

**SOUTH MOUNTAIN  
COMMUNITY COLLEGE**  
[www.southmountaincc.edu](http://www.southmountaincc.edu)



**Welcome to the 2011/2012 South Mountain Community College catalog!**

For South Mountain Community College students, our catalog is a very important resource. It contains everything you need to know about pursuing your education at our college.

And if you are currently considering enrolling, we hope that this information will inspire you to join our college community!

On the following pages, you will find information on the many degrees and certificates we offer, as well as descriptions of all of the courses we provide.

You will also find information on transferring to four-year universities, an academic calendar, college policies, and a complete listing of our faculty and staff.

At South Mountain, we pride ourselves on our service to our students. Our faculty and staff work hard to provide an enriching, rewarding, productive and safe learning environment.

Our Vision Statement sums it up best: **South Mountain Community College educates minds, transforms lives, touches hearts, and builds community.**

Throughout our three decades of service to our community, thousands of students have passed through our doors and gone on to enjoy successful lives and careers. We are proud to have been a part of their journey, just as we are excited to help you on your own.

We look forward to helping you climb higher!

Sincerely,



Dr Shari Olson  
President, South Mountain Community College

## **HOW TO USE THIS CATALOG**

### **How to Use This Catalog**

This is a brief introduction to how the South Mountain Community College Catalog is designed and how to use it. The catalog is published annually and the information contained in this catalog is subject to change, and it is the student's responsibility to be knowledgeable of its contents. The **2011-2012** South Mountain Community College Catalog includes program requirements for new students enrolling in the **Summer I 2011** semester, **Summer II 2011** semester, the **Fall 2011** semester and the **Spring 2012** semester. If you are a new student, or a student who has been readmitted after three or more semesters of inactivity, you may fall under the new catalog requirements outlined on **page 43** (Catalog under Which a Student Graduates). Contact South Mountain's Enrollment Services at **602-243-8123** with any questions.

South Mountain Community College is dedicated to serving you. This catalog contains everything you need to know about South Mountain Community College and our degree options, course descriptions, and numerous college resources available to you.

There are several ways to access information in this catalog:

- For example, the **Table of Contents** on **page 3** provides quick and simple way to find information.
- There is also a detailed, **alphabetical Index** on **page 251**.
- For a listing of all our **certificate and degree programs**, turn to **page 83**.
- We also have sections dedicated to the various areas of South Mountain Community College including **Student Services and Resources** on **page 9**, **Registration Information** on **page 133**, and **Financial Information** on **page 136**.

- Finally, we have a section on **Vocabulary on College Survival - Terms You Should Know** on **page 18** and **Succeeding in College** on **page 17**.

Use this catalog to find out about **certificate and degree requirements**. This information is located on **pages 81-114**. **Course numbers and descriptions** on **pages 173-243** are necessary to ensure proper course selection to satisfy degree requirements. To map out your educational goal with South Mountain Community College, please contact an **academic advisor** at **602-243-8331** or check out the web site at [www.southmountaincc.edu](http://www.southmountaincc.edu).

The catalog is a helpful tool, detailing the many services available and the necessary information needed to make your college experience a rewarding one. You will find information on **Academic Advising** on **page 13**, **Counseling** on **page 13**, **How to Register** on **page 120**, **Tuition** on **page 133**, **Bookstore** on **page 12**, and **Tutoring** on **page 15**. Other areas include South Mountain's **Library** on **page 16**, **Policy and Procedures** on **page 115**, and **College Success/Study Skills** on **page 17**.

The South Mountain Community College Catalog is published once a year. Please be aware that some courses and programs may be modified throughout the year. Students should always consult with an academic advisor to ensure that the most current information is available when making academic decisions.  
[www.southmountaincc.edu](http://www.southmountaincc.edu)

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VISIT US ON THE WEB AT: [www.southmountaincc.edu](http://www.southmountaincc.edu)



## ADMINISTRATION

**Shari L. Olsen, *President***

B.S., M.S., North Dakota State University, Ph. D.,  
University of Northern Dakota

**Janet L. Ortega, *Interim Vice President***

*Administration Services*

A.A., Chandler-Gilbert Community College, B.S.,  
M.B.A., Arizona State University

**Lauren Shellenbarger, *Interim Vice President***

*Student Affairs*

A.A., Phoenix College, B.S.W., M.P.A., Arizona State  
University; Ed.D., Northern Arizona University

**Helen Smith, *Interim Vice President***

*Academic Affairs*

B.A., The College of St. Rose; M.A., Colgate University;  
additional work: Russell Sage College, St. John Fisher  
College, State University of New York at Albany, University  
of Phoenix

**Damita Kaloostian, *Dean of Planning, Research,  
and Development***

B.A., University of Alaska, Fairbanks; M.A., Arizona State  
University

**Cheryl Crutcher, *Associate Dean, Extended Campuses***

B.S.W., M.S.W., Ed.D, Arizona State University

**Christina (Chris) Haines, *Interim Associate Dean***

*Student Enrollment*

B.S., Black Hills State University; M.Ed., Northern Arizona  
University

**Raul Monreal Jr., *Associate Dean, Student Development***

B.A., Arizona State University; M.A., Arizona State University

**Jeanne (Cindy) Odgers, *Associate Dean of Occupational***

*Education and Workforce Development*

B.S., Oklahoma State University, M.S., Arizona State  
University

## MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

### CHANCELLOR – Dr. Rufus Glasper

#### GOVERNING BOARD

**Mr. Randolph S. Elias Lumm, *President***

District 4 • Years of Service 2009-2011, Current Terms Expires: December 31, 2014

**Mr. Doyle Burke, *Secretary***

District 1 • Years of Service 2010 – 2011, Current Term Expires: December 31, 2012

**Dr. Donald R. Campbell, *Member***

District 5 • Years of Service 1983 - 2011, Current Term Expires: December 31, 2012

**Ms. Debra Pearson, *Member***

District 3 • Years of Service 2008-2014, Current Term Expires: December 31, 2014

**Mr. Dana G. Saar, *Member***

District 2 • Years of Service 2011, Current Term Expires: December 31, 2016

# STATEMENTS

## Vision Statement

South Mountain Community College educates minds, transforms lives, touches hearts, and builds community.

## Mission Statement

South Mountain Community College provides quality higher education for our diverse community. We create a caring teaching and learning environment that fosters student development and supports productive citizenship in an increasingly global and technological society.

Our purpose is to meet these needs by offering:

- General Education Courses
- Transfer Programs
- Occupational Education and Career Development
- Continuing Education
- Developmental Studies and English as a Second Language
- Cultural, Civic and Social Events
- Academic Support and Student Services

## Values

We are inspired and guided by our core values:

- Excellence in teaching, learning and services
- Integrity as the foundation for actions
- Inclusiveness of people and ideas
- Collegiality, respect and cooperation
- Creativity, leadership and innovation
- Nurturance of self, others and our community

## Accreditation

South Mountain Community College and the Maricopa Community College District Board reserve the right to change or withdraw, without notice, any of the materials, information, requirements, and regulations stated in this catalog.

South Mountain Community College is a member of the Maricopa County Community College District and is recognized by the Arizona State Community College Board.

South Mountain Community College is accredited by the Higher Learning Commission, North Central Association of Colleges and Schools.

The Higher Learning Commission  
North Central Association of Colleges and Schools  
30 North LaSalle Street, Suite 2400  
Chicago, Illinois 60602-2504  
Telephone (800) 621.7440  
Fax (312) 263.7462  
[www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org)

The Maricopa Community Colleges abide by all state and federal nondiscrimination and equal opportunity requirements.

All inquiries to the college can be made to:

## South Mountain Community College

7050 South 24th Street  
Phoenix, Arizona 85042  
Telephone: (602) 243-8000

## South Mountain Community College Anuncia a su Comunidad

Bienvenidos a su colegio de la comunidad South Mountain, el septimo miembro de los colegios de la comunidad de Maricopa.

El colegio de South Mountain es una institucion educative que le ofrece varios y distintos programas de instruccion al nivel collegial.

El colegio South Mountain esta preparado para proveer una experiencia educative para todos aquellos que lo desean, incluyendo clases de entrenamiento basico para diferentes carreras academicas y vocacionales.

Ya ve, no hay alguna razon porque usted no puede asistir el colegio South Mountain. El unico requisito es tener 18 anos de edad, no se necesita certificado de instruccion previa. Tambien si obtuvo una diploma de preparatoria (high school) o se encuentra en el ultimo ano escolar de la preparatoria, usted sin duda puede aprovechar de nuestro cursos.

La oportunidad existe y esta a su disposicion, solamente le queda inscribirse. Recuerde que disponemos de un personal bilingue dispuesto ayudarle en lo siguiente: ayuda financiera, servicio de admission y inscripcion, consejeros bilingues, guarderia infantile, instruccion privada gratis para alumnus con problemas especiales.

Si tene preguntas visitenos en su moderno colegio que esta ubicado en 7050 S. Calle 24th, Phoenix, AZ 85042 o llame a (602) 243.8000 y denos la oportunidad de ayudarle a planear su futuro.

## SOUTH MOUNTAIN COMMUNITY COLLEGE

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## **SOUTH MOUNTAIN COMMUNITY COLLEGE**

### **WHO TO CONTACT**

<b>Concerns</b>	<b>Phone Number</b>
Academic Advisement and Recruitment .....	602-243-8330
ACE Program .....	602-243-8276
Academic Appeal (Registration and Records) .....	602-243-8123
Adult Basic Education (RIO ABE/GED/ESOL) .....	480-517-8110
Ahwatukee Foothills Center .....	602-243-8393
Assessment Services .....	602-243-8188
Athletics .....	602-343-8236
Bilingual Nursing (BNFP) Program .....	602-243-8260
Blackboard .....	602-243-8048
Bookstore .....	602-243-8159
Business and Information Technology (BIT Division) .....	602-243-8012
Cafeteria .....	602-243-8147
Career Services Center .....	602-243-8383
Catalog (Registration and Records) .....	602-243-8123
College Business Services (Cashier's Office) .....	602-305-5627
College Safety .....	602-243-8100
Communication, Fine Arts, and Social Sciences (CFASS Division) .....	602-243-8382
Complaints & Grievance (Vice President, Student Enrollment Services) .....	602-243-8036
Computer Assistance .....	602-243-8324
Computer Labs (Commons) .....	602-243-8048
Concurrent Credit (Registration and Records) .....	602-243-8123
Counseling, Health and Wellness (CHW Division) .....	602-305-5608
Course Substitutions .....	602-243-8123
Credit by Exam .....	602-243-8123
Counseling Center .....	602-305-5608
Degree Planning (Student Enrollment Services/Advising) .....	602-305-5608
Disability Resources and Services .....	602-243-8027
Drop/Add Classes .....	602-243-8123
Dual Enrollment (Vice President, Student Enrollment Services) .....	602-243-8029
Early Childhood Development Center .....	602-243-8261
Financial Aid .....	602-243-8118
Fitness Center .....	602-243-8241
GED Testing .....	602-243-8188
Grade Change (Academic Appeal) .....	602-243-8123
Graduation .....	602-243-8123
Guadalupe Center ... Main Office .....	602-243-8217
Honors Program .....	602-243-8089
Incomplete Grade .....	602-243-8123
International Education .....	602-243-8123
Job Hunting Skills (Career Services) .....	602-243-8154
Laveen Center .....	602-764-9069
Learning Assistance Center - LAC/Tutoring .....	602-243-8189

*continued*

**SOUTH MOUNTAIN COMMUNITY COLLEGE**

**WHO TO CONTACT (cont.)**

<b>Concerns</b>	<b>Phone Number</b>
Library and Teaching & Learning Center (LTLC Division) .....	602-243-8164
Lost and Found (Department of Public Safety-Security) .....	602-243-8100
Marketing and Public Relations .....	602-243-8284
Mathematics, Science and Engineering (MSE Division).....	602-243-8086
Media Department .....	602-243-8173
Northern Arizona University at SMCC .....	602-776-4647
Name Change (Registration and Records) .....	602-243-8123
Orientation .....	602-243-8102
Parking Tickets (Department of Public Safety-Security) .....	602-243-8100
Performing Arts Center (PAC) .....	602-243-8382
Prior Learning Assessment (Registration and Records).....	602-243-8123
Personal Problems (Career/Counseling Services) .....	602-305-5608
Registration (Registration and Records).....	602-243-8123
Research, Planning and Development .....	602-243-8047
Scholarships (Financial Aid Office) .....	602-243-8118
Service Learning .....	602-243-8176
Sexual Harassment (Vice President, Student Enrollment Services).....	602-243-8036
South Mountain Community Library (SMCL) .....	602-243-8187
Student Governance (Student Life and Leadership) .....	602-243-8065
Student Life and Leadership.....	602-243-8065
Student ID (Student Life and Leadership) .....	602-243-8123
Registration and Records .....	602-243-8123
Study Skills (Student Life and Leadership).....	602-243-8189
Technology Helpdesk .....	602-243-8324
Test Anxiety (Learning Assistance Center) .....	602-243-8181
Testing Information (Student Services Assessment Services) .....	602-243-8188
Transcript Evaluation (Registration and Records).....	602-243-8123
Transcript Request (Registration and Records) .....	602-243-8123
Transferring Courses (Registration and Records).....	602-243-8123
TRIO Programs/STEP/Upward Bound .....	602-305-5676
Tuition and Fees (Registration and Records) .....	602-243-8123
University Transfer and Access ASU .....	602-243-8052
Vehicle Registration (Department of Public Safety-Security) .....	602-243-8100
Tutoring (Learning Assistance Center) .....	602-243-8181
Veterans Services (Registration and Records) .....	602-243-8123
Welcome Center .....	602-243-8000
Withdrawing from College (Registration and Records) .....	602-243-8369

# ***Student Services and Resources***



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## STUDENT SERVICES AND RESOURCES

# 2011-2012 Academic Calendar

### Fall Semester – 2011

Registration - Consult the fall Class Schedule or [www.southmountaincc.edu](http://www.southmountaincc.edu) for registration and drop/add information.

Saturday Classes Begin .....	Saturday .....	August 20
Day/Evening Classes Begin .....	Monday .....	August 22
Observance of Labor Day ( <i>campus closed</i> ) .....	Monday .....	September 5
Last Day to File Application for December 2011 Graduation .....	Friday .....	October 21
Last Day for Student Withdrawal <b>Without</b> Instructor's Signature .....		+ (see below)
Observance of Veterans' Day ( <i>campus closed</i> ) .....	Friday .....	November 11
Thanksgiving Recess ( <i>campus closed</i> ) .....	Thursday-Sunday .....	November 24-27
Last Day for Student Withdrawal <b>With</b> Instructor's Signature .....		++ (see below)
Last Day of Regular Classes .....	Sunday .....	December 11
Final Exams* .....	Monday-Thursday .....	December 12-15
Mid-Year Recess Begins for Students .....	Friday .....	December 16
Fall Semester Ends .....	Friday .....	December 16
Winter Break ( <i>campus closed</i> ) .....		December 25 through January 1

### Spring Semester – 2012

Registration - Consult the fall Class Schedule or [www.southmountaincc.edu](http://www.southmountaincc.edu) for registration and drop/add information.

Saturday Classes Begin .....	Saturday .....	January 14
Observance of M.L. King Birthday ( <i>campus closed</i> ) .....	Monday .....	January 16
Day/Evening Classes Begin .....	Tuesday .....	January 17
Observance of Presidents' Day ( <i>campus closed</i> ) .....	Monday .....	February 20
Last Day to File Application for May 2012 Graduation .....	Friday .....	March 2
Last Day for Student Withdrawal <b>Without</b> Instructor's Signature .....		+ (see below)
Spring Break ( <i>campus closed March 15-16</i> ) .....	Monday-Sunday .....	March 12-16
Last Day for Student Withdrawal <b>With</b> Instructor's Signature .....		++ (see below)
Last Day of Regular Classes .....	Sunday .....	May 6
Final Exams* .....	Monday-Thursday .....	May 7-10
Commencement .....	Friday .....	May 11
Spring Semester Ends .....	Friday .....	May 11

### Summer Session – (Subject to 2012-2013 Catalog)

Registration – Consult the fall Class Schedule or [www.southmountaincc.edu](http://www.southmountaincc.edu) for registration and drop/add information.

ACE 5-wk Program Begins .....	Tuesday, .....	May 29
First 4-week/8-week Sessions Begin .....	Monday .....	June 4
Schedule Adjustments, 4- and 8-week sessions .....	Tuesday-Wednesday .....	June 5-6
First 4-week Session (and ACE) Ends .....	Thursday .....	June 28
Observance of Independence Day ( <i>campus closed</i> ) .....	Wednesday .....	July 4
8-week Session Ends .....	Thursday .....	July 26
Second 4-week Session Begin .....	Monday .....	July 2
Second 4-week Session Ends .....	Thursday .....	July 26

\* Classes meeting on Friday evening only or Saturday only will have final examinations during the last regular class meeting.

+ See your student schedule in [My.Maricopa.edu](http://My.Maricopa.edu) for the Last Day to Withdrawal without an Instructor Signature for each class in which you are enrolled.

++ Refer to the [Important Deadlines for Students](#) to determine the Last Day Student Initiated Withdrawal will be accepted.

## STUDENT SERVICES AND RESOURCES

### Student Services

#### Student Enrollment Services Bldg.

Southmountaincc.edu/student services

South Mountain Community College Student Enrollment Services is focused on a commitment to offer quality and convenience to the students and the community.

#### SMCC's One Stop Enrollment Centers

##### SMCC Main Campus

7050 S. 24th Street (north of Baseline Road)

Phoenix, AZ 85042

602.243.8000

**Hours:** Mon. - Thurs., 8 a.m. to 7 p.m.

Fri., 8 a.m. to 3 p.m.

##### SMCC Ahwatukee Foothills Center

10429 S. 51st Street, Suite 101 (west of Elliot Road & I-10)

Phoenix, AZ 85044

602.243.8393

**Hours:** Mon.-Thurs., 8:30 a.m. to 7:30 p.m.

##### SMCC Guadalupe Center

9233 S. Avenida del Yaqui (Priest Drive, south of Guadalupe Rd.)

Guadalupe, AZ 85283

602.243.8217

**Hours:** Mon.-Tues., 8 a.m. to 10 p.m.

Fri., 8 a.m. to 2 p.m.

##### SMCC Laveen Center

5001 W. Dobbins Rd.

Laveen, AZ 85339

602.243.8075

**Hours:** Mon.-Thurs., 2 to 7 p.m.

### Enrollment Services | 602.243.8123

- Process Student Information Forms
- Determine and process residency for tuition purposes
- Process class registrations and withdrawals
- Maintain official college transcripts
- Evaluate transcripts
- Process transcript requests and enrollment verification
- Evaluate graduation applications for degree and certificate completion
- Issue Student ID

### College Business Services | 602.305.5627

- Process tuition and fee payments
- Process refunds (when appropriate)
- Distribute payroll checks
- Provide check cashing services
- Provide information on student tuition payment plans

Detailed guidelines covering admissions, registration, tuition and fees are included in this catalog beginning on **page 115** in the Policies and Procedures section.

### Online Services

 My.maricopa.edu

- Register for classes
- View/Print class schedule
- Drop/Withdraw from classes
- View charges on student account
- View financial aid status
- Make payments
- View grades/Test Scores
- Request transcripts
- Update contact information
- Establish student tuition payment plan
- Print Enrollment Verification

### Bookstore

#### Student Services | 602.243.8145

Textbooks, supplemental reading material, school supplies, college apparel and miscellaneous items for students are available at the campus bookstore. The bookstore is located in the Student Services Building. Regular hours during the Fall and Spring semesters are Monday through Thursday 8:00 a.m. to 7:00 p.m. and Friday 8:00 a.m. to 2:00 p.m. Store manager can be reached at 602.243.8159.

#### RENTING BOOKS IS A NEW SERVICE at SMCC!

You need to be 18 years of age (or older) and have a valid credit card. You must also have an email address and a driver's license or state ID. Finally, you will need to fill out a rental agreement with the bookstore. You can rent directly from the bookstore or online; which signifies your commitment to return your book by the check-in-date. It's that simple!

Refunds - An original receipt is required for all refunds. Textbooks can be returned for a full refund within seven days of the first day of class and within two days from the date of purchase thereafter. Books purchased the last week of classes or during final exams are not eligible for refunds. Textbooks must be returned in the same condition as purchased.

Buy Back - Students can sell their books to the bookstore at the end of each semester. Your textbook adoption form is required in order for the bookstore to buy books at half the current selling price. Your cooperation in submitting this information in a timely manner is critical and greatly appreciated. Questions, comments, and concerns please call 602.243.8159.

### College Business Services/ Cashier's Office Student Enrollment Services Bldg. | 602.243.8125

The Cashier's Office handles all financial transactions such as tuition and fee payment, refunds; The Cashier's Office handles all financial transactions such as tuition and fee

## STUDENT SERVICES AND RESOURCES

payment, refunds, financial aid checks, payroll, time cards, and petty cash for the college. Any questions regarding tuition & fee payments should be directed to this office. During the Fall and Spring semesters the office will be open Monday through Thursday 8:00 a.m. to 7:00 p.m., Friday, 8:00 a.m. to 4:00 p.m. During the Summer Semester office hours will be Monday through Thursday 7:30 a.m. to 7:00 p.m. For further information please call 602.243.8125 or visit [http://students.southmountaincc.edu/Resources/Cashiers Office/](http://students.southmountaincc.edu/Resources/Cashiers%20Office/)

### Career/Counseling Services Student Services | 602.243.8383

Counselors are available to assist students with personal, educational, and vocational concerns.

Services provided by the counseling faculty include:

- Personal-Social Counseling: To help examine concerns which interfere with your personal development and growth or relationships with others.
- Referral: To provide resource information and referral to outside agencies for ongoing assistance with personal and emotional concerns.
- Crisis Counseling

All Counseling Services are available to current students. Career and Educational Counseling services are also available to prospective and past students on a limited basis only. Stop by or call 602.305.5608 for an appointment. Counselors are located in the Student Services Building next to the Learning Assistance Center.

### NEED HELP WITH YOUR CAREER DECISIONS?

South Mountain Community College's Career Services are designed with you, the learner, in mind. Whether you are exploring your career option for the first time, thinking of a career change or need to learn job search skills, our services can help you reach your personal and professional goals.

- Career Guidance: Career decision making, assessment of interests, needs, personality traits, values
- Career Information: Description of careers, market outlook, educational requirements.
- Job Hunting Skills: Applications, resumes, interviewing, strategies for networking.
- Academic Success: Time management, study skills, management of test anxiety.
- Personal Counseling: Stress management, motivation, goal setting, or any other concern interfering with academic work. Information on community services and agencies.

For more information, call 602.243.8154 or visit: [http://students.southmountaincc.edu/StudentDevelopment/Career Services/](http://students.southmountaincc.edu/StudentDevelopment/Career%20Services/)

### Academic Advisement & Recruitment

The Advisement and Recruitment Center guides students in planning and achieving their educational, career and life goals.

Meet with an academic advisor for assistance with:

- Planning your educational goal(s)
- Interpretation of placement scores and course selection
- Unofficial transcript evaluation
- Scheduling classes & registration
- Planning for graduation
- Choosing courses for transfer to another institution
- Locating & exploring educational web resources
- Exploring programs/majors

For an appointment or counseling, call any one of the following or send us an e-mail.

Michael Burtch

[michael.burtch@smcmail.maricopa.edu](mailto:michael.burtch@smcmail.maricopa.edu)

Christopher Erran (Recruitment)

[christopher.erran@smcmail.maricopa.edu](mailto:christopher.erran@smcmail.maricopa.edu)

Erica Hallum

[erica.hallum@smcmail.maricopa.edu](mailto:erica.hallum@smcmail.maricopa.edu)

Lynette Jim

[lynette.jim@smcmail.maricopa.edu](mailto:lynette.jim@smcmail.maricopa.edu)

Christine Neill (Coordinator)

[christine.neill@smcmail.maricopa.edu](mailto:christine.neill@smcmail.maricopa.edu)

Laura Smith (STEP program)

[laura.smith@smcmail.maricopa.edu](mailto:laura.smith@smcmail.maricopa.edu)

Deborah Spadafore

[deborah.spadafore@smcmail.maricopa.edu](mailto:deborah.spadafore@smcmail.maricopa.edu)

Arnold Torres (Recruitment)

[arnold.paul.torres@smcmail.maricopa.edu](mailto:arnold.paul.torres@smcmail.maricopa.edu)

Angeliina Valencia (Guadalupe Center)

[angelina.valencia@smcmail.maricopa.edu](mailto:angelina.valencia@smcmail.maricopa.edu)

Renee Young

[renee.young@smcmail.maricopa.edu](mailto:renee.young@smcmail.maricopa.edu)

### SMCC Disability Resources & Services | 602.243.8027

The Disability Resources & Services (DRS) office representatives coordinate the provision of reasonable accommodation for qualified students with disabilities. All accommodations are provided on a case by case basis. Any student requesting accommodation must begin the process by informing the institution of any accommodation needed within a reasonable time frame, making an appointment with the DRS representative to review his/her needs, providing appropriate documentation of his/her disability, completing required paperwork, and meeting with all course instructors to review or discuss his/her accommodations.

Guidelines for documentation for any requested accommodations are available through the DRS office or by visiting the Maricopa County Community College website at: [www.maricopa.edu/publicstewardship/governance/adminregs/students/2\\_8.php](http://www.maricopa.edu/publicstewardship/governance/adminregs/students/2_8.php)

Reasonable accommodation is the provision of an auxiliary aid, device, or modification to the course or program that will allow access to the educational program, material, activity or degree. Contact DRS office to obtain a copy of available

## STUDENT SERVICES AND RESOURCES

### Types of Financial Aid

The eligibility requirements listed on this page are general in nature and not intended to be comprehensive. The requirements for individual types of aid do vary and students should contact the Financial Aid Office for details. Students are advised to keep current regarding any federal changes which may affect their eligibility for financial assistance.

Type of Aid	Name of Program	Eligibility Requirements	Amount of* Assistance	Priority Date to Apply & where to Obtain Forms	
<b>Grants &amp; Scholarships</b>	<b>Federal</b>	Federal Pell Grant Program	Undergraduates, have not earned bachelors/first professional degree. Demonstrate need as determined by the FAFSA process. U.S. citizen, permanent resident or other eligible status. Students must be enrolled in an approved degree or certificate program. Apply through <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a> .	Dependent on need as determined by FAFSA process. Ranges: minimum \$200; maximum \$5,550.	April 1 preferred, FAFSA available from SMCC Financial Aid Office, or at any high school, or at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>
	<b>Grant</b>	Federal Supplemental Educational Opportunity (FSEOG)	Financial need as determined by SMCC Financial Aid Office through the FAFSA. Students must be enrolled in an approved degree or certificate program.	Minimum \$600 Maximum \$1,800	April 1 preferred, FAFSA available from SMCC Financial Aid Office, or at any high school, or at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>
	<b>State</b>	Arizona State Incentive Grant (LEAP)	Resident of Arizona financial need as determined by SMCC Financial Aid Office through the Federal FAFSA process. Student must enroll into a degree or certificate program of study. U.S. citizen or permanent resident, or other eligible status.	Minimum \$600 Maximum \$1,200	April 1 preferred, FAFSA available from SMCC Financial Aid Office, or at any high school, or at <a href="http://www.fafsa.ed.gov">www.fafsa.ed.gov</a>
		Bureau of Indian Affairs Tribal Scholarships	Student must be 1/4 Native American. Must complete tribal application. Requires financial need as determined by SMCC Financial Aid Office through federal FAFSA form.	Aid may be up to 100% of actual school expenses.	April 1, priority. Obtain BIA application at your tribal agency. SMCC will request BIA funding upon receipt of aid application.
	<b>Institutional</b>	Academic Scholarships	Based on academic achievement. Must enroll for 6 or more units. Financial need may be required. Must have a cumulative GPA of 2.5 or better.	\$100 to \$1,790 per semester.	April 1, priority. Check with your high school counselor or the SMCC Financial Aid Office website: <a href="http://enroll.southmountaincc.edu">enroll.southmountaincc.edu</a>
		Private Scholarships	Most scholarships awarded on a combination financial need and academic achievement. Financial need determined by SMCC Financial Aid Office.	No minimum No maximum	Check with your high school counselor or the SMCC Financial Aid Office website: (see above)
<b>Loans</b>	<b>Institutional &amp; Federal Loans</b>	Long Term	Direct Lending Loan program.	Up to \$10,500 dependent on academic Level.	Check with Financial Aid Office
<b>Employment</b>	<b>Federal</b>	Federal Work Study Program (FWS)	Financial need is determined by SMCC Financial Aid Office through the FAFSA. Hours range from 10-20 hrs per week. \$7.50-\$10 per hour.  U.S. Citizen, permanent resident or other eligible status.	Amount varies, but student could earn \$1,000 - \$4,000 per year.	Must apply using FAFSA. Check with Career Services for available jobs.
	<b>Institutional</b>	Budget/Institutional Employment	Financial need not necessarily a prerequisite. Job placement based on institutional need and student's skills and qualifications. Full-time students are preferred.	Amount varies, but student could earn \$1,000 - \$4,000 per academic year.	Application forms available from Career Services.
<b>Other</b>	<b>Federal</b>	Veterans/GI Bill	Veterans of military service with a minimum required time served of 181 days on active duty and proper discharge status.	Varies according to marital status, number of dependents and hours enrolled.	Visit Veterans Services located in Records & Registration.
		Tuition Deferments	Financial aid application has been submitted to SMCC and verification of all data required is near completion.	In-state tuition.	July 15 - Fall December 1 - Spring May 13 - Summer

**\*MAXIMUM AWARDS (2011-2012)**

## STUDENT SERVICES AND RESOURCES

resources and services, a minimum timeline for notification, and/or for more information. You may also visit the DRS website at: <http://students.southmountaincc.edu/studentdevelopment/disabilityresources>

The Disability Resources & Services office is located in the Student Enrollment Services (SES) Building, Room 130. If you have any questions, contact Catherine Pettet at 602.243.8027, fax 602.243.8226, or via e-mail at [catherine.pettet@smcmail.mariocpa.edu](mailto:catherine.pettet@smcmail.mariocpa.edu)

### Early Childhood Development Center (Child Care)

Day time daycare services are available for SMCC students and employees who are between the ages of 3 and 7 on a first come, first-served basis. Hours are 7:30 am - 5:00 pm, Monday through Friday. Contact the center at 602.243.8260.

### Financial Aid Office

#### General Information

The Financial Aid Office at South Mountain Community College administers and coordinates aid funds from federal, state, institutional and private sources. (See chart, **page 14**).

Awards are made on the basis of financial need. Need is the difference between the cost of attending SMCC and the resources an applicant has available. Those resources include, but are not limited to, the following: expected parental contribution, student contribution (through savings and employment), social security, veterans' and other benefits available to the student.

In order to assess need, all applicants must submit financial information concerning themselves and their parents. The information is submitted by a free application form (FAFSA). Students are encouraged to file this application through [www.fafsa.edu.gov](http://www.fafsa.edu.gov). The Financial Aid Office uses this information in determining need and eligibility after verifying the information in the Financial Aid Office.

In assessing an applicant's need, all available resources are subtracted from the budget. For example:

Academic Year Budget (commuter)	\$16,928
Parent's Contribution	\$ 3,000
Student's Contribution	\$ 1,000
Financial Aid Eligibility (need)	\$12,928

#### How Much Does It Cost To Attend SMCC Full Time?

The direct cost of attendance annually is approximately \$1,854 for tuition for full-time students and \$1,200 for books. The total cost for the 2011 - 2012 academic year may vary from \$12,018 to \$19,898, depending on residency and tuition status, books, and supplies, room and board, travel and personal expenses.

#### Priority Deadline

The process of applying for financial aid requires time and attention. The priority filing date for SMCC financial and applicants is April 1. The earlier a student applies for aid, the better his/her options are for obtaining funding. Students are encouraged to complete their process by July 15.

#### Financial Aid Student Responsibilities

Prior to receiving any source of financial aid, the student is required to: (1) Successfully complete academic assessment testing if non-high school graduate; (2) Enroll for those classes that apply to a specific program of study leading to a degree or certificate; (3) Have an student services specialist approve a specific major course of study (degree objective); (4) Maintain satisfactory progress each semester; (5) Notify the Financial Aid Office and Business Services Office of withdrawal from school; (7) Repay any debts as stated on any promissory note signed by the student; and (8) Meet other requests and requirements established by the Financial Aid Office not expressed here.

Satisfactory Academic Progress (**see page 136**).

#### Payment of Award

The Business Services Office is responsible for processing and distributing all funds. Students who have met the application priority date of April 1 should expect to have their award credited to cover school expenses by the start of the regular fall term. Students having awards completed by the 1st of December should have their awards processed by the start of the regular spring semester registration. Students not meeting the dates stated above may be considered late and they may have to pay their tuition prior to receiving their award.

*NOTE: The amount of cash the student is to receive is determined after the financial obligations to South Mountain Community College are deducted.*

For more information about the application process, student's rights and responsibilities, enrollment requirements, verification and academic progress policies, disabled student assistance, refund policies, and summaries of various state, federal, and local aid programs, contact the Financial Aid Office located in the Student Enrollment Services Building. Telephone: 602.243.8300.

### Learning Assistance Center/Tutoring (LAC) Student Enrollment Services | 602.243.8181

LAC help students by providing free study skills assistance, tutoring, tutorial software and videos, study guides, study rooms and a cyber café. Tutoring is free only for registered SMCC and BNFP students. The LAC tutoring program is a peer-tutoring program. Student tutors must be taking six credit hours at SMCC, have an A or B in the class they want

## STUDENT SERVICES AND RESOURCES

to tutor, have a faculty recommendation, and required to complete ten hours of training.

Additionally, several RPS tutors, graduates of college or advanced students attending ASU participate in the tutoring program. The Learning Assistance Center Techs and Director also tutor and provide assistance in their own specialty areas. If you know or have a good candidate for tutoring please contact or refer them to Julie Wechsler, 602.243.8181.

Instructors are welcome to use the LAC to work with their students. A computer, phone and simple office supplies are available for faculty use.

Location: Student Services Building, SS 100  
Hours: Fall/Spring Semesters:  
8:00 a.m. - 7:00 p.m., Monday - Thursday  
8:00 a.m. - 2:00 p.m., Friday  
9:00 a.m. - 2:00 p.m., Saturday  
Summer:  
8:00 a.m. - 6:30 p.m., Monday - Thursday;  
Closed on Friday  
Phone: 602.243.8189

### South Mountain Community Library | 602.243.8187

The South Mountain Community Library (SMCL) is an integrated library composed of the academic library for South Mountain Community College (SMCC) and a branch of the Phoenix Public Library.

The purpose of the SMCL (<http://smclibrary.org/>) is to provide instructional, informational and recreational resources and programming to meet the needs, interests, cultures and languages of our community. We assist students and others with their research through classroom and one-on-one instruction. In addition, students have access to supplementary classroom materials through the Reserve Collection, housed at the second floor service counter. All users must have either a current SMCC ID Card or a valid Phoenix Public Library Card to check out materials, including reserve items in the library.

The librarians, through consultation with faculty, provide library research and information literacy instruction to classes. Information literacy instruction may be scheduled by calling 602.243.8194 or submitting an online request. The Library will be open Monday through Thursday 7:30 a.m. to 9:00 p.m., Friday and Saturday 7:30 a.m. to 5:00 p.m. and Sunday 1:00 p.m. - 5:00 p.m.

Please note that the parking lot immediately east of the SMCL and entered from 24th Street is reserved for public library patrons only. Students may park in any of the other parking lots at the College.

### Veterans Services | 602.243.8369

The mission of the Veterans Services Department at South Mountain Community College is to act as a liaison between the veteran student and the Department of Veterans Affairs, for the purposes of certifying veteran educational benefits.

This office serves as the primary contact in assisting veterans with completing the necessary paperwork to insure proper VA educational entitlements. Students are provided:

- Registration Assistance
- Educational Benefits Information
- Academic Advisement

South Mountain Community College Veterans Services will also make referrals and guide the student to other campus resources including tutoring, personal and career counseling, disability services and financial aid.

Location: Student Enrollment Services Building  
(A & R Office)  
Hours: Fall/Spring Semesters:  
8:00 a.m. - 7:00 p.m., Monday - Thursday  
8:00 a.m. - 3:00 p.m., Friday  
Summer:  
8:00 a.m. - 6:00 p.m., Monday - Thursday;  
Closed on Friday  
Phone: 602.243.8369

### Public Safety | 602.243.8100

South Mountain Community College enjoys excellent relations with its neighbors and maintains a highly visible Public Safety Department. The Public Safety team at SMCC is committed to providing a professional service for the students, staff and guests who attend, work, or visit our teaching and learning community.

We strive to ensure that our campus environment is safe, accessible, cheerful, and conducive to academic achievement. Compared to other colleges and universities in Maricopa County, South Mountain Community College has the fewest reported crimes.

The Public Safety staff consists of a diverse group of AZPOST certified police officers, non-certified public safety officers, lead patrol aides, student patrol aides, and other office-support personnel. The department also maintains a cooperative working relationship with the Phoenix Police Department and will request assistance as needed. Public safety services are provided at the SMCC Main Campus. The college also offers classes at rented and shared facilities in Guadalupe, Ahwatukee and Laveen.

To decrease the chances of crimes occurring within the campus community, everyone's cooperation and vigilance is needed. All members of the campus community are encouraged to immediately report all suspected crimes, unusual or suspicious activities, and emergencies to Public Safety.

## STUDENT SERVICES AND RESOURCES

General information about campus safety may be obtained from the SMCC Public Safety Office or online at <http://public.safety.southmountaincc.edu>.

Statistics available on the SMCC Public Safety website are gathered in accordance with guidelines established under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. 1092(f)). The crime definitions outlined in the Federal Bureau of Investigation's National Incident Based Reporting System, as modified by the Hate Crime Statistics Act, are utilized in compiling the numbers.

Location: Student Union Building  
Hours of Operation: 24/7  
Office Hrs: 6:00 a.m. - 10:00 p.m., Monday - Friday  
8:00 a.m. - 3:00 p.m., Saturday  
Phone: 602.243.8100  
Email: [safety@smccmail.maricopa.edu](mailto:safety@smccmail.maricopa.edu)  
Contact: Craig Emanuel, Director of Public Safety

### South Mountain Community Writing Center | 602.305.5871

One excellent resource for writing assistance is South Mountain Community College is the new Writing Center. The center offers FREE help with many aspects of writing from brainstorming a topic to Modern Language Association (MLA) documentation. No appointment is necessary, and for distance learners, online writing tutoring is now available.

Location: Student Enrollment Services Building, SS 103  
Hours: Fall/Spring Semesters:  
8:00 a.m. - 7:00 p.m., Monday - Thursday  
8:00 a.m. - 2:00 p.m., Friday  
Summer Hours:  
8:00 a.m. - 2:00 p.m., Monday & Wednesday  
10:30 a.m. - 2:00 p.m., 3:30 p.m. - 6:30 p.m.,  
Tuesday & Thursday  
Closed on Friday

Phone: 602.305.5871  
Email: [writing.center@smccmail.maricopa.edu](mailto:writing.center@smccmail.maricopa.edu)  
For more information, visit <http://students.southmountaincc.edu/Support/WritingCenter/>

### SUCCEEDING IN COLLEGE

Your success in college requires high motivation and effort, strong study skills, effective time management, and good test-taking strategies. You will generally find that students are more motivated; teachers are more demanding; and students are expected to be independent. Further, if you are living away from home for the first time, you will have many new experiences. Here are some ideas that will help you succeed in college:

#### Have Clear Goals

College success requires commitment and a lot of hard work.

You must be very certain about the importance of a college education.

- Be clear about why you are going to college.
- Establish specific goals you wish to accomplish.
- Know what it will take to reach these goals.
- Be certain your goals are consistent with your interests and abilities.
- Be flexible - change your goals if needed based on your experience as you progress through college.

#### Get Financial Aid if Needed

College is expensive. Even if you attend a public college or university and live at home, you still must pay for tuition, fees, and books. There are many sources of financial aid that can help you meet the high costs of college. Become aware of and pursue these sources.

- Consider all possible sources of financial aid in addition to your college's financial aid office.
- Meet all deadlines for submitting applications and documentation.
- Respond quickly and completely to all requests for additional information.
- Be persistent in following up your application.
- If you do receive financial aid, meet all requirements to keep and continue your aid.

#### Manage Your Money

There are many ways to spend money in the college setting for other than education purposes. Take steps to ensure that you do not waste the money set aside for your college education.

- Set a budget and keep to it.
- Be careful about your use of credit cards. Don't overspend. Pay balances promptly to avoid high interest costs.
- Open a checking account and carefully monitor your balance.
- Keep your cell phone under control. Those minutes and fees can really add up.

#### Stay Physically and Emotionally Healthy

You will need to be at your best to succeed in college. This means taking care of your body and maintaining a good frame of mind.

- Get enough sleep.
- Don't rely on coffee and drinks that contain high doses of caffeine to provide you with energy. Foods such as pasta, peanut butter, non-sugar cereals, and fresh fruit are healthy alternatives to provide the energy you need.
- Avoid junk foods. Fast food is convenient but usually not good for you.
- Use the services of the counseling office. The professionals there can help you overcome feelings of loneliness, depression, and anxiety.

## STUDENT SERVICES AND RESOURCES

### Work With Your Advisor

As a student you may select a faculty or program advisor to help you with both academic and career issues. It is up to you to get the most out of this guidance.

- Know your advisor's office location, schedule of office hours, and contact information.
- Schedule an appointment with your advisor at any time you have problems that affect your academic performance.
- Consider your advisor's ideas when selecting your major or at any time you are considering changing your major or career goals.
- Have specific questions in mind whenever meeting with your advisor.

### Make Good Use of the Library

You are going to spend a lot of your time in college at the library. Take full advantage of this major resource.

- Get to know the resources of the library as soon as you get to college.
- Learn to use its computer resource.
- Check out its quiet study areas.

### Get Involved in Campus Life

There is a lot more to college than just classes. A college campus is an exciting, dynamic environment that can provide you with many opportunities for enhancing your college experience.

- Join a student organization that is consistent with your interests. You will find many organizations from which to choose.
- Join a club in your major. This cannot only help you in your studies but can provide contacts that may be very useful in your future career.
- Join an athletic team. This is a great way to keep yourself in good physical shape and make new friends.
- Attend social events. Your college experience should not be all work and no play.

## VOCABULARY FOR COLLEGE SURVIVAL:

*Terms You Should Know*

**Academic Advisor** - See: Student Services Specialist

**Add/Drop Period** - A period of time before classes begin when schedule changes are made.

**Adjunct Faculty** - Part-time certified instructors.

**Admission** - Acceptance into a college after the student has filed a completed Student Information Form with the Admissions and Records Office and has been admitted according to admission criteria. Students who have been admitted are eligible to register for courses.

**Advisor** - A counselor, faculty, or other designated staff member who has received training to provide students with

academic information that will direct them to the appropriate classes to achieve their goals and enhance their success.

**AGEC** - A 35-semester credit general education program of study that fulfills lower-division general education requirements for students planning to transfer to any Arizona public community college or university and transfers as a block without loss of credits.

**Assessment** - Also known as placement or Assessment of skills for Successful Entry and Transfer (ASSET) testing. Assessment is a way of evaluating student's present skills in English, reading and math so students may choose courses that match their skills. Assessment is based on scores on the ASSET course placement tests. Scores are used as a guide for proper course placement, which leads to greater success.

**Associate Degree** - A degree awarded for the completion of a minimum of 64 credits selected to meet specific requirements. Degrees designed for transfer to a university include Associate in Arts (AA), Associate in Science (AS), and Associate in Business (ABus). The Associate in General Studies (AGS) allows more flexibility in course selection, and the Associate in Applied Sciences (AAS) emphasizes a particular occupational field.

**Associate in Transfer Partnership (ATP)** - The Maricopa County Community College District Associate in Transfer Partnership (ATP) degree is designed to meet the needs of the Maricopa Community College students transferring to public and private colleges and universities. This degree is developed specifically for students who have an identified major and have selected the baccalaureate degree-granting institution to which they intend to transfer.

**Attachment** - A file that is included with an e-mail message. Oftentimes, the file must be saved to the desktop before it can be opened.

**Audit** - An option for class registration in which the student pays to attend class but does not want to receive credit. Students sometimes choose to audit courses in which they do not wish to complete assignments.

**Bachelor's Degree** - A degree awarded by a four-year college. The B.A., B.S., or B.A.S. requires approximately 120 credits.

**Blackboard** - A course management system designed to support teaching and learning in an educational setting; often referred to as a virtual learning environment. Blackboard works over the Internet and provides a variety of tools that a student and instructor use to communicate with each other such as uploading of course content, return of student's assignments, peer and group interaction, collecting and organizing student grade, questionnaires, etc. Blackboard is used to supplement the face-2-face classroom environment, commonly known as Blended Learning.

## STUDENT SERVICES AND RESOURCES

**Blended Learning** - Blended learning is often referred to as Hybrid learning and typically is the combination of multiple approaches to learning. An example of blended learning would be to give a well-structured introductory lesson face-to-face in the classroom, and then provide follow-up materials online, often times provided through Blackboard (a course management system).

**Blog** - A user-generated website where entries are made in journal style. A blog provides interactive commentary on a particular subject.

**Campus** - The College a course is being offered at (SMC).

**Catalog** - The annual publication which explains college policies, procedures, and programs, including course descriptions. Catalog is available on a CD or in Acrobat (pdf) files on SMCC website

**Catalog Year** - A policy that allows students who maintain continuous enrollment to follow the program requirements of the catalog year in which they began.

**Certificate of Completion (CCL)** - A certificate awarded for the completion of a specified career program.

**Class Notes** - Notes unique to the class attached to in SIS that give specific instruction to the student.

**Class Number** - The five-digit number following the subject code and course number of a class (i.e., PSY101 55673). (formerly referred to as section number of a class ID).

**Class Section** - The numerical order of several classes within the same subject area (4 digits long).

**Class Status** - Active (open for enrollment), Cancelled Section (class placed in cancelled status due to low enrollment), Stop Further Enrollment (class placed in this status to prevent any further enrollment), and Tentative Section (temporarily closed status until enrollment determined; usually a class set up for our ACE or Charter School students).

**College Orientation** - A session during which new students are introduced to academic programs, facilities, and services provided by a college. See NSO.

**College Work/Study** - A form of financial aid based on need, which provides the student with paid employment while in school.

**Commencement** - Also known as graduation. A ceremony during which colleges award certificates of completion and degrees to graduating students.

**Continuous Enrollment** - The process of registering for and completing courses during consecutive semesters, which may include summer sessions. Determines catalog year for graduation.

**Contact Time** - The number of 50-minute periods per week that a course should be offered during a standard 16-week semester

**Content Outline** - An outline reflects the content that will be covered by a course.

**Co-requisite** - Requirement(s) which must be met concurrently with a course.

**Counselor** - A faculty member available to help you with personal, career, or school-related questions.

**Course** - A specific subject studied within a limited period of time, such as a semester, and taught by a faculty member. Also called course offering or class.

**Course Career** - When a course is offered as Credit or Non Credit.

**Course Competencies** - Statements which describe skills and/or knowledge students are expected to acquire as a result of completing the course successfully. Includes an Outline Reference (Roman Numerals) which identifies a relationship between a major outline point and a Competency.

**Course Component** - When a class is offered as a lecture (LEC), a lab (LAB), or a combination of the two; Lecture/Lab (L/L).

**Course Description** - The brief, official statement of the content and prerequisites and/or co-requisites of each course included in the catalog.

**Course Fee** - A charge for services, supplies, and/or materials for a course, in addition to tuition and registration fees for the course.

**Course ID** - A number identifying a course and linked to the Course Bank (repository of all MCCD courses created)

**Course Notes** - Contains critical course information such as credit/no credit option and course repeat statements.  
**Course Number** - Number that is assigned to a course that provides information about course level and sequence. Numbers range from 001-299. Numbers below 100 are not transferable to Universities and do not apply toward MCCD degrees or certificates (i.e., ENG101 First Year Composition).

**Credits** - Credit hour is the term used to indicate the value of an academic credit. Credit hours are awarded for the successful completion of a course. In PeopleSoft (Student Information System), the term credit is titled: Units.

**Course Prefix** - A three-letter code that identifies a specific course and indicates its level and sequence (i.e., ENG in ENG101 indicating a course in First Year Composition).

## STUDENT SERVICES AND RESOURCES

**Course Title** - The name of a specific course that indicates subject and content (e.g., First Year Composition, title for ENG101).

**Credit Hour** - The numerical unit of college credits earned for the satisfactory completion of a specific course. Also referred to as semester hours or units (i.e., 3 credit hours).

**Cross-referenced Courses** - Two or more disciplines connected to the course. All course elements are identical except for the prefix. Some variation may occur at number level if a number is not available for use.

**Curriculum** - A series of courses which meet a particular academic or vocational goal. Also called a program of study.

**Division** - A group of faculty who teach classes in related subjects, such as English, Critical Reading, and Journalism in the Language Arts Division.

**Drop/Add Period** - The period during which you can make changes in your schedule without penalty. The drop/add period varies with the length of the class.

**Electives** - Courses a student can select in order to complete a program of study, sometimes with restrictions.

**e-Learning** - Electronic learning is designed in such a way that the student really, if ever, attends face-to-face classroom setting and most times no in-person interaction may take place. Instruction delivered using e-Learning involves using interchangeably a wide variety of technologies, mainly Internet or computer-based instruction.

**E-mail** - Electronic mail, a means of sending written messages electronically. Students are automatically assigned a gmail account once registered as a student of SMCC. You will receive student e-mail regarding class enrollment, financial aid, tuition due dates, changes to your class meeting pattern, etc.! Most official college communications will come to you through this account. If you have any problems with your email account or need support, go to: [www.google.com/support](http://www.google.com/support).

**Enrollment Status** - Active, Cancelled, Closed, etc.

**Extracurricular Activities** - Also known as co-curricular. Activities, clubs, or organizations students may participate in above and beyond their academic courses.

**Faculty** - Instructors

**Final Exams** - Tests or exercises given at the end of a term that are often comprehensive; that is, they may include all material covered during the semester. The schedule of final exam dates and times for both the fall and spring term is included in the Schedule of Classes.

**Fiscal Office** - Also known as the Cashier's or Business Office. Students may pay tuition and fees, course fees, and other encumbrances owed the college at the Fiscal Office.

**Full Course Descriptions** - Information which communicates the content of a course.

**Grade Point** - The numerical value of a grade multiplied by the credit hours for a course (A = 4 points; B = 3 points; C = 2 points; D = 1 point). If, for example, a student earns an A in English 101 (3 credit hours), then the student earns 12 points; A = 4 points X 3 (credit hours) = 12 points.

**Grade Point Average** The average obtained by dividing the total number of grade points earned by the total number of credits attempted.

**Grading Basis** - GRD or P/Z

**Grant** - Student financial aid based on need. Grants do not have to be repaid.

**Helpdesk** - A college service that assists students when they are having technical/computer related problems while enrolled in an Internet course.

**Hybrid Class** - Delivery of instruction using a combination of multiple approaches to learning that may involve web-based resources, computer-based training, collaborative activities, moderate discussion, or other as appropriate for the specific course. Content delivery and participation in a hybrid course may range from 25% up to 100% outside of the traditional classroom/lab environment. In most cases, a student will need to attend an orientation the first week of classes in the Technology Center. See also: Blended Learning and e-Learning.

**Instruction Mode** - Hybrid, Internet, In Person

**Internet Class** - Classes on the World Wide Web.

**Load** - Also called academic load. The total number of credit hours taken in a term. Twelve credit hours is considered a full-time load.

**Location of Class** - The physical location that a class will be held at. Often times, a class is offered through a college but is held at a separate site from the main campus (i.e., offered by SMCC; held at the Guadalupe Center, Ahwatukee Foothills Center or at a location in Laveen).

**Lower Division** - First and second year college courses referred to as freshman and sophomore-level (100 and 200) courses offered by a college. Community colleges offer ONLY lower division courses. Four-year institutions offer lower division courses and upper division courses, which are junior-level and senior-level (300 and 400) courses.

## STUDENT SERVICES AND RESOURCES

**Major** - An area of concentrated study often for a specific degree or occupation, such as English, nursing, or engineering.

**MCCD OR MCCCC** - Maricopa County Community College District

**MEID** - Maricopa Enterprise ID used to log on to My.maricopa.edu to access the Student Center (see Student Center).

 - The official log in where students can access the Student Center to perform a variety of functions (i.e., enroll in classes, pay for classes, request transcript, print schedule, etc.)

**Netiquette** - Rules of conduct that defines polite behavior in an email and on the Internet.

**New Student Orientation (NSO) | 602.243.8330** - New Student Orientation is designed to provide you with the resources you'll need to maximize your potential and to successfully manage your college experience. This is a great opportunity to meet new friends, interact with faculty and take a campus tour. For more information, contact the Advisement Department.

**Official Absence** - Absence from class approved by the Dean of Student Services for students who are participants in an official college activity. Students must present approved absence documentation to their instructors before the official absence and make arrangements to complete the work they will miss.

**Online** - One of the delivery options of a class. You would complete a course by connecting to the Internet and submitting class assignments through Blackboard. Online can also be used to describe services that are available to you through the Internet.

**Pass/Fail** - An option for class registration in which students choose to receive a grade of Pass or Fail in lieu of a letter grade (A, B, C, D, F). Students can earn credits towards graduation by passing these courses but the grades will not count in their GPAs. It is best to check with an advisor to make sure that Pass/Fail grades will transfer to another college or university.

**Password** - A secret word you use to gain access to a computer system. Some times there are restrictions on the types of characters you can use (i.e., letters, numbers, or incidentals) as well as a maximum number of them. Periodically you will be alerted by a system generated memo to renew your password by a scheduled date in order to continue assessing the system.

**Periods** - Time spent in class and/or lab each week. One period is equivalent to 50 minutes per week for a one-credit course that meets during a 16-week semester. Sometimes referred to as "seat time".

**Placement Test** - See Assessment.

**Prerequisite** - Specified conditions, requirements, or classes that must be completed before enrolling in a class. For example, ENG102 has a prerequisite of ENG101.

**Probation** - A warning that a student is not in good academic standing. May be accompanied by restricted credit hour enrollment.

**Quick Admit** - Admitting an individual for a specific term.

**Quick Enroll** - Registering a Student.

**Registration** - Actual enrollment of a student into specific courses after the student has been admitted to the college and has received academic advisement.

**Required Course** - A course that a student must complete to meet certain goals or to complete a certificate or degree program.

**Requisites (Pre/Co requisites)** - Prerequisites define requirements which must be completed prior to enrollment in a course. Co requisites define requirements that must be met concurrently with a course.

**Residential Faculty** - Full-time certified, board approved instructors.

**Restricted Electives** - A listing of selected courses students can choose from to complete a certificate or degree program.

**Schedule of Classes** - A college publication that lists all courses offered during a semester, including dates and times of class meetings, names of instructors, buildings and rooms, credit hours, and other important registration information.

**Scholarships** - Student financial aid based on academic achievement, need, or a combination of factors. Scholarships do not have to be repaid. Student must apply for them through the Financial Aid Office.

**Scholastic Suspension** - Not being allowed to enroll in the college for one semester. This is caused by not maintaining the minimum required GPA for two consecutive semesters.

**Section Number** - See Class Number

**Semester** - Traditionally half an academic year; 16 weeks in length. Fall semester begins in August and spring semester begins in January. Also referred to as "term".

## STUDENT SERVICES AND RESOURCES

**Service Learning** - Combines community service with classroom instruction, focusing on critical thinking, value clarification and social responsibility. The key components of Service Learning are linkage to course competencies or objectives, a relevant experience and a meaningful contribution to the community.

**SIS** - Student Information System (PeopleSoft) is the software each of the colleges in the Maricopa Community College District (MCCD) uses to perform numerous functions related to assist students to register for classes.

**SMCC** - South Mountain Community College (some times referred to as SM or SMC); board approved to become an established college within MCCD in 1978. Groundbreaking to begin construction was in 1979.

**Social Security Number/National ID** - A nine-digit number assigned to an individual from the Social Security Administration once an application has been submitted. This number is used by SMCC to identify your records. If you chose not to use your Social Security Number; Confirmation ID's can be obtained at Admissions and Records.

**Student Self Service** - On-Line Registration

**Student Center** - Internet access to the Student Center (My.Maricopa.edu) allows you to search for classes, register for classes, view class schedule, drop/withdraw from a class, view financial aid, view changes to account, view grades, register for classes at another Maricopa Community College, request official transcripts and update contact and address information.

**Student Services Specialist** - A resource person who is able to provide resources to assist a student to plan a career of study and select appropriate courses.

**Subject Area/Course Prefix** - Three letter designation for the discipline to which a course belongs.

**Suffix** - Alphabetic characters grouped with the Course Number that often identifies a modularized course. (e.g., AA, AB, BB, AX...).

**SUN** - Arizona Shared Unique Number – Based on requirements of Senate Bill 1186, the Shared Unique Number (SUN) System was created to help students identify and enroll in courses that transfer as direct equivalents throughout the Arizona public community colleges and state universities. Look in the Official Course Descriptions area of the catalog for courses identified as SUN equivalents.

**Syllabus** - One or more pages of course requirements that instructors give to students on the first day of class. The syllabus may include detailed information about a course, such as an instructor's grading system, attendance policies, and testing and assignment dates.

**Term** - A grouping for classes and tuition; a period of time a campus has determined as an instructional accounting period.

- The Term Code consists of 4 digits (i.e., 4106 which refers to the Fall 2010 term.).
- The first number represents an arbitrary number chosen to correspond to the 21st century (i.e., 4XXX).
- The second and third numbers represent the year (X10X).
- The fourth number represents the term of spring (2), summer I (4), summer II (5), or fall (6).

**Transcript** - An official record of a student's college course work that is maintained by the college registrar. Courses taken, grades, GPA, and graduation information are included on a transcript.

**Transfer Credit** - Credit earned at other regionally accredited institutions that is accepted at South Mountain Community College to meet requirements in a major or as general education. Credits accepted in transfer do not necessarily apply to all certificates and degrees.

**Tuition and Fees** - The cost per semester credit unit that students must pay for their college courses. Tuition and fees are determined by the Maricopa County Community College Governing Board.

**Units/Credits** - The term used to indicate the value of an academic credit.

**Upper Division** - Courses usually taken during junior and senior years, offered at four-year institutions.

**Username** - A unique name used to access resources on a computer. If you are registered for an Internet course, your username, along with your password, allows you to get access to course information and the messaging system. In an e-mail address, the characters before the '@' symbol are the username.

**Withdrawal** - Officially dropping any or all courses during a semester. Students withdrawing from one or more courses must notify the Admissions and Records Office in writing and requires that they be officially withdrawn. Refunds are based on the refund schedule set forth in the catalog. After a specified date, students must have instructor approval before withdrawing from a course.

# ***SMCC College Programs***



MARICOPA  
COMMUNITY  
COLLEGES

AA/EEO

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## SMCC CAMPUS PROGRAMS

### COLLEGE PROGRAMS

#### Achieving a College Education (ACE)

The Achieving a College Education (ACE) program was developed in 1987. South Mountain Community College was the first of the ten (10) Maricopa County Community College District colleges to implement the ACE program. ACE targets high school students who may be considering going to college in order to earn a bachelor degree from a four year institution. The mission of the program is to support and assist high school juniors and seniors in earning transferrable college level courses. The program is designed to help students make a smooth transition from high school to community college and on to a four year university. It is important to note that an ACE student at one Maricopa community College is considered a college student with all the corresponding rights, responsibilities, privileges and benefits of traditional college age students.

The ACE is made up of several key components: completion of a nationally recognized scholarship program; guaranteed course transfer to all in-state universities; a cohort based format designed to enhance student support, friendship and sharing of diverse ideas; empowering students through self respect and personal responsibility; extensive interaction with faculty, advisors, and professional staff at the community college level; "real life" experience on a community college campus; and exposure to additional financial resources and workshops and career exploration.

The typical ACE student is a high school junior and/or senior who is enrolled as a concurrent student - someone who is taking college courses while still attending high school. The program is designed to be completed in two years. Students take classes at the SMCC campus, thus giving them the true community college campus experience. Classes meet four days per week during the summer school sessions and on Saturday during the fall and spring semester. Upon graduating from high school, and completion of the program, ACE students may have earned up to 24 transferable college credits.

Once an ACE prospective student has been accepted into the program the student and their families participate in an orientation and a series of activities and events. These events ranged from workshops designed to keep them informed and connected during their two years with ACE. These workshops focus on such issues as financial aid to developing college study skills.

#### Bilingual Nursing Fellowship Program (BNFP)

The Bilingual Nursing Fellowship Program (BNFP) is designed to increase the number of nurse graduates who speak, read and write English and Spanish fluently.

BNFP is collaboration between Phoenix College and South Mountain Community College.

It is anticipated that each Fellow will complete an AAS in Nursing and obtain a nursing license within three years after acceptance into the program.

#### PROGRAM ADVANTAGES

- Tutoring
- Employment Assistance
- Nurse Mentors

Bilingual Nursing Fellowship Program Advisor  
Phone: 602.243.8269, Fax: 602.243.8263

#### Developmental Education

South Mountain Community College offers a wide range of developmental education courses and programs. Developmental mathematics, reading and English courses are embedded within the appropriate instructional divisions.

Newly enrolled students are required by MCCCCD policy to take the ASSET reading, mathematics and English tests. Based on assessment results, students are advised to enroll in the appropriate courses to prepare them for 100 level transfer or occupational focused courses. By Maricopa District policy, students have the right to waive the assessment and placement recommendations.

The division chairs are responsible for signing the waiver forms if requested by students.

#### English as a Second Language (ESL)

**Program Administrator:** Dr. Steven Fountaine, 305-5648

The intensive English Program at SMCC is intended to prepare students for the world of work as well as for a college degree program. It also allows qualified students to earn college credit while learning English as a Second Language. Classes are designed to reinforce and build on one another and our wide range of support services will help you achieve your goals. English as a Second Language Program has been in existence for over 25 Years.

Experienced faculty with advanced degrees provides instruction for four levels of ESL courses. Our class size is small to ensure attention to the student and free tutoring and other academic support services are available.

An applicant for admissions to the Intensive English must complete the application process as set forth by the Maricopa County Community College District policy. Admission forms and application are on line or simply contact the Admissions and Records Office of SMCC. Tuition will vary according to classification of student's status. For more information on cost please contact either the Admission and Records Office or the Business Services Department (Cashiers).

#### Fitness Center

The Fitness Center offers a personalized fitness program for individuals 16 or older and of all level of ability. The facility has

## SMCC CAMPUS PROGRAMS

an extensive selection of cardiovascular and strength training equipment and is staffed with full or part-time faculty instructors at all times who provide the necessary attention and expertise required for safe and effective exercise sessions. New members are required to attend an orientation which includes a health assessment and instruction on proper use of the equipment; and then they may attend the center at any time during hours of operation.

It is the goal of the Fitness Center to be an educational source for wellness, and fitness related information. The Center also participates in several local health fairs each year.

### High School Dual Enrollment | 602 243.8303

South Mountain Community College partners with several valley high schools to offer dual enrollment credit for academic and occupational classes. Dual enrollment courses are held on high school campuses and are taught by high school instructors who have met community college hiring qualifications. Registration is coordinated on the high school campus. Through dual enrollment we strive to ease the transition from high school to college and to increase the number of college-bound high school students in our community.

### Honors Program

The College Honors program is designed to enhance students' intellectual growth by offering challenging classes and increased contact with other Honor students. The program includes Honors sections of general education classes (through concurrent sections or contract format), faculty mentors, special activities, and Forum presentations which permit students to hear and talk with prominent lecturers. The Forum course is also offered to prepare students for concepts discussed at the lectures. Finally, each Honors course is designated HONORS on the student's official college transcript. Students graduating with at least 15 credits of Honors courses (including 3 credits of HUM190) and maintaining at least a cumulative 3.5 GPA will be designated HONORS PROGRAM GRADUATE. The Honors designation indicates excellence and commitment both to prospective employers and to the admissions offices at other colleges and universities. Honors students enjoy:

- Honors sections of general education classes
- Individualized Course Enrichment Programs
- Faculty mentors
- Fee waivers and scholarships
- Cultural and social activities
- Special recognition of Honors achievements on transcripts and diplomas

Entering high school graduates who were ranked in the top 15 percent of their class (or with high college placement test scores) are eligible to apply, as are continuing or transfer students with a cumulative GPA of at least 3.25 for 12 college level hours. Students enrolled in the Honors Program are required to take at least one Honors course each semester. Other students may petition to take Honors courses and receive Honors credit. Applications are available in the

Honors Office (SS-129) or by contacting the Honors Coordinator at (602) 243-8122.

### HOOPS | 602.243.8314

South Mountain Community College offers high school students who plan to pursue a college degree two pathways, a two-year Dynamic Learning Teacher Education and General Studies program. Enrollment in these degrees includes guaranteed acceptance of transfer courses to a four-year Arizona institution, and possible internship experience.

The Summer Hoop of Learning program is designed to provide Native American 9th through 12th grade students the opportunity to earn college credits while in high school. The program will consist of a five week summer session offering one orientation course, an academic course and one elective course, preparing the students to enter into their first college semester. In partnership with the Phoenix Union High School District, selected students will receive scholarships for tuition, books and assistance for transportation.

Selected applicants are required to complete the Asset/COMPASS placement test in reading, English, and math in the Student Enrollment Services (SES) center at South Mountain Community College. Student test scores will determine appropriate placement in academic courses. In addition, South Mountain Community College will host a student/parent orientation and registration session and a financial aid seminar for graduating seniors.

Student participating in the program at South Mountain can complete as many as 24 college credits that transfer to the three Arizona University.

For more information, please contact Lynette Jim at (602) 243-8314

### International Education Services

Coordinator of International Services/Chair  
International/Intercultural Committee:  
Dr. Steven J. Fountaine (602) 305-5648

The office of International Education Services at South Mountain Community College promotes global awareness among students, faculty and staff, advises the college community about college issues related to various services needed by international students and visitors, and assists in the development of study abroad opportunities for students and staff.

International Education Services at South Mountain Community College is made up of the International Education Office, the International/Intercultural Committee and the Study Abroad Program. The aim of the IES Office is to create and maintain a civil campus environment that values diversity. In addition, the IES Office presents the campus community with a wide variety of events/projects that will increase the student knowledge of culturally different groups and maintain cultural sensitivity and visibility throughout the campus.

## SMCC CAMPUS PROGRAMS

In particular, the IES Office aids in recruitment and increased enrollment of international students, supports an international student club (International Friends), works closely with the English as a Second Language program, creates and distributes SMCC information in other languages, supports faculty for international/intercultural projects and supports students with Study Abroad Programs.

### Opportunities for International Students at SMCC

The IESO at SMCC offers several educational opportunities for global awareness and sharing for international students. These include:

- International Friends student club (events and activities for international students)
- International Week (fall and spring semesters) promoting global awareness
- English Language Conversation Club (conducted by SMCC native English speaking students and volunteers)
- Festivals with Student Life, highlighting different cultures/ethnicities (Native Americans Heritage Week, African-American Month and Hispanic Heritage Month)
- African, Indian, Islamic and Asian cultural festivals (fall and spring semesters)
- Study Abroad programs for language and cultural development (Spain, Czech Republic and Mexico)
- Guest speakers on cultural and educational themes (art and sciences)
- International storytelling
- Tutoring in all subject areas, especially English

### Phi Theta Kappa (Honors)

Phi Theta Kappa is the international honor society for community colleges. Alpha Eta Delta, the South Mountain Community College chapter of Phi Theta Kappa, was chartered in 1982. It has earned distinction among 1,100 chapters around the world.

Phi Theta Kappa involves students in numerous leadership development opportunities, service projects and social activities. Phi Theta Kappa members travel to conferences, Honors seminars and conventions across the state, region and nation. They work on campus as tutors and guides, and provide service for projects in the community.

Many transfer scholarships are exclusively available to Phi Theta Kappa members. Applications for the fall ALL-USA competition and the prestigious Guistewhite Scholarship are available through the Honors Office. Membership is extended by invitation to students after completing 12 credits at SMCC with a cumulative grade point average of 3.5 or higher.

### The Storytelling Institute

Storytelling is an art form that enriches the community and promotes cultural understanding for adults and children alike. Students, faculty and staff tell personal and family stories or folktales that offer insight into cultural heritage or the human condition. Storytelling is applicable to careers in education, human relations, and any other areas where multicultural

sensibility is vital. The Storytelling Institute offers monthly workshops, numerous concerts, including the fall Myth Informed series and the spring Folktales for Grownups series, plus an annual festival which feature workshops and performances by nationally known tellers, local tellers and student storytellers. Students may earn a 30-credit hour Academic Certificate in Storytelling through the Program in Storytelling.

### Storytelling Institute

Director Liz Warren, Storytelling Faculty

Phone: 602-243-8026

Email: [liz.warren@smcmail.maricopa.edu](mailto:liz.warren@smcmail.maricopa.edu)

Website:

<http://sites.google.com/site/smcstorytellingnow/home>

### TRIO Programs

<http://students.southmountaincc.edu/StudentDevelopment/TRIO/>

Location: Student Union, room 105

Dept. Hours:

Fall/Spring Semesters: 8:00 am - 4:30 p.m. M-F

Summer Semester: 8:00 a.m. - 6:30 p.m. M-TH

Students Transfer with Educational Preparation (STEP) offers qualifying college participants with a strong academic support system and learning community that will assist them in mastering their academic transitions. The primary goal of the program is to increase the retention and graduation rates of participants who are committed to transferring to a four-year institution by increasing their access and opportunities to higher education. We offer free English and math tutoring, college orientations, financial aid assistance, academic advising, cultural enrichment, university tours, workshops (career and transfer), and laptop/calculator rentals. See website for eligibility requirements.

Upward Bound provides high school participants with academic instruction in mathematics, laboratory sciences, composition, literature, and foreign languages. Also included: after school tutoring, counseling, mentoring, cultural enrichment, SAT/ACT preparation, and work-study opportunities. Participants will attend SMCC on weekends throughout the fall and spring semesters. During summers, students will take elective courses at the college and will be grouped according to their grade level with an opportunity to earn college credit. The curriculum will be designed according to individual graduation requirements. Finally, students will spend one week on the Northern Arizona University campus in Flagstaff.

Contact: Ruben Saenz, Director of TRIO Programs

Office #: (602) 305-5676

E-mail: [ruben.saenz@smcmail.maricopa.edu](mailto:ruben.saenz@smcmail.maricopa.edu)



# ***Occupational Program Matrix***



MARICOPA  
COMMUNITY  
COLLEGES

AA/EEO

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## OCCUPATIONAL PROGRAM MATRIX

<u>Areas/Programs</u>	<u>Institution</u>	<u>Areas/Programs</u>	<u>Institution</u>
Interior Design: Professional Level	SC	General Business	CG, GC, MC, PC, RS, SCC, SMC
Kitchen and Bath Design	PC		
Parent Education	GC, RS, SC	<i>(See Management and Finance section for additional programs and related areas)</i>	
Pattern Design Level I	PC	Import/Export Trade	PV
Pattern Design Level II	PC	International Business	PV
		International Trade	MCC
Merchandising		Management	
Fashion Merchandising	PC	Business Management	<b>SM</b>
Fashion Merchandising & Design	MC	General Business Specialized	PVC
Image Consultant	MC	Human Resources Management	PC
		Management	PC, MC, SC
Music		Management I	PC
Audio Production Technologies	GC, MC, PC, PV, SC	Management II	PC
Dance Technology	SC	Middle Management	GC, PV
Music Business	CG, GC, MC, PC, PV, SC, <b>SM</b>	Military Leadership	RS
		Project Management	MC
Commercial Art/Advertising Art		Public Relations	GC
Computer Graphic Design	PC	<i>(See Middle Management section for additional programs and related areas)</i>	
<i>(See Media Technology section for additional programs and related areas)</i>		Retail Management	CG, GC, GW, EM, MC, PC, PV, RS, SC, <b>SM</b>
Graphic Design, Animation and Web Publishing Design	GC	Retail Management and Marketing	SC
Graphic Design: Visual Communication	SC	Retail Sales Manager	MC
Journalism	GC, PV, MC, PC, SC	Small Business	MC
Workforce Development: Graphic Arts Level I	RS	Small Business Entrepreneurship	GC, <b>SM</b>
Workforce Development: Graphic Arts Level II	RS	Small Business Management	EM, SC
		Supervision and Management I	<b>SM</b>
<b>Aerospace and Aviation</b>		Supervision and Management II	<b>SM</b>
Aviation and Aeronautics		Supervision	GC
Aircraft Maintenance Technology	CG		
Aircraft Maintenance Technology (Part 147)	CG	Middle Management	
Airframe Maintenance (Part 147)	CG	Public Relations	MC
Airway Science Technology, Flight Emphasis	CG	<i>(See Management section for additional programs and related areas)</i>	
Flight Technology	CG		
Powerplant Maintenance (Part 147)	CG	Office Occupations	
		Administrative Office Coordinator	GC
<b>Bioscience</b>		Administrative Office Professional	PV
Biomedical Research Technology	CG, GW, <b>SM</b>	Administrative Technology	GW
Biotechnology	MC	Business Technology Specialist	GW
Biotechnology and Molecular Biosciences	GC	Computer Applications	PC
		Computer Software Applications	PV
<b>Business, Management, and Administration</b>		Customer Service / Information Professional	PV
Accounting		Data Entry Clerk	EM
Accounting	GC, PC, GW, RS, <b>SM</b> , CG, EM	General Office Secretary	EM, GC
Accounting - Specialized Para-Professional	PV	Office Automation Systems	SC, <b>SM</b>
Bookkeeping	SC	Office Coordinator	GC
		Office Technology	GW
Microcomputer Accounting	PV	Paralegal Studies	PC
Software Quality Assurance	MC	Realtime Reporting-Advanced Placement CART	GW
<i>(See Business Administration for additional programs and related areas)</i>		Realtime Reporting-Advanced Placement Broadcast Captioning	GW
Accounting Paraprofessional	GC	Realtime Reporting-Broadcast Captioning	GW
		Realtime Reporting-CART	GW
Business Administration		Realtime Reporting-Judicial	GW
Business	MC, SC		
Business (Fastrack)	SC		

## OCCUPATIONAL PROGRAM MATRIX

<u>Areas/Programs</u>	<u>Institution</u>
Realtime Reporting Scoping	GW
Receptionist	EM
Management of Clinical Information Technology	GW
Management of Clinical Information Technology: Health Information Technology Implementation Support	GW
Management of Clinical Information Technology: Health Information Technology Technical Support	GW
Management of Clinical Information Technology: Practice Workflow and Information Management Redesign	GW
Management of Clinical Information Technology: Implementation Management	GW
Management of Clinical Information Technology: Health Information Technology Training	GW
Technology Support Analyst Level I	MC
Technology Support Analyst Level II	MC
Word Processing	SC
<b>Total Quality Management</b>	
Automobile Insurance: Customer Service	RS
Automobile Policy: Customer Service	RS
Broadband Telecommunications: Account Services	RS
Broadband Telecommunications	RS
Broadband Telecommunications: Field Operations	RS
Broadband Telecommunications: Technical Support Services	RS
Credit Counseling: Customer Service	RS
Customer Service Management	EM
Human Services-Assistance: Customer Service	RS
Human Services-Long Term Care: Customer Service	RS
Human Services-Specialist: Customer Service	RS
Insurance-Customer Service	RS
Human Services - Unemployment Insurance: Customer Service	RS
Motor Vehicle: Customer Service	RS
Organizational Leadership	CG, EM, GW, MC, PV, RS
Organizational Management	CG, EM, GW, MC, PV, RS
Pharmacy: Customer Service	<b>SM</b>
Quality Customer Service	GW
Quality Customer Service	RS
Quality Process Leadership	GW
Travel Agency: Customer Service	RS
Utilities Customer Service	RS
<b>Education and Training</b>	
Early Childhood Education	
Child and Family Organizations Management and Administration	GC, RS
Child Development Associate (CDA) Preparation	GC, PVC
Curriculum for Young Children	PC
Early Care Specialist	MC
Early Childhood Education and Administration	PC
Early Childhood Classroom Management	PC
Early Childhood Development	<b>SM</b> , RS
Early Childhood Development: Montessori	RS
Early Childhood Education	PV, GC, RS
Early Childhood Administration and Mngmt.	GC, MCC, RSC, <b>SM</b>

<u>Areas/Programs</u>	<u>Institution</u>
Early Learning and Development	CG, MC, RS, SC
Family Child Care Management	RSC, SCC
Infant and Toddler Development	SC, RS
<b>Workforce Development</b>	
Workforce Development and Community Re-Entry	RS
<b>Education</b>	
Bilingual Endorsement	MC, PC
ESL Endorsement	MC, PC
Gifted Education	EM
Instructional Assistance	MC, PC
Reading Specialist Endorsement	MC
Teacher Assisting	EM, GW
Foundations of Student Services	EM
<b>Library Media Technology</b>	
Library Information Technology	MC
Library Information Technology: Advanced	MC
Library Information Technology: Basic	MC
Library Information Technology: Practitioners	MC
Library Information Technology: School Library Media Center	MC
<b>Environmental Technology</b>	
Environmental Technology	
Environmental Science Technology	GW
Geospatial Technologies	MC
Hydrologic Studies	GW
Occupational Safety and Health Technology	GW
Radiation Protection Technology	EM
Safety, Health and Environmental Studies	PV
Wastewater Treatment	GW
Water Distribution and Collection	GW
Water Purification Technology	GW
Water Resources Technologies	GW
Water Resources Technologies: Hydrologic Studies	GW
Water Technologies Level 1	GW
Water Technologies Level 2	GW
Water Technologies Level 3	GW
Water Technologies Level 4	GW
Water Treatment	GW
<b>Finance</b>	
Banking and Finance	PC, EM
Certified Residential Appraiser	MC
Home Inspection	MC
Licensed Real Estate Appraiser	MC
Real Estate	MC, PC
Real Estate: Prelicense	PC
Residential Appraisal Trainee	MC

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CG: Chandler Gilbert CC	RS: Rio Salado College
PC: Phoenix College	GW: GateWay CC
EM: Estrella Mountain CC	SC: Scottsdale CC
PV: Paradise Valley CC	MC: Mesa CC
GC: Glendale CC	<b>SM</b> : South Mountain CC

## OCCUPATIONAL PROGRAM MATRIX

<u>Areas/Programs</u>	<u>Institution</u>	<u>Areas/Programs</u>	<u>Institution</u>
Bank Account Management: Customer Service	RS	Dental Assisting	PC
<b>Government and Public Administration</b>		Dental Hygiene	PC, RS, MC
Public Administration	RS	Dental Office Management	RS
Tribal Development	SC	Community Dental Health Coordination	RSC
<b>Health Science</b>		Nursing	
Allied Health		Fast Track Practical Nursing	GW
Advanced Behavioral Health Sciences	GC, <b>SM</b>	Nursing	CG, EM, GC, GW, MC, PC, PV, SC
Advanced Nursing	<b>SM</b>	Nurse Assisting	CG, GC, GW, MC, PC, PV, SC, RS, EM
Basic Behavioral Health	GC, <b>SM</b>	Practical Nursing	CG, GC, GW, MC, PC, PV, SC, RS, EM
Clinical Laboratory Sciences	PC	Nursing Refresher	GW, MC
Clinical Research Associate	GW	<b>Hospitality and Tourism</b>	
Community Health Worker	SMC	Food and Nutrition	
Developmental Disabilities Specialist	GC	Advanced Professional Culinary Arts	SC
Diagnostic Medical Sonography	GW	Baking and Pastry	EM
Electroneurodiagnostics	GW	Basic Culinary Studies	EM
Health Information	PC	Commercial Baking	PC
Health Information Technology	PC	Commercial Food Preparation	PC
Health Services Management with Clinical Research Track	GW	Culinary Arts	SC
Health Unit Coordinating	GW	Culinary Studies	EM, PC, MC
Histologic Technology	PC	Culinary Fundamentals	SC
Hospital Central Service Technology	GW	<i>(See Hospitality section for additional programs and related areas)</i>	
Laboratory Assisting	PC	Dietetic Technology	CG, PV
Computed Tomography	GW	Food Service Administration	PC
Magnetic Resonance Imaging	GW	Professional Food and Beverage Service	PC
Medical Assisting	PC	Sustainable Food Systems	MC, RS
Medical Coding: Hospital-Based	PC	Hospitality	
Medical Billing and Coding: Physician-Based	PC	Airline Operations	RS
Medical Front Office	PC	Airline Operations: Ground Operations	RS
Medical Radiography	GW	Airline Operations: Initial Flight Attendant	RS
Medical Transcription	GW	Airline Operations: Passenger Services	RS
Medical Transcription	GW	Airline Operations: Reservations	RS
Perioperative Nursing	GW	Airline Operations: Reservations and Ticketing Operations	RS
Phlebotomy	PC	Airline Operations: Vacations	RS
Physical Therapist Assisting	GW	Culinary Arts	SC
Polysomnographic Technology	GW	<i>(See Food &amp; Nutrition section for additional programs and related areas)</i>	
Radiation Therapy	GW	Hospitality and Tourism/Golf Management	SC
Recovery Support	<b>SM</b>	Hospitality and Tourism/Hotel Management	SC
Respiratory Care	GW	Hospitality and Tourism/Restaurant Management	SC
Speech Language Pathology Assistant	EM	Hospitality and Tourism/Spa and Wellness Center Management	SC
Surgical Technology	GW	Hospitality/Hotel Management	EM
Emergency Medical Technology		Hospitality and Tourism/Tourism Development and Management	SC
Advanced Emergency Medical Technology (Paramedic)	GC, PC, PV, SC	<b>Human Services</b>	
Basic Emergency Medical Technology	GC, MC, PC, PV, SC	Parks, Recreation, Leisure and Fitness Studies	
Community Emergency Response Team (CERT): Level I	PC	Recreation Management	MC, SC
Emergency Communications and Deployment	PC		
Intermediate Emergency Medical Technology	PC		
Secondary Basic Emergency Medical Technology	PC		
Dental			
Clinical Dental Assisting	RS		

## OCCUPATIONAL PROGRAM MATRIX

<u>Areas/Programs</u>	<u>Institution</u>	<u>Areas/Programs</u>	<u>Institution</u>
Health and Physical Education/Fitness		Information Technology: Cisco Networking Professional	<b>SM</b>
Group Fitness Instructor	GC, MC	Information Technology: Computer Applications Specialist	<b>SM</b>
Personal Trainer	GC, MC	Information Technology: Network Server	<b>SM</b>
Strength and Conditioning Personal Trainer	CG, EM, GC, GW, MC, PV, SC, <b>SM</b>	Information Technology: Network Security	<b>SM</b>
Strength, Nutrition and Personal Training	CG, EM, GC, MC, PV, SC, <b>SM</b>	Information Technology Support	<b>SM</b>
Teaching, Healing, Meditation & Stress Management	PV	Linux Associate	CG, EM, GC, MC
Therapeutic Massage	CG, PC	Linux Networking Administration	EM, GC, MC
Yoga Instruction	SC	Linux Professional	CG, EM, GC, MC, PV
Family and Consumer Science		Microcomputer Applications	GC
Nutrition for Fitness and Wellness	GC, MC	<i>(See Office Occupations section for additional programs and related areas)</i>	
Social Sciences		Microcomputer Applications: Office Specialist/ Core Level	CG
Chemical Dependency Level I	RS	<i>(See Office Occupations section for additional programs and related areas)</i>	
Chemical Dependency Level II	RS	Microcomputer Applications: Office Specialist/ Expert Level	CG
Chemical Dependency	RS	<i>(See Office Occupations section for additional programs and related areas)</i>	
Deaf Studies	PC	Microcomputer Business Applications	CG, GC
Interpreter Preparation	PC	<i>(See Office Occupations section for additional programs and related areas)</i>	
Professional Addictions Counseling	RS	Microsoft Database Administration	CG
Mortuary Science		Microsoft Desktop Support Technology	CG, EM, GC, MC, PV
Mortuary Science	MC	Microsoft Networking Technology	EM, GC, GW, PV
<b>Information Technology</b>		Microsoft Product Specialist	CG, EM, GC, GW, PV
Computer Science		Microsoft Applications Development	MC, PV
Advanced Computer Usage and Applications	RS	Microsoft Systems Administration	EM, GC, PV
Advanced Web Designer	MC	Microsoft Systems Engineer	EM, GC, GW, PV
Computer Applications Technology	EM	Multimedia and Business Technology	MC
Computer Applications: Microsoft Office Specialist/Advanced	MC	Network Administration	SC
Computer Applications: Microsoft Office Specialist/Basic	MC	Network Administration: CISCO Network Associate	MC
Computer Hardware and Desktop Support	CG, EM, SC	Network Administration: CISCO Network Professional	MC
Computer Hardware and Network Support	SC	Network Administration: Microsoft Windows	MC
Computer Information Systems	GC, PC, SC, <b>SM</b>	Networking: Design and System Support	RS
Computer Information Technology	PV	Networking Administration: Cisco	CG, EM, GC, GW, <b>SM</b>
Computer Networking Technology	PV	Networking System Administration	MC
Computer Programming	MC	Networking Technology: Cisco	CG, EM, GC, GW
Computer Systems Maintenance	PV	Oracle Database Administration	EM
Computer Technology	RS	Oracle Database Operations	CG
Computer Usage and Applications	RS	Personal Computer Applications Programming	SC
Database Development	SC	Programming and System Analysis	CG, EM, GC, MC, PC, PV, SC, <b>SM</b>
Desktop Publishing	EM	Software Development	SC
Engineering Technology	GC, CGC	Web Design	GC, PV, EMCC, PC
Game Technology	GW, MC	Web Design	SC
Geographic Information Systems	MC	Web Design: User Interface	RS
Information Security	GC	Web Designer	MC
Information Security Administration	GC		
Information Security Technology	GC, GW		
Information Security Wireless Networks	GC		
Information Technology	CG		
Information Technology: Programming and Systems Analysis	<b>SM</b>		
Information Technology: Web and Graphic Design	<b>SM</b>		

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## OCCUPATIONAL PROGRAM MATRIX

<u>Areas/Programs</u>	<u>Institution</u>	<u>Areas/Programs</u>	<u>Institution</u>
Web Developer	MC	Manufacturing Engineering Technology	MC
Web Developer	GC, GW, MC, PC, PV, EM	Manufacturing Management	MC
Web Development	SC	Production Technology	MC
Web Server Administrator	MC	Manufacturing Productivity: CNC CAD/CAM Programming	GW
Web Technology	MC	Production Technology: CNC Technology	GW
Media Technology		Manufacturing Productivity: Conventional Machines Level I	GW
Animation	GC	Manufacturing Productivity: Conventional Machines Level II	GW
Animation: Imaging and Design Foundation	GC	Manufacturing Productivity: Engineering Graphics	GW
Broadcast Production	SC	Manufacturing Productivity: Process Improvement	GW
Comic and Sequential Art	PC	Manufacturing Productivity: Team Leadership	GW
Digital Arts	MC	Production Technology: Quality Assurance	GW
Digital Design	RSC	Manufacturing Welding	MC
Digital Photography	PC	Mechanical Drafting	MC
Digital Arts: Digital Illustration	MCC	Micro Circuit Mask Design	MC
Digital Arts: Digital Photography	MCC	Microcomputer Servicing	GC
Digital Arts: Graphic Design	MCC	Public Works Leadership	EM
Digital Arts: Web Design	MCC	Truck Trailer Driving	GC
Editing	SC		
eLearning Design Specialist	RS	Electronics/Electrical Technology	
Film Analysis and Criticism	SC	Automation Technology Level I	EM, GW, MC
Film Production	SC	Automation Technology Level II	GW
Game Technology	MC, GW	Automation Technology Level III	GW
Graphic Design	GC	Computer and Networking Technology	GC
Media Arts: Computer Art/Illustration	CG, PC	Electric Utility Technology	CG
Media Arts: Desktop Publishing	PC	Electric Utility Design Technology	CG
Media Arts: Digital Animation	PC	Electrical Technology	GW
Media Arts: Digital Imaging	CG, PC	Electromechanical Automation Technology	MC
Media Arts: Web Design	PC	Electronics Engineering Technology	MC
Motion Picture/Television Production	SC	Electronics Manufacturing Technology	GC
Multimedia	GC	Electronics Technology	MC
Multimedia Technology	MC	Automation Technology	EM, GW, MC
Screenwriting	SC	Meter Technology	CG
Technical Theatre	PC, MCC, SCC, PVC	Network Maintenance	GC
Video Production Technology	GC	Workforce Development: Electrical Level I	RS
Web Publishing Design: Foundation	GC	Workforce Development: Electrical Level II	RS
Web Publishing Design: Design and Authoring	GC		
<b>Manufacturing</b>		Engineering	
Drafting Technology		Surveying Technology	PC
CAD Technology	GC		
Basic CAD	GC	Welding Technology	
CAD/CAM/CNC I	MC	Welding	MC
CAD/CAM/CNC II	MC	<i>(See Manufacturing section for additional programs and related areas)</i>	
CAD Application	GC	<b>Marketing, Sales, and Service</b>	
Commercial Drafting CADD Level II	MC	Marketing	
Computer Aided Design and Drafting CADD Level I	MC	Marketing	MC, PC, SC
Computer Aided Drafting	MC	Marketing I	PC
CAD-BIM Technology	PC	Marketing II	PC
Electro/Mechanical Drafting	MC	Salesmanship	MC
Electromechanical Manufacturing Technology	MC		
Industrial Design Technology	GW		
Industrial Design Technology: Design Specialist:			
SolidWorks	GW		
Machining I	MC		
Machining II	MC		

## OCCUPATIONAL PROGRAM MATRIX

<u>Areas/Programs</u>	<u>Institution</u>
<b>Law, Public Safety, Corrections, and Security</b>	
Emergency Medical Technology	
Advanced Emergency Medical Technology (Paramedic)	GC, PC, PV, SC, MC
Basic Emergency Medical Technology	GC, MC, PC, PV, SC
Community Emergency Response Team (CERT): Level I	PC
Emergency Communications and Deployment <i>(See Allied Health section for additional programs and related areas)</i>	PC
Paramedic	MC
Secondary Basic Emergency Medical Technology	PC
Administration of Justice	
Administration of Justice	EM, GC, PC, PV
Administration of Justice-Comprehensive	PC
Administration of Justice-Fundamentals	PC
Administration of Justice Studies	CG, MC, SC
Advanced Corrections	RS
Basic Corrections	RS
Corrections	RS
Crime and Accident Scene Photography	PC, SC
Crime and Intelligence Analysis	CG
Crime Scene Investigation	SC, PC
Crime Scene Technology	SC, PC
Detention Services	RS
Evidence Technology	PC
Evidence Technology	EM
Fingerprint Classification and Identification	PC, SC
Forensic Investigation	MC
Forensic Science	CG
Forensic Technology	PC
Forensic Science: Crime Lab	SC
Global Citizenship	MC
Homeland Security	CG
Information Security Forensics	GC
Judicial Studies	MC
Justice and Government Agency Administration Level I	MC
Justice and Government Agency Administration Level II	MC
Justice and Government Agency Administration	MC
Justice Studies	CG, MC, SC
Law Enforcement Field Training	RS
Law Enforcement Investigator	GC
Law Enforcement Technology	RS
Law Enforcement	SC
Law Enforcement Training Academy	GC, CG
Legal Studies	MC
Paralegal	RSC
Police Academy Preparation Level I	SC
Police Science	MC, SC
Police Supervision	GC
Public Safety Technology	RS
Victimology	MC
Fire Science	
Driver Operator	CG, GC, EM, MC, PC, PV, SCC

<u>Areas/Programs</u>	<u>Institution</u>
Emergency Management	GC, MC, PV, <b>SM</b>
Emergency Response and Operations	CGCC, EM, GC, MC, PC, PV, RSC, SC
Fire Academy	GC, SC
Fire Officer	MC, CG, EM, GC, PC, PV, SC
Fire Science	CG, GC, PC, PV, RS, EM, MC
Fire Science Technology	GC, SC, PV, EM
Firefighter Operations	GC, MC, PC, PV, SC, CGCC, EMCC
Hazardous Materials Response	PC
<b>Science, Technology, Engineering and Mathematics</b>	
AGEC-S	
<b>Transportation, Distribution, and Logistics</b>	
Automotive Technology	
Air Conditioning and Electrical Accessories	GW
Air Conditioning	MC
Automotive Chassis	GC
Automotive Drive Trains	GW
Automotive Electrical Systems	MC
Automotive Engines and Drive Trains	GC
Automotive Engine Performance Diagnosis & Air Conditioning	GC
Automotive Performance Technology	MC
Automotive Suspension, Steering and Brakes	GW
Automotive Technology	GC, GW
Brakes, Alignment, Suspension and Steering	MC
Caterpillar Technician Training	MC
Engine Performance and Diagnosis	GW, MC
Transmissions and Power Trains	MC
Workforce Development: Automotive Technology Level I	RS
Workforce Development: Automotive Technology Level II	RS

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## OCCUPATIONAL PROGRAM MATRIX

### MARICOPA SKILL CENTER AREAS / PROGRAMS / CERTIFICATES

The Maricopa Skill Center (MSC), a division of GateWay Community College, offers entry-level courses and programs for hands-on job training at 1245 E. Buckeye Road, Phoenix. The more than 200 courses and 60 non-credit programs at Maricopa Skill Center certificates are open-entry /open-exit, and self-paced. Several of our programs hold credit articulation agreements with ASU and Gateway Community College and most programs culminate in leading industry certifications.

#### Accounting

Accounting Associate Certificate Program  
Accounting Clerk Certificate Program  
Accounts Payable Clerk Certificate Program  
Accounts Receivable / Payable Clerk Certificate Program  
Payroll Clerk Certificate Program

#### Administrative Assistant

Administrative Assistant Certificate Program  
Administrative Clerk Certificate Program

#### Computer Aided Drafting

AutoCAD Draftsmen 2-D Technician Certificate Program  
AutoCAD Draftsmen 2-D, 3-D, & Solids Technician Certificate Program

#### Computer Repair & Networking

Computer Support Specialist Certificate Program

#### Cosmetology

Aesthetician Certificate Program  
Cosmetologist Certificate Program  
Nail Technician Certificate Program

#### Customer Service

Call Center Operator Certificate Program  
Customer Service Specialist Certificate Program

#### Information Processor & Data Entry

Data Entry Operator Certificate Program  
Information Processor Specialist Certificate Program  
Legal Administrative Assistant

#### Printing

Digital Press Operator Certificate Program  
Offset Press Operator Certificate Program

#### Soldering

IPC Certified Soldering

#### Travel & Tourism

Reservations & Hospitality Representative Certificate Program  
Travel & Tourism Specialist Certificate Program

#### Medical Assistant

Medical Administrative Assistant Certificate Program  
Medical Assistant Front & Back Office Certificate Program  
Medical Biller/Coder Certificate Program

#### Nursing

Practical Nursing Certificate Program

#### Auto Body

Auto Body Basic Metal Repair & Refinishing Certificate Program  
Auto Body Basic Metal Repair Certificate Program  
Auto Body Basic Refinishing Certificate Program

#### Automation Technology

Automation Technology Certificate Program

#### Construction Trades

Construction Trades with Introduction to HVAC Certificate Program  
Construction Trades Worker I Certificate Program  
Construction Trades Worker II Certificate Program  
Maintenance Carpentry Worker Certificate Program  
Maintenance Electrician Worker Certificate Program  
Maintenance Electrician Worker with Introduction to HVAC Certificate Program

#### Construction Trades

Maintenance Plumbing Worker Certificate Program

#### Culinary Arts

Baker Certificate Program  
Cook Certificate Program

#### Industrial Spray Painter

Industrial Spray Painter Certificate Program

#### Machine Trades

CNC Machinist Certificate Program  
Machinist's Assistant Certificate Program  
Manual Machinist Certificate Program

#### Meat Cutter

Apprentice Meat Cutter Certificate Program  
Meat & Deli Counterperson Certificate Program  
Meat Department Helper Certificate Program  
Meat Room Cleanup Certificate Program  
Portion Control Cutter Certificate Program  
Self-service Meat Wrapper Certificate Program

#### Welding

Arc Welder Certificate Program  
Combination Welder - 2 Process Certificate Program  
Combination Welder - 3 Process Certificate Program  
Combination Welder - 3 Process with Intro to Pipe Welding Certificate Program  
Combination Welder - 4 Process Certificate Program  
Flux Core Welder Certificate Program  
MIG Welder Certificate Program  
TIG Welder/TIG Fingertip Welder Certificate Program

#### Accounting

Small Business Accounting Course Bundle

#### Online/Hybrid Delivery Programs

Automation Technology Certificate Program





# ***Graduation Policies***



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## **DISTRICT-WIDE PROGRAMS**

### **CATALOG UNDER WHICH A STUDENT GRADUATES**

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

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 & Earned Course Credit at a Public Community College or University	Fall '05	(Active)
Continued at a Public Community College	Spring '06, Fall '06	(Active)
Transferred to a University	Spring '07	(2005 or Any Subsequent Catalog)

#### **EXAMPLE B:**

Admitted & Earned Course Credit at a Public Community College or University	Fall '02	(Active)
Enrolled But Earned All Ws, Zs, or Fs	Spring '03	(Inactive)
Enrolled in Audit Courses Only	Fall '03	(Inactive)
Nonattendance	Spring '04	(Inactive)
Transferred to a University	Fall '04	(2004 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.

#### **EXAMPLE A:**

Admitted & Earned Course Credit at a Public Community College or University	Fall '02	(Active)
Nonattendance	Spring '03, Fall '03, Spring '04	(Inactive)
Readmitted & Earned Course Credit at a Public Community College	Fall 04	(Active)
Transferred to a University	Spring 05	(2004 or Any Subsequent Catalog)

#### **EXAMPLE B:**

Admitted & Earned Course Credit at a Public Community College or University	Fall '02	(Active)
Nonattendance	Spring '03	(Inactive)
Readmitted & Earned Course Credit at a Public Community College	Summer ' 03	(Active)
Nonattendance	Fall ' 03, Spring ' 04	(Inactive)
Transferred to a University	Fall '04	(2002 or Any Subsequent Catalog)

*\*Students are not obligated to enroll and earn course credit during summer terms, but summer enrollment may be used to maintain continuous enrollment status.*

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 & Earned Course Credit at a Public Community College or University	Summer ' 04	(Active)
Continued at a Public Community College	Fall '04, Spring '05	(Active)
Nonattendance	Fall '05	(Inactive)

## DISTRICT-WIDE PROGRAMS

Readmitted & Earned Course Credit at a Public  
Community College  
Transferred to a University

Spring '06  
Summer '06

(Active)  
(2004 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.

### **NOTE:** *Time Limit for Transfer Coursework*

Students should be aware that the receiving institution may have age and credit limits on certain coursework to be used in transfer. Students should be knowledgeable about the policies on time limits for transfer coursework for the institution to which they plan to transfer.

## GENERAL GRADUATION REQUIREMENTS

All students are required to complete the degree and/or certificate requirements as approved by the MCCC Governing Board. The college reserves the right to make necessary course and program changes in order to meet current educational standards. In addition, students must:

1. Be credited in the Admissions and Records Office/Office of Student Enrollment with not fewer than: 60 semester credit units in courses numbered 100 or above for the Associate in Arts degree, Associate in Science degree, Associate in Transfer Partnership degree, and Associate in General Studies degree; 60 semester credit units for the Associate in Applied Science degree; 62 semester credits for the Associate in Business degrees. For specific certificate programs, be credited with not fewer than the minimum total of credit units required for the certificate program.

Students not continuously enrolled, as outlined in the Catalog Under Which a Student Graduates policy, must satisfy current graduation requirements.

2. Have earned a minimum of 12 semester credit units toward the degree or certificate at the district college granting the degree or certificate. The 12 hours in the AAS degree curricula may be in the Required Courses area and/or Restricted Electives courses. Courses from the General Education Core and Distribution area are excluded. In cases where the certificate requires fewer than 12 credit units, a minimum of six credit units must be completed at the college awarding the certificate. The minimum of six credit hours in the certificate or degree curricula may be in the Required Courses area and/or the Restricted Electives. Courses from the General Education Core and Distribution areas are excluded;

Shared Programs are programs offered at multiple colleges but not available at all colleges. The requirements are identical at all the colleges offering the program.

A shared program requires a minimum of six credit hours from the total program requirements to be completed with a grade of "C" or better at the college awarding the certificate or degree. The exception is the Nursing

program. For those shared programs with less than six credit hours, the total hours for the program must be completed at the college awarding the certificate.

3. Have filed an application for the degree or certificate with the Admissions and Records Office/Office of Student Enrollment Services on the date determined by the college/center.

Students must apply for graduation from the college where they have successfully completed Block 4 of the Associate in Applied Science in Nursing.

4. Have a minimum cumulative grade point average of 2.000 at the college granting the degree.
5. Have a minimum cumulative grade point average of 2.000 in all courses used to fulfill degree requirements. Some specific programs have higher grade requirements. It is the student's responsibility to be aware of these program requirements.
6. Have removed, thirty (30) days after the anticipated graduation date, all deficiencies on the record to use those courses toward program completion.
7. Have removed any indebtedness to any MCCC college /center.
8. Have paid required degree or certificate application fee.

See fee schedule for charges.

See Graduation with Honors for information on honors designation.

## CERTIFICATES/DEGREES

The Maricopa Community Colleges offer Certificates of Completion as well as Associate Degrees, one of which is conferred on each student who has completed a program of study. These certificates and degrees are as follows: (1) Certificate of Completion (Career Program Specified); (2) Academic Certificate; (3) General Education Certificate; (4) Associate in Arts; (5) Associate in Science; (6) Associate in

## DISTRICT-WIDE PROGRAMS

Business; (7) Associate in General Studies; (8) Associate in Transfer Partnership; (9) Associate in Applied Science (Career Program Specified).

All candidates for a degree and/or certificate must complete the General Graduation Requirements as approved by the MCCCDC Governing Board.

All students are urged to meet with a faculty advisor, program advisor or counselor as soon as possible to determine which program meets their needs and to plan their course of study.

### LICENSURE DISCLAIMER

Maricopa Community Colleges courses and programs prepare students for entry into a variety of professions. Many of these professions require that a person hold an occupational license or certificate in order to work in a particular field. Typically, a person must meet certain legal requirements before obtaining such a license or certificate. These requirements are established by county, state or federal agencies, and often are based on a person's character, or whether the person has been convicted of a criminal offense. It is possible for a student who has obtained a degree or certificate from a community college to be denied the right to work in a particular profession after completing the degree or certificate because of concerns over the student's character or criminal background. Any student preparing to enter a field for which a professional license or certificate is required is strongly advised to consult with the appropriate government agency that issues such credentials. That agency can provide the student complete information about any requirements the law imposes for working in a particular occupation.

### MCCCDC General Education Statement

The general education core of the program of study for an associate degree or a certificate helps students develop a greater understanding of themselves, of their relationship with others, and of the richly diverse world in which they live. The general education experience provides students with opportunities to explore broad areas of commonly held knowledge and prepares them to contribute to society through personal, social, and professional interactions with others. General education fosters students' personal development by opening them to new directions, perspectives, and processes.

Through its general education requirements, the Maricopa County Community College District is committed to helping students develop qualities and skills that will serve them throughout their lives. General education opportunities encourage students to:

- Build self-awareness, self-respect, and self-confidence
- Recognize and respect the beliefs, traditions, abilities, and customs of all people and all cultures
- Consider the local, global, and environmental impacts of personal, professional, and social decisions and actions

- Access, evaluate, analyze, synthesize, and use information wisely
- Communicate effectively personally, socially, and professionally
- Think critically, make informed decisions, solve problems, and implement decisions
- Consider the ethical implications of their choices
- Value the learning process throughout their lives
- Integrate and connect ideas and events in a historical perspective, and see relationships among the past, the present, and the future
- Develop a personal sense of aesthetics
- Use technological resources appropriately and productively
- Work cooperatively and respectfully with others to serve their communities

The general education experience at MCCCDC is composed of specific elements across the curriculum designed to provide the learner with essential knowledge and skills:

- Communication
- Arts and Humanities
- Numeracy
- Scientific Inquiry in the Natural and Social Sciences
- Information Literacy
- Problem-Solving and Critical Thinking
- Cultural Diversity

General Education Designations

(example: (FYC), [SB], [HU], etc.)

Effective Fall 2000 the course evaluation and/or general education designation as listed in the Arizona CEG (Course Equivalency Guide) within the Arizona Course Applicability System (AZCAS) is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both MCCCDC and the institutions to which MCCCDC students transfer, students have the option to petition for general education evaluations and/or general education designations.

The college reserves the right to make necessary course and program changes in order to meet current educational standards.



# ***District Wide Programs***



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## DISTRICT WIDE PROGRAMS

### GENERAL GRADUATION REQUIREMENTS

All students are required to complete the degree and/or certificate requirements as approved by the MCCC Governing Board. The college reserves the right to make necessary course and program changes in order to meet current educational standards. In addition, students must:

1. be credited in the Admissions and Records Office/Office of Student Enrollment with not fewer than: 60 semester credit units in courses numbered 100 or above for the Associate in Arts degree, Associate in Science degree, Associate in Transfer Partnership degree, and Associate in General Studies degree; 60 semester credit units for the Associate in Applied Science degree; 62 semester credits for the Associate in Business degrees. For specific certificate programs, be credited with not fewer than the minimum total of credit units required for the certificate program.

Students not continuously enrolled, as outlined in the Catalog Under Which a Student Graduates policy, must satisfy current graduation requirements.

2. have earned a minimum of 12 semester credit units toward the degree or certificate at the district college granting the degree or certificate. The 12 hours in the AAS degree curricula may be in the Required Courses area and/or Restricted Electives courses. Courses from the General Education Core and Distribution area are excluded. In cases where the certificate requires fewer than 12 credit units, a minimum of six credit units must be completed at the college awarding the certificate. The minimum of six credit hours in the certificate or degree curricula may be in the Required Courses area and/or the Restricted Electives. Courses from the General Education Core and Distribution areas are excluded;

Shared Programs are programs offered at multiple colleges but not available at all colleges. The requirements are identical at all the colleges offering the program.

A shared program requires a minimum of six credit hours from the total program requirements to be completed with a grade of "C" or better at the college awarding the certificate or degree. The exception is the Nursing program. For those shared programs with less than six credit hours, the total hours for the program must be completed at the college awarding the certificate.

3. have filed an application for the degree or certificate with the Admissions and Records Office/Office of Student Enrollment Services on the date determined by the college/center.

Students must apply for graduation from the college where they have successfully completed Block 4 of the Associate in Applied Science in Nursing.

4. have a minimum cumulative grade point average of 2.000 at the college granting the degree.
5. have a minimum cumulative grade point average of 2.000 in all courses used to fulfill degree requirements. Some specific programs have higher grade requirements. It is the student's responsibility to be aware of these program requirements.
6. have removed, thirty (30) days after the anticipated graduation date, all deficiencies on the record to use those courses toward program completion.
7. have removed any indebtedness to any MCCC college /center.
8. have paid required degree or certificate application fee.

See fee schedule for charges.

See Graduation with Honors for information on honors designation.

### CERTIFICATES/DEGREES

The Maricopa Community Colleges offer Certificates of Completion as well as Associate Degrees, one of which is conferred on each student who has completed a program of study. These certificates and degrees are as follows: (1) Certificate of Completion (Career Program Specified); (2) Academic Certificate; (3) General Education Certificate; (4) Associate in Arts; (5) Associate in Science; (6) Associate in Business; (7) Associate in General Studies; (8) Associate in Transfer Partnership; (9) Associate in Applied Science (Career Program Specified).

All candidates for a degree and/or certificate must complete the General Graduation Requirements as approved by the MCCC Governing Board.

All students are urged to meet with a faculty advisor, program advisor or counselor as soon as possible to determine which program meets their needs and to plan their course of study.

### LICENSURE DISCLAIMER

Maricopa Community Colleges courses and programs prepare students for entry into a variety of professions. Many of these professions require that a person hold an occupational license or certificate in order to work in a particular field. Typically, a person must meet certain legal requirements before obtaining such a license or certificate. These requirements are established by county, state or federal agencies, and often are based on a person's character, or whether the person has been convicted of a criminal offense. It is possible for a student who has obtained a degree or certificate from a community college to be denied the right to work in a particular profession after completing the degree or certificate because of concerns over the student's character or criminal background. Any student

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preparing to enter a field for which a professional license or certificate is required is strongly advised to consult with the appropriate government agency that issues such credentials. That agency can provide the student complete information about any requirements the law imposes for working in a particular occupation.

### MCCCD General Education Statement

The general education core of the program of study for an associate degree or a certificate helps students develop a greater understanding of themselves, of their relationship with others, and of the richly diverse world in which they live. The general education experience provides students with opportunities to explore broad areas of commonly held knowledge and prepares them to contribute to society through personal, social, and professional interactions with others. General education fosters students' personal development by opening them to new directions, perspectives, and processes.

Through its general education requirements, the Maricopa County Community College District is committed to helping students develop qualities and skills that will serve them throughout their lives. General education opportunities encourage students to:

- Build self-awareness, self-respect, and self-confidence
- Recognize and respect the beliefs, traditions, abilities, and customs of all people and all cultures
- Consider the local, global, and environmental impacts of personal, professional, and social decisions and actions
- Access, evaluate, analyze, synthesize, and use information wisely
- Communicate effectively personally, socially, and professionally
- Think critically, make informed decisions, solve problems, and implement decisions
- Consider the ethical implications of their choices
- Value the learning process throughout their lives
- Integrate and connect ideas and events in a historical perspective, and see relationships among the past, the present, and the future
- Develop a personal sense of aesthetics
- Use technological resources appropriately and productively
- Work cooperatively and respectfully with others to serve their communities

The general education experience at MCCCD is composed of specific elements across the curriculum designed to provide the learner with essential knowledge and skills:

- Communication
- Arts and Humanities
- Numeracy
- Scientific Inquiry in the Natural and Social Sciences
- Information Literacy
- Problem-Solving and Critical Thinking
- Cultural Diversity

### **General Education Designations (example: (FYC), [SB], [HU], etc.)**

Effective Fall 2000 the course evaluation and/or general education designation as listed in the Arizona CEG (Course Equivalency Guide) within the Arizona Course Applicability System (AZCAS) is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both MCCCD and the institutions to which MCCCD students transfer, students have the option to petition for general education evaluations and/or general education designations.

The college reserves the right to make necessary course and program changes in order to meet current educational standards.

## **Arizona General Education Curriculum (AGEC) – A, B, S**

### **Description**

The Maricopa County Community College District Arizona General Education Curriculum (MCCCD AGEC) is a 35-38 semester-credit general education certificate that fulfills lower-division general education requirements for students planning to transfer to any Arizona public community college or university. Generally, the MCCCD AGEC transfers as a block without loss of credit.

In most cases, all courses used to satisfy the MCCCD AGEC will apply to graduation requirements of the university major for which the AGEC was designed.

For students planning to pursue an associate degree or transfer to an Arizona public community college or university, the AGEC A is a component of the MCCCD Associate in Arts, the AGEC B is a component of the MCCCD Associate in Business, and the AGEC S is a component of the MCCCD Associate in Science.

### **Purpose of the AGECs**

There are three types of MCCCD AGECs. They are the AGEC A, the AGEC B, and the AGEC S. Designed to articulate with different academic majors, their requirements vary accordingly. Additional information on academic majors at the Arizona public universities can be accessed via the following website: [www.aztransfer.com](http://www.aztransfer.com)

1. The **AGEC A** is designed to satisfy requirements in many liberal arts majors as well as other majors that articulate with the Associate in Arts (e.g., social sciences, fine arts, humanities). AGEC A requires a minimum of college mathematics or college algebra to satisfy the Mathematics [MA] requirement. AGEC A Mathematics requirement is less stringent than the AGEC B and AGEC S. AGEC A and AGEC B Natural Sciences requirements are less stringent than AGEC S.

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2. The **AGEC B** is designed to satisfy requirements in business majors that articulate with the Associate in Business. AGECE B requires a minimum of brief calculus to satisfy the Mathematics [MA] requirement.
3. The **AGEC S** is designed to satisfy requirements in majors with more prescriptive mathematics and mathematics-based science requirements. AGECE S articulates with the Associate in Science. AGECE S requires a minimum of the first course in a calculus sequence to satisfy the Mathematics [MA] requirement, and a minimum of eight credits of either university chemistry, university physics or general biology to satisfy the Natural Sciences [SQ/SG] requirement. In addition, students must select six to eight additional credits of math and/or science appropriate to the major.

### Academic Policies that Govern the AGECE A, B, S:

- Requires 35-38 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. Credit units transferred from outside of the district need to be at a grade of "C" or better. A grade of "C" equals 2.0 on a 4.0 grading scale or equivalent; A minimum of 60 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better; On an exception basis, P-grades may be allowed in the AGECE for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a "C" or better. The P-grade exception does not apply to credits awarded by AGECE granting/receiving institutions;
- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGECE;
- Uses the following policies to help students complete the required Core and Awareness Areas without exceeding the 35-38 semester credits
  1. Courses can satisfy a Core area and one or two Awareness areas simultaneously.
  2. A course cannot be used to satisfy more than one Core area requirement in the AGECE A and B.
  3. A course can be used to satisfy the L and SB or L and HU requirements simultaneously in the Core area for the AGECE S.
- Follows the general education policy below:

General Education Designations (example: (FYC), [SB], [HU], etc.) Effective fall 2000 the course evaluation and/or the general education designation as listed in the Arizona CEG (Course Equivalency Guide) within the Arizona

Course Applicability System (AZCAS) is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both MCCCDC and the institutions to which MCCCDC students transfer, students have the option to petition for course evaluations and/or general education designations.

- Require courses that transfer as equivalent courses, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona CEG (Course Equivalency Guide). The course evaluation and/or general education designation as listed in AZCAS is valid for the term in which the student is awarded credit on the transcript;
- Require that a minimum of 12 semester credits of course work be taken at any of the MCCCDC colleges;
- Include both courses and their modular equivalents, either the course or the modular equivalents will satisfy the AGECE;
- Accept one of the courses that is cross-referenced with other courses;
- Provide for exemption from Arizona university admission requirements for: Students who complete the AGECE A, AGECE B, or AGECE S with a minimum 2.5 on a 4.0=A scale, or students who complete an associate or higher degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0=A scale for Arizona residents and a minimum 2.5 on a 4.0=A scale for non-residents.

### AGECE Requirements

The 35-38 semester credits required for each of the three AGECEs follow. See the list entitled [MCCCDC Courses That Can Be Used to Satisfy MCCCDC AGECE A, AGECE B and/or AGECE S](#) for specific course information via the following website: [www.maricopa.edu/academic/ccta/](http://www.maricopa.edu/academic/ccta/)

The list identifies the courses in alpha-order by prefix as well as the different Core Areas and Awareness Areas where the course will apply

#### Credits

- |                                      |     |
|--------------------------------------|-----|
| A. Core Areas:                       | 35  |
| 1. First-Year Composition (FYC)      | 6   |
| 2. Literacy and Critical Inquiry [L] | 0-3 |
- AGECE A & AGECE B: Select a course that satisfies the [L] requirement (3)

AGECE S: Recommend selecting a course that satisfies (L and SB) or (L and HU), or (L and COM), or (L and CRE101) requirements simultaneously (0-3)

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3. Mathematical Studies [MA/CS] 4-6  
The Mathematics [MA] requirement differs for AGECE A, AGECE B, and AGECE S.

To complete the Mathematical Studies requirement for AGECE A and AGECE B, select one course to satisfy Mathematics [MA], and a second course from Computer/Statistics/Quantitative Applications [CS]. AGECE S does not require the [CS] area.

AGECE A requires;

- a. Mathematics [MA] (3 credits) AND (Requires a course in college mathematics (MAT142) or college algebra (MAT 150, MAT 151, MAT152) or pre calculus (MAT 187) or any other mathematics course designated with the MA general education value and for which college algebra is a pre-requisite.)
- b. Computer/Statistics/Quantitative Applications [CS] (3 credits)

AGECE B requires;

- a. Mathematics [MA] (3 credits) AND (Requires a course in brief calculus (MAT212) or a higher level mathematics course (MAT216, MAT220, or MAT221 or any course for which these courses are prerequisites).
- b. Computer/Statistics/Quantitative Applications [CS] (3 credits) CIS105 Survey of Computer Information Systems

AGECE S requires;

- a. Mathematics [MA] (4 credits) AND Requires a calculus course (MAT220 or MAT221) OR any mathematics course for which MAT220 or MAT221 are prerequisites OR if pursuing a degree at ASU in Life Sciences select MAT251 Calculus for Life Science.

4. Humanities and Fine Arts [HU] 6  
AGECE A and AGECE B: Students are encouraged to choose courses from more than one discipline for a total of six semester credits. AGECE S: Recommend selecting a course that satisfies (L and HU), requirements simultaneously

5. Social and Behavioral Sciences [SB] 6  
AGECE A and AGECE B: Students are encouraged to choose courses from more than one discipline for a total of six semester credits. AGECE S: Recommend selecting a course that satisfies (L and SB) requirements simultaneously

6. Natural Sciences [SQ/SG] 8  
To complete the Natural Sciences requirement:

AGECE A and AGECE B require four (4) semester credits of [SQ] and four (4) semester credits of [SG]

for a total of eight (8) semester credits, OR eight (8) semester credits of [SQ]. Students cannot take eight (8) semester credits of [SG] to meet the Natural Sciences requirement.

The Natural Sciences requirement differs for AGECE S. AGECE S requires eight (8) semester credits of either university chemistry or eight (8) semester credits of university physics or eight (8) semester credits of general biology appropriate to the major.

The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. The lecture and corresponding laboratory course(s) may carry separate credit. Students should consult with an advisor for appropriate course selection. Students should also access the AZ Course Equivalency Guide (CEG) within the AZ Course Applicability System (AZCAS) for information on equivalencies.

7. Subject Options (Subject based on major) (AGECE S) 6-8  
Students completing AGECE S, through careful selection of courses that meet the other major or pre-requisite requirements for Science degrees, will meet this requirement. Using a transfer guide, select Mathematics courses above Calculus, and/or Science courses from: Astronomy, Biology, Botany, Chemistry, Environmental Science, Geology, Physical Geography, Physics, Zoology.

- B. Awareness Areas:  
Students must satisfy two Awareness areas: Cultural Diversity in United States [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed thirty-five to thirty-eight semester credits to complete any of the three MCCC AGECEs because courses can satisfy a Core area and one or two Awareness areas simultaneously. Therefore, no additional semester credits are required to satisfy the two Awareness areas.

1. Cultural Diversity in the United States [C]  
AND
2. Global Awareness [G]  
OR
3. Historical Awareness [H]

### AGECE Area Requirements Descriptions/Definitions

#### CORE AREAS

##### First-Year Composition (FYC)

Courses must be completed with a grade of "C" or better in the First-Year Composition Core area. Courses must emphasize skills necessary for college-level learning and writing skills.

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### **Literacy and Critical Inquiry [L]**

Courses must be completed with a grade of "C" or better in the Literacy and Critical Inquiry Core area. In the [L] course, typically at the sophomore level, students gather, interpret, and evaluate evidence and express their findings in writing or speech. This course includes a series of graded written or spoken formal assignments.

For AGEC S, students will select a course that satisfies both Literacy and Social & Behavioral Sciences or Literacy and Humanities and Fine Arts requirements simultaneously.

Literacy is defined broadly as communicative competence in written and oral discourse; critical inquiry is defined as the gathering, interpreting, and evaluating of evidence. Building on the proficiency attained in traditional First-Year Composition courses, the Literacy and Critical Inquiry requirement helps students sustain and extend their ability to reason critically and communicate clearly through language.

### **Mathematical Studies**

Courses must be completed with a grade of "C" or better in the Mathematical Studies Core Area. One course must be selected from Mathematics [MA]. In AGEC A and AGEC B, a second course must be selected from Computer/Statistics/Quantitative Applications [CS].

The Mathematical Studies requirement is intended to ensure that students have skill in basic mathematics, can use mathematical analysis in their chosen fields, and can understand how computers make mathematical analysis more powerful and efficient.

First, the acquisition of essential skill in basic mathematics requires the student to complete a course in college algebra or to demonstrate a higher level of skill by completing a course for which college algebra is a prerequisite.

Second, the real-world application of mathematical reasoning requires the student to take a course in statistics or the use of quantitative analysis to solve problems of substance.

Third, the use of the computer to assist in serious analytical work is required. Computers are widely used to study the implications of social decisions or to model physical systems.

#### **Mathematics [MA] AGEC A**

The AGEC A Mathematics Core area requires a course in college mathematics, college algebra, pre-calculus, or any other mathematics course for which college algebra is a prerequisite.

#### **Mathematics [MA] AGEC B**

The AGEC B Mathematics Core area requires a course in Brief Calculus or a higher level mathematics course.

#### **Mathematics [MA] AGEC S**

The AGEC S Mathematics Core area requires the first course in the calculus sequence or any mathematics

course for which that course is a prerequisite. MAT251 is required if transferring to a Life Sciences degree at Arizona State University (ASU).

### **Computer/Statistics/Quantitative Applications [CS]**

AGEC A, B [CS] requires: courses that emphasize the use of statistics or other mathematical methods in the interpretation of data and in describing and understanding quantitative relationships, courses that involve the use of computer programming languages or software in the development of skills in analytical thinking. AGEC B specifies CIS105 as the course that meets the [CS] requirement.

### **Humanities and Fine Arts [HU]**

Courses must be completed with a grade of "C" or better in the Humanities and Fine Arts Core area. Students are encouraged to choose coursework from more than one discipline. The Humanities and Fine Arts Core area enables students to broaden and deepen their consideration of basic human values and their interpretation of the experiences of human beings.

The humanities are concerned with questions of human existence and the universality of human life, questions of meaning and the nature of thinking and knowing, and questions of moral, aesthetic, and other human values. The humanities investigate these questions in both the present and the past and make use of philosophy, foreign languages, linguistics and communications studies, religious studies, literature, and fine arts.

The fine arts constitute the artist's creative deliberation about reality, meaning, knowledge, and values.

### **Social and Behavioral Sciences [SB]**

Courses must be completed with a grade of "C" or better in the Social and Behavioral Sciences Core area. Students are encouraged to choose course work from more than one discipline.

The Social and Behavioral Sciences Core area provides scientific methods of inquiry and empirical knowledge about human behavior, both within society and within individuals. The forms of study may be cultural, economic, geographic, historical, linguistic, political, psychological, or social. The courses in this area address the challenge of understanding the diverse natures of individuals and cultural groups who live together in a world of diminishing economic, linguistic, military, political, and social distance.

### **Natural Sciences [SQ/SG]**

Courses must be completed with a grade of "C" or better in the Natural Sciences Core area.

Courses in the Natural Sciences Core area help the student to develop an appreciation of the scope and limitations of scientific capability to contribute to the quality of society. This Core area emphasizes knowledge of methods of scientific inquiry and mastery of basic scientific principles and

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concepts, in particular those that relate to matter and energy in living and non-living systems. Firsthand exposure to scientific phenomena in the laboratory is important in developing and understanding the concepts, principles, and vocabulary of science. At least one of the two laboratory courses required in the Natural Sciences Core area must include an introduction to the fundamental behavior of matter and energy in physical or biological systems.

### Natural Sciences [SQ] A & B

The AGEC A and B Natural Sciences Core area requires one laboratory course in natural sciences that includes a substantial introduction to the fundamental behavior of matter and energy in physical or biological systems.

### Natural Sciences [SG] A & B

The AGEC A and B Natural Sciences Core area requires a second laboratory course in the natural sciences, for example, from anthropology, astronomy, biology, chemistry, experimental psychology, geology, microbiology, physical anthropology, physical geography, physics, plant biology

### Natural Sciences S

The AGEC S Natural Sciences Core area requires eight semester credits of either university chemistry or eight semester credits of university physics or eight semester credits of general biology appropriate to the major.

SQ = Natural Science-Quantitative

SG = Natural Science-General

### Subject Options (for AGEC S)

Courses in the Subject Options area help the student to be prepared for specific majors in science. Students completing AGEC S, through careful selection of courses that meet the other major or pre-requisite requirements for Science degree, will meet this requirement. Using a transfer guide, courses would be selected from Mathematics courses above Calculus, and/or Science courses from: Astronomy, Biology, Botany, Chemistry, Environmental Science, Geology, Physical Geography, Physics, Zoology.

### Awareness Areas

Students must satisfy two Awareness areas: Cultural Diversity in U.S. and either Global Awareness or Historical Awareness. Courses can satisfy a Core area and one or two Awareness areas simultaneously. Therefore, no additional semester credits are required to satisfy the two Awareness areas.

#### Cultural Diversity in the United States [C]

The contemporary "culture" of the United States involves the complex interplay of many different cultures that exist side by side in various states of harmony and conflict. U.S. history involves the experiences not only of different groups of European immigrants and their descendants, but also of diverse groups of American Indians, Hispanic Americans, African Americans and Asian Americans--all

of whom played significant roles in the development of contemporary culture and together shape the future of the United States. At the same time, the recognition that gender, class, and religious differences cut across all distinctions of race and ethnicity offers an even richer variety of perspectives from which to view one. Awareness of cultural diversity and its multiple sources can illuminate the collective past, present, and future and can help to foster greater mutual understanding and respect.

The objective of the Cultural Diversity area requirement is to promote awareness of and appreciation for cultural diversity within the contemporary United States. This is accomplished through the study of the cultural, social, or scientific contributions of women and minority groups, examination of their experiences in the United States, or exploration of successful or unsuccessful interactions between and among cultural groups.

#### Global Awareness [G]

Human organizations and relationships have evolved from being family and village centered to the modern global interdependence that is apparent in many disciplines--for example, contemporary art, business, engineering, music, and the natural and social sciences. Many serious local and national problems are world issues that require solutions which exhibit mutuality and reciprocity. These problems occur in a wide variety of activities, such as food supply, ecology, health care delivery, language planning, information exchange, economic and social developments, law, technology transfer, and even philosophy and the arts. The Global Awareness Area recognizes the need for an understanding of the values, elements, and social processes of cultures other than the culture of the United States. The Global Awareness Area includes courses that recognize the nature of other contemporary cultures and the relationship of the American cultural system to generic human goals and welfare.

Courses that satisfy the global awareness option in the requirements are of one or more of the following types:

1. Area studies that are concerned with an examination of culture-specific elements of a region of the world;
2. The study of a non-English language;
3. Studies of international relationships, particularly those in which cultural change is facilitated by such factors as social and economic development, education, and the transfer of technology; and
4. Studies of cultural interrelationships of global scope such as the global interdependence produced by problems of world ecology.

#### Historical Awareness [H]

The Historical Awareness Area option in the requirements aims to develop a knowledge of the past that can be useful in shaping the present and future. Because

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historical forces and traditions have created modern life and lie just beneath its surface, historical awareness is an aid in the analysis of present-day problems. Also, because the historical past is a source of social and national identity, historical study can produce intercultural understanding by tracing cultural differences to their origins. Even the remote past may have instructive analogies for the present.

The Historical Awareness Area consists of courses that are historical in method and content. In this area, the term "history" designates a sequence of past events or a narrative whose intent or effect is to represent such a sequence.

The requirement presumes that these are human events and that history includes all that has been felt, thought, imagined, said, and done by human beings. History is present in the languages, art, music, literature, philosophy, religion, and the natural sciences, as well as in the social science traditionally called history.

### Associate in Arts (AA) Degree

#### Description

The Maricopa County Community College District Associate in Arts degree requires 60-64 semester credits for the program of study. The degree includes the following components:

- I. General Education:  
Arizona General Education Curriculum for Arts (AGEC-A) MCCCDC Additional Requirements
- II. General Electives

#### Purpose of the Degree

The Associate in Arts degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors in the Liberal Arts or programs of study other than business or science. Generally, the degree will transfer as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements.

In most cases, courses used to satisfy the MCCCDC Associate in Arts will apply to university graduation requirements of the university major for which the Associate in Arts is designed. Information regarding the articulation of the Associate in Arts with majors at the Arizona public universities can be accessed via the following website: [www.aztransfer.com](http://www.aztransfer.com)

#### Academic Policies that Govern the Associate in Arts Degree

- Completion of the Associate in Arts and the AGEC-A provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for non-residents.

- The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts degree.
- A minimum of 60 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. Credit units transferred from outside of the district need to be at a grade of "C" or better. A grade of "C" equals 2.0 on a 4.0 grading scale or equivalent. On an exception basis, P-grades may be allowed in the AGEC for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a "C" or better. The P-grade exception does not apply to credits awarded by AGEC granting/receiving institutions.
- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGEC.
- The General Education Requirements for AGEC-A may be completed in 35 semester credits with the following stipulations
  - Courses can satisfy a Core Area and one or two Awareness Areas simultaneously
  - A course cannot be used to satisfy more than one Core Area
- General Education Courses can satisfy multiple areas within the degree simultaneously (AGEC-A Core Area, AGEC Awareness Area, MCCCDC Additional Requirements, or lower-division courses applicable to the major).
- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS), is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGEC-A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled MCCCDC Courses That Can Be used to Satisfy MCCCDC AGEC-A, AGEC-B, and/or AGEC-S for specific course information via the following website: [www.maricopa.edu/academic/ccta/](http://www.maricopa.edu/academic/ccta/)

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- Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be transferable to the university or universities to which the student plans to transfer, as elective credit or better. For appropriate course selection, students should consult with an advisor.
- Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGEC-A or Associate in Arts Degree.
- Courses and their modular equivalents will satisfy AGEC-A and Associate in Arts requirements.
- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.
- Courses completed at one of the Maricopa Community Colleges to satisfy Common Courses must be transferable as elective or better to the universities that have the shared majors listed on a Common Course Matrix. A shared major is a university degree program that has similar academic preparation to one or more degree programs at other Arizona public universities as listed on the Common Course Matrices. For appropriate course selection, students should consult with an advisor.

### Degree Requirements

The 60-64 semester credits required for the Associate in Arts follow. See the list titled [MCCCD Courses That Can Be used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC-S](#) for specific course information via the following website: [www.maricopa.edu/academic/ccta/](http://www.maricopa.edu/academic/ccta/) This list identifies the courses in alpha-order by prefix as well as the Core Areas and Awareness Areas where the course will apply. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and the AGEC requirements, an A, B, and/or S character may follow the [MA], [SQ], [SG] general education designations and refers to the specific AGEC.

### I. MCCCD General Education

The MCCCD General Education includes two areas: MCCCD AGEC-A and MCCCD Additional Requirements.

#### MCCCD AGEC-A

- |    |                                   |    |
|----|-----------------------------------|----|
| 1. | Core Areas:                       | 35 |
| a. | First-Year Composition (FYC)      | 6  |
| b. | Literacy and Critical Inquiry [L] | 3  |
| c. | Mathematical Studies [MA/CS]      | 6  |
- To complete the Mathematical Studies requirement, select one course to satisfy Mathematics [MA] A and a second course from Computer/Statistics/Quantitative Applications [CS].
- 1) Mathematics [MA] A (3 credits)  
Note: requires a course in college

mathematics (MAT142) or college algebra (MAT 150, MAT 151, MAT152) or pre calculus (MAT 187) or any other mathematics course designated with the MA general education value and for which college algebra is a pre-requisite.

AND

- 2) Computer/Statistics/Quantitative Applications [CS] (3 credits)

- d. Humanities and Fine Arts [HU] 6  
Students are encouraged to choose course work from more than one discipline for a total of six semester credits.
- e. Social and Behavioral Sciences [SB] 6  
Students are encouraged to choose course work from more than one discipline for a total of six semester credits.
- f. Natural Sciences [SQ/SG] 8  
To complete the Natural Sciences requirement: Select four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of eight (8) semester credits, OR eight (8) semester credits of [SQ]. Students can not take eight (8) semester credits of [SG] to meet the Natural Sciences requirement.

The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. The lecture and corresponding laboratory course(s) may carry separate credit. Students should consult with an advisor for appropriate course selection. Students should also access the AZ Course Equivalency Guide (CEG) within the AZ Course Applicability System (AZCAS) for information on equivalencies.

2. Awareness Areas:  
Students must satisfy two Awareness Areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed thirty-five semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously. Therefore no additional semester credits are required to satisfy the two Awareness Areas.  
Cultural Diversity in the United States [C]  
AND  
Global Awareness [G] OR  
Historical Awareness [H]
3. MCCCD Additional Requirements 0-6  
Students must satisfy Oral Communication and Critical Reading areas. However, it is not necessary for students to exceed the thirty-five semester

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credits required in order to complete the MCCC Additional Requirements because courses can satisfy a Core Area and MCCC Additional Requirements simultaneously. Therefore no additional semester credits are required to satisfy Oral Communication and Critical Reading.

a. Oral Communication

A total of three (3) semester credits is required for Oral Communication. However, if students select a communication course that satisfies both the Oral Communication area and an area within the Core, then the Oral Communication requirement has been satisfied and additional electives may be taken.

Select from the following options:

COM100 [SB] (3 credits) OR COM100AA & COM100AB & COM100AC [SB] (3 credits) OR COM110 [SB] (3 credits) OR COM110AA & COM110AB & COM110AC [SB] (3 credits) OR COM225 [L] (3 credits) OR COM230 [SB] (3 credits)

b. Critical Reading

A total of three (3) semester credits is required for the Critical Reading area. However, if students complete CRE 101 and apply it to AGEC-A Core Requirements or if the students demonstrate proficiency through assessment, then the Critical Reading requirement has been satisfied and additional electives may be taken.

CRE101 [L] OR equivalent as indicated by assessment

### II. General Electives

Select courses to complete a minimum of 60 semester credits but no more than a total of 64 semester credits.

For students who have decided on a major that articulates with the AA, but who are undecided on the university to which they will transfer, courses satisfying the General Electives area should be selected from the list of Common Courses, Arizona Transfer Pathway Guides, and/or University Transfer Guides in order for the courses to apply in the major upon transfer.

The list of Common Courses for each major is included in the Arizona Transfer Pathway Guides. University Transfer Guides are also available for the Arizona public universities. These guides, both statewide and institutional, are accessible on the following web site: [www.aztransfer.com/](http://www.aztransfer.com/)

Students must select MCCC courses that are transferable to the university or universities to which the student plans to transfer, as elective credit or better according to the Arizona CEG within the AZCAS. For appropriate course selection, students should consult with an advisor.

For some majors, students must demonstrate 4th semester proficiency at the 202 course level to satisfy the Non-English Language Requirements. Students should consult the Arizona Transfer Pathway Guides and/or the University Transfer Guides to determine this requirement for the major at the university to which they intend to transfer. If required, it is recommended that students choose Maricopa courses as electives to meet this requirement as part of the Associate in Arts degree.

Students who are undecided on a major or university should consult an advisor. Not all majors have common courses, so it is recommended that students consult with an advisor for a list of common courses or assistance with selecting appropriate electives.

**Associate in Arts Total Credits:**

**60-64**

## Associate in Arts, Elementary Education Degree (AAEE)

### Description

The MCCC Associate in Arts in Elementary Education (AAEE) requires the student to complete a total of 60-63 semester credits in the program of study. The degree has two major components:

- I. MCCC General Education  
Arizona General Education Curriculum for Arts (AGEC-A) Additional MCCC Requirements
- II. Elementary Education Requirements  
Education Foundations  
Electives for Arizona Professional Teacher Standards

### Purpose of the Degree

The AAEE is designed for the student who plans to transfer to an Elementary Education, Early Childhood, Multicultural/Multilingual, or Special Education program at an Arizona public higher education institution and/or who plans to become a classroom instructional aide.

Generally, the degree transfers as a block without loss of credit to Arizona's public universities. In most cases, courses applied to the MCCC Associate in Arts in Elementary Education also apply to graduation requirements of the university major for which the AAEE was designed.

Academic Policies that Govern the Associate in Arts Elementary Education Degree:

- Completion of the Associate in Arts and the AGEC-A provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for non-residents.

## **DISTRICT WIDE PROGRAMS**

- The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts degree.
- A minimum of 60 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. Credit units transferred from outside of the district need to be at a grade of "C" or better. A grade of "C" equals 2.0 on a 4.0 grading scale or equivalent. A grade of "C" equals 2.0 on a 4.0 grading scale or equivalent. On an exception basis, P-grades may be allowed in the AGEC for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a "C" or better. The P-grade exception does not apply to credits awarded by AGEC granting/receiving institutions.
- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGEC.
- The General Education Requirements for AGEC-A may be completed in 35 semester credits with the following stipulations:
  - Courses can satisfy a Core Area and one or two Awareness Areas simultaneously
  - A course cannot be used to satisfy more than one Core Area
  - Courses can satisfy an Elementary Education Requirement and one or more Awareness Areas simultaneously.
  - A course cannot satisfy both the Elementary Education Requirement and a Core Area Requirement simultaneously.
- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS), is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGEC-A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled MCCCDCourses That Can Be used to Satisfy MCCCDCourses AGEC-A, AGEC-B, and/or AGEC-S for specific course

information via the following website: <http://www.maricopa.edu/academic/ccta/>

- Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement. must be transferable to the university or universities to which the student plans to transfer, as elective credit or better. For appropriate course selection, students should consult with an advisor.
- Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGEC A or the Associate in Arts Elementary Education degree.
- Courses and their modular equivalents will satisfy AGEC-A and Associate in Arts in Elementary Education requirements.
- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.
- Courses completed at one of the Maricopa Community Colleges to satisfy Common Courses must be transferable as elective or better to the universities that have the shared majors listed on a Common Course Matrix. A shared major is a university degree program that has similar academic preparation to one or more degree programs at other Arizona public universities as listed on the Common Course Matrices. For appropriate course selection, students should consult with an advisor.

### **Degree Requirements**

#### **I. MCCCDCourses General Education Requirements Credits**

- A. MCCCDCourses AGEC - A
- |   |       |
|---|-------|
| 1. Core Areas   | 35-38 |
| a. First-Year Composition (FYC)   | 6     |
| ENG101/102 OR ENG107/108  |       |
| b. Mathematics Studies [MA] and<br>Computer/Statistics/Quantitative Applications [CS]                                 | 6     |
| 1) MAT142 [MA] College Mathematics,<br>or higher (NOTE: MAT150, MAT151,<br>MAT152, MAT156 and MAT157 are<br>excluded) |       |
| AND   |       |
| 2) CIS105 [CS] Survey of Computer<br>Information Systems, OR BPC110<br>[CS] Computer Usage and<br>Applications        |       |
| c. Literacy and Critical Inquiry [L]  | 3     |
| Select the following:<br>COM225 Public Speaking   |       |
| d. Humanities and Fine Arts [HU]  | 6     |
| 1) Select (3) semester credits from the<br>following courses:<br>ARH100 Introduction to Art                           |       |

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- ARH101 Prehistoric through Gothic Art  
 ARH102 Renaissance through Contemporary Art  
 AND
- 2) Select (3) semester credits from the following courses:  
 ENH110 Introduction to Literature  
 ENH241 American Literature Before 1860  
 ENH242 American Literature After 1860  
 EDU/ENH291 Children's Literature  
 HUM250 or HUM251 Ideas and Values in the Humanities  
 THE111 Introduction to Theatre  
 DAH100 Introduction to Dance  
 DAH201 World Dance Perspectives  
 MHL140 Survey of Music History  
 MHL143 Music in World Cultures
- e. Social and Behavioral Sciences [SB] 6
- 1) Select 3 semester credits from the following courses:  
 HIS103 United States History to 1870  
 HIS104 United States History 1870 to Present  
 AND
- 2) Select 3 semester credits from the following courses:  
 PSY101 Introduction to Psychology  
 GCU121 World Geography I: Eastern Hemisphere  
 GCU122 World Geography II: Western Hemisphere  
 ECN211 Macroeconomic Principles  
 ECN212 Microeconomic Principles  
 POS110 American National Government  
 ECH/CFS176 Child Development  
 CFS205 Human Development
- f. Natural Sciences-Science-Quantitative [SQ] and Science-General [SG] 8  
 To complete the Natural Sciences requirement, select a total of 8 semester credits from the following categories. At least 4 credits must be SQ courses. You can select 4 semester credits of SG and 4 semester credits of SQ for a total of 8 semester credits. Natural Sciences courses must include or be accompanied by the corresponding laboratory course. When the lecture and corresponding laboratory are awarded separate credit, both will be counted as equivalent to one course in that discipline.
- 1) Life Sciences-Select 4 semester credits of SQ or SG from BIO  
 AND
- 2) Physical Sciences or Earth/Space Sciences- Select 4 semester credits of

SQ or SG credits from the following prefixes:

AGS  
 ASM  
 AST  
 CHM  
 GPH  
 GLG  
 PHS  
 PHY

Note: Students are advised to check with the university they plan to attend as requirements for lab sciences may vary.

- g. Awareness Areas 0  
 The MCCCD AAEE requires coursework in two Awareness Areas:  
 Cultural Diversity in the U.S. [C]  
 AND  
 Historical Awareness [H]  
 OR  
 Global Awareness [G]

Courses can satisfy a Core Area Requirement and one or more Awareness Areas, or can satisfy an Elementary Education Requirement and one or more Awareness Areas simultaneously. Therefore, no additional semester credits are required to satisfy the two Awareness Areas.

2. MCCCD Additional Requirements 0-3
- a. Oral Communication  
 Satisfied by COM225 taken for Literacy and Critical Inquiry Requirement
- b. Critical Reading  
 CRE101 or exemption by testing

### II. Elementary Education Requirements 25

A total of 25 semester credits are required to satisfy the Elementary Education Requirements.

- A. Education Foundations 18  
 Complete the following courses to satisfy the Education Foundations requirements:  
 EDU220 Introduction to Serving English Language Learners  
 EDU221 Introduction to Education  
 EDU222 Introduction to the Exceptional Learner  
 EDU230 Cultural Diversity in Education  
 MAT156 Mathematics for Elementary Teachers I  
 MAT157 Mathematics for Elementary Teachers II

- B. Electives for Arizona Professional Teacher Standards 7  
 A total of 7 semester credits are required to satisfy the Electives for Arizona Professional Teacher Standards.  
 Courses must transfer to all public Arizona universities as Elective Credit, Departmental Elective, or Equivalent to a university course as indicated in the Arizona Course Equivalency Guide in effect when the course is taken. Courses identified as Non-transferable in the Arizona Course

## DISTRICT WIDE PROGRAMS

Equivalency Guide cannot be used to satisfy this requirement.

Content Area Electives

Select 7 credits from the following:

Any ARH, ART, CIS, ECN, BPC, ENG, ENH, GCU, GPH, HIS, MHL, MTC, POS, THE, THP prefixed course(s)

Any EDU prefixed course(s) (except EDU250)

Any MAT (courses numbered higher than 142 except MAT156 and MAT157)

Any Foreign Language course(s)

Any Natural Science course(s)

CFS/ECH176 Child Development

CFS205 Human Development

EED215 Early Learning: Health, Safety, Nutrition and Fitness

FON100 Introductory Nutrition

**AAEE Total Credits:**

**60-63**

### Associate in Arts, Fine Arts (AAFA) – Art

#### Description

The Maricopa County Community College District Associate in Arts, Fine Arts - Art degree requires a minimum of 63 semester credits for the program of study. The degree includes the following components:

I. General Education:

Arizona General Education Curriculum for Arts (AGEC-A) MCCCDC Additional Requirements

II. Fine Arts Requirements - Art

#### Purpose of the Degree

The Associate in Arts, Fine Arts - Art degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors in the Fine Arts. The degree is designed to prepare students to meet selective admission criteria for programs such as the Bachelor of Fine Arts, which may require a portfolio or performance requirement.

The semester credits used to satisfy the MCCCDC Associate in Arts, Fine Arts - Art degree may apply to university graduation requirements of the university major for which the degree is designed. Information regarding the articulation of the degree with majors at the Arizona public universities can be accessed via the following website: [www.aztransfer.com](http://www.aztransfer.com)

#### Academic Policies that Govern the Associate in Arts, Fine Arts - Art Degree

- Completion of the Associate in Arts, Fine Arts - Art degree and the AGECA provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point

Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for non-residents.

- The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts, Fine Arts - Art degree.
- A minimum of 63 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. Credit units transferred from outside of the district need to be at a grade of "C" or better. A grade of "C" equals 2.0 on a 4.0 grading scale or equivalent. On an exception basis, P-grades may be allowed in the AGECA for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a "C" or better. The P-grade exception does not apply to credits awarded by AGECA granting/receiving institutions.
- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGECA.
- The General Education Requirements for AGECA-A may be completed in 35 semester credits with the following stipulations
  - Courses can satisfy a Core Area and one or two Awareness Areas simultaneously
  - A course cannot be used to satisfy more than one Core Area
- General Education Courses can satisfy multiple areas within the degree simultaneously (AGECA-A Core Area, AGECA Awareness Area, MCCCDC Additional Requirements, or lower-division courses applicable to the major).
- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS), is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGECA-A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled MCCCDC Courses That Can Be used to Satisfy MCCCDC

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AGEC-A, AGECE-B, and/or AGECE-S for specific course information via the following website: [www.maricopa.edu/academic/ccta/](http://www.maricopa.edu/academic/ccta/)

- Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be transferable to the university or universities to which the student plans to transfer, as elective credit or better. For appropriate course selection, students should consult with an advisor.
- Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGECE-A or Associate in Arts, Fine - Arts Degree.
- Courses and their modular equivalents will satisfy AGECE-A and Associate in Arts, Fine Arts - Art requirements.
- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.
- Courses completed at one of the Maricopa Community Colleges to satisfy Common Courses must be transferable as elective or better to the universities that have the shared majors listed on a Common Course Matrix. A shared major is a university degree program that has similar academic preparation to one or more degree programs at other Arizona public universities as listed on the Common Course Matrices. For appropriate course selection, students should consult with an advisor.

### Degree Requirements

The 63 semester credits required for the Associate in Arts, Fine Arts - Art degree follow. See the list titled MCCCD Courses That Can Be used to Satisfy MCCCD AGECE-A, AGECE-B, and/or AGECE-S for specific course information via the following website: [www.maricopa.edu/academic/ccta/](http://www.maricopa.edu/academic/ccta/) This list identifies the courses in alpha-order by prefix as well as the Core Areas and Awareness Areas where the course will apply. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and the AGECE requirements, an A, B, and/or S character may follow the [MA], [SQ], [SG] general education designations and refers to the specific AGECE.

#### I. MCCCD General Education

The MCCCD General Education includes two areas: MCCCD AGECE-A and MCCCD Additional Requirements.

##### MCCCD AGECE-A

1. Core Areas: Credits: 35
  - a. First-Year Composition [FYC]: 6
  - b. Literacy and Critical Inquiry [L]: 3
  - c. Mathematical Studies [MA/CS]: 6  
To complete the Mathematical Studies requirement, select one course to satisfy Mathematics

[MA] A and a second course from Computer/Statistics/Quantitative Applications [CS].

- 1) Mathematics [MA] A (3 credits)  
Select a course in college mathematics or college algebra or pre-calculus or any other mathematics course for which college algebra is a prerequisite. AND
- 2) Computer/Statistics/Quantitative Applications [CS] (3 credits)

- d. Humanities and Fine Arts [HU]: 6  
Students are encouraged to choose course work from more than one discipline for a total of six semester credits.

Select the following:

ARH101 Prehistoric Through Gothic Art 3

- e. Social and Behavioral Sciences [SB]: 6  
Students are encouraged to choose course work from more than one discipline for a total of six semester credits.

- f. Natural Sciences [SQ/SG]: 8  
To complete the Natural Sciences requirement: Select four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of eight (8) semester credits, OR eight (8) semester credits of [SQ]. Students cannot take eight (8) semester credits of [SG] to meet the Natural Sciences requirement.

The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. The lecture and corresponding laboratory course(s) may carry separate credit. Students should consult with an advisor for appropriate course selection. Students should also access the AZ Course Equivalency Guide (CEG) within the AZ Course Applicability System (AZCAS) for information on equivalencies.

2. Awareness Areas: Credits: 0  
Students must satisfy two Awareness Areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed thirty-five semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously. Therefore no additional semester credits are required to satisfy the two Awareness Areas.

Cultural Diversity in the United States [C]  
AND  
Global Awareness [G] OR  
Historical Awareness [H]

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### MCCCD Additional Requirements: Credits: 0-6

Students must satisfy Oral Communication and Critical Reading areas. However, it is not necessary for students to exceed the thirty-five semester credits required in order to complete the MCCCD Additional Requirements because courses can satisfy a Core Area and MCCCD Additional Requirements simultaneously. Therefore no additional semester credits are required to satisfy Oral Communication and Critical Reading.

- a. Oral Communication: 3  
 A total of three (3) semester credits is required for Oral Communication. However, if students select a communication course that satisfies both the Oral Communication area and an area within the Core, then the Oral Communication requirement has been satisfied and additional electives may be taken.

Select from the following options:  
 COM100 [SB] (3 credits) OR  
 COM100AA & COM100AB & COM100AC [SB] (3 credits) OR  
 COM110 [SB] (3 credits) OR  
 COM110AA & COM110AB & COM110AC [SB] (3 credits) OR  
 COM225 [L] (3 credits) OR  
 COM230 [SB] (3 credits)

- b. Critical Reading: 3  
 A total of three (3) semester credits is required for the Critical Reading area. However, if students complete CRE 101 and apply it to AGEC-A Core Requirements or if the students demonstrate proficiency through assessment, then the Critical Reading requirement has been satisfied.

Select from the following options to complete 3 credits:  
 CRE101 (3 credits) OR equivalent as indicated by assessment

### II. Fine Arts Requirements - Art Credits: 28

A minimum of 28 credits are required to satisfy the Fine Arts Requirements - Art.

#### Foundations: Credits: 16

Select the following:

ADA/ART112	Two-Dimensional Design	3
ADA/ART115	Three-Dimensional Design	3
ARH102	Renaissance Through Contemporary Art	3
ART111	Drawing I	3
ART113	Color	3
ART255AB	The Portfolio	1

#### Restricted Electives: Credits: 12

Select from the following options to complete a minimum of twelve semester credits:

ART116	Life Drawing I	3
ART122	Drawing and Composition II	3
ART131	Photography I	3
ART151	Sculpture I	3
ART161	Ceramics I	3
ART165	Watercolor Painting I	3
ART167	Painting I	3

**Associate in Arts, Fine Arts - Art Total Credits: 63**

## Associate in Arts, Fine Arts (AAFA) – Dance

### Description

The Maricopa County Community College District Associate in Arts, Fine Arts - Dance degree requires a minimum of 64 semester credits for the program of study. The degree includes the following components:

- I. General Education:
  - Arizona General Education Curriculum for Arts (AGEC-A) MCCCD Additional Requirements
- II. Fine Arts Requirements - Dance

### Purpose of the Degree

The Associate in Arts, Fine Arts - Dance degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors in the Fine Arts. The degree is designed to prepare students to meet selective admission criteria for programs such as the Bachelor of Fine Arts, which may require a portfolio or performance requirement.

The semester credits used to satisfy the MCCCD Associate in Arts, Fine Arts - Dance degree may apply to university graduation requirements of the university major for which the degree is designed. Information regarding the articulation of the degree with majors at the Arizona public universities can be accessed via the following website: [www.aztransfer.com](http://www.aztransfer.com)

### Academic Policies that Govern the Associate in Arts, Fine Arts - Dance Degree

- Completion of the Associate in Arts, Fine Arts -Dance degree and the AGEC-A provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for non-residents.
- The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts, Fine Arts - Dance degree.
- A minimum of 64 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. Credit units transferred from outside of the district

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need to be at a grade of "C" or better. A grade of "C" equals 2.0 on a 4.0 grading scale or equivalent. On an exception basis, P-grades may be allowed in the AGEC for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a "C" or better. The P-grade exception does not apply to credits awarded by AGEC granting/receiving institutions;

- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGEC.
- The General Education Requirements for AGEC-A may be completed in 35 semester credits with the following stipulations
  - Courses can satisfy a Core Area and one or two Awareness Areas simultaneously
  - A course cannot be used to satisfy more than one Core Area
- General Education Courses can satisfy multiple areas within the degree simultaneously (AGEC-A Core Area, AGEC Awareness Area, MCCCCD Additional Requirements, or lower-division courses applicable to the major).
- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS), is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGEC-A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled MCCCCD Courses That Can Be used to Satisfy MCCCCD AGEC-A, AGEC-B, and/or AGEC-S for specific course information via the following website: [www.maricopa.edu/academic/ccta/](http://www.maricopa.edu/academic/ccta/)
- Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be transferable to the university or universities to which the student plans to transfer, as elective credit or better. For appropriate course selection, students should consult with an advisor.

- Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGEC-A or Associate in Arts, Fine Arts-Dance Degree.
- Courses and their modular equivalents will satisfy AGEC-A and Associate in Arts, Fine Arts - Dance requirements.
- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.
- Courses completed at one of the Maricopa Community Colleges to satisfy Common Courses must be transferable as elective or better to the universities that have the shared majors listed on a Common Course Matrix. A shared major is a university degree program that has similar academic preparation to one or more degree programs at other Arizona public universities as listed on the Common Course Matrices. For appropriate course selection, students should consult with an advisor

### Degree Requirements

The 64 semester credits required for the Associate in Arts, Fine Arts - Dance degree follow. See the list titled MCCCCD Courses That Can Be used to Satisfy MCCCCD AGEC-A, AGEC-B, and/or AGEC-S for specific course information via the following website: [www.maricopa.edu/academic/ccta/](http://www.maricopa.edu/academic/ccta/) This list identifies the courses in alpha-order by prefix as well as the Core Areas and Awareness Areas where the course will apply. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and the AGEC requirements, an A, B, and/or S character may follow the [MA], [SQ], [SG] general education designations and refers to the specific AGEC.

### I. MCCCCD General Education

The MCCCCD General Education includes two areas: MCCCCD AGEC-A and MCCCCD Additional Requirements.

#### MCCCCD AGEC-A

1. Core Areas: 35
  - a. First-Year Composition (FYC): 6
  - b. Literacy and Critical Inquiry [L]: 3
  - c. Mathematical Studies [MA/CS]: 6  
To complete the Mathematical Studies requirement, select one course to satisfy Mathematics [MA] A and a second course from Computer/Statistics/Quantitative Applications [CS].
    - 1) Mathematics [MA] A (3 credits)  
Select a course in college mathematics or college algebra or pre-calculus or any other mathematics course for which college algebra is a prerequisite.  
AND
    - 2) Computer/Statistics/Quantitative Applications [CS] (3 credits)

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- d. Humanities and Fine Arts [HU]: 6  
 Students are encouraged to choose course work from more than one discipline for a total of six semester credits. Select from the following options to complete three credits:  
 DAH100 Introduction to Dance 3  
 DAH201 World Dance Perspectives 3

- e. Social and Behavioral Sciences [SB]: 6  
 Students are encouraged to choose course work from more than one discipline for a total of six semester credits.

- f. Natural Sciences [SQ/SQ]: 8  
 To complete the Natural Sciences requirement: Select four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of eight (8) semester credits, OR eight (8) semester credits of [SQ]. Students cannot take eight (8) semester credits of [SG] to meet the Natural Sciences requirement.

The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. The lecture and corresponding laboratory course(s) may carry separate credit. Students should consult with an advisor for appropriate course selection. Students should also access the AZ Course Equivalency Guide (CEG) within the AZ Course Applicability System (AZCAS) for information on equivalencies. Select from the following options to complete four credits:

- BIO160 Introduction to Human Anatomy and Physiology 4  
 BIO201 Human Anatomy and Physiology I 4

2. Awareness Areas: 0  
 Students must satisfy two Awareness Areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed thirty-five semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously. Therefore no additional semester credits are required to satisfy the two Awareness Areas.

- Cultural Diversity in the United States [C]  
 AND  
 Global Awareness [G] OR  
 Historical Awareness [H]

### MCCCD Additional Requirements: Credits: 0-6

Students must satisfy Oral Communication and Critical Reading areas. However, it is not necessary for students to exceed the thirty-five semester credits required in order to complete the MCCCD Additional Requirements

because courses can satisfy a Core Area and MCCCD Additional Requirements simultaneously. Therefore no additional semester credits are required to satisfy Oral Communication and Critical Reading.

- a. Oral Communication: 3  
 A total of three (3) semester credits is required for Oral Communication. However, if students select a communication course that satisfies both the Oral Communication area and an area within the Core, then the Oral Communication requirement has been satisfied and additional electives may be taken.

Select from the following options:

- COM100 [SB] (3 credits) OR  
 COM100AA & COM100AB & COM100AC [SB] (3 credits) OR  
 COM110 [SB] (3 credits) OR  
 COM110AA & COM110AB & COM110AC [SB] (3 credits) OR  
 COM225 [L] (3 credits) OR  
 COM230 [SB] (3 credits)

- b. Critical Reading: 3  
 A total of three (3) semester credits is required for the Critical Reading area. However, if students complete CRE 101 and apply it to AGEC-A Core Requirements or if the students demonstrate proficiency through assessment, then the Critical Reading requirement has been satisfied and additional electives may be taken.

Select from the following options to complete 3 credits:

- CRE101 [L] (3 credits) OR equivalent as indicated by assessment

### II. Fine Arts Requirements - Dance: 29

A minimum of 29 credits are required to satisfy the Fine Arts Requirements - Dance.

#### Part I: Credits 11

Select the following:

- |        |                             |   |
|--------|-----------------------------|---|
| DAN150 | Dance Performance I         | 1 |
| DAN210 | Dance Production I          | 3 |
| DAN221 | Rhythmic Theory for Dance I | 2 |
| DAN264 | Choreography I              | 3 |
| DAN280 | Dance Practicum             | 2 |

#### Part II: Credits: 9

Select from the following options to complete a minimum of nine semester credits. Students must attain Level III competency in ballet and modern dance courses:

- |          |                          |   |
|----------|--------------------------|---|
| DAN120++ | World Dance (any module) | 1 |
| DAN129   | Musical Theatre Dance I  | 1 |
| DAN130   | Musical Theatre Dance II | 1 |

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DAN131	Ballet I	1
DAN132	Modern Dance I	1
DAN133	Modern Jazz Dance I	1
DAN134	Ballet II	1
DAN135	Modern Dance II	1
DAN136	Modern Jazz Dance II	1
DAN229	Musical Theatre Dance III	1
DAN230	Musical Theatre Dance IV	1
DAN231	Ballet III	1
DAN231AA	Ballet III: Intensive	2
DAN232	Modern Dance III	1
DAN233	Modern Jazz Dance III	1
DAN234	Ballet IV	1
DAN234 AA	Ballet IV: Intensive	2
DAN235	Modern Dance IV	1
DAN236	Modern Jazz Dance IV	1
DAN237	Ballet Pointe I	1
DAN290	Dance Conservatory I (any module)	1-3
DAN291	Dance Conservatory II (any module)	1-3
DAN292	Dance Conservatory III (any module)	1-3

### Part III: Restricted Electives: Credits: 9

The remaining credits from DAH and DAN prefixed courses should be selected as prescribed by the dance advisor. Only three of the remaining credits may be selected from the following DAN prefixed courses:

DAH+++++	Any DAH prefixed course EXCEPT DAH100 or DAH201 if selected to satisfy the AGEC A Humanities and Fine Arts Area.	
DAN115++	Contemporary Dance Trends (any module)	1
DAN120++	World Dance (any module)	1
DAN125++	Social Dance (any module)	1
DAN129	Musical Theatre Dance I	1
DAN130	Musical Theatre Dance II	1
DAN133	Modern Jazz Dance I	1
DAN136	Modern Jazz Dance II	1
DAN140	Tap Dance I	1
DAN141	Dance Workshop	1
DAN145	Tap Dance II	1
DAN146	Tap Dance Ensemble	1
DAN150	Dance Performance I	1
DAN164	Improvisation	1
DAN230	Musical Theatre Dance IV	1
DAN231	Ballet III	1
DAN231AA	Ballet III: Intensive	2
DAN232	Modern Dance III	1
DAN233	Modern Jazz Dance III	1
DAN234	Ballet IV	1
DAN234AA	Ballet IV: Intensive	2
DAN235	Modern Dance IV	1
DAN236	Modern Jazz Dance IV	1
DAN237	Ballet Pointe I	1
DAN290++	Dance Conservatory I (any module)	1-3
DAN291++	Dance Conservatory II (any module)	1-3
DAN292++	Dance Conservatory III (any module)	1-3
*DAN298++	Special Projects (any module)	1-3

\* Selection of DAN298 courses to satisfy degree requirements

*should be done in consultation with a program advisor or faculty member as Special Projects courses do not currently transfer to any of the three Arizona state public universities.*

**Associate in Arts, Fine Arts - Dance Total Credits: 64**

## Associate in Arts, Fine arts (AAFA) – Theatre

### Description

The Maricopa County Community College District Associate in Arts, Fine Arts - Theatre degree requires a minimum of 60-64 semester credits for the program of study. The degree includes the following components:

- I. General Education:  
Arizona General Education Curriculum for Arts (AGEC-A) MCCCDC Additional Requirements
- II. Fine Arts Requirements - Theatre

### Purpose of the Degree

The Associate in Arts, Fine Arts - Theatre degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors in the Fine Arts the degree is designed to prepare students to meet selective admission criteria for programs such as the Bachelor of Fine Arts, which may require a portfolio or performance requirement.

The semester credits used to satisfy the MCCCDC Associate in Arts, Fine Arts - Theatre may apply to university graduation requirements of the university major for which the degree is designed. Information regarding the articulation of the degree with majors at the Arizona public universities can be accessed via the following website: [www.aztransfer.com](http://www.aztransfer.com)

### Academic Policies that Govern the Associate in Arts, Fine Arts - Theatre Degree

- Completion of the Associate in Arts, Fine Arts - Theatre and the AGEC-A provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for non-residents.
- The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts, Fine Arts - Theatre degree.
- A minimum of 60 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. Credit units transferred from outside of the district need to be at a grade of "C" or better. A grade of "C"

## **DISTRICT WIDE PROGRAMS**

equals 2.0 on a 4.0 grading scale or equivalent. On an exception basis, P-grades may be allowed in the AGEC for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a "C" or better. The P-grade exception does not apply to credits awarded by AGEC granting/receiving institutions.

- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGEC.
- The General Education Requirements for AGEC-A may be completed in 35 semester credits with the following stipulations
  - Courses can satisfy a Core Area and one or two Awareness Areas simultaneously
  - A course cannot be used to satisfy more than one Core Area
- General Education Courses can satisfy multiple areas within the degree simultaneously (AGEC-A Core Area, AGEC Awareness Area, MCCCDC Additional Requirements, or lower-division courses applicable to the major)
- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS), is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGEC-A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled MCCCDC Courses That Can Be used to Satisfy MCCCDC AGEC-A, AGEC-B, and/or AGEC-S for specific course information via the following website: [www.maricopa.edu/academic/ccta/](http://www.maricopa.edu/academic/ccta/)
- Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be transferable to the university or universities to which the student plans to transfer, as elective credit or better. For appropriate course selection, students should consult with an advisor.

- Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGEC-A or Associate in Arts, Fine Arts - Theatre Degree.
- Courses and their modular equivalents will satisfy AGEC-A and Associate in Arts, Fine Arts - Theatre requirements.
- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.
- Courses completed at one of the Maricopa Community Colleges to satisfy Common Courses must be transferable as elective or better to the universities that have the shared majors listed on a Common Course Matrix. A shared major is a university degree program that has similar academic preparation to one or more degree programs at other Arizona public universities as listed on the Common Course Matrices. For appropriate course selection, students should consult with an advisor.

### **Degree Requirements**

The 60-64 semester credits required for the Associate in Arts, Fine Arts -Theatre follow. See the list titled MCCCDC Courses that can be used to Satisfy MCCCDC AGEC-A, AGEC-B, and/or AGEC-S for specific course information via the following website: [www.maricopa.edu/academic/ccta/](http://www.maricopa.edu/academic/ccta/) This list identifies the courses in alpha-order by prefix as well as the Core Areas and Awareness Areas where the course will apply. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and the AGEC requirements, an A, B, and/or S character may follow the [MA], [SQ], [SG] general education designations and refers to the specific AGEC.

### **I. MCCCDC General Education**

The MCCCDC General Education includes two areas: MCCCDC AGEC-A and MCCCDC Additional Requirements.

#### **MCCCDC AGEC-A**

- |  |    |
|--|----|
| 1. Core Areas:   | 35 |
| a. First-Year Composition (FYC):   | 6  |
| b. Literacy and Critical Inquiry [L]:  |    |
| Select the following:  |    |
| THE220 Modern Drama  | 3  |
| c. Mathematical Studies [MA/CS]:   | 6  |
| To complete the Mathematical Studies requirement, select one course to satisfy Mathematics [MA] A and a second course from Computer/Statistics/Quantitative Applications [CS]. |    |
| 1) Mathematics [MA] A (3 credits)  |    |
| Select a course in college mathematics or college algebra or pre-calculus or any other   |    |

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mathematics course for which college algebra is a prerequisite.

AND

- 2) Computer/Statistics/Quantitative Applications [CS] (3 credits)

- d. Humanities and Fine Arts [HU]: 6  
Students are encouraged to choose course work from more than one discipline for a total of six semester credits.  
Select the following:  
THE205 Introduction to Cinema 3
- e. Social and Behavioral Sciences [SB]: 6  
Students are encouraged to choose course work from more than one discipline for a total of six semester credits.
- f. Natural Sciences [SQ/SG]: 8  
To complete the Natural Sciences requirement: Select four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of eight (8) semester credits, OR eight (8) semester credits of [SQ]. Students cannot take eight (8) semester credits of [SG] to meet the Natural Sciences requirement.

The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. The lecture and corresponding laboratory course(s) may carry separate credit. Students should consult with an advisor for appropriate course selection. Students should also access the AZ Course Equivalency Guide (CEG) within the AZ Course Applicability System (AZCAS) for information on equivalencies.

2. Awareness Areas: Credits: 0  
Students must satisfy two Awareness Areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed thirty-five semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously. Therefore no additional semester credits are required to satisfy the two Awareness Areas.

Cultural Diversity in the United States [C] AND  
Global Awareness [G] OR  
Historical Awareness [H]

### MCCCD Additional Requirements: Credits: 0-6

Students must satisfy Oral Communication and Critical Reading areas. However, it is not necessary for students to exceed the thirty-five semester credits required in

order to complete the MCCCD Additional Requirements because courses can satisfy a Core Area and MCCCD Additional Requirements simultaneously. Therefore no additional semester credits are required to satisfy Oral Communication and Critical Reading.

- a. Oral Communication: 3  
A total of three (3) semester credits is required for Oral Communication. However, if students select a communication course that satisfies both the Oral Communication area and an area within the Core, then the Oral Communication requirement has been satisfied and additional electives may be taken.

Select from the following options:

COM100 [SB] (3 credits) OR  
COM100AA & COM100AB & COM100AC [SB] (3 credits) OR  
COM110 [SB] (3 credits) OR  
COM110AA & COM110AB & COM110AC [SB] (3 credits) OR  
COM225 [L] (3 credits) OR  
COM230 [SB] (3 credits)

- b. Critical Reading: 3  
A total of three (3) semester credits is required for the Critical Reading area. However, if students complete CRE 101 and apply it to AGEC-A Core Requirements or if the students demonstrate proficiency through assessment, then the Critical Reading requirement has been satisfied.

Select from the following options to complete 3 credits:

CRE101 [L] (3 credits) OR equivalent as indicated by assessment

### II. Fine Arts Requirements - Theatre: Credits: 25-29

A minimum of 25 credits are required to satisfy the Fine Arts Requirements - Theatre.

#### Foundations: Credits: 13

Select the following:

THE111	Introduction to Theatre	3
THP112	Acting I	3
THP115	Theatre Makeup	3
THP201AA	Theatre Production I OR	
THP201AB	Theatre Production II	1
THP213	Introduction to Technical Theatre	3

#### Restricted Electives: Credits: 12-16

Students may choose from the following courses to specialize in Acting, Technical Theatre, Teacher Education, or Cinema. Students should consult with the theatre advisor for the restricted electives recommended for each specialization track.

Select from the following options to complete a minimum of 12 semester credits:

## **DISTRICT WIDE PROGRAMS**

HUM/THE206	Introduction to Television Arts	3
HUM/THE210	Contemporary Cinema	3
THE118	Playwriting	3
THP120AA	Audition Techniques: Prepared Monologue	1
THP120AB	Audition Techniques: Cold Readings	1
THP130	Stage Combat OR	
THP131	Stage Movement	3
THP210	Acting: TV/Film	3
THP211	Creative Drama	3
THP212	Acting II	3
THP214	Directing Techniques	3
THP216	Beginning Stage Lighting	3
THP217	Introduction to Design Scenography	3
THP219	Introduction to Puppetry	3
THP267	Painting Techniques for Film, TV and Theatre	3
THP271	Voice and Diction	3

**Associate in Arts, Fine Arts - Theatre Total Credits: 60-64**

### **Associate in Science Degree (AS)**

#### **Description**

The Maricopa County Community College District Associate in Science degree requires 60-64 semester credits for the program of study. The degree includes the following components:

- I. General Education:  
Arizona General Education Curriculum for Science (AGEC-S) MCCCDC Additional Requirements
- II. General Electives

#### **Purpose of the Degree**

The Associate in Science degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors with more stringent mathematics and mathematics-based science requirements. Generally, the degree will transfer as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements.

In most cases, courses used to satisfy the MCCCDC Associate in Science will apply to university graduation requirements of the university major for which the Associate in Science is designed. Information regarding the articulation of the Associate in Science with majors at the Arizona public universities can be accessed via the following website: [www.aztransfer.com](http://www.aztransfer.com)

#### **Academic Policies that Govern the Associate in Science Degree**

- Completion of the Associate in Science and the AGECS-

provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for non-residents.

- The graduation policies within the general catalog must be satisfied for completion of the Associate in Science degree.
- A minimum of 60 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. Credit units transferred from outside of the district need to be at a grade of "C" or better. A grade of "C" equals 2.0 on a 4.0 grading scale or equivalent. On an exception basis, P-grades may be allowed in the AGECS for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a "C" or better. The P-grade exception does not apply to credits awarded by AGECS granting/receiving institutions
- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGECS.
- The General Education Requirements for AGECS-S may be completed in 36-38 semester credits with the following stipulations
  - Courses can satisfy a Core area and one or two Awareness areas simultaneously.
  - A course cannot be used to satisfy more than one Core area requirement in the AGECS A and B.
  - A course can be used to satisfy the L and SB or L and HU requirements simultaneously in the Core area for the AGECS S.
- General Education Courses can satisfy multiple areas within the degree simultaneously (AGECS-S Core Area, AGECS Awareness Area, MCCCDC Additional Requirements, or lower-division courses applicable to the major).
- Effective fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS), is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGECS-S requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities.

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The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled MCCCD Courses That Can Be used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC S for specific course information via the following website: [www.maricopa.edu/academic/ccta/](http://www.maricopa.edu/academic/ccta/)

- Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement All courses used to satisfy electives must be transferable to the university or universities to which the student plans to transfer, as elective credit or better. For appropriate course selection, students should consult with an advisor.
- Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGEC-S or Associate in Science Degree.
- Courses and their modular equivalents will satisfy AGEC-S and Associate in Science requirements.
- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.
- Courses completed at one of the Maricopa Community Colleges to satisfy Common Courses must be transferable as elective or better to the universities that have the shared majors listed on a Common Course Matrix. A shared major is a university degree program that has similar academic preparation to one or more degree programs at other Arizona public universities as listed on the Common Course Matrices. For appropriate course selection, students should consult with an advisor.

### Degree Requirements

The 60-64 semester credits required for the Associate in Science follow. See the list titled MCCCD Courses That Can Be used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC S for specific course information via the following website: [www.maricopa.edu/academic/ccta/](http://www.maricopa.edu/academic/ccta/) This list identifies the courses in alpha-order by prefix as well as the Core Areas and Awareness Areas where the course will apply. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and the AGEC requirements, an A, B, and/or S character may follow the [MA], [SQ], [SG] general education designations and refers to the specific AGEC.

### I. MCCCD General Education

The MCCCD General Education includes two areas: MCCCD AGEC-S and MCCCD Additional Requirements.

#### MCCCD AGEC-S

- |                                 |       |
|---------------------------------|-------|
| 1. Core Areas:                  | 36-38 |
| a. First-Year Composition (FYC) | 6     |

b. Literacy and Critical Inquiry [L] 0-3  
Recommend selecting a course that satisfies L (Literacy and Critical Inquiry) and SB (Social and Behavioral Sciences) OR L (Literacy and Critical Inquiry) and HU (Humanities and Fine Arts) or L (Literacy and Critical Inquiry) and COM or L (Literacy and Critical Inquiry) and CRE101 requirements simultaneously.

c. Mathematical Studies [MA] 4  
To complete the Mathematical Studies requirement, select one course to satisfy Mathematics [MA] S.

- 1) Mathematics [MA] S (4 credits)  
Select a calculus course MAT220 or MAT221, OR Any mathematics course for which MAT220 or MAT221 is a prerequisite,

d. Humanities and Fine Arts [HU] 6  
Students are encouraged to choose course work from more than one discipline for a total of six semester credits. Select a course that satisfies both L and HU requirements simultaneously.

e. Social and Behavioral Sciences [SB] 6  
Students are encouraged to choose course work from more than one discipline for a total of six semester credits. Select a course that satisfies both L and SB requirements simultaneously.

f. Natural Sciences 8  
To complete the Natural Sciences requirement: Select eight (8) semester credits of either general chemistry CHM151 & CHM151LL and CHM152 & CHM152LL OR Eight (8) semester credits of university physics PHY115 & PHY116 or PHY121 & PHY131 OR Eight (8) semester credits of general biology, BIO181 & BIO182 appropriate to the major.

g. Subject Options (subject based on major) 6-8  
Students completing AGEC S, through careful selection of courses that meet the other major or pre-requisite requirements for Science degree, will meet this requirement. Using a transfer guide, select courses from Mathematics courses above Calculus, and/or Science courses from: Astronomy, Biology, Botany, Chemistry, Environmental Science, Geology, Physical Geography, Physics, Zoology.

2. Awareness Areas:  
Students must satisfy two Awareness Areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed

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thirty-six to thirty-eight semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously. Therefore no additional semester credits are required to satisfy the two Awareness Areas.

Cultural Diversity in the United States [C]  
AND  
Global Awareness [G] OR  
Historical Awareness [H]

3. MCCCDC Additional Requirements 0-6  
Students must satisfy Oral Communication and Critical Reading areas. However, it is not necessary for students to exceed the thirty-six to thirty-eight semester credits required in order to complete the MCCCDC Additional Requirements.

a. Oral Communication

A total of three (3) semester credits are required for Oral Communication. However, if students select a communication course that satisfies both the Oral Communication area and an area within the Core, then the Oral Communication requirement has been satisfied and additional electives may be taken.

Select from the following options:

COM100 [SB] (3 credits) OR COM100AA & COM100AB & COM100AC [SB] (3 credits) OR COM110 [SB] (3 credits) OR COM110AA & COM110AB & COM110AC [SB] (3 credits) OR COM225 [L] (3 credits) OR COM230 [SB] (3 credits) MCCCDC General Education Core Areas (continued):

b. Critical Reading

A total of three (3) semester credits are required for the Critical Reading area. If students demonstrate proficiency through assessment, then the Critical Reading requirement has been satisfied and additional electives may be taken.

CRE101 [L] OR equivalent as indicated by assessment

### II. General Electives

Select courses to complete a minimum of 60 semester credits but no more than a total of 64 semester credits.

For students who have decided on a major that articulates with the AS, but who are undecided on the university to which they will transfer, courses satisfying the General Electives area should be selected from the list of Common Courses, Arizona Transfer Pathway Guides, and/or University Transfer Guides in order for the courses to apply in the major upon transfer.

The list of Common Courses for each major is included in the Arizona Transfer Pathway Guides. University Transfer Guides are also available for the Arizona public universities. These guides, both statewide and institutional, are accessible on the following web site: [www.aztransfer.com](http://www.aztransfer.com)

Students must select MCCCDC courses that are transferable to the university or universities to which the student plans to transfer, as elective credit or better according to the Arizona CEG within the AZCAS. For appropriate course selection, students should consult with an advisor.

For some majors, students must demonstrate 4th semester proficiency at the 202 course level to satisfy the Non-English Language Requirements. Students should consult the Arizona Transfer Pathway Guides and/or the University Transfer Guides to determine this requirement for the major at the university to which they intend to transfer. If required, it is recommended that students choose Maricopa courses as electives to meet this requirement as part of the Associate in Science degree.

Students who are undecided on a major or university should consult an advisor. Not all majors have common courses, so it is recommended that students consult with an advisor for a list of common courses or assistance with selecting appropriate electives.

**Associate in Science Total Credits:**

**60-64**

## Associate in Business (ABUS) Degree, General Requirements (GR)

### Description

The Maricopa County Community College District Associate in Business General Requirements (ABUS GR) degree requires a total of 62-63 semester credits for the program of study. The degree has three major components:

- I. MCCCDC General Education, which includes Arizona General Education Curriculum for Business (AGEC-B),
- II. Common Lower Division Program Requirements,
- III. General Electives.

### Purpose of the Degree

The ABUS GR degree is designed for students who plan to transfer to Arizona's public universities into majors that articulate with the Associate in Business General Requirements pathway and for students who plan to complete lower division course work toward a baccalaureate program at other degree granting institutions. All business majors except Accountancy and Computer Information Systems should follow the ABUS GR pathway. Accountancy majors should follow the Transfer Guide (TG-XR) pathway. Computer Information

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Systems majors should follow the Associate in Business Special Requirements pathway.

Generally, the degree transfers as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements. In most cases, courses used to satisfy the MCCC Associate in Business General Requirements will apply to university graduation requirements of the university major for which the ABus GR was designed.

### Academic Policies that Govern the Associate in Business General Requirements Degree:

- Requires 62-63 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. Credit units transferred from outside of the district need to be at a grade of "C" or better. A grade of "C" equals 2.0 on a 4.0 grading scale or equivalent. On an exception basis, P-grades may be allowed in the AGECEC for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a "C" or better. The P-grade exception does not apply to credits awarded by AGECEC granting/receiving institutions;
- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGECEC.
- Uses the following policies to help students complete the required Core and Awareness Areas in AGECEC B without exceeding the 35 semester credits
  - Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
  - A course cannot be used to satisfy more than one Core Area requirement.
- Uses the following policies to help students complete the program requirements at a minimum of 62 semester credits but not more than 63 semester credits:
- Courses can satisfy multiple areas within the degree simultaneously (AGECEC B Core Area, AGECEC B Awareness Area, and/or Common Lower Division Program Requirements)
- Follows the general education policy below:

### General Education Designations (example: (FYC), [SB], [HU], etc.)

Effective Fall 2000 the course evaluation and/or general education designation as listed in the Arizona CEG (Course Equivalency Guide) within the Arizona Course Applicability System (AZCAS) is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation

may be subject to change. Given that curriculum is dynamic at both MCCC and the institutions to which MCCC students transfer, students have the option to petition for general education evaluations and/or general education designations.

- Requires courses that transfer as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS). The course evaluation and/or general education designation as listed in AZCAS is valid for the term in which the student is awarded credit on the transcript
- Follows the graduation policies within the general catalog
- Includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Associate in Business General Requirements
- Accepts one of the courses that is cross-referenced with other courses
- Provides for exemption from Arizona university admission requirements for students who complete the ABus GR degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0=A scale for Arizona residents and a minimum 2.5 on a 4.0=A scale for non-residents.

### Degree Requirements

The 62-63 semester credits required for the Associate in Business General Requirements follow. See the list entitled MCCC Courses That Can Be Used to Satisfy MCCC AGECEC A, AGECEC B and/or AGECEC S for specific course information via the following website: [www.maricopa.edu/academic/ccta/](http://www.maricopa.edu/academic/ccta/)

Click on page labeled Curriculum

Select Matrix of Courses that Can be Used to Satisfy MCCC AGECEC A, B and/or S.

The list identifies the courses in alpha-order by prefix as well as the different Core Areas and Awareness Areas where the course will apply. When selecting Mathematical Studies and Natural Sciences options, select from the appropriate AGECEC A, B, or S list.

### I. MCCC General Education

#### A. MCCC AGECEC B

- |                                      |    |
|--------------------------------------|----|
| 1. Core Areas:                       | 35 |
| a. First-Year Composition (FYC)      | 6  |
| b. Literacy and Critical Inquiry [L] | 3  |
| c. Mathematical Studies [MA/CS]      | 6  |
- To complete the Mathematical Studies requirement select one course to satisfy

## DISTRICT WIDE PROGRAMS

Mathematics [MA] B and a second course from Computer/Statistics/Quantitative Applications [CS].

- 1) Mathematics [MA] B (3 credits) MAT212, Brief Calculus, or a higher level mathematics course  
AND
- 2) Computers/Statistics/Quantitative Applications) [CS] (3 credits). CIS105 [CS] Survey of Computer Information Systems

- d. Humanities and Fine Arts [HU] 6  
Students are encouraged to choose course work from more than one discipline for a total of six semester credits.
- e. Social and Behavioral Sciences [SB] 6  
Students are encouraged to choose course work from more than one discipline for a total of six semester credits.
- f. Natural Sciences [SQ/SG] 8  
To complete the Natural Sciences requirement: Select four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of (8) semester credits, OR eight (8) semester credits of [SQ]. Students cannot take eight (8) semester credits of [SG] to meet the Natural Sciences requirement.

The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. The lecture and corresponding laboratory course(s) may carry separate credit. Students should consult with an advisor for appropriate course selection. Students should also access the AZ Course Equivalency Guide (CEG) within the AZ Course Applicability System (AZCAS) for information on equivalencies.

2. Awareness Areas  
Students must satisfy two Awareness Areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed thirty-five semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously. Therefore no additional semester credits are required to satisfy the two Awareness Areas.

Cultural Diversity in the United States [C]  
AND  
Global Awareness [G] OR  
Historical Awareness [H]

### II. Common Lower Division Program Requirements: 27-28

A total of 27-28 credits are required to satisfy the Common Lower Division Program Requirements. However, if students select courses that simultaneously satisfy multiple areas of the degree, then the number of semester credits required for Common Lower Division Program Requirements is reduced. Additional semester credits may be required in General Electives to complete the minimum 62-63 total program semester credits.

Complete the following:

Accounting:

- |          |                                   |     |
|----------|-----------------------------------|-----|
| *ACC111  | Accounting Principles I AND       |     |
| ACC230   | Uses of Accounting Information I  |     |
|          | AND                               |     |
| ACC240   | Uses of Accounting Information II |     |
|          | OR                                |     |
| **ACC211 | Financial Accounting AND          |     |
| ACC212   | Managerial Accounting             | 6-7 |

\*MCCCD ACC250 or ACC211 may be taken in lieu of ACC111.

\*\*MCCCD ACC111 and ACC112 together are equivalent to ACC211.

- |             |   |   |
|-------------|---|---|
| ECN211 [SB] | Macroeconomic Principles                      | 3 |
| ECN212 [SB] | Microeconomic Principles                      | 3 |
| GBS205      | Legal, Ethical, Regulatory Issues in Business | 3 |
| GBS221 [CS] | Business Statistics                           | 3 |

- |                      |                                    |   |
|----------------------|------------------------------------|---|
| Quantitative Methods |                                    | 3 |
| GBS220               | Quantitative Methods in Business   |   |
|                      | OR                                 |   |
| *MAT217              | Mathematical Analysis for Business |   |
|                      | OR                                 |   |
| *MAT218              | Mathematical Analysis for Business |   |

*\*Students planning to attend ASU W.P. Carey will be required to take MAT217 or MAT218*

Business Electives: 6

Select from the following options:

- |             |  |  |
|-------------|--|--|
| CIS114DE    | Excel Spreadsheet                        |  |
| CIS133DA    | Internet/Web Development Level I         |  |
| CIS159 [CS] | Visual Basic Programming I               |  |
| CIS162AD    | C#: Level I                              |  |
| GBS151      | Introduction to Business                 |  |
| GBS233 [L]  | Business Communication                   |  |
| **GBS 220   | Quantitative Methods in Business         |  |
| GBS110 OR   | Human Relations in Business and Industry |  |
| MGT251      | Human Relations in Business              |  |
| IBS101      | Introduction to International Business   |  |
| MGT253      | Owning and Operating a Small Business    |  |
| REA179      | Real Estate Principles I                 |  |
| REA180      | Real Estate Principles II                |  |

## DISTRICT WIDE PROGRAMS

MKT271	Principles of Marketing
SBU200	Society and Business

*\*\*If course used to satisfy Common Lower Division Program Requirements, it can not be used to satisfy Business Electives.*

### III. General Electives

Select courses to complete a minimum of 62 semester credits but no more than a total of 63 semester credits. General Electives semester credits may be necessary if courses selected for the degree satisfy multiple areas. For appropriate course selection, students should consult an advisor.

**All courses used to satisfy electives must be transferable to the university or universities to which the student plans to transfer, as elective credit or better.** For appropriate course selection, students should consult with an advisor.

**ABus GR Degree Total Credits: 62-63**

## Associate in Business (ABUS) Degree, Special Requirements (SR)

### Description

The Maricopa County Community College District Associate in Business, Special Requirements (ABus SR) degree requires a total of 62-63 semester credits for the program of study. The degree has three major components:

- I. MCCCDC General Education which includes the Arizona General Education Curriculum for Business (AGEC B),
- II. Common Lower Division Program Requirements,
- III. General Electives.

### Purpose of the Degree

The ABus SR degree is designed for Computer Information Systems majors who plan to transfer to Arizona's public universities and for students who plan to complete lower division course work toward a baccalaureate program at other degree granting institutions. Currently the pathway for accountancy majors is a Transfer Guide Pathway (TG-XR). The Associate in Business General Requirements (ABus GR) is designed for all other business majors. Additional information on academic majors at the Arizona public universities can be accessed via the following web site: [www.aztransfer.com/](http://www.aztransfer.com/)

Generally, the degree transfers as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements. In most cases, courses used to satisfy the MCCCDC Associate in Business Special Requirements may apply to university graduation

requirements of the university major for which the ABus SR was designed.

### Academic Policies that Govern the Associate in Business Special Requirements Degree:

- Requires 62-63 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. Credit units transferred from outside of the district need to be at a grade of "C" or better. A grade of "C" equals 2.0 on a 4.0 grading scale or equivalent. On an exception basis, P-grades may be allowed in the AGECEC for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a "C" or better. The P-grade exception does not apply to credits awarded by AGECEC granting/receiving institutions;
- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGECEC.
- Uses the following policies to help students complete the required Core and Awareness Areas in AGECEC B without exceeding the 35 semester credits
  - Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
  - A course cannot be used to satisfy more than one Core Area requirement.
- Uses the following policy to help students complete the program requirements at a minimum of 62 semester credits but not more than 63 semester credits:
- Courses can satisfy multiple areas within the degree simultaneously (AGECEC B Core Area, AGECEC B Awareness Area, and/or Common Lower Division Program Requirements) Academic Policies that Govern the Associate in Business Special Requirements Degree Continued:
- Follows the general education policy below:

### General Education Designations (example: (FYC), [SB], [HU], etc.)

Effective Fall 2000 the course evaluation and/or general education designation, as listed in the Arizona CEG (Course Equivalency Guide) within the Arizona Course Applicability System (AZCAS) is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both MCCCDC and the institutions to which MCCCDC students transfer, students have the option to petition for course evaluations and/or general education designations.

## DISTRICT WIDE PROGRAMS

- Requires courses that transfer as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona Course Equivalency Guide (CEG). The course evaluation and/or general education designation as listed in AZCAS is valid for the term in which the student is awarded credit on the transcript
- Follows the graduation policies within the general catalog
- Includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Associate in Business Special Requirements
- Accepts one of the courses that is cross-referenced with other courses
- Provides for exemption from Arizona university admission requirements for students who complete the ABus SR degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0=A scale for Arizona residents and a minimum 2.5 on a 4.0=A scale for non-residents

### Degree Requirements

The 62-63 semester credits required for the Associate in Business Special Requirements follow. See the list titled MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC A, AGEC B and/or AGEC S for specific course information via the following website: [www.maricopa.edu/academic/ccta/](http://www.maricopa.edu/academic/ccta/)

Click on page labeled Curriculum

Select Matrix of Courses that Can be Used to Satisfy MCCCD AGEC A, B and/or S.

The list identifies the courses in alpha-order by prefix as well as the different Core Areas and Awareness Areas where the course will apply. When selecting Mathematical Studies and Natural Sciences options, select from the appropriate AGEC A, B, or S list.

### I. MCCCD General Education

#### A. MCCCD AGEC B

- |  |    |
|--|----|
| 1. Core Areas:   | 35 |
| a. First-Year Composition (FYC)  | 6  |
| b. Literacy and Critical Inquiry [L]   | 3  |
| c. Mathematical Studies [MA/CS]  | 6  |
| To complete the Mathematical Studies requirement select one course to satisfy the Mathematics [MA] B and a second course from Computer/Statistics/Quantitative Applications [CS] |    |
| 1) Mathematics [MA] B (3 credits)  |    |
| MAT212, Brief Calculus, or a higher level mathematics course   |    |
| AND  |    |
| 2) Computer/Statistics/Quantitative  |    |

Applications [CS] CIS105 [CS] Survey of Computer Information Systems

- |  |   |
|--|---|
| d. Humanities and Fine Arts [HU]   | 6 |
| Students are encouraged to choose course work from more than one discipline for a total of six semester credits.   |   |
| e. Social and Behavioral Sciences [SB]   | 6 |
| Students are encouraged to choose course work from more than one discipline for a total of six semester credits  |   |
| f. Natural Sciences [SQ/SG]  | 8 |
| To complete the Natural Sciences requirement: Select four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of eight (8) semester credits, OR eight (8) semester credits of [SQ]. Students cannot take eight (8) semester credits of [SG] to meet the Natural Sciences requirement. |   |

The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. The lecture and corresponding laboratory course(s) may carry separate credit. Students should consult with an advisor for appropriate course selection. Students should also access the AZ Course Equivalency Guide (CEG) within the AZ Course Applicability System (AZCAS) for information on equivalencies.

#### 2. Awareness Areas:

Students must satisfy two Awareness Areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed thirty-five semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously. Therefore no additional semester credits are required to satisfy the two Awareness Areas.

Cultural Diversity in the United States [C]  
AND  
Global Awareness [G]  
OR  
Historical Awareness [H]

### II. Common Lower Division Program Requirements: 27-28

A total of 27-28 credits are required for the Common Lower Division Program Requirements. Common courses meeting general education areas are noted with the general education designations encased in brackets.

## DISTRICT WIDE PROGRAMS

Complete the following:

Accounting:

*ACC111	Accounting Principles I AND	
ACC230	Uses of Accounting Information I	
	AND	
ACC240	Uses of Accounting Information II	
	OR	
**ACC211	Financial Accounting AND	
ACC212	Managerial Accounting	6-7

\*MCCCD ACC250 or ACC211 may be taken in lieu of ACC111.

\*\*MCCCD ACC111 and ACC112 together are equivalent to ACC211.

Programming I:		3
	CIS162AD C#: Level I	

Programming II:		3
	CIS250 Management Information Systems	

GBS205	Legal, Ethical, and Regulatory Issues in Business	3
GBS221 [CS]	Business Statistics	3
ECN211 [SB]	Macroeconomic Principles	3
ECN212 [SB]	Microeconomic Principles	3

Quantitative Methods		3
	GBS220 Quantitative Methods in Business	
	OR	
	*MAT217 Mathematical Analysis for Business	
	OR	
	*MAT218 Mathematical Analysis for Business	

*\*Students planning to attend ASU W.P. Carey will be required to take MAT217 or MAT218*

### III. General Electives 0-6

Select courses to complete a minimum of 62 semester credits but no more than a total of 63 semester credits for the program. General Electives semester credits may be necessary if courses selected for the degree satisfy multiple areas. For appropriate course selection, students should consult an advisor.

All courses used to satisfy electives must be transferable to the university or universities to which the student plans to transfer, as elective credit or better. For appropriate course selection, students should consult with an advisor.

**ABus SR Total Credits: 62-63**

## Associate in General Studies (AGS) Degree

### Description

The Maricopa County Community College District Associate in General Studies (AGS) degree is recommended for students whose educational goals require flexibility. The AGS allows students to choose any elective courses numbered 100 or above to complete the degree. Therefore, this degree may be less appropriate for students who intend to transfer to a baccalaureate-granting institution.

Students who demonstrate skills comparable to those in Critical Reading and/or Mathematics and/or Computer Usage may substitute acceptable elective courses to satisfy the total credits required for the degree.

### Academic Policies That Govern the Associate in General Studies Degree:

- Requires a minimum of 60 semester credits in courses numbered 100 and above.
- AGS degree requirements follow with the use of a diagonal character (/) between course numbers to signify options. An asterisk (\*) following the course number defines requirements with an effective begin term of spring;
- Requires grades as listed for specific areas such as the General Education Core where a minimum grade of "C" is required. Courses applied to other areas may be completed with a minimum grade of "D";
- uses the following policies for course(s ) satisfying multiple program areas;
  1. A course can simultaneously satisfy one Core area and one Distribution area. Courses that meet this criterion are bold print and underscored in the Core areas and Distribution areas.
  2. A course cannot satisfy more than one Core area, even if it is approved for more than one Core area.
  3. A course cannot satisfy more than one Distribution area, even if it is approved for more than one Distribution area.
- Follows the graduation policies within the general catalog;
- Includes both courses and their modular equivalents; either the course or the modular equivalents will satisfy the Associate in General Studies;
- Accepts one of the courses that is cross-referenced with other courses;

## DISTRICT WIDE PROGRAMS

### Degree Requirements

#### GENERAL EDUCATION CORE

(16 credits - grade of "C" or better)

#### First-Year Composition (6 credits)

ENG English [101/107] & [102/108]

#### Oral Communication (3 credits)

COM Communication 100/100AA & 100AB & 100AC/110/110AA & 110AB & 110AC/ 225/230

#### Critical Reading (3 credits)

CRE Critical Reading 101/Equivalent as indicated by assessment

#### Mathematics (3 credits)

MAT Mathematics 102/120/121/122/122AA/122AB/122AC/126/140/141/142/150/151/151AA/151AB/151AC/151AD/152/156/172/182/187/206/212/213/220/221/230/231/240/241/261/262/276/277  
equivalent course Satisfactory completion of a higher level Mathematics course.

#### Computer Usage (1 credit)

Computer-related course or demonstration of comparable computer skills. Additional courses may be approved by individual colleges. Students should contact their advisor for college-specific courses satisfying the requirement.

ACC Accounting 115  
 ADA Advertising Arts 169/170/170AA/170AB/173/173AA/173AB/173AC/175/175AA/175AB/177/177AA/177AB/any 180 modules/183/183AA/183AB/183AC/283/283AA/283AB/283AC/289/289AA/289AB/289AC  
 AGB Agribusiness 139  
 AJS Administration of Justice Studies 119/205  
 AMS Automated Manufacturing System 150  
 ARC Architecture 243/244/245  
 ART Art 100/169/170/170AA/170AB/173/173AA/173AB/173AC/175/175AA/175AB/177/177AA/177AB/179/179AA/179AB/any 180 module/183/183AA/183AB/183AC/283/283AA/283AB/283AC/289/289AA/289AB/289AC  
 BIO Biology 294  
 BPC Business-Personal Computers Any BPC Course(s) (except 217AM)  
 CFS Child/Family Studies 180  
 CIS Computer Information Systems Any CIS Course(s) (except 162, 162AC, 169, 183AA, 217AM, 259, 262)  
 CSC Computer Science Any CSC Course(s) (except 200, 200AA, 200AB, 210, 210AA, 210AB)  
 CTR Court Reporting 101/102  
 DFT Drafting Technology 103/105/any 105 module/150/251/any 254 module/256AA  
 ECH Early Childhood Education 238  
 EEE Electrical Engineering 120  
 ELE Electronic 131/181/241/243/245/281  
 ELT Electronic Technology 131/241/243

ENG English 100AE  
 ENV Environmental Sciences 119  
 FON Food & Nutrition 100/100AA/100AC/100AD  
 GBS General Business 221  
 GPH Physical Geography 220  
 HRM Hotel Restaurant Management 126  
 JAS Justice & Government Agencies Admin 225  
 JRN Journalism 133  
 LAS Paralegal Studies 229  
 MAT Mathematics 206  
 MET Manufacturing Technology 264  
 MTC Music Theory/Composition 180/191  
 NET Networking Technology 181/181AA  
 OAS Office Automation Systems 111AA/111AB/113/119/130DK/135DK/235DK  
 PSY Psychology 230  
 RTR Realtime Reporting 101/102  
 SBS Small Business 211  
 SMT Semiconductor Manufacturing Technology 150  
 SWU Social Work 225  
 TVL Travel Agent Technology 203  
 VPT Video Production Technology 106

### GENERAL EDUCATION DISTRIBUTION AREAS (28-29 credits)

#### Humanities and Fine Arts (9 credits)

Students are encouraged to choose courses from more than one discipline.

AIS American Indian Studies 213  
 AJS Administration of Justice Studies 123  
 ARH Art Humanities Any ARH Course(s)  
 ASB Anthropology 211/220/222/223/253  
 CCS Chicana and Chicano Studies 101  
 CNS Construction 101  
 COM Communication 241  
 DAH Dance Humanities 100/201/250  
 EDU Education 291/292/294  
 ENG English 200/213/218  
 ENH English Humanities Any ENH Course(s) (except 114, 250)  
 FRE French 265  
 HCR Health Care Related 210  
 HIS History 101/102/103/108/109/111/113/114/243/253/254/275  
 HUM Humanities Any HUM course(s) (except 108, 120, 203, 207)  
 INT Interior Design 115/120/225  
 LAT Latin 201/202  
 MHL Music: History/Literature 140/143/145/146/153/155/242  
 PHI Philosophy Any PHI Course(s) (except 113)  
 REL Religious Studies Any REL Course(s) (except 271, 213)  
 SLC Studies in Language & Culture 201  
 SPA Spanish 241/242/265/266  
 SPH Spanish Humanities 245  
 STO Storytelling 292/294

## DISTRICT WIDE PROGRAMS

THE	Theater 111/205/206/210
THP	Theater/Performance/Production 241
WST	Women's Studies 209/284/285/290

### Social and Behavioral Sciences (9 credits)

Students are encouraged to choose courses from more than one discipline.

AFR	African American Studies 202/203/204
AIS	American Indian Studies 101/140/141/160
AJS	Administration of Justice Studies 101/119/162/200/225/258/259/270
ASB	Anthropology 102/202/211/214//222/223/230/235/238/245/252
ASM	Anthropology 104/275
CFS	Child/Family Studies 157/159/176/205/235/259
COM	Communication 100/100AA&100AB&100AC/110/110AA&110AB&110AC/163/230/250/263
ECH	Early Childhood Education 176
ECN	Economics Any ECN Course(s)
EDU	Education 221/222
EED	Early Education 200/205/222
ENG	English 213
EMT	Emergency Medical Technology 258
FOR	Forensic Science 275
FSC	Fire Science Technology 258
FUS	Future Studies 101
GCU	Cultural Geography 102/121/122/141/223
HES	Health Science 100
HIS	History any HIS Course(s) (except 111, 135, 170, 204)
IBS	International Business 109
MCO	Mass Communications 120
POS	Political Science Any POS course(s)
PSY	Psychology 101/123/132/156/157/215/218/225/235/ 240/241/243/245/250/258/260/266/270/277/280/292
REC	Recreation 120
SBU	Society and Business 200
SLC	Studies in Language & Culture 201
SOC	Sociology Any SOC course(s) (except 242, 253, 265, 270)
SWU	Social Work 102/171/258/292
WED	Wellness Education 110
WST	Women's Studies 100/161
YAQ	Yaqui Indian History and Culture 100

### Natural Sciences (7-8 credits)

Two lecture courses and one corresponding laboratory course are to be selected. The lecture and corresponding laboratory course(s) may carry separate credit. For appropriate course selection students should consult with an advisor.

AGS	Agricultural Science 164/260
ASB	Anthropology 231
ASM	Anthropology 104
AST	Astronomy 101/102/111/112/113/114
BIO	Biology 100/101/102/105/107/108/109/145/

	149AF/149AH/149AK/149AL/149AM/149AN/156/160/181/182/201/202/205/241/245
CHM	Chemistry 107/107LL/130/130LL/150/151/151LL/152/152LL/154/154LL/230/230LL
ENV	Environmental Sciences 101
FON	Food and Nutrition 241&241LL
FOR	Forensic Science 105/106
GLG	Geology Any GLG course(s)
GPH	Physical Geography 111/112/113/210/211/212/214/213/215
PHS	Physical Science 110/120
PHY	Physics 101/101AA/111AA/ 111/112/115/116/121/131
PSY	Psychology 275/290AB/290AC

### Literacy and Critical Inquiry (3 credits)

AIS	American Indian Studies 213
BIO	Biology 294
COM	Communication 222/225/241
CRE	Critical Reading 101
ENG	English 111/200/215/216/217/218
ENH	English Humanities 254/255
FON	Food & Nutrition 206
GBS	General Business 233
GPH	Physical Geography 211
HUM	Humanities 250/251
IFS	Information Studies 101
JRN	Journalism 201/234
MCO	Mass Communications 220
PHI	Philosophy 103/106
POS	Political Science 115
PSY	Psychology 290AB/290AC
REL	Religious Studies 203/205
THE	Theater 220
THP	Theater Performance/Production 241

### Elective Courses (15-16 credits)

May select courses from prefixes already chosen for General Education Distribution requirements in order to develop depth in one or more subject areas.

## Associate in Applied Science General Education Requirements

### Purpose of the Degree

The Maricopa County Community College District Associate in Applied Science (AAS) degree is recommended for students who wish to gain a depth of technical expertise by completing an occupational program presented in the college catalog. Students should consult this catalog to determine specific program requirements.

### Academic Policies that Govern the AAS degree:

- Requires 60 or more credits numbered 100 or above and includes credits or the equivalent in the General

## DISTRICT WIDE PROGRAMS

Education Core areas and credits in the Distribution areas. AAS degree requirements follow with the use of a diagonal character (/) between course numbers to signify options. An asterisk (\*) following the course number defines requirements with an effective begin term of spring;

- Requires grades as listed for specific areas such as the General Education Core where a minimum grade of "C" is required. See specific AAS occupational degree for specific program grade requirements;
- Follows the graduation policies within the general catalog;
- Includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Associate in Applied Science requirements.
- Requires at least 12 semester credit hours earned at the college awarding the AAS degree. The 12 hours in the AAS degree curricula may be in the Required Courses area and/or Restricted Electives courses. Courses from the General Education Core and Distribution area are excluded.

Shared Programs are programs offered at multiple colleges but not available at all colleges. The requirements are identical at all the colleges offering the program.

A shared program requires a minimum of six credit hours from the total program requirements to be completed with a grade of "C" or better at the college awarding the certificate or degree. The exception is the Nursing program. For those shared programs with less than six credit hours, the total hours for the program must be completed at the college awarding the certificate. The minimum of six credit hours in the certificate or degree curricula may be in the Required Courses area and/or the Restricted Electives. Courses from the General Education Core and Distribution areas are excluded;

Students must apply for graduation from the college where they have successfully completed Block 4 of the Associate in Applied Science in Nursing.

- Requires completion of General Education courses as indicated in the General Education Requirements for the Associate in Applied Science degree from the Maricopa County Community College District, or completion of a curriculum as stated in the catalog;
- Accepts one of the courses that is cross-referenced with other courses.

### GENERAL EDUCATION CORE

(15 credits - grade of "C" or better.)

Demonstrate college-level skills in the following areas:

### First-Year Composition (6 credits)

ENG English [101/107] & [102/108/111]

### Oral Communication (3 credits)

COM Communication 100/100AA & 100AB & 100AC/110/110AA & 110AB & 110AC/225/230

### Critical Reading (3 credits)

CRE Critical Reading 101/111/Equivalent as indicated by assessment

### Mathematics (3 credits)

MAT Mathematics 102/120/121/122/122AA/122AB/122AC/126/140/141/142/150/151/151AA/151AB/151AC/151AD/152/156/172/182/187/206/212/213/220/221/230/231/240/241/261/262/276/277 equivalent course/ Satisfactory completion of a higher level mathematics course

### GENERAL EDUCATION DISTRIBUTION AREAS (9-10 credits)

#### Humanities and Fine Arts (2-3 credits)

Students are encouraged to choose courses from more than one discipline.

AIS American Indian Studies 213  
AJS Administration of Justice Studies 123  
ARH Art Humanities Any ARH Course(s)  
ASB Anthropology 211/220/222/223/253  
CCS Chicana and Chicano Studies 101  
CNS Construction 101  
COM Communication 241  
DAH Dance Humanities 100/201/250  
EDU Education 291/292/294  
ENG English 200/213/218  
ENH English Humanities Any ENH Course(s) (except 114, 250)  
FRE French 265  
HCR Health Care Related 210  
HIS History 101/102/103/108/111/113/114//243/253 254/275  
HUM Humanities Any HUM course(s) (except 120, 203, 207)  
INT Interior Design 115/120/225  
LAT Latin 201/202  
MHL Music: History/Literature 140/143/145/146/153/155/242  
PHI Philosophy Any PHI Course(s) (except 113)  
REL Religious Studies Any REL Course(s) (except 271)  
SLC Studies in Language & Culture 201  
SPA Spanish 241/242/265/266  
SPH Spanish Humanities 245  
STO Storytelling 292/294  
THE Theater 111/205/206/210  
THP Theater/Performance/Production 241  
WST Women's Studies 209/284/285/290

## DISTRICT WIDE PROGRAMS

### Social and Behavioral Sciences (3 credits)

Students are encouraged to choose courses from more than one discipline.

AIS	American Indian Studies 101/140/141/160
AFR	African American Studies 202/203/204
AJS	Administration of Justice Studies 101/162/200/225/258/259/270
ASB	Anthropology 102/202/211/214/222/223/230/235/238/245/252
ASM	Anthropology 104/275
CFS	Child/Family Studies 157/159/176/205/235/259
COM	Communications 100/100AA&100AB&100AC/110/110AA&110AB & 110AC/ 163/230/250/263
ECH	Early Childhood Education 176
ECN	Economics Any ECN course(s)
EDU	Education 221/222
EED	Early Education 200/205/222
EMT	Emergency Medical Technology 258
ENG	English 213
FOR	Forensic Science 275
FSC	Fire Science 258
FUS	Future Studies 101
GCU	Cultural Geography 102/121/122/141/221/223
HES	Health Science 100
HIS	History Any HIS course(s) (EXCEPT 111, 135, 170 204)
IBS	International Business 109
MCO	Mass Communications 120
POS	Political Science Any POS course(s)
PSY	Psychology 101/123/125/132/156/157/215/218/225/235/240/241/243/245/250/258/260/266/270/277/280/292
REC	Recreation 120
SBU	Society and Business 200
SLC	Studies in Language & Culture 201
SOC	Sociology Any SOC course(s) (except 242, 253, 265, 270)
SWU	Social Work 102/171/258/292
WED	Wellness Education 110
WST	Women's Studies 100/161
YAQ	Yaqui Indian History and Culture 100

### Natural Sciences (4 credits)

The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. The lecture and corresponding laboratory course(s) may carry separate credit. Students should consult with an advisor for appropriate course selection.

AGS	Agricultural Science 164/260
ASB	Anthropology 231
ASM	Anthropology 104
AST	Astronomy 101/102/111/112/113/114
BIO	Biology 100/101/102/105/107/108/109/149AN/145/156/160/181/182/201/202/205/241/245
CHM	Chemistry 107&107LL/130&130LL/

	150&151LL/151&151LL/152&152LL/154&154LL/230&230LL
FON	Food and Nutrition 241&241LL
FOR	Forensic Science 105/106
GLG	Geology Any GLG course(s) (except 140/251MC/275)
GPH	Physical Geography 111/112&113/211/212&214/213 & 215
PHS	Physical Science 110/120
PHY	Physics 101/101AA/111/111AA/112/115/116/121/131
PSY	Psychology 275/290AB/290AC

## Academic Certificate (AC)

### Purpose of the Academic Certificate (area of emphasis)

The Maricopa Community College District Academic Certificate (area of emphasis) is a defined and coherent program of study that is recommended for students who wish to gain additional expertise in an academic area. While this program of study can result in proficiency in specified skills and competencies, as well as mastery of knowledge, it is not designed to prepare someone for employment in a specific occupation. The content for an Academic Certificate (area of emphasis) may be derived from a variety of disciplines or it can be discipline specific. The Academic Certificate does not require a general studies component even though requirements of the certificate may include courses that currently meet specific general studies designations such as Humanities and Fine Arts, Social and Behavioral Sciences, etc.

### Academic Policies that Govern the Academic Certificate (area of emphasis):

- generally ranges from 12-39 credit hours in courses numbered 100 or above, although there is no minimum number of credit hours required for an Academic Certificate;
- requires a cumulative GPA of 2.0 or better for completion;
- follows the graduation policies within the general catalog;
- accepts one of the courses that is cross-referenced with other courses;
- includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Academic Certificate requirements;
- does not presume block transfer value. Consequently, in most cases the Academic Certificate should not be a subset of an existing transfer degree;
- may have admission criteria established by the college if and when appropriate;

## DISTRICT WIDE PROGRAMS

- is for the most part college specific

### Allied Health or Nursing Program

In collaboration and partnership with the healthcare community and its response to the dynamic changes occurring in the healthcare arena and healthcare professions' practice, the Maricopa Community Colleges integrated the curriculum of all allied health and nursing programs. All allied health or nursing program pathways and educational offerings emphasize the achievement of relevant competencies and provide value to the individual, the employer, and the community. As a result, graduates of the various allied health or nursing program pathways will meet the community's demand for a flexible, multi-skilled healthcare workforce that meets employer and consumer needs. Refer to individual college catalogs for specific healthcare program pathways. For further information, <http://healthcare.maricopa.edu> is a comprehensive information source.

#### Allied Health or Nursing Assumption of Risk/Release of Liability

Most of the allied health or nursing program pathways include a program of study in a clinical training environment which may contain exposures to risks inherent in patient-oriented educational experiences, such as but not limited to, bodily injury or communicable and infectious diseases. Students enrolling in clinical educational courses will be asked to sign a statement assuming all risks inherent in their coursework.

#### Use of Confidential Information

Students enrolled in allied health or nursing program pathways will have learning experiences in a healthcare setting where they will have access to confidential information. Prior to beginning any clinical studies, the students will be asked to sign an agreement to adhere to the requirements of those clinical sites and applicable law, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

#### Allied Health or Nursing College of Attendance

As the allied health or nursing programs are integrated across the Maricopa County Community College District, college of attendance requirements for the completion of the healthcare program pathways can be met through the completion of coursework taken at all the Maricopa Community Colleges and Skill Centers.

#### Requirement of Background Check

Students enrolled in an allied health or nursing program will be in clinical learning experiences, working with children, elderly persons, and other vulnerable populations. Healthcare agency policies require evidence of background clearance prior to entering such learning experiences. The background clearance will consist of a fingerprint clearance, verification of social security number, and a periodic query of the Office of the Inspector General (OIG) List of Excluded

Individuals/Entities (LEIE) List. ARS §15-1881 provides the Department of Public Safety the authority to conduct background checks and issue clearance cards to healthcare students for the purpose of meeting the requirements for clinical training. Students seeking enrollment into health programs will be required to provide a current clearance card provided by DPS as evidence of an independent background check that meets healthcare industry standards. Individual programs will establish program policy regarding when the background check needs to be completed, either at the time of application to or enrollment in clinical courses. Evidence of a completed background clearance must be maintained for the duration of time of program enrollment. It is advised that students carry proof of the background clearance at all times during any agency learning experience. Any change in status that would affect the background clearance of a healthcare student may result in the interruption of student progress or dismissal from the program.

**Note:** *Certain licensing boards may require a separate background check or clearance card upon application for licensure or certification.*

#### Duty to Report

All students enrolled in health programs holding or receiving certification or licensure as a healthcare professional from a US state or territory must remain in good standing with that agency. Students receiving any disciplinary action against their certification and/or license must notify the program director within five (5) business days. Any student who is placed on the Office of the Inspector General (OIG) List of Excluded Individuals/Entities List must notify their program director within five (5) business days. Any student who has his/her fingerprint clearance card revoked, suspended, or modified in any way must notify the program director within five (5) business days. The program director reserves the right to restrict the student's participation in clinical experience and involvement in patient care until the certificate or license is valid and unrestricted as determined by the agency who issued the disciplinary action; the student is removed from the OIG Exclusion List; and/or the fingerprint card is valid and unrestricted.

#### Waiver of Licensure/Certificate Guarantee

Many of the nursing and allied health programs prepare graduates for application for State or National certificates or licenses. In some professions, such licensure and certification is required prior to employment or practice in the profession. Graduation from a nursing and allied health program does not guarantee the receipt of a license or certificate to practice in the field of study.

# ***Certificates & Degrees***

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## CERTIFICATES & DEGREES

### Current SMCC Certificates & Degrees, General Studies & Other Campus Programs For 2011 - 2012

#### MCCCD Degrees (see page 47)

Associate in Arts (AA)  
Associate in Arts in Elementary Education (AAEE)  
Associate in Arts (AA) Degree, Fine Arts-Art  
Associate in Arts (AA) Degree, Fine Arts-Dance  
Associate in Arts (AA) Degree, Fine Arts-Theatre  
Associate in Business (ABUS) (General) Requirements  
Associate In Business (ABUS) (Special) Requirements  
Associate In General Studies (AGS)  
Associate in Science (AS)  
Arizona General Education Curriculum (AGEC) - A, B, S  
Associate in Applied Science General Education  
Requirements (*Note: this is not a degree but approved  
general education requirements.*)

#### SMCC AAS Degrees

Accounting (3149) **(Shared)**  
Advanced Behavioral Health Sciences (3067)  
Advanced Nursing (3105)  
Biomedical Research Technology (3113) **(Shared)**  
Business Management (3054)  
Early Childhood Administration/Management (3109) **(Shared)**  
Early Childhood Development (3361)  
Emergency Management (3018) **(Shared)**  
General Business (3148) **(Shared)**  
Information Technology (3167)  
Information Technology: Cisco Networking Professional  
(3095)  
Information Technology: Computer Applications Specialist  
(3098)  
Information Technology: Network Security (3097)  
Information Technology: Network Server (3096)  
Information Technology: Programming and Systems Analysis  
(3099)  
Information Technology: Web and Graphic Design (3100)  
Music Business (3017) **(Shared)**  
Office Automation Systems (3222)  
Recovery Support (3032)  
Retail Management (3048) **(Shared)**  
Strength, Nutrition, and Personal Training (3059) **(Shared)**

#### SMCC Certificates of Completion

Accounting (5665) **(Shared)**  
Advanced Behavioral Health Sciences (5521) **(Shared)**  
Basic Behavioral Health (5522) **(Shared)**  
Community Health Worker (5701)  
Early Childhood Development (5376)  
Emergency Management (5304) (Shared SH)  
General Business (5683) **(Shared)**  
Information Technology: Cisco Networking Professional  
(5526)

Information Technology: Computer Applications Specialist  
(5201)  
Information Technology: Network Security (5530)  
Information Technology: Network Server (5529)  
Information Technology: Programming and Systems Analysis  
(5193)  
Information Technology Support (5163)  
Information Technology: Web & Graphic Design (5168)  
Music Business (5258) **(Shared)**  
Network Administration: Cisco Network Professional (5328)  
**NEW (Shared)**  
Networking Administration: Cisco (5969) **(Shared)**  
Office Automation Systems (5223)  
Pharmacy: Customer Service (5348)  
Retail Management (5286) **(Shared)**  
Small Business Entrepreneurship (5192) **(Shared)**  
Small Business Start-Up (5706) **NEW (Shared)**  
Strength, Nutrition, and Personal Training (5445) **(Shared)**  
Supervision & Management I (5721)  
Supervision & Management II (5722)  
Telecommunications Technology (5992)

"**Shared**" indicates the certificate or degree is a "**Shared**"  
program within the MCCCD

#### Academic Certificates

Creative Writing (6224) **NEW (Shared)**  
Storytelling (Academic Certificate) (6200)

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### Academic and Occupational Certificates and Degrees Offered at SMCC:

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## ACCOUNTING

*Chairperson: Mark Nielsen*

#### Certificates/Degrees

**Certificate of Completion in Accounting (5665) (Shared)**  
**Associate in Applied Science in Accounting (3149)**  
**(Shared)**  
**Certificate of Completion in Accounting (5665)**  
**Credits: 23-26**

**Description:** The Certificate of Completion (CCL) in Accounting is for students seeking to gain skills and knowledge in the field of accounting. Possible entry-level jobs for this program include accounting clerk, accounts payable/receivable clerk, claims clerk, credit clerk, full-charge bookkeeper, accounting intern, or comparable positions. An Associate in Applied Science (AAS) is also available.

#### Program Notes:

+ *indicates course has prerequisites and/or co requisites.*  
Students must earn a grade of "C" or better in all courses

## CERTIFICATES & DEGREES

required within the program. Consultation with an Academic Advisor is recommended for course selection.

**Admission Criteria: None**  
**Program Prerequisites: None**

Required Courses:	Credits 23-26
ACC111 Accounting Principles I (3) AND	
+ACC230 Uses of Accounting Information I (3) AND	
+ACC240 Uses of Accounting Information II (3) , OR	
+ACC230 Uses of Accounting Information I (3) AND	
+ACC240 Uses of Accounting Information II (3) AND	
ACC250 Introductory Accounting Lab (1), OR	
ACC111 Accounting Principles I (3) AND	
+ACC112 Accounting Principles II (3) AND	
+ACC212 Managerial Accounting (3), OR	
ACC211 Financial Accounting (3) AND	6-9
+ACC212 Managerial Accounting (3)	3
ACC105 Payroll, Sales and Property Taxes	2
+ACC115 Computerized Accounting	3
CIS114DE Excel Spreadsheet	3
CIS105 Survey of Computer Information Systems	3
GBS151 Introduction to Business	3
GBS205 Legal, Ethical and Regulatory Issues in Business	3

**Free Electives: None**  
**General Education: None**

### Associate in Applied Science in Accounting: 60-65 (3149) (Shared)

**Description:** The Associate in Applied Science (AAS) in Accounting is one of several options for students seeking to gain skills and knowledge in the field of accounting. Possible entry-level jobs for this program include accounting clerk, accounts payable/receivable clerk, claims clerk, credit clerk, full-charge bookkeeper, accounting intern, or comparable positions. A Certificate of Completion (CCL) is also available.

**Program Notes:**

+ indicates course has prerequisites and/or corequisites. Students must earn a grade of "C" or better in all courses required within the program. Consultation with an Academic Advisor is recommended for course selection.

**Admission Criteria: None**  
**Program Prerequisites: Credits: 3**

+CRE101	College Critical Reading (3) OR Equivalent as indicated by assessment	3
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**Required Courses: Credits 29-32**

Students must earn a grade of "C" or better in each course in the Required Courses area.

ACC111	Accounting Principles I (3) AND	
+ACC230	Uses of Accounting Information I (3) AND	

+ACC240	Uses of Accounting Information II (3), OR	
+ACC230	Uses of Accounting Information I (3) AND	
+ACC240	Uses of Accounting Information II (3) AND	
ACC250	Introductory Accounting Lab (1), OR	
ACC111	Accounting Principles I (3) AND	
+ACC112	Accounting Principles II (3) AND	
+ACC212	Managerial Accounting (3), OR	
ACC211	Financial Accounting (3) AND	
+ACC212	Managerial Accounting (3)	6-9
ACC105	Payroll, Sales and Property Taxes	3
+ACC115	Computerized Accounting	2
ACC121	Income Tax Preparation (3) OR	
+ACC221	Tax Accounting (3)	3
CIS114DE	Excel Spreadsheet	3
CIS105	Survey of Computer Information Systems	3
GBS151	Introduction to Business	3
GBS205	Legal, Ethical and Regulatory Issues in Business	3
+GBS233	Business Communication	3

**Restricted Electives: Credits: 9**

ACC+++++	Any ACC Accounting course(s) except courses used to satisfy Required Courses area.	9
CIS117DM	Microsoft Access: Database Management	3
GBS131	Business Calculations	3
GBS207	Business Law (General Corporate)	3
+GBS220	Quantitative Methods in Business	3

**General Education Requirement Credits: 22-24**

**General Education Core: Credits: 12-14**

**First-Year Composition: Credits: 6**

+ENG101	First-Year Composition (3) OR	
+ENG107	First-Year Composition for ESL (3) AND	
+ENG102	First-Year Composition (3) OR	
+ENG108	First-Year Composition for ESL (3)	6

**Oral Communication: Credits: 3**

	Any approved General Education course in the Oral Communication area.	3
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**Critical Reading: Credits: 0**

	Met by CRE101, College Critical Reading OR Equivalent as indicated by assessment in Program Prerequisites area.	0
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**Mathematics: Credits: 3-5**

+MAT120	Intermediate Algebra (5) OR	
+MAT121	Intermediate Algebra (4) OR	
+MAT122	Intermediate Algebra (3) OR Satisfactory completion of a higher level mathematics course.	3-5

**General Education Distribution: Credits: 10**

**Humanities and Fine Arts: Credits: 3**

	Any approved General Education course in the Humanities and Fine Arts area.	3
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## CERTIFICATES & DEGREES

### Social and Behavioral Sciences: Credits: 3

ECN211	Macroeconomic Principles (3) OR	
ECN212	Microeconomic Principles (3) OR	
SBU200	Society and Business (3)	3

### Natural Sciences: Credits: 4

Any approved General Education course in the Natural Sciences area.	4
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## BEHAVIORAL HEALTH SCIENCES

*Chairperson: Dr. Douglas Ferguson*

### Certificates/Degrees

#### Certificate of Completion in Basic Behavioral Health Sciences (5522)

#### Certificate of Completion in Advanced Behavioral Health Sciences (5521)

#### Associate in Applied Science in Advanced Behavioral Health Sciences (3067)

#### Associate in Applied Science in Recovery (3032)

#### Certificate of Completion in Basic Behavioral Health Sciences Credits: 19 (5522)

**Description:** The Certificate of Completion in Basic Behavioral Health prepares students for careers as behavioral health technicians, case managers, parent aides, family advocates, respite care workers, and paraprofessional counselors. The program includes courses designed to provide students with the skills necessary to deliver basic behavioral health services. The core focus of the program is practical training and service learning experiences.

#### Program Notes:

+ indicates course has prerequisites and/or co requisites.

#### Admission Criteria: None

#### Program Prerequisites: None

#### Required Courses: Credits 19

Students must earn a grade of "C" or better in each course in the Required Course area.

BHS101	Introduction to Ethical Counseling Issues	3
+BHS105	Introduction to Human Relations	2
+BHS151	Communication Skills in Counseling I	3
+BHS204	Counseling in a Multicultural Setting	3
+BHS205	Therapeutic Intervention Models	3
+BHS260	Case Report Writing	1
+BHS290	Child and Family Advocacy	3
CWE198AA	Career Work Experience	1

#### Free Electives: None

#### General Education: None

### Certificate of Completion in Advanced Behavioral Health Sciences Credits: 46-47 (5521)

**Description:** The Advanced Behavioral Health Sciences Certificate Program prepares students for careers as behavioral health technicians, case managers, parent aides, family advocates, respite care workers, and paraprofessional counselors. The program includes courses designed to provide students with the skills necessary to deliver basic, specialized, and comprehensive behavioral health services. The core focus of the program is practical training and service learning experiences.

#### Program Notes:

+ indicates course has a prerequisite and/or co requisites. Students must earn a grade of "C" or better in all courses that will be applied toward a certificate or degree.

#### Admission Criteria: None

#### Program Prerequisites: None

#### Required Courses: Credits 37

BHS101	Approach to Paraprofessional Counseling	3
+BHS105	Introduction to Human Relations	2
BHS115	Group Dynamics	3
BHS130	Chemical Dependency	3
+BHS151	Communication Skills in Counseling I	3
+BHS156	Supervised Practice I	3
+BHS204	Counseling in a Multicultural Setting	3
+BHS205	Therapeutic Intervention Models	3
+BHS215	Group Process	3
+BHS260	Case Report Writing	1
+BHS263	Applied Case Report Writing	1
+BHS290	Child and Family Advocacy	3
PSY101	Introduction to Psychology	3
+PSY240	Developmental Psychology	3

#### Restricted Electives: Credits 9-10

Note: Students must select one of the following four Tracks.

#### Track 1: Violence and Abuse Prevention Track: Credits 10

AJS101	Introduction to Criminal Justice	3
BHS265	Violence and Abuse Matters	2
+BHS266	Violence and Abuse Counseling	3
+BHS268	Grief and Bereavement Issues	2

#### Track 2: Grief and Bereavement Recovery Track: Credits 10

BHS168	Hospice Volunteer Training	2
+BHS268	Grief and Bereavement Issues	2
+BHS269	Grief Counseling Techniques	3
+BHS281	Introduction to Art Therapy	3

#### Track 3: General Integrated Track: Credits 10

Select a total of 10 credits from the following area:

BHS265	Violence and Abuse Matters	2
+BHS266	Violence and Abuse Counseling	3
+BHS267	Introduction to Play Therapy	3
+BHS268	Grief and Bereavement Issues	2
+BHS269	Grief Counseling Techniques	3

## CERTIFICATES & DEGREES

+BHS270	Intro. To Dance and Movement Therapy	3
+BHS272	Managing Difficult Children	3
+BHS281	Introduction to Art Therapy	3
+BHS285	Facilitating Art Therapy Groups	3
STO289AC	Storytelling in Healing Settings	1

### Track 4: Employment Support Track: Credits 9

CPD125	Employee Development: Problem Solving/ Decision Making	1
ESS101	Introduction to Employment Support	3
+ESS103	Employment Support Systems Practices	3
ESS110	Americans with Disabilities Act Overview	2

**Free Electives: None**

**General Education: None**

### Associate in Applied Science in Advanced Behavioral Health Sciences Credits: 71-74 (3067)

**Description:** The Associate in Applied Science (AAS) in Advanced Behavioral Health Sciences/Recovery Program prepares students for careers as behavioral health technicians, case managers, parent aides, family advocates, respite care workers, and paraprofessional counselors. The program includes courses designed to provide students with the skills necessary to deliver basic, specialized, and comprehensive behavioral health services. The core focus of the program is practical training and service learning experiences.

#### Program Notes:

+ indicates course has prerequisites and/or co requisites. Student must select one of the following tracks in the Restricted Electives area:

- Track 1: Violence & Abuse Prevention Track
- Track 2: Grief & Bereavement Recovery Track
- Track 3: General Integrated Track
- Track 4: Employment Support Track

**Admission Criteria: None**

**Program Prerequisites: None**

#### Required Courses: Credits 37

Students must earn a grade of "C" or better in each course in the Required Course area.

BHS101	Approach to Paraprofessional Counseling	3
+BHS105	Introduction to Human Relations	2
BHS115	Group Dynamics	3
BHS130	Chemical Dependency	3
+BHS151	Communications Skills in Counseling I	3
+BHS156	Supervised Practice I	3
+BHS204	Counseling in Multicultural Setting	3
+BHS205	Therapeutic Intervention Models	3
+BHS215	Group Process	3
+BHS260	Case Report Writing	1
+BHS263	Applied Case Report Writing	1
+BHS290	Child & Family Advocacy	3

PSY101	Introduction to Psychology	3
+PSY240	Developmental Psychology	3

### Restricted Electives: Credits 9-10

*Note: Student must select one of the following four Tracks.*

### Track 1: Violence & Abuse Prevention Track: Credits 10

AJS101	Introduction to Criminal Justice	3
BHS265	Violence & Abuse Matters	2
+BHS266	Violence & Abuse Counseling	3
+BHS268	Grief and Bereavement Issues	2

### Track 2: Grief & Bereavement Recovery Track: Credits 10

BHS168	Hospice Volunteer Training	2
+BHS268	Grief & Bereavement Issues	2
+BHS269	Grief Counseling Techniques	3
+BHS281	Introduction to Art Therapy	3

### Track 3: General Integrated Track: Credits 10

BHS265	Violence & Abuse Matters	2
+BHS266	Violence & Abuse Counseling	3
+BHS267	Introduction to Play Therapy	3
+BHS268	Grief & Bereavement Issues	2
+BHS269	Grief Counseling Techniques	3
+BHS270	Intro to Dance & Movement Therapy	3
+BHS272	Managing Difficult Children	3
+BHS281	Introduction to Art Therapy	3
+BHS285	Facilitating Art Therapy Groups	3
STO289AC	Storytelling in Healing Settings	1

### Track 4: Employment Support Track: Credits 9

ESS101	Introduction to Employment Support	3
+ESS103	Employee Support Systems Practices	3
ESS110	Americans with Disabilities Act Overview	2
CPD125	Employee Development: Problem Solving/Decision Making	1

**Free Electives: None**

**General Education: Credits 25-27**

**Core: Credits 15-17**

### First Year Composition: Credits: 6

+ENG101	First Year Composition (3) AND	
+ENG102	First Year Composition (3) OR	
+ENG107	First-Year Composition for ESL (3) AND	
+ENG108	First-Year Composition for ESL (3)	6

### Oral Communication: Credits: 3

COM100	Introduction to Human Communication (3)	
	OR	
COM100AA	Intro to Human Communication Part I (1)	
	AND	
COM100AB	Intro to Human Communication Part II (1)	
	AND	
COM100AC	Intro to Human Communication Part III (1)	
	OR	
COM110	Interpersonal Communication (3) OR	
COM230	Small Group Communication (3)	3

## CERTIFICATES & DEGREES

### Critical Reading: Credits: 3

CRE101 College Critical Reading I (3) OR  
equivalent by assessment 3

### Mathematics: Credits: 3-5

Any approved general education course from the  
Mathematics area. 3-5

### General Education Distribution: Credits 10

#### Humanities and Fine Arts: Credits: 3

Any approved general education course in the Humanities  
and Fine Arts area. 3

#### Social and Behavioral Sciences: Credits: 3

Any approved general education course in the Social and  
Behavioral Sciences area. 3

#### Natural Sciences: Credits: 4

Any approved general education course in the Natural  
Sciences area. 4

### Associate in Applied Science in Recovery Support Credits: 70-72 (3032)

**Description:** The Associate in Applied Science (AAS) in  
Recovery Support program prepares students for careers as  
behavioral health technicians, case managers, parent aides,  
family advocates, respite care workers, and paraprofessional  
counselors. The program includes courses designed to  
provide students with the skills necessary to deliver basic,  
specialized, and comprehensive behavioral health services.  
The core focus of the program is practical training and service  
learning experiences.

#### Program Notes:

+ indicates course has prerequisites and/or co requisites.

#### Admission Criteria: None

#### Program Prerequisites: None

#### Required Courses: Credits 45

Students must earn a grade of "C" or better in each course in  
the Required Course area.

BHS101	Introduction to Ethical Counseling Issues	3
+BHS105	Introduction to Human Relations	2
BHS115	Group Dynamics	3
BHS130	Chemical Dependency	3
+BHS151	Communications Skills in Counseling I	3
+BHS152	Communications Skills in Counseling II	3
+BHS156	Supervised Practice I	3
BHS178	Peer Training for Behavioral Health Paraprofessionals (3) OR	
+BHS278	Recovery Counseling	3
+BHS204	Counseling in Multicultural Setting (3)	3
+BHS205	Therapeutic Intervention Models	3
+BHS215	Group Process	3
+BHS260	Case Report Writing	1

+BHS263	Applied Case Report Writing	1
+BHS290	Child & Family Advocacy	3
CPD102AD	Eliminating Self-Defeating Behavior	2
PSY101	Introduction to Psychology	3
+PSY240	Developmental Psychology	3

### General Education Requirement: Credits 25-27

#### General Education Core Credits: 15-17

First Year Composition: Credits 6		
+ENG101	First Year Composition (3) AND	
+ENG102	First Year Composition (3) OR	
ENG107	First-Year Composition for ESL (3) AND	
ENG108	First-Year Composition for ESL (3)	6

#### Oral Communication: Credits 3

COM100	Introduction to Human Communication (3) OR	
COM100AA	Intro to Human Communication Part I (1) AND	
COM100AB	Intro to Human Communication Part II (1) AND	
COM100AC	Intro to Human Communication Part III (1) OR	
COM110	Interpersonal Communication (3) OR	
COM230	Small Group Communication (3)	3

#### Critical Reading: Credits 3

CRE101 College Critical Reading (3) OR Equivalent  
by assessment 3

#### Mathematics: Credits 3-5

Any approved general education course from the  
Mathematics area. 3-5

### General Education Distribution: Credits 10

#### Humanities and Fine Arts: Credits 3

Any approved general education course in the Humanities  
and Fine Arts area. 3

#### Social and Behavioral Sciences: Credits 3

Any approved general education course in the Social and  
Behavioral Sciences area. 3

#### Natural Sciences: Credits 4

Any approved general education course in the Natural  
Sciences area. 4

## BIOMEDICAL RESEARCH TECHNOLOGY

*Chairperson: Dr. Teresa Leyba Ruiz*

### Associate in Applied Sciences in Biomedical Research Technology: Credits 61-65 (3113) (Shared)

**Description:** The Associate in Applied Science (AAS) in  
Biomedical Research Technology program includes  
significant course work in both biology and chemistry.

## CERTIFICATES & DEGREES

Additionally, it includes an emphasis in bio-safety, business and regulatory issues and a structured internship component that has been developed in partnership with Southeast Valley biomedical companies along with local educational institutions. The program is designed to provide students with a working knowledge of the field by focusing on both theory and application in lab settings, as well as consideration of current topics in biomedical research.

### Program Notes:

+ indicates course has prerequisites and/or corequisites. Students must earn a grade of "C" or better for all courses required within the program.

### Admission Criteria: None

#### Program Prerequisites: Credits 9-11

+ENG091	Fundamental of Writing (3) OR Appropriate English placement test score	3
+MAT090	Developmental Algebra (5) OR	
+MAT091	Introductory Algebra (4) OR	
+MAT092	Introductory Algebra (3) OR	
+MAT093	Introductory Algebra/Math Anxiety Reduction (5) OR Satisfactory score on District placement exam.	3-5
+RDG091	College Preparatory Reading I (3) OR Appropriate Reading placement test score OR Permission of instructor	3

#### Required Courses: Credits: 43-44

+BIO181	General Biology (Majors) I	4
+BIO205	Microbiology (4) OR	
+BIO220	Biology of Microorganisms (4)	4
BIO211AA	Biotechnology Seminar: Biomedical Applications	1
+BIO211AB	Biotechnology Seminar: Lab Protocol	1
BIO211AE	Biotechnology Seminar: Business and Regulatory Issues	1
+BIO212AB	Biotechnology II (5) OR	
+BIO212BA	Cell Biotechnology (5)	5
BIO213	BioSafety	1
+BIO215	Biotechnology Internship	3
+BIO247	Applied Biosciences: Biotechnology (4) OR	
+BIO212AA	Biotechnology I (5) OR	
BIO245	Cellular and Molecular Biology (4)	4-5
+CHM151	General Chemistry I (3) AND	
+CHM151LL	General Chemistry I Laboratory (1) AND	
+CHM130	Fundamental Chemistry (3) AND	
+CHM130LL	Fundamental Chemistry Laboratory (1) OR	
+CHM152	General Chemistry II (3) AND	
+CHM152LL	General Chemistry II Laboratory (1)	8
+CHM230	Fundamental Organic Chemistry	3
+CHM230LL	Fundamental Organic Chemistry Laboratory	1

+CHM260	Fundamental Biochemistry	3
+CHM260LL	Fundamental Biochemistry Laboratory	1
CSC180	Computer Literacy(3) OR	
+CSC283	Bioinformatics and Scientific Computing (3)	3

### General Education Requirements: Credits: 18-21

#### General Education Core: Credits: 12-15

#### First-Year Composition: Credits: 6

+ENG101	First-Year Composition (3) AND	
+ENG102	First-Year Composition (3)OR	
+ENG107	First-Year Composition for ESL (3) AND	
+ENG108	First-Year Composition for ESL (3)	6

#### Oral Communication: Credits: 3

COM100	Introduction to Human Communication (3) OR	
+COM225	Public Speaking (3) OR	
+COM230	Small Group Communication (3)	3

#### Critical Reading: Credits: 0-3

+CRE101	College Critical Reading (3) OR Equivalent as indicated by assessment	3
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#### Mathematics: Credits: 3

+MAT122	Intermediate Algebra (3) OR Equivalent OR Satisfactory completion of a higher level mathematics course.	3
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#### General Education Distribution: Credits: 6

#### Humanities and Fine Arts: Credits: 3

PHI/REL213	Medical and Bio-Ethics (3) OR	
+HCR210	Clinical Health Care Ethics (3)	3

#### Social and Behavioral Sciences: Credits: 3

Any approved general education course in the Social and Behavioral Sciences area.		3
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#### Natural Sciences: Credits: 0

Met by CHM courses in the Required Courses area		0
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## BUSINESS

*Chairperson: Mark Nielsen*

### Certificate of Completion in Small Business and Entrepreneurship: Credits 11 (5192)

**Description:** Students enrolled in the Small Business Entrepreneurship program will acquire the skills, tools and knowledge necessary for successful start-up and operations of a profit-making business. Emphasis is placed on evaluating potential business opportunities, developing a business plan, and practical application of small business operating principles. Students develop a foundation of business startup strategies and practices that will enable them to prosper in the ever-changing small business environment.

## CERTIFICATES & DEGREES

### Program Notes:

+ indicates course has prerequisites and/or co requisites. Students must earn a grade of "C" or better in all courses within the program.

### Admission Criteria: None

### Program Prerequisites: None

### Required Courses: Credits 9

EPS295	The Small Business Plan and Business Start-Up	2
SBS200	Small Business Operations	2
SBS202	Small Business Bookkeeping and Tax Preparation	1
SBS203	Financing and Cash Management for a Small Business	1
SBS204	Small Business Marketing & Advertising	2
SBS213	Hiring and Managing Employees	1

### Restricted Electives: Credits 2

SBS211	Small Business Computer Applications	1
SBS214	Small Business Customer Relations	1
SBS215	Managing Stress in Small Business	1
+SBS216	Planning for a Small Business	2
SBS217	Starting/Managing a Home Business	1
SBS218	Establishing an Import/Export Business	1
SBS220	Internet Marketing for Small Business	2
+SBS298AA	Special Projects	1
MGT253	Owning and Operating a Small Business	3

### Free Electives: None

### Certificate of Completion in Small Business Start-Up: Credits 12 (5706) NEW (Shared)

**Description:** The Certificate of Completion (CCL) in Small Business Start-Up program is designed to meet the needs of individuals who wish to become entrepreneurs. It is a flexible program that consists of 1, 2, and 3 credit courses that can be offered in a variety of formats (online, on ground, flex express, accelerated) to support the schedules of prospective small business owners. Courses provide a background in marketing, management, finance, and a capstone course in which students complete a business plan. The goal of the Small Business Start-Up certificate is to create a foundation for prospective small business owners and contribute to the long-term success of the business community.

### Program Notes: None

### Admission Criteria: None

### Program Prerequisites: None

### Required Courses: Credits: 12

MGT253	Owning & Operating a Small Business	3
MKT271	Principles of Marketing	3
SBS213	Hiring & Management Employees	1
SBS214	Small Business Customer Relations	1
SBS220	Internet Marketing for Small Business	2

SBS230	Financial & Tax Management for Small Business	2
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### Restricted Electives: None

### Free Electives: None

## CREATIVE WRITING

*Chairperson: Lillian Barker*

### Academic Certificate in Creative Writing (6224) (NEW) (Shared)

**Description:** The Academic Certificate (AC) in Creative Writing is designed to provide students and professional writers with access to a community of writers and creative writing activities, instruction and guidance from established authors, and ongoing support in improving their writing skills and marketing their work. As students take courses in the program, they will build a portfolio of original work that may be used to seek admittance to a bachelor's or master's level creative writing program or that may include work to be submitted for publication. The program offers classes, workshops, and other activities such as readings and contests, which are accessible to writers of all levels regardless of academic or professional standing. The program serves many students, especially women, minorities, seniors, and working adults, who are under-represented in traditional creative writing programs because of cultural, dialect or language differences, scheduling difficulties, financial need, or lack of academic experience. Completion of the certificate does not lead to a particular degree program, but may aid students in their pursuit of a career in the writing professions and in their continued enjoyment of writing for personal growth.

### Program Notes:

Students must earn a grade of "C" or better for all courses required within the program  
+ indicates course has prerequisites and/or corequisites.  
++ indicates any module.

### Admission Criteria:

Students wishing to enroll in the Creative Writing program must complete a formal application; contact Program Director.

### Program Prerequisites: None

### Required Courses:

ENG210 may be substituted for CRW150 with permission of Program Director.

CRW150	Introduction to Creative Writing (3) OR	
CRW155	Bilingual Creative Writing (3)	3
CRW200	must be repeated for a total of two (2) credits.	
+CRW200	Readings for Writers (1)	2
+CRW201	Portfolio	1

## CERTIFICATES & DEGREES

Students must complete six (6) credits from Series I and nine (9) credits from Series II in consultation with a Program Director.

### Series I:

Students must complete two (2) of the following courses for a total of six (6) credits.

CRW120	Introduction to Writing Children's Literature	3
CRW160	Introduction to Writing Poetry	3
CRW170	Introduction to Writing Fiction	3
CRW180	Introduction to Writing Nonfiction	3
CRW190	Introduction to Screenwriting	3
THE118	Playwriting	3

### Series II:

Students must complete three (3) of the following courses for a total of nine (9) credits.

+CRW202	The Writer as Witness	3
+CRW203	Dialogue	3
+CRW204	Journaling	3
+CRW220	Intermediate Writing Children's Literature	3
+CRW260	Intermediate Poetry Writing	3
+CRW261	Topics in Writing: Poetry	3
+CRW270	Intermediate Fiction Writing	3
+CRW271	Topics in Writing: Fiction	3
+CRW272	Planning and Structuring the Novel	3
+CRW273	Writing the Novel	3
+CRW274	Revising the Novel	3
+CRW275	Writing the Mystery Story	3
+CRW281	Topics in Writing: Non-Fiction	3
+CRW290	Intermediate Screenwriting	3
+CRW291	Topics in Writing: Plays	3

### Restricted Electives Credits: 3

COM243	Interpreter's Theatre	3
+CRW+++++	Any CRW Creative Writing prefixed course not listed under Required Courses area.	1-3
+ENG217	Personal and Exploratory Writing	3
+ENG219	Life Stories	3
ENG235	Magazine Article Writing	3
+ENG236	Magazine Writer's Workshop	3
ENG/THE260	Film Analysis	3
+ENH+++++	Any ENH English Humanities prefixed course	3
HUM/THE210	Contemporary Cinema	3
+THE220	Modern Drama	3
+COM/THP241	Oral Interpretation of Literature	3

## COMMUNITY HEALTH WORKER

*Chairperson: Dr. Douglas Ferguson*

**Certificate of Completion in Community Health Worker: Credits 16 (5701)**

**Description:** The Community Health Worker Certificate of Completion (CCL) prepares students for careers as

Community Health Workers, also commonly referred to as Community Health Advisors, Community Health Representatives, Outreach Workers/Educators, Peer Health Promoters, and Promotora/es de Salud. The program includes courses designed to provide students with the skills necessary to fulfill the Community Health Worker core roles and competencies identified by The National Community Health Advisor Study and The Community Health Worker National Education Collaborative

### Program Notes:

Grade of "C" or better is required for all courses within the program.

+ indicates course has a prerequisite and/or co requisites.

### Admission Criteria: None

### Program Prerequisites: None

### Required Courses: Credits 12

SWU101AA	Self-Awareness for Paraprofessional Helpers	1
+SWU101AB	Awareness of Others for Paraprofessional Helpers	1
+SWU101AC	Intervention Assessment for Paraprofessional Helpers	1
BHS105	Introduction to Human Relations	2
+BHS151	Communication Skills in Counseling I	3
+BHS260	Case Report Writing	1
CHA104	Community Health Work	3

### Restricted Electives: Credits: 4

BHS156	Supervised Practice in Behavioral Health	3
BPC110	Computer Usage and Applications	3
CHA101	Introduction to Diabetes	2
CHA102	Preventative Stages of Diabetes	3
CHA103	Transcultural Advocacy	3
COM100	Introduction to Human Communication	3
CWE198AC	Career Work Experience	3
SWU282AA	Volunteering for Social Work	1
SWU282AB	Volunteering for Social Work	2
SWU282AC	Volunteering for Social Work: Service Learning Experience	3
HES154	First Aid/CPR	3
BPC104AD	Using Excel: Level 1	1
BPC104BD	Using Excel: Level 2	1
BPC/OAS111AA	Computer Keyboarding I	1

## EARLY CHILDHOOD ADMINISTRATION AND MANAGEMENT

*Chairperson: Dr. Jerome Garrison*

### Certificate/Degree

**Associate in Applied Science in Early Childhood Administration and Management (Shared)**

**Credits: 63-65 (3109)**

## CERTIFICATES & DEGREES

### Associate in Applied Science in Early Childhood Administration and Management Credits: 63-65 (3109)

**Description:** The Associate in Applied Sciences (AAS) in Early Childhood Administration and Management is an integrated program of study that provides an educational foundation in early childhood education plus administrative and management courses specifically related to the business needs and practices of early childhood directors, owners and other management-level staff.

#### Program Notes:

Students must earn a grade of "C" or better for all courses required within the program.

+ indicates course has a prerequisite and/or co requisites.

++ indicates any module.

#### Admission Criteria: None

#### Program Prerequisites: None

#### Required Courses: Credits: 35

CFS206	Child and Family Organizations: Management and Administration	3
CFS207	Organization and Community Leadership in Child and Family Organizations	3
CFS208	Child and Family Organizations: Fiscal Management and Grant Writing	3
EED200	Foundations of Early Childhood Education	3
EED212	Guidance, Management and the Environment	3
EED215	Early Learning: Health, Safety, Nutrition and Fitness	3
EED220	Child, Family, Community and Culture	3
EED222	Introduction to the Exceptional Young Child	3
+EED260	Early Childhood Infant/Toddler Internship (1) OR	
+EED261	Early Childhood Preschool Internship (1)	1
+EED278	Early Learning: Curriculum and Instruction - Birth/Preschool	3
+EED280	Observation and Assessment of Typical and Atypical Behaviors	3
+FCS250	Portfolio Development and Professional Writing	3
+FCS260	Family and Consumer Science Internship	1

#### Restricted Electives: Credits: 3

Students must select courses from any combination of the following prefixes for a total of 3 credits.

+CFS+++	Any CFS Child/Family Studies Course	1-3
+CIS105	Survey of Computer Information Systems	3
+ECH+++	Any ECH Early Childhood Education Course	1-3
+EED+++	Any EED Early Education Course (not in required core)	1-3
+ITD+++	Any ITD Infant/Toddler Development Course	1-3

#### General Education Requirements: Credits: 25-27

#### General Education CORE: Credits: 15-17

#### First-Year Composition: Credits: 6

+ENG101	First-Year Composition (3) AND	
+ENG102	First-Year Composition (3)	6

#### Oral Communication: Credits: 3

+COM207	Introduction to Communication Inquiry (3) OR	
+COM225	Public Speaking (3) OR	
+COM230	Small Group Communication (3) OR	
+GBS233	Business Communication (3)	3

#### Critical Reading: Credits: 3

+CRE101	College Critical Reading (3) OR Equivalent as indicated by assessment.	3
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#### Mathematics: Credits: 3-5

+MAT102	Mathematical Concepts/Applications (3) OR	
+MAT120	Intermediate Algebra (5) OR	
+MAT121	Intermediate Algebra (4) OR	
+MAT122	Intermediate Algebra Accelerated (3) OR Equivalent as indicated by assessment OR Approved mathematics course which is required in a specific AAS program OR Satisfactory completion of a higher level mathematics course	3-5

#### General Education Distribution: Credits: 10

#### Humanities and Fine Arts: Credits: 3

ENH291	Children's Literature	3
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#### Social and Behavioral Sciences: Credits: 3

CFS205	Human Development	3
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#### Natural Sciences: Credits: 4

Any approved general education course from the Natural Sciences Area 4

## EARLY CHILDHOOD DEVELOPMENT

*Chairperson: Dr. Jerome Garrison*

#### Certificate/Degree

#### Certificate of Completion in Early Childhood Development (5376)

#### Associate in Applied Science in Early Childhood Development (3361)

#### Certificate of Completion in Early Childhood Development: Credits: 30 (5376)

**Description:** The Certificate of Completion (CCL) in Early Childhood Development program is designed to meet the needs of individuals who are interested in working in early

## CERTIFICATES & DEGREES

childhood. The program emphasizes working with multilingualistic and multi-cultural children. Upon completion of the program students will be equipped to work effectively with children and families in both school and home environments and also initiate upward career movement or improve existing skills.

### Program Notes:

+ indicates course has a prerequisite and/or co requisites. Students must earn a grade of "C" or better for all courses required within the program.

Student should consult with the Program Director prior to enrollment in ECH269, CFS/ECH284AA and EED261. ECH269, Child Care Seminar and CFS/ECH284AA, Early Childhood Teaching Internship or EED261 Early Childhood Preschool Internship can only be taken after all courses have been completed in the Required Courses area.

### Admission Criteria: None

### Program Prerequisites: None

### Required Courses: Credits 30

CFS101AH	Art Activities for the Young Child	1
CFS101AR	Learning with Toys	1
CFS114	Working with Hyperactive Child	1
CFS/ECH176	Child Development (3) OR	
EED276	Global Child Development (3)	3
CFS194AB	Early Childhood Program Management: Human Relations	1
+CFS242	Curriculum Planning for Diversity (3) OR	
EED230	Diversity in Early Childhood Education (3)	3
+CFS282	Mainstreaming the Young Child with a Disability	1
+CFS284AA/ ECH284AA	Early Childhood Teaching Internship (2) OR 2 Consult with Program Director prior to enrollment in CFS/ECH284AA.	
EED261	Early Childhood Preschool Internship (1) EED261 must be repeated to total 2 credits	2
+CFS285AA	Family School Interaction: Preschool	1
ECH125	Writing for Early Childhood Professionals	1
ECH238	Computers in Early Childhood	1
+ECH/CFS269	Child Care Seminar	1
ECH270	Observing Young Children	1
ECH271	Arranging the Environment	1
ECH272	Science for the Young Child	1
ECH273	Math for the Young Child	1
ECH275	Literacy Development and the Young Child	1
+ECH277	Language and Literacy for the Bilingual Child	1
ECH279	Early Childhood Curriculum Development	1
ECH280	Food Experiences with Young Children	1
ECH281	Movement/Music for the Young Child	1
ECH282	Discipline/Guidance of Child Groups	1

ECH283	Physical Well-Being of the Young Child	1
ECH287	Professional Development in Early Childhood Education	1
STO289AA/ EDU283AA	Using Storytelling in Educational Settings	1

### Associate in Applied Science in Early Childhood Development: Credits: 64-67 (3361)

**Description:** The Associate in Applied Science (AAS) program in Early Childhood Development is designed to meet the needs of individuals who are interested in working in early childhood. The program emphasizes working with multi-linguistic and multi-cultural children. Upon completion students will be equipped to work effectively with children and families in both school and home environments and also initiate upward career movement or improve existing skills.

### Program Notes:

+ indicates course has prerequisites and/or co requisites. Student should consult with the Program Director prior to enrollment in ECH269, CFS/ECH284AA and EED261. ECH269, Child Care Seminar and CFS/ECH284AA, Early Childhood Teaching Internship or EED261 Early Childhood Preschool Internship can only be taken after all courses have been completed in the Required Courses area.

### Admission Criteria: None

### Program Prerequisites: None

### Required Courses: Credits 30

Students must earn a grade of "C" or better for each course listed in the "Required Courses" area.

CFS101AH	Art Activities for the Young Child	1
CFS101AR	Learning with Toys	1
CFS114	Working with Hyperactive Child	1
CFS/ECH176	Child Development (3) OR	
EED276	Global Child Development (3)	3
CFS194AB	Early Childhood Program Management: Human Relations	1
+CFS242	Curriculum Planning for Diversity (3) OR	
EED230	Diversity in Early Childhood Education (3)	3
CFS282	Mainstreaming the Young Child with a Disability	1
	Consult with Program Director prior to enrollment in CFS/ECH284AA.	
+CFS/ECH284AA	Early Childhood Teaching Internship OR	2
EED261	Early Childhood Preschool Internship (1)	2
	EED261 must be repeated to total 2 credits	
+CFS285AA	Family School Interaction: Preschool	1
+ECH125	Writing for Early Childhood Professionals	1
ECH238	Computers in Early Childhood	1
+ECH/CFS269	Child Care Seminar	1
	Consult with Program Director prior to enrollment in ECH269.	
ECH270	Observing Young Children	1
ECH271	Arranging the Environment	1

## CERTIFICATES & DEGREES

ECH272	Science for the Young Child	1
ECH273	Math for the Young Child	1
ECH275	Literacy Development and the Young Child	1
+ECH277	Language and Literacy for the Bilingual Child	1
ECH279	Early Childhood Curriculum Development	1
ECH280	Food Experiences with Young Children	1
ECH281	Movement/Music for the Young Child	1
ECH282	Discipline/Guidance of Child Groups	1
ECH283	Physical Well-Being of the Young Child	1
ECH287	Professional Development and Early Childhood Education	1

STO289AA/ EDU283AA	Using Storytelling in Educational Settings	1
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### Restricted Electives: Credits 10

CFS102	Emergency Care for Child Care Providers	1
CFS116	Discipline and Guidance (3) OR	
EED212	Guidance, Management & the Environment	3
CFS/ECH120	Contemporary Issues in Early Childhood	1
CFS123	Health in Early Childhood Settings	1
CFS125	Safety in Early Childhood Settings	1
CFS160	Using Music, Speech and Movement with Children's Literature	1
CFS178	Survey of Early Childhood Education	3
+CFS/ECH212	Creative Activities for Young Children	3
+CFS283	Multicultural Early Child Education	1
CFS290AA	Child Abuse: ID and Reporting in Child Care Settings	1
ECH181	Enhancing Infant Development	1
ECH182	Enhancing Toddler Development	1
ECH236	Learning Materials for Young Children	1
CFS296W+	Cooperative Education Any CFS296W+course (1-3) OR	
ECH296W+	Cooperative Education Any ECH296W+course (1-3)	1-3

### Free Electives: None

### General Education Requirements: Credits 24-27

### General Education Core Credits: 15-17

### First-Year Composition: Credits: 6

Any approved general education course in the First-Year Composition Area	6
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### Oral Communication: Credits: 3

COM100	Introduction to Human Communication (3) OR	
+COM230	Small Group Communication (3)	3

### Critical Reading: Credits: 3

Any approved general education course in the Critical Reading Area	3
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### Mathematics: Credits: 3-5

Any approved general education course in the Mathematics area	3-5
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### General Education Distribution: Credits 9-10

#### Humanities and Fine Arts: Credits: 2-3

Any approved general education course in the Humanities and Fine Arts area	2-3
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#### Social and Behavioral Sciences: Credits: 3

Any approved general education course in the Social & Behavioral Sciences area	3
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#### Natural Sciences: Credits: 4

Any approved general education course in the Natural Sciences area	4
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## INFORMATION TECHNOLOGY

*Chairperson: Mark Nielsen*

### Certificates/Degree:

#### Certificate of Completion in Information Technology Support (5163)

#### Certificate of Completion in Information Technology: Computer Applications Specialist (5201)

#### Certificate of Completion in Information Technology: Web and Graphic Design (5168)

#### Certificate of Completion in Information Technology: Programming and Systems Analysis (5193)

#### Certificate of Completion in Information Technology: Cisco Networking Professional (5526)

#### Certificate of Completion in Information Technology: Network Security (5530)

#### Certificate of Completion in Information Technology: Network Server (5529)

#### Certificate of Completion in Information Technology: Networking Administration: Cisco (5969) (SH)

#### Associate in Applied Science Degree in Information Technology (3167)

#### Associate in Applied Science Degree Information Technology: Computer Applications Specialist (3098)

#### Associate in Applied Science Degree Information Technology: Web and Graphic Design (3100)

#### Associate in Applied Science Degree Information Technology: Programming and Systems Analysis (3099)

#### Associate in Applied Science Degree Information Technology: Cisco Networking Professional (3095)

#### Associate in Applied Science Degree Information Technology: Network Security (3097)

#### Associate in Applied Science Degree Information Technology: Network Server (3096)

#### Certificate of Completion in Information Technology Support: Credits 21-22 (5163)

**Description:** The Certificate of Completion (CCL) in Information Technology Support is designed to provide training in the fundamental competencies of information technology in business or industry and prepares the student

## CERTIFICATES & DEGREES

for employment in entry-level information technology support positions.

### Program Notes:

Grade of "C" or better is required for all courses within the program.

+ indicates course has a prerequisite and/or co requisites.

++ indicates any module

### Admission Criteria: None

### Program Prerequisites: None

### Required Courses: Credits 9-20

CIS105	Survey of Computer Information Systems	3
+CIS190	Introduction to Local Area Networks (3) OR	
CNT140AA	Cisco Networking Fundamentals (4) OR	
MST150++	Microsoft Windows (Any MST150++ module)	3-4
GBS151	Introduction to Business	3

### Restricted Electives: Credits: 11-12

CIS114D+	Spreadsheet (any CIS114 D module)	3
CIS117D+	Database Management (any CIS117 D module)	3
CIS120D+	Computer Graphics (any CIS120 D module)	3
CIS121AB	Microsoft Command Line Operations	1
CIS121AE	Windows Operating System: Level I	1
+BPC170	Computer Maintenance I: A+ Essentials Prep	3
CIS126AL	Linux Operating System I (1) OR	
CIS126DL	Linux Operating System (3)	1-3
CIS133DA	Internet/Web Development Level I	3
+CIS15+	Programming (any CIS15+) (3) OR	
CIS15+++	Programming (any CIS15+++ module) (3) OR	
+CIS16+	Programming (any CIS16+) (3) OR	
CIS16+++	Programming (any CIS16+++ module) (3)	3
CNT150AA	Cisco Routing Protocols and Concepts	4
+ITS110	Information Security Fundamentals	4
+MST157DA	Active Directory Windows Server Configuration	4

### Free Electives: None

### General Education: None

### Certificate of Completion in Information Technology: Computer Applications Specialist: Credits: 36-38 (5201)

**Description:** The Certificate in Information Technology: Computer Applications Specialist is designed to enhance the information technology skills gained through the Certificate of Completion and the Associate in Applied Sciences degree in Information Technology: Computer Applications Specialist, focusing on advanced software skills - including application implementation, development, and operating systems - necessary for entry-level software technician support positions. An Associate in Applied Science (AAS) is also available.

### Program Notes:

Students must earn a grade of "C" or better in all courses within the program.

+ indicates course has prerequisites and/or co requisites.

### Admission Criteria: None

### Program Prerequisites: None

### Required Courses: Credits: 21-22

CIS114DE	Excel Spreadsheet	3
CIS117DM	Microsoft Access: Database Management	3
CIS118DB	Desktop Presentation: PowerPoint	3
CIS105	Survey of Computer Information Systems	3
+CIS190	Introduction to Local Area Networks (3) OR	
CNT140	Cisco Networking Basic (4) OR	
CNT140AA	Cisco Networking Fundamentals (4)	3-4
GBS151	Introduction to Business	3
MST150++	Microsoft Windows (any MST150++ module)	3

### Restricted Electives: Credits: 15-16

CIS120AK	Introduction to Digital Video Editing	1
CIS120DC	Flash: Digital Animation	3
CIS120DF	Computer Graphics: Adobe Photoshop	3
CIS120DH	Computer Graphics: Microsoft Visio	3
CIS121AB	Microsoft Command Line Operations	1
CIS121AE	Windows Operating System: Level I	1
CIS133DA	Internet/Web Development Level I	3
+CIS138DA	Desktop Design and Publishing Using Adobe InDesign	3
+BPC170	Computer Maintenance I: A+ Essentials Prep	3
CIS126DL	Linux Operating System	3
+CIS159	Visual Basic Programming I (3) OR	
+CIS162AD	C#: Level I (3) OR	
+CIS163AA	Java Programming: Level I (3)	3
+CIS169	Introduction to Visual Basic for Applications	3
+CIS214DE	Advanced Excel Spreadsheet: Level II	3
+CIS217AM	Advanced Microsoft Access: Database Management	3
+CIS220DF	Advanced Photoshop	3
+CIS238DL	Linux System Administration	3
+MST157DA	Active Directory Windows Server Configuration	4

### Free Electives: None

### General Education: None

### Associate in Applied Science Degree Information Technology: Computer Applications Specialist (Credits: 61-65) (3098)

**Description:** The Associate in Applied Science (AAS) degree in Information Technology: Computer Applications Specialist is designed to enhance the information technology skills

## CERTIFICATES & DEGREES

gained, focusing on advanced software skills - including application implementation, development, and operating systems - necessary for entry-level software technician support positions. A Certificate of Completion (CCL) is also available.

### Program Notes:

+ indicates course has prerequisites and/or co requisites. Students must earn a grade of "C" or better in all courses within the program. Students should select from the following courses in consultation with a department advisor.

### Admission Criteria: None

Program Prerequisites: Credits: None

### Required Courses: Credits: 21-22

CIS114DE	Excel Spreadsheet	3
CIS117DM	Microsoft Access: Database Management	3
CIS118DB	Desktop Presentation: PowerPoint	3
CIS105	Survey of Computer Information Systems	3
+CIS190	Introduction to Local Area Networks (3) OR	
CNT140AA	Cisco Networking Fundamentals (4)	3-4
GBS151	Introduction to Business	3
MST150++	Microsoft Windows (any MST150++ module)	3

### Restricted Electives: Credits: 15-16

CIS120AK	Introduction to Digital Video Editing	1
CIS120DC	Flash: Digital Animation	3
CIS120DF	Computer Graphics: Adobe Photoshop	4
CIS120DH	Computer Graphics: Microsoft Visio	3
CIS121AB	Microsoft Command Line Operations	1
CIS121AE	Windows Operating System: Level I	1
CIS133DA	Internet/Web Development Level I	3
+CIS138DA	Desktop Design and Publishing Using Adobe InDesign	3
+BPC170	Computer Maintenance I: A+ Essentials Prep	3
CIS126DL	Linux Operating System	3
+CIS159	Visual Basic Programming I (3) OR	
+CIS162AD	C#: Level I (3) OR	
+CIS163AA	Java Programming: Level I (3)	3
+CIS169	Introduction to Visual Basic for Applications	3
+CIS214DE	Advanced Excel Spreadsheet: Level II	3
+CIS217AM	Advanced Microsoft Access: Database Management	3
+CIS220DF	Advanced Photoshop	3
+CIS238DL	Linux System Administration	3
+MST157DA	Active Directory Windows Server Configuration	4

### General Education Requirement: Credits: 25-27

### General Education CORE: Credits: 15-17

### First-Year Composition: Credits: 6

Any approved General Education course in the First-Year Composition Area 6

### Oral Communication: Credits: 3

Any approved General Education course in the Oral Communication Area 3

### Critical Reading: Credits: 3

Any approved General Education course in the Critical Reading Area 3

### Mathematics: Credits: 3-5

MAT120	Intermediate Algebra (5) OR	
MAT121	Intermediate Algebra (4) OR	
MAT122	Intermediate Algebra (3) OR	
MAT151	Intermediate Algebra (4)	3-5

### General Education Distribution Credits: 10

### Humanities & Fine Arts: Credits: 3

Any approved General Education course in the Humanities and Fine Arts Area 3

### Social and Behavioral Sciences: Credits: 3

Any approved General Education course in the Social and Behavioral Sciences Area 3

### Natural Sciences: Credits: 4

Any approved General Education course from the Natural Sciences Area 4

### Certificate of Completion in Information Technology: Web and Graphic Design: Credits 36-38 (5168)

**Description:** The Certificate of Completion in Information Technology: Web and Graphic Design is designed to enhance the information technology skills gained and focuses on the analysis, design, and programming skills necessary for entry-level web development support positions. An Associate in Applied Science (AAS) is also available.

### Program Notes:

Students must earn a grade of "C" or better in all courses within the program.

+ indicates course has prerequisites and/or co requisites. Students should select from the following courses in consultation with a department advisor.

### Admission Criteria: None

### Program Prerequisites: None

### Required Courses: Credits: 27

CIS105	Survey of Computer Information Systems	3
CIS120DB	Computer Graphics: Adobe Illustrator	3
+CIS120DC	Flash: Digital Animation	3
+CIS120DF	Computer Graphics: Adobe Photoshop	3
CIS133DA	Internet/Web Development Level I	3
+CIS220DC	Flash: Advanced Animation and ActionScript	3
+CIS220DF	Advanced Photoshop	3
+CIS233DA	Internet/Web Development Level II (3) OR	
+CIS233DC	Internet Web Development: Dreamweaver	3
+CIS235	e-Commerce	3

## CERTIFICATES & DEGREES

### Restricted Electives: Credits:9-11

ART100	Introduction to Computer Graphic Art	1
ART111	Drawing I	3
ADA/ART112	Two-Dimensional Design	3
+ART122	Drawing and Composition II	3
ART131	Photography I (3) OR	
ART142	Introduction to Digital Photography (3)	3
BPC/CIS120AK	Introduction to Digital Video Editing	1
BPC/CIS120D+	Computer Graphics (any D+ module except DB, DC and DF)	3
CIS126AL	Linux Operating System I (1) OR	
CIS126DL	Linux Operating System (3)	1-3
+CIS159	Visual Basic Programming I	3
+CIS162AD	C# Level I	3
+CIS163AA	Java Programming: Level I	3
+CIS166++	Web Scripting/Programming (any CIS166++ module)	3
+CIS190	Introduction to Local Area Networks (3) OR	
CNT140AA	Cisco Networking Fundamentals (4) OR	
MST150++	Microsoft Windows (Any MST150++ module) (3)	3-4
+CIS243D+	Internet/Web Development Level III (any CIS243D+ module)	3
+CIS259	Visual Basic Programming II (3) OR	
CIS262AD	C#: Level II (3) OR	
+CIS263AA	Java Programming: Level II (3)	3
GBS151	Introduction to Business	3

### Free Electives: None

### Associate in Applied Science Degree Information Technology: Web and Graphic Design Credits: 61-65 (3100)

**Description:** The Associate in Applied Sciences (AAS) degree in Information Technology: Web and Graphic Design is designed to enhance the information technology skills gained, focusing on the analysis, design, and programming skills necessary for entry-level computer programming support positions. A Certificate of Completion (CCL) is also available.

#### Program Notes:

+ indicates course has prerequisites and/or co requisites. Students must earn a grade of "C" or better in all courses within the program. Students should select from the following courses in consultation with a Department Advisor.

#### Admission Criteria: None

#### Program Prerequisites: None

#### Required Courses: Credits: 27

CIS105	Survey of Computer Information Systems	3
CIS120DB	Computer Graphics: Adobe Illustrator	3
CIS120DC	Flash: Digital Animation	3
CIS120DF	Computer Graphics: Adobe Photoshop	3
CIS133DA	Internet/Web Development Level I	3

+CIS220DC	Flash: Advanced Animation and ActionScript	3
+CIS220DF	Advanced Photoshop	3
+CIS233DA	Internet/Web Development Level II (3) OR	
+CIS233DC	Internet Web Development: Dreamweaver	3
+CIS235	e-Commerce	3

### Restricted Electives: Credits: 9-11

ART100	Introduction to Computer Graphic Art	1
ART111	Drawing I	3
ADA/ART112	Two-Dimensional Design	3
+ART122	Drawing and Composition II	3
ART131	Photography I (3) OR	
ART142	Introduction to Digital Photography (3)	3
CIS120AK	Introduction to Digital Video Editing	1
CIS120D+	Computer Graphics (any D+ module except DB, DC and DF)	3
CIS126AL	Linux Operating System I (1) OR	
CIS126DL	Linux Operating System (3)	1-3
+CIS159	Visual Basic Programming I	3
+CIS162AD	C# Level I	3
+CIS163AA	Java Programming: Level I	3
+CIS166++	Web Scripting/Programming (any CIS166++ module)	3
+CIS190	Introduction to Local Area Networks (3) OR	
CNT140AA	Cisco Networking Fundamentals (4) OR	
MST150++	Microsoft Windows (Any MST150++ module) (3)	3-4
+CIS243D+	Internet/Web Development Level III (any CIS243D+ module)	3
+CIS259	Visual Basic Programming II (3) OR	
CIS262AD	C#: Level II (3) OR	
+CIS263AA	Java Programming: Level II (3)	3
GBS151	Introduction to Business	3

### General Education Requirements: Credits: 25-27

#### General Education CORE: Credits:15-17

#### First-Year Composition: Credits: 6

Any approved General Education course in the First-Year Composition Area	6
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#### Oral Communication: Credits: 3

Any approved General Education course in the Oral Communication Area	3
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#### Critical Reading: Credits: 3

Any approved General Education course in the Critical Reading Area	3
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#### Mathematics: Credits: 3-5

MAT120	Intermediate Algebra (5) OR	
MAT121	Intermediate Algebra (4) OR	
MAT122	Intermediate Algebra (3) OR	
MAT151	Intermediate Algebra (4)	3-5

#### General Education Distribution Credits: 10

#### Humanities & Fine Arts: Credits: 3

Any approved General Education course in the Humanities and Fine Arts Area	3
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## CERTIFICATES & DEGREES

### Social and Behavioral Sciences: Credits: 3

Any approved General Education course in the Social and Behavioral Sciences Area 3

### Natural Sciences: Credits: 4

Any approved General Education course from the Natural Sciences Area 4

### Certificate of Completion in Information Technology: Programming and Systems Analysis: Credits: 36-38 (5193)

**Description:** The Certificate of Completion (CCL) in Information Technology: Programming and Systems Analysis is designed to enhance the information technology skills gained through focusing on the analysis, design, and programming skills necessary for entry-level computer programming support positions. An Associate in Applied Science (AAS) is also available.

#### Program Notes:

Students must earn a grade of "C" or better in all courses within the program.

+ indicates course has prerequisites and/or co requisites.

Students should select from the following courses in consultation with a department advisor.

#### Admission Criteria: None

#### Program Prerequisites: None

#### Required Courses: Credits:21-22

CIS105	Survey of Computer Information Systems	3
+CIS190	Introduction to Local Area Networks (3) OR	
CNT140AA	Cisco Networking Fundamentals (4) OR	
MST150++	Microsoft Windows (Any	
	MST150++module) (3)	3-4
+CIS159	Visual Basic Programming I	3
+CIS162AD	C #: Level I (3) OR	
+CIS163AA	Java Programming: Level I (3)	3
+CIS225	Business Systems Analysis and Design (3)	
	OR	
+CIS225AB	Object-Oriented Analysis and Design (3)	3
+CIS259	Visual Basic Programming II (3) OR	
+CIS262AD	C #: Level II (3) OR	
+CIS263AA	Java Programming: Level II (3)	3
GBS151	Introduction to Business	3

#### Restricted Electives: Credits: 15-16

CIS117DM	Microsoft Access: Database Management	3
CIS120DC	Flash: Digital Animation	3
CIS120DF	Computer Graphics: Adobe Photoshop	3
CIS126AL	Linux Operating System I (1) OR	
CIS126DL	Linux Operating System (3)	1-3
CIS133++	Any Internet/Web Development	
	(totaling 3 credits)	3
CIS162AD	C#: Level I (3) OR	
+CIS163AA	Java Programming Level: I	3
+CIS166++	Web Scripting (Any module)	3

+CIS217AM	Advanced MS Access: Database Management	3
+CIS220DC	Flash: Advanced Animation and Action Script	3
+CIS250	Management of Information Systems	3
+CIS259	Visual Basic Programming II	3
+CIS262AD	C#: Level II	3
+CIS263AA	Java Programming: Level II	3
+CIS298AA	Special Projects	1

#### Free Electives: None

#### General Education: None

### Associate in Applied Science Degree Information Technology: Programming and Systems Analysis Credits: 61-65 (3099)

**Description:** The Associate in Applied Science (AAS) degree in Information Technology: Programming and Systems Analysis focuses on the analysis, design, and programming skills necessary for entry-level computer programming support positions. A Certificate of Completion (CCL) is also available.

#### Program Notes:

+ indicates course has prerequisites and/or co requisites.

Students must earn a grade of "C" or better in all courses within the program.

Students should select from the following courses in consultation with a department advisor.

#### Admission Criteria: None

#### Program Prerequisites: None

#### Required Courses: Certificate of Completion in Information Technology: Programming and Systems Analysis, Credits: 36-38 (5193)

#### General Education Requirements: Credits: 25-27

General Education CORE: Credits: 15-17

#### First-Year Composition: Credits: 6

Any approved General Education course in the First-Year Composition Area 6

#### Oral Communication: Credits: 3

Any approved General Education course in the Oral Communication Area 3

#### Critical Reading: Credits: 3

Any approved General Education course in the Critical Reading Area 3

#### Mathematics: Credits: 3-5

MAT120	Intermediate Algebra (5) OR	
MAT121	Intermediate Algebra (4) OR	
MAT122	Intermediate Algebra (3) OR	
MAT151	Intermediate Algebra (4)	3-5

## CERTIFICATES & DEGREES

### General Education Distribution Credits: 10

#### Humanities & Fine Arts: Credits: 3

Any approved General Education course in the Humanities and Fine Arts Area 3

#### Social and Behavioral Sciences: Credits: 3

Any approved General Education course in the Social and Behavioral Sciences Area 3

#### Natural Sciences: Credits: Credits: 4

Any approved General Education course from the Natural Sciences Area 4

### Certificate of Completion in Information Technology: Cisco Networking Credits: 41 (5526)

**Description:** The Certificate of Completion (CCL) in Information Technology: Cisco Networking program focuses on the skills needed to prepare for industry-recognized certifications with an emphasis on certifications at the professional-level. Knowledge and skills are developed to install, configure, maintain, and troubleshoot Cisco routers and components, advanced routing protocols, Local Area Networks (LANs), and Wide Area Networks (WANs); troubleshoot problems with various common hardware and software configurations; perform administrative tasks in a network. Courses in the program also focus on the skills needed to prepare for various Cisco certifications including the Cisco Certified Networking Associate (CCNA) and Cisco Certified Network Professional Certifications (CCNP). Associate in Applied Science (AAS) is also available.

#### Program Notes:

+ indicates course has prerequisites and/or co requisites.  
 ++ indicates any module  
 Students must earn a grade of "C" or better in all courses within the program.  
 Students should select from the following courses in consultation with a department advisor.

#### Admission Criteria: None

#### Program Prerequisites: Credits: 3

CNT140AA	Cisco Networking Fundamentals	4
+CNT150AA	Cisco Routing Protocols and Concepts	4
+CNT160AA	Cisco Local Area Networking (LAN) Switching and Wireless	4
+CNT170AA	Cisco Accessing the Wide-Area Network (WAN)	4
+CNT2++	Cisco (Select 16 credits from any CNT2++ course)	16
CIS126DL	Linux Operating System	3
MST150++	Microsoft Windows (any MST150++ module)	3
+BPC170	Computer Maintenance I: A+ Essentials Prep (3)	

#### Restricted Electives: None

#### Free Electives: None

### General Education Requirement: None

### Associate in Applied Science Degree Information Technology: Cisco Networking Credits: 63-68 (3095)

**Description:** The Associate in Applied Science (AAS) in Information Technology: Cisco Networking program focuses on the skills needed to prepare for industry-recognized certifications with an emphasis on certifications at the professional-level. Knowledge and skills are developed to install, configure, maintain, and troubleshoot Cisco routers and components, advanced routing protocols, Local Area Networks (LANs), and Wide Area Networks (WANs); troubleshoot problems with various common hardware and software configurations; perform administrative tasks in a network. Courses in the program also focus on the skills needed to prepare for various Cisco certifications including the Cisco Certified Networking Associate (CCNA) and Cisco Certified Network Professional Certifications (CCNP). A Certificate of Completion (CCL) is also available.

#### Program Notes:

+ indicates course has prerequisites and/or co requisites.  
 ++ indicates any module  
 Students must earn a grade of "C" or better in all courses within the program.  
 Students should select from the following courses in consultation with a department advisor.

#### Admission Criteria: None

#### Program Prerequisites: Credits: 3

CIS105, Survey of Computer Information Systems OR permission of Program Director

#### Required Courses: Credits: 41

CNT140AA	Cisco Networking Fundamentals (4)	4
+CNT150AA	Cisco Routing Protocols and Concepts (4)	4
+CNT160AA	Cisco Local Area Networking (LAN) Switching and Wireless	4
+CNT170AA	Cisco Accessing the Wide-Area Network (WAN)	4
+CNT2++	Cisco (Select 16 credits from any CNT2++ course)	16
CIS126DL	Linux Operating System (3)	
MST150++	Microsoft Windows (any MST150++ module)	3
+BPC170	Computer Maintenance I: A+ Essentials Prep (3)	

#### General Education Requirements: Credits: 22-27

#### General Education CORE: Credits: 12-17

#### First-Year Composition: Credits: 6

Any approved General Education course in the First-Year Composition Area 6

## CERTIFICATES & DEGREES

### Oral Communication: Credits: 3

Any approved General Education course in the Oral Communication Area 3

### Critical Reading: Credits: 0-3

Any approved General Education course in the Critical Reading Area OR Equivalent as indicated by assessment 0-3

### Mathematics: Credits: 3-5

MAT120	Intermediate Algebra (5) OR	
MAT121	Intermediate Algebra (4) OR	
MAT122	Intermediate Algebra (3) OR	
MAT151	Intermediate Algebra (4)	3-5

### General Education Distribution Credits: 10

#### Humanities & Fine Arts: Credits: 3

Any approved General Education course in the Humanities and Fine Arts Area 3

#### Social and Behavioral Sciences: Credits: 3

Any approved General Education course in the Social and Behavioral Sciences Area 3

#### Natural Sciences: Credits: 4

Any approved General Education course in the Natural Sciences Area 4

### Certificate of Completion in Information Technology: Network Security Credits: 41-42 (5530)

**Description:** The Certificate of Completion (CCL) in Information Technology: Network Security program is designed to focus on the necessary skills required to secure a network including the security of various operating systems and network devices. Emphasis is placed on developing the theoretical and practical skills needed to maintain security on mission-critical networking and server systems. The program is designed to meet the training needs of government and industry employees. The program covers a variety of information security disciplines which include both vendor-neutral and vendor-specific information technology (IT) security training. The Information Technology: Network Security program also focuses on the skills needed for internationally recognized IT certifications and high demands in business, industry and government. An Associate in Applied Science (AAS) is also available.

#### Program Notes:

+ indicates course has prerequisites and/or co requisites.  
 ++ indicates any module  
 Students must earn a grade of "C" or better in all courses within the program.  
 Students should select from the following courses in consultation with a department advisor.

#### Admission Criteria: None

#### Program Prerequisites: Credits: 3

CIS105, Survey of Computer Information Systems OR permission of Program Director

### Required Courses: Credits: 38

CIS126DL	Linux Operating System	3
CNT140AA	Cisco Networking Fundamentals (4)	4
+CNT150AA	Cisco Routing Protocols and Concepts (4)	4
+CNT160AA	Cisco Local Area Networking (LAN) Switching and Wireless	4
+CNT170AA	Cisco Accessing the Wide-Area Network (WAN)	4
+CNT205	Cisco Certified Network Associate Security	4
+CNT202	Cisco Secure Firewall Appliance Configuration	4
+ITS110	Information Security Fundamentals	4
MST150++	Microsoft Windows (any MST150++ module)	3
+MST157DA	Active Directory Windows Server Configuration	4

### Restricted Elective: 3-4

+CIS238DL	Linux System Administration	3
+MST15+	Microsoft Windows (any MST15++ module)	3-4
+MST2++	Microsoft (any MST2++ module)	3-4
BPC170 AA	Computer Maintenance I: A+ Technician Prep	3
+BPC270 AA	Computer Maintenance II: A+ Technician Prep	3
+CNT2++	Cisco (Any CNT2++ Module)	4

### Associate in Applied Science in Information Technology: Network Security Credits: 63-69 (3097)

**Description:** The Associate of Applied Science (AAS) in Information Technology: Network Security program is designed to focus on the necessary skills required to secure a network including the security of various operating systems and network devices. Emphasis is placed on developing the theoretical and practical skills needed to maintain security on mission-critical networking and server systems. The program is designed to meet the training needs of government and industry employees. The program covers a variety of information security disciplines which include both vendor-neutral and vendor-specific information technology (IT) security training. The Information Technology: Network Security program also focuses on the skills needed for internationally recognized IT certifications and high demands in business, industry and government. A Certificate of Completion (CCL) is also available.

#### Program Notes:

+ indicates course has prerequisites and/or co requisites.  
 ++ indicates any module  
 Students must earn a grade of "C" or better in all courses within the program.  
 Students should select from the following courses in consultation with a Department Advisor.

## CERTIFICATES & DEGREES

### Admission Criteria: None

#### Program Prerequisites: Credits: 3

CIS105, Survey of Computer Information Systems OR  
permission of Program Director

#### Required Courses: Credits: 38

CIS126DL	Linux Operating System	3
CNT140AA	Cisco Networking Fundamentals	4
+CNT150AA	Cisco Routing Protocols and Concepts	4
+CNT160AA	Cisco Local Area Networking (LAN) Switching and Wireless	4
+CNT170AA	Cisco Accessing the Wide-Area Network (WAN)	4
+CNT205	Cisco Certified Network Associate Security	4
+CNT202	Cisco Secure Firewall Appliance Configuration	4
+ITS110	Information Security Fundamentals	4
MST150++	Microsoft Windows (any MST150++ module)	3
+MST157DA	Active Directory Windows Server Configuration	4

#### Restricted Electives: Credits: 3-4

+CIS238DL	Linux System Administration	3
+MST15+	Microsoft Windows (any MST15++ module)	3-4
+MST2++	Microsoft (any MST2++ module)	3-4
BPC170	Computer Maintenance I: A+ Technician Prep	3
+BPC270	Computer Maintenance II: A+ Technician Prep	3
+CNT2++	Cisco (Any CNT2++ Module)	4

General Education Requirements: Credits: 25-27

General Education CORE: Credits: 15-17

#### First-Year Composition: Credits: 6

Any approved General Education course in the First-Year  
Composition Area 6

#### Oral Communication: Credits: 3

Any approved General Education course in the Oral  
Communication Area 3

#### Critical Reading: Credits: 0-3

Any approved General Education course in the Critical  
Reading Area OR Equivalent as indicated by assessment. 3

#### Mathematics: Credits: 3-5

MAT120	Intermediate Algebra (5) OR	
MAT121	Intermediate Algebra (4) OR	
MAT122	Intermediate Algebra (3) OR	
MAT151	Intermediate Algebra (4)	3-5

#### General Education Distribution Credits: 10

#### Humanities & Fine Arts: Credits: 3

Any approved General Education course in the Humanities  
and Fine Arts Area 3

### Social and Behavioral Sciences: Credits: 3

Any approved General Education course in the Social and  
Behavioral Sciences Area 3

### Natural Sciences: Credits: 4

Any approved General Education course in the Natural  
Sciences Area 4

### Certificate of Completion in Information Technology: Network Server Credits: 39-40 (5529)

**Description:** The Certificate of Completion (CCL) in  
Information Technology: Network Server program focuses on  
the skills needed to install, implement, manage, and  
troubleshoot networks and systems in both a Linux and  
Microsoft server environment. Most complex networking  
environments today include multiple operating system  
platforms which include Unix/Linux and Microsoft servers.  
An Associate in Applied Science (AAS) is also available.

#### Program Notes:

+ indicates course has prerequisites and/or co requisites.

++ indicates any module

Students must earn a grade of "C" or better in all courses  
within the program.

Students should select from the following courses in  
consultation with a department advisor.

#### Admission Criteria: None

#### Program Prerequisites: Credits: 3

CIS105, Survey of Computer Information Systems (3) OR  
permission of Program Director

#### Required Courses: Credits 32

CIS126DL	Linux Operating System	3
+CIS238DL	Linux System Administration	3
CNT140AA	Cisco Networking Fundamentals	4
+CNT150AA	Cisco Routing Protocols and Concepts	4
+CNT160AA	Cisco Local Area Networking (LAN) Switching and Wireless	4
+CNT170AA	Cisco Accessing the Wide-Area Network (WAN)	4
MST150++	Microsoft Windows (any MST150++ module)	3
+MST157DA	Active Directory Windows Server Configuration	4
BPC170	Computer Maintenance I: A+ Essentials Prep	3

#### Restricted Elective: Credits: 7-8

+BPC270	Computer Maintenance II: A+ Prep	3
+CIS15+	Programming (any CIS15+) (3) OR	
+CIS15+++	Programming (any CIS15+++ module) (3)	3
CIS190	Introduction to Local Area Networks (3) OR	

## CERTIFICATES & DEGREES

MST140	Microsoft Networking Essentials (3)	3
+MST15+	Microsoft Windows (any MST15+)	3-4
+MST2++	Microsoft (any MST2++)	3-4
+ITS110	Information Security Fundamentals	4
+CIS239DL	Linux Shell Scripting	3

**Free Electives: None**

**General Education Requirements: None**

### Associate in Applied Science Degree Information Technology: Network Server Credit: 61-67 (3096)

**Description:** The Associate in Applied Science (AAS) in Information Technology: Network Server program focuses on the skills needed to install, implement, manage, and troubleshoot networks and systems in both a Linux and Microsoft server environment. Most complex networking environments today include multiple operating system platforms which include Linux and Microsoft servers. A Certificate of Completion (CCL) is also available.

**Program Notes:**

+ indicates course has prerequisites and/or co requisites. Students must earn a grade of "C" or better in all courses within the program.

Students should select from the following courses in consultation with a department advisor.

**Admission Criteria: None**

**Program Prerequisites: Credits: 3**

CIS105, Survey of Computer Information Systems (3) or permission of Program Director

Required Courses: Credits: 32

CIS126DL	Linux Operating System	3
+CIS238DL	Linux System Administration	3
CNT140AA	Cisco Networking Fundamentals	4
+CNT150AA	Cisco Routing Protocols and Concepts	4
+CNT160AA	Cisco Local Area Networking (LAN) Switching and Wireless	4
+CNT170AA	Cisco Accessing the Wide-Area Network (WAN)	4
MST150++	Microsoft Windows (any MST150++ module)	3
+MST157DA	Active Directory Windows Server Configuration	4
BPC170	Computer Maintenance I: A+ Essentials Prep	3

**Restricted Electives: Courses: 7-8**

+BPC270	Computer Maintenance II: A+ Technician Prep	3
+CIS15+++	Programming (any CIS15+++ module) (3)	3
CIS190	Introduction to Local Area Networks (3) OR	
MST140	Microsoft Networking Essentials (3)	3
+MST15+	Microsoft Windows (any MST15+)	3-4

+MST2++	Microsoft (any MST2++)	3-4
+ITS110	Information Security Fundamentals	4
+CIS239DL	Linux Shell Scripting	3

**General Education Requirement: Credits: 25-27**

**General Education CORE: Credits: 15-17**

**First-Year Composition: Credits: 6**

Any approved General Education course in the First-Year Composition Area 6

**Oral Communication: Credits: 3**

Any approved General Education course in the Oral Communication Area 3

**Critical Reading: Credits: 0-3**

Any approved General Education course in the Critical Reading Area OR Equivalent as indicated by assessment.0-3

**Mathematics: Credits: 3-5**

MAT120	Intermediate Algebra (5) OR	
MAT121	Intermediate Algebra (4) OR	
MAT122	Intermediate Algebra (3) OR	
MAT151	Intermediate Algebra (4)	3-5

**General Education Distribution Credits: 10**

**Humanities & Fine Arts: Credits: 3**

Any approved General Education course in the Humanities and Fine Arts Area 3

**Social and Behavioral Sciences: Credits: 3**

Any approved General Education course in the Social and Behavioral Sciences Area 3

**Natural Sciences: Credits 4**

Any approved General Education course in the Natural Sciences Area 4

**Certificate of Completion in Network Administration: Cisco Network Professional Credits: 16 (5328) NEW (Shared)**

**Description:** The Certificate of Completion (CCL) in Network Administration: Cisco Network Professional program equip students with marketable skills for learning the specific tasks and industry-recognized standards associated with network professional who can install, configure, and troubleshoot local and wide area networks for enterprise organizations with networks comprised of 100 to 500 or more nodes. The coursework emphasizes security, converged networks, quality of service (QoS), virtual private networks (VPN), broadband technologies, and integrating technologies in the network infrastructure. The program also prepares students to complete the required certification tests in Cisco Certified Network Professional (CCNP) certification, which indicates advanced or journeyman knowledge of networks.

## CERTIFICATES & DEGREES

### Program Notes:

+ indicates course has prerequisites and/or corequisites.  
 ++ indicates any module.  
 Students must earn a grade of "C" or better for all courses within the program.

### Admission Criteria: None

### Program Prerequisites: Credits: 0-4

CNT170AA Cisco Accessing the Wide-Area Network (WAN) (4) OR Cisco Certified Network Associate (CCNA) Industry Certification 0-4

### Required Courses: Credits: 16

+CNT200	CCNP ROUTE: Implementing Cisco IP Routing	4
+CNT202	Cisco Secure Firewall Appliance Configuration (4) OR	
+CNT205	Cisco Certified Network Associate Security (4) OR	
+CNT206	Cisco Certified Network Associate Wireless (4) OR	
+CNT208	Cisco Certified Network Associate Voice (4)	4
+CNT220	CCNP SWITCH: Implementing Cisco IP Switching	4
+CNT231	CCNP TSHOOT: Maintaining and Troubleshooting Cisco IP Networks	4

### Certificate of Completion in Networking Administration: Cisco Credits: 14-18 (5969) (Shared)

**Description:** The Certificate of Completion (CCL) in Networking Administration: Cisco program is a Cisco Systems recognized Regional or Local Academy that prepares students for industry-recognized certification. The curriculum is taught by Cisco Systems Certified Professionals. The Certificate of Completion (CCL) in Networking Administration: Cisco provides training for a position working with Cisco Systems networking and Internet hardware. Knowledge and skills are developed to install, configure, maintain, and troubleshoot Cisco routers and components, advanced routing protocols, Local Area Networks (LANs), and Wide Area Networks (WANs). The courses in the program also prepare students for the Cisco Certified Networking Associate examination.

### Program Notes:

+ indicates course has prerequisites and/or co requisites.  
 Students must earn a grade of "C" or better for all courses required within the program

### Admission Criteria: None

### Program Prerequisites: None

One of the follow 2 tracks must be fulfilled:  
 Required Courses: Credits: 14-18

### Track 1 - Exploration: Credits: 14-18

CNT140	Cisco Networking Basics (4) OR	
CNT140AA	Cisco Networking Fundamentals (4) OR	
CNT138	CCNA Discovery - Working at Home and Small Businesses (3) AND	
+CNT148	CCNA Discovery - Working at a Small-to-Medium Business or Internet Service Provider (3)	4-6
+CNT150	Cisco Networking Router Technologies (4) OR	
+CNT150AA	Cisco Routing Protocols and Concepts (4) 4	
+CNT160	Cisco Switching Basics and Intermediate Routing (3) OR	
+CNT160AA	Cisco Local Area Networking (LAN) Switching and Wireless (4)	3-4
+CNT170	Cisco Wide Area Networks (WAN) Technologies (3)	
+CNT170AA	Cisco Access the Wide-Area Network (WAN) (4)	3-4

### Track 2 - Discovery: Credits: 14

CNT138	CCNA Discovery - Working at Home and Small Businesses	3
+CNT148	CCNA Discovery - Working at a Small-to-Medium Business or Internet Service Provider	3
+CNT158	CCNA Discovery - Introduction to Routing and Switching in the Enterprise	4
+CNT168	CCNA Discovery - Designing and Supporting Computer Networks	4

### Associate in Applied Science in Information Technologies: Credits: 60-64 (3167)

**Description:** The Associate in Applied Science (AAS) degree in Computer and Information Technologies is designed to provide training for positions in the Information Technology field as computer and information technology support specialists. This degree is intended to provide the student with flexibility in designing a program of study that is relevant to the rapidly changing needs of business and industry while allowing the student to match their own talents, interests, and goals. This degree is also intended for students who desire to transfer to university Bachelor of Applied Science degree programs which accept Associate of Applied Science degree block-transfer.

### Program Notes:

+ indicates course has prerequisites and/or co requisites.  
 ++ indicates any module  
 Students must earn a grade of "C" or better in all courses within the program.

### Admission Criteria: None

### Program Prerequisites: None

### Required Courses: Credits: 9-10

CIS105	Survey of Computer Information Systems	3
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## CERTIFICATES & DEGREES

+CIS190	Introduction to Local Area Networks (3) OR	
CNT140AA	Cisco Networking Fundamentals (4) OR	
MST150++	Microsoft Windows (Any MST150++-module) (3)	3-4
GBS151	Introduction to Business	3

### Restricted Electives: Credits: 26-27

Students should select from the Restricted Electives courses in consultation with a Department Advisor.

Students must complete a minimum of 12 credit hours of 200-level Restricted Elective coursework in the BPC, CIS, CNT, and/or MST prefixes.

Courses completed 5 or more years prior to graduation do not meet the restricted elective requirement and will not be included in the hours required for degree completion.

ART100	Introduction to Computer Graphic Art	1
ART111	Drawing I	3
ART112	Two-Dimensional Design (1) OR	
+ART122	Drawing and Composition II(3)	1-3
ART142	Introduction to Digital Photography	3
BPC110	Computer Usage and Applications	3
BPC121AB	Microsoft Command Line Operations	1
+BPC170	Computer Maintenance I: A+ Essentials Prep	3
+BPC270	Computer Maintenance II: A+ Technician Prep	3
CIS114DE	Excel Spreadsheet	3
CIS117AM	Database Management: Microsoft Access- Level I (1) AND	
+CIS117BM	Database Management: Microsoft Access- Level II (1) AND	
+CIS117CM	Database Management: Microsoft Access- Level III (1) OR	
CIS117DM	Microsoft Access: Database Management(3)	1-3
CIS118DB	Desktop Presentation: PowerPoint	3
+CIS119DO	Introduction to Oracle:SQL	3
CIS120AF	Computer Graphics: Adobe Photoshop: Level I	1
+CIS120BF	Computer Graphics: Adobe Photoshop: Level II	1
+CIS120CF	Computer Graphics: Adobe Photoshop: Level III	1
CIS120AK	Introduction to Digital Video Editing	1
CIS120D+	Computer Graphics (any CIS120 D modules)	3
CIS121AB	Microsoft Command Line Operations	1
CIS121AE	Windows Operating System: Level I	1
CIS122AB	OS/400 Operating System	1
+CIS126BL	Linux Operating System II	1
+CIS126CL	Linux Operating System III	1
CIS133AA	Internet/Web Development Level I-A	1
+CIS133BA	Internet/Web Development Level I-B	1
+CIS133CA	Internet/Web Development Level I-C	1
CIS133DA	Internet/Web Development Level I	3
+CIS214DE	Advanced Excel Spreadsheet: Level II	3
+CIS217AM	Advanced Microsoft Access: Database Management	3

+CIS220DF	Advanced Photoshop	3
CIS126AL	Linux Operating System I (1) OR	
CIS126DL	Linux Operating System (3)	1-3
+CIS15+	Programming (any CIS15+)	3
+CIS15+++	Programming (any CIS15+++ module)	3
+CIS16+	Programming (any CIS16+)	3
+CIS16+++	Programming (any CIS16+++ module)	3
+CIS220DC	Flash: Advanced Animation and ActionScript	3
+CIS225	Business Systems Analysis and Design (3) OR	
+CIS225AB	Object-Oriented Analysis and Design (3)	3
+CIS233DA	Internet/Web Development Level II	3
+CIS235	e-Commerce	3
+CIS238	Advanced UNIX System Administration (3) OR	
+CIS238DL	Linux System Administration (3)	3
+CIS243D+	Internet/Web Development (any CIS243D+ module)	3
+CIS259	Visual Basic Programming II	3
+CIS262AD	C# Level II	3
+CIS263AA	Java Programming: Level II	3
CNT+++++	Cisco (any CNT+++ module)	3-4
+MST140	Microsoft Networking Essentials	3
MST150++	Microsoft Windows (any MST150++ module)	3
+MST152++	Microsoft Windows (any MST152++ module)	4
+MST157++	Microsoft Windows (any MST157+ module)	4
+MST2++	Microsoft (any MST2++)	3-4

### Free Electives: None

### General Education: Credits: 25-27

### General Education CORE: Credits: 15-17

### First-Year Composition: Credits: 6

Any approved General Education course in the First-Year Composition Area	6
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### Oral Communication: Credits: 3

Any approved General Education course in the Oral Communication Area	3
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### Critical Reading: Credits: 3

Any approved General Education course in the Critical Reading Area	3
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### Mathematics: Credits: 3-5

Any approved General Education course in the Mathematics Area	
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### General Education Distribution Credits: 10

### Humanities & Fine Art: Credits: 3

Any approved General Education course in the Humanities and Fine Arts Area	3
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## CERTIFICATES & DEGREES

### Social and Behavioral Sciences: Credits: 3

Any approved General Education course in the Social and Behavioral Sciences Area 3

### Natural Sciences: Credits: 4

Any approved General Education course in the Natural Sciences Area 4

## MANAGEMENT - BUSINESS MANAGEMENT

*Chairperson: Mark Nielsen*

### Associate in Applied Science in Business Management Credits: 66-67 (3054)

**Description:** The Associate in Applied (AAS) degree in Business Management provides students with a basic inventory of skills and competencies that will meet their needs when they become practitioners in the field. Recognizing that many persons already involved in business and industry desire to improve their skills, the program also seeks to offer alternative for the increase of knowledge and the improvement of skills by current practitioners in the field.

#### Program Notes:

Students must earn a grade of "C" or better for all courses required within the program

+ indicates course has prerequisite.

#### Admission Criteria: None

#### Program Prerequisites: None

#### Required Courses Credits: 30-31

ACC107	Bookkeeping Theory & Practice (4) OR	
ACC111	Accounting Principles I (3)	3-4
CIS105	Survey Computer Info. Systems	3
GBS131	Business Calculations	3
GBS151	Introduction to Business	3
GBS205	Legal Ethical/Regulatory Issues in Business	3
+GBS233	Business Communication	3
MGT229	Management & Leadership I	3
+MGT230	Management & Leadership II	3
MGT251	Human Relations in Business	3
MKT271	Principles of Marketing (3) OR	
MGT276	Personnel/Human Resource Management (3)	3

#### Restricted Electives: Credits: 12

Note: Students should select from the following courses in consultation with a department advisor:

MGT135	Purchasing Management	3
MGT253	Owning & Operating a Small Business	3
MGT275	Office Management & Procedures	3
MGT277	Labor Relations	3
MKT263	Advertising Principles	3

MKT267	Principles of Salesmanship	3
+MGT296WA	Cooperative Education (1) OR	
+MGT296WB	Cooperative Education (2) OR	
+MGT296WC	Cooperative Education (3)	1-3

### General Studies Requirements: Credits 24-25

#### General Education Core Credits: 15

First-Year Composition: Credits: 6

+ENG101	First-Year Composition (3) AND	
+ENG102	First-Year Composition (3)	6

#### Oral Communication: Credits: 3

COM100	Introduction to Human Communication (3) OR	
COM110	Interpersonal Communication (3) OR	
COM225	Public Speaking (3) OR	
COM230	Small Group Communication (3)	3

#### Critical Reading: Credits: 3

CRE101	College Critical Reading (3) OR	
CRE111	Critical Reading for Business & Industry (3) OR equivalent by assessment.	3

#### Mathematics: Credits: 3

MAT102	Mathematical Concepts/Applications (3) OR equivalent by assessment OR satisfactory completion of a higher level math course	3
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#### General Education Distribution Credits: 9-10

#### Humanities and Fine Arts: Credits: 2-3

Any approved general education course in the Humanities and Fine Arts area 2-3

#### Social and Behavioral Sciences: Credits: 3

Any approved general education course in the Social and Behavioral Sciences area 3

#### Natural Sciences: Credits: 4

Any approved general education course in the Natural Sciences area 4

## MANAGEMENT - EMERGENCY MANAGEMENT

*Chairperson: Mark Nielsen*

#### Certificate/Degree:

**Certificate of Completion in Emergency Management (5304)**

**Associate in Applied Science in Emergency Management (3018)**

**Certificate of Completion in Emergency Management: Credits: 18 (5304) (Shared)**

## CERTIFICATES & DEGREES

**Description:** The Certification of Completion (CCL) in Emergency Management provides the student with knowledge and skills required to conduct a comprehensive emergency management program. The program prepares students to manage fire department operations, hazardous materials incidents, tactics, strategy, and safety of firefighting activities, and customer service in the public sector. The student will be prepared for positions such as Emergency Manager, Emergency Management Planner, Emergency Operations Coordinator, Environmental Compliance Planner, and Emergency Management Specialist, working in state, local, federal, and international governments, business and industry, military installations, and health care facilities.

**Program Notes:**

+ indicates course has prerequisites and/or co requisites. Students must earn a grade of "C" or better in all courses within the program.

**Admission Criteria: None**

**Program Prerequisites: None**

**Required Courses: Credits 18**

AJS/FSC139	Emergency Response to Terrorism	3
AJS/FSC146	Disaster Recovery Operations	3
AJS/FSC147	Emergency Preparedness	3
AJS/FSC148	Fundamentals of Emergency Management	3
AJS/FSC149	Hazard Mitigation	3
FSC224	Incident Command Systems	3

**Restricted Electives: None**

**Free Electives: None**

**General Education Requirements: None**

**Associate in Applied Science in Emergency Management: Credits 64 (3018) (Shared)**

**Description:** The Associate in Applied Science (AAS) in Emergency Management provides the student with knowledge and skills required to conduct a comprehensive emergency management program. The program prepares students to manage fire department operations, hazardous materials incidents, tactics, strategy, and safety of firefighting activities, and customer service in the public sector. The student will be prepared for positions such as Emergency Manager, Emergency Management Planner, Emergency Operations Coordinator, Environmental Compliance Planner, and Emergency Management Specialist, working in state, local, federal, and international governments, business and industry, military installations, and health care facilities.

**Program Notes:**

+ indicates course has prerequisites and/or co requisites. Students must earn a grade of "C" or better in all courses within the program

**Admission Criteria: None**

**Program Prerequisites: None**

**Required Courses: Credit 24**

AJS101	Introduction to Criminal Justice	3
AJS/FSC139	Emergency Response to Terrorism	3
AJS/FSC146	Disaster Recovery Operations	3
AJS/FSC147	Emergency Preparedness	3
AJS/FSC148	Fundamentals of Emergency Management	3
AJS/FSC149	Hazard Mitigation	3
FSC105	Hazardous Materials/First Responder	3
AJS/FSC224	Incident Command Systems	3

**Restricted Electives: Credits 15-18**

AJS195	International and Domestic Terrorism	3
AJS225	Criminology	3
AJS270	Community Relations	3
AJS275	Criminal Investigation I	3
FSC211	Fundamental of Flammable Hazardous Materials	3
FSC212	Dangerous and Explosive Hazardous Materials	3
AJS++++	Any Administration of Justice Studies course	
FSC++++	Any Fire Science Technology course	

**Free Electives: None**

**General Education Requirements: Credits 25-27**

**CORE Credits: 15-17**

First-Year Composition: Credits: 6		
ENG101	First-Year Composition (3) AND	
ENG102	First-Year Composition (3)	6

**Oral Communication: Credits: 3**

Any approved general education course in the Oral Communication area	3
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**Critical Reading: Credits: 3**

Any approved general education course in the Critical Reading area	3
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**Mathematics: Credits: 3-5**

MAT102	Mathematical Concepts/Applications or Satisfactory completion of higher level mathematics course	3-5
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**General Education Distribution Credits: 10**

**Humanities & Fine Arts: Credits: 3**

AJS123	Ethics and the Administration of Justice	3
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**Social and Behavioral Sciences: Credits: 3**

AJS258	Victimology and Crisis Management	3
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**Natural Sciences: Credits: 4**

Any approved general education course in the Natural Sciences area	4
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## CERTIFICATES & DEGREES

### MANAGEMENT - GENERAL BUSINESS

*Chairperson: Mark Nielsen*

**Certificate/Degree:**

**Certificate of Completion in General Business (5683)  
Associate in Applied Science in General Business (3148)**

**Certificate of Completion in General Business: Credits:  
21 (5683) (Shared)**

**Description:** The Certificate of Completion (CCL) in General Business will provide business training for various entry-level positions in business. The courses include an introduction to business concepts, accounting and computer principles, and legal issues related to business. An Associate in Applied Science (AAS) is also available.

**Program Notes:**

+ indicates course has prerequisites and/or corequisites. Students must earn a grade of "C" or better in all courses required within the program.

**Admission Criteria: None**

**Program Prerequisites: None**

**Required Courses: Credits: 12**

ACC111	Accounting Principles I	3
CIS105	Survey of Computer Information Systems	3
GBS151	Introduction to Business	3
GBS205	Legal Ethical and Regulatory Issues in Business	3

**Restricted Electives: Credits: 9**

Any ACC or GBS prefixed courses not listed in the Required Course area.

ACC+++++ Any ACC Accounting prefixed courses not Listed under the Required Course area. 1-9

GBS+++++ Any GBS General Business prefixed courses not Listed under the Required Course area. 1-9

IBS+++++ Any IBS International Business prefixed courses 1-9

MGT+++++ Any MGT Management prefixed courses 1-9

MKT+++++ Any MKT Marketing prefixed courses 1-9

REA+++++ Any REA Real Estate prefixed courses 1-9

SBS+++++ Any SBS Small Business Management prefixed courses 1-9

CIS114 Excel Spreadsheet 3

CIS117DM Microsoft Access Database Management 3

CIS133DA Internet/Web Development Level I 3

**Associate in Applied Science in General Business:**

**Credits 61-63 (3148) (Shared)**

**Description:** The Associate in Applied Science (AAS) in General Business program meets the needs of students who wish a broad overview of business and desire not to enroll in a specialized curriculum in business. The program is designed to acquaint students with major subject areas of business, to improve the student's business vocabulary, and to provide students with an understanding of influencing factors in business decision making and activities. In addition, this program could aid a student in recognizing a specific business field to be pursued in future studies. Although many courses will transfer to a four-year institution, some courses do not. This curriculum is not designed to meet the needs of students who wish to transfer to a four-year institution. A Certificate of Completion (CCL) is also available.

**Program Notes:**

+ indicates course has prerequisites and/or co requisites. Students must earn a grade of "C" or better in all courses within the program

**Admission Criteria: None**

**Program Prerequisites: Credits: 3**

+CRE101	College Critical Reading (3) OR Equivalent by Assessment	3
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**Required Courses: Credit 21**

ACC111	Accounting Principles I	3
CIS105	Survey of Computer Information Systems	3
GBS110	Human Relations in Business and Industry (3) OR	
MGT175	Business Organization and Management (3) OR	
MGT251	Human Relations in Business (3)	3
GBS151	Introduction to Business	3
GBS205	Legal Ethical and Regulatory Issues in Business	3
+GBS233	Business Communication	3
MKT271	Principles of Marketing	3

**Restricted Electives: Credits: 18**

Any ACC, GBS, MGT, or MKT prefixed courses not listed in the Required Course area.

ACC+++++ Any ACC Accounting prefixed courses not Listed under the Required Course area. 1-18

CIS114 Excel Spreadsheet 3

CIS117DM Microsoft Access Database Management 3

CIS133DA Internet/Web Development Level I 3

GBS+++++ Any GBS General Business prefixed courses not Listed under the Required Course area. 1-18

IBS+++++ Any IBS International Business prefixed courses 1-18

## CERTIFICATES & DEGREES

MGT+++++	Any MGT Management prefixed courses	1-18
MKT+++++	Any MKT Marketing prefixed courses	1-18
REA+++++	Any REA Real Estate prefixed courses	1-18
SBS+++++	Any SBS Small Business Management prefixed courses	1-18

**General Education Requirement: Credits 22-24**

**General Education Core: Credits: 12-14**

**First-Year Composition: Credits: 6**

+ENG101	First-Year Composition (3) OR	
+ENG107	First-Year Composition for ESL (3) AND	
+ENG102	First-Year Composition (3) OR	
+ENG108	First-Year Composition for ESL (3)	6

**Oral Communication: Credits: 3**

Any approved General Education course in the Oral Communication area.	3
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**Critical Reading: Credits: 0**

+Met by CRE101 in the Program Prerequisites area.	0
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**Mathematics: Credits: 3-5**

+MAT120	Intermediate Algebra (5) OR	
+MAT121	Intermediate Algebra (4) OR	
+MAT122	Intermediate Algebra (3)	3-5

**General Education Distribution: Credits: 10**

**Humanities and Fine Arts: Credits: 3**

Any approved General Education course in the Humanities and Fine Arts area.	3
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**Social and Behavioral Sciences: Credits: 3**

ECN211	Macroeconomic Principles (3) OR	
ECN212	Microeconomic Principles (3) OR	
SBU200	Society and Business (3)	3

**Natural Sciences: Credits: 4**

Any approved General Education course in the Natural Sciences area.	4
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### MANAGEMENT - RETAIL MANAGEMENT

*Chairperson: Mark Nielsen*

**Certificate/Degree:**

**Certificate of Completion in Retail Management (5286)  
Associate in Applied Science in Retail Management (3048)**

**Certificate of Completion in Retail Management Credits: 33 (5286) (Shared)**

**Description:** The Certificate of Completion (CCL) in Retail Management is designed to prepare individuals working in the food industry, and related fields, for the management

challenges of the future. The curriculum encompasses several business essentials and also emphasizes the skill sets needed for effective management and communication in the work environment.

**Program Notes:**

+ indicates course has a prerequisite and/or co requisites. Students must earn a grade of "C" or better for all courses required within the program.

**Admission Criteria: None**

**Program Prerequisites: None**

**Required Courses: Credits 33**

ACC111	Accounting Principles I	3
BPC110	Computer Usage & Applications (3) OR	
CISI05	Survey of Computer Information Systems (3)	3
+ENG101	First-Year Composition (3) OR	
+ENG107	First-Year Composition for ESL (3)	3
GBS110	Human Relations in Business and Industry (3) OR	
+MGT251	Human Relations in Business (3)	3
GBS131	Business Calculations (3) OR	
+MAT102	Mathematical Concepts & Applications (3)	3
+GBS233	Business Communication	3
COM110	Interpersonal Communication (3) OR	
INDI33	Speaking in Business (3)	3
MGT101	Techniques of Supervision (3) OR	
MGT229	Management and Leadership I	3
MGT179	Utilizing the Human Resources Department (3) OR	
MGT276	Personnel/Human Resources Management	3
+MKT268	Merchandising	3
MKT271	Principles of Marketing	3

**Associate in Applied Science in Retail Management  
Credits: 64 (3048) (Shared)**

**Description:** The Associate in Applied Science (AAS) degree in Retail Management is designed to prepare individuals working in the retail management, food industry, and related fields, for the mid-level management position challenges of the future. The curriculum encompasses business essentials and also emphasizes the skill sets needed for effective management and communication in the work environment. Instruction will provide the background and knowledge necessary for students to develop the judgment skills they must exercise as business managers.

**Program Notes:**

Students must earn a grade of "C" or better in all courses within the program.

+ indicates course has prerequisites and/or co requisites.

**Admission Criteria: None**

**Program Prerequisites: None**

## CERTIFICATES & DEGREES

### Required Courses: Credits 39

ACC111	Accounting Principles I	3
+ACC230	Uses of Accounting Information I	3
+ACC240	Uses of Accounting Information II	3
BPC110	Computer Usage and Applications (3) OR	
CISI05	Survey of Computer Information Systems (3)	3
COM110	Interpersonal Communication (3) OR	
IND133	Speaking in Business (3)	3
GBS110	Human Relations in Business and Industry (3) OR	
MGT251	Human Relations in Business (3)	3
GBS131	Business Calculations (3) OR	
+GBS161	Mathematics of Business (3)	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
+GBS233	Business Communication	3
MGT101	Techniques of Supervision (3) OR	
MGT229	Management and Leadership I (3)	3
MGT179	Utilizing the Human Resources Department (3) OR	
MGT276	Personnel/Human Resources Management (3)	3
MKT268	Merchandising	3
MKT271	Principles of Marketing	3

### Restricted Electives: None

### Free Electives: None

### General Education Requirements: Credits 25

#### General Education Core: Credits: 15

First-Year Composition: Credits: 6

+ENG101	First-Year Composition (3) OR	
+ENG107	First-Year Composition for ESL (3) AND	
+ENG102	First-Year Composition (3) OR	
+ENG108	First-Year Composition for ESL (3) OR	
+ENG111	Technical Writing (3)	6

ENG102 or ENG108 recommended for students pursuing a BAS degree at an Arizona university.

#### Oral Communication: Credits: 3

COM230	Small Group Communication	3
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#### Critical Reading: Credits: 3

CRE101	College Critical Reading I (3) OR Equivalent by assessment	3
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#### Mathematics: Credits: 3

MAT102	Mathematical Concepts/Applications (3) OR satisfactory completion of a higher level mathematics course	3
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#### General Education Distribution: Credits 10

#### Humanities and Fine Arts: Credits: 3

Any approved general education course from the Humanities and Fine Arts area. 3

#### Social and Behavioral Sciences: Credits: 3

SBU200	Society and Business	3
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### Natural Sciences: Credits: 4

Any approved general education course from the Natural Sciences area. 4

## SUPERVISION AND MANAGEMENT

*Chairperson: Mark Nielsen*

### Supervision and Management I (5721)

### Supervision and Management II (5722)

#### Certificate of Completion in

#### Supervision and Management I Credits: 15 (5721)

**Description:** The Certificate of Completion (CCL) in Supervision and Management I is designed to provide knowledge in the following areas: Computer concepts of information processing, supervision, and human relations. Students completing this program will be able to perform the supervisory and management functions of first-line supervisors. Students should have a desire to supervise employees and work in a business environment.

#### Program Notes:

+ indicates course has a prerequisite and/or co requisites  
Students must earn a grade of "C" or better for all courses listed within the program

#### Admission Criteria: None

#### Program Prerequisites: None

#### Required Courses: Credits 12

CIS105	Survey of Computer Information Systems	3
MGT229	Management & Leadership I	3
+MGT230	Management & Leadership II	3
MGT251	Human Relations in Business	3

#### Restricted Electives: Credits 3

*Note: Students should select from the following courses in consultation with a departmental advisor.*

GBS151	Introduction to Business	3
MGT135	Purchasing Management	3
MGT277	Labor Relations	3
MKT263	Advertising Principles	3
MKT267	Principles of Salesmanship	3
+MGT296WA	Cooperative Education	1
+MGT296WB	Cooperative Education	2
+MGT296WC	Cooperative Education	3
MGT275	Office Management and Procedures	3
MGT253	Owning and Operating a Small Business	3

#### Certificate of Completion in

#### Supervision and Management II Credits: 30-31 (5722)

**Description:** The Certificate of Completion (CCL) in Supervision and Management II is designed to provide knowledge in the following areas: accounting, business

## CERTIFICATES & DEGREES

communications, business organizations, and management leadership trends. Students completing this program will be able to perform supervisory functions beyond that of a first-line supervisor. Students pursuing this occupation should have a desire to supervise employees, oversee management and decisions of first line supervisors, and make supervisory decisions in a business.

### Program Notes:

+ indicates course has a prerequisite and/or co requisites. Students must earn a grade of "C" or better for all courses listed within the program

### Admission Criteria: None

### Program Prerequisite: Credits 15

#### Certificate of Completion in Supervision and Management I

#### Required Courses: Credits 15-16

ACC107	Bookkeeping Theory & Practice (4) OR	
ACC111	Accounting Principles I (3)	3-4
GBS131	Business Calculations	3
+GBS233	Business Communication	3
GBS205	Legal, Ethical/Reg. Issues In Business	3
MKT271	Principles of Marketing (3) OR	
MGT276	Personnel/Human Resources Management (3)	3

## MUSIC BUSINESS

*Chairperson: Dr. Jerome Garrison*

### Certificate/Degree

#### Certificate of Completion in Music Business (5258)

*(Shared)*

#### Associate in Applied Science in Music Business (3017)

*(Shared)*

#### Certificate of Completion in Music Business: Credits: 40 (5258) *(Shared)*

**Description:** The Certificate of Completion (CCL) in Music Business program is an innovative curriculum designed to prepare students for today's music industry. The certificate and degree with a music business emphasis are designed for both the performing musician and the business student with limited performing experience. This program combines a flexible curriculum with an emphasis in business and marketing, along with music industry related courses and experiences.

### Program Notes:

+ indicates course has prerequisites and/or co requisites. Students must earn a grade of "C" or better in all courses within the program.

++ indicates any module

### Admission Criteria: None

### Program Prerequisites: None

#### Required Courses: Credits 37

ACC109	Accounting Concepts (3) OR	
ACC111	Accounting Principles I (3)	3
BPC128	Introduction to Desktop Publishing	1
CIS131AA	Doing Business on the Internet	1
+COM259	Communication in Business and Professions	3
GBS151	Introduction to Business 3	
MGT253	Owning and Operating a Small Business	
+MUC209	Music Business: Industry Leadership and e-Commerce (3)	3
MKT271	Principles of Marketing 3	
MTC101	Introduction to Music Theory OR Higher Level	3
MUC109	Music Business: Merchandising and the Law	3
MUC110	Music Business: Recording and Mass Media	3
+MUC111	Digital Audio Workstation I (DAW I)	3
MUC195	Studio Music Recording I	3
MUC295AA	Self Promotion for Music	1
+MUC297AB	Music Internship	2
SBS230	Financial and Tax Management for Small Business	2

#### Restricted Electives: Credits 3

MHL+++	Any approved MHL Music: History/Literature prefixed course	3
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#### Associate in Applied Science in Music Business: Credits: 62 (3017) *(Shared)*

**Description:** The AAS (Associate in Applied Science) in Music Business program is an innovative curriculum designed to prepare students for today's music industry. The certificate and degree with a music business emphasis are designed for both the performing musician and the business student with limited performing experience. This program combines a flexible curriculum with an emphasis in business and marketing, along with music industry related courses and experiences.

### Program Notes:

Students must earn a grade of "C" or better in all courses within the program.

+ indicates course has prerequisites and/or co requisites

++ indicates any module

### Admission Criteria: None

### Program Prerequisites: None

#### Required Courses: Credits 37

ACC109	Accounting Concepts (3) OR	
ACC111	Accounting Principles I (3) 3	
BPC128	Introduction to Desktop Publishing 1	
CIS131AA	Doing Business on the Internet 1	

## CERTIFICATES & DEGREES

+COM259	Communication in Business and Professions	3
GBS151	Introduction to Business 3	
MUC209	Music Business: Industry Leadership and e-commerce (3) OR	
MGT253	Owning & Operating a Small Business (3)	3
MKT271	Principles of Marketing 3	
MTC101	Introduction to Music Theory OR Higher Level	3
MUC109	Music Business: Merchandising and the Law	3
MUC110	Music Business: Recording and Mass Media	3
+MUC111	Digital Audio Workstation I (DAW I)	3
MUC195	Studio Music Recording I	3
+MUC295AA	Self Promotion for Music	1
+MUC297AB	Music Internship	2
SBS230	Financial and Tax Management for Small Business	2

### Restricted Electives: Credits 3

MHL+++	Any approved MHL Music: History/Literature course	3
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### General Education Requirements: Credits 22-25

#### General Education Core: Credits: 12-15

##### First-Year Composition: Credits: 6

ENG101	First-Year Composition (3) AND	
ENG102	First-Year Composition (3)	6

#### Oral Communication: Credits: 3

	Any approved general education course in the Oral Communication Area	3
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#### Critical Reading: Credits: 0-3

	Any approved general education course in the Critical Reading Area	3
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#### Mathematics: Credits: 3

	Any approved general education course in the Mathematics Area	3
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#### General Education Distribution: Credits: 10

##### Humanities & Fine Arts: Credits: 3

	Any approved general education course in the Humanities and Fine Arts Area	3
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##### Social and Behavioral Sciences: Credits: 3

	Any approved general education course in the Social and Behavioral Sciences Area	3
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##### Natural Sciences: Credits: 4

	Any approved general education course in the Natural Sciences Area	4
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## ADVANCED NURSING

*Chairperson: Dr. Teresa Leyba Ruiz*

### Certificate/Degree:

#### Associate in Applied Science in Advanced Nursing

**Credits: 67-69 (3105)**

**Description:** The Associate in Applied Science (AAS) in Advanced Nursing Program provides eligibility for registered nurses seeking an associate in applied science degree from a nationally accredited college as preparation for transfer to a regionally accredited college or university.

### Program Notes:

Student must obtain a "C" grade or better or pass in "P/Z" graded courses for all courses required in the program.

+ indicates course has prerequisites and/or corequisites

Registered Nurse Pathway - The Associate Applied Science in Advanced Nursing provides the graduate with an educational foundation for articulation into the university setting.

### Admission Criteria:

A formal application and admission to the program is required along with a degree or certificate from a school of nursing AND current Arizona RN license in good standing or multi-state privilege to practice in Arizona.

### Program Prerequisites: Credits 18

Completion of certificate or degree from a nursing program.		
NUR294AN	Nursing Theory and Practice	18

### Required Courses: Credits 41-43

+BIO201	Human Anatomy and Physiology I	4
+BIO202	Human Anatomy and Physiology II	4
+BIO205	Microbiology	4
+CHM130	Fundamental Chemistry (3) AND	
+CHM130LL	Fundamental Chemistry Laboratory (1) OR	
	One year of high school chemistry	4
+CRE101	College Critical Reading (3) OR	
	Equivalent by assessment	3
+ENG101	First-Year Composition (3) OR	
+ENG107	First-Year Composition for ESL (3)	3
+MAT120	Intermediate Algebra (5) OR	
+MAT121	Intermediate Algebra (4) OR	
+MAT122	Intermediate Algebra (3) OR	
	Satisfactory completion of higher-level mathematics course	3-5
PSY101	Introduction to Psychology	3
HCR210	Clinical Health Care Ethics	3
HCR220	Health Care Organizations	3
HCR230	Culture and Health	3
HCR240	Human Pathophysiology	4

### General Education Requirements: Credits 8

#### General Education Core: Credits 6

#### First-Year Composition: Credits: 3

## CERTIFICATES & DEGREES

Met by ENG101 OR ENG107 in Required Course area.  
 +ENG102 First-Year Composition (3) OR  
 ENG108 First-Year Composition for ESL (3) 3

**Oral Communication: Credits: 3**

+COM225 Public Speaking (3) OR  
 +COM230 Small Group Communication (3) 3

**Critical Reading: Credits: 0**

Met by CRE101 in Required Course area. 0

**Mathematics: Credits: 0**

Met by MAT120, or MAT121, or MAT122 OR Satisfactory completion of higher-level mathematics course in Required Course area. 0

**General Education Distribution: Credits: 2**

**Humanities and Fine Arts: Credits: 2**

Any approved course in the Humanities and Fine Arts area 2

**Social and Behavioral Sciences: Credits: 0**

Met by BIO201 and BIO202 in Required Course area 0

**Natural Sciences: Credits: 0**

Met by PSY101 in Required Courses area 0

### OFFICE AUTOMATION SYSTEMS

*Chairperson: Mark Nielsen*

**Certificate/Degree:**

**Certificate of Completion in Office Automation Systems**

**Credits: 25 (5223)**

**Associate in Applied Science in Office Automation Systems (3222)**

**Certificate of Completion in Office Automation Systems**

**Credits: 25 (5223)**

**Description:** The Certificate of Completion (CCL) in Office Automation Systems program is designed to provide students with courses and classroom experiences to prepare them for entry-level positions in a modern automated office. Students will achieve a broad base of specialized skills and general knowledge which will include microcomputer applications, Internet, verbal and nonverbal communication skills, some work experience, and general education.

**Program Notes:**

Students must earn a grade of "C" or better in all courses within the program.

+ indicates course has a prerequisite and/or corequisites.

++ indicates any module.

**Admission Criteria: None**

**Program Prerequisites: None**

**Required Courses: Credits 25**

BPC110	Computer Usage and Applications (3) OR	
CIS133DA	The Internet/Web Development Level I (3)	3
OAS108	Business English	3
OAS125	Introduction to the Professional Office	3
BPC/		
OAS135++	Word Processing Software (any one module)	2
+BPC235/		
OAS++	Advanced Word Processing Software (any module)	2
+BPC138AA	Windows Desktop Design & Publishing	3
COM100	Introduction to Human Communication (3) OR	
+COM230	Small Group Communication (3) OR	
+COM259	Communication in Business and Professions	3

**Select 3 credits from the following OAS courses**

OAS296++	Cooperative Education (1-4) OR	
OAS298++	Any OAS209 module (1-3)	3

**Associate in Applied Science in Office**

**Automation Systems: Credits: 65-68 (3222)**

**Description:** The Associate in Applied Science Degree (AAS) in Office Automation Systems program is designed to provide students with courses and classroom experiences to prepare them for entry-level positions in a modern automated office. Students will achieve a broad base of specialized skills and general knowledge which will include microcomputer applications, Internet, verbal and nonverbal communication skills, some work experience, and general education.

**Program Notes:**

Students must earn a grade of "C" or better in all courses within the program.

+ indicates course has prerequisite.

++ indicates any module.

**Program Prerequisites: Credits 3**

BPC100	Business Personal Computers	2
BPC/OAS111AA	Computer Keyboarding I	1

**Required Courses: Credits 41**

ACC111	Accounting Principles I	3
BPC110	Computer Usage/Applications	3
CIS133DA	Internet/Web Development Level I	3
CIS114DE	Excel Spreadsheet	3
CIS117DM	Microsoft Access: Database Management	3
CIS118DB	Desktop Presentation: PowerPoint	3
GBS151	Introduction to Business	3
OAS108	Business English	3
OAS125	Intro to the Professional Office	3
OAS/BPC135++	Word Processing Software (any module)	2
OAS/BPC235++	Advanced Word Processing Software (any module)	2
+BPC138AA	Windows Desktop Design and Publishing	3
COM100	Introduction to Communication (3) OR	

## CERTIFICATES & DEGREES

+COM230	Small Group Communication (3) OR	
+COM259	Communication in Business and Professions (3)	3

**Select 4 credits from the following OAS or CWE courses**

OAS296W++	Cooperative Education (1-4) OR	
CWE198++	Career Work Experience (1-3)	4

**General Education Requirement: Credits 21-24**

**General Education Core: Credits: 12-14**

**First-Year Composition: Credits: 6**

+ENG101	First-Year Composition (3) AND	
+ENG102	First-Year Composition (3)	6

**Oral Communication: Credits: 3**

Met by COM100, COM230, COM259 in Required Courses area. 0

**Critical Reading: Credits: 3**

CRE101	College Critical Reading I	3
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**Mathematics: Credits: 3-5**

MAT102	Mathematical Concepts/Applications (3) OR	
MAT120	Intermediate Algebra (5) OR	
MAT122	Intermediate Algebra (3) OR equivalent as indicated by assessment OR satisfactory completion of a higher mathematics course.	3-5

**General Education Distribution: Credits: 9-10**

**Humanities and Fine Arts: Credits: 2-3**

Any approved general education course in the Humanities and Fine Arts area 2-3

**Social and Behavioral Sciences: Credits: 3**

Any approved general education course in the Social and Behavioral Sciences area 3

**Natural Sciences: Credits: 4**

Any approved general education course in the Natural Sciences area 4

### PHARMACY: CUSTOMER SERVICE (5348)

*Chairperson: Dr. Douglas Ferguson*

**Certificate of Completion in Pharmacy: Customer Service Credits: 10.5 (5348)**

**Description:** The Certificate of Completion (CCL) in Pharmacy: Customer Service program is designed to provide students with the knowledge and skills needed to meet the challenges of working in the retail pharmacy environment. The courses will cover federal and state pharmacy regulations and pharmacy services including prescription dispensing and drug distribution and control. The emphasis will be on

providing quality customer service and using effective communications and interpersonal skills when dealing with pharmacy customers and personnel.

**Program Notes:**

+ indicates course has prerequisites and/or corequisites. Students must earn a grade of "C" or better for each course listed in the Required Courses area.

**Admission Criteria: None**

**Program Prerequisites: None**

**Required Courses: Credits: 10.5**

+CSR160	Pharmacy Practice for the Customer Service Representative	1
+CSR162	Pharmacy Operations for the Customer Service Representative	3
+CSR280AB	Customer Service Internship	2
BTO106	Building a Professional Office Image	0.5
MKT112	Retail Customer Service	1
BPC/OAS111AA	Computer Keyboarding I	1
PHT108	Nonprescription Drugs and Health Care Products	2

### STRENGTH AND CONDITIONING PERSONAL TRAINER

*Chairperson: Dr. Douglas Ferguson*

**Certificate of Completion in Strength and Conditioning Personal Trainer (5445) (Shared)**

**Associate in Applied Sciences in Strength, Nutrition, and Personal Training (3059) (Shared)**

**Certificate of Completion in Personal Training Specialist: Credits: 30-37 (5445) (Shared)**

**Description:** The Certificate of Completion (CCL) in Personal Training Specialist program prepares students for employment in the fitness industry as a Personal Trainer. This curriculum provides students with a fundamental knowledge of human physiology and anatomy, introduction into career options in the field of Exercise Science, Kinesiology and Physical Education/Coaching, emergency response readiness, health appraisals and assessments; application of exercise fitness principles and strength and cardiorespiratory training techniques; a fundamental knowledge of nutrition, exercise physiology, and biomechanics; skills in exercise testing and fitness measures as well as writing exercise prescriptions and program designs for diverse populations.

**Program Notes:**

Students must earn a grade of "C" or better in all courses within the program.

+ indicates course has prerequisites and/or co requisites.

## CERTIFICATES & DEGREES

**Admission Criteria:** None

**Program Prerequisites:** None

**Required Courses: Credits: 26-31**

EXS101	Introduction to Exercise Science, Kinesiology and Physical Education	3
BIO160	Introduction to Human Anatomy and Physiology	4
EXS112	Professional Applications of Fitness Principles	3
EXS125	Introduction to Exercise Physiology	3
EXS130	Strength Fitness: Physiological Principles and Training Techniques	3
EXS132	Cardiovascular Fitness: Physiological Principles and Training Techniques	3
EXS145	Exercise Testing and Prescription	3
FON100	Introduction Nutrition	3
HES154	First Aid/Cardiopulmonary Resuscitation (3) OR proof of First Aid and CPR Certification	0-3
+EXS239	Practical Applications of Personal Training Skills and Techniques Internship (3) OR	
+EXS239AA	Practical Applications of Personal Training Skills and Techniques Internship (1) OR	
+EXS239AB	Practical Applications of Personal Training Skills and Techniques Internship (2) 1-3	

**Restricted Electives: Credits: 4-6**

**Choose 4-6 credits from one of the groups below:**

**Wellness/Prevention**

HES100	Healthful Living (3) OR	
WED110	Principles of Fitness and Wellness (3)	3
HES271	Prevention and Treatment of Athletic Injuries	3
EXS138	Starting Your Own Personal Training Business	1

**Nutrition:**

+FON230	Nutrition for Special Populations	3
+FON247	Weight Management Theory	3
EXS138	Starting Your Own Personal Training Business	1

**Group Fitness**

+EXS190	Small Group Personal Training in a Studio Setting	2
+EXS192	Small Group Personal Training in a Gym	2

**Associate in Applied Sciences in Strength, Nutrition, and Personal Training Credits: 66-69 (3059) (Shared)**

**Description:** The Strength, Nutrition, and Personal Training Associate in Applied Science (AAS) prepares students with the knowledge and experience required to be eligible for the American College of Sports Medicine (ACSM) Health and

Fitness Instructor Certification, ACSM personal trainer certification, the National Strength and Conditioning Association (NSCA) personal trainer certification, and the American Council on Exercise (ACE) personal trainer certification. This degree will provide students with a stronger educational background making them more marketable in the field of fitness and nutrition. This degree will also meet the needs of individuals with existing degrees in such fields as Exercise Physiology, Nutrition, Athletic Training and other health related disciplines. Registered dietitians, clinical exercise physiologists, personal trainers, exercise specialists, strength and conditioning specialists, coaches, athletes and others interested in acquiring knowledge in exercise, nutrition and health are also eligible for this program.

**Program Notes:**

Students must earn a grade of "C" or better required for all courses within the program.

+ indicates course has prerequisite and/or co requisites.

**Admission Criteria:** None

**Program Prerequisites:** None

**Required Courses: Credits: 37-40**

EXS101	Introduction to Exercise Science, Kinesiology, and Physical Education	3
EXS112	Professional Applications of Fitness Principles	3
EXS125	Introduction to Exercise Physiology	3
EXS130	Strength Fitness-Physiological Principles and Training Techniques	3
EXS132	Cardiovascular Fitness: Physiological Principles and Training Techniques	3
EXS138	Starting Your Own Personal Training Business	1
EXS145	Guidelines for Exercise Testing and Prescription	3
EXS214	Instructional Competency: Flexibility and Mind-Body Exercises	2
EXS216	Instructional Competency: Muscular Strength and Conditioning	2
EXS218	Instructional Competency: Cardiorespiratory Exercises and Activities	2
+EXS239	Practical Applications of Personal Training Skills and Techniques Internship (3) OR	
+EXS239AA	Practical Applications of Personal Training Skills and Techniques Internship (1) AND	
+EXS239AB	Practical Applications of Personal Training Skills and Techniques Internship (2)	3
FON100	Introductory Nutrition (3) OR	
FON241	Principles of Human Nutrition (3)	3
+FON210	Sports Nutrition and Supplements for Physical Activities	3
+FON247	Weight Management Theory	3
HES154	First Aid/Cardiopulmonary Resuscitation (3) OR BLS Health Care Provider and First Aid Certification	0-3

## CERTIFICATES & DEGREES

**General Education Requirement: Credits: 25-27**

**General Education Core: Credits: 15-17**

**First Year Composition: Credits: 6**

ENG101	First Year Composition (3) AND	
ENG102	First Year Composition (3) OR	
ENG107	First-Year Composition for ESL (3) AND	
ENG108	First-Year Composition for ESL (3)	6

**Oral Communication: Credits: 3**

COM100	Intro to Human Communication (3) OR	3
COM110	Interpersonal Communication (3)	

**Critical Reading: Credits: 3**

CRE101	Critical and Evaluative Reading I	3
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**Mathematics: Credits: 3-5**

MAT120	Intermediate Algebra (5) OR	
MAT121	Intermediate Algebra (4) OR	
MAT122	Intermediate Algebra (3)	3-5

**General Education Distribution: Credits: 10**

**Humanities and Fine Arts: Credits: 3**

	Any approved general education course in the Humanities and Fine Arts area	3
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**Social and Behavioral Sciences: Credits: 3**

HES100	Healthful Living (3)OR	
PSY101	Introduction to Psychology (3)	3

**Natural Sciences: Credits: 4**

BIO160	Introduction to Human Anatomy and Physiology	4
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### STORYTELLING

*Chairperson: Dr. Jerome Garrison*

**Academic Certificate of Completion in Storytelling:  
Credits 30 (6200)**

**Description:** The Academic Certificate (AC) in Storytelling is not designed to prepare students for employment in a specific occupation. This program is designed to provide students with an understanding of universal themes and basic practices, which are the foundation for storytelling. While completion of this certificate does not lead to a particular degree program, it does provide interactive storytelling training, which will enhance the skills of persons in areas such as education, library science, the arts, human relations, law, mental health, law enforcement, business, prevention programs, the ministry, and interpretive settings such as museums and parks. This program will also aid students interested in enhancing interpersonal relations skills and in using stories in family settings.

**Program Notes:**

+ indicates course has prerequisites and/or co requisites.

++ indicates any module.

Students must earn a grade of "C" or better in all courses within the program.

**Admission Criteria: None**

**Program Prerequisites: None**

**Required Courses: Credits 18**

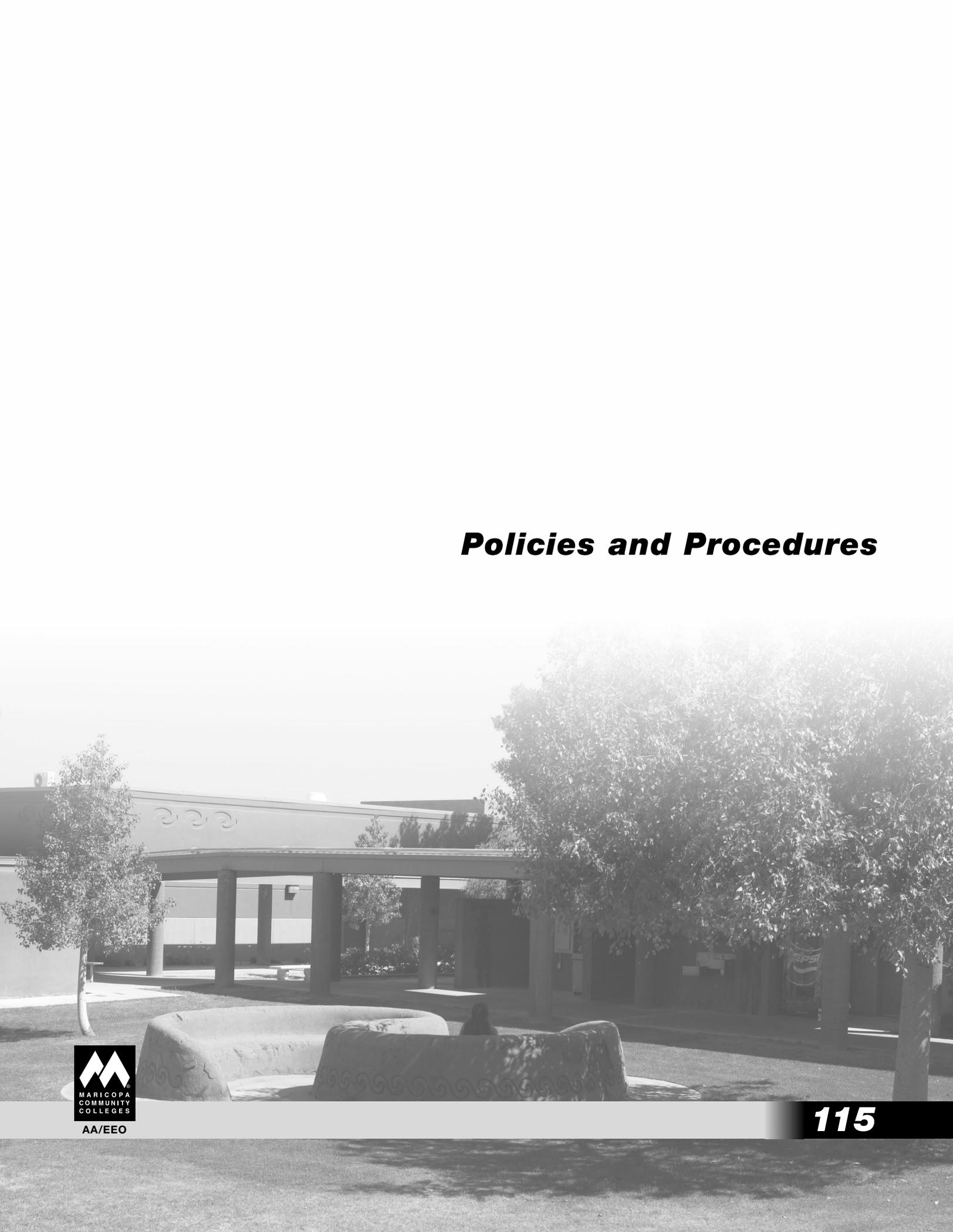
STO289 courses may not be applied to both Required Courses and Restricted Electives areas.

+STO282AC	Volunteerism for Education: A Service Learning Experience	3
STO286	Using Storytelling in a Variety of Settings (3) OR	
EDU283AA/ STO289AA	Using Storytelling in Educational Settings (1) OR	
STO289AB	Using Storytelling in Business Settings (1) OR	
STO289AC	Using Storytelling in Healing Settings (1) OR	
STO289AD	Using Storytelling in Interpretive Settings (1)	3
STO292	The Art of Storytelling (3) OR	
EDU292	The Art of Storytelling (3) OR	
HUM292	The Art of Storytelling (3)	3
+STO293	The Art of Storytelling II	3
STO294	Multicultural Folktales (3) OR	
EDU294	Multicultural Folktales (3) OR	
ENH294	Multicultural Folktales (3)	3
+STO295	Multicultural Folktales II	3

**Restricted Electives: Credits 12**

ENH251	Mythology	3
EDU/ENH291	Children's Literature	3
HUM260	Intercultural Perspectives	3
MUP133	Class Voice I	2
STO101	Storytelling for Literacy	1
STO200AA	Biographical Storytelling	1
STO288	Telling Sacred Stories	3
EDU283AA/ STO289AA	Using Story in Educational Settings	1
STO289AB	Using Story in Business Settings	1
STO289AC	Using Story in Healing Settings	1
STO289AD	Using Story in Interpretive Settings	1
+STO291AA	Storytelling Circle	1-3
+STO297	Telling Personal Stories	3
STO298++	Special Projects (*any module)	1-3
THP112	Acting I	3
THP211AB	Creative Drama: Storytelling & Puppets	1

# ***Policies and Procedures***



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**CATALOG COMMON PAGES 2011-2012**

The following are a portion of the Administrative Regulations used in managing the day-to-day operations of the Maricopa County Community College District (MCCCD) and are subject to change. Administrative Regulations are amended, adopted, or deleted as necessary and are subject to a formal approval process. Administrative Regulations are referenced as "AR" followed by a regulation number, which corresponds with the regulations on the MCCCD web site: [http://www.maricopa.edu/publicstewardship/governance/adminregs/adminregs\\_toc.php](http://www.maricopa.edu/publicstewardship/governance/adminregs/adminregs_toc.php)

Some regulations include reference to Arizona Revised Statutes from the State of Arizona and are noted as "ARS" followed by a reference number.

**1. GENERAL STATEMENT (AR 2.4.1)**

The Maricopa Community Colleges are dedicated to providing a healthy, comfortable and educationally productive environment for students, employees and visitors.

**2. NONDISCRIMINATION POLICY (AR 2.4.2)**

It is the policy of the Maricopa Community Colleges (consisting of Chandler-Gilbert Community College, the District Office, Estrella Mountain Community College, GateWay Community College, Glendale Community College, Maricopa Skill Center, Southwest Skill Center, Mesa Community College, Paradise Valley Community College, Phoenix College, Rio Salado College, Scottsdale Community College, and South Mountain Community College) to promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, sexual orientation, national origin, citizenship status, age, disability, veteran status or genetic information. Additionally, it is the policy of the Maricopa Community Colleges to provide an environment for each job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, color, religion, gender, sexual orientation, national origin, citizenship status, age, disability, veteran status or genetic information.

This nondiscrimination policy covers all aspects of the employment relationship and admission to, access to, and treatment of students in the Maricopa Community Colleges' programs and activities including vocational education. This policy also prohibits discrimination on the basis of sexual orientation in the admission and treatment of students in the Maricopa Community Colleges' programs and activities and in the hiring, treatment, promotion, evaluation, and termination of employees.

**3. EQUAL OPPORTUNITY STATEMENT (AR 2.4.3)**

It is the policy of the Maricopa Community Colleges to promote equal employment opportunities through a

positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, sexual orientation, national origin, citizenship status, age, disability, veteran status or genetic information. Additionally, it is the policy of the Maricopa Community Colleges to provide an environment for each job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual's race, color, religion, gender, sexual orientation, national origin, citizenship status, age, disability, veteran status or genetic information.

**AFFIRMATIVE ACTION STATEMENTS**

**1. Affirmative Action Policy Statement for Individuals with Disabilities**

In conformance with the provisions of Section 503 of the Rehabilitation Act of 1973, as amended, and the implementing regulations, 41 CFR 60-741.5 (a), as amended, Maricopa Community College District will not discriminate, or tolerate discrimination, against any applicant or employee because of physical or mental disability in regard to any position for which the known applicant or employee is qualified. Maricopa agrees to take affirmative action to employ, advance in employment and otherwise treat known qualified individuals with disabilities without regard to their physical or mental disability in all human resources selection and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. Maricopa will also continue to administer these practices without regard to race, color, religion, gender, sexual orientation, national origin, citizenship status, age, disability, veteran status or genetic information.

Additionally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

**2. Affirmative Action Policy Statement for Other Eligible Veterans, Special Disabled Veterans, and Vietnam Era Veterans**

In conformation with the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998, and the implementing regulations, 41 CFR 60-250(k), Maricopa County Community College District will not discriminate, or tolerate discrimination, against any applicant or employee because he or she is a special disabled veteran or Vietnam era veteran in regard to any position for which the known applicant or employee is qualified. Maricopa agrees to take affirmative action to employ,

## POLICIES AND PROCEDURES

advance in employment, and otherwise treat known qualified special disabled veterans and Vietnam era veterans without discrimination based upon their disability or veteran status in all human resources section and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. Maricopa will continue to administer these practices without regard to race, color, religion, gender, sexual orientation, national origin, citizenship status, age, disability, veteran status or genetic information. Additionally, Maricopa agrees to post all suitable job openings at the local office of the State employment service where the job opening occurs. This includes full-time, temporary greater than 3 days' duration, and part-time employment. Finally, all applicants, employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

### 3. Notice of Americans with Disabilities Act (ADA)/Section 504 of the Rehabilitation Act/Title IX Coordinator

Disability Resource Center, ADA/504/Title IX Coordinator (7050 S. 24th St., Phoenix, AZ 85042, 602-243-8027). Under the ADA and Section 504, the District and its colleges recognize the obligation to provide overall program accessibility throughout its locations for persons with disabilities. The designated ADA/504/Title IX Coordinator at each college will provide information as to the existence and location of services, activities and facilities that are accessible to and usable by persons with disabilities. Requests for accommodation should be addressed to the coordinator. Likewise, under Title IX, there is an obligation to provide services and program accessibility in a gender-neutral manner.

Students with disabilities may request catalog information in an alternative format from the college ADA/504 Coordinator.

## DECLARACIONES DE ACCIÓN AFIRMATIVA

### 1. Póliza de No Discriminación

Es la póliza de los Colegios Comunitarios del Condado de Maricopa (The Maricopa Community Colleges) que consisten del Centro de Apoyo del Distrito, los colegios comunitarios de Chandler-Gilbert, Estrella Mountain, Gateway, Glendale, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, South Mountain y el Centro de Capacitación de Maricopa, proveer igualdad en las oportunidades de empleo mediante un programa continuo positivo. Esto significa que Maricopa no discriminará o tolerará discriminación en contra de ningún aplicante o empleado debido a su raza, color, religión, g\_nero, orientación sexual, origen nacional, ciudadanía, edad, incapacidad, estado de veterano/a o información gen\_sica. Así mismo, es la póliza de los Colegios Comunitarios proveer para cada aplicante y empleado un ambiente libre de acoso sexual como también de acoso intimidación referente a raza, color, religión, g\_nero, orientación sexual, origen nacional,

ciudadanía, edad, incapacidad, estado de veterano/a o información gen\_sica.

Esta póliza de no discriminación cubre todos los aspectos de contratación del empleado, ingreso, acceso a, y tratamiento de alumnos en los Colegios Comunitarios de Maricopa los cuáles incluyen también programas de educación vocacional. Esta póliza también prohíbe discriminación en base de orientación sexual en la admisión y tratamiento de estudiantes, en sus programas y actividades y en la contratación, tratamiento, promoción/ascensos, evaluación y despido de empleados.

### 2. Declaración de Igualdad de Oportunidad

Es la póliza de los Colegios Comunitarios del Condado de Maricopa proveer igualdad en las oportunidades de empleo mediante un programa continuo positivo. Esto significa que Maricopa no discriminará o tolerará discriminación en contra de ningún aplicante o empleado debido a su raza, color, religión, g\_nero, orientación sexual, origen nacional, ciudadanía, edad, incapacidad, estado de veterano/a o información gen\_sica. Agregando, es la póliza de los Colegios Comunitarios proveer para cada aplicante y empleado un ambiente libre de acoso sexual como también de acoso e intimidación referente a la raza, color, religión, g\_nero, orientación sexual, origen nacional, ciudadanía, edad, incapacidad, estado de veterano/a o información gen\_sica.

### 3. Declaración de Acción Afirmativa

Póliza y Declaración de Acción Afirmativa para Individuos con Incapacidades De acuerdo a lo que provee la Sección 503 de la Ley de Rehabilitación de 1973, como enmienda, y las leyes de implementación, 41 CFR 60-741.5 (a), declara que el Distrito de Colegios Comunitarios de Maricopa no discriminarán o tolerarán discriminación en contra ningún aplicante o empleado debido a su desabilidad/incapacitación física o mental referente a cualquier posición para la cuál el aplicante o empleado ha calificado. Maricopa promete tomar acción afirmativa para emplear, dar ascenso en empleo y tratar a dichos individuos con incapacidades sin hacer incapie en sus incapacidades físicas o mentales en la selección de recursos humanos y prácticas decisivas como son las siguientes: anuncios, beneficios, compensación, disciplina (incluyendo periodo de prueba, suspensión, y/o terminación de empleo por causa de paro forzoso), facilidades para empleados, evaluación de trabajo, reclutamiento, programas sociales/recreacionales y entrenamiento. Maricopa continuará llevando a cabo éstas prácticas de no discriminar por razones de raza, color, religión, g\_nero, orientación sexual, origen nacional, ciudadanía, edad, incapacidad, estado de veterano/a o información gen\_sica. Así mismo, todo los aplicantes y empleados están protegidos en contra de coacción, intimidación, interferencia o discriminación por quejas o por ayudar en una investigación cubierta bajo éste Acto.

### 4. Declaración de Póliza de Acción Afirmativa para Otros Veteranos Elegibles, Veteranos con Incapacitación Especial y Veteranos de la Era

## **POLICIES AND PROCEDURES**

### **Vietnamita**

Conforme a la ley de Reajuste y Asistencia para los Veteranos de la Era Vietnamita de 1974, acta de Oportunidades de Empleo para Veteranos de 1998 y reglamentos de implementación, 41 CFR 60-250(k), el Distrito de Colegios Comunitarios del Condado de Maricopa no discriminará ni tolerará discriminación en contra de ningún aplicante o empleado veterano o veterano de la Era Vietnamita con discapacidad/incapacitación especial referente a cualquier posición la cual dicho aplicante o empleado califique. Maricopa promete aplicar acción afirmativa para emplear, ascender en empleo y tratar a dichos veteranos incapacitados y de la Era Vietnamita que califiquen sin discriminar base a su discapacidad/incapacitación o condición de veterano en todas las áreas de recursos humanos y decisiones como son las siguientes: anuncios, beneficios, compensación, disciplina (incluyendo período de prueba, suspensión, y/o despido por causa o paro forzoso), facilidades para empleados, evaluación de trabajo, reclutamiento, programas sociales/recreacionales y entrenamiento. Maricopa continuará llevando a cabo estas prácticas sin discriminar por razones de raza, color, religión, género, orientación sexual, origen nacional, ciudadanía, edad, incapacidad, estado de veterano/a o información genética. Maricopa promete anunciar todas las oportunidades de empleo disponibles en la oficina local del servicio de empleo del Estado donde el empleo esté disponible. Esto incluye empleo de tiempo completo, temporal de más de tres días de duración y empleo de tiempo medio. Finalmente, todos los aplicantes y empleados están protegidos en contra de coacción, intimidación, interferencia o discriminación por quejas o por ayudar en una investigación cubierta sobre este Acto.

### **5. Notificación del Acta de Americanos con Impedimentos (ADA)/Sección 504 del Acta de Rehabilitación/Coordinador del Título IX**

Disability Resource Center, ADA/504/Coordinador del Título IX (7050 S. 24th Street, Phoenix, AZ 85042, 602-243-8027). De acuerdo a ADA y a la sección 504, el distrito y sus colegios reconocen la obligación de proveer acceso a programas en todas sus localidades a personas incapacitadas. El coordinador designado de ADA/504/Título IX proveerá información tocante a la existencia y localidad de servicios, actividades y facilidades que son accesibles y de utilidad a personas incapacitadas. Solicitudes para acomodación deben ser dirigidas al coordinador. Del mismo modo, bajo el Título IX, hay obligación de proveer acceso a servicios y programas de una manera imparcial según el género.

Estudiantes incapacitados pueden solicitar información de catálogo en una forma diferente por medio del Coordinador designado por ADA/504 en cada colegio.

### **VISION**

A Community of Colleges - Colleges for the Community - working collectively and responsibly to meet the life-long learning needs of our diverse students and communities.

### **MISSION**

The Maricopa Community Colleges provide access to higher education for diverse students and communities. We focus on learning through:

- University Transfer Education
- General Education
- Developmental Education
- Workforce Development
- Student Development Services
- Continuing Education
- Community Education
- Civic Responsibility
- Global Engagement

### **VALUES**

The Maricopa Community Colleges are committed to:

#### **Community**

We value all people - our students, our employees, their families, and the communities in which they live and work. We value our global community of which we are an integral part.

#### **Excellence**

We value excellence and encourage our internal and external communities to strive for their academic, professional and personal best.

#### **Honesty and integrity**

We value academic and personal honesty and integrity and believe these elements are essential in our learning environment. We strive to treat each other with respect, civility and fairness.

#### **Inclusiveness**

We value inclusiveness and respect for one another. We believe that team work is critical, that each team member is important and we depend on each other to accomplish our mission.

#### **Innovation**

We value and embrace an innovative and risk-taking approach so that we remain at the forefront of global educational excellence.

#### **Learning**

We value lifelong learning opportunities that respond to the needs of our communities and are accessible, affordable, and of the highest quality. We encourage dialogue and the freedom to have an open exchange of ideas for the common good.

#### **Responsibility**

We value responsibility and believe that we are each accountable for our personal and professional actions. We are responsible for making our learning experiences significant and meaningful.

#### **Stewardship**

We value stewardship and honor the trust placed in us by the community. We are accountable to our communities for the efficient and effective use of resources as we prepare our students for their role as productive world citizens.

## POLICIES AND PROCEDURES

### GENERAL REGULATION (AR 2.1)

#### 1. General Statement

##### *Compliance with Policies, Rules and Regulations*

Every student is expected to know and comply with all current published policies, rules and regulations as stated in the college catalog, class schedule, and/or student handbook. Documents are available on each college's website.

Policies, courses, programs, fees and requirements may be suspended, deleted, restricted, supplemented or changed through action of the Governing Board of the Maricopa Community Colleges.

The Maricopa Community Colleges reserve the right to change, without notice, any materials, information, curriculum, requirements and regulations.

**Note:** *The regulations that comprise the student section contain language that appears in various sources such as the Catalog Common Pages and the Student Handbook. All areas became Administrative Regulations with the 1996 adoption of the Governance Model. Changes are made annually either through the Administrative Regulations approval process, or by Board approval for those items that fall under its statutory duty, such as Tuition and Fees. In an effort to prevent duplication, topics in this section may be incorporated by reference, as they are featured in other areas of the manual and are noted accordingly.*

The Maricopa County Community College District Vision, Mission and Values that are featured in the Common Pages are a part of approved Governing Board policy and are located in the policy section of the manual. As such, the following statement related to Outcomes Assessment that appears in the Common Pages is presented here as a general statement.

#### 2. Outcomes Assessment

The mission of the Maricopa Community Colleges is "to create and continuously improve affordable, accessible, and effective learning environments for the lifelong educational needs of the diverse communities we serve." In order to evaluate how successfully the Maricopa County Community College District accomplishes this mission, student outcomes will be assessed as part of the continuous improvement process.

Students may be asked to participate in a variety of assessment activities at each college. Assessment results will be used to improve educational programs, services and student learning.

## ADMISSION/ REGISTRATION/ENROLLMENT

### ADMISSION POLICY (AR 2.2.1)

Persons meeting the admissions criteria may attend any Maricopa Community College of their choice. Falsification of any admission materials or official college records may be cause for denial or cancellation of admission. Exceptions to the admissions policies may be requested through the Admissions and Standards Committee. Admission is

determined in accordance with state law (ARS §§15-1805.01 and 15-1821) and regulations of the Maricopa Community Colleges Governing Board.

### Admission Classifications

#### 1. Admission of Regular Students

Admission to the community college in Arizona may be granted to any person who meets at least one of the following criteria:

- A. Is a graduate of a high school, which is accredited by a regional accrediting association as defined by the United States Office of Education or approved by a State Department of Education or other appropriate state educational agency.
- B. Has a high school certificate of equivalency.
- C. Is at least 18 years of age and demonstrates evidence of potential success in the community college.
- D. Is a transfer student in good standing from another college or university.

#### 2. Admission of Students Under 18 Years of Age

A. Admission to the community colleges in Arizona shall be granted to any student who is under age 18 and who completes course prerequisites and meets any one of the following requirements:

- i. A composite score of 93 or more on the Preliminary Scholastic Aptitude Test (PSAT).
- ii. A composite score of 930 or more on the Scholastic Aptitude Test (SAT).
- iii. A composite score of twenty-two or more on the American College Test (ACT).
- iv. A passing score on the relevant portions of the Arizona Instrument to Measure Standards test (AIMS).
- v. The completion of a college placement test designated by the community college district that indicates the student is at the appropriate college level for the course.
- vi. Is a graduate of a private or public high school or has a high school certificate of equivalency.

B. A community college may limit the number of semester hours in which the student may enroll to not more than six (6) credit hours.

C. Home schooled students are exempt from this sub-section.

D. A student shall not be denied admission because of age, lack of a high school diploma or high school certificate of equivalency, grade in school, lack of permission of school officials or lack of concurrent enrollment in a public or private school, if the student has achieved at least a specified score on a college entrance examination.

#### 3. Specialized Vocational/Training Program

Students who enroll in vocational courses may be admitted on an individual basis with the approval of college officials if the student meets the established requirements of the courses for which the student enrolls and the college officials determine that the student's admission is in the best interest of the student.

#### 4. Western Undergraduate Exchange Program

The Western Undergraduate Exchange (WUE) program is a student exchange program coordinated by the Western Interstate Commission for Higher Education (WICHE) and administered by the Arizona Board of Regents. Through

## POLICIES AND PROCEDURES

WUE, students who reside in western states (Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming) and meet the eligibility requirements, pay 150 percent of the regular resident tuition plus fees. Students must mark prominently on the Student Information Form that they seek admission as WUE students. Students may not apply as out-of-state students and expect to receive the WUE tuition rate after admitted. Once admitted as WUE students, students may not petition for in-state residency. Further information may be obtained from the Admissions and Records Office/Office of Student Enrollment Services.

### 5. Admission of F-1 Nonimmigrant Students

Prospective students should contact the Admissions and Records Office/Office of Student Enrollment Services or designated office for the international student application form(s). When completed, the form(s) should be returned to the Admissions and Records Office/Office of Student Enrollment Services or the International Education office with all requested supporting documents. After the file has been reviewed, a notice will be sent to the applicant indicating either acceptance or denial of admission.

To be guaranteed consideration for admission, all application materials must be received by July 1 for the fall semester and November 1 for the spring semester.

Prospective students seeking admission based on F-1 nonimmigrant status must provide proof of secondary school completion with documentation comparable to a United States high school diploma or higher degree. It is recommended that F-1 nonimmigrant students have graduated in the upper 50% of their secondary school (high school or equivalent) in order to ensure success in academic classes at this college. Applicants for admission to the college must have high school and college (if applicable) transcripts sent directly from the high school or college to the Admissions and Records Office/Office of Student Enrollment Services or designated office. In addition, it is the applicant's responsibility to have all transcripts translated into English and evaluated by a foreign credential evaluation service if necessary.

#### A. Admission to Academic Programs

Applicants who wish to enroll in an academic program at the college must present evidence of English language proficiency. If the Test of English as a Foreign Language (TOEFL) is used to satisfy this requirement, the applicant must attain a score of at least 500 (on the paper-based TOEFL) or 61 (on the internet-based TOEFL, known as the iBT). If the International Language Testing System (IELTS) is used to satisfy this requirement, an IELTS overall Band Score of 5.5 or better is required, and a minimum IELTS individual Band Score of 5.0 on each module is recommended. The dean or director of Admissions and Records/Enrollment Services of the college may accept other proof of English language proficiency for admission purposes, such as the ASSET, ACCUPLACER, COMPASS or CELSA tests.

#### B. Admission to an Intensive English Program

Applicants for admission to an Intensive English

Program are advised to check with individual colleges for their respective admission requirements. Applicants must provide evidence of at least an intermediate command of English by way of one or more of the following criteria:

- i. At least six years of English language instruction as shown by the applicant's school transcript(s);
- ii. A minimum TOEFL score of 400 (on the paper-based TOEFL) or 23 (on the internet-based test);
- iii. An original letter of recommendation from a teacher, school principal or headmaster/headmistress, or the director of an English language institute attesting to the applicant's proficiency at the intermediate level;
- iv. Other credentials, test scores, interview results, or evidence accepted by the coordinator of an intensive English program or the college's responsible designee. Students admitted to an Intensive English Program will not be allowed to enroll in courses outside those officially designated as part of the program unless and until they have met all of the prerequisites or other course requirements.
- v. Foreign students under certain types of visas may need special permission to enroll and should contact the appropriate college official.

#### C. Financial Support

Evidence of financial support will be required prior to issuance of the I-20 form. The colleges have no scholarship or financial aid provisions for foreign students; therefore, students must be fully prepared to meet the necessary financial obligations for the full time they will be in the United States. The colleges estimate a student's average expenses for 10 months to be:

Tuition and Fees	\$ 7,570 <sup>1</sup>
Living Expenses	10,140 <sup>2</sup>
Books	1,200 <sup>3</sup>
Health Insurance	1,000 <sup>4</sup>
Total	\$19,910 <sup>5</sup>

#### D. Dependent Financial Guarantee

Evidence of financial support for dependents of F-1 students (spouse and dependent children) is also required: \$5,000 for the first dependent and \$2,500 for each additional dependent.

#### E. Health Insurance

All F-1 students who have an I-20 issued by one of the Maricopa Community Colleges are required to purchase the Maricopa Community Colleges' international student health insurance plan. Health insurance coverage for dependents of F-1 students is highly recommended. The Maricopa Community

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#### Footnotes:

1 Based on 2009-2010 tuition and fee schedule.

2 Based on estimated living expenses for two (2) semesters (10 months).

3 Based on average new and used textbook prices. Assumes books are sold at the end of the semester.

4 Based on the 2009-2010 insurance premiums for the mandatory Maricopa Community Colleges' International Student Health Plan.

5 Applicants must provide evidence of this minimum amount of financial support before an I-20 is issued.

## POLICIES AND PROCEDURES

Colleges contract with an insurance provider annually to offer a health insurance plan for F-1 students. For more information contact the college Admissions and Records Office/Office of Student Enrollment Services or designated international student office.

### ADMISSION INFORMATION (AR 2.2.2)

Students must file a Student Information Form with the Admissions and Records Office/Office of Student Enrollment Services at the college of attendance. There is no charge for this service.

#### 1. Student Status

- A. Freshman-A student who has completed fewer than 30 credit hours 100-level courses and above.
- B. Sophomore-A student who has completed 30 credit hours or more in 100-level courses and above.
- C. Unclassified-A student who has an associate degree or higher.

#### 2. Student Identification Number

Disclosure of the social security number is voluntary (ARS §15-1823). However, students must use social security numbers for reporting information pertaining to potential educational tax credits and for processing federal financial aid applications and Veterans Administration benefits.

#### 3. Residency for Tuition Purposes (Appendix S-1)

All students are classified for tuition purposes under one of the following residency classifications:

- A. Maricopa County resident
- B. Out-of-County resident
- C. Out-of-State resident (including F-1 non-immigrant students)
- D. Unclassified, Out-of-County/Out-of-State (1-6 credit hours system-wide)

Residency for tuition purposes is determined in accordance with state law (ARS §§15-1801et seq.) and regulations of the Maricopa Community Colleges Governing Board. All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their residency should contact the Admissions and Records Office/Office of Student Enrollment Services for clarification.

##### A. Implementation

- i. Domicile status must be established before the student registers and pays fees. It is the student's responsibility to register under the correct domicile status.
- ii. Enforcement of domicile requirements shall be the responsibility of the Chancellor of the Maricopa Community Colleges. The Chancellor has charged the Director of Admissions and Records or other designee at each college to make the initial domicile classification. In determining a student's classification, the college may consider all evidence, written or oral, presented by the student and any other information received from any source which is relevant to determining classification. The college may request written sworn statements or sworn testimony of the student.
- iii. A request for review of the initial classification

may be made to a district review committee. The request must be in writing, signed by the student and accompanied by a sworn statement of all facts relevant to the matter. The request must be filed with the admissions officer of the college within ten days of receipt of notification of classification as a non-resident. Failure to properly file a request for review within the prescribed time limit constitutes a waiver of review for the current enrollment period. The decision of the review committee shall be final.

##### B. Definitions

- i. "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, or any military reserve unit of any branch of the Armed Forces of the United States.
- ii. "Continuous attendance" means enrollment at one of Maricopa Community Colleges as a full-time or part-time student for a normal academic year since the beginning of the period for which continuous attendance is claimed. Students need not attend summer sessions or other such intercession beyond the normal academic year in order to maintain continuous attendance.
- iii. "Maricopa County resident" means an individual who has lived in Maricopa County for at least fifty (50) days before the first day of classes of the semester. In-state residency must be established prior to country residency for those moving from other states. Refer to section C for guidelines.
- iv. "Domicile" means a person's true, fixed, and permanent home and place of habitation. It is the place where he or she intends to remain and to which he or she expects to return when he or she leaves without intending to establish a new domicile elsewhere.
- v. "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.
- vi. "Full-time student" means one who registers for at least twelve (12) credit hours per semester.
- vii. "Part-time student" means one who registers for fewer than twelve (12) credit hours per semester.
- viii. "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.

##### C. Criteria for Determining Residency

- i. 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

## **POLICIES AND PROCEDURES**

- 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 preceding the official starting day of the semester, 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 allowed to claim the person as an exemption for state and federal tax purposes.
    - b. The person is an employee of an employer which 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 non-certified 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 non-citizen, 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 such person's parent.
  4. An unemancipated person who remains in this state when such 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 such 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 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. The student does not lose in-state student classification while in continuous attendance toward the degree for which he or she is currently enrolled.
  6. A person who is a member of the armed forces of the United States or the spouse or a dependent 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 home record 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 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, include at least one of the following:
      1. An Arizona driver license
      2. Arizona motor vehicle registration
      3. Employment history in Arizona
      4. Arizona voter registration
      5. Transfer of major banking services to Arizona
      6. Change of permanent address on all pertinent records
      7. Other materials of whatever kind or source relevant to domicile or residency status
    - c. Filed an Arizona income tax return with the Arizona Department of Revenue during the previous tax year.
  8. A person who is a member of an Indian tribe recognized by the United States

## POLICIES AND PROCEDURES

- Department of the Interior whose reservation land lies in the state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student.
- ii. Alien In-State Student Status
    1. 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.
    2. In accordance with the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (P.L. 104-208; 110 Stat. 3009-546), a person who was not a citizen or legal resident of the United States or who is without lawful immigration status is not entitled to classification as an in-state student pursuant to ARS §15-1802 or entitled to classification as a county resident pursuant to ARS §15-1802.01. A student will be assessed out-of-state tuition until such time that documentation of status is received in the office of Admissions and Records/Enrollment Services and (eligibility for) residency is determined. Documentation must be provided prior to the end of the term in which residency classification is being requested. Documentation received after the end of the term will be used for residency determination in subsequent terms.
    3. In establishing domicile, the alien must not hold a visa that prohibits establishing domicile in this state. After meeting other domicile requirements, students holding valid, unexpired visas in the following categories may be classified as in-state students:
      - A Foreign Government Official or Adopted Child of a Permanent Resident
      - E Treaty Traders
      - G Principal Resident Representative of Recognized Foreign Member Government to International Staff
      - K Spouse or Child of Spouse of a U.S. Citizen, Fiancé or Child of Fiancé of U.S. Citizen
      - L Intracompany Transferee, or Spouse or Child
      - N6 NATO-6
      - V Spouses and Dependent Children of Lawful Permanent Residents
    4. Students who hold visas as listed in section 3 above, or who were issued a visa of a type other than those listed in section 3 above and have submitted an I-485 to Citizenship and Immigration Services (CIS), may establish residency if other domicile requirements have been met. Residency eligibility for I-485 applicants may be considered one year after the date on the CIS Notice of Action letter (I-797) confirming application for permanent resident status. Students must provide required residency documentation in addition to the Notice of Action for residency consideration. In establishing domicile, the alien must be in a status that does not prohibit establishing domicile in this state for at least one year immediately preceding the official starting date of the semester. In the event that an alien student's parent is domiciled in this state and is allowed to claim the student as an exemption for state or federal tax purposes (3.c.i.2.a), the student's parent, in order to establish domicile, must hold a valid, unexpired visa in one of the categories listed in section 3 above.
  - iii. Presumptions Relating to Student Status  
Unless there is evidence to the contrary, the registering authority of the community college or university at which a student is registering will presume that:
    1. No emancipated person has established a domicile in this state while attending any educational institution in this state as a full-time student, as such status is defined by the community college district governing board or the Arizona Board of Regents, in the absence of a clear demonstration to the contrary.
    2. Once established, a domicile is not lost by mere absence unaccompanied by intention to establish a new domicile.
    3. A person who has been domiciled in this state immediately before 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.
  - iv. Proof of Residency  
When a student's residency is questioned, the following proof will be required.
    1. In-State Residency
      - a. An affidavit signed by the student must be filed with the person responsible for verifying residency.
      - b. Any of the following may be used in determining a student's domicile in Arizona:
        1. Arizona income tax return
        2. Arizona Voter registration
        3. Arizona Motor Vehicle registration
        4. Arizona Driver's license
        5. Employment history in Arizona
        6. Place of graduation from high school
        7. Source of financial support
        8. Dependency as indicated on federal income tax return
        9. Ownership of real property
        10. Notarized statement of landlord and/or employer
        11. Transfer of major banking services to Arizona
        12. Change of permanent address on all pertinent records
        13. Other relevant information
    2. County Residency
      - a. An affidavit signed by the student must be filed with the person responsible for verifying domicile to prove continuous residency in a county for fifty (50) days, and
      - b. Any of the following may be used to

## POLICIES AND PROCEDURES

determine a student's county residency:

1. Notarized statements of landlord and/or employer
  2. Source of financial support
  3. Place of graduation from high school
  4. Ownership of real property
  5. Bank accounts
  6. Arizona income tax return
  7. Dependency as indicated on a Federal income tax return
  8. Other relevant information
- D. Concurrent Enrollment in Arizona Public Institutions of Higher Education (ARS §15-1807) (Appendix S-3) Under Arizona Revised Statutes §15-1807, it is unlawful for any non-resident student to register concurrently in two or more public institutions of higher education in this state including any university, college or community college for a combined student credit hour enrollment of more than six (6) credit hours without payment of non-resident tuition at one of such institutions. Any non-resident student desiring to enroll concurrently in two or more public institutions of higher education in this state including any university or community college for a combined total of more than six (6) credit hours who is not subject to non-resident tuition at any of such institutions shall pay the non-resident tuition at the institution of his choice in an amount equivalent to non-resident tuition at such institution for the combined total of credit hours for which the non-resident student is concurrently enrolled.

### OTHER ADMISSION INFORMATION (AR 2.2.3)

#### 1. Veterans

By Arizona statute, any failing grades from any Arizona university or community college that were received prior to military service will not be used to determine admission to the community college for the honorably discharged veterans with two years' service in the Armed Forces of the United States. Students admitted or readmitted to the community college under this statute are subject to progression, retention, graduation and other academic regulations and standards. (Also see Withdrawal - Appendix S-7)

#### 2. Ability to Benefit-Classifications

Federal guidelines require that students without a high school diploma or certificate of equivalency who are applying for financial aid must demonstrate the ability to benefit. Evaluation during the admission process results in the student being admitted to the college with the status of Regular, Regular with Provisional Requirements or Special.

- A. **"Regular"** status, for the purpose of 2.2.3.2, is granted to an individual admitted to the college who is a high school graduate or has a GED certificate. A student without a high school diploma or GED certification and beyond the age of compulsory high school attendance may be a regular status student if the student has been assessed to benefit from college instruction by receiving qualifying scores on approved assessment instruments. All regular status students must be pursuing a degree/certificate or be in an eligible program.

- B. **"Regular with Provisional Requirements"** status, for the purpose of 2.2.3.2, is granted to a student admitted to the college who is not a high school graduate, does not have a GED certificate, and is beyond the age of compulsory high school attendance but has been assessed to benefit from college instruction requiring developmental/remedial coursework and is pursuing a degree/certificate or be in an eligible program.

- C. **"Special"** status, for the purpose of 2.2.3.2, is granted to a student admitted to the college for concurrent enrollment or pursuing one or more courses of special interest and who meets all the requirements for admission.

#### 3. Transcripts

The Maricopa Community Colleges reserve the right to require an official transcript for admission to specific programs. For verification of course requisites and for determination of academic standing the official transcript must be mailed directly from the source institution to the college Admissions and Records Office/Office of Student Enrollment Services. It is the student's responsibility to ensure that official transcripts have been received and are complete.

Students entering as high school graduates may be required to submit high school transcripts. Students entering as GED recipients may be required to present a copy of the high school equivalency certificate or official report of qualifying GED scores.

#### 4. Educational Assessment

All students are encouraged to undergo an educational assessment to determine course placement. Prospective students who do not possess a high school diploma or GED equivalence certificate are required to complete an educational assessment to determine their ability to benefit from college instruction. See Student Course Placement Process (AR 2.2.7)

### CREDIT FOR PRIOR LEARNING (AR 2.2.4)

The Maricopa Community Colleges recognize that learning takes place in a variety of situations and circumstances. Many students have significant, demonstrable learning from experiences outside the traditional academic environment. Therefore, prior learning, not life experience, is the basis for the award of college credit. Students may be awarded no more than 30 credit hours, unless required by a specific program of study, within the Maricopa Community Colleges using one or more of the following assessment methods recommended by the Council for Adult and Experiential Learning (CAEL) and the American Council on Education (ACE):

- Articulated Programs
- Credit By Evaluation
- College-Level Equivalency Examinations.

Credit awarded for prior learning does not count as hours in residence for graduation requirements. Exceptions may be granted at some MCCD colleges for specially approved programs. No more than 20 credit hours may be applied to AGECE. Credit received through Prior Learning Assessment is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. Therefore, students are strongly advised to meet with a program advisor or contact the college or university they plan to attend. For further information on Prior Learning Asses-

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sment, contact the Admissions and Records Office/Office of Student Enrollment Services.

### 1. Credit by Evaluation

The Maricopa Community Colleges offer credit by evaluation. The American Council on Education (ACE) evaluates military training and experiences as well as non-collegiate sponsored training programs and recommends credit awards based on this evaluation. The numbers of credits listed in the ACE guide are recommendations only.

A college is not required to grant a student the number of credits recommended. The credits are included on a student's transcript.

- A. Educational Experiences in the Armed Services  
The Maricopa Community Colleges may award credit for military experiences based on the ACE Guide to the Evaluation of Educational Experiences in the Armed Services. A student may receive college credit if:
- Training parallels a discipline area offered through the Maricopa Community Colleges, and
  - Credit meets a program requirement or is used as elective credit.

Upon request, individuals who have successfully completed Basic Training, four (4) credit hours in Physical Education will be awarded as indicated in the ACE Guide and the Community College of the Air Force Catalog. Official documentation of military training is required.

- B. College Credit Recommendation Service (CREDIT)  
ACE evaluates training programs offered by business, industry, and government and publishes its credit recommendations in The National Guide to College Credit for Workforce Training. If a student has received training that appears in the guide, he or she may receive college credit if:
- training parallels a discipline area offered through the Maricopa Community Colleges, and
  - credit meets a program requirement or is used as elective credit.
- C. Departmental Credit by Evaluation  
Students may apply for Departmental Credit By Evaluation in certain courses by obtaining the appropriate form in the Admissions and Records Office/Office of Student Enrollment Services, and completing applicable paperwork and other requirements of the college, including payment of required fee. See fee schedule for appropriate fee. Fees are not refundable if a student fails to obtain credit. Students may not request:
- The evaluation of a course a second time;
  - The evaluation of a course while currently enrolled in the course;
  - To establish credit in a previously completed course; and
  - To establish credit for a lower level of a

course in which credit has been received. Exceptions may be granted at some MCCCDC colleges for their unique programs of study.

Certain departments have additional requirements that must be met before credit may be granted through departmental credit by evaluation. When credit is granted as outlined above, a notation of "credit by evaluation," and the number of credits will appear on the student's transcript. These credits are not used in computing the grade point average. Credit by evaluation is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.

### 2. College-Level Equivalency Examinations

ACE has published credit recommendations for a number of national standardized examinations such as the ones listed below in the Guide to Educational Credit By Examination. The Maricopa Community Colleges use these recommendations as guidelines to award credit for equivalent Maricopa Community Colleges coursework as well as elective credit. Scores must be sent directly to the Admissions and Records Office/Office of Student Enrollment Services from the specific testing company(s) before credit is awarded. All equivalency is subject to future review and possible catalog change.

- A. Advanced Placement Examinations  
Students who have taken an advanced placement course of the College Entrance Examination Board (CEEB) in their secondary school and who have taken an Advanced Placement Examination of the CEEB may receive course credit with a score of 3, 4 or 5. Scores must be received directly from CEEB before credit is awarded.

English AP Recommendation:

<p><b>Exam: English-Language and Composition</b> Score: 5 or 4 Credit Hours/Equivalency: 6 credit hrs/ENG 101, ENG 100, AA, AC, AD, eligible for Honors ENG 102</p> <p><b>Exam: English-Literature and Composition</b> Score: 5 or 4 Credit Hours/Equivalency: 6 credit hrs/ENG 101 ENH 110 eligible for Honors ENG 102</p>
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Math AP Recommendation:

<p><b>Exam: Math-Calculus AB</b>                  Score: 5,4, or 3                  Credit Hours/Equivalency: MAT 220 or MAT 221</p> <p><b>Exam: Math-Calculus BC</b>                  Score: 5, or 4                  Credit Hours/Equivalency: MAT 220 or MAT 221, and MAT 230 or MAT 231, upon completion of MAT 241 MAT220 or MAT221</p> <p>-OR-                  Score: 3                  Credit Hours/Equivalency: MAT220 or 221</p> <p><b>Exam: Computer Science A and AB</b>                  Score: 4 or 5                  Credit Hours/Equivalency: CSC 100</p>
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- B. College Level Examination Program  
 The Maricopa Community Colleges may award credit to individuals who have received a score of 500 or more for the 1986 version of the College Level Examination Program (CLEP) General Examinations (610 on the 1978 version) and who meet or exceed the American Council on Education (ACE) recommended scores for awarding credit on the CLEP subject examinations. The ACE credit-granting score recommendation will be 50 (on the 20-80 scale) for all CLEP computer-based exams beginning July 1, 2001.
- Credit received through CLEP is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.
  - Rio Salado College and Paradise Valley Community College are national CLEP test sites. For more information on registering for the CLEP examinations, contact Rio Salado College or Paradise Valley Community College.

*English Composition:*

Students pursuing credit for ENG 101 must take the English Composition with Essay. The Maricopa Community Colleges do not award credit for ENG 102 through CLEP examination.

*Foreign Languages:*

Credit earned through CLEP examination for French, German, and Spanish meets the language proficiency requirements of the Maricopa Community Colleges. For CLEP examinations taken prior to July 1, 2001, the Maricopa Community Colleges will grant credit based on the scaled scores indicated below:

Course	Spanish	French	German	Credit
101	40-49	39-48	39-45	4 (101)
102	50-54	49-53	46-50	8 (101, 102)
201	55-61	54-62	51-59	12 (101, 102, 201)
202	62-80	63-80	60-80	16 (101, 102, 201, 202)

At the discretion of the individual college, an oral exam at the 202 level may be administered.

- C. Defense Activity for Non-traditional Education Support Examination Program  
 The Maricopa Community Colleges may award credit for the Defense Activity for Non-Traditional Education Support (DANTES) Examination Program to individuals who meet or exceed the ACE recommended scores for awarding credit on the DANTES subject examinations. The Maricopa Community Colleges do not award credit for ENG 102 through DANTES examination. Credit received through DANTES is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.

The Assessment Center at Rio Salado College is a national test site. For additional information on registering for DANTES examinations, call (480) 517-8560.

- D. American College Testing Proficiency Examination Program  
 The Maricopa Community Colleges may award credit for the American College Testing Proficiency Examination Program (ACT-PEP) based on the scores earned.
- E. Departmental Credit By Examination  
 Students may apply for Departmental Credit By Examination in certain courses by obtaining the appropriate form in the Admissions and Records Office/Office of Student Enrollment Services, paying the required fee, and completing the examination and other requirements of the college. See fee schedule for appropriate fees.

Students may not request:

- i. To challenge a course a second time;
- ii. To challenge a course while currently enrolled in the course;
- iii. To establish credit in a previously completed course; and
- iv. To establish credit for a lower level of a course in which credit has been received.
  - Exceptions may be granted at some MCCCDC colleges for their unique programs of study.
  - Certain departments may have additional requirements that must be met before credit may be granted through departmental credit by examination.
  - Only grades of A, B, C, D or P earned as a result of this examination will be recorded on the student's transcript. Fees are not refundable after the examination has been administered, regardless of results.
  - When credit is granted as outlined above, a notation of "credit by examination," a grade and the number

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of credits will appear on the student's transcript. The grade is used in computing the grade point average.

### College Level Examination Program (CLEP)

NOTE: The changes to English Composition CLEP were agreed upon at their respective Articulation Task Force (ATF) meetings prior to approval by APASC members in April, 2008. These cut scores, which represent equivalencies, were implemented July 1, 2009. See Table 1. Table Revised August 2010.

### Advanced Placement Credit

NOTE: The changes to AP scores to include Japanese were agreed upon at their respective Articulation Task Force (ATF) meetings prior to approval by APASC members in April, 2008. These cut scores, which represent equivalencies, were implemented fall 2009. See Table 2 on following page. Table Revised August 2010

- F. International Baccalaureate Diploma/Certificate Students who present an International Baccalaureate Diploma/Certificate may qualify for college credit. MCCCDCollege grants credit for college-level courses only. Credit is awarded according to the "International Baccalaureate Diploma/Certificate Credit" table.

International Baccalaureate Diploma/Certificate Credit  
See Table 3 on following page. Table Revised August 2010

### 3. Health Care Integrated Educational System (HCIES) Credit for Prior Learning

#### National/Regional Credential Recognition

Students who have recognized credentials related to healthcare may request an evaluation for course competency equivalency on a case-by-case basis through the Integrated Competency Assessment Network (ICAN). For more information contact the ICAN office at (480) 731-8240 or by email at [ican@domail.maricopa.edu](mailto:ican@domail.maricopa.edu). Website: <http://healthcare.maricopa.edu/healthcarecourses.php> When national or regional credentials are determined to be equivalent to the competencies demonstrated in corresponding courses, the recognition of external credentials will fulfill graduation credit requirements for the identified courses through Credit by Evaluation.

#### Credit by Examination and Credit by Skills Demonstration Assessment

Health care students may apply for credit for prior learning in certain courses. Specific information and required forms can be found on <http://healthcare.maricopa.edu/healthcarecourses.php> Credit by Examination in the HCIES is determined through the use of HCIES Competency Assessment Tests (CATs) and/or Skills Demonstration Assessment under the direction of the HCIES Integrated Competency Assessment Network (ICAN). Students may apply for HCIES Health Care Pathway/Program Advanced Placement in certain courses by obtaining the

appropriate form(s) in the Admissions and Records Office/Office of Student Enrollment Services, paying the required fee(s), and successfully completing the examination and/or skills demonstration and other requirements of the college. See fee schedule for appropriate fee. Fees are not refundable if a student fails to obtain credit. Students may not request:

- A. To challenge a course a second time;
- B. To challenge a course while currently enrolled in the course;
- C. To establish credit in a previously completed course; or
- D. To establish credit for a lower level of a course in which credit has been received.

Certain health care pathways/programs have additional requirements which must be met before credit may be granted through HCIES credit by examination and credit by skills demonstration assessment.

Grades of A, B, C, D, or P, earned as a result of examination or skills assessment will be recorded on the student's transcript. Fees are not refundable after the examination/skills demonstration has been administered, regardless of results. A grade of P/Z is not used in computing the grade point average.

When credit is granted as outlined above, a notation of "Credit by Examination," "Credit by Evaluation," or "Credit by Skills Demonstration," and the number of credits will appear on the student's transcript. If a grade is assigned, it will be used in computing the grade point average.

### 4. Transfer Credit

#### A. Transfer Credit into MCCCDCollege

A student enrolling into one of the Maricopa Community Colleges after having attended another post-secondary institution can have course work evaluated for transfer credit. To be eligible for evaluation, course work must appear on an official transcript from the institution that offered the course work. The official transcript must be mailed directly from the source institution to the Admissions and Records/Enrollment Services Office of the receiving institution. The Admissions and Records/Enrollment Services Office at the receiving institution will complete a course-by-course evaluation for all submitted transcripts upon student request. The award of transfer credit shall not express or imply that all transfer credit will be fully applicable toward all Maricopa associate's degree and certificate requirements. In addition, the age of credit may be considered in applying credit towards degrees and certificate programs. Transfer credit that may be applied to meet associate's degree and certificate requirements at a Maricopa Community College is not necessarily transferable to other colleges and universities. The processes and policies that govern the award of transfer credit are as follows:

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**Table 1**

Examination	MCCCD			
	General	Score	Sem. Hrs.	Equivalency
English Composition (Replaced by College Composition)		50 (July 1, 2001-June 30, 2010), 600 (1986 version), 500 (1978 version)	3	With essay qualifies for ENG101
Humanities		50 (July 1, 2001 or later), 500 (prior to July 1, 2001)	6	Elective Credit
Mathematics		50 (July 1, 2001 or later), 500 (prior to July 1, 2001)	3	MAT122
Natural Sciences		50 (July 1, 2001 or later), 500 (prior to July 1, 2001)	8	Elective Credit*
Social Sciences & History		50 (July 1, 2001 or later), 500 (prior to July 1, 2001)	5	Elective Credit
<b>Subject</b>				
Accounting, Principles of		ACE Score	6	ACC Elective Credit
American Government		ACE Score	3	POS110
American Literature		ACE Score	6	ENH241, 242
Analyzing & Interpreting Literature		ACE Score	3	Elective Credit
Biology		ACE Score	8	BIO Elective Credit*
Calculus (Previously Calculus with Elem Functions)		ACE Score	4	MAT221
Chemistry		ACE Score	9	CHM Elective Credit*
College Algebra (1993) (Replaces College Algebra [1979])		ACE Score	3	MAT152
College Algebra – Trigonometry		ACE Score	3	MAT152
College Composition (Replaces English Composition with Essay)		ACE Score	3	With essay qualifies for ENG101
English Literature		ACE Score	3	Elective Credit
French Language, Level 1 (Previously French Language)		50-54 55-61	4 8	FRE101 FRE101, 102
French Language, Level 2 (Previously French Language)		62-65 66-80	12 16	FRE101, 102, 201 FRE101, 102, 201, 202
Freshman College Composition		ACE Score	3	With Essay ENG101
German Language, Level 1 (Previously German Language)		39-45 46-50	4 8	GER101 GER101, 102
German Language, Level 2 (Previously German Language)		51-59 60-80	12 16	GER101, 102, 201 GER101, 102, 201, 202
Human Growth & Development		ACE Score	0	No Credit
Information Systems & Computer Applications		ACE Score	3	CIS Elective Credit
Intro to Educational Psychology		ACE Score	3	EDU Elective Credit
Introductory Business Law		ACE Score	3	GBS Elective Credit
Introductory Psychology		ACE Score	3	PSY101
Introductory Sociology		ACE Score	3	SOC101
Mathematics, College		ACE Score	3	MAT142
Macroeconomics, Principles of (Replaces Introductory Macroeconomics)		ACE Score	3	ECN211
Management, Principles of		ACE Score	3	MGT Elective Credit
Marketing, Principles of		ACE Score	3	MKT271
Microeconomics, Principles of (Replaces Introductory Microeconomics)		ACE Score	3	ECN212
Spanish Language, Level 1 (Previously Spanish Language)		50-54 55-65	4 8	SPA101 SPA101, 102
Spanish Language, Level 2 (Previously Spanish Language)		66-67 68-80	12 16	SPA101, 102, 201 SPA101, 102, 201, 202
Trigonometry		ACE Score	3	MAT182
U.S. History I – Early Colonization to 1877		ACE Score	6	HIS103
U.S. History II – 1865 to the Present		ACE Score	3	HIS104
Western Civilization I – Ancient Near East to 1648		ACE Score	6	HIS100, 101
Western Civilization II – 1648 to the Present		ACE Score	3	HIS102

\*The general studies requirement in natural sciences (SQ and SG) and Literacy and Critical Inquiry (L) are not satisfied by CLEP

- i. **Inter-Institutional:** Acceptance of courses that fulfill requirements other than general education is determined by individual Maricopa Community Colleges. Credits accepted in transfer from other Maricopa Community Colleges do not necessarily apply to all Maricopa degree and certificate programs.
- ii. **Maricopa Skill Center and the Southwest Skill Center:** The Maricopa Community Colleges have agreements with the Maricopa Skill Center and the Southwest Skill Center

in limited areas of study. Students who have participated in these agreements may be granted credit for prior learning. No fees will be assessed for credits awarded for prior learning. Articulated course/program credit is transferable within the Maricopa Community Colleges, but may not necessarily be transferable to other universities and colleges. Students should contact the Admissions and Records/Enrollment Services Office for specific items related to these agreements.

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**Table 2**

Examination	Score	MCCCD	Sem. Hrs.
Art – History	5 or 4	ARH101, 102	6
	3	ARH101 or 102	3
Art—Studio Art (2-D Design) (Previously Art – Studio – General)	5	ART111, 112	6
	4	ART112	3
Art—Studio Art (Drawing) (Previously Art – Studio – Drawing)	5	ART111, 112	6
	4	ART111	3
Biology	5 or 4	BIO181, 182	8
	3	BIO100 or Equivalent	4
Chemistry	5 or 4	CHM151/151LL and CHM152/152LL or CHM154/154LL CHM151, 151LL	8 or 9 4
Calculus AB (Previously Mathematics – Calculus AB)	5, 4, or 3	MAT220 or MAT221	4 or 5
Calculus BC (Previously Mathematics – Calculus BC)	5 or 4	MAT220 or MAT221 and MAT 230 or MAT231 upon completion of MAT241 MAT220 or MAT221	8 to 10 4 or 5
Comparative Government and Politics (Previously Political Science – Comparative Government and Politics)	5 or 4	POS140	3
Computer Science A	5 or 4	CSC100	3
Computer Science AB	5 or 4	CSC100	3
Economics –Macroeconomics	5 or 4	ECN211	3
Economics –Microeconomics	5 or 4	ECN212	3
English – Language & Composition	5 or 4	ENG100AA, AC, AD and ENG101	6
English – Literature & Composition	5 or 4	ENG101 and ENH110	6
Environmental Science	5 or 4	No Credit	3
European History (Previously History – European)	5 or 4	HIS101, HIS102	6
	3	HIS101	3
French – Language	5, 4, or 3	FRE101, 102, 201, 202	16
French – Literature	5, 4, or 3	FRE101, 102, 201, 202	16
German – Language	5, 4, or 3	GER101, 102, 201, 202	16
German – Literature	5, 4, or 3	GER101, 102, 201, 202	16
Japanese Language and Culture (Previously Japanese – Language)	5	JPN101, 102, 201 and 202	20
	4	JPN101, 102 and 201	15
	3	JPN101 and 102	10
Latin: Vergil (Previously Latin – Language)	5	LAT101, 102, 201, 202	16
	4	LAT101, 102, 201	12
	3	LAT101, 102	8
Music Theory (Previously Music)	5 or 4	MTC105	3
Physics B	5 or 4	PHY111, PHY112	8
	3	PHY111	4
Physics C – Electricity & Magnetism	5,4 or 3	PHY112 with laboratory course work	4
Physics C – Mechanics	5,4 or 3	PHY111 with laboratory course work	4
Psychology	5 or 4	PSY101	3
Spanish – Language	5, 4, or 3	SPA101, 102, 201, 202	16
Spanish – Literature	5, 4, or 3	SPA101, 102, 201, 202	16
Statistics	5, 4, or 3	MAT206	3
U.S. Government and Politics (Previously Political Science – American Government)	5 or 4	POS110	3
U.S. History (Previously History – American)	5 or 4	HIS103, HIS104	6

**Table 3**

Examination	Score	Sem. Hrs.	MCCCD Equivalency
Biology	7, 6, or 5	8	BIO181, 182
	4	4	BIO182
Chemistry	7, 6, or 5	9	CHM151, 152
	4	4	CHM151
Economics	7, 6, or 5	6	ECN211, 212
	4	3	ECN211
English A	7, 6, or 5	6	ENG101, ENG100AB, AC, AD
	4	3	ENG100AB, AC, AD
English B	No Credit		None
Foreign Language A or B	7, 6, or 5	8	Foreign Language 101, 102
	4	4	Foreign Language 101
History (Previously History – American)	7, 6, or 5	6	HIS103, 104
	4	3	HIS103
History (Previously History – European)	7, 6, or 5	6	HIS101, 102
	4	3	HIS101
Geography (Previously Human Geography)	5, 4, or 3	3	GCU102
Mathematics HL Mathematics SL Mathematical Studies SL Further Mathematics SL (Previously Mathematics)	7, 6, 5, or 4	4	MAT221
Physics	7, 6, or 5	8	PHY111, 112
	4	4	PHY111
Visual Arts (Previously Art/Design)	7, 6, or 5	6	ART111, 112
	4	3	ART112

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- iii. **Arizona Public Community Colleges and Universities:** A course that meets general education requirements at any Arizona public community college district or university will be accepted in transfer to meet comparable general education requirements at any of the Maricopa Community Colleges provided the course was completed with a grade of C or higher (2.0 on a 4.0 scale). On an exception basis, P-grades may be allowed in the Arizona General Education Curriculum (AGEC) for credit transferred if documentation collected by the community college indicates that the P-grade is a C or better. The P-grade exception does not apply to credits awarded by AGEC granting/receiving institutions.

Acceptance of courses that fulfill requirements other than general education is determined by individual Maricopa Community Colleges.

- iv. **Domestic Institutions (U.S.):** The evaluation and award of community college transfer credit for course work originating at U.S. institutions that are regionally accredited will be based on official transcripts from all institutions previously attended. Regionally accredited institutions of higher education 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 Western Association of Schools and Colleges. Courses from institutions that have earned candidate status from a regional accrediting association will be reviewed on a case-by-case basis.

The Admissions and Records/ Enrollment Services Office at the receiving institution will complete a course-by-course evaluation for all submitted transcripts upon student request, and will determine the acceptance and applicability of transfer credit toward associate's degree and certificate requirements.

- v. **Foreign Institutions:** Credits from foreign institutions will be reviewed for acceptance. It is the student's responsibility to have all transcripts translated into English and evaluated by an international Credential Evaluation Service before submitting them to the college.

- vi. **Limitations on the Award of Transfer Credit:** Generally, the Maricopa Community Colleges will not award credit for courses completed at institutions not regionally accredited.

### B. Transfer Credit from MCCC

The Maricopa Community Colleges have developed formal agreements to facilitate the transfer of credit to four year colleges and universities. This is accomplished through the development of course and program articulation agreements. The Maricopa Community Colleges articulate with private, public, and international baccalaureate degree granting institutions that have achieved full accreditation or candidacy status with a regional accreditation commission. Maricopa transfer agreements are on behalf of the District as a whole and not with individual colleges within the district. Courses taken at any of the Maricopa Community Colleges are equally transferable by institutions wishing to articulate. Students planning to transfer to a university may be required to submit official transcripts from all institutions attended. The processes and policies that govern the transfer of credit are as follows:

- i. **Inter-Institutional:** Students who transfer from one Maricopa Community College to another must have transcripts sent to the receiving institution for evaluation. Transcript evaluation will be conducted upon student request. Acceptance of courses that fulfill requirements other than general education is determined by individual Maricopa Community Colleges. Credits transferred from one Maricopa Community College to another may not necessarily apply to all Maricopa degree or certificate programs.
- ii. **Arizona Public Community Colleges and Universities:** Maricopa is a participant in the Arizona statewide transfer system. The [aztransfer.com](http://aztransfer.com) website is the official source of information for the statewide articulation agreements between the Arizona public community colleges and universities (Arizona State University, Northern Arizona University, and University of Arizona). Included on the [aztransfer.com](http://aztransfer.com) site is the course equivalency guide (CEG), which shows how courses transfer from Arizona public community colleges and tribal institutions to Arizona State University, Northern Arizona University, and the University of Arizona. The transferability of a course does not indicate how the course will apply to meet requirements for specific bachelor's degrees. [https://www.aztransfer.com/cgi-bin/webobjects/admin\\_ceg](https://www.aztransfer.com/cgi-bin/webobjects/admin_ceg)
- iii. **Domestic Institutions (U.S):** The Maricopa Community Colleges have transfer

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agreements with U.S. universities and colleges that are regionally accredited. These partnerships are formalized through district-wide articulation agreements and are designed to help students make a smooth transition when transferring from one of the Maricopa Community Colleges to a four-year college or university. To access a list of institutions with which Maricopa has established an articulation agreement, visit:

[http://www.maricopa.edu/academic/ccta/artic/partner\\_list.php](http://www.maricopa.edu/academic/ccta/artic/partner_list.php)

- iv. Foreign Institutions: The Maricopa Community Colleges have agreements with colleges and universities outside the United States that are approved by the Ministry of Education or other appropriate governmental agency. To access a list of international agreements, visit: [http://www.maricopa.edu/academic/ccta/artic/partner\\_list.php](http://www.maricopa.edu/academic/ccta/artic/partner_list.php)
- v. Limitations on the Transfer of Credit: Generally, the following types of courses are not intended for transfer. See an advisor for specific information.
  - Remedial/developmental courses or courses numbered below 100
  - Arizona government university courses
  - Cooperative education
  - Experimental courses
  - Post baccalaureate courses
  - Contractual training for business, industry, and government
  - Some forms of credit for prior learning
  - Non-credit courses
- vi. Time Limit for Transfer Coursework: Students should be aware that the receiving institution may have age of credit limits on certain coursework to be used in transfer. Students should be knowledgeable about the policies on time limits for transfer coursework for the institution to which they plan to transfer.

### 5. Servicemen's Opportunity College

The Maricopa Community Colleges recognize the unique educational problems confronting many active duty military personnel in attaining their educational goals. The colleges have, therefore, established themselves as Servicemen's Opportunity Colleges. This means that the colleges recognize the peculiar needs of military personnel in that they provide courses on the various military bases located in Maricopa County and provide opportunities to complete courses through non-traditional means when education is interrupted by military obligations. Maricopa Community Colleges maintain liberal entrance requirements, offer maximum credit for educational experiences obtained in the Military Services, and follow residency statutes applicable to the special needs of servicemen. Maricopa Community Colleges follow the recommendations established by the American

Council on Education. If, for any reason, Maricopa Community Colleges' status as a Servicemen's Opportunity College District is discontinued, it will nonetheless maintain its commitment to students previously enrolled. In addition, the option to enter into a "contract for a degree" allows the community college, as the college of record, to grant a degree upon completion of twelve (12) credit hours at the college and the satisfaction of graduation requirements.

### ACADEMIC ADVISING (AR 2.2.6)

1. Academic advising assists students in the formation of educational plans and goals. This is an ongoing process of clarification, evaluation, re-clarification, and re-evaluation.
2. The ultimate responsibility for making decisions about life goals and educational plans rests with the student. The academic advisor helps to identify and assess alternatives and consequences.
3. The academic advisor also serves as a resource for accurate information. The advisor is knowledgeable about institutional policies, procedures, programs and resources and assists students in making use of printed and online materials.
4. Advisors are in a position to help students identify their learning-related needs. Feedback received from advisors could be beneficial and should be used in policy-making decisions at all levels of the institutional administration.

With the help of an academic advisor, students will:

1. gain an understanding of their academic abilities and interests
2. be reinforced in their successes
3. be provided information regarding the nature and purpose of higher education
4. be referred to counselors and other resources to explore their interests, skills, abilities, and values
5. define and refine educational goals and objectives and understand the consequences of alternative courses of action
6. consider alternative careers through counselors, workshops, seminars, and other resources
7. make course, certificate, and/or degree selections
8. understand and utilize placement test results
9. be encouraged to be active participants in their educational planning and college life
10. be informed of support services that are available and how to make an appointment, if appropriate
11. be aware of transfer articulation arrangements
12. be informed about research results and general perceptions of student experiences at the institution
13. receive accurate printed materials on academic majors, minors, and other degree and program requirements
14. be encouraged to use the technology, which supports the academic advising process

### STUDENT COURSE PLACEMENT PROCESS (AR 2.2.7)

The Maricopa Community Colleges are committed to providing students with opportunities for successful academic experiences. Student academic achievement is directly related to the proper initial course placement. Students choosing to enroll will register for the courses

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indicated by their English, mathematics, or reading course placement tests, or in a lower level course. Initial course placement should be discussed with an advisor or counselor who is skilled in assessing the student's needs and factors that affect student success.

### **1. Testing for Course Placement**

A. Students will be required to complete a course placement test under any one of the following conditions:

- i. The student is taking his or her first college credit English, reading and/or math course, or any college course for which English, reading or math is a prerequisite.
- ii. The student is pursuing a degree and does not have current valid district approved course placement scores on file or does not have previous college credit in English, reading and math.
- iii. The student does not have a high school diploma or GED, and is applying for federal financial aid.
- iv. The student for whom English is not the primary language and is taking his or her first English as a Second Language class is required to take a test of English proficiency.
- v. College may determine additional conditions under which students would be required to complete course placement testing. Contact the college for additional conditions.

B. Students will be strongly encouraged to complete a course placement test under any one of the following conditions:

- i. The student is taking a math course and has a college-level prerequisite on file that is more than five (5) years old.
- ii. The student is taking a college course for which English, reading or math is a prerequisite, and such credit is more than five (5) years old.

C. Students MAY be exempt from a course placement test if at least one of the following conditions apply:

- i. The student has earned an associate or higher degree.
- ii. The student has earned college credits from a regionally accredited college in English, reading, and math with a grade of C or higher, and such credit is no more than five (5) years old.
- iii. The student has currently valid district approved course placement scores on file

Note: Being exempt from taking a course placement test does not exempt the student from fulfilling the minimum graduation requirements.

### **2. Course Placement**

A. Students choosing to enroll in the courses indicated will be advised and placed into courses based on highest test or retest scores.

B. Students will be permitted one re-test in English, reading or by math level after at least a 24-hour waiting period. An additional re-test is permitted one year from the date of student's original or re-test at any course placement testing site.

C. The vice president of student affairs or designee may approve re-testing for students with special needs or

circumstances. The re-test date will then serve as the date of record.

D. Students may request a Course Placement Waiver from the appropriate department/division chair or designee. The waiver will be granted at the chair/designee's discretion. Additional testing may also be required. The signed waiver will be noted on the student's electronic record.

### **3. Implementation of Policy**

To ensure consistency of the course placement process within the Maricopa Community Colleges:

- A. All colleges shall accept the same approved course placement instruments.
- B. All colleges shall adhere to the same approved cut-off scores.
- C. Course placement scores, with the exception of the reading exemption, will be valid for two years from the date of the original or re-test.

### **4. Evaluation**

The Maricopa Community Colleges will provide an ongoing evaluation of the course placement process. An annual report shall be submitted to the Governing Board to indicate the policy's effectiveness noting the number of students assessed, their placement scores and their success in courses. Every three years a thorough review of the policy and procedures shall be implemented, including recommendations from the English, Reading and Math Instructional Councils regarding cut-off scores, course placement assessment tools and procedures.

## **REGISTRATION (AR 2.2.8)**

Students must register according to the dates indicated, and in the manner described in the college class schedule. To be eligible for registration, students must have completed the appropriate steps listed under the Admissions section. The college may allow early or priority registration. Tuition and fees must be paid or payment arrangements made by the due date to secure class enrollment. Students may not attend a class for which they are not registered.

The colleges reserve the right to enroll students in courses. The final decision for admission to any class for students admitted under Section 2 of AR 2.2.1 will be determined by the designated college administrator in consultation with the department chairperson and/or faculty.

## **TUITION AND FEES (AR 2.2.9)**

Tuition and fees are public monies within the jurisdiction and responsibility of the Maricopa Community Colleges Governing Board under the laws and regulations of the State of Arizona and must be administered by the Governing Board. The Governing Board reserves the right to change tuition and fee charges when necessary without notice. All students are classified for tuition purposes under one of the following residency classifications:

1. Maricopa County resident
2. Out-of-County resident
3. Out-of-State resident (including F-1 non-immigrant students)
4. Unclassified, Out-of-County, Out-of-State (1-6 credit hours system-wide)

Residency for tuition purposes is determined in accordance with state law (ARS §§15-1801 et seq.) and regulations of the

## POLICIES AND PROCEDURES

Maricopa Community Colleges Governing Board. All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their residency should contact the Admissions and Records Office/Office of Student Enrollment Services for clarification.

Students attending more than one Maricopa Community College will be assessed fees for their enrollment at each of the Maricopa Community colleges/centers. (Students who are considered to be out-of-state residents for tuition and fees purposes should refer to the Concurrent Enrollment in Arizona Public Institutions of Higher Education policy under the Residency section of this publication.)

### 1. Time of Payment

All tuition, fees, assessments and deposits must be paid at the time of registration or by the specified deadline date and in accordance with the fee schedule approved by the Maricopa Community Colleges Governing Board.

### 2. Tuition and Fees Schedule (Effective July 1, 2011 for fall, spring and summer Sessions) Current information can be found at <http://www.maricopa.edu/publicstewardship/governance/adminregs/appendices/S-4.htm>.

The following is the tuition and fees schedule for 2011-2012 and is provided for reference. These tuition and fees are subject to change. Consult the college's Admissions and Records Office/Office of Student Enrollment Services for course fees in effect during the semester/term in which you intend to register. See Appendix S-4

### Appendix S4: Tuition and Fees Student Status

2011-2012 Credit Hours	Maricopa County Resident (In County)	Out of County Resident* (Apache or Greenlee County Resident without Out-of-County Residence Affidavit)	Non-Resident Living in Arizona	Non-Resident Living in Another State/ Country	Western Undergraduate Exchange (WUE)
	A	B	C**	D***	E
1	76.00	Pending surcharge	317.00	317.00	114.00
2	152.00	Rate, TBD 05/11	634.00	634.00	228.00
3	228.00		951.00	951.00	342.00
4	304.00		1,268.00	1,268.00	456.00
5	380.00		1,585.00	1,585.00	570.00
6	456.00		1,902.00	1,902.00	684.00
7	532.00		2,219.00	2,219.00	798.00
8	608.00		2,536.00	2,536.00	912.00
9	684.00		2,853.00	2,853.00	1,026.00
10	760.00		3,170.00	3,170.00	1,140.00
11	836.00		3,487.00	3,487.00	1,254.00
12	912.00		3,804.00	3,804.00	1,368.00
13	988.00		4,121.00	4,121.00	1,482.00
14	1,064.00		4,438.00	4,438.00	1,596.00
15	1,140.00		4,755.00	4,755.00	1,710.00
16	1,216.00		5,072.00	5,072.00	1,824.00
17	1,292.00		5,389.00	5,389.00	1,938.00
18	1,368.00		5,706.00	5,706.00	2,052.00

\* Students from any other county in Arizona are considered Maricopa County Residents (in county) due to a reciprocal arrangement with that county. Reciprocal agreements allow for in-county tuition rates for

residents of all Arizona counties "except" Apache and Greenlee counties without an Out-of-County Residence Affidavit.

\*\* According to ARS §15-1802F, "A person who is a member of an Indian tribe recognized by the US Department of the Interior whose reservation 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." Therefore, unclassified and out-of-state surcharges do not apply to such students.

\*\*\* According to ARS §15-1470, community college districts may offer credit and noncredit courses and services outside of this state. A district is not entitled to state aid payments for students who are provided courses and services outside of this state.

- A. Determine Student Residency Status  
Refer to admissions information (AR 2.2.2) of the college catalog for residency information and to review the requirements for classification as a Maricopa county resident. Contact the Admissions and Records Office/Office of Student Enrollment Services if you have questions about residency requirements.
- B. Use the Chart to Locate Tuition Charges  
Determine the correct column based on your residency status and then select the number of credit hours. The general tuition chart is provided for reference only.
- C. Add Any Additional Fees
  - i. A one-time, per semester \$15 registration fee is due by the official start of the term (semester) or by the specified due date or at time of registration.
  - ii. There may also be additional course fees for classes, please refer to the college schedule for course fees.
  - iii. If you choose to audit a class, add an additional fee of \$25 per credit hour.
  - iv. Additional course fees may apply for specific courses. Check with the college's Admissions and Records Office/Office of Student Enrollment Services for a current listing of course fees.
- D. Pay Your Fees  
Payment of fees may be made by cash, check, money order, VISA, MasterCard, Discover or American Express. Payment Plan options are also available.

*NOTE: If you do not pay your tuition and fees at the time of registration or by the specified due date, you may be dropped from your classes and may be responsible for the tuition and fees based on the refund schedule which outlines the refund deadlines for each course.*

### Skill Center Tuition Rates

Regular	\$5.00 per contact hour
Nursing Assistant	\$5.60 per contact hour
Practical Nursing	\$5.60 per contact hour

### Credit by Examination & Credit by Evaluation (excludes Allied Health courses)

Regular Rate	\$74.00 per credit hour
Contract Rate	\$37.00 per credit hour

## POLICIES AND PROCEDURES

### 3. Outstanding Debts

Any debt or returned check may revoke a student's current enrollment and the student's right to register in subsequent semesters at all Maricopa Community Colleges. Delinquent debts may require penalties, late charges, collection costs, and/or legal fees to be paid before good standing is restored to the student.

The following procedure will be used for the collection of returned checks and other outstanding debts:

- A. The designated college official or fiscal officer is responsible for:
  - i. Verifying the student's district wide debt,
  - ii. Attempting to notify the student of the debt and
  - iii. Attempting to collect the debt.
- B. All Maricopa Community College services will be withheld pending payment of debt (at designated college office) with cash, certified check or money order or online with debit or credit card or in person with credit card. Student may be withdrawn from classes.
- C. If other collection attempts fail, the Maricopa Community Colleges District Office will either collect or use other means available, including:
  - i. Collection agency, requiring payment of collection fees by the student;
  - ii. The Tax Refund Setoff Programs as stated in ARS §42-1122;
  - iii. Litigation, requiring payment of court costs and legal fees by the student.
- D. Debt Holds may be lifted by the appropriate College or District business services designee for the extension of services provided that at least one of the following conditions are met:
  - i. MCCCDCD staff verify that full payment has been made to another College;
  - ii. The College can deduct payment from a financial aid award made to the student (referring to student authorization guidelines for regulations on applying federal financial aid to debt balances);
  - iii. A third party not related to the student, such as an employer or state agency, makes a verified payment directly to the College;
  - iv. It is determined and verified with the appropriate MCCCDCD office that the hold resulted from a system error and the error is due to an activity that requires correction by the appropriate College or District personnel.

### 4. Discounted Fees and Waivers

- A. Citizens 62 years of age and older shall be issued ID cards that allow them the privilege of attending events at no cost and that allow them to use the library facilities.
- B. Employees, Dependents and Mandated Groups  
The Maricopa Community College District waives tuition and student activity fees for credit-hour courses for employees and their dependents, and for legislatively mandated groups. Special fees and fees for Non-credit/Special Interest Community Services courses are not waived.
- C. Tuition and Registration Fee Waiver for Members of the Pima-Maricopa Indian Community

Tuition and fee waivers shall be funded through Auxiliary Fund Monies for college credit courses for the enrolled members of the Pima-Maricopa community who live on the Pima-Maricopa Reservation.

All other guidelines and procedures established for the purpose of administering waivers, affidavits and exemptions are outlined in the Maricopa County Community College District tuition waiver manual.

### REFUND POLICY (AR 2.2.10)

#### 1. Refund Policy for Credit Classes

Students who officially withdraw from credit classes (in fall, spring, or summer) within the withdrawal deadlines listed below will receive a 100% refund for tuition, class and registration processing fees. Deadlines that fall on a weekend or a college holiday will advance to the next college workday except for classes fewer than 10 calendar days in length or as specified by the college. Calendar days include weekdays and weekends. Refer to individual colleges for withdrawal and refund processes. Never attending is not an allowable refund exemption or an excuse of the debt incurred through registration.

Length of Class	Official Withdrawal Deadlines for 100% Refund
1-9 calendar days	Prior to the class start date
10-19 calendar days	1 calendar day including the class start date
20-29 calendar days	2 calendar days including the class start date
30-39 calendar days	3 calendar days including the class start date
40-49 calendar days	4 calendar days including the class start date
50-59 calendar days	5 calendar days including the class start date
60-69 calendar days	6 calendar days including the class start date
70+ calendar days	7 calendar days including the class start date

*\*Course fees and registration processing fees will be refunded only if the student qualifies for a 100% refund. Debts owed to any MCCCDCD college must be satisfied before any refunds are paid to the student. Refunds for students receiving federal financial assistance are subject to federal guidelines. Requests for exceptions to the refund policy must be filed within one year from the semester in which the course was taken.*

#### 2. Refund Policy for Non-Credit Classes

Unless otherwise specified, students must drop non-credit classes prior to the course start date to be eligible for a 100% refund.

#### 3. Canceled Classes

When a class is canceled by the college, a 100% refund will be made.

#### 4. Refund Exceptions

Students withdrawing from a college or from courses for one of the following reasons must submit a written request for a refund exception to the Admissions and

## POLICIES AND PROCEDURES

Records Office/Office of Student Enrollment Services or designated college official:

- A. A student with a serious illness, verifiable by a doctor's written statement that the illness prevents the student from attending all classes for the semester. The doctor's statement must be on file with the college before a refund can be given.
- B. Serious illness or death of an immediate family member that prevents the student from attending all classes for the semester. Immediate family members include spouse/partner, father, mother, grandfather, grandmother, child, foster child, grandchild, stepchild, sibling, stepsibling, stepfather, stepmother, or spouse's/partner's father, mother, grandfather, grandmother, or in-laws in any one incident. Appropriate documentation must be provided before a refund can be given.
- C. Death of a student. Appropriate documentation must be provided before a refund can be given.
- D. 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 100% refund of tuition, provided courses have not been completed.  
Requests for a total withdrawal from a college or courses for one of the above reasons may result in a partial prorated refund of tuition, provided courses have not been completed. All decisions made by the college are final.

*Limitation: Never attending is not an allowable refund exception or an excuse of the debt incurred through registration.*

### STUDENT FINANCIAL ASSISTANCE (AR 2.2.11 & Appendix S-5)

The Maricopa Community Colleges provide students financial assistance to enable access to higher education. Student financial assistance shall be awarded on the basis of demonstrated financial need except where funds are specified for recognition of special talents and achievements. Additional procedural information on financial assistance is available in Appendix S-5.

#### Appendix S-5: Student Financial Assistance

The Maricopa Community Colleges provide students financial assistance to enable access to higher education. Student financial assistance shall be awarded on the basis of demonstrated financial need except where funds are specified for recognition of special talents and achievements. Only those with a lawful presence in the United States may qualify for federal financial aid or Maricopa County Community College District (MCCCD) scholarships. Under Arizona law, any information the student provides about his or her legal status when applying for financial aid or publicly funded scholarships may be subject to mandatory reporting to federal immigration authorities. This does not apply to applications for the private scholarship funds held in and distributed by the Maricopa Community Colleges Foundation.

#### How to Apply for Federal Financial Aid

New students must complete the Free Application for Federal Student Aid (FAFSA) or FAFSA on the Web at

<http://www.fafsa.ed.gov/>. Each academic year, continuing students must reapply by completing a FAFSA, Renewal FAFSA, or FAFSA on the Web. Scholarships require separate applications. Specific information regarding financial assistance, including application deadlines or priority dates, may be obtained from the college Office of Student Financial Aid.

#### Types of Aid

Grants, loans, student employment, and scholarship funds may be available from federal, state, and/or private sources. The Maricopa Community Colleges Foundation offers a variety of scholarship opportunities. Scholarship opportunities are available year round. However, most scholarships are posted mid-January and most deadlines are the last week of March. Options are available at [www.maricopa.edu/resdev/scholarships/apply.php](http://www.maricopa.edu/resdev/scholarships/apply.php) or by calling 480-731-8400.

#### Distribution of Aid

Criteria by which aid is distributed among eligible financial aid applicants are available on request at the college Office of Student Financial Aid.

#### Rights and Responsibilities

Students should read all information provided in the process of applying for federal financial aid in order to gain a greater knowledge of all the rights as well as responsibilities involved in receiving that assistance.

#### Satisfactory Academic Progress

Specific requirements for academic progress for financial aid recipients are applied differently than scholastic standards. In addition to scholastic standards which are explained elsewhere in this catalog, financial aid recipients are also subject to the following Standards of Satisfactory Academic Progress. Specific information is available at the college Office of Student Financial Aid.

#### Maricopa Community Colleges Standards of Satisfactory Academic Progress (SAP) for Financial Aid Eligibility

Federal regulations (CFR 668.32(f) and 668.34) require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid. Specific requirements for academic progress for financial aid recipients are applied differently than Scholastic Standards. Federal regulations state that Academic Progress Standards must include a review of all periods of enrollment, regardless of whether or not aid was received. Students will be evaluated using the standards described below. Failure to meet any of these minimum standards will result in loss of title IV, HEA program (federal financial aid) eligibility.

#### Evaluation Period

Standards of Satisfactory Academic Progress (SAP) will be evaluated at the end of each semester; fall, spring and summer. Programs less than one year in length will be evaluated at the midpoint of the program. Non-standard sessions will be evaluated at the completion of the session.

#### Standards of Satisfactory Academic Progress

Standards of Satisfactory Academic Progress (SAP) are evaluated on each of the three measurements outlined below. Failure to meet any of these standards will result in suspension of eligibility for financial aid.

## POLICIES AND PROCEDURES

**Note:** Grades of F,I,N,W,X,Y,Z, and courses not yet graded are considered attempted but not meeting progress standards for the purposes of financial aid.

- **Grade Point Measurement**

Students must meet the following credit hour/cumulative grade point average (CGPA).

Total Credits Attempted*	Min CGPA
< 15.75	1.60
16-30.75	1.75
31-45.75	1.90
46 +	2.00

\*for which grade points are computed

- **Semester Progress Measurement**

Students must successfully complete 2/3 (66.67%) of all attempted course work during the semester.

- **Maximum Time Frame Measurement**

Students who have attempted more than 150% of the published credits required for their program of study are considered not meeting SAP.

### Coursework Treatment in SAP Calculation

Course work taken during the semester also included in the evaluation:

- Courses funded through a consortium agreement
- All attempted remedial credits
- Repeated course work

### Course work included in the Maximum Time Frame evaluation:

- All of those included in the semester evaluation
- All evaluated transfer credits
- Any Associates degree or higher earned will be considered to have exhausted maximum timeframe eligibility

### Course work not included in SAP evaluation:

- Audited courses
- Non-credit courses
- Credit by examination
- Credit for prior learning option (as outlined in the college general catalog)
- Academic Renewal

### Ineligibility Determination Appeal

Any student who has lost financial aid eligibility due to extenuating circumstances may appeal. Appeal must:

- Be in writing and submitted to the Financial Aid Office where the student is applying for aid.
- Include the extenuating circumstances that caused the student not to meet SAP standards.
- Include appropriate supporting documentation.
- Include how that condition or situation has been resolved thus allowing the student the ability to meet SAP standards.

Students will be notified of the results of their appeal and any restrictions or conditions pertaining to their appeal. The outcome of an appeal may include a probationary term or denial.

Failure to successfully complete all conditions during the probationary period (as defined in the academic plan) will result in loss of financial aid eligibility.

### Regaining Eligibility

A student who has lost financial aid eligibility may only regain eligibility by meeting the minimum SAP standards. Course work taken at other colleges will not be considered for reinstatement purposes.

### Terminology and Information Pertaining to this Policy

- **Summer Sessions** - Enrollment in any or all Summer Sessions within the same calendar year will be considered one term.
- **Non-Standard Session** - Sessions that do not follow the traditional start and end dates for the semester.
- **Attempted Credit** - Any credit for which a grade of A, B, C, D, F, I, IP, P, W, X, Y, or Z is received.
- **Appeal** - "A process by which a student who is not meeting the institution's satisfactory academic progress standards petitions the institution for reconsideration of the student's eligibility for title IV, HEA program assistance."
- **Extenuating Circumstance** - Examples are: personal injury or illness, serious illness or death within the immediate family, or other circumstance beyond the reasonable control of the student.
- **Supporting Documentation** - Examples could include: an obituary notice, divorce decree, an accident report, or a letter from a physician, attorney, social services agency, etc.
- **Financial Aid Warning** - "A status assigned to a student who fails to make satisfactory academic progress at an institution that evaluates academic progress at the end of each payment period" (semester).
- **Financial Aid Probation** - "A status assigned by an institution to a student who fails to make satisfactory academic progress and who has appealed and has had eligibility for aid reinstated." A student in this status "may not receive title IV, HEA program funds for the subsequent payment period unless the student makes satisfactory academic progress or the institution determines that the student met the requirements specified by the institution in the academic plan for the student."
- **Academic Plan** - A plan developed through the SAP Appeal Process which will lead a student to qualify for further title IV, HEA program funds.
- **Financial Aid Suspension** - The status assigned upon failing to meet the minimum SAP standards or the terms of a probationary status. Students in this status are not eligible to receive title IV, HEA assistance.

For more information, please contact the college Financial Aid Office.

### Refunds and Repayments

In accordance with federal regulations (CFR 668.22), a student may be required to repay federal financial aid funds if they completely withdraw, are withdrawn, or fail to earn a passing grade from all classes during a semester. Further information is available at the college Office of Student

## POLICIES AND PROCEDURES

Financial Aid. This could affect a student's ability to receive Financial Aid in the future at any school. For a student receiving Financial Aid, also see Appendix S-7 for Withdrawal procedures.

### Award Amount and Level of Enrollment

Award amount is determined, in part, on the level of enrollment. Federal student aid recipients are advised to register at the same time for all classes they intend to take during a semester to maximize award. Some federal aid may not be awarded for classes added at a later date. Contact the college Office of Student Financial Aid for more information. If you are receiving federal financial aid it is important to read the information below prior to making a decision to withdraw.

### Treatment of Title IV Aid When a Student Withdraws

The law specifies how your school 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, Academic Competitiveness Grants, National SMART grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

When you withdraw during your payment period or period of enrollment (you may contact the Financial Aid office to define these for you and tell you which one applies) 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 your school or parent 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 the school 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 your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, 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. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school 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). The school 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.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before

you withdraw, you will not receive any FFEL or Direct loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent receives on your behalf) excess Title IV program funds that must be returned, your school 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. The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time. 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 must make arrangements with your school 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 your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. You can view the tuition refund policy and requirements and procedures for withdrawing from school at [www.maricopa.edu/publicstewardship/governance/adminreg/s/students/2\\_2.php](http://www.maricopa.edu/publicstewardship/governance/adminreg/s/students/2_2.php)

### VETERANS SERVICES (AR 2.9)

The Maricopa Community Colleges' veterans' services offices act as liaisons with the Department of Veterans Affairs. Each program must be approved by the State of Arizona Department of Veterans' Services. 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. Students applying for veteran's educational benefits should allow eight to ten weeks before receiving benefits. The amount of benefits awarded is determined by the Department of Veterans Affairs, and is based on the number of credit hours or clock hours for which a student is enrolled and the length of the enrollment period for each course.

Veteran's benefits available:

- Chapter 30 - Montgomery GI Bill
- Chapter 31 - Vocational Rehabilitation (separately served through the local VA office)
- Chapter 32 - VEAP Program
- Chapter 35 - Survivors and dependents of deceased/100% disabled veterans
- Chapter 1606 - Montgomery GI Bill, Selected Reserve

It is the student's responsibility to notify the office that serves veterans at their campus regarding any change in enrollment, address, program of study, enrollment at another institution,

## POLICIES AND PROCEDURES

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.

### Academic Progress Policy for Students Receiving Veteran's Educational Benefits

Credit Hours for Which Grade Points are Computed at Resident Maricopa Community College (A, B, C, D, F, and Y)	Minimum Grade Point Average Required
12-15	1.60
16-30	1.75
31-45	1.90
46 +	2.00

Department of Veterans Affairs regulations require that all persons using any type of veteran educational assistance program be making satisfactory academic progress toward achievement of their educational objective (program of study). A student who does not meet the minimum standards (see above) will be placed on probation for a maximum of two (2) consecutive semesters. At this point, if satisfactory academic progress has not been demonstrated, veteran educational benefits will 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 office that serves veterans at your campus.

For additional details and information regarding veteran's educational benefits, contact the office that serves veterans at your campus.

## SCHOLASTIC STANDARDS

### ACADEMIC LOAD (AR 2.3.1)

Students carrying at least twelve (12) credit hours will be considered full-time students for the fall and spring semesters. Three-quarter-time is 9 - 11.9 credit hours. Half-time is 6 - 8.9 credit hours. Fewer than six (6) credit hours is considered less than half-time. Academic load for summer and special terms may be defined differently. Contact the Admissions and Records Office/Office of Student Enrollment Services for clarification. As provided in the Reduced Course Load administrative regulation, a student may be deemed a full-time student carrying fewer than twelve credit hours pursuant to an accommodation of a disability.

Courses may vary in length, and begin and end throughout the year. A credit hour indicates the value of an academic credit. Standards for the awarding of credit hours may be time based or competency based. To obtain credit, a student must be properly registered and must pay fees for the course. The fall and spring semesters are typically sixteen (16) weeks in length. Summer sessions are typically five or eight weeks in length.

Students desiring to take more than eighteen (18) credit hours must obtain approval from the designated college official.

Ordinarily, only students with a grade point average of 3.0 or higher for the preceding semester or first semester students who were in the upper quarter of their high school graduating class are permitted to carry more than eighteen (18) credit hours.

Students participating in extra-curricular or co-curricular activities or receiving financial assistance may be required to maintain a specified minimum academic load.

Students who are working, have considerable extra-curricular or co-curricular activities, or have been reinstated from academic suspension/probation should plan their academic load accordingly.

### Schedule Changes

Students may change their schedule by following the designated procedures at their college of enrollment. It is the student's responsibility to notify the college if he/she will no longer be attending the class (see Appendix S-7 for Withdrawal Procedures).

### ATTENDANCE (AR 2.3.2)

- Only persons who are registered for a class at any of the Maricopa Community Colleges may attend that class. Attendance requirements are determined by the course instructor. Students who do not meet the attendance requirement as determined by the course instructor may be withdrawn.
- Students who fail to attend the first scheduled class meeting, or to contact the instructor regarding absence before the first scheduled class meeting may, at the option of the instructor, be withdrawn.
- At the beginning of each course, each faculty member will provide students with written attendance requirements. It is the student's responsibility to consult with the instructor regarding official or unofficial absences. Absences begin to accumulate with the first scheduled class meeting.
- Students bear the responsibility of notifying the Admissions and Records Office/Office of Student Enrollment Services when they discontinue studies in a course or at the college. Please refer to Appendix S-7 for Withdrawal Procedures.

#### 1. Official Absences

- A. Official absences are those that occur when students are involved in an official activity of the college, i.e., field trips, tournaments, athletic events, and present an official absence excuse form. Absences for such events shall not count against the number of absences allowed by an instructor or department. Students who must miss a class for an official reason must obtain an official absence verification card from the appropriate vice president or designee and present it to the appropriate instructor(s) before the absence. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.
- B. Other official absences include jury duty and subpoenas. Appropriate documentation will be required. Prior arrangements must be made with each instructor for make-up work. If prior

## POLICIES AND PROCEDURES

arrangements have been made, the student will not be penalized.

- C. In the event of military commitments. Absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. The student is required to provide appropriate documentation of the specific orders, length of assignment and location. Prior notification must be initiated with each instructor to discuss make-up work. If the length of the absence will be longer than one week, the instructor and the student will determine whether there is sufficient opportunity for the student to make up the work. If it is determined that the length of absence for the military commitment provides an undue hardship on the student's ability to make up the assignments, he or she will be provided an opportunity to request an incomplete grade or drop the class or, in the case of open-entry classes, the opportunity to request an extension.
- D. In the event of the death of an immediate family member, absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. Students should contact instructor(s) as soon as possible to arrange for make-up work. Appropriate documentation will be required (for example, a copy of the obituary or funeral program). In specialized programs that require clinical rotations, this regulation may not apply.

### 2. Religious Holidays

Students shall have the right to observe major religious holidays without penalty or reprisal by any administrator, faculty member or employee of the Maricopa Community Colleges. Absences for such holidays shall not count against the number of absences allowed by an instructor or department. At least one week before the holiday, students shall submit to their instructor(s) a written statement that includes both the date of the holiday and the reason why class attendance is impossible. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.

## GRADING (AR 2.3.3)

### 1. Policy

It is the policy of the Maricopa Community Colleges that a grade will be assigned at the conclusion of the course. Official grades are available on designated college web sites.

### Grade Key

A	Excellent	4 grade points per credit hour
B	Above Average	3 grade points per credit hour
C	Average	2 grade points per credit hour
D	Passing	1 grade point per credit hour
F	Failure	0 grade points per credit hour
I	Incomplete	Not computed in grade point average
IP	Course in Progress	Not computed in grade point average
N	Audit	Not computed in grade point average
P*	Credit	Not computed in grade point average
W	Withdrawn, passing	Not computed in grade point average
Y	Withdrawn, failing	0 grade points per credit hour
Z	No Credit	Not computed in grade point average

\* A "P" is judged to be equivalent to a grade of C or higher.

### 2. Incomplete Grade

- A. Students who are doing acceptable work may request an incomplete grade "I" if they are unable to complete the course requirements by the end of the term because of illness or other extenuating circumstances. If the request is approved by the instructor, he or she shall define, in a written/electronic contract, how the course will be completed.
- B. Students must complete the requirements within the time period agreed to--maximum time allowed is seven (7) months from the last date of class in which the grade of incomplete was assigned. Students who do not complete the requirements within seven (7) months will have their grade recorded in accordance with the written contract. Students should NOT reregister for the course to complete the contract.

### 3. Repeating a Course/Improving a Grade

To improve a previously earned grade, students may repeat the course up to three times after the initial attempt to improve a grade. (A "W" or "Y" is not considered an attempt.) Students planning to repeat a course should seek advisement prior to enrolling. The lower grade(s) for repeated courses will automatically be excluded from the grade point calculation. All enrollments in a course will appear on the transcript. Check individual courses and programs for exceptions.

### 4. Credit/No Credit Courses (P/Z)

- A. Some courses may be taken under a credit/no credit grading system. These courses carry grades of P (credit, equivalent to a grade of C or higher) or Z (no credit) and are not computed in the student's grade point average. Credits earned with a grade of P may be counted toward graduation with the exception of AGECE (Arizona General Education Curriculum).
- B. The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See "Important Deadlines for Students".

## POLICIES AND PROCEDURES

- C. In courses with credit/no credit (P/Z) grading, the student may request standard grading (A, B, C, D, F), within fourteen (14) days including the date of the first class meeting. The instructor must immediately notify the Admissions and Records Office/Office of Student Enrollment Services.
- D. In courses with standard grading (A, B, C, D, F), the instructor determines if the credit/no credit option is available. If the option is available, the student must obtain the permission of the instructor. The instructor must notify the Admissions and Records Office/Office of Student Enrollment Services within fourteen (14) days including the day of the first class meeting.
- E. It is the student's responsibility to verify the transferability of credit/no credit courses. Some universities place a limitation on the number of credit/no credit courses that can be transferred.

**Advisory note:** Some institutions outside the Maricopa Community Colleges may translate the Z grade as failing.

### 5. Audit Courses

- A. Auditors are those who enroll in a course for the sole purpose of obtaining information; they receive no credit, grades, homework, or tests. If an auditor wishes to earn credit, he or she must change from audit status to credit status within the first week. If a student wishes to audit a course for which he or she is enrolled for credit, the change must be made within the first five (5) weeks of a semester. Auditors are subject to the same attendance policies as other students and must meet the same prerequisite requirements or obtain approval of the instructor. See the fee schedule for charges. Financial aid is not available for audited courses.
- B. The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly and appear in the "Important Deadlines for Students".

### 6. Important Deadlines for Students (See Table 1, following page)

## ACADEMIC PROBATION (PROGRESS) (AR 2.3.4)

### 1. Probation

A student will be placed on academic probation if, after completion of twelve (12) or more credit hours, the student's cumulative grade point average is less than:

Credit Hours for Which Grade Points are Computed at Resident Maricopa Community College (A, B, C, D, F, and Y)	Minimum Grade Point Average Required
12-15	1.60
16-30	1.75
31-45	1.90
46 +	2.00

(Students should also be aware that graduation requires a cumulative minimum grade point average of 2.00).

Students on academic probation may take no more than twelve (12) credit hours per semester unless approved by the Admissions and Standards Committee.

### 2. Continued Probation

A student on academic probation who fails to raise the cumulative grade point average to the required minimum standards (see above) will be placed on continued probation and may be limited to taking six (6) credit hours. Regulations regarding continued probation do not apply to the summer session. Credit hours earned in summer sessions will be included in the cumulative grade point average.

## INSTRUCTIONAL GRIEVANCE PROCESS (AR 2.3.5 & Appendix S-6)

A student who feels that he or she has been treated unfairly or unjustly by a faculty member with regard to an academic process such as grading, testing, or assignments, has the right to appeal according to the approved procedures.

The appeal process for grades expires one year from the date the grade was issued. Steps outlining the process are available in Appendix S-6.

### Appendix S-6: Instructional Grievance Process

A student who feels that he/she has been treated unfairly or unjustly by a faculty member (full-time or part-time) with regard to an academic process such as grading, testing or assignments, should discuss the issue first with the faculty member involved. This conference should be requested by the student within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.

This instructional grievance process should not be utilized in a case in which a student feels he/she has experienced discrimination. If the student feels that he/she has experienced discrimination on the basis of race, color, religion, national origin, gender, age, disability, veteran status, or sexual orientation, the student should refer to the Discrimination Complaint Procedures for Students as administered by the Vice President for Student Affairs.

Steps for students to follow:

1. If, within ten (10) working days of the request for the conference with faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing a written complaint with the Department/Division Chairperson and appropriate administrative officer at the college/center. This written complaint must be filed within ten working days following the previous deadline. The written complaint will be given to the faculty member five days before any official meetings are convened.
2. Upon receipt of a written complaint, the Department/Division Chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. The faculty may ask that the College Faculty Senate President be in attendance. Every attempt will be made to maintain confidentiality during this process. A faculty member will not be required to respond to a complaint which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written complaint will be made available to the faculty

## POLICIES AND PROCEDURES

**Table 1**

<b>IMPORTANT DEADLINES FOR STUDENTS</b>						
Deadlines are based on calendar days and begin with the first day of class. Deadlines that fall on a weekend or holiday advance to the next college work day.						
Class Length	Deadline for Students to Withdraw with Guaranteed Grade of W	Deadline for Students to Withdraw From a Course (Instructor Signature Required)	Deadline for Students to Request Complete Withdrawal	Deadline to Change Type of Grading (A-F to P/Z, or P/Z to A-F)	Deadline to Change from Audit Grade to Credit Grade	Deadline to Change from Credit Grade to Audit Grade
One Week or less (1 to 7 days)	1st Day of Class	1st Day of Class or Prior to the Last Day of Class	1st Day of Class or Prior to the Last Day of Class	1st Day of Class	1st Day of Class	1st Day of Class
Two Weeks (8 to 14 days)	3rd Calendar Day	6th Calendar Day	6th Calendar Day	1st Day of Class	1st Day of Class	3rd Calendar Day
Three Weeks (15 to 21 Days)	6th Calendar Day	12th Calendar Day	12th Calendar Day	2nd Calendar Day	1st Day of Class	5th Calendar Day
Four Weeks (22 to 28 days)	9th Calendar Day	17th Calendar Day	17th Calendar Day	3rd Calendar Day	2nd Calendar Day	7th Calendar Day
Five Weeks (29 to 35 days)	12th Calendar Day	23rd Calendar Day	23rd Calendar Day	4th Calendar Day	2nd Calendar Day	9th Calendar Day
Six Weeks (36 to 42 days)	14th Calendar Day	29th Calendar Day	29th Calendar Day	5th Calendar Day	3rd Calendar Day	11th Calendar Day
Seven Weeks (43 to 49 days)	17th Calendar Day	35th Calendar Day	35th Calendar Day	5th Calendar Day	3rd Calendar Day	12th Calendar Day
Eight Weeks (50 to 56 days)	20th Calendar Day	41st Calendar Day	41st Calendar Day	6th Calendar Day	3rd Calendar Day	15th Calendar Day
Nine Weeks (57 to 63 days)	23rd Calendar Day	46th Calendar Day	46th Calendar Day	7th Calendar Day	4th Calendar Day	17th Calendar Day
Ten Weeks (64 to 70 days)	26th Calendar Day	52nd Calendar Day	52nd Calendar Day	8th Calendar Day	4th Calendar Day	19th Calendar Day
Eleven Weeks (71 to 77 days)	29th Calendar Day	58th Calendar Day	58th Calendar Day	9th Calendar Day	5th Calendar Day	21st Calendar Day
Twelve Weeks (78 to 84 days)	32nd Calendar Day	63rd Calendar Day	63rd Calendar Day	10th Calendar Day	5th Calendar Day	23rd Calendar Day
Thirteen Weeks (85 to 91 days)	35th Calendar Day	70th Calendar Day	70th Calendar Day	10th Calendar Day	5th Calendar Day	25th Calendar Day
Fourteen Weeks (92 to 98 days)	38th Calendar Day	76th Calendar Day	76th Calendar Day	11th Calendar Day	6th Calendar Day	27th Calendar Day
Fifteen Weeks (99 to 105 days)	41st Calendar Day	82nd Calendar Day	82nd Calendar Day	12th Calendar Day	6th Calendar Day	28th Calendar Day
Sixteen Weeks or more (106 or more days)	End of the seventh week	Two weeks before the last class period	Two weeks before the last class period	Within 14 days including the first class period	Within first week of class	Within first five weeks

Deadlines are based on calendar days and begin with the first day of class.  
Deadlines that fall on a weekend or holiday advance to the next college work day.

## POLICIES AND PROCEDURES

member.

3. If the grievance is not resolved at this level within ten working days, the student should forward to vice president of academic affairs or designee, a copy of the original written complaint with an explanation regarding action taken at each prior level. The dean of instruction or appropriate college/ center administrative officer will meet with the student, faculty member, the College Faculty Senate President if requested by the faculty member, and Department/Division Chair and attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.
4. If the grievance, other than those concerning grades, is not resolved by the vice president of academic affairs or designee, it may be forwarded in writing by the student to the college president for final resolution. The college president or designee will issue a final written determination in the grievance process.

**Note:** The appeal process for grades expires one year from the date the grade was issued.

### WITHDRAWAL (AR 2.3.6)

To withdraw from a course or courses from the college, students must follow approved procedures (See Appendix S-7). The Office of Admissions and Records provides information about the withdrawal process. The official date of withdrawal is the date the withdrawal is received in the Admissions and Records Office/Office of Student Enrollment Services.

Never attending is not an allowable refund exception or an excuse of the debt incurred through registration. Please see the refund policy.

### STUDENT AND FACULTY WITHDRAWAL PROCEDURES (Appendix S-7)

#### Student Withdrawal Procedures

##### 1. Withdrawal from Specific Courses

A student may officially withdraw from specific courses in the following ways:

- A. Through the 7th week\*, a student may initiate an official withdrawal from any course by completing the withdrawal process online using the student self service system or by submitting a course withdrawal form to the Admissions and Records Office/Office of Student Enrollment Services in accordance with the published deadlines. A grade of W (withdrawn, passing - not computed in the grade point average) will be assigned.
- B. After the 7th week\*, a student must initiate a withdrawal request with the faculty member. If, after consultation with the student, the faculty member approves the request, a grade of W (withdrawn, passing--not computed in the grade point average) or Y (withdrawn, failing--computed in the grade point average as a failing grade) will be assigned. If the request is not approved, the student will remain in the course.
- C. A student has the right to appeal a withdrawal decision according to the approved procedures. Steps outlining the process are available in Appendix S-6.

\*The prescribed time limits are for full semester classes. Time

*limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See Important Deadlines for Students. Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. Refunds will only be processed within the refund period.*

##### 2. Complete Withdrawal from College

Students electing to withdraw from the college must contact the Admissions and Records Office/Office of Enrollment Services no later than two weeks\* before the end of the last class meeting and may be required to file a written request.

A grade of W will be assigned in all courses for students who withdraw by the end of the 7th week\* of classes. Withdrawals completed after this time will result in a grade of W (withdrawn, passing - not computed in the grade point average) or Y (withdrawn, failing - computed in the GPA as a failing grade).

*\*The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See Important Deadlines for Students. Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. Refunds will only be processed within the refund period.*

##### 3. Withdrawal of Financial Aid Students

In accordance with federal regulations (34CFR 668.22), a student may be required to repay federal financial aid funds if they completely withdraw or are withdrawn, or fail to earn a passing grade from all classes during a semester. Further information is available at the college Office of Student Financial Aid. This could affect a student's ability to receive Financial Aid in the future at any school.

### FACULTY WITHDRAWAL PROCEDURES

A faculty member has the option of withdrawing a student who has accumulated unofficial absences in excess of the number of times indicated in that faculty member's attendance policy in the course syllabus (see AR 2.3.2). Students withdrawn for excessive absences may be reinstated only with the approval of the faculty member. A grade of W will be assigned through the 7th week\*. After the 7th week\*, a grade of W or Y will be assigned. Faculty members electing to withdraw students must record the withdrawal through the online system, including last date of attendance and withdrawal code.

*\*The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See Important Deadlines for Students. Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. Refunds will only be processed within the refund period.*

### ACADEMIC RENEWAL (AR 2.3.7)

Students who are returning to this college after a separation of five (5) years or more from the Maricopa Community College District, may petition for academic renewal. The request must be in writing and submitted to the Admissions and Records Office/Office of Student Enrollment Services at the college where the grades were earned.

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Academic renewal at one of the Maricopa Community Colleges does not guarantee that colleges outside the Maricopa Colleges will accept this action. Acceptance of academic renewal is at the discretion of the receiving institution.

1. Prior to petitioning for academic renewal, the student must demonstrate a renewed academic performance by earning a minimum of twelve (12) credit hours and a cumulative grade point average of 2.5 or higher within Maricopa Colleges after reenrollment.
2. Upon approval, all courses taken prior to reenrollment with a grade of "A," "B," "C," "D," "F," and "Y" will be annotated as academic renewal on the student's permanent record. All course work affected by academic renewal will not be computed in the grade point average. Courses with grades "A," "B," or "C" will have the associated credit hours counted in the total credit hours earned. Such credit will not be computed in the grade point average.
3. All course work will remain on the student's permanent academic record, ensuring a true and accurate academic history.
4. The academic renewal policy may be used only once at each college and cannot be revoked once approved.
5. Students who have been granted Academic Renewal must also meet the Financial Aid Standards of Academic Progress if they wish to receive financial aid.

### HONORS PROGRAM (AR 2.3.8)

Each of the Maricopa Community Colleges has an honors program. Interested students should contact the college honors coordinator for information about the program and available scholarships, including the Chancellor's, Foundation's, and President's Scholarships.

### President's Honor List

The President's Honor List for each college consists of all students who complete twelve (12) or more credit hours in residence in courses numbered 100 or higher in a given semester with a college semester grade point average of 3.75 or higher.

## GENERAL GRADUATION REQUIREMENTS (AR 2.3.9)

**Note:** Also see "Catalog Under Which a Student Graduates" (AR 2.2.5)

All students are required to complete the degree and/or certificate requirements as approved by the MCCCD Governing Board. The college reserves the right to make necessary course and program changes in order to meet current educational standards. In addition, students must:

1. be credited in the Admissions and Records Office/Office of Student Enrollment with not fewer than: 60 semester credit units in courses numbered 100 or above for the Associate in Arts degree, Associate in Science degree, Associate in Transfer Partnership degree, and Associate in General Studies degree; 60 semester credit units for the Associate in Applied Science degree; 62 semester credits for the Associate in Business degrees. For specific certificate programs, be credited with not fewer than the minimum total of credit units required for the certificate program. Students not continuously enrolled,

as outlined in the Catalog Under Which a Student Graduates policy, must satisfy current graduation requirements.

2. have earned a minimum of 12 semester credit units toward the degree or certificate at the district college granting the degree or certificate. The 12 hours in the AAS degree curricula may be in the Required Courses area and/or Restricted Electives courses. Courses from the General Education Core and Distribution area are excluded. In cases where the certificate requires fewer than 12 credit units, a minimum of six credit units must be completed at the college awarding the certificate. The minimum of six credit hours in the certificate or degree curricula may be in the Required Courses area and/or the Restricted Electives. Courses from the General Education Core and Distribution areas are excluded. Shared Programs are programs offered at multiple colleges but not available at all colleges. The requirements are identical at all the colleges offering the program. A shared program requires a minimum of six credit hours from the total program requirements to be completed with a grade of "C" or better at the college awarding the certificate or degree. The exception is the Nursing program. For those shared programs with less than six credit hours, the total hours for the program must be completed at the college awarding the certificate.
3. have filed an application for the degree or certificate with the Admissions and Records Office/Office of Student Enrollment Services on the date determined by the college/center. Students must apply for graduation from the college where they have successfully completed Block 4 of the Associate in Applied Science in Nursing.
4. have a minimum cumulative grade point average of 2.000 at the college granting the degree.
5. have a minimum cumulative grade point average of 2.000 in all courses used to fulfill degree requirements. Some specific programs have higher grade requirements. It is the student's responsibility to be aware of these program requirements.
6. have removed, thirty (30) days after the anticipated graduation date, all deficiencies on the record to use those courses toward program completion.
7. have removed any indebtedness to any MCCCD college /center.
8. have paid required degree or certificate application fee.

See fee schedule for charges.

See Graduation with Honors for information on honors designation.

### Certificates/Degrees

The Maricopa Community Colleges offer Certificates of Completion as well as Associate Degrees, one of which is conferred on each student who has completed a program of study. These certificates and degrees are as follows: (1) Certificate of Completion (Career Program Specified); (2) Academic Certificate; (3) General Education Certificate; (4) Associate in Arts; (5) Associate in Science; (6) Associate in Business; (7) Associate in General Studies; (8) Associate in Transfer Partnership; (9) Associate in Applied Science (Career Program Specified).

## **POLICIES AND PROCEDURES**

All candidates for a degree and/or certificate must complete the General Graduation Requirements as approved by the MCCCDC Governing Board.

All students are urged to meet with a faculty advisor, program advisor or counselor as soon as possible to determine which program meets their needs and to plan their course of study.

### **Graduate Guarantee Policy**

The Governing Board believes so strongly in the quality of its colleges' occupational training programs that it guarantees graduate competence.

1. Graduation from an Associate of Applied Science (AAS) is designed to prepare a person for entry-level employment in a specific career field. A graduate's ability to perform approved program competencies will be judged by employers. Should the employer of a graduate who has earned an AAS Degree find the employee lacking in the technical skills normally expected of an entry-level employee in the specific career field for which that graduate prepared, the District will provide the graduate with up to the equivalent of twelve (12) credit hours of retraining for no additional tuition.
2. Because technical occupations change rapidly, initial employment in an AAS Degree-related field must occur within one year of graduation from the AAS Degree program in question.

Retraining needs to occur as cost effectively as possible. The graduate's employer must present a list of the graduate's skill deficiencies to the appropriate vice president or designee at the graduate's alma mater. All retraining will be completed in a reasonable time as agreed to by the employer, the student, and the college.

### **Licensure Disclaimer**

Maricopa Community Colleges courses and programs prepare students for entry into a variety of professions. Many of these professions require that a person hold an occupational license or certificate in order to work in a particular field. Typically, a person must meet certain legal requirements before obtaining such a license or certificate. These requirements are established by county, state or federal agencies, and often are based on a person's character, or whether the person has been convicted of a criminal offense. It is possible for a student who has obtained a degree or certificate from a community college to be denied the right to work in a particular profession after completing the degree or certificate because of concerns over the student's character or criminal background. Any student preparing to enter a field for which a professional license or certificate is required is strongly advised to consult with the appropriate government agency that issues such credentials. That agency can provide the student complete information about any requirements the law imposes for working in a particular occupation.

### **MCCCDC General Education Statement**

The general education core of the program of study for an associate degree or a certificate helps students develop a greater understanding of themselves, of their relationship with others, and of the richly diverse world in which they live. The general education experience provides students with opportunities to explore broad areas of commonly held

knowledge and prepares them to contribute to society through personal, social, and professional interactions with others. General education fosters students' personal development by opening them to new directions, perspectives, and processes.

Through its general education requirements, the Maricopa County Community College District is committed to helping students develop qualities and skills that will serve them throughout their lives. General education opportunities encourage students to:

- Build self-awareness, self-respect, and self-confidence
- Recognize and respect the beliefs, traditions, abilities, and customs of all people and all cultures
- Consider the local, global, and environmental impacts of personal, professional, and social decisions and actions
- Access, evaluate, analyze, synthesize, and use information wisely
- Communicate effectively personally, socially, and professionally
- Think critically, make informed decisions, solve problems, and implement decisions
- Consider the ethical implications of their choices
- Value the learning process throughout their lives
- Integrate and connect ideas and events in a historical perspective, and see relationships among the past, the present, and the future
- Develop a personal sense of aesthetics
- Use technological resources appropriately and productively
- Work cooperatively and respectfully with others to serve their communities

The general education experience at MCCCDC is composed of specific elements across the curriculum designed to provide the learner with essential knowledge and skills:

- Communication
- Arts and Humanities
- Numeracy
- Scientific Inquiry in the Natural and Social Sciences
- Information Literacy
- Problem-Solving and Critical Thinking
- Cultural Diversity

### **General Education Designations**

**(example: (FYC), [SB], [HU], etc.)**

Effective fall 2000 the course evaluation and/or general education designation as listed in the Arizona CEG (Course Equivalency Guide) within the Arizona Course Applicability System (AZCAS) is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both MCCCDC and the institutions to which MCCCDC students transfer, students have the option to petition for general education evaluations and/or general education designations.

The college reserves the right to make necessary course and program changes in order to meet current educational standards.

## POLICIES AND PROCEDURES

### CATALOG UNDER WHICH A STUDENT GRADUATES (AR 2.2.5)

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 & Earned Course Credit at a Public Community College or University	Fall '05 (Active)
Continued at a Public Community College	Spring '06, Fall '06 (Active)
College Transferred to a University	Spring '07 (2005 or Any Subsequent Catalog)

#### EXAMPLE B

Admitted & Earned Course Credit at a Public Community College or University	Fall '02 (Active)
Enrolled But Earned All Ws, Zs, or Fs	Spring '03 (Inactive)
Enrolled in Audit Courses Only	Fall '03 (Inactive)
Nonattendance	Spring '04 (Inactive)
Transferred to a University	Fall '04 (2004 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.

#### EXAMPLE A

Admitted & Earned Course Credit at a Public Community College or University	Fall '02 (Active)
Nonattendance	Spring '03, Fall '03, Spring '04 (Inactive)

Readmitted & Earned Course Credit at a Public Community College	Fall '04 (Active)
Transferred to a University	Spring '05 (2004 or Any Subsequent Catalog)

#### EXAMPLE B

Admitted & Earned Course Credit at a Public Community College or University	Fall '02 (Active)
Nonattendance	Spring '03 (Inactive)
Readmitted & Earned Course Credit at a Public Community College	Summer '03 (Active)
Nonattendance	Fall '03, Spring '04 (Inactive)
Transferred to a University	Fall '04 (2002 or Any Subsequent Catalog)

\*Students are not obligated to enroll and earn course credit during summer terms, but summer enrollment may be used to maintain continuous enrollment status.

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 & Earned Course Credit at a Public Community College or University	Summer '04 (Active)
Continued at a Public Community College	Fall '04, Spring '05 (Active)
Nonattendance	Fall '05 (Inactive)
Readmitted & Earned Course Credit at a Public Community College	Spring '06 (Active)
Transferred to a University	Summer '06 (2004 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.

The college reserves the right to make necessary course and program changes in order to meet current educational standards.

### TRANSCRIPTS FOR TRANSFER (AR 2.3.10)

The transcript is issued upon written request only. Those students who want to transfer to other institutions of higher education, including other Maricopa Community Colleges, must request their transcript be sent from the Admissions and Records Office/Office of Student Enrollment Services. However, transcripts may be shared within the Maricopa Community College District without the written request of the student in compliance with FERPA.

Official transcripts will not be issued to students having outstanding debts to any of the Maricopa Community Colleges. The release of transcripts is governed by the guidance of the Family Education Rights and Privacy Act of 1974 (see Records Policy in the Student Rights and Responsibilities section of this manual). There is no charge for unofficial transcripts, or for official transcripts sent between Maricopa Community Colleges. See the Tuition and Fee Schedule for charges for other official transcripts.

## COLLEGE ENVIRONMENT

### SEXUAL HARASSMENT POLICY (AR 2.4.4 & 5.1.8-5.1.16)

**SEXUAL HARASSMENT POLICY FOR EMPLOYEES AND STUDENTS (AR 2.4.4)** See the EEO/AA Section of the Administrative Regulations (AR 5.1.8).

### SEXUAL HARASSMENT POLICY FOR EMPLOYEES AND STUDENTS (AR 5.1.8)

The policy of the Maricopa County Community College District (MCCCD) is to provide an educational, employment,

## **POLICIES AND PROCEDURES**

and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law.

Sexual harassment by and between, employees; students; employees and students; and campus visitors and students or employees, is prohibited by this policy.

Violations of this policy may result in disciplinary action up to and including termination for employees; sanctions up to and including suspension or expulsion for students; and appropriate sanctions against campus visitors.

This policy is subject to constitutionally protected speech rights and principles of academic freedom. Questions about this policy may be directed to the MCCC EEO/Affirmative Action Office.

### **EXAMPLES OF POLICY VIOLATIONS (AR 5.1.9)**

It shall be a violation of MCCC's Sexual Harassment Policy for any employee, student or campus visitor to:

1. Make unwelcome sexual advances to another employee, student or campus visitor;
2. Make unwelcome requests for sexual favors, whether or not accompanied by promises or threats with regard to the employment or academic relationship;
3. Engage in verbal or physical conduct of a sexual nature with another employee, student or campus visitor, that may threaten or insinuate, either explicitly or implicitly, that the individual's submission to, or rejection of, the sexual advances will in any way:
  - A. Influence any personnel decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development; or
  - B. Influence his or her grades, participation in or access to academic programs, class standing or other educational opportunities;
4. Engage in verbal or physical conduct of a sexual nature that:
  - A. Has the purpose or effect of substantially interfering with an employee's ability to do his or her job; or with a student's ability to learn or participate in a class; or
  - B. Which creates an intimidating, hostile or offensive work or academic environment;
5. Commit any act of sexual assault or public sexual indecency against any employee or student whether on MCCC property or in connection with any MCCC-sponsored activity;
6. Continue to express sexual interest in another employee, student or campus visitor after being informed or on notice that the interest is unwelcome (reciprocal attraction is not considered sexual harassment);
7. Engage in other sexually harassing conduct in the workplace or academic environment, whether physical or verbal, including, but not limited to, commentary about an individual's body (or body parts), sexually degrading words to describe an individual, sexually offensive comments, sexually suggestive language or jokes, innuendoes, and sexually suggestive objects, books, magazines, computer software, photographs, cartoons or pictures.

### **ADDITIONAL POLICY VIOLATIONS (AR 5.1.10)**

Supervisors, managers, administrators and faculty who disregard or fail to report allegations of sexual harassment (whether reported by the person who is the subject of the sexual harassment or a witness) are in violation of this policy.

### **RESPONSIBILITY FOR POLICY ENFORCEMENT (AR 5.1.11)**

Employees and students must avoid offensive or inappropriate sexual and/or sexually harassing behavior at work or in the academic environment.

Employees and students are encouraged (but not required) to inform perceived offenders of this policy that the commentary/conduct is offensive and unwelcome.

### **COMPLAINTS (AR 5.1.12)**

#### **1. Employees**

Employees who experience sexual harassment at work (by a supervisor, co-employee, student or visitor) are urged to report such conduct to the direct attention of their supervisor, their college president or to the Maricopa Community Colleges Equal Employment Opportunity/Affirmative Action Office. If the complaint involves the employee's supervisor or someone in the direct line of supervision, or if the employee for any reason is uncomfortable in dealing with his or her immediate supervisor, the employee may go directly to the Maricopa Community Colleges EEO/AA Office.

#### **2. Students**

Students who experience sexual harassment in the academic environment (by a faculty member, administrator, campus visitor or other student) are urged to report such conduct to the vice president of student affairs or designee at each individual campus. A student may also contact the MCCC EEO/AA Office to obtain the name and phone number of the college official designated to respond to sexual harassment complaints.

#### **3. General - Applicable to Both Employees and Students**

Complaints will be investigated according to procedures established by the MCCC EEO/AA Office. Copies of these procedures may be obtained in the college president's office, Office of the Vice President of Student Affairs and the MCCC EEO/AA Office.

The college/center/MCCC will investigate all complaints as professionally and expeditiously as possible.

Where investigation confirms the allegations, appropriate responsive action will be taken by the college/center/MCCC.

### **CONFIDENTIALITY (AR 5.1.13)**

Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with MCCC's legal obligation to investigate and resolve issues of sexual harassment.

### **VIOLATIONS OF LAW (AR 5.1.14)**

An employee or student may be accountable for sexual harassment under applicable local, state, and/or federal law, as well as under MCCC policy. Disciplinary action by MCCC may proceed while criminal proceedings are pending and will not be subject to challenge on the grounds that

## **POLICIES AND PROCEDURES**

criminal charges involving the same incident have been dismissed or reduced.

### **FALSE STATEMENTS PROHIBITED (AR 5.1.15)**

Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge, will be subject to appropriate disciplinary action, up to and including, employment termination or academic dismissal.

### **RETALIATION PROHIBITED (AR 5.1.16)**

Retaliation against an employee or student for filing a sexual harassment complaint, or participating in the investigation of a complaint, is strictly prohibited. MCCCCD will take appropriate disciplinary action, up to and including employment termination or academic dismissal if retaliation occurs.

### **EMISSIONS CONTROL COMPLIANCE (AR 2.4.6)**

Pursuant to ARS §15-1444 C. no vehicle shall be allowed to park in any college parking lot unless it complies with ARS §49-542 (the annual vehicle emissions inspection program). At the time of course registration, every out-of-county and out-of-state student will be required to sign an affidavit stating that the student's vehicle meets the requirements of ARS §49-542. Vehicles that are not in compliance are subject to being towed at the owner's expense.

### **PETITION SIGNATURE SOLICITATION (AR 2.4.8)**

1. This regulation shall govern access to college premises by representatives who wish to solicit signatures on petitions for the purpose of submission of a ballot proposition to voters, or nomination of a candidate for elective office, in a city-, county-, or state-wide election.
2. Each college president shall designate general hours of accessibility for solicitation and a location on college premises where all representatives on behalf of any candidate or ballot proposition may solicit signatures. The location shall be in a common area where the solicitation will not serve as an obstruction to student activities or otherwise disrupt the college environment.
3. All solicitation must take place in designated areas. Standard space may include one or two tables and chairs. Campus restrictions regarding amplification will apply. Representatives may not distribute or make available to students, employees, or college visitors any tangible item, except for informational literature about the proposed candidate or ballot initiative.
4. Representatives shall notify the designated official at each college or center for their intent to be present on college premises no fewer than three working days prior to soliciting signatures. Upon obtaining authorization, representatives shall be provided a written version of this regulation.

Specific procedures on how to implement the Petition Signature regulation can be found in Appendix S-14.

### **SOLICITATION (AR 2.4.9)**

#### **1. Definitions**

- A. A "solicitor" is any non-MCCCCD-affiliated entity that would, on the premises of any Maricopa Community College or Center, purport to sell or promote any product, service, or idea, but does not include such

an entity that would enter the premises for the purposes of promoting, opposing, or soliciting petition signatures in connection with any political candidate or initiative, or referendum ballot.

- B. A "special event" is a college-sponsored event conducted on college premises for the benefit of students that is based on a particular theme, and for which the college has deemed it essential to invite the participation of solicitors whose products, services or ideas are pertinent to the special event's theme.

#### **2. Requirements**

- A. A solicitor must obtain prior approval for solicitation from the designated official at each college or center. A solicitor who would purport to sell any product or service is responsible for obtaining any necessary tax licenses and must submit to the designated official a certificate of commercial liability insurance and pay to the college or center, in consideration for the opportunity for solicitation, a fee in the amount of \$50 per day or \$125 per full week.
- B. Campus restrictions regarding location, time, date, and use of amplification may apply. All requests for space shall be granted on a first-come, first-served basis only upon completion of the requirements contained in this regulation.
- C. All solicitation must take place at tables in designated areas. Standard space will be one or two tables and chairs. Solicitors may be limited to no more than fifty (50) hours of solicitation activity per semester at each college or center.
- D. By requesting the opportunity for solicitation on the premises of a college or center, a solicitor warrants that it may lawfully sell or promote its product, service or idea and that such activity does not violate any law, and does not violate any trademark, copyright, or similar proprietary interest. The activity of any solicitor may not violate any existing Maricopa contract.
- E. The president of every college or center shall establish for such location restrictions governing the activities of solicitors. Such restrictions shall supplement, but shall not replace or waive, this regulation.
- F. A college may waive the fee prescribed in this regulation for any solicitor's participation in a special event if the college determines that such participation will be of particular educational benefit to the interests of that college's students (i.e., non-profits/501(C)3, the armed forces and educational institutions offering transfer information); the participation is sponsored by a club, organization, or academic division; and the participation is approved by the college's Student Life and Leadership department. A college may waive both the fee and the insurance certificate requirements prescribed in this regulation for a student purporting to sell or promote a product or service at a special event, provided that:
  - i. Such product or service presents low risk of harm to a potential user;
  - ii. The product or service is not food or food-related and;
  - iii. The student is soliciting solely on his or her own

## **POLICIES AND PROCEDURES**

behalf and not pursuant to any sales agreement, commission agreement, or similar affiliation or contractual relationship with another entity.

- G. Any solicitor who violates this regulation may be deemed a trespasser on college or center premises, and therefore subject to appropriate prosecution within the discretion of the College Safety department and other responsible officials at the college or center. The Maricopa County Community College District, its colleges and centers, assume no responsibility - financial or otherwise - for the acts or omissions of any vendor whose presence on college premises pursuant to this regulation is approved by any college official.

Specific procedures on how to implement the Solicitation regulation can be found in Appendix S-15.

### **CHILDREN ON CAMPUS (AR 2.4.10)**

- Children (younger than 18) may not attend any class unless they are officially registered for the class.
- Children will not be allowed on campus unless participating in an authorized college program or under the supervision of an adult.

### **CRIME AWARENESS AND CAMPUS SECURITY ACT (AR 2.4.11)**

Federal legislation requires the college to maintain data on the types and number of crimes on college property as well as policies dealing with campus security. To obtain additional information on this subject, contact the college Safety and Security Department.

### **WORKPLACE VIOLENCE PREVENTION (AR 2.4.12)**

It is the policy of the Maricopa Community Colleges to promote a safe environment for its employees, students, and visitors. The Maricopa Community Colleges are committed to working with its employees to maintain an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

Violence, threats, harassment, intimidation, and other disruptive behavior in our facilities will not be tolerated, and it is the responsibility of all members of the Maricopa Community Colleges to report any occurrence of such conduct. Every employee, student and visitor on Maricopa Community College District property is encouraged to report threats or acts of physical violence of which he/she is aware. All reports will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

This policy applies to employees and students, as well as independent contractors and other non-employees doing business with the Maricopa Community Colleges. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both. The Chancellor is hereby instructed to enact all administrative regulations necessary to implement this policy.

### **STUDENT RIGHT TO KNOW (AR 2.4.13)**

Under the terms of the Student Right To Know Act, the college must maintain and report statistics on the number of

students receiving athletically related student aid reported by race and sex, the graduation rate for athletes participating in specific sports reported by race and sex, the graduation rate for students in general, reported by race and sex and other similar statistics. To obtain copies of these reports, contact the Office of Admissions and Records.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **COPYRIGHT ACT COMPLIANCE (AR 2.4.5)**

Students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping. In order to assist students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

### **COPYRIGHT REGULATION (AR 3.2)**

1. It is the intent of the Governing Board of the Maricopa County Community College District to adhere to the provisions of the U.S. Copyright Law (Title 17, United States Code Section 101 et seq.). Though there continues to be controversy regarding interpretation of the Copyright Law, this policy represents a sincere effort by the Board to operate legally within the District.
2. The Governing Board directs the Chancellor or his designee(s) to develop and distribute to employees guidelines that (1) clearly discourage violation of the Copyright Law and (2) inform employees of their rights and responsibilities under the Copyright Law.
3. Each college president or provost and the Chancellor shall name an individual(s) at each district location who will assume the responsibilities of distributing copyright guidelines, act as a resource person regarding copyright matter and provide training programs on current copyright laws.
4. Employees are prohibited from copying materials not specifically allowed by the (1) copyright Law, (2) fair use guidelines, (3) Licenses or contractual agreements, or (4) other permission.
5. The Governing Board disapproves of unauthorized duplication in any form. Employees who willfully disregard this Board policy and/or the aforementioned copyright guidelines do so at their own risk and assume all liability for their actions.
6. In order to assist employees and students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

### **WHAT STUDENTS SHOULD KNOW ABOUT COPYRIGHT What is copyright?**

Copyright is a protection afforded under federal law for various types of creative works. A work is copyrightable if it is an original work of authorship fixed in a tangible medium of expression. Copyrightable works include literary, musical or dramatic works; motion pictures and other audiovisual works; choreographic works and pantomimes; sound recordings; and architectural works.

The owner of a copyright in a particular work has the exclusive right to copy, display, perform, distribute, and create a derivative version of the work. Generally, then, this

## **POLICIES AND PROCEDURES**

means that you may not do things like duplicate, show or perform a copyrighted work unless it is expressly allowed under the Copyright Act or you have the prior permission of the copyright holder.

A copyright exists in a work at the time it becomes fixed in some tangible medium of expression. Neither registration of the copyright with the federal government nor a copyright notice on the work itself is required for copyright protection.

### **What is copyright infringement?**

Generally, copyright infringement occurs when you copy, display, perform, distribute or create a derivative version of a copyrightable work either without the permission of the copyright holder or when such activity is not otherwise allowed under an exception provided by federal copyright law. The penalties for infringement include significant damages-potentially in excess of \$100,000 for each work infringed.

### **How does copyright law affect information I obtain off the Internet?**

Copyright law covers works in both traditional and new media, including digital media. Copyrightable materials are often available on the Internet without any indication of their copyrighted status. As a rule of thumb, you should assume that everything you find on the Internet is copyrighted, unless otherwise labeled. Even popular activities, such as file swapping or copying software or pictures from the Internet, may be copyright infringement and should be avoided.

The Digital Millennium Copyright Act, which Congress enacted in 2000, affords greater protection for copyright holders of digital works. Generally, then, even if a work appears solely in a digital form, it is likely subject to copyright law protections.

New technology has made many creative works widely available through the Internet. For example, the technology known as Peer to Peer (P2P) allows for the transmission of music, videos, movies, software, video games and other materials-most of which is subject to copyright protection.

Remember that a copyright exists in a work at the time it becomes fixed in some tangible medium of expression. That means that an image you have downloaded from the Internet, as well as a video or musical performance is almost certainly subject to copyright protection. When you download these works, transfer them to a disk or other medium, or send them to a friend, you are infringing on the rights of the copyright holder. Trafficking in such material without the permission of the copyright holder, then, violates copyright law. This includes unauthorized music file sharing over the Internet.

According to a statement recently issued by representatives of the motion picture, recording and songwriting industries, uploading and downloading copyrighted works over the Internet is theft: "It is no different from walking into the campus bookstore and in a clandestine manner walking out with a textbook without paying for it."

Why is it important for a student to be aware of copyright law? Copyright infringement is expressly prohibited by the US Copyright Act. Anyone who infringes another's copyright in a

creative work is subject to liability, and could be required to pay large sums in damages.

In addition, as the law clearly prohibits copyright infringement, using any college resources-such as photocopiers, desktop and laptop computers, printers, central computing facilities, local-area or college-wide networks, Internet access, or electronic mail-for the purpose of infringing a copyright in any work may be grounds for student discipline. According to Maricopa Community College District administrative regulation, "students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping."

Moreover, under the Maricopa Community Colleges Computing Resource Standards, a student is prohibited from the "use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally-recognized protection of intellectual property rights." The Standards also prohibit "transmitting, storing, or receiving data, or otherwise using computing resources in a manner that would constitute a violation of state or federal law . . . ."

A student who violates these policies, then, can be disciplined at any of the Maricopa Community Colleges. This discipline could include suspension or even expulsion.

### **Does copyright law allow me to download files from a college web site?**

Thanks to recent changes to copyright law, colleges and universities are allowed to transmit copyrighted images, recordings, and other materials over the Internet in connection with distance learning offerings. These changes allow for the performance of non-dramatic literary works or musical works, as well as the display of "reasonable and limited portions" of any work in an amount comparable to that typically displayed in a live classroom setting. Use of the works must, however, be "an integral part" of the distance-learning class session, and available solely to students enrolled in the class. In addition, the transmission of the copyrighted works must be under the direction or actual supervision of an instructor.

Even though the college does not hold the copyright to these works, or even have the express permission of the copyright holder, they may be delivered over the Internet to students in distance learning classes.

The fact that the law authorizes such use of copyrighted materials, though, does not allow a student in these classes to freely download, copy, or re-transmit the works. They are intended solely for use by the institution in connection with distance instruction; any other use would likely constitute a violation of copyright law.

To learn more about copyright, click "Intellectual Property." While you're there, you should read the Maricopa Community Colleges' Copyright Guidelines. You should also review the complete text of the Computing Resource Standards that can be found under the "Information Technology" link. The Standards also appear in college catalogs and student handbooks.

## **POLICIES AND PROCEDURES**

### **TAPING OF FACULTY LECTURES (AR 3.4)**

MCCCD acknowledges that faculty members are, by law, afforded copyright protection in their classroom lectures and, therefore, may limit the circumstances under which students may tape (audio/visual) their classes.

Each faculty member shall inform his/her students within the first week of classes to his/her policy with regard to taping. Failure to do so will accord students the right to tape lectures.

Students with disabilities that render them unable to take adequate lecture notes are entitled to reasonable accommodation to remedy this inability. Accommodation may require a faculty member to exempt a student from his/her taping policy.

### **TECHNOLOGY RESOURCE STANDARDS (AR 4.4)**

#### **Introduction**

The Maricopa County Community College District (MCCCD) provides its students and employees access to information resources and technologies. Maricopa recognizes that the free exchange of opinions and ideas is essential to academic freedom, and the advancement of educational, research, service, operational, and management purposes, is furthered by making these resources accessible to its employees and students.

At Maricopa, technological resources are shared by its users; misuse of these resources by some users infringes upon the opportunities of all the rest. As Maricopa is a public institution of higher education, however, the proper use of those resources is all the more important. Accordingly, Maricopa requires users to observe Constitutional and other lawful mandates whose aims are to safeguard and appropriately utilize technology resources that are acquired and maintained with public funds.

#### **General Responsibilities**

Technology resources (including, but not limited to, desktop and laptop systems, printers, central computing facilities, District-wide or college-wide networks, local-area networks, telephones, facsimile machines, scanners, access to the Internet, electronic mail and similar electronic information) of the Maricopa County Community College District are available only to authorized users, and any use of those resources is subject to these Standards. All users of Maricopa's technology resources are presumed to have read and understood the Standards. While the Standards govern use of technology resources District-wide, an individual community college or center may establish guidelines for technology resource usage that supplement, but do not replace or waive, these Standards.

#### **Acceptable Use**

Use of Maricopa's technology resources, including websites created by employees and students, is limited to educational, research, service, operational, and management purposes of the Maricopa County Community College District and its member institutions. Likewise, data, voice, images and links to external sites posted on or transmitted via Maricopa's technology resources are limited to the same purposes.

It is not Maricopa's practice to monitor the content of electronic mail transmissions, files, images, links or other data

stored on or transmitted through Maricopa's technology resources. The maintenance, operation and security of Maricopa's technology resources, however, require that network administrators and other authorized personnel have access to those resources and, on occasion, review the content of data and communications stored on or transmitted through those resources. A review may be performed exclusively by persons expressly authorized for such purpose and only for cause. To the extent possible in the electronic environment and in a public setting, a user's privacy will be honored. Nevertheless, that privacy is subject to Arizona's public records laws and other applicable state and federal laws, as well as policies of Maricopa's Governing Board all of which may supersede a user's interests in maintaining privacy in information contained in Maricopa's technology resources.

Frequently, access to Maricopa's technology resources can be obtained only through use of a password known exclusively to the user. It is the user's responsibility to keep a password confidential. While Maricopa takes reasonable measures to ensure network security, it cannot be held accountable for unauthorized access to its technology resources by other users, both within and outside the Maricopa community. Moreover, it cannot guarantee users protection against loss due to system failure, fire, etc.

#### **Incidental Computer Usage**

Limited incidental personal use of information resources by employees of MCCCD is permitted, except as described in item 16 under prohibited conduct. Faculty and staff are responsible for exercising good judgment about personal use in accordance with regulations, local colleges' existing policies and ethical standards for employees. Personal use refers to activities which only affect or impact the individual. MCCCD employees are required to conduct themselves in a manner which will not raise concern that they are or might be engaged in acts in violations of the public trust. Refer to the Guidelines for Incidental Computer Usage for the Maricopa Community Colleges.

#### **Incidental Telephone Usage**

Limited incidental personal use of information resources by employees of MCCCD is permitted, except as described in item 16 under prohibited conduct. Faculty and staff are responsible for exercising good judgment about personal use in accordance with regulations, local colleges' existing policies and ethical standards for employees. Personal use refers to activities which only affect or impact the individual. MCCCD employees are required to conduct themselves in a manner which will not raise concern that they are or might be engaged in acts in violations of the public trust. Refer to the Guidelines for Incidental Telephone Usage for the Maricopa Community Colleges.

#### **Prohibited Conduct**

The following is prohibited conduct in the use of Maricopa's technology resources:

1. Posting to the network, downloading or transporting any material that would constitute a violation of Maricopa County Community College District contracts
2. Unauthorized attempts to monitor another user's password protected data or electronic communication, or delete another user's password protected data,

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electronic communications or software, without that person's permission

3. Installing or running on any system a program that is intended to or is likely to result in eventual damage to a file or computer system
4. Performing acts that would unfairly monopolize technology resources to the exclusion of other users, including (but not limited to) unauthorized installation of server system software
5. Hosting an unauthorized website that violates the .EDU domain request.
6. Use of technology resources for non-Maricopa commercial purposes, including to advertise personal services, whether or not for financial gain.
7. Use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally-recognized protection of intellectual property rights.
8. Activities that would constitute a violation of any policy of Maricopa's Governing Board, including, but not limited to, Maricopa's non-discrimination policy and its policy against sexual harassment.
9. Transmitting, storing, or receiving data, or otherwise using technology resources in a manner that would constitute a violation of state or federal law, or MCCCCD policy or administrative regulation including, but not limited to, obscenity, defamation, threats, harassment, and theft.
10. Attempting to gain unauthorized access to a remote network or remote computer system.
11. Exploiting any technology resources by attempting to prevent or circumvent access, or using unauthorized data protection schemes.
12. Performing any act that would disrupt normal operations of computers, workstations, terminals, peripherals, or networks.
13. Using technology resources in such a way as to wrongfully hide the identity of the user or pose as another person.
14. Allowing any unauthorized access to Maricopa's technology resources.
15. Making personal long distance or other toll calls, except where the charges for the calls are incurred directly by the caller or arrangements are otherwise made at the time of the call to directly bill the caller.
16. Intermittent use of technology resources that interferes with the performance of an employee's main responsibilities.
17. Use of technology resources to market or conduct other activities on behalf of a third party regarding the "hosting" of an event that is prohibited under MCCCCD's Use of College Facilities administrative regulation.
18. Conducting District or college-related business using any electronic mail account other than one hosted or provided by MCCCCD, and approved by the Vice Chancellor of Information Technology Services, even when the email account copies all outgoing and incoming messages to the MCCCCD hosted account.

Exceptions:

- A. A permissible exception would include faculty to student communications that are FERPA protected and otherwise not subject to public disclosure. Employees who create administrative or operational

messages on alternative devices should be mindful that the duty to retain records according to the approved retention schedule exists regardless of the communications tool that is being used.

- B. If an employee has a business need to receive e-mail messages that are larger than the established limit on the MCCCCD system, or that contain file types that are normally prohibited because of the potential security risks, the employee should open a help desk ticket to request changes to their e-mail account in order to accommodate their business need.

### **Review and Approval of Alternate E-Mail Account Systems**

The prior review and approval by the Vice Chancellor of Information Technology Services is required for the implementation of alternate college electronic mail account systems. Requests will be evaluated based upon the following considerations:

1. The system must be compatible and interoperable with the MCCCCD e-mail system.
2. All information within the e-mail system must be e-discoverable, per law.
3. Any proposed changes to the college e-mail system with e-discovery implications must be submitted to District ITS for approval.
4. District ITS must always have full and complete access to ensure the ability to provide any information necessary for e-discovery, local or remote, in a timely and secure manner.

### **Disclaimer**

The home page of a web site must display, or link to, the following disclaimer in a conspicuous manner:

All information published online by MCCCCD is subject to change without notice. MCCCCD is not responsible for errors or damages of any kind resulting from access to its internet resources or use of the information contained therein. Every effort has been made to ensure the accuracy of information presented as factual; however errors may exist. Users are directed to countercheck facts when considering their use in other applications. MCCCCD is not responsible for the content or functionality of any technology resource not owned by the institution.

The statements, comments, or opinions expressed by users through use of Maricopa's technology resources are those of their respective authors, who are solely responsible for them, and do not necessarily represent the views of the Maricopa County Community College District.

### **Information Accuracy and Marketing Standards**

In order to help ensure that the most accurate information sources are reflected on web pages, information should be cited, sourced or linked from the website of the official District or college custodian responsible for the particular subject. In addition, the design of web pages shall reflect established marketing standards with respect to the imaging and using of MCCCCD marks as outlined in the marketing standards handbook and Use of Marks administrative regulation.

## **POLICIES AND PROCEDURES**

### **Complaints and Violations**

Complaints or allegations of a violation of these standards will be processed through Maricopa's articulated grievance procedures or resolution of controversy.

Upon determination of a violation of these standards, Maricopa may unilaterally delete any violative content and terminate the user's access to Maricopa's technology resources. It is the user's responsibility to demonstrate and/or establish the relevance of content in the event that a content complaint is made official. Users retain the right to appeal actions through Maricopa's grievance procedures or resolution of controversy.

### **HAZING PREVENTION REGULATION (AR 2.6)**

The Maricopa County Community College District (MCCCD) strives to exceed the changing expectations of our many communities for effective, innovative, student-centered, flexible and lifelong educational opportunities. Our employees are committed to respecting diversity, continuous quality improvement and the efficient use of resources. We are a learning organization guided by our shared values of: education, students, employees, excellence, diversity, honesty and integrity, freedom, fairness, responsibility and public trust.

Central to the vitality and dignity of our community of learners is an environment that produces broadly educated responsible citizens, who are prepared to serve and lead in a free society. Academic instruction, co-curricular activities and community involvement come together to meet this goal. All members of the Maricopa Community Colleges' community, through the best of their abilities, must be provided the opportunity to contribute in a safe, orderly, civil and positive learning environment. One factor that inhibits the achievement of the above stated purpose is the practice of hazing.

1. Hazing by any student, employee or other person affiliated with the Maricopa Community Colleges is prohibited.
2. "Hazing" is defined as any intentional, knowing or reckless act committed by a student or other person in any MCCCD college or affiliated educational setting, whether individually or in concert with other persons, against another student, and in which both of the following apply:
  - A. The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any club/organization that is affiliated with Maricopa Community Colleges; and,
  - B. The act contributes to a substantial risk of potential physical injury, mental harm or personal degradation, or causes physical injury, mental harm or personal degradation.
3. Any solicitation to engage in hazing is prohibited.
4. Aiding and abetting another person who is engaged in hazing is prohibited.
5. Victim consent is not a defense for violation of the Maricopa Community Colleges Hazing Prevention Regulation.
6. All students, faculty and staff must take reasonable measures within the scope of their individual authority to prevent violations of the Maricopa Community Colleges Hazing Prevention Regulation.

7. Hazing activities and situations include, but are not limited to, the following:
  - A. Pre-pledging, illegal pledging or underground activities.
  - B. Acts of mental and physical abuse, including, but not limited to: paddling, slapping, kicking, pushing, yelling, biting, duck-walking, line-ups, tuck-ins, belittling, excessive exercise, beating or physical abuse of any kind, and the potentially forced consumption of any food or beverage that contributes to or causes physical injury, mental harm or personal degradation.
  - C. Sleep deprivation (activities that deprive prospective and/or current students and/or members of the opportunity of a minimum of six hours sufficient sleep each day).
  - D. Encouraging or forcing use of alcohol or drugs.
  - E. Any type of student club/organization scavenger hunt, quest, road trip or activity that would physically or psychologically endanger prospective and/or current students and/or members or others.
  - F. Stroking or physically touching in an indecent or inappropriate manner. See Sexual Harassment policy 5.1.8
  - G. Student club/organization activities that subject prospective and/or current students and/or members or others to public nuisance or spectacle.
  - H. Aiding or abetting theft, fraud, embezzlement of funds, destruction of public, personal or private property, or academic misconduct.
  - I. Being required to wear odd or look-alike apparel that contributes to or causes physical injury, mental harm or personal degradation.
  - J. Personal services that contribute to or cause physical injury, mental harm or personal degradation.
8. Alleged violations of this regulation by students or student organizations can be reported to the vice president of student affairs' office for investigation by any member of the college community. The vice president of student affairs' office will investigate the complaint in accordance with the student disciplinary code, all other college and Maricopa Community Colleges policies, and local and state laws. Alleged violations of the Maricopa Community Colleges hazing prevention regulation or interference with an investigation under this regulation by students or student organizations are subject to sanctions under the student disciplinary code. The student disciplinary code shall govern all proceedings involving such a complaint. Decisions arrived at as outcomes of the proceedings shall be final, pending the normal appeal process.
9. Alleged violations of the Maricopa Community Colleges hazing prevention regulation by any faculty or staff member can be reported to the vice president of student affairs' office for investigation by any member of the college community. The vice president of student affairs' office will investigate the complaint in accordance with college and Maricopa Community Colleges policies, and local and state laws. Any Maricopa Community Colleges faculty or staff member who knowingly permitted, authorized or condoned the alleged hazing activity is subject to disciplinary action in accordance with college and Maricopa Community Colleges policies, and local

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- and state laws.
10. If the vice president of student affairs' office receives a report or complaint of an alleged hazing activity involving physical injury, threats of physical injury, intimidation, harassment or property damage, or any other conduct that appears to violate Arizona state law, the college will report such conduct to the appropriate college safety office. The said college safety office will investigate, respond to and report on the alleged hazing activity in accordance with all college, District, local, state and federal guidelines, policies and laws.
  11. Should the proceedings outlined above substantiate an occurrence of hazing activity-where students or student organizations knowingly permitted, authorized or condoned the hazing activity-the college can recommend the following sanctions against student clubs/organizations:
    - A. Censure: Censure can include the required completion of a program designed with the intent of eliminating the hazing activity. The programs will be devised with the cooperation of all involved parties and monitored by the vice president of student affairs' office.
    - B. Probation: The student club(s)/organization(s) will be placed on probation for a specified period of time. Conditions of probation will be determined by the vice president of student affairs' office and outlined in writing to the student club(s)/organization(s). The probationary term will be monitored by the vice president of student affairs' office.
    - C. Suspension: The student club(s)/organization(s) will be suspended. The terms of the suspension can be defined in the sanction, including criteria the student club(s)/organization(s) must meet within a specified time to be considered for admission or renewal of college recognition status.
    - D. Revocation: The student club(s)/organization(s) will have its status revoked, with the loss of all college associations, recognitions and privileges. The national or international office of an organization, if so affiliated, will be requested to revoke the charter of an organization.
  12. The Maricopa Community Colleges hazing prevention regulation is not intended to prohibit or sanction the following conduct:
    - A. Customary athletic events, contests or competitions that are sponsored by any of the Maricopa Community Colleges.
    - B. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate co-curricular experience or a legitimate military training program.
  13. For the purposes of the Maricopa Community Colleges hazing prevention regulation: "Organization" is defined as an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with Maricopa Community Colleges, whose membership consists primarily of students enrolled at Maricopa Community Colleges and that may also be classroom-related or co-curricular in nature.

### **ABUSE-FREE ENVIRONMENT (AR 2.4.7)**

See the Auxiliary Services Section of the Administrative Regulations for Tobacco-Free Environment.

### **1. Substance Abuse/Misuse Statement**

Drug abuse and misuse has become a national issue and is receiving national attention, particularly in the academic community. The insidious effects of the abuse of these agents are also felt by all walks of life and economic levels. Therefore, as an education providing institution, we are responsible to provide knowledge and guidelines about prevention, control, and treatment of the abuse/misuse of alcohol, illegal and legal drug uses and misuses.

This policy statement has been constructed on the belief that higher education has a responsibility to face safety and health factors of substance abuse/misuse issues forthrightly and innovatively. We believe that the community college needs to adapt programs applicable to their community as well as to our individual student's needs. The policy statements should be comprehensive, understood by those expected to comply, realistic and enforceable, consistently applied, and cover foreseeable dangers.

Construction of this statement has been founded on concerns of individual safety, educational quality, and legal liability. It is recognized that each individual is responsible for his/her actions and must be afforded an opportunity to develop knowledge, skills and talent, and be willing to share community responsibilities. The Maricopa Community College District has an equal "duty to care" responsibility and a commitment to substance abuse/misuse education for all students and employees.

The Maricopa Community College District shall:

- A. Visibly demonstrate a performance of the Maricopa Community College District "duty to care".
- B. Comply with requirements for federal funds.
- C. Describe what the college does about substance abuse/misuse (alcohol, drugs, anabolic steroids).
- D. Inform/educate members of the academic community of adverse effects of these substances.
- E. Inform/educate the academic community about the policies concerning substance misuse and abuse.
- F. Discourage illegal drug abuse and legal substance misuse.
- G. Provide individual and group counseling.
- H. Provide assistance and guidance to obtain treatment and rehabilitation of any identified problem.

To achieve these objectives, the program must provide an environment capable of:

- A. Developing and implementing substance misuse/abuse prevention programs.
- B. Providing educational training and prevention programs for the college and community it serves.
- C. Providing timely and accurate information dissemination.
- D. Establishing supportive counseling programs as needed.
- E. Establishing a strong on-going evaluation of services.
- F. Providing assistance to obtain treatment and rehabilitation of substance abuse/misuse.
- G. Clarifying the college regulations for control of

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alcohol and drug use.

- H. Providing procedures that the college will follow to correct and stabilize emergency situations.

Each college will identify key people to provide emergency services and to contact and work with outside agencies.

The Maricopa Community College District is committed to establishing a preventative substance abuse program at each college designed to affect positively the problems of irresponsible use of alcohol and the use and abuse of illegal substances. A main focus of the program will be on education of the campus community and assistance to individuals.

The Maricopa Community College District fully supports disciplinary action for misconduct and the enforcement of state laws governing the use of alcohol and the use, abuse, possession or distribution of controlled substances or illegal drugs.

### 2. Student Program to Prevent Illicit Use of Drugs and Abuse of Alcohol

#### A. Introduction and Purpose

The Federal Drug-Free Schools and Communities Act 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 administration and Governing Board recognize that substance abuse is a problem of national proportions that also affect students at the Maricopa Community Colleges. Based upon that concern, it is intended that this program on prevention of alcohol and drug abuse on college campuses will go beyond the strict dictates of the law and will serve as a comprehensive educational and resource tool.

The Maricopa Community Colleges are committed to maintaining learning environments that enhance the full benefits of a student's educational experience. The Maricopa County Community College District will make every effort to provide students with optimal conditions for learning that are free of the problems associated with the unauthorized use and abuse of alcohol and drugs. Part of the educational mission of the Maricopa Community Colleges, in conjunction with this program, is to educate students about positive self-development, the benefits of a healthy lifestyle and the health risks associated with substance abuse.

The purpose of this program is to:

- i. Ensure that the Maricopa Community Colleges working and learning environment for students and the public is safe, orderly and free of illegal activity.
- ii. Comply with the Drug-Free School and Communities Act of 1989, and other relevant substance abuse laws.
- iii. Provide students with access to appropriate treatment and rehabilitation assistance for

problems associated with substance use or abuse.

#### B. Standards of Conduct

In the student handbooks of the Maricopa Community Colleges under codes of conduct, the following are examples of behavior that is prohibited by law and/or college rules and policies:

- i. Drinking or possession of alcoholic beverages on the college campus.
- ii. Misuse of narcotics or drugs.

#### C. Sanctions for Violation of Standards of Conduct

Disciplinary actions include, but are not limited to:

- i. Warning,
- ii. Loss of privileges,
- iii. Suspension, or
- iv. Expulsion.

#### D. Legal Consequences of Alcohol and Other Drugs

##### i. 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.

Arizona Revised Statutes, Title 28, Chapter 4, Article 3 prohibit driving while under the influence of intoxicating liquor or drugs (DWI). Drivers arrested for a DWI who refuse to be tested face suspension of their licenses or permits to drive for twelve months. A driver whose test results show a blood or breath alcohol concentration of 0.08 or more will, on conviction for a first offense, be sentenced to no less than ten days in jail, pay a fine of not less than \$250, pay an additional assessment of \$1,000, and may be required to perform community restitution and equip his or her vehicle with a certified ignition interlock device. On conviction of a second offense within 84 months, the person shall have his/her driving privilege revoked for one year. Additionally, this person shall be sentenced to not less than 90 days in jail, pay a fine of not less than \$500, pay an assessment of \$2,500, and shall be ordered to perform at least 30 hours of community restitution. Additionally, the person may be required to equip his or her vehicle with a certified ignition interlock device for up to twelve months starting on the date that his or her driving privileges are restored.

##### ii. Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

First conviction: Up to one year imprisonment and fined at least \$1,000 but not more than \$100,000, or both. (21 United States Code §844)

After one prior drug conviction: At least fifteen days in prison, not to exceed two years and fined at least \$2,500 but not more than \$250,000, or both. (21 United States Code §844)

After two or more prior drug convictions: At least ninety days in prison, not to exceed three

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years and fined at least \$5,000 but not more than \$250,000, or both. (21 United States Code §844)

Special sentencing provisions for possession of crack cocaine (21 United States Code §844):

Mandatory at least five years in prison, not to exceed twenty years and fined up to \$250,000, or both, if:

1. First conviction and the amount of crack possessed exceeds five grams.
2. Second conviction and the amount of crack possessed exceeds three grams.
3. Third or subsequent crack conviction and the amount of crack possessed exceeds one gram.

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment. (See special sentencing provisions re: crack) (21 United States Code §853)

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance. (21 United States Code §§853 and 881(a)(4))

Civil fine of up to \$10,000 (pending adoption of final regulations). (21 United States Code §884(a))

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses. (21 United States Code §862)

Ineligible to receive or purchase a firearm. (21 United States Code §922(g))

Miscellaneous: Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

**Note:** These are only some of the Federal penalties and sanctions.

### iii. State Penalties and Sanctions

Title Thirteen, Chapter 34 of the Arizona Revised Statutes lists drug offenses and their penalties. Following is list of drugs that are frequently misused with a description of the potential penalties attached to a conviction.

1. Marijuana: A first offense for possession or use of marijuana in an amount of less than two pounds constitutes a class 6 felony and carries a possible prison term of one year and a fine of not less than \$750. The sale of marijuana in an amount of less than two pounds constitutes a class 3 felony

and carries a prison sentence of three and one-half years and a fine of not less than \$750. There are other possible penalties as well. (ARS §13-3405)

2. LSD and Methamphetamine: Possession, use and sale are felonies carrying sentences from four to five years and fines of not less than \$1,000. There are other possible penalties as well, including a presumptive sentence of ten years for the sale of methamphetamine. (ARS §13-3407)
3. Heroin and Cocaine: Possession, use and sale are felonies carrying sentences up to five years and a fine of not less than \$2,000. There are other possible penalties as well. (ARS §13-3408)

### 3. Use of Alcoholic Beverages (AR 4.13)

This Administrative Regulation prohibits the use of District funds to purchase alcoholic beverages or services related to them except in small amounts to be used in cooking for the District's culinary programs. Additionally, it generally prohibits the presence of alcoholic beverages on premises owned by the District, or those leased or rented by the institution. It permits a few, narrow exceptions to that latter prohibition. The exceptions are not available to the general population of District employees or officials. More importantly, they are established to ensure that the District's actions stay within the boundaries of state law and the District's insurance coverage. Therefore, strict compliance with this regulation is essential.

- A. No Funds. No funds under the jurisdiction of the governing board of the District may be used to purchase alcoholic beverages, except for the limited purposes of purchasing small amounts of them for use solely as ingredients in food preparation for classes and at the District's culinary institutes. Alcoholic beverages may not be stored on premises owned, leased, or rented by MCCCC except as provided in Paragraph 8.
- B. No Service or Sale of Alcoholic Beverages. The law of the state of Arizona strictly regulates the service, sale, distribution and consumption of alcoholic beverages. In light of that law, the District does not permit alcoholic beverages to be served, sold or distributed on or in the premises owned by the District or leased or rented by the Maricopa Community Colleges for District-approved educational, fund-raising or other community purposes, except as provided in Paragraphs 3 and 7.
- C. Service at District Events on District-owned Property. The Chancellor has the sole authority to approve the service, but not the sale or other distribution, of wine or beer at District events on district-owned property that the Chancellor either sponsors or approves. The only District employees authorized to request the Chancellor's approval are the College Presidents and the Vice Chancellors. Additionally, the law strictly limits the service of wine or beer by the District on District-owned property, and those restrictions are specified in Paragraph 5. Unless approved by the Chancellor in compliance with the law and this regulation, alcoholic beverages

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- may not be served on District-owned property.
- D. Event Form Required. A College President or Vice Chancellor who wishes to obtain the Chancellor's approval for the service of wine or beer at a District-sponsored event on District-owned property shall forward a completed written request to the Chancellor no later than 30 days before the event. The request form is available at: AS-6 - Notice of Intent to Serve Beer and Wine. On signing the form, the Chancellor will provide a copy of it to the requestor and to the MCCCCD Risk Manager. For events that the Chancellor sponsors, he or she will complete the form, sign it and provide it to the MCCCCD Risk Manager no later than 10 business days before the event. The MCCCCD Risk Manager will forward copies of the forms to the Arizona Department of Liquor Licenses and Control.
- E. Service restrictions required by law. An event approved under Paragraph 4 must, by law, comply with the all of the following restrictions:
- The only alcoholic beverages that may be served and consumed are wine and beer. Wine consumption is limited to 6 oz. per person, and beer consumption is limited to 24 oz;
  - The gathering must be by invitation only, and not open to the public;
  - The gathering may not exceed 300;
  - Invitees may not be charged any fee for either the event or the beer or wine; and
  - The consumption may only take place between noon and 10:00 p.m.
- Additionally, beer and wine may only be served by a beverage service contractor whose liquor license with the state of Arizona is in good standing, except as provided in Paragraph 6. The contractor must provide all of the beverages served and well as the servers or bartender. Before the event, the contractor must provide a certificate of insurance that meets the requirements of the District's Risk Manager and that adds the District as an additional insured. The contractor must also agree in writing to indemnify the District regarding the service of the beverages.
- F. Culinary Institutes. The Chancellor may sponsor or approve an event at one of the District's culinary institutes. Students may serve wine and beer at the event as part of their class requirements, subject to the limitations of Paragraph 5. Any student serving those beverages must, by law, be 19 years or older.
- G. Third-Party Event. The Maricopa County Community College District foundation and the friends of public radio Arizona may, with the approval of the Chancellor, sponsor an event on District-owned property under this regulation. The City of Phoenix and the friends of the Phoenix Public Library may also do so, with the approval of the Chancellor, at the joint library on the campus of South Mountain Community College. These third-party, non-district entities are solely responsible for determining the steps that they are required to take to comply with Arizona's alcoholic beverages laws. Additionally, they must comply with the following steps:
- The entity obtains a liquor license from the Arizona Department of Liquor Licenses and control for each event and fully complies with the laws, rules and other requirements applicable to that license;
  - The entity completes the form available at AS-7 - Request to Serve Beer and Wine - Third Party. And provides it to the Chancellor for approval along with a copy of the liquor license no later than 60 days before the event;
  - The entity provides a certificate of insurance demonstrating that it has liquor liability coverage and that it adds the District as an additional insured;
  - The entity agrees in writing to indemnify the District from any claims of any kind arising out of the event;
  - Beer and wine are the only alcoholic beverages served and only served through a beverage service contractor whose liquor license with the state of Arizona is in good standing;
  - The contractor provides all of the beverages served and well as the servers or bartenders;
  - Before the event, the contractor provides a certificate of insurance that meets the requirements of the District's Risk Manager and that adds the District as an additional insured; and
  - The contractor agrees in writing to indemnify the District regarding the service of the beverages.
- H. Receipt of beverages; storage. It is not permissible to store wine or beer on premises owned, leased or rented by MCCCCD, except as provided in this paragraph. Alcoholic beverages purchased for use in cooking in District culinary courses must be stored in such a way that it is inaccessible to anyone except the Director or designee of the culinary program. For wine and beer to be used for receptions at the district's culinary institutes, as authorized by this administrative regulation, the following storage requirements apply:
- Wine and beer to be served may only be brought to MCCCCD property no sooner than four hours prior to the event, and remain there no longer than four hours after the event; and
  - Once the wine and beer arrives on MCCCCD property, the Director the culinary program shall assign an MCCCCD employee to ensure that it is not stolen or that it is not opened until ready to be served.
- I. Compliance with law. In compliance with applicable law, any persons planning an event under this administrative regulation are required to familiarize themselves with the pertinent laws and other requirements established by the state of Arizona for the service of alcoholic beverages, particularly those in Arizona Revised Statutes Title 4 (Alcoholic Beverages) Chapters 1 (General Provisions), 2 (Regulations and Prohibitions) and 3 (Civil Liability of Licensees and Other Persons) as well as Arizona Administrative Code Title 19, Articles 1 (State Liquor Board) and 3 (Unlicensed Premises Definitions and Licensing Time-Frames).
- J. Residential Housing. Lawful occupants of residential housing under the jurisdiction of the Governing

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Board, if over the age of 21 years and not otherwise lawfully barred from such practice, may possess and consume alcoholic beverages in the privacy of their respective leased housing facility. Guests of such occupants over the age of 21 years shall have the same privilege. No alcohol is permitted in public areas (nor common areas of a dormitory) at any time.

- K. Personal Responsibility. The personal or individual purchase of alcoholic beverages by individuals attending District-approved functions held in places serving alcoholic beverages is a personal and individual responsibility. Administrative discretion shall be exercised in the approval of the location of such activities, as such decision pertains to the nature of the group involved.
- L. Miscellaneous Usage Issues. Any issues that are not specifically addressed within this regulation require the review and determination by the Chancellor or Executive Vice Chancellor and Provost on matters related to culinary programs, academic or student affairs.

#### 4. Other Health Concerns

##### General Guidelines Concerning AIDS

Neither a diagnosis of AIDS nor a positive HIV antibody test will be part of the initial admission decision for those applying to attend any of the Maricopa Community Colleges. The Maricopa Community Colleges will not require screening of students for antibody to HIV.

Students with AIDS or a positive HIV antibody test will not be restricted from access to student unions, theaters, cafeterias, snack bars, gymnasiums, swimming pools, recreational facilities, restrooms, or other common areas, as there is not current medical justification for doing so.

Where academically and logistically feasible, students who have medical conditions, including AIDS, may seek accommodation in order to remain enrolled. Medical documentation will be needed to support requests for accommodation through the Office of Disabled Resources and Services or the Office of Vice President of Student Affairs.

The Maricopa Community Colleges acknowledge the importance of privacy considerations with regard to persons with AIDS. The number of people who are aware of the existence and/or identity of students who have AIDS or a positive HIV antibody test should be kept to a minimum. When a student confides in a faculty member, knowledge of the condition should be transmitted to the appropriate vice president or designee who will make the determination if the information should be further disseminated. It should be remembered that mere exposure to the person in a classroom does not constitute a need to know the diagnosis. It is, therefore, unnecessary to document in a student's file the fact that he or she has AIDS unless the information is to be used for accommodation reasons. Sharing confidential information without consent may create legal liability.

Students are encouraged to contact the Office of Disabled Resources and Services and/or the vice president of student affairs or designee for the types of

services available in the district or community on matters regarding AIDS or the HIV virus.

### DISABILITY RESOURCES & SERVICES- ELIGIBILITY FOR ACCOMMODATIONS & REQUIRED DISABILITY DOCUMENTATION (AR 2.8.1)

#### Purpose

To specify the disability documentation requirements that will qualify (i.e., support current and essential needs) Maricopa County Community College District students for reasonable and appropriate accommodations through each college's disability services office or designated professional. This regulation is implemented in accordance with the American's with Disabilities Act (42 U.S.C. Chapter 126).

#### General Eligibility Requirements

Each applicant with a disability must meet MCCCDC-admissions requirements, or be enrolled as an MCCCDC student, and must provide disability resource services (DRS) with required documentation verifying the nature and extent of the disability prior to receiving any accommodation. The disability services office coordinator/program advisor is responsible for evaluating documentation and determining accommodation eligibility.

#### Specific Eligibility Requirements

##### Physical Disabilities-Required Documentation

The student must submit a written, current diagnostic report of any physical disabilities that are based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified and/or licensed) professionals (e.g., medical doctors, ophthalmologists, neuropsychologists, audiologists). Disability diagnosis categories include:

1. Orthopedic Disability
2. Blind or Visual Impairment
3. Deaf or Hard-of-Hearing
4. Traumatic Brain Injury
5. Other Health-Related/Systemic Disabilities

#### The Written Diagnostic Report Must Include:

1. A clear disability diagnosis, including a clinical history that establishes the date of diagnosis, last contact with the student, and any secondary conditions that might be present.
2. The procedures used to diagnose the disability.
3. A description of any medical and/or behavioral symptoms associated with the disability.
4. A discussion of medications, dosage, frequency, and any adverse side effects attributable to their use that the student has experienced.
5. A clear statement specifying functional manifestations (i.e., substantial limitations to one or more major life activities and degree of severity) due to the disability and/or medications for which the student may require accommodations.
6. A recommendation for accommodation, including rationale. If the accommodation recommendations are specific to limitations in learning (e.g., reading, mathematics, written expression), an appropriate psycho-educational or neuropsychological evaluation must be administered to document ability/achievement discrepancies.

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### Specific Learning Disabilities-Required Documentation

The student shall submit a written diagnostic report of specific learning disabilities that is based on current appropriate, comprehensive, psycho educational evaluations using adult normed instruments.

The assessment or evaluation which leads to the diagnosis must be administered by a trained and qualified (i.e., certified and/or licensed) professional (e.g., psychologist, school psychologist, neuropsychologist, or educational diagnostician) who has had direct experience with adolescents and adults with learning disabilities.

An Appropriate Psycho Educational Evaluation Must Include Comprehensive Measures In Each Of The Following Areas:

1. Aptitude (the evaluation must contain a complete intellectual assessment, with all sub-tests and standard scores reported).
2. Academic achievement (the evaluation must contain a comprehensive achievement battery with all sub-tests and standard scores reported) the test battery should include current levels of functioning in the relevant areas, such as reading (decoding and comprehension), mathematics, and oral and written expression.
3. Information processing (the evaluation should assess specific information processing areas such as short- and long-term memory, sequential memory, auditory and visual perception/processing, processing speed, executive function, and motor ability).

#### Examples of Measures

- a. Wechsler Adult Intelligence Scale-Revised (WAIS-R)
- b. Wechsler Adult Intelligence Scale-Third Edition
- c. Stanford Binet Intelligence Scale-Fourth Edition
- d. Woodcock-Johnson Psycho-Educational Battery-Revised: Tests Of Cognitive Ability
- e. Kaufman Adolescent And Adult Intelligence Test

#### Achievement

- a. Wechsler Individual Achievement Tests (WIAT)
- b. Woodcock-Johnson Psycho-Educational Battery-Revised: Tests Of Achievement (W-Jr)
- c. Stanford Test of Academic Skills (TASK)
- d. Scholastic Abilities Test for Adults (SATA)

#### Information Processing

- a. Subtests of The Wais-R Or Wais-Third Edition
- b. Subtests on The Woodcock-Johnson Psycho-Educational Battery-Revised: Tests Of Cognitive Ability

#### Diagnostic Report

The diagnostic report must include the following information:

1. A diagnostic interview that addresses relevant historical information, past and current academic achievement, instructional foundation, past performance in areas of difficulty, age at initial diagnosis, and history of accommodations used in past educational settings and their effectiveness.
2. A list of all instruments used in the test battery.
3. Discussion of test behavior and specific test results.
4. A diagnostic summary statement with the following information:
  - A. A clear and direct statement that a learning disability does or does not exist, including a rule-out of

alternative explanations for the learning problems. Terms such as "appears," "suggests," or "probable" used in the diagnostic summary statement do not support a conclusive diagnosis.

- B. A clear statement specifying the substantial limitations to one or more major life activities.
- C. A psychometric summary of scores.
- D. A recommendation for accommodations, including rationale.

Diagnosis of specific learning disabilities that do not contain psycho-educational measures may not be used for determining eligibility for academic accommodations. For example, school plans such as individualized education plans (IEPS) or 504 plans are not adequate documentation; however, they can be included with the required evaluation. DRS reserves the right to request reassessment when questions regarding previous assessment or previous service provision arise.

### Attention Deficit Hyperactivity Disorder (ADHD) / Attention Deficit Disorder (ADD)-Required Documentation

The student shall submit a current diagnosis of attention deficit hyperactivity disorder (ADHD)/attention deficit disorder (ADD) that is based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified or licensed) professionals (e.g., psychiatrists, psychologists, or neuropsychologists).

The Diagnostic Report Must Include:

1. A diagnostic interview addressing relevant historical information, past and current academic achievement, age at initial diagnosis, discussion of medication, and history and effectiveness of accommodations in past educational settings.
2. The procedures used to diagnose the disability (including a list of all instruments used in the assessment).
3. Discussion of the testing results and behavior, including the symptoms that meet the criteria diagnosis. If the student was evaluated while on medication, the effect this may have had on performance must be noted.
4. DSM-IV diagnosis (including all five axes)
5. A diagnostic summary statement that includes the following information:
  - A. A clear statement that ADHD/ADD does or does not exist, including a rule-out of alternative explanations for behaviors. Terms such as "appears," "suggests," or "has problems with" used in the diagnostic summary statement do not support a conclusive diagnosis.
  - B. A clear statement specifying the substantial limitations to one or more major life activities and the degree of severity. If the limitations are in learning (e.g., reading, mathematics, and written expression), an appropriate psycho-educational evaluation must be administered to document ability/achievement discrepancies.
  - C. A recommendation regarding medications or medical evaluation(s).
  - D. A recommendation for accommodations, including rationale.

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### **Psychological Disabilities-Required Documentation**

If the diagnostic report is more than one year old, a letter from a qualified professional that provides an update of the diagnosis with a description of the individual's current level of functioning during the past year, and a rationale for the requested accommodations must be submitted.

The Diagnostic Report Must Include The Following:

1. A clinical interview, relevant historical information, age at initial diagnosis, duration and severity of the disorder.
2. Discussion of medications review of past and current academic achievement, and history of disability accommodations and their effectiveness.
3. The procedures used to diagnose the disability (include a list of all instruments used in the assessment and test scores as applicable).
4. Discussion of the assessment results.
5. DSM-IV diagnosis (include all five axes).
6. A diagnostic summary statement that includes the following:
  - A. A clear statement that a disability does or does not exist. Terms such as "appears," "probable," and "suggests" used in the diagnostic summary statement do not support a conclusive diagnosis.
  - B. A clear statement specifying the substantial limitations to one or more major life activities. If the limitations are in learning (e.g., reading, mathematics, and written expression), an appropriate psycho-educational evaluation must be administered to document ability/achievement discrepancies.
  - C. A discussion of medications and their possible impact on academic functioning (e.g., concentration, attention, sedation)
  - D. A recommendation for essential accommodations relative to the diagnosed disability, including rationale.
  - E. The duration for which these accommodations should be provided based on the current assessment.
  - F. A recommendation regarding reevaluation to determine ongoing need for disability accommodations (e.g., one semester, one year, two years).

### **Temporary Impairments**

Some disabilities are temporary and may require accommodations for a limited time. Each case is considered individually. The following documentation is required:

1. Written correspondence on letterhead from a qualified professional stating diagnosis, functional limitations necessitating the accommodation, and the estimated length of time services will be needed.
2. Services may be provided for ten (10) working days pending receipt of documentation. If documentation is not received by that time, services will be cancelled.

### **Special Considerations**

A requirement for documentation prescribed in this regulation may be considered at the discretion of each college's disability services office or designated professional if, in the professional opinion of the responsible college's disability services office or designated professional, such consideration is in the best interest of the student and will neither undermine

the integrity of any college offering nor violate any mandate under state or federal law. All situations shall be considered on an individual, case-by-case basis.

Reasonable accommodation is required for students with known disabilities. MCCCCD will make every attempt to provide "preferred" accommodations, however, "the most effective and reasonable" accommodation may be determined to meet sufficient accessibility needs.

### **ELIGIBILITY OF STUDENTS TAKING REDUCED COURSE LOADS (AR 2.8.2)**

Although any student may register for fewer than twelve credit hours, a student with a disability may request a reduced academic load as a reasonable and appropriate accommodation. A college Disability Resource Services (DRS) professional may certify that a student who is afforded a reduced academic load as an accommodation for a disability shall nevertheless be deemed a full-time student. Such certification shall be solely to enable the student to seek eligibility for health insurance benefits and to seek eligibility to comply with mandates of the National Junior College Athletic Association. The college DRS professional will certify that a student may be deemed a full-time student as provided under this regulation only on a semester-by-semester basis.

The appropriate college offices will receive documentation of the DRS professional's certification from the professional or the student. An incoming student may apply for such certification upon acceptance to the college. Requests for certification must be made prior to the beginning of each semester. Every attempt will be made to accommodate these requests.

The following criteria also apply:

1. Students taking a reduced course load must register for at least 6 credit hours (based on DRS approval) during the regular fall and spring semesters. It is recommended that students register for at least three (3) credit hours during the summer to offset the impact of academic eligibility.
2. Students taking a reduced course load must maintain satisfactory academic progress standards as defined by the College catalog.
3. The reduced credit load may result in an adjusted financial aid package. There may be additional ramifications including, but not limited to, extra time to complete college, insurance coverage, Vocational Rehabilitation funding, etc.
4. Eligibility for Federal Stafford Loans may be reduced according to the total number of credit hours taken in the full academic year. A student, taking a reduced course load, must be at least half time in a semester (6 credits) in order to receive a Stafford Loan.
5. The amount of Federal Financial Aid (Title IV) awarded is based on the actual number of credit hours taken.
6. Requirements for continuation of funding through Vocational Rehabilitation may differ. The student must contact his/her VR counselor to determine how a reduced course load will impact their funding.
7. The National Junior College Athletic Association (NJCAA) has published standards in regard to the designation of Certified Disabled Student-Athlete in Article V Section J of the NJCAA bylaws. This procedure addresses the NJCAA criteria for reduced course loads.

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### **Application Process**

1. Applications for reduced course loads must be submitted to the Disability & Services professional with supporting documentation. Requests must be made prior to the beginning of each semester.
2. Supporting documentation must include a diagnostic evaluation from an appropriate professional. The documentation must meet the guidelines set forth by the Maricopa Community College District's Documentation Policy in order to evaluate the current impact of the disability in regards to the request. Students are required to complete an application form for this status every semester, but do not need to re-submit their documentation. Continuation of this status is not automatic. Each case will be re-evaluated at the end of the semester to determine if this accommodation is still appropriate.
3. Students requesting a reduced course load should consult with their academic advisor regarding the consequences of this status for making progress toward graduation requirements and eligibility for various academic distinctions and designations.
4. Students registered in occupational and/or academic programs that have specific block formats will not be considered for reduced course loads.
5. Students who are approved for a reduced course load will be required to sign the Reduced Course Load Approval Form (see Appendix S-10), which includes a statement acknowledging that he or she has reviewed the consequences that go with reduced load status and accepts them.
6. When a reduced course load status is granted by the Disability Resources & Services professional, a copy of the Reduced Course Load Approval Form will be sent to the appropriate individuals

### **ACADEMIC MISCONDUCT (AR 2.3.11)**

#### **1. Definitions**

- A. Academic Misconduct - includes misconduct associated with the classroom, laboratory or clinical learning process. Examples of academic misconduct include, but are not limited to, cheating, plagiarism, excessive absences, use of abusive or profane language, and disruptive and/or threatening behavior.
- B. Cheating - includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, assessment tests or examinations; (b) dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; or (c) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.
- C. Plagiarism - includes, but is not limited to, the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Information gathered from the internet and not properly identified is also considered plagiarism.

#### **2. Sanctions**

Any student found by a faculty member to have committed academic misconduct maybe subject to the following sanctions: (Note: sanctions A, B, C, and D may be imposed by a faculty member. The faculty member may recommend to the department chairperson and the appropriate vice president of academic affairs or designee that sanctions E, F, or G be imposed. College suspension or expulsion will be imposed only by the appropriate vice president of academic affairs or designee.

- A. Warning - A notice in writing to the student that the student has violated the academic code.
- B. Grade Adjustment - Lowering of a score on a test or assignment.
- C. Discretionary Sanctions - Additional academic assignments determined by the faculty member.
- D. Course Failure - Failure of a student from a course where academic misconduct occurs.
- E. Disciplinary Probation - Disciplinary probation is for a designated period of time and includes the probability of more severe sanctions if the student commits additional acts of academic misconduct.
- F. College Suspension - Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. (A suspension from one Maricopa Community College will apply to all other colleges/centers in the District.)
- G. College Expulsion - Permanent separation of the student from the college. (Expulsion from one Maricopa Community College will apply to all colleges/centers in the District.)

#### **3. Appeal of Sanctions for Academic Misconduct**

Students can appeal sanctions imposed for academic misconduct by following the instructional grievance process. (AR 2.3.5; Appendix S-6)

## **DISCIPLINARY STANDARDS**

### **DISCIPLINARY STANDARDS (AR 2.5.1)**

1. Disciplinary Probation and Suspension  
According to the laws of the State of Arizona, jurisdiction and control over the Maricopa Community Colleges are vested in the District Governing Board. The Governing Board and its agents-the chancellor, administration and faculty-are granted broad legal authority to regulate student life subject to basic standards of reasonableness.

In developing responsible student conduct, the Maricopa Community Colleges prefer mediation, guidance, admonition and example. However, when these means fail to resolve problems of student conduct and responsibility, appropriate disciplinary procedures will be followed.

Misconduct for which students are subject to disciplinary action falls into the general areas of:

- A. Cheating on an examination, assessment tests, laboratory work, written work (plagiarism), falsifying, forging or altering college records
- B. Actions or verbal statements which threaten the

## POLICIES AND PROCEDURES

personal safety of any faculty, staff, students, or others lawfully assembled on the campus, or any conduct which is harmful, obstructive, disruptive to, or interferes with the educational process or institutional functions

- C. Violation of Arizona statutes, and/or college regulations and policies
  - D. Use of college computer resources such as the Internet in violation of Technology Resource Standards (AR 4.4) which may result in notification of law enforcement authorities
2. **Disciplinary Removal from Class**  
A faculty member may remove a student from class meetings for disciplinary reasons. If an instructor removes a student for more than one class period, the faculty member shall notify the department/division chair and the appropriate vice president or designee in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached between the faculty member and the student, the student may be removed permanently pursuant to due process procedures.

### STUDENT CONDUCT CODE (AR 2.5.2)

The purpose of this Code is to help ensure a healthy, comfortable and educationally productive environment for students, employees and visitors.

#### Article I: Definitions

The following are definitions of terms or phrases contained within this Code:

1. "Accused student" means any student accused of violating this Student Conduct Code.
2. "Appellate boards" means any person or persons authorized by the college president to consider an appeal from a Student Conduct Board's determination that a student has violated this Student Conduct Code or from the sanctions imposed by the Student Conduct Administrator. The college president may act as the appellate board.
3. "College" means a Maricopa Community College or center.
4. "College premises" means all land, buildings, facilities and other property in the possession of or owned, used or controlled by the college or District.
5. "College official" means any person employed by the college or District, performing assigned administrative or professional responsibilities pursuant to this Student Conduct Code. The college president shall designate the college or center official to be responsible for the administration of the Student Conduct Code.
6. "Complainant" means any person who submits a charge alleging that a student violated this Student Conduct Code. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Student Conduct Code as are provided to the complainant, even if another member of the college community submitted the charge itself.
7. "Day" means calendar day at a time when college is in session, and shall exclude weekends and holidays.
8. "Disruptive behavior" means conduct that materially and substantially interferes with or obstructs the teaching or learning process in the context of a classroom or

educational setting.

9. "District" means the Maricopa County Community College District.
10. "Faculty member" means any person hired by the college or District to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of faculty.
11. "May" is used in the permissive sense.
12. "Member of the college community" means any person who is a student, faculty member, college official or any other person employed by the college or center. A person's status in a particular situation shall be determined by the college president.
13. "Organization" means any number of persons who have complied with the formal requirements for college recognition.
14. "Policy" is defined as the written regulations of the college and/or District as found in, but not limited to, this Student Conduct Code and Governing Board policy.
15. "Shall" is used in the imperative sense.
16. "Student" means any person taking courses at the college whether full-time or part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the college are considered "students".
17. "Student Conduct Administrator" means a college official authorized on a case by case basis by the college official responsible for administration of the Student Conduct Code to impose sanctions upon students found to have violated this Student Conduct Code. A Student Conduct Administrator may serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of a Student Conduct Board. The college official responsible for administration of the Student Conduct Code may authorize the same Student Conduct Administrator to impose sanctions in all cases.
18. "Student Conduct Board" means any person or persons authorized by the college president to determine whether a student has violated this Student Conduct Code and to recommend sanctions that may be imposed when a violation has been committed.
19. "Threatening behavior" means any written or oral statement, communication, conduct or gesture directed toward any member of the college community, which causes a reasonable apprehension of physical harm to self, others or property. It does not matter whether the person communicating the threat has the ability to carry it out, or whether the threat is made on a present, conditional or future basis.

#### Article II: Judicial Authority

1. The college official responsible for administration of the Student Conduct Code shall determine the composition of Student Conduct Board and determine which Student Conduct Administrator, Student Conduct Board, and appellate board shall be authorized to hear each case.
2. The college official responsible for administration of the Student Conduct Code shall develop procedures for the administration of the judicial program and rules for the conduct of hearings that are consistent with provisions of this Student Conduct Code.
3. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.

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### Article III: Prohibited Conduct

1. Jurisdiction of the College

The Student Conduct Code shall apply to conduct that occurs on college or District premises, or at college- or District-sponsored activities that adversely affects the college community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of admission through the actual awarding of a degree, certificate, or similar indicator of completion of a course of study, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Conduct Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.
  2. Temporary Removal of Student

Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to a faculty member's appropriate classroom rules or instructions, or interferes with the normal operations of the college. Students who engage in disruptive behavior or threatening behavior may be directed by the faculty member to leave the classroom or by the college official responsible for administration of the Student Conduct Code to leave the college premises. If the student refuses to leave after being requested to do so, college safety may be summoned. For involuntary removal from more than one class period, the faculty member should invoke the procedures prescribed in the Student Conduct Code.
  3. Conduct - Rules and Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

    - A. Acts of dishonesty, including but not limited to the following:
      - i. Furnishing false information to any college official or office.
      - ii. Forgery, alteration or misuse of any college document, record or instrument of identification.
      - iii. Tampering with the election of any college-recognized student organization.
    - B. Obstruction of teaching, research, administration, disciplinary proceedings or other college activities, including its public service functions on campus, in clinical settings or other authorized non-college activities, when the conduct occurs on college premises a faculty member may remove a student from a class meeting for disciplinary reasons. If a faculty member removes a student for more than one class period, the faculty member shall notify the college official responsible for administration of the Student Conduct Code in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached, the student may be removed permanently pursuant to appropriate due process procedures.
    - C. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, conduct which threatens or endangers the health or safety of any person, and/or disruptive behavior as defined in Article II.2. above.
- D. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.
  - E. Failure to comply with direction of college officials or law enforcement officers in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
  - F. Unauthorized possession, duplication or use of keys to any college premises, or unauthorized entry to or use of college premises.
  - G. Violation of any college or District policy, rule or regulation published in hard copy such as a college catalog, handbook, etc. or available electronically on the college's or District's website.
  - H. Violation of federal, state or local law.
  - I. Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law.
  - J. Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.
  - K. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises, or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others, or property damage.
  - L. Participation in a demonstration, riot or activity that disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any college building or area.
  - M. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions.
  - N. Conduct that is disorderly, lewd or indecent; breach of the peace; or aiding, abetting or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices or to make an audio or video record of any person while on college or District premises without his/her prior knowledge, or without his/her effective consent or when such a recording is likely to cause injury or distress. This includes, but is not limited to, secretly taking pictures of another person in a gym, locker room, or restroom.
  - O. Attempted or actual theft or other abuse of technology facilities or resources, including but not limited to:
    - i. Unauthorized entry into a file, to use, read or change the contents or for any other purpose
    - ii. Unauthorized transfer of a file
    - iii. Unauthorized use of another individual's identification and/or password
    - iv. Use of technology facilities or resources to interfere with the work of another student, faculty member or college official
    - v. Use of technology facilities or resources to send

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- vi. obscene or abusive messages
  - vii. Use of technology facilities or resources to interfere with normal operation of the college technology system or network
  - viii. Use of technology facilities or resources in violation of copyright laws
  - ix. Any violation of the District's technology resource standards
  - x. Use of technology facilities or resources to illegally download files
- P. Abuse of the Student Conduct system, including but not limited to:
- i. Falsification, distortion or misrepresentation of information before a Student Conduct Board.
  - ii. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
  - iii. Invoking a Student Conduct Code proceeding with malicious intent or under false pretenses
  - iv. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct system
  - v. Attempting to influence the impartiality of the member of a judicial body prior to, and/or during the course of, the Student Conduct Board proceeding
  - vi. Harassment, either verbal or physical, and/or intimidation of a member of a Student Conduct Board prior to, during and/or after a Student Conduct Board proceeding
  - vii. Failure to comply with the sanctions imposed under this Student Conduct Code
  - viii. Influence or attempting to influence another person to commit an abuse of the Student Conduct Code system
  - ix. Failure to obey the notice from a Student Conduct Board or college official to appear for a meeting or hearing as part of the Student Conduct system.
- Q. Engaging in irresponsible social conduct.
- R. Attempt to bribe a college or District employee.
- S. Stalking behavior, which occurs if a student intentionally or knowingly maintains visual or physical proximity toward another person on two or more occasions over a period of time and such conduct would cause a reasonable person to fear for his or her safety.
4. Violation of Law and College Discipline
- A. Disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Conduct Code (that is, if both possible violations result from the same factual situation) without regard to pending of civil or criminal litigation. Proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the college official responsible for administration of the Student Conduct Code. Determinations made or sanctions imposed under this Student Conduct Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
  - B. When a student is charged by federal, state or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under this Student Conduct Code, however, the college may advise off campus authorities of the existence of this Student Conduct Code and of how such matters will be handled internally within the college community. The college will cooperate fully with the law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting within their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

### **Article IV: Student Conduct Code Procedures**

#### **1. Charges and Student Conduct Board Hearings**

- A. Any member of the college community may file charges against a student for violations of this Student Conduct Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within thirty (30) days following the incident.
- B. The Student Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator may later serve in the same matter as the Student Conduct Board or a member thereof. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).
- C. All charges shall be presented to the accused student in written form. A time shall be set for a Student Conduct Board hearing, not less than five (5) nor more than fifteen (15) days after the student has been notified. Maximum time limits for scheduling of Student Conduct Board hearings may be extended at the discretion of the Student Conduct Administrator.
- D. Hearings shall be conducted by a Student Conduct Board according to the following guidelines, except as provided by Article IV 1.G below:
  - i. Student Conduct Board hearings normally shall be conducted in private.
  - ii. The complainant, accused student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board hearing at which information is received (excluding deliberations). Admission of any person to the hearing shall be at the discretion of the Student Conduct Board and/or its

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- Student Conduct Administrator.
  - iii. In Student Conduct Board hearings involving more than one accused student, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Board hearing concerning each student to be conducted either separately or jointly.
  - iv. The complainant and the accused shall have the right to be assisted by any advisor they choose, at their own expense. The advisor must be a member of the college community and may not be an attorney. Both the complainant and the accused are responsible for presenting their own information and, therefore, advisors are not permitted to speak or participate directly in any Student Conduct Board hearing before a Student Conduct Board.
  - v. The complainant, the accused student, and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The college will try to arrange the attendance of possible witnesses who are members of the college community, if reasonably possible, and who are identified by the complainant and/or accused student at least two days prior to the Student Conduct Board hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Conduct Board.
  - vi. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.
  - vii. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.
  - viii. After the portion of the Student Conduct Board hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the accused student violated the section of this Student Conduct Code which the student is charged with violating.
  - ix. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the accused student violated this Student Conduct Code.
  - E. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board hearings before a Student Conduct Board (not including deliberations). The record shall be the property of the District.
  - F. No student may be found to have violated this Student Conduct Code because the student failed to appear before a Student Conduct Board. In all cases, the evidence and support of the charges shall be presented and considered.
  - G. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the college official responsible for administration of the Student Conduct Code.
2. Sanctions
- A. The following sanctions may be imposed upon any student found to have violated the Student Conduct Code:
    - i. Warning - a written notice to the student that the student is violating or has violated institutional rules or regulations.
    - ii. Probation - a written reprimand for violation of specified rules or regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional rules or regulation(s) during the probationary period.
    - iii. Loss of Privileges - denial of specified privileges for a designated period of time.
    - iv. Restitution - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
    - v. Discretionary Sanctions - work assignments, essays, service to the college, or other related discretionary assignments. (Such assignments must have the prior approval of the Student Conduct Administrator.)
    - vi. College Suspension - separation of the student from all the colleges in the District for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
    - vii. College Expulsion - permanent separation of the student from all the colleges in the District.
  - B. More than one of the sanctions listed above may be imposed for any single violation.
  - C. Other than college expulsion, disciplinary sanction shall not be made part of the student's academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions upon the student's application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than suspension or expulsion shall be expunged from the student's confidential record five (5) years after final disposition of the case.

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In situations involving both an accused student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the accused student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the college community of each may be impacted.

- D. The following sanctions may be imposed upon groups or organizations:
- i. Those sanctions listed above in Article IV 2. A. 1 through 4.
  - ii. Loss of selected rights and privileges for a specified period of time.
  - iii. Deactivation - loss of all privileges, including college recognition for a designated period of time.
- E. In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Conduct Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board hearing, the Student Conduct Board and the Student Conduct Administrator shall advise the accused student, group and/or organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.
3. Emergency Suspension

If a student's actions pose an immediate threat or danger to any member of the college community or the educational processes, a college official responsible for administering the Student Conduct Code may immediately suspend or alter the rights of a student pending a Student Conduct Board hearing. Scheduling the hearing shall not preclude resolution of the matter through mediation or any other dispute resolution process. The decision will be based on whether the continued presence of the student on the college campus reasonably poses a threat to the physical or emotional condition and well-being of any individual, including the student, or for reasons relating to the safety and welfare of any college property, or any college function.

In imposing an emergency suspension, the college official responsible for administration of the Student Conduct Code may direct that the student immediately leave the college premises and may further direct the student not to return until contacted by that official. An accused student shall be in violation of this policy regardless of whether the person who is the object of the threat observes or receives it, as long as a reasonable person would interpret the communication, conduct or

gesture as a serious expression of intent to harm.

4. Appeals
- A. A decision reached by the Student Conduct Board judicial body or a sanction imposed by the Student Conduct Administrator may be appealed by accused students or complainants to an Appellate Board within five (5) days of receipt of the decision. Such appeals shall be in writing and shall be delivered to the Student Conduct Administrator.
- B. Except as required to explain on the basis of new information, an appeal shall be limited to the review of the verbatim record of the Student Conduct Board hearing and supporting documents for one or more of the following purposes:
- i. To determine whether the Student Conduct Board hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complainant a reasonable opportunity to prepare and present information that the Student Conduct Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
  - ii. To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Conduct Code occurred.
  - iii. To determine whether the sanction(s) imposed was appropriate to the violation of the Student Conduct Code which the student was found to have committed.
  - iv. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board hearing.
- C. If an appeal is upheld by the appellate board, the matter shall be returned to the original Student Conduct Board and Student Conduct Administrator for reopening of the Student Conduct Board hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all concerned.

### Article V: Interpretation and Revision

Any question of interpretation regarding the Student Conduct Code shall be referred to the college official responsible for administration of the Student Conduct Code for final determination.

## POLICIES AND PROCEDURES

### STUDENT RECORDS (AR 2.5.3)

#### 1. Definitions

For the purposes of this policy, the Maricopa County Community College District has used the following definition of terms.

- A. "College" includes all colleges, educational centers, skill centers and District office.
- B. "Educational Records" are any record (in handwriting, print, tapes, film, or other media) maintained by the college or an agent of the college which is directly related to a student, except:
  - i. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute
  - ii. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment
  - iii. Records maintained by the colleges security unit, if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction and the security unit does not have access to education records maintained by the community college.
  - iv. Alumni records which contain information about a student after he or she is no longer an attendant of the community college and the records do not relate to the person as a student

#### 2. Records Request

Official verification of educational records is issued by the Admissions and Records Office/Office of Student Enrollment Services.

#### 3. Fees

If a copy(ies) of a portion or all of the records in a student's file is requested, the custodian of the records may charge a fee for copies made. However, the willingness or ability to pay the fee will not effectively prevent students from exercising their right to inspect and review (under supervision of a college employee) their records. A fee will not be charged to search for or to retrieve records. Standard fees for printing and duplication services will apply.

#### 4. Annual Notification

Students will be notified of their further rights annually by publication in the college catalog and/or the student handbook.

#### Rights of Access to Educational Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

- A. ***The right to inspect and review the student's education records within 45 days of the day the college receives a request for access.***

Students should submit to the college admissions and records department written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student 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 the student of the correct official to whom the request should be addressed.

- B. ***The right to request the amendment of the student's education records that the student believes to be inaccurate or misleading.***

Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- C. ***The right to consent to disclosures of personally identifiable information contained in the student's 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 interest. A school official is defined as a person employed by the college or District in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the college or District has contracted (such as an attorney, auditor, or collection agent); a person serving on the Governing Board; or a person 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.

Upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

- D. ***The right to file a complaint with the US Department to 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  
US Department of Education  
400 Maryland Ave., S.W.  
Washington, DC 20202-4605

#### 5. Student Directory

A Maricopa community college may release directory information about any student who has not specifically requested the withholding of such information. Students who do not want directory information released may so indicate during the admissions process or notify the

## POLICIES AND PROCEDURES

Office of Admissions and Records.

At any Maricopa community college, directory information is defined as a student's name, address, telephone number, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, dates of attendance, part-time or full-time status, most recent previous educational agency or institution attended by the student, college within the Maricopa Community Colleges where the student has been enrolled, photograph of student, and electronic mail address.

### 6. Use of Education Records for Advisement Purposes

All colleges within the Maricopa Community Colleges have access to the computerized degree audit program. During the advisement process, each student may have his or her academic record reviewed for coursework taken at any of the District's colleges or centers. The institution retains the right to exercise discretion in determining the release of directory information.

### 7. Disclosure to Parents

In accordance with federal law, college officials may disclose educational records to parents of minors or to parents of a student who have established the student's status as a dependent according to the Internal Revenue Code of 1986, section 152, without the written consent of the student.

## HANDBOOK INFORMATION

### STUDENT EMPLOYMENT (AR 2.5.4)

#### 1. District Student Employees

##### A. Introduction

Students may be employed by the college as student help. District regulations require that students be hired in essential jobs and that they be properly trained and supervised.

##### B. Philosophy and Workload for Student Employees

i. It shall be the philosophy of Maricopa Community College District that a student may work to augment college and living expenses, however, the scholastic endeavor should be foremost. Sufficient time should be allotted for classroom attendance, homework, out-of-class study and participation in activities.

ii. A workload of twenty (20) hours per week should be established as the maximum number of hours a student employee may work on campus. All student employees shall be enrolled in a minimum of three (3) semester credit hours. Any combination of day and evening hours would meet this requirement. Any student employee having special reasons to work over 20 hours per week or having dropped below three (3) credit hours should request his/her immediate supervisor to obtain approval from the College president or his/her designee.

iii. During the summer sessions, students may be eligible for employment if they were enrolled for a minimum of three (3) semester credit hours at the end of the spring semester, or if they have been accepted for admission for the fall

semester. Exceptions to the three (3) semester credit hours may be made by the president, or his/her designee. Summer shall be designated as the time from the official end of the spring semester to the beginning of classes for the fall semester.

##### C. Student Employee Benefits

As student employees, there are no entitlements to employee benefits; i.e., vacation, retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.

##### D. Student Employment Records

Student employee records will be maintained at the Financial Aid office, the office of the fiscal agent or the Career/Placement Office and will be reviewed periodically by the vice president of students affairs.

##### E. Student Compensation

The hourly rate of pay for student employees shall coincide with the policies of the District Salary Schedule.

##### F. Employee Contracts and Forms (See Appendix FM-3)

##### G. Student Employee Grievance Procedure

Part-time student employees working for one of the Maricopa Community Colleges may wish to file a grievance relating to certain working conditions or violation of student employment regulation. Please refer to the Non-Instructional Complaint Resolution Process (AR 2.3.12)

#### 2. Student Security Guards

##### A. Introduction and Philosophy

Students may be employed by the college as student help. If student guards do not come from the ranks of Administration of Justice classes, they must undergo appropriate training to qualify them as student guards. This training program is outlined in the regulation.

##### B. Workload of Student Security Guards

i. Student security guards shall be enrolled for a minimum of three (3) semester hours.

ii. Student security guards shall be limited to 20 hours per week when the workweek starts at 7:00 a.m. on Monday and concludes at 11:00 p.m. on Friday. Additional hours may be worked if guards are assigned special duty at games or activities held on campus during the weekend, or if guards are assigned a shift on Saturday and Sunday, between 7:00 a.m. and 11:00 p.m.

##### C. Students not in Administration of Justice Program

i. Use of student other than those in Administration of Justice Program:

1. Selection of the student must be personally approved by the vice president of students affairs and chief of security.

2. Selection of a student should not extend beyond one semester without the approval of the vice president of students affairs.

3. Selected student must undergo a special training program directed by the chief of security and approved by the vice president of students affairs.

ii. Recommended program for students other than those in Administration of Justice programs:

## POLICIES AND PROCEDURES

Students employed by campus security who are not majors in the Administration of Justice program should be given at least twenty (20) hours of training with pay before being allowed to function independently as a campus security guard. This training should include, but not be limited to instruction in:

1. Wearing of the uniform, general appearance, and demeanor
  2. The use of the various security report forms and how to properly complete them to provide requested information; General report writing methods
  3. Public relations methods used on the campus
  4. Crime prevention methods used on the campus; Patrol methods used in buildings and grounds.
  5. Basic techniques for interviewing students, faculty and visitors relative to the incidents
  6. Laws and regulations governing the actions of campus security personnel concerning rendering of assistance to students, faculty and visitors on the campus
  7. Basic first aid
- D. Student Security Guards Employee Benefits  
As student employees there are not entitlements to employee benefits; i.e., vacation retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.
- E. Student Employment Records  
The student security guard's employment records will be maintained at the office of the chief of security and reviewed periodically by the vice president of students affairs.

### STUDENT GOVERNANCE (AR 2.5.5)

Student governing bodies derive their authority from the Maricopa County Community College District Governing Board that exists in accordance with Arizona Revised Statutes. The administration of the District is vested in the Chancellor who delegates responsibility for each college to the college president who serves in a management and policy implementation capacity having the ultimate responsibility for all activities of the college. The president shall designate the administrator(s) (i.e., directors of student leadership) at each college who will be charged with the responsibility for working with the college student governing body(ies) in the development of college student activities and programs.

A representative form of student governance may exist at each college/center as well as district wide to provide an effective means of communication among students, faculty, staff and administration and to provide student input in college and District matters. Eligibility requirements are to be met and spelled out in detail in each student governance constitution. These constitutions shall establish the minimum requirements for the elective/appointive officers. All student government constitutions shall be submitted to the Governing Board General Counsel to ensure compliance with federal and state laws, and the Maricopa Community Colleges Governing Board Administrative Regulations. Since Rio Salado Community College is a countywide non-campus

college, the president shall ensure that opportunities exist for student involvement.

College student constitutions should be reviewed annually by student governance. The appropriate vice president or designee of each college shall be responsible for submitting any changes to the president of the college for transmittal to the Governing Board General Counsel.

#### 1. Officers/Members

All reference in this document to positions will designate whether the position is an officer position or a member position.

Each student governance constitution shall define which of its elected positions (maximum of 5) within its structure shall be designated as officers. The persons filling those positions shall be referred to, in this document, as officers. Persons filling all other positions, elected or appointed, shall be referred to as members (excluding non-voting committee members).

All positions filled by election shall be considered as elected positions, even though the person filling the position may have been appointed to fill an unexpired term of another individual.

#### 2. Designation

Colleges with two (2) student governments shall designate the governments as "day" or "evening." Colleges with one (1) government shall be considered day students, for the purposes of this document.

#### 3. Eligibility for Office

All student governance constitutions shall prescribe that all persons elected or appointed as officers shall be enrolled in and maintain a minimum of six (6) credit hours for day student governments, three (3) credit hours for evening student governments. Officers shall have and maintain a minimum cumulative grade point average of 2.50 and be in good standing (not on probation) according to the written district policy. Convicted felons shall be ineligible for office (ARS § 13-904). The constitution may, however, set more rigid requirements, if so desired by college student governance.

#### 4. Tenure of Position

Tenure in any student governance position shall be determined by the respective student governance constitutions. In no case shall any student be allowed to serve in any combination of officer/member positions beyond a total of ten (10) semesters. Tenure in any combination of officer positions shall be limited to four (4) semesters.

#### 5. Removal from Office

Provisions shall be made in all student governance constitutions for removal for cause of individuals from elected or appointed student governance positions.

#### 6. Remuneration Limitations

A. Student body officers may receive financial support and/or a letter grade in a leadership class during their terms of office as authorized in their respective student governance constitutions. Student body officers (maximum 5) may receive up to twenty (20) hours per week in financial support and/or up to six (6) credit hours in leadership classes per semester. Remuneration shall be for services rendered and not for merely holding the office.

## POLICIES AND PROCEDURES

- B. For qualifying students, Federal Work Study (FWS) funds may be used in accordance with Federal guidelines.
- C. The allowance for awarding honorariums or scholarships for executive student officers is a maximum of \$200.00.
- D. Compensation may be received for both honorariums/scholarships and college employment in the same semester.

### 7. Amending Student Constitutions

College student constitutions should be reviewed annually by student governance. The appropriate vice president or designee of each college shall be responsible for submitting any constitutional changes to the President of the college for transmittal to the Governing Board General Counsel.

### 8. Student Governance Advisors

College organization advisors will be provided for in each student governance constitutions. Such advisors shall be full-time or part-time employees of the Maricopa Community Colleges.

Recommendations for appointment of an advisor may be submitted to the appropriate vice president or college president. Recommendations for dismissal of an advisor with just cause may be submitted to the appropriate vice president or college president.

### 9. Legal/Fiscal/Financial Matters

Authority and responsibility beyond the scope specifically covered in student policies, or interpretation of such matters within laws, board policies, etc. shall rest with the offices of General Counsel and Chancellor, respectively.

### 10. Final Authority

In the event of a complete breakdown of the governance body, the college president will serve as the final authority.

## THE MARICOPA COMMUNITY COLLEGES ALLIED HEALTH OR NURSING PROGRAM

In collaboration and partnership with the healthcare community and its response to the dynamic changes occurring in the healthcare arena and healthcare professions' practice, the Maricopa Community Colleges integrated the curriculum of all allied health and nursing programs. All allied health or nursing program pathways and educational offerings emphasize the achievement of relevant competencies and provide value to the individual, the employer, and the community. As a result, graduates of the various allied health or nursing program pathways will meet the community's demand for a flexible, multi-skilled healthcare workforce that meets employer and consumer needs. Refer to individual college catalogs for specific healthcare program pathways. For further information, <http://healthcare.maricopa.edu> is a comprehensive information source.

### Allied Health or Nursing Assumption of Risk/Release of Liability

Most of the allied health or nursing program pathways include a program of study in a clinical training environment which may contain exposures to risks inherent in patient-oriented educational experiences, such as but not limited to, bodily

injury or communicable and infectious diseases. Students enrolling in clinical educational courses will be asked to sign a statement assuming all risks inherent in their coursework.

### Use of Confidential Information

Students enrolled in allied health or nursing program pathways will have learning experiences in a healthcare setting where they will have access to confidential information. Prior to beginning any clinical studies, the students will be asked to sign an agreement to adhere to the requirements of those clinical sites and applicable law, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

### Allied Health or Nursing College of Attendance

As the allied health or nursing programs are integrated across the Maricopa County Community College District, college of attendance requirements for the completion of the healthcare program pathways can be met through the completion of coursework taken at all the Maricopa Community Colleges and Skill Centers.

### Requirement of Background Check

Students enrolled in an allied health or nursing program will be in clinical learning experiences, working with children, elderly persons, and other vulnerable populations. Healthcare agency policies require evidence of background clearance prior to entering such learning experiences. The background clearance will consist of a fingerprint clearance, verification of social security number, and a periodic query of the Office of the Inspector General (OIG) List of Excluded Individuals/Entities (LEIE) List. ARS §15-1881 provides the Department of Public Safety the authority to conduct background checks and issue clearance cards to healthcare students for the purpose of meeting the requirements for clinical training. Students seeking enrollment into health programs will be required to provide a current clearance card provided by DPS as evidence of an independent background check that meets healthcare industry standards. Individual programs will establish program policy regarding when the background check needs to be completed, either at the time of application to or enrollment in clinical courses. Evidence of a completed background clearance must be maintained for the duration of time of program enrollment. It is advised that students carry proof of the background clearance at all times during any agency learning experience. Any change in status that would affect the background clearance of a healthcare student may result in the interruption of student progress or dismissal from the program.

**Note:** Certain licensing boards may require a separate background check or clearance card upon application for licensure or certification.

### Duty to Report

All students enrolled in health programs holding or receiving certification or licensure as a healthcare professional from a US state or territory must remain in good standing with that agency. Students receiving any disciplinary action against their certification and/or license must notify the program director within five (5) business days. Any student who is placed on the Office of the Inspector General (OIG) List of Excluded Individuals/Entities List must notify their program director within five (5) business days. Any student who has

## POLICIES AND PROCEDURES

his/her fingerprint clearance card revoked, suspended, or modified in any way must notify the program director within five (5) business days. The program director reserves the right to restrict the student's participation in clinical experience and involvement in patient care until the certificate or license is valid and unrestricted as determined by the agency who issued the disciplinary action; the student is removed from the OIG Exclusion List; and/or the fingerprint card is valid and unrestricted.

### Waiver of Licensure/Certificate Guarantee

Many of the nursing and allied health programs prepare graduates for application for State or National certificates or licenses. In some professions, such licensure and certification is required prior to employment or practice in the profession. Graduation from a nursing and allied health program does not guarantee the receipt of a license or certificate to practice in the field of study.

## CONSENSUAL RELATIONSHIPS (AR 4.18)

### 1. General

The existing Governing Board Policy on Hiring of Relatives prohibits employees from being involved in any employment or key decision that involves a relative. This would include work performance, job assignments, or pay related matters. In that such relationships can create a conflict with the interests of the Maricopa Community Colleges, and the increased potential for nepotism and favoritism, the same principles also apply in the case of consensual amorous, romantic and/or sexual relationships that occur between employees or between employees and students.

In the work and academic environment, such a relationship that might be appropriate in other circumstances is inappropriate if one of the individuals in the relationship has a professional responsibility toward, or is in a position of authority with respect to, the other, such as in the context of supervision, instruction, coaching, counseling or advisement. An element of power is present in such a context and it is incumbent upon those with authority not to abuse that power. In addition, consensual relationships may yield to third parties the appearance that unfair bias or favoritism towards the student or supervisee is taking place.

#### A. Definitions

- i. Consensual relationships are defined as romantic, amorous and/or sexual relationships between consenting employees or between employees and adult (18 years or older) college students currently enrolled at one of the community colleges.
- ii. An employee is any individual who is employed by the Maricopa County Community College District (MCCCD). An employee includes an individual who is subject to an established employee job group policy manual, whether regular, full-time board approved, at-will, part-time, and/or temporary. An employee also includes a contract worker (special services employment, request for personnel services) working or serving as an agent or designee on behalf of the MCCCD.

- iii. A student is considered to be any person currently enrolled in a credit or non-credit class at one of the colleges or centers within the Maricopa County Community College District.
- iv. A vendor is someone who sells or can sell products or services to the Maricopa County Community College District.
- v. A recent consensual relationship is considered to be one that has taken place within the past 24 months.

#### B. Prohibited Conduct

- i. An employee shall not maintain, engage in or be involved in a consensual relationship with another employee who is subject to that individual's supervision or with a student that is currently enrolled in the individual's class, or a student whom the individual otherwise instructs, coaches, counsels or advises, or with a vendor if the employee manages that contract or otherwise exerts influence over the contract.
- ii. The Governing Board recognizes that the personal life of its employees is not a concern of the institution, and therefore, this regulation does not seek to prohibit romantic relationships that exist between parties where the context of power-authority between employees or between employees and students is not present; and provided that the relationship does not affect the employee's effectiveness in fulfilling his or her professional obligation. For these instances, appropriate measures should still be taken in order to avoid conflicts of interest from occurring. For relationships that may exist prior to the time that either a student or employee is placed in a situation of instruction or supervision that is considered to be a conflict of interest, the employee(s) involved shall disclose and take immediate measures to avoid the conflict or appearance of conflict.

### 2. Procedures for Disclosure

Employees should first avoid allowing an inappropriate consensual, amorous or sexual relationship to develop with a supervisee or student.

- A. Where the employee is already in or has had a recent consensual relationship with a supervisee, the following procedures shall be followed:
  - i. Immediate disclosure by the employee of the relationship to their supervisor and to the appropriate Vice President or Vice Chancellor in order to ensure that any conflicts of interest have been adequately addressed.
  - ii. The respective administrator responsible for the department or division shall place the subordinate under alternate supervision when a supervisor under his/her direction has or has had a recent consensual relationship with the employee.
  - iii. The supervisor shall recuse himself or herself from any discussions or involvement with decisions related to evaluations, promotion, hiring, determination of salary, or continuation of contract or employment.
  - iv. The respective Vice President or Vice

## **POLICIES AND PROCEDURES**

Chancellor shall prepare and retain a report that specifies the appropriate alternate arrangements that have been made to eliminate the conflict of interest. The EEO/AA Office shall be provided a copy of the report along with the employees involved in the relationship.

- B. Where the employee is already in or has had a recent consensual relationship with a student prior to enrollment in his or her class, the following procedures shall be followed:
  - i. The faculty member shall counsel and advise the student not to enroll in his or her course.
  - ii. The Consensual Relationships Policy will be made available to students via the student handbook and other appropriate communications vehicles.
  - iii. If it is not possible for a student to enroll in another course, section, or course and section at another college due to a requirement for completion of a degree or certificate and no other academic option is available, disclosure of the relationship will be made to the appropriate Department Chair, Dean and Vice President of Academic Affairs or Vice President for Student Affairs as appropriate for review. The Vice President will refer the matter to the Vice Chancellor for Academic and Student Affairs for consideration. The Chancellor or his/her designee may allow a student to enroll in the class only upon a showing by the student that the enrollment is necessary to avoid an extreme hardship, and upon a showing by the college President or designee that the academic integrity of the student's enrollment in the class will nevertheless be maintained.
3. Persons who are married, or were married, are included within the definition of persons that have or who have had a consensual amorous relationship. Disclosure in this instance may be made via the Maricopa Disclosure process at [www.maricopa.edu/disclosure/](http://www.maricopa.edu/disclosure/).
4. An employee who fails to follow the requirements established in this policy and who does not withdraw from participation in activities or decisions that may reward or penalize a supervisee or student with whom the employee has or has had a recent consensual amorous relationship, will be considered in violation of policy and will be addressed in accordance with established processes in job group policy manuals.

# ***Official Course Descriptions***



MARICOPA  
COMMUNITY  
COLLEGES

AA/EEO

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## OFFICIAL COURSE DESCRIPTIONS

### COURSE INDEX BY DIVISION/SUBJECT

#### Division of Business and Information Technology (BIT)

CHAIRPERSON: Mark Nielsen.....(602) 243-8012

SUBJECTS:

ACC	Accounting
BPC	Business/Personal Computers
CIS	Computer Information Systems
CNT	CISCO Networking Technology
CSC	Computer Science
ECN	Economics
EPS	Entrepreneurial Studies
FIN	Financial Planning
GBS	General Business
IND	Industry and Business
ITS	Information Technology Security
MGT	Management
MKT	Marketing
MST	Microcomputer Technology
OAS	Office Automation Systems
REA	Real Estate
SBS	Small Business Management
TLT	Telecommunications Technology

#### Division of Communication, Fine Arts and Social Sciences (CFASS)

CHAIRPERSON: Dr. Jerome Garrison .....(602) 243-8382

SUBJECTS:

AIS	American Indian Studies
AJS	Administration of Justice
ARH	Art Humanities
ART	Art
ASB	Anthropology
CFS	Child Family Studies
COM	Communication
DAH	Dance Humanities
DAN	Dance
ECH	Early Childhood Education
EDU	Education
EED	Early Education
HIS	History
HUM	Humanities
MCM	Mediation & Conflict Management
MHL	Music: History/Literature
MTC	Music: Theory/Composition
MUC	Music: Commercial Business
MUP	Music: Performance
PHI	Philosophy
POS	Political Science
PSY	Psychology
REL	Religious Studies
SOC	Sociology
STO	Storytelling
THE	Theater
THP	Theater Performance/Production

#### Division of Language Arts (LA)

CHAIRPERSON: Lillian Barker .....(602) 305-5771

SUBJECTS:

ARB	Arabic
CHI	Chinese
CRE	Critical Reading

CRW	Creative Writing
ENG	English
ENH	English Humanities
ESL	English as a Second Language
FRE	French
GER	German
ITA	Italian
JRN	Journalism
MCO	Mass Communications
NAV	Navajo
RDG	Reading
SLG	Sign Language
SPA	Spanish
TRS	Translation and Interpretation
YAQ	Yaqui Indian History & Culture

#### Division of Mathematics, Sciences And Engineering (MSE)

CHAIRPERSON: Dr. Teresa Leyba Ruiz .....(602) 243-8086

SUBJECTS:

AGB	Agribusiness
ANS	Animal Science
AST	Astronomy
BIO	Biology
CHM	Chemistry
ECE	Engineering Science
EEE	Electrical Engineering
GCU	Geography
GLG	Geology
GTC	General Technology
MAT	Mathematics
PHS	Physical Science
PHY	Physics

#### Division of Counseling, Health and Wellness (CHW)

CHAIRPERSON: Dr. Douglas Ferguson .....(602) 305-5608

SUBJECTS:

AAA	Advancing Academic Achievement
BHS	Behavioral Health Services Technology
CHA	Community Health Advocate
CPD	Counseling & Personal Development
CWE	Career Work Experience
EMT	Emergency Management
ESS	Employment Support Systems
EXS	Exercise Science
FON	Food and Nutrition
FSC	Fire Science Technology
HCC	Health Core Curriculum
HCR	Health Care Related
HES	Health Science
NUR	Nursing
PED	Physical Education
RES	Respiratory Care
SWU	Social Work
WED	Women's Education
WST	Women's Studies

#### Division of Teaching & Learning Center (LTLC)

CHAIRPERSON: Amy MacPherson ..... (602) 243-8164

SUBJECTS:

IFS	Information Studies
LBS	Library Skills

## OFFICIAL COURSE DESCRIPTIONS

### OFFICIAL COURSE DESCRIPTIONS

#### Advancing Academic Achievement (AAA)

AAA115 - Creating College Success

LEC 1 Credit 1 Period

Strategies to create success in college. Methods for selecting and developing effective academic strategies, increasing self-awareness and developing self-management strategies. Elements of college resources and relationships with others explored in support of students' educational experience. Prerequisites: None. Cross-References: CPD115

AAA150 - Strategies for College Success

LEC 3 Credits 3 Periods

Strategies for College Success

Focus on increasing student success through college orientation and personal growth, study skills development, and educational and career planning. Prerequisites: None. Cross-Reference: CPD150

AAA150AA - College Orientation and Personal Growth

LEC 1 Credit 1 Period

College Orientation & Personal Growth Emphasis on increasing student success through college orientation, identification of learning style and the use of time management, goal-setting, and interpersonal communication strategies. Prerequisites: None. Cross-References: CPD150AA

#### Accounting (ACC)

ACC105 - Payroll, Sales and Property Taxes

LEC 3 Credits 3 Periods

Tax reporting for payroll, sales, and personal property. Prerequisites: None.

ACC 107 - Bookkeeping Theory & Practice

LEC + LAB 4 Credits 5 Periods

Fundamental accounting practices; application to retail stores, professional firms, and personal service operations. Prerequisites: None.

ACC109 - Accounting Concepts

LEC 3 Credits 3 Periods

Introduction to accounting with emphasis on analysis and applications of financial information. Prerequisites: None. GBS151 and reading ability equivalent to RDG091 suggested but not required.

ACC111 - Accounting Principles I (CCL 5665 & AAS 3149)

LEC 3 Credits 3 Periods

Fundamental theory of accounting principles and procedures. Prerequisites: None.

ACC112 - Accounting Principles II I (CCL 5665 & AAS 3149)

LEC 3 Credits 3 Periods

Continuation of the fundamental theory of accounting principles and procedures, including interpretation of general

purpose financial statements. Prerequisites: ACC111 with a grade of "C" or better, or permission of department/division.

ACC115 - Computerized Accounting I

(CCL 5665 & AAS 3149)

LEC + LAB 2 Credits 3 Periods

Mastery of a microcomputer accounting system including the general ledger, accounts receivable, accounts payable and payroll. Prerequisites: ACC107, or higher level accounting course, or permission of instructor.

ACC121 - Income Tax Preparation I (CCL 5665 & AAS 3149)

LEC + LAB 3 Credits 3 Periods

Preparation of and practical experience in preparing individual federal income tax returns using computer software. Prerequisites: None.

ACC211 - Financial Accounting I (CCL 5665 & AAS 3149)

LEC 3 Credits 3 Periods

Introduction to theory and practice in the preparation and interpretation of general purpose financial statements. Prerequisites: None.

ACC212 - Managerial Accounting I (CCL 5665 & AAS 3149)

LEC + LAB 3 Credits 3 Periods

Development and analysis of accounting information for managerial planning and control. Prerequisites: A grade of "C" or better in (ACC111 and ACC112), or ACC211, and (CIS105 or permission of department/division).

ACC221 - Tax Accounting I (CCL 5665 & AAS 3149)

LEC 3 Credits 3 Periods

Preparation of and accounting procedures for individuals; introduction to partnerships and corporate tax structures. Prerequisites: ACC111 or ACC211 or permission of department/division.

ACC230 - Uses of Accounting Information I

(CCL 5665 & AAS 3149)

LEC 3 Credits 3 Periods

Introduction to the uses of accounting information for internal and external purposes with emphasis on financial statement analysis. Prerequisites: Grade of "C" or better in ACC111 or ACC211, or a grade of "C" or better in (ENG101 and MAT151 and CRE101), or equivalent, or satisfactory score on District placement exam.

ACC240 - Uses of Accounting Information II

(CCL 5665 & AAS 3149)

LEC 3 Credits 3 Periods

Introduction to the uses of accounting information for internal and external purposes with emphasis on analysis for use by management. Prerequisites: ACC 230

ACC250 - Introductory Accounting Lab

(CCL 5665 & AAS 3149)

LAB 1 Credit 3 Periods

Procedural details of accounting for the accumulation of information and generation of reports for internal and external users. Prerequisites: None.

## OFFICIAL COURSE DESCRIPTIONS

### **Agribusiness (AGB)**

AGB132 - Agribusiness Accounting and Office Management  
LEC 3 Credits 3 Periods  
Practical uses of accounts and records with emphasis on accounting principles and analysis of the agricultural business. Business management procedures including appointment scheduling, client relations, fees, accounts, and daily bookkeeping. Includes resume writing and interview techniques. Prerequisites: None.

### **American Indian Studies (AIS)**

AIS105 - Introduction to American Indian Studies  
LEC 3 Credits 3 Periods  
Introduction to political, economic, and social structures of American Indian Nations. Provides overview of American Indian tribal cultures prior to contact, the impact of European contact, and the influence of western social systems on tribal nations. Prerequisites: None. [C]

AIS110 - Navajo Government  
LEC 3 Credits 3 Periods  
Addresses and examines major historical developments of the Navajo People with a focus on government, law, society, livelihood, tradition, and culture. Includes the major components and operation of Navajo government and related tribal laws, such as Title II and Title VII of the Navajo Nation Code, as well as the significance of the Treaty of 1868. Federal Indian policies and their impact on Navajo society and government, the importance of federal and tribal citizenship and related federal and tribal laws, and the role of the Navajo clanship system and other relevant cultural concepts addressed. Prerequisites: None. [C, H]

### **Administration of Justice (AJS)**

AJS101 - Introduction to Criminal Justice  
LEC 3 Credits 3 Periods  
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, jails, prisons, probation and parole departments, and community corrections agencies. Covers the history of the criminal justice system, terminology and career opportunities. Prerequisites: None. [SB]

AJS109 - Substantive Criminal Law  
LEC 3 Credits 3 Periods  
Covers philosophy of legal sanctions and historical development from the common law to modern American criminal law, classifications of crimes, elements of and parties to crimes, general definition of crimes, common defenses utilized. Includes specific offenses and the essential elements of each offense. Required in AJS curriculum. Prerequisites: None.

AJS123 - Ethics and the Administration of Justice  
LEC 3 Credits 3 Periods  
Introduces and explores ethical issues and the justice system. Focuses on ethics and the law, the police, courts and corrections. Reviews ethical theory, concepts and practices as they relate to administration of justice. Encourages critical thinking and value decision making in criminal justice system situations. Prerequisites: None. [HU]

AJS139 - Emergency Response to Terrorism  
LEC 3 Credits 3 Periods  
Fundamentals of emergency response to suspected terrorist events. Historical perspective of terrorist activities and methods by which responders can identify and protect themselves and the public from these threats. Coordination of responding agencies. Prerequisites: None. Cross-Reference: FSC139

AJS146 - Disaster Recovery Operations  
LEC 3 Credits 3 Periods  
Specialized knowledge and skills for the emergency manager in developing programs and activities associated with disaster recovery assistance and mitigation actions that reduce losses from future disasters. Prerequisites: None. Cross-References: FSC146

AJS147 - Emergency Preparedness  
LEC 3 Credits 3 Periods  
Emergency preparedness related to natural and manmade disasters. Planning concepts and the planning process; awareness and education programs and strategies for the general community as well as business and industries. Prerequisites: None. Cross-References: FSC147

AJS148 - Fundamentals of Emergency Management  
LEC 3 Credits 3 Periods  
Emergency management systems including career opportunities, function, tasks and responsibilities of the emergency management program manager, role of the emergency manager in mitigation, preparedness, response, and recovery. Past civil defense and current emergency management systems since evolution from World War II. Prerequisites: None. Cross-References: FSC148

AJS149 - Hazard Mitigation  
LEC 3 Credits 3 Periods  
Knowledge and skills required to develop programs to reduce losses from future disasters, emergencies, and other extreme events caused by natural and manmade hazards. Prerequisites: None. Cross-References: FSC149

AJS195 - International and Domestic Terrorism  
LEC 3 Credits 3 Periods  
An overview of the history, structure, goals, and activities of domestic and international terrorist groups. Explores theories explaining terrorism and reviews methods used to combat it. Prerequisites: None.

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### AJS201 - Rules of Evidence

LEC 3 Credits 3 Periods

A practical insight into the rules of evidence to include how to recognize evidence: the general rules governing admissibility of evidence; the "hearsay" rule and its exceptions; the use of documentary evidence, written memoranda, photographs, and recordings; corpus delicti; opinion evidence, circumstantial evidence, evidential privileges. Required in AJS curriculum. Prerequisites: None.

### AJS210 - Constitutional Law

LEC 3 Credits 3 Periods

An examination of the U.S. Constitution as it relates to the law enforcement function. Includes statutory law and judicial decisions governing the areas of arrest, search and seizure, interrogations and confessions, self-incrimination and other constitutional guarantees. Required in AJS curriculum. Prerequisites: None.

### AJS212 - Juvenile Justice Procedures

LEC 3 Credits 3 Periods

Examines the history and development of juvenile justice theories, procedures, and institutions. Prerequisites: None.

### AJS225 - Criminology

LEC 3 Credits 3 Periods

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. Required in the AJS curriculum. Prerequisites: None. [SB]

### AJS258 - Victimology and Crisis Management

LEC 3 Credits 3 Periods

Focuses on victimology and techniques of crises intervention; and the importance of multicultural perspective. Includes coverage of sexual assault, family violence, child abuse, post-traumatic stress disorder, substance abuse, coping skills, stress management, and community resources. Prerequisites: None.

### AJS259 - Psychology of Sexual Variation and Sexual Deviance

LEC 3 Credits 3 Periods

Considers various categories of sexually deviant behavior; their probable causes and society's attitude toward them. Prerequisites: PSY101 with a grade of C or better or permission of Instructor.

### AJS260 - Procedural Criminal Law

LEC 3 Credits 3 Periods

Concerned with the understanding of procedural criminal law. Examines the rationale underlying major court holdings, the procedural requirements that stem from these holdings, and their effect on the daily operations of the criminal justice system. Prerequisites: None.

### AJS270 - Community Relations

LEC 3 Credits 3 Periods

Examination, recognition and understanding of community problems; community action programs; methods of coping with human behavior, victimology, conflict and communication; ethnic and minority cultures and environments; the community and relationships with the criminal justice system.

Prerequisites: None. [C, SB]

### AJS275 - Criminal Investigation I

LEC 3 Credits 3 Periods

Introduction to the theory of criminal investigation. Examines crime scene procedures, case preparation, interviewing, and basic investigative techniques. Prerequisites: None.

## Animal Science (ANS)

### ANS110 - Introduction to Animal Science

LEC 3 Credits 3 Periods

Survey of the total animal industry, including the basis for genetic improvement, principles of nutrition and reproduction, and scientific analysis of meat, milk, and egg production. Study of local agricultural production businesses. Prerequisites: None

### ANS213 - Animal Feeding

LEC 3 Credits 3 Periods

Principles of animal nutrition and digestion. Selection, evaluation and use of feeds to meet the needs of various classes of farm animals. Study of ruminants and how they utilize feed. Essentials of a balanced ration. Feed materials, quality and preparation in developing balanced rations. Prerequisites: None.

## Arabic (ARB)

### ARB101 - Elementary Arabic I

LEC 4 Credits 5 Periods

Introduction to the basic alphabet, grammar, pronunciation and vocabulary of the Arabic language. Listening, speaking, reading and writing skills. Prerequisites: None.

### ARB102 - Elementary Arabic II

LEC + LAB 4 Credits 5 Periods

A continuation of ARB101. Continued study of grammar and vocabulary, with emphasis on pronunciation and speaking skills. Prerequisites: ARB101 or equivalent.

## Art Humanities (ARH)

### ARH100 - Introduction to Art

LEC 3 Credits 3 Periods

Understanding and enjoyment of art through study of painting, sculpture, architecture design, photography, and decorative arts. Emphasis on contemporary topics and cultural diversity in the arts. Prerequisites: None. [HU]

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ARH101 - Prehistoric through Gothic Art  
LEC 3 Credits 3 Periods  
History of art from prehistoric through medieval Period.  
Prerequisites: None. [H, HU] SUN# ART1101

ARH102 - Renaissance Through Contemporary Art  
LEC 3 Credits 3 Periods  
History of art from around the world from the Renaissance through contemporary period.  
Prerequisites: None. [H, HU] SUN# ART1102

### Art (ART)

ART100 - Introduction to Computer Graphic Art  
LEC 1 Credit 2 Periods  
Conceptualization, visualization, and production of art using the computer. Prerequisites: None.

ART111 - Drawing I  
LAB + LEC 3 Credits 6 Periods  
Fundamental principles of drawing. Emphasis on composition and facility in objective and expressive representation, using variety of drawing media.  
Prerequisites: None. SUN# ART1111

ART112 - Two-Dimensional Design  
LEC + LAB 3 Credits 6 Periods  
Study of fundamental elements and principles of two dimensional design. Prerequisites: None.

ART113 - Color  
LEC + LAB 3 Credits 6 Periods  
Investigation seeking visual solutions to a variety of problems concerning color in two and three dimensions and modes of color appearances, including light and effects in design and theory of design. Prerequisites: None.

ART115 - Three-Dimensional Design  
LEC + LAB 3 Credits 6 Periods  
Fundamental principles of three-dimensional design.  
Prerequisites: ART112.

ART122 - Drawing and Composition II  
LEC + LAB 3 Credits 6 Periods  
Emphasis on composition and exploration of drawing media.  
Prerequisites: ART111.

ART131 - Photography I  
LEC+LAB 3 Credits 6 Periods  
Basic photographic principles and techniques. Basic camera functions and controls. Experience in the image-making process by creating and editing photographs for various display environments. Introduction to the photographic aesthetic and photography's role in society. Prerequisites: None. Course Notes: Camera required.

ART132 - Photography II  
LEC + LAB 3 Credits 6 Periods  
Advanced camera and darkroom techniques. Aesthetic awareness with personal expression. Prerequisites: ART131 or permission of instructor.

ART142 - Introduction to Digital Photography  
LEC + LAB 3 Credits 6 Periods  
Fundamentals of digital photography. Includes camera operations, exposure techniques, introduction to digital output, and theory of digital photography. Prerequisites: None.

ART161 - Ceramics I  
LEC + LAB 3 Credits 6 Periods  
Introduction to ceramic materials and techniques of hand construction, decorating, glazing and throwing on potter's wheel. Prerequisites: None.

ART162 - Ceramics II  
LEC + LAB 3 Credits 6 Periods  
Major emphasis on wheel throwing, glaze making and decorating techniques. Prerequisites: ART161.

ART167 - Painting I  
LEC + LAB 3 Credits 6 Periods  
Exploration of technical and expressive possibilities of various painting media in easel painting. Prerequisites: (ART111 and ART112), or permission of instructor.

ART168 - Painting II  
LEC + LAB 3 Credits 6 Periods  
Continued refinement of painting skills and investigation of new possibilities in painting. Prerequisites: ART167 or permission of instructor.

ART184 - Computer Animation  
LEC + LAB 3 Credits 6 Periods  
The art of animation (animated sequences, special effects, titles, etc.) using the computer. Construction characters, background graphics, color, scaling, storyboard, cells, timing, editing, and surface rendering. Screening and discussion of selected animated short films and videos. Prerequisites: ART100, or ART111, or ART116, or permission of instructor.

ART211 - Drawing and Composition III  
LEC + LAB 3 Credits 6 Periods  
Advanced development of drawing skill with emphasis on compositional theory. Prerequisites: ART122 or permission of instructor.

ART222 - Drawing and Composition IV  
LEC + LAB 3 Credits 6 Periods  
Further study of drawing techniques with emphasis on individual problems and techniques. Prerequisites: ART211 or permission of instructor.

ART255AB - The Portfolio  
LEC 1 Credit(s) 1 Period(s)  
Choosing the right pieces to include, presenting art work, developing the portfolio. Prerequisites: ART255AA or permission of instructor.

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ART261 - Ceramics III  
LEC + LAB           3 Credits           6 Periods  
Emphasis on wheel throwing skill and individual style development. Prerequisites: ART162.

ART262 - Ceramics IV  
LEC + LAB           3 Credits           6 Periods  
Experimental work in clays and glazes. Prerequisites: ART261.

ART298AA - Special Projects  
LAB                   1 Credit               1 Period  
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: Permission of Program Director or instructor.

### Anthropology (ASB)

ASB102 - Introduction to Cultural and Social Anthropology  
LEC                   3 Credits           3 Periods  
Principles of cultural and social anthropology, with illustrative materials from a variety of cultures. The nature of culture; social, political, and economic systems; religion, aesthetics and language. Prerequisites: None [G, SB]

ASB223 - Buried Cities and Lost Tribes: New World  
LEC                   3 Credits           3 Periods  
Introduction to archaeology through discoveries and the researchers who made them. Emphasis on methods of archaeological fieldwork and what these discoveries reveal about humanity, including the nature of archaeological inquiry, the development of human social groups, the changing role of religion in evolving societies, the origins of agriculture, the origins of settled life ways, the rise of cities and complex societies, political strife across different cultures and the forces which fragment societies. Examples drawn from North American, Central America, and South America. Prerequisites: None. [G, H, HU, SB]

### Astronomy (AST)

AST101 - Survey of Astronomy  
LEC                   3 Credit(s)           3 Period(s)  
Survey of astronomy for the non technical student. The history, content, and evolution of the solar system and the universe in general. Astronomical principles and instrumentation. The planets, moons, sun, comets, stars and star formation, galaxies, and cosmology. Prerequisites: None.

AST102 - Survey of Astronomy Laboratory  
LAB                   1 Credits           3 Periods  
Astronomical observations and exercises designed to familiarize students with the sky, telescopes, and methods used in astronomy. Prerequisites: None. May accompany AST101. [SG]

### Behavioral Health Services Technology (BHS)

BHS101 - Introduction to Ethical Counseling Issues  
LEC                   3 Credits           3 Periods  
Explanation of expectations and limitations of the role of the behavioral health professional on a counseling team. Exposure to the variety of modes of work available to the behavioral health professional, the ethical obligations and responsibilities of working with clients under professional supervision. Prerequisites: None.

BHS105 - Introduction to Human Relations (CCL 5701)  
LEC                   2 Credits           2 Periods  
Introduction to the field of Behavioral Health Professionals including exposure to basic counseling skills. Prerequisites: None.

BHS115 - Group Dynamics  
LEC                   3 Credits           3 Periods  
Participation in group processes with focus on group dynamics. Exploration of group developmental stages and various counseling approaches and techniques. Prerequisites: None.

BHS130 - Chemical Dependency  
LEC                   3 Credits           3 Periods  
Sociological, psychological and physiological aspects of chemical abuse. Consideration of a variety of treatment programs offered in community agencies. Prerequisites: None. Cross-References: SWU130

BHS151 - Communication Skills in Counseling I (CCL 5701)  
LEC                   3 Credits           3 Periods  
Development of communication skills important in establishing and maintaining effective helping relationships. Emphasis on rapport building, effective listening skills, appropriate feedback and the helping process. Prerequisites: BHS105 with a grade of "C" or better.

BHS152 - Communication Skills in Counseling II  
LEC                   3 Credits           3 Periods  
Application of communication skills important in establishing and maintaining effective helping relationships. Emphasis on rapport building, effective listening skills, appropriate feedback and the helping process. Prerequisites: BHS151 with a grade of "C" or better.

BHS156 - Supervised Practice I  
LEC + LAB           3 Credits 15 Periods  
Familiarization with social service agencies through conducting intake interviews, observing agency practices, and attending staff meetings. Prerequisites: BHS115, BHS130, and BHS151, and departmental approval.

BHS168 - Hospice Volunteer Training  
LEC                   2 Credits           2 Periods  
Exploration of hospice care and related medical, social, emotional and spiritual concepts for the helping professional working with patients and their families. Prerequisites: None

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### BHS178 - Peer Training for Behavioral Health

Paraprofessionals

LEC 3 Credits 3 Periods

Role exploration and expectations of the behavioral health paraprofessional. Confidentiality, communication, attending skills and developing rapport with persons with psychiatric illnesses. Workplace responsibilities, ethics, and boundaries. Mental health recovery, psychosocial rehabilitation and best practices in the treatment of psychiatric disorders. Client management and interventions to include crises intervention, coordination of care, and psychopharmacology, and clinical documentation. Prerequisites: None

### BHS204 - Counseling in Multicultural Setting

LEC 3 Credits 3 Periods

Values, perceptions, attitudes, behaviors emphasizing intercultural communication patterns. Techniques for establishing rapport and interaction methodologies in a multicultural context. Competencies, strategies, and treatment modalities necessary for the paraprofessional working successfully with the multicultural clients. Prerequisites: BHS101, BHS151, or departmental approval.

### BHS205 - Therapeutic Models

LEC 3 Credits 3 Periods

Familiarization with at least five models of therapeutic intervention. Defines the key concepts, therapeutic process, techniques and procedures of each model. Prerequisites: BHS151 or CHD102 or permission of Department or Division.

### BHS215 - Group Process

LEC 3 Credits 3 Periods

Evaluate and demonstrate the methods and techniques for influencing change in group settings. Prerequisites: BHS151 or departmental approval.

### BHS260 - Case Report Writing (CCL 5701)

LEC 1 Credit 1 Period

Terminology, technical forms and techniques of observation necessary to create and maintain records. Prerequisites: BHS151 or departmental approval.

### BHS263 - Applied Case Report Writing

LEC 1 Credit 1 Period

Application of observation and documentation techniques necessary to maintain clinical records in a variety of community based behavioral health settings. Application of legal issues to case report writing. Prerequisites: BHS260

### BHS265 - Violence & Abuse Matters

LEC 2 Credits 2 Periods

Exploration of topics relative to the development of helping professionals involved with perpetrators and individuals directly affected by traumatic or continuous physical or emotional violence and abuse. Prerequisites: None.

### BHS266 - Violence & Abuse Counseling

LEC 3 Credits 3 Periods

Techniques, strategies, and treatment modalities necessary

for the helping professional working with the victims and perpetrators of violence and abuse. Prerequisites: BHS105 or department approval. Co-requisite: BHS265

### BHS267 - Introduction to Play Therapy

LEC 3 Credits 3 Periods

Exploration and application of therapeutic play techniques and strategies for the helping professional working with children. Prerequisites: (BHS105 and BHS151) or department approval.

### BHS268 - Grief and Bereavement Issues

LEC 2 Credits 2 Periods

Exploration of topics related to the development of helping professionals involved with loss, bereavement, and grief work. Prerequisites: None.

### BHS269 - Grief Counseling Techniques

LEC 3 Credits 3 Periods

Techniques, strategies, and treatment modalities necessary for the helping professional working with the bereaved and others affected by traumatic loss. Prerequisites: BHS168 or BHS268 or permission of department.

### BHS270 - Introduction to Dance and Movement Therapy

LEC 3 Credits 3 Periods

A lively course focused on basic techniques used in expressive arts and body-based therapies. The course incorporates Tools for integrating body, mind, and spirit in a creative dance and movement format. Prerequisites: PSY101 and BHS105.

### BHS272 - Managing Difficult Children

LEC 3 Credits 3 Periods

Strategies for training and reinforcing positive interaction with children. Covers behavior management strategies and techniques for oppositional, defiant and explosive children. Prerequisite: PSY240 or permission of Department or Division.

### BHS278 - Recovery Coaching

LEC 3 Credits 3 Periods

Recovery based mental health treatment plans and processes. Recovery based concepts, barriers, principles, practices, and environments. Organizational support, expectations, and activities related to mental health issues and recovery in the work setting. Planning techniques, learning styles, participation methods, and problem behavior due to mental health issues in the workplace. Prerequisites: BHS105

### BHS281 - Introduction to Art Therapy

LEC 3 Credits 3 Periods

Exploration of the process, dynamics and objectives of the therapeutic art experience. Emphasis on Art Therapy from both the psychological and artistic perspectives. Highlights topics in the history, theory and practice of Art Therapy. Prerequisites: BHS105 or departmental approval.

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BHS285 - Facilitating Art Therapy Groups  
LEC 3 Credits 3 Periods  
Emphasis on facilitating art therapy groups in a variety of settings using visual art as a medium. Process, dynamics, and objectives of group work and the therapeutic art process. Prerequisites: BHS215 and BHS281

BHS290 - Child and Family Advocacy  
LEC 3 Credits 3 Periods  
Define and clarify the role of advocacy in relation to multiple systems affecting children and their families. Emphasis on identifying appropriate systems, community resources, wrap around theory and navigation skills in a variety of children's systems to facilitate family support and needs. Prerequisite: BHS105

### Biology (BIO)

BIO100 - Biology Concepts  
LEC 4 Credits 3 Periods  
LAB 0 Credits 3 Periods  
A one-semester introductory course covering basic principles and concepts of biology. Methods of scientific inquiry and behavior of matter and energy in biological systems are explored. Field trips may be required at students' expense. Prerequisites: None. [SG]

BIO101 - General Biology (Non-Majors): Selected Topics  
LEC 4 Credits 3 Periods  
LAB 0 Credits 3 Periods  
Selected biological topics, including methods used by biologists to make discoveries and evaluate scientific data. Field trips may be required at students' expense. Prerequisites: None.

BIO105 - Environmental Biology  
LEC 4 Credits 3 Periods  
LAB 0 Credit 3 Periods  
Fundamentals of ecology and their relevance to human impact on natural ecosystems. Field trips may be required at students' expense. Prerequisites: None. [SQ]

BIO107 - Introduction to Biotechnology  
LEC 4 Credits 3 Periods  
LAB 0 Credits 3 Periods  
Introduction to biotechnology and its global impact on society. Covers applications, laboratory techniques, limitations and the international economic benefits, risks, and legal and moral issues associated with biotechnology. Prerequisites: None. [SQ]

BIO109 - Natural History of the Southwest  
LEC 4 Credits 3 Periods  
LAB 0 Credits 3 Periods  
Study of the common plants and animals of the Southwest including their distribution, adaptation, behavior, and ecology. Introduction to basic field and laboratory techniques used in the study of natural history. Specific field problems presented

dealing with plant and animal analysis and ecological interrelationships. Prerequisites: None. [SG]

BIO156 - Introductory Biology for Allied Health  
LEC 4 Credits 3 Periods  
LAB 0 Credit 3 Periods  
An introductory biology course for allied health majors with an emphasis on humans. Topics include fundamental concepts of cell biology, histology, microbiology, and genetics. Prerequisites: Grade of "C" or better in RDG091 or eligibility for CRE101 as indicated by appropriate reading placement test score. One year high school chemistry or one semester of college-level chemistry recommended. [SQ]

BIO160 - Introduction to Human Anatomy and Physiology  
LEC 4 Credits 3 Periods  
LAB 0 Credit 3 Periods  
Principles of scientific method. Structural organization, homeostasis and control mechanisms of the body. Specific chemistry concepts. Structure and function of the major systems of the body. Prerequisites: None. [SG]

BIO175 - Research Methods in Biology  
LEC & LAB 1 Credit(s) 2 Periods  
Fundamentals of planning and conducting biological experiments, including ones that simultaneously vary multiple experimental variables. Subsequent analysis, interpretation, and reporting of results. Prerequisites: None. BIO156 or BIO181 recommended.

BIO181 - General Biology (Majors) I  
LEC 4 Credits 3 Periods  
LAB 0 Credit 3 Periods  
The study and principles of structure and function of organisms at the molecular and cellular levels. A detailed exploration of the chemistry of life, the cell, and genetics. Prerequisites: Grade of "C" or better in RDG091 or eligibility for CRE101 as indicated by appropriate reading placement test score. One year of high school or one semester of college-level biology and chemistry is strongly recommended. [SQ] SUN# BIO1181

BIO182 - General Biology (Majors) II  
LEC 4 Credits 3 Periods  
LAB 0 Credit 3 Periods  
The study and principles of structure and function of living things at cellular, organismic, and higher levels of organization. A detailed exploration of the mechanisms of evolution, biological diversity, biology of organisms, and ecology. Prerequisites: A grade of C or better in BIO181. [SQ] SUN# BIO1182

BIO201 - Human Anatomy and Physiology I  
LEC 4 Credits 3 Periods  
LAB 0 Credit 3 Periods  
Study of structure and function of the human body. Topics include cells, tissues, integumentary system, skeletal system, muscular system, and nervous system. Prerequisites: (BIO156 or BIO181 with a grade of "C" or better or one year of High School biology with a grade of "C" or

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better) and (a grade of "C" or better in RDG091 or eligibility for CRE101 as indicated by reading placement test score). CHM130 or higher or one year of High School chemistry suggested but not required. [SG] SUN# BIO2201

BIO202 - Human Anatomy and Physiology II  
LEC 4 Credits 3 Periods  
LAB 0 Credit 3 Periods

Continuation of structure and function of the human body. Topics include endocrine, circulatory, lymphatic, respiratory, digestive, urinary, and reproductive systems; and fluid and electrolyte balance. Prerequisites: A grade of "C" or better in BIO201. [SG] SUN# BIO2202

BIO205 - Microbiology  
LEC 4 Credits 3 Periods  
LAB 0 Credit 3 Periods

Study of microorganisms and their relationship to health, ecology, and related fields.

Prerequisites: (BIO156 or BIO181 with a grade of "C" or better or one year of High School biology with a grade of "C" or better) and (a grade of "C" or better in RDG091 or eligibility for CRE101 as indicated by reading placement test score). CHM130 or higher or one year of High School chemistry suggested but not required. [SG] SUN# BIO2205

BIO211AA - Biotechnology Seminar - Biomedical Applications  
LEC 1 Credit 1 Period  
Special topics in biotechnology with an emphasis on current issues not covered in other life science courses. Prerequisites: None.

BIO211AB - Biotechnology Seminar - Laboratory Protocol  
LEC 1 Credit 1 Period  
Special topics in biotechnology with an emphasis on current issues not covered in other life science courses. Prerequisites: BIO211AA or permission of Instructor

BIO211AC - Biotechnology Seminar - Current Topics in Agriculture  
LEC 1 Credit 1 Period  
Special topics in biotechnology with an emphasis on current issues not covered in other life science courses. Prerequisites: BIO211AB or permission of instructor.

BIO211AD - Biotechnology Seminar - Ethical and Moral Issues  
LEC 1 Credit 1 Period  
Special topics in biotechnology with an emphasis on current issues not covered in other life science courses. Prerequisites: BIO211AC or permission of instructor.

BIO211AE - Biotechnology Seminar: Business and Regulatory Issues  
LEC 1 Credit 1 Period  
Selected topics in biotechnology with an emphasis on current issues not covered in other life science courses. Prerequisites: None.

BIO212AB - Biotechnology II  
LEC 5 Credits 3 Periods  
LAB 0 Credit 3 Periods

Intensive introduction to biotechnology, including protein biochemistry, techniques for handling and purifying proteins, recombinant deoxyribonucleic acid (DNA), sequencing deoxyribonucleic acid (DNA), testing deoxyribonucleic acid (DNA) fragments for promoter activity and analysis of deoxyribonucleic acid (DNA) for open reading frames, promoters, and homology. Prerequisites: BIO212AA

BIO212BA - Cell Biotechnology  
LEC 5 Credits 3 Periods  
LAB 0 Credit 6 Periods

Introduction to industrial laboratory biotechnology with intensive focus on the recovery of heterologous proteins from cultivated cells and the subsequent purification and characterization of these proteins. Prerequisites: ENG101 and (BIO092 and BIO181) or BIO212AA).

BIO213 - BioSafety  
LEC 1 Credit(s) 1 Period(s)  
General Laboratory safety, hazardous chemical use and disposal, bio-hazardous material use and disposal, bio-safety procedures, and radiation safety. Prerequisites: None.

BIO215 - Biotechnology Internship  
LEC 3 Credits 3 Periods  
Internship experience in a biotechnology laboratory. Setting, achieving, and evaluating goals for hands-on learning experience in a biotechnology laboratory. Development of skills and knowledge needed to work in a biotechnology laboratory. Prerequisites: Permission of Program Director and (BIO212AA, or BIO212BA, or BIO208, or BIO209).

BIO220 - Biology of Microorganisms  
LEC 4 Credits 3 Periods  
LAB 0 Credits 3 Periods  
Detailed study of microbial cells, their structure, genetics, physiology and taxonomy. Prerequisites: BIO181  
Corequisites: (CHM152 and CHM152LL) or (CHM154 and CHM154LL)

BIO241 - Human Genetics  
LEC 4 Credits 3 Periods  
LAB 0 Credit 3 Periods  
An introduction to the basic concepts of human heredity and cytogenetics including Mendelian, molecular, and population genetics. Prerequisites: BIO100, or BIO181, or equivalent, or permission of instructor. [SQ]

BIO245 - Cellular and Molecular Biology  
LEC 4 Credit(s) 3 Period(s)  
LAB 0 Credit(s) 3 Period(s)  
Concepts that underline relationship between cellular and subcellular structure and function, and integration of major metabolic and genetic processes. Includes introduction to the use of bacteriology in molecular biology, various methods of

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studying macromolecules found in eukaryotic and prokaryotic cells, cloning, and purification of DNA. Prerequisites: None. [SQ]

BIO247 - Applied Biosciences: Biotechnology  
LEC 4 Credit(s) 3 Period(s)  
LAB 0 Credit(s) 3 Period(s)

Applies concepts of molecular and cellular biology of bacteria, animals, and plants to real-world problems. Prerequisites: A grade of "C" or better in BIO181. One semester of college level chemistry or equivalent recommended.

BIO294 - Scientific Diving  
LEC + LAB 3 Credits 4 Periods

Theory and practice of underwater research using snorkel and self-contained underwater breathing apparatus (SCUBA). Advanced diving skills, data acquisition and processing, and planning an underwater study. Prerequisites: PED101SU or PED201SU (any certification card from a nationally recognized agency.) BIO145 or BIO181 recommended, but not required. [CS, L]

### Business-Personal Computers (BPC)

BPC100 - Business-Personal Computers  
LEC 2 Credits 2 Periods

Introduction to the use of personal computers in the business environment. Computer hardware components, operating system functions and concepts. Procedures for running and using business application software to produce documents and spreadsheets. Prerequisites: None.

BPC100AA - Business-Personal Computers I  
LEC .5 Credits .5 Periods

Introduction to the use of personal computers in the business environment. Computer hardware components, operating system functions and concepts. Running application software. Prerequisites: None.

BPC100DD - Internet and Computing Fundamentals  
LEC + LAB 3 Credits 4 Periods

Fundamental computer and Internet concepts and terminology for business and personal computers. Covers basic features of software applications. Prerequisites: None

BPC102AD - Using Windows: Level I  
LEC .5 Credits .5 Periods

Basic commands and methods associated with the Windows operating systems. Prerequisites: None.

BPC103AK - Using Word: Level I  
LEC .5 Credits .5 Periods

Use of Word to create, manipulate and print documents on a microcomputer Prerequisites: None.

BPC103BK - Using Word: Level II  
LEC .5 Credits .5 Periods

Advanced concepts and skill development using Word to

format, layout and design quality documents. Prerequisites: BPC102AD and BPC103AK, or permission of department.

BPC104AD - Using Excel: Level I  
LEC .5 Credits .5 Periods

Use of Excel to create, edit, save and print worksheets. Prerequisites: None.

BPC104BD - Using Excel: Level II  
LEC .5 Credits .5 Periods

Use of Excel to enhance worksheets to include graphing and formatting data, using complex formula and function expressions to build and analyze data, and special print options to output worksheets and graphs. Prerequisites: BPC104AD or permission of instructor.

BPC110 - Computer Usage and Applications  
LEC + LAB 3 Credits 4 Periods

Introduction to business and personal computer operations and usage. Software applications for analyzing and solving business problems including word processing, spreadsheet, database, and presentation graphics. Prerequisites: None. [CS]

BPC111AA - Computer Keyboarding I  
LEC + LAB 1 Credit 1.7 Periods

Mastery of essential microcomputer keyboarding skills. Emphasis on touch typing of alphabetic and numeric keys and symbols. Prerequisites: None. Cross-References: OAS111AA

BPC114AE - Excel: Level I  
LEC + LAB 1 Credit 2 Periods

Computer spreadsheet skills for solving business problems using Excel, including calculations, forecasting, and projections. Prerequisites: None Editor's note: The last effective term of BPC114AE will be through the Fall 2011 semester.

BPC114DE- Excel Spreadsheet  
LEC + LAB 3 Credits 5 Periods

Computer spreadsheet skills for solving business problems using Excel, including calculations, forecasting, projections, macro programming, database searching, extraction, linking, statistics, and matrix manipulation. Production of graphs and reports. Project design using multiple, integrated spreadsheets. Prerequisites: None. Editor's note: The last effective term of BPC114DE is end of Fall 2011.

BPC117DM - Microsoft Access: Database Management  
LEC + LAB 3 Credits 5 Periods

Introduction to the basic elements, exploration of additional components and common database management problems related to the Microsoft Access program. Prerequisites: None. Editor's note: The last effective term of BPC117DM will be through the Fall 2011 semester.

## OFFICIAL COURSE DESCRIPTIONS

### BPC118AB - PowerPoint: Level I

LEC + LAB 1 Credit 2 Periods

Use of PowerPoint software to produce professional quality presentation visuals. Prerequisites: None. Editor's note: The last effective term of BPC118AB is end of Fall 2011.

### BPC118DB - Desktop Presentation: PowerPoint

LEC + LAB 3 Credits 5 Periods

Use of PowerPoint to produce professional-quality presentation visuals with animation and sound. Prerequisites: None. Editor's note: The last effective term of BPC118DB is end of Summer II, 2011.

### BPC120DB - Computer Graphics: Adobe Illustrator

LEC + LAB 3 Credits 4 Periods

Provides students with the capability to use Adobe Illustrator graphics software on a computer. Basic foundation course in the use of electronic techniques to create, manipulate, and edit images, text, abstract art, graphics design, color graphics and business charts; determine file formats appropriate for web and print; utilize tools to optimize graphics and create a PDF file. Prerequisites: None. Editor's note: The last effective term of BPC120DB is end of Summer II, 2011.

### BPC120DC - Flash: Digital Animation

LEC + LAB 3 Credits 4 Periods

Provides students with the ability to use Flash graphics software on microcomputers. Covers basic animation techniques used in the creation, manipulation, and editing of Flash animation graphics. Prerequisites: None. Editor's note: The last effective term of BPC120DC is end of Summer II, 2011.

### BPC120DF - Computer Graphics: Adobe Photoshop

LEC + LAB 3 Credits 4 Periods

Provides students with the capability to use Adobe Photoshop graphics software on a computer. Basic foundation course in the use of electronic techniques to select, manipulate, and edit images, work with masks, channels and layers; combine raster and vector graphics; print in color, manage color, and create graphics for the web. Prerequisites: None. Editor's note: The last effective term of BPC120DF is end of Fall 2011.

### BPC121AB - Microsoft Command Line Operations

LEC + LAB 1 Credit 2 Periods

Use of the Microsoft command line interface: basic concepts, internal and external commands, subdirectories, and editor. Prerequisites: None. Editor's note: The last effective term of BPC121AB is end of Summer II, 2011.

### BPC121AE - Windows Operating System: Level I

LEC + LAB 1 Credit 2 Periods

Specific topics include Windows basics, navigating and customizing the desktop, maintaining hardware and software, improving performance, configurations, securing your computer, taskbar, organizing, searching and managing folders and files, installing and uninstalling applications,

Internet Explorer fine tuning, security, and searching, including advanced search techniques, keyboard shortcuts, and current topics. Prerequisites: None. Editor's note: The last effective term of BPC121AE is end of Fall 2011.

### BPC128 - Introduction to Desktop Publishing

LEC + LAB 1 Credit 2 Periods

Presents basic concepts of commercially prepared software used to do desktop publishing. Incorporates a combination of narrative and pictorial/graphic creation and presentation, including set up, text entry, graphic generation, text and graphic merging, and other computer-based functions. Prerequisites: None.

### BPC130DK - Beginning Word

LEC 1 Credit 2 Periods

Using Word for Windows to create, edit, and print documents. Prerequisites: Ability to keyboard a minimum of 20 wpm or permission of instructor. Cross-Reference: OAS130DK

### BPC135DD - WordPerfect: Level I

LEC 2 Credits 2 Periods

Using WordPerfect word processing software to create and name files, edit text, format, and print a variety of documents. Prerequisites: The ability to use a keyboard at a minimum of 24 wpm or permission of instructor.

### BPC135DK - Word: Level I

LEC 2 Credits 2 Periods

Using word processing software to create and name files, edit text, format, and print a variety of documents. Prerequisites: None Cross-Reference: OAS135DK

### BPC138AA - Windows Desktop Design & Publishing

LEC + LAB 3 Credits 4 Periods

Use of Windows based microcomputers and appropriate commercial software package to compose and print textual and graphic materials of high quality. Includes overview of micro operating system, word processing of copy, use of graphics programs, layout of design elements, and printing alternatives. Prerequisites: CIS105 or BPC110 or permission of instructor.

### BPC138DA - Desktop Design and Publishing Using Adobe InDesign

LEC + LAB 3 Credits 4 Periods

Use of Adobe InDesign to compose and print textual and graphic materials of high quality. Includes word processing of copy, use of graphics programs, layout of design elements, printing alternatives, and file formats. Prerequisites: CIS105, or BPC110, or permission of instructor. Editor's note: The last effective term of BPC138DA is end of Summer II, 2011.

### BPC170 - Computer Maintenance I : A+ Essentials Prep

LEC + LAB 3 Credits 4 Periods

Technical aspects of the microcomputer, including system setup (hardware and software) and basic troubleshooting. Emphasis on basic troubleshooting, use of tools, hardware components and hardware/software interfacing. Prerequisites: CIS105 or permission of Instructor.

## OFFICIAL COURSE DESCRIPTIONS

**BPC210 - Advanced Computer Usage and Applications**  
LEC + LAB            3 Credits            4 Periods  
Advanced application of software for business and personal computers including word processing, spreadsheet, database, and presentation. Includes integration of applications and Internet. Prerequisites: BPC110, or permission of instructor.

**BPC235DD - WordPerfect: Level II**  
LEC + LAB            2 Credits            2 Periods  
Using WordPerfect word processing software features such as math, columns, macros, styles, graphics, sort, outlines, and table of contents. Prerequisites: BPC135DD or permission of Instructor.

**BPC235DK - Word: Level II**  
LEC + LAB            2 Credits            2 Periods  
Using Word word processing software features such as math, columns, macros, styles, graphics, sort, outlines, and table of contents. Prerequisites: BPC/OAS135DK or permission of instructor. Cross-References: OAS235DK

**BPC270 - Computer Maintenance II: A+ Technician Prep**  
LEC + LAB            3 Credits            4 Periods  
Advanced technical aspects of maintaining and servicing computers. Emphasis placed on installation, periodic maintenance, diagnosis, and/or problem resolution. Helps prepare students for the CompTIA A+ technician examinations including Information Technology (IT) field technician, remote support technician and bench technician. Prerequisites: BPC170 with grade of C or better, or permission of instructor.

**BPC278 - Software Installation-MS Windows**  
LEC + LAB            3 Credits            4 Periods  
Installing and configuring microcomputer software. Emphasis placed on the installation, configuration, upgrade, and related problem resolution of microcomputer operating system and applications software. Prerequisites: CIS105, BPC/CIS114 (any module whose course number suffix begins with a "D"), BPC/CIS117 (any module whose course number suffix begins with a "D"), and BPC170 with grade of C or better, or permission of instructor.

### **Child/Family Studies (CFS)**

**CFS101AH - Art Activities for the Young Child**  
(CCL 5376, AAS 3361)  
LEC                    1 Credit            1 Period  
The creative use of art media and techniques at appropriate developmental levels. Prerequisites: None.

**CFS101AR - Learning With Toys (CCL 5376, AAS 3361)**  
LEC                    1 Credit            1 Period  
Use of creative imagination with toys to enable the child alone or with others to explore the world. Includes evaluating proper use of toys and appropriate developmental skills. Prerequisites: None.

**CFS114 - Working with the Hyperactive Child**  
(CCL 5376, AAS 3361)  
LEC                    1 Credit            1 Period  
Causes of hyperactivity in children; focus on the family's role in identification, treatment and school/community support. Prerequisites: None

**CFS176 - Child Development (CCL 5376, AAS 3361)**  
LEC                    3 Credits            3 Periods  
Study of the science of human development from conception through adolescence. Includes observation skills, parent and adult roles in the lives of children, and contemporary issues. Prerequisites: None. Cross-Reference: ECH176 [SB]

**CFS194AB - Early Childhood Program Management: Human Relations (CCL 5376)**  
LEC                    1 Credit            1 Period  
Basic human relations in early childhood organizations and the influence of the individual's personal needs on the overall needs and objectives of the organization. Prerequisites: None.

**CFS205 - Human Development**  
LEC                    3 Credits            3 Periods  
Explores the growth and development process over the human life span. Research and theoretical approaches; physical, cognitive, social, and personality development from birth through adulthood and death. Prerequisites: None. [SB]

**CFS206 - Child and Family Organizations: Management and Administration (AAS 3109)**  
LEC                    3 Credits            3 Periods  
Examination of management and administration of community-based child and family organizations within the context of organizational behaviors. Focus on attributes of effective organizations: the impact of organizational culture and learning, work-place diversity and employee motivation. Prerequisites: None.

**CFS207 - Organization and Community Leadership in Child and Family Organizations (AAS 3109)**  
LEC                    3 Credits            3 Periods  
Examination of organization and community leadership as it applies to the management and administration of community-based child and family services organizations. Provides overview of leadership styles and function. Prerequisites: None.

**CFS208 - Child and Family Organizations: Fiscal Management and Grant Writing (AAS 3109)**  
LEC                    3 Credits            3 Periods  
Examination of fiscal accountability and resource development as it applies to the management and administration of community-based child and family social service organizations. Provides overview of grant development processes beginning with research into governmental and private funding sources through fiscal and grant audit processes. Includes budget development, risk management, and cost control issues. Prerequisites: None.

## OFFICIAL COURSE DESCRIPTIONS

CFS235 - Developing Child: Theory into Practice,

Prenatal - Age 8

LEC 3 Credits 3 Periods

Understanding and working with young children, birth through age 8. Analysis of young children's physical, social, emotional, cognitive and linguistic development within their home, school, and cultural contexts. Typical and atypical development. Implications for teachers and parents. Emphasis on observations and planning curriculum based on theories, research, and child-specific data. Prerequisites: None.

CFS242 - Curriculum Planning for Diversity

(CCL 5376, AAS 3361)

LEC 3 Credits 3 Periods

Practical early childhood classroom applications for a diverse population, including integration of cultures, generations, genders, and races into the classroom, facilitation of second language acquisition, and practical teaching strategies which are also developmentally appropriate. Prerequisites: CFS/ECH176. [C]

CFS269 - Child Care Seminar (CCL 5376)

LEC 1 Credit 1 Period

Emphasizes the blend of job-related activities including career exploration, employment procedures, human relations, and on-the-job issues. May be repeated for a total of three (3) credit hours. Prerequisites: Departmental approval. Cross-References: ECH269

CFS278 - Early Childhood Education

LEC 3 Credits 3 Periods

Early childhood education with emphasis on philosophy and curriculum in the preschool years. Observation and participation in school programs required. Prerequisites: CFS/ECH176, or permission of instructor. Cross-References: ECH278

CFS282 - Mainstreaming the Young Child with a Disability (CCL 5376, AAS 3361)

LEC 1 Credit 1 Period

An exploration of the educational, social, and behavioral issues and concerns involved in the successful integration of children with disabilities into typical preschool classes. Includes discussion of practical concerns such as adaptation of environment and accessing existing resources in the community. Prerequisites: None.

CFS283 - Multicultural Early Child Education

LEC 1 Credit 1 Period

Practical early childhood classroom applications for a diverse ethnic population, including integration of multi-cultures into the classroom, facilitation of second language acquisition, and practical teaching strategies which are also developmentally appropriate. Prerequisites: CFS/ECH176.

CFS284AA - Early Childhood Teaching Internship (CCL 5376, AAS 3361)

LEC + LAB 2 Credits 2 Periods

Work experience in child care centers. 80 hours of designated

work per credit. Maximum of 6 credits allowed. Prerequisites: CFS/ECH176 and permission of Department or Division. Co-requisites: CFS/ECH269. Cross-References: ECH284AA

CFS285AA - Family School Interaction: Preschool

(CCL 5376, AAS 3361)

LEC 1 Credit 1 Period

Interaction among parents, teachers and the preschool. Emphasis on methods used cooperatively by parents and preschool teachers to provide for education and developmental needs. Prerequisites: CFS/ECH176 or CFS278 or permission of instructor.

CFS296WA-WC - Cooperative Education

LAB 1-3 Credit 5-15 Periods

Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome related to the career objectives of the students. Prerequisites: Completion of at least twelve (12) college credits, minimum 2.6 grade point average, and be able to obtain a position related to student's academic or career goals (student's present job may qualify); or permission of instructor. Corequisites: Must be concurrently enrolled in at least one class which is related to student's major or career interest or with permission of the instructor.

### Community Health Advocate (CHA)

CHA101 - Introduction to Diabetes (CCL 5701)

LEC 2 Credits 2 Periods

Purpose, role, and function of the Community Health Advocate. Overview of diabetes, including types, symptoms, effects, risk factors, and history of diabetes specific to Native Americans. Traditional ways of maintaining well-being. Nutritional concerns related to diabetes. Prerequisites: None. Corequisites: HCC130AA, HCC130AB, HCC130AC, HCC130AD, HCC130AE, HCC130AF and HCC146.

CHA102 - Preventive Stages of Diabetes (CCL 5701)

LEC 3 Credits 3 Periods

Preventative health care practices for the control of primary, secondary, and tertiary forms of diabetes. Methods of reducing risk and managing effects of diabetes, including financial, community, and medical resources to support the diabetic patient. Prerequisites: None. Corequisites: CHA101, HCC130AA, HCC130AB, HCC130AC, HCC130AD, HCC130AE, HCC130AF and HCC146.

CHA103 - Transcultural Advocacy (CCL 5701)

LEC 3 Credits 3 Periods

Characteristics of an effective transcultural community health advocate. Communication skills and educational methodologies and tools for working with diabetic patients and their families. Community resources for the diabetic patient. Includes 50 hours of service learning experience in a healthcare setting. Prerequisites: None. Corequisites: CHA101, HCC130AA, HCC130AB, HCC130AC, HCC130AD, HCC130AE, HCC130AF and HCC146.

## OFFICIAL COURSE DESCRIPTIONS

CHA104 - Community Health Work (CCL 5701)  
LEC 3 Credits 3 Periods  
Preparation of Community Health workers for outreach health prevention, advocacy, education, referral, and intervention working with individuals, communities and families. Includes history of community health work programs, community systems, and resources for clients and families often in disparity. Prerequisites: None. Course Notes: A minimum of 30 hours of service learning experience in a community-based setting involving interacting with various agencies within the community, managing home visits, dealing with challenging situations, and empowering and mobilizing for action.

### Chinese (CHI)

CHI115 - Beginning Chinese Conversation I  
LEC 3 Credits 3 Periods  
Introduction to Chinese sound system, basic grammar, and vocabulary necessary to develop speaking ability in Mandarin Chinese. Designed for students seeking speaking and listening ability with little emphasis on writing and reading Chinese characters. Prerequisites: None.

CHI116 - Beginning Chinese Conversation II  
(offered in Spring only)  
LEC 3 Credits 3 Periods  
Continued development of speaking and listening skills for effective communication in Mandarin Chinese. Includes elements of Chinese culture. Prerequisites: CHI115 or equivalent.

### Chemistry (CHM)

CHM107 - Chemistry and Society  
LEC 3 Credits 3 Periods  
A survey of chemistry and its impact on the environment. Completion of CHM107LL required to meet the Natural Science requirement. Prerequisites: None. [Both CHM107 and CHM107LL must be taken to secure the SQ designation]

CHM107LL - Chemistry and Society Laboratory  
LAB 1 Credit 3 Periods  
Laboratory experience in support of CHM107. Prerequisites or Co-requisites: CHM107. [SQ]

CHM130 - Fundamental Chemistry  
LEC 3 Credits 3 Periods  
A survey of the fundamentals of general chemistry. Emphasis on essential concepts and problem solving techniques. Basic principles of measurement, chemical bonding, structure and reactions, nomenclature, and the chemistry of acids and bases. Preparation for students taking more advanced courses in chemistry. Designed to meet needs of students in such diverse areas as agriculture, nursing, home economics, physical education and water technology. Prerequisites: Grade of "C" or better in CHM090, or MAT090, or MAT091, or MAT092, or MAT093, or MAT102, or (MAT103AA and

MAT103AB), or satisfactory score on math placement exam. [Both CHM130 and CHM130LL must be taken to secure the SQ designation]. SUN# CHM1130

CHM130LL - Fundamental Chemistry Laboratory  
LAB 1 Credit 3 Periods  
Laboratory experience in support of CHM 130. Prerequisites or Co-requisites: CHM130. SUN# CHM1130

CHM151 - General Chemistry I  
LEC 3 Credits 3 Periods  
Detailed study of principles of chemistry for science majors and students in pre-professional curricula. Prerequisites: (CHM130 and CHM130LL), or (one year of high school chemistry with a grade of C or better taken within the last five years), and completion of intermediate algebra or equivalent. Completion of all prerequisites within the last two years is recommended. Course Note: Students may receive credit for only one of the following: CHM150 or CHM151. [Both CHM151 and CHM151LL must be taken to secure the SQ designation]. SUN# CHM1151

CHM151LL - General Chemistry I Laboratory  
LAB 1 Credit 3 Periods  
Laboratory experience in support of CHM 151. Prerequisites: CHM 130LL, or permission of instructor. Prerequisites or Co-requisites: CHM150 or CHM151. SUN# CHM1151

CHM152 - General Chemistry II  
LEC 3 Credits 3 Periods  
A study of the chemical properties of the major groups of elements, equilibrium theory, thermodynamics, electrochemistry, and other selected topics. Completion of CHM152LL required to meet the Natural Science requirement. Prerequisites: CHM150 or CHM151 and CHM151LL. Completion of CHM150 or CHM151 and CHM151LL within the last two years recommended. [Both CHM152 and CHM152LL must be taken to secure the SQ designation]. SUN# CHM1152

CHM152LL - General Chemistry II Laboratory  
LAB 1 Credit 3 Periods  
Laboratory experience in support of CHM 152. Prerequisites: CHM 151LL or permission of instructor. Prerequisites or Co-requisites: CHM152. [SQ] SUN# CHM1152

CHM154 - General Chemistry II with Qualitative Analysis  
LEC 3 Credits 3 Periods  
A study of the chemical properties of the major groups of elements, equilibrium theory, thermodynamics, kinetics, electrochemistry, and other selected topics. Includes qualitative analysis. Prepares students for all sophomore chemistry courses. Completion of CHM154LL required to meet the Natural Science requirement. Prerequisites: CHM150 or CHM151 and CHM151LL. Completion of CHM150 or CHM151 and CHM151LL within the last two years recommended. [Both CHM154 and CHM154LL must be taken to secure the SQ designation]

## OFFICIAL COURSE DESCRIPTIONS

CHM154LL - General Chemistry II with Qualitative Laboratory  
LAB 2 Credits 6 Periods  
Laboratory experience in support of CHM 154. Includes quantitative analysis. Prerequisites: CHM 151LL or equivalent. Prerequisites or Co-requisites: CHM154.

CHM220 - Analytical Chemistry  
LEC 3 Credits 3 Periods  
Principles and methods of chemical analysis. Prerequisites: CHM152 and CHM152LL, or CHM154 and CHM154LL.

CHM220LL - Analytical Chemistry Laboratory  
LAB 2 Credits 6 Periods  
Laboratory experience in support of CHM220. Prerequisites: CHM152LL, or CHM154LL, or equivalent. Prerequisites or Corequisites: CHM220.

CHM230 - Fundamental Organic Chemistry  
LEC 3 Credits 3 Periods  
Chemistry of representative groups of organic compounds, emphasizing biological applications. Prerequisites: (CHM130 and CHM130LL), or (CHM150 or CHM151 and CHM151LL). Completion of (CHM130 and CHM130LL) or (CHM150 or CHM151 and CHM151LL) within the last two years recommended. Course Note: CHM230 course content is designed to meet the needs of students in such areas as agriculture, home economics, nursing, pre-physician assistant, and physical education among others. [Both CHM230 and CHM230LL must be taken to secure the SQ designation]

CHM230LL - Fundamental Organic Chemistry Laboratory  
LAB 1 Credit 3 Periods  
Laboratory experience in support of CHM230. Prerequisites: CHM130LL, or CHM151LL, or equivalent. Prerequisites or Co-requisites: CHM230.

CHM235 - General Organic Chemistry I  
LEC 3 Credits 3 Periods  
Rigorous introduction to chemistry of carbon-containing compounds. Reaction mechanisms and recent methods of synthesis emphasized. Prerequisites: CHM152 and CHM152LL, or CHM154 and CHM154LL. Completion of (CHM152 and CHM152LL) or (CHM154 and CHM154LL) within the last two years recommended. SUN# CHM2235

CHM235LL - General Organic Chemistry I Laboratory  
LAB 1 Credit 4 Periods  
Laboratory experience in support of CHM235. Prerequisites: CHM152LL, or CHM154LL, or equivalent. Prerequisites or Co-requisites: CHM235. SUN# CHM2235

CHM236 - General Organic Chemistry IIA  
LEC 3 Credits 3 Periods  
Study of chemistry of carbon-containing compounds continued. Structural determination and additional reaction mechanisms and modern methods of synthesis emphasized. Prerequisites: CHM235 and CHM235LL. Completion of CHM235 and CHM235LL within the last two years recommended. SUN# CHM2236

CHM236LL - General Organic Chemistry IIA Laboratory  
LAB 1 Credit 4 Periods  
Laboratory experience in support of CHM236. Prerequisites: CHM235LL or equivalent. Prerequisites or Co-requisites: CHM236. SUN# CHM2236

CHM238 - General Organic Chemistry IIB  
LEC 3 Credits 3 Periods  
Alternate to CHM236. Study of chemistry of carbon containing compounds continued. Structural determination and additional reaction mechanisms and modern methods of synthesis emphasized. Recommended for chemistry, chemical engineering and mining engineering majors. Prerequisites: CHM235 and CHM235LL.

CHM238LL - General Organic Chemistry IIB Laboratory  
LAB 2 Credits 6 Periods  
Laboratory experience in support of CHM238. Prerequisites: CHM235LL or equivalent. Prerequisites or Corequisites: CHM238.

CHM260 - Fundamental Biochemistry  
LEC 3 Credits 3 Periods  
Structures, properties, and functions of proteins, enzymes, nucleic acids, carbohydrates and lipids; the utilization and synthesis of these materials by living systems and the relationship of the processes to energy production and utilization. Designed for students in agriculture, dental hygiene, home economics, nursing, and physical therapy. Prerequisites: CHM230 and CHM230LL, or CHM236 and CHM236LL, or CHM238 and CHM238LL. Completion of CHM230 and CHM230LL, or CHM236 and CHM236LL, or CHM238 and CHM238LL within the last two years recommended.

CHM260LL - Fundamental Biochemistry Laboratory  
LAB 1 Credit 3 Periods  
Laboratory experience in support of CHM260. Prerequisites: CHM230 and CHM230LL or instructor approval. Core requisite: CHM260.

### Computer Information Systems (CIS)

CIS100 - Internet: A Tool for Learning  
LEC + LAB 0.50 Credits 0.50 Periods  
Use of the Internet to promote learning. Focus on Internet services and access. Information provided on browsing, Internet addresses, naming conventions, search concepts and techniques, using bookmarks and capturing information. Prerequisites: None.

CIS102 - Interpersonal and Customer Service Skills for IT Professionals  
LEC 1 Credit 1 Period  
Examines behaviors necessary to develop and support an effective client service organization. Focuses on methods of increasing the effectiveness of help-desk professionals when responding to a range of customer conditions. Prerequisites: None

## OFFICIAL COURSE DESCRIPTIONS

CIS105 - Survey of Computer Information Systems  
LEC + LAB            3 Credits                      4 Periods  
Overview of computer technology, concepts, terminology, and the role of computers in business and society. Discussion of social and ethical issues related to computers. Use of word processing, spreadsheet, database, and presentation software. Includes uses of application software and the Internet for efficient and effective problem solving. Exploration of relevant emerging technologies. Prerequisites: None.

CIS114AE - Excel: Level I  
LEC + LAB            1 Credits                      2 Periods  
Computer spreadsheet skills for solving business problems using Excel, including calculations, forecasting, and projections. Prerequisites: None.

CIS114DE - Excel Spreadsheet  
LEC + LAB            3 Credits                      5 Periods  
Computer spreadsheet skills for solving business problems using Excel, including calculations, forecasting, projections, macro programming, database searching, extraction, linking, statistics, and matrix manipulation. Production of graphs and reports. Project design using multiple, integrated spreadsheets. Prerequisites: None.

CIS117DM - Microsoft Access: Database Management  
LEC + LAB            3 Credits                      5 Periods  
Introduction to the basic elements, exploration of additional components and common database management problems related to the Microsoft Access program. Prerequisites: None.

CIS118AB - Powerpoint Level I  
LEC + LAB            1 Credits                      2 Periods  
Use of PowerPoint software to produce professional-quality presentation visuals. Prerequisites: None.

CIS118DB - Desktop Presentation: PowerPoint  
LEC + LAB            3 Credits                      5 Periods  
Use of PowerPoint to produce professional-quality presentation visuals with animation and sound. Prerequisites: None.

CIS120AF - Computer Graphics: Adobe Photoshop: Level I  
LEC + LAB            1 Credit                      2 Periods  
Provides students with the capability to use Adobe Photoshop graphics software on a computer. Basic foundation course in the use of electronic techniques to select, manipulate, and edit images, for graphic design and image correction. Prerequisites: None.

CIS120AJ - Introduction to Digital Photo Editing  
LEC + LAB            1 Credit                      2 Periods  
Introduction to digital photography and image editing. Digital photo editing use of electronic techniques to select, manipulate, and edit images. Prerequisites: None.

CIS120AK - Introduction to Digital Video Editing  
LEC + LAB            1 Credit                      2 Periods  
Introduction to digital video editing provides basic video import, export, and editing functions. Prerequisites: None.

CIS120DB - Computer Graphics: Adobe Illustrator  
LEC + LAB            3 Credit                      4 Periods  
Provides students with the capability to use Adobe Illustrator graphics software on a computer. Basic foundation course in the use of electronic techniques to create, manipulate, and edit images, text, abstract art, graphics design, color graphics and business charts; determine file formats appropriate for web and print; utilize tools to optimize graphics and create a PDF file. Prerequisites: None.

CIS120DC - Flash: Digital Animation  
LEC + LAB            3 Credits                      4 Periods  
Provides students with the ability to use Flash graphics software on microcomputers. Covers basic animation techniques used in the creation, manipulation, and editing of Flash animation graphics. Prerequisites: None.

CIS120DF - Computer Graphics: Adobe Photoshop  
LEC + LAB            3 Credit                      4 Periods  
Provides students with the capability to use Adobe Photoshop graphics software on a computer. Basic foundation course in the use of electronic techniques to select, manipulate, and edit images, work with masks, channels and layers; combine raster and vector graphics; print in color, manage color, and create graphics for the web. Prerequisites: None.

CIS120DH - Microsoft Graphics: Microsoft Visio  
LEC + LAB            3 Credits                      4 Periods  
Use of graphics software to create and edit drawings with predefined shapes and templates. Addition and manipulation of images, stencils, layers, and pages to drawings. Creation of new shapes, stencils, templates, styles, and colors. Publishing and exportation of drawings. Prerequisites: None.

CIS120DL - Digital Video Compositing: After Effects  
LEC + LAB            3 Credits                      4 Periods  
Includes creating visual effects for video projects. Techniques and methodologies used to create shots for big budget special effects will be explored. Topics such as color and light matching, keying, motion tracking, rotoscoping and working with film will be discussed. Prerequisites: None.

CIS121AB - Microsoft Command Line Operations  
LEC + LAB            1 Credit                      2 Periods  
Use of the Microsoft command line interface: basic concepts, internal and external commands, subdirectories, and editor. Prerequisites: None.

CIS121AE - Windows Operating System: Level I  
LEC + LAB            1 Credit                      2 Periods  
Specific topics include Windows basics, navigating and customizing the desktop, maintaining hardware and software, improving performance, configurations, securing your

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computer, taskbar, organizing, searching and managing folders and files, installing and uninstalling applications, Internet Explorer fine tuning, security, and searching, including advanced search techniques, keyboard shortcuts, and current topics. Prerequisites: None.

CIS126AA - UNIX Operating System: Level I  
LEC + LAB           1 Credit                   2 Periods

Use of the UNIX operating system: system components, built-in commands, files and directories, editors, and UNIX Shell and command lines. Prerequisites: None.

CIS126AL - Linux Operating System I  
LEC + LAB           1 Credit                   2 Periods

Introduction to the Linux Operating system. Develop knowledge and skills required to install, configure a Linux-based workstation including basic network functions. Prerequisites: None.

CIS126BA - UNIX Operating System: Level II  
LEC                   1 Credit                   1 Period

Installation, configuration, and maintenance of the UNIX operating system Prerequisites: CIS126AA.

CIS126CA - UNIX Operating System: Level III  
LEC                   1 Credit                   1 Period

Create login scripts and batch files, and maintain system communications. Prerequisites: CIS126BA.

CIS126DA - UNIX Operating System  
LEC + LAB           3 Credits                   4 Periods

Use of a UNIX operating system including system components, built-in commands, files, and directories, editors, and UNIX shell and command lines. Installation, configuration, and maintenance of a UNIX operating system. Create scripts and batch files, and maintain system communications. Prerequisites: None.

CIS126DL - Linux Operating System  
LEC + LAB           3 Credits                   4 Periods

Introduction to the Linux Operating system. Develop knowledge and skills required to install, configure and troubleshoot a Linux-based workstation including basic network functions. Learn basic command line and Graphical User Interface (GUI) desktop environment utilities and applications. Fundamental abilities to achieve the entry-level industry certification covered. Prerequisites: None.

CIS131AA - Doing Business on the Internet  
LEC                   1 Credit                   1 Period

Overview of different ways businesses are taking advantage of and using the Internet. Includes how companies are selling items and services over the Internet; techniques used to expand customer contacts; marketing strategies; availability of government and financial information; future potential and disadvantages; using the Internet for customer service; establishing a World Wide Web site. Some previous computer experience preferred. Prerequisites: None.

CIS133AA - Internet/World Wide Web: Level I-A  
LEC + LAB           1 Credit                   2 Periods

Overview of the Internet and its resources. Hands-on experience with various Internet communication tools. Prerequisites: None.

CIS133DA - Internet/Web Development Level I  
LEC + LAB           3 Credits                   4 Periods

Overview of the Internet/WWW and its resources. Hands-on experience with various Internet/WWW communication, resource discovery, and information retrieval tools. Web page development also included. Prerequisites: None.

CIS138DA - Desktop Design and Publishing Using Adobe InDesign  
LEC + LAB           3 Credits                   4 Periods

Use of Adobe InDesign to compose and print textual and graphic materials of high quality. Includes word processing of copy, use of graphics programs, layout of design elements, printing alternatives, and file formats. Prerequisites: CIS105, or BPC110, or permission of Instructor.

CIS150 - Programming Fundamentals  
LEC + LAB           3 Credits                   4 Periods

Structured program design and logic tools. Use of computer problems to demonstrate and teach concepts using appropriate programming language. Prerequisites: CIS105, or permission of instructor.

CIS150AB - Object-Oriented Programming Fundamentals  
LEC + LAB           3 Credits                   4 Periods

Structured and Object-Oriented design and logic tools. Use of computer problems to demonstrate and teach concepts using an appropriate programming language. Prerequisites: CIS105 or permission of instructor.

CIS159 - Visual Basic Programming I  
LEC + LAB           3 Credits                   4 Periods

Use of the Visual Basic programming language to solve problems using suitable examples from business or other disciplines. Prerequisites: CIS105, or permission of instructor. [CS]

CIS162 - C Programming I  
LEC + LAB           3 Credits                   4 Periods

Beginning C Programming. Includes features needed to construct programs, functions, pointers, input and output options, data types, structures, and unions, and disk file operations. Prerequisites: CIS105, or permission of instructor.

CIS162AB - C++: Level I  
LEC + LAB           3 Credits                   4 Periods

Introduction to C++ programming including general concepts, program design, development, data types, operators, expressions, flow control, functions, classes, input and output operations, debugging, structured programming, and object-oriented programming. Prerequisites: CIS105, or permission of instructor. [CS]

## OFFICIAL COURSE DESCRIPTIONS

CIS162AD - C#: Level I

LEC + LAB            3 Credits            4 Periods

Introduction to C# programming including general concepts, program design, development, data types, operators, expressions, flow control, functions, classes, input and output operations, debugging, structured programming, and object-oriented programming. Prerequisites: CIS105, or permission of instructor. [CS]

CIS163AA - JAVA Programming: Level I

LEC + LAB            3 Credit            4 Period

Introduction to Java programming. Includes features needed to construct Java Applets, Java Applications, control structures, methods, arrays, character and string manipulation, graphics, and object-oriented programming. Prerequisites: CIS105, or permission of Instructor. [CS]

CIS166 - Web Scripting/Programming

LEC + LAB            3 Credits            4 Periods

Software development for Web sites, including client side script and Common Gateway Interface (CGI) scripting. Covers Web-based transaction processing and use of databases in conjunction with the Web. Includes security issues. Prerequisites: CIS133CA or CIS133DA or permission of instructor.

CIS169 - Introduction to Visual Basic for Applications

LEC + LAB            3 Credits            4 Periods

Introduction to Visual Basic for Applications (VBA) using Microsoft Office environments. Includes Dynamic Data structures, VBA class modules and error trapping and handling. Creation of customized office applications and network shares as well as multimedia techniques also covered. Prerequisites: CIS159 or permission of instructor. [CS]

CIS177 - Operating Juniper Networks Routers in the Enterprise

LEC + LAB            4 Credits            5 Periods

Operating Juniper Networks Routers in the Enterprise, an introductory-level course, focuses on installation, configuration, operational analysis, and troubleshooting considerations of Juniper Networks routers in the enterprise. Course introduces Juniper Networks Enterprise Routing platforms including M-series and J-series models. Focuses on router configuration using both the J-Web graphical user interface (GUI) and the JUNOS software command-line interface (CLI). Real-world configuration and operational monitoring case studies provide general router configuration and RIP (Routing Information Protocol), static, OSPF (Open Shortest Path First) routing. Overview of common services, Virtual Router Redundancy Protocol (VRRP), the Multilink Point-to-Point Protocol (MLPPP) and Network Address Translation (NAT). Prerequisites: None.

CIS181 - IBM Mainframe Z OS - Level I

LEC + LAB            3 Credits            4 Periods

Fundamental knowledge and skills to begin using the basic functions of a mainframe computer. User interfaces of the

z/OS mainframe operating system and the role of mainframes in today's business world. Tools, utilities and processes for developing a simple program to run on z/OS. Prerequisites: CIS105 and CIS150, or permission of instructor.

CIS190 - Introduction to Local Area Networks

LEC + LAB            3 Credits            4 Periods

Overview of local area networks. Emphasis on the elements of a local area network, current issues and products, and use of a local area network. Includes terminology, hardware and software components, connectivity, resource monitoring and sharing, electronic mail and messaging, and security issues. Prerequisites: CIS105, or permission of instructor.

CIS191 - Novell NetWare System Administration

LEC + LAB            3 Credits            4 Periods

Knowledge and skills required to administer or manage a Novell NetWare local area network operating system. Level I, II, and III network management tasks. Prerequisites: CIS105, or permission of instructor.

CIS214DE - Advanced Excel Spreadsheet: Level II

LEC + LAB            3 Credits            5 Periods

Advanced Excel spreadsheet features including formatting techniques, macros and Visual Basic for applications. Templates, built-in functions and lists as well as analysis tools including Pivot Tables and Goal Seek covered. Import and export data, workgroup collaboration and Internet features of Excel emphasized. Prerequisites: CIS114DE or permission of instructor.

CIS217AM - Advanced Microsoft Access: Database Management

LEC + LAB            3 Credits            4 Periods

Basic database concepts including database design, primary and secondary key selection and relationships between tables. Queries, sub forms, macros, events, Visual Basic modules and Access Internet features also covered. Prerequisites: (CIS117DM or CIS117CM). [CS]

CIS220DC - Flash: Advanced Animation and Action Script

LEC + LAB            3 Credits            4 Periods

Advanced Flash programming, action scripting, tweening, advanced buttons and user input, movie clips, using dynamic sound and text, managing information flow, Object-Oriented Programming concepts in relation to Flash. Prerequisites: CIS120DC or permission of Instructor.

CIS220DF - Advanced PhotoShop

LEC                    3 Credits            4 Periods

Goes beyond the basic use of palettes, selections, layers, menus, and tool options, and focuses on using PhotoShop software's advanced features to manipulate and correct digital and digitally produced images. Prerequisites: (CIS120AF, CIS120BF and CIS120CF) or CIS120DF, or permission of instructor.

## OFFICIAL COURSE DESCRIPTIONS

CIS225 - Business Systems Analysis and Design  
LEC + LAB            3 Credits            4 Periods  
Investigation, analysis, design, implementation and evaluation of business computer systems. Prerequisites: Any programming language or permission of instructor.  
Editor's Note: The following curricular changes have been made to CIS225: Activity Type changed from LEC to L+L, Periods from 3.0 to 4.0, Load from 3.0 to 3.7 effective Summer I, 2011.

CIS225AB - Object-Oriented Analysis and Design  
LEC + LAB            3 Credits            4 Periods  
Methodologies and notations for fundamental object oriented analysis and design including use cases, objects, classes, stereotypes, and relationships. Object oriented iterative process for system development. A continuous application development exercise for applying the analysis and design concepts. Prerequisites: Any program language, or permission of instructor.  
Editor's Note: The following curricular changes have been made to CIS225AB: Activity Type changed from LEC to L+L, Periods from 3.0 to 4.0, Load from 3.0 to 3.7 effective Summer I, 2011.

CIS233DA - Internet/Web Development Level II  
LEC + LAB            3 Credits            4 Periods  
Design and create pages on the World Wide Web with a variety of markup languages, programming languages, scripts, and multimedia. Hands-on experience authoring and preparing sophisticated web documents. Exploration of best practices/issues for web design and publishing and careers in web development and e-commerce. Prerequisites: CIS133CA or CIS133DA or permission of instructor.

CIS233DC - Internet Web Development: Dreamweaver  
LEC + LAB            3 Credits            4 Periods  
Design and development of comprehensive and interactive websites using Dreamweaver. Hands-on experience designing, developing, testing, and publishing web documents that contain various client-side web technologies. Prerequisites: CIS133CA, or CIS133DA, or permission of instructor.

CIS235 - e-Commerce  
LEC + LAB            3 Credits            4 Periods  
Introduction to Electronic Commerce on the Internet. Designing an electronic storefront including web page content and development, e-commerce site marketing, advertisement, legal and security considerations, Credit card and other debit transaction covered. Also includes current issues in e-commerce. Prerequisites: CIS133CA, or CIS133DA, or permission of instructor.

CIS236 - Web-Based Teaching and Learning I  
LEC + LAB            2 Credits            3 Periods  
Experience using a web-based learning environment from an online student's perspective. Use communication tools, submit assignments, use evaluation tools, create homepages, and navigate online-learning environment. Introduction to

basics of online pedagogy. Hands-on experience with a web-based learning environment. Prerequisites: CIS133CA or CIS133DA, or permission of instructor.

CIS238 - Advanced UNIX System Administration  
LEC + LAB            3 Credits            4 Periods  
System administration tasks using one or more versions of UNIX. Topics include: installing the operation system, configuring peripherals, security, monitoring system performance, networking, and troubleshooting. Prerequisites: CIS126DA, or permission of instructor.

CIS238DL - Linux System Administration  
LEC+ LAB            3 Credits            4 Periods  
Managing Linux Operating Systems including sophisticated manipulation of file structures, backup systems, printing processes, troubleshooting, user account management, hard disk maintenance and configuration, process monitoring and prioritizing, kernel customization, and system resource control. Preparation for industry certifications such as the SAIR/GNU LCP and LCA certificates, CompTIA's Linux+, RHCT, RHCE, and LPIC. Prerequisites: CIS126AL, CIS126BL and CIS126CL; or CIS126DL or Permission of Instructor

CIS239DL - Linux Shell Scripting  
LEC + LAB            3 Credits            4 Periods  
Linux Shell Scripting syntax and methods including the automation of system tasks as well as interpreted user-level programming. Course includes the Linux Borne Again Shell (BASH) as well as a variety of industry competitors. Prerequisites: CIS238DL or permission of instructor.

CIS243 - Internet/Web Development Level III  
LEC + LAB            3 Credits            4 Periods  
Development of interactive websites with graphics, video, and sound using advanced web design techniques and tools. Design theory for maximizing web readership, interactive and multimedia elements, speed and accessibility optimization, and intuitive user interfaces. Prerequisites: CIS233DA or permission of instructor.

CIS250 - Management of Information Systems  
LEC                    3 Credits            4 Periods  
Description: The study of business information systems and its management, communication, e-business strategies, emerging technologies, database concepts, and project management. Overview of systems analysis and design. Learn about the competitive and strategic uses of information systems and how they are transforming organizations and their management. Prerequisites: CIS105.

CIS259 - Visual Basic Programming II  
LEC                    3 Credits            4 Periods  
Use of the Visual Basic programming language to identify and solve advanced problems using suitable examples from business or other disciplines. Prerequisites: CIS159 or permission of instructor. [CS]

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### CIS262AB - C++ : Level II

LEC + LAB            3 Credits            4 Periods

Advanced level C++ programming with emphasis on arrays, data management, dynamic memory allocation, object-oriented programming concepts, input/output operations, libraries, and debugging techniques. Includes overview of other advanced applications of C++. Prerequisites: Permission of instructor

### CIS262AD - C# Level II

LEC + LAB            3 Credits            4 Periods

Advanced C# programming with emphasis on data structures, dynamic memory allocation, object-oriented programming, user interfaces, and database processing. Overview of web applications, network programming, and reporting tools. Prerequisites: CIS162AD, or permission of instructor.

### CIS263AA - Java Programming: Level II

LEC + LAB            3 Credits            4 Periods

Intermediate Java programming. Includes features needed to construct object-oriented programming, multithreading, multimedia, files, streams and data structure. Prerequisites: CIS163AA or permission of the instructor.

### CIS270 - Essentials of Network and Information Security

LEC + LAB            3 Credits            4 Periods

Threats to security of information systems; responsibilities and basic tools for information security, including communication security, infrastructure security, organizational security and basic cryptography. Introduction to the language of network security and hardware, software and firmware components of an information security system for local, metropolitan, enterprise, and wide area networks. Helps prepare participants for the Comptia Security+ exam and the GIAC Security Essentials Certificate (GSEC). Prerequisites: CNT150, or (MST150 or MST150 any module), or permission of instructor.

### CIS277 - Advanced Juniper Networks Routing in the Enterprise

LEC + LAB            4 Credits            5 Periods

Advanced Juniper Networks Routing in the Enterprise course provides enterprise network engineers with knowledge and skills to use Juniper Networks routers to meet their networks' requirements. Covers advanced routing and services configurations of Juniper Networks J-series and M-series platforms, focusing on advanced configurations commonly used in the enterprise environment. Prerequisites: CIS177 or permission of Instructor.

### CIS290AA-AC - Computer Information Systems Internship

LAB 1-3 Credits 6-18 Periods

Work experience in business or industry. Prerequisites: Permission of instructor. Cross-References: BPC290AA-AC

### CIS296WA-WD - Cooperative Education

LAB                    1 Credits            5 Periods

Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome

related to the career objectives of the students. Prerequisites: None. Co-requisites: must be concurrently enrolled in at least one class related to job/co-op subject area; must maintain an enrollment ratio of two (2) hours of Credit in other courses for every one (1) hour of Cooperative Education Credit (excluding radio and television); a maximum of sixteen (16) hours of Cooperative Education Credit is allowable in a college program.

### CIS298 AA-AC - Special Projects

LAB 1-3 Credits 1-3 Periods

Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: None.

## CISCO Networking Technology (CNT)

CNT138 - CCNA Discovery - Networking for Home and Small Businesses

LEC + LAB            3 Credit(s)            5 Period(s)

Introduces skills for entry-level home network installer jobs including personal computer (PC) installation, Internet connectivity, wireless connectivity, file and print sharing, and the installation of peripherals. Provides introduction to networking and the Internet using tools and hardware from home and small business environments.

Prerequisites: None.

### CNT140 - Cisco Networking Basics

LEC + LAB            4 Credit            6 Periods

Introduction to the computer networking field. Covers network terminology and protocols, local area networks (LAN), and wide area networks (WAN). Includes Open Systems Interconnection (OSI) models, cabling and cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. Preparation for the Cisco Certified Network Associate examination. Prerequisites: None.

### CNT140AA - Cisco Networking Fundamentals

LEC + LAB            4 Credits            6 Periods

Introduction to the computer networking field. Covers network terminology and protocols, communication fundamentals in Data networks and the Internet. Includes study of the Open Systems Interconnection (OSI) model, using a top down approach, cabling and cabling tools, basic Cisco router, configuration, Ethernet technologies, Internet Protocol (IP) addressing, and overview of Internet Protocol version 6 (IPv6), basic configuring and testing of the network, and network standards. Preparation for the Cisco Certified Network Associate (CCNA) examination. Prerequisites: None.

## OFFICIAL COURSE DESCRIPTIONS

CNT148 - CCNA Discovery - Working at a Small-to-Medium Business or Internet Service Provider

LEC + LAB            3 Credits            5 Periods

Prepares students as network technicians. Develops skills for computer and help desk technicians including soft skills. Provides overview of routing, remote access, addressing, and security. Provides familiarity with e-mail, web, and authenticated access servers. Presents network monitoring and basic troubleshooting skills in context.

Prerequisites: CNT138.

CNT150 - Cisco Networking Router Technologies

LEC + LAB            4 Credits            6 Periods

Knowledge of skills to install, configure, customize, maintain and troubleshoot Cisco routers and components. Preparation for Cisco certification examination. Prerequisites: CNT140 or permission of instructor.

CNT150AA - Cisco Routing Protocols and Concepts

LEC + LAB            4 Credits            6 Periods

Knowledge of skills to install, configure, customize, maintain and troubleshoot Cisco routers utilizing Advanced Internet Protocol (IP) addressing techniques, Variable Length Subnet Masking (VLSM), distance vectored and Link State dynamic routing protocols, Routing Internet Protocol version 1 (RIPv1) and version 2 (RIPv2), Enhanced Interior Gateway Routing Protocol (EIGRP), Single-area Open Shortest Path First (OSPF), and understanding the structure and behavior of routing tables. Preparation for Cisco certification examination. Prerequisites: CNT140 or permission of Instructor.

CNT158 - CCNA Discovery - Introduction to Routing and Switching in the Enterprise

LEC + LAB            4 Credits            6 Periods

Familiarizes students with the equipment, applications and protocols installed in enterprise networks, with a focus on switched networks, Internet Protocol (IP) Telephony requirements, and security. Introduces advanced routing protocols such as Enhanced Interior Gateway Routing Protocol (EIGRP) and Open Shortest Path First (OSPF) Protocol. Hands- on exercises include configuration, installation, and troubleshooting. Prerequisites: CNT148.

CNT160 - Cisco Switching Basics and Intermediate Routing

LEC+ LAB            3 Credits            4 Periods

Advanced Internet Protocol (IP) addressing techniques, Variable Length Subnet Masking (VLSM), Intermediate routing protocols, Routing Internet Protocol version 2 (RIPv2), Single area Open Shortest Path First (OSPF), and Enhanced Interior Gateway Routing Protocol (EIGRP), Command Line Interface configuration of switches, Ethernet switching, Virtual Local Area Networks (VLANs), Spanning Tree Protocol (STP) and Virtual local-area Network Trunking Protocol (VTP). Preparation for Cisco Certified Network Associate certification examination. Prerequisites: CNT150 or permission of instructor.

CNT160AA - Cisco Local Area Networking (LAN) Switching and Wireless

LEC + LAB            4 Credits            6 Periods

Comprehensive, theoretical, and practical approach to learning the technologies and protocols needed to design and implement a converged switched network. Learn about the hierarchical network design model and how to select devices for each layer. Configure a switch for basic functionality and implement Virtual Local Area Networks (VLAN), VLAN Trunking Protocol (VTP), and Inter-VLAN routing in a converged network. Implementation of Spanning Tree Protocol (STP) in a converged network and a Wireless LAN (WLAN) in a small to medium network. Comprehensive hands-on labs. Preparation for Cisco certification examination. Prerequisites: CNT140AA or permission of Instructor.

CNT168 - CCNA Discovery - Designing and Supporting Computer Networks

LEC + LAB            4 Credits            6 Periods

Networking design and customer support including gathering requirements, designing basic networks, establishing proof-of-concept, and performing project management tasks. Lifecycle services, including upgrades, competitive analyses, and system integration, in the context of pre-sale support. Prerequisites: CNT158.

CNT170 - Cisco Wide Area Networks (WAN) Technologies

LEC + LAB            3 Credits            4 Periods

Advanced Internet Protocol (IP) addressing techniques including Network Address Translation (NAT) Port Address Translation (PAT) and Dynamic Host Control Protocol (DHCP). Also covers Wide Area Network (WAN) technology and terminology, Point-to-Point Protocol (PPP), Integrated Services Digital Network (ISDN), Dial on Demand Routing (DDR), Frame Relay, and network management. Preparation for Cisco Certified Network Associate certification examination. Prerequisites: CNT160 or permission of instructor.

CNT170AA - Cisco Accessing the Wide-Area Network (WAN)

LEC + LAB            4 Credits            6 Periods

Wide-Area Network (WAN) technologies and network services required by converged applications in Enterprise Networks. Cisco Enterprise Composite model (ECM) to introduce integrated network services and selection of appropriate devices and technologies to meet ECM requirements. Implement and configure common data link protocols and apply WAN security concepts, principles of traffic management, access control and addressing services. Detect, troubleshoot, and correct common enterprise network implementation issues. Includes comprehensive hands-on labs. Preparation for Cisco certification examination. Prerequisites: (CNT140AA, CNT150AA, and CNT160AA), or permission of Instructor.

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**CNT171 - CCNA Exam Prep**  
LEC + LAB            1 Credits            2 Periods  
Preparation for renewal of CCNA certification by reviewing the OSI model and industry standards including network topologies, IP addressing, subnet masks, access control list, basic network design and cable installation. Practice the skills to configure, customize, maintain and troubleshoot Cisco routers and switches for Local Areas Networks (LANs) and Wide Area Networks (WANs) using Cisco IOS command set. Review any new material introduced since the last CCNA exam version. Prerequisites: CNT170 or CNT170AA or CCNA certification or permission of instructor. Course Note: CNT171 can be offered on credit (P) No credit (Z) basis. Standard grading available according to procedures outlined in college catalog.

**CNT175 - Cisco Certified Network Associate Security**  
LEC + LAB 0 Credit 6 Periods  
Associate-level knowledge and skills required to secure Cisco networks. Development of a security infrastructure, identification of threats and vulnerabilities to networks. Mitigation of security threats. Core security technologies. Installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data and devices. Competency in the technologies that Cisco uses in its security structure. Prerequisites: CNT170 or CNT170AA or Certified Cisco Networking Associate (CCNA) certification or permission of Instructor.

**CNT181 - Cisco Securing IOS Networks**  
LEC + LAB            4 Credits            5 Periods  
Applications of Cisco Networking technologies in designing and implementing security solutions to reduce risk of revenue loss and vulnerability. Hands-on experience and skills in security policy design and management, security technologies, products and solutions, secure router installation, configuration, and maintenance, AAA (Authentication, Authorization, and Accounting), and VPN (Virtual Private Network) implementation using routers. Preparation for the Securing Cisco IOS Networks (SECUR) exam, which applies toward the Cisco Certified Security Professional (CCSP), Virtual Private Network (VPN) Specialist, Intrusion Detection System (IDS) Specialist and the Firewall Specialist certifications. Prerequisites: CNT170 or permission of instructor.

**CNT185 - Cisco Network Security**  
LEC +LAB            4 Credits            5 Periods  
Applications of Cisco Networking technologies in designing and implementing security solutions to reduce risk of revenue loss and vulnerability. Hands-on experience and skills in security policy design and management, security technologies, products and solutions, firewall and secure router design, installation, configuration and maintenance, AAA (Authentication, Authorization, and Accounting) and VPN (Virtual Private Network) implementation using firewalls and routers. Preparation for the MCNS (Managing Cisco Network Security) and CSPFA (Cisco Secure PIX Firewall Advanced) exams toward certification as a Cisco Firewall Specialist.

Exams also apply to CCSP (Cisco Certified Security Professional) certification. Prerequisites: CNT170, or permission of instructor.

**CNT200 - CCNP ROUTE: Implementing Cisco IP Routing**  
LEC + LAB            4 Credits            6 Periods  
Development of knowledge and skills needed to manage Internet Protocol (IP) traffic and access, understand scalable internetworks configure advanced routing protocols Border Gateway Protocol [BGP], Enhanced Interior Gateway Routing Protocol [EIGRP], Open Shortest Path First [OSPF], as well as Internet Protocol (IPv6), and configuration of secure routing solutions to support branch offices and mobile workers. Comprehensive labs emphasize hands-on learning and practice to reinforce configuration skills. Prerequisites: CNT170 or CCNA industry certification, or permission of Instructor. Corequisites: CNT220 Course Notes: Preparation for Cisco Certified Network Professional (CCNP) exam.

**CNT202 - Cisco Secure Firewall Appliance Configuration**  
LEC + LAB            4 Credits            5 Periods  
Applications of Cisco Networking technologies in designing and implementing security solutions to reduce risk of revenue loss and vulnerability. Hands-on experience and skills in security policy design and management, security technologies, products and solutions, secure firewall design, installation, configuration and maintenance, Authentication, Authorization, and Accounting (AAA), Failover, and Virtual Private Network (VPN) implementation using firewalls. Prerequisites: CNT170 or permission of Instructor.

**CNT205 - Cisco Certified Network Associate Security**  
LEC + LAB            4 Credits            6 Periods  
Associate-level knowledge and skills required to secure Cisco networks. Development of a security infrastructure, identification of threats and vulnerabilities to networks. Mitigation of security threats. Core security technologies. Installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data and devices. Competency in the technologies that Cisco uses in its security structure. Prerequisites: CNT170 or CNT170AA or Certified Cisco Networking Associate (CCNA) certification or permission of Instructor.

**CNT206 - Cisco Certified Network Associate Wireless**  
LEC + LAB            4 Credits            6 Periods  
Associate-level knowledge and skills required in Cisco wireless networks. Includes comprehensive hands-on labs to design, plan, implement, operate, secure, and troubleshoot wireless networks. Prerequisites: CNT170, or CNT170AA, or permission of Instructor. Course Notes: Prepares students to earn Cisco Certified Network Associate Wireless (CCNA Wireless) designation by taking the Implementing Cisco Unified Wireless Networks Essentials (IUWNE) exam.

**CNT208 - CCNA: Voice**  
LEC + LAB            4 Credits            6 Periods  
Introduction to IP telephony for Medium and Small Organizations networks. Covers Packet Voice Technologies,

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Configuring Voice Interfaces, Voice Dial Peers, VoIP Signaling, Cisco Unified Communications Manager Express (CUCME), Cisco Unity Express (CUE) and Call Control. Includes data and voice integration solutions at the network-access level. Prerequisites: CNT170 or CNT170AA, or CCNA Certification, or permission of Instructor. Course Notes: CNT208 may be repeated for a total of Twelve (12) credit hours.

**CNT210 - Cisco CCNP II: Implementing Secure Converged Wide Area Networks**

LEC + LAB            4 Credits            6 Periods

Development of knowledge and skills in implementing secure enterprise-class network service for teleworkers and branch sites. Secure and expand the reach of an enterprise network with focus on VPN configuration and securing network access. Preparation for Cisco Certified Network Professional (CCNP) exam. Prerequisites: CNT170 or CCNA industry certification, or permission of instructor. Corequisites: CNT200 and CNT220.

**CNT220 - CCNP SWITCH: Implementing Cisco IP Switching**

LEC + LAB            4 Credits            6 Periods

Development of knowledge and skills in building, monitoring, and maintaining switching in converged enterprise networks using advanced and multi-layer switching technologies. Planning, configuring, securing and verifying the implementation of complex enterprise switching solutions. Hands-on learning and practice to reinforce configuration skills. Prerequisites: CNT170AA or CCNA industry certification, or permission of Instructor. Corequisites: CNT200. Course Notes: Preparation for Cisco Certified Network Professional (CCNP) exam.

**CNT230 - Cisco CCNP IV: Optimizing Converged Networks**

LEC + LAB            4 Credits            6 Periods

Introduction to optimizing and providing effective Quality of Service (QoS) techniques in converged networks operating voice, wireless and security applications. Topics include implementing a Voice over Internet Protocol (VoIP) network, implementing QoS on converged networks, specific Internet Protocol (IP) QoS mechanisms for implementing the DiffServ QoS model, AutoQoS, wireless security and basic wireless management. Preparation for Cisco Certified Network Professional (CCNP) exam. Prerequisites: CNT170 or CNT170AA or CCNA industry certification, or permission of instructor. CNT200, CNT210, and CNT220 suggested but not required.

**CNT231 - CCNP TSHOOT: Maintaining and Troubleshooting Cisco IP Networks**

LEC + LAB            4 Credits            6 Periods

Development of knowledge and skills in monitoring and maintaining complex enterprise routed and switched Internet Protocol (IP) networks. Skills learned include the planning and execution of regular network maintenance, as well as support and troubleshooting using technology-based processes and best practices, in a systematic approach. Extensive labs emphasize hands-on learning and practice to reinforce configuration skills. Prerequisites: (CNT200 and CNT220), or

permission of Instructor. Course Notes: Preparation for Cisco Certified Network Professional (CCNP) exam.

**CNT240 - Cisco Voice over IP**

LEC + LAB            4 Credits            5 Periods

Introduction to packet telephony for both Enterprise and Service Provider networks. Covers Packet Voice Technologies, Configuring Voice Interfaces, Voice Dial Peers, VoIP Signaling and Call Control. Includes data and voice integration solutions at the network-access level. Prerequisites: CNT170 or permission of instructor.

**CNT242 - Cisco Quality of Service**

LEC + LAB            4 Credits            5 Periods

IP QoS theory, design issues, and configuration of various QoS mechanisms. IP Quality of Service (QoS) requirements, conceptual models using Differentiated Services (DiffServ), Integrated Services (IntServ) and Best Effort. Implementation of IP QoS on Cisco IOS switch and router platforms. Prerequisites: CNT170 or permission of instructor

**CNT244 - Cisco IP (Internet Protocol) Telephony**

LEC + LAB            4 Credits            5 Periods

Knowledge of skills to install, configure, and maintain a Cisco CallManager, configure gateways, gatekeepers, switches, and build route plans to place intra-cluster and inter-cluster Cisco IP phone calls. Prerequisites: CNT240 or permission of instructor.

**CNT246 - Cisco Voice Gateways and Gatekeepers**

LEC + LAB            4 Credits            5 Periods

Knowledge of skills to install, configure, monitor and troubleshoot Cisco voice gateways and gatekeepers in an Enterprise network. Prerequisites: CNT244 or permission of Instructor.

**CNT248 - Cisco IP Telephony Troubleshooting**

LEC + LAB            4 Credits            5 Periods

Knowledge of skills to install, configure, monitor and troubleshoot Cisco voice gateways and gatekeepers in an Enterprise network. Prerequisites: CNT244 or permission of instructor.

### **Communication (COM)**

**COM100 - Introduction to Human Communication**

LEC                    3 Credits            3 Periods

Theory and practice of communication in public, small group, and interpersonal settings. Includes study of the speech communication process.

Prerequisites: None. [SB] SUN# COM1100

**COM100AA - Introduction to Human Communication Part I**

LEC                    1 Credits            1 Periods

Theory and practice of communication skills in public, small group, and interpersonal settings. Includes study of the speech communication process. Prerequisites: None.

## OFFICIAL COURSE DESCRIPTIONS

COM100AB - Introduction to Human Communication Part II  
LEC 1 Credits 1 Periods

Theory and practice of communication skills in public, small group, and interpersonal settings. Includes study of the speech communication process. Prerequisites: None.

COM100AC - Introduction to Human Communication Part III  
LEC 1 Credits 1 Periods

Theory and practice of communication skills in public, small group, and interpersonal settings. Includes study of the speech communication process. Prerequisites: None.

COM110 - Interpersonal Communication  
LEC 3 Credits 3 Periods

Theory and practice of communication skills which affect day-to-day interactions with other persons. Topics may include using verbal and nonverbal symbols, interactive listening, resolving interpersonal conflict, developing and maintaining personal and professional relationships. Prerequisites: None. [SB]

COM181 - Conflict Mediation  
LEC 3 Credits 3 Periods

Develop communication skills necessary to conduct mediation in formal and informal settings. Applies principles and theories of message production and responding, listening, questioning, source and receiver factors, and emotion to conflict management communication. Emphasis on respecting diversity and empowering joint problem solving throughout. Prerequisites: None. Cross-Reference Course: MCM181

COM207 - Introduction to Communication Inquiry  
LEC 3 Credits 3 Periods

Overview of theory and methodological practice in communication with particular attention to scholarly writing skills. Emphasis on development of critical thinking skills through active participation in the research process. Prerequisites: ENG101 or ENG107 or equivalent, and COM100 or equivalent, or permission of instructor. Course Note: Recommended for the communication major.

COM225 - Public Speaking  
LEC 3 Credits 3 Periods

Designed to enhance the student's ability to present public speeches confidently and competently. Also designed to improve information literacy and critical thinking skills. Prerequisites: ENG101 or ENG107, or equivalent. [L]

COM230 - Small Group Communication  
LEC 3 Credits 3 Periods

Principles and processes of small groups and development of skills for participation and leadership in small group settings. Practice in problem solving, decision making, and information sharing. Prerequisites: None. [SB]

COM241 - Oral Interpretation of Literature  
LEC 3 Credits 3 Periods

The study, analysis, and preparation for performance of

prose, poetry, and dramatic literature. Preparation of material for public audiences. Prerequisites: ENG101 or ENG107.

COM243 - Interpreter's Theatre  
LEC + LAB 3 Credits 4 Periods

Study, analysis, rehearsal, and performance of various types of literature. Prerequisites: None.

COM259 - Communication in Business and Professions  
LEC 3 Credits 3 Periods

Interpersonal, group, and public communication in business and professional organizations. Emphasis on oral communication. Prerequisites: ENG101 or ENG107 or equivalent.

COM263 - Elements of Intercultural Communication  
LEC 3 Credits 3 Periods

Basic concepts, principles, and skills for improving oral communication between persons from different minority, racial, ethnic, and cultural backgrounds. Prerequisites: None. [C, G, SB]

COM271 - Voice and Diction  
LEC 3 Credits 3 Periods

Exercises and techniques to free the voice and improve projection, resonance, and articulation. Covers international phonetic alphabet and standard stage speech. Prerequisites: None. Cross-References: THP271

### Career Personal Development (CPD)

CPD100 - Orientation for Student Development

LEC 1 Credit 1 Period

Offered to orient new students to college life. Emphasis on assessing students' academic potential, facilitating curricular advisement and registration procedures, learning academic survival skills, and becoming aware of all services available to students on campus and in the community. Prerequisites: None.

CPD101 - Personal Development

LEC 2 Credits 2 Periods

Designed to assist students in developing confidence in making personal, social, and educational decisions. Examination and assessment of individual needs, interests, abilities and values to develop and strengthen interpersonal communication, enhance transitional skills and identify realistic life planning goals. Prerequisites: None.

CPD102AB - Career Exploration

LEC 2 Credits 2 Periods

Designed to assist students make informed career decisions. Focuses on current occupational trends and outlook. Explores career-related interests, values, needs, preferences, skills, and strengths with the use of various assessments. Aids in the development of individualized educational/career goals and action plan. Prerequisites: None. Course Notes: CPD102AB may be repeated for a total of six (6) credit hours.

## OFFICIAL COURSE DESCRIPTIONS

### CPD102AD - Eliminating Self-Defeating Behavior

LEC 2 Credits 2 Periods

Designed to help students change behaviors that work against their potential, i.e., inferior feelings, shyness, nervousness, stage fright, under achievement etc. Focus on identifying undesirable thoughts, emotions and behaviors, for the purpose of developing alternative, and more desirable thoughts, emotions and behaviors. Prerequisites: None.

### CPD102AH - Stress Management

LEC 2 Credits 2 Periods

Reviews the sources of stress, the physiological effects and the psychological impact of stress on the individual. Provides strategies to reduce stress. Prerequisites: None.

### CPD102AN - Anger Management

LEC 2 Credits 2 Periods

Provides an understanding of the emotion of anger, explores the types, origins and typical reactions to anger. Covers stress and the need for stress management in relation to anger. Examines personal anger patterns and feelings, and the use of effective interpersonal communications in effective anger management. Prerequisites: None.

### CPD103BA - Women in Transition

LEC 2 Credits 2 Periods

Designed to assist and support women who are experiencing life transitions. Emphasis on assessing self-potential, increasing self-confidence, managing life change, and exploring education/career/life options in terms of the realities of roles for women today. Prerequisites: None.

### CPD103BC - African American Cultural Pride and Awareness

LEC 2 Credits 2 Periods

Develop an awareness of cultural roots, history, and traditions with emphasis on the shaping of personal identity, social, career, and educational decisions. Prerequisites: None.

### CPD103BD - Latino/Hispanic American Pride and Awareness

LEC 2 Credits 2 Periods

Develop an awareness of cultural roots, history, and traditions with emphasis on the shaping of personal identity, social, career, and educational decisions. Prerequisites: None.

### CPD103BE - Native American Cultural Pride and Awareness

LEC 2 Credits 2 Periods

Develop an awareness of cultural roots, history, and traditions with emphasis on the shaping of personal identity, social, career, and educational decisions. Prerequisites: None.

### CPD103BL - Dynamics of Leadership

LEC 2 Credits 2 Periods

Designed to provide strategies that may be used when assuming leadership roles. Focus on improving supervisory confidence through the development of appropriate competitive behaviors, problem-solving skills, and techniques of leadership. Prerequisites: None.

### CPD104 - Career and Personal Development

LEC 3 Credits 3 Periods

An overview of the process of career/life planning through self-awareness and understanding. Focus on specific skill development such as dealing with change, decision making, goal setting and understanding lifestyles. Provides opportunity to evaluate interests, skills and values. Emphasis on the development of a comprehensive career search process which includes current occupational information, specific tools for researching the job market and acquiring employment. Prerequisites: None.

### CPD108 - Money Management For Students

LEC 1 Credit 1 Period

Designed to assist students in examining values related to spending, borrowing and saving money. Identify financial priorities and responsibilities associated with debt. Develop and follow a personal budget plan and learn strategies for maintaining a financially balanced personal life. Prerequisites: None.

### CPD110 - Assessment & Planning for University Transfer

LEC 2 Credits 2 Periods

Designed for "undecided" students planning to transfer to a university. Assessment of individual needs, priorities, interests and abilities. Investigates university options to assist transfer oriented students in selecting a major and specific university programs best suited to their needs. Prerequisites: None.

### CPD115 - Creating College Success

LEC 1 Credit 1 Period

Strategies to create success in college. Methods for selecting and developing effective academic strategies, increasing self-awareness and developing self-management strategies. Elements of college resources and relationships with others explored in support of students' educational experience. Prerequisites: None. Cross-Reference: AAA115

### CPD125 - Employee Development: Problem Solving/Decision Making

LEC 1 Credit 1 Period

Development of decision-making skills as well as techniques for problem solving. Focus on values and value conflicts as related to decision-making. Also includes establishing short and long-term goals for personal and career development. Prerequisites: None.

### CPD150 - Strategies for College Success

LEC 3 Credits 3 Periods

Focus on increasing student success through college orientation and personal growth, study skills development, and educational and career planning. Prerequisites: None. Cross-Reference: AAA150

### CPD150AA - College Orientation/Personal Growth

LEC 1 Credit 1 Period

Emphasis on increasing student success through college orientation, identification of learning style and the use of time management, goal-setting, and interpersonal communication strategies. Prerequisites: None. Cross-Reference: AAA150AA

## OFFICIAL COURSE DESCRIPTIONS

### CPD150AB - Study Skills Development

LEC 1 Credit 1 Period

Emphasis on increasing student success through the use of study strategies including materials organization, note-taking, reading, test-taking, memory, and critical and creative thinking. Prerequisites: None. Cross-References: AAA150AB

### CPD150AC - Educational and Career Planning

LEC 1 Credit 1 Period

Emphasis on increasing student success through educational and career planning. Prerequisites: None. Cross-References: AAA150AC

### CPD160 - Introduction to Multiculturalism

LEC 3 Credits 3 Periods

Examination of the multiple cultures and subcultures within the contemporary United States. Personal exploration of awareness and appreciation of multiculturalism. Activities for experiencing diverse cultural perspectives. Skills for recognizing, analyzing, and mediating cultural and psychological factors impacting conflict and accord between diverse cultures. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. Prerequisites: None.

### Critical Reading (CRE)

#### CRE101 - College Critical Reading

LEC 3 Credits 3 Periods

Emphasis on applying critical inquiry skills to varied and challenging reading materials. Includes analysis, synthesis, and evaluation through written discourse. Prerequisites: (ENG101 or ENG107) and (appropriate reading placement score or grade of "C" or better in RDG091.) [L]

#### CRE111 - Critical Reading for Business and Industry

LEC 3 Credits 3 Periods

Emphasis on reading skills required for success in business and technology. Includes interpretation of technical and professional materials with an emphasis on critical analysis and reading. Prerequisites: Reading Asset test score, or grade of "C" or better in RDG091, or permission of instructor.

### Creative Writing (CRW)

#### CRW150 - Introduction to Creative Writing (CCL 6224)

LEC 3 Credits 3 Periods

Introduces the student to elements and techniques of creative writing in a variety of genres; teaches terminology and concepts needed for successful participation in writing workshops; facilitates writing practice and evaluation; offers individual guidance on the student's development as a writer. Prerequisites: None.

#### CRW160 - Introduction to Writing Poetry (CCL 6224)

LEC 3 Credits 3 Periods

Prewriting (invention and discovery); writing; analyzing and evaluating (in workshop); and revising to practice manipulating various elements of poetry, critique one's own

and the poetry of others, and produce a portfolio of finished, marketable poems. Prerequisites: None. CRW150 recommended but not required.

#### CRW170 - Introduction to Writing Fiction (CCL 6224)

LEC 3 Credits 3 Periods

Practice in writing fiction through a process of prewriting (invention and discovery), writing, analysis and evaluation (in workshop), and revision; practice in manipulating various elements and forms of fiction; production of marketable quality short fiction. Prerequisites: None. CRW150 recommended but not required.

#### CRW271 - Topics in Writing: Fiction (CCL 6224)

LEC 3 Credits 3 Periods

Analysis, writing, and revision of genre or element within fiction. Prerequisites: CRW150 or permission of instructor.

#### CRW281 - Topics in Writing: Non-Fiction (CCL 6224)

LEC 3 Credits 3 Periods

Analysis, writing, and revision of genre or element within non-fiction. Prerequisites: CRW150 or permission of instructor.

### Computer Science (CSC)

#### CSC100 - Introduction to Computer Science (C++)

LEC + LAB 3 Credits 3 Periods

Concepts of problem solving, structured programming in C++, fundamental algorithms and techniques, and computer system concepts. Social and ethical responsibilities. Intended for majors other than Computer Science. Prerequisites: MAT120, or MAT121, or MAT122.

#### CSC100AA - Introduction to Computer Science

LEC + LAB 3 Credits 4 Periods

Concepts of problem solving, structured programming in C++, fundamental algorithms and techniques, and computer system concepts. Social and ethical responsibilities. Intended for majors other than Computer Science. Prerequisites: MAT120, or MAT121, or MAT122. [CS]

#### CSC110 - Introduction to Computer Science - Java

LEC + LAB 3 Credits 3 Periods

Concepts of problem solving, structured and object-oriented programming in Java, fundamental algorithms and techniques and computer system concepts. Social and ethical responsibilities. Intended for Computer Science and Computer Systems Engineering Majors. Prerequisites: MAT120 or MAT121 or MAT122.

#### CSC180 - Computer Literacy

LEC 3 Credits 4 Periods

Introduction to computers and technology and their impact on society. Explores technology, current topics in computing, applications and related issues. Students gain fluency in integrating technology to solve problems using computational thinking. Use of application software to create documents, spreadsheets, databases, e-mail and text files, and use of Internet browsers. Prerequisites: CRW150 or permission of

## OFFICIAL COURSE DESCRIPTIONS

Instructor. Course Note: CRW200 may be repeated for a total of six (6) credits. [CS]

*Editors Note: The following curricular changes were made to CSC180: Prerequisites changed from None to above statement, Course Note added to be effective Spring 2011.*

CSC181 - Applied Problem Solving with Visual BASIC  
LEC 3 Credits 3 Periods

Introduction to systematic definition of problems, solution formulation, and testing. Visual BASIC programming language applied to problems in mathematics, science, and business. Prerequisites: None. [CS]

CSC181AA - Applied Problem Solving with Visual BASIC  
LEC 3 Credits 4 Periods

Introduction to systematic definition of problems, solution formulation, and testing. Visual BASIC programming language applied to problems in mathematics, science, and business. Prerequisites: None. [CS]

CSC283 - Bioinformatics and Scientific Computing  
LEC + LAB 3 Credits 4 Periods

Introduction to Bioinformatics, including history, concepts, major genetic databases and access tools. Computer software and techniques for analyzing one nucleotide or protein sequence, searching for similar sequences, and aligning and comparing two or multiple sequences. Microarray analysis and phylogenetic trees. Application of standard software to bioinformatic computing tasks, including word processing of reports, and use of spreadsheets for statistical analysis and graphing. Text editors, Unix, Internet web site searching and construction, and ethics. Prerequisites: [(BIO156 or BIO181) and (MAT120 or MAT121 or MAT122)], or permission of Instructor. Corequisites: BIO208 or BIO212AA is strongly suggested but not required. [CS]

### Career/Work Experience (CWE)

CWE198AA-AC - Career/Work Experience  
LEC + LAB 1-3 Credits

Participation in a work experience, gaining on-the-job training, and/or exploring a career or field of choice. Helps students relate their education to the real work world. Resume writing and interviewing skills. Development of employability skills. Prerequisites: None.

### Dance Humanities (DAH)

DAH100 - Introduction to Dance  
LEC 3 Credits 3 Periods

Overview of the field of dance focusing on origins, historical development, and cultural characteristics of the various styles of dance. Prerequisites: None. [HU, G]

### Dance (DAN)

DAN115AA - Contemporary Dance Trends: Hip Hop  
LEC + LAB 1 Credit 3 Periods  
Theory and practice of Hip Hop dance. Development of movement quality and performance skills. Prerequisites: None. Course Note: DAN115AA may be repeated for credit.

DAN115AB - Contemporary Dance Trends: Break Dancing  
LEC + LAB 1 Credit 3 Periods  
Theory and practice of Break Dancing. Development of movement quality and performance skills. Prerequisites: None. Course Note: DAN115AB may be repeated for credit.

DAN120AB - World Dance: Flamenco  
LEC + LAB 1 Credit 3 Periods  
Theory and practice of Flamenco. Development of movement quality and performance skills, individually, with a partner or in a group setting. Prerequisites: None. Course Notes: DAN120AB may be repeated for credit.

DAN131 - Ballet I  
LEC + LAB 1 Credit 3 Periods  
Introduction to the theory and practice of ballet at the beginning level. Development of movement quality and performance skills. Prerequisites: None. Course Note: May be repeated for a total of two (2) credit hours.

DAN132 - Modern Dance I  
LEC + LAB 1 Credit 3 Periods  
Introduction to the theory and practice of modern dance at the beginning level. Development of movement quality and performance skills. Prerequisites: None. Course Note: May be repeated for a total of two (2) credit hours.

DAN133 - Modern Jazz Dance I  
LEC + LAB 1 Credit 3 Periods  
Introduction to the theory and practice of modern jazz dance at the beginning level. Development of movement quality and performance skills. Prerequisites: None. Course Note: DAN133 may be repeated for credit.

DAN134 - Ballet II  
LEC + LAB 1 Credit 3 Periods  
Theory and practice of ballet at the advanced beginning level. Development of movement quality and performance skills. Prerequisites: DAN131 or permission of instructor. Course Notes: DAN134 may be repeated for credit

DAN135 - Modern Dance II  
LEC + LAB 1 Credit 3 Periods  
Theory and practice of modern dance at the advanced beginning level. Development of movement quality and performance skills. Prerequisites: DAN132 or permission of instructor. Course Notes: DAN135 may be repeated for credit.

DAN136 - Modern Jazz Dance II  
LEC + LAB 1 Credit 3 Periods  
Theory and practice of modern jazz dance at the advanced beginning level. Development of movement quality and

## OFFICIAL COURSE DESCRIPTIONS

performance skills. Prerequisites: DAN133 or permission of instructor. Course Notes: DAN136 may be repeated for credit.

### DAN138 - Dance Seminar I

LEC + LAB 1 Credit 1 Period

Level I scientific evaluation and in-depth discussion of the theory and practice of work done in dance technique class. Prerequisites: None. Co requisites: Any ballet, modern dance, or modern jazz dance technique course.

### DAN140 - Tap Dance I

LEC + LAB 1 Credit 3 Periods

An introduction to the theory and practice of tap dance. May be repeated for a total of two (2) semester credit hours. Prerequisites: None. Course Notes: DAN140 may be repeated for credit.

### DAN150 - Dance Performance II

LEC + LAB 1 Credit 3 Periods

Continued study of the process and practice of dance performance at a level II. Prerequisites: DAN150 or permission of instructor. Course Notes: DAN150 may be repeated for credit.

### DAN155 - Dance Performance II

LEC + LAB 1 Credit 3 Periods

Continued study of the process and practice of dance performance at a level II. Prerequisites: DAN150 or permission of Instructor. Course Notes: DAN155 may be repeated for credit.

### DAN210 - Dance Production I

LEC + LAB 1 Credit 3 Periods

Introduction to the elements of light, sound, and scenery as they relate to the art of dance. Prerequisites: None.

### DAN233 - Modern Jazz Dance III

LEC + LAB 1 Credit 3 Periods

Theory and practice of modern jazz dance at the beginning intermediate level. Development of movement quality and performance skills. Prerequisites: DAN136 or permission of instructor. Course Notes: DAN233 may be repeated for credit..

### DAN236 - Modern Jazz Dance IV

LEC + LAB 1 Credit 3 Periods

Theory and practice of modern jazz dance at the intermediate level. Development of movement quality and performance skills. Prerequisites: DAN233 or permission of Instructor. Course Notes: DAN236 may be repeated for credit.

### DAN250 - Dance Performance III

LEC + LAB 1 Credit 3 Periods

Continued study of the process and practice of dance performance at a level III. Prerequisites: DAN155 or permission of Instructor. Course Notes: DAN250 may be repeated for credit.

### DAN264 - Choreography I

LEC + LAB 3 Credits 3 Periods

Study of basic dance choreography to include construction of a phrase, structure and form in a composition, and the basic elements of time, space and energy. Prerequisites: None.

### DAN265 - Choreography II

LEC 3 Credits 3 Periods

Exploration of the craft of choreography at the intermediate level. Experimentation with the various approaches to contemporary choreography as established by 20th century artists. Prerequisites: DAN264.

### DAN280 - Dance Practicum

LEC + LAB 2 Credits 6 Periods

A culmination of coursework for the dance major requiring completion of an extended choreographic work from conception to performance. Also requires a final evaluative paper on the successes and challenges encountered throughout the project. Prerequisites: Permission of instructor.

## Engineering Science (ECE)

### ECE102 - Engineering Analysis Tools and Techniques

LEC + LAB 2 Credits 4 Periods

Learning culture of engineering, engineering use of computer tools, and computer modeling as applied to engineering analysis and design. Prerequisites: Two years of high school algebra or MAT122 or departmental approval. Co-requisites: MAT151 or MAT182 or MAT187. SUN# EGR1102

### ECE103 - Engineering Problem Solving and Design

LEC + LAB 2 Credits 4 Periods

Fundamentals of the design process: engineering modeling, communication, and problem-solving skills in a team environment. Emphasis on process-based improvements to the design process. Introduction to engineering as a profession. Prerequisites: ECE102 and (high school physics or PHY111). SUN# EGR1102

### ECE201 - Introduction to Engineering Statics

LEC 2 Credits 2 Periods

LAB 0 Credit 1 Periods

Introduction to engineering statics, including force systems, resultants, equilibrium of particles and rigid bodies, introduction to centroids and centers of mass, area moments of inertia, distributed loading, and friction. Prerequisites: (ECE103 or ECE103AB), and (MAT230 or MAT231), and (PHY115 or PHY121).

### ECE211 - Engineering Mechanics-Statics

LEC 3 Credits 3 Periods

LAB 0 Credit 2 Periods

Mathematical treatment of the basic physical principles of statics. Methods of vector algebra and vector calculus. Prerequisites: ECE103, (MAT230 or MAT231), and (PHY115 or PHY121). Co-requisites: MAT241.

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ECE212 - Engineering Mechanics - Dynamics  
LEC 3 Credits 3 Periods  
LAB 0 Credits 2 Periods  
Kinematics and kinetics of particles, translating and rotating coordinate systems, rigid body kinematics, dynamics of systems of particles and rigid bodies, and energy and momentum principles. Prerequisites: ECE211 and MAT241.

ECE214 - Engineering Mechanics  
LEC 4 Credits 4 Periods  
LAB 0 Credits 2 Periods  
Foundations of engineering mechanics, including force systems, resultants, equilibrium of particles and rigid bodies, centroids and centers of mass, area and mass moments of inertia, friction, internal forces in structures, kinematics and kinetics of particles, kinematics and kinetics of rigid bodies, energy and momentum principles. Prerequisites: (ECE103 or ECE103AB), (MAT230 or MAT231), and (PHY115 or PHY121). Co requisites: MAT240 or MAT241.

ECE298AB - Special Projects  
LAB 2 Credits 2 Periods  
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: Permission of Program Director or instructor.

### Early Childhood Education (ECH)

ECH120 - Contemporary Issues in Early Childhood  
LEC 1 Credit 1 Period  
Designed to develop understanding of a broad range of contemporary issues that impact the child in today's society. Course directed at pre-service and in-service professionals. May be repeated for credit. Prerequisites: None. Cross-References: CFS120

ECH125 - Writing for Early Childhood Professionals (CCL 5376, AAS 3361)  
LEC 1 Credit 1 Period  
Elements of effective written communication and use in the field of early childhood education. Practical experience using common classroom documents. Course surveys document purpose, readers needs, information organization, and clear expression of ideas. Prerequisites: None.

ECH238 - Computers in Early Childhood (CCL 5376, AAS 3361)  
LEC 1 Credit 1 Period  
Comparison of computers as a teaching device with traditional early childhood learning materials. Hands-on experience with child/computer interaction and software evaluation. Prerequisites: None.

ECH269 - Child Care Seminar (CCL 5376, AAS 3361)  
LEC 1 Credit 1 Period  
Emphasizes the blend of job-related activities including career exploration, employment procedures, human relations, and on-the-job issues. May be repeated for a total of three (3) Credit hours. Prerequisites: Departmental approval. Cross-References: CFS269

ECH270 - Observing Young Children (CCL 5376, AAS 3361)  
LEC 1 Credit 1 Period  
Introduction to techniques of observing young children. Recording methods, interpretation and use of collected information including legal and ethical implications. Prerequisites: None.

ECH271 - Arranging the Environment (CCL 5376, AAS 3361)  
LEC 1 Credit 1 Period  
Exploration of the influence of the environment on the behavior of young children. Indoor and outdoor spaces considered and analysis of environments practiced. Prerequisites: None.

ECH272 - Science for the Young Child (CCL 5376, AAS 3361)  
LEC 1 Credit 1 Period  
Methods and techniques for encouraging beginning scientific thinking among young children. Focus upon the theory of Jean Piaget. Prerequisites: None.

ECH273 - Mathematics for the Young Child (CCL 5376, AAS 3361)  
LEC 1 Credit 1 Period  
Methods and techniques for encouraging the beginnings of mathematical/logical thought with young children. Focus upon the theory of Jean Piaget. Prerequisites: None. Cross-References: CFS273

ECH275 - Literacy Development and the Young Child (CCL 5376, AAS 3361)  
LEC 1 Credit 1 Period  
Literacy from birth through the early childhood years. Focus on developmentally appropriate ways to encourage speaking, listening, writing, and reading in the home and classroom. Prerequisites: None. Cross-References: CFS275

ECH277 - Language and Literacy for the Bilingual Child (CCL 5376, AAS 3361)  
LEC 1 Credit 1 Period  
Overview of language acquisition for young children in both home and school environments. Emphasis on adults' roles in fostering emerging languages and literacy skills in both the home language and English. Listening, speaking, reading and writing skills included. Prerequisites: CFS/ECH275

ECH279 - Early Childhood Curriculum Development (CCL 5376, AAS 3361)  
LEC 1 Credit 1 Period  
An intensive focus on the process of building curriculum units appropriate to the developmental needs and abilities of the young child. Design, use and evaluation of materials and activities. May be repeated for a total of four (4) Credits. Prerequisites: None.

## OFFICIAL COURSE DESCRIPTIONS

ECH280 - Food Experiences With Young Children  
(CCL 5376, AAS 3361)

LEC 1 Credit 1 Period

A discussion of the nutritional needs of young children and the cultural and social meanings of foods, feeding and eating. Includes planning and managing food experiences in home and group settings. Prerequisites: None.

ECH281 - Movement/Music for the Young Child  
(CCL 5376, AAS 3361)

LEC 1 Credit 1 Period

Consideration of motor development in the toddler through the 8-year-old and exploration of age appropriate rhythmic, musical and creative movement methods. Prerequisites: None.

ECH282 - Discipline and Guidance of Child Groups  
(CCL 5376, AAS 3361)

LEC 1 Credit 1 Period

Exploration of techniques for guiding children in groups with focus on individual child and adult needs for a disciplined environment. Prerequisites: None.

ECH283 - Physical Well-Being of the Young Child  
(CCL 5376, AAS 3361)

LEC 1 Credit 1 Period

Ensuring the physical health and safety of young children through age-appropriate environments, routines, and learning experiences. Prerequisites: None.

ECH284AA - Early Childhood Teaching Internship  
(CCL 5376)

LEC + LAB 2 Credits 2 Periods

Work experience in child care centers. 80 hours of designated work per Credit. Maximum of 6 Credits allowed. Prerequisites: CFS/ECH176 and permission of department. Co-requisites: CFS/ECH269. Cross-References: CFS284AA

ECH287 - Professional Development in Early Childhood Education (CCL 5376)

LEC 1 Credit 1 Period

Emerging professionalism within the field of early childhood education. Consideration of job responsibilities, rewards, ethics and current issues facing practitioners. Includes assessment and career planning. Prerequisites: None. Cross-References: CFS287

ECH296WA-WD - Cooperative Education

LAB 1 Credit 5 Periods

Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome related to the career objectives of the students. Prerequisites: Completion of at least twelve (12) college credits, minimum 2.6 grade point average, and be able to obtain a position related to student's academic or career goals (student's present job may qualify); or permission of instructor. Corequisites: Must be concurrently enrolled in at least one class which is related to student's major or career interest or with permission of the instructor.

### Economics (ECN)

ECN211 - Macroeconomic Principles

LEC 3 Credits 3 Periods

A descriptive analysis of the structure and functioning of the American economy. Emphasis on basic economic institutions and factors that determine national income and employment levels. Consideration given to the macroeconomic topics of national income, unemployment, inflation and monetary and fiscal policies. Prerequisites: None. [SB] SUN# ECN2201

ECN212 - Microeconomic Principles

LEC 3 Credits 3 Periods

Microeconomic analysis including the theory of consumer choice, price determination, resource allocation and income distribution. Includes noncompetitive market structures such as monopoly and oligopoly; and the effects of government regulation. Prerequisites: None. [SB] SUN# ECN2202

### Education (EDU)

EDU105 - Substitute Teacher Training

LEC + LAB 2 Credits 2 Periods

Survey of issues important to substitute teaching in Arizona. Discussion of certification, professional behavior, and classroom techniques. In school practicum provides hands-on application of concepts. In Prerequisites: None

EDU202 - Bilingual Storytelling

LEC 3 Credits 3 Periods

Introduction to bilingual storytelling as a genre. Research, develop, and craft bilingual stories. Find appropriate contexts and venues for telling. Assist in the integration and application of bilingual storytelling to the learning environment in the classroom. Prerequisites: None. Cross-reference: STO202

EDU221 - Introduction to Education

LEC 3 Credits 3 Periods

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. Prerequisites: None. Course Note: Requires minimum of 30 hours of field experience in elementary or secondary classroom environment. [SB]

EDU222 - Introduction to the Exceptional Learner

LEC 3 Credits 3 Periods

Overview of the exceptional learner, one who differs from the average or normal, with emphasis on factors relating to current practices, identification, characteristics, and educational adaptations. Issues related to mildly disabled, severely disabled, emotionally and behaviorally disordered, mentally retarded, and gifted students. Prerequisites: None. [C, SB]

EDU230 - Cultural Diversity in Education

LEC 3 Credits 3 Periods

Examination of the relationship of cultural values to the formation of self-concept and learning styles. Examination of the role of prejudice, stereotyping and cultural

## OFFICIAL COURSE DESCRIPTIONS

incompatibilities in education. Emphasis on teacher preparation (preservice and/or inservice) to offer an equal educational opportunity to students of all cultural groups. Prerequisites: None. [C]

EDU250 - Teaching and Learning in the Community College  
LEC 3 Credits 3 Periods

The history, functions, organization and current issues in the community/junior college with emphasis on the Arizona community colleges. Includes focus on the design and practice of effective community college teaching and learning with special emphasis on the Maricopa County Community College District. Prerequisites: None.

EDU282AA - Volunteerism for Education: A Service Learning Experience  
LEC 1 Credit 1 Period

Service-learning field experience within educational systems, citizen advocacy groups, and human service organizations/agency. Prerequisites: Permission of Instructor. Course Notes: EDU282AA may be repeated for a total of six (6) EDU282 credit hours; may not repeat specific agency assignment for more than three (3) credit hours.

EDU283AA - Using Storytelling in Educational Settings (CCL 5376, AAS 3361)  
LEC 1 Credit 1 Period

The application of storytelling and storytelling activities in educational settings. Prerequisites: None. Cross-Reference: STO289AA

EDU289 - Secondary Methods and Curriculum Development  
LEC 1 Credit 1 Period

Overview and practical application of teaching methodology and curriculum development for secondary education teachers. Teaching strategies, curriculum design, lesson objectives, time management skills, teaching resources and student assessments covered. State Board of Education Professional Teaching Standards emphasized. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program.

EDU291 - Children's Literature  
LEC 3 Credits 3 Periods

Review of folk and modern literature from a variety of world cultures, including application of literary criteria to folk and modern literature for children Prerequisites: None. Cross-References: ENH291 [HU]

EDU292 - The Art of Storytelling  
LEC 3 Credits 3 Periods

Explore the art and origin of storytelling. Provide a variety of storytelling techniques, styles and exercises to enhance the delivery of telling stories. Assist in the integration and application of storytelling to the learning environment in the classroom. Prerequisites: None Cross-References: HUM292, STO292 [C, HU]

EDU294 - Multicultural Folktales  
LEC 3 Credits 3 Periods

Study of multicultural folktales, exploring the impact of the oral tradition in American society and showing classroom applications. Prerequisites: None. Cross- References: ENH294, STO294. [C, HU]

EDU298AA - Special Projects  
LAB 1 Credit 1 Period

Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: Permission of Program Director or instructor.

### Early Education (EED)

EED200 - Foundations of Early Childhood Education (A.A.S. 3109)  
LEC 3 Credits 3 Periods

Overview of early childhood education (birth to age eight) in American society, including current issues and responsibilities. Emphasis on issues of professionalism, ethics and program types. Opportunities for students to explore potential career paths. Prerequisites: None. Course Note: EED200 requires a minimum of 30 hours of field experience in birth to age eight environments. [SB]

EED212 - Guidance, Management and the Environment (A.A.S. 3109)  
LEC 3 Credits 3 Periods

Principles for guiding young children in early care and education environments. Exploration of guidance, management, and how the environment impacts the lives of young children. Includes observation of classrooms of children ages birth to age eight. Prerequisites: None.

EED215 - Early Learning, Health, Safety, Nutrition and Fitness (A.A.S. 3109)  
LEC 3 Credits 3 Periods

Consideration of public health issues and safety procedures within early childhood settings, serving young children birth to age eight. Overview of nutritional needs and issues of physical fitness and well-being in young children. Includes field experiences. Prerequisites: None

EED220 - Child, Family, Community and Culture (A.A.S. 3109)  
LEC 3 Credits 3 Periods

Examines family, community and cultural influences on development of the young child (birth to age eight). Considers trends and threats to attachment, relationships and cultural identity. Includes social and emotional experiences and their impact on the developing brain. Prerequisites: None.

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EED222 - Intro to the Exceptional Young Child: Birth to Age Eight (A.A.S. 3109)

LEC 3 Credits 3 Periods  
Overview of the exceptional learner (birth - age eight), one who differs from the average or the norm, with emphasis on observation, techniques, characteristics, identification, types of programs, and work with families. Issues related to learning exceptionalities, sensory and communication disorders, social and emotional problems, physical and health related disorders, and giftedness. Includes field experience. Prerequisites: None. [C, SB]

EED230 - Diversity in Early Childhood Education (AAS 3361)

LEC 3 Credits 3 Periods  
Examination of the relationship of cultural values to the formation of the young child's concept of self and the learning process. Emphasis on preparing future early education educators to offer an equal educational opportunity to young children of all cultural groups. Prerequisites: None.

EED260 - Early Childhood Infant/Toddler Internship (A.A.S. 109)

LEC 1 Credits 1 Periods  
Work experience with infants and toddlers in early care and education settings. 80 hours of designated work per credit. Prerequisites: Permission of department. Course Note: May be repeated for a total of six (6) credit hours.

EED261 - Early Childhood Preschool Internship (A.A.S. 3109)

LAB 1 Credit 1 Period  
Work experience with preschoolers in early care and education settings. 80 hours of designated work per credit. Prerequisites: Permission of department. Course Note: May be repeated for a total of six (6) credit hours.

EED276 - Global Child Development (CCL 5376, AAS 3361)

LEC 3 Credits 3 Periods  
Exploration of the ways that biology and cultures influence the well-being and development of children around the world. Considers traditional and scientific views of the child, as well as threats to the well-being of the young in the contemporary world. Prerequisites: None.

EED278 - Early Learning: Curriculum and Instruction - Birth/Preschool (A.A.S. 3109)

LEC 3 Credits 3 Periods  
Considerations and evaluations of curriculum appropriate to the developmental characteristics of learners, birth through five years. Includes how early childhood standards, philosophies, and program settings relate to the teaching, learning, and assessment process. Includes field experience. Prerequisites: EED200.

EED280 - Standards, Observation & Assessment of Typical/Atypical Behaviors of Young Children Birth to Age Eight (A.A.S. 3109)

LEC 3 Credits 3 Periods  
Standards, observation, and assessment of typical and atypical behaviors, overview of standards, observation and assessment methodologies for typical and atypical young

children (birth to age eight). Includes ethics, referral and reporting procedures, and collaboration with families and other professionals. Prerequisites: CFS/ECH176, or CFS235, or EED205.

### Electrical Engineering (EEE)

EEE202 - Circuits and Devices

LEC 5 Credits 4 Periods  
LAB 0 Credits 3 Periods

Introduction to circuits and devices. Component models, transient analysis, steady state analysis, Laplace transform, and active and passive filter networks. Prerequisites: ECE103 or ECE103AB. Prerequisites or Corequisites: (MAT261 or MAT262) and (PHY116 or PHY131).

### Electronics (ELT)

ELT100 - Survey of Electronics

LEC 3 Credits 3 Periods

An introduction to the field of electronics for those who may not intend to specialize in electronics. Essentially nonmathematical in nature; includes familiarization with a wide range of electronic components. Application to electronic systems, such as radio transmitters and receivers both AM and FM, television transmitters and receivers, logic control, and computers. Application also to automotive electronics. Prerequisites: None.

### Emergency Management (EMT)

EMT104 - Basic Emergency Medical Technology

LEC + LAB 9 Credits 11.4 Periods

Techniques of emergency medical care in accordance with national and state curriculum. Study of the human body, patient assessment, treatment of medically or traumatically compromised patients, special hazards, and medical operations. IV monitoring, Sudden Infant Death Syndrome (SIDS), patient-assisted medication administration, automated external defibrillators, and blood-glucose monitoring. Includes participation in two eight-hour clinical rotations through a local emergency department scheduled during the semester outside normal class hours. Requires personal pocket mask, stethoscope, pen light, and trauma scissors. Prerequisites: Must be at least 18 years of age prior to applying to the BLS (Basic Life Support) Training Program per Arizona Revised Statutes, and must have a current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer. Minimum ninth grade level reading proficiency on the Nelson-Denney Examination or appropriate Reading course placement score. Proof of: TB testing or chest x-ray with a negative result within 6 months prior to registration; Immunity to rubella (German measles) and rubeola. Cross-References: FSC104

Editor's Note: The Credits changed from 8.0 to 9.0 and the Periods changed from 9.45 to 11.4 effective Fall 2011.

## OFFICIAL COURSE DESCRIPTIONS

### English (ENG)

ENG071 - Language Skills: Speaking and Writing Standard English

LEC 3 Credits 3 Periods

Emphasis on basic Standard English speaking and writing skills with a focus on essential grammar in developing effective sentence-level speaking and written strategies. Prerequisites: Appropriate writing placement test score or permission of Department or Division.

ENG081 - Basic Writing Skills

LEC 3 Credits 3 Periods

Emphasis on preparation for college-level composition with a focus on foundational skills. Establishing effective writing strategies through six or more writing projects comprising at least 1500 words in total. Prerequisites: Appropriate writing placement test score, or a grade of C or better in ENG071 or ESL077, or permission of Department or Division.

ENG091 - Fundamentals of Writing

LEC 3 Credits 3 Periods

Emphasis on preparation for college-level composition with a focus on organizational skills. Developing effective writing strategies through five or more writing projects comprising at least 2000 words in total. Prerequisites: Appropriate writing placement test score, or a grade of C or better in ENG081 or ESL087, or permission of Department or Division.

ENG095AA - Tutored Developmental Writing: Generating and Drafting

LEC + LAB 1 Credit 1 Period

Structured tutorial assistance in writing skills to help students achieve success in a developmental writing course in which they are concurrently enrolled. Emphasis on generative writing skills. Prerequisites: None. Corequisites: ENG081 or ENG091. Course Notes: ENG095AA may be repeated for credit.

ENG100AE - Composition Skills

LEC 1 Credit 1 Period

Developing generative and evaluative writing skills using selected software programs. Prerequisites: None.

ENG101 - First Year Composition

LEC 3 Credits 3 Periods

Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total. Prerequisites: Appropriate writing placement test score, or a grade of C or better in ENG091 or ESL097. [FYC] SUN# ENG1101

ENG102 - First Year Composition

LEC 3 Credits 3 Periods

Emphasis on rhetoric and composition with a focus on persuasive, research-based writing and understanding writing as a process. Developing advanced college-level writing strategies through three or more writing projects comprising at least 4,000 words in total. Prerequisites: Grade of C or better in ENG101. [FYC] SUN# ENG1102

ENG107 - First-Year Composition for ESL

LEC 3 Credits 3 Periods

Equivalent of ENG 101 for students of English as a Second Language (ESL). Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total. Prerequisites: Appropriate writing placement test score, or a grade of C or better in ENG091 or ESL097. [FYC]

ENG108 - First-Year Composition for ESL

LEC 3 Credits 3 Periods

Equivalent of ENG102 for students of English as a Second Language (ESL). Emphasis on rhetoric and composition with a focus on persuasive, research-based writing and understanding writing as a process. Developing advanced college-level writing strategies through three or more writing projects comprising at least 4,000 words in total. Prerequisites: Grade of C or better in ENG107. [FYC]

ENG111 - Technical and Professional Writing

LEC 3 Credits 3 Periods

Covers analyzing, planning, organizing, researching, and writing correspondence, reports, and presentations for specific work-related audiences. Includes integrating data and graphics into work-related documents and presentations. Prerequisites: ENG101 with a grade of C, or better, or permission of Instructor. [L]

ENG210 - Creative Writing

LEC 3 Credits 3 Periods

Skills and techniques used in the production of marketable materials for contemporary publications that buy prose fiction, poetry, and expository articles. May be repeated for a total of six (6) Credit hours with departmental approval. Prerequisites: ENG102 with a grade of "C", or better, or permission of department.

ENG215 - Strategies of Academic Writing

LEC 3 Credits 3 Periods

Advanced course in techniques of analyzing and writing academic expository prose. Writing to be research based. Prerequisites: A grade of "C" or better in ENG102 or ENG111 or permission of instructor. [L]

ENG217 - Personal and Exploratory Writing

LEC 3 Credits 3 Periods

Using writing to explore one's self and the world one lives in; emphasis on journal writing as a source and inspiration for public writing. Prerequisites: ENG101 or ENG107. [L]

ENG218 - Writing About Literature

LEC 3 Credits 3 Periods

Advanced writing course requiring analytical and expository essays about fiction, poetry, and drama. For non-English majors. Prerequisites: ENG102. [HU, L]

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### ENG219 - Life Stories

LEC 3 Credits 3 Periods

Uses of biography and autobiography to pass on stories, hand down traditions, and share wisdom. Analysis and practice of biographical and autobiographical writing. Prerequisites: ENG101 and ENG102.

### ENG235 - Magazine Article Writing

LEC 3 Credits 3 Periods

Basic skills and techniques used by professional writers for publication in magazines. Includes analyzing markets, identifying article slant, writing query letters, research techniques, editing, and submission procedures. Emphasis on nonfiction. Prerequisites: None.

### ENG236 - Magazine Writer's Workshop

LEC 3 Credits 3 Periods

In-depth instruction in the production of marketable articles for magazines. Emphasis on producing fresh, targeted, well-structured writing, critiquing, and revising articles for submission. Prerequisites: ENG235 or permission of Instructor. Course Notes: ENG236 may be repeated for a total of six (6) credit hours.

### ENG260 - Film Analysis

LEC 3 Credits 3 Periods

Understanding and enjoyment of film and its correlation to literature, art, music, and other disciplines. Prerequisites: None. Cross-References: THE260

### ENG295 - Teaching Composition in the Two-Year College

LEC 3 Credits 3 Periods

Overview of the theoretical and pedagogical strategies of teaching composition in the community college. Prerequisites: Bachelor's degree and permission of Instructor.

## English Humanities (ENH)

### ENH110 - Introduction to Literature

LEC 3 Credits 3 Periods

Introduction to international literature through various forms of literary expression; e.g., poetry, drama, essay, biography, autobiography, short story, and novel. Provides a global overview of literature with special emphasis on diverse cultural contributions of women, African Americans, Asian Americans, Hispanic Americans, and Native Americans. Prerequisites: None. [C, HU]

### ENH111 - Literature and the American Experience

LEC 3 Credits 3 Periods

Introduction to the foundations and diversity of American culture through a survey of its literature, including minority and women writers. Exploration of various facets of American culture including frontier, regional, rural, and urban life; ethnic, racial, and immigrant experience; and political and social philosophies. Prerequisites: None.

### ENH112 - Chicano Literature

LEC 3 Credits 3 Periods

Introduction to the works of Mexican-American writers of the Southwest. Samples poetry, fiction, and essays viewed in their relationship to American cultural heritage and to contemporary culture. Prerequisites: None. [C, HU]

### ENH113 - Writers/Directors and Current Issues

LEC 3 Credits 3 Periods

In-depth analysis of literary texts by contemporary writers/directors throughout the world, including essayists, journalists, playwrights, novelists, directors, short story writers, and/or poets. Examines perspectives representing a variety of cultures. Critical responses to current issues of worldwide interest examined, including topics as environment, technology, medicine, economics, politics, education, human rights, law and order. Prerequisites: None. [HU]

### ENH114 - African-American Literature

LEC 3 Credits 3 Periods

Survey of major African-American writers from Colonial Period through the present; analysis of trends and movements within African-American literary history; analysis of literary types and selected works. Prerequisites: None. [HU, C]

### ENH120 - The Literature of Science Fiction

LEC 3 Credits 3 Periods

Surveys the last one hundred and fifty years of Science Fiction literature. Investigates the similarities between Science Fiction and other imaginative literatures Examines the Science Fiction genre, sub genres, and themes from a variety of perspectives, as well as social issues. Prerequisites: None.

### ENH202 -World Literature After the Renaissance

LEC 3 Credits 3 Periods

Includes a selection of the world's literary masterpieces from the Renaissance to modern times. Prerequisites: None.

### ENH214 - Poetry Study

LEC 3 Credits 3 Periods

Involves reading, discussing, and analyzing poetry of various forms and from selected periods. Prerequisites: None. [HU]

### ENH235 - Survey of Gothic Literature

LEC 3 Credits 3 Periods

A study of the origins, common elements and characteristics, and historical development of Gothic literature with an exploration of the literary techniques and psychological aspects of the genre. Prerequisites: None [HU]

### ENH241 - American Literature Before 1860

LEC 3 Credits 3 Periods

Includes literature written prior to 1860 in the United States. Prerequisites: None. [HU]

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### ENH242 - American Literature After 1860

LEC 3 Credits 3 Periods  
Includes literature written after 1860 in the United States.  
Prerequisites: None. [HU]

### ENH251 - Mythology

LEC 3 Credits 3 Periods  
Deals with the myths and legends of civilizations with the greatest influence upon the development of the literature and culture of the English speaking people and compares those myths with myths from other cultures. Prerequisites: None. [G, HU]

### ENH254 - Literature and Film

LEC 3 Credits 3 Periods  
Presents works of literature and their film versions and analyzes distinguishing techniques of each medium. Prerequisites: ENG101, or ENG107, or equivalent. [HU, L]

### ENH255 - Contemporary U.S. Literature and Film

LEC 3 Credits 3 Periods  
Strengths and weaknesses of literature and film. Challenges of adapting literature to film. Addressing racial, ethnic, gender, class and religious differences between cultures and mediums. Use of narrative in each medium and how it translates various cultural values and assumptions. Specific genres present in literature and film. Cultural metaphors and symbols used in literature and film. Prerequisites: ENG101. [C, HU, L]

### ENH259 - American Indian Literature

LEC 3 Credits 3 Periods  
Contemporary American Indian forms of literary expression. Selected oral traditions of American Indians. Trends and movements within American Indian literary history. Prerequisites: None. [HU, C]

### ENH260 - Literature of the Southwest

LEC 3 Credits 3 Periods  
Investigates major themes in Southwestern American literature including the Western myth, minority roles in the region's literature, control of nature versus primacy of nature, and growth. Both prose and poetry are examined with an emphasis on contemporary Southwestern writing. Prerequisites: None. [C, HU]

### ENH291 - Children's Literature

LEC 3 Credits 3 Periods  
Review of folk and modern literature from a variety of world cultures, including application of literary criteria to folk and modern literature for children Prerequisites: None. Cross-References: EDU291 [HU]

### ENH294 - Multicultural Folktales

LEC 3 Credits 3 Periods  
Study of multicultural folktales, exploring the impact of the oral tradition in American society and showing classroom applications. Prerequisites: None. Cross-References: EDU294, STO294 [C, HU]

### Entrepreneurial Studies (EPS)

#### EPS101 - Rich Dad's CASHFLOW® Instructor Training

LEC 2 Credits 2 Periods  
Rich Dad's Cashflow® principles, processes, and tools that represent a new paradigm for financial literacy. Concepts and principles based upon Rich Dad Poor Dad, Cashflow® Quadrant, and the Rich Dad Cashflow® 101 Game® (all). Prerequisites: None. Course Note: This course is intended to prepare instructors to teach Rich Dad's Cashflow®.

#### EPS102 - Rich Dad's CASHFLOW®

LEC 2 Credits 2 Periods  
Principles, processes, and tools that represent a new paradigm for financial literacy. Concepts and principles based upon Rich Dad Poor Dad, Cashflow® Quadrant, and the Cashflow® 101 game®. Prerequisites: None.

#### EPS103 - Rich Dad's Real Estate Investing

LEC 1 Credit 1 Period  
Covers the basics of investing in real estate, how to find property, evaluate property worth, negotiate investment transaction and how to manage real property. Prerequisites: EPS102

#### EPS250 - Introduction to Entrepreneurship

LEC 2 Credits 2 Periods  
Fundamentals of starting or buying a new business. The nature of the entrepreneurial process and the skills required to be successful, including planning, financing, starting and managing the business. Prerequisites: None.

#### EPS295 - The Business Plan and Business Start-Up

LEC 2 Credits 2 Periods  
Development of an integrated approach to strategic choice concerning new venture start-up. Includes development of a comprehensive business plan. Prerequisites: None.

### English as a Second Language (ESL)

#### ESL001 - Basic English as a Second Language I

LEC 6 Credits 6 Periods  
Listening, speaking, reading, and writing in English at a basic level. Focus on survival skills related to life in the United States. Introduction to elementary grammatical patterns. Prerequisites: None.

#### ESL001AD - Basic English as a Second Language I:

Employment  
LEC 1 Credit 1 Period  
Listening, speaking, reading and writing in English at a basic level. Focus on survival skills related to employment when living in the United States. Introduction to elementary grammatical patterns. Prerequisites: ESL001AC, or ESL001CA, or permission of instructor. Course Note: Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a total of two (2) credits.

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ESL001AF - Basic English as a Second Language I: Everyday Life

LEC 1 Credit 1 Period

Listening, speaking, reading and writing in English at a basic level. Focus on survival skills related to everyday life when living in the United States. Introduction to elementary grammatical patterns. Prerequisites: ESL001AE, or permission of instructor. Course Note: Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a total of two (2) credits.

ESL002BB - Basic ESK II: Services & Employment

LEC 2 Credits 2 Periods

Listening, speaking, reading, and writing English at a high beginning level. Focus on survival skills related to services and employment when living in the United States. Continuing development of grammatical patterns. May be repeated for a total of four (4) credits. Prerequisites: ESL002BA or permission of instructor. Course Note: Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a total of two (2) credits.

ESL010 - English as a Second Language I-Grammar

LEC 3 Credits 3 Periods

First level of English as a Second Language (ESL). Emphasis on basic conversational skills, pronunciation, vocabulary building and grammar. Some reading and sentence level writing. Credit (P) or no Credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) Credits. Prerequisites: Appropriate ESL placement test score.

ESL011 - English as a Second Language I Listening and Speaking

LEC 3 Credits 3 Periods

Emphasis on listening and speaking skills involving survival skills. Asking and answering questions related to work, shopping, and personal safety. May be repeated for a maximum of six Credits. Prerequisites: Appropriate ESL placement test score or ESL002. Course Notes: ESL011 may be repeated for a maximum of six (6) credits.

ESL020 - English as a Second Language II-Grammar

LEC 3 Credits 3 Periods

Second level of English as a Second Language (ESL) Continued emphasis on conversational skills, pronunciation, vocabulary building and grammar with some reading and sentence level writing. Credit (P) or no Credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) Credits. Prerequisites: Appropriate ESL placement test score, or a grade of "P" or "C" or better in ESL010, or (ESL010AA, ESL010AB, and ESL010AC)

ESL021 - English as a Second Language II Listening and Speaking

LEC 3 Credits 3 Periods

Emphasis on listening and speaking skills involving social exchange. Asking and answering questions, using tag questions. Practice with question and answer patterns. Polite questions and responses. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score or ESL010 or ESL011 or ESL012 or RDG010.

ESL022 - English as a Second Language II - Writing with Oral Practice

LEC 3 Credits 3 Periods

Emphasis on basic writing skills, accompanied by recitation of short writings. Sentence patterns and introduction of paragraph writing. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL course placement score, or a grade of C or better in ESL012, or permission of instructor.

ESL030 - English as a Second Language III-Grammar

LEC 3 Credits 3 Periods

Third level of English as a Second Language (ESL). Emphasis on sentence structure and paragraph building. Extensive grammar study and writing practice. Credit (P) or no Credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) Credits. Prerequisites: Appropriate ESL placement test score, or a grade of "P" or "C" or better in ESL020, or (ESL020AA, ESL020AB, and ESL020AC).

ESL031 - English as a Second Language III Listening and Speaking

LEC 3 Credits 3 Periods

Emphasis on listening and speaking skills related primarily to the academic environment. Asking questions, working in small groups, using college resources, informal oral presentation. May be repeated for a maximum of six Credits. Prerequisites: Appropriate ESL placement test score or ESL020 or ESL021 or ESL022 or RDG020.

ESL032 - ESL III - Writing with Oral Practice

LEC 3 Credits 3 Periods

Emphasis on complex sentence patterns in writing and speech. Introduction to the prewriting and writing process in a college setting. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL course placement score, or a grade of C or better in ESL022, or permission of instructor.

ESL040 - English as a Second Language IV-Grammar

LEC 3 Credits 3 Periods

Fourth level of English as a Second Language (ESL). Continued emphasis on sentence structure and paragraph building. Extensive grammar study and writing practice. Credit (P) or no Credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) Credits. Prerequisites: Appropriate

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ESL placement test score, or a grade of "P" or "C" or better in ESL030, or (ESL030AA, ESL030AB, and ESL030AC).

ESL041 - English as a Second Language IV-Listening and Speaking

LEC 3 Credits 3 Periods

Emphasis on academic skills. Listening to Lectures, note taking, peer interaction, accessing and using media resources, formal oral presentations. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score or ESL030 or ESL031 or ESL032 or RDG030.

ESL042 - ESL IV-Writing with Oral Practice

LEC 3 Credits 3 Periods

Emphasis on paragraph writing and oral recitation of complex sentences and paragraphs. Introduction to the prewriting and writing process for short essays. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL course placement score, or a grade of C or better in ESL032, or permission of instructor.

ESL049 - General Vocational English as a Second Language

LEC 3 Credits 3 Periods

General English speaking, listening, reading, and writing skills needed for use at work. Prerequisites: Appropriate ESL placement test score, or a grade of "C" or better in ESL010, or (ESL010AA, ESL010AB, and ESL010AC), or permission of instructor.

ESL050 - Review Grammar For ESL

LEC 3 Credits 3 Periods

Review of grammatical concepts for ESL (English as a Second Language) students who have some previous experience in reading and writing English. Appropriate for students who want to practice sentence skills in English. May be repeated for a total of six (6) credits. Prerequisites: Appropriate ESL course placement score, or a grade of C or better in ESL040, or permission of instructor.

ESL051 - Pronunciation Improvement for ESL Speakers

LEC 3 Credits 3 Periods

Individualized pronunciation practice and drills for English as a second language (ESL) speakers. May be repeated for a maximum of six (6) Credits. Prerequisites: Appropriate ESL course placement score, or a grade of C or better in (ESL020 or ESL021 or ESL022 or RDG020), or permission of instructor.

ESL052 - Job-Specific Writing and Speaking Skills for ESL

LEC 3 Credits 3 Periods

Using and understanding English for specific employment or vocational training. Includes English speaking, reading and writing skills. Prerequisites: Appropriate ESL test score or satisfactory completion of ESL049, or permission of instructor.

ESL052 - Job-Specific Writing and Speaking Skills for ESL

LEC 3 Credits 3 Periods

Using and understanding English for specific employment or vocational training. Includes English speaking, reading and writing skills. Prerequisites: Appropriate ESL test score or satisfactory completion of ESL049, or permission of instructor.

ESL061 - Informal Conversational and Written English for Non-native Speakers

LEC 3 Credits 3 Periods

Practice speaking and writing English in informal settings. Emphasis on friendly conversational techniques and effective use of the computer and the Internet to communicate in a friendly, relaxed manner. Prerequisites: Appropriate ESL placement test score, or completion of ESL020 or ESL021 or ESL022 or RDG020 with a grade of "P" or "C" or better.

### Employment Support Systems (ESS)

ESS101 - Introduction to Employment Support

LEC 3 Credits 3 Periods

Roles and responsibilities of the Employment Support Specialist. Philosophy and values of employment support systems. Procedures and practices for establishing relationships with trainees, identifying suitable employment and assisting the trainee in learning the job for job acquisition. Prerequisites: None.

ESS103 - Employment Support Systems Practices

LEC + LAB 3 Credits 5 Periods

Specific characteristics and safety requirements for developmental, physical and serious mental illness disabilities. Skills and techniques for Employment Support Specialists to assist trainees after employment acquisition. Responsibilities and on-the-job application in the employment setting including orientation, task/job analysis, training "assists", data collection and documentation. Prerequisites: ESS101 or permission of department.

ESS110 - Americans with Disabilities Act Overview

LEC 2 Credits 2 Periods

Titles of Americans with Disabilities Act regulations and requirements including employment, transportation, accessibility, community awareness and assertive technology. Prerequisites: None.

### Exercise Science (EXS)

EXS101 - Introduction to Exercise Science, Kinesiology, and Physical Education

LEC 3 Credits 3 Periods

Introductory course that will provide the student with a general overview of the disciplines and professions associated with the fields of Exercise Science, Kinesiology and Physical Education. Basic history, philosophy, and theory of each discipline will be examined as well as relevant career potential and options. Prerequisites: None.

## OFFICIAL COURSE DESCRIPTIONS

EXS112 - Professional Applications of Fitness Principles  
LEC 3 Credits 3 Periods  
Basic principles of fitness for the prospective fitness professional and characteristics of quality communication and fitness leadership. Topics include behavior modification, enhancing motivation components of fitness, fitness assessment, risk stratification, exercise programming and modifications. Prerequisites: None  
Editors Note: Official Course Description, Competencies and Outline changed effective the Spring 2011 semester.

EXS125 - Introduction to Exercise Physiology  
LEC 3 Credits 3 Periods  
Principles of exercise science applied to teaching fitness/aerobics. Major factors related to the function of the human body. Emphasis on anatomy/physiology, exercise physiology, and biomechanics. Prerequisites: None

EXS130 - Strength Fitness - Physiological Principles and Training Techniques  
LEC + LAB 3 Credits 4.50 Periods  
Principles and techniques of strength training including strength physiology, performance factors, training recommendations, exercise techniques, and program design and management. Prerequisites: None.

EXS132 - Cardiovascular Fitness: Physiological Principles and Training Techniques  
LEC + LAB 3 Credits 3 Periods  
Covers principles and techniques of aerobic training and the application of these to the development of aerobic training programs. Includes instructional techniques and safety, and stresses injury prevention. Prerequisites: None.  
Editor's Note: Activity Type from LEC to L+L, Credits from 2.0 to 3.0, Periods from: 2.0 to 3.0, Load from 2.0 to 3.0, and Competencies change effective Fall 2011 semester.

EXS138 - Starting Your Own Personal Training Business  
LEC 1 Credit 1 Period  
Overview of the personal training business in the fitness industry. Skills for becoming a successful and effective personal training business owner. Prerequisites: None.

EXS145 - Guidelines for Exercise Testing and Prescription  
LEC + LAB 3 Credits 4.50 Periods  
Follows the current ACSM guidelines for health appraisal, risk assessment, safety of exercise, exercise testing, and exercise prescription. Prerequisites: None.

EXS212CR - Instructional Competency Laboratory: Cardiorespiratory Exercises and Activities  
LEC + LAB 2 Credits 3 Periods  
Fundamental methods of instructing and leading fitness activities including cardiorespiratory exercises and activities. Core competencies identified by professional certification agencies. Prerequisites: None.

EXS212FL - Instructional Competency Laboratory: Flexibility and Mind-Body Exercises  
LEC + LAB 2 Credits 3 Periods  
Fundamental methods of instructing and leading fitness activities including flexibility activities. Core competencies identified by professional certification agencies. Prerequisites: None.

EXS212SC - Instructional Competency Laboratory: Muscular Strength and Conditioning  
LEC + LAB 2 Credits 3 Periods  
Fundamental methods of instructing and leading fitness activities including strength and conditioning activities. Core competencies identified by professional certification agencies. Prerequisites: None.

EXS214 - Instructional Competency: Flexibility and Mind-Body Exercises  
LEC + LAB 2 Credits 3 Periods  
Fundamental methods of instructing and leading fitness activities including flexibility activities. Core competencies identified by professional certification agencies. Prerequisites: None.

EXS216 - Instructional Competency: Muscular Strength and Conditioning  
LEC + LAB 2 Credits 3 Periods  
Fundamental methods of instructing and leading fitness activities including strength and conditioning activities. Core competencies identified by professional certification agencies. Prerequisites: None.

EXS218 - Instructional Competency: Cardiorespiratory Exercises and Activities  
LEC + LAB 2 Credits 3 Periods  
Fundamental methods of instructing and leading fitness activities including cardiorespiratory exercises and activities. Core competencies identified by professional certification agencies. Prerequisites: None.

EXS239 - Practical Applications of Personal Training Skills and Techniques Internship  
LEC + LAB 3 Credits 5.4 Periods  
Work experience in a fitness or health related facility. Eighty (80) hours of designated work per credit. Prerequisites: EXS142 or HES154 within the past two years, or current CPR certification, or permission of Department or Division. Course Notes: CPR certification must be current through the duration of the internship. EXS239 may be repeated for a maximum of six (6) credits.

EXS265 - Theory of Coaching  
LEC 3 Credits 3 Periods  
Discusses the impact of sports on the American culture, legal liabilities of coaching, principles of a coaching philosophy, the role of teaching skill, physical conditioning and nutrition in coaching, components of team/group psychology and dynamics, motivation and aggression in sport. Prerequisites: None. EXS281, suggested but not required.

## OFFICIAL COURSE DESCRIPTIONS

### EXS265BA - Baseball Theory of Coaching

LEC 3 Credits 3 Periods

Reviews the principles, philosophy, strategies and theory of coaching baseball, as a competitive sport. Prerequisites: None. Course Note: EXS265BA may not be repeated for credit.

### EXS265BB - Basketball Theory of Coaching

LEC 2 Credits 2 Periods

Reviews the principles, philosophy, strategies and theory of coaching basketball, as a competitive sport. Prerequisites: None. Course Note: EXS265BB may not be repeated for credit.

### EXS265GO - Golf Theory of Coaching

LEC 3 Credits 3 Periods

Reviews the principles, philosophy, strategies and theory of coaching golf, as a competitive sport. Prerequisites: None. Course Note: EXS265GO may not be repeated for credit.

### EXS275 - Methods of Enhancing Physical Performance

LEC 3 Credits 3 Periods

Theoretical and practical applications of performance enhancement methodologies and practices. Basic sport mechanics and exercise physiology. Training clients for speed, power, agility, balance, and endurance activities to enhance athletic performance. Application of training principles to specific sports and design of training programs. Prerequisites: EXS125 or EXS130 or permission of Instructor.

### EXS281BA - Baseball Methods of Coaching

LEC 3 Credits 3 Periods

Overview of the art and science of coaching baseball including: identifying various coaching styles, elements of effective communication, methods and techniques of coaching baseball. Prerequisites: None. Course Note: EXS281BA may not be repeated for credit.

### EXS281BB - Basketball Methods of Coaching

LEC 3 Credits 3 Periods

Overview of the art and science of coaching basketball including: identifying various coaching styles, elements of effective communication, methods and techniques of coaching basketball. Prerequisites: None. Course Note: EXS281BB may not be repeated for credit.

### EXS281GO - Golf Methods of Coaching

LEC 3 Credits 3 Periods

Overview of the art and science of coaching golf including: identifying various coaching styles, elements of effective communication, methods and techniques of coaching golf. Prerequisites: None. Course Note: EXS281GO may not be repeated for credit.

### EXS281SB - Softball Methods of Coaching

LEC 3 Credits 3 Periods

Overview of the art and science of coaching softball, including: identifying various coaching styles, elements of effective communication, methods and techniques of

coaching softball. Prerequisites: None. Course Note: EXS281SB may not be repeated for credit.

### EXS281SO - Soccer Methods of Coaching

LEC 3 Credits 3 Periods

Overview of the art and science of coaching soccer including: identifying various coaching styles, elements of effective communication, methods and techniques of coaching soccer. Prerequisites: None. Course Note: EXS281SO may not be repeated for credit.

### EXS281VB - Volleyball Methods of Coaching

LEC 3 Credits 3 Periods

Overview of the art and science of coaching volleyball including: identifying various coaching styles, elements of effective communication, methods and techniques of coaching volleyball. Prerequisites: None. Course Note: EXS281VB may not be repeated for credit.

### EXS285 - Exercise Program Design and Instruction

LEC 3 Credits 3 Periods

Business aspects of the fitness profession such as program administration, quality assurance, and effective communication skills for the professional personal trainer and/or strength and conditioning coach. Implementation of behavioral strategies, progression of program planning, and development of programs for populations with special physical/medical needs. Designing exercise programs in an internship setting. Prerequisites: EXS145 or permission of instructor.

## Financial Planning (FIN)

### FIN110 - Introduction to Financial Planning

LEC 3 Credits 3 Periods

A survey of the financial planning process; introduction to regulations affecting financial planners; construction of financial statements; analysis of client's current financial situation; overview of economic environment; presentation of time value of money concepts; introduction to case analysis. Prerequisites: ACC111 or permission of instructor.

### FIN281 - Basics of Technical Analysis for Investing

LEC 3 Credits 3 Periods

Basic overview of Technical Analysis for use and application in securities investing. Emphasis on price action and charting formations. Consideration of indicators and oscillators. Development of appropriate levels of money management and risk management. Prerequisites: None

### FIN283 - Basics of Trading the FOREX Market

LEC 3 Credits 3 Periods

Basic overview of the FOREX market for use and application in currency trading and investing. Emphasis on price action and charting formations. Consideration of indicators and oscillators. Development of appropriate levels of money management and risk management. Prerequisites: None. Course Notes: Lecture and use of trading simulation software (fee based) required. FIN283 may be repeated for credit.

## OFFICIAL COURSE DESCRIPTIONS

FIN285 - Basics of Futures and Options for Investing  
LEC 3 Credits 3 Periods  
Basic overview of Futures and Options for investing. Review of underlying markets and pricing. Consideration of history and development. Emphasis on use and types of trading. Prerequisites: FIN281 or permission of instructor.

FIN287 - Automated FOREX Trading Strategies Using Metatrader  
LEC 3 Credits 3 Periods  
Introduction to automated trading of Forex Currency Market using MetaTrader 4, and MQL4 language. Students will learn the basics of Forex and programming in MQL4 to automate basic strategies. Prerequisites: None. Course Notes: Use of trading simulation software (fee based) required. FIN287 may be repeated for credit.

FIN288 - Advanced Options for Investing and Trading  
LEC 3 Credits 3 Periods  
Advanced overview of Securities Options for investing and trading. Review of underlying markets and pricing. Consideration of theories and concepts. Emphasis on use of advanced and complex trading tactics and systems. Prerequisites: FIN285 or permission of Instructor. Course Notes: Use of trading simulation software (fee based) required. FIN288 may be repeated for credit.

FIN291 - Advanced Concepts of Technical Analysis for Investing  
LEC 3 Credits 3 Periods  
Advanced overview of Technical Analysis for use and application in securities investing. Consideration of theories and concepts. Emphasis on strategies and patterns. Development of advanced trading tactics and set-ups. Overview and use of systems. Prerequisites: FIN281 or permission of instructor.

### Food and Nutrition (FON)

FON100 - Introductory Nutrition  
LEC 3 Credits 3 Periods  
Basic nutrition concepts for health and fitness. Emphasizes current dietary recommendations for maximizing well-being and minimizing risk of chronic disease. Focuses on use of tables, food guides, and guidelines for making healthy food choices. Includes unique nutrition needs for selected stages of the lifecycle, methods for evaluating credibility of nutrition claims, principles of vegetarian nutrition, safe and economic use of supplements, principles of energy balance, basic elements of food safety, diet for exercise and sports, and personal dietary evaluation techniques. Not for pre-dietetics or selected other pre-professional majors. May not be taken for credit if credit has been earned in FON100AA and/or FON100AC. Prerequisites: None.

FON210 - Sports Nutrition and Supplements for Physical Activity  
LEC 3 Credits 3 Periods  
Description: Principles of nutrition applied to fitness, exercise, and sports. Dietary fundamentals as applied to body fuels, hydration, and other unique needs for exercise and sports. Includes dietary guidelines for weight or endurance training, glycogen loading, the pre-game meal, and glycogen recovery. Emphasis on maximizing fitness, performance, and safety. Discussion of supplements and their effects on metabolic enhancement. Discussion of anabolic, catabolic, and energy-producing agents. Addresses current supplements on the market. Prerequisites: FON100AA, or FON100, or equivalent, or permission of instructor.

FON230 - Nutrition for Special Populations  
LEC 3 Credits 3 Periods  
Managing and understanding the nutrition needs of special populations. These populations include people who are diagnosed with heart disease, diabetes, women who are pregnant, children who are suffering from obesity, and senior adults. Prerequisites: FON100 or permission of instructor.

FON241 - Principles of Human Nutrition  
LEC 3 Credits 3 Periods  
Scientific principles of human nutrition. Emphasis on health promotion and concepts for conveying accurate nutrition information in a professional setting. Addresses therapeutic nutrition 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 recommendations for food selection throughout the life cycle, and use of nutrition tools for planning food intake or assessment of nutritional status. Prerequisites: None

FON247 - Weight Management Theory  
LEC 3 Credits 3 Periods  
Comprehensive study of genetic, physiological, psychological, metabolic, and environmental influences on body weight. In-depth study of the theories of body weight with emphasis on distinguishing between behavioral and biological approaches. Focus on discovering successful healthful long-term weight management strategies. Prerequisites: FON100 or FON241 or permission of instructor.

### French (FRE)

FRE085AA - Speedy French I  
LEC 1 Credit 1 Period  
Basic vocabulary and grammar to develop conversational skills in French. Prerequisites: None.

FRE085AB - Speedy French II  
LEC 1 Credit 1 Period  
Intermediate vocabulary and grammar to develop conversational skills in French. Prerequisites: FRE085AA.

## OFFICIAL COURSE DESCRIPTIONS

FRE085AC - Speedy French III  
LEC 1 Credit 1 Period  
Advanced vocabulary and grammar to develop conversational skills in French. Prerequisites: FRE085AB.

FRE101 - Elementary French I  
LEC 4 Credits 4 Periods  
Basic grammar, pronunciation and vocabulary of the French language. Includes the study of French culture, practice of listening, speaking, reading and writing skills. Prerequisites: None. SUN# FRE1101

FRE102 - Elementary French II  
LEC 4 Credits 4 Periods  
Continued study of grammar and vocabulary of the French language along with the study of French culture. Emphasis on speaking, listening, reading and writing skills. Prerequisites: FRE101 or equivalent.

### Fire Science Technology (FSC)

FSC105 - Hazardous Materials/First Responder  
LEC 3 Credits 3 Periods  
Basic methods of recognition and identification based upon the chemical and physical properties of hazardous materials; basic safety procedures when utilizing specific types of protective clothing and equipment; basic tactical information relating to scene management. Confined space operations in accordance with the National Fire Protection Agency. Prerequisites: None.

FSC139 - Emergency Response to Terrorism  
LEC 3 Credits 3 Periods  
Fundamentals of emergency response to suspected terrorist events. Historical perspective of terrorist activities and methods by which responders can identify and protect themselves and the public from these threats. Coordination of responding agencies. Prerequisites: None. Cross-Reference: AJS139

FSC146 - Disaster Recovery Operations  
LEC 3 Credits 3 Periods  
Specialized knowledge and skills for the emergency manager in developing programs and activities associated with disaster recovery assistance and mitigation actions that reduce losses from future disasters. Prerequisites: None. Cross-References: AJS146

FSC147 - Emergency Preparedness  
LEC 3 Credits 3 Periods  
Emergency preparedness related to natural and manmade disasters. Planning concepts and the planning process; awareness and education programs and strategies for the general community as well as business and industries. Prerequisites: None. Cross-References: AJS147

FSC148 - Fundamentals of Emergency Management  
LEC 3 Credits 3 Periods  
Emergency management systems including career opportunities, function, tasks and responsibilities of the

emergency management program manager, role of the emergency manager in mitigation, preparedness, response, and recovery. Past civil defense and current emergency management systems since evolution from World War II. Prerequisites: None. Cross-References: AJS148

FSC149 - Hazard Mitigation  
LEC 3 Credits 3 Periods  
Knowledge and skills required to develop programs to reduce losses from future disasters, emergencies, and other extreme events caused by natural and manmade hazards. Prerequisites: None. Cross-References: AJS149

FSC211 - Fundamentals of Flammable Hazardous Materials  
LEC 3 Credits 3 Periods  
Fundamentals of chemistry used in fire service, chemistry of flammable hazardous materials, containers used to store and transport flammable hazardous materials, and equipment and materials used in controlling emergencies involving flammables. Also includes tactics for hazardous materials emergencies, and laws at federal, state, and local levels pertaining to the use, storage, and transportation of hazardous materials and hazardous wastes. Prerequisites: FSC210 or permission of instructor.  
*Editor's Note: The Prerequisites changed for FSC211 effective Summer I, 2011.*

FSC212 - Dangerous and Explosive Hazardous Materials  
LEC 3 Credits 3 Periods  
The chemistry of reactive and unstable hazardous materials, the toxicology of dangerous chemicals, and the measures taken to protect responders, the community, and the environment of chemical accidents. Also includes an introduction to field sampling of unknown substances. Prerequisites: FSC211 or permission of instructor.  
*Editor's Note: The Prerequisites changed for FSC212 effective Summer I, 2011.*

FSC224 - Incident Command Systems  
LEC 3 Credits 3 Periods  
Methods for managing emergency incidents including command, control and coordination of response to all types of incidents, including hazardous materials, natural hazards, fire and multiple causality incidents. Emphasis on stabilization and protecting life, property, and environment. Prerequisites: None

### General Business (GBS)

GBS110 - Human Relations in Business and Industry  
LEC 3 Credits 3 Periods  
Exploration of fundamental theories and concepts of human relations in business and industry. Particular emphasis is placed on developing effective interpersonal relationships and leadership skills within an organization. Prerequisites: None.

## OFFICIAL COURSE DESCRIPTIONS

### GBS131 - Business Calculations

LEC 3 Credits 3 Periods

Review of basic arithmetic and application of mathematics to business problems, includes percentage, interest, discount, and markups. Prerequisites: None.

### GBS132 - Personal and Family Financial Security

LEC 3 Credits 3 Periods

Principles and practices of personal and family financial planning, includes savings, budgeting, credit, buying versus renting and general principles of consumerism. Prerequisites: None. Cross-References: HEC132

### GBS151 - Introduction to Business

LEC 3 Credits 3 Periods

Characteristics and activities of current local, national, and international business. An overview of economics, marketing, management and finance. Prerequisites: None.

### GBS161 - Mathematics of Business

LEC 3 Credits 3 Periods

Applications of basic financial mathematics; includes interest, financial statement, stocks and bonds, and international business. Prerequisites: GBS131, or MAT102, or permission of department/division.

### GBS205 - Legal Ethical, and Regulatory Issues in Business (CCL 5665 & AAS 3149)

LEC 3 Credits 3 Periods

Legal theories, ethical issues and regulatory climate affecting business policies and decisions. Prerequisites: None.

### GBS207 - Business Law (General Corporate)

LEC 3 Credits 3 Periods

Legal and ethical aspects of agency, partnerships, corporations, bankruptcy, antitrust, securities, and other regulations of business. Prerequisites: None.

### GBS220 - Quantitative Methods of Business

LEC 3 Credits 3 Periods

Business applications of quantitative optimization methods in operations management decisions. Prerequisites: (Grade of "C" or better in MAT150, or MAT151, or MAT152) or equivalent, or satisfactory score on district placement exam.

### GBS221 - Business Statistics

LEC 3 Credits 3 Periods

Business applications of descriptive and inferential statistics, measurement of relationships, and statistical process management. Includes the use of spreadsheet software for business statistical analysis.

Prerequisites: Grade of C or better in GBS220 or MAT217.

### GBS233 - Business Communication (CCL 5665 & AAS 3149)

LEC 3 Credits 3 Periods

Internal and external business communications, including verbal and nonverbal techniques. Prerequisites: ENG 101 or ENG 107 with grade of "C" or better, or permission of department/division. [L]

### GBS261 - Investments I

LEC 3 Credits 3 Periods

Evaluation of various investment forms including study of inflation, taxation, government securities, stocks and bonds, real estate and retirement plans. Prerequisites: None.

### GBS298AA-AC - Special Projects

LAB 1-3 Credits 1-3 Periods

Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: Permission of Program Director or instructor.

## Geography (GCU)

### GCU102 - Introduction to Human Geography

LEC 3 Credits 3 Periods

Systematic study of human use of the earth. Spatial organization of economic, social, political, and perceptual environments. Prerequisites: None [G, SB]

## German (GER)

### GER085AA - Speedy German I

LEC 1 Credit 1 Period

Basic grammar and vocabulary of the German language to practice listening and speaking skills. Prerequisites: None.

### GER085AB - Speedy German II

LEC 1 Credit 1 Period

Intermediate vocabulary, German syntax and inflections to further develop conversational skills in German. Prerequisites: GER085AA.

### GER085AC - Speedy German III

LEC 1 Credit 1 Period

Continued development of German speaking and listening skills to express opinions and thoughts on a variety of subjects. Prerequisites: GER085AA and GER085AB.

### GER101 - Elementary German I

LEC 4 Credits 4 Periods

Basic grammar, pronunciation and vocabulary of the German language. Includes the study of German culture, practice of listening, speaking, reading and writing skills. Prerequisites: None. SUN# GER1101

### GER102 - Elementary German II

LEC 4 Credits 4 Periods

Continued study of grammar and vocabulary of the German language along with the study of German culture. Emphasis on German language skills. Prerequisites: GER101 or equivalent. SUN# GER 1102

## OFFICIAL COURSE DESCRIPTIONS

GER201 - Intermediate German I  
LEC 4 Credits 4 Periods  
Review of essential grammar of the German language and study of the German culture. Continued practice and development of reading, writing, and speaking skills. Prerequisites: GER102, two years of high school German, or departmental approval. [G] SUN# GER2201

GER202 - Intermediate German II  
LEC 4 Credits 4 Periods  
Continued development of German language skills and continued study of the German culture. Prerequisites: GER201, or equivalent, or departmental approval. [G]

### Geology (GLG)

GLG101 - Introduction to Geology I - Physical Lecture  
LEC 3 Credits 3 Periods  
A study of the kind and arrangement of materials composing the earth's crust and the geological processes at work on and within the earth's surface.  
Prerequisites: None. [G, SQ] SUN# GLG1101

GLG102 - Introduction to Geology II - Historical Lecture  
LEC 3 Credits 3 Periods  
Outlines the origin and history of the earth with emphasis on North America-its dynamic, geographic, and climatic changes; animals and plants of the past; the evolution of life. Prerequisites: None. [H, SG] (Student must take GLG102 and GLC104 to receive SQ, G and SG transfer values to ASU.)

GLG103 - Introduction to Geology I: Physical LAB  
LAB 1 Credit 3 Periods  
May accompany GLG 101. Study of common rock forming minerals, rocks and maps.  
Prerequisites: None. [SQ] SUN# GLG1101

GLG104 - Introduction to Geology II: Historical LAB  
LAB 1 Credit 3 Periods  
May accompany GLC 102. Study of geological structures and rocks, fossils, and geologic maps. may require field trips. Prerequisites: None. (Student must take GLG102 and GLC104 to receive SQ, G and SG transfer values to ASU.)

GLG110 - Geologic Disasters and the Environment  
LEC 3 Credits 3 Periods  
Acquaints students with the use and importance of geological studies as they apply to the interactions between people and the earth. Includes geological processes and hazards such as floods, earthquakes and landslides; use of fossil fuels; mining of raw materials. Prerequisites: None. [G, SG] (Student must take GLG110 and GLG111 to receive SG and G transfer values to ASU. If GLG110 is taken without GLG111, it transfers to ASU as a G value only.)

GLG111 - Geologic Disasters and the Environment LAB  
LAB 1 Credit 3 Periods  
May accompany GLG 110. Basic geological processes and concepts. Emphasis on geology-related environmental problems concerning Arizona. Case histories and field

studies. May require field trips. Prerequisites: None. (Student must take GLG110 and GLG111 to receive SG and G transfer values to ASU.)

### General Technology (GTC)

GTC127 - Beginning Woodworking  
LEC + LAB 3 Credits 4 Periods  
Introduction to woodworking fundamentals and applications. Familiarization with the basic woodworking tools emphasizing the safe and proper use of woodworking hand tools and stationary and portable power tools. Class projects develop a working project plan, identify material needs, cost analysis, basic construction of the project, and basic finishing techniques. Prerequisites: None.

GTC128 - Intermediate Woodworking  
LEC + LAB 3 Credits 4 Periods  
Further development and application of basic woodworking skills. Complex projects with emphasis on planning and calculating and buying needed materials. Introduction of joinery, complex fitting, more advanced finishing, and wood carving. Prerequisites: GTC127 or previous woodworking experience.

GTC130 - Furniture Construction I  
LEC + LAB 3 Credits 6 Periods  
Process of building a piece of furniture including calculating and buying needed material, using tools properly and safely (hand tools and machines), joinery, wood preparation and basic finishing techniques.  
Prerequisites: GTC128 or previous woodworking experience and permission of instructor.

GTC131 - Furniture Construction II  
LEC + LAB 3 Credits 6 Periods  
Continuation of GTC130 including special set-ups on machines, special joints, adhesives, special finishes, panel doors, panel drawers, metal drawer guides and plastic laminates. Prerequisites: GTC130 or permission of instructor.

GTC144 - Introduction to Cabinetmaking  
LEC + LAB 3 Credits 5 Periods  
Techniques and projects to produce complex cabinet projects. Includes project planning, working from plans, material cost analysis, and advanced finishing techniques. Prerequisites: GTC130 and permission of Instructor.

GTC145 - Advanced Cabinetmaking  
LEC + LAB 3 Credits 5 Periods  
Further exploration of advanced woodworking techniques on complex projects. Prerequisites: GTC144 and permission of instructor.

### Health Core Curriculum (HCC)

HCC109 - CPR for Health Care Provider  
LEC 0.50 Credits 0.50 Periods  
Current American Heart Association standards for one and two rescuer cardiopulmonary resuscitation (CPR) and

## OFFICIAL COURSE DESCRIPTIONS

obstructed airway procedures on the adult, infant, and pediatric victim. Use of automatic, external defibrillation and resuscitation equipment. Prerequisites: None. Cross-References: EMT109, RES109

**HCC130 - Fundamentals of Health Care Delivery**  
LEC 3 Credits 3 Periods

Overview of current health care professions including career and labor market information. Health care delivery systems, third party payers, and facility ownership. Health organization structure, patient rights and quality care. Health care and life values. Definition and importance of values, ethics, and essential behaviors in the workplace. Worker rights and responsibilities. Healthful living practices to include nutrition, stress management and exercise. Occupational Safety and Health Administration (OSHA) standard precautions and facility safety. Use of principles of body mechanics in daily living activities. Basic communication skills which facilitate teamwork in the health care setting. Focus on development of personal communication skills and an understanding of how effective communication skills promote teamwork. Focus on intercultural communication strategies. Prerequisites: None.

**HCC130AA - Health Care Today**  
LEC 0.50 Credit 0.50 Period

Overview of current health care professions including career and labor market information. Health care delivery systems, third-party payers, and facility ownership. Health organization structure, patient rights and quality care. Prerequisites: None.

**HCC130AB - Workplace Behaviors in Health Care**  
LEC 0.50 Credit 0.50 Period

Health care and life values. Definition and importance of values, ethics, and essential behaviors in the workplace. Worker rights and responsibilities. Prerequisites: None.

**HCC130AC - Personal Wellness and Safety**  
LEC 0.50 Credit 0.50 Period

Introduces healthful living practices to include nutrition, stress management and exercise. Includes Occupational Safety and Health Administration (OSHA) standard precautions and facility safety. Use of principles of body mechanics in daily living activities. Prerequisites: None.

**HCC130AD - Communication and Teamwork in Health Care Organizations**  
LEC 0.50 Credit 0.50 Period

Emphasis on basic communication skills which facilitate teamwork in the health care setting. Focus on development of personal communication skills and an understanding of how effective communication skills promote teamwork. Focus on intercultural communication strategies. Prerequisites: None.

**HCC130AE - Legal Issues in Health Care**  
LEC 0.50 Credit 0.50 Period

Basic legal terminology used in the health care setting. Legal concepts related to health care employment, medical documentation, and communication. Introduction to regulatory requirements in health care. Prerequisites: None.

**HCC130AF - Decision Making in the Health Care Setting**  
LEC 0.50 Credit 0.50 Period

Principles and application of a decision making model. Description and application of ethics and process improvement and the relationship of both to the decision making model. Prerequisites: None.

**HCC145AA - Medical Terminology for Health Care Workers I**  
LEC 1 Credit 1 Period

Introduction to medical terms used in health care. Body systems approach to selected terms related to structures, functions, diseases, procedures, and diagnostic tests. Building and analyzing terms using basic word parts. Selected medical abbreviations and symbols and term spelling. Prerequisites: None.

### Health Care Related (HCR)

**HCR210 - Clinical Health Care Ethics**  
LEC 3 Credits 3 Periods

An introduction to health care ethics with emphasis on analysis and ethical decision making at both the clinical and health policy levels for health care professionals. Theoretical foundation of bioethics reviewed within historical and contemporary contexts. Prerequisites: ENG102. [HU]

**HCR220 - Introduction to Nursing and Health Care Systems**  
LEC 3 Credits 3 Periods

Introduction to the social, political, and economic contexts of the nursing profession and health care systems in the United States. Prerequisites: Grade of "C" or better in ENG102 or ENG108. [H]

**HCR230 - Culture and Health**  
LEC 3 Credits 3 Periods

Relation between cultures of diverse groups and health/illness. Emphasis on cross-cultural communication, including awareness of own cultural influences and indigenous and complementary healing practices. Prerequisites: None. [C, G]

**HCR240 - Human Pathophysiology**  
LEC 4 Credits 4 Periods

Chemical, biological, biochemical, and psychological processes as a foundation for the understanding of alterations in health. The structural and functional pathophysiology of alterations in health; selected therapeutics considered. Prerequisites: BIO202 or BIO205 or equivalent.

### Health Sciences (HES)

**HES100 - Healthful Living**  
LEC 3 Credits 3 Periods

Health and wellness and their application to an optimal life style. Explores current topics of interest such as stress management, nutrition, fitness, and environmental health. Evaluates common risk factors associated with modern lifestyles. Prerequisites: None. [SB]

## OFFICIAL COURSE DESCRIPTIONS

HES154 - First Aid/Cardiopulmonary Resuscitation  
LEC 3 Credits 3 Periods  
Cardiopulmonary Resuscitation (CPR) and first aid for the adult, child and infant patients includes Automated External Defibrillator(AED), rescue breathing, obstructed airway, and other first aid procedures. Designed to train citizen responders in skills and procedures required during emergency situation. Prerequisites: None.  
Editors Note: HES154 had a curricular change to the Description, Competencies and Outline effective Fall 2011.

HES201 - Substance Abuse and Behavior  
LEC 3 Credits 3 Periods  
Principles and factual bases of drug use and abuse. Physiological and socio-psychological effects of drug use and law enforcement of drug abuse. Consultants used extensively to enrich course. Prerequisites: None.

HES271 - Prevention and Treatment of Athletic Injuries  
LEC 3 Credits 3 Periods  
Prevention and care of athletic injuries, emphasizing use of modern training techniques and support materials. Utilization of preventive taping, strapping, bandaging, cardiopulmonary resuscitation, massage, cryotherapy, hydrotherapy, and practical application of muscle reconditioning. Prerequisites: None.

HES273 - Athletic Training: Advanced Wrapping and Taping Techniques  
LEC 2 Credits 2 Periods  
Expands and enhances practical uses of basic taping and wrapping skills. Hands-on experience in the use of braces, athletic taping, and elastic wraps to care for athletic injuries. Prerequisites: HES271 or permission of instructor.

### History (HIS)

HIS101 - History of Western Civilization Middle Ages to 1789  
LEC 3 Credits 3 Periods  
Survey of origin and development of Western civilization and its institutions from the Renaissance and Reformation through Age of Enlightenment. Prerequisites: None. [H, HU, SB]

HIS102 - History of Western Civilization 1789 to Present  
LEC 3 Credits 3 Periods  
Survey of origin and development of Western civilization and its institutions from French Revolution through the present. Prerequisites: None. [G, H, HU, SB]

HIS103 - United States History to 1865  
LEC 3 Credits 3 Periods  
The political, economic, and social development of United States from Pre-Columbian period through the end of the Civil War (1865). Prerequisites: None. [H, HU, SB]

HIS104 - United States History 1865 to Present  
LEC 3 Credits 3 Periods  
The political, economic, and social development of United States from 1865 to the present time The political, economic,

and social development of United States from 1865 to the present time. Prerequisites: None. [H, SB]

HIS105 - Arizona History  
LEC 3 Credits 3 Periods  
The prehistoric and contemporary Native American experience, Spanish colonial times, the Mexican National Period, the U.S. federal territorial years, and Arizona's political and economic development during the twentieth century. Prerequisites: None. [H, SB]

HIS106 - Southwest History  
LEC 3 Credits 3 Periods  
Survey of Hispanic, Anglo, African-American and Native cultures of the peoples who have settled the American Southwest. Emphasis on cattle, mining, fur trade and transportation industries and role development of the region. Prerequisites: None. [C, H, SB]

HIS109 - Mexican-American History and Culture  
LEC 3 Credits 3 Periods  
Examination of origins and development of Spanish-American and Mexican- American peoples and their contribution to culture, history and development of United States. Emphasis on Mexican-American War and its impact on educational, social, and economic conditions of the Mexican-Americans of the southwest. Prerequisites: None. [C, H, SB]

HIS111 - World History 1500 to Present  
LEC 3 Credits 3 Periods  
Survey of the economic, social, cultural, and political elements of world history from 1500 to the present. Prerequisites: None.

HIS140 - American Indian History  
LEC 3 Credits 3 Periods  
Survey of American Indian history with emphasis on the last 200 years including developments in the 20th century. Focuses on selected groups such as the Cherokee, Iroquois Confederation, Navajo, Sioux and Indians of the Southwest in relation to cultural, economic, political and social continuity and changes. Topics include development and influence of federal policies, past and present issues confronting Native Americans and how Native American individuals and communities maintain their identities as they confront social changes. Prerequisites: None. Cross-References: AIS140 [C, H, SB]

HIS201 - History of Women in America  
LEC 3 Credits 3 Periods  
Introduction to women's history from the colonial Period to the present. Deals chronologically with changes and developments which have influenced the lives of women. Prerequisites: None. [SB, C, H]

HIS203 - African-American History to 1865  
LEC 3 Credits 3 Periods  
History and cultural heritage of African-Americans from their

## OFFICIAL COURSE DESCRIPTIONS

beginnings in Ancient Africa through the experience of chattel slavery in the Americas to their eventual emancipation and participation in the American Civil War. Prerequisites: None. [C, H, SB]

HIS204 - African-American History 1865 to Present  
LEC 3 Credits 3 Periods  
Multifaceted experiences of African-American people from the post-Civil War period (1865) to the present, including the collective struggle for freedom, equality, and self-determination in the United States. Prerequisites: None.

HIS243 - History of World Religions  
LEC 3 Credits 3 Periods  
Historical context for the development, practice and spread of various world religions. Focus on environmental factors (social, political, economic) influencing religious thought. Consideration of the changes in belief systems throughout different periods and social contexts. Prerequisites: None. [H, HU]

### Humanities (HUM)

HUM100 - Great Ideas Symposium  
LEC 1 Credit 1 Period  
Interrelationships among cultures and behavior in the modern world. Focuses on selected themes and topics. Prerequisites: None.

HUM101 - General Humanities  
LEC 3 Credits 3 Periods  
A general humanities course concentrating on three great ages of outstanding human achievement: The Golden Age of Greece, the Renaissance and the 20th Century. Prerequisites: None. [HU]

HUM190AA-AI - Honors Forum  
LEC 1 Credit 1 Period  
Interdisciplinary studies of selected issues confronting the individual and society. Formal Lectures followed by informal discussions with outstanding scholars and social leaders. Supplemented by readings and pre- and post-forum discussion and critique. Varied content from module to module due to changing forum themes and issues. Prerequisites: Admission to the College Honors Program or Permission of the Instructor. [AH & AI prefix have HU designation]

HUM205 - Introduction to Cinema  
LEC 3 Credits 3 Periods  
Survey of the history and development of the art of motion pictures, including criticism of aesthetic and technical elements. Prerequisites: None. Cross-References: THE205 [HU]

HUM210 - Contemporary Cinema  
LEC 3 Credits 3 Periods  
A study of contemporary films, directors and critics with emphasis on evaluating film as an art form. Prerequisites: None. Cross-References: THE210 [HU]

HUM213 - Hispanic Film  
LEC 3 Credits 3 Periods  
Analysis of Hispanic film as art form and as social commentary. Prerequisites: None. [G, HU]

HUM214 - African-Americans in Film  
LEC 3 Credits 3 Periods  
Study of films featuring African-American performers and directors from the Silent Era to the present. Emphasis on the historical and social elements of African Americans in film and basics of film analysis. Prerequisites: None. [C, HU]

HUM250 - Ideas and Values in the Humanities  
LEC 3 Credits 3 Periods  
An historical analysis of the interrelationships of art, architecture, literature, music, and philosophy from the early civilizations to the Renaissance, including western and nonwestern cultures. Prerequisites: ENG101. [H, HU, L]

HUM251 - Ideas and Values in the Humanities  
LEC 3 Credits 3 Periods  
An historical analysis of the interrelationships of art, architecture, literature, music, and philosophy from the Renaissance to modern period, including Western and Non-Western cultures. Prerequisites: ENG101.

HUM260 - Intercultural Perspectives  
LEC 3 Credits 3 Periods  
Cultural, literary, and artistic expressions of Native, Hispanic, and African Americans. Includes traditional and modern work and contribution to American civilization. Prerequisites: None. [C, HU]

HUM292 - The Art of Storytelling  
LEC 3 Credits 3 Periods  
Explore the art and origin of storytelling. Provide a variety of storytelling techniques, styles and exercises to enhance the delivery of telling stories. Assist in the integration and application of storytelling to the learning environment in the classroom. Prerequisites: None. Cross-References: EDU292, STO292 [C, HU]

### Information Studies (IFS)

IFS101 - Information Skills in the Digital Age  
LEC 3 Credits 3 Periods  
Development of skills and competency in accessing, evaluating and using information resources while examining the social and historical context, as well as the technological implications of the use and organization of information. Prerequisite: ENG101, or ENG107, or equivalent. [L]

### Industry and Business (IND)

IND133 - Speaking in Business  
LEC 3 Credits 3 Periods  
Practical, effective speech techniques for everyday business interactions. Listening skills and stages of and barriers to the perception process. Examination of effective message

## OFFICIAL COURSE DESCRIPTIONS

preparation skills and communication styles and techniques. Interaction emphasizing conflict management and resolution in oral communication. Prerequisites: None.

IND170AN - Training for Business, Industry & Government - AN  
LEC 0.25 Credits 0 .25 Periods  
Customized one quarter credit lecture course to meet the immediate training needs of business, industry, and government within Maricopa County. Prerequisites: None. Course Note: IND170AN requisites are defined on the suffixed IND170 specific courses.

### Italian (ITA)

ITA101 - Elementary Italian I  
LEC 4 Credits 4 Periods  
Introduction to basic grammar, pronunciation, and vocabulary of Italian. Development of speaking, listening, reading, and writing skills. Study of the Italian culture. Prerequisites: None.

### Information Technology Security (ITS)

ITS100 - Information Security Awareness  
LEC 1 Credit 2 Periods  
Computer and network security topics, including network communication. Includes security policy, implementation of basic security measures, the importance of backups and the value of protecting intellectual property. Real-life examples and practical projects to reinforce the need for computer security. Prerequisites: None.

ITS110 - Information Security Fundamentals  
LEC + LAB 4 Credits 5 Periods  
Fundamental concepts of information technology security. Topics include authentication methods, access control, cryptography, Public Key Infrastructure (PKI), network attack and defense methods, hardening of operating systems and network devices, securing remote access and wireless technologies and securing infrastructures and topologies. Emphasis on hands-on labs in both the Windows and Linux environments. Builds on thorough understanding of Transmission Control Protocol/Internet Protocol (TCP/IP) and security concepts and Microsoft (MS) Windows and Linux Administration. Prerequisites: (CIS126DA or CIS126DL) and (CNT150 and MST150XP), or permission of Instructor.

### Journalism (JRN)

JRN125 - Photo Editing  
LEC + LAB 3 Credits 3 Periods  
Basic techniques of photo composition and editing for media reproduction. Teach how to crop and size photographs. Use of photo editing and design software in paginating a newspaper page on the computer. The effect and impact of color vs. black and white photographs. Basic techniques of photo essay, photo page and photo story and/or multimedia news products and the impact of photos on typography. Prerequisites: None.

JRN133 - Development of Small Publications  
LEC 3 Credits 3 Periods  
Design, plan and write newsletters, brochures, and advertisements. Desktop computer production and paste-up techniques. Prerequisites: None. Computer experience and (BPC138AA or BPC138AB) suggested but not required.

JRN201 - News Writing  
LEC + LAB 3 Credits 5 Periods  
Writing news for the print media. Composing at the computer keyboard. Associated Press editing style, writing skills, and organizational structure for news. Prerequisites: ENG101, ENG107 or equivalent. [L] SUN# JRN2201

JRN202 - Reporting  
LEC + LAB 3 Credit(s) 5 Period(s)  
Emphasis on interviewing and in-depth reporting; mastery of reporting, rewriting skills, and legal and ethical concerns. Prerequisites: JRN201 or permission of instructor.

JRN212 - Broadcast Writing  
LEC + LAB 3 Credits 5 Periods  
Writing techniques for basic broadcast scripts: promotions, commercials, public service announcements, news leads, news stories, audio and video, sports, weather, traffic checks, five-minute newscasts, reports, using broadcast style rules. Prerequisites: ENG101.

JRN215 - News Production  
LEC + LAB 3 Credits 5 Periods  
Writing, editing, and publishing the student newspaper. Emphasis on news judgment, page design, computer pagination, photo usage, headline writing, editorial writing, newsroom management, and legal and ethical considerations. Emphasis may vary according to student goals. Prerequisites: None.

JRN234 - Feature Writing  
LEC + LAB 3 Credits 3 Periods  
Emphasis on crafting stylized stories for publications. Includes research, interviewing, writing techniques, editing and professional concerns. Prerequisites: ENG101, or ENG107, or equivalent. [L]

JRN240AB - Journalism Internship  
LEC + LAB 2 Credits 2 Periods  
Journalism work experience with a newspaper or other news organization. 80 hours of designated work per credit. Maximum of 6 credits allowed. Prerequisites: JRN215.

JRN298AA - Special Projects  
LAB 1 Credit 1 Period  
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development.

## OFFICIAL COURSE DESCRIPTIONS

### Library Skills (LBS)

LBS101 - Library Resource Concepts and Skills

LEC 2 Credits 2 Periods

Information access skills for print and electronic resources. Use of libraries and their structure, tools, and staff to identify, locate, evaluate and make effective and ethical use of information. Emphasizes critical thinking skills. Prerequisites: None.

LBS201 - Electronic Resources Concepts and Skills

LEC 1 Credit 1 Period

Use of computers to access electronic databases and to process search results. Includes search concepts and strategies, evaluating search results, and bibliographic citing of electronic sources. Prerequisites: None.

LBS220 - Information Literacy and the Internet

LEC 1 Credit 1 Period

Exploration of the Internet as an informational resource. Development of basic information literacy skills. Prerequisites: None.

### Mathematics (MAT)

MAT065 - Graphing Calculator

LEC 1 Credit 1 Period

Computations, graphing, matrices, and elementary programming using a graphing calculator. Prerequisites: None.

MAT082 - Basic Arithmetic

LEC 3 Credits 3 Periods

Primary emphasis placed on fundamental operations with whole numbers, fractions, decimals, integers, and rational numbers; proportions, and percentages. Other topics include representations of data, geometric figures, and measurement. Prerequisites: None. Course Notes: Students may receive credit for only one of the following: MAT081, MAT082, or MAT083.

MAT090 - Developmental Algebra

LEC 5 Credits 5 Periods

Linear behavior; linear equations and inequalities in one and two variables; graphs; systems of equations in two variables; function notation, graphs, and data tables; operations on polynomials; properties of exponents; applications. Prerequisites: Grade of "C" or better in MAT082, or MAT102, or equivalent, or satisfactory score on District Placement exam. Course Note: May receive Credit for only one of the following: MAT090, MAT091, MAT092, or MAT093.

MAT091 - Introductory Algebra

LEC 4 Credits 4 Periods

Linear behavior; linear equations and inequalities in one and two variables; graphs; systems of equations in two variables; function notation, graphs, and data tables; operations on polynomials; properties of exponents; applications. Prerequisites: Grade of "C" or better in MAT082, or MAT102, or equivalent or satisfactory score on District placement

exam. Course Note: May receive credit for only one of the following: MAT090, MAT091, MAT092, or MAT093.

MAT092 - Introductory Algebra

LEC 3 Credits 3 Periods

Linear behavior; linear equations and inequalities in one and two variables; graphs; systems of equations in two variables; function notation, graphs, and data tables; operations on polynomials; properties of exponents; applications. Prerequisites: Grade of "C" or better in MAT082, or MAT102, or equivalent, or satisfactory score on District Placement exam. Course Note: May receive Credit for only one of the following: MAT090, MAT091, MAT092, or MAT093

MAT093 - Introductory Algebra/Math Anxiety Reduction

LEC 5 Credits 5 Periods

Linear behavior; linear equations and inequalities in one and two variables; graphs; systems of equations in two variables; function notation, graphs, and data tables; operations on polynomials; properties of exponents; applications. This course will be supplemented by instruction in anxiety reducing techniques, math study skills, and test taking techniques. Prerequisites: Grade of "C" or better in MAT082, or MAT102, or equivalent or satisfactory score on District placement exam. Course Note: Students may receive credit for only one of the following: MAT090, MAT091, MAT092, or MAT093.

MAT102 - Mathematical Concepts/Applications

LEC 3 Credits 3 Periods

A problem solving approach to mathematics as it applies to life and the world of work. Development, demonstration, and communication of mathematical concepts and formulas that relate to measurement, percentage, statistics, and geometry. Prerequisites: Grade of "C" or better in MAT082, or equivalent, or satisfactory score on District placement exam.

MAT108 - Tutored Mathematics

LEC 2 Credits 2 Periods

Structured tutorial assistance and math study skills to help students achieve success in a mathematics course in which they are concurrently enrolled. Mathematics study skills emphasized. Prerequisites: None. Corequisites: MAT082, or MAT090, or MAT091, or MAT092, or MAT120, or MAT121, or MAT122, or MAT140, or MAT 141, or MAT 142, or MAT150, or MAT151, or MAT152, or permission of department chair. Course Note: MAT108 may be repeated for a total of ten (10) credits.

MAT120 - Intermediate Algebra

LEC 5 Credits 5 Periods

Quadratic, rational, radical, exponential, and logarithmic functions and equations; graphs of quadratic, exponential, and logarithmic functions; equations quadratic in form; operations on rational expressions, radical expressions, and complex numbers; rational exponents; applications. Prerequisites: Grade of "C" or better in MAT090, MAT091, MAT092, MAT093, or equivalent, or a satisfactory score on the District placement exam. Course Note: Students may receive credit for only one of the following: MAT120, MAT121, or MAT122.

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### MAT121 - Intermediate Algebra

LEC 4 Credits 4 Periods

Quadratic, rational, radical, exponential, and logarithmic functions and equations; graphs of quadratic, exponential, and logarithmic functions; equations quadratic in form; operations on rational expressions, radical expressions, and complex numbers; rational exponents; applications. Prerequisites: Grade of "C" or better in MAT090, MAT091, MAT092, MAT093, or equivalent, or a satisfactory score on the District placement exam. Course Note: May receive Credit for only one of the following: MAT120, MAT121, or MAT122.

### MAT122 - Intermediate Algebra

LEC 3 Credits 3 Periods

Quadratic, rational, radical, exponential, and logarithmic functions and equations; graphs of quadratic, exponential, and logarithmic functions; equations quadratic in form; operations on rational expressions, radical expressions, and complex numbers; rational exponents; applications. Prerequisites: Grade of "B" or better in MAT090, MAT091, MAT092, MAT093, or equivalent, or a satisfactory score on the District placement exam. Course Note: May receive Credit for only one of the following: MAT120, MAT121, or MAT122.

### MAT140 - College Mathematics

LEC 5 Credits 5 Periods

Working knowledge of college-level mathematics and its applications to real-life problems. Emphasis on understanding mathematical concepts and their applications. Topics include set theory, probability, statistics, finance, and geometry. Prerequisites: Grade of "C" or better in MAT120, or MAT121, or MAT122 or equivalent, or satisfactory score on District placement exam. Course Notes: Appropriate for the student whose major does not require college algebra or precalculus.

### MAT141 - College Mathematics

LEC 4 Credits 4 Periods

Working knowledge of college-level mathematics and its applications to real-life problems. Emphasis on understanding mathematical concepts and their applications. Topics include set theory, probability, statistics, finance, and geometry. Prerequisites: Grade of "C" or better in MAT120, or MAT121, or MAT122 or equivalent, or satisfactory score on District placement exam. Course Note: Appropriate for the student whose major does not require college algebra or precalculus. [MA]

### MAT142 - College Mathematics

LEC 3 Credits 3 Periods

Working knowledge of college-level mathematics and its applications to real-life problems. Emphasis on understanding mathematical concepts and their applications. Topics include set theory, probability, statistics, finance, and geometry. Prerequisites: Grade of "C" or better in MAT120, or MAT121, or MAT122 or equivalent, or satisfactory score on District placement exam. Course Notes: Appropriate for the student whose major does not require college algebra or precalculus. [MA]

### MAT150 - College Algebra/Functions

LEC 5 Credits 5 Periods

Analysis and interpretation of the behavior and nature of functions including polynomial, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, modeling and solving real world problems. Additional topics may include matrices, combinatorics, sequences and series, and conics. Prerequisites: Grade of C or better in MAT120, or MAT121, or MAT122, or equivalent, or satisfactory score on District placement exam.

### MAT151 - College Algebra/Functions

LEC 4 Credits 4 Periods

Analysis and interpretation of the behavior and nature of functions including polynomial, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, modeling and solving real world problems. Additional topics may include matrices, combinatorics, sequences and series, and conics. Prerequisites: Grade of "C" or better in MAT120, or MAT121, or MAT122, or equivalent, or satisfactory score on District placement exam. Course Note: Students may receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187. [MA] SUN# MAT1151

### MAT156 - Mathematics for Elementary Teachers I

LEC 3 Credits 3 Periods

Focuses on numbers and operations. Algebraic reasoning and problem solving integrated throughout the course. Prerequisites: Grade of "C" or better in MAT142 or MAT150 or MAT151 or MAT152 or equivalent, or satisfactory score on District placement exam.

### MAT157 - Mathematics for Elementary Teachers II

LEC 3 Credits 3 Periods

Focuses on measurement, geometry, probability and data analysis. Appropriate technologies, problem solving, reasoning, and proof are integrated throughout the course. Prerequisite: MAT156 or equivalent.

### MAT172 - Finite Mathematics

LEC 3 Credits 3 Periods

An introduction to the mathematics required for the study of social and behavioral sciences. Includes sets, combinatorics, probability, matrix algebra, linear programming and mathematics of finance. Prerequisites: Grade of "C" or better in MAT150, or MAT151, or MAT152, or MAT187 or equivalent, or satisfactory score on District placement exam. [MA]

### MAT182 - Plane Trigonometry

LEC 3 Credits 3 Periods

A study of measures of angles, properties of graphs of trigonometric functions, fundamental identities, addition and half-angle formulas, inverse trigonometric functions, solutions of trigonometric equations, complex numbers and properties of triangle solution. May receive Credit for only one of the following: MAT 182 or MAT 187. Prerequisites: Grade of "C"

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or better in MAT150, or MAT151, or MAT152, or equivalent, or concurrent registration in MAT150, or MAT151, or MAT152, or satisfactory score on District placement exam.

### MAT187 - Pre-calculus

LEC 5 Credits 5 Periods

A precalculus course combining topics from college algebra and trigonometry. Preparation for analytic geometry and calculus. Prerequisites: Grade of B or better in MAT120, or MAT121, or MAT122, or equivalent, or satisfactory score on district placement exam. Course Note: Strongly recommended that students have some knowledge of trigonometry. Students may receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187. [MA]

### MAT212 - Brief Calculus

LEC 3 Credits 3 Periods

Introduction to the theory, techniques and applications of the differential and integral calculus of functions with problems related to business, life, and the social sciences. Prerequisites: Grade of "C" or better in MAT150, or MAT151, or MAT152, or MAT187 or equivalent, or appropriate Math placement test score. Course Notes: Students may receive credit for only one of the following: MAT212 or MAT213. [MA]

### MAT213 - Brief Calculus

LEC 4 Credits 4 Periods

Introduction to the theory, techniques, and applications of the differential and integral calculus of functions with problems related to business, life, and the social sciences. Prerequisites: Grade of "C" or better in MAT150, or MAT151, or MAT152, or MAT187 or equivalent, or appropriate Math placement test score. Course Notes: Students may receive credit for only one of the following: MAT212 or MAT213. [MA]

### MAT218 - Mathematical Analysis for Business

LEC 4 Credits 4 Periods

An introduction to the mathematics required for the study of business. Includes multivariable optimization, Lagrange multipliers, linear programming, linear algebra, probability, random variables, discrete and continuous distributions. Prerequisites: Grade of C or better in MAT212 or MAT213.

### MAT220 - Calculus with Analytic Geometry I

LEC 5 Credits 5 Periods

Limits, continuity, differential and integral calculus of functions of one variable. Prerequisites: Grade of "C" or better in [MAT182 and (MAT150, MAT151 or MAT152)], or MAT187, or appropriate Math placement test score. Course Note: Students may receive credit for only one of the following: MAT220 or MAT221. [MA]

### MAT221 - Calculus with Analytic Geometry I

LEC 4 Credits 4 Periods

Limits, continuity, differential and integral calculus of functions of one variable. Prerequisites: Grade of "C" or better in [MAT182 and (MAT150, MAT151 or MAT152)], or MAT187, or appropriate Math placement test score. Course Note: Student may receive credit for only one of the following: MAT220 or MAT221. [MA]

### MAT231 - Calculus with Analytic Geometry II

LEC 4 Credits 4 Periods

Techniques of integration for both proper and improper integrals with applications to the physical and social sciences, elements of analytic geometry, and the analysis of sequences and series. Prerequisites: Grade of "C" or better in MAT220, or MAT221, or equivalent. Course Note: Student may receive credit for only one of the following: MAT230 or MAT231. [MA]

### MAT241 - Calculus with Analytic Geometry III

LEC 4 Credits 4 Periods

Multivariate calculus including vectors, vector-valued functions, partial differentiation, multiple integration and an introduction to vector fields. Prerequisites: Grade of "C" or better in MAT230 or MAT231. Course Note: Student may receive credit for only one of the following: MAT240 or MAT241. [MA] SUN# MAT2241

### MAT262 - Differential Equations

LEC 3 Credits 3 Periods

Ordinary differential equations with applications including LaPlace transforms with numerical methods. Prerequisites: Grade of "C" or better in MAT230 or MAT231 or equivalent. [MA]

### MAT276 - Modern Differential Equations

LEC 4 Credits 4 Periods

Introduces differential equations, theoretical and practical solution techniques with applications. Problem solving using MATLAB. Prerequisites: Grade of "C" or better in MAT230, or MAT231, or permission of Department or Division. Course Notes: Students may receive credit for only one of the following: MAT276 or MAT277. [MA]

## Mediation and Conflict Management (MCM)

### MCM181 - Conflict Mediation

LEC 3 Credits 3 Periods

Develop communication skills necessary to conduct mediation in formal and informal settings. Applies principles and theories of message production and responding, listening, questioning, source and receiver factors, and emotion to conflict management communication. Emphasis on respecting diversity and empowering joint problem solving throughout. Prerequisites: None. Cross-Reference Course: COM181

## Mass Communications (MCO)

### MCO120 - Media and Society

LEC 3 Credits 3 Periods

Study of historical and contemporary roles of media and its pervasiveness in society as it related to politics, education and culture. Prerequisites: ENG101 or ENG107, or equivalent. [SB]

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### Management (MGT)

MGT101 - Techniques of Supervision

LEC 3 Credits 3 Periods

Overview of the foundations of supervision and how to get things done within an organization through other people. The functions of planning, organizing, staffing, motivating and controlling presented. Prerequisites: None.

MGT135 - Global Procurement and Supply Management

LEC 3 Credits 3 Periods

The evolution of purchasing to supply management. Underlying fundamentals of tactical purchasing and strategic supply management. Prerequisites: MGT102 or permission of department.

MGT147 - Supply Chain Management

LEC 3 Credits 3 Periods

Supply chain management, including basic concepts and underlying principles of logistics and inventory management. Prerequisites: None.

MGT175 - Business Organization and Management

LEC 3 Credits 3 Periods

Covers basic principles of managing quality and performance in organizations. Covers management functions: planning, organizing, leading, and controlling. Emphasizes continual improvement, ethics, and social responsibility. Prerequisites: None.

MGT179 - Utilizing the Human Resources Department

LEC + LAB 3 Credits 3 Periods

Provides the opportunity to learn how to appropriately utilize the human resources department within an organization in order to improve job performance. Topics include staffing, training and development, manpower planning, compensation and benefits, federal labor laws and why people seek outside representation. Prerequisites: None.

MGT229 - Management and Leadership I

LEC 3 Credits 3 Periods

Covers management concepts and applications for business, industry, and government organizations. Prerequisites: None.

MGT230 - Management and Leadership II

LEC 3 Credits 3 Periods

Includes practical applications of activities, issues, and problems related to current managerial and supervisory skills and talents. Prerequisites: MGT 229 or departmental approval.

MGT251 - Human Relations in Business

LEC 3 Credits 3 Periods

Analysis of motivation, leadership, communications, and other human factors. Cultural differences that may create conflict and affect morale individually and within organizations. Prerequisites: None. MGT 101 or MGT 175 or MGT 229 suggested, but not required.

MGT253 - Owning and Operating a Small Business (CCL 5706)

LEC 3 Credits 3 Periods

Starting, organizing, and operating a small business, including location, finance management processes, advertisement and promotion, Credit, inventory control and ethics. Prerequisites: None.

MGT275 - Office Management and Procedures

LEC 3 Credits 3 Periods

Covers basic administrative office services and systems, including analysis and management of operations, information systems, human resources, and facilities design. Prerequisites: None. MGT 175 or MGT 229 suggested, but not required.

MGT276 - Personnel/Human Resource Management

LEC 3 Credits 3 Periods

Human resource planning, staffing, training, compensating, and appraising employees in labor management relationships. Prerequisites: None. MGT101, or MGT175, or MGT229 suggested but not required.

MGT277 - Labor Relations

LEC 3 Credits 3 Periods

Covers the historical, legal, and environmental parameters surrounding current labor/management relations, including contract negotiations and grievance procedures. Prerequisites: None. MGT101, MGT175, or MGT229 suggested but not required.

MGT296WA-WD - Cooperative Education

LAB 1-4 Credits 5-20 Periods/arranged

Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome related to the career objectives of the students. Prerequisites: Completion of at least twelve (12) college Credits, minimum 2.6 grade point average, and be able to obtain a position related to student's academic or career goals (student's present job may qualify); or permission of instructor. Co requisites: Must be concurrently enrolled in at least one class which is related to student's major or career interest or with permission of the instructor.

### Music History/Literature (MHL)

MHL140 - Survey of Music History

LEC 3 Credits 3 Periods

Study of composers, compositions, styles, and Periods in music history. Prerequisites: None. [H, HU]

MHL145 - American Jazz and Popular Music

LEC 3 Credits 3 Periods

The study of cultural and social contributions to the evolution of American jazz and popular music from the mid-1800's to present. Prerequisites: None. [C, HU]

## OFFICIAL COURSE DESCRIPTIONS

### MHL153 - Rock Music and Culture

LEC 3 Credits 3 Periods

History of Rock music and how cultural, social, political, and economic conditions have shaped its evolution. Prerequisites: None. [H, HU]

### MHL156 - Music in Latin America and the Caribbean

LEC 3 Credits 3 Periods

To discuss the role of music in Latin and Caribbean cultures and the impact of these cultures on music. To present a historical survey to the evolution and development of musical styles from rumba to reggae. Among the topics, and to include: origins, gender, race, ethnicity, politics, elements of music, instruments, both sacred and secular music, and significant individuals influencing the evolution of many different genres of music in Latin America and Caribbean cultures. Prerequisites: None.

### Marketing (MKT)

#### MKT112 - Retail Customer Service

LEC 1 Credit 1 Period

Introduction to the field of retail sales. Emphasis on customer service and sales techniques. Prerequisites: None.

#### MKT263 - Advertising Principles

LEC 3 Credits 3 Periods

Introduces the advertising function within business, including media study, creative strategies, and advertising campaigns. Prerequisites: None. MKT 271 recommended, but not required.

#### MKT267 - Principles of Salesmanship

LEC 3 Credits 3 Periods

Analyzes and applies the steps and techniques used in personal selling. Highlights the role of the professional sales representative and his/her functions as they relate to the company's mission and customer expectations. Prerequisites: None.

#### MKT268 - Merchandising

LEC 3 Credits 3 Periods

Surveys structure and operation of retail organizations. Emphasizes merchandising to include price, location, time promotion and quantity. Prerequisites: None. MKT271 suggested but not required.

#### MKT271 - Principles of Marketing (CCL 5706)

LEC 3 Credits 3 Periods

An analysis of the marketing process and environment with regard to the product, pricing, distribution, and communication in order to satisfy buyer needs. Prerequisites: None.

### Microcomputer Technology (MST)

#### MST140 - Microsoft Networking Essentials

LEC + LAB 3 Credits 4 Periods

Emphasis on local area network with overview of wide area networks. Includes terminology, hardware and software components, connectivity, network architecture, packet structure, topologies, communication standards and protocols, and security issues. Preparation for Microsoft certification examination. Prerequisites: None. (BPC110 or CIS105, and BPC121AB) suggested but not required.

#### MST150 - Microsoft Windows Professional

LEC + LAB 3 Credits 4 Periods

Knowledge and skills necessary to perform day-to-day administration tasks in a Microsoft Windows based network. Preparation for Microsoft certification examination. Prerequisites: None. CIS190, or CNT140, or MST140 suggested but not required.

#### MST150SV - Microsoft Windows 7 Configuration

LEC + LAB 3 Credits 4 Periods

Knowledge and skills necessary to perform installation and day-to-day support of the Microsoft Windows 7 operating system. Prerequisites: None. CIS190, or CNT140AA, or MST140 suggested but not required. Course Notes: Preparation for Microsoft certification examination 70-680.

#### MST150XP - Microsoft Windows XP Professional

LEC + LAB 3 Credits 4 Periods

Knowledge and skills necessary to perform day-to-day administration tasks of Microsoft Windows XP Professional. Preparation for Microsoft certification examination. Prerequisites: None. CIS190, or CNT140, or MST140 suggested but not required.

#### MST152 - Microsoft Windows Server

LEC + LAB 4 Credits 5 Periods

Knowledge and skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot Windows Server. Preparation for Microsoft certification examination. Prerequisites or Corequisites: Any MST150 course or permission of instructor.

#### MST152DB - Microsoft Windows Server

LEC + LAB 4 Credits 5 Periods

Knowledge and skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot Windows 2003 Server. Preparation for Microsoft certification examination. Prerequisites or Co-requisites: Any MST150 course or permission of instructor.

#### MST155 - Implementing Windows Network Infrastructure

LEC + LAB 3 Credits 4 Periods

Knowledge and skills to install, configure, maintain, and support a Microsoft Windows network infrastructure. Preparation for Microsoft certification examination. Prerequisites or Co-requisites: MST152 or permission of instructor.

## OFFICIAL COURSE DESCRIPTIONS

MST157 - Implementing Windows Directory Services  
LEC + LAB            3 Credits            4 Periods  
Knowledge and skills to install, configure, and administer Microsoft Windows Active Directory services. Preparation for Microsoft certification examination. Prerequisites: Any MST152 course or permission of instructor.

MST157DA - Active Directory Windows Server Configuration  
LEC + LAB            4 Credits            5 Periods  
Information and skills necessary to install, configure and administer Active Directory service. Covers tasks required to create users and groups, and to implement Group Policies which provide centralized management of users and computers. Prerequisites: Any MST course or permission of Instructor. Course Notes: MST157DA is a preparation for the Microsoft 70-640 professional certification test.

MST232 - Managing a Windows Network Environment  
LEC + LAB            3 Credits            4 Periods  
Knowledge and skills necessary to administer Windows network operating systems. Preparation for Microsoft certification examination. Prerequisites: MST140, MST150, and MST152, or permission of instructor.

MST240 - Microsoft Transmission Control Protocol/Internet Protocol (TCP/IP)  
LEC + LAB            3 Credits            4 Periods  
Knowledge and skills necessary to install, configure, use, and support TCP/IP on Microsoft Windows Network. Preparation for Microsoft certification examination. Prerequisites: MST152 or permission of instructor.

MST259 - Design Windows Network Security  
LEC + LAB            3 Credits            4 Periods  
Knowledge and skills to analyze business requirements and processes to design a security solution for a Microsoft Windows network. Preparation for Microsoft certification examination. Prerequisites or Co requisites: MST157 or permission of instructor.

### Music: Theory/Composition (MTC)

MTC101 - Introduction to Music Theory  
LEC                    3 Credits            3 Periods  
Designed to develop written and aural skills necessary for advanced study of music theory and skills. Recommended for music majors. Prerequisites: None.

MTC105 - Music Theory I  
LEC                    3 Credits            3 Periods  
The chronological study of music theory including: harmony, melody, texture, structure and timbre through analysis, original compositions and basic exercises to demonstrate musical concepts. Prerequisites: MTC100 or MTC101 or permission of instructor; Co-requisites: MTC106.

MTC106 - Aural Perception I  
LEC + LAB            1 Credit            2 Periods  
The development of listening and performing skills through

dictation, sight singing and keyboard harmony. Co requisites: MTC105.

MTC155 - Music Theory II  
LEC                    3 Credits            3 Periods  
A continuation of Music Theory I with emphasis on harmony and part-writing procedures. Prerequisites: MTC105. Co requisites: MTC156.

MTC156 - Aural Perception II  
LEC + LAB            1 Credit            2 Periods  
A continuation of Aural Perception I, including harmonic practices. Prerequisites: None. Co requisites: MTC155.

### Music: Commercial/Business (MUC)

MUC109 - Music Business: Merchandising and the Law  
LEC                    3 Credits            3 Periods  
Operation, scope, and career opportunities in the music business. Focuses on music in the marketplace, songwriting, publishing, copyright procedures, and business affairs, agents, artist management, and concert production. Prerequisites: None.

MUC110 - Music Business: Recording and Mass Media  
LEC                    3 Credits            3 Periods  
The operation, scope, and career opportunities in the music business. Focuses on the record industry; environmental music; uses of music in radio, telecommunications, and film; and career options. Prerequisites: None.

MUC111 - Digital Audio Workstation I (DAW I)  
LEC + LAB            3 Credits            5 Periods  
Use of digital mixing and automation software in conjunction with editing and recording. Includes computer operation, troubleshooting, and file management. Prerequisites: MUC195 or MUC195AA.

MUC195 - Studio Music Recording I  
LEC + LAB            3 Credits            5 Periods  
Basic principles of studio sound recording. Emphasis on musical acoustics, operation of recording equipment, studio setups, and multitrack recording. Includes studio session process and musical production decisions. Prerequisites: None.

MUC209 - Music Industry Entrepreneurship  
LEC                    3 Credits            3 Periods  
Operation, scope, and career opportunities in the music business. Focuses on music in the areas of entrepreneurship, visionary development and the collaboration process. Prerequisites: MUC109 and MUC110 or permission of Instructor.

MUC295AA - Self Promotion for Music  
LEC                    1 Credit            1 Period  
Career goal development. Includes self-presentation and communication skills, keeping files and records, and developing self-promotional materials. Prerequisites: None.

## OFFICIAL COURSE DESCRIPTIONS

MUC297AB - Music Internship  
LEC + LAB 2 Credits 2 Periods  
Music Internship work experience in a business or industry eighty (80) hours of designated work per credit. A maximum of 12 credits allowed. Prerequisites: MUC110.

### Music: Performance (MUP)

MUP 101AA-CJ - Private Instruction  
LEC + LAB 1 Credit .6 Periods  
Private Instruction emphasizing developmental improvement of musicianship and technique from an entering skill level. Four course sequence required of all music majors meeting departmental requirements. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp. May be repeated for Credit. Prerequisites: None. Editors Note: See online course catalog for additional private instruction course descriptions.

MUP102AA-CJ - Private Instruction  
LEC + LAB 2 Credits 1.2 Periods  
Private Instruction emphasizing musicianship, literature, technique and performance. Four course sequence designed for university transfer equivalency. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp. May be repeated for Credit. Prerequisites: None. Editors Note: See online course catalog for additional private instruction course descriptions.

MUP110 - Concert Music  
LEC 0.50 Credits 0.50 Periods  
Attendance at concerts, recitals and music lectures on and off campus. Required each semester for all music majors. Prerequisites: None

MUP131 - Class Piano I  
LEC + LAB 2 Credits 3 Periods  
Development of beginning piano techniques and the fundamentals of music including basic hand position, music reading skills of melodic and harmonic material, major scales, transposition, and harmonization's including the I, IV, V7 chords. Prerequisites: None.

MUP132 - Class Piano II  
LEC + LAB 2 Credits 3 Periods  
Continuation of Piano I with emphasis on elementary piano techniques including major and minor scales, transposition, improvisation, and sight reading. Prerequisites: MUP 131 or permission of instructor.

MUP133 - Class Voice I  
LEC + LAB 2 Credits 3 Periods  
Introduction to the fundamentals of vocal production. Emphasis on breathing techniques, tone production and performances in class of solo vocal literature. Prerequisites: None.

MUP134 - Class Voice II  
LEC + LAB 2 Credits 3 Periods  
Continuation of Class Voice I including the elements of stage presence and diction. Prerequisites: MUP 133 or permission of instructor.

MUP149 - Gospel Chorus  
LEC + LAB 1 Credit 3 Periods  
A mixed chorus with emphasis on college/community participation and preparation of a variety of Gospel Music for public performance. Auditions may be required. Prerequisites: None.

MUP150 - Community Chorus  
LEC + LAB 1 Credit 3 Periods  
A mixed chorus with emphasis on college/community participation and preparation of a variety of choral literature for public performance. Auditions may be required. May be repeated for Credit. Prerequisites: None.

MUP153 - Concert Choir  
LEC + LAB 2 Credits 5 Periods  
A mixed choir designed to emphasize choral techniques and performance of all styles of choral literature. Public performances are scheduled each semester. Prerequisites: None. Course Notes: Auditions may be required. MUP153 may be repeated for credit.

MUP159 - Community Orchestra  
LEC + LAB 1 Credit 3 Periods  
Emphasis on college/community participation and the preparation of orchestral literature for public performance. Auditions may be required. May be repeated for credit. Prerequisites: None.

MUP161 - Community Band  
LEC + LAB 1 Credits 3 Periods  
Emphasis on college/community participation and the preparation of band literature for public performance. Auditions may be required. May be repeated for Credit. Prerequisites: None.

MUP163 - Jazz Ensemble  
LEC + LAB 1 Credit 3 Periods  
Practical and performance experience in various jazz styles. Open to all students on the basis of auditions. May be repeated for Credit. Prerequisites: None.

MUP164 - Jazz Improvisation I  
LEC 2 Credits 3 Periods  
Theoretical and performance skills in many styles of jazz improvisation. May be repeated for a total of six (6) credit hours. Prerequisites: None.

MUP168 - Mariachi Band  
LEC + LAB 1 Credit 3 Periods  
Emphasis on college and community participation and the preparation of mariachi band literature for public performance. Auditions may be required. Prerequisites: None.

## OFFICIAL COURSE DESCRIPTIONS

MUP217 - Music Theatre: Broadway Solos  
LEC + LAB 2 Credits 3 Periods  
Study and in-class performance of scenes and solos from Broadway musical literature. Prerequisites: None. Course Notes: MUP217 may be repeated for credit.

MUP218 - Audition Tech: Music Theater  
LEC + LAB 1 Credits 3 Periods  
Practice in the techniques of auditioning for musical theater. Identification and illustration techniques of the vocal and acting music theater audition. Prerequisites: None.

MUP225 - Class Guitar I  
LEC + LAB 2 Credits 3 Periods  
Emphasis on note-reading and folk-style harmonic accompaniment. Includes finger-style laying. Stresses development of efficient practicing techniques and proper sitting and hand positions. Prerequisites: None.

MUP226 - Class Guitar II  
LEC + LAB 2 Credits 3 Periods  
Note-reading range including second position and parts of higher positions. Classical, popular, Latin, and other styles of music. Theory including scales, keys, and chord construction. Technical exercises of both hands. Prerequisites: MUP225 or permission of instructor.

MUP231 - Class Piano III  
LEC + LAB 2 Credits 3 Periods  
Development of intermediate piano techniques including selected solo literature, transposition of harmonic patterns, and secondary dominants. Prerequisites: MUP132 or permission of instructor.

MUP232 - Class Piano IV  
LEC + LAB 2 Credits 3 Periods  
Continuation of Piano III including modulation techniques, improvisation of piano accompaniments, advanced chromatic harmony, and sight reading of advanced literature. Prerequisites: MUP231 or permission of instructor.

MUP233 - Class Voice III  
LEC + LAB 2 Credits 3 Periods  
Interpretive singing through a closer examination of coloring, tone production, dynamics, and tempo indications. Prerequisites: MUP134.

MUP234 - Class Voice IV  
LEC + LAB 2 Credits 3 Periods  
Emphasis on the preparation of solo vocal literature for the purpose of evaluation and the integration of the music with the drama of the music. Prerequisites: MUP233 or permission of instructor. Course Notes: MUP234 may be repeated for credit.

### Navajo (NAV)

NAV101 - Elementary Navajo I  
LEC 4 Credits 4 Periods  
Basic grammar, pronunciation, and vocabulary of the Navajo language. Practice of listening, speaking, reading, and writing skills. Includes the study of the Navajo culture with participation in an off-campus Navajo cultural event. Prerequisites: None.

NAV115 - Beginning Navajo Conversation I  
LEC 3 Credits 3 Periods  
Beginning conversational Navajo with emphasis on basic listening and speaking skills, including basic pronunciation, vocabulary, sentence structure, and cultural awareness. Prerequisites: None.

NAV116 - Beginning Navajo Conversation II  
LEC 3 Credits 3 Periods  
Continued development of speaking and listening skills for effective communication in Navajo. Focuses on vocabulary for home, community, schools, and businesses. Prerequisites: NAV115, or departmental approval.

### Nursing (NUR)

NUR158 - Nurse Assisting  
LEC + LAB 6 Credits 10 Periods  
Introduction to the role of the nursing assistant for clients across the wellness/illness continuum within the nurse assisting scope of practice. Includes basic problem solving processes specific to meeting the basic and holistic needs of clients, therapeutic communication skills essential for the nursing assistant, interventions to ensure the needs and safety of the client, specific types of diseases, conditions and alterations in behavior of the client, and principles of nutrition and fluid balance. Focus is on special needs of the elder client in the acute and long-term care settings, and basic emergency care skills and procedures. Provides opportunity for the development of clinical competency in the performance of selected nurse assisting skills and procedures through participation in the care of clients. Prerequisites: Completed Health and Safety Documentation Form (proof of immunity or immunizations for Rubella, Rubeola, Mumps, Varicella, Hepatitis B, Td, current TB testing, current HealthCare Provider CPR card and current Fingerprint Clearance Card) and completed Health Care Provider Signature form.

NUR294AN - Nursing Theory and Practice  
LEC + LAB 18 Credits 36 Periods  
Provides the knowledge and skills within the scope of practice of the professional nurse. Focus on core principles of nursing practice including therapeutic communications, patient safety, therapeutic interventions, and critical thinking skills. Emphasis on nursing process to care for adult and geriatric patients with acute, chronic, and life-threatening medical and surgical conditions, patients experiencing pregnancy and delivery, neonates, infants, and children. Includes clinical experiences to care for well clients and

## OFFICIAL COURSE DESCRIPTIONS

patients with mental health and psychiatric conditions. leadership, management, and caregiver roles of the professional nurse.

### Office Automation Systems (OAS)

OAS090 - Touch Keyboarding

LAB 0.50 Credits 0.50 Periods

Introduction to computer keyboarding skills for personal use. Emphasis on touch keyboarding of alphabetic and punctuation keys only. Prerequisites: None.

OAS108 - Business English

LEC 3 Credits 3 Periods

Comprehensive coverage of correct use of English grammar including spelling, punctuation, capitalization, and number style mechanics in a business context. Prerequisites: None.

OAS111AA - Computer Keyboarding I

LEC + LAB 1 Credit 1.70 Periods

Mastery of essential microcomputer keyboarding skills. Emphasis on touch typing of alphabetic and numeric keys and symbols. Prerequisites: None. Cross-References: BPC111AA

OAS125 - Introduction to the Professional Office

LEC 3 Credits 3 Periods

Expectations of the professional in the electronic office of today. Realistic and practical coverage of roles, responsibilities, and environment. Prerequisites: None.

OAS135DD - WordPerfect: Level I

LEC 2 Credits 2 Periods

Using WordPerfect word processing software to create and name files, edit text, format, and print a variety of documents. Prerequisites: The ability to use a keyboard at a minimum of 24 wpm or permission of instructor. Cross-References: BPC135DD

OAS135DK - Word: Level I

LEC 2 Credits 2 Periods

Using Word word processing software to create and name files, edit text, format, and print a variety of documents. Prerequisites: None. Cross-References: BPC135DK

OAS235DK - Word: Level II

LEC 2 Credits 2 Periods

Using Word word processing software features such as math, columns, macros, styles, graphics, sort, outlines, and table of contents. Prerequisites: BPC/OAS135DK or permission of instructor. Cross-References: BPC235DK.

OAS296WA-WD - Cooperative Education

LAB 1-4 Credits 5-20 Periods

Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome related to the career objectives of the students. Prerequisites: Completion of at least twelve (12) college Credits, minimum 2.6 grade point average, and be able to obtain a position related to student's academic or career goals (student's

present job may qualify); or permission of instructor. Co requisites: Must be concurrently enrolled in at least one class which is related to student's major or career interest or with permission of the instructor.

### Physical Education (PED)

PED101BA - Baseball

LEC + LAB 1 Credit 2 Periods

Basic skills and game strategy of baseball. Class emphasis on competition and drills. Prerequisites: None.

PED101BB - Basketball

LEC + LAB 1 Credit 2 Periods

Basic skills and game strategy of basketball. Class emphasis on competition and drills. Prerequisites: None. Course Note: PED101BB may be repeated for credit.

PED101BC - Boot Camp

LEC + LAB 1 Credit 2 Periods

Vigorous physical and mental conditioning incorporating cardiovascular, core fitness, strength training, and flexibility. Emphasis will be placed on proper body mechanics and safety. Prerequisites: None Note: PED101BC may be repeated for credit.

PED101BD - Ballroom Dancing

LEC + LAB 1 Credit 2 Periods

Basic level instruction on ballroom dancing footwork, timing, techniques, and style. Partners rotate. Prerequisites: None. Course Note: PED101BD may be repeated for credit.

PED101DS - Dance Sampler

LEC + LAB 1 Credit 2 Periods

Variety of the most basic and popular social dances including Merengue, Waltz, Salsa, Swing, Foxtrot and others. Partners rotate. Prerequisites: None. Course Note: PED101DS may be repeated for credit.

PED101FL - Fitness for Life

LEC + LAB 1 Credit 2 Periods

Learn the basics of designing and implementing a personalized fitness program to meet your needs in the areas of Cardiovascular Fitness, Weight Control, Muscular Strength and Flexibility. Prerequisites: None. Course Note: PED101FL may be repeated for credit.

PED101GO - Golf

LEC + LAB 1 Credit 2 Periods

Instruction and practice for all skill levels, beginning through advanced. Assistance on shot making, club selection and etiquette on the course. Prerequisites: None. Course Note: PED101GO may be repeated for credit.

PED101HH - Hip Hop

LEC + LAB 1 Credit 2 Periods

Basic skills of hip hop with instruction, practice, and performance including proper body mechanics, choreography, and behavioral competencies. Prerequisites: None. Course Note: PED101HH may be repeated for credit.

## OFFICIAL COURSE DESCRIPTIONS

### PED101KA - Karate

LEC + LAB 1 Credit 2 Periods

Training emphasizes fundamentals, traditional form, and applied sparring that follows the theory of Karate. Prerequisites: None. Course Note: PED101KA may be repeated for credit.

### PED101KB - Kickboxing

LEC + LAB 1 Credit 2 Periods

Techniques to increase muscular endurance and strength, enhance flexibility and increase body awareness and self-confidence. Jabs, kicks, and blocks will be used in this martial arts based workout. Prerequisites: None. Course Note: PED101KB may be repeated for credit.

### PED101LD - Latin Dancing

LEC + LAB 1 Credit 2 Periods

Spicy, energetic style of dance. Cha Cha, Merengue, Salsa, Rumba, and Bolero. Partners rotate. Prerequisites: None. Course Note: PED101LD may be repeated for credit.

### PED101PS - Pilates

LEC + LAB 1 Credit 2 Periods

Mat-based exercise system focused on improving flexibility and strength for the total body. Teaches core control and stabilization while improving postural alignment. Prerequisites: None. Course Note: PED101PS may be repeated for credit.

### PED101SA - Salsa

LEC + LAB 1 Credit 2 Periods

Basic moves for the popular, hot Latin dance Salsa. Partners rotate. Prerequisites: None. Course Note: PED101SA may be repeated for credit.

### PED101SO - Soccer

LEC + LAB 1 Credit 2 Periods

Basic skills and game strategy of soccer. Class emphasis on competition and drills. Prerequisites: None. Course Note: PED101SO may be repeated for credit.

### PED101VB - Volleyball

LEC + LAB 1 Credit 2 Periods

Basic skills and game strategy of volleyball. Class emphasis on competition and drills. Prerequisites: None. Course Note: PED101VB may be repeated for credit.

### PED101WT - Weight Training

LEC + LAB 1 Credit 2 Periods

Access to Olympic and Free Weights with a qualified instructor. Prerequisites: None. Course Note: PED101WT may be repeated for credit.

### PED101YO - Yoga

LEC + LAB 1 Credit 2 Periods

Promotion of overall health by strengthening muscles and stimulating glands and organs. Basic postures, breathing and relaxation techniques. Prerequisites: None. Course Note: PED101YO may be repeated for credit.

### PED101ZU - Zumba

LEC + LAB 1 Credit 2 Periods

Zumba(r) dynamic fitness program. Fuses hypnotic Latin rhythms and easy to follow moves. Interval training sessions where fast and slow rhythms and resistance training are combined to tone and sculpt while burning fat. Prerequisites: None. Course Notes: PED101ZU may be repeated for credit. The PED101ZU Zumba course does not qualify students to teach Zumba dance fitness.

### PED102 - Physical Activities: Intermediate

LEC + LAB 1 Credit 2 Periods

Individual, dual, or team sports activities at the intermediate level. Prerequisites: None. Prior experience recommended.

### PED102BA - Baseball: Intermediate

LEC + LAB 1 Credit 2 Periods

To improve upon basic skills and game strategy of baseball at the intermediate level. Class emphasis on competition and drills. Prerequisites: None. Prior experience recommended. Course Note: PED102BA may be repeated for credit.

### PED102BB - Basketball - Intermediate

LEC + LAB 1 Credit 2 Periods

To improve upon basic skills and game strategy of basketball at the intermediate level. Class emphasis on competition and drills. Prerequisites: None. Prior experience recommended.

### PED102BC - Boot Camp - Intermediate

LEC + LAB 1 Credit 2 Periods

Vigorous training at an intermediate level incorporating cardiovascular, core fitness, strength training, and flexibility. Emphasis will be placed on proper body mechanics and safety.

Prerequisites: None. Prior experience recommended. Course Note: PED102BC may be repeated for credit.

### PED102GO - Golf - Intermediate

LEC + LAB 1 Credit 2 Periods

Improving techniques of putting, chipping, the full swing, rules and scoring will be covered in this class.

Prerequisites: None. Prior experience recommended. Course Note: PED102GO may be repeated for credit.

### PED102SB - Softball - Intermediate

LEC + LAB 1 Credit 2 Periods

Improve upon basic skills and game strategy of softball at the intermediate level. Class emphasis on competition and drills. Prerequisites: None. Prior experience recommended. Course Note: PED102SB may be repeated for credit.

### PED102WT - Weight Training - Intermediate

LEC + LAB 1 Credit 2 Periods

Increase knowledge and training with a qualified instructor on the use of Olympic and Free Weights. Prerequisites: None. Prior experience recommended. Course Note: PED102WT may be repeated for credit.

## OFFICIAL COURSE DESCRIPTIONS

**PED102YO - Yoga - Intermediate**  
 LEC + LAB 1 Credit 2 Periods  
 Yoga for the experienced practitioner. Prerequisites: None. Prior experience recommended. Course Note: PED102YO may be repeated for credit.

**PED103BC - Boot Camp**  
 LEC + LAB 0.5 Credits 1 Periods  
 Vigorous physical and mental conditioning incorporating cardiovascular, core fitness, strength training, and flexibility. Emphasis will be placed on proper body mechanics and safety. Prerequisites: None Course Note: PED103BC may be repeated for credit.

**PED103GO - Golf**  
 LEC + LAB 0.50 Credits 1 Period  
 Instruction and practice for all skill levels, beginning through advanced. Assistance on shot making, club selection and etiquette on the course. Prerequisites: None. Course Note: PED103GO may be repeated for credit.

**PED115 - Lifetime Fitness**  
 LEC + LAB 2 Credits 4 Periods  
 Fitness activity and wellness study to help develop a lifetime of regular exercise, stress management, and proper nutrition. Workout includes warm-up/stretch, aerobic exercise, selected strength exercises, and cool down/stretch. Prerequisites: None. Course Note: PED115 may be repeated for credit.

**PED117 - Weight Training for Wellness**  
 LEC + LAB 2 Credits 4 Periods  
 Weight training activity and wellness study to help develop a lifetime of regular exercise, stress management, and proper nutrition. Workout includes warm-up/stretch, selected endurance/strength exercises, and cool down/stretch. Prerequisites: None. Course Note: PED117 may be repeated for a maximum of eight (8) credits.

**PED120AF - Special Emphasis Activities: Weight Training**  
 LEC + LAB 2 Credits 4 Periods  
 Intensive experience in weight training. Prerequisites: None. Course Note: PED120AF may be repeated for a total of 8 credits.

**PED133 - Olympic Style Weight Lifting**  
 LEC+LAB 2 Credits 4 Periods  
 Advanced study of the science, strategy, and techniques of Olympic Style Weightlifting. For the fitness professional who is interested in competing, or is seeking to incorporate advanced strength and conditioning modalities. Addresses current topics, theories and techniques. Prerequisites: None.

**PED201GO - Golf - Advanced**  
 LEC + LAB 1 Credit 2 Periods  
 Experienced golfers gain helpful hints and practice to improve their game. Prerequisites: None. Prior experience at competitive level recommended. Course Note: PED201GO may be repeated for credit.

**PED201VB**  
 LEC + LAB 1 Credit 2 Periods  
 Improve upon intermediate skills and game strategy of volleyball at the advanced level. Class emphasis on competition and drills. Prerequisites: None. Prior experience at competitive level recommended. Course Note: PED201VB may be repeated for credit.

### **Philosophy (PHI)**

**PHI101 - Introduction to Philosophy**  
 LEC 3 Credits 3 Periods  
 General consideration of human nature and the nature of the universe. Knowledge, perception, freedom, and determinism, and the existence of God.  
 Prerequisites: None. [HU] SUN# PHI1101

**PHI103 - Introduction to Logic**  
 LEC 3 Credits 3 Periods  
 Informal logic, logical fallacies, elementary symbolic logic, analysis of argument forms, and construction of proofs for validity. Prerequisites: ENG101 or ENG107 or equivalent. [HU, L] SUN# PHI1103

**PHI105 - Introduction to Ethics**  
 LEC 3 Credits 3 Periods  
 Major theories of conduct. Emphasis on normative ethics, theories of good and evil from Plato to the present.  
 Prerequisites: None. SUN# PHI1105

**PHI213 - Medical and Bio-Ethics**  
 LEC 3 Credits 3 Periods  
 A philosophical consideration of moral problems that arise in relation to medicine and biology, e.g., death, patient's rights and biological experimentation. Prerequisites: None. [HU]

**PHI218 - Philosophy of Sexuality**  
 LEC 3 Credits 3 Periods  
 Philosophical examination of sexuality in human life. Historical and critical survey of philosophical and theological views. Comparison and evaluation of contemporary theories about the nature of sexual desire and sexual acts. Implications of theories for contemporary moral problems.  
 Prerequisites: None. [HU]

**PHI224 - Political Philosophy**  
 LEC 3 Credits 3 Periods  
 Predominant figures and theories in Euroamerican political philosophy from Plato to contemporary social/political philosophers. Prerequisites: ENG101, or ENG107, or permission of Instructor.

### **Physical Science (PHS)**

**PHS110 - Fundamentals of Physical Science**  
 LEC 4 Credits 3 Periods  
 LAB 0 Credit 3 Periods  
 Survey of the principles of physics and chemistry. Prerequisites: Grade of "C" or better in MAT090, or MAT091, or MAT092, or MAT093, or equivalent, or satisfactory score on Math placement exam. [SQ]

## OFFICIAL COURSE DESCRIPTIONS

### Physics (PHY)

PHY101 - Introduction to Physics

LEC 4 Credits 3 Periods  
LAB 0 Credits 3 Periods

A survey of physics emphasizing applications of physics to modern life. Prerequisites: Grade of "C" or better in MAT090, or MAT091, or MAT092, or MAT093, or equivalent, or satisfactory score on Math Placement exam. Course Note: Students may receive credit for only one of the following: PHY101 or PHY101AA. [SQ]

PHY111 - General Physics I

LEC 4 Credits 3 Periods  
LAB 0 Credit 3 Periods

Includes motion, energy, and properties of matter. Prerequisites: MAT182, or MAT 187, or one year high school Trigonometry with a grade of C or better, or permission of Department or Division. Course Note: PHY111 is recommended for preprofessional and suggested for certain other majors. Students may receive credit for only one of the following: PHY111 or PHY111AA. [SQ] SUN# PHY1111

PHY112 - General Physics II

LEC 4 Credits 3 Periods  
LAB 0 Credit 3 Periods

Includes electricity, electromagnetism, and modern physics. Prerequisites: PHY105 or PHY111. [SQ] SUN# PHY1112

PHY121 - University Physics I: Mechanics

LEC 4 Credits 3 Periods  
LAB 0 Credit 3 Periods

Kinematics, Newton's laws, work, energy, momentum, conservation laws, dynamics of particles, solids, fluids, mechanical waves, and sound. Prerequisites: MAT220, or MAT221, or permission of Department or Division. One year of High School physics or PHY111 and PHY112 suggested but not required. [SQ]

PHY131 - University Physics II: Electricity and Magnetism

LEC 4 Credits 3 Periods  
LAB 0 Credit 3 Periods

Electric charge and current, electric and magnetic fields in vacuum and in materials, and induction. AC circuits, displacement current, and electromagnetic waves. Prerequisites: MAT230, or MAT231, or permission of Department or Division, and PHY121. Co requisites: MAT241 or permission of Department or Division. [SQ] SUN# PHY1131

### Political Science (POS)

POS110 - American National Government

LEC 3 Credits 3 Periods

Study of the historical backgrounds, governing principles, and institutions, of the national government of the United States. Prerequisites: None. (POS110 meets U.S. Constitution Requirements for Teacher Certification.) [SB] SUN#POS1110

POS220 - U.S. and Arizona Constitution

LEC 3 Credits 3 Periods

Examination of the United States Constitution and the constitution and government of the State of Arizona. Prerequisites: None. (POS220 meets U.S. Constitution Requirements for Teacher Certification.)

POS221 - Arizona Constitution

LEC 1 Credit 1 Period

Examination of the Constitution of the State of Arizona. Equivalent to the second part of POS220. May not enroll in POS220 and POS221 concurrently. Prerequisites: None. (POS221 meets U.S. Constitution Requirements for Teacher Certification.)

POS222 - U.S. Constitution

LEC 2 Credits 2 Periods

Examination of the United States Constitution. Equivalent to the first part of POS220. May not enroll in POS220 and POS222 concurrently. Prerequisites: None. (POS222 meets U.S. Constitution Requirements for Teacher Certification.)

POS223 - Civil Rights

LEC 2 Credits 3 Periods

The historic background and current status of major civil rights issues in the United States. Prerequisites: None. [C, SB]

### Psychology (PSY)

PSY101 - Introduction to Psychology

LEC 3 Credits 3 Periods

To acquaint the student with basic principles, methods and fields of Psychology such as learning, memory, emotion, perception, physiological, developmental, intelligence, social and abnormal. Prerequisites: None. [SB] SUN# PSY1101

PSY123 - Psychology of Parenting

LEC 3 Credits 3 Periods

The demonstration and application of psychological principles to the development and guidance of children and adolescents. Prerequisites: None.

PSY132 - Psychology and Culture

LEC 3 Credits 3 Periods

Presents current knowledge about human diversity in behavior and culture using examples from a variety of contexts and nations. Highlights topics in cross-cultural psychology, such as intergroup relations, ethnocentrism, gender, personality, emotion, language, communication, work and health. Emphasis on applications of behavioral and cognitive principles to enhance interactions in a multicultural world. Prerequisites: None. [C, G, SB]

PSY156 - Understanding Death and Dying

LEC 3 Credits 3 Periods

Designed to give the student an understanding of the research and theories of death, dying and the bereavement process. Prerequisites: None.

## OFFICIAL COURSE DESCRIPTIONS

### PSY215 - Introduction to Sport Psychology

LEC 3 Credits 3 Periods

Application of the physiological, behavioral, social, cognitive, and humanistic perspectives in psychology to sport. Includes topics such as optimal performance, correlation, motivation, co-action effect, self-actualization, psycho-behavioral techniques, self-efficacy, and the general health benefits of sport participation. Prerequisites: PSY101 with a grade of "C" or better or permission of instructor. [SB]

### PSY218 - Health Psychology

LEC 3 Credits 3 Periods

Behavioral and mental foundations of health, wellness, illness, and disease, and psychological dimensions of medical intervention. Prerequisites: PSY101 with a grade of "C" or better, or permission of instructor. [SB]

### PSY225 - Psychology of Religion

LEC 3 Credits 3 Periods

Provides an introduction to the history, varieties and theories of the psychology of religion from an empirical, research-based perspective. Specific areas of study include the role of gender, age, socioeconomic status, and personality on religious experience, the effects of religion and prayer on mental and physical health, the development of religious thought and behavior over the lifespan, and the social psychology of new religious movements. In addition, the role of cultural differences on religious attitudes both within the USA and around the world is also addressed. Prerequisites: PSY101 or Permission of Instructor. [G, SB]

### PSY230 - Introduction to Statistics

LEC 3 Credits 3 Periods

An introduction to basic concepts in descriptive and inferential statistics, with emphasis upon application to psychology. Consideration given to the methods of data collection, sampling techniques, graphing of data, and the statistical evaluation of data collected through experimentation. Required of psychology majors. Prerequisites: PSY101 with a grade of "C" or better and MAT092 or equivalent, or permission of instructor. [CS]

### PSY235 - Psychology of Gender

LEC 3 Credits 3 Periods

To assess historical and psychological perspectives on women and men and to evaluate contemporary viewpoints regarding the psychology of women and men. Prerequisites: PSY101 with a grade of C or better or permission of Instructor. [SB, C]

### PSY240 - Developmental Psychology

LEC 3 Credits 3 Periods

Human development from conception through adulthood. Includes: physical, cognitive, emotional and social capacities that develop at various ages. Recommended for students majoring in nursing, education, pre-med, and psychology. Prerequisites: PSY 101 with a grade of "C" or better or permission of the instructor. [SB]

### PSY250 - Social Psychology

LEC 3 Credits 3 Periods

The scientific study of how people's thoughts, feelings, and behaviors are influenced by other people and situations. Includes how we think about ourselves and others, persuasion and influence, sexual and romantic attraction, friendship and helping others, aggression and prejudice. Prerequisites: PSY101 with a grade of "C" or better or permission of the instructor. [SB]

### PSY258 - Domestic Problems and Crisis

LEC 3 Credits 3 Periods

Acquaints personnel in Law Enforcement and related fields with techniques and agencies of domestic intervention. Considers such topics as family fights, child abuse, suicide, death, drug abuse and runaways. Prerequisites: PSY101 with a grade of "C" or better or permission of instructor. [SB]

### PSY266 - Abnormal Psychology

LEC 3 Credits 3 Periods

Distinguishes between normal behavior and psychological disorders. Subjects may include stress disorders, problems with anxiety and depression, unusual and abnormal sexual behavior, schizophrenia and addictive behaviors. Causes and treatments of psychological problems and disorders are discussed. Prerequisites: PSY101 with a grade of "C" or better, or permission of instructor. [SB]

### PSY277 - Psychology of Human Sexuality

LEC 3 Credits 3 Periods

Survey of psychological aspects of human sexual behavior. Emphasis placed on the integration of the cognitive, emotional, and behavioral factors in sexual functioning. Prerequisites: PSY101 with a grade of "C" or better, or permission of instructor. Student must be 18 years or older. [SB]

### PSY290AB - Research Methods

LEC 4 Credits 3 Periods

LAB 0 Credits 3 Periods  
Planning, execution, analysis, and written reporting of psychological research using American Psychological Association guidelines (APA). Surveys the literature, procedures, and instruments in representative areas of psychological research. Prerequisites: ENG101, ENG107. Prerequisites or Corequisites: PSY230 with a grade of "C" or better, or permission of Instructor. [L, SG]

### PSY298AC - Special Projects

LAB 3 Credits 3 Periods

Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: Permission of Program Director or instructor.

## OFFICIAL COURSE DESCRIPTIONS

### Reading (RDG)

#### RDG008 - Phonics

LEC 3 Credits 3 Periods

Designed for students who are learning English as a second language. Includes the study of the speech sounds used in English as represented by the written symbols of the alphabet; recognition of spelling patterns and resulting pronunciation; and diacritical markings. Prerequisites: Reading placement score (CELSA) or permission of instructor.

#### RDG010 - Reading English as a Second Language I

LEC 3 Credits 3 Periods

Designed for students who are learning English as a second language. Provides students with skills needed to become proficient readers in English. Teaches sound symbol relationships of the English alphabet. Expands essential vocabulary for daily communication both in isolation and context. Includes development of reading comprehension skills. Prerequisites: Appropriate ESL placement test score.

#### RDG013 - Spelling Development for ESL Speakers (Non-native Speakers)

LEC 3 Credits 3 Periods

Study of basic English spelling principles with emphasis on common spelling errors due to mispronunciation. Examination of homonyms, homophones, homographs, and contractions. Creating personalized mnemonic techniques to spell problem words. Prerequisites: RDG001 with grade of "C" or better, or permission of instructor.

#### RDG020 - Reading English as a Second Language II

LEC 3 Credits 3 Periods

Designed for students who are learning English as a second language. Includes continued development of vocabulary and reading comprehension skills. Prerequisites: Appropriate ESL placement test score or grade of "C" or better in RDG010 or permission of instructor.

#### RDG030 - Reading English as a Second Language III

LEC 3 Credits 3 Periods

Designed for students who are learning English as a second language. Includes instruction for more advanced vocabulary and reading comprehension skills. Prerequisites: Appropriate ESL placement test score or grade of "C" or better in RDG020 or permission of instructor.

#### RDG031 - Advanced Vocabulary for ESL Speakers (Non-native Speakers)

LEC 3 Credits 3 Periods

Designed to expand and improve reading vocabulary skills. Emphasis on understanding advanced vocabulary in both context and isolation through practice and review. Vocabulary building strategies which will aid in on-going study of words. Emphasis on both learning and using more advanced vocabulary effectively. Prerequisites: RDG020 with grade of C or better, or permission of instructor.

Course Note: Recommended for reading students at ESL Levels III and IV.

#### RDG040 - Reading English as a Second Language IV

LEC 3 Credits 3 Periods

Developed for students of English as a second language. Includes development of advanced vocabulary, comprehension skills, and culture awareness. Prerequisites: Appropriate ESL placement test score or grade of "C" or better in RDG030 or permission of instructor.

#### RDG071 - Basic Reading

LEC 3 Credits 3 Periods

Provide opportunities for practice and application of basic reading skills. Includes phonic analysis, word recognition, structural analysis, use of context clues, and use of dictionary, reinforced through practical application. Development of vocabulary required for success in content area courses. Emphasis on literal comprehension and development of inferential interpretation. Prerequisites: Appropriate reading placement test score, or grade of "C" or better in RDG040. Course Note: Recommended for all students with limited reading experiences.

#### RDG081 - Reading Improvement

LEC 3 Credits 3 Periods

Designed to improve basic reading skills. Includes word recognition, interdisciplinary vocabulary development, recognizing patterns of organization, interpreting inference. Reviews interpreting graphic materials. Emphasis on identifying main ideas and related details. Prerequisites: Appropriate reading placement test score, or grade of "C" or better in RDG071.

#### RDG085 - Adult Reading Skills for the Workplace

LEC 1 Credit 1 Period

Small cooperative group settings used to discuss readings to enhance comprehension, oral communication, and problem solving skills. Emphasis on reading and thinking skills as applied to overall job performance. Using context clues, constructing graphs, following written directions, using diagrams and flow charts, locating main ideas, recognizing cause and effect, and identifying logical order in written text. Prerequisites: Appropriate score on placement test.

#### RDG086 - Problem Solving and Reading in the Workplace

LEC 1 Credit 1 Period

Small cooperative group setting used to discuss readings to enhance comprehension, oral communication, and problem solving skills. Emphasis on evaluative reading and thinking skills as applied to overall job performance. Previewing; determining main points and purpose of general and work-related materials; interpreting charts and graphs. Prerequisites: Appropriate score on placement test or RDG085.

#### RDG091 - College Preparatory Reading

LEC 3 Credits 3 Periods

Designed to improve basic reading and study skills, vocabulary and comprehension skills. Recommended to all students whose placement test scores indicate a need for reading instruction. Prerequisites: Appropriate reading placement test score, or grade of "C" or better in RDG081.

## OFFICIAL COURSE DESCRIPTIONS

### Real Estate Principles (REA)

REA201 - Real Estate Principles I and II  
LEC 6 Credits 6 Periods

Comprehensive survey of real estate principles to include careers in real estate, nature and description of real estate, rights and interests in land, forms of real property ownership, forms of business organization, methods of title transfer, title search and insurance, contract law, real estate sales contracts, mortgage and notes payable, deeds of trust, lending practices, loans and consumer rights, sources of financing real estate loans, types of financing instruments, real property taxes and assessments, title closing, escrow and settlement procedures, property management and real estate leases, real estate appraisal, state licensing laws and professional affiliations, real estate brokerage, real estate agency, fair housing and equal credit laws, types of residential real estate, real property insurance, land use control, economics of real estate, and investment considerations. Prerequisites: None. Course Note: This course is intended to satisfy the state of Arizona's requirement for 90 hours of prelicensure education. Students must attend all scheduled class meetings to meet the State's attendance requirement.

REA290AH - Real Estate Seminar: Contract Writing  
LEC 0.50 Credits 0.50 Periods

Contract writing skills, techniques, and requirements. Writing of basic real estate contracts, including purchase offers, counter offers, sales listing agreements, and riders. Prerequisites: None.

### Religious Studies (REL)

REL203 - American Indian Religions  
LEC 3 Credits 3 Periods

Tribal traditions of the peoples native to North America, and pan-Indian religions in the twentieth century. Prerequisites: ENG101 or ENG107 or equivalent. Cross References: AIS213 [C, HU, L]

REL213 - Introduction to the Qur'an  
LEC 3 Credits 3 Periods

Historical context, development, canonization, historical transmission, translation and Interpretation of the Qur'an. Prerequisites: None.

REL243 - World Religions  
LEC 3 Credits 3 Periods

The development of various religions from the prehistoric to modern times. Political, economic, social and geographic relationships among world religions. Consideration of both Eastern and Western religions. Prerequisites: None. [G, HU]

REL291 - Religion and Sexuality  
LEC 3 Credits 3 Periods

Exploration of the perspectives of various religious traditions on human sexuality. Includes consideration of all aspects of sexual practice as well as its incorporation into religious discourse and practice and its impact on social norms and structures. Prerequisites: Student must be 18 years or older.

### Respiratory Care (RES)

RES109 - CPR for Health Care Provider  
LEC 0.50 Credit 0.50 Period

Current American Heart Association standards for one and two rescuer cardiopulmonary resuscitation (CPR) and obstructed airway procedures on the adult, infant, and pediatric victim. Use of automatic, external defibrillation and resuscitation equipment.

Prerequisites: None.

RES109AE - Heartsaver CPR for Adult, Child and Infant  
LEC 0.50 Credit 0.50 Period

Designed for the lay rescuer. Injury. Chain of survival, adult CPR, pediatric CPR, infant CPR, and relief of foreign body obstruction in adults, infants and children. Course Note: Successful completion of the REC109AE course content meets requirements for an American Heart Association (AHA) Heartsaver CPR Adult/Child card.

### Small Business Management (SBS)

SBS200 - Small Business Operations  
LEC 2 Credits 2 Periods

In-depth analysis of and individual plan development for the "day-to-day" problems encountered in the operation of a small business. Includes the development of an individual business operations plan including finance, purchasing, production scheduling, maintenance, shipping/receiving, personnel management and insurance/risk management requirements. Investigation of daily problems related to inventory control and business expansion. Prerequisites: None.

SBS202 - Small Business Bookkeeping and Tax Preparation  
LEC 1 Credit 1 Period

Introduces accounting and record-keeping with emphasis on practical use of financial data for the successful management of a small business. Develops an understanding of the accounting cycle and preparation of financial statements. Includes section on tax consequences and preparation for small business owners. Designed for the non-financially oriented owner/manager of a small business. Prerequisites: None.

SBS203 - Financing and Cash Management For a Small Business  
LEC 1 Credit 1 Period

Planning for and meeting the financial needs of the small business including cash flow planning, identification of financial needs and sources, equity and debt financing, and preparation of loan packages. Participants complete a financial plan for their individual company, with emphasis on cost controls, sales revenue projection, expense allocation, and inventory cost control. Day-to-day operational budgeting also included. Prerequisites: None.

## OFFICIAL COURSE DESCRIPTIONS

SBS204 - Small Business Marketing and Advertising  
LEC 2 Credits 2 Periods  
Introduction to marketing and advertising strategies and methods including business image, target market analysis, and customer buying behavior profile. Analysis and selection of advertising/business promotion methods and timing. Methods of deciding product and market segment focus included. Design of an individual marketing and advertising/promotion plan. Prerequisites: None.

SBS210 - Tax Planning and Preparation  
LEC 1 Credit 1 Period  
Explores the areas of tax planning and preparation essential to small business operation. Includes tax requirements and forms, special tax topics affecting business decisions, tax planning techniques, and common tax problems for the small business. Prerequisites: None.

SBS211 - Small Business Computer Applications  
LEC 1 Credit 1 Period  
Hands-on opportunity for the small business owner to test several current computer application programs. Emphasizes practical applications, hardware and software purchasing decision criteria, and technological developments. Prerequisites: None.

SBS213 - Hiring and Managing Employees (CCL 5706)  
LEC 1 Credit 1 Period  
Methods and techniques for managing employees in a small business. Includes supervisor's role, leadership styles, interpersonal communications, staff planning, employee work styles, techniques for handling problem employees, and employee motivation. Focuses on real life situations to enable the business owner to gain high performance from their employee team. Includes segment on hiring, new employee orientation, training, benefits, and developing future staffing needs assessment. Prerequisites: None.

SBS214 - Small Business Customer Relations (CCL 5706)  
LEC 1 Credit 1 Period  
Developing and improving customer relations for the small business. Planning and delivering quality customer service. Includes topics on attitude of employees, customer perceptions and motivations, handling customer dissatisfaction, and developing customer, supplier, vendor, and distributor loyalty. Prerequisites: None.

SBS215 - Managing Stress in Small Business  
LEC 1 Credit 1 Period  
Explores the common causes of stress related to the operation of a small business. Includes discussion of the physiological and psychological effects of stress, and specific methods for dealing with the small business owner or manager stresses in business and personal life. Prerequisites: None.

SBS216 - Planning for a Small Business  
LEC 2 Credit 2 Period  
Relates business management issues to a specific small business through development of an individual study plan. Provides on-site review of business operation by trained instructor. Prerequisites: SBS200 and SBS204 or permission of instructor.

SBS217 - Starting/Managing a Home Business  
LEC 1 Credit 1 Period  
Analysis of the successful operation of a home-based business. Includes study of economic feasibility, practicality, and adjustments for the family. Analysis of the advantages/disadvantages of operating a home based business, versus a "store-front" business. Review of current trends in home business opportunities and franchises. Descriptions of home businesses that have succeeded in local, national, and international markets. Prerequisites: None.

SBS218 - Establishing an Import/Export Business  
LEC 1 Credit 1 Period  
Basic marketing and management techniques for exporting and importing. Includes researching viability of an import/export business, marketing an export or securing a product for import, and implementing the transaction. Prerequisites: None.

SBS220 - Internet Marketing for Small Business (CCL 5706)  
LEC 2 Credits 2 Periods  
Focuses on "e-Commerce"-doing business on the Internet and planning a website. Topics include: how the Internet can help growth and success of business; examples of successful marketing on the Internet; availability of Internet services; necessary hardware and software for marketing on the Internet; determining products/services appropriate for Internet marketing; budget constraints and on-going operations of the Internet site. Prerequisites: None.

SBS230 - Financial and Tax Management for Small Business (CCL 5706)  
LEC 2 Credits 2 Periods  
An overview of accounting and record-keeping for the successful management of a small business. Develops an understanding of the accounting cycle and preparation of financial statements. Includes section on tax consequences and the choice of legal entity choice based on taxation. Prerequisites: None.

SBS298AA - Special Projects  
LAB 1 Credit 1 Period  
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: Permission of Program Director or instructor.

## OFFICIAL COURSE DESCRIPTIONS

### Sign Language (SLG)

SLG101 - American Sign Language I

LEC 4 Credits 4 Periods

Introduction of principles, methods, and techniques for communicating with deaf people who sign. Development of expressive and receptive sign skills, manual alphabet, numbers, and sign vocabulary. Overview of syntax, grammar, and culture related to American Sign Language (A.S.L.). Prerequisites: None. SLG103 suggested as a co requisite but not required.

SLG102 - American Sign Language II

LEC 4 Credits 4 Periods

Continued development of knowledge and language skills for communicating with deaf people who sign. Includes numbers, finger spelling, and culture. Emphasis on enhancement of receptive sign skills and continued development of expressive sign skills. Application of rudimentary, syntactical, and grammatical structure stressed with continued development of sign vocabulary. Prerequisites: SLG101, with a grade of "C" or better, or permission of department/division.

### Sociology (SOC)

SOC101 - Introduction to Sociology

LEC 3 Credits 3 Periods

Fundamental concepts of social organization, culture, socialization, social institutions and social change. Prerequisites: None. [SB] SUN# SOC1101

SOC140 - Racial & Ethnic Minorities

LEC 3 Credits 3 Periods

Contemporary racial and ethnic intergroup relations emphasizing cultural origins, developments, and problems of minority groups in the United States. Prerequisites: None. [C, SB] SUN# SOC2215

SOC157 - Sociology of Marriage and Family

LEC 3 Credits 3 Periods

The study of courtship, marriage, and family patterns, their historical development, their adaptation to a changing culture, and their impact on individuals. Prerequisites: None. [SB]

SOC251 - Social Problems

LEC 3 Credits 3 Periods

A sociological exploration of selected social problems and inequalities. Analyzes issues in health care, dependencies, crime/violence, inequalities in race/class/gender/region/age, family, education, work, the economy, population migration/immigration, the environment, war and global insecurity. Prerequisites: None. [SB]

### Spanish (SPA)

SPA085AA - Speedy Spanish I

LEC 1 Credit 1 Period

Basic vocabulary and grammar to develop conversational skills in Spanish. Emphasis on speaking skills. Prerequisites: None.

SPA085AB - Speedy Spanish II

LEC 1 Credit 1 Period

Intermediate development of vocabulary and grammar to develop conversational skills in Spanish. Emphasis on speaking skills. Prerequisites: SPA085AA.

SPA085AC - Speedy Spanish III

LEC 1 Credit 1 Period

Advanced development of vocabulary and grammar to develop conversational skills in Spanish. Emphasis on speaking skills. Prerequisites: SPA085AB.

SPA101 - Elementary Spanish I

LEC 4 Credits 4 Periods

Basic grammar, pronunciation and vocabulary of the Spanish language. Includes the study of the Spanish speaking cultures. Practice of listening, speaking, reading, and writing skills. Prerequisites: None. SUN# SPA1101

SPA102 - Elementary Spanish II

LEC 4 Credits 4 Periods

Continued study of grammar and vocabulary of the Spanish language and study of the Spanish-speaking cultures. Emphasis on speaking, reading, and writing skills. Prerequisites: SPA 101 or departmental approval. SUN# SPA1102

SPA115 - Beginning Spanish Conversation I

LEC 3 Credits 3 Periods

Basic pronunciation, vocabulary, sentence structures, and cultural awareness, necessary to develop speaking and listening skills in Spanish. Prerequisites: None.

SPA116 - Beginning Spanish Conversation II

LEC 3 Credits 3 Periods

Continued study of basic pronunciation, vocabulary, sentence structures, and a cultural awareness necessary to develop speaking and listening skills in Spanish. Prerequisites: SPA115 or permission of department or division.

SPA117 - Health Care Spanish I

LEC 3 Credits 3 Periods

Basic conversational Spanish for health care workers or students. Emphasis on basic sentence structure, pronunciation and vocabulary used in health care settings. Prerequisites: None.

SPA117AA - Health Care Spanish I: Introduction

LEC 1 Credit 1 Period

Part one of basic medical terminology in Spanish for health care personnel or students. Emphasis on pronunciation and vocabulary needed in health care setting, including coverage of routine information gathered. Prerequisites: None.

## OFFICIAL COURSE DESCRIPTIONS

### SPA119 - Spanish for Educational Settings I

LEC 3 Credits 3 Periods

Basic conversational Spanish for teachers, counselors, administrators and other school personnel. Emphasis on basic sentence structure, pronunciation and vocabulary used in educational settings. Prerequisites: None.

### SPA120 - Spanish for Educational Settings II

LEC 3 Credits 3 Periods

Basic conversational Spanish for teachers, counselors, administrators and other school personnel. Continuation of SPA119, expanding into secondary and post-secondary educational settings. Emphasis on basic sentence structure, pronunciation and vocabulary. Prerequisites: SPA119 or permission of department.

### SPA201 - Intermediate Spanish I

LEC 4 Credits 4 Periods

Continued study of essential Spanish grammar and Spanish speaking cultures. Continued practice and development of reading, writing, and speaking skills in Spanish. Emphasis on fluency and accuracy in spoken Spanish. Prerequisites: SPA102, or SPA111, or permission of department. [G] SUN# SPA2201

### SPA202 - Intermediate Spanish II

LEC 4 Credits 4 Periods

Review of grammar, continued development of Spanish language skills with continued study of the Spanish speaking cultures. Prerequisites: SPA 201 or departmental approval. [G] SUN# SPA2202

### SPA296WA - Cooperative Education

LAB 1 Credit 5 Periods

Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome related to the career objectives of the students. Prerequisites: Completion of at least twelve (12) college credits, minimum 2.6 grade point average, and be able to obtain a position related to student's academic or career goals (student's present job may qualify); or permission of instructor. Co requisites: Must be concurrently enrolled in at least one class which is related to student's major or career interest or with permission of the instructor.

### Special Projects

#### 298AA-AC - Special Projects

LAB 1-3 Credits 1-3 Periods/arranged

Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: None. Note: Special Projects may be used under most disciplines. However, the student must communicate with the instructor of his/her class for assistance in having a special project section initiated.

### Storytelling (STO)

#### STO100 - Introduction to Storytelling

LEC 3 Credits 3 Periods

Introduction to the art of storytelling. Finding, crafting and telling traditional, fact based, and personal stories in and out of class. Prerequisites: None.

#### STO100AA - How to Tell Traditional Stories

LEC 1 Credit 1 Period

Introduction to the art of storytelling. Finding, crafting and telling a traditional story in and out of class. Prerequisites: None

#### STO100AB - How to Tell Fact Based Stories

LEC 1 Credit 1 Period

Introduction to the art of storytelling. Finding, crafting and telling fact-based stories in and out of class. Prerequisites: None

#### STO100AC - How to Tell Personal Stories

LEC 1 Credit 1 Period

Introduction to the art of storytelling. Finding, crafting and telling personal stories in and out of class. Prerequisites: None

#### STO101 - Storytelling for Literacy

LEC 1 Credit 1 Period

Introduction to the natural process from oral to written language and the role of storytelling in both. Focus will be on the development and sharing of oral and written stories. Prerequisites: None.

#### STO200AA - Biographical Storytelling

LEC 1 Credit 1 Period

Exploration of the art and craft of finding, developing and telling biographical stories. Prerequisite: None.

#### STO202 - Bilingual Storytelling

LEC 3 Credits 3 Periods

Introduction to bilingual storytelling as a genre. Research, develop, and craft bilingual stories. Find appropriate contexts and venues for telling. Assist in the integration and application of bilingual storytelling to the learning environment in the classroom. Prerequisites: None. Cross-reference: EDU202

#### STO250AA - Benefiting from the Storytelling Festival Experience

LEC 1 Credits 1 Period

Observation of master storytellers in performance. Structured observation, inquiry, and reflection in the context of a major national storytelling festival. Prerequisites: None Course Note: STO250AA may be taken up to 3 times for different festival experiences.

#### STO282AA-AC - Volunteerism for Education: A Service Learning Experience

LAB 1-3 Credits 1-3 Periods

Service-learning field experience within educational systems, citizen advocacy groups, and human service organizations / agency. May be repeated for a total of six (6) STO282 Credit

## OFFICIAL COURSE DESCRIPTIONS

hours; may not repeat specific agency assignment for more than three (3) Credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: Permission of instructor.

### STO283 - The African Storytelling Tradition

LEC 3 Credits 3 Periods  
Introduction to the history and practice of storytelling in Africa. Overview of African myths, legends, folktales, parables, and fables. Great story tellers and story collectors of the past and present. Researching, developing, and crafting African stories for telling. Prerequisites: None.

### STO286 - Using Storytelling in a Variety of Settings

LEC 3 Credits 3 Periods  
The application of storytelling and storytelling activities in the world of health care, business, parks, museums, hospitals, and education. Prerequisites: None.

### STO288 - Telling Sacred Stories from Around the World

LEC 3 Credits 3 Periods  
Introduction to sacred stories as a genre. Researching, developing, and crafting traditional and personal sacred stories. Finding appropriate applications and venues for telling. Prerequisites: None

### STO289AA - Using Storytelling in Educational Settings (CCL 5376, AAS 3361)

LEC 1 Credit 1 Period  
The application of storytelling and storytelling activities in educational settings. Prerequisites: None Cross-Reference: EDU283AA

### STO289AB - Using Storytelling in Business Settings

LEC 1 Credit 1 Period  
The application of storytelling and storytelling activities in business settings. Prerequisites: None.

### STO289AC - Using Storytelling in Healing Settings

LEC 1 Credit 1 Period  
The application of storytelling and storytelling activities in healing settings. Prerequisites: None

### STO289AD - Using Storytelling in Interpretive Settings

LEC 1 Credit 1 Period  
The application of storytelling and storytelling activities in interpretive settings including museums, gardens, parks, and zoos. Prerequisites: None.

### STO290 - The Irish Storytelling Tradition

LEC 3 Credits 3 Periods  
Introduction to the history and practice of storytelling in Ireland. Overview of Irish myths, legends, folktales and humorous tales. Great story tellers and story collectors of the past and present. Researching, developing and crafting Irish stories for telling. Prerequisites: None

### STO291AA - Storytelling Circle

LEC + LAB 1 Credit 1.5 Periods  
Designed to provide opportunities for students to practice

and develop critical listening and storytelling skills. Prerequisites: EDU292, or HUM292, or STO292, or permission of instructor.

### STO292 - The Art of Storytelling

LEC 3 Credits 3 Periods  
Explore the art and origin of storytelling. Provide a variety of storytelling techniques, styles and exercises to enhance the delivery of telling stories. Assist in the integration and application of storytelling to the learning environment in the classroom. Prerequisites: None. Cross-References: EDU292, HUM292 [C, HU]

### STO293 - The Art of Storytelling II

LEC 3 Credits 3 Periods  
Further exploration of the art of storytelling. Provide opportunities for the expansion of storytelling skills and a deeper appreciation of storytelling and its applications. Prerequisites: EDU292 or HUM292 or STO292

### STO294 - Multicultural Folktales

LEC 3 Credits 3 Periods  
Study of multicultural folktales, exploring the impact of the oral tradition in American society and showing classroom applications. Prerequisites: None. Cross-References: EDU294, ENH294 [C, HU]

### STO295 - Multicultural Folktales II

LEC 3 Credits 3 Periods  
Study of storytelling focusing on the cultural context in which stories are told, their meaning in those contexts, and ways of telling those stories that honor their original contexts and tellers. Prerequisites: EDU294 or ENH294 or STO294.

### STO297 - Creating and Telling Personal Stories

LEC 3 Credits 3 Periods  
Exploration of the art and craft of finding, developing and telling personal stories. Prerequisites: EDU292 or HUM292 or STO292.

### STO298AA - AC - Special Projects

LAB 2 Credits 3 Periods  
Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use. Allows the best aspects of independent study and individualized learning to be combined to m Prerequisites: Permission of Program Director or instructor.

## Social Work (SWU)

### SWU101AA - Self-Awareness for Paraprofessional Helpers (CCL 5701)

LEC 1 Credits 1 Periods  
Explores the paraprofessional helper's feelings and values, and encourages examination of one's own strengths, weaknesses and coping skills within the context of the helping relationship Prerequisites: None

## OFFICIAL COURSE DESCRIPTIONS

SWU101AB - Awareness of Others for Paraprofessional Helpers (CCL 5701)  
LEC 1 Credits 1 Periods  
Applies the paraprofessional helper's insights about themselves within the context of knowledge about client populations, diversity, ethics, and beginning stages of assessment. Prerequisites: SWU101AA.

SWU101AC - Intervention Assessment for Paraprofessional Helpers (CCL 5701)  
LEC 1 Credits 1 Periods  
Introduction for the paraprofessional helper to intervention techniques, beginning communication skills, community resources, and development of action plans. Prerequisites: SWU101AB.

SWU102 - Introduction to Social Work  
LEC 3 Credits 3 Periods  
An introduction to the fields within the area of social work through a study of the disciplines of social case work, social group work, and community organization. Opportunities to experience the various techniques of practice within each discipline. Required for students enrolled in the associate degree program of the social work curriculum. Prerequisites: Eligibility for ENG101 and CRE101. [H, SB]

SWU171 - Introduction to Social Welfare  
LEC 3 Credits 3 Periods  
Analysis of contemporary social welfare services and professional social work. Prerequisites: None. [H, SB]

SWU282AA - Volunteerism for Social Work: A Service Learning Experience  
LAB 1 Credits 1 Periods  
Service-learning field experience within private/public agencies, and citizen volunteer groups. Prerequisites: Permission of Instructor. Course Notes: SWU282AA may be repeated for a total of six (6) SWU282 credit hours; may not repeat specific assignment for more than three (3) credit hours.

SWU282AB - Volunteerism for Social Work: A Service Learning Experience  
LAB 2 Credits 2 Periods  
Service-learning field experience within private/public agencies, and citizen volunteer groups. Prerequisites: Permission of Instructor. Course Notes: SWU282AB may be repeated for a total of six (6) SWU282 credit hours; may not repeat specific assignment for more than three (3) credit hours.

SWU282AC - Volunteerism for Social Work: A Service Learning Experience  
LAB 3 Credits 3 Periods  
Service-learning field experience within private/public agencies, and citizen volunteer groups. Prerequisites: Permission of Instructor. Course Notes: SWU282AC may be repeated for a total of six (6) SWU282 credit hours; may not repeat specific assignment for more than three (3) credit hours.

SWU291 - Social Services Delivery Systems  
LAB 3 Credits 3 Periods  
Purposes, structures, and delivery systems of human service agencies. Includes 40 hours of volunteer experience in local human service agencies. Prerequisites or Corequisites: SWU102, or SWU171, or permission of the department

SWU292 - Effective Helping in a Diverse World  
LAB 3 Credits 3 Periods  
Introduction to professional helper communication skills with respect to cross-cultural practice and diversity issues, in a social work setting. Prerequisites: None. (SOC101 and SWU102) or SWU171 suggested but not required.

### Theater (THE)

THE111 - Introduction to Theatre  
LEC 3 Credits 3 Periods  
A survey of theatre, including basic elements and principles of production, styles, and/or historical perspectives of theatre, dramatic literature, and criticism. Prerequisites: None. [HU]

THE118 - Playwriting  
LEC + LAB 3 Credits 3 Periods  
Practice and study of theories and techniques of writing for the stage; creating characters, dialogue, and plot for monodramas, scenes, and plays. Prerequisites: None.

THE205 - Introduction to Cinema  
LEC 3 Credits 3 Periods  
Survey of the history and development of the art of motion pictures, including criticism of aesthetic and technical elements. Prerequisites: None. [HU]

THE210 - Contemporary Cinema  
LEC 3 Credits 3 Periods  
A study of contemporary films, directors, and critics with emphasis on evaluating film as an art form. Prerequisites: None. Cross-References: HUM210, [HU]

THE220 - Modern Drama  
LEC 3 Credits 3 Periods  
Analysis of dramatic literature studied within political, historical, and cultural contexts and examined from the perspective of the playwright's structure and style. Prerequisites: ENG101 or ENG107 or equivalent. [HU, L]  
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THE260 - Film Analysis  
LEC 3 Credits 3 Periods  
Understanding and enjoyment of film and its correlation to literature, art, music, and other disciplines. Prerequisites: None.

### Theater Performance/Production (THP)

THP112 - Acting I  
LEC + LAB 3 Credits 4 Periods  
Fundamental techniques and terminology of acting through

## OFFICIAL COURSE DESCRIPTIONS

physical and vocal expression, improvisation, and monologue and scene work. Emphasis on characterization. Prerequisites: None.

### THP115 - Theatre Makeup

LEC + LAB           3 Credits                   4 Periods  
Purposes, materials, and techniques of theatrical makeup. Prerequisites: None.

### THP120AA - Audition Techniques: Prepared Monologue

LEC + LAB           1 Credit                   2 Periods  
Practice in the techniques of auditioning for the stage. Identifies and illustrates techniques of the prepared monologue audition. Prerequisites: None.

### THP120AB - Audition Techniques: Cold Readings

LEC + LAB           1 Credit                   2 Periods  
Practice in the techniques of auditioning for the stage. Identifies and illustrates techniques of the cold reading audition. Prerequisites: None.

### THP201AA - Theatre Production I

LAB                   1 Credits                   2 Periods  
Designed to give college Credit to the cast and technical production crews of college theatre productions. May be repeated for up to a maximum of four (4) Credits. Prerequisites: None.

### THP201AB - Theatre Production II

LAB                   2 Credits                   4 Periods  
Designed to give college Credit to the cast and technical production crews of college theatre productions. May be repeated for up to a maximum of four (4) Credits. Prerequisites: None.

### THP210 - Acting: TV/Film

LEC + LAB           3 Credits                   4 Periods  
Special technical aspects of acting before a camera. Prerequisites: THP112 or permission of instructor.

### THP211 - Creative Drama

LEC                   3 Credits                   3 Periods  
Theory and practice of creative drama, including improvisation, storytelling, puppetry, and script and program development in drama, and their application to elementary and secondary school levels. Prerequisites: None.

### THP211AB - Creative Drama: Storytelling/ Puppets

LEC                   1 Credit                   1 Period  
Theory and practice of creative drama in storytelling and puppetry. Covers use of puppets to enhance storytelling skills. Emphasis on application in elementary and secondary school levels. Prerequisites: None.

### THP212 - Acting II

LEC + LAB           3 Credits                   4 Periods  
Fundamental techniques of acting through script analysis, rehearsal, and performance. Prerequisites: THP112 or departmental approval.

### THP213 - Introduction to Technical Theatre

LEC + LAB           3 Credits                   5 Periods  
Procedures of technical theatre production and demonstration. Topics include design and construction of scenery; lighting and properties. Prerequisites: None.

### THP214 - Directing Techniques

LEC                   3 Credits                   3 Periods  
Contemporary theory and practice in directing, the evolution of present-day directing procedures, and a sampling of scripts for directing practice. Principles of script analysis, blocking, casting, rehearsing, and performing. Prerequisites: THP112 and THE220, or permission of instructor.

### THP241 - Oral Interpretation of Literature

LEC                   3 Credits                   3 Periods  
The study, analysis, and preparation for performance of prose, poetry, and dramatic literature. Preparation of material for public audiences. Prerequisites: ENG101 or ENG107. [L, HU]

### THP271 - Voice and Diction

LEC                   3 Credits                   3 Periods  
Exercises and techniques to free the voice and improve projection, resonance, and articulation. Covers international phonetic alphabet and standard stage speech. Prerequisites: None. Cross-Reference: COM271

### THP281 - Production and Acting I

LEC + LAB           3 Credits                   4 Periods  
Provides the continuing acting student with opportunities to expand the versatility of characterization skills. Emphasis on relating the actor's work to the total production process. Performance of monologues, scenes, and one-act plays. Prerequisites: Departmental approval. Telecommunications Technology(TLT)

## Translation and Interpretation (TRS)

### TRS100 - Survey of Translation and Interpretation

LEC                   4 Credits                   4 Periods  
Professional, sociolinguistic, and cognitive aspects of translation and interpretation. Includes social justice goals and language policy for interpretation and translation, role of translators and interpreters, consecutive interpretation, role of norms in legal translation, conservation of meaning, register, and style, meaning of translation, health care interpretation and translation, business and technical translation. Prerequisites: None.

### TRS102 - Translation of English to Spanish

LEC                   3 Credits                   3 Periods  
Analysis of the Spanish language with an emphasis on cross-language similarities and differences. Includes the structure of Spanish, cultural and stylistic components, semantics, dialectal differences and lexical obstacles. Widening of lexicon across specific lexical fields and wider shared underpinnings of Greco-Latin etymologies. Brief introduction to historical development of the Spanish language with

**OFFICIAL COURSE DESCRIPTIONS**

specific focus on cognates and false cognates.  
Prerequisites: (SPA202 or SPA204) and permission of Department or Division.

**Women's Education (WED)**

WED110 - Principles of Physical Fitness and Wellness  
LEC 3 Credits 3 Periods  
Stress basic, lifetime health and skill-related components of fitness to achieve total wellness. Topics include nutrition, weight control, exercise and aging, cardiovascular and cancer risk reduction, stress management, prevention of sexually transmitted diseases, substance abuse control, and overall management of personal health and lifestyle habits to achieve the highest potential for well-being. Prerequisites: None. [SB]

**Women's Studies (WST)**

WST209 - Women in Films  
LEC 3 Credits 3 Periods  
Analysis of images of women in films from both historical and contemporary perspectives. Prerequisites: None. Cross-References: HUM209

**Yaqui Indian History and Culture (YAQ)**

YAQ100 - Yaqui Indian History and Culture  
LEC 3 Credits 3 Periods  
Surveys Yaqui Indian history and culture from pre-contact to the present. Explores themes of resistance, dispersion, survival, tradition, family, community, belief systems, and identity. Places Yaqui history within the context of Arizona, American Indian, Mexican, and Mexican-American History. Examines historical writing and analysis, life histories, poetry, language, and emphasis on Yaqui experiences in 20th century Arizona. Prerequisites: None. [C, SB]

YAQ110 - Yaqui Language & Culture

LEC 3 Credits 3 Periods  
Introduction to the Yaqui language and overview of the traditional culture as a background for language use. Instruction in the grammar and writing system to assist student in speaking, reading, and writing Yaqui. Prerequisites: None.

**NOTES**

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# SOUTH MOUNTAIN COMMUNITY COLLEGE

## PERSONNEL

### GOVERNING BOARD

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District 4 • Years of Service 2009-2014

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District 3 • Years of Service 2008-2014

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Resource Development & Community Relations  
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**Dr. Jan L. Gehler**, President  
Scottsdale Community College

**Dr. Shari Olson**, President  
South Mountain Community College

### FACULTY

**Eufemia Amabisca**, Education/Bilingual  
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**Lillian M. Barker**, English  
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**Jerry Cervantez**, Reading  
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**Lara Collins**, Communication  
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**Matthew Cooper**, Religion/Philosophy  
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M.A., Arizona State University; Ph.D., Arizona State University

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**Yvette Espinosa**, Biology  
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**Peter Facciola**, Communication  
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University of Arizona

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**Douglas Ferguson**, Physical Education  
B.A., Iowa Wesleyan College; M.S., Illinois State  
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**Steve Fountaine**, English as a Second Language (ESL)  
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## SOUTH MOUNTAIN COMMUNITY COLLEGE

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## SOUTH MOUNTAIN COMMUNITY COLLEGE

**JoAnne Scoccia**, Accounting and Business  
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**James Smith**, English  
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**Marilyn Torres**, Storytelling  
M.S., New School for Business Research

**Lupe Villicaña**, Reading  
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Santa Barbara

**Elizabeth Warren**, English and Storytelling  
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**Cordelia (Cori) Washington**, Counseling  
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additional work: Arizona State University

### EMERITUS ADMINISTRATION & FACULTY

**Jose Anthony Bracamonte**, Dean Emeritus  
B.A., University of Arizona; M.S.W., Arizona State University

**Duane Brickner**, Business - Faculty Emeritus  
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Stout; M.Ed., University of Arizona

**Lorraine Calbow**, Counseling- Faculty Emeritus  
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Arizona State University

**John A. Cordova**, President Emeritus  
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### ADMINISTRATIVE PERSONNEL

**Andrea Archer**, Institutional Research Analyst  
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**Donna Barnes**, Web Technician III  
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**Florene Beal**, Supervisor Early Childhood Center  
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**Tim Budworth**, Director, Instructional Tech & Media  
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Technical University

**Landres (Buddy) Cheeks**, Director of Student Life and Leadership  
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**Cheryl Crutcher**, Associate Dean, Extended Campuses  
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**Robert Duggan Jr.**, Coordinator Fine Arts Facility and Instructional  
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**Danelle Dykstra-Wade**, Athletic Trainer  
B.A., Central College

**Craig Emanuel**, Interim Director Public Safety  
B.S., University of Arizona; M.S., University of Phoenix, FBI National  
Academy

**Christopher Erran**, Coordinator, Recruitment Programs  
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## ***SOUTH MOUNTAIN COMMUNITY COLLEGE***

**Angelica Glick**, Administrative Assistant II  
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B.S. Slippery Rock University

**Mike Lewis**, Director Information Technology  
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M.B.A., University of Phoenix

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University

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B.S., M.C., Arizona State University

**David Morris**, Manager College Fiscal Services  
B.S., Arizona State University; A.A. Yavapai Community College

**Ephraim Morris**, Coordinator Science Lab  
B.S., Plattsburgh State College; M.S., University of Nevada Las  
Vegas

**Christine Neill**, Student Services Specialist  
B.A., University of Arizona; M.Ed., Northern Arizona  
University

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