools, safety, construction principles, introduction to wood finishes and other wood processes. Students will be charged for some supplies.

**IAR 110****Upholstery**

2 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

The course includes construction practices in frames and bases, use of hand and power tools and the selection of finishes, fabrics, and materials, and instruction in processes used in upholstery. Prior sewing experience is helpful but not required.

**IAR 112****Advanced Upholstery**

2 to 3 credits  
Offered upon request  
Activity/Personal Enrichment  
Prerequisite: IAR 110

The course includes advanced study of upholstery processes, covering selection of finishes, fabrics and materials and technical solutions to problems in advanced practices.

**IAR 120****Machine Woodworking**

2 to 3 credits  
Offered every fall and spring semester  
Activity/Personal Enrichment

Use of power tools, industrial applications, proper structural relationships, and strength of wood construction. Students will be charged for some supplies.

**IAR 297****Workshop**

1 to 6 credits  
Offered upon request  
Activity/Personal Enrichment

A course designed to meet a variety of needs for students in Industrial Arts.

**IAR 298****Workshop**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

A course designed to meet a variety of needs for students in Industrial Arts.

**IAR 299****Independent Study**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment  
Design and execution of original projects under faculty supervision.

**LANGUAGES****APA 101****Apache Language I**

4 credits  
Offered upon request  
Offered in Gila County only  
Activity/Personal Enrichment

Emphasizes speaking, writing, listening comprehension, and culture through a variety of approaches.

**APA 102****Apache Language II**

4 credits  
Offered upon request  
Offered in Gila County only  
Activity/Personal Enrichment  
Continued advancement in Apache studies. Recommend placement in APA 102 based on completion of APA 101 or equivalent native speaking skills.

**ASL 011****Conversational American Sign Language I**

3 credits  
Developmental course - does not count for graduation credit  
Offered upon request

Introduction to Conversational American Sign Language. Emphasizes vocabulary, structure, grammar, dialogues, and narratives.

**ASL 012****Conversational American Sign Language II**

3 credits  
Developmental course - does not count for graduation credit  
Offered upon request

Continuation of ASL 011. Emphasizes vocabulary, grammatical structure, dialogue, and narratives.

**ASL 098****American Sign Language Lab I**

1 credit  
Developmental course - does not count for graduation credit  
Offered upon request  
Activity/Personal Enrichment

Emphasizes vocabulary, structure, grammar, dialogues, and narratives. Lab is conducted primarily without voice. Students taking the lab independent of ASL 101 receive 1 credit. Students taking the lab concurrently with ASL 101 receive 0 credit.

**ASL 099****American Sign Language Lab II**

1 credit  
Developmental course - does not count for graduation credit  
Offered every fall and spring semester  
Activity/Personal Enrichment

Continuation of American Sign Language Lab I. Students taking the lab independent of ASL 102 receive 1 credit. Students taking the lab concurrently with ASL 102 receive 0 credit.

**ASL 101****Beginning American Sign Language I**

4 credits  
Offered upon request  
Concurrent enrollment in ASL 098G required

Development of American Sign Language and its application within the deaf community. Emphasizes vocabulary, structure, grammar, dialogues, and narratives.

**ASL 102****Beginning American Sign Language II**

4 credits  
Offered every fall and spring semester  
Concurrent enrollment in ASL 099G required

Continuation of ASL 101.

**FLN 298****Workshop**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Meets individual student needs in languages other than Apache, French, German, and Spanish.

**FRE 011****Beginning Conversational French I**

2 credits  
Developmental course - does not count for graduation credit  
Offered every fall and spring semester  
Activity/Personal Enrichment

Emphasizes sentence structure, vocabulary, pronunciation, and study of French-speaking cultures.

**FRE 012****Beginning Conversational French II**

2 credits  
Developmental course - does not count for graduation credit  
Offered every fall and spring semester  
Activity/Personal Enrichment

Emphasizes sentence structure, vocabulary, pronunciation, and study of French-speaking cultures.

**FRE 090****Interactive French Lab**

1 to 3 credits  
Developmental course - does not count for graduation credit  
Offered every fall and spring semester  
Activity/Personal Enrichment

An open entry/open exit course which emphasizes listening comprehension, sentence structure, vocabulary, and pronunciation through the use of the Rosetta Stone software.

**FRE 101  FRE 1101****Elementary French I**

4 credits  
GE category: GE Options  
Offered every fall and spring semester  
Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

This course is designed for students at the Beginning French I level. Emphasizes speaking, reading, writing, listening comprehension, and culture through a variety of approaches.

**FRE 102  FRE 1102****Elementary French II**

4 credits  
GE category: GE Options  
Offered every fall and spring semester  
Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

Continuation of FRE 101. Emphasizes speaking, reading, writing, listening comprehension, and culture through a variety of approaches.

**FRE 201**  **FRE 2201**

**Intermediate French I**

4 credits  
 GE category: GE Options  
 Offered every fall and spring semester  
 Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy  
 Intermediate study of French language, with emphasis on speaking, listening, reading, and writing. Course taught in French. Completion of FRE 102 or two or more years of high school French or equivalent experience in a French speaking country recommended.

**FRE 202**  **FRE 2202**

**Intermediate French II**

4 credits  
 GE category: GE Options  
 Offered every fall and spring semester  
 Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy  
 Continuation of FRE 201. Intermediate study of French language, with emphasis on speaking, listening, reading, and writing. Course taught in French. Completion of FRE 201 or four or more years of high school French or equivalent experience in a French speaking country recommended.

**FRE 261**  
**French Conversation and Composition I**

2 credits  
 Offered upon request  
 Emphasizes speaking and writing in everyday idiom; employs materials based on current topics.

**FRE 262**  
**French Conversation and Composition II**

2 credits  
 Offered upon request  
 Emphasizes speaking and writing in everyday idiom; employs material based on current topics.

**FRE 298**  
**Workshop**

1 to 3 credits  
 Offered upon request  
 Activity/Personal Enrichment  
 Designed to meet a variety of needs for students in French.

**FRE 299**  
**Independent Study**

1 to 3 credits  
 Offered upon request  
 Activity/Personal Enrichment  
 Design and execution of original projects under faculty supervision for students in French Language.

**POR 011**  
**Beginning Conversational Portuguese I**

2 credits  
 Developmental course - does not count for graduation credit  
 Offered upon request  
 Activity/Personal Enrichment  
 Emphasizes sentence structure, vocabulary, pronunciation, and study of Portuguese-speaking cultures.

**RUS 011**  
**Beginning Conversational Russian I**

2 credits  
 Developmental course - does not count for graduation credit  
 Offered upon request  
 Activity/Personal Enrichment  
 Emphasizes sentence structure, vocabulary, pronunciation, and study of Russian-speaking cultures.

**RUS 012**  
**Beginning Conversational Russian II**

2 credits  
 Developmental course - does not count for graduation credit  
 Offered upon request  
 Activity/Personal Enrichment  
 Emphasizes sentence structure, vocabulary, pronunciation, and study of Russian-speaking cultures.

**RUS 101**  
**Elementary Russian I**

4 credits  
 GE category: GE Options  
 Offered upon request  
 This course is designed for students at the Beginning Russian I level. Emphasizes speaking, reading, writing, listening comprehension, and culture through a variety of approaches.

**RUS 102**  
**Elementary Russian II**

4 credits  
 GE category: GE Options  
 Offered upon request  
 Continuation of RUS 101. Emphasizes speaking, reading, writing, listening comprehension, and culture through a variety of approaches.

**SPA 011**  
**Beginning Conversational Spanish I**

2 credits  
 Developmental course - does not count for graduation credit  
 Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Emphasizes sentence structure, vocabulary, pronunciation, and study of Spanish-speaking cultures.

**SPA 012**  
**Beginning Conversational Spanish II**

2 credits  
 Developmental course - does not count for graduation credit  
 Offered every fall and spring semester  
 Activity/Personal Enrichment  
 Emphasizes sentence structure, vocabulary, pronunciation, and study of Spanish-speaking cultures.

**SPA 013**  
**Intermediate Conversational Spanish I**

2 credits  
 Developmental course - does not count for graduation credit  
 Offered upon request  
 Activity/Personal Enrichment  
 Emphasizes sentence structure, vocabulary, pronunciation, and study of Spanish-speaking cultures.

**SPA 090**  
**Interactive Spanish Lab**

1 to 3 credits  
 Developmental course - does not count for graduation credit  
 Offered every fall and spring semester  
 Activity/Personal Enrichment  
 An open entry/open exit course which emphasizes listening comprehension, sentence structure, vocabulary, and pronunciation through the use of the Rosetta Stone software.

**SPA 101**  **SPA 1101**  
**Elementary Spanish I**

4 credits  
 GE category: GE Options  
 Offered every fall and spring semester  
 Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy  
 This course is designed for students at the Beginning Spanish I level. Emphasizes speaking, reading, writing, listening comprehension, and culture through a variety of approaches.

**SPA 102**  **SPA 1102**  
**Elementary Spanish II**

4 credits  
 GE category: GE Options  
 Offered every fall and spring semester  
 Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy  
 Continuation of SPA 101. Emphasizes speaking, reading, writing, listening comprehension, and culture through a variety of approaches.

**SPA 201**  **SPA 2201**  
**Intermediate Spanish I**

4 credits  
 GE category: GE Options  
 Offered every fall and spring semester  
 Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy  
 Intermediate study of Spanish language, with emphasis on speaking, listening, reading, and writing. Course taught in Spanish. Completion of SPA 102 or four years of high school Spanish or equivalent experience in a Spanish speaking country recommended.

**SPA 202**  **SPA 2202**  
**Intermediate Spanish II**

4 credits  
 GE category: GE Options  
 Offered every fall and spring semester  
 Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy  
 Continuation of SPA 201. Intermediate study of Spanish language, with emphasis on speaking, listening, reading, and writing. Course taught in Spanish. Completion of SPA 201 or equivalent experience in a Spanish speaking country recommended.

**SPA 261**  
**Spanish Conversation and Composition I**

2 credits  
 Offered upon request  
 Emphasizes speaking and writing in everyday idiom; employs material based on current topics.

**SPA 262**  
**Spanish Conversation and Composition II**

2 credits  
 Offered upon request  
 Emphasizes speaking and writing in everyday idiom; employs material based on current topics.

**SPA 298**  
**Workshop**

1 to 3 credits  
 Offered upon request  
 Activity/Personal Enrichment  
 Designed to meet a variety of needs for students in Spanish.

**SPA 299**  
**Independent Study**

1 to 3 credits  
 Offered upon request  
 Activity/Personal Enrichment  
 Design and execution of original projects under faculty supervision for Spanish Language students.

## MACHINE SHOP

### MSP 101 Fundamentals of Machine Shop

2 credits  
Offered every fall and spring semester  
Activity/Personal Enrichment

This course teaches the principles of machining and metal cutting using modern machine tools, hand tools, and precision measuring tools. Students will learn to use all of the five basic machine tools, lathe, milling machine, drilling machines, shaper, and precision grinders.

### MSP 102 Materials of Industry

3 credits  
Offered every fall semester  
This is a study of metals, ceramics, polymers and other commonly used industrial materials. This course explores the extraction, processing, refinement and utilization of a wide variety of industrial materials.

### MSP 104 Machine Shop

4 credits  
Offered every fall semester  
This course directs the student in the use of five basic machine tools: drilling machines, lathe, milling machine, shaper, and precision grinders. Students will learn to use precision measuring instruments and layout equipment and to machine projects to print dimensions.

### MSP 108 Introduction to Oxyacetylene Welding and Metal Fabrication

3 credits  
Offered upon request  
A basic welding and metal fabrication course which stresses theory and application in welding methods including oxyacetylene welding, brazing, cutting, and soldering. Instruction is also given on sheet metal layout and construction. Identical to WLD 108.

### MSP 115 Blacksmithing and Fabricating

2 credits  
Offered upon request  
Activity/Personal Enrichment  
This is a course in forging, casting, welding, brazing, hot metal forming, heat-treating and layout, and design of metal parts and projects. Students will learn how to perform the tasks required for metal fabricating for the production of completed metal projects.

### MSP 250 Advanced Machine Shop II

3 credits  
Offered every fall semester  
Prerequisite: MSP 240  
This course promotes advanced skill development in the machine shop along with technical theory of machine tool operations. Projects consist of computer numerical control machining and complex machine tool processes.

### MSP 260 Pattern Making and Foundry

2 credits  
Offered upon request  
This course covers the technology of sand casting for part production and the creation of artistic pieces. It includes industrial pattern making techniques and foundry methods.

### MSP 270 Advanced Machine Shop III

3 credits  
Offered every spring semester  
Prerequisite: MSP 101 or MSP 104  
A study of the methods of programming computerized numerical controlled machine tools, including continuous path contour planning, use of computer aided manufacturing, software, operating, editing programs and communicating with CNC machines. Using CNC machine tools to produce parts programmed from blueprint specifications.

### MSP 297 Workshop

1 to 6 credits  
Offered upon request  
Activity/Personal Enrichment  
Designed to meet a variety of needs for students in Machine Shop.

### MSP 298 Workshop

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment  
Designed to meet a variety of needs for students in Machine Shop.

### MSP 299 Independent Study

1 to 4 credits  
Offered upon request  
Activity/Personal Enrichment  
Research, design and execution of original projects under faculty supervision.

## MATHEMATICS

### MAT 077 Elementary Algebra

4 credits  
Developmental course - does not count for graduation credit  
Offered every fall and spring semester  
Prerequisite: Placement test score as established by District policy

An introduction to Algebra. Topics include algebraic expressions, linear equations and inequalities, graphing, exponents, polynomials, factoring, and systems of equations.

### MAT 100 Applied Mathematics

4 credits  
GE category: AAS degree only  
Offered every fall and spring semester

A survey of mathematical concepts including operations with numbers and fundamental algebraic operations, measurement, geometry, right-triangle trigonometry, and statistical measures of center.

### MAT 120 Intermediate Algebra

4 credits  
GE category: AAS degree only  
Offered every fall and spring semester  
Prerequisite: MAT 077 with a grade of "C" or higher or placement test score as established by District policy

A continuation of Elementary Algebra. Topics include functions, inequalities, equations, systems of equations, polynomials, and rational expressions and functions.

### MAT 140 MAT 1142 College Mathematics

3 credits  
GE category: Mathematics  
Offered every fall and spring semester  
Prerequisite: MAT 077 or higher with a grade of "C" or higher or placement test score as established by District policy and ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

Applications of mathematics to real life situations. Quantitative methods including probability, statistics, geometry, algebra, and exponential functions will be used to analyze concepts and applications from business, social sciences, the physical sciences, and the mathematics of finance. Recommend completion of at least two years of high school algebra. Appropriate for students whose major does not require any Calculus.

### MAT 154 MAT 1151 Precalculus Algebra

4 credits  
GE category: Mathematics  
Offered every fall and spring semester  
Prerequisite: MAT 120 with a grade of "C" or higher or placement test score as established by District policy and ENG 091 with a grade of "C" or higher

or reading placement test score as established by District policy  
A first course to prepare students for calculus. Topics include functions, graphs, equations, exponentials, logarithms, matrices, and conic sections. Optional topics may include sequences and series.

### MAT 156 Principles of Mathematics I

3 credits  
Offered every spring semester  
Prerequisite: MAT 140 or higher with a grade of "C" or higher or placement test score as established by District policy

Mathematical principles and processes underlying mathematics instruction in grades K-8; numbers and the base-ten system, problem solving, fractions, decimals, addition, subtraction, multiplication, division, ratios, proportions, and number theory.

### MAT 157 Principles of Mathematics II

3 credits  
Offered every spring semester  
Prerequisite: MAT 140 or higher with a grade of "C" or higher or placement test score as established by District policy

A continuation of MAT 156, Principles of Math I, including the processes underlying mathematics instruction in grades K-8; algebra, measurement, geometry including perimeter, area, volume, surface area, transformations, constructions, symmetry, scaling, statistics, and probability.

### MAT 160 MAT 1160 Introduction to Statistics

3 credits  
GE category: Mathematics  
Offered every fall and spring semester  
Prerequisite: MAT 140 or higher with a grade of "C" or higher or placement test score as established by District policy and ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

Introduces statistical methods as applied to collecting, tabulating, analyzing, presenting, and interpreting data. Topics covered include frequency distributions, measures of central tendency, measures of dispersion, elementary probability theory, estimation, hypothesis testing, regression and correlation. A basic course for students in business, behavioral and social sciences. Identical to PSY 220.

**MAT 171**

**Finite Mathematics**

4 credits  
GE category: Mathematics  
Offered every spring semester

Prerequisite: MAT 154 or higher with a grade of "C" or higher or math placement test score as established by District policy and ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

Math for social, life, and management sciences. Topics covered will be applicable to certain business majors (please consult your advisor). Includes systems of equations, set theory, matrices, probability, logic, and other subjects.

**MAT 181**

**Precalculus Trigonometry**

3 credits  
GE category: Mathematics  
Offered every fall and spring semester

Prerequisite: MAT 154 with a grade of "C" or higher or concurrent enrollment in MAT 154 or placement test score as established by District policy and ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

Trigonometric functions, identities and equations; development and application of the various formulae for solving triangles, vectors, and complex numbers.

**MAT 210**  **MAT 2212**

**Elements of Calculus**

4 credits  
GE category: Mathematics  
Offered every fall semester

Prerequisite: MAT 154 with a grade of "C" or higher or placement test score as established by District policy and ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

Differential and integral calculus of elementary functions with applications to business, economics, and the social sciences. Not open to students who have received a grade of "C" or higher in MAT 220.

**MAT 220**  **MAT 2220**

**Calculus I**

5 credits  
GE category: Mathematics  
Offered every fall and spring semester

Prerequisite: MAT 181 with a grade of "C" or higher or MAT 187 with a grade of "C" or higher or placement test score as established by District policy and ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

Real numbers, limits and continuity for functions of a single real variable. Differentiability and applications of the derivative. Introduction to integral calculus and applications of the integral.

**MAT 230**  **MAT 2230**

**Calculus II**

4 credits  
GE category: Mathematics  
Offered every fall and spring semester

Prerequisite: MAT 220 with a grade of "C" or higher

Continuation of MAT 220. Transcendental functions, techniques of integration, indeterminate forms, improper integrals, numerical methods, infinite series, conics, and polar coordinates.

**MAT 240**  **MAT 2241**

**Calculus III**

4 credits  
GE category: Mathematics  
Offered every fall semester

Prerequisite: MAT 230 with a grade of "C" or higher

Continuation of MAT 230. Vectors, geometry, differentiation, and integration in Euclidean n-space. Line and surface integrals. Theorems of Green, Gauss, and Stokes.

**MAT 260**  **MAT 2262**

**Differential Equations**

3 credits  
GE category: Mathematics  
Offered every spring semester

Prerequisite: MAT 230 with a grade of "C" or higher

Basic concepts, ordinary differential equations of first order, higher order linear equations, variation of parameters, undetermined coefficients. Systems of equations, series solutions and Laplace transform methods.

**MAT 298**

**Workshop**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Designed to meet a variety of needs of students in Mathematics.

**MAT 299**

**Independent Study**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment  
Design and execution of original projects under faculty supervision.

**MEDIA COMMUNICATIONS**

**MDC 102**

**Introduction to Media Communications**

3 credits  
GE Category: Social Sciences  
Offered every fall and spring semester

Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

This course covers laws, regulations, ethics, politics, social diversity, economics, and the globalization issues related to mass media communications. The focus of this course is to develop an understanding of current and past applications, methods, styles and techniques of each medium used in mass media communication. Examines the roles of books, newspapers, magazines, radio, television, motion pictures, advertising, and social media play in influencing individuals within society. Develops each individual's understanding related to how various media mediums affect society in the digital age.

**MDC 108**

**Video Editing for Family History**

2 credits  
Offered upon request  
An introductory course in video production for the individual who wants to document family history and other personal events. Participants capture home videos and scan photographs or slides to a computer so they can preserve and share these moments with their families. They create a DVD of their completed projects. This course is taught on the PC platform.

**MDC 109**

**Media Production Process**

1 credit  
Offered upon request  
Activity/Personal Enrichment  
This course offers instruction in the use of low cost alternatives to develop highly engaging media presentations. Projects will be developed using the personal computer and low-cost editing software, cameras, and recorders. Students are encouraged to bring in their equipment to better learn how to use what they already have available.

**MDC 112**

**Understanding Scriptwriting**

2 credits  
Offered every fall semester  
This course provides an introduction to scriptwriting for film and video, the role of the script in media production, format and structure of the script, and basic understanding of scriptwriting for fiction and nonfiction.

**MDC 125**

**Video Color Correction**

3 credits  
Offered every spring semester  
This course covers the foundations of color correction used in film. Exploration of professional techniques used in video color correction including teaching the student how to balance color, manipulate light, and set the tone to successfully enhance a film.

**MDC 150**

**Video Production**

3 credits  
Offered upon request  
An overview of the principles and beginning techniques of video production.

**MDC 160**

**Audio Production and Editing**

3 credits  
Offered upon request  
Course provides an introduction to many aspects of digital audio production. Course teaches basic sound system principles, live sound reinforcement techniques, digital audio recording and editing processes.

**MDC 162**

**Audio Recording Techniques for Voice Actors**

3 credits  
Offered upon request  
This course offers instruction in the basic functions, operation, and use of audio mixers and associated equipment for audio recording for voice actors. Training includes recording techniques, voice acting skills, and audio editing. Special topics cover interpreting novels, usage rights, and employment opportunities.

**MDC 166**

**Audio Engineering**

3 credits  
Offered upon request  
This course offers instruction in the functions, operation, and use of audio mixers and associated equipment for audio recording for advanced audio production. Training includes advanced audio theory, audio mixing techniques, time-code synchronization, MIDI, music editing, album sequencing, commercial audio production, plus understanding and applying audio-effects. Special topics cover audio structure, aesthetics, usage rights, and employment opportunities.

**MDC 168**

**Audio for Studio and Sound Reinforcement**

3 credits  
Offered upon request  
This course offers instruction in the concepts and functions of studio microphones, audio mixers, sound systems, consoles, amplifiers, speakers, and processors. Focus is on studio recording and sound reinforcement for live venues. Special topics cover audio aesthetics, usage rights, and employment opportunities.

**MDC 180****Video Editing I**

3 credits

Offered upon request

Course work covers current techniques in non-linear video editing. Students will become familiar with use of computer based editing concepts common to the video editing industry. Students will learn how to author and create a DVD of their completed projects. Students will do research comparisons on equipment and software available for video editing.

**MDC 191****Media Practicum I**

1 credit

Offered every spring semester  
Activity/Personal Enrichment

Designed to provide students with supervised work experience in media communications and to integrate students' classroom and practical learning opportunities.

**MDC 212****Writing the Screenplay**

3 credits

Offered every fall semester

Prerequisite: MDC 112 and ENG 100 or higher with a grade of "C" or higher, or writing placement test score as established by District policy, or instructor approval

The emphasis of this course is on telling a visual story. Students are expected to develop and write a short screenplay. This course is a key component for success in other media production classes.

**MDC 250****Documentary Video Production**

3 credits

Offered upon request

Instruction in documentary video production for television, educational media, and corporate communications. The principles, standards, press rights, and ethics for documentary video production are covered. Students learn the process of producing, shooting, interviewing, and sound recording for video documentaries. Skills include pre-production planning, scheduling, location details, shot lists, and scripting for non-fiction video. Styles/techniques focus on different approaches to documentary production by PBS, BBC, National Geographic, and theatrical infotainment. Special topics cover document story structure, aesthetics, usage rights, ethics, libel, and press laws.

**MDC 252****Multi-Camera Video Field Production**

3 credits

Offered upon request

This course offers instruction in the functions, operation, and use of mobile multi-cameras and associated equipment for live video and event production. Students learn the process of pre-production location planning, venue lighting, directing talent, live switching, graphics, audio mixing, and microphones for live location video performances. Training includes location site surveys and safe organization of the equipment and crew within the constraints of both indoor and outdoor venues. All students are cross-trained in crew assignments, operations, equipment set-up and loading. Special topics are location operations, safety and proper securing of video equipment and cables.

**MDC 253****Sports Video Production**

3 credits

Offered upon request

This course offers instruction in the functions, operation and use of HD broadcast digital cameras, and associated equipment for live sports video production. Training includes shooting on-location at the EAC football stadium and at the EAC gym for live webcasts. Students learn the process of producing, directing, and special camera operations for Sports Video Production. Students produce EAC sports promos, player highlights, and team profiles that are incorporated into the live webcasts. Opportunities include sports commentating and reporting. All students are cross-trained in crew assignments, operations, equipment set-up, and loading. Special topics are location operations, safety, and proper securing of video equipment and cables.

**MDC 254****Cinema Style Video Production**

3 credits

Offered upon request

This course offers instruction in digital cinema video production and the specialized cameras, lighting, and grip equipment used in cinematic filmmaking. Students learn the art and technique of visual and narrative storytelling. Training covers cinematic shooting styles using natural and available light plus traditional artificial lighting. Fundamental elements focus on the basics of filmmaking: producing, research, story development, directing, cinematography, sound recording, and post-production editing. Special topics explore different cinema genres, structure, aesthetics, and the vision of the director. Special topics are location operations, safety and proper securing of video equipment and cables.

**MDC 280****Video Editing II**

3 credits

Offered every spring semester

Prerequisite: MDC 180 with a grade of "C" or higher or instructor approval

Continuation of MDC 180. This course covers current techniques in non-linear video editing. Students will become familiar with concepts of video trimming, staying in sync, editing in the timeline, changing audio levels, and visual effects. This course will also focus on developing the student's understanding of the multiple methods a video editor uses to enhance the script's intent and the final project outcome.

**MDC 290****Media Communications Capstone Project**

3 credits

Offered every spring semester

Prerequisite: MDC 150, MDC 160, MDC 180, and MDC 212 with a grade "C" or higher, or instructor approval

This course requires students to apply concepts and methods from multiple courses, such as screenwriting, documentary production, cinema production, and post production. Students will be responsible for a semester length project.

**MDC 297****Workshop**

1 to 6 credits

Offered upon request

Activity/Personal Enrichment

Designed to meet a variety of needs for students in the Media Communications program.

**MINING****MIN 121****Surface Mine Safety Training**

1 to 2 credits

Offered upon request

Offered in Gila County only

This course will meet U.S. Mine Safety and Health Administration requirements for new miner training for individuals, contractors, and mine employees, when used as part of an approved safety training program.

**MIN 297****Workshop**

1 to 3 credits

Offered upon request

Offered in Gila County only

Activity/Personal Enrichment

Designed to meet a variety of needs of students in Mining and Industrial Technology.

**MIN 299****Independent Study**

1 to 3 credits

Offered upon request

Offered in Gila County only  
Activity/Personal Enrichment

Design and execution of original projects under faculty supervision.

**MUSIC**

General Information For All Private Instruction (Voice, Piano, Instruments)

All private instruction is given on levels of skill determined by the instructor. Course numbers for this instruction begin with the sub-collegiate level, 011 through 015, and range upward to four complete semesters of private college level study.

Length of private lesson is usually one-half hour with some variation by the instructor. There is a private lesson course fee required for private instruction in addition to college tuition.

**MUS 011****Private Voice I for Non-Music Majors**

1 credit

Developmental course - does not count for graduation credit

Offered upon request

Activity/Personal Enrichment

Private instruction in voice. A private lesson course fee is required.

**MUS 012****Private Piano I for Non-Music Majors**

1 credit

Developmental course - does not count for graduation credit

Offered upon request

Activity/Personal Enrichment

Private instruction in piano techniques. A private lesson course fee is required.

**MUS 013****Private Instruments I for Non-Music Majors**

1 credit

Developmental course - does not count for graduation credit

Offered upon request

Activity/Personal Enrichment

Private instruction in band and orchestral instruments: flute, oboe, clarinet, bassoon, horn, saxophone, trumpet, trombone, tuba, baritone, guitar and percussion. Instruction is given on levels of skill determined by the instructor. Numbers for this instruction begin with the sub-collegiate level, 013, and range upward for four complete semesters of private study. (One 30-minute lesson per week earns one hour credit). Participation in semester recital is required. A private lesson course fee is required.

## MUS 014

### Private Strings I for Non-Music Majors

1 credit  
Developmental course - does not count for graduation credit  
Offered upon request  
Activity/Personal Enrichment

Private instruction in stringed instruments: violin, viola, violoncello, and contrabass. A private lesson course fee is required.

## MUS 020

### Elementary Theory

2 credits  
Developmental course - does not count for graduation credit  
Offered every fall semester  
Activity/Personal Enrichment

A one-semester remedial music theory course designed specifically for music majors who need preparation for MUS 105 Theory I as determined by in-class placement tests.

## MUS 040

### Introduction to Chamber Ensemble

1 credit  
Developmental course - does not count for graduation credit  
Offered upon request  
Offered in Gila County only  
Activity/Personal Enrichment

Study and performance of a wide variety of chamber music repertoire with weekly coaching sessions of string quartets and trios, with piano and in other combinations with other instruments.

## MUS 053

### Basic Guitar

1 to 3 credits  
Developmental course - does not count for graduation credit  
Offered upon request  
Offered in Gila County only  
Activity/Personal Enrichment

This course covers the history, style, and development of playing skill on the guitar.

## MUS 101

### World of Music

3 credits  
GE category: Humanities  
Offered every fall and spring semester  
Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

Increases all students' ability to appreciate and enjoy the masterpieces of music of all periods through the study of styles, forms, and composers, attending/discussing concerts, and listening to recordings. Non-technical.

## MUS 102

### Music Fundamentals

2 credits  
Offered every spring semester  
Activity/Personal Enrichment

Provides the non-music major with a background in music symbols and notation sufficient to begin work in musical learning. May also introduce some music theory.

## MUS 105

### Music Theory I

3 credits  
Offered every fall semester  
Prerequisite: Prior or concurrent enrollment in MUS 107 required

Basic theory needed for development of musicianship and musical understanding; scales, keys, rhythm, triads, part-writing, cadences, dominant sevenths, secondary dominants, and simple modulations.

## MUS 106

### Music Theory II

3 credits  
Offered every spring semester  
Prerequisite: MUS 105 with a grade of "C" or higher and prior or concurrent enrollment in MUS 108 required  
Continuation of MUS 105.

## MUS 107

### Aural Perception I

1 credit  
Offered every fall semester  
Prerequisite: Prior or concurrent enrollment in MUS 105 required  
Sight singing, ear training, and keyboard harmony.

## MUS 108

### Aural Perception II

1 credit  
Offered every spring semester  
Prerequisite: Prior or concurrent enrollment in MUS 106 and MUS 107 required  
Continuation of MUS 107.

## MUS 111

### Marching Band I

2 credits  
Offered every fall semester  
Activity/Personal Enrichment  
Teaches basic marching fundamentals. Performs for half-time shows at football games, parades, and reviews music and techniques appropriate to various marching styles. Provides pep band music for the basketball season.

## MUS 111B

### Marching Percussion I

1 credit  
Offered every fall semester  
Activity/Personal Enrichment  
Study and preparation of percussion music for the marching band. Class is separate from marching band and is required for percussion students from the pit and the battery.

## MUS 117

### Class Instruction in Brass I

1 credit  
Offered every fall semester  
Activity/Personal Enrichment  
Elementary group instruction required of instrumental music majors. Includes skills of teaching brass at the elementary level. Upper brass instruments with emphasis on trumpet and French horn.

## MUS 118

### Class Instruction in Brass II

1 credit  
Offered every fall semester  
Activity/Personal Enrichment  
Includes skills of teaching brass at the elementary level. Lower brass instruments with emphasis on trombone, baritone, and tuba.

## MUS 119

### Class Instruction in Woodwinds I

1 credit  
Offered every spring semester  
Activity/Personal Enrichment  
Includes skills in teaching woodwinds at the elementary level. Single reed instruments with emphasis on flute, clarinet, and saxophone.

## MUS 120

### Class Instruction in Woodwinds II

1 credit  
Offered every spring semester  
Activity/Personal Enrichment  
Includes skills of teaching woodwinds on the elementary level. Covers double reed instruments with emphasis on oboe and bassoon.

## MUS 121

### Class Instruction in Percussion I

1 credit  
Offered every spring semester  
Activity/Personal Enrichment  
Includes skills in teaching percussion at the elementary level. Percussion instruments with emphasis on standard percussion.

## MUS 123

### Class Instruction in Strings I

1 credit  
Offered upon request  
Activity/Personal Enrichment  
Includes skills of teaching strings on elementary level. Upper stringed instruments with emphasis on violin and viola.

## MUS 124

### Class Instruction in Strings II

1 credit  
Offered upon request  
Activity/Personal Enrichment  
Includes skills of teaching strings on elementary level. Lower stringed instruments with emphasis on cello and bass.

## MUS 125

### Jazz Ensemble I

1 credit  
Offered every fall and spring semester  
Activity/Personal Enrichment  
Studies and performs a wide range of popular and jazz literature to develop musicianship. Auditions will be held.

## MUS 126

### Jazz Ensemble II

1 credit  
Offered every fall and spring semester  
Activity/Personal Enrichment  
Continuation of MUS 125. Auditions will be held.

## MUS 127

### Men's Chorus I

1 credit  
Offered every fall and spring semester  
Activity/Personal Enrichment  
Accompanied and a cappella literature of all periods studied and performed. Focus on literature for Fall Sing, Christmas, and Spring Sing concerts. Opportunity for performance in men's choruses.

## MUS 128

### Men's Chorus II

1 credit  
Offered every fall and spring semester  
Activity/Personal Enrichment  
Continuation of MUS 127.

## MUS 129

### Women's Chorale I

1 credit  
Offered every fall and spring semester  
Activity/Personal Enrichment  
Accompanied and a cappella women's literature of all periods studied and performed. Focus on music department literature. Focus on literature for Fall Sing, Christmas Concert, Messiah, and Spring Sing concerts.

## MUS 130

### Women's Chorale II

1 credit  
Offered every fall and spring semester  
Activity/Personal Enrichment  
Accompanied and a cappella women's literature of all periods studied and performed. Focus on music department literature. Focus on literature for Fall Sing, Christmas Concert, Messiah, and Spring Sing concerts.

## MUS 133

### Symphonic Choir I

1 credit  
Offered upon request  
Activity/Personal Enrichment  
Accompanied and a cappella literature of all periods studied and performed. Focus on literature for Fall Sing, Christmas, and Spring Sing concerts. Opportunity for performance in men's, women's and mixed choruses.

**MUS 134****Symphonic Choir II**

1 credit  
Offered upon request  
Activity/Personal Enrichment  
Continuation of MUS 133.

**MUS 135****Vocal Show Ensemble I**

1 credit  
Offered every fall and spring semester  
Activity/Personal Enrichment  
Open to men and women. Study and performance of accompanied and a cappella vocal music, including contemporary pop and jazz songs for various sized groups and voice combinations with choreography as needed. Auditions will be held for EAC's vocal show ensemble, known as "Company."

**MUS 136****A Cappella Choir I**

2 credits  
Offered every fall and spring semester  
Activity/Personal Enrichment  
Accompanied and a cappella literature of all periods studied and performed. Focus on music department tour literature. Intended to be the top, large vocal ensemble - the touring choir. Focus on literature for Fall Sing, Christmas Concert, Messiah, Tour, and Spring Sing concerts. Auditions will be held.

**MUS 137****A Cappella Choir II**

2 credits  
Offered every fall and spring semester  
Activity/Personal Enrichment  
Continuation of MUS 136. Auditions will be held.

**MUS 139****Vocal Show Ensemble II**

1 credit  
Offered every fall and spring semester  
Activity/Personal Enrichment  
Continuation of MUS 135. Study and performance of accompanied and a cappella vocal music, including contemporary pop and jazz songs for various sized groups and voice combinations with choreography as needed. Auditions will be held for EAC's vocal show ensemble, known as "Company."

**MUS 140****Chamber Ensemble I**

1 credit  
Offered every fall and spring semester  
Activity/Personal Enrichment  
Study and performance of a wide variety of chamber music repertoire with weekly coaching sessions of string quartets and trios, with piano and in other combinations with other instruments. Auditions will be held.

**MUS 141****Chamber Ensemble II**

1 credit  
Offered every fall and spring semester  
Activity/Personal Enrichment  
Continuation of MUS 140. Auditions will be held.

**MUS 142****Symphonic Band I**

2 credits  
Offered every spring semester  
Activity/Personal Enrichment  
Open for membership without audition to students from any major field of study as well as faculty and community members. This ensemble is also an outstanding forum for music majors to refine skills on primary or secondary instruments. Required for instrumental music majors.

**MUS 143****Symphonic Band II**

2 credits  
Offered every spring semester  
Activity/Personal Enrichment  
Continuation of MUS 142.

**MUS 145****Mallet Ensemble I**

1 credit  
Offered every fall and spring semester  
Activity/Personal Enrichment  
Study and performance of a wide variety of mallet music repertoire.

**MUS 146****Mallet Ensemble II**

1 credit  
Offered every fall and spring semester  
Activity/Personal Enrichment  
Study and performance of a wide variety of mallet music repertoire.

**MUS 151****Symphony Orchestra I**

1 credit  
Offered every fall and spring semester  
Activity/Personal Enrichment  
Studies and performs a wide selection of symphonic literature. Orchestra prepares concerts for public performances and provides accompaniment for music performances. Auditions will be held.

**MUS 152****Symphony Orchestra II**

1 credit  
Offered every fall and spring semester  
Activity/Personal Enrichment  
Continuation of MUS 151. Auditions will be held.

**MUS 153****Beginning Guitar**

2 credits  
Offered upon request  
Activity/Personal Enrichment  
Covers the history, style, and development of playing skill on the guitar.

**MUS 155****Class Piano I for Music Majors**

1 credit  
Offered every fall semester  
Activity/Personal Enrichment  
Fundamentals of piano for the music major. The course will encourage improvement of certain, defined piano skills to enhance performance and musicianship.

**MUS 156****Class Piano II for Music Majors**

1 credit  
Offered every fall and spring semester  
Activity/Personal Enrichment  
Fundamentals of piano for the music major. The course will encourage improvement of certain, defined piano skills to enhance performance and musicianship.

**MUS 157****Chamber Orchestra I**

1 credit  
Offered every fall and spring semester  
Activity/Personal Enrichment  
This course is dedicated to providing musical and educational opportunity to study and perform a wide selection of chamber or small orchestra literature. This orchestra prepares concerts for public performances and provides accompaniment for musical theatre performances.

**MUS 158****Chamber Orchestra II**

1 credit  
Offered every fall and spring semester  
Activity/Personal Enrichment  
Continuation of MUS 157.

**MUS 161****Private Voice II**

1 credit  
Offered upon request  
Activity/Personal Enrichment  
Private instruction in proper singing techniques using art song literature. A private lesson course fee is required.

**MUS 162****Private Voice III**

1 credit  
Offered upon request  
Activity/Personal Enrichment  
Continuation of MUS 161. A private lesson course fee is required.

**MUS 163****Jazz Theory and Improvisation I**

1 credit  
Offered upon request  
A basic course in the study of jazz improvisation. Specifically the study of blues scales and ii / V / I progressions are included within the curriculum. The student will synthesize basic jazz scales into effective jazz solos. Students must play an instrument.

**MUS 164****Jazz Theory and Improvisation II**

1 credit  
Offered upon request  
A basic course in the study of jazz improvisation. Specifically the study of blues scales and ii / V / I progressions are included within the curriculum. The student will synthesize basic jazz scales into effective jazz solos. Students must play an instrument.

**MUS 165****Class Piano for Non-Music Majors**

1 credit  
Offered every fall and spring semester  
Activity/Personal Enrichment  
Class instruction of piano keyboard repertoire, technical skills, and keyboard theory commensurate with student's level of achievement. May be taken four times for credit.

**MUS 171****Private Piano II**

1 credit  
Offered upon request  
Activity/Personal Enrichment  
Private instruction on the piano. All private instruction is given on levels of skill determined by the instructor. Numbers for this instruction begin with the sub-collegiate level, 012, and range upward to four complete semesters of private study. (One lesson per week earns one hour credit.) Participation in semester recitals and/or juries is required. A private lesson course fee is required.

**MUS 172****Private Piano III**

1 credit  
Offered upon request  
Activity/Personal Enrichment  
Private instruction on the piano. All private instruction is given on levels of skill determined by the instructor. Numbers for this instruction begin with the sub-collegiate level, 012, and range upward to four complete semesters of private study. (One lesson per week earns one hour credit.) Participation in semester recitals and/or juries is required. A private lesson course fee is required.

**MUS 181****Private Instruments II**

1 credit  
Offered upon request  
Activity/Personal Enrichment  
Private instruction in band and orchestral instruments: flute, oboe, clarinet, bassoon, horn, saxophone, trumpet, trombone, tuba, baritone, guitar, and percussion. A private lesson course fee is required.

## MUS 182

### Private Instruments III

1 credit  
Offered upon request  
Activity/Personal Enrichment

Continuation of MUS 181. A private lesson course fee is required.

## MUS 183

### Private Strings II

1 credit  
Offered upon request  
Activity/Personal Enrichment

Private instruction in stringed instruments: violin, viola, violoncello, and contrabass. All private instruction is given on levels of skill determined by the instructor. Numbers for this instruction begin with the sub-collegiate level, MUS 014 and range upward to four complete semesters of private study. (One lesson per week earns one hour credit.) Participation in semester recitals and/or juries required. A private lesson course fee is required.

## MUS 184

### Private Strings III

1 credit  
Offered upon request  
Activity/Personal Enrichment

Continuation of MUS 183. Private instruction in stringed instruments: violin, viola, violoncello, and contrabass. All private instruction is given on levels of skill determined by the instructor. Numbers for this instruction begin with the sub-collegiate level, MUS 014 and range upward to four complete semesters of private study. (One lesson per week earns one hour credit.) Participation in semester recitals and/or juries required. A private lesson course fee is required.

## MUS 190

### Vocal Jazz Ensemble I

1 credit  
Offered every fall and spring semester  
Activity/Personal Enrichment

Designed to meet the need for a small vocal ensemble that can travel and present entertaining variety shows of a professional nature, in the local community and around the state. A variety of pop musical styles will be studied and performed. Auditions will be held.

## MUS 191

### Vocal Jazz Ensemble II

1 credit  
Offered every fall and spring semester  
Activity/Personal Enrichment

Continuation of MUS 190. Auditions will be held.

## MUS 203

### Music Notation/Finale

2 credits  
Offered upon request  
Activity/Personal Enrichment

This course covers the basic techniques of using Finale, a professional-level computer music notation program. Basic knowledge of music theory and computer literacy are recommended.

## MUS 204

### Elements of Conducting

2 credits  
Offered every spring

Fundamentals and essentials of conducting and rehearsal techniques used by both choral and instrumental conductors.

## MUS 205 MUS 2222

### Music Theory III

3 credits  
Offered every fall semester

Prerequisites: MUS 106, MUS 108, and concurrent enrollment in MUS 212 required

Diatonic and chromatic harmony writing and analysis including 20th century techniques.

## MUS 206 MUS 2223

### Music Theory IV

3 credits  
Offered every spring semester

Prerequisites: MUS 205, MUS 212 and concurrent enrollment in MUS 213 required

Continuation of MUS 205.

## MUS 211

### Marching Band II

2 credits  
Offered every fall semester  
Activity/Personal Enrichment

Prerequisite: MUS 111

Teaches basic marching fundamentals. Performs for half-time shows at football games, parades, and reviews music and techniques appropriate to various marching styles. Provides pep band music for the basketball season.

## MUS 211B

### Marching Percussion II

1 credit  
Offered every fall semester  
Activity/Personal Enrichment

Study and preparation of percussion music for the marching band. Class is separate from marching band and is required for percussion students from the pit and the battery.

## MUS 212

### Aural Perception III

1 credit  
Offered every fall semester

Prerequisite: Prior or concurrent enrollment in MUS 205 and MUS 108 required  
Continuation of MUS 108.

## MUS 213

### Aural Perception IV

1 credit  
Offered every spring semester

Prerequisite: Prior or concurrent enrollment in MUS 206 and MUS 212 required  
Continuation of MUS 212.

## MUS 225

### Jazz Ensemble III

1 credit  
Offered every fall and spring semester  
Activity/Personal Enrichment

Continuation of MUS 126. Studies and performs a wide range of popular and jazz literature to develop musicianship. Auditions will be held.

## MUS 226

### Jazz Ensemble IV

1 credit  
Offered every fall and spring semester  
Activity/Personal Enrichment

Continuation of MUS 225. Auditions will be held.

## MUS 227

### Men's Chorus III

1 credit  
Offered every fall and spring semester  
Activity/Personal Enrichment

Continuation of MUS 128. Accompanied and a cappella literature of all periods studied and performed. Focus on literature for Fall Sing, Christmas, and Spring Sing concerts. Opportunity for performance in men's choruses.

## MUS 228

### Men's Chorus IV

1 credit  
Offered every fall and spring semester  
Activity/Personal Enrichment

Continuation of MUS 227.

## MUS 229

### Women's Chorale III

1 credit  
Offered every fall and spring semester  
Activity/Personal Enrichment

Accompanied and a cappella women's literature of all periods studied and performed. Focus on music department literature. Focus on literature for Fall Sing, Christmas Concert, Messiah, and Spring Sing concerts.

## MUS 230

### Women's Chorale IV

1 credit  
Offered every fall and spring semester  
Activity/Personal Enrichment

Accompanied and a cappella women's literature of all periods studied and performed. Focus on music department literature. Focus on literature for Fall Sing, Christmas Concert, Messiah, and Spring Sing concerts.

## MUS 233

### Symphonic Choir III

1 credit  
Offered upon request  
Activity/Personal Enrichment

Continuation of MUS 134. Accompanied and a cappella literature of all periods studied and performed. Focus on literature for Fall Sing, Christmas, and Spring Sing concerts. Opportunity for performance in men's, women's, and mixed choruses.

## MUS 234

### Symphonic Choir IV

1 credit  
Offered upon request  
Activity/Personal Enrichment  
Continuation of MUS 233.

## MUS 235

### Vocal Show Ensemble III

1 credit  
Offered every fall and spring semester  
Activity/Personal Enrichment

Open to men and women. Study and performance of accompanied and a cappella vocal music, including contemporary pop and jazz songs for various sized groups and voice combinations with choreography as needed. Auditions will be held for EAC's vocal show ensemble, known as "Company."

## MUS 236

### A Cappella Choir III

2 credits  
Offered every fall and spring semester  
Activity/Personal Enrichment

Continuation of MUS 137. Accompanied and a cappella literature of all periods studied and performed. Intended to be the top, large vocal ensemble - the touring choir. Focus on literature for Fall Sing, Christmas Concert, Messiah, Tour, and Spring Sing concerts. Auditions will be held.

## MUS 237

### A Cappella Choir IV

2 credits  
Offered every fall and spring semester  
Activity/Personal Enrichment

Continuation of MUS 236. Auditions will be held.

## MUS 239

### Vocal Show Ensemble IV

1 credit  
Offered every fall and spring semester  
Activity/Personal Enrichment

Open to men and women. Study and performance of accompanied and a cappella vocal music, including contemporary pop and jazz songs for various sized groups and voice combinations with choreography as needed. Auditions will be held for EAC's vocal show ensemble, known as "Company."

## MUS 240

### Chamber Ensemble III

1 credit  
Offered every fall and spring semester  
Activity/Personal Enrichment

Continuation of MUS 141. Auditions will be held.

## MUS 241

### Chamber Ensemble IV

1 credit  
Offered every fall and spring semester  
Activity/Personal Enrichment

Continuation of MUS 240. Auditions will be held.

**MUS 242****Symphonic Band III**

2 credits

Offered every spring semester  
Activity/Personal Enrichment

Continuation of MUS 143. Open for membership without audition to students from any major field of study as well as faculty and community members. This ensemble is also an outstanding forum for music majors to refine skills on primary or secondary instruments. Required for instrumental music majors.

**MUS 243****Symphonic Band IV**

2 credits

Offered every spring semester  
Activity/Personal Enrichment

Continuation of MUS 242.

**MUS 245****Mallet Ensemble III**

1 credit

Offered every fall and spring semester  
Activity/Personal Enrichment

Study and performance of a wide variety of mallet music repertoire.

**MUS 246****Mallet Ensemble IV**

1 credit

Offered every fall and spring semester  
Activity/Personal Enrichment

Study and performance of a wide variety of mallet music repertoire.

**MUS 251****Symphony Orchestra III**

1 credit

Offered every fall and spring semester  
Activity/Personal Enrichment

Continuation of MUS 152. Studies and performs a wide selection of symphonic literature. Orchestra prepares concerts for public performances and provides accompaniment for music performances. Auditions will be held.

**MUS 252****Symphony Orchestra IV**

1 credit

Offered every fall and spring semester  
Activity/Personal Enrichment

Continuation of MUS 251. Auditions will be held.

**MUS 255****Class Piano III for Music Majors**

1 credit

Offered every fall semester  
Activity/Personal Enrichment

Fundamentals of piano for the music major. The course will encourage improvement of certain, defined piano skills to enhance performance and musicianship.

**MUS 256****Class Piano IV for Music Majors**

1 credit

Offered every fall and spring semester  
Activity/Personal Enrichment

Fundamentals of piano for the music major. The course will encourage improvement of certain, defined piano skills to enhance performance and musicianship.

**MUS 257****Chamber Orchestra III**

1 credit

Offered every fall and spring semester  
Activity/Personal Enrichment

Continuation of MUS 158.

**MUS 258****Chamber Orchestra IV**

1 credit

Offered every fall and spring semester  
Activity/Personal Enrichment

Continuation of MUS 257.

**MUS 261****Private Voice IV**

1 credit

Offered upon request  
Activity/Personal Enrichment

Private instruction in proper singing techniques using art song literature. A private lesson course fee is required.

**MUS 262****Private Voice V**

1 credit

Offered upon request  
Activity/Personal Enrichment

Continuation of MUS 261. A private lesson course fee is required.

**MUS 271****Private Piano IV**

1 credit

Offered upon request  
Activity/Personal Enrichment

Private instruction on the piano. All private instruction is given on levels of skill determined by the instructor. Numbers for this instruction begin with the sub-collegiate level, 012, and range upward to four complete semesters of private study. (One lesson per week earns one hour credit.) Participation in semester recitals and/or juries is required. A private lesson course fee is required.

**MUS 272****Private Piano V**

1 credit

Offered upon request  
Activity/Personal Enrichment

Private instruction on the piano. All private instruction is given on levels of skill determined by the instructor. Numbers for this instruction begin with the sub-collegiate level, 012, and range upward to four complete semesters of private study. (One lesson per week earns one hour credit.) Participation in semester recitals and/or juries is required. A private lesson course fee is required.

**MUS 281****Private Instruments IV**

1 credit

Offered upon request  
Activity/Personal Enrichment

Private instruction in band and orchestral instruments: flute, oboe, clarinet, bassoon, horn, saxophone, trumpet, trombone, tuba, baritone, guitar, and percussion. A private lesson course fee is required.

**MUS 282****Private Instruments V**

1 credit

Offered upon request  
Activity/Personal Enrichment

Continuation of MUS 281. A private lesson course fee is required.

**MUS 283****Private Strings IV**

1 credit

Offered upon request  
Activity/Personal Enrichment

Continuation of MUS 184. Private instruction in stringed instruments: violin, viola, violoncello, and contrabass. All private instruction is given on levels of skill determined by the instructor. Numbers for this instruction begin with the sub-collegiate level, MUS 014 and range upward to four complete semesters of private study. (One lesson per week earns one hour credit.) Participation in semester recitals and/or juries required. A private lesson course fee is required.

**MUS 284****Private Strings V**

1 credit

Offered upon request  
Activity/Personal Enrichment

Continuation of MUS 283. Private instruction in stringed instruments: violin, viola, violoncello, and contrabass. All private instruction is given on levels of skill determined by the instructor. Numbers for this instruction begin with the sub-collegiate level, MUS 014 and range upward to four complete semesters of private study. (One lesson per week earns one hour credit.) Participation in semester recitals and/or juries required. A private lesson course fee is required.

**MUS 290****Vocal Jazz Ensemble III**

1 credit

Offered every fall and spring semester  
Activity/Personal Enrichment

Continuation of MUS 191. Designed to meet the need for a small vocal ensemble that can travel and present entertaining variety shows of a professional nature, in the local community and around the state. A variety of pop musical styles will be studied and performed. Auditions will be held.

**MUS 291****Vocal Jazz Ensemble IV**

1 credit

Offered every fall and spring semester  
Activity/Personal Enrichment

Continuation of MUS 290. Auditions will be held.

**MUS 298****Workshop**

1 to 3 credits

Offered upon request  
Activity/Personal Enrichment

Designed to meet a variety of needs for students in music.

**MUS 299****Independent Study**

1 to 3 credits

Offered upon request  
Activity/Personal Enrichment

Design and execution of original music projects under faculty supervision.

**NURSING****NUR 100****Nursing Assistant**

6 credits

Offered every fall and spring semester  
Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy and MAT 100 or higher with a grade of "C" or higher or BUS 111 with a grade of "C" or higher or math placement test score as established by District policy or instructor approval

A course designed to prepare individuals for entry-level positions as nursing assistants in structured health care settings directly supervised by a registered or licensed practical nurse. Successful completion of the certification written and manual skills exams will lead to a certification as a Certified Nursing Assistant (CNA) through the Arizona State Board of Nursing. Students must take NUR 100G, Nursing Assistant Lab, concurrently with this course. Students must attain a minimum of 120 hours of total instruction, which must include a minimum of 40 hours of classroom instruction, 20 hours in the skills lab, and 40 clinical hours in a skilled nursing facility. The Arizona State Board of Nursing requirements for certification include proof of legal presence in the United States and disclosure of felony conviction(s). Fingerprints are required in order for DPS/FBI to conduct background checks for criminal convictions. Student must provide proof of current TB skin test, or a clear chest X-ray, or a statement from a health care provider indicating student is free from symptoms of pulmonary tuberculosis.

**NUR 120**  
**Nursing One**  
9 credits

Offered every fall and spring semester

Prerequisite: Admission to Eastern Arizona College's nursing program

This course creates a foundation of nursing practice for each student. Themes for the program include caring, clinical competency, and nursing identity. This course teaches fundamental elements of nursing practice. Students will provide basic nursing care to stable and older clients in a variety of settings. Instruction will be offered through multiple methods such as didactic, skills lab, online and in the clinical setting. Entry into NUR 120 requires prior admission to the nursing program.

**NUR 130**  
**Nursing Two**  
9 credits

Offered every fall and spring semester

Prerequisite: BIO 202 with a grade of "C" or higher, NUR 120 with a grade of "B" or higher, and NUR 219 with a grade of "B" or higher

This course allows students to build on the foundation of nursing practice by focusing on nursing care of acutely ill hospitalized patients. Themes for the program include caring, clinical competency, and nursing identity. This course teaches medical-surgical nursing. Students will provide nursing care to multiple adult clients in a variety of acute care settings. Instruction will be offered through multiple methods such as didactic, skills lab, online and in the clinical setting.

**NUR 219**  
**Pharmacology for Nursing**  
3 credits

Offered every fall and spring semester

Prerequisite: BIO 201 and CHM 130 or higher (CHM 138 preferred) with a grade of "C" or higher

This course presents the basic foundation of pharmacology taught in the nursing process format. It offers drug information in the group classification format and includes drug indications, actions, contraindications, side effects, implications for administration, and related patient/family teaching. It integrates anatomy and physiology, basic pathophysiology, microbiology, and drug administration concepts.

**NUR 240**  
**Nursing Three**  
9 credits

Offered every fall and spring semester

Prerequisite: NUR 130 with a grade of "B" or higher

This course allows students to apply nursing judgment and skills focusing on nursing care of maternal child health and pediatric clients and integrating principles of management and leadership. Themes for the program include caring, clinical competency, and nursing identity. Students will provide nursing care to

maternal, newborn, and pediatric clients. Students will also have the opportunity to utilize leadership and management skills in a variety of settings. Instruction will be offered through multiple methods such as didactic, skills lab, online, and in the clinical setting.

**NUR 250**  
**Nursing Four**  
10 credits

Offered every fall and spring semester

Prerequisite: NUR 240 with a grade of "B" or higher

This course is designed for students to synthesize nursing concepts and principles from this and previous courses in the provision of care to complex and critically ill clients. Themes for the program include caring, clinical competency, and nursing identity. Students will provide nursing care to critically ill clients in critical care, psychiatric and maternal child settings. Instruction will be offered through multiple methods such as didactic, skills lab, online and in the clinical setting. A live NCLEX review course is incorporated at the end of this course utilizing a national expert as the speaker.

**NUR 297**  
**Workshop**  
1 to 6 credits

Offered upon request

Activity/Personal Enrichment

Designed to meet a variety of needs for students in the Nursing Program.

**NUR 299**  
**Independent Study**  
1 to 3 credits

Offered upon request

Activity/Personal Enrichment

Designed to meet a variety of needs for students in the Nursing Program.

**PHYSICS**

**PHY 107**  
**Physical Concepts**  
4 credits

GE category: Lab Science

Offered every fall and spring semester

Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

Students are introduced to basic physical concepts in mechanics, fluids, heat, sound, optics, electricity, magnetism, atomic and nuclear physics. Recommend completion of one year of high school algebra.

**PHY 111**  **PHY 1111**  
**General Physics I**  
4 credits

GE category: Lab Science

Offered every fall semester

Prerequisite: MAT 181 with a grade of "C" or higher, or concurrent enrollment in MAT 181, or MAT 187 with a grade of "C" or higher, or concurrent enrollment in MAT 187, or placement test score as established by District policy, or division approval

This course covers the fundamental principles of mechanics, waves, thermodynamics, fluids, and periodic motion. Problem solving is on the trigonometric level.

**PHY 112**  **PHY 1112**  
**General Physics II**  
4 credits

GE category: Lab Science

Offered every spring semester

Prerequisite: PHY 111

Covers the fundamental principles of electricity, magnetism, and optics. Problem solving is on the algebraic level, with some trigonometric problems included.

**PHY 211**  **PHY 1121**  
**Physics with Calculus I**  
5 credits

GE category: Lab Science

Offered every fall semester

Prerequisite: MAT 220 or concurrent enrollment in MAT 220 required

Covers fundamental principles of mechanics, fluids, thermodynamics, and wave motion using calculus.

**PHY 212**  **PHY 1131**  
**Physics with Calculus II**  
5 credits

GE category: Lab Science

Offered every spring semester

Prerequisite: PHY 211

Covers fundamental principles of electricity and magnetism. Problem solving using calculus.

**PHY 298**  
**Workshop**  
1 to 3 credits

Offered upon request

Activity/Personal Enrichment

Designed to meet a variety of needs for students in Physical Science.

**PHY 299**  
**Independent Study**  
1 to 3 credits

Offered upon request

Activity/Personal Enrichment

Design and execution of original projects under faculty supervision.

**POLITICAL SCIENCE**

**POS 110**  **POS 1110**  
**United States National Politics**  
3 credits

GE category: Social Sciences

Offered every fall and spring semester

Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

Explores the history of the U.S. Constitution and interpretations of that document (past and present). Analyzes constitutional civil liberties and civil rights for minorities, the uniqueness of American Federalism, the American political process (media, public opinion, political parties, and elections), and the principles and structure of American national government and how that government makes policy.

**POS 120**  **POS 1120**  
**World Politics**  
3 credits

GE category: Social Sciences

Offered every fall semester

Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

Examines international relations and foreign policy. This course of study includes units on theories in world politics, history of foreign relations, international systems, actors within international systems, warfare versus international cooperation, and economic relations. This course is designed for full-time students who are Political Science majors, or are filling General Education requirements.

**POS 221**  
**Arizona Constitution and Government**  
1 credit

Offered every fall and spring semester

Examines constitutional features and structure of Arizona government. Surveys political history and contemporary problems of Arizona. Meets Arizona Constitution requirement for teacher certification. This course meets the first five weeks of each semester.

**POS 298**  
**Workshop**  
1 to 3 credits

Offered upon request

Activity/Personal Enrichment

Designed to meet a variety of needs for students in Political Science.

**POS 299**  
**Independent Study**  
1 to 3 credits

Offered upon request

Activity/Personal Enrichment

Design and execution of original projects under faculty supervision.

## PSYCHOLOGY

### PSY 101 PSY 1101 Introduction to Psychology

3 credits

GE category: Social Sciences

Offered every fall and spring semester

Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

A general survey of the important concepts in psychology with traditional theories and modern developments. It includes, but is not limited to, such topics as the history of psychology, the biological foundations of behavior, learning, memory, problem solving, sensation and perception, states of consciousness, motivation, emotions, personality, intelligence, gender and sexuality, and abnormal behavior.

### PSY 171

#### Child Growth and Development

3 credits

GE category: Social Sciences

Offered every fall and spring semester

Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

This course gives students a broad, comprehensive view of the science of human development at each stage of development from conception through adolescence. Considers the biological, cognitive, physical, and social aspects of development from a knowledge base of theory, research, and current issues. Students will apply learning to developmentally appropriate principles and practices that guide relationships and learning experiences for children through adolescence. Substantial discussion will include family, culture, ethnicity, and gender. This course is identical to ECE 171.

### PSY 220

#### Introduction to Statistics

3 credits

GE category: Mathematics

Offered every fall and spring semester

Prerequisite: MAT 140 or higher with a grade of "C" or higher or placement test score as established by District policy

Introduces statistical methods as applied to collecting, tabulating, analyzing, presenting and interpreting data. Topics covered include frequency distributions, measures of central tendency, measures of dispersion, elementary probability theory, estimation, hypothesis testing, regression and correlation. A basic course for students in business, behavioral and social sciences. Identical to MAT 160.

### PSY 230

#### Social Psychology

3 credits

GE category: Social Sciences

Offered every fall semester

Prerequisite: PSY 101 with a grade of "C" or higher, and ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

The course presents an analysis of the way individuals think, feel, and behave in social situations and what factors influence our social behavior. The dynamics of individual and group behavior, and the perception of gender and ethnic differences as applied to the development of attitudes and values are also presented.

### PSY 240

#### Abnormal Psychology

3 credits

GE category: Social Sciences

Offered every spring semester

Prerequisite: PSY 101 with a grade of "C" or higher, and ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

This is a survey course that includes historical and contemporary definitions of the theories and research regarding the field of abnormal psychology. It includes assessment, diagnosis, and treatment of anxiety disorders, mood disorders, dissociative disorders, stress and physical health, personality disorders, body disorders, schizophrenic disorders, and life-span disorders.

### PSY 250

#### Developmental Psychology

3 credits

GE category: Social Sciences

Offered every fall semester

Prerequisite: PSY 101 with a grade of "C" or higher, and ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

The study of individual behavior from conception through childhood, adolescence, adulthood, middle and old age. Determiners of psychological growth: motor, social, emotional, intellectual, language, and personality development are presented.

### PSY 270

#### Experimental Psychology

4 credits

GE category: Social Sciences, Intensive

Writing

Offered every spring semester

Prerequisites: ENG 102 with a grade of "C" or higher, and PSY 101 with a grade of "C" or higher, and prior or concurrent enrollment in PSY 220 or MAT 160 with a grade of "C" or higher

This course is an introduction to the experimental and quantitative methods used by psychologists to generate new psychological knowledge, and to determine the generality, validity, and reliability of research data. Laboratory will offer demonstrations as well as direct experience with research methods and techniques, and with methods for the analysis, description, and reporting of research results. Students will design and conduct an experiment as approved by the instructor.

## SMALL BUSINESS MANAGEMENT

(For more business courses, see Business and Business Administration)

### SBM 106

#### eBay as a Home-Based Business

1 credit

Offered upon request

Offered in Gila County only

This course is designed to provide students the opportunity to learn and practice the skills required to open and operate a successful home-based business using eBay and other Internet auction and resource sites. Basic familiarity with computer operations and the Internet is recommended.

### SBM 110

#### Introduction to Entrepreneurship

3 credits

Offered every fall semester

Introduces the entrepreneurial concepts of business management, including planning, raising capital, using business information, managing employees, and marketing products and services. The course includes the principles needed to operate a business and is designed for those who plan to have their own businesses and for those who desire to upgrade their skills in business management.

### SBM 111

#### Marketing

3 credits

Offered every fall and spring semester

A study of all the business functions performed in getting goods and services from the producer to the consumer, including understanding the customer and designing an appropriate system of products, pricing, promotion, and distribution to meet customer needs.

### SBM 121

#### Supervision

3 credits

Offered every spring semester

This course explores the supervisory skills needed to become a successful supervisor. It accomplishes this objective through coverage of the principles of management: planning, organizing, staffing, leading, and control. Students receive hands-on experience in many situations faced by supervisors.

### SBM 211

#### Financial Management

3 credits

Offered every fall and spring semester

Presents the principles of business financial management, including financial planning, understanding and analyzing financial statements, working capital management, break-even analysis, and raising capital. Emphasis is placed on using financial information for making effective business decisions.

### SBM 221

#### Business Ethics

3 credits

Offered every fall semester

Improving the quality of business decisions and enhancing long-term business success through understanding ethical dilemmas, moral philosophy, character development, social responsibility, organizational culture, and special issues in a global economy.

### SBM 231

#### Business Planning

1 credit

Offered every spring semester

Prerequisite: CMP 101 or CMP 103

Develops skills for writing a business plan on computer, using word processing and spreadsheet software. All areas of a business plan will be covered, including the business market, mission statement, operations, products/services, marketing plan, and financial plan.

### SBM 297

#### Workshop

1 to 6 credits

Offered upon request

Activity/Personal Enrichment

Designed to meet a variety of needs for students in Small Business Management.

**SBM 298**

**Workshop**

1 to 3 credits

Offered upon request

Activity/Personal Enrichment

Designed to meet a variety of needs for students in Small Business Management.

**SBM 299**

**Independent Study**

1 to 3 credits

Offered upon request

Activity/Personal Enrichment

Design and execution of original projects under faculty supervision.

**SOCIAL SERVICES**

**SSE 110**

**Introduction to Social Work**

3 credits

Offered upon request

Offered in Gila County only

This course examines the profession of social work, its value base, field of practice, and societal role. Major social problems, philosophies of social welfare provision, program and policy initiative, and the response of social work as a profession are addressed. In addition, the obligation of professional social workers to promote social and economic justice on the behalf of populations vulnerable to or oppressed by ethnocentrism, racism, sexual orientation, disability, ageism, or religious/spiritual affiliations is emphasized.

**SSE 121**

**Study of Substance Abuse**

3 credits

Offered upon request

Offered in Gila County only

This course is designed to improve knowledge pertaining to substance abuse. It will assist the student in gaining an understanding of the general phenomena of substance abuse, its etiology, psychological, and biological effects, specific abuse problems, and legal, social, and treatment issues. Student will acquire a broad overview of the social work profession.

**SOCIOLOGY**

**SOC 101**  **SOC 1101**

**Introduction to Sociology**

3 credits

GE category: Social Sciences

Offered every fall and spring semester

Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

Examines the nature and scope of sociology, its terminology and concepts; studies sociological perspectives, social processes, social institutions, development of society, and characteristics of social life.

**SOC 110**

**Marriage and the Family**

3 credits

GE category: Social Sciences

Offered every fall and spring semester

Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

Studies practices and theories of how relationships are formed, courting practices and adjustment strategies to couple and marital living as well as problems and conflict resolutions associated with marriage and family life. Also examines how children affect marriage, divorce, and remarriage relationships.

**SOC 201**  **SOC 2250**

**Social Problems**

3 credits

GE category: Social Sciences

Offered every fall and spring semester

Prerequisite: ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

Studies the principal social problems of contemporary America: delinquency, crime, violence, substance abuse, education, minority relationships, aging, population, and ecology. Includes historical background and global perspective of same.

**SOC 299**

**Independent Study**

1 to 3 credits

Offered upon request

Activity/Personal Enrichment

Design and execution of original projects under faculty supervision.

**TECHNICAL EDUCATION**

**TEC 090**

**Job Skill Enhancement Using WorkKeys**

1 credit

Developmental course - does not count for graduation credit

Offered upon request

This course is a computer-based developmental instructional process in academic related skills for students in career and technical education programs. The course focuses on learning or upgrading basic math, reading, and locating information skills in preparation for obtaining a National Career Readiness Certificate. This is a recognized certificate which documents student's academic skill and links these fundamental academic skills to occupational requirements for job success.

**TEC 112**

**Basic Hydraulics and Pneumatics**

2 credits

Offered every fall semester

This course provides basic instruction in the principles and applications of fluid power in industrial applications. The course will discuss safety, installation, troubleshooting, basic components, theory and practices of industrial hydraulic and pneumatic systems.

**TEC 116**

**Rigging**

1 credit

Offered upon request

Provides instruction in the use of slings and common rigging hardware. Emphasizes basic rigging techniques, hitch configurations, safe loading practices, and load inspection, as well as the use of American National Standards Institute (ANSI) hand signals.

**TEC 118**

**Equipment Management Systems**

1 credit

Offered every fall and spring semester

This course provides instruction in planning and scheduling of manpower and resources. This course's focus is on asset registration and equipment tracking. Course also includes an overview of non-destructive predictive technologies.

**TEC 120**

**Aviation Ground School I**

3 credits

Offered upon request

Instruction in flight theory, navigation, aircraft safety and operation, and federal aviation regulations. Completion of this course prepares and qualifies the student for FAA written exams.

**TEC 121**

**Aviation Ground School II**

3 credits

Offered upon request

Prerequisite: TEC 120

A continuation of instruction in flight theory, navigation, aircraft safety and operation, and federal aviation regulations. Completion of this course prepares and qualifies the student for FAA written exam for the Instrument Airplane Rating.

**TEC 123**

**Aviation Ground School**

6 credits

Offered upon request

Prerequisite: TEC 120 and TEC 121

Designed to assist the student in preparation for the FAA written exam for the private, commercial and flight instructor license and, if desired, for the instrument rating.

**TEC 132**

**OSHA 10 Training**

1/2 credit

Offered upon request

Offered in Gila County only

Students will be introduced to OSHA policies, procedures and standards as well as general industry safety and health principles covered in OSHA Act Part 1910. All OSHA standards will be followed. Upon successful completion of the course, participants will receive an OSHA general industry safety and health 10-hour course completion card from the Department of Labor.

**TEC 133**

**Safety Practices for Industry**

1 credit

Offered every fall semester

This course provides a comprehensive study related to hazards and safety practice and procedures within a technical shop environment. The focus of this course is to instill key concepts related to keeping workers and students safe before they enter the workplace. Topics will include proper hazardous material handling and documentation, Material Safety Data sheets, power tool safety, personal protective equipment, first aid, fire prevention, electrical dangers, lockout/tagout, and ways to avoid workplace injury.

### TEC 150 Heavy Equipment Operation I

6 credits  
Offered upon request  
Offered in Gila County only

**Prerequisite:** Must be at least 18 years of age at the start of the class; Present proof of valid motor vehicle operator's license; Present proof of complete drug screen indicating negative results for drugs; Must have successfully completed either OSHA 10 or MSHA Training. Submit documentation of the prerequisites with the completed Proof of Prerequisites Form to the Records and Registration Office.

This course is an introduction to the use of heavy equipment with emphasis on safety, preventive maintenance, and grade stake interpretation.

### TEC 151 Heavy Equipment Operation II

6 credits  
Offered upon request  
Offered in Gila County only

**Prerequisite:** Must be at least 18 years of age at the start of the class; Present proof of valid motor vehicle operator's license; Present proof of complete drug screen indicating negative results for drugs; Must have successfully completed either OSHA 10 or MSHA Training. Submit documentation of the prerequisites with the completed Proof of Prerequisites Form to the Records and Registration Office.

This course is designed to introduce the trainee to the basic concepts and procedures related to using heavy equipment to perform earthwork. The course identifies the most appropriate types of equipment for specific jobs and describes the basic operations of the equipment.

### TEC 155 Commercial Driver License Class B

5 credits  
Offered upon request  
Offered in Gila County only

**Prerequisite:** Must be at least 18 years of age at the start of the class; Present proof of valid motor vehicle operator's license; Present proof of complete drug screen indicating negative results; Physically qualified as outlined by Arizona Department of Transportation; Must have social security card; Must present proof that there have been no DUI convictions for the past five years; Must present proof of satisfactory driving record with no more than three moving violations during the past three years. Submit documentation of the prerequisites with the completed Proof of Prerequisites Form to the Records and Registration Office.

This course is a comprehensive study of basic theories, applied laws, and practices related to driving a Class B commercial vehicle. The student who successfully completes this course will receive a CDL

Class B Learner's permit. This course does not include the Hazardous Materials Endorsement.

### TEC 171 Renewable Energy Technology

2 credits  
Offered every fall semester

This course provides an introduction to renewable and alternative energy technology. Students will learn the following aspects of renewable energy: history, conservation, climate change, passive and active solar systems, wood heat, wind energy, micro-hydro electricity, and bio-fuels.

### TEC 172 Photovoltaic Design and Application

2 credits  
Offered upon request

This course provides an introduction to the science of active solar energy, converting sunlight into electricity. Students will learn the following aspects of photovoltaic energy: history, basic electricity, solar energy, conversion factors, wiring, site design, installation, and maintenance.

### TEC 173 Passive Solar Design and Application

2 credits  
Offered upon request

This course provides an introduction into the technology and application of passive solar energy as a renewable and energy efficient form of construction. Students will learn the following aspects of passive solar energy providing heating and cooling: types of solar collectors, water system components, space heating systems, site and sizing criteria, installation procedures, operation and maintenance.

### TEC 174 Wind Turbine Design and Application

2 credits  
Offered upon request

This course provides an introduction into the science of small wind turbine derived energy, converting wind into electricity. Students will learn the following aspects of small wind turbine energy: history, basic electricity, climate and weather energy, conversion factors, wiring, site analysis, site design, installation, and maintenance. Small wind turbines have <100kw generation capacity.

### TEC 175 Introduction to Weatherization

1 credit  
Offered upon request

This course prepares students to assess and implement weatherization tactics in order to protect buildings or homes and its interior from the elements.

### TEC 176 Building Energy Analyst Train- ing

5 credits  
Offered upon request

This course prepares student to test for Building Performance Institute (BPI) Building Analyst Certification.

### TEC 191 Industry Internship I

1 to 4 credits  
Offered upon request  
Activity/Personal Enrichment

**Prerequisite:** Instructor approval  
Eastern Arizona College offers industry internship courses for students who have selected a specific career objective in an industrial-technical field. Designed to give students the opportunity to learn through supervised work experiences, the courses integrate students' educational activities with on-the-job learning opportunities. Meetings with the Coordinator are designed to assist students in identifying activities (competencies they will complete on the job), learning job survival and improvement skills, and developing effective human relations and communications skills.

### TEC 260 Technical Report Writing

3 credits  
GE category: AAS degree only  
Offered every spring semester

**Prerequisite:** ENG 100 or ENG 101  
Drafting and revising memos, letters, résumés, proposals, and interpretive reports. Identical to ENG 260.

### TEC 297 Workshop

1 to 6 credits  
Offered upon request  
Activity/Personal Enrichment

Designed to meet a variety of needs for students in Technical Education.

### TEC 298 Workshop

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Designed to meet a variety of needs for students in Technical Education.

### TEC 299 Independent Study

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment

Design and execution of original projects under faculty supervision.

## THEATRE AND CINEMATIC ARTS

### THC 105 Introduction to Theatre

3 credits  
GE category: Humanities  
Offered every fall and spring semester

**Prerequisite:** ENG 091 with a grade of "C" or higher or reading placement test score as established by District policy

This course is an introductory level survey course intended, through the study of plays and production techniques as well as play attendance, to provide students with a broad base of knowledge about the theatre.

### THC 110 Acting I

3 credits  
Offered every fall semester

Investigation and practice of the fundamentals in the acting process. Coursework will include physical and mental preparation for the actor, ensemble building, improvisation, mastery of specific theatre terminology, and beginning work with scenes and monologues.

### THC 111 Acting II

3 credits  
Offered every spring semester  
**Prerequisite:** THC 110 or instructor approval

This course serves as further exploration of Stanislavsky's system of actor training. The actor will refine performance techniques through dedicated scene study of major plays within the realm of modern realism. In addition, students in this course will investigate and practice effective techniques for theatrical auditioning, résumé creation, monologue preparation, and the actor's self-presentation.

### THC 112 Acting for Film

2 credits  
Offered upon request

Study and command of techniques of acting, analytical studies of visual aspects of characterization together with the actor's relationship to the stage and all parts of play production, training in poise, movement, pantomime, interpretation of lines, and in theatre and drama appreciation. Opportunity for experience in college productions.

**THC 117**  
**Voice and Diction for Theater**  
 3 credits  
 Offered every spring semester  
 Activity/Personal Enrichment

An introduction to vocal training for production of Standard American Speech with an emphasis on resonance, breath control, vocal relaxation, and posture using the International Phonetic Alphabet and a variety of contemporary approaches to vocal training.

**THC 120**  
**Rehearsal and Production I**  
 1 to 2 credits  
 Offered every fall semester  
 Activity/Personal Enrichment

This class is a special opportunity available to students who seek to create with their fellows the "delicate illusionary reality that we call the theatre." The department believes that the education of students is enriched by participation in the actual process of creating a performance and by participation in a variety of experiences in the process. The emphasis of all the course requirements is on commitment, teamwork, and dedication to the goal shared in common by all in the process.

**THC 121**  
**Rehearsal and Production II**  
 1 to 2 credits  
 Offered every fall and spring semester  
 Activity/Personal Enrichment

Continuation of THC 120. This class is a special opportunity available to students who seek to create with their fellows the "delicate illusionary reality that we call the theatre." The department believes that the education of students is enriched by participation in the actual process of creating a performance and by participation in a variety of experiences in the process. The emphasis of all the course requirements is on commitment, teamwork, and dedication to the goal shared in common by all in the process.

**THC 140**  
**Costume Construction**  
 2 credits  
 Offered upon request  
 Activity/Personal Enrichment

This is the foundational course for all other courses in Costume Design and Costume Technology. The techniques you learn in this course will become your building blocks for all other courses in this area of study. The skills samples provide an opportunity for hands-on practice of standard costume-construction methods.

**THC 141**  
**Introduction to Costume Design**  
 2 credits  
 Offered upon request  
 Activity/Personal Enrichment

Prerequisite: THC 140 with a grade of "C" or higher  
 Students will explore the design process, costume silhouette and detail, and scripts and character analysis within the context of historical theatrical costuming.

**THC 160**  
**Repertory Acting Company I**  
 1 to 3 credits  
 Offered every fall and spring semester  
 Activity/Personal Enrichment

Prerequisite: THC 110 or instructor approval  
 A course intended to model the structure of a professional theatre company in which members of the ensemble collaborate to stage creative performance projects. Emphasis will be placed on the application of targeted performance theory, the implementation of effective acting practices in rehearsal, and the development of well-crafted theatrical productions. Participation in performances and minimal rehearsals held outside of the scheduled class time is required. Performance topics will vary by semester.

**THC 161**  
**Repertory Acting Company II**  
 1 to 3 credits  
 Offered every fall and spring semester  
 Activity/Personal Enrichment

Prerequisite: THC 160  
 Continuation of THC 160.

**THC 170**  
**Introduction to Stage Lighting**  
 3 credits  
 Offered every fall semester  
 Activity/Personal Enrichment

Stage lighting will introduce to the student a practical approach to the technical and production aspects of lighting for theatre, musical theatre, and musical concerts. Students will use a variety of techniques as they learn to hang and focus lighting instruments, understand the physics of lighting, read and understand light plots and paperwork, investigate CAD for stage lighting, and learn the types and uses of multi-parameter fixtures. In conjunction with the Music and Drama Departments, students will take an active role in each of the major productions.

**THC 171**  
**Stage Combat**  
 2 credits  
 Offered every spring semester  
 Activity/Personal Enrichment

Introduction to the fundamentals of stage combat: how to conduct fights, duels and other altercations on stage that appear realistic to the audience, but are, in fact, safe for the participants.

**THC 203**  **THE 2220**  
**Principles of Dramatic Structure**  
 3 credits  
 Offered every fall semester  
 Prerequisite: THC 105 or instructor approval

This course focuses on the fundamental analysis, interpretation, and evaluation of dramatic literature for theatrical production. Emphasis will be placed on creatively investigating the structure, style, themes, plot, characters, language, and context of assigned plays from different genres and eras. Assigned readings and attendance at selected play productions will be required.

**THC 205**  
**Musical Theatre I**  
 3 credits  
 Offered every spring semester  
 Activity/Personal Enrichment

This course is designed to introduce students to the exciting world of Musical Theatre. In a survey learning setting, students will learn the historical development of musicals from the early operas in Italy to the large Broadway shows of the nineties in New York City. Students will also learn beginning skills in acting and singing for the Musical Theatre (live performance required).

**THC 217**  
**Introduction to Design Scenography**  
 3 credits  
 Offered every fall semester

This course provides an introduction to the role and responsibilities of the theatre designer (scenic, lighting, costume, sound, and multimedia effects) for stage productions. The class introduces the aesthetic principles and practices employed by designers/artists of the stage and screen, including visual research, text analysis, applying historical and social contexts to design, basic knowledge of the elements and principles of design, conceptualization, and design development as well as methods of visual communication (sketching, storyboarding, rendering, drafting, model making).

**THC 220**  
**Rehearsal and Production III**  
 1 to 2 credits  
 Offered every fall and spring semester  
 Activity/Personal Enrichment

Continuation of THC 121. This class is a special opportunity available to students who seek to create with their fellows the "delicate illusionary reality that we call the theatre." The department believes that the education of students is enriched by participation in the actual process of creating a performance and by participation in a variety of experiences in the process. The emphasis of all the course requirements is on commitment, teamwork, and dedication to the goal shared in common by all in the process.

**THC 221**  
**Rehearsal and Production IV**  
 1 to 2 credits  
 Offered every fall and spring semester  
 Activity/Personal Enrichment

Continuation of THC 220. This class is a special opportunity available to students who seek to create with their fellows the "delicate illusionary reality that we call the theatre." The department believes that the education of students is enriched by participation in the actual process of creating a performance and by participation in a variety of experiences in the process. The emphasis of all the course requirements is on commitment, teamwork, and dedication to the goal shared in common by all in the process.

**THC 230**  
**Stage Makeup**  
 2 credits  
 Offered every spring semester  
 Activity/Personal Enrichment

To teach and give experiences in basic design and application of stage makeup, based on character analysis of an individually-chosen character from a play, movie, or piece of literature.

**THC 231**  
**Stagecraft**  
 3 credits  
 Offered every fall and spring semester  
 Activity/Personal Enrichment

Stagecraft will introduce to the student a practical approach to the technical and production aspects of musical theatre and drama. Students will use a variety of techniques as they learn scenic artistry and develop the skills needed to construct scenery, hang and focus lighting instruments, and implement a sound system for effects and reinforcement. In conjunction with the Music and Drama Departments, students will take an active role in each of the major productions.

**THC 236**  
**Introduction to Scene Design**  
 3 credits  
 Offered every fall and spring semester  
 Prerequisite: THC 231 or instructor approval

Basic principles of scene design including script analysis, design elements, model building, rendering techniques, and design project.

**THC 260**  
**Repertory Acting Company III**  
 1 to 3 credits  
 Offered every fall and spring semester  
 Activity/Personal Enrichment

Prerequisite: THC 161  
 Continuation of THC 161.

**THC 261****Repertory Acting Company IV**

1 to 3 credits  
Offered every fall and spring semester  
Activity/Personal Enrichment  
Prerequisite: THC 260  
Continuation of THC 260.

**THC 290****Acting Workshop**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment  
Study and command of techniques of acting, analytical studies of visual aspects of characterization together with the actor's relationship to the stage and all parts of play production, training in poise, movement, pantomime, interpretation of lines, and in theatre and drama appreciation. Opportunity for experience in college productions.

**THC 298****Workshop**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment  
Designed to meet a variety of needs for students in Theatre and Cinematic Arts.

**THC 299****Independent Study**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment  
Design and execution of original projects under faculty supervision.

**WELDING****WLD 101****Welding**

2 to 3 credits  
Offered every fall and spring semester  
This course teaches principles of arc and oxyacetylene welding, flame cutting, and brazing with emphasis on mastering basic welding techniques.

**WLD 108****Welding and Metal Fabrication**

3 credits  
Offered every fall semester  
This basic welding and metal fabrication course will stress theory and application of fundamental welding and soldering methods. These methods include torch welding along with brazing, soldering, heating, and cutting. Student will be exposed to stick Arc and MIG (metal inert gas) welding. Instruction is also given on sheet metal layout and construction of a small project. This course also provides an introduction to using a numerical controlled plasma cutter to fabricate a project uploaded from a CAM (computer aided machining) program. An additional nonrefundable welding course fee is required.

**WLD 111****Arc Welding**

3 credits  
Offered upon request  
Activity/Personal Enrichment  
Arc welding machines, their use and care; flat, vertical, overhead welding will be covered using various types of electrodes. Welding safety and basic electrical principles will be covered.

**WLD 124****MIG Welding**

3 credits  
Offered every fall and spring semester  
Offered in Gila County only  
Activity/Personal Enrichment  
The basic principles of inert gas welding using a MIG welder. Basic skills will be developed using a MIG welder on a variety of materials.

**WLD 126****TIG Welding**

3 credits  
Offered upon request  
Offered in Gila County only  
The basic principles of inert gas welding using a TIG welder. Basic skills will be developed using a TIG welder on a variety of materials and all positions.

**WLD 201****Repair Welding and Fabrication**

3 credits  
Offered every fall semester  
Prerequisite: WLD 101 or WLD 108 or instructor approval  
This course covers the safe and efficient use of welding tools and techniques to repair and maintain industrial machinery. The course emphasizes the fabrication of guards and brackets, welding of dissimilar metals, structural welding, out-of-position welding, MIG welding, SMAW welding, air arc welding, various grinding and cutting tools, shears, breaks, and rollers.

**WLD 211****Pipe Welding**

3 credits  
Offered every spring semester  
Prerequisite: WLD 101 or WLD 108 or instructor approval  
This course provides skill development in advanced arc welding techniques in all positions. In this course students will use TIG, GMAW, plasma and flame cutting equipment. This course places an emphasis on preparing the student to take the AWS welding certification test.

**WLD 260****Flux Cored Arc and Gas Metal Arc Welding**

3 credits  
Offered every spring semester  
Prerequisite: WLD 101 or WLD 108 or instructor approval  
This course teaches flux cored arc welding (FCAW) and gas metal arc welding (GMAW) principles and techniques. Course includes

metal preparation processes, equipment set-up, and welding techniques related to different metal types and welding positions. This course helps prepare students for American Welding Society (AWS) entry-level certifications.

**WLD 270****Technical Welding**

3 credits  
Offered every spring semester  
Prerequisite: WLD 101 or WLD 108 or instructor approval  
This course teaches welding processes as used in modern industry. Course provides instruction in and experience with all major welding processes with emphasis on proper welding techniques to ensure students understand industry requirements. This course places an emphasis on preparing the student to take the AWS welding certification test.

**WLD 290****Welding Certification**

1/2 to 1 credit  
Offered every spring semester  
Activity/Personal Enrichment  
Prerequisite: WLD 260 or WLD 270 or concurrent enrollment in WLD 260 or WLD 270 or instructor approval

This course prepares students for American Welding Society (AWS) certification or other welding certifications. This course relies on previous welding courses or industry experience for skill development. An additional fee (approximately \$75) is required for students who would like their official weld coupon inspected by a Certified Welding Inspector (CWI). Students will be required to pay for the inspection directly to the vendor and must be willing to have their official weld coupon inspected and approved by the course instructor prior to the inspection by a CWI.

**WLD 297****Workshop**

1 to 6 credits  
Offered upon request  
Activity/Personal Enrichment  
Designed to meet a variety of needs for students in Welding Technology.

**WLD 298****Workshop**

1 to 3 credits  
Offered upon request  
Activity/Personal Enrichment  
Designed to meet a variety of needs for students in Welding Technology.

**WLD 299****Independent Study**

1 to 4 credits  
Offered upon request  
Activity/Personal Enrichment  
Research, design and execution of original projects under faculty supervision.



# DISCLOSURES

## ACCOMMODATION FOR STUDENTS WITH DISABILITIES

Eastern Arizona College will provide students with disabilities, who meet eligibility requirements, reasonable and appropriate accommodations to participate in the educational experiences offered by the College. Services may include tutorial assistance, readers, signers, note taking assistance, Braille or taped text, electronic formatted materials, accessibility provisions, modifications to classrooms and other facilities, modifications to testing procedures, and other accommodations determined to be appropriate.

Students seeking an accommodation should contact the Counseling Office at Eastern Arizona College, 615 North Stadium Avenue, Thatcher, Arizona 85552, telephone (928) 428-8425, to specify the nature of the accommodation requested. The college will respond to specific student requests for accommodation or auxiliary aids and services in a prompt and reasonable fashion. It is the responsibility of the student to inform the College at the address or by telephone specified above of his/her acceptance of an accommodation plan and to schedule a meeting with staff to begin implementation of a plan.

Reasonable accommodation shall not be construed as a guarantee of student success. Rather, reasonable accommodation provides the opportunity to participate. Reasonable accommodation is not in any way intended to devalue the end educational product.

## ACADEMIC ADJUSTMENTS AND REASONABLE ACCOMMODATIONS FOR STUDENTS WITH COGNITIVE DEVELOPMENT DISORDERS

Students requesting an accommodation to address cognitive development disorders must:

1. Have been admitted to Eastern Arizona College,
2. Provide Eastern Arizona College with psycho-educational, psychological, psychiatric, or other appropriate diagnostic evaluation(s), as requested, to document the nature and extent of the disability. This documentation must:
  - a. Include a psychoeducational evaluation that has been accomplished within the parameters of the diagnostic criteria established by the Diagnostic and Statistical Manual of Mental Disorders-IV, hereinafter referred to as the DSM-IV, and
  - b. Include evidence that the evaluator has the appropriate qualifications and credentials for her/him to offer a diagnostic determination within the parameters of the diagnostic criteria for Cognitive Development Disorders established by the DSM-IV, and
  - c. Be on file in the student's permanent record before the student receives accommodation services.

## ACADEMIC ADJUSTMENTS AND REASONABLE ACCOMMODATIONS FOR STUDENTS WITH OTHER DISABILITIES

Students requesting an accommodation to provide an academic adjustment or barrier free access must:

1. Have been admitted to Eastern Arizona College,
2. Provide Eastern Arizona College with an evaluation or medical information certifying the disability, and
3. Include evidence that the evaluator has the professional credentials and or specialized training, which qualifies her/him to offer a diagnostic determination.

## COLLEGE FINANCIAL CONDITION

Students desiring information concerning Eastern Arizona College's financial condition may obtain this information from the Fiscal Control Office.

## DISCLOSURE OF GRADUATION RATES

Students desiring information concerning Eastern Arizona College's graduation rates and transfer-out rates under the Student Right to Know Act, Public Law 101-542, may obtain this information from the Institutional Research Office.

## EEO/AFFIRMATIVE ACTION

Graham County Community College District does not discriminate in admission or access to, or treatment or employment in, its programs and activities on the basis of race, creed, color or national origin, sex, disability or age. You may contact the District EEO/ADA Coordinator at (928) 428-8915, fax (928) 428-2578, mail – Eastern Arizona College, 615 North Stadium Avenue, Thatcher, Arizona 85552-0769; or at the Student Services Building, Office 221.

## EQUITY IN ATHLETICS

Students desiring information concerning Eastern Arizona College's intercollegiate athletic programs under the Equity in Athletics Disclosure Act of 1994, Section 360B of Publication L. 103-382, may obtain this information from the Institutional Research Office.

## FACILITIES

Eastern Arizona College takes pride in having clean, safe, and up-to-date classrooms, laboratories, and performance areas. Specific inquiries about facilities should be addressed to the Admissions Office.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords you certain rights with respect to your education records. They are:

1. The right to inspect and review your education records within 45 days of the day the College receives a request for access. Submit to the registrar, dean, head of the academic division or department, or other appropriate official, a written request that identifies the record(s) you wish to inspect. The College official will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise you of the correct official to whom your request should be addressed.
2. The right to request the amendment of your education records that you believe are inaccurate or misleading. You may ask the College to amend a record that you believe is inaccurate or misleading. You should write the College official responsible for the record, clearly identifying the part of the record you want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as you request, the College will notify you of the decision and advise you of your right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when you are notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel; a person or company with whom the College has contracted such as an attorney, auditor, or collection agent); a person serving on the Governing Board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC, 20202-4605

The College hereby designates the following categories of student information as public or "Directory Information." Such information may be disclosed by the institution for any purpose, at its discretion.

- Category I: Name, address, telephone number, email address, dates of attendance, class, and picture.
- Category II: Previous institutions attended, major fields of study, awards, honors (includes Dean's List), degrees conferred (including dates).
- Category III: Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth.

You may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received in the Records and Registration Office prior to the last day of registration as stated in the College Catalog. Forms requesting the withholding of Directory Information are available in the Records and Registration Office. The College assumes that the failure of any student to specifically request the withholding of categories of "Directory Information" indicates individual approval for disclosure.

Parents or guardians may have access to the education records of a dependent student defined in the Internal Revenue Code of 1954, Section 152, as evidenced by a notarized affidavit stating that the student is a dependent for income tax purposes, or other documentation as may be separately approved by the registrar, on a case-by-case basis.

A Directory of Records which lists all education records maintained on students by the College is available at the Records and Registration Office. Questions concerning the Family Educational Rights and Privacy Act may be referred to that office.

## NOTIFICATION OF OCCUPATIONAL OPPORTUNITIES

Graham County Community College District informs students, parents, employees and the general public that we provide an equal opportunity occupational education program. All courses, services and activities are offered without regard to race, creed, color or national origin, sex, disability, or age.

Limited English speaking skills will not be a barrier to admission or participation in occupational educational programs. Admissions to Graham County Community College District must meet the criteria as published in the College Catalog.

## PROGRAM TO PREVENT ILLICIT USE OF DRUGS AND ABUSE OF ALCOHOL BY EMPLOYEES AND STUDENTS

### I. Introduction and Purpose

The adoption by Congress of the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) requires federal contractors and grantees to certify that they will provide a drug-free school. As a recipient of federal grants, the District must adopt a program toward accomplishing this goal. While federal legislation has been the impetus for creation of the program, the District recognizes that substance abuse is a problem of national proportions that also affects Eastern Arizona College.

Based upon that concern, it is intended that this program for prevention of alcohol and drug abuse on our campuses will go beyond the strict dictates of the law and will serve as a comprehensive educational and resource tool.

Arizona voters recently approved the Arizona Medical Marijuana Act (Proposition 203), which has legalized the use and possession of medical marijuana by certain individuals. The Act does not allow any person to use or possess marijuana in public. Additionally, it does not require employers to allow any employee to use or possess marijuana at work, nor to be under the influence of marijuana at work. Accordingly, the College will continue to prohibit the use and possession of all controlled substances (including marijuana) by students and employees on College property, and will continue to prohibit employees from working while under the influence of marijuana.

To this end the Graham County Community College District Governing Board has developed policies to:

- A. Ensure that the Eastern Arizona College working and learning environment for students, employees and the public is safe, orderly and free of illegal activity.
- B. Comply with the Drug Free School and Communities Act of 1989 (PL 101-26), the Drug Free Workplace Act of 1988 (PL 100-690, Title IV, Subtitle D) and other relevant substance abuse laws.
- C. Provide students with access to appropriate treatment and rehabilitation assistance for problems associated with substance use or abuse.

REF: GCCCD Policy #4710 and Regulation #4710.01 which specify for employees the standards of conduct and consequences of violation, and Regulation #5800.01 which specifies for students the standards of conduct and consequences of violation in relation to drug and alcohol use.

## II. Standards of Conduct

The above referenced policies spelled out in detail in the Eastern Arizona College General Catalog, state clearly that:

- A. The manufacture, distribution, dispensing, possession or use of a controlled substance by any person on District property or as part of any of the District's activities is prohibited.
- B. A "controlled substance" is defined as an illegal drug, a legal drug used in excess of recommended dosage, an alcoholic beverage and/or any other mind altering substance. Marijuana, even when employed for a medical use, is considered to be a "controlled substance" under this Section.
- C. Employees are prohibited from ingesting any controlled substance at work and from being at work while under the influence of any controlled substance. For the purpose of this Section, the College will not consider an employee who is a "registered qualifying patient" within the meaning of the Arizona Medical Marijuana Act to be under the influence of marijuana *solely* because of the presence of marijuana metabolites.

## III. Sanctions for Violation of Standards of Conduct

Disciplinary actions include, but are not limited to:

- A. Termination of Enrollment/Employment within the District,
- B. Requirement to participate satisfactorily in a substance abuse assistance or rehabilitation program, or
- C. Other enrollment/employment restrictions or stipulations, or combination of enrollment/employment restrictions or stipulations.

## IV. Legal Consequences of Alcohol Abuse & Illicit Drugs Use

### A. Laws Governing Alcohol

The State of Arizona sets twenty-one as the "legal drinking age." An underage person who buys, receives, possesses or consumes alcoholic beverages is guilty of a misdemeanor and may be subject to a fine and imprisonment for up to six months. The Uniform Act Regulating Traffic on Highways prohibits driving while under the influence of intoxicating liquor or drugs (DUI). Drivers charged with DUI who refuse to be tested face suspension of their licenses or permits to drive for 12 months. A driver whose test results show a blood or breath alcohol concentration of 0.08 or more will have his/her license or permit to drive suspended or denied for not less than 90 consecutive days. The punishment for DUI ranges from not less than 10 days in jail and a fine of not less than \$250 for a first offense to a minimum of 90 days in jail and revocation of the driver's license for one year upon a second offense.

### B. Laws Governing the Use of Drugs

**Federal Laws:** The Federal Comprehensive Drug Abuse Prevention and Control Act prohibits the possession, sale and trafficking of controlled substances. The Omnibus Drug Act of 1988 allows the following penalties for conviction of possession of illegal drugs: civil fines up to \$10,000; forfeiture of cars, boats, or planes conveying the substance; loss of public housing; the loss of all federal benefits including student loans and grants.

### Arizona Laws:

- a. Title Thirteen, Chapter 34 of the Arizona Revised Statutes lists drug offenses and their penalties. Following is a list of drugs which are frequently misused with a description of the potential penalties attached to a conviction.
  - i. Marijuana: First offense for possession or use of marijuana in an amount of less than one pound constitutes a Class 6 felony and carries a possible prison term of one and one-half years and a fine of not less than \$750. The sale of marijuana in an amount of less than one pound carries a prison sentence of four years and a fine of at least \$750.
  - ii. LSD: Possession, use and sale of LSD are felonies carrying sentences from four to five years and fines of not less than \$1,000.
  - iii. Heroin and Cocaine: Use and sale of heroin and cocaine are felonies carrying sentences from four to seven years and a fine of not less than \$2,000.
- b. Title 36, Chapters 28.1 of the Arizona Revised Statutes codifies the Arizona Medical Marijuana Act, which protects certain individuals from prosecution for the medical use of marijuana. Among other things, the Act:
  - i. Does not authorize any person to smoke marijuana in any public place.

- ii. Does not require an employer to allow any employee to use, possess, or be under the influence of marijuana at work or during work hours.
- iii. Does not require any person or establishment in lawful possession of property to allow a guest, client, customer or other visitor to use marijuana on or in that property.
- iv. Does not authorize any person to undertake any task under the influence of marijuana that would constitute negligence or professional malpractice.

#### **V. Health Risks Associated with the Use of Illicit Drugs and the Abuse of Alcohol**

- A. Illicit Drug Use: Controlled substances subject to illicit use are divided into several broad categories:
- Narcotics (Morphine, Opium, Heroin) are highly addictive. The effects of their use generally leads to feelings of euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. Overdose is characterized by slow and shallow breathing, clammy skin, convulsions, coma, and possible death.
  - Depressants (Barbiturates, Chloral Hydrate, Quaalude) are moderately to highly addictive. Effects include slurred speech, disorientation, and drunken behavior without the odor of alcohol. Overdose results in shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, and possible death.
  - Stimulants (Cocaine, Amphetamine) are not known to be physically addictive but create a high psychological dependence. Effects of use are increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, and loss of appetite. An overdose can lead to agitation, increase in body temperature, hallucinations, convulsions, and possible death.
  - Hallucinogens (LSD, Mescaline and Peyote, TCP) are not known to be addictive. The effects of use include illusions and hallucinations, and poor perception of time and distance. Overdose causes longer, more intense "trip episodes," psychosis, and possible death.
  - Cannabis (Marijuana, Hashish) is moderately psychologically addictive. Effects include euphoria, relaxed inhibitions, increased appetite, and disoriented behavior. Overdose results in extreme fatigue, paranoia and possible psychosis.
- B. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition

can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

#### **VI. Drug or Alcohol Counseling, Treatment, Rehabilitation or Re-entry Programs That are Available to Employees or Students**

Eastern Arizona College does not provide direct drug or alcohol counseling, treatment or rehabilitation services. Students or employees with concerns related to the use/abuse of drugs or alcohol are encouraged to meet with a member of the Counseling staff on the Thatcher Campus for confidential consultation and referral. Counseling staff are located in the Student Services Building on Stadium Avenue on the Thatcher Campus. Appointments can be made by calling (928) 428-8253. Arizona State Prison inmates are encouraged to contact the Program Supervisor at their institutions. Inmates at the Federal Correctional Institution (Swift Trail) should contact the FCI Psychology Department.

Direct contact with organizations or individuals providing drug or alcohol counseling, treatment or rehabilitation services can be made by students or employees depending on location:

- Graham County, Southeastern Arizona Behavioral Health Services (SEABHS), Safford: (928) 428-4550
- Greenlee County, Southeastern Arizona Behavioral Health Services (SEABHS), Clifton: (928) 865-4531

#### **VII. Confidentiality**

This Program is not intended to create obligations or restrictions that may interfere with the confidential nature of counseling, clinical or therapeutic relationships. Confidentiality will be maintained in accordance with state and federal laws, including the Arizonans with Disabilities Act and the Americans with Disabilities Act.

For tuition purposes, your residence is determined according to statutory law (A.R.S. §15-1801 et seq.) and regulations and precedents established previously by the State Community College Board (R7-1-304 and R7-1-305). These are subject to change by statute or State Board regulations.

# RESIDENCY

Your residency status must be determined before you register and pay fees. It is your responsibility to register under the correct residency. Your residency status will not change automatically. Proper documentation must be filed with the Records and Registration Office for review and approval before your residency status will be changed. Requests for change in residency status must be made before registration. A change in residency classification will not take effect until the next registration following the change in status. Residency changes are not retroactive.

In determining your residency classification, we may consider all evidence, written or oral, presented by you and any other relevant information received from any other source. We may request a written sworn statement from you.

In addition to documentation for in-state residency status, Arizona residents must also provide evidence of citizenship or legal immigration status in order to be charged in-state tuition as per Proposition 300 which was passed by Arizona voters in 2006. You can find a list of appropriate documentation at [www.eac.edu/prop300](http://www.eac.edu/prop300).

If we classify you as a non-resident for tuition purposes and you disagree, you may request a review by a Residency Review Committee. Your request must be written, signed by you, and accompanied by a sworn statement of all facts relative to the matter. You must file your request for review with the Registrar of the College within ten days of the time you receive notification from us of your classification as a non-resident. If you don't properly file a request within this ten-day period, you waive review for the current enrollment period. You will receive written notice of the date, time and place of the Residency Review Committee meeting and you have the right to appear and be represented by the advisor of your choice and at your expense. You or your advisor, but not both, may examine and cross-examine witnesses and summarize the evidence. The decision of the Residency Review Committee is final.

In accordance with state regulation we have published below Arizona Revised Statute §15-1802 and the definitions provided in A.R.S. §15-1801.

## ARIZONA REVISED STATUTE §15-1801 DEFINITIONS

**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, the national oceanographic and atmospheric administration, the national guard and any military reserve unit of any branch of the armed forces of the United States.

**Continuous attendance** 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 any other intersession beyond the normal academic year in order to maintain continuous attendance.

**Domicile** means a person's true, fixed and permanent home and place of habitation. It is the place where he intends to remain and to which he expects to return when he leaves without intending to establish a new domicile elsewhere.

**Emancipated person** means a person who is neither under a legal duty of service to his parent nor entitled to the support of such parent under the laws of this state.

**Parent** means a person's father or mother, 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 not circumstances indicating that such guardianship was created primarily for the purpose of conferring the status of an in-state student on such unemancipated person.

## ARIZONA REVISED STATUTE §15-1802 IN-STATE STUDENT STATUS

1. Except as otherwise provided in this article, no person having a domicile elsewhere than in this state is eligible for classification as an in-state student for tuition purposes.
2. A person is not entitled to classification as an in-state student until the person 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 the person meets one of the following requirements:
  - a. The person's parent's domicile is in this state and the parent is entitled to claim the person as an exemption for state and federal tax purposes.
  - b. The person is an employee of an employer that transferred the person to this state for employment purposes or the person is the spouse of such an employee.
  - c. The person is an employee of a school district in this state and is under contract to teach on a full-time basis, or is employed as a full-time noncertified classroom aide at a school within that school district. For purposes of this paragraph, the person is eligible for classification as an in-state student only for courses necessary to complete the requirements for certification by the state board of education to teach in a school district in this state. No member of the person's family is eligible for classification as an in-state student if the person is eligible for classification as an in-state student pursuant to this paragraph, unless the family member is otherwise eligible for classification as an in-state student pursuant to this section.
  - d. The person's spouse has established domicile in this state for at least one year and has demonstrated intent and financial independence and is entitled to claim the student as an exemption for state and federal tax purposes or the person's spouse was temporarily out of state for educational purposes, but maintained a domicile in this state. If the person is a noncitizen, the person

must be in an eligible visa status pursuant to federal law to classify as an in-state student for tuition purposes.

3. The domicile of an unemancipated person is that of the person's parent.
4. Any unemancipated person who remains in this state when the person's parent, who had been domiciled in this state, removes from this state is entitled to classification as an in-state student until attainment of the degree for which currently enrolled, as long as the person maintains continuous attendance.
5. A person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders or who is the spouse or a dependent child as defined in section 43-1001 of a person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders is entitled to classification as an in-state student. A spouse or a dependent child does not lose in-state classification under this subsection if the spouse or dependent child qualifies for in-state tuition classification at the time the spouse or dependent child is accepted for admission to a community college under the jurisdiction of a community college district governing board or a university under the jurisdiction of the Arizona Board of Regents. The student,
  6. A person who is a member of the armed forces of the United States or the spouse or a dependent as defined in section 43-1001 of a member of the armed forces of the United States is entitled to classification as an in-state student if the member of the armed forces has claimed this state as the person's state of legal residence for at least twelve consecutive months before the member of the armed forces, spouse or dependent enrolls in a university under the jurisdiction of the Arizona Board of Regents or a community college under the jurisdiction of a community college district governing board. For purposes of this subsection, the requirement that a person be domiciled in this state for one year before enrollment to qualify for in-state student classification does not apply.
  7. A person who is honorably discharged from the armed forces of the United States shall be granted immediate classification as an in-state student on honorable discharge from the armed forces and, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification if the person has met all of the following requirements:



- a. Declared Arizona as the person's legal residence with the person's branch of service at least one year prior to discharge from the armed forces.
  - b. Demonstrated objective evidence of intent to be a resident of Arizona which, for the purposes of this section, includes at least one of the following:
    - An Arizona driver license
    - Arizona motor vehicle registration
    - Employment history in Arizona
    - Arizona voter registration
    - Transfer of major banking services to Arizona
    - Change of permanent address on all pertinent records.
    - Other materials of whatever kind or source relevant to domicile or residency status
  - c. Filed an Arizona income tax return with the department of revenue during the previous tax year.
8. 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.

## PRESUMPTIONS RELATING TO STUDENT STATUS

Unless the contrary appears to the satisfaction of the Registrar, it shall be presumed that:

- No emancipated person has established a domicile in this state while attending any educational institution in this state as a full-time student in the absence of a clear demonstration to the contrary.
- Once established, a domicile is not lost by mere absence unaccompanied by intention to establish a new domicile.
- A person who has been domiciled in this state immediately prior to becoming a member of the armed forces of the United States shall not lose in-state status by reason of such person's presence in any other state or country while a member of the armed forces of the United States.

## EVIDENCE OF DOMICILE

1. An affidavit signed by the student must be filed with the person responsible for verifying domicile (the Residency Clerk in our Records and Registration Office).
2. Any of the following may be used in determining a student's domicile in Arizona:
  - Income tax return
  - Voter registration
  - Automobile registration
  - Driver's license
  - Place of graduation from high school
  - Source of financial support
  - Dependency as indicated on Federal income tax return
  - Ownership of real property
  - Notarized statement of landlord or employer
  - Bank accounts

- Other relevant information

## ALIEN IN-STATE STUDENT STATUS

An alien is entitled to classification as an in-state refugee student if such person has been granted refugee status in accordance with all applicable laws of the United States and has met all other requirements for domicile.

## OUT OF COUNTY RESIDENCY

Arizona residents from counties in which there is no established community college district (Apache and Greenlee) may enroll in credit classes at Eastern Arizona College without payment of out-of-county charges. General tuition and fees are still payable.



# SECURITY AND SAFETY

**THE PERSONAL SAFETY AND WELL-BEING** of the students, faculty and staff at Eastern Arizona College are always an important concern of ours. You are encouraged to be responsible for your own security and the security of others.

Many people are involved in keeping the campus safe and secure. A truly safe campus, however, can only be achieved through the cooperation of all students, faculty and staff.

Anyone at any campus location who becomes aware of a crime (or is the victim of a crime) or any emergency should make an accurate and prompt report of the occurrence.

Medical or Police Emergency	911
Campus Police	(928) 428-8240
Student Life Office	(928) 428-8354
Housing Office	(928) 428-8605
Head Residents:	
Mark Allen	(928) 428-8236
Nellie Lee	(928) 428-8415
Residence Towers	(928) 428-8606
Wesley Taylor	(928) 428-0221

## Responsibility for Safety

The Campus Police Building is located at 620 North College Avenue, Thatcher, Arizona and their number is (928) 428-8240.

Campus Police officers are certified by the Arizona Law Enforcement Officers Advisory Council and have full law enforcement authority anywhere in the state. EAC's Campus Police are responsible for a full range of public safety services including all crime reports, investigations, medical and fire emergencies and traffic accidents. They are also responsible for the enforcement of laws regulating drinking, the use of controlled substances, weapons, and all other incidents requiring police assistance. Campus police monitor criminal activity of students in off campus locations of student organizations recognized by the College.

## Responsibility for Keeping Campus Buildings and Grounds Safe

Eastern's Physical Resources (Maintenance) Department maintains the College buildings and grounds with a careful eye for safety and security. Physical Resources staff regularly inspects campus facilities and promptly makes repairs affecting safety and security. They respond to reports of potential safety and security hazards such as broken windows and locks.

Students and College staff members are encouraged to call the Physical Resources Department at (928) 428-8300 to report any actual or potential safety or security hazards. Individuals residing on campus are urged to keep their doors locked.

College classroom facilities are to remain locked when not in use. Individuals needing to use College facilities should submit a Facility Request form through the Student Life Office to obtain permission to use a particular room or College facility.

## Changes in Safety and Security Procedures

Updated printed materials explaining changes in safety and security procedures (including timely reports regarding the occurrence of campus crimes) will be prepared and distributed to all students and employees.

Students in residence halls are further instructed in areas of crime prevention through meetings in which printed and video materials are reviewed and discussed. Future new students will be given the most current information.

In addition, EAC will release the latest crime statistics for the most recent year in our General Catalog and will provide full distribution to students and employees.

## Illegal Drugs or Alcohol Not Permitted on Campus

Eastern Arizona College seeks to encourage and sustain an academic environment that both respects individual freedom and promotes the health, safety and welfare of all members of its community.

In keeping with these objectives, the College has established a policy and set up guidelines governing the possession and/or consumption of alcoholic beverages and illegal substances.

Alcohol is not permitted anywhere on the College campus at any time. Likewise, the College does not permit the use of marijuana, LSD, cocaine or any other illegal drug on the College campus. Individuals possessing, using or distributing such drugs are subject to disciplinary action (such as formal reprimands, community service, referral to counseling, suspension and expulsion) and possible arrest, imprisonment or fine, according to Arizona state law.

## Who Can Help if I or a Friend Have a Problem with Substance Abuse?

Eastern's Counseling Department provides professional and confidential counseling and referrals to help students with substance abuse problems.

The Counseling Department is located in the Student Services Building at 615 North Stadium Avenue, Thatcher, Arizona or may be contacted by calling (928) 428-8253.

All students and employees will receive a copy of regulations 4710.1 and 5800.1 regarding the Drug Free Schools and Communities Act.

**Personal Safety and Protection against Sexual Assault or Violent Crime**

Eastern Arizona College considers the personal physical safety of students, employees and visitors an essential element in the maintenance of a learning environment. Every member of the College community should be aware that the College is strongly opposed to sexual assault, violence and other threatening or endangering behavior. Such behavior is prohibited by law as well as the Student Code of Conduct.

**Dissemination of Information Concerning Sexual Assault and Violent Crime**

The College will annually provide information concerning sexual assault and violent crime including at least the following:

- The definition of sexual assault and violent crime
- A statement of the College’s policy prohibiting sexual assault and violent crime
- The most accurate data available about the reported incidence of sexual assault and violent crime occurring on campus property
- Precautions which students should take to avoid becoming victims of sexual assault and violent crime
- Procedures for reporting sexual assault and violent crime
- Services which are available to both complainants and those accused of sexual assault and violent crime
- Statements of the rights of sexual assault and violent crime complainants and those accused of such actions in the College judicial process

**Definitions**

For the purpose of this policy, sexual assault is any sexual behavior between two or more people to which one person does not or cannot consent. The abuse of alcohol or other substances does not relieve individuals of their responsibilities to themselves or others.

Violent crime is one or more persons intentionally inflicting bodily harm on another person or persons.

**Reporting**

The guiding principle in the report of a sexual assault or violent crime is to avoid re-victimizing the survivor by forcing the person into any plan of action. Assistance with the wellbeing of the survivor is the primary goal. Victims may contact any one of several College departments or community agencies for assistance. The following resources provide immediate aid or ongoing consultation:

**Graham County**

For all Emergencies	911 or 9-911 from a campus phone
Campus Police	(928) 428-8240
Graham County Sheriff	(928) 428-3141
Thatcher Police (Mon - Fri, 8 a.m. - 5 p.m.)	(928) 428-2296
	or after hours (928) 428-3141
Rape Crisis 24-Hour Hotline	1-800-400-1001
Eastern Arizona College Counseling Office	(928) 428-8253
	(Mon - Fri, 8 a.m. - 5 p.m.)
Student Life Office (Mon - Fri, 8 a.m. - 5 p.m.)	(928) 428-8354
Housing Office	(928) 428-8605
Residence Hall Staff:	
Mark Allen North	(928) 428-8235
Mark Allen South	(928) 428-8236
Nellie Lee	(928) 428-8415
Residence Towers	(928) 428-8606
Wesley Taylor	(928) 428-0221
Southern Arizona Center Against Sexual Assault	1-800-400-1001

In the event of a medical emergency, medical response personnel will be contacted. In the case of a sexual assault, emergency medical personnel are required to report the assault to the local law enforcement agency. However, the assault survivor who does not wish to see the police will be encouraged to seek a medical exam to treat physical problems and address the potential for injury, venereal disease, HIV, or pregnancy. The Rape Crisis Hotline can assist with these arrangements whether or not the survivor chooses to report the incident.

It is recognized that a sexual assault survivor may be undecided in reporting the assault to the police. A report to the police can empower the survivor in exercising legal rights and aid in the protection of others. If a report is to be made to the police, the survivor will be encouraged not to destroy evidence by cleaning up their person, clothing or bedding in any way. If the sexual assault survivor is undecided in reporting, the survivor will be encouraged to preserve evidence anyway in case it is decided to file a police report at a later date.

If the survivor has decided not to report the assault, the report recipient will maintain confidentiality. Other alternatives include:

- Make an anonymous report to police
- Make a report at a later date with the understanding that a report made after 72 hours may limit prosecution efforts.

Sexual assault survivors may seek counseling at any time from College counseling services or the Rape Crisis Hotline.

**Intervention**

It is the intention of the College to take whatever action may be needed to prevent, correct, and if necessary, discipline acts of sexual assault or violence. Possible sanctions for students resulting from the College’s judicial process range from formal reprimands, community service, referral to counseling, suspension and expulsion. Possible sanctions for employees range from reprimands, referral to counseling, to termination of employment. Possible sanctions for visitors range from reprimands to

being barred from College property and activities. Both the accuser and the accused of sexual assault shall be informed of the outcome of the campus disciplinary process.

**Judicial Process**

A charge of sexual assault against a College student will be handled under the same procedure as bringing a Complaint of Sexual Harassment by the Vice President of Academic and Student Affairs of the Thatcher Campus or Dean/Chief Officer for Greenlee County Eastern Arizona College site. When a complainant of sexual assault gives information to the Officer that a sexual assault has taken place and accuses a College student of the offense, the Officer will have the discretion to suspend the accused student pending a hearing. When any necessary investigation is complete, the Officer will formally notify the accused student of the charges and will set a hearing date within five (5) class days.

**Rights of the Sexual Assault Complainants and Accused**

- A. The complainant and accused will have the right to be accompanied throughout the judicial process by an individual of their choice.
- B. The sexual reputation of the complainant and accused will neither be used as evidence nor discussed in the judicial procedure.
- C. The accused will have all the rights of due process, which are normally accorded to those under the College judicial process.

- D. The victim will be notified in writing of any sanction imposed.
- E. The victim will be notified of any appeals filed by the assailant and subsequent results.

**Sexual Harassment**

Any employee or applicant for employment or student who believes that he or she has been discriminated against on the basis of sex, or has been sexually harassed, should report the matter to any Dean (Assistant, Associate, etc.) or Vice President of the College.

The College President or personnel designated by the College President shall investigate complaints of sexual harassment. Any College administrator who receives a report of alleged sexual harassment must report the allegations to the College President as soon as reasonably possible.

**Annual Security and Fire Safety Report**

The Annual Security and Fire Safety Report that includes all reported campus crimes is available on the EAC website and can be accessed at [www.eac.edu/About\\_EAC/Consumer\\_Information/report.pdf](http://www.eac.edu/About_EAC/Consumer_Information/report.pdf). A paper copy of the report will be provided upon request. A daily crime log is available from the EAC Police Department upon written request.

**Crime Awareness and Campus Security Act of 1990**

Covering the Period of January 1, 2015 - December 31, 2017

Eastern Arizona College Campus Crimes Years	Thatcher Campus			Graham County Sites			Greenlee County Sites			Totals		
	15	16	17	15	16	17	15	16	17	15	16	17
Criminal Homicide:												
Murder and Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Criminal Homicide: Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Offense, Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Offense, Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	1	1	0	0	0	0	0	0	0	1	1	0
Burglary	4	1	2	0	0	0	0	0	0	4	1	2
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Hate/prejudice crimes	0	0	0	0	0	0	0	0	0	0	0	0
Liquor law violations	14	4	18	0	0	0	0	0	0	14	4	18
Drug-related violations	4	7	8	0	0	0	0	0	0	4	7	8
Weapons possession	0	0	0	0	0	0	0	0	0	0	0	0

*Any of the crimes listed above which manifest evidence of prejudice based on race, religion, sexual orientation, or ethnicity, as prescribed by the Hate Crimes Statistics Act (28 U.S.C. 534)—None*

If you would like to make an inquiry referencing a registered sex offender in the Thatcher area or the State of Arizona, go to [www.azdps.gov/Services/Sex\\_Offender/](http://www.azdps.gov/Services/Sex_Offender/)

### **Social Security Number Use**

EAC does not use the social security number of faculty, staff and students as that individual's EAC Identification Number. Faculty, staff and students are assigned a random EAC identification number at their first enrollment or employment with EAC. Students are requested, but not required, to provide their social security number to facilitate awarding of financial aid, for learning or tuition credits for income tax purposes, and for supplementary identification purposes when necessary. Neither the social security number nor the EAC identification number are shared to third parties without the written consent of the student.

### **Veterans Information**

Every Veteran claiming Veteran's Educational Benefits is responsible for notifying the Veteran's representative at Eastern Arizona College of any change in his/her schedule which causes an increase or decrease in credit hour load as soon as the change occurs. For questions, please contact the Veteran's Representative in the Records and Registration Office on the Thatcher Campus of Eastern Arizona College or phone (928) 428-8273, or 1-800-678-3808, Ext. 8273.

### **Voter Registration Forms**

Mail in voter registration forms for Graham and Greenlee Counties are available for all enrolled students and the public. Forms can be obtained at the Records and Registration Office and the Alumni Library on the Thatcher Campus. Voter registration forms may also be requested from the following:

**Arizona Residents:** Call toll free 1-877-THE VOTE (1-877-843-8683) or Access the Vote Arizona web page at [www.azsos.gov](http://www.azsos.gov) for election information, voter information, and registration form.

**New Mexico Residents:** Call 1-800-477-3632 and ask for the Bureau of Elections

**All Other States:** Access the National Voter web page at [www.eac.gov](http://www.eac.gov).

Access the Register to Vote web page at [www.vote.govcm](http://www.vote.govcm)









615 N STADIUM AVENUE | THATCHER, ARIZONA 85552 | 928.428.8472 | 800.678.3808 | **EAC.EDU**

APPLY AND REGISTER ONLINE: [EAC.EDU/REGISTER](https://www.eac.edu/register)

FINANCIAL AID: [EAC.EDU/FINAID](https://www.eac.edu/financialaid) | HOUSING: [EAC.EDU/CAMPUS\\_LIFE/HOUSING](https://www.eac.edu/campus-life/housing)