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assisted living facility caregiver

**GENERAL COURSE INFORMATION**

The certified caregiver certificate program is designed to prepare students for entry level healthcare positions in assisted living facilities. Students completing this program will be prepared to take the knowledge examination for certification by the Arizona Board of Nursing’s Care Institution Administrators and Assisted Living Facility Managers (NCIA/ALFM). This program is taught in partnership with Coconino Community College.

**LOCATION**
Flagstaff

**LENGTH OF PROGRAM**
The course will be for 6 weeks, meeting on Saturdays for 7 hours.

**SUGGESTED HIGH SCHOOL COURSES**
Science, Dual Enrolled English and Mathematics (if available)

**GRADE LEVEL REQUIREMENT**
Seniors - students must be 18 by course completion

**CLASS SCHEDULE**
Week day afternoons/evenings and occasional weekends, per CCC class schedule

**CREDITS**
8 Community College Credits

**COURSE OFFERINGS**
AHS 120 - Caregiving I

**PLACEMENT REQUIREMENTS**
Placement into ENG 101A or higher *Please refer to CCC Placement Grid at: https://www.coconino.edu/resources/files/pdfs/student-services/testing-services/self-placement-grid-fa21.pdf and AZ Fingerprint Clearance card and 18+ or older at time of course completion.

**CERTIFICATION**
Assisted Living Facility Caregiver Certificate, CPR for Health Care Providers Professional, Food Handler's Certificate

**CAREER OPPORTUNITIES (snapshot)**
Assisted Living Facility | C.N.A. | Home Health Aide | Personal Care Aide

****This course will be for 6 weeks, meeting on Saturdays for 7 hours. A total of 62 hours of coursework is required for successful completion of the hours (42 hours in person and 20 hours online). A shadowing experience at one of the local long-term care facilities for 20 hours is also required for successful completion of the course.

****Students must pass a background check and obtain an AZ DPS Fingerprint Clearance Card once classes start (this information will be given to enrollees from CAVIAT). Students must be 18 years of age upon completion of the course.

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automotive technologies

GENERAL COURSE INFORMATION
This program is designed for individuals who have the ability and aptitude to become a skilled automotive technician. Students gain competencies in a variety of automotive systems which enables them to diagnose and perform corrective procedures accurately. This program is taught in Flagstaff in partnership with Coconino Community College and the Findlay Auto Group.

LOCATION
Flagstaff

LENGTH OF PROGRAM
Two Semesters

SUGGESTED HIGH SCHOOL COURSES
DE Math, DE English, Sciences

GRADE LEVEL REQUIREMENT
Students must be 18 years of age by August 2022

CLASS SCHEDULE
Week day afternoons/evenings, per CCC class schedule

CREDITS
12 Community College Credits

COURSE OFFERINGS THROUGH CCC/CAVIAT*
AUT 100 - Automotive Basics
AUT 106 - Engines
AUT 107 - Engine Short Black Service Lab
AUT 142 - Automotive HVAC

****Course required for CCC certificate completion are AUT 100, AUT 101, AUT 106, AUT 107, AUT 110, AUT 120, AUT 133, AUT 136, AUT 139, and AUT 142 (30 credits).

*Courses are subject to availability and the community college scheduling.

PLACEMENT REQUIREMENTS
Students must be 18 by the beginning of the course (August 2022).

CERTIFICATIONS
Students completing this program will be prepared to take the Environmental Protection Agency 609-Motor Vehicle Air Conditioning Systems industry certification, A1 – Engine Repair, A8 – Engine Performance, and A7 – Heating & Air Conditioning

CAREER OPPORTUNITIES (snapshot)
Automotive Service Technician, Maintenance Technician, Automotive Mechanic

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GENERAL COURSE INFORMATION
The business degree program is designed to prepare students to enter the business profession, at an entry level, with pathways to general business, accounting, and business management. Students will gain general knowledge and skills tailored to their area of interest. This program is taught in partnership with Coconino Community College.

LOCATION
Flagstaff

LENGTH OF PROGRAM
Four Semesters

SUGGESTED HIGH SCHOOL COURSES
DE Math and DE English

GRADE LEVEL REQUIREMENT
Sophomores | Juniors | Seniors

CLASS SCHEDULE
Week day afternoons/evenings, per CCC class schedule

CREDITS
12 to 24 Community College credits

COURSE OFFERINGS*
BUS 100 - Business Math
ACC 108 - Practical Accounting Procedures I
ACC 255 - Principles of Financial Accounting
ACC 206 - Computerized Accounting
ACC 111 - Practical Accounting Procedures II
BUS 111 - Business English
CIS 120 - Intro to Computer Information Systems
ACC 105 - Income Tax I
ACC 204-

*Courses are subject to availability and the community college scheduling.

PLACEMENT REQUIREMENT
Placement test requirements have been waived, even if you haven't taken the ACT, SAT, or ACCUPLACER. Students will be able to register for classes through self-placement, without the need for a placement exam or other exam score. Please refer to http://coconino.edu/course-placement

For Year 2, a perquisite of MAT 140

CERTIFICATES
CCC Accounting Certificate

CAREER OPPORTUNITIES (snapshot)
Business Management | Human Resources Management | Budget Analyst | Accountant | Economist

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GENERAL COURSE INFORMATION
This one year program prepares students for an entry level position in the Information Technology or Computer Support fields. Students will obtain theoretical and hands on knowledge and experience in computer hardware and software, operating systems, and programming. This program is taught in partnership with Coconino Community College.

LOCATION
Flagstaff, Page, Williams, Grand Canyon, and Fredonia

LENGTH OF PROGRAM
Two Semesters

SUGGESTED HIGH SCHOOL COURSES
DE MAT 140, ENG 101, ENG 102 Computer Science Courses

GRADE LEVEL REQUIREMENT
Sophomores | Juniors | Seniors
Students must be 16 years or older upon beginning of program

CLASS SCHEDULE
Week day afternoons/evenings, per CCC class schedule

CREDITS
13 Community College credits

COURSE OFFERINGS*
CIS 132 - Google IT Support Professional I
CIS 298 - CAVIAT Orientation to Google Pathways
CIS 134 - Google IT Support Professional II
CIS 136 - Google IT Support Professional III

*Courses are subject to availability and the community college scheduling.

PLACEMENT REQUIREMENT
Placement test requirements have been waived, even if you haven't taken the ACT, SAT, or ACCUPLACER. Students will be able to register for classes through self-placement, without the need for a placement exam or other exam score. Please refer to http://coconino.edu/course-placement

Students must be 16 years or older upon beginning of program

CERTIFICATES
CCC Google IT Support Professional Certificate

CAREER OPPORTUNITIES (snapshot)
Web Developer | Computer Systems Analyst | Computer Support Specialist

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construction technology

GENERAL COURSE INFORMATION
The Construction Technology program provides students with a technical foundation required to compete in today’s construction field. Students will be instructed through master learning components and field study workshops arranged with local contractors. This program is taught in partnership with Coconino Community College.

LOCATION
Flagstaff

LENGTH OF PROGRAM
Four Semesters

SUGGESTED HIGH SCHOOL COURSES
Dual enrolled mathematics and English Accounting

GRADE LEVEL REQUIREMENT
Sophomores | Juniors | Seniors

CLASS SCHEDULE
Week day afternoons/evenings, per CCC class schedule

CREDITS
12 to 24 Community College credits

COURSE OFFERINGS*
CTM 123 - Building Construction Methods
CTM 111 - Plumbing
CTM 151 - House Wiring
CTM 124 - Building Construction Methods II
CTM 115 - Intro to Wood Working
CTM 150 - Basic Electrical Theory
CTM 130 - Blueprint Reading
CTM 211 - International Residential Code

*Courses are subject to availability and the community college scheduling.

PLACEMENT REQUIREMENT
Placement test requirements have been waived, even if you haven't taken the ACT, SAT, or ACCUPLACER. Students will be able to register for classes through self-placement, without the need for a placement exam or other exam score. Please refer to http://coconino.edu/course-placement

CERTIFICATES
CCC Construction Technology Certificate (upon completion of *CTM 238 *course(s) not available through CAVIAT)
OSHA 10

CAREER OPPORTUNITIES (snapshot)
Building Inspector | Property Management | Facilities Maintenance or Management

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early childhood education

GENERAL COURSE INFORMATION
The Early Childhood Education program is designed to prepare students for entry-level positions requiring basic childcare skills. The courses below combined with the observational time accumulated in an outside workplace environment will qualify a student to test for the Child Development Associate certification. Certification requires a fee and portfolio for completion. This program is taught in partnership with Coconino Community College.

LOCATION
Flagstaff, Page, Williams, Grand Canyon, and Fredonia

LENGTH OF PROGRAM
Four Semesters

SUGGESTED HIGH SCHOOL COURSES
DE MAT 140, ENG 101, ENG 102

GRADE LEVEL REQUIREMENT
Juniors | Seniors

CLASS SCHEDULE
Weekday afternoons/evenings, per CCC class schedule

CREDITS
6 to 12 Community College credits

COURSE OFFERINGS*
ECE 100 - Intro to Childhood Development
ECE 120 - Health, Safety, & Nutrition for the Young Child
ECE 234 - Child Growth & Development
ECE 200 - Guiding Children's Behavior
ECE 110 - Early Childhood Curriculum
ECE 240 - School, Family, & Community Relationships
ECE 250 - Children with Special Needs
ECE 220 - Language Arts for Children

*Courses are subject to availability and the community college scheduling.

PLACEMENT REQUIREMENT
Placement test requirements have been waived, even if you haven't taken the ACT, SAT, or ACCUPLACER. Students will be able to register for classes through self-placement, without the need for a placement exam or other exam score. Please refer to http://coconino.edu/course-placement

CERTIFICATES
•CCC Early Childhood Education certificate
•Child Development Associate (CDA) if state certification exam is passed.

CAREER OPPORTUNITIES (snapshot) School Teacher | Childcare Director | PreSchool Teacher | Teacher Assistant | Social Worker

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emergency medical services

GENERAL COURSE INFORMATION
As a first responder you will be one of the first people to arrive and provide medical care at emergency incidents. Topics covered are patient assessment, CPR review, airway, shock, wound management, full body mobilization and initial treatment for other medical emergencies. This program prepares students to pathway into an EMT or other related health career. This program is taught in partnership with the Coconino Community College.

LOCATION
Flagstaff

LENGTH OF PROGRAM
Three Semesters

SUGGESTED HIGH SCHOOL COURSES
DE MAT 140, ENG 101, ENG 102

GRADE LEVEL REQUIREMENT
Seniors

CLASS SCHEDULE
Week day afternoons/evenings, per CCC class schedule

CREDITS
12 - 20 Community College credits

COURSE OFFERINGS*
EMS 100 - Emergency Medical Services
AHS 110 - Health Care Ethics & Law
AHS 131 - Medical Terminology
NTR 135 - Human Nutrition
EMS 131 - Emergency Medical Technician

*Courses are subject to availability and the community college scheduling.

PLACEMENT REQUIREMENT
(second year of program) - Placement into ENG 101A or higher. *Please refer to the CCC Self Placement Grid: https://www.coconino.edu/resources/files/pdfs/student-services/testing-services/self-placement-grid-fa21.pdf and all other required registration documents.

CERTIFICATES
Emergency Medical Responder (EMR) Emergency Medical Technician (EMT)

CAREER OPPORTUNITIES (snapshot)
EMT | Paramedic

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environmental technology: alternative energy

GENERAL COURSE INFORMATION
The Alternative Energy Technician program will provide students with the skills to pursue a career in the alternative energy and green careers. The student will be instructed through mastery learning conditions and field study workshops arranged with local contractors. This program is taught in partnership with Coconino Community College.

LOCATION
Flagstaff

LENGTH OF PROGRAM
Four Semesters

SUGGESTED HIGH SCHOOL COURSES
DE MAT 140 or higher and English; Construction; Drafting

GRADE LEVEL REQUIREMENT
Sophomores | Juniors | Seniors

CLASS SCHEDULE
Week day afternoons/evenings, per CCC class schedule

CREDITS
27 Community College credits

COURSE OFFERINGS*
CTM 111 - Plumbing
CTM 123 - Building Construction Methods I
CTM 124 - Building Construction Methods II
CTM 115 - Intro to Wood Working
CTM 138 - Intro to Solar Applications
CTM 132 - Solar Water Heating
CTM 150 - Basic Electrical Theory
CTM 250 - Innov. & Altern. Bldg. Techniques
CTM 236 - Photovoltaics & Windpower CTM 130 - Blueprint Reading

*Courses are subject to availability and the community college scheduling.

PLACEMENT REQUIREMENT
Placement test requirements have been waived, even if you haven't taken the ACT, SAT, or ACCUPLACER. Students will be able to register for classes through self-placement, without the need for a placement exam or other exam score. Please refer to http://coconino.edu/course-placement

CERTIFICATES

CAREER OPPORTUNITIES (snapshot)
Photovoltaic and Wind Power Installation | Sustainable Architecture | Engineering

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fire science

GENERAL COURSE INFORMATION
This program is designed for individuals who have the ability and aptitude to become a skilled fire service worker. Students gain competencies in a variety of fire service areas of focus which enables them to pursue direct employment and obtain a number Fire Service related certifications. This program is taught in Flagstaff in partnership with Coconino Community College.

LOCATION
Flagstaff

LENGTH OF PROGRAM
Four Semesters

SUGGESTED HIGH SCHOOL COURSES
DE Math, DE English, Sciences

GRADE LEVEL REQUIREMENT
Students who turn 18 years old prior to November 1st of their senior year can enroll in their junior year. All other students can enroll in for their senior year.

CLASS SCHEDULE
Week day afternoons/evenings and occasional weekends, per CCC class schedule

CREDITS 25 Community College Credits

COURSE OFFERINGS THROUGH CCC/CAVIAT*
FSC 104-Principles of Emergency Services FSC 145-Principles Fire & Emergency Services and Survival
FSC 138- Hazardous Materials
FSC 233-Into to Wildland Firefighting EMS 100-EMS First Responder
FSC 180 I and II

*Courses are subject to availability and the community college scheduling.

PLACEMENT REQUIREMENTS
Students who turn 18 years old prior to November 1st of their senior year can enroll in their junior year. All other students can enroll in for their senior year.

CERTIFICATIONS

CAREER OPPORTUNITIES (snapshot)
Entry into the Fire Service and related job opportunities in this field

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hospitality management

GENERAL COURSE INFORMATION
The introduction and intermediate certificate programs are designed to prepare students for entry-level positions in various hotel and restaurant business environments. The students will receive training in fundamental computer skills and hotel and restaurant practices, giving them an understanding of the varied responsibilities and skills necessary for employment in entry-level hotel and restaurant support positions. This program is taught in partnership with Coconino Community College.

LOCATION
Flagstaff

LENGTH OF PROGRAM
Four Semesters

SUGGESTED HIGH SCHOOL COURSES
Culinary Arts I, II, and III, Computer Information Systems, Business & Accounting

GRADE LEVEL REQUIREMENT
Sophomores | Juniors | Seniors

CLASS SCHEDULE
Week day afternoons/evenings, per CCC class schedule

CREDITS
24 Community College credits

COURSE OFFERINGS*
HRM 100 - Introduction to Hospitality
HRM 210 - Guest Service Management
HRM 270 - Hospitality Information Tech
HRM 220 - Property Management
CIS 120 - Intro to Computer Information Systems
ACC 108 - Practical Accounting Procedures
ACC 255 - Principles of Financial Accounting
BUS 206 - Principles of Management

*Courses are subject to availability and the community college scheduling.

PLACEMENT REQUIREMENT
Placement test requirements have been waived, even if you haven't taken the ACT, SAT, or ACCUPLACER. Students will be able to register for classes through self-placement, without the need for a placement exam or other exam score. Please refer to http://coconino.edu/course-placement

CERTIFICATIONS
Food Handling License, CCC Introduction and Intermediate Hotel and Restaurant Services Certificate

CAREER OPPORTUNITIES (snapshot)
Hotel Manager | Chef | Business Manager | Tourism Agent

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GENERAL COURSE INFORMATION
Students will understand the structure of the criminal justice system and the functions of its main constituents: official agencies, citizens, and their elected representative; acquire the major communication skills required of most criminal justice practitioners including the development of effective written and oral communications consistent with the criminal justice field. Students will also be provided with the resources to investigate careers within the criminal justice system. This program is taught in partnership with Coconino Community College.

LOCATION
Flagstaff

LENGTH OF PROGRAM
Two Semesters

SUGGESTED HIGH SCHOOL COURSES
DE Math, DE English, Sciences

GRADE LEVEL REQUIREMENT
Sophomores | Juniors | Seniors

CLASS SCHEDULE
Week day afternoons/evenings, per CCC class schedule

CREDITS
12 Community College Credits

COURSE OFFERINGS*
AJS 101 - Intro to Admin of Justice
AJS 110 - The Correction Function AJS 130 - The Police Function
AJS 280 - Criminology

*Courses are subject to availability and the community college scheduling.

PLACEMENT REQUIREMENT
Placement test requirements have been waived, even if you haven't taken the ACT, SAT, or ACCUPLACER. Students will be able to register for classes through self-placement, without the need for a placement exam or other exam score. Please refer to http://coconino.edu/course-placement

CERTIFICATIONS
Arizona Guard License

CAREER OPPORTUNITIES (snapshot)
Detention Officer | Police Officer | Crime Scene Investigator | Corrections Officer | Probation Officer

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medical assisting services

GENERAL COURSE INFORMATION
This two-year certificate program is designed to prepare students for entry-level positions as Medical Assistants in medical office businesses. The students will receive training in numerous areas, giving them an understanding of the varied responsibilities and skills necessary for employment. Upon successful completion students may take the American Medical Technologist (AMT) certification exam to become a Registered Medical Assistant (RMA). This program is taught in partnership with Coconino Community College.

LOCATION
Flagstaff

LENGTH OF PROGRAM
Four Semesters + summer externship

SUGGESTED HIGH SCHOOL COURSES
DE MAT 140, ENG 101, Science classes

GRADE LEVEL REQUIREMENT
Juniors and Seniors

CLASS SCHEDULE
Monday - Thursday
2:30 - 5:00 p.m.

CREDITS
28 Community College credits*
32 Community College credits after completing the Externship

COURSE OFFERINGS
AHSC 146A & 146B - Medical Assistant
AHSC 147A & 147B - MA Skills
AHSC 148A & 148B - Medical Assistant
AHSC 149A & 149B - MA Skills

*Please note CAVIAT does not cover tuition for 4 credit summer externship remaining after student graduates

AHSC 289 - MA Externship 180 hours

PLACEMENT REQUIREMENTS
Placement into ENG 101A or above (HS GPA 2.6 or higher; English ACT score of 18 or ) AND placement into MAT 091 or above (HS GPA 2.6 or higher; Math ACT Score of 17 or higher OR Algebra II grade of a C or better).
Please refer to http://coconino.edu/course-placement

CERTIFICATIONS
CPR for Health Care responders, CCC Medical Assistant Certificate (Upon completion of *AHS 290. *course not available through CAVIAT), eligible students will be prepared for the American medical technologist (AMT) exam to become a licensed Registered Medical Assistant (RMA)

CAREER OPPORTUNITIES (snapshot)
CertifiedMedicalAssistant|Medical RecordsTech| Nurse

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nursing assistant

GENERAL COURSE INFORMATION
The nursing assistant program prepares students to work in the health care industry in places such as: hospitals, doctor’s office, nursing homes, assisted care facilities and home health care. This certificate is designed for students seeking an introduction to nursing as well as other related skills required for computation, documentation, communication and client advocacy which are required in the health care setting. This program is taught in partnership with Coconino Community College.

LOCATION
Flagstaff, Page

LENGTH OF PROGRAM
--Fall Only Program
--Spring Only Program
--Full Year Program

SUGGESTED HIGH SCHOOL COURSES
Science, Dual Enrolled English and Mathematics (if available)

GRADE LEVEL REQUIREMENT
Seniors ONLY

TYPICAL CLASS SCHEDULE
Mon. & Wed. (Fall Semester): 2:30 - 3:45pm
Tues. & Thurs. (Fall Semester): 5:30 - 6:45pm
Mon. - Thurs. (Spring Semester): 2:00 - 5:00pm

CREDITS
8 - 14 Community College Credits

CCC COURSE OFFERINGS*
AHS 131 - Medical Terminology
NTR 135 - Human Nutrition
NUR 110 - Nursing Assistant I
NUR 111 - Nursing Assistant Clinicals
AHS 110 - Health Care Ethics & Law

*Courses are subject to availability and the community college scheduling.

PLACEMENT REQUIREMENTS

CERTIFICATION
CCC Nursing Assistant Certificate, CPR for Health Care Providers, and Students will be prepared to take the AZ State Board of Nursing Assistant Certificate

CAREER OPPORTUNITIES (snapshot)
Home Health Aide | Child Care worker | Vocational Nurse | Medical Office
pre-health careers

GENERAL COURSE INFORMATION
The Pre-health Careers program prepares students for a variety of career choices in the health care fields. Students are prepared to apply to the CCC nursing program and/or seek employment in a variety of health professions, or continue their education in health degrees other than nursing. This program is taught in partnership with Coconino Community College.

LOCATION
Flagstaff

LENGTH OF PROGRAM
Four Semesters

SUGGESTED HIGH SCHOOL COURSES
Science, Dual Enrolled English and Mathematics (if available)

GRADE LEVEL REQUIREMENT
Juniors | Seniors

CLASS SCHEDULE
Week day afternoons/evenings, per CCC class schedule

CREDITS
26 Community College Credits

COURSE OFFERINGS*
AHS 131 - Medical Terminology
CHM 130 - Fundamentals of Chemistry NTR
135 - Human Nutrition
BIO 181 - Life of a Cell
BIO 201 - Human Anatomy & Physiology I
AHS 110 - Healthcare Ethics & Law
NUR 110 - Nursing Assistant I
NUR 111 - Nursing Assistant Clinicals

*Courses are subject to availability and the community college scheduling.

PLACEMENT REQUIREMENTS
There are no placement requirements for year 1 of the program.


CERTIFICATION
• CCC Pre-Health Careers Certificate (upon completion of *ENG 101 & MAT 140/142 *course(s) not available through CAVIAT)
• CCC Nursing Assistant Certificate
• CPR for Health Care Providers
• Eligible students will be prepared to take the AZ State Board of Nursing Assistant certificate

CAREER OPPORTUNITIES (snapshot)
Registered Nurse | Paramedic | Phlebotomist | Medical Doctor |

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