

Catalog



southmountaincc



2013-14

Vol 13, Issue 4



602-243-8000



7050 S. 24th St. PHX, AZ 85042



southmountaincc.edu



MARICOPA
COMMUNITY
COLLEGES



85°
Phoenix, AZ
Sunny

Weather



@smcccougar



learn.maricopa.edu



**SOUTH MOUNTAIN
COMMUNITY COLLEGE**



Welcome to the 2013/2014 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 **2013-2014** South Mountain Community College Catalog includes program requirements for new students enrolling in the **Summer 2013** semester, the **Fall 2013** semester and the **Spring 2014** 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 87 & 156** (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 227**.
- For a listing of all our **certificate** and **degree programs**, turn to **page 33**.
- 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 12, 124 & 139**, and **Financial Information** on **page 16-17 & 143**.

- Finally, we have a section on **Vocabulary and College Survival - Terms You Should Know** on **page 20** and **Succeeding in College** on **page 19**.

Use this catalog to find out about **certificate and degree requirements**. This information is located on **page 88**. **Course numbers and descriptions** on **pages 195 - 208** are necessary to ensure proper course selection to satisfy degree requirements. To map out your educational goal with South Mountain Community College, please contact a **Student Services Specialist** at **602-243-8331** or check out the web site at: 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 12 & 138**, **Counseling** on **page 14**, **How to Register** on **page 12**, **Tuition** on **page 141**, **Bookstore** on **page 14**, and **Tutoring** on **page 18**. Other areas include South Mountain's Community **Library** on **page 18**, **Policy and Procedures** on **page 119**, and **College Success/Study Skills** on **page 19**.

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

TABLE OF CONTENTS

Welcome from the President1
General Information2-5

Student Services and Resources
Academic Calendar 2013 – 201411
Bookstore14
Business Service14
Cashier Office14
Career/Counseling Services14
Disability Resources & Services15
Financial Aid Office16-17, 143
Learning Assistance Center (LAC) / Tutoring18
Library Services18
Registration Information12, 124, 139
Safety19
SMCC Certificates and Degrees33
SMCC Writing Center19
Succeeding in College19
Veterans Services18, 147
Vocabulary for College Survival20
Who to Contact7-8

Campus Programs
Achieving a College Education (ACE)29
Bilingual Nursing Fellowship Program (BNFP)29
Developmental Education29
English as a Second Language (ESL)29
Fitness Center30
High School Dual Enrollment30
Honors Program30
Hoops31
International Education Services30
Phi Theta Kappa31
The Storytelling Institute31
TRIO Programs32

SMCC Certificate and Degree Programs6, 33

Course Descriptions195

Occupational Program Matrix75

Graduation Policies/District Wide Programs85

Policies and Procedures119

Personnel Information269

Index * Maps277

VISIT US ON THE WEB AT: 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, *Vice President*

Administration Services

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

Rey Rivera, *Vice President of Learning*

B.S., The University of Texas at Austin;
M.S., Purdue University;
Ed.D., Arizona State University

Osaro O. Ighodaro, *Vice President, Student Development*

B.S., M.A., Ph.D., Northern Arizona University

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

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

**Cheryl Crutcher, *Associate Dean, Foundation Relations
and Development***

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

**Jeanne (Cindy) Odgers, , *Associate Dean; 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. Doyle W. Burke, *President*

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

Mr. Dana G. Saar, *Secretary*

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

Mr. Ben Miranda, *Member*

District 5 • Years of Service 2012 - 2013, Current Term Expires: December 31, 2016

Mr. Randolph S. Elias Lumm, *Member*

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

Ms. Debra Pearson, *Member*

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

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

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

SMCC CERTIFICATES AND DEGREES

MCCCD Degrees (See page 85)

All MCCCD Degrees for 2013–2014 can be found at the following web link:

www.maricopa.edu/academic/ccta/curric/viewAllDegrees.php

Arizona General Education Curriculum (AGEC) A, B, S	112
Associate in Arts (AA) Degree.....	90
Associate in Science (AS) Degree	109
Associate in Business-General Requirements (ABUS-GR) Degree.....	102
Associate in Business-Special Requirements (ABUS-SR) Degree	105
Associate in Arts Elementary Education (AAEE)	92
Associate in Arts Fine Arts – Art (AAFA)	94
Associate in Arts Fine Arts – Dance (AAFA)	97
Associate in Arts Fine Arts – Theatre (AAFA).....	100
Associate in General Studies (AGS) Degree	107
Associate in Applied Science (AAS)	116
Academic Certificate (AC)	118

SMCC AAS Degrees (See page 33)

Accounting (3149) (Shared)	36
Advanced Behavioral Health Sciences (3067) (Shared)	38
Biomedical Research Technology (3113) (Shared)	40
Business Management (3054)	63
Early Childhood Administration and Management (3109) (Shared)	43
Early Childhood Development (3361)	44
Emergency Management (3018) (Shared)	65
General Business (3148) (Shared)	66
IT: Cisco Networking (3095)	53
IT: Computer and Information Technology (3167)	47
IT: Computer Applications Specialist (3098)	49
IT: Mobile Apps Programming (3139) (Shared) NEW	62
IT: Network Security (3097)	54
IT: Network Server (3096)	54
IT: Programming and Systems Analysis (3099).....	62
IT: Web and Graphic Design (3100) (Shared)	61
IT: Web Applications/Publishing (3141) (Shared) NEW	63
Management (3070) (Shared) NEW	67
Marketing (3094) (Shared) NEW	68
Music Business (3017) (Shared)	71
Recovery Support (3032)	39
Retail Management (3048) (Shared)	69
Strength and Personal Training (3059) (Shared)	73

SMCC Certificates of Completion (See page 33)

Accounting (5665) (Shared)	36
Advanced Behavioral Health Sciences (5521) (Shared)	37
Basic Behavioral Health (5522) (Shared)	37
Community Health Worker (5701)	42
Early Childhood Development (5376)	44

Emergency Management (5304) (Shared)	64
General Business (5683) (Shared)	65
IT: Adobe AIR Development (5811) (Shared) NEW	60
IT: Adobe Creative Suite in Business:	
Master Suite Applications Specialist (5778) (Shared) NEW	56
IT: Adobe Creative Suite in Business:	
Print and Web Applications Specialist (5780) (Shared) NEW	57
IT: Adobe Creative Suite in Business:	
Production Applications Specialist (5782) (Shared) NEW	57
IT: Adobe Fundamentals (5807) (Shared) NEW	56
IT: Cisco Networking (5526)	50
IT: Computer Applications Specialist (5201)	46
IT: Digital Publishing (5812) (Shared) NEW	60
IT: Entrepreneurship (5816) (Shared) NEW	47
IT: Entry-Level Systems Analysis (5815) (Shared) NEW	59
IT: Entry-Level Programming (5813) (Shared) NEW	59
IT: Hardware and Networking Basics (5791) (Shared) NEW	52
IT: Mobile Apps Programming (5793) (Shared) NEW	58
IT: Linux Professional (5204) (Shared) NEW	52
IT: Network Administration: Cisco Network	
Professional (5328) (Shared)	52
IT: Networking Administration: Cisco (5969) (Shared)	51
IT: Network Security (5530)	50
IT: Network Server (5529)	51
IT: Programming (5047) (Shared) NEW	58
IT: Programming and Systems Analysis (5193).....	57
IT: Support (5163)	46
IT: Web Application Development (5810) (Shared) NEW	60
IT: Web & Graphic Design (5168) (Shared)	55
Management (5729) (Shared) NEW	67
Marketing (5094) (Shared) NEW	67
Music Business (5258) (Shared)	71
Personal Training Specialist (5445) (Shared)	72
Real Estate Pre-license (5139) (Shared) NEW	69
Retail Management (5286) (Shared)	69
Small Business Entrepreneurship (5192) (Shared)	41
Small Business Start-Up (5706) (Shared)	41
Supervision & Management I (5721)	70
Supervision & Management II (5722).....	70

Academic Certificates

Creative Writing (6224) (Shared)	41
Storytelling (6200)	74

“Shared” indicates the certificate or degree is a “Shared” program within the MCCCC

SOUTH MOUNTAIN COMMUNITY COLLEGE

WHO TO CONTACT

<u>Concerns</u>	<u>Phone Number</u>
Academic Advisement and Recruitment	602-243-8330
ACE Program	602-243-8276
Academic Appeal (Registration and Records)	602-243-8123
Ahwatukee Foothills Center	602-243-8393
Assessment Services	602-243-8188
Athletics	602-343-8236
Bilingual Nursing (BNFP) Program	602-243-8260
Bookstore	602-243-8159
Business and Information Technology (BIT Division)	602-243-8012
Cafeteria	602-243-8147
Canvas	602-243-8048
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 (Registration and Records)	602-243-8123
Credit by Exam (Registration and Records)	602-243-8123
Counseling Center	602-305-5608
Degree Planning (Student Enrollment Services/Advising)	602-305-5608
Disability Resources and Services	602-243-8027
Dual Enrollment (Vice President, Occ Ed and Workforce Development)	602-243-8029
Financial Aid	602-243-8118
Fitness Center	602-243-8241
Foundation Relations and Development	602-243-8398
GED Testing	602-243-8188
Grade Change (Academic Appeal)	602-243-8123
Graduation (Registration and Records)	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

continued

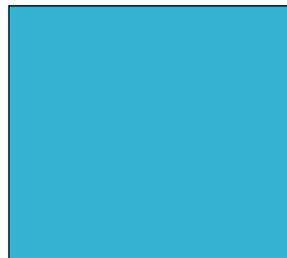
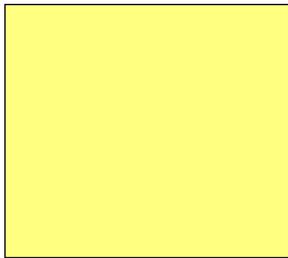
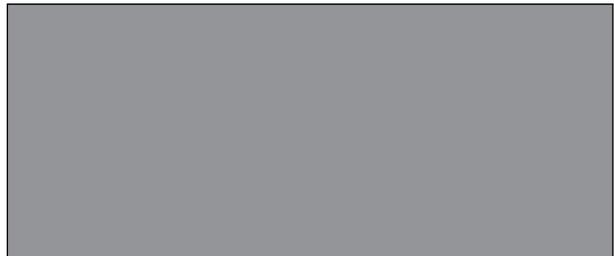
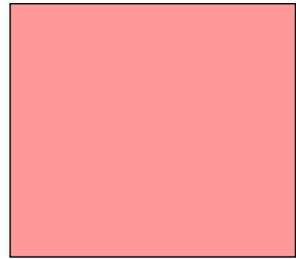
SOUTH MOUNTAIN COMMUNITY COLLEGE

WHO TO CONTACT (cont.)

Concerns	Phone Number
Learning Assistance Center - LAC/Tutoring	602-243-8189
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
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



This page to be blank.

2013-2014 Academic Calendar

Fall Semester – 2013

Registration - Consult the fall Class Schedule or www.southmountaincc.edu for registration and drop/add information.

Saturday Classes Begin	Saturday	August 17
Day/Evening Classes Begin	Monday	August 19
Observance of Labor Day (campus closed)	Monday	September 2
Last Day to File Application for December 2013 Graduation	Friday	October 18
Last Day for Student Withdrawal Without Instructor's Signature.....		+ (see below)
Observance of Veterans' Day (campus closed)	Monday	November 11
Thanksgiving Holiday (campus closed)	Thursday-Sunday	November 28-30
Last Day for Student Withdrawal With Instructor's Signature		++ (see below)
Last Day of Regular Classes	Sunday	December 7
Final Exams*	Monday-Thursday	December 9-12
Mid-Year Recess Begins for Students	Friday	December 13
Fall Semester Ends.....	Friday	December 13
Winter Break (campus closed)		December 25 through January 1

Spring Semester – 2014

Registration - Consult the fall Class Schedule or www.southmountaincc.edu for registration and drop/add information.

Saturday Classes Begin	Saturday	January 11
Day/Evening Classes Begin	Monday	January 13
Observance of M.L. King Birthday (campus closed)	Monday	January 20
Observance of Presidents' Day (campus closed)	Monday	February 17
Last Day to File Application for May 2014 Graduation	Friday	March 3
Last Day for Student Withdrawal Without Instructor's Signature.....		+ (see below)
Spring Break (campus closed)	Monday-Sunday	March 10-16
Last Day Student Initiated Withdrawal		++ (see below)
Last Day of Regular Classes	Sunday	May 4
Final Exams*	Monday-Thursday	May 5-8
Commencement	Friday	May 9
Spring Semester Ends	Friday	May 9
Observance of Memorial Day.....	Monday	May 26

Summer Semester – (Subject to 2014-2015 Catalog)

Registration – Consult www.southmountaincc.edu for registration and drop/add information.

ACE 5-wk Program Begins.....	Tuesday	May 27
First 4-week/8-week Sessions Begin.....	Tuesday	May 27
First 4-week Session Ends.....	Thursday	June 19
ACE Ends	Thursday	June 26
Observance of Independence Day (campus closed)	Wednesday	July 3
8-week Session Ends.....	Thursday	July 17
Second 4-week Session Begins.....	Monday	June 23
Second 4-week Session Ends	Thursday	July 17

* 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 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 AND RESOURCES

Enrollment Services | 602.243.8123

Don't forget...

LEARNING STARTS DAY ONE!

Beginning in Fall 2013, no student may enroll in a class that has already begun.

STEP 1 – COLLEGE ADMISSION

All NEW students to South Mountain Community College must complete a Student Information Form:

- Complete the online Student Information Form at my.maricopa.edu or
- **Download the form**, complete it, and submit in person to the Registration and Records Office at South Mountain Community College.

Note: If you are a former student who has not taken classes for more than a year, you will need to reactivate your student account here before your password can be reset.

STEP 2 – PROP 300 DOCUMENTATION



“Per Arizona State law: PROP 300: The colleges’ efforts to comply with the law mean that students are being asked to provide information about their citizenship or legal status. To qualify for in-state tuition and state financial assistance, students must provide documentation as proof of lawful presence in the United States. Students who successfully complete the federal Free Application for Federal Student Aid (FAFSA) will not need to show additional proof of citizenship.”

STEP 3 – PAY FOR COLLEGE

One Option – Financial Aid

Apply for Financial Aid. Financial assistance is available in the form of grants, scholarships and loans. www.fafsa.ed.gov/

Note: To receive Financial Aid, you will need to complete a FAFSA application every academic year. While waiting for your financial aid, set up a payment plan via <http://students.southmountaincc.edu/StudentDevelopment/CashiersOffice/ECashier.htm> program and your classes will be held. (A \$20 set-up fee is required for the NELNET plan and payments will be deducted from your checking account on a monthly basis.)

Other Options (if you do not wish to use financial aid or if you do not qualify for financial aid):

- Payment Plan
- Cash, check, debit and credit card

STEP 4 – PLACEMENT TEST

The test is a collection of three placement exams designed to identify skill levels in English, reading, and mathematics. The placement tests are required prior to registering for the classes. Scores are used to decide which courses to take. Students placed in the proper level courses have a much better chance of success. **Testing is free.**

NEW TO COLLEGE – STOP AND READ BEFORE MOVING TO NEXT STEP!

Are you new to college, taking 12 credits or more, and seeking an Associate’s degree or plan to transfer to a four-year university? Then your next step is to sign up for an iStartSmart session – this session will cover Steps 5 – 7. Get more information by clicking the link below.



<http://students.southmountaincc.edu/NewStudents/iStartSmart/Default.htm>

iStartSmart – For all new students.

STEP 5 – ACADEMIC ADVISEMENT

Advisors at South Mountain Community College are available on a walk-in basis. It is best to come in well before you plan to enroll. Many classes and programs fill up long before the semester begins and often, there are additional steps that need to be completed after the first meeting with an advisor. The following are several steps a student can take in order to get the most from a meeting with an advisor:

- Have official transcript(s) sent to South Mountain Community College from all colleges and schools previously attended. Some programs also require high school/GED transcripts for admission.
- Obtain or **download** a copy of the current college catalog and read it through. The catalog gives the official information about all of the academic programs, registration policies, and procedures.
- Read the current class schedule. It has all of the important dates, class times, phone numbers, and office hours. Think of questions to ask before your visit.

Work with an Advisor to choose the classes best suited to your educational goals and schedule. An Advisor’s signature is required to enroll in a class with the prefix of ENG, CRE, MAT, or RDG.

Note: Many students start as “undecided.” Your Advisor can help you choose courses that will apply to most degrees and give you an introduction to your areas of interest.

STUDENT SERVICES AND RESOURCES

STEP 6 – REGISTRATION

Register for classes through **Advisement** or **Records and Registration** or online at my.maricopa.edu link below:

www.maricopa.edu/portal/new/student-center/index.php

If you are registering for classes through Registration & Records, you can register **in person** at one of our locations: SMC Main, SMCC Guadalupe Center, SMCC Ahwatukee Foothills Center, or SMCC Laveen Center; or **fax** (by sending your completed registration form to 602.243.8199) or **operator assisted** (by calling 602.243.8123).

STEP 7 – TUITION AND FEE PAYMENT

Pay your fees through one of the following methods: check, cash, debit card, or payment plan.



Once tuition and fees have been paid, please return to the Registration and Records Office to obtain your Student ID card and parking decal at no additional cost for first-time students.

*In order to obtain a Student ID card, students must have a major photo ID (such as a driver's license or MVD photo ID card) and a paid tuition/fees receipt. The first ID is free. ID replacement cost is \$5.00. Students must return to the Registration & Records Office in order to obtain a validation sticker each semester that they are enrolled at SMCC.

STEP 8 – BOOKSTORE

Purchase your books at the South Mountain Community College bookstore or online at eFollett.com. It is advisable to buy only the main textbook per course before classes begin. The instructor may tell you that some materials are optional.

STEP 9 – ORIENTATION – GET TO KNOW THE COLLEGE!

Don't forget to attend our **"Passport to the Mountain"** welcome session held at the beginning of each semester in the Student Union.

STEP 10 – BE SUCCESSFUL!

Remember to log in to My.Maricopa.edu for updated enrollment information.

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

16233 S. 48th Street

Phoenix, AZ 85048

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 119** in the Policies and Procedures section.

STUDENT SERVICES AND RESOURCES

Bookstore

Student Services | 602.243.8159

Your SMCC Bookstore Manager is Mark Sawhill

Email: smountain@bkstr.com

Textbooks and course materials, digital course materials, 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 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.

ONLINE BUYBACK. SELL YOUR TEXTBOOKS ONLINE - ALL DAY, EVERY DAY. You see how much you'll get for your books online, ship them to us, and we will offer you the current market value. During our major buyback periods, we may offer up to 50% of your money back. Our textbook buyback issues your check the same day your textbooks arrive. If you have a question concerning books you're selling back to us through our online buyback service you can reach us through the following information:

Customer Service: 800-381-5151

email: comments@efollett.com

For questions regarding your order, please refer to our Contact Us page.

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 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/CashiersOffice/>

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. The Career Services Center offers resources for career exploration, self-assessment, work and skill development services.

- 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/CareerServices/>

STUDENT SERVICES AND RESOURCES

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.

Analia Barriga 602.243.8156 - Main Campus

Email: analia.barriga@southmountaincc.edu

- General Advising
- ESL Advising

Michael Burtch

Email: michael.burtch@southmountaincc.edu

Christopher Erran (Recruitment)

Email: christopher.erran@southmountaincc.edu

Callan Fay 602.243.8218

Email: callan.fay@southmountaincc.edu

- I Start Smart Coordinator

Erica Hallum, MPA Main Campus

Email: erica.hallum@southmountaincc.edu

- General Advising
- Transfer Advising
- Math Science Engineering Liaison
- General Recruiting
- Honors Advising
- ESL Advising

Lynette Jim, MPA 602.243.8314 - Main Campus

Email: lynette.jim@southmountaincc.edu

- General Advising
- American Indian Studies
- Circle of Nations student club, advisor
- HOOPS for learning
- American Indian Tribal Scholarships & [Financial Aid](#)
- Recruitment
- LA Division Liaison

Christine Neill (Coordinator)

Email: christine.neill@southmountaincc.edu

Rochelle Rivas 602.243.8256 - Main Campus

Email: rochelle.rivas@southmountaincc.edu

- Bilingual Nursing Fellowship Program BNFP

Laura Smith (STEP program)

Email: laura.smith@southmountaincc.edu

Deborah Spadafore 602.243.8157 - Main Campus

Email: deborah.spadafore@southmountaincc.edu

- General Advising
- Technology Advising
- ESL Advising
- BIT Division

Arnold Torres (Recruitment)

Email: arnold.paul.torres@southmountaincc.edu

Angelina Valencia 602.243.8218 - Guadalupe Center

Email: angelina.valencia@southmountaincc.edu

- General Advising
- Financial Aid Advising
- ESL Advising Program
- Assessment
- Registration Assistance

SMCC Disability Resources & Services | 602.243.8395

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/adminreg/s/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 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. Office hours are Monday – Friday, 8:00 a.m. – 4:30 p.m. (Fall/Spring) and Monday – Thursday, 8:00 a.m. – 6:00 p.m. (Summer Hours). If you have any questions, contact Catherine Pettet at 602.243.8395, fax 602.243.8226, or via e-mail at catherine.pettet@southmountaincc.edu

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	
Grants & Scholarships	Federal	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 www.fafsa.ed.gov .	Dependent on need as determined by FAFSA process. Ranges: minimum \$200; maximum \$5,645.	April 1 preferred, FAFSA available from SMCC Financial Aid Office, or at any high school, or at www.fafsa.ed.gov
	Grant	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 \$1,000 Maximum \$1,000	April 1 preferred, FAFSA available from SMCC Financial Aid Office, or at any high school, or at www.fafsa.ed.gov
	State	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 \$1,000 Maximum \$1,000	April 1 preferred, FAFSA available from SMCC Financial Aid Office, or at any high school, or at www.fafsa.ed.gov
		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.
	Institutional	Academic Scholarships. College, MCCCCD or Private 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. Most scholarships awarded on a combination financial need and academic achievement. Financial need determined by SMCC Financial Aid Office.	No Minimum No Maximum No minimum No maximum	April 1, priority. Check with your high school counselor or the SMCC Financial Aid Office website: enroll.southmountaincc.edu
Loans	Institutional & Federal Loans	Long Term	Direct Lending Loan program.	Up to \$10,500 dependent on academic Level.	Check with Financial Aid Office
Employment	Federal	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. \$8.00–\$10 per hour. U.S. Citizen, permanent resident or other eligible status.	Amount varies, but student could earn \$1,000 - \$4,500 per year.	Must apply using FAFSA. Check with Career Services for available jobs.
	Institutional	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 - \$4,500 per academic year.	Application forms available. from Career Services.
Other	Federal Veteran	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 (2013-2014)

* Students must check www.my.maricopa.edu to view a list of personal student "to do's" to complete their financial aid file.

STUDENT SERVICES AND RESOURCES

Financial Aid Office

General Information

The Financial Aid Office at South Mountain Community College is designed to provide financial assistance to eligible students from funds from federal, state, institutional and private sources of funding. (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. The Financial Aid Office uses this information in determining need and eligibility after verifying the information in the Financial Aid Office.

Financial assistance may be provided in the form of grants, scholarship, loans, and employment offered singularly or in some combination, depending upon the level of financial need, and various eligibility criteria.

ATTENTION:

Only those with a lawful presence in the U.S. may qualify for MCCC scholarships or federal financial aid. Any information you provide about your legal status when you apply for financial aid or scholarships may be subject to mandatory reporting to the federal immigration authorities under Arizona law. For details regarding Residency and Citizenship Information requirement please visit: www.maricopa.edu/residency/index.php

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

Academic Year Budget (commuter)	\$15,552
Parent's Contribution	\$ 3,000
Student's Contribution	\$ 1,000
Financial Aid Eligibility (need)	\$11,552

How Much Does It Cost To Attend SMCC Full Time?

The direct cost of attendance annually is approximately \$1,902 for tuition for full-time students and \$1,200 for books. The total cost for the 2013 - 2014 academic year may vary from \$12,582 to \$20,724, 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 aid 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 151**).

Payment of Award

The Cashier's Office is responsible for processing and distributing all funds. For the **fall** (August-December) term, students who have met the priority date of July 1 (**FAFSA** completed **and** all requested documents submitted to the Financial Aid Office), can expect to be held in their classes and awarded financial aid by or around the start of the regular fall semester. Approximately **two weeks after classes begin, tuition and fees** will be subtracted from financial aid funds automatically by the Cashier's Office. Once the semester balance has been paid in full, a request will be generated to Citibank to issue a refund to the student for any remaining funds with the exception of student loans, which have delayed disbursement dates.

For the **spring** (January-May) term the priority date is December 1st.

For the **summer** (June-July) term, the priority date is April 1st. Summer is not an assumed term of enrollment, so students **must also submit a Summer Aid Request** to the Financial Aid Office by April 1st to be held in their classes.

Students not meeting the priority dates stated above may be considered late and will be processed in as timely a manner as feasible, but **must set up a payment plan** to be held in their classes.

Book Advance Program

The Book Advance Program provides cash advance refunds to qualified students who have been **awarded and have accepted** their financial aid awards. Eligible students are able to receive a refund approximately 1-5 days prior to the beginning of classes (some exceptions may apply). Students are allowed to purchase books and supplies with their advance refund at on-campus bookstores, neighborhood bookstores, or online. For more information go to: <http://my.maricopa.edu/paying-college/book-advances>

NOTE: The amount of cash the student is to receive is determined after the financial obligations to South Mountain Community College are deducted. Balance of funds due to the students are typically released two weeks after the start of the semester. Students should be aware that each Maricopa

STUDENT SERVICES AND RESOURCES

college may have different disbursement dates, and that students who enroll entirely in late-start classes will have a late disbursement date as well.

More information about the application process, students rights and responsibilities, enrollment requirements, verification and academic progress policies, handicapped student assistance, refund policies, and summaries of various state, federal, and local aid programs are available in writing from the Financial Aid Office located in the Student Services Building. Telephone: 602.243.8300.

Learning Center Suzanne Hipps, Interim Director Learning Resource Center (LRC) Bldg. (LRC 182) | 602.243.8189

The Learning Center invites you to visit our academic success coaching community! The LC provides free, quality academic success coaches to help students enrolled in any South Mountain Community College course. Staff assist students, individually or in groups, in a variety of academic disciplines, such as Biology, Math, History, Chemistry, ESL, and English. The LC is a comfortable place to study, use the computer, or create a study group of your own.

Academic Success Coaching

Academic success coaches are available free of charge in the Learning Center for all students. Other Learning Center services include handouts, tutorial software, study guides, and supplemental materials and websites. Private and small group study rooms are also available for students to reserve.

Internet Access

Internet access, including Wi-Fi capability, is also available. All the Learning Center computers have the 2010 Microsoft Office Suite.

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

Location: LRC Building (LRC 182)
Hours: Fall/Spring Semesters:
8:00 a.m. - 8:00 p.m., Monday – Thursday
8:00 a.m. - 5:00 p.m., Friday
Saturday and Sunday - Closed

Summer Semester
8:00 a.m. - 7:00 p.m., Monday - Thursday;
Friday, Saturday and Sunday - Closed
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 Veterans Services 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
Registration and Records Office
Hours: Fall/Spring Semesters:
8:00 a.m. - 7:00 p.m., Monday - Thursday
9:00 a.m. - 5:00 p.m., Friday

STUDENT SERVICES AND RESOURCES

Summer:
7:30 a.m. - 6:00 p.m., Monday - Thursday;
Closed on Friday
Phone: 602.243.8369 or 602.243.8123
Fax: 602.243.8199

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.

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.

Public Safety Officer on Duty: 24/7

Location: Student Union Building
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
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 Bldg, SS 103
Hours: Fall/Spring Semesters:
9:00 a.m. - 7:00 p.m. Monday
8:00 a.m. - 7:00 p.m., Tuesday - Thursday
10:00 a.m. - 1:00 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@southmountaincc.edu
For more information, visit <http://students.southmountaincc.edu/StudentDevelopment/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.

STUDENT SERVICES AND RESOURCES

- 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.

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

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.

STUDENT SERVICES AND RESOURCES

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.

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 Canvas (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).

Canvas - A course management system designed to support teaching and learning in an educational setting; often referred to as a virtual learning environment. Canvas 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. Canvas is used to supplement the face-2-face classroom environment, commonly known as Blended Learning.

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 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.

STUDENT SERVICES AND RESOURCES

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).

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.

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

STUDENT SERVICES AND RESOURCES

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.

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).

Mode of Instruction - Hybrid, Internet or In Person – 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.)

 - 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.

STUDENT SERVICES AND RESOURCES

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."

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.

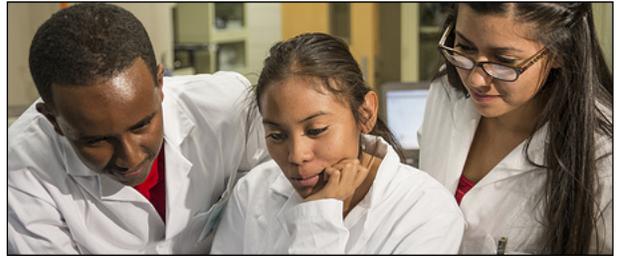
- The Term Code consists of 4 digits (i.e., 4136 which refers to the Fall 2013 term.).
- The first number represents an arbitrary number chosen to correspond to the 21st century (i.e., 4XXX).
- The second and third numbers represent the year (X13X).
- The fourth number represents the term of spring (2), summer I (4), 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.

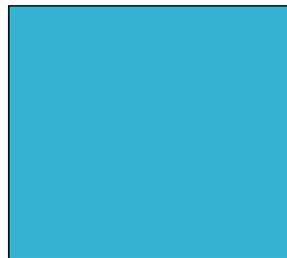
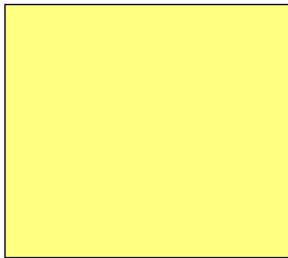
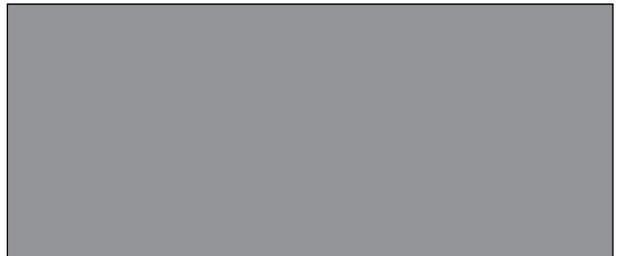
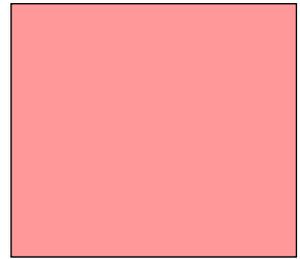
Transfer Credit - Credit earned at other regionally accredited institutions that is accepted at South Mountain Community College to meet requirements in a major or as general education. Credits accepted in transfer do not necessarily apply to all certificates and degrees.

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



SMCC Campus Programs



This page to be blank.

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.

Achieving a College Education Program (ACE) is a nationally recognized program that targets students who may not consider going to college and attaining a bachelor's degree as an achievable goal. This unique program is specifically designed to help students make a smooth transition from high school to an accredited community college, then moving on to a university in order to complete a bachelor's degree.

ACE students are high school juniors and seniors currently enrolled in college courses while they are attending regular high school. Throughout these two years, ACE students take classes on the SMCC campus in order to experience and acclimate to a college environment in a real-time setting.

Classes meet during the regular summer sessions and every Saturday during the fall and spring semesters. Upon graduating from high school, an ACE student will have earned up to 24 transferable college credits.

The SMCC ACE Program was established in 1987 and was the first ACE Program in the Maricopa County Community College District. Besides attending classes, ACE students and their families participate in an orientation and a series of ongoing activities and events such as financial aid workshops designed to keep them informed and connected throughout the two years.

It is important to recognize that ACE students enrolled at one of the Maricopa Community Colleges are considered college students with all the corresponding rights, responsibilities, privileges and benefits.

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 literacy, 7 Habits of Highly Effective Teens, Transfers Information, Personal Essay, Plagiarism, Notetaking and Time Management.

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 MCCCDC 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, 602.305.5648

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).

SMCC CAMPUS PROGRAMS

Fitness Center

The Fitness Center offers a personalized fitness program for individuals 16 or older and of all level of ability. The facility has an extensive selection of cardiovascular and strength training equipment and is staffed with Fitness Center technicians 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 Honors Program provides opportunities for students and faculty to engage in stimulating and challenging intellectual activities throughout the semester.

The Honors Program is open to recent high school graduates, returning college students and continuing students who meet the eligibility criteria. Honors students receive substantial scholarships and/or honors achievement award.

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.

What is the Honors Contract?

Students have two options to earn Honors credit. They can either enroll in an Honors class, or they can work with their instructor to complete an Honors project, thus turning their class into an Honors class. The specifics of the Honors Project are documented in an Honors Contract.

In other words, Honors Project is simply an opportunity for students to explore a topic in depth, the Honors Contract is the plan of what is to be studied, when the student will meet

with the instructor to review the his or her progress, etc.

Why are Honors Contracts important?

- To maintain their scholarships, Presidents? Scholars either take an Honors class or complete an Honors project every semester.
- Academic Achievement Award recipients must complete an Honors Project every semester.

To graduate from the Honors Program, students must be graduating from SMCC with 15 credits of Honors classes, including 3 credits of HUM190 (Honors Forum) and 12 additional Honors credits in at least 3 different prefixes. In addition, students must have a cumulative GPA of 3.5.

Benefits of Honors Program participation include substantial scholarships and/or honors achievement award, scholarship recommendations, eligibility for special Honors Foundation scholarships, campus luncheons and dinners with Honors students, and provisional membership in Phi Theta Kappa, the international honor society for the two-year colleges.

Students who are graduating from SMCC are also eligible to graduate the Honors Program. Graduates are eligible to wear an "Honors Program Graduate" medallion and to have special recognition in the commencement program if they complete 15 credits of Honors classes, including: 3 credits of HUM190 (Honors Forum) and 12 additional Honors credits in at least 3 different prefixes, with 3.5+ cumulative GPA.

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.

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

SMCC CAMPUS PROGRAMS

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.

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

The South Mountain Community College Storytelling Institute is at the center of a community of storytellers who gather to tell and hear stories of all kinds. The Institute offers foundational and advanced classes in storytelling as part of a program that leads to an Academic Certificate in Storytelling. These classes are open to anyone interested in storytelling and most have no prerequisites. Members of the storytelling faculty, storytelling students, and community storytellers also offer storytelling events throughout the year.

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@southmountaincc.edu

Website:

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

TRIO Programs

<http://students.southmountaincc.edu/studentdevelopment/trio/>

Location: Student Union (SU 105)

Hours of Operation:

Fall/Spring Semesters: 8:00 am - 5:00 p.m. M-F Summer

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

HOOP of Learning (HOL) | 602.243.8340

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 American Indian 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.

SMCC CAMPUS PROGRAMS

Selected applicants are required to complete the Accuplacer 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.

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

For more information, please contact the TRIO Office at (602) 305-5676. Location: Student Services (SS) building, room 106. <http://students.southmountaincc.edu/Support/HOOP/>

STEP Program

The STEP Program is sponsored by South Mountain Community College and is 100% federally funded through a grant from US Department of Education TRIO Programs totaling \$1,100,000.

Why Choose STEP?

The program provides qualifying students with:

- Priority Registration
- Free English & Math Tutoring
- College Orientations
- Financial Aid Assistance
- One-on-One Academic Advising
- Cultural Enrichment
- University Tours
- Workshops (Career, Transfer, and Personal Development)
- Application Fee Waivers
- Calculators, Tape Recorders, and Laptops (available for student borrowing)

Eligibility Criteria

To be eligible for STEP, a student must be a first generation college student, low income, or disabled, and committed to transferring to a four-year institution.

- Be a full-time student (12 units or more),
- Maintain a 2.5 grade point average or better,
- Be a US Citizen or National of the United States or meet the residency requirements for federal student financial assistance,
- Submit a completed application to the TRIO Office.

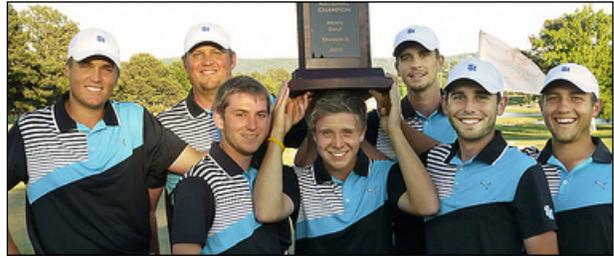
For an Application Form or additional information, please contact our TRIO office at 602.305.5676 or visit us in the Student Union (SU 105).

Upward Bound Program

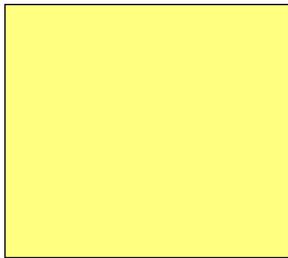
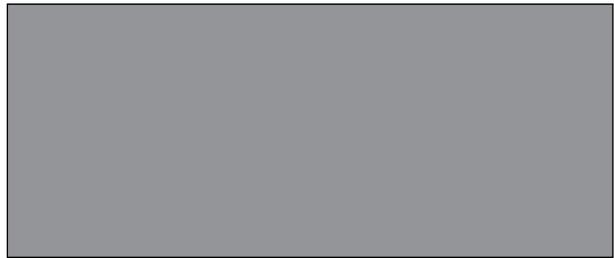
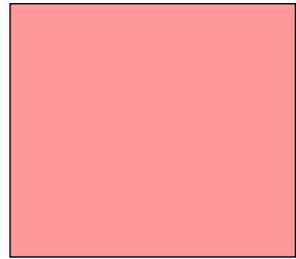
Upward Bound is federally funded through the U.S. Department of Education's TRIO Program. It was created primarily to provide fundamental support to low-income high school students; students whose parents have not completed a bachelor's degree; and low-income and/or first-generation students, as they prepare to enter college.

SMCC, in partnership with Upward Bound, provides participants with academic instruction in mathematics, laboratory sciences, composition, literature, and foreign languages. Other services include: tutoring, counseling, mentoring, cultural enrichment, SAT/ACT preparation, and work study programs.

Contact: Ruben Saenz, Director of TRIO Programs
Office #: (602) 305-5677
E-mail: ruben.saenz@southmountaincc.edu



Certificates & Degrees



This page to be blank.

CERTIFICATES & DEGREES

Current SMCC Certificates & Degrees, General Studies & Other Campus Programs For 2013 - 2014

MCCCD Degrees (See page 85)

All MCCCD Degrees for 2013 – 2014 can be found at the following web link:
www.maricopa.edu/academic/ccta/curric/viewAllDegrees.php

Arizona General Education Curriculum (AGEC) A, B, S
Associate in Arts (AA) Degree
Associate in Science (AS) Degree
Associate in Business-General Requirements (ABUS-GR) Degree
Associate in Business-Special Requirements (ABUS-SR) Degree
Associate in Arts Elementary Education (AAEE)
Associate in Arts Fine Arts – Art (AAFA)
Associate in Arts Fine Arts – Dance (AAFA)
Associate in Arts Fine Arts – Theatre (AAFA)
Associate in General Studies (AGS) Degree
Associate in Applied Science (AAS) General Education Requirements
Academic Certificate (AC)

SMCC AAS Degrees (See page 33)

Accounting (3149) (Shared)
Advanced Behavioral Health Sciences (3067) (Shared)
Biomedical Research Technology (3113) (Shared)
Business Management (3054)
Early Childhood Administration and Management (3109) (Shared)
Early Childhood Development (3361)
Emergency Management (3018) (Shared)
General Business (3148) (Shared)
IT: Cisco Networking (3095)
IT: Computer and Information Technology (3167)
IT: Computer Applications Specialist (3098)
IT: Mobile Apps Programming (3139) (Shared) NEW
IT: Network Security (3097)
IT: Network Server (3096)
IT: Programming and Systems Analysis (3099)
IT: Web and Graphic Design (3100) (Shared)
IT: Web Applications/Publishing (3141) (Shared) NEW
Management (3070) (Shared)
Marketing (3094) (Shared)
Music Business (3017) (Shared)
Recovery Support (3032)
Retail Management (3048) (Shared)
Strength and Personal Training (3059) (Shared)

SMCC Certificates of Completion (See page 33)

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)
General Business (5683) (Shared)
IT: Adobe AIR Development (5811) (Shared) NEW
IT: Adobe Creative Suite in Business: Master Suite Applications Specialist (5778) (Shared) NEW
IT: Adobe Creative Suite in Business: Print and Web Applications Specialist (5780) (Shared) NEW
IT: Adobe Creative Suite in Business: Production Applications Specialist (5782) (Shared) NEW
IT: Adobe Fundamentals (5807) (Shared) NEW
IT: Cisco Networking (5526)
IT: Computer Applications Specialist (5201)
IT: Digital Publishing (5812) (Shared) NEW
IT: Entrepreneurship (5816) (Shared) NEW
IT: Entry-Level Systems Analysis (5815) (Shared) NEW
IT: Entry-Level Programming (5813) (Shared) NEW
IT: Hardware and Networking Basics (5791) (Shared) NEW
IT: Mobile Apps Programming (5793) (Shared) NEW
IT: Linux Professional (5204) (Shared)
IT: Network Administration: Cisco Network Professional (5328) (Shared)
IT: Networking Administration: Cisco (5969) (Shared)
IT: Network Security (5530)
IT: Network Server (5529)
IT: Programming (5047) (Shared)
IT: Programming and Systems Analysis (5193)
IT: Support (5163)
IT: Web Application Development (5810) (Shared) NEW
IT: Web & Graphic Design (5168) (Shared)
Management (5729) (Shared)
Marketing (5094) (Shared)
Music Business (5258) (Shared)
Personal Training Specialist (5445) (Shared)
Real Estate Pre-license (5139) (Shared)
Retail Management (5286) (Shared)
Small Business Entrepreneurship (5192) (Shared)
Small Business Start-Up (5706) (Shared)
Supervision & Management I (5721)
Supervision & Management II (5722)

Academic Certificates

Creative Writing (6224) (Shared)
Storytelling (Academic Certificate) (6200)

“Shared” indicates the certificate or degree is a “Shared” program within the MCCCD

CERTIFICATES & DEGREES

Academic and Occupational Certificates and Degrees Offered at SMCC:

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 program is designed 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 required within the program. Consultation with an Academic Advisor is recommended for course selection.
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	
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
CIS114DE	Excel Spreadsheet	3
CIS105	Survey of Computer Info. Systems	3
GBS151	Introduction to Business	3
GBS205	Legal, Ethical and Regulatory Issues in Business	3

Associate in Applied Science in Accounting: Credits: 60-65 (3149) (Shared)

Description: The Associate in Applied Science (AAS) in Accounting program 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:

Students must earn a grade of C or better in all courses required within the program.
+ indicates course has prerequisites and/or corequisites.
++ indicates any module/suffixed courses. Consultation with an Academic Advisor is recommended for course selection.

Program Prerequisites: Credits: 0-3

+CRE101 College Critical Reading (3) OR
Equivalent as indicated by assessment 3

Required Courses: Credits 29-32

ACC111	Accounting Principles I (3) AND	
+ ACC230	Uses of Accounting Information I (3) AND	
+ ACC240	Uses of Accounting Information II (3) 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 Info. 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 Mgmt	3
GBS110	Human Relations in Business and Industry (3) OR	
MGT251	Human Relations in Business (3)	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

CERTIFICATES & DEGREES

Critical Reading: Credits: 0

Met by CRE101, College Critical Reading OR E equivalent as indicated by assessment in Program Prerequisites area. 0

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

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

BEHAVIORAL HEALTH SCIENCES

Chairperson: Jason Reif

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 Support (3032)

Certificate of Completion in Basic Behavioral Health Sciences Credits: 19 (5522)

Description: The Certificate of Completion (CCL) in Basic Behavioral Health is designed to prepare 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 corequisites. Students must earn a grade of "C" or better in all courses within the program.

Program Prerequisites: None

Required Courses: Credits: 19

BHS101	Approach to Paraprofessional Counseling	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

Certificate of Completion in Advanced Behavioral Health Sciences Credits: 46-47 (5521)

Description: The Certificate of Completion (CCL) in Advanced Behavioral Health Sciences program is designed to prepare 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 corequisites. Students must earn a grade of "C" or better in all courses within the program.

Program Prerequisites: None

Required Courses: Credits: 37

BHS101	Introduction to Ethical Counseling Issues	3
+ BHS105	Introduction to Human Relations	2
BHS115	Group Dynamics	3
BHS/SWU130	Chemical Dependency	3
+ BHS151	Communication 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 and Family Advocacy	3
PSY101	Introduction to Psychology	3
+ PSY240	Developmental Psychology (3) OR	
+ PSY266	Abnormal Psychology (3)	3

Restricted Electives: Credits: 9-10

Note: Students must select one of the following four Tracks.

Track 1: Violence and Abuse Prevention	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

CERTIFICATES & DEGREES

Track 2: Grief & 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 courses:	
+ BHS264 Understanding Trauma	3
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
+ BHS270 Introduction to Dance and Movement Therapy	3
+ BHS272 Managing Difficult Children	3
+ BHS281 Introduction to Art Therapy	3
+ BHS285 Facilitating Art Therapy Groups	3
STO289AC Using 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

Associate in Applied Science in Advanced Behavioral Health Sciences Credits: 68-74 (3067)

Description: The Associate in Applied Science (AAS) in Advanced Behavioral Health Sciences/Recovery program is designed to prepare 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. Students must earn a grade of "C" or better in each course in the Required Course area.

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

Program Prerequisites: None

Required Courses: Credits 37

BHS101 Intro to Ethical Counseling Issues	3
---	---

+ BHS105 Introduction to Human Relations	2
BHS115 Group Dynamics	3
BHS/SWU130 Chemical Dependency	3
+ BHS151 Communication 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 and Family Advocacy	3
PSY101 Introduction to Psychology	3
+ PSY240 Developmental Psychology (3) OR	
+ PSY266 Abnormal Psychology (3)	3

Restricted Electives: Credits 9-10

Note: Student must select one of the following four Tracks.

Track 1: Violence and Abuse Prevention	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 & 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 courses:	
+ BHS264 Understanding Trauma	3
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
+ BHS270 Introduction to Dance and Movement Therapy	3
+ BHS272 Managing Difficult Children	3
+ BHS281 Introduction to Art Therapy	3
+ BHS285 Facilitating Art Therapy Groups	3
STO289AC Using Storytelling In Healing Settings	1

Track 4: Employment Support Track	Credits: 9
ESS101 Introduction to Employment Support	3
+ ESS103 Employment Support Systems Practices	3
ESS110 Americans with Disabilities Act Overview	2
CPD125 Employee Development: Problem Solving/Decision Making	1

General Education Requirement: Credits: 22-27

General Education Core: Credits 12-17

First Year Composition: Credits: 6

+ENG101 First Year Composition (3) AND	
+ENG102 First Year Composition (3) OR	

CERTIFICATES & DEGREES

+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 Introduction to Human Communication
 Part I (1) AND
 COM100AB Introduction to Human Communication
 Part II (1) AND
 COM100AC Introduction to Human Communication
 Part III (1) OR
 COM110 Interpersonal Communication (3) OR
 COM230 Small Group Communication (3) 3

Critical Reading: Credits: 0-3

+ CRE101 College Critical Reading (3) OR
 Equivalent as indicated by assessment.

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.

Program Prerequisites: None

Required Courses: Credits 45

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

in the Required Course area.
 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
 BHS/SWU130 Chemical Dependency 3
 + BHS151 Communications Skills in Counseling I 3
 + BHS152 Communication Skills in Counseling II 3
 + BHS156 Supervised Practice I 3
 BHS178 Peer Training for Behavioral Health
 Paraprofessionals (3) OR
 + BHS278 Recovery Coaching (3) 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
 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 I (3) OR
 Equivalent as indicated by assessment.

Mathematics: Credits: 3-5

Any approved general education course from the
 Mathematics area.

General Education Distribution: Credits 10

Humanities and Fine Arts: Credits: 3

Any approved general education course in the Humanities
 and Fine Arts area.

CERTIFICATES & DEGREES

Social and Behavioral Sciences: Credits: 3

Any approved general education course in the Social and Behavioral Sciences area.

Natural Sciences: Credits 4

Any approved general education course in the Natural Sciences area.

BIOMEDICAL RESEARCH TECHNOLOGY

Chairperson: Jason Reif

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. 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.

Program Prerequisites: Credits 9-11

+ ENG091	Fundamental of Writing (3) OR Appropriate English placement test score	0-3
+ 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 (3) OR Appropriate Reading placement test score OR	
	Permission of instructor	0-3

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: Laboratory 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	
+ BIO/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.	
----------	---	--

Mathematics: Credits: 3

+MAT122	Intermediate Algebra (3) OR Equivalent OR Satisfactory completion of a higher level mathematics course.	3
---------	---	---

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
--	--	---

CERTIFICATES & DEGREES

Natural Sciences: Credits: 0

Met by CHM courses in the Required Courses area 0

BUSINESS

Chairperson: Mark Nielsen

Certificate of Completion in Small Business Entrepreneurship: Credits 11 (5192) (Shared)

Description: The Certificate of Completion (CCL) in Small Business Entrepreneurship program prepares students to 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 start-up strategies and practices that will enable them to prosper in the ever-changing small business environment.

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.

Program Prerequisites: None

Required Courses: Credits 9

EPS195	The 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

Students should select two (2) credits from any of the following courses:

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

Certificate of Completion in Small Business Start-Up: Credits: 12 (5706) (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

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

CREATIVE WRITING

Chairperson: James Smith

Academic Certificate in Creative Writing Credits: 24 (6224) (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:

+ indicates course has prerequisites and/or corequisites.
++ indicates any module.

CERTIFICATES & DEGREES

Students must earn a grade of “C” or better for all courses required within the program.

Admission Criteria: Students wishing to enroll in the Creative Writing program must complete a formal application; contact Program Director.

Program Prerequisites: None

Required Courses: Credits: 21

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

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
CRW172	Introduction to Comic Book Writing	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
CRW251	Topics in Creative Writing	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
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

COMMUNITY HEALTH WORKER

Chairperson: Jason Reif

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:

+ *indicates course has a prerequisite and/or co requisites.* Grade of “C” or better is required for all courses within the program.

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

CERTIFICATES & DEGREES

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	1

EARLY CHILDHOOD ADMINISTRATION AND MANAGEMENT

Chairperson: Dr. Jerome Garrison

Certificate/Degree

Associate in Applied Science in Early Childhood

Administration and Management

Credits: 63-65 (3109) (Shared)

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:

+ indicates course has a prerequisite and/or co requisites.

++ indicates any module/suffixed courses.

Students must earn a grade of "C" or better for all courses required within the program.

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 & Consumer Science Internship	1

Restricted Electives: Credits: 3

+ 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 I (3) OR Equivalent as indicated by assessment.	
----------	--	--

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

EDU/ENH291	Children's Literature	3
------------	-----------------------	---

Social and Behavioral Sciences: Credits: 3

CFS205	Human Development	3
--------	-------------------	---

Natural Sciences: Credits: 4

	Any approved general education course from the Natural Sciences Area	4
--	--	---

CERTIFICATES & DEGREES

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 childhood. The program emphasizes working with multi-linguistic 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.

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 Consult with Program Director prior to enrollment in CFS/ECH284AA.	2
EED261	Early Childhood Preschool Internship (1) <i>EED261 must be repeated to total 2 credits</i>	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) in Early Childhood Development program 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.

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.

CERTIFICATES & DEGREES

+CFS/ECH284AA	Early Childhood Teaching Internship OR	2
EED261	Early Childhood Preschool Internship (1) <i>EED261 must be repeated to total 2 credits</i>	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

Consult with Program Director prior to enrollment in ECH269.

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 and Early Childhood Education	1
STO289AA/ EDU283AA	Using Storytelling in Educational Settings	1

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

General Education Requirement: 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
--	---

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
--	---

Mathematics: Credits: 3-5

Any approved general education course in the Mathematics area	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 & Behavioral Sciences area	3
--	---

Natural Sciences: Credits: 4

Any approved general education course in the Natural Sciences area	4
--	---

INFORMATION TECHNOLOGY

Chairperson: Mark Nielsen

General IT; Applications - Certificates/Degrees Certificate of Completion in Information Technology Support (5163)

Certificate of Completion in Information Technology: Computer Applications Specialist (5201)

Certificate of Completion in Information Technology Entrepreneurship (5816) (Shared) NEW

Associate in Applied Science Degree in Computer and Information Technology (3167)

Associate in Applied Science Degree Information Technology: Computer Applications Specialist (3098)

Networking - Certificates / Degrees

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 (Shared) (5969)

Certificate of Completion in Network Administration: Cisco Network Professional (Shared) (5328)

Certificate of Completion in Hardware and Networking Basics (5791)

Certificate of Completion in Linux Professional (5204) (Shared)

CERTIFICATES & DEGREES

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)

Web/Graphics: Programming - Certificates / Degrees

Certificate of Completion in Information Technology: Web and Graphic Design (5168) (Shared)
 Certificate of Completion in Adobe Fundamentals (5807)
 Certificate of Completion in Adobe Creative Suite in Business: Master Suite Applications Specialist (5778) (Shared) NEW
 Certificate of Completion in Adobe Creative Suite in Business: Print and Web Applications Specialist (5780) (Shared) NEW
 Certificate of Completion in Adobe Creative Suite in Business: Production Applications Specialist (5782) (Shared) NEW
 Certificate of Completion in Information Technology: Programming and Systems Analysis (5193)
 Certificate of Completion in Mobile Apps Programming (5793) (Shared) NEW
 Certificate of Completion in Programming (5047) (Shared)
 Certificate of Completion in Entry-Level Programming (5813) (Shared) NEW
 Certificate of Completion in Entry-Level Systems Analysis (5815) (Shared) Grants Fast Track - NEW
 Certificate of Completion in Web Apps Development (5810) (Shared) NEW
 Certificate of Completion in Adobe AIR Development (5811) (Shared) NEW
 Certificate of Completion in Digital Publishing (5812) (Shared) NEW
 Associate in Applied Science Degree Information Technology: Web and Graphic Design (3100) (Shared)
 Associate in Applied Science Degree Information Technology: Programming and Systems Analysis (3099)
 Associate in Applied Science Degree in Mobile Apps Programming (3139) (Shared) NEW
 Associate in Applied Science Degree in Web Apps Publishing Credits: 65-70 (3141) (Shared) NEW

General IT; Applications - Certificates/Degrees
 Certificate of Completion in Information Technology Support (5163)
 Certificate of Completion in Information Technology: Computer Applications Specialist (5201)
 Certificate of Completion in Information Technology Entrepreneurship (5816) (Shared)
 Associate in Applied Science Degree in Information Technology (3167)
 Associate in Applied Science Degree Information Technology: Computer Applications Specialist (3098)
 Certificate of Completion in Information Technology Support: Credits 21-22 (5163)

Description: The Certificate of Completion (CCL) in Information Technology Support program is designed to provide training in the fundamental competencies of information technology in business or industry and prepares the student for employment in entry-level information technology support positions.

Program Notes:

+ indicates course has a prerequisite and/or co requisites.
 ++ indicates any module/suffixed course.
 Grade of "C" or better is required for all courses within the program.

Program Prerequisites: None

Required Courses: Credits 9-20

CIS105	Survey of Computer Information Systems	3
+CIS190	Introduction to Local Area Networks (3) OR Cisco Networking Fundamentals (4) OR Microsoft Windows (Any MST150++ module) (3)	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 Programming (any CIS16+) (3) OR 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

Certificate of Completion in Information Technology: Computer Applications Specialist: Credits: 36-38 (5201)

Description: The Certificate of Completion (CCL) in Information Technology: Computer Applications Specialist is designed to enhance the information technology skills gained through the Certificate in Information Technology, focusing on advanced Microsoft software skills - including application

CERTIFICATES & DEGREES

implementation, development, and operating systems - necessary for entry-level software technician support 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 within the program.

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

Certificate of Completion in Information Technology Entrepreneurship (Credits: 6) (5816) (Shared) NEW

The CCL in Information Technology Entrepreneurship was created as a Fast Track program under the Trade Adjustment

Assistance Community College and Career Training (TAACCCT) grant and is effective the Fall 2013 semester through Fall 2014. This program will be replaced with a permanent program effective the Spring 2015 semester.

Description: The Certificate of Completion (CCL) in Information Technology Entrepreneurship program is designed to prepare students with the foundation to be an entrepreneur in a technology-based business. The courses focus on business planning, including opportunity analysis, research, marketing, financing, venture capital, resources, and technology needs.

Program Notes:

+ indicates course has prerequisite and/or corequisites. Students must earn a grade of C or better for all courses within the program.

Admission Criteria: Experience or course completion in information technology or permission of Department/Division Chair, Program Director, or designee.

Program Prerequisites: Credits: None

Required Courses: Credits: 6

EPS150	Introduction to Entrepreneurship	3
+ IND180	Technology Business Planning	3

Restricted Electives: None

Associate in Applied Science in Computer and 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:

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

Program Prerequisites: None

Required Courses: Credits: 9-10

CIS105	Survey of Computer Info. Systems	3
+CIS190	Introduction to Local Area Networks (3) OR	

CERTIFICATES & DEGREES

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
---	---

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

Any approved General Education course in the Mathematics Area	
--	--

General Education Distribution Credits: 10

Humanities & Fine Art: Credits: 3

Any approved General Education course in the Humanities and Fine Arts Area	3
---	---

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

Associate in Applied Science Degree IT: 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 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 for all courses within the program. Students should select from the following courses in consultation with a department advisor.

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

Networking - Certificates / Degrees

Certificate of Completion in IT: Cisco Networking Professional (5526)

Certificate of Completion in IT: Network Security (5530)

Certificate of Completion in IT: Network Server (5529)

Certificate of Completion in IT: Networking

Administration: Cisco (Shared) (5969)

Certificate of Completion in Network Administration:

Cisco Network Professional (Shared) (5328)

Certificate of Completion in Hardware and Networking Basics (5791) (Shared) NEW

Certificate of Completion in Linux Professional (5204) (Shared)

CERTIFICATES & DEGREES

Associate in Applied Science Degree IT: Cisco Networking Professional (3095)

Associate in Applied Science Degree IT: Network Security (3097)

Associate in Applied Science Degree IT: Network Server (3096)

Certificate of Completion in IT: 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.

Program Prerequisites: Credits: 3

CIS105 Survey of Computer Information Systems (3) OR
Permission of Program Director 3

Required Courses Credits: 41

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)	

Certificate of Completion in IT: 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.

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	Computer Maintenance I: A+ Essentials Prep	3
+BPC270	Computer Maintenance II: A+ Technician Prep	3
+CNT2++	Cisco (Any CNT2++ Module)	4

CERTIFICATES & DEGREES

Certificate of Completion in IT: 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.

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+ Technician Prep	3
+ CIS15+	Programming (any CIS15+) (3) OR	
+ 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

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

Program Prerequisites: None

One of the following 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 - Networking for 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) OR	
+ CNT170AA	Cisco Accessing the Wide-Area Network (WAN) (4)	3-4

Track 2 - Discovery: Credits: 14

CNT138 CCNA	Discovery - Networking for 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

CERTIFICATES & DEGREES

Certificate of Completion in Network Administration: Cisco Network Professional Credits: 16 (Shared) (5328)

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.

Program Notes:

+ indicates course has prerequisites and/or corequisites.
 ++ indicates any module/suffixed courses.
 Students must earn a grade of "C" or better for all courses within the program.

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 Hardware and Networking Basics (5791) (Shared) NEW

The CCL in Hardware and Networking Basics was created as a Fast Track program under the National Information, Security, and Geospatial Technology Consortium (NISGTC) grant and is effective the Spring 2013 semester through Fall 2014. This program will be replaced with a permanent program effective the Spring 2015 semester.

Description: The Certificate of Completion (CCL) in Hardware and Networking Basics program is designed to prepare students with the skills necessary for entry-level positions in computer maintenance. Courses focus on training the student in computer setup, maintenance, and troubleshooting, as well as local area networks (LANs). Courses also prepare students for the CompTia A+ and Network+ Certification Exams.

Program Notes:

+ indicates course has prerequisites and/or corequisites.
 Students must earn a grade of "C" or better in all courses within the program.

Admission Criteria: This program is offered through a grant. Qualification for and acceptance as a grant participant is required for admission to the program.

Program Prerequisites: None

Required Courses: Credits: 13

+ BPC170	Computer Maintenance I: A+ Essentials Prep	3
+ BPC270	Computer Maintenance II: A+ Technician Prep	3
CIS105	Survey of Computer Information Systems	3
CIS121AE	Windows Operating System: Level I	1
+ CIS190	Introduction to Local Area Networks	3

Restricted Electives: None

Free Electives: None

Certificate of Completion in Linux Professional Credits: 12 (5204) (Shared)

Description: The Certificate of Completion (CCL) in Linux Professional program is designed to help to prepare students for a variety of industry-recognized Linux certification exams as well as provide practical hands-on skills for the work place. The program includes a core of Linux classes including Linux operating system basics, System Administration, Network Administration and Network Security. These classes will help develop a student's knowledge and skill level in preparation for employment or to improve current professional skills. Objectives for a variety of industry certifications are encompassed within course and program objectives.

Program Notes:

+ indicates course has prerequisites and/or corequisites.
 ++ indicates any modules/suffixed courses
 Students must earn a grade of "C" or better for all courses within the program.

Program Prerequisites: None

Required Courses: Credits: 6

CERTIFICATES & DEGREES

CIS126DL	Linux Operating System	3
+ CIS238DL	Linux System Administration	3
Restricted Electives: Credits: 6		
+ BPC170	Computer Maintenance I: A+ Essentials Prep	3
+ BPC270	Computer Maintenance II: A+ Technician Prep	3
CIS105	Survey of Computer Information Systems	3
+ CIS197	VMware ESXI Server Enterprise	4
CIS121AH	Microsoft PowerShell/Command Line Operations	3
+ CIS226AL	Internet/Intranet Server Administration-Linux	3
+ CIS239DL	Linux Shell Scripting	3
+ CIS240DL	Linux Network Administration	3
+ CIS241DL	Apache Web Server Administration (Linux/Unix)	3
+ CIS270	Essentials of Network and Information Security	3
+ CIS271DL	Linux Security	3
+ CIS190	Introduction to Local Area Networks (3) OR	
CNT140AA	Cisco Networking Fundamentals (4) OR	
MST140	Microsoft Networking Essentials (3)	3-4
+ CNT150AA	Cisco Routing Protocols and Concepts	4
MST150++	Microsoft Windows (any suffixed course)	3
CIS280	Current Topics in Computing	3
+ CIS290++	Computer Information Systems Internship (any suffixed course)	1-3

Associate in Applied Science Degree IT: 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.

Program Prerequisites: Credits: 3

CIS105, Survey of Computer Information Systems OR permission of Program Director 3

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

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

CERTIFICATES & DEGREES

Associate in Applied Science in IT: 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.

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+ Essentials Prep	3
+BPC270	Computer Maintenance II: A+ Technician Prep	3
+CNT2++	Cisco (Any CNT2++ Module)	4

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

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

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.

Program Prerequisites: Credits: 3

CIS105, Survey of Computer Information Systems (3) or permission of Program Director

CERTIFICATES & DEGREES

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
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: 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
--	---

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
--	---

Web/Graphics: Programming - Certificates / Degrees

Certificate of Completion in Information Technology:

Web and Graphic Design (5168) (Shared)

Certificate of Completion in Adobe Fundamentals (5807)

Certificate of Completion in Adobe Creative Suite in Business: Master Suite Applications Specialist (5778) (Shared) NEW

Certificate of Completion in Adobe Creative Suite in Business: Print and Web Applications Specialist (5780) (Shared) NEW

Certificate of Completion in Adobe Creative Suite in Business: Production Applications Specialist (5782) (Shared) NEW

Certificate of Completion in Information Technology: Programming and Systems Analysis (5193)

Certificate of Completion in Mobile Apps Programming (5793) (Shared) NEW

Certificate of Completion in Programming (5047) (Shared)

Certificate of Completion in Entry-Level Programming (5813) (Shared) NEW

Certificate of Completion in Entry-Level Systems Analysis (5815) (Shared) Grants Fast Track - NEW

Certificate of Completion in Web Apps Development (5810) (Shared) NEW

Certificate of Completion in Adobe AIR Development (5811) (Shared) NEW

Certificate of Completion in Digital Publishing (5812) (Shared) NEW

Associate in Applied Science Degree Information Technology: Web and Graphic Design (3100) (Shared)

Associate in Applied Science Degree Information Technology: Programming and Systems Analysis (3099)

Associate in Applied Science Degree in Mobile Apps Programming (3139) (Shared) NEW

Associate in Applied Science Degree in Web Apps Publishing Credits: 65-70 (3141) (Shared) NEW

Certificate of Completion in Information Technology: Web and Graphic Design (5168) (Shared)

Certificate of Completion in Information Technology: Web and Graphic Design: Credits 36-38 (5168) (Shared)

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.

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. Students should select from the following courses in consultation with a department advisor.

Program Prerequisites: None

Required Courses: Credits: 27

CIS105	Survey of Computer Info. 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

Certificate of Completion in Adobe Fundamental: Credits: 9 (5807) (Shared) NEW

The Certificate of Completion (CCL) in Adobe Foundations program helps develop proficiency with three of Adobe's foundational graphics programs: Photoshop, Illustrator, and Flash. The courses in this CCL are the common subset of those required for the other Adobe Creative Suite CCLs. Thus

all the courses in the Adobe Foundations CCL may be applied towards the requirements of any of these more comprehensive certificates.

Program Notes:

Student must earn a grade of C or better for all courses within the program.

Program Prerequisites: None

Required Courses: Credits: 9

CIS120DF	Computer Graphics: Adobe Photoshop	3
CIS120DB	Computer Graphics: Adobe Illustrator	3
CIS120DC	Flash: Digital Animation	3

Certificate of Completion in Adobe Creative Suite in Business: Master Suite Applications Specialist: Credits: 33-39 (5778)

Description: The Certificate of Completion (CCL) in Adobe Creative Suite in Business: Master Suite Applications Specialist program helps develop proficiency with all the software included in the Adobe Creative Suite. This software can provide useful tools for those interested in dynamic and interactive web site design, print media, and video production. Two additional specialized CCLs are available that allow students to specialize in whichever of the smaller professional packages available from Adobe that is most appropriate for their needs.

Program Notes:

+ indicates course has prerequisite
Students must earn a grade of "C" or better in all courses required within the program. Instruction on the use of other supporting programs included with the Adobe Creative Suite will be incorporated into the required courses where these applications are topically relevant.

Program Prerequisites: 0-6

Program prerequisites may be waived by Program Director depending on student's background and experience.

BPC110	Computer Usage and Applications (3) OR	
CIS105	Survey of Computer Information Systems (3)	3
CIS133DA	Internet/Web Development Level I	3

Required Courses: Credits: 33-39

CIS120DF	Computer Graphics: Adobe Photoshop	3
CIS120DB	Computer Graphics: Adobe Illustrator	3
CIS120DC	Flash: Digital Animation	3
+CIS233DC	Internet Web Development: Dreamweaver	3
CIS120DG	Fireworks: Web Graphics	3
+CIS138DA	Desktop Design and Publishing Using Adobe InDesign	3

CERTIFICATES & DEGREES

CIS120DP	Adobe Acrobat Pro: Portable Document Format (PDF) Files	3
CIS120DA	Introduction to Digital Video Production: Adobe Premiere	3
CIS120DL	Digital Video Compositing: After Effects	3
CIS120DO	Adobe Audition: Audio Editing	3

Restricted Electives: Credits: 3

+CIS220DC	Flash: Advanced Animation and ActionScripts	3
+CIS220DF	Advanced PhotoShop	3

Certificate of Completion in Adobe Creative Suite in Business: Print and Web Applications Specialist: Credits: 24-30 (5780) (Shared) NEW

Description: The Certificate of Completion (CCL) in Adobe Creative Suite in Business: Print and Web Applications Specialist program is designed to develop proficiency with one of the professional Creative Suite software packages offered by Adobe. Developing skill with the software in this package provides useful tools for those interested in designing print and web content. In addition to a second CCL focused on the Production Applications in the Creative Suite family, there is also Adobe Creative Suite in Business: Master Suite Applications Specialist CCL available for students looking for a curriculum that covers the complete software collection.

Program Notes:

+ indicates course has prerequisite

Students must earn a grade of "C" or better in all courses required within the program. Instruction on the use of other supporting programs included with the Adobe Creative Suite will be incorporated into the required courses where these applications are topically relevant.

Program Prerequisites: 0-6

Program prerequisites may be waived by Program Director depending on student's background and experience.

BPC110	Computer Usage and Applications (3) OR	
CIS105	Survey of Computer Information Systems (3)	3
CIS133DA	Internet/Web Development Level I	3

Required Courses: Credits: 21

CIS120DF	Computer Graphics: Adobe Photoshop	3
CIS120DB	Computer Graphics: Adobe Illustra	3
CIS120DC	Flash: Digital Animation	3
+CIS233DC	Internet Web Development: Dreamweaver	3
CIS120DG	Fireworks: Web Graphics	3
+CIS138DA	Desktop Design and Publishing Using Adobe InDesign	3
CIS120DP	Adobe Acrobat Pro: Portable Document Format (PDF) Files	3

Restricted Electives: Credits: 3

+CIS220DC	Flash: Advanced Animation and ActionScripts	3
+CIS220DF	Advanced PhotoShop	3

Certificate of Completion in Adobe Creative Suite in Business: Production Applications Specialist Credits: 18 (5782) (Shared) NEW

Description: The Certificate of Completion (CCL) in Adobe Creative Suite in Business: Production Applications Specialist program is designed to develop proficiency with one of the professional Creative Suite software packages offered by Adobe. Developing skill with the software in this package provides useful tools for those interested in effective incorporation of video, audio and special effects in web pages and other applications. In addition to a second CCL focused on the Design and Web package in the Creative Suite family, there is also Adobe Creative Suite in Business: Master Suite Applications CCL available for students looking for a curriculum that covers the complete software collection.

Program Notes:

+ indicates course has prerequisite

Students must earn a grade of "C" or better in all courses required within the program. Instruction on the use of other supporting programs included with the Adobe Creative Suite will be incorporated into the required courses where these applications are topically relevant.

Program Prerequisites: None

Required Courses: Credits: 18

CIS120DF	Computer Graphics: Adobe Photoshop	3
CIS120DB	Computer Graphics: Adobe Illustrator	3
CIS120DC	Flash: Digital Animation	3
CIS120DA	Introduction to Digital Video Production: Adobe Premiere	3
CIS120DL	Digital Video Compositing: After Effects	3
CIS120DO	Adobe Audition: Audio Editing	3

Restricted Electives: None

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.

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. Students should select from the following courses in consultation with a department advisor.

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

General Education: None

Program Prerequisites: Credits: 0 - 29

+ CIS150	Programming Fundamentals (3) AND Certificate of Completion in Programming (5047) (21-26) OR Certificate of Completion in Programming and System Analysis (5048) (24) OR Permission of Department or Division Chair.	0-29
----------	---	------

Required Courses: Credits: 21-22

CIS120DF	Computer Graphics: Adobe Photoshop	3
CIS121AI	Mac Operating System	1
CIS132	HTML/CSS	3
+ CIS165	Introduction to iPhone Application Programming	3
+ CIS165DA	Android Mobile Device Programming	3
+ CIS165DB	C#/VB.NET: Windows 8 Mobile App Development	3

Certificate of Completion in Mobile Apps

Programming Credits: 16-45 (5793) (Shared) NEW

Description: The Certificate of Completion (CCL) in Mobile Apps Programming is designed to prepare individuals with the skills necessary to develop and distribute applications for mobile devices. Courses will include Mac Operating System, Adobe Photoshop, and Hypertext Markup Language (HTML)/Cascading Styles Sheets (CSS) for the development of iPhone, Android, and Windows 8 App development.

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.

Certificate of Completion in Programming Credits: 21-26 (5047) (Shared)

Description: The Certificate of Completion (CCL) in Programming is designed to prepare the student to work in the programming field. Courses focus on programming theory, Java programming, Visual Basic programming, and web programming.

Program Notes:

The Computer Information System (CIS) or the Computer Science (CSC) courses required by this program are not applicable if taken more than eight (8) years prior to the completion of the certificate program. Consult with an Academic Advisor for complete information.

+ indicates course has prerequisites and/or corequisites.

++ indicates any module/suffixed courses.

Students must earn a grade of "C" or better for all courses required within the program.

Program Prerequisites: 0-5

Students selecting CSC110 in the Required Courses area must complete MAT120/MAT121/MAT122.

+ MAT120	Intermediate Algebra (5) OR	
+ MAT121	Intermediate Algebra (4) OR	
+ MAT122	Intermediate Algebra (3) OR	
	Permission of Instructor	0-5

CERTIFICATES & DEGREES

Required Courses: Credits: 21

CIS105	Survey of Computer Information Systems	3
+ CIS119DO	Introduction to Oracle: SQL (3) OR	
+ CIS276DA	MySQL Database (3) OR	
+ CIS276DB	SQL Server Database (3)	3
+ CIS159	Visual Basic Programming I	3
+ CIS162AD	C#: Level I	3
+ CIS163AA	Java Programming: Level I (3) OR	
+ CSC110	Introduction to Computer Science (Java) (3)	3
+ CIS225AB	Object-Oriented Analysis and Design (3) OR	
+ CSC205	Object Oriented Programming and Data Structures (3)	3
+ CIS259	Visual Basic Programming II (3) OR	
+ CIS262AD	C# Level II (3) OR	
+ CIS263AA	Java Programming: Level II (3)	3

Certificate of Completion in Entry-Level Programming Credits: 18 (5813) (Shared) NEW

The CCL in Entry-Level Programming was created as a Fast Track program under the Trade Adjustment Assistance Community College and Career Training (TAACCT) Grant Program and is effective the Summer 2013 semester through Fall 2014. This program will be replaced with a permanent program effective the Spring 2015 semester.

Description: The Certificate of Completion (CCL) in Entry-Level Programming is designed to prepare students with the skills necessary for entry-level skills for those looking for an entry-level programming job. This CCL provides exposure to three popular languages of Java, Visual Basic, and C#. Students will gain an additional insight in database development, gaming, networking, or a fourth language of C++.

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.

Program Prerequisites: Credits: 0-6

MAT120	Intermediate Algebra (3) OR Higher AND	
CIS105	Survey of Computer Information Systems(3) OR	
	Permission of Division Chair	0-6

Required Courses: Credits: 9

CSC110	Introduction to Computer Science (Java) (3) OR	3
CIS163AA	Java Programming Level I (3)	3
+ CIS159	Visual Basic Programming I	3
+ CIS162AD	C#: Level I	3

Restricted Electives: Credits: 3

CIS117DM	Microsoft Access: Database Management	3
+ CIS150	Programming Fundamentals	3
+ CIS151	Computer Game Development-Level I	3
+ CSC100	Introduction to Computer Science (C++)	3
+ CIS162AB	C++ Level I	3
+ CIS190	Introduction to Local Area Networks	3

Certificate of Completion in Entry-Level Systems Analysis Credits: 12 (5815) (Shared) NEW

The CCL in Entry-Level Systems Analysis was created as a Fast Track program under the Trade Adjustment Assistance Community College and Career Training (TAACCT) Grant Program and is effective the Summer 2013 semester through Fall 2014. This program will be replaced with a permanent program effective the Spring 2015 semester.

Description: The Certificate of Completion (CCL) in Entry-Level Systems Analysis is designed to build upon entry-level programming skills by providing exposure to more advanced programming techniques, analysis and design of object-oriented structures, and Structured Query Language (SQL) queries for working with database back-ends.

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.

Program Prerequisites: Credits: 5

+ MAT120	Intermediate Algebra (5) OR higher AND	
CIS105	Survey of Computer Information Systems (3) OR	
	Permission of Instructor	3-5
CIS159	Visual Basic Programming I (3) OR	
CIS162AD	C#: Level I (3) OR	
CIS163AA	Java Programming: Level I (3) OR	
	Permission of Instructor	3

Required Courses: Credits: 9

+ CIS119DO	Introduction to Oracle: SQL (3)OR	
+ CIS276DA	MySQL Database (3) OR	
+ CIS276DB	SQL Server Database (3)	3
+ CSC205	Object Oriented Programming and Data Structures (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

Restricted Electives: Credits: 3

CIS224	Project Management Microsoft Project for Windows (3)	
+ CIS259	Visual Basic Programming II (3)	

CERTIFICATES & DEGREES

+ CIS262AD	C# Level II (3)
+ CIS263AA	Java Programming: Level II(3)
GBS151	Introduction to Business (3)
MGT253	Owning & Operating a Small Business (3)

Certificate of Completion in Web Apps Development Credits: 12 (5810) (Shared)

The CCL in Web Apps Development was created as a Fast Track program under the Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant Program and is effective the Summer 2013 semester through Fall 2014. This program will be replaced with a permanent program effective the Spring 2015 semester.

Description: The Certificate of Completion (CCL) in Web Applications Development is designed to prepare students with the skills necessary for entry-level positions in publishing applications and content that are accessible across multiple platforms including iOS, Android, Windows 8, and the Internet using HTML5, CSS3 and JavaScript technologies.

Program Notes: None

Program Prerequisites: Credits: 3

CIS105	Survey of Computer Information Systems (3) OR	
	Permission of Instructor	3

Required Courses: Credits: Credits: 12

CIS120DF	Computer Graphics: Adobe Photoshop	3
CIS132	HTML/CSS	3
+ CIS166AA	Introduction to JavaScripting	3
+ CIS233DA	Internet/Web Development Level II (3) OR	
+ CIS233DC	Internet Web Development: Dreamweaver (3)	3

Restricted Electives: None

Certificate of Completion in Adobe AIR Development Credits: 12 (5811) (Shared) NEW

The CCL in Adobe AIR Development was created as a Fast Track program under the Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant Program and is effective the Summer 2013 semester through Fall 2014. This program will be replaced with a permanent program effective the Spring 2015 semester.

Description: The Certificate of Completion (CCL) in Adobe AIR Development is designed to provide information and training on rapid application development for mobile devices including iOS, Android, and Windows 8 tablets and smartphones which can be deployed via the various App Stores

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 Detail: This program is offered through a grant. Qualification for and acceptance as a grant participant is required for admission to the program.

Program Prerequisites: Credits: 3

CIS105	Survey of Computer Information Systems (3) OR	
	Permission of Instructor	3

Required Courses: Credits:

CIS120DC	Adobe Flash Level I: Digital Animation	3
+ CIS220DC	Advanced Animation and ActionScript	3
CIS132	HTML/CSS	3
IND180	Adobe Flash/AIR Application Development	3

Restricted Electives: None

Certificate of Completion in Digital Publishing Credits: 13-15 (5812) (Shared) NEW

The CCL in Digital Publishing was created as a Fast Track program under the Trade Adjustment Assistance Community College and Career Training (TAACCCT) Grant Program and is effective the Summer 2013 semester through Fall 2014. This program will be replaced with a permanent program effective the Spring 2015 semester.

Description: The Certificate of Completion (CCL) in Digital Publishing is designed to provide information and training on the digital publishing aspect of technology. Individuals will be provided with the opportunity to develop skills necessary to work in the field of publishing content for mobile devices including newspaper, magazine, and book publishers as well as internal publishing for larger corporations.

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 Detail: This program is offered through a grant. Qualification for and acceptance as a grant participant is required for admission to the program.

Program Prerequisites: Credits: 3

CIS105	Survey of Computer Information Systems (3) OR	
	Permission of Instructor	3

CERTIFICATES & DEGREES

Required Courses: Credits: 13-15

CIS120DF	Adobe Photoshop	3
CIS120AK	Introduction to Digital Video Editing (1) OR	
CIS120DK	Introduction to Digital Video Editing (3) OR	
CIS120DA	Introduction to Digital Video Editing: Adobe Premier (3)	1-3
+CIS138DA	Desktop Design/Publishing Using Adobe InDesign	3
CIS120DP	Adobe Acrobat Pro: Portable Document Format (PDF) Files (3) OR	
IND180	WordPress: Blogging and Web Site Design (3)	3
IND180	Adobe InDesign: Digital Publishing	3

Restricted Electives: None

Associate in Applied Science Degree Information Technology: Web and Graphic Design Credits: 61- 65 (3100) (Shared)

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.

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
---	---

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
---	---

CERTIFICATES & DEGREES

Associate in Applied Science Degree IT: 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 corequisites.

++ indicates any module/suffixed courses.

Students must earn a grade of "C" or better for all courses within the program. Students should select from the following courses in consultation with a Department Advisor.

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

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

Natural Sciences: Credits: Credits: 4

Any approved General Education course from the Natural Sciences Area

Associate in Applied Science Degree in Mobile Apps Programming – Credits: 62-64 (3139) (Shared) NEW

Description: The Associate in Applied Science (AAS) in Mobile Apps Programming is designed to provide information and training on the programming aspect of technology. Individuals will be provided with the opportunity to develop skills necessary to work in the programming field including mobile applications programming. The program also includes a Certificate of Completion (CCL) in Programming, a Certificate of Completion (CCL) in Programming and System Analysis, and a Certificate of Completion (CCL) in Mobile Apps Programming.

Program Notes:

+ indicates course has prerequisites and/or corequisites.

++ indicates any module/suffixed courses.

Students must earn a grade of "C" or better for all courses within the program.

Program Prerequisites: None

Required Courses: Credits: 37-45

Certificate of Completion in Programming (5047) (21-26) OR
Certificate of Completion in Programming and System
Analysis (5048) (24)

AND

Certificate of Completion in Mobile Apps Programming
(5793) (16-19)

General Education Requirements: Credits: 19-27

General Education Core: Credits: 9-17

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.

Critical Reading: Credits: 0-3

+ CRE101 College Critical Reading (3) OR
+ CRE111 Critical Reading for Business and
Industry (3) OR
Equivalent as indicated by
assessment. 0-3

Mathematics: Credits: Credits: 0-5

Mathematics may be met by MAT120, or MAT121, or
MAT122 if taken in Required Courses area.

+ MAT120 Intermediate Algebra (5) OR
+ MAT121 Intermediate Algebra (4) OR
+ MAT122 Intermediate Algebra (3) OR
Satisfactory completion of a higher level
mathematics course. 0-5

CERTIFICATES & DEGREES

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 Credit: 3

Any approved general education course from the Social and Behavioral Sciences area. 3

Natural Sciences: Credit: 4

Any approved general education course from the Natural Sciences area. 4

Associate in Applied Science Degree in Web Apps Publishing Credits: 65-68 (3141) (Shared) NEW

The AAS in Applied Science Degree in Web Apps Publishing was created as a Fast Track program under the National Information, Security, and Geospatial Technology Consortium (NISGTC) grant and is effective the Spring 2013 semester through Fall 2014. This program will be replaced with a permanent program effective the Spring 2015 semester.

Description: The Associate in Applied Science Degree (AAS) in Web Applications and Publishing is designed to prepare individuals with the skills necessary to develop and distribute desktop applications as well as applications for mobile devices, focusing on the current major three mobile platforms: iOS, Android, and Windows 8.

Admission Criteria: This program is offered through a grant. Qualification for and acceptance as a grant participant is required for admission to the program

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.

Program Prerequisites: Credits: 0-3

CIS105 or permission of instructor.

Required Courses: Credits: 43-45

IND180	Technology Business Planning	3
EPS150	Introduction to Entrepreneurship	3
CCL	in Web Application Development (5810)	12
CCL	in Adobe AIR Application Development (5811)	12
CCL	in Digital Publishing (5812)	13-15

Restricted Electives: None

General Education Requirements: Credits: 22-25

General Education CORE: Credits: 12-17

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/Professional Writing (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: 0-3

+ CRE101	College Critical Reading (3) OR	
+ CRE111	Critical Reading for Business and Industry (3) 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	College Algebra/Functions (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: Credits: 4

Any approved General Education course from 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 Science (AAS) in Business Management program is to provide 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:

+ 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.

CERTIFICATES & DEGREES

Program Prerequisites: None

Required Courses Credits: 30-31

ACC107	Bookkeeping Theory and Practice (4) OR	
ACC111	Accounting Principles I (3)	3-4
CIS105	Survey of Computer Information Systems	3
GBS131	Business Calculations	3
GBS151	Introduction to Business	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
+ GBS233	Business Communication	3
MGT229	Management and Leadership I	3
+ MGT230	Management and Leadership II	3
MGT251	Human Relations in Business	3
MKT271	Principles of Marketing (3) OR	
MGT276	Personnel/Human Resources 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
--------	--	---

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

Chairperson: Mark Nielsen

Certificate/Degree:

Certificate of Completion in Emergency Management (5304) (Shared)

Associate in Applied Science in Emergency Management (3018) (Shared)

Certificate of Completion in Emergency Management: Credits: 18 (5304) (Shared)

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.

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

CERTIFICATES & DEGREES

Associate in Applied Science in Emergency Management: Credits 64 (3018) (Shared)

Description: The curriculum of the Associate in Applied Science (AAS) in Emergency Management is designed to provide students with knowledge and skills required to conduct a comprehensive emergency management program. The program is designed to prepare students to manage fire department operations, hazardous materials incidents, tactics, strategy, and safety of firefighting activities, and customer service in the public sector. These are skills important for positions such as Emergency Manager, Emergency Management Planner, Emergency Operations Coordinator, Environmental Compliance Planner, and Emergency Management Specialist, as well as for work 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

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
FSC216	Fundamental of Flammable Hazardous Materials	3
FSC217	Dangerous and Explosive Hazardous Materials	3
AJS++++	Any Administration of Justice Studies course	
FSC++++	Any Fire Science Technology course	

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

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

MAT102	Mathematical Concepts/Applications OR Satisfactory completion of higher level mathematics course	3-5
--------	--	-----

General Education Distribution Credits: 10

Humanities & Fine Arts: Credits: 3

AJS123	Ethics and the Administration of Justice	3
--------	--	---

Social and Behavioral Sciences: Credits: 3

AJS258	Victimology and Crisis Management	3
--------	-----------------------------------	---

Natural Sciences: Credits: 4

Any approved general education course in the Natural Sciences area	4
--	---

MANAGEMENT - GENERAL BUSINESS

Chairperson: Mark Nielsen

Certificate/Degree:

Certificate of Completion in General Business (5683) (Shared)

Associate in Applied Science in General Business (3148) (Shared)

Certificate of Completion in General Business: Credits: 21 (5683) (Shared)

Description: The Certificate of Completion (CCL) in General Business is designed to 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.

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.

CERTIFICATES & DEGREES

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 is designed to meet 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 may 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

Program Prerequisites: Credits: 3

+CRE101	College Critical Reading (3) OR Equivalent by Assessment	3
---------	--	---

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
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
---	---

Critical Reading: Credits: 0

+Met by CRE101 in the Program Prerequisites area.	0
---	---

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
---	---

Social and Behavioral Sciences: Credits: 3

ECN211	Macroeconomic Principles (3) OR	
ECN212	Microeconomic Principles (3) OR	
SBU200	Society and Business (3)	3

CERTIFICATES & DEGREES

Natural Sciences: Credits: 4
Any approved General Education course in the Natural Sciences area. 4

MANAGEMENT

Chairperson: Mark Nielsen

Certificate/Degree:

Certificate of Completion in Management (5729) (Shared)
Associate in Applied Science in Management Credits:61-64 (3070) (Shared)

Certificate of Completion in Retail Management (5286) (Shared)

Associate in Applied Science in Retail Management (3048)

Certificate of Completion in Management Credits: 18 (5729) (Shared)

Description: The Certificate of Completion (CCL) in Management program is designed to provide skills for management careers. Students completing this program are better equipped to apply competencies needed for successful performance in management occupations such as manufacturing, wholesaling, retailing, and service industries. 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 for all courses required within the program.

Program Prerequisites: None

Required Courses Credits: 18

ACC111	Accounting Principles I	3
BPC110	Computer Usage and Applications (3) OR	
CIS105	Survey of Computer Information Systems (3)	3
GBS151	Introduction to Business	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
MGT229	Management and Leadership I	3
MGT251	Human Relations in Business	3

Associate in Applied Science in Management Credits: 61-64 (3070) (Shared)

Description: The Associate in Applied Science (AAS) in Management program is designed to provide skills for management careers. Students completing this program are better equipped to apply competencies needed for successful performance in management occupations such as manufacturing, wholesaling, retailing, and service industries. A Certificate of Completion (CCL) is also available.

Program Notes:

+ indicates course has prerequisites and/or corequisites.
++ indicates any module/suffixed courses.
Students must earn a grade of C or better for all courses required within the program.

Program Prerequisites: None

Required Courses Credits: 24

ACC111	Accounting Principles I	3
BPC110	Computer Usage and Applications (3) OR	
CIS105	Survey of Computer Information Systems (3)	3
GBS151	Introduction to Business	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
+GBS233	Business Communication	3
MGT229	Management and Leadership I	3
+MGT230	Management and Leadership II	3
MGT251	Human Relations in Business	3

Restricted Electives: Credits: 15

Students should select from the following courses in consultation with a Department Advisor.

+ACC112	Accounting Principles II	3
IBS101	Introduction to International Business	3
MGT175	Business Organization and Management	3
MGT253	Owning and Operating a Small Business	3
MGT270++	Management Internship (any suffixed course)	1-3
MGT276	Personnel/Human Resources Management	3
MGT286	Human Resource Employment Management	3
MKT271	Principles of Marketing	3

MARKETING

Chairperson: Mark Nielsen

Certificate/Degree:

Certificate of Completion in Marketing Credits: 18 (5094) (Shared)

Associate in Applied Science in Marketing Credits: 60-63 (3094) (Shared)

Certificate of Completion in Marketing Credits: 18 (5094) (Shared)

Description: The Certificate of Completion (CCL) in Marketing program meets students' needs by providing skills necessary for marketing careers. The program is designed to develop competencies essential for success in marketing. By completing this program students will be better equipped to apply competencies needed for successful performance in a variety of marketing/management occupations including

CERTIFICATES & DEGREES

wholesaling, retailing, professional sales, and entrepreneurship.

Program Notes:

++ indicates any module/suffixed courses.

+ indicates course has prerequisites and/or corequisites.

Students must earn a grade of C or better for all courses required within the program.

Program Prerequisites: None

Required Courses Credits: 15

BPC110	Computer Usage and Applications (3) OR	
CIS105	Survey of Computer Information Systems (3)	3
GBS151	Introduction to Business	3
MKT263	Advertising Principles	3
MKT267	Principles of Salesmanship	3
MKT271	Principles of Marketing	3

Restricted Electives: 3

Students should select from the following courses in consultation with Department Advisor.

MGT251	Human Relations in Business	3
MKT101	Introduction to Public Relations	3
MKT110	Marketing and Social Networking	3
MKT268	Merchandising	3
MKT280++	Marketing Internship (any suffixed course)	1-3

Associate in Applied Science in Marketing Credits: 60-63 (3094) (Shared)

Description: The Associate in Applied Science (AAS) in Marketing program meets students' needs by providing skills necessary for marketing careers. The program is designed to develop competencies essential for success in marketing. By completing this program, students will be better equipped to apply competencies needed for successful performance in a variety of marketing/management occupations, including wholesaling, retailing, professional sales, and entrepreneurship.

Program Notes:

+ indicates course has prerequisites and/or corequisites.

Students must earn a grade of C or better for all courses required in the program.

Program Prerequisites: None

Required Courses Credits: 26

ACC111	Accounting Principles I	3
BPC110	Computer Usage and Applications (3) OR	
CIS105	Survey of Computer Information Systems (3)	3

GBS151	Introduction to Business	3
+GBS233	Business Communication	3
MGT251	Human Relations in Business	3
MKT263	Advertising Principles	3
MKT267	Principles of Salesmanship	3
MKT271	Principles of Marketing	3
SBS220	Internet Marketing for Small Business	2

Restricted Electives: Credits: 12

Students should select from the following courses in consultation with a Department Advisor.

GBS205	Legal, Ethical, and Regulatory Issues in Business	3
MGT276	Personnel/Human Resources Management	3
MKT101	Introduction to Public Relations	3
MKT110	Marketing and Social Networking	3
MKT268	Merchandising	3
MKT273	Marketing Research	3
MKT280++	Marketing Internship (any suffixed course)	1-3
MKT/TEC109	Introduction to Fashion Merchandising	3
MKT/TEC151	Display and Visual Merchandising	3

General Education Requirement: Credits: 22-25

General Education Core: Credits: 12-15

First-Year Composition: Credits: 6

Any approved general education course from the First-Year Composition area.

Oral Communication: Credits: 3

Any approved general education course from the Oral Communication area.

Critical Reading: Credits: 0-3

+CRE101	College Critical Reading (3) OR Equivalent as indicated by assessment (0)	0-3
---------	---	-----

Mathematics: Credits: 3

Any approved general education course from the Mathematics area.

General Education Distribution: Credits: 10

Humanities and Fine Arts: Credits: 3

Any approved general education course from the Humanities and Fine Arts area.

Social and Behavioral Sciences: Credits: 3

Any approved general education course from the Social and Behavioral Sciences area.
SBU200 recommended.

Natural Sciences: Credits: 4

Any approved general education course from the Natural Sciences area.

CERTIFICATES & DEGREES

REAL ESTATE

Chairperson: Mark Nielsen

Certificate/Degree

Certificate of Completion in Real Estate: Prelicense

Credits:6.5 (5139) (Shared)

Description: The Certificate of Completion (CCL) in Real Estate: Prelicense program is designed to prepare students with the minimum coursework required by the state of Arizona for eligibility to take the state's real estate salesperson's license exam.

Admission Criteria: High school diploma or GED or equivalent. Current ASSET/COMPASS/ACCUPLACER placement tests reflecting eligibility for the following:

CRE101 College Critical Reading OR Equivalent
ENG101 First Year Composition OR
ENG107 First-Year Composition for ESL OR Equivalent

MAT102 Mathematical Concepts/Applications
OR Completion of higher level
mathematics course OR

GBS131 Business Calculations

Program Prerequisites: None

Required Courses: Credits: 6.5

REA179 Real Estate Principles I (3) AND
+ REA180 Real Estate Principles II (3) OR
REA201 Real Estate Principles I and II (6) 6
+ REA290AH Real Estate Seminar: Contract Writing 0.5

RETAIL MANAGEMENT

Chairperson: Mark Nielsen

Certificate/Degree

Certificate of Completion in Retail Management Credits: 33 (5286) (Shared)

Associate in Applied Science in Retail Management Credits: 64 (3048) (Shared)

Certificate of Completion in Retail Management Credits: 33 (5286) (Shared)

Description: The Retail Management Certificate of Completion (CCL) 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.

Program Prerequisites: None

Required Courses: Credits 33

ACC111	Accounting Principles I	3
BPC110	Computer Usage and 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 and Applica- tions (3)	3
+ GBS233	Business Communication	3
COM110	Interpersonal Communication (3) OR	
IND133	Speaking in Business (3)	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 Manage- ment (3)	3
+ MKT268	Merchandising	3
MKT271	Principles of Marketing	3

Associate in Applied Science in Retail Management Credits: 64 (3048) (Shared)

Description: The Retail Management degree 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:

+ indicates course has prerequisites and/or co requisites. Students must earn a grade of "C" or better in all courses within the program.

Program Prerequisites: None

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

CERTIFICATES & DEGREES

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

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
--------	---------------------------	---

Critical Reading: Credits: 3

CRE101	College Critical Reading I (3) OR Equivalent by assessment	3
--------	--	---

Mathematics: Credits: 3

MAT102	Mathematical Concepts/Applications (3) OR satisfactory completion of a higher level mathematics course	3
--------	--	---

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
--------	----------------------	---

Natural Sciences: Credits: 4

Any approved general education course from the Natural Sciences area.		4
---	--	---

SUPERVISION AND MANAGEMENT

Chairperson: Mark Nielsen

Certificate/Degree

Certificate of Completion in Supervision and Management I (5721)

Certificate of Completion in 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

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 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

CERTIFICATES & DEGREES

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

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 prerequisite and/or corequisites.
++ indicates any module/suffixed courses.
Students must earn a grade of "C" or better for all courses required within the program.

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 (3) OR	
+ MUC209	Music Industry Entrepreneurship (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) OR	
MUC195AA	Studio Music Recording I (3)	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 MHL Music: History/Literature prefixed course

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:

+ indicates course has prerequisite and/or corequisites.
++ indicates any module/suffixed courses.
Students must earn a grade of "C" or better for all courses required within the program.

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
MUC209	Music Industry Entrepreneurship(3) OR	
MGT253	Owning and Operating a Small Business (3)	3

CERTIFICATES & DEGREES

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) OR	
MUC195AA	Studio Music Recording I (3)	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 MHL Music: History/Literature course	3
--------	---	---

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)	

Oral Communication: Credits: 3

Any approved general education course from the Oral Communication Area

Critical Reading: Credits: 0-3

CRE101	College Critical Reading (3) OR Equivalent as indicated by assessment	
--------	--	--

Mathematics: Credits: 3

Any approved general education course from the Mathematics Area

General Education Distribution: Credits: 10

Humanities & Fine Arts: Credits: 3

Any approved general education course from the Humanities and Fine Arts Area 3

Social and Behavioral Sciences: Credits: 3

Any approved general education course from the Social and Behavioral Sciences Area

Natural Sciences: Credits: 4

Any approved general education course from the Natural Sciences Area

PERSONAL TRAINING

Chairperson: Jason Reif

Certificate of Completion in Personal Training Specialist (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 is designed to help prepare 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:

+ indicates course has prerequisites and/or corequisites.

Students must earn a grade of "C" or better in all courses within the program.

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

CERTIFICATES & DEGREES

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 and Personal Training Credits: 64-72 (3059) (Shared)

Description: The Associate in Applied Science (AAS) in Strength and Personal Training program is designed to prepare students with the knowledge and experience required to be eligible for the American College of Sports Medicine (ACSM) Health and Fitness Specialist Certification, ACSM personal trainer certification, the National Strength and Conditioning Association (NSCA) personal trainer certification, the National Academy of Sports Medicine (NSAM) personal trainer certification and the American Council on Exercise (ACE) personal trainer certification. The curriculum is designed to strengthen students' educational background in fitness and nutrition potentially increasing their marketability in these fields. This degree may 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 may also find this program appropriate.

Program Notes:

+ indicates course has prerequisite and/or corequisites. Students must earn a grade of "C" or better required for all courses within the program.

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

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	College Critical Reading	3
--------	--------------------------	---

Mathematics: Credits: 3-5

Any approved general education course in the Mathematics Area, except MAT102.

The following courses are recommended:

+ MAT120	Intermediate Algebra (5) OR	
+ MAT121	Intermediate Algebra (4) OR	
+ MAT122	Intermediate Algebra (3)	

General Education Distribution: Credits: 10

Humanities and Fine Arts: Credits: 3

Any approved general education course in the Humanities and Fine Arts area

Social and Behavioral Sciences: Credits: 3

HES100	Healthful Living (3) OR	
PSY101	Introduction to Psychology (3)	3

CERTIFICATES & DEGREES

Natural Sciences: Credits: 4

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

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/suffixed courses.

Students must earn a grade of "C" or better in all courses within the program.

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	

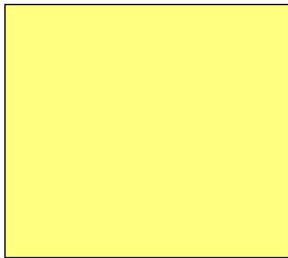
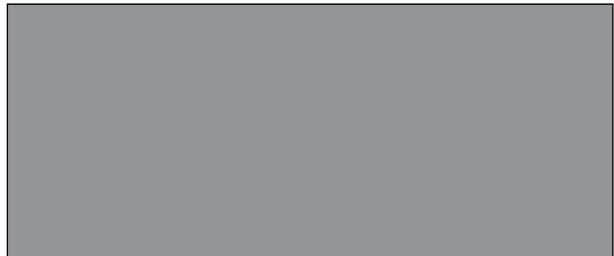
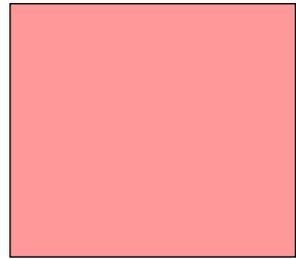
EDU283AA/ STO289AA	Using Storytelling in Educational Settings (1) OR	
STO289AB	Using Storytelling in Business Settings (1) OR	
STO289AC	Using Storytelling in Healing Settings (1) OR	
STO289AD	Using Storytelling in Interpretive Settings (1)	3
STO292	The Art of Storytelling (3) OR	
EDU292	The Art of Storytelling (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



Occupational Program Matrix



OCCUPATIONAL PROGRAM MATRIX

<u>Areas/Programs</u>	<u>Institution</u>	<u>Areas/Programs</u>	<u>Institution</u>
Interior Merchandising	GC, MC, PC, EM	Human Resources Management	PC
Interior Design	MC, PC, SC	Management	PC, MC, GC, PV, SM
Interior Design: Advanced	MC	Middle Management	GC, PV
Interior Design: Professional Level	SC	Military Leadership	RS
Parent Education	GC, RS	Project Management	MC
Pattern Design Level I	PC	Public Relations	GC
Pattern Design Level II	PC	<i>(See Middle Management section for additional programs and related areas)</i>	
<u>Merchandising</u>		Retail Management	CG, GC, GW, EM, MC, PC, PV, RS, SC, SM
Fashion Merchandising	PC	Retail Management and Marketing	SC
Fashion Merchandising & Design	MC	Retail Sales Manager	MC
Image Consultant	MC	Small Business	MC
<u>Music</u>		Small Business Entrepreneurship	GC, SM
Audio Production Technologies	GC, MC, PC, PV, SC	Small Business Management	EM, SC
Beginning Piano Pedagogy	MC	Small Business Start-Up	CG, GC, MC, PC, PV, RS, SM
Intermediate Piano Pedagogy		Supervision and Management I	SM
Dance Technology	SC	Supervision and Management II	SM
Music Business	CG, GC, MC, PC, PV, SC, SM	Supervision	GC
<u>Commercial Art/Advertising Art</u>		<u>Middle Management</u>	
Computer Graphic Design	PC	Public Relations	MC
<i>(See Media Technology section for additional programs and related areas)</i>		<i>(See Management section for additional programs and related areas)</i>	
Digital Media Arts	GC	<u>Office Occupations</u>	
Graphic Design: Visual Communication	SC	Administrative Office Professional	PV
Journalism	GC, PV, MC, PC, SC	Administrative Technology	GW
Workforce Development: Graphic Arts Level I	RS	Administrative Professional	PC
Workforce Development: Graphic Arts Level II	RS	Business Technology Specialist	GW
Business, Management, and Administration		Computer Applications	PC
<u>Accounting</u>		Data Entry Clerk	EM
Accounting	GC, PC, GW, RS, SM , CG, EM	General Office Secretary	EM
Accounting – Specialized Para-Professional	PV	Office Technology	GW
Bookkeeping	SC	Paralegal Studies	PC
Microcomputer Accounting	PV	Court Reporting: Judicial	GW
Software Quality Assurance	MC	Realtime Reporting Scoping	GW
<i>(See Business Administration for additional programs and related areas)</i>		Receptionist	EM
Accounting Paraprofessional	GC	Management of Clinical Information Technology	GW
<u>Business Administration</u>		Management of Clinical Information Technology: Health Information Technology Implementation Support	GW
Business	MC, SC	Management of Clinical Information Technology: Health Information Technology Technical Support	GW
Business (Fastrack)	SC	Management of Clinical Information Technology: Practice Workflow and Information Management Redesign	GW
General Business	CG, GC, MC, PC, RS, SCC, SM	Management of Clinical Information Technology: Implementation Management	GW
<i>(See Management and Finance section for additional programs and related areas)</i>		Management of Clinical Information Technology: Health Information Technology Training	GW
International Business	PV	Technology Support Analyst	MC
International Trade	MC	<u>Total Quality Management</u>	
Marketing	MC	Automobile Insurance: Customer Service	RS
<u>Management</u>		Automobile Policy: Customer Service	RS
Business Management	SM	Automobile Insurance Claims: Customer Service	RS
General Business Specialized	PV		

OCCUPATIONAL PROGRAM MATRIX

<u>Areas/Programs</u>	<u>Institution</u>
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: Public Assistance Eligibility	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	SM
Quality Customer Service	RS
Utilities Customer Service	RS
Education and Training	
<u>Early Childhood Education</u>	
Child and Family Organizations Management and Administration	GC, RS
Child Development Associate (CDA) Preparation	GC, PV
Curriculum for Young Children	PC
Early Care Specialist	MC
Early Childhood Education and Administration	PC
Early Childhood Classroom Management	PC
Early Childhood Development	SM
Early Childhood Education	PV, GC,
Early Childhood Administration & Management	GC, MC, RS, SM
Early Learning and Development	CG, MC, RS, SC
Family Child Care Management	RS, SC
Infant and Toddler Development	SC, RS
<u>Workforce Development</u>	
Workforce Development and Community Re-Entry	RS
<u>Education</u>	
Gifted Education	EM
Reading Specialist	MC
Teacher Assisting	EM, GW
Foundations of Student Services	EM
<u>Library Media Technology</u>	
Library Information Technology	MC
Library Information Technology: Advanced	MC
Library Information Technology: Basic	MC
Library Information Technology:	
School Library Media Center	MC

<u>Areas/Programs</u>	<u>Institution</u>
Environmental Technology	
<u>Environmental Technology</u>	
Environmental Science Technology	GW
Geospatial Technologies	MC
Occupational Safety and Health Technology	GW
Radiation Protection Technology	EM
Safety, Health and Environmental Studies	PV
Wastewater Treatment	GW
Water Resources Technologies	GW
Water Resources Technologies: Hydrologic Studies	GW
Water Treatment	GW
Finance	
Banking and Finance	PC, EM
Certified Residential Appraiser	MC
Licensed Real Estate Appraiser	MC
Real Estate	MC, PC
Real Estate: Prelicense	PC, MC, SM
Residential Appraisal Trainee	MC
Bank Account Management: Customer Service	RS
Government and Public Administration	
Public Administration	RS
Tribal Development	SC
Health Science	
<u>Allied Health</u>	
Advanced Behavioral Health Sciences	GC, SM
Basic Behavioral Health	GC, SM
Medical Laboratory Sciences	PC
Clinical Research Associate	GW
Community Health Worker	SM
Developmental Disabilities Specialist	GC
Diagnostic Medical Sonography	GW
Electroneurodiagnostic (END) Technology	GW
Healthcare Compliance	GW
Health Information: Long Term Care Settings	PC
Health Information Technology	PC
Health Services Management	GW
Health Unit Coordinating/Patient Care Associate	GW
Histologic Technology	PC
Hospital Central Service Technology	GW
Laboratory Assisting	PC
Computed Tomography	GW
Magnetic Resonance Imaging	GW
Medical Assisting	PC
Medical Coding: Hospital-Based	PC

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	SM : South Mountain CC

OCCUPATIONAL PROGRAM MATRIX

<u>Areas/Programs</u>	<u>Institution</u>	<u>Areas/Programs</u>	<u>Institution</u>
Medical Billing and Coding: Physician-Based	PC	<u>Hospitality</u>	
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
Perioperative Nursing	GW	Airline Operations: Reservations	RS
Phlebotomy	PC	Culinary Arts	SC
Physical Therapist Assisting	GW	<i>(See Food & Nutrition section for additional programs and related areas)</i>	
Polysomnographic Technology	GW	Hospitality and Tourism/Golf Management	SC
Radiation Therapy	GW	Hospitality and Tourism/Hotel Management	SC
Recovery Support	SM	Hospitality and Tourism/Restaurant Management	SC
Respiratory Care	GW	Hospitality and Tourism/Spa and Wellness Center Management	SC
Speech Language Pathology Assistant	EM	Hospitality/Hotel Management	EM
Surgical Technology	GW	Hospitality and Tourism/Tourism Development and Management	SC
Emergency Medical Technology		Human Services	
Advanced Emergency Medical Technology (Paramedic)	PC, PV	<u>Parks, Recreation, Leisure and Fitness Studies</u>	
Community Emergency Response Team (CERT): Level I	PC	Recreation Management	MC, SC
Emergency Communications and Deployment	PC	<u>Health and Physical Education/Fitness</u>	
Intermediate Emergency Medical Technology	PC	Group Fitness Instructor	GC, MC
<u>Dental</u>		Personal Trainer	GC, MC
Clinical Dental Assisting	RS	Personal Training Specialist	CG, EM, GC, MC, PV, SC, SM
Dental Assisting	PC	Strength, Nutrition and Personal Training	CG, GC, MC, PV, SC, SM
Dental Hygiene	PC, RS, MC	Teaching, Healing, Meditation & Stress Management	PV
Dental Office Management	RS	Therapeutic Massage	CG, PC
Dental Assisting Technology	RS	Yoga Instruction	SC
Community Dental Health Coordination	RS	<u>Family and Consumer Science</u>	
<u>Nursing</u>		Nutrition for Fitness and Wellness	GC, MC, SC
Fast Track Practical Nursing	GW	<u>Social Sciences</u>	
Nursing	CG, EM, GC, GW, MC, PC, PV, SC	Addictions and Substance Use Disorders Level I	RS
Nurse Assisting	CG, GW, MC, PC, PV, SC, EM	Addictions and Substance Use Disorders Level II	RS
Practical Nursing	CG, GC, GW, MC, PC, PV, SC, RS, EM	Addictions and Substance Use Disorders	RS
Nursing Refresher	GW, MC	Deaf Studies	
Hospitality and Tourism		Interpreter Preparation	PC
<u>Food and Nutrition</u>		Professional Addictions Counseling	RS
Advanced Professional Culinary Arts	SC	<u>Social Services</u>	
Baking and Pastry	EM, PC	Adolescent Studies	PC
Basic Culinary Studies	EM	Family Development	PC
Commercial Food Preparation	PC	Family Support	PC
Culinary Arts	SC	<u>Mortuary Science</u>	
Culinary Studies	EM, PC, SC	Mortuary Science	MC
Culinary Fundamentals	SC		
<i>(See Hospitality section for additional programs and related areas)</i>			
Dietetic Technology	CG, PV		
Food Service Administration	PC		
Professional Food and Beverage Service	PC		
Sustainable Food Systems	MC, RS		

OCCUPATIONAL PROGRAM MATRIX

<u>Areas/Programs</u>	<u>Institution</u>	<u>Areas/Programs</u>	<u>Institution</u>
Information Technology		Microsoft Applications Development	PV
<u>Computer Science</u>		Microsoft Server Administration	EM, GC, PV
Advanced Computer Usage and Applications	RS	Microsoft Certified Information Technology Professional (MCITP) Administrator	EM, GC, GW, PV
Advanced Web Designer	MC	Multimedia and Business Technology	MC
Business Office Computer Applications	GC	Network Administration	SC
Computer Applications Technology	EM	Network Administration: CISCO Network Professional	MC, CG, SM
Computer Applications: Microsoft Office Specialist/Advanced	MC	Network Administration: Microsoft Windows Server	CG, GW, MC
Computer Applications: Microsoft Office Specialist/Basic	MC	Networking: Design and System Support	RS
Computer Hardware and Desktop Support	CG, EM, SC	Networking Administration: Cisco	CG, EM, GC, GW, SM , MC
Computer Hardware and Network Support	SC	Networking System Administration	MC
Computer Information Systems	GC, PC, SC, SM	Networking Technology: Cisco	CG, EM, GC, GW
Computer Information Technology	PV	Oracle Database Operations	CG
Computer Networking Technology	PV	Programming	RS, EM, PV, SM
Computer Programming	MC	Programming and System Analysis	CG, EM, GC, MC, PC, PV, SC, SM
Computer Systems Maintenance	PV	Software Development	SC
Computer Technology	RS	Web Design	GC, PV, EM, PC
Computer Usage and Applications	RS	Web Design Technologies	SC
Computer and Information Technologies	SM	Web Design: User Interface	RS
Database Development	SC	Web Designer	MC
Desktop Publishing	EM	Web Developer	GC, MC, PC, PV, EM
Engineering Technology	GC, CG, EM	Web Development	SC
Game Technology	MC	Web Server Administrator	MC
Geographic Information Systems	MC	<u>Media Technology</u>	
Information Security	GC	Broadcast Production	SC
Information Security Administration	GC	Comic and Sequential Art	PC
Information Security Technology	GC	Digital Arts	MC
Information Security Wireless Networks	GC	Digital Design	RS
Information Technology	CG	Digital Photography	PC
Information Technology: Programming and Systems Analysis	SM	Digital Arts: Digital Illustration	MC
Information Technology: Web and Graphic Design	SM	Digital Arts: Digital Photography	MC
Information Technology: Cisco Networking	SM	Digital Arts: Graphic Design	MC
Information Technology: Computer Applications Specialist	SM	Digital Arts: Web Design	MC
Information Technology: Network Server	SM	Editing	SC
Information Technology: Network Security	SM	eLearning Design Specialist	RS
Information Technology Support	SM	Film Production	SC
Linux Associate	CG, EM, GC, MC	Game Technology	MC, GW
Linux Networking Administration	EM, GC, MC	Media Arts: Computer Art/Illustration	CG, PC
Linux Professional	CG, EM, GC, GW, PC, SC, SM , MC, PV	Media Arts: Digital Animation	PC
<i>(See Office Occupations section for additional programs and related areas)</i>		Media Arts: Digital Imaging	CG, PC
Computer Applications: Office Specialist/Core Level	CG	Media Arts: Web Design	PC
<i>(See Office Occupations section for additional programs and related areas)</i>		Motion Picture/Television Production	SC
Computer Applications: Office Specialist/Expert Level	CG	Multimedia Technology	MC
<i>(See Office Occupations section for additional programs and related areas)</i>		Screenwriting	SC
Computer Business Applications	CG	Technical Theatre	PC, SC
<i>(See Office Occupations section for additional programs and related areas)</i>		Video Production Technology	GC
Microsoft Desktop Support Technology	EM, GC, PV		
Microsoft Networking Technology	EM, GC, GW, PV	CG: Chandler Gilbert CC	RS: Rio Salado College
Microsoft Technical Specialist	EM, GC, GW, PV	PC: Phoenix College	GW: GateWay CC
		EM: Estrella Mountain CC	SC: Scottsdale CC
		PV: Paradise Valley CC	MC: Mesa CC
		GC: Glendale CC	SM : South Mountain CC

OCCUPATIONAL PROGRAM MATRIX

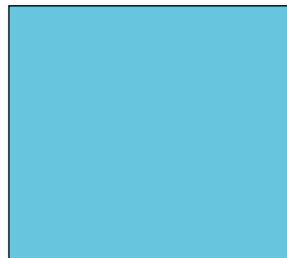
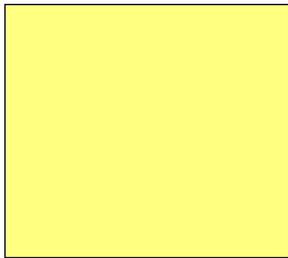
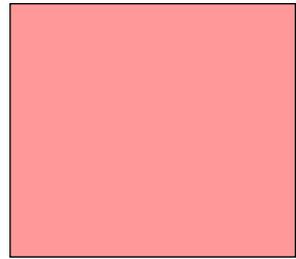
<u>Areas/Programs</u>	<u>Institution</u>	<u>Areas/Programs</u>	<u>Institution</u>
Manufacturing		Law, Public Safety, Corrections, and Security	
<u>Drafting Technology</u>		Emergency Medical Technology	CG, GC, MC, PC, PV, SC
CAD Technology	GC	<i>(See Allied Health section for additional programs and related areas)</i>	
Basic CAD	GC	Fire Investigation	CG, EM, GC, MC, PC, PV
CAD/CAM/CNC I	MC	Paramedicine	GC, PC, PV, MC
CAD/CAM/CNC II	MC		
CAD Application	GC	<u>Administration of Justice</u>	
CAD-BIM Technology	PC	Administration of Justice	EM, GC, PC, PV
Electro/Mechanical Drafting	MC	Administration of Justice-Comprehensive	PC
Electromechanical Manufacturing Technology	MC	Administration of Justice-Fundamentals	PC
Industrial Design Technology	GW	Administration of Justice Studies	CG, MC, SC, GW
Industrial Design Technology:		Advanced Corrections	RS
Design Specialist: SolidWorks	GW	Basic Corrections	RS
Machining I	MC	Corrections	RS
Machining II	MC	Correctional Studies	CG
Manufacturing Engineering Technology	MC	Crime and Accident Scene Photography	PC, SC
Manufacturing Management	MC	Crime Scene Investigation	SC, PC
Production Technology	GW	Crime Scene Technology	SC, PC
Manufacturing Productivity: CNC CAD/CAM		Detention Services	RS
Programming	GW	Domestic Preparedness and Homeland Security	PC
Production Technology: CNC Technology	GW	Evidence Technology	PC
Production Technology: Quality Assurance	GW	Evidence Technology	EM
Manufacturing Welding	MC	Fingerprint Classification and Identification	PC, SC
Micro Circuit Mask Design	MC	Forensic Investigation	MC
		Forensic Science	CG
<u>Electronics/Electrical Technology</u>		Forensic Technology	PC
Automation Technology Level I	MC	Forensic Science: Crime Lab	SC
Automation Technology Level II	MC	Global Citizenship	MC
Automation Technology Level III	MC	Homeland Security	CG, GW
Computer and Networking Technology	GC	Information Security Forensics	GC
Electric Utility Technology	CG	Judicial Studies	MC
Electric Utility Design Technology	CG	Justice Studies	CG, SC
Electrical Technology	GW	Law Enforcement Investigator	GC
Electromechanical Automation Technology	MC	Law Enforcement Technology	RS
Electronics Engineering Technology	MC	Law Enforcement	SC
Electronics Technology	MC	Law Enforcement Training Academy	GC, CG
Automation Technology	MC	Legal Studies	MC
Meter Technology	CG	Paralegal	RS
Network Maintenance	GC	Police Academy Preparation Level I	SC
Workforce Development: Electrical Level I	RS	Police Science	MC, SC
Workforce Development: Electrical Level II	RS	Police Supervision	GC
Engineering		Public Safety Technology	RS
Surveying Technology	PC	Victimology	MC
		<u>Fire Science</u>	
<u>Welding Technology</u>		Driver Operator	CG, GC, EM, MC, PC, PV
Welding	MC	Emergency Management	PV, SM
<i>(See Manufacturing section for additional programs and related areas)</i>		Emergency Response and Operations	CG, EM, GC, MC, PC, PV, RS, SC
		Fire Academy	GC, SC
Marketing, Sales, and Service		Fire Officer Leadership	MC, CG, EM, GC, PC, PV
<u>Marketing</u>		Fire Science	PV, RS, EM, MC
Marketing	PC, GC, PV, SM , SC	Firefighter Operations	GC, MC, PC, PV, CG, EM, RSC
Salesmanship	MC	Hazardous Materials Response	PC

OCCUPATIONAL PROGRAM MATRIX

<u>Areas/Programs</u>	<u>Institution</u>	<u>Areas/Programs</u>	<u>Institution</u>
Science, Technology, Engineering and Mathematics		Automotive Electrical Systems	MC
AGEC-S		Automotive Engines and Drive Trains	GC
<u>Aerospace and Aviation/Aviation and Aeronautics</u>		Automotive Engine Performance Diagnosis & Air Conditioning	GC
Aircraft Maintenance Technology	CG	Automotive Performance Technology	MC
Aircraft Maintenance Technology (Part 147)	CG	Automotive Suspension, Steering and Brakes	GW
Airframe Maintenance (Part 147)	CG	Automotive Technology	GC, GW
Airway Science Technology, Flight Emphasis	CG	Brakes, Alignment, Suspension and Steering	MC
Flight Technology	CG	Engine Performance and Diagnosis	GW, MC
Powerplant Maintenance (Part 147)	CG	Transmissions and Power Trains	MC
<u>Bioscience</u>		Workforce Development: Automotive Technology Level I	RS
Biomedical Research Technology	GW, SM	Workforce Development: Automotive Technology Level II	RS
Biotechnology	MC		
Biotechnology and Molecular Biosciences	GC		
Transportation, Distribution, and Logistics			
<u>Automotive Technology</u>			
Air Conditioning and Electrical Accessories	GW	CG: Chandler Gilbert CC	RS: Rio Salado College
Air Conditioning	MC	PC: Phoenix College	GW: GateWay CC
Automotive Chassis	GC	EM: Estrella Mountain CC	SC: Scottsdale CC
Automotive Drive Trains	GW	PV: Paradise Valley CC	MC: Mesa CC
		GC: Glendale CC	SM : South Mountain CC



District Wide Programs



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) <i>continued</i>

DISTRICT-WIDE PROGRAMS

Nonattendance	Fall '05	(Inactive)
Readmitted & Earned Course Credit at a Public Community College	(Active)	
Transferred to a University Catalog)	Summer '06	(2004 or Any Subsequent

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.

DISTRICT-WIDE PROGRAMS

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) (8) 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 MCCCDD 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.

MCCCDD 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 MCCCDD 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 MCCCDD and the institutions to which MCCCDD 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**ASSOCIATES 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)
MCCCD 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 MCCCD 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

Academic Policies that Govern the Associate in Arts Degree

- Completion of the Associate in Arts 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 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 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 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 Core Area, AGECA Awareness Area, MCCCD 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 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. View specific course information via the following website: www.maricopa.edu/academic/ccta/ by clicking on the statewide AGECA icon.
- 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 AGECA or Associate in Arts Degree.
- Courses and their modular equivalents will satisfy AGECA 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

DISTRICT-WIDE PROGRAMS

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. View specific course information via the following website: www.maricopa.edu/academic/ccta/ by clicking on the statewide AGEC icon. The AGEC A, B, S, and AGEC Matrix identify the courses in alpha-order by prefix as well as the Core Areas and Awareness Areas where the course will apply.

I. MCCC CD General Education

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

MCCC CD AGEC-A	CREDITS
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. MCCC CD 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 credits required in order to complete the MCCC CD Additional Requirements because courses can satisfy a Core Area and MCCC CD 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 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)

b. Critical Reading

A total of three (3) semester credits are 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

DISTRICT-WIDE PROGRAMS**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/

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 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

ASSOCIATES IN ARTS IN ELEMENTARY EDUCATION (AAEE)**Description**

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

- II. Elementary Education Requirements
Education Foundations
Restricted Electives

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 MCCCDC 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 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 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 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 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.

DISTRICT-WIDE PROGRAMS

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

- 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. View specific course information via the following website: www.maricopa.edu/academic/ccta/ by clicking on the statewide AGEC icon.
- 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. MCCC General Education Requirements

Credits

A. MCCC AGEC - A

- | | |
|---|-------|
| 1. Core Areas | 35-38 |
| a. First-Year Composition (FYC) | 6 |
| ENG101/102 OR | |
| ENG107/108 | |
| b. Mathematics Studies [MA] and Computer/ | |
| Statistics/Quantitative Applications [CS] | 6 |
| 1) MAT142 [MA] College Mathematics, or higher | |

(NOTE: MAT156, 157, 182 and 206 are excluded)

- AND
- | | |
|--|---|
| 2) CIS105 [CS] Survey of Computer Information Systems, OR | |
| BPC110 [CS] Computer Usage and Applications | |
| c. Literacy and Critical Inquiry [L] | 3 |
| Select the following: | |
| COM225 Public Speaking | |
| d. Humanities and Fine Arts [HU] | 6 |
| 1) Select (3) semester credits from the following courses: | |
| ARH100 Introduction to Art | |
| ARH101 Prehistoric through Gothic Art | |
| ARH102 Renaissance through Contemporary Art | |
| THE111 Introduction to Theatre | |
| DAH100 Introduction to Dance | |
| DAH201 World Dance Studies | |
| MHL140 Survey of Music History | |
| MHL143 Music in World Cultures | |
| AND | |
| 2) Select (3) semester credits from the following courses: | |
| EDU/ENH291 Children's Literature | |
| ENH110 Introduction to Literature | |
| ENH241 American Literature Before 1860 | |
| ENH242 American Literature After 1860 | |
| HUM250 or HUM251 Ideas and Values in the Humanities | |
| e. Social and Behavioral Sciences [SB] | 6 |
| 1) Select 3 semester credits from the following courses: | |
| HIS103 United States History to 1865 | |
| POS110 American National Government | |
| GCU/POS227 United States and Arizona Social Studies | |
| AND | |
| 2) Select 3 semester credits from the following courses: | |
| CFS205 Human Development | |
| ECH/CFS176 Child Development | |
| PSY101 Introduction to Psychology | |
| GCU121 World Geography I: Eastern Hemisphere | |
| GCU122 World Geography II: Western Hemisphere | |
| ECN211 Macroeconomic Principles | |
| ECN212 Microeconomic Principles | |
| HIS104 United States History 1865 to Present | |
| 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 | |

DISTRICT-WIDE PROGRAMS

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 MCCCDC AEE 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. MCCCDC 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. Restricted Electives 7
A total of 7 semester credits are required to satisfy the Restricted Electives

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 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
AAA/CPD115 Creating College Success

AAEE Total Credits: 60-63

ASSOCIATES 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

DISTRICT-WIDE PROGRAMS

accessed via the following website: 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 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 - 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 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, MCCC 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. View specific course information via the following website: www.maricopa.edu/academic/ccta/ by clicking on the statewide AGEC icon.

- 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 Degree.
- Courses and their modular equivalents will satisfy AGEC-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. View specific course information via the following website: www.maricopa.edu/academic/ccta/ by clicking on the statewide AGEC icon. The AGEC A, B, S, and AGEC Matrix identify the courses in alpha-order by prefix as well as the Core Areas and Awareness Areas where the course will apply.

I. MCCC General Education

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

MCCC AGEC-A

1. Core Areas: Credits: 35
 - a. First-Year Composition [FYC]: Credits: 6
 - b. Literacy and Critical Inquiry [L]: Credits: 3
 - c. Mathematical Studies [MA/CS]: Credits: 6

To complete the Mathematical Studies requirement, select one course to satisfy Mathematics [MA] A and a second course from Computer/Statistics/

DISTRICT-WIDE PROGRAMS

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]: Credits: 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]: Credits: 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]: Credits: 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: Credits: 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: Credits: 3

A total of three (3) semester credits is required for the Critical Reading area. However, if students complete CRE101 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

DISTRICT-WIDE PROGRAMS**ASSOCIATES IN ARTS, FINE ARTS (AFA)
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) MCCCDC 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 MCCCDC 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

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

- Completion of the Associate in Arts, Fine Arts -Dance 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 - 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 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. View specific course information via the following website: www.maricopa.edu/academic/ccta/ by clicking on the statewide AGECA icon.
- 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 AGECA-A or Associate in Arts, Fine Arts-Dance Degree.
- Courses and their modular equivalents will satisfy AGECA-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

DISTRICT-WIDE PROGRAMS

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 View specific course information via the following website: www.maricopa.edu/academic/ccta/ by clicking on the statewide AGEC icon. This list identifies The AGEC A, B, S, and AGEC Matrix identify 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: Credits: 35

- a. First-Year Composition (FYC): Credits: 6
 - b. Literacy and Critical Inquiry [L]: Credits: 3
 - c. Mathematical Studies [MA/CS]: Credits: 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]: Credits: 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:

	Credits
DAH100 Introduction to Dance	3
DAH201 World Dance Studies	3

- e. Social and Behavioral Sciences [SB]: Credits: 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]: Credits: 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:

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

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]

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

- a. Oral Communication: Credits: 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.

DISTRICT-WIDE PROGRAMS

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: Credits: 3

A total of three (3) semester credits is required for the Critical Reading area. However, if students complete CRE101 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: Credits: 29

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

Part I: Credits: 11

Select the following:	Credits
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:

	Credits
DAN120++ World Dance (any module)	1
DAN129 Musical Theatre Dance I	1
DAN130 Musical Theatre Dance II	1
DAN229 Musical Theatre Dance III	1
DAN230 Musical Theatre Dance IV	1
DAN131 Ballet I (1)	1-2
DAN134 Ballet II (1)	1-2
DAN231 Ballet III (1)	1-2
DAN231AA Ballet III: Intensive (2)	2-4
DAN234 Ballet IV (1)	1-2
DAN234AA Ballet IV: Intensive (2)	2-4
DAN237 Ballet Pointe I	1
DAN132 Modern Dance I (1)	1-2
DAN135 Modern Dance II (1)	1-2
DAN232 Modern Dance III (1)	1-2

DAN232AA Modern Dance III: Intensive (2)	2-4
DAN235 Modern Dance IV (1)	1-2
DAN235AA Modern Dance IV: Intensive (2)	2-4
DAN133 Modern Jazz Dance I	1
DAN136 Modern Jazz Dance II	1
DAN233 Modern Jazz Dance III	1
DAN233AA Modern Jazz Dance III: Intensive	2
DAN236 Modern Jazz Dance IV	1
DAN236AA Modern Jazz Dance IV: Intensive	2
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 3

Only three of the remaining credits may be selected from the following DAN prefixed courses:

	Credits
DAN115++ Contemporary Dance (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
DAN229 Musical Theatre Dance III	1
DAN230 Musical Theatre Dance IV	1
DAN133 Modern Jazz Dance I	1
DAN136 Modern Jazz Dance II	1
DAN233 Modern Jazz Dance III	1
DAN233AA Modern Jazz Dance III: Intensive	2
DAN236 Modern Jazz Dance IV	1
DAN236AA Modern Jazz Dance IV: Intensive	2
DAN140 Tap Dance I	1
DAN145 Tap Dance II	1
DAN146 Tap Dance Ensemble	1
DAN240 Tap Dance III	1
DAN245 Tap Dance IV	1
DAN150 Dance Performance I	1
DAN155 Dance Performance II	1
DAN250 Dance Performance III	1
DAN255 Dance Performance IV	1
DAN164 Improvisation	1
DAN131 Ballet I	1
DAN134 Ballet II	1
DAN231 Ballet III	1
DAN231AA Ballet III: Intensive (2)	2-4
DAN234 Ballet IV	1
DAN234AA Ballet IV: Intensive (2)	2-4
DAN237 Ballet Pointe I	1
DAN132 Modern Dance I	1
DAN135 Modern Dance II	1
DAN232 Modern Dance III (1)	1-2

DISTRICT-WIDE PROGRAMS

DAN232AA Modern Dance III: Intensive	2
DAN235 Modern Dance IV (1)	1-2
DAN235AA Modern Dance IV: Intensive	2
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

**Part IV: Restricted Electives: Dance Theory Electives:
Credits: 6**

DAH100 Introduction to Dance	3
DAH110 Dance in Film	3
DAH190 Discovering Dance Careers	1
DAH210 History of Ballet and Modern Dance	3
DAN138 Dance Seminar I	1
DAH201 World Dance Studies	3
DAN211 Dance Production II	3
DAN222 Rhythmic Theory for Dance II	2
DAN238 Dance Seminar II	1
DAN241 Dance Notation I	3
DAH250 Dance in Popular Culture	3
DAN265 Choreography II	3
DAN272 Dance Technology	2
DAN296++ Cooperative Education (any module)	1-4
DAN293 Teaching Dance in Elementary Education	3
DAN294 Teaching Dance in Secondary Education	3
DAN295 Teaching and Management of Studio Dance	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

**ASSOCIATES 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)
MCCCD 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 MCCCD 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

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

- Completion of the Associate in Arts, Fine Arts - Theatre and the AGECE-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" equals 2.0 on a 4.0 grading scale or equivalent. 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.
- The General Education Requirements for AGECE-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 (AGECE-A Core Area, AGECE Awareness Area, MCCCD 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

DISTRICT-WIDE PROGRAMS

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. View specific course information via the following website: www.maricopa.edu/academic/ccta/ by clicking on the statewide AGEC icon.
- 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. View specific course information via the following website: www.maricopa.edu/academic/ccta/ by clicking on the statewide AGEC icon. The AGEC A, B, S, and AGEC Matrix identify the courses in alpha-order by prefix as well as the Core Areas and Awareness Areas where the course will apply.

I. MCCCDC General Education

The MCCCDC General Education includes two areas:

MCCCDC AGEC-A and MCCCDC Additional Requirements.

MCCCDC AGEC-A

1. Core Areas: Credits: 35
 - a. First-Year Composition (FYC): Credits: 6
 - b. Literacy and Critical Inquiry [L]: Credits

Select the following:	Credits
THE220 Modern Drama	3
 - c. Mathematical Studies [MA/CS]: Credits: 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]: Credits: 6

Students are encouraged to choose course work from more than one discipline for a total of six semester credits.

Select the following:	Credits
HUM/THE205 Introduction to Cinema	3
 - e. Social and Behavioral Sciences [SB]: Credits: 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]: Credits: 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

DISTRICT-WIDE PROGRAMS

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: Credits: 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: Credits: 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: 16-17

Select the following:	Credits
THE111 Introduction to Theatre	3
THP112 Acting I	3
THP115 Theatre Makeup	3
THP201AA Theatre Production I OR	1
THP201AB Theatre Production II	2
THP213 Introduction to Technical Theatre	3
THP217 Introduction to Design Scenography	3

Restricted Electives: Credits: 9-12

Students may take a variety of courses, or they may choose to emphasize a particular aspect of theatre, such as acting, technical theatre, cinema, theatre education, directing, movement, musical theatre, etc. Students should consult with their campus theatre advisor for the restricted electives recommended to attain each area of emphasis.

Select from the following options to complete a minimum of 9 semester credits:

	Credits
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	3
THP131 Stage Movement	3
THP151 Theatre for Youth	3
THP210 Acting: TV/Film	3
THP211 Creative Drama	3
THP212 Acting II	3
THP214 Directing Techniques	3
THP216 Beginning Stage Lighting	3
THP219 Introduction to Puppetry	3
THP220 Advanced Acting: Television and Film	3
THP226 Theatrical Design: Costuming	3
COM/THP241 Oral Interpretation of Literature	3
THP262 Entertainment Industry Design Drafting	3
THP267 Painting Techniques for Film, TV and Theatre	3
THP268 Opportunities in Production	3
MUP/THP270 Musical Theatre Workshop	2
COM/THP271 Voice and Diction	3
THP281 Production and Acting I	3
THP298AA-AC Special Projects	1-3

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

ASSOCIATE IN BUSINESS (ABUS) DEGREE GENERAL REQUIREMENTS

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

DISTRICT-WIDE PROGRAMS

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 Computer Information Systems should follow the ABus GR pathway. Computer Information 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 MCCCDC 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 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 in AGECE 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 (AGECE B Core Area, AGECE 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 MCCCDC and the institutions to which MCCCDC 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. View specific course information via the following website: www.maricopa.edu/academic/ccta/

Click on the AGECE icon. Select Maricopa Community College District or any of the Maricopa Community Colleges. Click on the appropriate AGECE A, B, S, or AGECE Matrix.

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

I. MCCCDC General Education

	Credits
A. MCCCDC AGECE B	
1. Core Areas:	35

DISTRICT-WIDE PROGRAMS

- 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] 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

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
 *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
- CIS162AD C#: Level I
- GBS151 Introduction to Business
- GBS215 Business, Law and Society
- GBS233 [L] Business Communication
- **GBS220 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
- MKT271 Principles of Marketing
- PAD100 21st Century Public Policy and Service
- 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

DISTRICT-WIDE PROGRAMS

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

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. 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/

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 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 in AGECE 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 (AGECE B Core Area, AGECE 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 MCCCDC and the institutions to which MCCCDC students transfer, students have the option to petition for course 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). 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

DISTRICT-WIDE PROGRAMS

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

Click on the AGECE icon. Select Maricopa Community College District or any of the Maricopa Community Colleges. Click on the appropriate AGECE A, B, S, or AGECE Matrix

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

I. MCCCDC General Education	Credits
A. MCCCDC AGECE 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

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.

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
*MCCCDC ACC111 and ACC112 together are equivalent to ACC211.		

Programming I:	3
CIS162AD	C#: Level I

Programming II:	3	
CIS250	Management of 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

DISTRICT-WIDE PROGRAMS

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;

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

AJS Administration of Justice Studies 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 283

BPC Business-Personal Computers Any BPC Course(s)

DISTRICT-WIDE PROGRAMS

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 any 105 module/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
 FON Food & Nutrition 100
 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
 OAS Office Automation Systems 111AA/111AB/113/
 119/130DK
 PSY Psychology 230
 SBS Small Business 211
 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.

AHU Arabic Humanities 245
 AIS American Indian Studies 213
 AJS Administration of Justice Studies 123
 ARH Art Humanities Any ARH Course(s)
 ASB Anthropology 211/214/220/222/223/253
 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 250)
 FRE French 265
 HCR Health Care Related 210
 HIS History
 101/102/103/108/111/113/114/212/243/253/254/275
 HUM Humanities Any HUM course(s) (except 120, 203, 207,
 225)
 INT Interior Design 115/120/225
 LAT Latin 201/202
 MHL Music: History/Literature 140/143/145/146/153/155/
 241/242/295

PHI Philosophy Any PHI Course(s)
 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
 SSH Sustainability/Social Sciences and Humanities 111
 STO Storytelling 292/294
 THE Theater 111/205/206/210/220
 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
 AIS American Indian Studies 101/140/141/160
 AJS Administration of Justice Studies 101/119/200/
 225/258/259/270
 ASB Anthropology 100/102/202/211/222/223/226/230/
 235/252
 ASM Anthropology 104/275
 CFS Child/Family Studies 112/157/159/176/205/235/259

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
 EMT Emergency Medical Technology 258
 ENG English 213
 FOR Forensic Science 275
 FSC Fire Science Technology 258
 FUS Future Studies 101
 GCU Cultural Geography 102/121/122/141/221/227
 HES Health Science 100
 HIS History any HIS Course(s) (except 111, 170, 203,
 251, 252)
 IBS International Business 109
 MCO Mass Communications 200
 PAD Public Administration 200
 POS Political Science Any POS course(s)
 PSY Psychology 101/123/132/156/157/215/218/225/
 235/240/241/243/250/260/266/277/280/292
 REC Recreation 120
 SBU Society and Business 200
 SLC Studies in Language & Culture 201
 SOC Sociology Any SOC course(s) (except 143, 157, 215,
 245, 253, 265, 270)
 SSH Sustainability/Social Sciences and Humanities 111
 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

DISTRICT-WIDE PROGRAMS

laboratory course(s) may carry separate credit. For appropriate course selection students should consult with an advisor.

AGS	Agricultural Science 164
ASB	Anthropology 231
ASM	Anthropology 104/265
AST	Astronomy 101/102/111/112/113/114
BIO	Biology 100/101/102/105/107/108/109/111/145/ 149AF/149AH/149AK/149AL/149AM/149AN/ 156/160/181/182/201/202/205/241/245
CHM	Chemistry 107&107LL/130&130LL/130AA/150/ 150AA/151/151AA/151LL/152AA/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&113/211/ 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

Literacy and Critical Inquiry (3 credits)

AIS	American Indian Studies 213
BIO	Biology 294
COM	Communication 222/225/241
CRE	Critical Reading 101
CUL	Culinary Arts 223
ENG	English 111/200/215/216/217/218
ENH	English Humanities 254/255
GBS	General Business 233
GPH	Physical Geography 211, 267
HUM	Humanities 225/250/251
IFS	Information Studies 101
JRN	Journalism 201/234
MCO	Mass Communications 220
PHI	Philosophy 103/106/218
POS	Political Science 115
PSY	Psychology 290AB/290AC
REL	Religious Studies 203/205/207/210
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 SCIENCE (AS) DEGREE**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)
 - MCCCD 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 MCCCD 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

Academic Policies that Govern the Associate in Science Degree

- Completion of the Associate in Science and the AGEC-S 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 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

DISTRICT-WIDE PROGRAMS

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-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 AGEC 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 AGEC S.
- General Education Courses can satisfy multiple areas within the degree simultaneously (AGEC-S Core Area, AGEC Awareness Area, MCCC 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-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. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. View specific course information via the following website: www.maricopa.edu/academic/ccta/ by clicking on the statewide AGEC icon.
- 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. View specific course information via the following website: <http://www.maricopa.edu/academic/ccta/> by clicking on the statewide AGEC icon. The AGEC A, B, S, and AGEC Matrix identify the courses in alpha-order by prefix as well as the Core Areas and Awareness Areas where the course will apply.

I. MCCC General Education

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

MCCC 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:

DISTRICT-WIDE PROGRAMS

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 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. MCCC 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 MCCC 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)

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

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 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

DISTRICT-WIDE PROGRAMS**ASSOCIATE IN 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

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.
2. The **AGEC B** is designed to satisfy requirements in business majors that articulate with the Associate in Business. AGEC 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. AGEC S articulates with the Associate in Science. AGEC 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/SQ] 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 AGEC 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 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;
- 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 AGEC 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 AGEC 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 MCCCD and the institutions to which MCCCD 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 MCCCD colleges;

DISTRICT-WIDE PROGRAMS

- Include both courses and their modular equivalents, either the course or the modular equivalents will satisfy the AGEC;
- 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 AGEC A, AGEC B, or AGEC 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.

AGEC Requirements

The 35-38 semester credits required for each of the three AGECs follow. View specific course information via the following website: www.maricopa.edu/academic/ccta/ by clicking on the statewide AGEC icon.

The AGEC A, B, S, and AGEC Matrix identify 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
AGEC A & AGEC B: Select a course that satisfies the [L] requirement (3)	

AGEC S: Recommend selecting a course that satisfies (L and SB) or (L and HU), or (L and COM), or (L and CRE101) requirements simultaneously.

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

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

- AGEC A requires;
- Mathematics [MA] (3 credits) AND
(Requires a course in college mathematics (MAT142) or college algebra (MAT150, MAT151, MAT152) or pre calculus (MAT187) or any other mathematics course designated with the MA general education value and for which college algebra is a pre-requisite.)
 - Computer/Statistics/Quantitative Applications [CS] (3 credits)

AGEC B requires;

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

AGEC S requires;

- Mathematics [MA] (4 credits) AND
Requires a calculus course (MAT220 or MAT221)
OR any mathematics course for which MAT220 or MAT221 are prerequisites

4. Humanities and Fine Arts [HU] 6
AGEC A and AGEC B: Students are encouraged to choose courses from more than one discipline for a total of six semester credits.

AGEC S: Recommend selecting a course that satisfies (L and HU) requirements simultaneously.

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

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

AGEC A and AGEC 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 AGEC S. AGEC 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) (AGEC S) 6-8
Students completing AGEC S, through careful selection of courses that meet the other major or pre-requisite

DISTRICT-WIDE PROGRAMS

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 AGECs 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]

AGEC 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.

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.

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.

DISTRICT-WIDE PROGRAMS

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 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 develop-

DISTRICT-WIDE PROGRAMS

ments, 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 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 APPLIED SCIENCE (AAS)

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 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;

DISTRICT-WIDE PROGRAMS**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 102/103AA&103AB/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.

AHU Arabic Humanities 245
 AIS American Indian Studies 213
 AJS Administration of Justice Studies 123
 ARH Art Humanities Any ARH Course(s)
 ASB Anthropology 211/214/220/222/223/253
 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 250)
 FRE French 265
 HCR Health Care Related 210
 HIS History 101/102/103/108/111/113/114/212/243/253
 254/275
 HUM Humanities Any HUM course(s) (except 120, 203,
 207, 225)
 INT Interior Design 115/120/225
 LAT Latin 201/202
 MHL Music: History/Literature 140/143/145/
 146/153/155/241/242/295
 PHI Philosophy Any PHI Course(s)
 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

SSH Sustainability/Social Sciences and Humanities 111
 STO Storytelling 292/294
 THE Theater 111/205/206/210/220
 THP Theater Performance/Production 241
 WST Women's Studies 209/284/285/290

Social and Behavioral Sciences (3 credits)Students are encouraged to choose courses from more than
one discipline.

AFR African American Studies 202
 AIS American Indian Studies 101/140/141/160
 AJS Administration of Justice Studies 101/200/
 225/258/259/270
 ASB Anthropology 100/102/202/211/222/223/
 226/230/235/252
 ASM Anthropology 104/275
 CFS Child/Family Studies 112/157/159/176/205/
 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/ 227
 HES Health Science 100
 HIS History Any HIS course(s) (except 111 , 170,
 203, 251, 252)
 IBS International Business 109
 MCO Mass Communications 120
 PAD Public Administration 200
 POS Political Science Any POS course(s)
 PSY Psychology 101/123/132/156/157/215/218/
 225/235/240/241/243/250/260/266/277/280/292
 REC Recreation 120
 SBU Society and Business 200
 SLC Studies in Language & Culture 201
 SOC Sociology Any SOC course(s) (except 143, 157, 215,
 245, 253, 265, 270)
 SSH Sustainability/Social Sciences and Humanities 111
 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
 ASB Anthropology (Soc/Behv. Science) 231
 ASM Anthropology (Science/Math) 104/265

DISTRICT-WIDE PROGRAMS

AST Astronomy 101/102/111/112/113/114
 BIO Biology 100/101/102/105/107/108/109/111/145/
 149AN/156/160/181/182/201/202/205/241/245
 CHM Chemistry 107&107LL/130&130LL/130AA/
 150AA/150&151LL/151AA/151&151LL/152AA/
 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 & 113/211/212 & 214/
 213 & 215
 PHS Physical Science 110/120
 PHY Physics 101/101AA/111/111AA/112/115/116/
 121/131
 PSY Psychology 275/290AB/290AC

ASSOCIATE 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

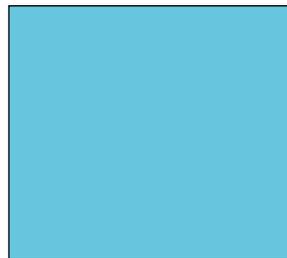
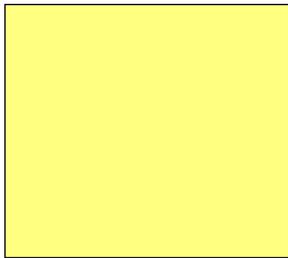
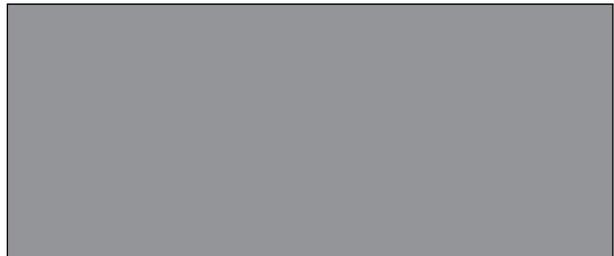
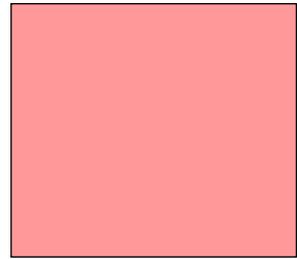
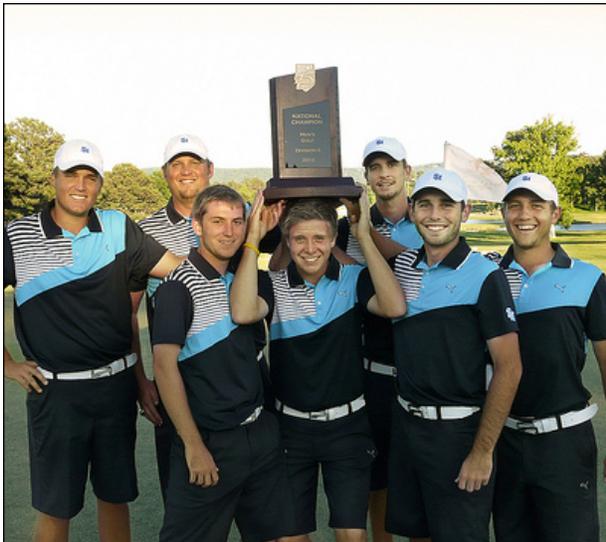
of the certificate may include courses that currently meet specific general studies designations such as Humanities and Fine Arts, Social and Behavioral Sciences, etc.

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;
- is for the most part college specific



Policies and Procedures



This page to be blank.

POLICIES AND PROCEDURES

CATALOG COMMON PAGES 2013-2014

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT
Amended through the Administrative Regulations approval process on March 25, 2013

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 by number, which corresponds with the regulations on the MCCCD web site:

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.

2.4.1 General Statement

The Maricopa Community Colleges are dedicated to providing a healthy, comfortable and educationally productive environment for students, employees and visitors.

2.4.2 Nondiscrimination (see 5.1.1 Maricopa EEO Policy)

It is the policy of the Maricopa District (consisting of Chandler-Gilbert Community College, the District Office, Estrella Mountain Community College, GateWay Community College, Glendale Community College, Maricopa Skill Center, Mesa Community College, Paradise Valley Community College, Phoenix College, Rio Salado Community College, Scottsdale Community College, and South Mountain Community College) to:

Recruit, hire, and promote in all job groups, and to ensure that all Human Resources (HR) employment selection and decision practices do not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information.

All HR employment selection and decision practices pertaining to advertising, benefits, compensation, discipline (including probation, suspension, and/or involuntary termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training will continue to be administered without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information.

Hold each level of management responsible for ensuring that all employment policies, procedures, and activities are in full compliance with all applicable federal, state, and local EEO statutes, rules, and regulations.

2.4.3 Equal Opportunity Statement (see 5.1.3 EEO Policy Statement)

It is the policy of Maricopa to promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student because of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information. Additionally, it is the policy of Maricopa to provide an environment for each Maricopa 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, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information.

AFFIRMATIVE ACTION STATEMENTS

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 County Community College District will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student 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, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), 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

POLICIES AND PROCEDURES

the Act.

Affirmative Action Policy Statement for Other Eligible Veterans, Special Disabled Veterans, and Vietnam Era Veterans

In conformance 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, nor tolerate discrimination in employment or education, against any applicant, employee, or student 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, advance in employment, and otherwise treat known qualified special disabled veterans and Vietnam era veterans without discrimination based upon their disabled or veteran status 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 continue to administer these practices without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), 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 and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

Notice of Americans with Disabilities Act (ADA)/ Section 504 of the Rehabilitation Act/Title IX Coordinator

ADA/504/Title IX Coordinator, 7050 S. 24th St., Phoenix, AZ 85042, 602-243-8027.

Under the ADA and Section 504, Maricopa recognizes the obligation to provide overall program accessibility throughout its locations for disabled individuals. The designated ADA/504/Title IX Coordinator at each college/center will provide information as to the existence and location of services, activities, and facilities that are accessible to and usable by individuals with disabilities. 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

Mandato de No Discriminación

Es el mandato 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 y positivo. Esto significa que Maricopa no discriminará o tolerará discriminación en empleo o educación en contra de ningún aplicante, empleado, o estudiante debido a su raza, color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadanía (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genética. Así mismo, es el mandato de los Colegios Comunitarios proveer para cada aplicante, empleado, y estudiante un ambiente libre de acoso sexual como también libre de acoso e intimidación referente a raza, color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadanía (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genética.

Este mandato 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. Este mandato 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.

Declaración de Igualdad de Oportunidad

Es el mandato de los Colegios Comunitarios del Condado de Maricopa promover igualdad en las oportunidades de empleo mediante un programa continuo y positivo. Esto significa que Maricopa no discriminará o tolerará discriminación en contra de ningún aplicante o empleado debido a su raza, color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadanía (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genética. Agregando, es el mandato de los Colegios Comunitarios promover para cada aplicante y empleado un ambiente libre de acoso sexual como también de acoso e intimidación referente a la raza, color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadanía (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genética.

Declaración de Acción Afirmativa

Mandato y Declaración de Acción Afirmativa para Individuos con Incapacidades De acuerdo a las provisiones en 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 discapacidad/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

POLICIES AND PROCEDURES

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 período 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, sexo, orientación sexual, identidad sexual, origen nacional, ciudadanía (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genésica. Así mismo, todo los aplicantes y empleados estan protegidos en contra de coacción, intimidación, interferencia o discriminación por quejas o por ayudar en una investigación cubierta bajo éste Acto.

Declaración de Mandato de Acción Afirmativa para Otros Veteranos Elegibles, Veteranos con Incapacitación Especial y Veteranos de la Era 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 empleo o educación en contra de ningún aplicante, empleado, o estudiante veterano o veterana 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, sexo, orientación sexual, identidad sexual, origen nacional, ciudadanía (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genésica. 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.

Notificación del Acta de Americanos con Impedimentos (ADA)/Sección 504 del Acta de Rehabilitación/Coordinador del Título IX

(Nombre y Posición), ADA/504/Coordinador del Título IX, 7050 S. 24th St., 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 segun el género.

Estudiantes incapacitados pueden solicitar información de catálogo en una forma diferente por medio del Coordinador designado por ADA/504 en cada colegio.

Governing Values (Board Policy 4.1)

Our 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.

Our 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*

Our Institutional 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.

POLICIES AND PROCEDURES

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.

ADMISSION, REGISTRATION AND ENROLLMENT

2.1 General Regulation

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.

POLICIES AND PROCEDURES

2.2.1 Admission Policy

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 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 the Commonwealth of the Northern Marianas Islands (CNMI) and who 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

POLICIES AND PROCEDURES

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 Office/Office of Student 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*	\$ 7,690 ¹
Living Expenses*	10,140 ²
Books*	1,100 ³
Health Insurance*	1,360 ⁴
Total*	\$20,290 ⁵

*PENDING REVISED FEE SCHEDULE FROM DISTRICT BUSINESS SERVICES

D. Dependent Financial Guarantee

Evidence of financial support for dependents of F-1 and M-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 and M-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 and M-1 students is highly recommended. The Maricopa Community Colleges contracts with an insurance provider annually to offer a health insurance plan for F-1 and M-1 students. For more information contact the college Admissions and Records Office/Office of Student Enrollment Services or designated international student office.

Footnotes:

(1) Based on 2012-2013 tuition and fee schedule. * PENDING REVISED FEE SCHEDULE FROM DISTRICT BUSINESS SERVICES

(2) Based on estimated living expenses for two (2) semesters (10 months).

(3) Based on average new and used textbook prices and Rental Rates. Assumes books are sold at the end of the semester.

(4) Based on the 2012-2013 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

2.2.2 Admission Information

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 (see also 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)

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 intersession 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 county 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

POLICIES AND PROCEDURES

1. Except as otherwise provided in this article, no person having a domicile elsewhere than in this state is eligible for classification as an in-state student for tuition purposes. Applicants for in-state tuition status and other public benefits must demonstrate lawful presence in the United States by presenting one of the documents listed in this regulation, under the section "Demonstrating Lawful Presence."
 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. Beginning in the fall semester of 2011, a person who is honorably discharged from the armed forces of the United States on either active duty or reserve or national guard status, or who has retired from active duty or reserve or national guard status, 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 the following requirements:
 - a. Registered to vote in this state.
 - 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. Transfer of major banking services to Arizona
 5. Change of permanent address on all pertinent records
 6. Other materials of whatever kind or source relevant to domicile or residency status
 7. A person who is a member of an Indian tribe recognized by the United States 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

POLICIES AND PROCEDURES

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 not lawfully present in the United States 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 lawful presence is received in the Office of Admissions and Records/Enrollment Services and (eligibility for) residency is confirmed. Documentation must be provided prior to the end of the term in which residency classification is being requested. Documentation received after the end of 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 US Citizen, Fiancé or Child of Fiancé of US Citizen

L = Intracompany Transferee or Spouse or Child

N6 = NATO-6

V = Spouses and Dependent Children of Lawful Permanent Residents

4. Students who hold a current visa 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.

Exception : In the event that an alien student's parent is allowed to claim the student as an exemption for state or federal tax purposes (3C.1.2.A) (E.G., The student is under 23 and not emancipated), the student's residence is deemed to be the same as the parent's. If the parent holds a visa that is not listed in section 3 above, he or she would not be eligible to establish residency. In such circumstances, the student would likewise be barred notwithstanding his or her own filing of an I-485.

III. Proving lawful presence in the United States

All applicants for in-state tuition (and other public benefits) must first show at least one of the following documents in accordance with ARS 1-502 to demonstrate that they are lawfully present in the United States by presenting to the Registrar at least one of the following documents:

- An Arizona Driver's license issued after 1996 or an Arizona non-operating identification license.
- A birth certificate or delayed birth certificate issued in any state, territory, or possession of the United States.
- A United States certificate of birth abroad.
- A United States Passport.
- A Foreign Passport with a United States Visa.
- An I-94 Form with a Photograph.
- A United States Citizenship and Immigration Services Employment Authorization Document (Work Permit) or Refugee Travel Document.
- A United States Certificate of Naturalization.
- A United States Certification of Citizenship.
- A Tribal Certificate of Indian Blood.
- A Tribal or Bureau of Indian Affairs Affidavit of Birth.

Tribal Members*, the Elderly and "Persons with Disabilities or incapacity of the mind or body," may submit certain types of documents under Section 1903 of the Federal Social Security Act (42 UNITED STATES CODE 1396B, As Amended By Section 6036 Of The Federal Deficit Reduction Act of 2005)**

IV. 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

* A document issued by a federally recognized Indian tribe evidencing membership or enrollment in, or affiliation with, such tribe.

** If you think that this may apply, please contact the Legal Services Department for assistance.

POLICIES AND PROCEDURES

- 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.
- V. 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 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.

2.2.3 Other Admission Information

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

- A. Federal guidelines require that students who are applying for financial aid demonstrate the ability to benefit. Under federal law, a student who enrolls after June 30, 2012, must be a high school graduate, have a GED certificate, or have completed a secondary school education in a home school setting that is treated as a home school or private school under state law, be admitted as a regular student, and be pursuing an eligible degree or certificate to qualify for federal financial assistance under Title IV of the Higher Education Act.
- B. For student enrolled prior to July 1, 2012, an evaluation during the admission process resulted in the student being admitted to the college with the status of Regular, Regular with Provisional Requirements or Special.
 - i. "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, has a GED certificate, or has completed a secondary school education in a home school setting

POLICIES AND PROCEDURES

that is treated as a home school or private school under state law. 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 in an eligible program.

- ii. "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, is beyond the age of compulsory high school attendance, or has completed a secondary school education in a home school setting that is treated as a home school or private school under state law, but has been assessed to benefit from college instruction requiring developmental/remedial coursework and is pursuing a degree/certificate in an eligible program.
- iii. "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)

2.2.4 Credit for Prior Learning

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; and
- 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 AGEC. 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 Assessment, 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 number 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:

- i. Training parallels a discipline area offered through the Maricopa Community Colleges, and
- ii. 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

POLICIES AND PROCEDURES

that appears in the guide, he or she may receive college credit if:

- i. training parallels a discipline area offered through the Maricopa Community Colleges, and
 - ii. 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:

- i. The evaluation of a course a second time;
- ii. The evaluation of 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 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:

Exam	Score	Credit Hours/Equivalency
English-Language and Composition	5 or 4	6 credit hrs/ENG 101, ENG 100, AA, AC, AD
English-Literature and Composition	5 or 4	6 credit hrs/ENG 101, ENH 110

Math AP Recommendation:

Exam	Score	Credit Hours/Equivalency
Math-Calculus AB	5,4, or 3	MAT 221
Math-Calculus BC	5, or 4	MAT 221, and MAT 231,
	3	MAT 221
Computer Science A	4 or 5	CSC 100 or CSC 110

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.

College Composition:

Exam	Score	Credit Hours/Equivalency
College Composition	50	With essay qualifies for ENG 101 (3) & ENG 297 (1)

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:

POLICIES AND PROCEDURES

Course	Spanish	French	German	Credit
101	50-54	50-54	39-45	4 (101)
102	55-65	55-61	46-50	8 (101, 102)
201	66-67	62-65	51-59	12 (101, 102, 201)
202	68-80	66-80	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:

- To challenge a course a second time;
- To challenge 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 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 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: Changes to exams and scores are determined by the respective Statewide Articulation Task Force (ATF). The credit awarded and equivalent courses are established by MCCCDC Instructional Councils (ICs).

DISCLAIMER: Test scores are continually reviewed and may be updated at any time. Changes will be noted as they occur.

Table Revised March 2013 (see **Table 1, following page**)

Advanced Placement Credit

NOTE: Changes to exams and scores are determined by the respective Statewide Articulation Task Force (ATF). The credit awarded and equivalent courses are established by MCCCDC Instructional Councils (ICs).

DISCLAIMER: Test Scores are continually reviewed and may be updated at any time. Changes will be noted as they occur.

Table Revised March 2013 (see **Table 2, following page**)

F. International Baccalaureate Diploma/Certificate

Students who present an International Baccalaureate Diploma/Certificate may qualify for college credit. MCCCDC College grants credit for college-level courses only. Credit is awarded according to the "International Baccalaureate Diploma/Certificate Credit" table.

International Baccalaureate Diploma/Certificate Credit

Note: Changes to exams and scores are determined by the respective Statewide Articulation Task Force (ATF). The credit awarded and equivalent courses are established by MCCCDC Instructional Councils (ICs).

DISCLAIMER: Test scores are continually reviewed and may be updated at any time. Changes will be noted as they occur.

Table Revised March 2013 (see **Table 3, following page**)

POLICIES AND PROCEDURES

Table 1

Examination	MCCCD		
	General	Score	Sem. Hrs.
College Composition	50 (July 1, 2001 or later), 600 (1986 version), 500 (1978 version)	4	With essay qualifies for ENG101(3) and ENG297(1)
College Composition—Modular	-	0	No credit
Humanities	50 (July 1, 2001 or later), 500 (prior to July 1, 2001)	6	Elective Credit
Natural Sciences	50 (July 1, 2001 or later), 500 (prior to July 1, 2001)	8	Elective Credit*
Social Sciences and History	50 (July 1, 2001 or later), 500 (prior to July 1, 2001)	3	Elective Credit
Subject			
American Government	ACE Score	3	POS110
American Literature	ACE Score	6	ENH241, 242
Analyzing and 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	50 or higher	4	CHM151(3) and CHM151LL(1)
College Composition (Replaces English Composition with Essay)	50	4	With essay qualifies for ENG101, ENG297
English Literature	ACE Score	3	Elective Credit
Financial Accounting	50	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
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 and Development	50 or higher	3	CFS205
Information Systems and Computer Applications	ACE Score	3	CIS Elective Credit
Intro to Educational Psychology	ACE Score	3	EDU Elective Credit
Introductory Business Law	50	3	Elective Credit
Introductory Psychology	ACE Score	3	PSY101
Introductory Sociology	50 or higher	3	SOC101
Macroeconomics, Principles of (Replaces Introductory Macroeconomics)	ACE Score	3	ECN211
Management, Principles of	50	0	No credit
Marketing, Principles of	50	0	No credit
Mathematics, College	ACE Score	3	MAT142
Microeconomics, Principles of (Replaces Introductory Microeconomics)	ACE Score	3	ECN212
Precalculus	50 or higher	5	MAT187
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	3	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			

POLICIES AND PROCEDURES

Table 2

Examination	Score	MCCCD	Sem. Hrs.
Art – History	5 or 4 3	ARH101, 102 ARH101 or 102	6 3
Art – Studio Art (2-D Design) (Previously Art – Studio – General)	5 4	ART111, 112 ART112	6 3
Art – Studio Art (3-D Design)	5 or 4	ART115	3
Art – Studio Art (Drawing) (Previously Art – Studio – Drawing)	5 4	ART111, 112 ART111	6 3
Biology	5 or 4 3	BIO181, 182 BIO100 or Equivalent	8 4
Chemistry	4 5	CHM151/151LL CHM151 & 151LL & CHM152 & 152LL	4 8
Calculus AB (Previously Mathematics – Calculus AB)	5, 4, or 3	MAT221	4
Calculus BC (Previously Mathematics – Calculus BC)	5 or 4 3	MAT221 & MAT231 MAT221	8 4
Chinese Language and Culture (Previously Chinese – Language)	5 4 3	CHI101 & 102 & 201 & 202 CHI101 & 102 & 201 CHI101 & CHI102	20 15 10
Comparative Government and Politics (Previously Political Science – Comparative Government and Politics)	5 or 4	POS140	3
Computer Science A	5 or 4	CSC100 or CSC110	3
Economics – Macroeconomics	5 or 4	ECN211	3
Economics – Microeconomics	5 or 4	ECN212	3
English – Language and Composition	5 or 4	ENG100AA, AC, AD and ENG101	6
English – Literature and Composition	5 or 4	ENG101 and ENH110	6
Environmental Science	5 or 4	No Credit	3
European History	5 or 4	HIS101, HIS102	6
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 4 3	JPN101, 102, 201 and 202 JPN101, 102 and 201 JPN101 and 102	20 15 10
Latin: Vergil (Previously Latin – Language)	5 4 3	LAT101, 102, 201, 202 LAT101, 102, 201 LAT101, 102	16 12 8
Music Theory (Previously Music)	5 or 4	MTC105	3
Physics B	5 4	PHY111 and PHY112 PHY111	8 4
Physics C – Electricity and Magnetism	5,4 or 3	PHY112	4
Physics C – Mechanics	5,4 or 3	PHY111	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

POLICIES AND PROCEDURES

Table 3

Examination	Score	Sem. Hrs.	MCCCD Equivalency
Biology	7 or 6	8	BIO181, 182
	4 or 5	4	BIO100 or equivalent
Business and Management	5 or higher	3	Elective credit
Chemistry	7, 6, or 5	8	CHM151 & 151LL & CHM
	4	4	152LL
			CHM151 & CHM151LL
Economics	7, 6, or 5	6	ECN211, 212
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 201, 202
	4	8	Foreign Language 101, 102
Geography (Previously Human Geography)	5 or higher	3	GCU102
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
Mathematics HL Mathematics SL Mathematical Studies SL Further Mathematics SL (Previously Mathematics)	7, 6, or 5	4	MAT221
Physics	7, 6, or 5	8	PHY111, 112
	4	4	PHY111
Psychology	5 or higher	3	PSY101
Social and Cultural Anthropology	7, 6, 5, or 4	3	ASB102
Visual Arts (Previously Art/Design)	7, 6, or 5	6	ART111, 112
	4	3	ART112

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. 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;

POLICIES AND PROCEDURES

- 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," "Credity 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. Transferring To the Maricopa Community Colleges

A student enrolling at one of the Maricopa Community Colleges after having attended other post-secondary institutions can have coursework evaluated for transfer credit. To be eligible for evaluation, coursework must appear on official transcripts from the source institutions. The official transcripts must be mailed directly from the source institutions to the Admissions and Records/Enrollment Services Offices of the receiving institutions. The Admissions and Records/Enrollment Services Offices at the receiving institutions will complete course-by-course evaluations for all submitted transcripts upon student request.

The Maricopa Community Colleges may transfer in coursework if:

- The coursework was completed at colleges and universities accredited by the following regional accrediting agencies: 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. The Maricopa Community Colleges will not award credit for courses completed at institutions not regionally accredited.
- The coursework was earned with a grade of C or better.
- The coursework was taken at another Arizona community college to fulfill general education requirements for the Arizona General Education Curriculum (AGEC).

Conditions of Transfer Credit:

- Acceptance and applicability of courses from another Maricopa Community College that fulfill requirements other than general education is determined by individual Maricopa Community Colleges.
- 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.
- Developmental coursework (below 100-level) is accepted for the purpose of fulfilling course prerequisites. The credit does not apply toward a degree or certificate.
- Courses with different credit systems (quarter hours, units) are converted to semester hours of credit. The semester conversion of quarter credits is at a rate of .67 semester credit hours for each quarter hour.
- The age of credit may be considered in applying credit toward degrees and certificate programs.
- College-level courses completed outside the United States and recorded on official transcripts will be evaluated for transfer credit, provided that the institution where the courses were taken is accredited by the ministry of education in that country. It is the student's responsibility to submit all foreign and international transcripts to one of the international credential evaluation to be translated into English, evaluated on a course-by-course-basis, and sent directly to the receiving colleges. Contact your college admissions and records/enrollment services office to obtain a list of approved agencies.
- For military credit, credit by examination, credit by evaluation, and CLEP/AP/IB see the section for Credit For Prior Learning.

A. Transfer Credit from MCCC and Established Articulation Agreements

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.

B. Articulation and Transfer Agreements

- i. Maricopa Skill Center and the Southwest Skill Center: The Maricopa Community Colleges have articulation

POLICIES AND PROCEDURES

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 office/office of student enrollment services for specific information related to these agreements.

- ii. Arizona Public Community Colleges and Universities: Maricopa is a participant in the Arizona statewide transfer system. The 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 aztransfer.com is the course equivalency guide (CEG), which shows how institutions have agreed to transfer coursework 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 directly how the course will apply to meet requirements for specific bachelor's degrees. https://www.aztransfer.com/cgi-bin/WebObjects/Admin_CEG
- iii. Domestic (U.S) and International Institutions: The Maricopa Community Colleges have transfer agreements with U.S. universities and colleges that are regionally accredited as well as international institutions that have been approved by the Ministry of Education. These partnerships are formalized through district-wide articulation agreements and are designed to help students maximize their transfer credit toward a bachelor's degree. To access a list of institutions with which Maricopa has established articulation agreements, visit: www.maricopa.edu/academic/ccta/artic/partner_list.php

C. Limitations on the Transfer of Credit

Generally, the following types of courses are not intended for transfer. Contact the Admissions and Records office at your college for specific information.

- i. Remedial/developmental courses or courses numbered below 100
- ii. Arizona government university courses
- iii. Cooperative education
- iv. Experimental courses
- v. Post baccalaureate courses
- vi. Contractual training for business, industry, and government
- vii. Some forms of credit for prior learning
- viii. Non-credit courses

D. Time Limit for Transfer Coursework

Students should be aware other colleges and universities may have age of credit limits on certain coursework to be used in transfer. Students should refer to the policy of their intended transfer institution regarding time limits for transfer coursework.

E. Shared Unique Numbering (SUN) System Course Information

Senate Bill 1186, which passed into law in 2010, mandated the creation of a shared numbering system for public college and university courses in Arizona to identify courses that transfer from community colleges to universities toward a baccalaureate degree. The shared unique number (SUN) system is a college course numbering system designed to help students locate and enroll in courses that have direct equivalents for transfer among Arizona's public community colleges and three state universities. However, even if a course at the Maricopa Community Colleges is not designated as a SUN course, it could still transfer to other Arizona public institutions with a direct equivalent as per the course equivalency guide on aztransfer.com. The SUN system does not address the applicability of courses. Students are encouraged to work with an academic advisor on course selections. To access a list of SUN courses, visit www.azsunsystem.com.

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.

2.2.6 Academic Advising and New Student Orientation

1. Academic Advising

POLICIES AND PROCEDURES

- A. Students who will be attending college for the first time, and intend to earn an Associate's degree or to transfer on to a college/university to complete a Bachelor's degree, will be required to meet with an academic advisor prior to the start of their first semester at a MCCCDCollege.
 - i. Recent high school students who received MCCCDCredits through Dual/Concurrent Enrollment, ACE, Hoop of Learning, or any MCCCDCollege Early Outreach Program are considered first time to college.

2. New Student Orientation

Students who will be attending college for the first time, and intend to earn an Associate's degree or to transfer to a College/university to complete a Bachelor's degree, will be required to attend New Student Orientation prior to the start of their first semester at a MCCCDCollege.

Recent High School students who received MCCCDCredits through Dual/Concurrent Enrollment, ACE, Hoop of Learning, or any MCCCDCollege Early Outreach Program are considered first time to college.

2.2.7 Student Assessment and Course Placement

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 or math course, or any college course for which English, reading or math is a prerequisite.
 - ii. The student is pursuing a degree or transfer pathway 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 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.
- B. Course placement scores will be valid for two years.
- C. Reading Placement Scores that indicate "Exempt from CRE101" Do Not Expire.
- D. Students will be permitted one re-test in English, reading, or ~~by~~ math level at least a 24-hour waiting period. ONE additional re-test is permitted no sooner than three months from the oldest valid score date at any course placement testing site.
- E. 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.
- F. Students will 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 from a regionally accredited college.
 - ii. The student has earned college credits from a regionally accredited college in English, reading, and math with a grade of C or higher.
 - iii. The student has currently valid district approved course placement scores on file.
- G. The student who is exempt from a course placement test must fulfill the minimum graduation requirements.

2. Course Placement

- A. Students who enroll in English, Reading, or Math will be advised and placed into courses based valid district approved scores.
- B. Students who test into course(s) that are below college-level (I.E., Below 100-Level) will be advised and placed into the course(s) within the first two semesters enrolled.
- C. A department/division chair or designee may grant a course placement waiver under special circumstances. 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 will be valid for two years.
- D. Reading Placement Scores that Indicated "Exempt from CRE101" Do Not Expire.

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.

2.2.8 Registration

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

POLICIES AND PROCEDURES

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.

Class Registration Deadlines:

1. For classes with published start dates and meeting times, registration in the class must be completed before the first official class meeting date and time. Students may not register for a class once it has started. Self-Service registration for a class through my.maricopa.edu will end at 11:59 PM on the day before the class starts. Registration for a class on the date it starts must be done in person or on the phone, and must be completed before the class start time.
2. For classes without published meeting times (for example, online classes, special projects), registration in the class must be completed by 11:59 PM on the day before the class starts.
3. Exceptions
 - a. Exceptions to class registration deadlines require permission of appropriate instructor(s) and approval of the appropriate department/division chair or designee.
 - b. Exceptions are limited to
 - i. Courses requiring permission of instructor
 - ii. Courses requiring auditions or try-outs
 - iii. Courses for Special Populations or Cohorts
 - iv. Enrollment in an alternative section of a course taught by the same instructor
 - v. Enrollment in an alternative section of a course taught by a different instructor
 - vi. Course level changes
 - vii. Students dropped for non-payment during the 100% refund period may be reinstated if they attended since the first class meeting.
 - viii. Students dropped due to Human or system errors may be reinstated if they attended the first class meeting.
 - ix. Other exceptions may be granted after faculty consultation with the student.

2.2.9 Tuition and Fees Policy

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)

Residency for tuition purposes is determined in accordance with state law (ARS §§15-1801 et 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.

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, 2013 for fall, spring and summer Sessions)*

Current information can be found at www.maricopa.edu/publicstewardship/governance/adminregs/appendices/S-4.php.

The following is a tuition and fees schedule for 2012-2013 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.

POLICIES AND PROCEDURES

Appendix S-4: Tuition & Fee Schedule*

Student Status

2012-2013	Maricopa County Resident (In County)	In County Resident Audit Rate	Out of County Resident	Non-Resident Living in Arizona	Non-Resident Study Abroad Program	Non-Resident Distance Learning	Western Undergraduate Exchange (WUE)
	IN-STATE			OUT-OF-STATE			
Credit Hours	A	B	C*	D**	E	F***/+	G
1	76.00	101.00	317.00	317.00	196.00	215.00	114.00
2	152.00	202.00	634.00	634.00	392.00	430.00	228.00
3	228.00	303.00	951.00	951.00	588.00	645.00	342.00
4	304.00	404.00	1,268.00	1,268.00	784.00	860.00	456.00
5	380.00	505.00	1,585.00	1,585.00	980.00	1,075.00	570.00
6	456.00	606.00	1,902.00	1,902.00	1,176.00	1,290.00	684.00
7	532.00	707.00	2,219.00	2,219.00	1,372.00	1,505.00	798.00
8	608.00	808.00	2,536.00	2,536.00	1,568.00	1,720.00	912.00
9	684.00	909.00	2,853.00	2,853.00	1,764.00	1,935.00	1,026.00
10	760.00	1,010.00	3,170.00	3,170.00	1,960.00	2,150.00	1,140.00
11	836.00	1,111.00	3,487.00	3,487.00	2,156.00	2,365.00	1,254.00
12	912.00	1,212.00	3,804.00	3,804.00	2,352.00	2,580.00	1,368.00
13	988.00	1,313.00	4,121.00	4,121.00	2,548.00	2,795.00	1,482.00
14	1,064.00	1,414.00	4,438.00	4,438.00	2,744.00	3,010.00	1,596.00
15	1,140.00	1,515.00	4,755.00	4,755.00	2,940.00	3,225.00	1,710.00
16	1,216.00	1,616.00	5,072.00	5,072.00	3,136.00	3,440.00	1,824.00
17	1,292.00	1,717.00	5,389.00	5,389.00	3,332.00	3,655.00	1,938.00
18	1,368.00	1,818.00	5,706.00	5,706.00	3,528.00	3,870.00	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 or 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.
- + This rate applies to out-of-state students who are taking distance learning courses or students who are taking classroom-based credit courses through a contract agreement between MCCC and the company they work for. This rate does not apply to Study Abroad Programs as there is a separately calculated rate for those students.

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

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.

D. There may also be additional course fees for classes, please refer to the college schedule for course fees.

E. If you choose to audit a class, add an additional fee of \$25 per credit hour.

F. 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.

G. 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.

POLICIES AND PROCEDURES

Skill Center Tuition Rates

Regular	\$5.00 per contact hour
Nursing Assistant	\$6.00 per contact hour
Practical Nursing	\$6.00 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

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. Maricopa Community College services may 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 only in limited instances 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. MCCCCD 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 MCCCCD 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.

Admission Criteria to Attend a College within the Maricopa Community College District (MCCCCD) is determined in accordance with state law (ARS §§15-1805.01 AND 15-1821) and regulations of the Maricopa Community Colleges Governing Board and the Chancellor. As such, participants enrolled in courses as part of third party agreements are also subject to the same admissions criteria. This includes the participants resolving any current enrollment or administrative holds that are unrelated to the Third party in an existing student account, but that otherwise impact his/her eligibility to enroll in courses or participate in programs delivered by MCCCCD faculty or staff.

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.

2.2.10 Refund Policy

1. Refund Policy for Credit Classes

Students who officially withdraw from credit classes (in fall, spring, or summer) within the withdrawal deadlines listed

POLICIES AND PROCEDURES

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

1-9 calendar days
10-19 calendar days
20-29 calendar days
30-39 calendar days
40-49 calendar days
50-59 calendar days
60-69 calendar days
70+ calendar days

Official Withdrawal Deadlines for 100% Refund

Prior to the class start date
1 calendar day including the class start date
2 calendar days including the class start date
3 calendar days including the class start date
4 calendar days including the class start date
5 calendar days including the class start date
6 calendar days including the class start date
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 MCCCDC 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 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

2.2.11 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. 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 (MCCCDC) 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.

POLICIES AND PROCEDURES

The office of financial aid may request to have the validity of a student's high school completion evaluated if either the college or the United States Department of Education has reason to believe that the high school diploma is not valid or was not obtained from an entity that provides secondary school education. An evaluation may be conducted on the basis of any of the following:

- Alerts, bulletins, or similar communications provided by any state, federal, or other governmental agency, another institution, a professional or similar organization, or any other resource that might provide information helpful to the evaluation;
- A transcript or other record received from another institution the student may have attended;
- The contents of the student's Free Application for Federal Student Aid, student information form, or any other information the student provides to the college;
- The independent professional judgment by any official of the office of student financial aid.

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 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/foundation/apply/index.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.

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 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.

Verification of Information

1. A Free Application for Federal Student Aid (FAFSA) or a change to that FAFSA may be selected for verification. If a student's FAFSA is selected for verification, the student will be notified via the Student Center in my.maricopa.edu. In most cases, the student will be required to submit documentation as part of the verification process. The earlier the Financial Aid Office receives the required documentation, the earlier the student's eligibility for financial aid can be determined. The verification process must be completed no later than 120 days after the last date of enrollment or August 31, whichever comes first. In addition, the Financial Aid Office must receive a final and valid electronic SAR by the student's last day of enrollment or June 30 of the award year, whichever comes first. The verification process must be completed before the Financial Aid Office can award any federal aid.
2. If an award has already been made and a FAFSA is selected for verification, the student must provide required documentation within thirty days after it has been requested of the student or on June 30, whichever comes first. If documentation is not received within this deadline, the student's award may be adjusted or canceled.
3. The required forms and documents a student submits for verification will be compared to the information reported on the student's FAFSA. If the information provided does not match what is shown on the FAFSA, the Financial Aid Office will submit changes to the US Department of Education FAFSA processor. After all changes are made to the FAFSA data, the student's eligibility for financial aid will be reviewed. If there are any changes to the student's financial aid eligibility as a

POLICIES AND PROCEDURES

result of verification, the student will be notified by means of the Student Center in my.maricopa.edu. If, following verification, the institution discovers evidence of student aid fraud (including identity theft), waste or abuse of US Department of Education funds, such evidence may be referred to the Office of Inspector General of the US Department of Education.

Award Amount and Level of Enrollment

Award amount is determined, in part, on the level of enrollment. A reduction in course load after financial aid has been awarded may result in an adjusted financial aid award. 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.

Repeated Coursework and Financial Aid Enrollment Status

Federal regulations regarding repeated coursework may impact your financial aid eligibility and awards. Federal regulations specify that students may receive federal financial aid funding for one repetition of a previously passed course. A passed course is defined as one in which a grade of A, B, C, D, or P is received. If you enroll in a course in which you have previously received passing grades twice, the course will not be counted towards your enrollment level for financial aid purposes. You may repeat a failed course until it is passed. Your enrollment for financial aid purposes will be calculated accordingly.

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.

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).

<u>Total Credits Attempted*</u>	<u>Min CGPA</u>
< 15.75	1.60
16-30.75	1.75
31-45.75	1.90
46 +	2.00

**for which grade points are computed*

- **Pace of Progression Measurement:** Students must successfully complete 2/3 (66.67%) of all attempted course work.
- **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

Coursework included in the Pace of Progression evaluation:

- All of those included in the semester evaluation
- All evaluated transfer credits

Course work included in the Maximum Time Frame evaluation:

POLICIES AND PROCEDURES

- All of those included in the Pace of Progression evaluation
- Any Associates degree or higher earned will be considered to have exhausted maximum timeframe eligibility
- All coursework forgiven through the academic renewal process

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)

Notification

Students that have applied for federal assistance, but who do not meet the standards, will be notified. This notification will direct students to information regarding the appeal process.

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 future 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, N, P, W, X, Y, or Z is received and courses not yet graded.
- **CGPA [Cumulative Grade Point Average]** – The MCCCOC grading policy is published in the administrative regulations at 2.3.3. The CGPA does not include credits accepted in transfer.
- **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 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, contact the college Financial Aid Office.

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, National SMART grants, TEACH

POLICIES AND PROCEDURES

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/adminregs/students/2_2.php

2.2.12 Vaccinations (As Required By 20 USC §1092(a)(1)(V)):

The Maricopa County Community Colleges District does not require that students receive vaccinations prior to enrollment. Certain professional or occupational programs do require particular vaccinations for participation in those programs. More information about these programs can be found on college websites.

2.9 Veterans Services

The Maricopa Community Colleges' veterans' services offices act as liaisons with the Department of Veterans Affairs. Each program must be approved by the Department of Veterans Affairs. Students may be eligible to receive educational benefits if they are registered in courses that apply to the student's approved programs. Application forms, counseling, advisement and tutoring are available for students who are eligible for veteran's educational benefits. 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:

POLICIES AND PROCEDURES

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

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

Those students receiving benefits must follow the VA academic progress policy to continue to receive benefits.

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

2.3.1 Academic Load

A credit hour is defined as an amount of work represented in course competencies and verified by evidence of student achievement that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time, or at least an equivalent amount of work for other academic activities, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. In accordance with common practice in higher education, instruction representing a credit hour is typically delivered in a 50 minute class period.

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.

POLICIES AND PROCEDURES

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).

2.3.2 Attendance

- 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 makeup work. If prior 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.

2.3.3 Grading

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.

POLICIES AND PROCEDURES

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 AGEC (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".
- 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."

POLICIES AND PROCEDURES

6. Important Deadlines for Students (See Appendix S-12)

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)	1 st Day of Class	1 st Day of Class or Prior to the Last Day of Class	1 st Day of Class or Prior to the Last Day of Class	1 st Day of Class	1 st Day of Class	1 st Day of Class
Two Weeks (8 to 14 days)	3 rd Calendar Day	6 th Calendar Day	6 th Calendar Day	1 st Day of Class	1 st Day of Class	3 rd Calendar Day
Three Weeks (15 to 21 days)	6 th Calendar Day	12 th Calendar Day	12 th Calendar Day	2 nd Calendar Day	1 st Day of Class	5 th Calendar Day
Four Weeks (22 to 28 days)	9 th Calendar Day	17 th Calendar Day	17 th Calendar Day	3 rd Calendar Day	2 nd Calendar Day	7 th Calendar Day
Five Weeks (29 to 35 days)	12 th Calendar Day	23 rd Calendar Day	23 rd Calendar Day	4 th Calendar Day	2 nd Calendar Day	9 th Calendar Day
Six Weeks (36 to 42 days)	14 th Calendar Day	29 th Calendar Day	29 th Calendar Day	5 th Calendar Day	3 rd Calendar Day	11 th Calendar Day
Seven Weeks (43 to 49 days)	17 th Calendar Day	35 th Calendar Day	35 th Calendar Day	5 th Calendar Day	3 rd Calendar Day	12 th Calendar Day
Eight Weeks (50 to 56 days)	20 th Calendar Day	41 st Calendar Day	41 st Calendar Day	6 th Calendar Day	3 rd Calendar Day	15 th Calendar Day
Nine Weeks (57 to 63 days)	23 rd Calendar Day	46 th Calendar Day	46 th Calendar Day	7 th Calendar Day	4 th Calendar Day	17 th Calendar Day
Ten Weeks (64 to 70 days)	26 th Calendar Day	52 nd Calendar Day	52 nd Calendar Day	8 th Calendar Day	4 th Calendar Day	19 th Calendar Day
Eleven Weeks (71 to 77 days)	29 th Calendar Day	58 th Calendar Day	58 th Calendar Day	9 th Calendar Day	5 th Calendar Day	21 st Calendar Day
Twelve Weeks (78 to 84 days)	32 nd Calendar Day	63 rd Calendar Day	63 rd Calendar Day	10 th Calendar Day	5 th Calendar Day	23 rd Calendar Day
Thirteen Weeks (85 to 91 days)	35 th Calendar Day	70 th Calendar Day	70 th Calendar Day	10 th Calendar Day	5 th Calendar Day	25 th Calendar Day
Fourteen Weeks (92 to 98 days)	38 th Calendar Day	76 th Calendar Day	76 th Calendar Day	11 th Calendar Day	6 th Calendar Day	27 th Calendar Day
Fifteen Weeks (99 to 105 days)	41 st Calendar Day	82 nd Calendar Day	82 nd Calendar Day	12 th Calendar Day	6 th Calendar Day	28 th Calendar Day
Sixteen Weeks or more (106 or more days)	End of the 7th 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 of class

Deadlines are based on calendar day and begin with the first day of class.

2.3.4 Academic Probation (Progress)

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

POLICIES AND PROCEDURES

cumulative grade point average.

2.3.5 Instructional Grievance Process

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 must be initiated no later than sixty (60) calendar days 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, shall discuss the issue first with the faculty member involved. This conference shall 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, sex, gender identify, national origin, citizenship status (including document abuse), gender, age, disability, veteran status, genetic information, 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 grievance with the Department/Division Chairperson and appropriate administrative officer at the college/center. This written grievance must be filed within ten working days following the previous deadline. The written grievance will be given to the faculty member five days before any official meetings are convened.
2. Upon receipt of a written grievance, 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 grievance which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written grievance will be made available to the faculty 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 grievance 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.
5. Instructional grievances are resolved at the college level. The district office is not an avenue of appeal for the instructional grievance process.

Note: The grievance process for grades must be initiated no later than sixty (60) calendar days from the date the grade was issued.

2.3.12 Non-Instructional Complaint Resolution Process

A student who feels that he or she has been treated unfairly or unjustly by any employee with regard to a non-instructional process such as a student or administrative services has the right to file a formal and written complaint according to the approved procedures. See Appendix S-8.

Appendix S-8: Non-Instructional Complaint Resolution Process

A student who feels that he or she has been treated unfairly or unjustly by any employee with regard to a non-instructional process such as a student or administrative services has the right to file a formal and written complaint according to the approved procedures. Steps for students to follow:

1. Discuss the issue with the employee involved. The student should request this conference within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.
2. If, within ten (10) working days of the request for the conference with the employee, the problem is not resolved or the employee has been unable to meet with the student, the student may continue the process by filing a written complaint with the appropriate supervisor of the employee where authority exists to take corrective action. This written complaint must be filed within ten (10) working days following the previous deadline. The written complaint will be given to the employee five (5) working days before any official meetings are convened.

POLICIES AND PROCEDURES

3. Upon receipt of a written complaint, the appropriate supervisor will work with the parties in an attempt to resolve the conflict. Every attempt will be made to maintain confidentiality during this process. An employee will not be required to respond to a complaint which is not in writing and which, when appropriate, does not have specific documentation including dates, times, actions, supporting documents, etc. The written complaint will be made available to the employee.
4. If the complaint is not resolved at this level within ten (10) working days, the student should forward to the Vice President of Student Affairs or Designee, a copy of the original written complaint with an explanation regarding action taken at each prior level. The dean and/or associate dean will meet with the student, the employee, and the relevant supervisor and attempt to resolve the issues.
5. If the associate dean and/or dean do not resolve the complaint, the student may forward it in writing to the college president for final resolution. The college president or designee will issue a final written determination in the complaint process.

2.3.6 Withdrawal

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.

Appendix S-7: Student and Faculty Withdrawal Procedures

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*

POLICIES AND PROCEDURES

grades and responsibility for course tuition and fees. Refunds will only be processed within the refund period.

2.3.7 Academic Renewal

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.

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.

2.3.8 Honors Program

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.

2.3.9 General Graduation Requirements

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 MCCCCD 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

POLICIES AND PROCEDURES

toward program completion.

7. Have removed any indebtedness to any MCCCDC 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 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:

1. Build self-awareness, self-respect, and self-confidence
2. Recognize and respect the beliefs, traditions, abilities, and customs of all people and all cultures
3. Consider the local, global, and environmental impacts of personal, professional, and social decisions and actions
4. Access, evaluate, analyze, synthesize, and use information wisely
5. Communicate effectively personally, socially, and professionally
6. Think critically, make informed decisions, solve problems, and implement decisions
7. Consider the ethical implications of their choices
8. Value the learning process throughout their lives
9. Integrate and connect ideas and events in a historical perspective, and see relationships among the past, the present, and the future
10. Develop a personal sense of aesthetics
11. Use technological resources appropriately and productively
12. 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

POLICIES AND PROCEDURES

- ▲ 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 MCCC and the institutions to which MCCC 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.

2.2.5 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
Continued at a Public Community College
College Transferred to a University

Fall '05 (Active)
Spring '06, Fall '06 (Active)
Spring '07 (2005 or Any Subsequent Catalog)

EXAMPLE B

Admitted & Earned Course Credit at a Public Community College or University
Enrolled But Earned All Ws, Zs, or Fs
Enrolled in Audit Courses Only
Nonattendance
Transferred to a University

Fall '02 (Active)
Spring '03 (Inactive)
Fall '03 (Inactive)
Spring '04 (Inactive)
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
Nonattendance
Readmitted & Earned Course Credit at a Public Community College
Transferred to a University

Fall '02 (Active)
Spring '03, Fall '03, Spring '04 (Inactive)
Fall '04 (Active)
Spring '05 (2004 or Any Subsequent Catalog)

EXAMPLE B

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

Fall '02 (Active)
Spring '03 (Inactive)
Fall '03, Spring '04 (Inactive)
Summer '03 (Active)
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
Continued at a Public Community College
Nonattendance
Readmitted & Earned Course Credit at a Public Community College
Transferred to a University

Summer '04 (Active)
Fall '04, Spring '05 (Active)
Fall '05 (Inactive)
Spring '06 (Active)
Summer '06 (2004 or Any Subsequent Catalog)

4. Students transferring among Arizona public higher education institutions must meet the admission requirements, residency

POLICIES AND PROCEDURES

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.

2.3.10 Transcripts for Transfer

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

2.4.4 (See also 5.1.8) Sexual Harassment Policy for Employees and Students

The policy of the Maricopa County Community College District (MCCCD) is to provide an educational, employment, and business environment free of sexual violence, 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.

Each college has designated its vice president for student affairs as Title IX Coordinator, and student complaints of sexual harassment must be reported to him or her. Sexual violence against employees is prohibited by Title VII of the Civil Rights Act of 1964. Employee complaints of sexual harassment must be reported to the District Office of Equity, Opportunity, and Engagement.

Sexual harassment is unwelcome, verbal, or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive that it alters working conditions and creates a hostile environment for employees, or that it unreasonably interferes with, limits, or deprives a student of the ability to participate in or benefit from any MCCCD educational program or activity. The unwelcome behavior may be based on power differentials, the creation of a hostile environment, or retaliation for sexual harassment complaints. Sexual harassment by and between, employees; students; employees and students; and campus visitors and students or employees, is prohibited by this policy.

Due process is afforded any employee, student, or visitor accused of sexual harassment. On receipt of a complaint, an immediate preliminary investigation will be conducted to determine if there is reasonable cause to believe the nondiscrimination policy has been violated. If so, then a prompt, thorough, impartial investigation will be conducted by the authorized administrator. If the final decision is that sexual harassment occurred, the college will take immediate action to eliminate the hostile environment, prevent its recurrence, and address its effects. Remedies for the complainant will also be sought. 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 applies to prohibited conduct that occurs both on and off campus and covers students, employees, and visitors.

This policy is subject to constitutionally protected speech rights and principles of academic freedom. Questions about this policy may be directed to the MCCCD EEO/Affirmative Action Office.

5.1.9 Examples of Policy Violations

It shall be a violation of MCCCD'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:

POLICIES AND PROCEDURES

- 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. 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 MCCCDC property or in connection with any MCCCDC-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. Other sexual misconduct may include sexual exploitation, stalking, and gender-based bullying.
8. Treat a complainant or witness of sexual harassment in a manner that could dissuade a reasonable person from pursuing or participating in the complaint and investigation.

5.1.10 Additional Policy Violations

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.

5.1.11 Responsibility for Policy Enforcement

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.

5.1.12 Complaints

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 or sexual assault in a school's education program and activities (by a faculty member, administrator, campus visitor or other student) are urged to report such conduct to the Title IX Coordinator, who is the vice president of student affairs at each college. A student may also contact the MCCCDC 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

- A. Complaints will be investigated according to procedures established by the MCCCDC 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 MCCCDC EEO/AA Office.
- B. The college/center/MCCCDC will investigate all complaints in a prompt, thorough, and impartial manner.
- C. Where investigation confirms the allegations, appropriate responsive action will be taken by the college/center/MCCCDC.

5.1.13 Confidentiality

Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with MCCCDC's legal obligation to investigate and resolve issues of sexual harassment.

5.1.14 Violations of Law

An employee or student may be accountable for sexual harassment under applicable local, state, and/or federal law, as well as under MCCCDC policy. Disciplinary action by MCCCDC may proceed while criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

5.1.15 False Statements Prohibited

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.

5.1.16 Retaliation Prohibited

POLICIES AND PROCEDURES

Retaliation against an employee or student for filing a sexual harassment complaint, or participating in the investigation of a complaint, is strictly prohibited. MCCCDC will take appropriate disciplinary action, up to and including employment termination or academic dismissal if retaliation occurs.

Discrimination Complaint Procedures for Students

This procedure provides a means for resolving complaints by students who believe they have been adversely affected by illegal or prohibited discrimination by the Maricopa County Community College District (MCCCDC), a member college or center, or their students or employees.

Complaints may be brought under this procedure for discrimination based on race, color, religion, national origin, citizenship status (including document abuse), sex (including pregnancy and sexual harassment), sexual orientation, gender identity, age, veteran status, physical or mental disability, or genetic information. The entire college community should act promptly upon receipt of an allegation of conduct that might constitute discrimination. Any member of the college community should refer a person who might be a victim of such conduct to these procedures, as well as to the college officials responsible for conducting an investigation pursuant to these procedures.

Students who believe they are experiencing sexual harassment may utilize the Report process (as described below) in addition to the Informal and Formal Resolution processes. If a student has been a victim of sexual assault, a complaint may also be filed with College Public Safety (CPS).

All deadlines prescribed for Report, Informal Resolution and Formal Resolution processes may be extended by the Vice President of Student Affairs for good reason, such as (but not limited to) when classes are not in session or upon mutual agreement by the parties. Notwithstanding any deadline extension, college officials should take all necessary steps to ensure prompt and equitable resolution of any complaint of discrimination.

Information related to MCCCDC's Discrimination Complaint Procedure for Students is also available from the Office of General Counsel's Office of Public Stewardship at 480-731-8880.

Informal Resolution of Discrimination Complaints

Before filing a formal complaint under this procedure, a student may attempt to resolve the problem through informal discussions with the person claimed to have engaged in discriminatory conduct and that person's supervisor or department head. The student may choose to ask the Vice President of Student Affairs to assist in the informal resolution process. The Vice President of Student Affairs may designate an employee to provide such assistance. The Vice President of Student Affairs may modify or reject an informal resolution of a complaint of discriminatory conduct under this process if, in the judgment of the Vice President, the resolution that is proposed is not in the best interests of both the student and the institution. The Vice President shall take such action no later than fifteen (15) calendar days after receiving notice of the informal resolution.

Attempts to informally resolve alleged discrimination should occur within ninety (90) calendar days of the most recent alleged discriminatory act. The college official responsible for this informal resolution process should ensure that the process is concluded promptly. For complaints dealing with alleged discrimination beyond the 90-day timeframe, a student must submit a written complaint under the formal resolution procedure of this policy.

If the complaint cannot be informally resolved to the satisfaction of the complainant, the complainant has the right to file a written complaint within 300 days of the most recent alleged discriminatory act and to proceed under formal resolution procedures.

Formal Resolution of Discrimination Complaints

A student who contends that unlawful or MCCCDC-prohibited discrimination has occurred may file a formal complaint by contacting the Vice President of Student Affairs at each respective college or center. The Vice President of Student Affairs will accept complaint filings within 300 calendar days of the most recent occurrence of the alleged discriminatory act.

A complaint must be signed by the student and filed on the form prescribed by the Office of General Counsel. A student may also contact the Office of General Counsel to obtain the name and phone number of the college or center official designated to respond to discrimination complaints.

The complaint must identify the action, decision, conduct, or other basis that constituted an alleged act or practice of unlawful or MCCCDC-prohibited discrimination. The complaint must also allege that the action, decision, or occurrence was taken or based on the complainant's race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, physical or mental disability, veteran status, genetic information, or any other unlawful discriminatory grounds.

POLICIES AND PROCEDURES

Upon receipt of a complaint, the Vice President of Student Affairs will notify the college president or provost and the Office of General Counsel. The Office of General Counsel will assign a case number to the complaint.

A copy of the complaint will be shared with the respondent within five (5) working days of receipt by the Vice President of Student Affairs. Respondent will be put on notice that retaliation against the complainant or potential witnesses will not be tolerated and that an investigation will be conducted.

Respondent must provide a written response to the complaint within fifteen (15) calendar days of his or her receipt of the complaint.

After accepting a complaint, the Vice President of Student Affairs will designate a complaint investigator to conduct a fact-finding investigation, which will include, at a minimum, a review of written evidence (including the complaint and response), and interviews with appropriate employees and students. The Vice President of Student Affairs may serve as complaint investigator. The complaint investigator shall promptly complete the investigation and deliver to the Vice President of Student Affairs the investigator's written findings and the results of the investigation, including summaries of all interviews and all documents received as part of the investigation. In no event shall this occur later than ninety (90) calendar days following receipt of the complaint. Within ten (10) working days following receipt of the results of the investigation from the complaint investigator, the Vice President of Student Affairs will submit to the President or Provost the investigator's written findings and the Vice President's recommendations as to the disposition of the complaint.

The president or provost will accept, reject, or modify the recommendations and will provide a written notification of his or her action to the complainant and respondent within fifteen (15) calendar days of receiving the written findings and recommendations from the Vice President of Student Affairs.

When the investigation confirms the allegations, appropriate corrective action will be taken. Evidence which is collateral to the allegations of discrimination and/or sexual harassment and which was obtained during an investigation may be used in subsequent grievance or disciplinary procedures. Both complainant and respondent receive notice of the outcome. The institution will take appropriate steps to prevent further occurrences.

MCCCD Administrative Review Process

Request for Reconsideration

A complainant or respondent who is not satisfied with the decision of the president or provost has ten (10) working days to request, in writing, administrative review of the decision by his or her college president or provost. The request for administrative review must state specific reasons why the complainant or respondent believes the finding was improper. The president or provost will review the results of the investigation and written findings and respond to the request within ten (10) working days from receipt of the request. If the president or provost determines that the decision is not supported by the evidence, the case file will be reopened and assigned for further investigation. If the president or provost determines that the investigation was thorough and complete and that the decision is supported by the evidence, he or she will deny the request for administrative review. At this point, the complainant has exhausted the Internal Discrimination Complaint Procedure.

Complaint Process

Faculty, staff and all other college officials should refer any student seeking to make a complaint of discrimination to the Vice President of Student Affairs. Every student complaint of discrimination shall be investigated under the authority of the Vice President of Student Affairs in accordance with these Procedures. The Vice President of Student Affairs and any complaint investigator who participates in a complaint resolution pursuant to these Procedures shall administer every resolution process in an impartial manner, and shall fully consider all facts discovered in the course of any investigation before a resolution is reached. Each party in any complaint resolution shall have full opportunity to present all information and documentation the party feels is germane to the complaint. At no time shall a student who has made an allegation of discrimination under these Procedures be asked or required in any way by a college official to engage in any direct confrontation with any person alleged to have committed an act of discrimination. The Vice President shall ensure that every effort is made to obtain information from each witness to every act of alleged discrimination or from any other person possessed of information that is relevant and material to the complaint resolution. The Vice President of Student Affairs shall ensure that all appropriate corrective action that is warranted as a result of any complaint resolution will be taken, and shall employ best efforts to ensure that the college prevents recurrence of discrimination in the future.

Maintenance of Documentation

Documentation resulting from each level in the Formal Resolution Process (including witness statements, investigative notes, etc.) will be forwarded to and maintained by the Office of General Counsel. Investigative records are not to be maintained with or considered as a part of a student record. Documentation regarding corrective action is considered part of the student's record.

POLICIES AND PROCEDURES

Right to Assistance

A complainant or respondent may receive the assistance of an attorney or other person at any stage of a complaint filed under this Internal Discrimination Complaint Procedure. Such person may attend any investigative interview and advise the complainant or respondent but shall not otherwise participate in the interview. The complaint investigator shall direct communications directly to the complainant and respondent, and not through such individual's attorney or other person providing assistance.

Confidentiality of Proceedings

Every effort will be made by the college and MCCCCD to protect the confidentiality of the parties during the processing of complaints under this procedure. Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with MCCCCD's legal obligation to investigate and resolve issues of discrimination.

Retaliation Prohibited

Retaliation against a person who has filed a complaint or against any witness questioned during an investigation is strictly prohibited. Any retaliatory action by instructors, supervisors, managers, academic professionals, administrators, or other employees who have the authority to take adverse action against a complainant or witness is prohibited and may be grounds for disciplinary action.

False Statements Prohibited

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 discipline.

Filing a Report of Sexual Harassment

A student who believes that he or she is, or has been, the victim of sexual harassment as prohibited by MCCCCD policy may Report (either orally or in writing) the harassment to the Vice President of Student Affairs at each college or center. The Report should be made within 180 calendar days of the most recent alleged incident of sexual harassment. A student who is or has been the victim of a sexual assault, or witness to a sexual assault on campus, may also report the incident to College Public Safety (CPS). In this case, the Title IX Coordinator and College Public Safety will each conduct an investigation, sharing information as appropriate.

Upon receipt of the Report, the Title IX Coordinator will have a meeting with the alleged harasser. The meeting shall include: identifying the behavior as described in the Report, alerting the alleged harasser to the perception of the impact of his or her behavior, providing the individual with a copy of the MCCCCD Sexual Harassment Policy, encouraging completion of the Office of General Counsel's Sexual Harassment Online Tutorial, and encouraging greater awareness of behaviors that may lead to perceptions of sexual harassment. Neither the Report nor the meeting with the alleged harasser shall in any way constitute a finding of sexual harassment. The name of the complainant shall not be identified to the respondent during the Report process; however, complainants should be aware that they may be called as witnesses in subsequent disciplinary or due process proceedings, as well as in litigation. The meeting with the alleged harasser must be conducted within ten (10) working days of receipt of the Report.

External Filing of Discrimination Complaint

MCCCCD encourages students to use the MCCCCD Discrimination Complaint Procedure for students to resolve discrimination concerns. Students also have the right to file civil rights complaints with appropriate external agencies. No retaliation will be taken against a person for filing a complaint with an external agency. The following agency accepts discrimination charges filed by, or on behalf of, students:

Office for Civil Rights, Region VIII (OCR)
Denver Office
U.S. Department of Education
Federal Building
1244 Speer Boulevard, Suite 310
Denver, Colorado 80204-3582
Phone: 303-844-5695
Fax: 303-844-4303
TDD: 303-844-3417
E-mail: OCR_Denver@ed.gov

2.4.6 Emissions Control Compliance

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

POLICIES AND PROCEDURES

that are not in compliance are subject to being towed at the owner's expense.

2.4.8 Petition Signature Solicitation

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.

2.4.9 Use of College Grounds by Non-MCCCD-Affiliated Users

In contrast to traditional public forums such as a public square, park, or right of way, Maricopa's campuses are dedicated by law to the purpose of formal education. They are, and have been since their creation, for the use and benefit of prospective and enrolled students, the Maricopa employees who serve them, and those who are invited to campus by members of the College community to attend or participate in sponsored events. The Maricopa County Community College District (MCCCD) has a long history of regulating the time, place, and manner in which expressive activities are conducted on campuses, for the purposes of avoiding disruption or interference with its educational activities, and protecting the rights of the members of the campus community and their invited guests to express themselves and access information. While members of the general community always have been welcome to share their ideas with the campus community, they are subject to reasonable, content-neutral regulation of the time, place and manner of the event and to the institution's mission-based priorities – including but not limited to the need to provide an environment conducive to teaching and learning.

POLICY

This administrative regulation governs use of the college grounds, defined as the open areas and walkways of the campus by non-MCCCD-affiliated users. Use of college facilities is governed by a separate administrative regulation. Parking lots are not available for events and activities other than those sponsored and authorized by the College president.

Camping is not permitted anywhere on the campuses. Camping is defined as the use of college grounds or facilities for living accommodations or housing purposes such as overnight sleeping or making preparations for overnight sleeping (including the laying down of bedding for the purpose of sleeping), the making of any fire for cooking, lighting or warmth, or the erection or use of tents, motor vehicles, or other structures for living or shelter. These activities constitute camping when it reasonably appears, in light of all the circumstances, the participants conducting these activities intend to use or are using the facilities or grounds for living accommodations or housing, regardless of the duration or other purpose of the use.

Lawful use of college grounds for events or expressive activities by individuals, groups, and organizations may be authorized by college officials when the events and activities are lawful and consistent with the non-profit, educational nature of the campus, authorized and conducted in accordance with MCCCD policies, administrative regulations and priorities, and compliant with reasonable restrictions as to time, place, and manner. The content of the expression will not be a factor in authorizing, locating, or scheduling decisions. However, events and activities will not be permitted to disrupt or obstruct the teaching, research, or administrative functioning of the College by means of physical obstacles and crowds, by the creation of sound or noise that would interfere with teaching, learning, and the conduct of College business, or by any other means. Each College president will designate a Responsible College Official with delegable authority to approve, locate, and schedule use of college grounds.

Permit Application: Any non-MCCCD-affiliated organization, group, or individual desiring to use campus grounds for an event or activity must submit a request form to the Responsible College Official in advance of the use date.

If the activities proposed in the application are limited to low-impact, non-commercial activities the request form shall be submitted at least two business days in advance of the expected use date. For purposes of this administrative regulation, "low-impact, non-commercial activities" are defined as: (1) activities that do not seek to sell or promote a product or service for direct or indirect financial gain; (2) activities that are limited to gatherings of five people or less at any given time; and (3) activities that do not involve machinery, temporary structures, tables, chairs, displays or electronic equipment, including

POLICIES AND PROCEDURES

amplifiers, or the distribution of food products.

For events that are not low-impact, non-commercial activities, the request form shall be submitted at least seven business days before the expected use. The additional advance time is required to allow the College to prepare for conditions that may affect the flow of foot traffic, involve signs and displays, create crowds, involve significant numbers of participants, or require the use of significant amounts of space and/or use of equipment and resources.

Designated Areas: Because each College has a limited amount of outdoor space, activities and events sponsored by non-MCCCD-affiliated users, including speech and literature distribution, shall be restricted to designated areas. For each College, the Responsible College Official shall establish specific designated areas for such activities. A written description of these areas shall be maintained at the office of Student Life and Leadership for each College. Consistent with the goal of providing a healthy, comfortable, and educationally productive environment, the Responsible College Official should attempt to locate the designated areas in prominent locations on campus where there is a likelihood of significant pedestrian traffic. The designated areas shall not be located in building stairways and entryways, parking lots, or congested areas. The Responsible College Official will make every effort to assign users to their requested space when a specific space is desired. However, in order to ensure the potential success of all scheduled events, the College reserves the right to assign an event or activity to the area the College deems most appropriate in light of the campus capacity, other activities scheduled, and the type of event or activity being planned.

Use Fees and Proof of Insurance: To offset the costs associated with the use of college grounds, non-MCCCD-affiliated users shall be required to pay a fee of \$50 per day or \$125 per week. In order to protect the health and safety of College students, faculty and staff and to protect MCCCD resources, non-MCCCD-affiliated users shall also be required to provide proof of insurance that indicates at least \$1 million in general liability coverage and names the MCCCD as an additional insured for the anticipated use date.

The fee and proof-of-insurance provisions of this Administrative Regulation shall not be applied to low-impact, non-commercial users. A user may request designation as a low-impact, non-commercial user from the applicable College's Responsible College Official. Any questions or comments about the criteria for approval or denial of such request shall be directed to the District Ombudsman.

Permits: The approved request form will describe the location of the authorized activity and any other restrictions specific to the event. Violation of the terms of the permit, District policy, administrative regulation or law shall be grounds for immediate revocation of the permit, and the individual violators and their organizations may be banned from the campus.

Priorities and Criteria for Approval of Permits: The content or subject of the proposed expressive activity or event will not affect approval of the application. Availability of space is not guaranteed. Reservations shall be approved on a space-available basis and will be addressed on a first come-first served basis, subject to the following priorities and criteria for the use and scheduling of space on campus grounds:

Scheduling Priorities (in order)

1. The use of facilities and grounds for the operations of the College. For example, there are times when the college is unusually crowded by members of the campus community, such as registration and orientation at the beginning of the semester. Other uses may reasonably be precluded during those times.
2. Activities and events sponsored by the College administration.
3. Activities and events sponsored by MCCCD student organizations or employee groups.
4. Activities of non-MCCCD-affiliated individuals and organizations.
5. Commercial advertising or activities.

Criteria

1. Capacity of college grounds to accommodate the number of participants at the scheduled time and proposed location.
2. Capacity of College Safety staff to provide security for all events and activities scheduled at the time.
3. Possible interference or conflict with College operations or other scheduled activities and events on the grounds.
4. General feasibility of hosting the event as proposed.

Other Policies: This administrative regulation will be applied in conjunction and coordination with all other MCCCD policies and administrative regulations and College processes and procedures, including but not limited to regulations on facilities use, signage, sales of alcohol and/or food, and solicitation of donations.

Specific procedures on how to implement the Use of College Grounds regulation can be found in Appendix S-15.

2.4.10 Children on Campus

POLICIES AND PROCEDURES

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.

2.4.11 Crime Awareness and Campus Security Act

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.

2.4.12 Workplace Violence Prevention

Purpose

It is the policy of the Maricopa County Community College District to promote a safe environment for its employees, students, contractors, and visitors. MCCCDC is committed to working with its employees to maintain an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

Policy

Violence, threats, harassment, intimidation, and other disruptive behavior in our facilities is prohibited and will not be tolerated. It is the responsibility of all employees, students, contractors, and visitors of MCCCDC to report any occurrence of such conduct to MCCCDC Public Safety. Every employee, student, contractor, and visitor on MCCCDC property should report threats or acts of physical violence and acts of harassment, intimidation, and other disruptive behavior of which he/she is aware. All reports will be taken seriously and will be investigated by public safety immediately in order to protect everyone from danger. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

Prohibited Behavior

For example, and without limiting the generality of the foregoing statement, this policy prohibits:

- direct threats or physical intimidation
- implications or suggestions of violence
- stalking
- assault of any form
- physical restraint, confinement
- dangerous or threatening horseplay
- loud, disruptive, or angry behavior or language that is clearly not part of the typical work environment
- blatant or intentional disregard for the safety or well-being of others
- commission of a violent felony or misdemeanor on MCCCDC property
- abuse
- violation of a protective order or restraining order
- any other act that a reasonable person would perceive as constituting a threat of violence

This list is illustrative only and not exhaustive.

Future Violence

Employees, students, and visitors who have reason to believe they, or others, may be victimized by a violent act or sometime in the future, at the workplace or as a direct result of their relationship with MCCCDC, shall inform a supervisor or manager as soon as possible. The supervisor or manager shall inform the Public Safety Department. Students, contractors, and visitors shall contact the Public Safety Department as soon as possible.

Employees who have signed and filed a restraining order, temporary or permanent, against an individual due to a potential act of violence, who would be in violation of the order by coming near them at work, shall immediately supply a copy to the Department Director, Human Resources, and Public Safety. Students shall supply a copy of the signed order to the Public Safety Department.

This policy applies to employees and students, as well as independent contractors and other non-employees doing business with the MCCCDC. 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.

2.4.13 Student Right to Know

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

POLICIES AND PROCEDURES

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

2.4.5 Copyright Act Compliance

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.

3.2 Copyright Regulation

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 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 as well as criminal penalties, which may include fines and even incarceration.

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.

POLICIES AND PROCEDURES

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.

3.4 Taping of Faculty Lectures

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.

4.4 Technology Resource Standards Introduction

The Maricopa County Community College District (MCCCD) provides its students, employees, Governing Board members and the public with access to information resources and technologies. MCCCD 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.

POLICIES AND PROCEDURES

Arizona constitutional and statutory mandates require that MCCCDCD resources, including technology, be used only for the public's business, and not for private purposes. Those mandates apply to all MCCCDCD public officials—employees of every kind and the Governing Board. The aim of those laws is to safeguard the use of resources, including technology resources, acquired and maintained with public funds. Compliance with other laws—both federal and state—also dictates the need for standards for the use of MCCCDCD technology resources. In some cases, the Governing Board policies emphasize the importance of compliance with the law such as the requirement to adhere to copyright laws. Governing Board policies also establish MCCCDCD's own standards, such as the directive that all persons within the MCCCDCD community be treated in a manner that is humane, fair and dignified.

This administrative regulations established standards for the use of MCCCDCD technology resources. They should be seen as supplementing, and not in lieu of, Governing Board policy, applicable law and other applicable administrative regulations such as Administrative Regulation 4.3 "Electronic Communications."

General Responsibilities

Technology resources (including, but not limited to, desktop and laptop systems, printers, central computing facilities, MCCCDCD-wide or college-wide networks, local-area networks, telephones, facsimile machines, scanners, access to the Internet, electronic mail and similar electronic devices and information) of the MCCCDCD are available to MCCCDCD Governing Board members, employees, students and, in a limited number of cases, MCCCDCD contractors and the public. Use of all those resources is subject to the standards set forth in this regulation (Standards).

The first screen that each MCCCDCD computer exhibits on starting up advises users of these Standards and requires an acknowledgment before the user may proceed to the next screen. Additionally, all MCCCDCD employees are responsible for annually acknowledging receipt of the Blue Book, which contains this regulation. So all users of MCCCDCD technology resources are presumed to have read and understood the Standards. While the Standards govern use of technology resources MCCCDCD-wide, an individual community college or center may establish guidelines for technology resource usage that supplement, but do not replace or waive, these Standards.

Use of Non-MCCCDCD Technology

Under Arizona's public records law, MCCCDCD is required to transact business so that its records are accessible and retrievable. The policy underlying the law is that work done in the name of the public be transparent. Thus, any member of the public may request public records and, except in a few specific instances, are entitled to get copies of them.

Each individual employee or Governing Board member is responsible for ensuring that MCCCDCD records that he or she initiates or receives are retained for the period of time required by and disposed of according to mandates established by Arizona State Library, Archives and Public Records—the state agency tasked with setting standards for record retention. Therefore, an employee's or Governing Board member's use of non-MCCCDCD technology resources for communication of any type of MCCCDCD business is heavily discouraged because those records are less capable of being managed according to MCCCDCD's process for ensuring retention, retrieval and disclosure set forth in Administrative Regulation 4.15 "Retrieval, Disclosure and Retention of Records."

Additionally, an MCCCDCD employee who receives a communication allegedly from another MCCCDCD employee using a non-MCCCDCD e-mail address is not required to respond substantively to that e-mail. The employee receiving the e-mail is entitled to verify that the sender is whom he or she says that he or she is. The employee receiving the e-mail may request that the sender provide the information or inquiry set forth in the e-mail via hard-copy form.

Acceptable Use

Use of MCCCDCD's technology resources, including websites created by MCCCDCD employees and students, is limited to educational, research, service, operational and management purposes of the MCCCDCD and its member institutions. Likewise, data, voice, images and links to external sites posted on or transmitted via MCCCDCD's technology resources are limited to the same purposes.

Frequently, access to MCCCDCD's technology resources can be obtained only through use of a password known exclusively to the MCCCDCD employees, Governing Board members or students. It is those users' responsibility to keep a password confidential. While MCCCDCD takes reasonable measures to ensure network security, it cannot be held accountable for unauthorized access to its technology resources by other persons, both within and outside the MCCCDCD community. Moreover, it cannot guarantee employees, Governing Board members and students protection against reasonable failures. Finally, under certain limited circumstances defined in Administrative Regulation 4.15 "Retrieval, Disclosure and Retention of Records," certain MCCCDCD employees are authorized to access information on an MCCCDCD technology device.

It is not Maricopa's practice to monitor the content of electronic mail transmissions, files, images, links or other data stored on

POLICIES AND PROCEDURES

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. Any other 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.

Incidental Computer and Technology Usage

Limited incidental personal use of MCCCDC technology resources including through use of personal e-mail systems is permitted, except as described in item 16 under "Prohibited Conduct." MCCCDC employees are responsible for exercising good judgment about personal use in accordance with this regulation, Colleges' consistent local guidelines and MCCCDC ethical standards. Personal use refers to activities which only affect the individual and that are not related to an employee's outside business. MCCCDC 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 (Appendix AS-8) and Guidelines for Incidental Telephone Usage for the Maricopa Community Colleges (Appendix AS-9).

Prohibited Conduct

The following is prohibited conduct in the use of MCCCDC's technology resources

1. Posting to the network, downloading or transporting any material that would constitute a violation of MCCCDC contracts.
2. Unauthorized attempts to monitor another user's password protected data or electronic communication, or delete another user's password protected data, 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-MCCCDC 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 MCCCDC's Governing Board, including, but not limited to, MCCCDC'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 MCCCDC 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 MCCCDC's technology and non-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 MCCCDC'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 MCCCDC, and approved by the Vice Chancellor of Information Technology Services, even when the e-mail account copies all outgoing and incoming messages to the MCCCDC hosted account.
19. Deleting or altering a technology public record in violation of public records retention requirements, or in anticipation of receiving or after receipt of a public records request, subpoena or a complaint filed as part of an MCCCDC grievance, investigation or review, or other lawful request for the record.
20. Deleting or altering a technology record on an MCCCDC device in anticipation or after receipt of a public records request, subpoena or a complaint filed as part of an MCCCDC grievance, investigation or review, or other lawful request for the records where the record may demonstrate a misuse of technology resources under this regulation.

Review and Approval of Alternate E-Mail Account Systems

The prior review and approval by the Vice Chancellor of Information Technology is required for the implementation of alternate

POLICIES AND PROCEDURES

College electronic mail account systems. Requests will be evaluated based upon the following considerations:

1. The system must be compatible and interoperable with the MCCCDC e-mail system. All information within the e-mail system must meet the standards and authorize District Office access as specified in Administrative Regulation 4.15, "Retrieval, Disclosure and Retention of Records."
2. Any proposed changes to an MCCCDC's entity's e-mail system with e-discovery implications must be approved in advance during the planning stages as specified in Administrative Regulation 4.15, "Retrieval, Disclosure and Retention of Records."

Disclaimer

The home page of an MCCCDC web site must display, or link to, the following disclaimer in a conspicuous manner:

All information published online by MCCCDC is subject to change without notice. MCCCDC 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. MCCCDC 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 MCCCDC marks as outlined in the marketing standards handbook and Use of Marks administrative regulation.

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, MCCCDC may unilaterally delete any violative content and terminate the user's access to MCCCDC'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 MCCCDC's grievance procedures or resolution of controversy.

2.6 Hazing Prevention Regulation

The Maricopa County Community College District (MCCCDC) 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 MCCCDC 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 MCCCDC is prohibited.
2. "Hazing" is defined as any intentional, knowing or reckless act committed by a student or other person in any MCCCDC 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 MCCCDC; 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 MCCCDC Hazing Prevention Regulation.

POLICIES AND PROCEDURES

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 other 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 MCCCDC policies, and local and state laws.

Alleged violations of the MCCCDC 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 MCCCDC 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 MCCCDC policies, and local and state laws.

Any MCCCDC faculty or staff member who knowingly permitted, authorized or condoned the alleged hazing activity is subject to disciplinary action in accordance with college and MCCCDC policies, and local 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.
 - 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 MCCCDC hazing prevention regulation is not intended to prohibit or sanction the following conduct:
 - A. Customary athletic events, contests or competitions that are sponsored by the college or MCCCDC.
 - 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 MCCCDC hazing prevention regulation:

"Organization" is defined as an athletic team, association, order, society, corps, cooperative, club or other similar group

POLICIES AND PROCEDURES

that is affiliated with MCCCDC, whose membership consists primarily of students enrolled at MCCCDC and that may also be classroom-related or co-curricular in nature.

2.4.7 Abuse-Free Environment

See also the Auxiliary Services section for Tobacco-Free Environment and the Appendices/Student Section Medical Marijuana Act of the Administrative Regulations.

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.

Annual Acknowledgements for students and employees are provided through the online messaging accounts.

Students who experiment with drugs, alcohol, and illegal substances or use them recreationally may develop a pattern of use that leads to abuse and addiction. Maricopa Community Colleges recognized drug and alcohol abuse as an illness and a major health problem as well as a potential safety and security issue.

Part of the educational mission of the Maricopa Community Colleges is to educate students about positive self-development, the benefits of a healthy lifestyle and the health risks associated with substance abuse. This mission closely aligns with the Drug-Free School and Communities Act of 1989, and other relevant substance abuse laws.

2. Student Program to Prevent Illicit Use of Drugs and Abuse of Alcohol

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.

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.

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.

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 Sanctions

Local, state, and federal law prohibit the unlawful possession, use or distribution of illicit drugs and alcohol.

Conviction for violating these laws can lead to imprisonment, fines, probation, and/or assigned community service.

Persons convicted of a drug-and/or alcohol related offense will be ineligible to receive federally funded or subsidized grants, loans, scholarships, or employment.

Any employee is subject to disciplinary action, up to and including employment termination, for any of the following: reporting to work under the influence of alcohol and/or illegal drugs or narcotics; the use, sale, dispensing, or possession of alcohol and/or illegal drugs or narcotics on MCCCDC premises, while conducting MCCCDC business, or at any time which would interfere with the effective conduct of the employee's work for the MCCCDC; and use of illegal drugs.

3. MCCCDC Program Standards

POLICIES AND PROCEDURES

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.

Identify a key individual, at each college, to provide emergency services and/or to contact and work with outside agencies that provide drug and alcohol counseling, treatment or rehabilitation programs that may be available to students and employees. Support 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.

Establish 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.

4. Alcoholic Beverages—Usage Regulation (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 MCCCCD except as provided in Paragraph H.
- 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 C and G.
- 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 E. Unless approved by the Chancellor in compliance with the law and this regulation, alcoholic beverages 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: www.maricopa.edu/publicstewardship/governance/adminregs/appendices/print/AS-6.doc. 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.
- E. **Service restrictions required by law.** An event approved under Paragraph D must, by law, comply with the all of the following restrictions:
 - i. 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;
 - ii. The gathering must be by invitation only, and not open to the public;
 - iii. The gathering may not exceed 300;
 - iv. Invitees may not be charged any fee for either the event or the beer or wine; and
 - v. 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 F. 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 E. 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.

POLICIES AND PROCEDURES

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:

- i. The entity obtains a liquor license, if required by law, 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;
 - ii. The entity completes the form available at www.maricopa.edu/publicstewardship/governance/adminregs/appendices/print/AS-7.doc. And provides it to the Chancellor for approval along with a copy of the liquor license no later than 30 days before the event, unless the Chancellor approves a shorter period of time in a particular case;
 - iii. The entity provides or currently has on file with the District a certificate of insurance demonstrating that it has liquor liability coverage and that adds the District as an additional insured;
 - iv. The entity agrees in writing to indemnify the District from any claims of any kind arising out of the event;
 - v. 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;
 - vi. The contractor provides all of the beverages served and well as the servers or bartenders;
 - vii. 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
 - viii. 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 MCCCDC, 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:
- i. Wine and beer to be served may only be brought to MCCCDC property no sooner than four hours prior to the event, and remain there no longer than four hours after the event; and
 - ii. Once the wine and beer arrives on MCCCDC property, the Director the culinary program shall assign an MCCCDC 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 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.

5. 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

POLICIES AND PROCEDURES

antibody test should be kept to a minimum. When a student confides in an 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.

4.12 Smoke-Free/Tobacco-Free Environment

The Maricopa County Community College District is dedicated to providing a healthy, comfortable, and educationally productive environment for students, employees, and visitors. In order to promote a healthy learning and work environment, the Chancellor has directed that the Maricopa County Community College District serve as a total smoke free and tobacco free environment, effective July 1, 2012. Smoking (including the use of "e-cigs") and all uses of tobacco shall be prohibited from all District owned and leased property and facilities, including but not limited to parking lots, rooftops, courtyards, plazas, entrance and exit ways, vehicles, sidewalks, common areas, grounds, athletic facilities, and libraries.

Support signage prohibiting the use of smoking instruments and tobacco shall be placed throughout all college and District locations.

Continued violations by an employee or student shall be handled through the respective conduct procedures established for employees and students.

Appendix S-16: Statement on the Arizona Medical Marijuana Act (Proposition 203)

In 2010, Arizona voters approved the Arizona Medical Marijuana Act (Propositions 203), a state law permitting individuals to possess and use limited quantities of marijuana for medical purposes. Because of its obligations under federal law, however, the Maricopa Community Colleges will continue to prohibit marijuana possession and use on campus for any purpose.

Under the Drug Free Workplace Act of 1988, and the Drug Free Schools and Communities Act of 1989, "...no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, unless it has adopted and has implemented a program to prevent the use of illicit drugs and abuse of alcohol by students and employees." Another federal law, the Controlled Substances Act, prohibits the possession, use, production, and distribution of marijuana for any and all uses, including medicinal use. This law is not affected by the passage of the Arizona Medical Marijuana Act. Because Maricopa Community Colleges could lose its eligibility for federal funds if it fails to prohibit marijuana, it is exempt from the requirements of the Arizona Medical Marijuana Act. Therefore, Maricopa Community Colleges will continue to enforce its current policies prohibiting the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on its property or as part of any of its activities.

Employees and students who violate Maricopa Community Colleges policy prohibiting the use or possession of illegal drugs on campus will continue to be subject to disciplinary action, up to and including expulsion from school and termination of employment.

2.8.1 Eligibility for Accommodations & Required Disability Documentation

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 academic adjustments through each college's Disability Resources and Services (DRS) office or designated professional.

General Eligibility Requirements

DRS applicants must be admitted or enrolled as an MCCCCD student, and must provide the Disability Resources and Services (DRS) office with qualifying disability documentation, verifying the nature and extent of the disability prior to requesting or receiving any academic adjustment.

Who Is Eligible for Services?

To be eligible for DRS support services, a student must have a disability as it defined by federal law (section 504 of the 1973 Rehabilitation Act, the Americans with Disabilities Act OF 1990 (ADA), and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA)).

POLICIES AND PROCEDURES

Definitions

Disability: A disability is any physical or mental condition which causes substantial limitation to the ability to perform one or more major life activities.

Academic adjustment: An academic adjustment is a modification of a non-essential academic requirement, an examination, or an institutional rule that is necessary to avoid discriminating on the basis of handicap against qualified students with disabilities. Modifications may include changes in the length of time permitted for the completion of degree requirements, substitution of specific courses required for the completion of degree requirements, and adaptation of the manner in which specific courses are conducted.

***Documentation can be transferred within MCCCDC for current consideration for eligibility.*

***Determination made by another institution or organization does **not** guarantee eligibility.*

Special Considerations

Any employee who receives a request for academic adjustment must refer the student to the DRS Office. The DRS Office alone is responsible for evaluating documentation and determining eligibility and academic adjustments. All situations shall be considered on an individual, case-by-case basis, and all requests for academic adjustments from qualified students with a disability shall be considered by DRS. DRS may exercise its right to require additional documentation.

Academic adjustments are determined by the DRS Office through an interactive exchange with the eligible student. The DRS Office will give priority to the request of the student, but will also consider the instructor's perspective when it is offered. The interactive exchange may continue during the course of the year, and the DRS may make reasonable alterations in approved academic adjustments based on input from the student and the faculty member. Academic adjustment determined by the DRS Office are required except when the institution subsequently determines that an adjustment would alter an academic requirements that is essential to the instruction being pursued by the student, or to a directly related licensing requirement. MCCCDC is not required to provide "best" or "most desired" accommodations but rather a reasonable accommodation sufficient to meet accessibility needs.

In the event the instructor believes the modification determined by DRS would alter an academic requirement that is essential to the instruction being pursued by the student, or to a directly related licensing requirement, the instructor will first meet with the director of the DRS office within three working days of receipt of the determination and attempt to resolve the issue informally. If the faculty member's concern remains unresolved, within three days of the above meeting he or she may submit a written request to the college's chief academic officer (or a comparably qualified administrator designated by the college president) for his or her academic judgment on the question.

Any change in the DRS Office's initial recommendation resulting from the above meeting or the Chief Academic Officer's decision will be communicated to the student by the DRS Office. The interactive exchange with the student will continue in an effort to achieve a mutually satisfactory outcome.

If a student is not satisfied with the academic adjustment provided, he or she may file a complaint under the Discrimination Complaint Procedures for Students. In such cases, the Vice President for Student Affairs will assign an investigator whose qualifications and experience include curriculum development and educational accommodations for students with disabilities.

In all cases in which academic adjustments are in controversy, whether as a student discrimination complaint or a faculty member's appeal to the Chief Academic Officer, the ultimate decision will be informed by consultation with the duly appointed faculty representatives who serve in the development of the curriculum for the institution and the program. The committee will study the requested academic adjustment and alternatives, their feasibility, cost and effect on the academic program, and come to a rationally justifiable conclusion as to whether the available alternatives would result either in lowering academic standards or requiring substantial program alteration. This conclusion will be submitted in writing to the Chief Academic Officer, who will consult with the Vice Chancellor and the Office of General Counsel before making the final determination.

Nothing in this policy prohibits a faculty member from making minor, commonsense alterations in the manner in which a course is presented. A student who asks the instructor to change the color of chalk used because he is colorblind may be so accommodated without registering with DSO. However, the faculty member must report making such accommodations to DSO.

Documentation Guidelines

Students requesting accommodations must provide documentation of their disability. Documentation consists of an evaluation prepared by a trained and qualified professional that identifies:

- ♦ current level of functioning
- ♦ current documentation
- ♦ all standardized testing must use adult-normed instruments
- ♦ age of the documentation may vary for some disabilities, provided the presence of a substantial limitation(s) is adequately established

POLICIES AND PROCEDURES

- ♦ how the disability impacts the student's learning
- ♦ contain information supportive of the student's request for specific academic support, auxiliary aids, and accommodations

Specific Eligibility Requirements

1. Physical Disabilities

A. 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:

- i. Orthopedic Disability
- ii. Blind or Visual Impairment
- iii. Deaf or Hard-of-Hearing
- iv. Traumatic Brain Injury
- v. Other Health-Related/Systemic Disabilities

B. Diagnostic Report

The diagnostic report must include the following information:

- i. A clear disability diagnosis, history, and the date of diagnosis.
- ii. A description of any medical and/or behavioral symptoms associated with the disability.
- iii. Medications, dosage, frequency, and any adverse side effects attributable to use.
- iv. A clear statement specifying functional limitations.
- v. A recommendation for accommodation(s).

2. Specific Learning Disabilities

A. Required Documentation

Submit a written diagnostic report of specific learning disabilities that is based on age 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:

- i. Aptitude: evaluation must contain a complete intellectual assessment, with all sub-tests and standard scores reported.

Examples Of Measures (including but not limited to):

1. Wechsler Adult Intelligence Scale (WAIS-R)
2. Stanford Binet Intelligence Scale
3. Woodcock-Johnson Psycho-Educational Battery
4. Kaufman Adolescent And Adult Intelligence Test

- ii. Academic Achievement: 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 area(s).

Examples of Achievement (including but not limited to):

1. Wechsler Individual Achievement Tests (WIAT)
2. Woodcock-Johnson Psycho-Educational Battery
3. Stanford Test of Academic Skills (TASK)
4. Scholastic Abilities Test for Adults (SATA)

- iii. Information Processing: 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 Achievement (including but not limited to):

1. Wechsler Individual Achievement Tests (WIAT)
2. Woodcock-Johnson Psycho-Educational Battery
3. Stanford Test of Academic Skills (TASK)
4. Scholastic Abilities Test for Adults (SATA)

B. Diagnostic Report

The diagnostic report must include the following information:

- i. 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

POLICIES AND PROCEDURES

accommodations used in past educational settings and their effectiveness.

- ii. A list of all instruments used in the test battery.
- iii. Discussion of test behavior and specific test results.
- iv. A diagnostic summary or statement with the following information:
 1. DSM-IV, including all five axes.
 2. 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.
 3. A clear statement specifying the substantial limitations to one or more major life activities.
 4. A psychometric summary of scores.
 5. A recommendation for accommodations, including rationale.

Diagnosis of specific learning disabilities that do not contain psycho-educational measures may not be sufficient for determining eligibility for academic accommodations. For example, school plans such as individualized education plans (IEP) or 504 plans may not be sufficient documentation. DRS reserves the right to request reassessment when questions regarding previous assessment or previous service provision arise.

3. Attention Deficit Hyperactivity Disorder (ADHD) / Attention Deficit Disorder (ADD)

A. Required Documentation

Submit a current diagnosis of attention deficit hyperactivity disorder (ADHD)/attention deficit disorder (ADD) that is based on appropriate diagnostic evaluations.

B. Diagnostic Report

Acceptable documentation must include:

- i. DSM-IV diagnosis, including all five axes
- ii. A summary or statement which includes the following information:
- iii. A clear summary or statement specifying evidence of behavior that significantly impairs functioning, including degree of severity.
- iv. A recommendation for accommodations, including rationale.

4. Psychological/Psychiatric Disabilities

A. Required Documentation

- i. Depression and/or bipolar disorder
- ii. Generalized anxiety disorders
- iii. Post traumatic stress disorder
- iv. Psychotic disorders
- v. Autism spectrum disorder.

B. Diagnostic Report

If the diagnostic report is not current, a letter from a qualified professional that provides an update of the diagnosis may be requested

The diagnostic report must include the following:

- i. DSM-IV diagnosis, including all five axes
- ii. A diagnostic summary or statement that includes the following:
 1. A clear summary or statement that a disability does or does not exist.
 2. A clear summary or statement specifying evidence of behavior that significantly impairs functioning including degree of severity.
 3. A discussion of medications and their possible impact on academic functioning.

5. Neurological Disorders

A. Required Documentation

Disorders of the central and peripheral nervous system, including but not limited to:

- i. Acquired Brain Injury/Traumatic Brain Injury
- ii. Epilepsy/Seizure Disorder
- iii. Stroke

B. Diagnostic Report

Written statement of diagnosis:

- i. Current functional limitations
- ii. Information regarding current symptoms
- iii. Information regarding prescribed medication(s) and possible side effect and impact on student academic performance
- iv. Restrictions on activities imposed by the condition
- v. Where learning has been affected, a recent neuro-psychological evaluation is requested

6. Temporary Disabling Conditions

A. Required Documentation

POLICIES AND PROCEDURES

- i. Temporary disabling conditions as a result of surgery, accident, or serious illness may require accommodations for a limited time. Acceptable documentation must include:
- ii. Written statement of diagnosis
- iii. List of current symptoms and degree of severity
- iv. Information regarding functional limitations and impact within an academic environment
- v. Medications and possible side effects
- vi. Duration of symptoms and estimated length of time services will be needed

2.8.2 Eligibility of Students Taking Reduced Course Loads

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.

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.

POLICIES AND PROCEDURES

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.

2.3.11 Academic Misconduct

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

2.5.1 Disciplinary Standards

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 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

POLICIES AND PROCEDURES

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.

2.5.2 Student Conduct Code

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

POLICIES AND PROCEDURES

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.

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.

POLICIES AND PROCEDURES

- 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 obscene or abusive messages
 - vi. Use of technology facilities or resources to interfere with normal operation of the college technology system or network
 - vii. Use of technology facilities or resources in violation of copyright laws
 - viii. Any violation of the District's technology resource standards
 - ix. 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. Misconduct charges of a sexual nature, including sexual harassment and sexual assault, should be sent to the vice president of student affairs who is the designated Title IX Coordinator at each MCCC college. Title IX protects

POLICIES AND PROCEDURES

students from sexual misconduct and other forms of discrimination in connection with all academic, extracurricular, athletic, and other programs sponsored by the college at any college facility or other location. The Title IX Coordinator (or designee) will conduct an investigation that is prompt, thorough, and impartial according to the MCCCDC sexual harassment complaint process.

- B. The Student Conduct Administrator may conduct a prompt, thorough, and impartial 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 will convene the student conduct board. If the student admits violating institutional rules, but sanctions are not agreed to, the hearing shall be limited to determining the appropriate sanction(s).
- C. All charges shall be presented to the accused student in written form. The Student Conduct Administrator will provide written notice of the time, date, and location of the student conduct hearing. The notice will describe the evidence of alleged misconduct, the code provisions violated, and the possible sanctions. The student conduct hearing notice, plus a copy of this code, shall be provided to the student accused of misconduct no less than five (5) workdays before the hearing date. The hearing will be held no more than fifteen (15) workdays after the student has been notified unless the Student Conduct Administrator extends the deadline for good cause in his or her sole discretion.
- 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 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. A party who elects to be assisted by an advisor must notify the student conduct administrator of the name and contact information of the advisor not less than two (2) days before the scheduled hearing. 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 Student Conduct Administrator 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. The Student Conduct Administrator will present the information he or she received.
 - vii. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.
 - viii. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.
 - ix. 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.
 - x. 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.

POLICIES AND PROCEDURES

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.

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. When an emergency suspension is imposed, the student conduct administrator will seek to resolve the complaint at the earliest possible date. This suspension is not a sanction but an effort to protect people and property and prevent disruption of college operations.

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. Administrative Hold

The Student Conduct Administrator may place a temporary administrative hold preventing an accused student's registration, financial aid award, transcript release, or graduation if it is necessary to secure the student's cooperation in the investigation or compliance with a direction. This hold is not a sanction but a necessary step to resolve the complaint promptly.

5. Academic Consequences

POLICIES AND PROCEDURES

Violations of the student conduct code can have academic consequences if the violation also constitutes failure to meet standards of performance or professionalism set by the instructor or the program, or if it constitutes cheating, plagiarism, falsification of data, or other forms of academic dishonesty. The instructor may award a failing grade for the assignment or the course in such cases, and the program faculty may decide that the student is ineligible to continue in the program. Academic consequences are determined by the faculty and academic administration, and are not dependent on the decisions of the student conduct board, the appeals board, or the student conduct administrator.

6. Appeals Regarding Student Code of Conduct

- 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.

2.5.3 Student Records

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 (SEE ALSO FERPA EXPLANATION)

Students will be notified of their further rights annually by publication in the college catalog and/or the student handbook:

POLICIES AND PROCEDURES

Rights of Access to Educational Records

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "Eligible Student" Under FERPA is a student who is 18 years of age or older who attends a postsecondary institution). These rights include:

A. *The right to inspect and review the student's education records within 45 days after 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 is 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. The FERPA Appeal Process is also outlined in the student handbook and in Appendix S-17 of the MCCC Administrative Regulations.

C. *The right to provide written consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.*

CONDITIONS OF DISCLOSURE WITHOUT CONSENT

FERPA permits the disclosure of personally identifiable information (PII) from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA Regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

1. To other school officials, including instructions, administrators, supervisors, governing board members, academic or support staff, law enforcement and health staff, within the MCCC where the college or district has determined to have legitimate educational interests. 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 responsibilities. This includes contractors, attorneys, auditors, collection agents, consultants, volunteers, or other parties to whom the college has outsourced institutional services or functions, provided that the conditions listed in §99.31(A)(1)(I)(B)(1) – (A)(1)(I)(B)(2) are met. (§99.31(A) (1))
2. To officials of another school where the student seeks to or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(A) (2))
3. To authorized representatives of the US Comptroller General, the US Attorney General, and the US Secretary of Education, or State and Local Educational Authorities, such as a state postsecondary authority that is responsible for supervising the college's state supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal- or state-supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement, or compliance activity on their behalf (§§99.31(A) (3) AND 99.35)
4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(A) (4))
5. To organizations conducting studies for, or on behalf of, the college, in order to: (A) Develop, Validate, or Administer Predictive Tests; (B) Administer student aid programs; or (C) Improve instruction (§99.31(A) (6))
6. To accrediting organizations to carry out their accrediting functions. (§99.31(A) (7))
7. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(A) (8))
8. To comply with a judicial order or lawfully issued subpoena. (§99.31(A) (9))
9. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(A) (10))
10. Information the college has designated as "Directory Information" under §99.37. (§99.31(A) (11))

POLICIES AND PROCEDURES

11. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(A) (13))
12. To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the college's rules or policies with respect to the allegation made against him or her.(§99.31(A) (14))
13. To parents of a student regarding the student's violation of any federal, state, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(A) (15))

Students who believe that MCCCDC or an agent of the college has disclosed information contrary to the provisions outlined in this section may submit a grievance via the non-instructional complaint resolution process. The process is posted at:

www.maricopa.edu/publicstewardship/governance/adminregs/appendices/S-8.php

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 Avenue SW
Washington, DC 20202 5920

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 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. Disclosure to Parents

In accordance with federal law, college officials may disclose educational records 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.

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.

STUDENT HANDBOOK

2.5.4 Student Employment

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

POLICIES AND PROCEDURES

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)

Student Employee Grievance Procedure

G. 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 student affairs.
- ii. Recommended program for students other than those in Administration of Justice programs: 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 student affairs.

2.5.5 Student Governance

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

POLICIES AND PROCEDURES

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.
- 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

POLICIES AND PROCEDURES

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.

Student Clubs and Organizations

In addition to student governing bodies, student clubs and organizations may be formed that fall under the operational direction of the Office of Student Life and Leadership and the administrative direction of the Vice President of Student Affairs at each college. Student clubs and organizations are generally interest-based in nature (such as for a particular program, discipline, or college activity) and are considered to be an important part of the total college experience. Each college shall outline the requirements necessary to establish the formation of an interest-based student club and organization (i.e., mission/purpose, size, structure, advisors). Club advisors shall be employees of the Maricopa County Community College District.

In most instances, student clubs and organizations shall be open to all students who are enrolled in credit courses at a Maricopa Community College. Pursuant to ARS §15-1863, religious or political student organizations may determine that the organization's internal affairs, selecting the organization's leaders and members, defining the organization's doctrines, and resolving the organization's disputes are part of the organization's religious or political mission and that only persons committed to that mission should conduct such activities. For religious and political organizations, state statute recognizes the role that viewpoint serves in the mission and purpose of the organization's operations. Thus, such groups may elect to select members based upon organizational doctrine. The MCCCCD may not deny recognition or any privilege or benefit to a religious or political student organization or group that exercises its rights pursuant to the statute.

Whereas ARS §15-1863 allows religious and political organizations to determine their internal affairs and the selection of their leaders and members, the MCCCCD non-discrimination policy is applicable to all other aspects of these student clubs and organizations.

Appendix S-13: The Maricopa Community Colleges Allied Health or Nursing Program

In collaboration and partnership with the health care community and its response to the dynamic changes occurring in the health care arena and health care 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 health care workforce that meets employer and consumer needs. Refer to individual college catalogs for specific health care 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 that 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 health care 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 Program College Attendance

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

MCCCCD Required Background Checks

Students enrolled in an MCCCCD allied health or nursing program are required to complete and pass clinical learning experiences, working with children, elderly persons, and other vulnerable populations. MCCCCD's major clinical agency partners now mandate that any college students assigned to them for clinical experiences submit to a comprehensive background clearance prior to entering such learning experiences. Because the clinical experience portion of the programs is critical to completing a program of study, MCCCCD has instituted two specific background check requirements in order for a student to enroll in a program on or after September 1, 2011. First, the student must obtain, at his or her own cost, a Level I Fingerprint

POLICIES AND PROCEDURES

Clearance Card from the Arizona Department of Public Safety. Precluding offenses for a Level I card can be found in Arizona Revised Statute § 41-1758.07 (www.azleg.gov/FormatDocument.asp?inDoc=/ars/41/01758-07.htm&Title=41&DocType=ARS). Additionally, students must also obtain a “pass” status on a MCCCDC supplemental background check from MCCCDC’s authorized background check contractor. The student must also pay for this background check. The supplemental check will be based on the most stringent standards of MCCCDC’s clinical experience partners.

The sole program for which the background check requirements are different is the Emergency Medical Technician program. For that program, students must have obtained a Level 1 Fingerprint Clearance Card from the Arizona Department of Public Safety. They are also required, at the time of their clinical assignments, to submit to, pay for and pass any additional background check requirements of the clinical agencies to which their EMT program places students.

Certain licensing boards may require a separate background check or clearance card upon application for licensure or certification.

The MCCCDC supplemental background check review may include searches of the following databases and information but MCCCDC reserves the right to change the search criteria and the program background check requirements at any time without notice:

1. *National Federal Health Care and Abuse Databases*
2. *Social Security Number Verification*
3. *Residency History*
4. *Arizona Statewide Criminal offense Databases*
5. *Nationwide Criminal offense Databases*
6. *State of Arizona and National Sexual Offender Registries*
7. *Homeland Security Watch Lists*

Examples of background information that will result in a “fail” status on the supplemental background check include:

1. *Social Security number does not belong to the applicant*
2. *Any inclusion on any registered sex offender database*
3. *Any inclusion on any of the Federal exclusion lists or Homeland Security watch lists*
4. *Any conviction of a felony regardless of how long ago the conviction was*
5. *Any arrest warrant issued by any state*
6. *Any misdemeanor conviction for the following regardless of how long ago the conviction was:*
 - A. *Violent crimes*
 - B. *Sex crime of any kind including non consensual sexual crimes and sexual assault*
 - C. *Murder, attempted murder*
 - D. *Abduction*
 - E. *Assault*
 - F. *Robbery*
 - G. *Arson*
 - H. *Extortion*
 - I. *Burglary*
 - J. *Pandering*
 - K. *Any crime against minors, children, vulnerable adults including abuse, neglect, exploitation*
 - L. *Any abuse or neglect*
 - M. *Any fraud*
 - N. *Illegal drugs*
 - O. *Aggravated DUI*
8. *Any misdemeanor relating to a controlled substance conviction in last 7 years*
9. *Any other misdemeanor conviction within last 3 years with the exception-any misdemeanor traffic misdemeanor [NOTE that a DUI is NOT considered a traffic misdemeanor.]*

The information that MCCCDC uses for the “pass/fail” background check is subject to change at any time without notice.

MCCCDC recommends that students carry proof of the background clearance at all times during any clinical agency learning experience.

Students Accepted in a Program before September 1, 2011

Students who are accepted in a program before September 1, 2011 will generally need to meet the requirements of each program that existed before that date. It is not MCCCDC’s intent to apply the standards effective on September 1, 2011 to students accepted in a program before that date. However, note that MCCCDC always reserves the right to change the requirements for these programs, even after a student is accepted. Students should be aware of this right.

POLICIES AND PROCEDURES

Duty to Report Changes; Removal

Students have an obligation to immediately report to the director of their program any change in the information that they supplied on forms submitted to initiate background checks relating to the allied health or nursing program. That includes information provided to the Arizona Department of Public Safety and MCCCDC's supplemental background check vendor, as well as that related to the background check required by a clinical agency. Failure to do so will result in removal from the program. Additionally, any change in background check status that would affect the student's clearance under either MCCCDC's or a clinical agency's standards will result in removal from a program.

Additional Clinical Agency Background Check

Some clinical agencies require that students assigned to their sites submit to a criminal background check covering other offenses, as well as to a drug screening. Students are required to pay for the additional agency clinical background check. A clinical agency that requires this additional background check may refuse to place a student due to information the clinical agency obtains in its background check even though that student possess a valid Level I Fingerprint Clearance Card and has obtained a "pass" status on the MCCCDC supplemental background check.

Some conditions that have resulted in students being denied placement at clinical agencies include pending criminal charges, outstanding warrants, unfinished terms of a sentence (such as unpaid fines), pattern of repeated types of arrests/convictions, and failure to disclose all past arrests/convictions when asked to do so on any background check application.

Inability to Place

MCCCDC has no obligation to make repeated attempts to place a student when the reason for MCCCDC's inability to place the student is due to background check issues. Since clinical agency assignments are mandatory requirements for completion of a program, a student's inability to complete required clinical experience due to his or her background check issues will result in removal from the program.

Changes to Admission or Background Check Requirements

MCCCDC may change its program admission requirements or background check requirements without notice at any time.

No Guarantee of Receipt of Licensure/Certificate

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.

4.18 Consensual Relationships

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 (MCCCDC). 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 MCCCDC.
- 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

POLICIES AND PROCEDURES

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 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.

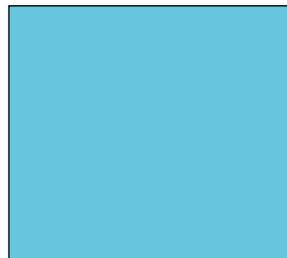
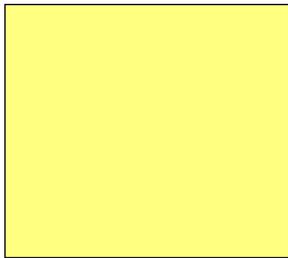
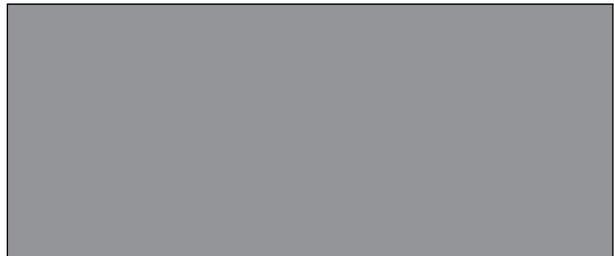
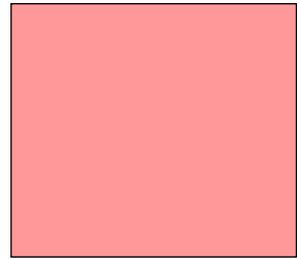
iii. If it is not possible for a student to enroll in another course, section, or course and section at another college due to a requirement for completion of a degree or certificate and no other academic option is available, disclosure of the relationship will be made to the appropriate Department Chair, 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/.

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



This page to be blank.

OFFICIAL COURSE DESCRIPTIONS

COURSE SUBJECTS BY DIVISION

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

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
ENH	English Humanities
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
THF	Theatre and Film (NEW Courses Coming Soon!)
THP	Theater Performance/Production
YAQ	Yaqui Indian History & Culture

Division of Language Arts (LA)

CHAIRPERSON: Jim Smith(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
SPH	Spanish Humanities
TRS	Translation and Interpretation
WST	Women's Studies
YAQ	Yaqui Indian History & Culture

Division of Mathematics, Sciences And Engineering (MSE)

CHAIRPERSON: Jacqueline Levy(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: Jason Reif(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

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 ACC2201

(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 ACC2202

(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.

ADMINISTRATION OF JUSTICE (AJS)

AJS101 - Introduction to Criminal Justice AJS 1101

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. [C, SB]

OFFICIAL COURSE DESCRIPTIONS

AJS113 - Criminal Justice Crime Control Policies and Practices
LEC 3 Credits 3 Periods

Focus on changing the distribution of crime opportunities rather than offender motivation. Topics include application of situational crime prevention strategies, problem-oriented crime control approaches, hot spots policing, defensible space, and crime prevention through defensible space.

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.

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, corpusdelicti, 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. [SB, C]

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.

OFFICIAL COURSE DESCRIPTIONS

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.

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.

ARB201 - Elementary Arabic I

LEC 4 Credits 5 Periods

Review of essential grammar of the Arabic language and study of the Arabic culture. Continued practice and development of reading, writing, and speaking skills. Emphasis on both fluency and accuracy in the spoken language.

Prerequisites: ARB102 or permission of Department or Division. General Education Designation: Global Awareness - [G]

ARB202 - Intermediate Arabic II

LEC 4 Credits 5 Periods

Advanced grammatical structures in Arabic. Further development of language skills with emphasis on speaking the language.

Prerequisites: ARB201 or permission of Departmental or Division. General Education Designation: Global Awareness - [G]

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]

ARH101 - Prehistoric through Gothic Art ART1101

LEC 3 Credits 3 Periods

History of art from prehistoric through medieval Period. Prerequisites: None. [H, HU]

ARH102 - Renaissance Through Contemporary Art ART1102

LEC 3 Credits 3 Periods

History of art from around the world from the Renaissance through contemporary period.

Prerequisites: None. [H, HU]

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 ART1111

LEC + LAB 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.

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 ART1115

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

OFFICIAL COURSE DESCRIPTIONS

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.

ART143 - Intermediate Digital Photography

LEC + LAB 3 Credits 6 Periods
Intermediate theory and techniques of digital photography. Aesthetic awareness and personal expression from image capture through intermediate techniques in the digital darkroom. Introduction to high-resolution digital output. Prerequisites: ART142 or permission of instructor.
Course Note: Semi-adjustable, high-resolution digital camera is required.

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.

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 [SB, G]

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. [HU, SB, G, H]

OFFICIAL COURSE DESCRIPTIONS

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. [SG]

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

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.

OFFICIAL COURSE DESCRIPTIONS

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.

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. [SQ]

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. [SQ]

OFFICIAL COURSE DESCRIPTIONS

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]

BIO106 - Biotechnology & Society I

LEC 4 Credits 3 Periods

Introduction to biotechnology and its impact on society. Covers applications, limitations, benefits, risks, and legal and moral issues associated with biotechnology. Prerequisites: None

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 BIO1181

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]

BIO182 - General Biology (Majors) BIO1182

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. [SG]

BIO201 - Human Anatomy and Physiology I BIO2201

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 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]

BIO202 - Human Anatomy and Physiology II BIO2202

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]

BIO205 - Microbiology BIO2205

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]

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.

OFFICIAL COURSE DESCRIPTIONS

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 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]

BIO298AC - Special Projects
LEC + 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

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

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.

BPC170 - Computer Maintenance: A+ Exam Prep Level I

LEC + LAB 3 Credits 4 Periods

Explore technical aspects of personal computers, including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis placed on proper usage of tools, safety procedures, and professionalism. Helps prepare students for the CompTIA A+ examinations. Prerequisites: CIS105 or permission of Instructor.

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,

OFFICIAL COURSE DESCRIPTIONS

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: A+ Exam Prep Level II

LEC + LAB 3 Credits 4 Periods
Explore advanced technical aspects of maintaining and servicing computers. Emphasis placed on installation, maintenance, mobile devices, security, troubleshooting, and resolving various computer problems. Helps prepare students for the CompTIA A+ examinations. 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.

CFS102 - Emergency Care For Child Care Providers

LEC 1 Credit 1 Period
Basic emergency medical care for child care providers. Emphasis on design of emergency plan of action, Basic Life Support, recognition and management of common childhood

injuries and illnesses. Designed to meet the Arizona Department of Health Services child care worker requirements. 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

CFS116 - Discipline and Guidance

LEC 3 Credits 3 Periods
Age appropriate principles for disciplining and guiding young children's behavior in child care settings, including interpersonal and environmental strategies. Observational opportunities provided. Prerequisites: None.

CFS120 - 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. Prerequisites: None.
Course Notes: CFS/ECH120 may be repeated for credit.

CFS123 - Health and Nutrition In Early Childhood Settings

LEC 1 Credit 1 Period
Creating and maintaining healthy environments and practices in programs serving young children. Emphasis on assessing the child's health status, nutrition and food service, communicable disease recognition, transmission, and prevention, infection control, regulations and regulatory agencies, current topics, resources, and innovative practices. Prerequisites: None.

CFS125 - Safety in Early Childhood Settings

LEC 1 Credit 1 Period
Fundamental concepts of promoting a safe, but challenging learning environments. Establishing and maintaining safety procedures in the early childhood setting. Emphasis on indoor and outdoor equipment and activities, risk analysis, accident, evacuation, and emergency plans, regulations, regulatory agencies and resources, current topics, and innovative practices. Prerequisites: None.

CFS160 - Using Music, Speech, and Movement with Children's Literature

LEC 1 Credit 1 Period
Using elements of music, speech, and movement with children's literature, including rhymes, chants, songs, and books to enhance children's social, physical, cognitive, and emotional development. 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

OFFICIAL COURSE DESCRIPTIONS

adult roles in the lives of children, and contemporary issues. Prerequisites: None. Cross-Reference: ECH176 [SB]

CFS178 - Survey of Early Childhood Education

LEC 3 Credits 3 Periods
Orientation to basic concepts of day care and nursery programs. History and philosophy of child care services including state regulations governing those services. Observation opportunities provided. Prerequisites: None.

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.

CFS212 - Creative Activities for the Young Child

LEC 3 Credits 3 Periods
Children's development in play, creativity and the arts. Focus

on learning environment for creative expression. Field experiences with children in groups required. Prerequisites: CFS/ECH176 or permission of instructor.

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. [SB]

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.

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.

OFFICIAL COURSE DESCRIPTIONS

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.

CFS290AA - Child Abuse: Identification and Reporting in Child Care Settings

LEC 1 Credit 1 Period

Identification, recording, and reporting by child care providers of sexual abuse, physical abuse, or neglect of young children. Prerequisites: None.

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.

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. [CHM107 and CHM107LL must be taken as block to meet AGEC value] [SQ]

CHM107LL - Chemistry and Society Laboratory

LAB 1 Credit 3 Periods

Laboratory experience in support of CHM107. Prerequisites or Co-requisites: CHM107. [SQ]

OFFICIAL COURSE DESCRIPTIONS

CHM130 - Fundamental Chemistry CHM1130
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. [CHM130 and CHM130LL must be taken as block to meet AGECE value] [SQ]

CHM130LL - Fundamental Chemistry Laboratory CHM1130
LAB 1 Credit 3 Periods
Laboratory experience in support of CHM 130. Prerequisites or Co-requisites: CHM130.

CHM151 - General Chemistry I CHM1151
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. [CHM151 and CHM151LL must be taken as block to meet AGECE value] [SQ]

CHM151LL - General Chemistry I Laboratory CHM1151
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.

CHM152 - General Chemistry II CHM1152
LEC 3 Credits 3 Periods
A study of the chemical properties of the major groups of elements, equilibrium theory, thermodynamics, electro-chemistry, 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. [CHM152 and CHM152LL must be taken as block to meet AGECE value] [SQ]

CHM152LL - General Chemistry II Laboratory CHM1152
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]

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. [CHM154 and CHM154LL must be taken as block to meet AGECE value] [SQ]

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 CHM2230
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. [CHM230 and CHM230LL must be taken as block to meet AGECE value] [SQ]

CHM230LL - Fundamental Organic Chemistry Laboratory
CHM2230
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 CHM2235
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.

OFFICIAL COURSE DESCRIPTIONS

CHM235LL - General Organic Chemistry I Laboratory
CHM2235
LAB 1 Credit 4 Periods
Laboratory experience in support of CHM235. Prerequisites:
CHM152LL, or CHM154LL, or equivalent. Prerequisites or
Co-requisites: CHM235.

CHM236 - General Organic Chemistry IIA CHM2236
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.

CHM236LL - General Organic Chemistry IIA Laboratory
CHM2236
LAB 1 Credit 4 Periods
Laboratory experience in support of CHM236. Prerequisites:
CHM235LL or equivalent. Prerequisites or Co-requisites:
CHM236.

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)

The following four IND180 courses were created as "Fast
Track" courses as a part of the noted TAACCCT grant
programs:

IND180 Adobe Flash/AIR Application Development
LEC + LAB 3 Credits 3 Periods
Adobe Flash coupled with the Adobe AIR® framework is
positioned as a unique and powerful design once, deploy
many application development environment capable of
creating apps for desktop and mobile devices including iOS,
Android, Blackberry, Kindle, and Windows platforms. Building
upon ActionScript programming skills, this course covers
designing for multiple devices, working with external data,
accessing device sensors, data persistence, and device
packaging and deployment. Prerequisites: CIS220DC or
permission of instructor. (This IND180 course is a part of the
CCL in Adobe AIR® Development.)

IND180 Adobe InDesign II: Digital Publishing
LEC + LAB 3 Credits 3 Periods
Adobe InDesign is a leading tool for creating digital formats of
content for mobile devices including Android, iPhone, and
iPad, This course will instruct those familiar with the desktop
publishing features of InDesign to create interactive mobile
formats of PDF, EPUB, and DPS that utilize digital publishing
features of scrollable content, incorporation of audio, video
and animations, interactive graphics, slideshows, hyperlinks,
and navigational buttons. Prerequisites: CIS138DA or
permission of instructor. (This IND180 course is part of the
CCL in Digital Publishing)

IND180 Technology Business Planning
LEC 3 Credits 3 Periods
Fundamentals of identifying new technologies and
innovations for profitable commercial feasibility.
Determination of capabilities, resources, and interests of the
entrepreneur. Evaluation and selection of technology
opportunities. Creation of business concept and plan.
Customer development and business models. Finances,
venture capital and accounting. Marketing and sales. Legal
formation and intellectual property. Operations and resource
management. Growth, harvest and success. Prerequisites:
None (This IND180 course is part of the CCL in Information
Technology Entrepreneurship.)

IND180 WordPress: Blogging and Web Site Design
LEC + LAB 3 Credits 3 Periods
Explores the use of WordPress as a social networking
blogging platform, marketing tool, and content management
system for commercial websites. Examines how to install and
setup WordPress for a personal blog, install and modify a
theme, add widgets and plug-ins, create and format posts,
manage subscribers, promote a blog, and maintain the blog.
Prerequisites: None (This IND180 course is part of the CCL in
Digital Publishing)

OFFICIAL COURSE DESCRIPTIONS

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

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. [CS]

CIS113DE - Microsoft Word: Word Processing

LEC 3 Credits 4 Periods

Using word processing software to create, name and manage files, edit text, format, apply themes and styles, create and modify tables, apply desktop publishing features, and print a variety of types of documents. 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.

CIS119DO - Introduction to Oracle: SQL

LEC + LAB 3 Credit 4 Periods

Use of Oracle tools and methodologies to fulfill real-world business information requirements. Hands-on exercises for designing, creating, and maintaining database structures to store, retrieve, update, and display data in a relational database using the SQL programming language. Creating and maintaining database objects. Advanced retrieval techniques. Prerequisites: CIS105 or permission of instructor.

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.

OFFICIAL COURSE DESCRIPTIONS

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.

CIS120DK – Introduction to Digital Video Editing
LEC + LAB 3 Credits 4 Periods

Introduction to digital video editing comprises of a foundation for video import, export, and editing functions. Includes parts and function of a video camera, preproduction and production, incorporating photographs, titles, graphics, animation and audio, capturing, editing, rendering and outputting digital video. 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.

CIS120DP – Adobe Acrobat Pro: Portable Document Format (PDF) Files

Introduction to creating PDF (Portable Document Format) files using Adobe Acrobat for web viewing and printing. Addresses creation of interactive PDF documents including security settings, navigation links, and form fields. 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 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.

CIS121AH – Microsoft PowerShell/Command Line Operations
LEC + LAB 3 Credits 4 Periods

Day-to-day command line administration tasks of Microsoft Windows. PowerShell used to create scripts to administer Microsoft windows environment. Prerequisites: None. MST150 suggested but not required

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

OFFICIAL COURSE DESCRIPTIONS

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.

CIS132 – HTMS/CSS

LEC + LAB 3 Credits 4 Periods
Overview of foundational HyperText Markup Language (HTML) and Cascading Style Sheets (CSS) coding. Create web pages and sites that adhere to web standards and best practices using current web coding standards. 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]

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]

CIS165 - Introduction to iPhone Application Programming

LEC + LAB 3 Credits 4 Periods
Introduction to iPhone/iPad/iPod Touch programming utilizing the application XCode, and the programming language Objective-C with Cocoa Touch frameworks. Understand iPhone hardware and feature basics. Go through entire design process from concept to final product delivery. Prerequisites: CIS150, or CIS150AB, or CIS162AC, or permission of Instructor.

CIS165DA - Android Mobile Device Programming

LEC + LAB 3 Credits 4 Periods
Beginning with an overview of Android features, this class explores the required software tools and programming techniques for developing Android device applications from creating the user interface, working with activities, intents and views, to using databases, providing data persistence, accessing device features and services, to debugging and publishing applications. Prerequisites: CIS163AA, or permission of Instructor.

CIS165DB - C#/VB.NET: Windows 8 App Development

LEC + LAB 3 Credits 4 Periods
Building upon desktop application development with Visual Studio using VB.NET or C# languages, developing apps for Windows 8 utilizes Extensible Application Markup Language (XAML) for interface design. Windows 8 utilizes UI design standards that are unique from previous versions. Develop apps for Windows 8 smartphones and tablets that utilize

OFFICIAL COURSE DESCRIPTIONS

touch input methods, translate into different resolutions, states, and orientations, and can tap into mobile features such as location and acceleration sensors. Includes working with external data and packaging for Windows Store distribution. Prerequisites: CIS159 or CIS162AD or permission of instructor.

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.

CIS191 - Advanced Microsoft Word: Word Processing

LEC 3 Credits 4 Periods
Using advanced word processing software features to perform tasks such as mail merge, collaboration, web pages, math functions, macros, photo enhancements, graphics, tables, forms and manage long documents. Prerequisites: CIS113DE or (CIS113AE and CIS113BE and CIS113CE) or permission of Instructor.

CIS197 - VMware ESXI Server Enterprise

LEC + LAB 4 Credits 6 Periods
Introduction to VMware ESXI server in the enterprise. Covers many aspects of virtualization for VMware ESXI server administration. Develop knowledge and skills required to install, configure and troubleshoot a VMware ESXI Server including basic network functions. Learn basic command line and Management User Interface (MUI) using VMware vSphere Client. Prerequisites: (CIS126DL or MST150(any module)) and (CIS190 or MST140 or CNT140) or permission of Instructor.

CIS213DE - 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.

OFFICIAL COURSE DESCRIPTIONS

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.

CIS224 – Project Management Microsoft Project for Windows

LEC + LAB 3 Credits 4 Periods

Introduction to project management concepts while working with MS Project to solve complex project management networks, including creating Gantt and PERT charts, tracking project progress, planning for restrictions, and integrating MS Project with other software packages such as Excel, Word, Powerpoint, and cc Mail. Prerequisites: None.

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.

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.

CIS226AL Internet/Intranet Server Administration-Linux

LEC + LAB 3 Credits 4 Periods

Configuration and management of internet/intranet services, including the Apache web server, Simple Mail Transfer Protocol servers (SMTP), Structured Query Language (SQL server), File Transfer Protocol (FTP), Network Time Protocol (NTP), and other network services used in home and small business environments. Covers basic security configuration and testing. Prerequisites: CIS126 (any module) or permission of Instructor.

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. Assists in preparing students for the Adobe Certifications related to Adobe Dreamweaver.

Prerequisites: CIS132, or 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.

OFFICIAL COURSE DESCRIPTIONS

Design theory for maximizing web readership, interactive and multimedia elements, speed and accessibility optimization, and intuitive user interfaces. Prerequisites: CIS233DA or permission of instructor.

CIS240DL – Linux Network Administration
LEC + LAB 3 Credits 4 Periods

In depth networking based on Linux servers and the Transmission Control Protocol/Internet Protocol (TCP/IP) protocol suite. Integrating Linux servers and workstations into a network environment with multi-platform network operating systems including a variety of open-standard and proprietary protocols. 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 instructor approval.

CIS241DL – Apache Web Server Administration (Linux/Unix)
LEC + LAB 3 Credits 4 Periods

Knowledge and skills to install configure and securely manage a Linux/Unix Apache web server in an Open Source Environment. Securely incorporates Common Gateway Interface (CGI) handlers, Secure Socket Layer (SSL), dynamic content, and customization of the Apache web server with add-in modules. Preparation for entry-level industry certification exams will be covered. Prerequisites: CIS226AA, or CIS226AL, or CIS238DL, 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]

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: CIS162AB or 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.

CIS271DL – Linux Security
LEC + LAB 3 Credits 4 Periods

Implementing in-depth security methods and techniques in a Linux-based network environment. Utilize programs, utilities and configuration techniques to provide user-level, file system, and network security. Gain knowledge in a variety of security cracking techniques and how to guard against them. In all aspects of security, the standard of practicing professional ethics seriously emphasized. Preparation for industry certifications such as the SAIR/GNU LCP and LCA certificates, CompTIA's Linux+, RHCT, RHCE, and LPIC. Prerequisites: CIS240DL or Permission of Instructor

CIS276DA – MySQL Database
LEC + LAB 3 Credits 4 Periods

A broad overview of the MySQL database. Includes Structured Query Language (SQL) instruction for data definition, data manipulation, and data retrieval. Develops knowledge and skills required to install MySQL, model and create new databases, manage users, authentication, and stored procedures, and develop backup/restore strategies. Prerequisites: CIS105 or permission of Instructor.

CIS276DB
LEC + LAB 3 Credits 4 Periods

A broad overview of the Microsoft Structured Query Language (SQL) Server database. Includes SQL instruction for data definition, data manipulation, and data retrieval. Develops knowledge and skills required to install SQL Server, model and create new databases, manage users, authentication, and stored procedures, and develop backup/restore strategies. Prerequisites: CIS105 or permission of Instructor.

OFFICIAL COURSE DESCRIPTIONS

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.

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

OFFICIAL COURSE DESCRIPTIONS

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.

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,

OFFICIAL COURSE DESCRIPTIONS

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, 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.

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.

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.

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),

OFFICIAL COURSE DESCRIPTIONS

Integrated Services (IntServ) and Best Effort. Implementation of IP QoS on Cisco IOS switch and router platforms. Prerequisites: CNT170 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 COM1100
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]

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.

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. [L, HU]

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

OFFICIAL COURSE DESCRIPTIONS

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.

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-

OFFICIAL COURSE DESCRIPTIONS

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

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. [L, C]

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.

CRW202 - The Writers as Witness

LEC 3 Credits 3 Periods

Studio course focusing on writing with the writer as witness of the world: pre-writing, writing, analysis, evaluation, and writing of monologue and dialogue in various formats. Prerequisites: CRW150 or permission of instructor.

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.

OFFICIAL COURSE DESCRIPTIONS

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. [CS]

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. [CS]

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 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. [CS]

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]

CSC205 – Object Oriented Programming and Data Structures
CSC2205
LEC + LAB 3 Credits 3 Periods
Covers Object-Oriented design and programming; elementary data structures; arrays; lists; stacks; queues; binary trees; recursion; searching and sorting algorithms. Prerequisites: CSC110, or permission of Instructor. [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.

OFFICIAL COURSE DESCRIPTIONS

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 performance skills. Prerequisites: DAN133 or permission of instructor. Course Notes: DAN136 may be repeated for credit.

DAN138 - Dance Seminar I

LEC 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.

OFFICIAL COURSE DESCRIPTIONS

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 EGR1102

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.

ECE103 - Engineering Problem Solving and Design EGR1102

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).

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.

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)

ECH100 - Montessori 2.5-6 Overview

LEC 3 Credit s 3 Periods

Montessori principles and activities needed to understand and teach the 2.5-6 year old in a Montessori classroom. Covers Montessori Philosophy, Practical Life, Sensorial, Mathematics, Language, Cultural Studies, Art, Music, Movement, Geography, History, and Science in the Montessori Early Childhood setting.

Prerequisites: Permission of Instructor.

Course Note: Instructors for ECH100 must have Montessori Early Childhood 2.5-6 Certification.

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.

ECH182 Enhancing Infant Development

LEC 1 Credit 1 Period

Introduction to principles of development in infants from birth through 18 months. Emphasis on infant individuality and adult-infant interactions in practical care and play activities. Prerequisites: None.

OFFICIAL COURSE DESCRIPTIONS

ECH182 - Enhancing Toddler Development

LEC 1 Credit 1 Period

Overview of the developmental needs of children from 15 through 30 months. Emphasis on the adult role in providing a safe, stimulating everyday environment where toddlers may explore, imitate and communicate with others. 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.

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

OFFICIAL COURSE DESCRIPTIONS

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 ECN2201

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]

ECN212 - Microeconomic Principles ECN2202

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]

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. Prerequisites: None

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. [SB, C]

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 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 - Service Learning Experience in Education Experience

LEC 1 Credit 1 Period
Unpaid Service-Learning (SL) experience, completed with approved community partner. 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.

OFFICIAL COURSE DESCRIPTIONS

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 [HU, C]

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. [HU, C]

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. [C]

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. [SB, C]

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.

OFFICIAL COURSE DESCRIPTIONS

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

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.

ENG100AA - American-English Spelling System

LEC 1 Credit 1 Period

American-English spelling system rules, mnemonic devices. Prerequisites: Appropriate English placement test score, or a grade of "C" or better in ENG091 or ESL097, or permission of Instructor.

OFFICIAL COURSE DESCRIPTIONS

ENG100AC - The Mechanics of Written English

LEC 1 Credit 1 Period

Review of the mechanics of written English, including punctuation, arbitrary marks and usages, capitalization, agreement, tense, and sentence patterns.

Prerequisites: Appropriate English placement test score, or a grade of "C" or better in ENG091 or ESL097, or permission of Instructor.

ENG100AE - Composition Skills

LEC 1 Credit 1 Period

Developing generative and evaluative writing skills using selected software programs. Prerequisites: None.

ENG101 - First Year Composition ENG1101

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]

ENG102 - First Year Composition ENG1102

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]

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. [L, HU]

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.

OFFICIAL COURSE DESCRIPTIONS

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. [HU, C]

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. [HU, C]

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. [HU, H]

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]

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. [HU, G]

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. [L, HU]

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

OFFICIAL COURSE DESCRIPTIONS

genres present in literature and film. Cultural metaphors and symbols used in literature and film. Prerequisites: ENG101. [L, HU, C]

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. [HU, C]

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 [HU, C]

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.

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.

OFFICIAL COURSE DESCRIPTIONS

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 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.

OFFICIAL COURSE DESCRIPTIONS

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)

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.

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

OFFICIAL COURSE DESCRIPTIONS

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.

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.

OFFICIAL COURSE DESCRIPTIONS

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.

FAMILY AND CONSUMER SCIENCE (FCS)

FCS250 - Portfolio Development and Professional Writing

LEC 3 Credits 3 Periods

Techniques of portfolio development to document prior learning gained through experience, training, and/or previous education. Includes study of learning styles and levels, analysis of personal and vocational experiences, synthesis of these with competencies for specific courses, and integration of the above with other material to create a portfolio to be introduced for evaluation for credit. Prerequisites: Completion of twelve (12) credit hours of CFS and/or FCS coursework and permission of Program Coordinator.

FCS260 - Family and Consumer Science Internship

LEC 1 Credit 1 Period

Work experience in community-based, family-focused service and/or educational organizations. 80 hours of designated work per credit. Prerequisites: Permission of instructor. Course Note: May be repeated for a total of six (6) credit hours.

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.

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.

OFFICIAL COURSE DESCRIPTIONS

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 creditability 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.

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 FRE1101

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.

FRE102 - Elementary French II FRE1102

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.

OFFICIAL COURSE DESCRIPTIONS

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.

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.

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.

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.

OFFICIAL COURSE DESCRIPTIONS

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 BUS2201

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. [CS]

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 GER1101

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.

GER102 - Elementary German II GER1102

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.

GER201 - Intermediate German I GER2201

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]

GER202 - Intermediate German II GER2202

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
GLG1101

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.[GLG101 & GLG103 must be taken as block to meet AGEC value] [SQ, G]

OFFICIAL COURSE DESCRIPTIONS

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. [GLG102 & GLG104 must be taken as block to meet AGEC value] [SG, H]

GLG103 - Introduction to Geology I: Physical LAB GLG1101
LAB 1 Credit 3 Periods
May accompany GLG 101. Study of common rock forming minerals, rocks and maps. Prerequisites: None. [GLG101 & GLG103 must be taken as block to meet AGEC value] [SQ]

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. [GLG102 & GLG104 must be taken as block to meet AGEC value] [SQ]

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. [GLG110 & GLG111 must be taken as block to meet AGEC value] [SG, G]

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. [GLG110 & GLG111 must be taken as block to meet AGEC value] [SG, G]

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 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

OFFICIAL COURSE DESCRIPTIONS

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]

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]

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]

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.

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.

OFFICIAL COURSE DESCRIPTIONS

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. [HU, SB, H]

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. [HU, SB, G, H]

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. [HU, SB, H]

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. [SB, H]

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. [SB, H]

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. [SB, C, H]

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. [SB, C, H]

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. [HU, G H]

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 [SB, C, H]

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 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]

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. [SB, C, H]

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. [HU, H]

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]

OFFICIAL COURSE DESCRIPTIONS

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 through 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. [HU, G]

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. [HU, C]

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. [L, HU, H]

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. [L, HU, H]

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. [HU, C]

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 [HU,C]

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]

IFS102 - Introduction to Information Skills in a Global Society

LEC + LAB 3 Credits 3 Periods

A comparative study focused on access to digital information in a global environment. Explore the global culture developing around the Internet and the impact of local, national and global cultures as well as economic and social factors related to the flow of information in a global society. Examine emerging technologies to produce and distribute information across cultures in a global society in an ethical manner. Prerequisites: None. Course Notes: IFS102 may be repeated for a total of six (6) credit hours.

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 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 ITA2201

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. [G]

OFFICIAL COURSE DESCRIPTIONS

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 JRN2201

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]

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.

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.

OFFICIAL COURSE DESCRIPTIONS

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.

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.

OFFICIAL COURSE DESCRIPTIONS

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. [MA]

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. [MA]

MAT151 - College Algebra/Functions MAT1151

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]

MAT152 - College Algebra/Functions

LEC 3 Credits 3 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 "B" or better in MAT120, or MAT121, or MAT122, or equivalent, or satisfactory score on District placement exam.

Course Notes: Students may receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187. [MAT152 and MAT182 must be taken as block to meet AGECE value.] [MA]

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

OFFICIAL COURSE DESCRIPTIONS

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" 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. [MAT152 and MAT182 must be taken as block to meet AGEC value.] [MA]

MAT187 - Pre-calculus MAT1187

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]

MAT206 - Elements of Statistics MAT1160

LEC 3 Credits 3 Periods

Basic concepts and applications of statistics, including data description, estimation and hypothesis tests.

Prerequisites: (A grade of "C" or better in MAT140 or MAT141 or MAT142) or (A grade of "C" or better in MAT150 or MAT151 or MAT152) or equivalent, or satisfactory score on District placement exam. General Education Designation: Computer/Statistics/Quantitative Applications - [CS]

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 MAT2220

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 MAT2241

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]

MAT262 - Differential Equations MAT2262

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]

OFFICIAL COURSE DESCRIPTIONS

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]

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 (CCL5706)
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

OFFICIAL COURSE DESCRIPTIONS

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.

MGT286 – Human Resource Employment Management
LEC 3 Credits 3 Periods
Techniques and methodology for coordinating and monitoring effective employment selection practices. Includes description of employment functions, staffing analysis, employment recruitment and advertising, applicant screening, interviewing and reference checking, employee selection and placement within a human resources division. Prerequisites: MGT276 or permission of department.

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. [HU, H]

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. [HU]

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)

MKT101 – Introduction to Public Relations
LEC 3 Credits 3 Periods
Emphasizes public relations techniques used both within and outside the business organization, including operation of a PR counseling firm. Prerequisites: None.

MKT109 – Introduction to Fashion Merchandising
LEC 3 Credits 3 Periods
Explores the various levels and specialized segment of the fashion industry, the principles of fashion, the fundamentals

of merchandising apparel, consumers' influence on demand and marketing activities. Prerequisites: None.

MKT110 – Marketing and Social Networking
LEC 3 Credits 3 Periods
Theory and practice in the use of social media in marketing. Topics may include a history of social media, preparation for social marketing, the power of collective influence, and how to engage with social media. Reviews social mediums, social networks, platforms and other marketing tools used to create a social media campaigns. Prerequisites: None.

MKT151 Display and Visual Merchandising
LEC + LAB 3 Credits 4 Periods
An examination of the principles of design including line, color, balance, and texture as they relate to the display of merchandise. Participation in displays, field trips, and individual projects. 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.

MKT273 – Marketing Research
LEC 3 Credits 3 Periods
Planning and preparing for a marketing research effort and presentation of research findings in a professional manner. Includes the study of problem definition, sampling methods, statistical analysis, presentation techniques, and evaluation of data. Prerequisites: MKT271, or permission of instructor.

OFFICIAL COURSE DESCRIPTIONS

MKT280AA-AC

LEC + LAB 1-3 Credits 1-3 Periods

Marketing work experience in a business or industry. 80 hours of designated work per credit. Maximum of 8 credits allowed. Prerequisites: Departmental approval.

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 administration and 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.

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,

OFFICIAL COURSE DESCRIPTIONS

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.

MTC130 - Jazz Theory
LEC 2 Credits 2 Periods
Develop written and aural theory skills necessary in the jazz idiom. Prerequisites: (MTC101 and MTC103), or permission of Instructor. Course Notes: MTC130 is recommended for students taking jazz improvisation, jazz composition and jazz combo.

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.

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)

MUP101AA-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.

OFFICIAL COURSE DESCRIPTIONS

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.

MUP152AA - Private Instruction: Voice

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.

Prerequisites: MUP102AA.

Course Notes: MUP152AA may be repeated for credit.

MUP152AD - Private Instruction: Piano

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.

Prerequisites: MUP102AD.

Course Notes: MUP152AD may be repeated for credit.

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.

MUP160 - Orchestra

LEC + LAB 2 Credits 5 Periods

A class designed to emphasize orchestral ensemble techniques and the preparation of all styles of orchestral literature. Public performances are scheduled during the year. Prerequisites: None.

Course Notes: MUP160 may be repeated for credit. Auditions may be required.

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.

MUP181 - Chamber Music Ensembles

LEC + LAB 1 Credit 2 Periods

Practical and performance experience in instrumental, vocal, and mixed ensembles.

Prerequisites: None

Course Notes: MUP181 may be repeated for credit.

MUP217 - Music Theatre: Broadway Solos

LEC + LAB 2 Credits 3 Periods

Study and in-class performance of scenes and solos from

OFFICIAL COURSE DESCRIPTIONS

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.

NAV102 - Elementary Navajo II
LEC 4 Credits 4 Periods
Continued study of grammar, pronunciation, and vocabulary of the Navajo language. Emphasis on listening, speaking, reading, and writing skills. Prerequisites: NAV101 or permission of department.
Course Note: Includes the study of the Navajo culture with participation in an off-campus Navajo cultural event.

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. Patients with mental health and psychiatric conditions. leadership, management, and caregiver roles of the professional nurse.

OFFICE AUTOMATION SYSTEMS (OAS)

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 SM Programs: CCL 5701

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.

OFFICIAL COURSE DESCRIPTIONS

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, choreo-graphy, and behavioral competencies. Prerequisites: None. Course Note: PED101HH may be repeated for credit.

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® Fitness

LEC + LAB 1 Credit 2 Periods

Zumba® dynamic fitness program. Features high energy, easy to follow rhythmic moves set to energizing Latin and international beats. Provides an enjoyable way to increase fitness level. Prerequisites: None. Course Notes: PED101ZU may be repeated for a total of (4) credit hours.

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.

OFFICIAL COURSE DESCRIPTIONS

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.

PED102SO - Soccer - Intermediate

LEC + LAB 1 Credit 2 Periods

To improve upon basic skills and game strategy of soccer at the intermediate level. Class emphasis on competition and drills.

Prerequisites: None. Prior experience recommended. Course Note: PED102SO 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.

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

Increase personal fitness, strength, and vitality. Current principles of cardiovascular exercise, weight training, flexibility, and balance exercises applicable to lifetime fitness goals. Personalized fitness plans developed and implemented with support of highly trained fitness professionals. Techniques to make sessions more effective and enjoyable.

Prerequisites: None. Course Note: PED115 may be repeated for a total of (8) credit hours.

PED117 - Weight Training for Wellness

LEC + LAB 2 Credits 4 Periods

Strength training and muscular fitness activity to help develop a lifetime of regular exercise and muscular strength maintenance. Development of full body strength and stability of the body's core musculature, translating to increased power, balance, and functional movement ability including assessment of current strength and goal-specific program design to increase strength and muscular fitness. 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.

OFFICIAL COURSE DESCRIPTIONS

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 PHI1101

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]

PHI103 - Introduction to Logic PHI1103

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. [L, HU]

PHI105 - Introduction to Ethics PHI1105

LEC 3 Credits 3 Periods
A survey of ethical theory in Western Philosophy, including the major normative theories and selected metaethical theories. Prerequisites: None [HU]

PHI212 - Contemporary Moral Issues

LEC 3 Credits 3 Periods
Philosophical consideration of such moral issues as civil disobedience, preferential treatment, abortion, privacy, sexual morality, and poverty and hunger. Prerequisites: None. General Education Designation: Humanities and Fine Arts - [HU]

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. [L, 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. [HU]

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]

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 PHY1111

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]

PHY112 - General Physics II PHY1112

LEC 4 Credits 3 Periods
LAB 0 Credit 3 Periods
Includes electricity, electromagnetism, and modern physics. Prerequisites: PHY105 or PHY111. [SQ]

PHY121 - University Physics I: Mechanics PHY1121

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 PHY1131

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]

OFFICIAL COURSE DESCRIPTIONS

PHY241 - University Physics III: Thermodynamics, Optics, and Wave Phenomena

LEC 4 Credits 3 Periods

LAB 0 Credit 3 Periods

Heat, entropy, and laws of thermodynamics; wave propagation; geometrical and physical optics; introduction to special relativity.

Prerequisites: PHY131.

POLITICAL SCIENCE (POS)

POS110 - American National Government POS1110

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]

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. [SB, C]

PSYCHOLOGY (PSY)

PSY101 - Introduction to Psychology PSY1101

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]

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. [SB, C, G]

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.

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. [SB, G]

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]

OFFICIAL COURSE DESCRIPTIONS

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.

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.

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.

OFFICIAL COURSE DESCRIPTIONS

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.

REAL ESTATE PRINCIPLES (REA)

REA179 – Real Estate Principles I
LEC 3 Credits 3 Periods

Basics of real estate principles including introduction to the profession and license law, definition of real property, legal descriptions, rights and interests in property, ownership, contracts, real estate economics, financing and foreclosure, land use, and valuation. Prerequisites: None.

REA180 Real Estate Principles II
LEC 3 Credits 3 Periods

Advanced work in real estate including escrow procedures and title insurance, liens and encumbrances, advanced contracts, water rights, toxic waste and environmental hazards, agency, ethics and professional relationships, real estate code and the Commissioner's rules, investment, property management, and government restrictions. Prerequisites: REA179 or permission of instructor.

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,

OFFICIAL COURSE DESCRIPTIONS

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 [L, HU, C]

REL212 - Introduction to Islam
LEC 3 Credits 3 Periods
Introduction to History, scriptures, practices and impact of Islam. Prerequisites: None.

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. [HU, G]

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. [HU, G]

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.

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.

OFFICIAL COURSE DESCRIPTIONS

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.

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.

OFFICIAL COURSE DESCRIPTIONS

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 SOC1101
LEC 3 Credits 3 Periods
The systematic study of social behavior and human groups, particularly the influence of culture, socialization, social structure, stratification, social institutions, differentiation by region, race, ethnicity, sex/gender, age, class, and socio/cultural change upon people's attitudes and behaviors..
Prerequisites: None. [SB]

SOC140 - Racial & Ethnic Minorities SOC2215
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. [SB, C]

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.

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 SPA1101
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

SPA102 - Elementary Spanish II SPA1102
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: A grade of "C" or better in SPA101 or permission of Department or Division.

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.

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

OFFICIAL COURSE DESCRIPTIONS

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 SPA2201
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: Grade of "C" or better in SPA102, or SPA111, or permission of Department or Division.. [G]

SPA202 - Intermediate Spanish II SPA2202
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]

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
Eed276

STO205 - Establishing a Family Storytelling Tradition (NEW)
LEC 3 Credits 3 Periods
Developing a family storytelling tradition. Finding, crafting, telling and preserving the stories of family members past and present, including the traditional stories associated with the family's cultural heritages. Sharing stories in family and community contexts. Prerequisites: None.

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.

OFFICIAL COURSE DESCRIPTIONS

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 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.

STO284 - Storytelling and Music
LEC 3 Credits 3 Periods
Introduction to the role and importance of music in storytelling. Research, craft, and tell stories that include percussion, vocal, or instrumental elements. Prerequisites: None.

STO285 - Creating/Performing Solo/Collaborative Works (NEW)
LEC 3 Credits 3 Periods
Developing, rehearsing, and performing solo and collaborative works for fringe festivals and other storytelling and theatre venues. Prerequisites: None.
Cross-References: THP285

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.

STO289AE - Using Storytelling in Toastmasters (NEW)
LEC 1 Credit 1 Period
The application of storytelling and storytelling activities in speaking and leadership groups such as Toastmasters. Prerequisites: None.

STO289AF - Using Storytelling in Family Settings (NEW)
LEC 1 Credit 1 Period
The application of storytelling and storytelling activities in family settings, such as family story nights, holidays, and reunions. Emphasis on finding and sharing family stories. Prerequisites: None.

STO289AG - Using Storytelling in Advocacy Settings (NEW)
LEC 1 Credit 1 Period
The application of storytelling and storytelling activities in contexts of advocacy and civic engagement. Focus on stories that reflect the goals and aims of a civic organization. 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 [HU, C]

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

OFFICIAL COURSE DESCRIPTIONS

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 [HU, C]

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

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. [SB, H]

SWU171 - Introduction to Social Welfare

LEC 3 Credits 3 Periods

Analysis of contemporary social welfare services and professional social work. Prerequisites: None. [SB, H]

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.

OFFICIAL COURSE DESCRIPTIONS

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 THE2220

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. [L, HU]

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 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 + LAB 3 Credits 4 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.

OFFICIAL COURSE DESCRIPTIONS

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)

THP285 - Creating/Performing Solo/Collaborative Works (NEW)

LEC 3 Credits 3 Periods

Developing, rehearsing, and performing solo and collaborative works for fringe festivals and other storytelling and theatre venues. Prerequisites: None. Cross-References: STO285

THP298AB - Special Projects in Theatre

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 are made 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.

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 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)

WST100 - Introduction to Women's and Gender Studies

LEC 3 Credits 3 Periods

Introduction to critical issues in women's studies.

Prerequisites: None.

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. [SB, C]

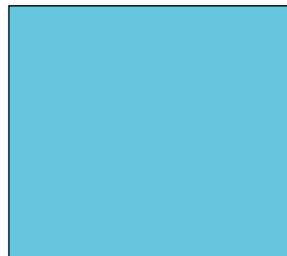
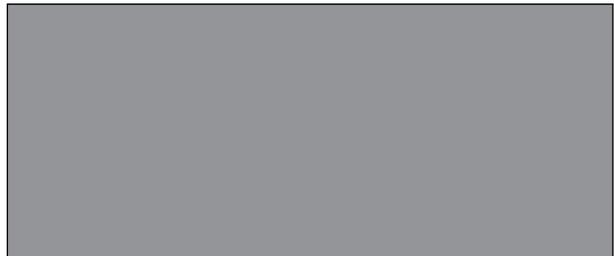
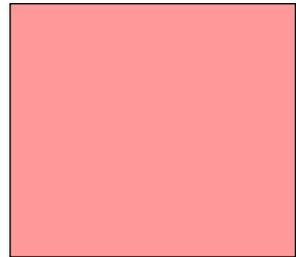
YAQ110 - Yaqui Language & Culture

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.



Personnel & Index



This page to be blank.

PERSONNEL

Governing Board

Mr. Randolph S. Elias Lumm, Member
District 4 • Years of Service 2009-2014
Current Term Expires: December 31, 2014

Mr. Doyle W. Burke, President
District 1 • Years of Service 2010 – 2012
Current Term Expires: December 31, 2016

Mr. Ben Miranda, Member
District 5 • Years of Service 2012 – 2013
Current Term Expires: December 31, 2016

Mrs. Debra Pearson, Member
District 3 • Years of Service 2008-2014
Current Term Expires: December 31, 2014

Mr. Dana G. Saar, Secretary
District 2 • Years of Service 2011 - 2016
Current Term Expires: December 31, 2016

District Administration

Dr. Rufus Glasper, Chancellor

Mr. George Kahkedjian, Vice Chancellor
Information Technology Services

Dr. Steven Helfgot, Vice Chancellor
Resource Development & Community Relations
President & CEO, Maricopa Community Colleges Foundation

Vacant, Vice Chancellor
Human Resources

Dr. Maria Harper-Marinick, Vice Chancellor and Provost
Academic and Student Affairs

Ms. Debra Thompson, Vice Chancellor
Business Services

George Kahkedjian, CIO, Vice Chancellor
Information Technology Services

College Presidents

Dr. Linda Lujan, President
Chandler-Gilbert Community College

Dr. Ernie Lara, President
Estrella Mountain Community College

Dr. Steven R. Gonzales, President
GateWay Community College

Dr. Irene Kovala, President
Glendale Community College

Dr. Shouan Pan, President
Mesa Community College

Dr. Paul Dale, President
Paradise Valley Community College

Dr. Anna Solley, President
Phoenix College

Dr. Chris Bustamante, President
Rio Salado Community College

Dr. Jan L. Gehler, President
Scottsdale Community College

Dr. Shari L. Olson, President
South Mountain Community College

Faculty

Stephanie Allen - eResources Librarian
M.L.S., University of Texas at Austin

Eufemia Amabisca, Education/Bilingual
B.A., M.Ed., Ed.D., Arizona State University

Paul Bosch, Biology
B.A., Hope College; M.S., Ohio University
M. Ed., Arizona State University; Ed.D; Northern Arizona University

Carlos Caire, Philosophy
A.A., El Paso Community College, M.F.A. and B.A., University of Texas at El Paso; Ph.D., New Mexico State University,

Jerry Cervantez, Reading
B.A., M.A., Arizona State University; additional work: Arizona State University

Lara Collins, Communication
B.A., M.A., Arizona State University

Matthew Cooper, Religion/Philosophy
B.A., Bryan College, M.A., Andover Newton Theological School, M.A., Arizona State University; Ph.D., Arizona State University

Nancy Deegan - Instructional Technology Librarian
M.L.S., San Jose State University

Asha Dey, Reading
A.G.S., South Mountain Community College; A.A., Rio Salado; B.S. Arizona State University; M.Ed., Northern Arizona University

Yvette Espinosa, Biology
B.A., University of Arizona, M.S., Northern Arizona University

Peter Facciola, Communication
B.S., University of Iowa; M.A., University of Northern Iowa; Ph.D., University of Arizona

Terryl Fender, Mathematics/Physics
B.S., University of Illinois M.S., University of Chicago; additional work: Arizona State University

Steven Fountaine, English as a Second Language (ESL)
B.A., Shepherd College, M. Ed., Temple University Ph.D., Arizona State University

SOUTH MOUNTAIN COMMUNITY COLLEGE

Timothy Frank, Engineering
B.S.E., Baylor University; M.S., Ph.D., California Institute of Technology

Irene Gaither, Mathematics
B.A., Institute of Teacher's Training, Bandung-Indonesia, M.Ed., Arizona State University Additional work NAU

Jerome Garrison, Music
B.A., Langston University; M.M.E., Central State University; Ed.D., Nova University; additional work: University of Oklahoma, Arizona State University

Oscar Hardin Jr., Psychology
M.C. and Ph.D., Arizona State University; B.A., University of Arizona; Additional work University of Nevada Las Vegas and Gestalt Institute of Phoenix

Clifford Heide, Telecommunications Technology A.A.S., Alfred State College; B.A., Arizona State University; M.A., Ed.D., Northern Arizona University

Julie Holston, Theatre
B.S. Northern Arizona University; M.A., Roosevelt University; MFA, Goddard College

Stephen Hustedde, Computer Information Systems
B.A., M.Ed., Arizona State University; additional work: Dallas Theological Seminary

Lydia Johnson - Library Coordinator/SMCL Co-Manager and Collection Librarian, M.L.S., University of Arizona

Saralea Kinsey, English
B.S., Northern Arizona University; M.A., University of North Texas

Thomas Kirsch, Counselor
B.S., University of Florida; M.C., Arizona State University

Jon Koehler, Computer Information Systems
B.S., Northern Arizona University; M.Ed., Arizona State University

Lora Largo, Instruction Librarian
B.A., University of New Mexico, B.A. Fort Lewis College, M.L.S., University of Arizona

Jacqueline Levy, Biology
M.S., California State University; Additional work: Northern Arizona University

Marshall P. Logvin, Biology
B.A., State University College of N.Y. at Buffalo, M.A., California State University

Amy MacPherson, Educational Support
A.A., Phoenix College; B.A., M.Ed.; Arizona State University

Niall McCarthy, Computer Information Systems
B.S. University of Dublin, M.A. University of Dublin (Trinity College), M.S., Arizona State University

Bruce McHenry, Business/Economics
M.B.A., Arizona State University

Camille Newton, English Composition
M.A., McNeese State University

Mary E. Nunn, Reading
M.A., Northern Arizona University

Catherine (Cate) McNamara, Librarian
B.A., State University of New York, College at Buffalo, M.L.S., State University of New York at Albany; Ph. D., Arizona State University

Laurita Moore, Computer Information Systems
B. A., University of Arizona; M.L.S., University of Arizona. Additional work: Massachusetts Institute of Technology

Richard Morales, History
B.A., California State College at San Bernardino; M.A., Ph.D., University of California at Riverside

Brian Murphy, Psychology/Sociology
B.A., University at Albany; M.A.. University of Cincinnati Ohio; Ph.D., Arizona State University

Camille Newton, English Composition
M.A., NcNeese State University

Mark Nielsen, Computer Information Systems B.A., Olaf College; additional work: Arizona State University

Christianne Nieuwsma, Mathematics
M.S., University of Illinois

Mary E. Nunn, Reading
M.A., Northern Arizona University

Allison Parker, English
M. Ed., Ph.D., Arizona State University; Ph.D., Arizona State University

Gita Perkins, Chemistry
B.S., Mount Carmel College, Bangalore University, India, M.S., St. Joseph's College, Bangalore University, India, M.S., Oklahoma State University; Ph.D., Arizona State University

Kimberly Pope, English Composition
Ph.D., Argosy University

Sian Proctor, Geology
B.S., Edinboro University; M.S., Arizona State University; Ed.D., Arizona State University

Jason Reif, Counseling
B.S., Arizona State University; M.C., Arizona State University

Jean Revie, Biology
B.A., M.A., University of Northern Colorado; additional work: Arizona State University

Ranjita Saha, Mathematics
B.Ed., M.S., Calcutta University; M.S., Ph.D., University of Notre Dame

Sue Ann Scarborough, Chemistry
B.S., University of Texas at El Paso; M.S., M.Ed., Ed.D., Arizona State University

Alicia Smith, Early Childhood Education
B.A., Livingston College-Rutgers University; M.Ed., Ed.D., University of Massachusetts at Amherst

SOUTH MOUNTAIN COMMUNITY COLLEGE

Helen Smith, Mathematics

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

James Smith, English

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

Travis Steele Jr., Mathematics

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

Dawn S. Thacker, English (Composition)

Ph.D., Arizona State University

Marilyn Torres, Storytelling

M.S., New School for Business Research

Dolores Urbieta - Mathematics

B.A., Arizona State University; M.Ed. L., Northern Arizona
University

Lupe Villicaña, Reading

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

Wiley Wallace, Art

B.F.A., Arizona State University; M.F.A., University of California
Santa Barbara

Elizabeth Warren, English and Storytelling

B.S., M.A., Arizona State University, additional work: University
of South Florida

Guillermo (Bill) I. Zepeda, ESL/Spanish

B.A., Grand Canyon College; M.C.M., SWBTS, Fort Worth,
Texas; 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

B.S., Western Michigan University; M.S., University of
Wisconsin, Stout; M.Ed., University of Arizona

Lorraine Calbow, Counseling - Faculty Emeritus

B.A., University of California at Davis; M.A., San
Francisco State University; additional work: University of Hawaii,
Arizona State University

John A. Cordova, President Emeritus

A.A., Phoenix College; B.A., Arizona State University, M.A.,
Ph.D., Arizona State University,

Joyce Elsner, Interim President, SMCC,

B.A., California State University; M.S., University of Arizona;
Ph.D., University of California

Mary Katherine Long, Psychology/Sociology-Faculty Emeritus

B.A., Immaculate Heart College; M.A. Arizona State University;
Ph.D., Arizona State University

Jacqueline Jaap, English - Faculty Emeritus

B.A., University of Nebraska; M.A., Northern Arizona University;
additional work: Arizona State University, Sorbonne

Patricia Manarin, Art - Faculty Emeritus

B.A., University of Wisconsin; M.A., Governor's State
University; additional work: Arizona State University

Dr. Kathryn Martens, Vice President Student Affairs

B.A., M.A., Arizona State University; Ed.D., State University of
New York at Albany

Wilma Hall Patterson, Biology- Faculty Emeritus

B.S., M.S., Arizona State University; Ed.D, Nova University

Ricardo Provencio, Counseling-Faculty Emeritus

B.A., Arizona State University; M.A. University of New Mexico

Ken C. Roberts, Vice President Academic Affairs Emeritus

B.S., Arizona State University, M.S., San Francisco State
University; Ph.D., Arizona State University

Marianne Ryan, Library - Faculty Emeritus

B.A., Baylor University; M.R.E. Southern Theological
Seminary; M.S.L.S.; Florida State University; Ed.D, NOVA
University

Belen Servin, English/E.S.L. - Faculty Emeritus

B.A., M.A., Arizona State University; additional work: University
of San Francisco; Ph.D., Arizona State
University

Jill Seymour, Library - Faculty Emeritus

A.S., Northwestern CT Community College; B.A., Southern CT
State College; M.L.S., State University of New York at
Albany Administrative Personnel

LynnAnn Wojciechowicz, Humanities and Storytelling - Faculty

Emeritus. B.A., University of Utah; M.Ed., Trenton State College,
additional work: University of Oregon German Center for
Music Education, Arizona State University

Administrative Personnel

David Bannenberg, Supervisor of Maintenance

Donna Barnes, Web Technician III

A.G.S., A.A., Rio Salado Community College; B.S., University of
Phoenix

Elena Beltran - Title III Grant Program Director

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

Tim Budworth, Director, Instructional Tech & Media Services

B.A., California State University at Fullerton; M.B.A., Colorado
Technical University

Landres (Buddy) Cheeks, Director of Student Life and Leadership

B.A., Bethany College; M.Ed., Northern Arizona University

Cheryl Crutcher, Associate Dean, Foundation Relations and Development

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

Robert Duggan Jr., Coordinator Fine Arts Facility and Instructional

Technology, B.F.A., Salem State College

SOUTH MOUNTAIN COMMUNITY COLLEGE

Danelle Dykstra-Wade, Athletic Trainer
B.A., Central College

Todd Eastin, Director of Athletics
M.B.A., Arizona State University

Craig Emanuel, Interim Director Public Safety
B.S., University of Arizona; M.S., University of Phoenix, FBI
National Academy

Christopher Erran, Coordinator, Recruitment Programs
B.S., Arizona State University, M. Ed., Northern Arizona
University

Della Garcia, Director, Admissions and Records
A.A., South Mountain Community College; B.A., University of
Phoenix; M.P.A., Arizona State University

Angelica Glick, Site Coordinator, SMCC Guadalupe Center
A.G.S., Pima Community College; B.A., University of Phoenix;
M. Ed., Northern Arizona University

Kathie Hawkins, Administrative Assistant II
A.A., South Mountain Community College

Patricia Herrera, Technology Trainer
CCNA, South Mountain Community College

Robert (Bear) Holmes, Director College Facilities Plan & Dev

Osaro Ighodaro, Vice President of Student Affairs
B.S., M.A., Ph.D., Northern Arizona University

Suzanne Higgs, Coordinator, Job Placement
A.G.S., A.A. Mesa Community College, B.S., University of
Phoenix; M.C., University of Phoenix

Robert Holmes, Director College Facilities Planning &
Development

Joseph Ivy, Senior Human Resources Analyst
A.A., Glendale Community College, B.S., Arizona State
University

Michael Kamolz, System Administrator II
A.A.S., Mesa Community College; B.S., Western
International University

Damita Kaloostian, Dean of Planning, Research, and
Development, B.A., University of Alaska, Fairbanks; M.A.,
Arizona State University

Charles Kubit, Enterprise Application Administrator
B.S. Slippery Rock University

Travis May, Coordinator, Audio/ Video
A.G.S., A.A., South Mountain Community College
B.S., Arizona State University; M.Ed., Northern Arizona
University

Inez Moreno-Weinert, Director, Financial Aid
B.S., M.C., Ph.D., Arizona State University

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

Jeanne (Cindy) Odgers, Associate Dean, Occupational
Education and Workforce Development
B.S., Oklahoma State University; M.S., Arizona State University

Laura Pastor, Director, Early Outreach Programs
B.A., Arizona State University; M.P.A., Baruch College - City
University of New York

Crespin Perez, Financial Aid Assistant
B.S., Western New Mexico University.; M. Ed., Northern Arizona
University

Catherine Pettet, Manager, Disability Resources and Services
B.S., Northern Arizona University; M.A., University of Phoenix

Rebecca Ramirez, Senior Network Administrator

Reynaldo Rivera, Vice President of Learning
B.S., The University of Texas at Austin; M.S., Purdue Univeristy;
Ed.D., Arizona State University

Ruben Saenz, Director, TRIO Programs
B.A., University of Arizona; M.S.W., Arizona State
University

Robert H. Samia, Coordinator of Instructional Technology
A.A.S., Honolulu Community College; B.A., University of Hawaii-
Manoa; M.P.A., Arizona State University

Cecilia Soto, Bursar
A.A., Mesa Community College; B.S., University of
Phoenix

Ralph D. Thompson II, Administrative Assistant II
B.S., Grand Canyon University, M.Ed., Northern Arizona
University

Trevor Vittori, Systems Administrator I A.A.S., South Mountain
Community College

Julie Wechsler, Executive Assistant
B.S., Arizona State University; M.A., Arizona State University,
Ed.D, Argosy University

Alan Ziv, Senior Network Technician
B.S., University of Chicago; M.S., Ph. D, Florida State University

Staff

Darlene Aguilar, Custodian I

Marco Angulo, Maintenance Assistant

Desiree Armijo, Administrative Secretary II

Jose Bandera, College Safety Officer
A.A., South Mountain Community College

Andrea Banks, Program Advisor
B.A., Tennessee State University

Analia Barriga, Student Services Specialist
B.S., Woodbury University

Cecelia Blaise, Office Coordinator I

Lyretta Bridges, Custodian I B.A., University of Oklahoma

SOUTH MOUNTAIN COMMUNITY COLLEGE

Stacey Brown, Administrative Assistant to College President
A.A.S., Phoenix College

Donna Candreva, Early Childhood Teacher I A.A.S., South Mountain Community College

Magali Chavez, Learning Center Technician
B.S., University of Texas at El Paso

Tek Chung, Certified Public Safety Officer

Bill Church, Client Support Analyst
A.A., Richard J. Daley College; B.A., Governor State University

Delbert Cole, Network Technician
ABus GR, A.A., South Mountain Community College

Rosalinda Cota, Student Services Specialist
A.G.S., A.A., South Mountain Community College; B.A., Arizona State University; M.Ed., Northern Arizona University

Brett Cordova, Lead Groundskeeper

Tanya Craven, Public Relations Assistant
B.S., Arizona State University

Michele Crick, Custodian I
B.A., Arizona State University

Steven Cruz, Library and Technology Assistant I
A.A., South Mountain Community College

Shantiell Dousten, Student Services Technician
A.A., South Mountain Community College

Arianna De La Cruz, Student Services Specialist (TRIO)
B.A., Arizona State University

Karla DeVoll, International Admissions

Joe Edgin, Custodian I

Tymecca Edney, Library Assistant I
A.G.S., A.A., South Mountain Community College

Todd Eastin, Athletic Specialist
A.A., South Mountain Community College
B.S., McNeese State University; M.B.A., Arizona State University;

Carol Edmund, Coordinator Student Services
B.S., University of Illinois

Jeffrey Escobar, Admissions and Records Technician II
A.G.S., South Mountain Community College

Elizabeth Estrada, Learning Center Technician
A.A., South Mountain Community College

Mike Fleet, HVAC Maintenance Technician

Annabelle Galindo, Financial Aid Technician II
A.A.S., South Mountain Community College

Mary Gibbons, Administrative Secretary II
A.A., Mesa Community College; B.S. Arizona State University;
M.M.E., Northern Arizona University

Jason Gilliam, Lead Custodian I

Patricia Gomez, Office Coordinator II
A.G.S., A.A., South Mountain Community College

Robert Gomez, Groundskeeper

Alicia L. Goodwin, Financial Aid Technician I

Veronica Gouvier - Financial Aid Technician I

Kristina Graham, Athletic Specialist
A.A., Pima Community College; B.A., University of New Mexico
M.S., Fort Hays State University

Brian Hahn, Utility Person

Erica Hallum, Student Services Specialist
B.A., Loyola Marymount University; M.P.A., Arizona State University

James Harrington, Athletic Specialist
Phoenix A.A., South Mountain Community College, B.A. Holy Names University; M.A. University of

Geraldine Hlebichuk, Testing Technician
A.A.S., Mesa Community College;
B.A., University of Advancing Technology

Natalie Huddlestone, Program Advisor
B.A., Eastern Illinois University; M.S., Indiana State University

Ronald Irvine, Groundskeeper

Elysia Jennett - Coordinator of Science Lab
M.S., University of Arizona

Lynette Jim, Student Service Specialist
A.A., South Mountain Community College; B.A.E., Arizona State University; M.P.A., Syracuse University

Melissa Johnson - Library and Technology Assistant II
B.A., Arizona State University

Tavey Johnson, Library Clerk
A.A., South Mountain Community College

Sianna Kent, Administrative Secretary III B.A.
Business/Marketing, Bradley University

Lupe King, Office Coordinator I

Barbara Kutnick, Office Coordinator II
A.A., Spoon River Community College; B.S., University of Dubuque

Debra Leibold, Help Desk Analyst

Olivia Lewis, Library Assistant I

Denise Logvin, College Accounting Assistant

Edlin Medina De La Cruz, Library Assistant II
A.A., South Mountain Community College; B.A., Arizona State University

Belinda Miguel - Institutional Research Analyst
B.S., Arizona State University

SOUTH MOUNTAIN COMMUNITY COLLEGE

Patrick Mooney, Athletic Specialist
B.S., Bowling Green State University; M.Ed., Northern Arizona University

Maria Munoz Morales, Fiscal Technician I B.F.A., Arizona State University

Susan Navarro, Library Assistant II

Debbie Nicholson, Coordinator of Student Services

Grace Ochoa, Admissions and Records Technician II A.G.S., South Mountain Community College

John Palomo, Certified College Safety Officer

Josecarlos Pedraza, Fiscal Technician I
A.A., South Mountain Community College

Vanessa Perez, Administrative Secretary III
B.A., Arizona State University, M.Ed., Northern Arizona University

Diloylo Pulvino, Administrative Secretary III

Kim Rainey,
A.A., Moberly Area Community College; B.S., M.B.A., Columbia College

Michelle Revie, Office Coordinator I

Rochelle Rivas, Student Services Technician
B.A., University of Arizona

Sophie Rodriguez, Office Coordinator I

Perla Saldana, Financial Aid Tech I B.S., Arizona State University

Lorrie S. Shelton, Administrative Secretary II
A.A., A.G.S.: South Mountain Community College

Jean Slack, Administrative Secretary III
A.A. and A.G.S., South Mountain Community College; B.S., Northern State University

Phuong Slocum, Testing Technician
B.S., Arizona State University

David Smith, Carpenter

Laura Smith, Student Services Specialist
B.S., Colorado State University, M.Ed., Northern Arizona University

Deborah Spadafore, Student Services Specialist
A.A.S., Alvin Community College, B.S., Arizona State University

Michael Stillwell, Electrician

Brandon Talley, Fiscal Tech II B.A., San Jose State University

Patricia Thornham, Graphic Designer II B.A., Grand Canyon University

Sarah Tice, Student Services Specialist
B.A., Arizona State University

Arnold Torres, Student Services Specialist
B.S., Arizona State University

Angelina Valencia, Campus Advisor
A.G.S., A.A., South Mountain Community College; B.A., Arizona State University

Vu (Davin) Vo, Client Support Analyst
B.S., St. Gregory's University

Derrick Washington - Coordinator of Student Services
M.A., Northern Arizona University

INDEX

Abuse-Free Environment	171	Division Chairpersons	197
Academic Advising Policy	138	Early Childhood Admin/Management.....	43
Academic Calendar	11	Early Childhood Development.....	44
Academic Load.....	148	Emergency Management.....	64
Academic Misconduct.....	179	English as a Second Language (ESL)	29
Academic Probation	151	Faculty	271
Academic Renewal	154	Financial Aid Office.....	17
Accounting.....	36	Fitness Center.....	30
Accreditation.....	5	General Business.....	65
Achieving a College Education (ACE)	29	General Education Designations	156
Administration.....	4	Grading	149
Admission Information/Policy.....	124	Graduation Policies/Requirements.....	88, 154
Advanced Behavioral Health Sciences.....	37	Hazing Prevention Regulation	169
Affirmative Action Statements	121	Health Care Integrated Educational System (HCIES).....	136
Allied Health.....	190	High School Dual Enrollment.....	30
Arizona Gen Ed Curriculum (AGEC) A, B, S.....	112	Honors Program	30
Associate in Arts (AA)	90	HOOPS Program	31
Associate in Science Degree (AS).....	109	Important Deadlines for Students	151
Associate in Business (ABUS-GR)	102	IT: Adobe AIR Development.....	60
Associate in Business (ABUS-SR)	105	IT: Adobe Creative Suite in Business: Master Suite Applications Specialist.....	56
Associate in Arts, Elementary Ed (AAEE)	92	IT: Adobe Creative Suite in Business: Print and Web Applications Specialist.....	57
Associate in Arts, Fine Arts (AAFA) - Art	99	IT: Adobe Creative Suite in Business: Production Applications Specialist.....	57
Associate in Arts, Fine Arts (AAFA) - Dance	97	IT: Adobe Fundamentals.....	56
Associate in Arts, Fine Arts (AAFA) - Theatre.....	100	IT: Cisco Networking.....	56
Associate in General Studies (AGS)	107	IT: Computer/Information Technology	47
Associate in Applied Science (AAS).....	116	IT: Computer Applications Specialist.....	46
Attendance Policy.....	149	IT: Digital Publishing.....	60
Basic Behavioral Health.....	37	IT: Entrepreneurship.....	47
Bilingual Nursing Fellowship (BNFP) Program	29	IT: Entry-Level Systems Analysis.....	59
Biomedical Research Technology	40	IT: Entry-Level Programming	59
Bookstore	14	IT: Hardware and Networking Basics	52
Business Management	63	IT: Mobile Apps Programming	58
Career Counseling Services	14	IT: Linux Professional	52
Catalog Common Pages (MCCCD Policy).....	119	IT: Network Administration: Cisco Network Profes.	52
Catalog under Which a Student Graduates	87, 156	IT: Networking Administration: Cisco	50
Certificates.....	33	IT: Network Security.....	50
College Level Equivalency Examinations	132	IT: Network Server	51
College Level Examination Program (CLEP)	133	IT: Programming.....	57
Community Health Worker	42	IT: Programming and Systems Analysis	57
Consensual Relationships	192	IT: Support	46
Copyright Act Compliance	165	IT: Web Application Development.....	60
Course Descriptions	195	IT: Web Applications/Publishing	60
Course Placement	139	IT: Web & Graphic Design.....	55
Counseling Services	14	International Education Services	30
Creative Writing (Academic Certificate).....	41	Instructional Grievance Process.....	152
Credit by Evaluation	131	Learning Assistance Center/Tutoring	18
Credit for Prior Learning	131	Library Services	18
Crime Awareness & Campus Security Act	19	Management.....	67
Degrees.....	33, 85	Map	Inside Back Cover
Developmental Education.....	29		
Disability Resource & Services.....	15, 174		
Disciplinary Standards.....	179		

SOUTH MOUNTAIN COMMUNITY COLLEGE

INDEX (cont.)

Marketing	67	Step Program	32
MCCCD Occupational Programs	33	Storytelling (Academic Certificate)	79
MCCCD Governing Board	4	Storytelling Institute	31
MCCCD Policies and Procedures	119	Strength and Personal Training	73
Music Business	71	Student Course Placement Process	139
Occupational Program Matrix	75	Student Employment	187
Outstanding Debts	142	Student Financial Assistance	16-17, 143
Personal Training Specialist	72	Student Governance	188
Personnel Information	269	Student Records	185
Phi Theta Kappa	31	Student Rights & Responsibilities	165
Real Estate Pre-license	69	Substance Abuse	171
Recovery Support	39	Succeeding in College	19
Refund Policy	142	Supervision & Management I & II	70
Registration	139	Technology Resource Standards	166
Residency Guidelines	127	Transcripts for Transfer	157
Retail Management	69	TRIO Programs	31
Safety	19	Tuition and Fees	140-141
Scholastic Standards	148	Use of College Grounds by Non-MCCCD affiliated users	162
Servicemen's Opportunity College	138	Veterans Services	18, 147
Sexual Harassment Policy	157	Vocabulary for College Survival	20
Small Business Entrepreneurship	41	Who to Contact	7-8
Small Business Start-Up	41	Withdrawal Procedures	153
SMCC Certificates and Degrees	6, 33	Writing Center	19
SMCC Vision, Mission, and Strategic Goals	5		
Smoke-Free/Tobacco-Free Environment	174		

2013-14

