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Exceptional Value.

2015-16 Catalog >

# 2015-2016 Academic Calendar

Colleges/Centers may modify start dates in order to meet special needs. Dates listed below which are directly related to instruction refer to the traditional academic year. Some courses may be offered over time periods for which these dates are not applicable.

## 2015 Summer Semester

Tues	May 26	First 5-Week/8-Week Sessions Begin
Thur	Jun 25	First 5-Week Session Ends
Mon	Jun 29	Second 5-Week Session Begins
Thur	Jul 2	Observance of Independence Day
Thur	Jul 16	8-Week Session Ends
Thur	Jul 30	Second 5-Week Session Ends

## 2015 Fall Semester

Mon	Mar 9	Registration Begins
Sat	Aug 22	Classes Begin
Mon	Sept 7	Observance of Labor Day
*		Application for December 2015 Graduation
+		Last Day for Withdrawal without Instructor's Signature
Mon	Nov 16	Observance of Veterans' Day
Thur-Sun	Nov 26-29	Thanksgiving Holiday
++		Last Day Student Initiated Withdrawal Accepted
Sun	Dec 13	Last Day of Regular Classes
Mon-Thu	Dec 14-17	**Final Exams
Fri	Dec 18	Fall Semester Ends

**Winter Break (Campus Closed) Dec 25 through Jan 1**

## 2016 Spring Semester

Mon	Oct 5	Registration Begins
Sat	Jan 16	Classes Begin
Mon	Jan 18	Observance of Martin Luther King Day
Mon	Feb 15	Observance of Presidents' Day
*		Application for May 2016 Graduation
+		Last Day for Withdrawal without Instructor's Signature
Mon-Sun	Mar 14-20	Spring Break
++		Last Day Student Initiated Withdrawal Accepted
Sun	May 8	Last Day of Regular Classes
Mon-Thu	May 9-12	**Final Exams
Fri	May 13	Commencement - Spring Semester Ends
Mon	May 30	Observance of Memorial Day

## 2016 Summer Semester

Tues	May 31	First 5-Week/8-Week Sessions Begin
Thur	Jun 30	First 5-Week Session Ends
Mon	Jul 4	Observance of Independence Day
Tue	Jul 5	Second 5-Week Session Begins
Thur	Jul 21	8-Week Session Ends
Thur	Aug 4	Second 5-Week Session Ends

\* For specific information concerning registration dates, class start dates, application for graduation dates, and final exam dates, consult the class schedule for the college of intended enrollment.

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

+ See your student schedule in [my.maricopa.edu](http://my.maricopa.edu) for the Last Day to Withdraw 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.

# It's all at MCC.

Exceptional  
Value



Easy  
Transfers



Student  
Experience



Student  
Success



Career  
& Technical  
Education





# Enrollment Success Steps

## 1. Set-up Online Student Account. Go to



### 1. Create Your Student Center

(This can be done online from anywhere.)

Go to [my.maricopa.edu](http://my.maricopa.edu) and click on "first time users start here."

Follow instructions provided to obtain your maricopa enterprise ID (meid) and password, student id, and official student email account. (Students who do not wish to use their social security number must complete a student information form in person at admissions and records.)

### 2. Be Admitted To Mcc And Apply For Financial Aid

- Go To [My.Maricopa.Edu](http://My.Maricopa.Edu)
- Click Login
- Enter Your User Id (Meid)
- Enter Your Password
- Click Sign In To Go To Your Student Center
- In Your Student Center, Click Mcccd Admissions Under Admissions
- Select Mesa Community College As College Of Choice
- Select Type Of Program (Degree And Certificates Or Credit/Non Credit)
- Select Term And Continue With Steps To Complete Admissions Form

**Note:** According To MCCCCD Policy And The Americans With Disabilities Act (ADA) Amendments Act Of 2008, Students Are Encouraged To Self-Identify With The Disabilities Resource Services Office At 480.461.7447 Or Visit [www.Mesacc.Edu/Disability](http://www.Mesacc.Edu/Disability)

### Financial Aid

Apply For Financial Aid, Scholarships And/Or Veterans Education Assistance At [www.Mesacc.Edu/Students/Financialaid](http://www.Mesacc.Edu/Students/Financialaid). For More Information Call The Financial Aid Office: Southern & Dobson Campus, 480.461.7441; And Red Mountain Campus, 480.654.7733.

### 3. Activate Your Official Student Email Account

- Go To [Www.Maricopa.Edu/Google](http://Www.Maricopa.Edu/Google)
- Enter Your Meid And Password
- This Email Will Be Used For All College Communications And Can Be Forwarded To Your Personal Email Account.

### 4. Take The Placement Tests

(Allow Three Hours On Campus)

Preview Sample Test Questions And Recommended Course Placement

At: [Www.Mesacc.Edu/Students/Testing/Studyguides.Html](http://Www.Mesacc.Edu/Students/Testing/Studyguides.Html)

Information About Placement Testing Can Be Found At [www.Mesacc.Edu/Testing](http://www.Mesacc.Edu/Testing). Students Are Required To Provide Photo ID At Time Of Testing And Have Their Student Id Number.

### 5. Meet With An Academic Advisor

(Required For All New Students)

• Meet With An Academic Advisor To Create An Individual Plan. Bring Your Placement Scores, Student ID Number, Academic Transcripts And Questions. Visit [www.Mesacc.Edu/Advisement](http://www.Mesacc.Edu/Advisement) Or Call 480.461.7222 (Southern & Dobson Campus) Or 480.654.7600 (Red Mountain Campus) For More Information.

- Students Who Are Undecided On A Major Should Meet With A Career Advisor And Take A Career Assessment Prior To Meeting With An Academic Advisor. Visit [www.Mesacc.Edu/Students/Career](http://www.Mesacc.Edu/Students/Career) Or Call 480.461.7592 For More Information.

### 6. Register For Classes And New student orientation (Required For All New Students)

After Meeting With Your Academic Advisor And Completing Your Individual Education Completion Plan, Register For Classes And New Student Orientation:

- Go To [My.Maricopa.Edu](http://My.Maricopa.Edu)
- Click Login
- Enter Your User Id (Meid) And Password
- Click Sign In To Go To Your Student Center
- Click Add A Class Under Academics
- Select Term (Semester), Career (Credit/Non-Credit), And Mcc, Then Click Continue
- Click Search
- Find Your Classes By Course Subject. Enter Course Number As Listed On Your Individual Education Completion Plan. For Example, Course Subject: CPD, Course Number: 150.
- Click Search And Continue As Prompted
- Proceed With Prompts As Appropriate
- Click Next Button
- Continue Enrollment Process Until Prompted With Message Saying Success: This Class Has Been Added To Your Schedule.
- If You Are Not Sure Your Class Has Been Added Successfully, Please Call 480.461.7700 For Assistance.

### 7. Pay Tuition And Fees

- Online: Go To [My.Maricopa.Edu](http://My.Maricopa.Edu) And Log In To Your Student Center Under Finances, Click Make A Payment Select Pay By Credit Card, Echeck Or Pay By Payment Plan
- In Person: At The Southern & Dobson Campus Or Red Mountain Campus Cashier Services.
- By Phone: To Pay By Credit Card, Call The Southern & Dobson Campus At 480.461.7000 And The Red Mountain Campus At 480.654.7200.
- Bymail: Cashier Services, Southern & Dobson Campus, 1833 W. Southern Ave., Mesa, AZ 85202.
- For More Payment Information, Call Cashier Services: Southern & Dobson Campus, 480.461.7400 Red Mountain Campus, 480.654.7755

### 8. Buy Or Rent Textbooks

Purchase Or Rent Textbooks At The Southern & Dobson Campus Bookstore, 480.461.7225; Or Go Online At [www.Mesacc.Edu/Students/Bookstore](http://www.Mesacc.Edu/Students/Bookstore)

### 9. Obtain Your Student Photoid Card And Parking Permit

Obtain Your Free Student Photo Id Card And Parking Decal, Required For All Students. For Southern & Dobson Campus Visit Student Life, Located In The Kirk Student Center. For Red Mountain Campus Visit The Mesquite Building, Enrollment Services (1st Floor).

### 10. Attend All Of Your Classes

MCC Supports And Encourages Student Success And Program/ Degree Completion. Our "Success From Day One" Agenda Encourages All Students To Be Prepared For And Attend The First Day Of Class. Students Who Attend The First Day Of Classes Are Often Most Successful.



Dear Students,

Welcome to Mesa Community College!

For more than 50 years, MCC has been dedicated to student success. Award-winning faculty, accredited programs in general education, career and technical education and university transfer, and a multitude of services are some of the ways we support your educational goals while you attend MCC. There is also online student support, advisement, counseling, financial aid and career advisement.

This year there are also new facilities at our original Southern and Dobson campus to enhance your educational experience. A new Student Enrollment Center, Performing Arts Center and Art Gallery, along with a remodeled Student Center, are now ready to meet your needs with new state-of-the-art learning spaces at MCC. Our Red Mountain Campus continues to focus on protecting and preserving the Sonoran desert in state-of-the-art facilities.

We can help prepare you for a university environment and the competitive job market. We offer more than 180 degrees and certificates. Additionally, we now offer more than 35 degrees and certificates available completely online, providing convenient and flexible options for all students. Take a look at this growing list of online choices at [www.mesacc.edu/elearning/online-degrees-certificates](http://www.mesacc.edu/elearning/online-degrees-certificates).

We know the sacrifices of time and money students must make in order to attend college, but the good news is you won't find a better value than MCC. And when you invest in yourself and obtain a college degree, data proves that college graduates enjoy a better quality of life and increased income over the course of their lifetimes. Make a real difference in your own life—and the lives of your loved ones and community—by completing an Associate degree or occupational certificate at MCC, or by transferring to the university of your choice. MCC has transfer partnerships with dozens of colleges and universities, including ASU, NAU, BYU, UofA, and many others.

Focus on your educational goals at MCC, and we'll help you reach them. Strengthening Communities—and students—through Excellence in Education is what we're all about. I invite you to discover for yourself why MCC should be your preferred choice to meet your higher education needs. As we say, it's all at MCC!

Best wishes for your continued success,

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

Shouan Pan, Ph.D.  
President, Mesa Community College

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# HISTORY AND DESCRIPTION OF MESA COMMUNITY COLLEGE

Mesa Community College is the largest of ten colleges that make up the Maricopa County Community College District (MCCCD) in metropolitan Phoenix, Arizona. The District originated with the opening of Phoenix Junior College in 1920 with an enrollment of 15 students. Phoenix Junior College was part of the Phoenix Union High School District. In 1960, Arizona's Legislature passed laws that established county-wide junior college districts to be administered by the Arizona State Board of Directors for Junior Colleges and by governing boards elected by the public. Two years later, Arizona voters enthusiastically created the Maricopa County Junior College District to expand affordable college education throughout the 9,200 square-mile county. To achieve this mission, the MCCCD Governing Board created three extensions of Phoenix College – one in northeast Phoenix, one in northwest Phoenix, and one in Mesa. The following year, in 1963, students began attending classes in the cramped quarters of a leased, old church building at the corner of Main Street and Extension Road. Two years later, MCCCD transformed the Mesa extension of Phoenix College into Mesa Community College.

The change from “junior” college to “community” college is significant because it recognizes the growing and changing nature of our community's educational needs. The junior college model had focused on providing general education courses that students could apply toward a baccalaureate degree at a university. The broader community college model recognized that citizens have a wide-range of educational needs. While many look to community colleges for general education courses, others seek career and technical training to improve their employment prospects or update skills they need in their current positions. Others attend community college to seek lifelong learning opportunities for their own edification.

In the fall of 1966, Mesa Community College opened its 160-acre campus at the corner of Southern and Dobson Roads with four permanent buildings. Through the years, as enrollment increased, temporary buildings were used as classrooms and offices, which permanent buildings eventually replaced. Construction continues as MCC works to meet community needs.

A second full-service campus – MCC at Red Mountain

– in northeast Mesa at Power and McKellips Roads, a former location of a Rio Salado Community College extension, was established in 2001. Mesa Community College also has a presence at its Downtown Center, at Centennial Way and Williams Field, which is home to several specialized programs, and its Phoenix-Mesa Gateway Center, home to Arizona's only Mortuary Science program.

From the original 15 students enrolled at Phoenix Junior College, Maricopa Community Colleges now serve more than 250,000 students annually, 23,000 of whom attend MCC. Approximately 40% of all residents of Maricopa County have attended one or more of the Maricopa Community Colleges. As the largest of those colleges, MCC remains dedicated to providing education of the highest quality at the most affordable cost and in the most convenient locations to the members of our community.

## MCC VISION, MISSION, AND VALUES

**VISION** MCC – leading the way to success in our local and global community.

**MISSION** MCC excels in teaching, learning, and empowering individuals to succeed in our local and global community. We serve as a resource for college and career readiness, transfer education, workforce development, and life-long learning.

**VALUES** Individuals & Community - MCC encourages active citizenship and embraces the diversity of people and ideas.

- Innovation- MCC delivers cutting-edge instruction and service.
- Integrity- MCC upholds the highest standards of ethics and public stewardship.
- Learning- MCC champions individual student success that reflects the highest academic standards.
- Service Excellence- MCC makes a positive difference in the lives of our students, community members, and each other through meaningful relationships.

### ACCREDITATION

Mesa Community College is accredited by The Higher Learning Commission and is a member of the North Central Association: [www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org) Telephone: 312-263-0456

The Nursing Program is accredited by the National League for Nursing Accrediting Commission, 61 Broadway, 33rd Floor, New York, NY, 10006, and approved by the Arizona State Board of Nursing.

The MCC Evelyn H. Warren Child Development Lab and the MCC Children's Center are accredited by the National Association for the Education of Young Children (NAEYC).

The Associate in Applied Science in Mortuary Science Program is accredited by the American Board of Funeral Service Education (ABFSE), 3414 Ashland Ave., Suite G, St. Joseph, MO 64506, 816-233-3747, or online at [www.abfse.org](http://www.abfse.org)

The Veterinary Technology/Animal Health Program is accredited by the American Veterinary Medical Association

The Dental Hygiene and Dental Assisting Programs have accreditation through the American Dental Association's Commission on Dental Accreditation (COD)

### ASSESSMENT OF STUDENT OUTCOMES

Student outcomes assessment is a term used to describe the measurement and documentation of what MCC students are achieving in their studies at the college. Faculty members define the outcomes of college programs and develop measures to assess them. The program includes three primary assessment areas: general education, career and technical education, and developmental education. For students pursuing their general education studies at the college, eight areas are assessed: Written and Oral Communication, Arts and Humanities, Cultural Diversity, Information Literacy, Scientific Inquiry, Numeracy, Problem Solving/Critical Thinking, and Global Awareness. The general education outcomes are assessed according to the following criteria:

#### Communication

1. Write a clear, well-organized paper using documentation and quantitative tools when appropriate.
2. Construct and deliver a clear, well-organized verbal presentation.
3. Interact in a collaborative, synergistic manner within a small group problem solving meeting.
4. Maintain an interpersonally effective climate within a one-to-one dyadic interchange.

#### Numeracy

1. Identify and extract relevant data from given mathematical situations.
2. Select known models or develop appropriate models that organize data into tables or spreadsheets, graphical representations, or symbolic/equation format.
3. Obtain correct mathematical results, and state those results with the qualifiers.
4. Use the results.

#### Problem Solving/Critical Thinking

1. Identify a problem or argument.
2. Isolate facts related to the problem.
3. Differentiate facts from opinions or emotional responses.
4. Ascertain the author's conclusion.
5. Generate multiple solutions to the problem.
6. Predict consequences.
7. Use evidence or sound reasoning to justify a position.

#### Scientific Inquiry

Demonstrate scientific inquiry skills related to:

1. Hypothesis: Distinguish between possible and improbable or impossible reasons for a problem.
2. Prediction: Distinguish between predictions that are logical or not logical based upon a problem presented.
3. Assumption: Recognize justifiable and necessary assumptions based on information presented.
4. Interpretation: Weigh evidence and decide if generalizations or conclusions based upon given data are warranted.
5. Evaluation: Distinguish between probable and improbable causes, possible and impossible reasons, and effective and ineffective action based on information presented.

#### Arts and Humanities

1. Demonstrate knowledge of human creations.
2. Demonstrate an awareness that different contexts and/or world views produce different human creations.
3. Demonstrate an understanding and awareness of the impact that a piece (artifact) has on the relationship and perspective of the audience.
4. Demonstrate an ability to evaluate human creations.

#### Information Literacy

1. Determine the extent of information needed.
2. Access the needed information effectively and efficiently.
3. Evaluate information and its sources critically.
4. Incorporate selected information into one's knowledge base.
5. Use information effectively to accomplish a specific purpose.

6. Understand the economic, legal, and social issues surrounding the use of information, and access and use information ethically and legally.

### **Cultural Diversity**

1. Define culture and subculture.
2. Identify historical, geographic, and social forces that shape culture.
3. Identify how bias, assumptions, prejudice, and stereotypes shape perception.
4. Examine and analyze the relationship between perception and behavior and how that relationship affects interactions with others.

### **Global Awareness**

1. Identify world economic and political systems, events, cultures, and geography.
2. Explain the impact of globalization on world societies and the natural environment.
3. Identify how historical events, perspectives, and cultures have shaped the nature of current global issues.
4. Analyze local, regional, and global implications of a current event.
5. Explain the impact of culture and experiences on one's world view and behavior.

For students enrolled in a career or technical program, seven workplace skills are assessed: Ethics, Interpersonal Communication, Critical Thinking, Organization, Team Work, Technology Literacy, Personal and Professional Responsibilities. (See Career and Technical Programs for more information.)

Students enrolled in developmental education classes, which are designed to prepare students for college-level work, are assessed at the completion of the appropriate course sequence in English, mathematics, and reading. (See Academic Departments, Programs, and Services for more information.)

For general education, the performance of groups of students who are beginning their general education program of studies is compared to that of groups who are completing general education. For career and technical programs, students who are beginning and completing specific programs leading to AAS degrees or certificates are assessed on their workplace skills. Assessments are conducted in selected classrooms during an annual spring Assessment Week. Students participating in below-100-level courses are assessed in the last of the course sequence.

Using a statistical sampling method, approximately 200 class sections are selected to participate in the assessments each spring during Assessment Week.

Students enrolled in these classes are asked to take one of the assessments during one class period. Individual student scores are not reported, and a student's grade or class standing is not affected by his or her performance. It is important for students to make an honest effort to complete the assessments to the best of their ability so that the information collected is meaningful.

The Mesa Community College Student Outcomes Assessment Program provides clear evidence of student learning at the college. The assessment program has been in place for 18 years.

Overall results show that completing students consistently have performed significantly better than beginning students in both general education and career and technical program assessments. When examining results across measures, students have the most difficulty with skills involving application and/or evaluation of knowledge or information.

Student participation in follow-up studies after graduation or transfer from MCC may also be requested. Students selected to participate should take seriously their participation in these assessments. The only cost to students is a small amount of time, and the benefits are improved programs and instruction. Any information obtained will be used solely in determining the effectiveness of programs and student learning and in ways that do not reflect personally on individual students.

The findings are published in an annual report each fall and are used by MCC faculty to document student success and to determine how programs can be improved. Summaries of results are posted on the assessment website: [www.mc.maricopa.edu/about/orp/assessment](http://www.mc.maricopa.edu/about/orp/assessment)

## **COMMUNITY PARTNERSHIPS WITH MESA COMMUNITY COLLEGE**

We have a civic responsibility to our community that is expressed through our commitments and volunteerism. MCC is actively engaged with local and national governments, not-for-profit organizations, and school systems to enhance life-long learning prospects for our community. Through the support of our generous community members and partners there is a broadened public awareness of the importance of college access and completion, and a strengthened sense of citywide collaboration. By working in a coordinated manner, we are bringing about positive changes that benefit individuals and organizations in our community.



## ABOUT MCC

### ALUMNI

The MCC Alumni Association (MCCAA) is committed to serving and uniting alumni to promote the interests of MCC, its alumni, current and future students, and the community. The Office of Alumni Relations collaborates with members of the Association's board and other MCC departments to keep alumni apprised of campus and association news, provide fellowship and networking opportunities, recognize the accomplishments of MCC's alumni, and identify opportunities for alumni to reconnect with the college and get involved.

All students who earn an associate degree, certificate of completion, or complete 48 credit hours or more at MCC are considered alumni and members in the MCCAA.

Contact Alumni Relations at 480-461-7792 for additional information or visit [www.mesacc.edu/alumni](http://www.mesacc.edu/alumni)

### CENTER FOR COMMUNITY EDUCATION

A wide array of non-credit classes, workshops, seminars, and employment preparation courses are offered through MCC's Center for Community Education. Classes are held at Mesa Community College campuses and online. The diverse curriculum is available to those who seek opportunities for cultural enrichment, intellectual growth, career and professional development, as well as hobbies and other special interests. These courses provide access to MCC's resources and facilities for those not enrolled in traditional credit carrying classes. Instructors are drawn throughout the East Valley, and provide contemporary content in an adult learning environment.

There are no entry requirements for Community Education classes beyond an individual's interest in a subject. There is no limit to the number of classes in which a person may enroll. Classes are published in the MCC non-credit schedule three times a year.

To receive a current schedule of non-credit classes, please call the Center for Community Education at 480-461-7493 or visit [www.mc.maricopa.edu/community/communityed/](http://www.mc.maricopa.edu/community/communityed/)

### CHAIR ACADEMY

Our Mission is...

to design and promote world-class training programs and services to advance academic and administrative leadership for post-secondary institutions world-wide in an era of change.

Our Vision is...

to advance academic and administrative leadership for post-secondary institutions globally.

Our Value Statement

We are committed to excellence and continuous improvement in providing training to organizational leaders while recognizing the needs and respecting the diversity of our clients.

For additional information about the Chair Academy programs and offerings, please visit: [www.chairacademy.com](http://www.chairacademy.com)

### COMMUNITY COLLEGE NATIONAL CENTER FOR COMMUNITY ENGAGEMENT

The Community College National Center for Community Engagement (CCNCCE) is a leader in advancing programs and innovations that stimulate active participation of institutions of education in service learning and community engagement for the attainment of a vital citizenry.

The Community College National Center for Community Engagement is a national organization with a 23 year history of successfully developing and managing innovative partnerships and disseminating lessons learned throughout the higher education community. An outcome of the mission of the CCNCCE is to support and promote the pedagogy of service-learning, a teaching method which combines academic instruction with community service as it focuses on increasing college access and completion, academic achievement and engagement, critical and reflective thinking and civic responsibility.

CCNCCE offers a complete battery of services that provide human, financial, and academic resources to community colleges that are endeavoring to develop, expand and sustain service-learning and civic engagement programs on campuses throughout the U.S. and U.S. Territories. [www.mesacc.edu/engagement](http://www.mesacc.edu/engagement)

### CONTINUING EDUCATION FOR PRACTICING PROFESSIONALS

MCC provides continuing education opportunities to practicing professionals in a series of non-credit seminars available at the college. Opportunities to attain Continuing Education Units (CEU's) are currently available for practicing morticians and funeral personnel. Additional professional seminars are added to MCC's Continuing Education schedule as developed. Please call Continuing Education at 480-461-7493 for seminar availability.

## ABOUT MCC

### DEVELOPMENT

The College actively fundraises and seeks contributions from public and private sources including individuals, corporations, organizations, and foundations. The Maricopa Community Colleges Foundation (MCCF) acts as a trustee to assure that donations are distributed in the manner specified by the donor. MCCF is a 501(c)(3) non-profit organization; gifts are tax-deductible to the fullest extent of the law.

There are a variety of ways for donors to make gifts to MCC. Visit the website: [www.mesacc.edu/development](http://www.mesacc.edu/development), where you will find helpful links for giving via cash, check, or credit card.

Donors can make gifts of cash, stock, property or bequests. MCC's generous supporters ensure the future of the College, make student scholarships possible, and facilitate the growth of the campuses.

For more information, contact the MCC Office of Development at 480-461-7200 or visit [www.mesacc.edu/development](http://www.mesacc.edu/development)

For more information on the Maricopa Community Colleges Foundation, please visit [www.dist.maricopa.edu/foundation/](http://www.dist.maricopa.edu/foundation/)

### MCC eLEARNING

MCC eLearning provides courses that use internet technology to enable innovation and quality educational experiences. MCC eLearning represents the college's dedication to enriching and expanding access to higher education.

MCC has the following eLearning options:

**100% Online Programs:** MCC offers over 20 degrees and certificates in 100% online format. Online classes in these programs are conducted exclusively via the Internet but may require proctored exams. Browse our online programs here: <http://www.mesacc.edu/programs/online>

**Online Classes:** If you aren't pursuing an online degree, you may still desire the flexibility of taking an online class along with your on-campus classes. Each semester, MCC offers over 500 courses online.

**Hybrid Classes:** These types of courses combine reduced, regularly scheduled classroom meetings with required learning activities conducted via the internet. In other words you may only meet once per week on campus, but will be required to do assignments online which require 5-10 hours per week during a traditional

three-credit 16-week course. More time is required for accelerated courses.

**Web-Enhanced:** Web-Enhanced classes are face-to-face lecture classes incorporating Internet tools and required learning activities conducted via the Internet. These courses aren't noted as Web-Enhanced in the schedule, but you are encouraged to contact the instructor to inquire about the technological requirements. Many classes at MCC are Web-Enhanced.

### Online Support Services

Free online tutoring: [www.mesacc.edu/students/tutoring/online-tutoring](http://www.mesacc.edu/students/tutoring/online-tutoring)

Ask a librarian - online librarians: [www.mesacc.edu/library/services/ask-librarian](http://www.mesacc.edu/library/services/ask-librarian)

MCC HelpCenter - 24/7 technical support: 480-461-7217

**Register Early:** You are encouraged to register early for online classes as they often fill quickly. This will give you time to gather the information needed to start the class and connect with your instructor. For more information about eLearning at MCC, go to the website at [www.mesacc.edu/elearning](http://www.mesacc.edu/elearning) or call 480-461-7222

**Getting Started:** If you are new to online learning at MCC, take advantage of the Getting Started information on the eLearning website: [www.mesacc.edu/elearning/get-started](http://www.mesacc.edu/elearning/get-started).

### NEW FRONTIERS FOR LIFELONG LEARNING

New Frontiers for Lifelong Learning (NFLL) is a peer led membership organization for older adults that offers opportunity for lifelong learning in a variety of settings. Members participate in interactive study groups as well as travel, social, and volunteer activities.

At NFLL, members learn in a pleasant social atmosphere facilitated by peers. The friendly peer-network environment eliminates the need for grades, quizzes, and prerequisites. Interactive study groups are held at MCC at Southern and Dobson, Red Mountain campus (Power and McKellips Roads), the Downtown Center, and other community locations.

In the fall and spring semesters, free lectures are offered on various afternoons at the college by MCC faculty and other speakers on a wide variety of topics. Please call 480-461-7497 for information about New Frontiers or go to [www.Newfrontiers-mesa.org](http://www.Newfrontiers-mesa.org)

### MCC SUMMER YOUTH COLLEGE

Young people ages 4 to 18 can come to Mesa Community College for a variety of learning experiences designed to let students explore interest areas for now and for future pursuits. Workshops, classes, and camps are offered at the Southern & Dobson Campus in a safe, supervised environment.

Examples of these fun and interesting opportunities include:

- Magic of Musical Theatre Workshops
- Rock Music Camp
- Mesa Youth Acting Academy
- Studio 180 Camp – Video Game Design
- Getting to Know “Alice” – Action Computing
- The Organic Animation Studio
- Fashion Design Camp
- Extreme Sciences & Storm Chasing
- Youth Culinary Camp
- Leadership 101
- Future Leaders’ Academy for the Gifted
- Kickstart for Kindergarten and First Grade
- Action Math and much more...

For additional information please go to [www.mesacc.edu/students/early-college-programs/youth-college](http://www.mesacc.edu/students/early-college-programs/youth-college)

Or call the Center for Community Education at 480-461-7493.

- Computer Technology Courses
- Community Service Projects
- Studio Art Groups
- And much more!
- Hiking Adventures
- Literary Discussions
- Theater Parties
- Leadership 101
- Future Leaders’ Academy for the Gifted
- Kickstart for Kindergarten and First Grade
- Action Math and much more...

For additional information please go to [www.mc.maricopa.edu/communityed/summeryouth.html](http://www.mc.maricopa.edu/communityed/summeryouth.html)

Or call the Center for Community Education at 480-461-7493.

*ABOUT MCC*

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## STUDENT SUPPORT

### STUDENT SUPPORT CONTACTS

Admissions	461-7600
Advisement/Transfer Registration Services	461-7222
Alumni Relations	461-7792
American Indian Institute	461-7931
Athletics	461-7542
Bookstore	461-7225
Career Services	461-7592
Cashier Services	461-7400
Children's Center	461-7082
Community Education/Lifelong Learning	461-7493
Counseling	461-7588
Disability Resources and Services	461-7447
Early Alert Referral System (EARS)	461-7449
Early College Programs (ACE, Hoop of Learning Dual/Concurrent Enrollment)	461-7705
Enrollment Services at Red Mountain	654-7600
ESL Support Services	461-7898
Financial Aid	461-7441
Fitness Center	461-7555
Group Activity Center	461-7578
Health Improvement Center	461-7556
Information - MCC at Red Mountain	654-7200
Information - MCC at Southern and Dobson	461-7000
International Education	461-7756
Learning Enhancement Center (Tutoring)	461-7678
Library Reference Desk	461-7682
Lost and Found	461-7046
Multicultural Affairs & Student Success	461-7288
Multi-Use Computer Lab	461-7098
Outreach & Recruitment	461-7460
Public Safety	461-7046
Records	461-7659
Registration	461-7700
Student Life and Leadership	461-7285
Testing Center Information Services	461-7336
Veterans' Services	461-7425
Writing Center	461-7513

Area code for all numbers is 480

### ADVISEMENT TRANSFER AND REGISTRATION SERVICES

Academic advisors assist students with educational goal planning, individual educational completion plans, selection of appropriate coursework, and guidance in the use of campus resources. They also provide transfer information, resource materials, and appointments with visiting university representatives.

New-to-college students must complete academic advising on campus or through our online advisement services [sa-onlineadvisors@mesacc.edu](mailto:sa-onlineadvisors@mesacc.edu). Continuing students are encouraged to meet with an advisor each semester.

The registration team will assist students with self-enrollment, special registration functions and information regarding [my.maricopa.edu](http://my.maricopa.edu).

For more information, please visit: [www.mc.maricopa.edu/students/advisetransfer](http://www.mc.maricopa.edu/students/advisetransfer) or call 480-461-7222 or in person at Kirk Student Center Enrollment Services office at the Southern and Dobson campus or Enrollment Services at the Red Mountain Campus call 480-654-7600.

The Advisement and Registration Services office also implements the probation and continued probation provisions of the academic standards policies. Students who are on academic probation or continuing probation should meet with an academic advisor as soon as possible. Appointments are made by calling 480-461-7222 or in person at the Kirk Student Center Enrollment Services office at the Southern and Dobson campus and by calling 480-654-7600 for assistance at the Red Mountain Campus.

For more information published by the Maricopa Community College District on this topic, please see the "MCCCD Policies and Procedures" section of this catalog.

### ADMISSIONS

The Office of Admissions provides informational services to students, processes applications for admission to the college, determines residency for tuition purposes, processes name changes, evaluates transcripts from other colleges and posts received

transcripts, processes and verifies credit by exam and credit by evaluation, and assists students through the enrollment process. Call **480-461-7600** for more information.

Effective 07/01/2013 evaluation and posting of credits from other colleges will be done only upon student request. To request processing of a submitted transcript, complete and submit the **College Transcript Evaluation Request** form located at: [www.mesacc.edu/admissions-records/transferring-course-credits](http://www.mesacc.edu/admissions-records/transferring-course-credits)

*For more information published by the Maricopa Community College District on this topic, please see the "MCCCD Policies and Procedures" section of this catalog.*

### ALUMNI RELATIONS

The MCC Alumni Association (MCCAA) is committed to serving and uniting alumni to promote the interests of MCC, its alumni, current and future students, and the community. The Office of Alumni Relations collaborates with members of the Association's board and other MCC departments to keep alumni apprised of campus and association news, provide fellowship and networking opportunities, recognize the accomplishments of MCC's alumni, and identify opportunities for alumni to reconnect with the college and get involved.

All students who earn an associate's degree, certificate of completion, or complete 48 credit hours or more at MCC are considered alumni and members of the MCCAA.

Contact Alumni Relations at **480-461-7792** for additional information or visit [www.mesacc.edu/alumni](http://www.mesacc.edu/alumni)

### AMERICAN INDIAN INSTITUTE

The American Indian Institute (formerly the American Indian Center) was established to address the needs of American Indian students and to serve as a resource on campus and within the community to promote inter-group awareness and understanding. The Institute's personnel encourage a strong working relationship between Mesa Community College and Tribes in order to minimize transition difficulties a student may encounter when leaving his/her home area.

Services provided include: academic advisement, educational planning, enrollment, retention, club advisement, peer support, personal growth experiences, study groups, and participation in cultural events. The Institute also assists with Tribal scholarships to ensure funding sources for the student. Support is offered to encourage students to complete an associate's degree program and also to continue to pursue higher educational goals.

For more information, call **480-461-7931** or visit [www.mesacc.edu/students/american-indian-institute](http://www.mesacc.edu/students/american-indian-institute)

### ASSESSMENT OF STUDENT OUTCOMES WITH STUDENT PARTICIPATION

Each spring during Assessment Week, groups of students are selected to participate in an assessment during a regular class period. Results do not affect students' standing in their course or their grade point average. Rather, overall results are used to document student learning and identify areas for program improvement. Students may also be asked to complete opinion surveys related to academic and student services. In addition, graduate and alumni surveys are gathered. Through student participation in these activities, the college is able to determine the effectiveness of a wide range of programs and services.

### ATHLETICS

Intercollegiate Athletics at Mesa Community College (MCC) is an integral part of the total student experience. MCC is a member of the Arizona Community College Athletic Conference (ACCAC) [www.accac.org/](http://www.accac.org/) and the National Junior College Athletic Association (NJCAA) [www.njcaa.org/](http://www.njcaa.org/)

**Athletic eligibility and scholarships** require that a student athlete have a high school transcript with a graduate date or G.E.D. on file in the Office of Student Records. A first-year participant must be enrolled as a full-time student (minimum of 12 credits) and maintain a 2.0 grade point average (G.P.A.). A second-year participant must be enrolled as a full-time student and have passed 24 credits with a 2.0 G.P.A. prior to the start of the second season.



**Women's athletics** offers teams in eight intercollegiate sports: basketball, cross country, golf, soccer, softball, tennis, track and field, and volleyball. Women desiring to participate in a particular sport should contact the head coach of that sport.

**Men's athletics** offers eight intercollegiate sports: baseball, basketball, cross country, football, golf, soccer, tennis, and track and field. Men desiring to participate in a particular sport should contact the head coach of that sport.

A student athlete should contact the head coach or athletic director for additional information regarding eligibility and athletic scholarships. For information, call **480-461-7542** or visit our website at [www.athletics.mesacc.edu](http://www.athletics.mesacc.edu)

### ATTENDANCE

For more information published by the Maricopa Community College District on this topic, please see the "MCCCD Policies and Procedures" section of this catalog.

### BOOKSTORE

The Bookstore carries everything to make the most of your college experience: used and new textbooks, school supplies, reference books, general reading books, MCC apparel and gifts, and academically priced software. Shop in-store and online at [www.mesaccshop.com](http://www.mesaccshop.com)

The MCC Bookstore offers a textbook rental program as well as digital textbooks.

Visit [Rental Information](#) for more details on our rental program.

Visit [Digital Content](#) for more details on our digital textbook program.

MCC Bookstore at Southern & Dobson **480-461-7225**

MCC Bookstore at Red Mountain **480-654-7696**

### CAREER SERVICES

Career Services offers a variety of resources and assistance to those making decisions related to career and educational planning as well as employment and job searches. Services include computerized career guidance, a virtual Career Center at [www.mesacc.edu/career](http://www.mesacc.edu/career), current labor market information,

guidance on resume preparation, interviewing techniques, internship opportunities, and job search strategies. In addition, job listings are available online through the Maricopa Career Network at [www.maricopa.edu/careers](http://www.maricopa.edu/careers)

For more information on career services, call **480-461-7592** or visit [www.mesacc.edu/career](http://www.mesacc.edu/career)

### CASHIER SERVICES/BURSAR OFFICE

The Cashier/Bursar Office is responsible for collecting and posting payments on students' accounts. The Cashier/Bursar Office oversees monthly tuition payment plans, financial aid disbursement, and the collection of past-due debts. It is important for students to know their payment deadline dates and to familiarize themselves with the refund policy. The refund policy can be found by visiting <https://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations/2-students/2.2-admission-registration-enrollment/2.2.10-refund-policy>. For additional information about services call **480-461-7400** or visit [www.mesacc.edu/students/cashiers/index.html](http://www.mesacc.edu/students/cashiers/index.html)

### CENTER FOR COMMUNITY & CIVIC ENGAGEMENT

#### **Vision**

Our vision is to prepare students to become civically engaged citizens.

#### **Mission**

To promote excellence in teaching and learning through active service. We collaborate with the community, encourage servant leadership, promote personal growth, and foster social responsibility.

#### **Goals**

To promote and build Civic Engagement opportunities across the campus

To assist faculty with incorporating service-learning into their classes.

To help students find appropriate placement sites for service-learning assignments or as a volunteer.

To build working relationships with our community partners while developing reciprocal service-learning opportunities for our students and faculty.



Service-Learning opportunities are incorporated into many classes throughout the college. Interested students can also enroll in 1, 2, or 3-credit service-learning classes in any one of 25 or more academic disciplines and serve at their choice of over 300 community agencies. We also administer some special programs: AmeriCorps, America Reads, Fast Tracking the Dream to College Completion and the President's Volunteer Service Awards.

### Civic Engagement

Definition: Civic engagement encompasses actions to promote the quality of life in the community through both political and non-political processes.

1. Inclusiveness - demonstrate an ability to engage respectfully with others in a diverse society
2. Application of knowledge - apply the knowledge of one's own study and experiences to active and ethical participation in civic life
3. Demonstration of civic identity and commitment - provide evidence of experience in and reflection on civic engagement activities
4. Civic communication - communicate and list to others in order to establish personal and professional relationships to further civic actions
5. Engagement in civic action and reflection - demonstrate the ability to deliberate and collaborate on issues and problems to achieve a civic aim

See the Center for Service-Learning for more information regarding these special programs. For more information, please call 480-461-7393 or visit our website at [www.mesacc.edu/service-learning](http://www.mesacc.edu/service-learning)

### CHILDREN'S CENTER

The Children's Center at Southern and Dobson provides quality childcare for the children of MCC students and employees. The Center is licensed by the Arizona Department of Health Services to provide care for children three years (must be potty-trained) to twelve years of age. The Children's Center offers a variety of experiences in a fun environment for preschool and older children.

The center has a contract with the Department of Economic Security (DES) for students who are

DES-eligible for child care subsidy. The Children's Center is accredited by the National Association for the Education of Young Children. For more information on childcare services, call **480-461-7082** or visit [www.mesacc.edu/children](http://www.mesacc.edu/children)

### CLUBS AND ORGANIZATIONS

Clubs are an important and vital component of the total educational experience at Mesa Community College. Students may participate in programs that encourage interaction with their peers by attending leadership programs, educational field trips and various other events. Clubs and organizations at the college reflect special interests including cultural events, community service projects and forums dealing with today's issues. Students may join a club at any time by contacting the listed advisor or signing up during club sponsored events. For additional information, please contact the Office of Student Life and Leadership at 480-461-7285 (Southern and Dobson campus) or 480-654-7759 (Red Mountain campus).

Active clubs are listed here: [www.mesacc.edu/students/asmcc/check-out-our-cool-clubs](http://www.mesacc.edu/students/asmcc/check-out-our-cool-clubs)

### COMPUTER LAB FOR MULTI-USE

The multi-use computer lab requires that students must be currently enrolled in a computer-based class and have a current MCC ID card properly bar-coded to access the lab. For more information please call **480-461-7098**. The Multi-Use Computer Lab is located just northeast of the clock tower in the center of campus.

#### Fall and Spring Hours:

Monday - Thursday	7:00 AM - 10:20 PM
Friday	7:00 AM - 8:20 PM
Saturday	7:00 AM - 4:20 PM

All computer lab equipment is available on a first-come-first-served basis.

1. Help us maintain a library-like atmosphere by keeping noise levels to a minimum.
2. Turn off beepers and cell phones. Hold quiet conversations.
3. Conserve paper and toner! Limit yourself to 10

## STUDENT SUPPORT

- copies of a document and refrain from printing large jobs, especially heavily graphical websites.
4. Don't bring any food or drinks into the lab. This includes leaving drinks on the tables and filing cabinets by the doors. Keep it all outside. Bottled water with cap is acceptable.
  5. Please ask your guests to wait in the student lounge. Guests are not allowed in the lab. Only registered MCC students are permitted inside the lab. This includes children.
  6. Group projects need to be scheduled with computer lab if space is available.
  7. Never install software on any of the computers.
  8. Practice good desktop housekeeping. Close all programs you've opened. If you've changed the desktop, please put the settings back to the lab defaults when you leave.

### COUNSELING

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The Counseling Department offers students a variety of services to help them address personal, social, educational, and career concerns. Through the department's support and guidance, students are empowered to complete educational and personal endeavors successfully. Academic success, personal well being, and emotional well being are interrelated. Students are invited to take advantage of free, confidential services offered to help them achieve their full potential.

Students are best served through an appointment system to arrange for quality personalized sessions. In crisis situations, no appointment is necessary.

#### **Southern and Dobson Campus**

Counseling Center  
Library LB11, Second Floor  
**480-461-7588**

#### **Red Mountain Campus**

Palo Verde Building  
Office 212  
**480-654-7210**

Services provided by the Counseling Department include:

- Student Opportunities for Success Workshops (SOS)
- First-Year Experience Programs and Workshops
- Math Avoidance Reduction Activities
- Academic Counseling
- Career Counseling
- Academic and Behavioral Interventions

- Conflict Resolution
- Crisis Intervention
- Community Resource Counseling
- Substance Abuse Prevention
- Life Skills Coaching
- Individual and Group Counseling
- Classroom Instruction
- Personal counseling to enhance study experiences
- Volunteerism programs that create supportive relationships among students
- Special events, seminars, workshops, and programs to promote personal safety and well being, and enhance peer support

### DEVELOPMENTAL EDUCATION

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MCC is committed to supporting and promoting student success in a variety of ways. Students who may not be prepared for college-level work can enroll in developmental courses (those numbered below the 100-level) in mathematics, English, and reading. These courses are designed to provide students with the review and skills needed to engage in college-level coursework.

The college offers free tutoring in mathematics, English, and reading at several centers, including those especially designed for students taking developmental courses.

For more information about tutoring in specific areas, contact the department or the Learning Enhancement Center:

**480-461-7678** Dobson & Southern or  
**480-654-7735** Red Mountain

Mathematics **480-461-7076**  
English **480-461-7643**  
Reading **480-461-7020**

### DISABILITY RESOURCES AND SERVICES

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The Office of Disability Resources and Services (DRS) provides assistance to students with disabilities, including those with learning, physical, psychological, and other disabilities. Services include advisement, registration, academic accommodations, and coordination with campus and community services. For more information, call our Southern and Dobson campus at **480-461-7447** or

fax **480-461-7907**. For DRS information at our Red Mountain campus, please call **480-654-7771**.  
[www.mesacc.edu/students/disability](http://www.mesacc.edu/students/disability)

Some of the services offered, depending upon individual need, include the following: scribes and note takers, interpreters, specialized adaptive equipment, emergency wheelchair loan, classroom assistants, special testing arrangements, community referral, academic advisement, and registration assistance. To receive services and accommodations through Disability Resources and Services, students need to provide documentation stating a diagnosis or disability. This documentation must be obtained from a licensed psychologist, psychiatrist, or medical doctor and printed on official letterhead of that person's office. The documentation is submitted to Disability Resources and Services. The documentation is confidential and will be used for the sole purpose of determining which accommodations are appropriate. Please call **480-461-7447**, fax **480-461-7907**, or visit [www.mesacc.edu/students/disability](http://www.mesacc.edu/students/disability)

*For more information published by the Maricopa Community College District on this topic, please see the "MCCCD Policies and Procedures" section of this catalog.*

The Adaptive Lab, located on the first floor of the Paul A. Elsner Library on the Southern and Dobson campus, is a unit of the MCC Disability Resources & Services Department. The Lab provides ADA-compliant computers for access to information and resources needed by students with disabilities. The area's equipment and software includes screen magnification on large-screen monitors, voice recognition software, synthesized voice screen readers, software and equipment to convert text to electronic formats and Braille. In addition to the workstations in this lab, several workstations throughout the building are adjustable height workstations. Please call **480-461-7447** or fax **480-461-7907**.

**Disability parking** spaces are available and designated in all parking lots on campus. In addition, wider spaces for loading and unloading from vans are available in several parking lots. Please note that students with disabilities with a properly

identified vehicle may park in any faculty or staff space as well as in those designated as handicapped areas. Temporary parking permits and information on location of special parking areas are available through Disability Resources and Services. Students whose impairments are not obvious may be required to provide substantiation from a physician of the need for disabled parking privileges. For more information, please visit [www.mesacc.edu/students/disability/](http://www.mesacc.edu/students/disability/)

### DISCIPLINARY STANDARDS

For more information published by the Maricopa Community College District on this topic, please see the "MCCCD Policies and Procedures" section of this catalog.

### EARLY ALERT REFERRAL SYSTEM (EARS)

Early Alert Referral System (EARS) at Mesa Community College is committed to the success of all our students. Numerous campus support services are available throughout your academic journey to assist you in achieving your education goals. MCC has adopted EARS as part of a student success program to aid students in their educational pursuits. Faculty and staff participate by alerting and referring students to campus services for added support. Students may receive a follow up contact from various campus services as a result of being referred to EARS. Connections to campus resources and services can be a great asset to students having a successful semester. Students are encouraged to participate, but these services are optional.

Campus Resource information is available at EARS website: [www.mesacc.edu/ears](http://www.mesacc.edu/ears) or on MCC's homepage click on "Current Students" and then click "Services."

### EARLY COLLEGE PROGRAMS

Early College programs at MCC provide students with an opportunity to earn college credit while they are in high school. ACE (Achieving a College Education) and Hoop of Learning Programs are scholarship programs designed to improve access to higher education and improve success once enrolled in college. Applications for the ACE and

## STUDENT SUPPORT

HOL programs are accepted during the fall of a student's sophomore year in high school. Dual enrollment is the opportunity to take college courses at the students home high school, while concurrent enrollment gives students full exposure to a college course by enrolling in a course on our campus with other college students. Call 480-461-7705 for more information or visit: [www.mesacc.edu/earlycollege](http://www.mesacc.edu/earlycollege)

### ENROLLMENT SERVICES AT RED MOUNTAIN

Enrollment Services at the Red Mountain campus provides students the opportunity to complete essential enrollment functions – admission, placement testing, academic advising, registration, and tuition payment – all in a one-stop environment. Enrollment Services at Red Mountain also provides Student Support Services in the areas of: veterans, financial aid, career and disability resources. Call **480-654-7600** for more information or visit: [www.mesacc.edu/redmountain/](http://www.mesacc.edu/redmountain/)

### ESL SUPPORT SERVICES

ESL (English as a Second Language) Support Services provides informational services to prospective students who wish to enroll in ESL courses. The office assists students through the enrollment process by providing services for admission to the college, academic advisement, and course registration for ESL courses. ESL Support Services is located on the main floor of Kirk Student Center at the Southern and Dobson campus. Please call **480-461-7898** for additional information. For assistance in Spanish, please call **480-461-7455**.

### FINANCIAL AID SERVICES

Students who are attending Mesa Community College and who meet the federal requirements of an eligible student for financial aid may apply for the following types of financial assistance: grants, loans, and work-study. To apply for financial aid, students must complete a FREE Application for Federal Student Aid available at [www.fafsa.gov](http://www.fafsa.gov) For further information please call 480-461-7441 or visit our website [www.mesacc.edu/finaid](http://www.mesacc.edu/finaid)

Students receiving federal financial aid have specific

requirements for academic progress that are applied differently than scholastic standards. Specific information is available at: <http://mesacc.edu/financial-aid/who-eligible/satisfactory-academic-progress>

For more information published by the Maricopa Community College District on this topic, please see the “MCCCD Policies and Procedures” section of this catalog.

### FITNESS CENTER (FC)

The Fitness Center at both Southern & Dobson and Red Mountain features both resistance and cardiovascular exercise equipment including: Cybex exercise equipment, dumbbells and core equipment, Precor cycles, Precor elliptical runners, recumbent bikes, step mills, and treadmills. Use of this facility can provide students with a total body-conditioning program based on their individual goals. For more information contact: Jim Haggerty, Southern and Dobson campus at 480-461-7556 or for the Red Mountain campus, call 480-654-7726.

### GED EXAMS

(See Testing Services)

### GRADUATION

Students must meet all requirements for graduation. Graduation requires a minimum grade point average. Some specific programs have higher-grade requirements. It is the student's responsibility to be aware of these program requirements.

*For more information published by the Maricopa Community College District on this topic, please see the “MCCCD Policies and Procedures” section of this catalog.*

**Graduation with Honors** is possible after all courses used to fulfill graduation requirements, including courses from other accredited institutions, are entered in the grade point average calculation. Students who have the following grade point averages will graduate with the following designations:

3.5 to 3.69	With Distinction
3.70 to 3.89	With High Distinction
3.90 to 4.0	With Highest Distinction



### GRIEVANCES

For more information published by the Maricopa Community College District on this topic, please see the “MCCCD Policies and Procedures” section AR 2.3.5 & Appendix S-6 of this catalog.

### GROUP ACTIVITY CENTER (GAC)

The Group Activity Center (GAC) offers students flexible workout classes in a friendly personalized setting at both Southern & Dobson and Red Mountain. Both day and evening classes are available so students can create their own schedule. Pick up a GAC schedule of classes in any of the Lifetime Fitness facilities. Classes may include: Body sculpting, Boot camp, Cycling, Kick ‘n’ Box circuit, Pilates mat work, Total Body Conditioning, Yoga, Zumba and other cardio and muscle conditioning classes. For more information contact Gail Herndon at **480-461-7578**.

### HEALTH IMPROVEMENT CENTER (HIC)

The Health Improvement Center (HIC) is at Southern & Dobson only. The HIC offers a workout experience in functional resistance training through the use of free motion exercise machines. Sorinex weight lifting platforms, free weights, and dumbbells. Cardio-respiratory fitness can be developed through the use of treadmills, step mills, Precor elliptical runners and Precor cycles. For more information contact: Jim Haggerty at **480-461-7556**.

### HONORS

The Honors Program provides funds to help defray the costs of attending college. The Presidents’ Honors Scholarship currently covers in-state/in-county tuition up to 15 credit hours (plus the \$15 registration fee) per semester, but does not apply to summer sessions. To be eligible, students must enroll at Mesa Community College within the academic year (two academic semesters) following high school graduation without having attended another accredited college or university before enrolling. Students who graduate in the top 20 percent of an NCA-accredited Maricopa County high school class and have either tested into at least ENG101,

MAT120, and CRE101 or have successfully completed the requisite work to be prepared for placement into those courses are eligible to receive the scholarship. Students may also test into the program if they had a final cumulative high school grade point average of 3.0 or higher and tested into the placement tests (WritePlacer score of 6 or higher; Exemption from CRE101; Placement in MAT120 or higher). This is an opportunity for recent high school graduates who are willing to make a commitment to their community and their own future.

Students with at least a 3.25 grade point average and 12 cumulative semester credit hours from the Maricopa Community Colleges may qualify for the Honors Achievement Award of up to \$325.00 each semester. These students will be identified as Honors Students and will be eligible to take honors classes and participate in all honors activities and opportunities.

The Honors Office is located in the Social/Cultural Science Building on the south end of the Southern and Dobson campus. Honors students may register for classes at this location. Call for the registration schedule at 480-461-7079. The Honors Co-Coordinators are: Shereen Lerner at 480-461-7306 and Scott Russell at 480-461-7369. For more information visit our website at [www.mesacc.edu/honors](http://www.mesacc.edu/honors)

For more information published by the Maricopa Community College District on this topic, please see the “MCCCD Policies and Procedures” section of this catalog.

### HOUSING/LIVING ACCOMMODATIONS

Mesa Community College has no on-campus housing. All housing arrangements are the responsibility of the individual student. The Office of Student Life and Leadership provides a free housing directory of local apartments and also provide a listing of roommates. The Housing Guide and Directory are available only to current Mesa Community College students. To view the Housing Guide, please visit [www.collegeapartmentguides.com/mesa/](http://www.collegeapartmentguides.com/mesa/)

Students can also view current listings for rentals and roommates posted by other students. Listings are available in the Office of Student Life and Leadership in the Kirk Student Center at the Southern and Dobson location or in the Mesquite Building at the Red Mountain campus. For more information, please call 480-461-7285 or 480-654-7759 at the Red Mountain campus.

### INTERNATIONAL EDUCATION (IE)

**Our Vision:** To promote global awareness for our campus and community.

**Our Mission:** To develop a Global Center through study abroad programs, international student services, event programming, service excellence, and opportunities for internationalizing the campus with faculty partnerships to encourage global citizenship and student success.

The IE Office offers services for F-1 international students interested in studying at MCC, current international students, and American students interested in studying abroad. IE also serves as a resource for campus international and intercultural initiatives. For more information, please visit [www.mesacc.edu/international-education](http://www.mesacc.edu/international-education) or call 480-461-7756

#### **F-1 International Students**

The International Education Office provides Admissions services to prospective F-1 students, and the following services to all continuing international students who need assistance with: academic and immigration advising, intercultural adjustment, health insurance, housing information, on and off campus employment opportunities, university transfer, changes of major, I-20 extensions, etc. The office also provides support to the International Student Association Club, and organizes cultural activities to enhance the cross-cultural understanding among the domestic and international students for the campus.

#### **Study Abroad**

The International Education Office offers a variety of study abroad programs in different worldwide countries. These exciting programs are developed

and led by our faculty, and provide a great opportunity to learn and travel at the same time. The Coordinator of the program assists in selecting programs, the application process, scholarship and financial aid. All programs require applications and have eligibility requirements. Those forms are available in the International Education Office, online under each program, or on our website at [www.mesacc.edu/international/study-abroad](http://www.mesacc.edu/international/study-abroad)

For additional information on the services provided by International Education, please visit our website at [www.mesacc.edu/international-education](http://www.mesacc.edu/international-education) or call 480-461-7756. You can also email us at the following email addresses:

Prospective F-1 Students: [intladmissions@mesacc.edu](mailto:intladmissions@mesacc.edu)

Current F-1 Students: [ie@mesacc.edu](mailto:ie@mesacc.edu)

Study Abroad Student Inquires: [studyabroad@mesacc.edu](mailto:studyabroad@mesacc.edu)

### LEARNING ENHANCEMENT CENTER (TUTORING AND OTHER ACADEMIC SUPPORT SERVICES)

The Learning Enhancement Center (LEC), located on the first floor of the Paul A. Elsner Library, provides free tutoring in most subjects and other academic support services to help MCC students succeed and excel in their coursework. The Learning Enhancement Center provides a one-on-one and group tutoring with professional and peer tutors, online tutoring, computer-assisted instruction, and study groups. Tutoring is available by appointment or on a drop-in basis at several locations, including the Elsner Library; the Music Building (Building 43); the Math/CSC Center (Building 7); the Physical Science Building Center (PS 100); and the PIRC Lab (Building 42). The Academic Skills Center (EF 1) provides tutoring and computer-assisted instruction for students taking Communication, English, English as a Second Language, and Reading courses below the 100-level. The Math Foundation Center (MS 113) provides tutoring and computer-assisted instruction for students taking mathematics courses up through MAT122.

On the Red Mountain Campus, the Learning Enhancement Center is located on the first floor of the Desert Willow Building. The Biology Center is located in building (S 154) at Red Mountain Campus.

Evening hours are available at many locations. Online tutoring through SMARTTHINKING is available for MCC students from the LEC website and the MyMCC portal. Tutoring in some subjects is available on a 24/7 basis. Other subjects have scheduled hours.

Students are invited to explore the LEC website and learn more about our services. Hours of operation are posted at each location and on the website.

Students who wish to use tutoring services or ask questions about tutoring are welcome to stop by the Learning Enhancement Center. For more information about our services, call 480-461-7678 or 480-654-7735 (for the Red Mountain Campus) or visit [www.mesacc.edu/library/LE](http://www.mesacc.edu/library/LE)

### LIBRARY AND HIGH TECHNOLOGY COMPLEX

The Paul A. Elsner and Red Mountain libraries support research and learning activities on both campuses by providing full service libraries, computer commons, writing centers, and learning enhancement centers that provide tutoring services.

The library collections include print and electronic resources. Web-based resources include the Online Public Access Catalog, which lists the holdings of all college libraries in the Maricopa Community Colleges District, electronic books, numerous periodical and reference databases, and online reference assistance.

In-house reference services offer individual, personalized assistance, and classroom instruction in library research skills. Faculty librarians are available for consultation during the libraries' scheduled hours.

Materials may be checked out at the library circulation desk. Included are materials that instructors have placed on reserve for short-term circulation, interlibrary loan materials obtained from other libraries, and materials from various special

collections. A valid student identification card is required for checking out materials. Loan periods vary from three weeks for general circulation materials to three-day, overnight, or one-hour use for reserve materials. For convenience, an outside book drop is available for returning materials when the library is closed or during vacation periods.

Small group study rooms are available. The library's Southwest Studies Reading Room, located on the third floor of the Paul A. Elsner Library, houses the Southwest Collection and provides a peaceful and beautiful study space.

The Elsner Library also provides academic support for students using a variety of methods and technologies:

Computer workstations are available on both the first and the second floors of the Paul A. Elsner Library on the Dobson and Southern campus. In these workstations, students can access the Online Public Access Catalog (OPAC), which houses the collection of all Maricopa Community Colleges libraries, as well as research databases, the Internet, and college email.

Software is accessible on the first floor of the Paul A. Elsner Library, and it can support coursework. Students can find programs in Anthropology, ESL, Math, Nursing, Physics, Reading, Spanish, and other subjects.

### LOST AND FOUND

(See College Safety)

### MEDIA SERVICES

Media Services is located in the north wing of the Academic Support Building. The center provides video and DVD copies of theater productions, lectures, special events, and some class materials for students for a fee.

If media equipment is needed for a student presentation in the classroom, your instructor must request an AV equipment delivery from the Media Center. This equipment includes, but is not limited to, VHS/DVD players, computers, display devices, flip charts, overhead projectors, and audio equipment. To order equipment, your instructor must call 480-461-7678 at the Southern

and Dobson Campus, or 480-654-7705 at the Red Mountain Campus at least 24 hours before your class presentation. Both centers are open from 7:00 a.m. to 10:00 p.m. Monday through Thursday and 7:00 a.m. to 4:00 p.m. on Friday.

### MULTICULTURAL AND STUDENT SUPPORT SERVICES

The Multicultural Services office works collaboratively with other support services, academic departments, and community groups to provide retention services and programs for historically under-represented groups. The department provides such services as academic advisement, individual education plans, mentoring, leadership training, and cultural events. For more information call 480-461-7453 or visit [www.mesacc.edu/students/multicultural](http://www.mesacc.edu/students/multicultural)

### PARKING

(See College Safety Department and/or Disability Resources for additional information)

Parking permits may be obtained from Academic Advisement located in the Kirk Center or Enrollment Services at the Red Mountain campus. For your convenience, the parking permit form can also be downloaded from the Student Life website at [www.mesacc.edu/students/life/pdfs/permit.pdf](http://www.mesacc.edu/students/life/pdfs/permit.pdf) prior to your visit to campus. Completed form must be submitted to the Office of Student Life and Leadership in the Kirk Student Center or Enrollment Services at the Red Mountain campus. Students must have their enrollment verified and produce a valid photo ID, such as a valid driver's license or other school ID to receive a permit. There is no charge for the permit.

### PETITIONS

The guidelines and approval to circulate petitions may be obtained in the Office of Student Life and Leadership in the Kirk Center or in the Mesquite Building at the Red Mountain campus. Reservation form and information can be found on the Student Life website at [www.mesacc.edu/students/life](http://www.mesacc.edu/students/life) or call 480-461-7285.

### PUBLIC SAFETY DEPARTMENT

The Public Safety Department facilitates the college mission of promoting excellence in teaching and learning by providing a safe and secure campus environment.

In compliance with federal law, MCC Public Safety compiles and reports annual crime statistics to the U.S. Department of Education. Those statistics are available at any time from our office or may be accessed on our website at [www.mesacc.edu/collegesafety](http://www.mesacc.edu/collegesafety)

State-accredited police officers and civilian security personnel staff the Public Safety Department. The office is open 24 hours a day, seven days a week. All emergency matters should be directed to the Public Safety Department. For assistance in an emergency, call 480-461-7777 at MCC at Southern and Dobson, or 480-654-7444 for MCC at Red Mountain or 480-461-6116 at the Down Town Center.

Proper identification may be requested by authorized Public Safety personnel, should the need arise. Students failing or refusing to identify themselves properly:

- Will be asked to leave the campus (if conduct or behavior warrants such action)
- Will be reported to the Dean of Student Affairs

Securing personal property, including motor vehicles, bicycles, mopeds, and motorcycles, is the student's responsibility. Mesa Community College assumes no responsibility for damage to a motor vehicle or for any loss while vehicles are parked or operated on or near the campus. Motorcycles and mopeds can be parked only on crossbars or areas designated for motorcycle parking. Bicycles must be parked in existing bike racks only. Mopeds, bicycles, and/or motorcycles that are found chained or affixed to trees, buildings, or light posts are subject to removal. They will be secured in the Public Safety Office. Owners will be responsible for the cost of the lock or chain cut.

Firearms, explosives, knives, or instruments that can be considered dangerous weapons are prohibited on campus. Only certified police officers are permitted to carry firearms on campus. All persons desiring to bring firearms to campus for classroom



demonstrations or any other academic reason are required to obtain permission first from the Public Safety Office and bring them to the Public Safety Office for examination prior to the demonstration.

Alcohol and illegal drugs are prohibited on campus. Effective July 1, 2012, MCCC becomes smoke-free. Smoking is not permitted anywhere on college property. Students failing to follow the smoking regulation after an appropriate warning will be reported to the Dean of Student Affairs.

Any accidents on campus should be reported to the Public Safety Office. Students can obtain an accident report from the Public Safety Office.

Security escorts are provided to and from parking lots when requested.

Minor vehicle assistance such as dead batteries is rendered to motorists with disabled cars.

Lost and Found is located in the Public Safety Office. Lost and found items and inquiries should be directed to this office. MCC Public Safety is located at the west end of the Social/Cultural Science Building at the Southern and Dobson campus, and in the Ironwood Building at MCC at Red Mountain.

The campuses are normally closed between 11:00 PM and 6:00 AM daily. The Public Safety Office should be notified of any planned activity during those hours.

College traffic/parking regulations are under the jurisdiction of the college administration. Regulations apply to all members of the college community.

- Maximum speed limit on campus is 15 miles per hour.
- Students, faculty, and staff members who operate motor vehicles on campus must register their vehicles with the Public Safety Office or Student Services and display a decal in accordance with current regulations. Registration is free of charge. Employees must register their vehicles at the Public Safety Office. Decals remain in effect for five years from the semester of issue.
- Stop signs, pavement arrows, right-turn-only signs, and other traffic control devices must be observed and complied with. Vehicles must stop

at marked crosswalks to yield to pedestrian traffic within the crosswalks.

- Persons driving on campus must follow directions given by Public Safety officers and furnish student or other identification when requested.
- Vehicles may be parked only in those spaces designated for their particular type of sticker.
- Students may park in any marked parking space except those marked Employee, Handicapped, Maintenance, No Parking, or with a yellow or red curb.
- Faculty and staff may park in any marked space including those marked Employee, but not in those marked Handicapped, No Parking, Maintenance, or with a red or yellow curb.
- Persons having a Handicapped sticker on their vehicle may use any marked space on the campus, including those marked Handicapped. Vehicles having a Handicapped permit may not park on red curbs.
- No vehicle other than an emergency vehicle may be parked along red curbs or in striped areas. These are fire hazard and safety zones, and violators may be towed away without warning.
- No vehicle may be parked in driveways where signs indicate No Parking or in a place not specifically marked for parking.
- Visitors may use visitor parking or any student parking space on a temporary basis.
- Backing into angled parking places is not permitted.
- Skateboards, roller skates, rollerblades, and other similar devices shall not be ridden on the campus.
- Vehicles parked on campus for longer than 72 hours will be towed at the owner's expense.

For more information on MCC parking and traffic policies, visit [www.dist.maricopa.edu/gvpolicy/adminregs/students/](http://www.dist.maricopa.edu/gvpolicy/adminregs/students/)

**Vehicle registration.** Each student who owns or drives a motor vehicle on campus is required to register it and any others that may be parked on campus. Students who purchase or trade a vehicle after the regular registration period must register the

new vehicle immediately, obtain a new decal, and notify Public Safety of the sale of the former vehicle. Temporary parking decals are in the Enrollment Center in the Kirk Center for rented or borrowed vehicles.

Violation of these regulations may result in a citation and fine. In the case of unsafe and/or repeated parking violations, vehicles may be towed at the owner's expense. All monetary fines shall be paid to the college cashier in the Fiscal Office. Payment may be made in person or by mail. Failure to pay or adjudicate a citation within 15 working days of issue date will result in the fine being doubled. In order to insure due process, fines may be appealed to the hearing officer in the Public Safety Office at MCC at Southern and Dobson campus.

Students with unpaid fines will not be able to obtain their transcripts or register for classes. Unpaid fines may be collected via the Arizona Department of Revenue Debt Setoff Program and/or sent to a collection agency. Citations will be enforced for both students and employees. MCC assumes no responsibility for damage to a motor vehicle or for any loss while vehicles are parked or operated on or near the campus.

For more information, visit [www.mesacc.edu/collegesafety/](http://www.mesacc.edu/collegesafety/)

For more information published by the Maricopa Community College District on this topic, please see the "MCCCD Policies and Procedures" section of this catalog.

### RECORDS

The Office of Records maintains the official college transcripts for all students, provides enrollment verification, determines graduation eligibility, establishes student athletic eligibility, and implements the probation and continued probation provision of the academic standards policies. For more information, call 480-461-7659 or visit [www.mesacc.edu/students/admissions/](http://www.mesacc.edu/students/admissions/)

Transcripts are issued upon request only. See "There are Four Ways to Request Transcripts" below.

Students, who wish to transfer to other institutions of higher education, including other Maricopa

Community Colleges, must request their transcripts be sent from the Records Office. Mesa Community College (MCC) will not automatically send transcripts, nor will a university request them for the student. It is recommended that students maintain an unofficial copy of their transcripts for their records. There is no fee for an unofficial transcript. A \$5.00 fee is required for all official transcripts. Cashier Services will send transcripts upon verification of payment.

#### Payment Options

- Pay the fee with the Cashier in the Kirk Center Navajo room (cash, check, money order, credit card, or debit card).
- Pay online when processing your online request (credit card or debit card).
- Mail a check or money order payable to Mesa Community College with your written and signed request.
- Call the Cashier Office and pay over the phone 480-461-7400 (credit card or debit card).

#### There are Four Ways to Request Transcripts

1. Online: [my.maricopa.edu](http://my.maricopa.edu)
2. In Person: Go to the Cashier in the Kirk Center Navajo room and fill out the transcript request form. You must have a photo ID to request an official or unofficial transcript.
3. US Postal Service (Mail):

Mesa Community College Records Office  
Attn. Transcripts  
1833 West Southern Ave.  
Mesa, AZ 85202

Mail a written and signed request or transcript request form, including full name, student ID number, date of birth, telephone number, dates of attendance at MCC, official or unofficial transcript request, name and address of institution where the transcript needs to be sent, sign and date the letter, \$5.00 fee. You may pay by check, credit card, or money order.

4. Fax: 480-461-7255. Be sure to include all the same information as in the mailed request.

Official transcripts will not be issued to students having outstanding debts to any of the Maricopa

Community Colleges. For further information, visit [www.mesacc.edu/students/advisetransfer/transcripts](http://www.mesacc.edu/students/advisetransfer/transcripts)

For more information published by the Maricopa Community College District on this topic, please see the “MCCCD Policies and Procedures” section of this catalog.

### RECRUITMENT

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The primary goal of the Office of Student Outreach and Recruitment Services is to influence, impact and improve college enrollment by developing strategies to attract new and continuing students to Mesa Community College. This goal is accomplished through various programs including but not limited to traditional high school visits, school presentations, participation in college and career fairs, coordinated campus visits and tours and a college-wide open house, all which are delivered through an extensive communication plan utilizing enrollment tracking systems. The Office of Student Outreach and Recruitment Services also creates pathways and early high school bridge programs in an effort to provide a seamless enrollment experience. For more information, please call 480-461-6392.

### RE-ENTRY SERVICES

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Re-Entry Services offers support services to assist nontraditional returning students with the registration process, academic planning, career planning, and adjustment to campus life. Re-entry advisement is available by appointment. For more information, call 480-461-7592 or visit [www.mesacc.edu/students/reentry](http://www.mesacc.edu/students/reentry)

### REFUNDS

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Students who officially withdraw from credit classes within the withdrawal deadlines will receive 100% refund for tuition, class, and registration processing fees. It is the student’s responsibility to know and adhere to payment deadlines for each class. A student may view refund deadline dates online in the Student Services Center found at [my.maricopa.edu](http://my.maricopa.edu)

For more information published by the Maricopa Community College District on this topic, please see the “MCCCD Policies and Procedures” section of this catalog.

### SCHOLARSHIPS

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Mesa Community College offers a variety of scholarships for new and continuing students. Scholarships are not linked to financial aid and require separate applications. Information, applications, resources, and helpful hints for scholarships are available in the Student Financial Services Office, which is located in Building #42. Also visit [www.mesacc.edu/financial-aid/types-aid/scholarships](http://www.mesacc.edu/financial-aid/types-aid/scholarships)

Additional scholarships are available at several departments on campus. In addition, private community organizations and Native American tribes offer scholarships.

The Maricopa Colleges Foundation scholarship application can be accessed online at [www.maricopa.edu/foundation/apply](http://www.maricopa.edu/foundation/apply)

### SMOKE-FREE POLICY

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Effective July 1, 2012, MCCCD becomes smoke-free. Smoking is not permitted anywhere on college property. Students failing to follow the smoking regulation after an appropriate warning will be reported to the Dean of Student Affairs.

### STUDENT ACTIVITIES AND EVENTS

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College activities are an important part of any student’s college experience, regardless of age or background. These activities provide an opportunity for students to interact socially, develop leadership skills, and gain greater understanding of other cultures.

**Student Life and Leadership.** All MCC students are welcome to participate in the diverse activities offered on campus during the year. The MCC Events Programming Council (EPC) assists in the creation of activities that appeal to a variety of interests, from theatre to student clubs. It is not unusual during the year to hear free live music performed on campus, explore different cultures during the various cultural days, or enjoy social activities at either MCC campus. Membership in some organizations is competitive, others by invitation, but the majority are open to any student who is interested. Students

interested in becoming a part of any MCC activity may visit the Office of Student Life in the Kirk Student Center at MCC at Southern and Dobson, or in the Mesquite Building at MCC at Red Mountain campus, where a comprehensive listing is available. Services include: Housing information, student health insurance information, volunteer projects, bus schedules, child care information, food service, and general information. For more information about services offered by the Office of Student Life and Leadership, please visit [www.mesacc.edu/students/life](http://www.mesacc.edu/students/life)

**Bus Services.** Bus passes are available at the MCC bookstore through the MCCC Travel Reduction Program, but subsidies are offered to students in the Office of Student Life and Leadership. To qualify for a student discount, at the time of purchase, the student must be enrolled in 12 or more credit hours. We offer a limited number of 30-day passes each semester, on a first-come first serve basis. Semester passes are sold during the first week prior to the start of the semester. For more information about the Maricopa Community College District reduced fair bus passes, please visit [www.maricopa.edu/trip/busticket.php](http://www.maricopa.edu/trip/busticket.php)

The Valley Metro Bus is available for Dobson Road, north and southbound travel and Southern Avenue, east and westbound travel. Valley Metro bus service is also available to the Red Mountain campus. Bus route 184 (north and southbound Power Road) stops at the circle between Mesquite and Desert Willow buildings.

For specific bus route information, obtain a Bus Book in the Student Life and Leadership information counter located in the Kirk Center or at the MCC Library. You can also refer to their website at [www.valleymetro.org](http://www.valleymetro.org). ASU shuttle services are no longer offered.

**Reduced Fares:** Reduced local fares are also available for youth (ages 6-18), seniors (age 65 and older), persons with disabilities and Medicare cardholders.

Students should be ready to provide proof of eligibility upon boarding. Call the Valley Metro Customer Service at 602-253-5000 for information

on how to apply for a Reduced Fare Certification Card.

**Leadership Opportunities.** The Office of Student Life and Leadership offers various opportunities for leadership development for currently enrolled MCC students. Opportunities include a variety of one-day, weekend and weeklong leadership retreats and programs. For more information, contact the Office of Student Life and Leadership in the Kirk Student Center or the Mesquite Building at the Red Mountain campus. Information on various leadership training opportunities can also be found at [www.mesacc.edu/students/life/opp](http://www.mesacc.edu/students/life/opp) or call 480-461-7285.

**Student Government (ASMCC).** The student body elects the Associated Students of MCC (ASMCC) Executive Board each spring. The ASMCC officers work to serve the needs and interests of MCC students by promoting and maintaining a democratic form of government. The Executive Board appoints the ASMCC Cabinet and Secretariat. ASMCC strives to work with faculty, staff, students, and administration to accomplish this goal. ASMCC represents the student body on various college committees. They also plan activities to meet the intellectual and social needs of MCC students.

The ASMCC Senate includes the ASMCC Cabinet, Independent Senators and a voting representative from each recognized active MCC club or organization. The Senate meets weekly, and all MCC students are invited to attend. Please call the Office of Student Life and Leadership for more details at 480-461-7285 for MCC at Southern and Dobson, or 480-654-7759 for MCC at Red Mountain. The ASMCC office is located in the Office of Student Life and Leadership in the Kirk Student Center.

To participate or get more information, please call 480-461-7278 or visit [www.mesacc.edu/students/asmcc/](http://www.mesacc.edu/students/asmcc/)

**Dance.** In the MCC Dance Program, a student can choose from a variety of one-credit dance movement classes such as Ballet, Tap, Jazz, Modern, Hip Hop, Belly Dancing, Salsa, Swing, Ballroom, Flamenco and Improvisation. MCC also offers three-credit dance humanities lecture courses, such as Introduction to Dance, World Dance Studies and Dance in Popular Culture. Choreography



and Rhythmic Theory for Dance classes are also available as lecture/movement classes. The MCC Dance Program gives beginning, intermediate and experienced dance students an opportunity to perform in an end of the year showcase. More experienced dancers can sign up to be in a formal dance production each semester. Non-audition classes are Dance Workshop and Tap Dance Ensemble. Membership in the MCC Dance Company is by audition only and requires Tuesday/Thursday 12:00-4:00 PM rehearsals in addition to technique class. For more information, please contact Tina Rangel at 480-461-7597, or email [tina.rangel@mesacc.edu](mailto:tina.rangel@mesacc.edu).

**Music.** Opportunities for the pursuit of musical interest may be found in the A Cappella Choir, Madrigal Singers, Music Theatre Orchestra, Vocal Chamber Workshop, Instrumental Ensembles, Band, and Jazz Ensemble. Vocal and instrumental soloists make recitals, competitions, and public appearances. Any MCC student is eligible for admission through audition. Consult the college schedule, or call the Music Department Office for audition dates at 480-461-7577.

Intercollegiate sports at Mesa Community College are an integral part of the total student activity program. MCC is a member of the Arizona Community College Athletic Conference (ACCAC) and the National Junior College Athletic Association (NJCAA). The thirteen colleges that participate in the conference are: Arizona Western, Yuma; Central Arizona, Coolidge; Cochise, Douglas; Chandler-Gilbert Community College, Chandler; Eastern Arizona, Thatcher; Glendale Community College, Glendale; Mesa Community College, Mesa; Paradise Valley Community College, Phoenix; Phoenix Community College, Phoenix; Pima Community College, Tucson; Scottsdale Community College, Scottsdale; South Mountain Community College, Phoenix; Yavapai, Prescott; and Northland Pioneer, Holbrook.

Students desiring to participate in athletics should contact the head coach or the athletic director prior to the start of the season. Student athletes must conform to the eligibility rules established by the NJCAA, ACCAC, and the Maricopa Community Colleges.

The men's athletic program includes:

Fall: Basketball, Cross Country, Football, and Soccer  
Spring: Baseball, Golf, Tennis, and Track/Field

The women's athletic program includes:

Fall: Basketball, Cross Country, Volleyball, and Soccer  
Spring: Softball, Tennis, Track/Field, and Golf.

Please visit [www.athletics.mesacc.edu/](http://www.athletics.mesacc.edu/)

### STUDENT IDENTIFICATION (ID) CARD

All new students will be provided identification cards upon registration at no charge, with verification of enrollment and a valid photo ID, such as a driver's license or another school ID. This is a permanent MCC ID that provides access to college services and activities. Replacements will be provided for a \$5.00 fee. Student IDs are available in the Enrollment Center, located in the Kirk Center or in Enrollment Services at the Red Mountain campus. For information about Student ID cards, please call 480-461-7000 or 480-654-7600 at the Red Mountain campus.

For more information published by the Maricopa Community College District on this topic, please see the "MCCCD Policies and Procedures" section of this catalog.

### STUDENT INSURANCE

Every registered MCC student who is enrolled in an approved credit and/or non-credit class or is engaged in school-sponsored, supervised, approved, and calendared activities in a college of the Maricopa County Community Colleges District is covered during the policy term. This plan applies only to college-related accidents. The student is automatically insured, and the cost is covered in the campus activity fee. Information on filing a claim, detailed brochures, and medical insurance information is available in the lobby of the Kirk Student Center and from the Dean of Student Affairs office located on the top floor of the Kirk Student Center at MCC at Southern and Dobson or in the Office of Student Life and Leadership in the Mesquite Building at the Red Mountain campus.

MCC students are also eligible to purchase an injury

and sickness insurance plan for themselves and their family. Brochures can be obtained in the Office of Student Life in the Kirk Student Center or in the Mesquite Building at the Red Mountain campus. You can also view the brochure or enroll online at [www.renstudent.com/mcccd](http://www.renstudent.com/mcccd). For more information, please call 480-461-7285 or 480-654-7759 at the Red Mountain campus.

### TECHNOLOGY SUPPORT

Technology support services are available to students, faculty, and staff for technology related questions and assistance. Technology Support Services staff members assist students with use of their college email accounts. Students and employees are encouraged to call Technology Support Services if they have questions or need help with:

- Creating their email account
- Using their email account
- Resetting email passwords
- Configuration of email clients
- Sending/receiving/reading email not related to other ISPs (Internet Service Provider)
- Accessing the MCC website
- General questions about email
- Browser usage

Assistance is available via the Internet on the Technology Support Services website at [www.mesacc.edu/its/](http://www.mesacc.edu/its/) or by email at [tss@mesacc.maricopa.edu](mailto:tss@mesacc.maricopa.edu) or by phone at 480-461-7217.

### TESTING SERVICES AND PLACEMENT TESTING

Students must create a student account and apply for college admissions prior to taking their placement tests. New students can apply for admissions in-person at any of the MCC campuses, or online at [my.maricopa.edu](http://my.maricopa.edu).

New-to-college students must complete English, Reading and Math placement testing prior to academic advisement and registration.

Placement testing is also required for students enrolling in more than seven (7) credit hours, or concurrently enrolled in high school and college at the same time. Placement testing is offered at

both our Southern and Dobson and Red Mountain campuses. Students should allow 2-1/2 hours to complete all three placement tests. Photo ID and your Maricopa Student ID number are required for all testing services. Sample questions are available on our website: [www.mesacc.edu/testing](http://www.mesacc.edu/testing)

Placement testing is computer-based with no time limit. Allow enough time. The testing schedule hours may change during peak registration times and during the summer months. (NOTE: English as a Second Language is a paper and pencil test with a 45-minute time limit.)

The HESI A2 exam is offered at the Mesa Community College Red Mountain campus Mesquite Building, Enrollment Services located at Power Road & McKellips Road in East Mesa. Please call the Testing Services at Red Mountain for more information: 480-654-7811. A testing fee of \$40.00 must be paid to the Cashier's office in advance. A copy of the paid receipt and a photo ID must be presented at the test location to be eligible to take the HESI-A2 exam.

### TESTING SERVICES HOURS:

Monday - Thursday 8:00 AM – 7:00 PM  
(summer hours are 7:00 AM – 6:00 PM)  
(Testing Services is closed on Fridays from mid-May through the end of July)

(The last test is given out one hour before the office closes)

Red Mountain location is Enrollment Services, Mesquite Building 480-654-7811

Southern/Dobson location is the Elsner Library, 3rd Floor, Bldg. 11 480-461-7336

For more information published by the Maricopa Community College District on this topic, please see the "MCCCD Policies and Procedures" section of this catalog.

The GED is a High School Equivalency Test and is currently offered through authorized and certified PearsonVue Testing Centers. Registration for the actual GED exam is available on the PearsonVue website along with sample materials. Start the process at this website: [www.GED.com](http://www.GED.com)

## STUDENT SUPPORT

All GED testing is scheduled using the [www.GED.com](http://www.GED.com) website. The actual GED test will be taken in-person at an approved PearsonVue site. The High School Equivalency exam is administered by appointment only. This is a community service available to anyone who is 16 years of age or older. Persons under 18 years of age require additional documentation. Two official forms of government issued identification are required and a fee is charged. The GED exam is available in English, Spanish, and French languages. Special accommodations may be approved for people with documented physical and learning disabilities.

GED Certificates of Equivalency are issued by Arizona State Department of Education. Please call 480-461-7480 for more information regarding the GED test.

GED preparation classes are offered through our Community Outreach Center:  
[www.mesacc.edu/outreach](http://www.mesacc.edu/outreach)

For information regarding GED preparation classes in either English or Spanish, please call 480-461-6200

Student make-up exams are available for students who miss an exam in class due to illness, schedule conflicts, personal circumstances or the need for special accommodations. Students should work with their instructors to see if this is an option and to make arrangements to use this service. Photo identification is required for make-up exams.

Private testing rooms, visual enlargers, and other services are available for students with special needs and arranged through the Disability Resources and Services.

### THEATRE ARTS

Several dramatic productions are staged at MCC during the year. Auditions for each production are open to all students in the college, whether or not they are enrolled in theatre classes. Audition dates and times will be posted around the Theatre Outback at the south end of campus and are also available through the Theatre Office and website. Production rehearsals are usually held in the evenings, although some afternoon rehearsals may be required. All rehearsals are at the discretion of the director.

Students interested in working on productions (acting, stage construction, lighting, costuming, make-up, etc.) should contact the Theatre Office at 480-461-7170 or the director at the time of the auditions.

The Stage Door Players is the student theatre club at MCC. It is devoted to developing, promoting, and publicizing the theatre events at the college. Working on the Theatre Department productions attains membership. All students are invited to participate. For more information, call Kevin Dressler, Kara Thomson, or Marisa Estrada in the Theatre Department or visit [www.mesacc.edu/programs/theatre-arts/](http://www.mesacc.edu/programs/theatre-arts/)

To watch a variety of MCC plays, season tickets are available. Regular ticket prices are:

MCC students \$7.00   Seniors \$8.00  
Faculty/Staff \$10.00   General Public \$12.00  
Children under 5 not allowed

### TRAVEL FOR STUDENTS

As a college sanctioned activity, students participating in group travel are required to abide by set policies and procedures. Some of the regulations for students on college-sponsored trips are listed below. All participating students will be required to adhere to established policies and procedures.

- Participants must complete all required college travel forms before taking a college-sponsored trip and in some cases attend required orientations. Please contact the Office of Student Life and Leadership for required forms.
- All students officially representing the college are required to travel to and from the travel site with the college group to which they belong.
- The registered occupants of hotel rooms are financially responsible for any damage or theft that occurs in their respective rooms. Such occupants are also responsible for charges against their room, such as telephone calls, Internet services, etc.
- All attendees are required to participate in each activity listed on the daily agenda. Students without the approval of their advisor(s) will make no deviations to the schedule.
- Participants are expected to conduct themselves in a manner which:

- Reflects positively on themselves, the club/ organization/team, the college, and the district
  - Reflects commitment to integrity in personal, social, and academic involvements
  - Is respectful of others and worthy of respect from others
- The use of non-prescription drugs and/or alcohol is strictly forbidden according to the policies of the MCCCCD. Students are expected not only to refrain from consumption of alcohol and/or drugs, but also to actively discourage others from consumption of these substances.
  - Any student violating these travel regulations and/or the student code of conduct may be sent home and may be required to reimburse the college for the full cost of the trip and may result in disciplinary action.

Additional information on student travel is available from the Office of Student Life and Leadership and the Dean of Student Affairs.

### TUTORING

(See Library and High Technology Complex)

### VETERANS' SERVICES

The Veterans' Services office assists qualified students with veteran/dependent educational benefits. Veterans' benefits are available to veterans and children or spouses of veterans or 100% permanently disabled veterans. To secure benefits, the student must apply through the Veteran Services office.

The Veterans' Services office provides one-stop enrollment service. A veteran/dependent of a veteran has an opportunity to receive academic advisement, course registration, and assistance with financial aid. Please visit our office and complete the veterans'/ dependent packet today. For more information call MCC at Southern and Dobson 480-461-7425 or MCC at Red Mountain 480-654-7600. [www.mesacc.edu](http://www.mesacc.edu).

[edu/students/veterans](http://www.mesacc.edu/students/veterans)

For more information published by the Maricopa Community College District on this topic, please see the "MCCCCD Policies and Procedures" section of this catalog.

### THE WRITING CENTER

The Writing Center provides free tutoring by faculty for any class-related writing assignment and offers one-credit classes in spelling, vocabulary improvement, grammar, and mechanics. Students can also use computers and word processing software. The Writing Center, located on the ground floor of the Paul A. Elsner library, is open Fall/Spring 8:00 AM to 8:00 PM, Monday through Thursday, and from 8:00 AM to 4:00 PM on Friday; Summer Monday through Thursday 9:00 AM to 7:00 PM. Appointments are required for tutoring; no appointments are needed to use the computers, which are available on a first-come/first-served basis.

For more information or to schedule an appointment, call: 480-461-7513 or visit [www.mesacc.edu/dept/d13/eng/writing\\_center](http://www.mesacc.edu/dept/d13/eng/writing_center)





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### ADMINISTRATION OF JUSTICE STUDIES

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Bert Ouderkirk, Chairperson: 480-461-7142  
Building SC 14  
[www.mesacc.edu/programs/departments/administration-of-justice](http://www.mesacc.edu/programs/departments/administration-of-justice)

The Administration of Justice programs prepare students for careers in all phases of criminal justice. Students can choose from a variety of courses and programs in:

- Administration of Justice Studies
- Police Science
- Judicial Studies
- Victimology
- Forensic Investigation
- Legal Studies

For specific degree and certificate requirements, see Career and Technical Programs.

Students who plan to major in any of the justice studies programs are strongly encouraged to meet with an AJS advisor. AJS advisors are familiar with career-entry requirements and can guide students in making appropriate decisions concerning the correct course of study.

All residential faculty in the AJS program actively participate in faculty advisement for AJS majors. Students may contact the AJS Program office at 480-471-7080 or email [barbara.lyne@mesacc.edu](mailto:barbara.lyne@mesacc.edu) to schedule an advisement appointment or request a packet of information.

#### Carrying Concealed Weapon (CCW) Class

AJS151 Firearms I is offered for those interested in obtaining a concealed weapon permit or who would like to attend an introductory course on firearm safety and use. Classes are offered on weekends (all day Saturday and Sunday) with qualifying held at local firearm ranges. The course carries one college credit and is more affordably priced than other similar classes offered in the community.

Note: The class is open to all students 18 or older, but you must be at least 21 years old to be eligible for the CCW permit.

#### Internships

Options for hands-on learning and experiences in the field are available through the internship program.

### AFRICAN-AMERICAN STUDIES

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Annalisa Alvrus, Chairperson: 480-461-7913  
Building SC 14  
[www.mesacc.edu/programs/departments/cultural-science](http://www.mesacc.edu/programs/departments/cultural-science)

African-American Studies is one of the disciplines within the Cultural Science Department. The discipline provides students with the opportunity to learn about the histories, languages, cultures, arts, and contemporary situation of peoples of African-American descent. Courses offered include:

- AFR110 Introduction to African-American Studies
- AFR202 Ethnic Relations in the United States
- AFR203 African-American History: The Slavery Experience
- AFR204 African-American History: Reconstruction to the Present

### AGRICULTURE

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Peter Conden, Program Director of Agribusiness and Urban Horticulture: 480-461-7125  
Building TC 50  
[www.mesacc.edu/programs/urban-horticulture-agribusiness](http://www.mesacc.edu/programs/urban-horticulture-agribusiness)

The Agribusiness/Urban Horticulture program prepares students for careers in all phases of agricultural and horticultural production and management. Students can choose from a variety of courses and programs in:

- Agribusiness
- Urban Horticulture

For specific details about these programs, see Career and Technical Programs.

While less than 5% of jobs in agriculture are farming, there are many career options in agriculture and horticulture across the U.S. and internationally. Further, there are many opportunities for independent business owners in these fields as well as opportunities with local, state, and federal government agencies.

As part of the Applied Sciences Department, the program maintains labs and equipment to provide both knowledge and hands-on skills. There is a five-acre land laboratory on the southeast corner of the MCC at Southern and Dobson campus which includes a greenhouse, shade house, citrus orchard, deciduous fruit orchard, grape vineyard, experimental turf plots, AZMET weather station, and a community garden. Laboratory facilities include a soils lab, tissue culture lab, and computer lab for use by students.

## INSTRUCTIONAL PROGRAMS

The program supports student success in several ways. Students can schedule one hour per week free tutoring in one or more courses. Each student works with faculty to write an individual education plan laying out semester-by-semester coursework. Students are tracked through graduation and beyond, and faculty advise students who wish to transfer to university programs.

The Horticulture program is sanctioned by the Arizona Landscape Contractors' Association, the Arizona Nursery Association, and the Arizona Federation of Garden Clubs.

The industry members provide internship opportunities.

Horticulture students take an annual southern California tour in spring, funded by plant sales and other fundraising opportunities. Students design and install landscaping projects on campus including water features in the Student Advisement area. Students also assist with career-related events at ASU Polytechnic.

The Arizona Nursery Association, the Arizona Landscape Contractors' Association, and the Arizona Federation of Garden Clubs provide scholarships to support MCC students. Contact the program office for applications and details.

### AMERICAN INDIAN STUDIES

Annalisa Alvrus, Chairperson: 480-461-7913  
Building SC 14

[www.mesacc.edu/programs/departments/cultural-science](http://www.mesacc.edu/programs/departments/cultural-science)

American Indian Studies is one of the disciplines within the Cultural Science Department. The discipline provides students with the opportunity to learn about the histories, languages, cultures, arts, and contemporary situations of American Indian nations and people. Courses offered include:

AIS101	Survey of American Indian Issues
AIS110	Navajo Government
AIS140	American Indian History
AIS141	Sovereign Indian Nations
AIS213	American Indian Religions

### AMERICAN SIGN LANGUAGE

See World Languages

### ANTHROPOLOGY

Annalisa Alvrus, Chairperson: 480-461-7913  
Building SC 14

[www.mesacc.edu/programs/departments/cultural-science](http://www.mesacc.edu/programs/departments/cultural-science)

Anthropology includes archaeology, biological anthropology, forensics, cultural anthropology, and linguistics. Anthropology faculty and students are engaged in the active use of technology in the classroom, service-learning and internships, field trips, guest speakers, educational visits to schools, field work, and study abroad and international programs. In addition to traditional anthropology course offerings, we have courses in forensics, museum study, field archaeology, and laboratory methods. There is an active student anthropology club that provides students the opportunity to participate in special field trips, activities, and guest speakers. Academic advisement for students planning to major in anthropology is provided by anthropology faculty.

#### If You Plan to Major in Anthropology

Anthropology prepares students for excellent jobs and opens doors to various career paths: the course of study provides global information and thinking skills critical to succeeding in the 21st century in business, research, teaching, advocacy, and public service. Anthropologists are strongly represented in every aspect of the academic, public, non-profit, and corporate sectors (e.g., research institutes, museums, international business, corporate research, health, and cultural resource management). Many positions in these fields are open to people with BA degrees.

The three public Arizona universities all require the following courses for the anthropology major:

ASB100	Introduction to Global Health
ASB102	Introduction to Cultural and Social Anthropology
ASM104	Bones, Stones, and Human Evolution
ASB222	Buried Cities and Lost Tribes: Old World OR
ASB223	Buried Cities and Lost Tribes: New World
Depending on the university you plan to transfer to, the following courses may also be recommended:	
ASB202	Ethnic Minorities in the United States
ASB211	Women in Other Cultures
ASB214	Magic, Witchcraft, and Healing: An Introduction to Comparative Religion
ASB220	Anthropology Goes to the Movies
ASB226	Human Impacts on Ancient Environments
ASB230	Principles of Archaeology
ASB231	Archaeological Field Methods
ASB235	Southwest Archaeology

## INSTRUCTIONAL PROGRAMS

- ASB245 Indians of the Southwest
- ASB252 Anthropology of Sport
- ASB253 Death and Dying Across Cultures
- ASM265 Laboratory Methods in Archaeology
- ASM275 Introduction to Forensic Anthropology

### ARABIC

See World Languages

### ARCHITECTURE

Bob Bonura, Chairperson: 480-461-7137  
Building TC 50  
[www.mesacc.edu/programs/architecture](http://www.mesacc.edu/programs/architecture)

Mesa Community College offers three tracks of study as part of the AAS degree in Architecture along with five certificates. The three tracks are Design, Drafting, and Urban Development. The five certificates are: Computer Aided Design & Drafting (CADD: Level I), Architecture Residential Drafting (CADD: Level II), Architecture Commercial Drafting (CADD: Level II), Architectural Detailing (CADD: Level III), and Architectural CADD (CADD: Level III). All student advising is conducted by the faculty in the program area during faculty office hours or by appointment. All three tracks are transferable to ASU East with many courses transferable to the Architecture program at ASU Main. The program is committed to student success and offers the following lab services to support student learning.

1. TC102 is a multi-station combination drafting and computer lab for courses such as Intro to Environmental Design, Design Foundation, and Residential & Commercial Drafting. Coursework includes manual architectural drafting for residential and commercial application, building construction methods, materials, and equipment, and survey of design through historical evaluation of built environments and the works of well-known architects. Open lab hours are posted.
2. TC108 is a multi-use computer lab used mainly for various computer-aided design and drafting courses utilizing software that is current within the architecture and construction industry. Open lab hours are posted.

Internship and service-learning courses are available to students who are interested in getting training in the architecture and construction industry. Students can gain work experience in private or public firms and agencies toward achieving their professional goals.

For specific details about this program, see Career and Technical Programs.

### ART

Sarah Capawana, Chairperson: 480-461-7524  
Building AC 30  
[www.mesacc.edu/programs/departments/art-photography](http://www.mesacc.edu/programs/departments/art-photography)

The mission of the Art Department is to support a learning environment that encourages visual literacy, promotes the aesthetics of cultural diversity, enhances the quality of life, and provides our students with the opportunity to develop the skills and techniques necessary to be successful in the field of art.

The Art Department offers courses, degrees, and programs in:

- Art (ART)
- Art History (ARH)
- Digital Arts (ART)

Art exhibitions will be on display in the new campus Art Gallery. Exhibitions will include; the annual Art Student Show, the Art Faculty Show, and exhibits by nationally known artists. Lectures and workshops are held throughout the year for our students and the public. Empty Bowls is an annual fundraiser organized by ceramics faculty and students, which raises money for local food banks.

#### If You Plan to Major in Art

It is recommended that students planning to transfer as art majors to a four-year college or university take a planned set of courses leading to an Associate in Arts, Fine Arts. The AA-FA is a general degree that includes special requirements enabling art majors to graduate from MCC after earning 63 credit hours. The basic studio art courses required for most art majors planning to transfer to a four-year institution include:

- ARH101 Prehistoric Through Gothic Art
- ARH102 Renaissance Through Contemporary Art
- ART111 Drawing 1
- ART112 Two Dimensional Design
- ART113 Color
- ART115 Three Dimensional Design

Students planning to specialize or major in the following areas of art should take the following classes in addition to the foundation courses:

- Ceramics – Ceramics I
- Photography – Photography I
- Painting – Painting I
- Art Education – Painting I and Photography I
- Art History – ARH101 and ARH102



## INSTRUCTIONAL PROGRAMS

Please consult an academic advisor and a college or university catalog to assure compliance with the specific requirements of the institution where you want to transfer.

The Art Department also offers the Associate of Applied Science (AAS) and Certificate of Completion (CCL) in the following areas of specialty:

- Digital Arts Photography
- Digital Arts Illustration
- Digital Arts Graphic Design
- Digital Arts Web Design

See Career and Technical Programs for more information on the Digital Arts degree.

Please check our website at: [www.mc.maricopa.edu/dept/d04/art](http://www.mc.maricopa.edu/dept/d04/art) for the most recent information.

### ASTRONOMY

David Nachman, Chairperson: 480-461-7015  
Building PS

[www.mesacc.edu/programs/departments/physical-science](http://www.mesacc.edu/programs/departments/physical-science)

Astronomy is one of the disciplines of the Physical Science Department. For more information on the department, see Physical Science.

Astronomy classes appeal to those who are considering majoring in one of the physical sciences or who simply want to expand their knowledge in this field.

#### If You Plan to Major in Astronomy

Public Arizona universities offer baccalaureate programs to those who wish to major in astronomy:

NAU	BS	Astronomy
NAU	Merged	BS Physics and Astronomy
UA	BS	Astronomy
ASU	BS	Earth and Space Exploration
ASU	BS	Physics with Astronomy Emphasis

These universities require or accept the following courses for astronomy majors:

MAT231	Calculus with Analytic Geometry II
MAT241	Calculus with Analytic Geometry III
PHY121	University Physics I
PHY131	University Physics II

### AUTOMATED MANUFACTURING

See Electromechanical Automation or Manufacturing

### AUTOMOTIVE PERFORMANCE

Bob Bonura, Chairperson: 480-461-7173  
Building TC 50

[www.mesacc.edu/programs/automotive-performance](http://www.mesacc.edu/programs/automotive-performance)

Automotive Performance is designed to prepare students to be automotive technicians. Emphasis is placed on developing good diagnostic skills. Graduates will possess a minimum of entry level skills. Graduates will be able to pass the national ASE Certification Tests upon completion of the coursework. This will supply the graduate with marketable skills to enter the job market. The program is designed to provide “hands-on” experience in a “live” working environment similar to the service industry. In addition to the degree program, five certificate programs are also available: Engine Performance and Diagnosis; Air Conditioning; Brakes, Alignment, Suspension and Steering; Transmissions and Power Trains; and Automotive Electrical Systems.

For specific details about this program, see Career and Technical Programs.

### BIOLOGY

See Life Science

### BUSINESS AND INFORMATION SYSTEMS

Preston Cameron, Chairperson: 480-461-7714  
Building BP 43A

[www.mesacc.edu/programs/departments/business-information-systems](http://www.mesacc.edu/programs/departments/business-information-systems)

The emphasis of Business and Information Systems is to provide quality academic coursework, for competency and application-based learning utilizing state-of-the-art technologies to prepare students with marketable skills that are responsive to the current needs of a variety of workplace settings, and to prepare students to transfer to a four-year university.

The Business area of the department offers courses in:

- Accounting (ACC)
- Entrepreneurial Studies (EPS)

## INSTRUCTIONAL PROGRAMS

- General Business (GBS)
- Hotel and Restaurant Management (HRM)
- International Business (IBS)
- Management (MGT)
- Marketing (MKT)
- Real Estate and Appraisal (REA)
- Total Quality Management (TQM)
- Small Business Management (SBS)

The department also offers courses in Computer Information Systems (CIS), Business and Personal Computers (BPC), Fashion Merchandising and Design (TEC), and Office Automation Systems (OAS). See Computer Information Systems, Fashion Merchandising and Design, and Network Academy for details on these courses.

Please see Network Academy for information on courses, certificates, and degrees in network administration and security. For additional information on the Network Academy, visit [bii.mc.maricopa.edu](http://bii.mc.maricopa.edu)

Faculty advisement is available by appointment and drop-in. Faculty advisors are also available in the Multiuse Lab in BA1S the week prior to classes starting each semester.

The department has computer labs available for student use at the following campuses:

MCC at Southern and Dobson Multi-use Lab (BA3E)

Just north of the Clock Tower

Operating hours during the Fall and Spring semesters are:

Monday through Thursday 7:00 AM – 10:20 PM  
Friday 7:00 AM – 8:20 PM  
Saturday 7:00 AM – 4:20 PM

Hours vary during holidays and summer. For holiday and summer hours, please visit the lab for current information.

All labs are closed on Sunday.

MCC at Red Mountain Library/Information Commons, Second Floor

Operating hours during the Fall and Spring semesters are:

Monday through Thursday 7:30 AM – 9:30 PM  
Friday 7:30 AM – 5:00 PM  
Saturday 10:00 AM – 2:00 PM

## BUSINESS AND PERSONAL COMPUTERS

See Computer Information Systems

## CHEMISTRY

David Nachman, Chairperson: 480-461-7015

Building PS 8

[www.mesacc.edu/programs/departments/physical-science](http://www.mesacc.edu/programs/departments/physical-science)

Chemistry is one of the disciplines in the Physical Science Department. For more information, see Physical Science.

Chemistry courses are offered for those who want to fulfill their general education requirements, pursue healthcare and scientific majors, and expand their knowledge of this field.

### If You Plan to Major in Chemistry

The three public Arizona universities offer a variety of baccalaureate programs for students who wish to major in chemistry:

ASU	BA	Chemistry
ASU	BS	Chemistry
ASU	BSC	Chemistry: Biochemistry Emphasis
ASU	BS	Biochemistry
NAU	BS	Chemistry
NAU	BS	Chemistry (with emphases)
NAU	BS	Environmental Chemistry
NAU	BS	Geochemistry
UA	BA	Chemistry*
UA	BS	Chemistry*

May be satisfied by an Associate in Science (AS) pathway. See Associate Degrees and Certificate Programs for more information.

These universities all require or accept the following courses for chemistry majors:

MAT220	Analytic Geometry and Calculus I
	OR
MAT220	Analytic Geometry and Calculus I
MAT231	Calculus with Analytic Geometry II
	OR
MAT231	Calculus with Analytic Geometry II
CHM151 and CHM151LL	General Chemistry I and lab
CHM152 and CHM152LL	General Chemistry II and lab
OR	
CHM235 and CHM235LL	General Organic Chemistry I and lab
AND	
CHM236 and CHM236LL	General Organic Chemistry IIA and lab
	OR
PHY121	University Physics I
PHY131	University Physics II

## INSTRUCTIONAL PROGRAMS

### CHICANA/CHICANO STUDIES

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Annalisa Alvrus, Chairperson: 480-461-7913  
Building SC 14  
[www.mesacc.edu/programs/departments/cultural-science](http://www.mesacc.edu/programs/departments/cultural-science)

Chicana/Chicano Studies is one of the disciplines within the Cultural Science Department. The discipline provides students with the opportunity to learn about the histories, languages, cultures, arts, and contemporary situations of peoples of Mexican descent. Courses offered include:

CCS101 Chicana and Chicano Studies  
CCS111 Introduction to Chicana and Chicano Culture  
CCS211 Chicano Culture and Health

### CHINESE

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See World Languages

### COMMUNICATION

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Susan Olson, Chairperson: 480-461-7793  
Building AC 30  
[www.mesacc.edu/programs/departments/communication-theatre-arts-film](http://www.mesacc.edu/programs/departments/communication-theatre-arts-film)

Communication skills are essential to daily living and success on the job. Those who are skilled in communication have an advantage when it comes to job placement and promotion. Presentational, interpersonal, and teamwork skills top the list of competencies employers desire in their workforce. Study and practice in Communication also helps to build positive relationships with family and friends, in addition to clients, patients, and customers.

Our Communication Faculty are dedicated teaching professionals with backgrounds in business management, business consulting, performance, rhetoric, and team building. The department is committed to student success, and faculty members are available for one-on-one assistance and advisement. In addition, the department offers the following opportunities for student involvement:

#### Communication Honor Society

The Communication Department is affiliated with the National Communication Association the Arizona Communication Association Sigma Chi Eta, is the undergraduate honor society for Communication majors.

#### Certificates

The Communication Department offers three certificates in Communication:

- Communication Skills for Non-Native English Speakers
- Oral Communication Fluency for Non-Native English Speakers
- Communication Competence in the Workplace

#### If You Plan to Major in Speech Communication

All three Arizona public universities offer bachelor's degree programs in this field:

ASU	BA	Communication
ASU West	BA/BS	Communication Studies
NAU	BA/BS	Speech Communication
UA	BA	Communication

The three public Arizona universities all require the following courses for the Communication major:

COM100 Introduction to Human Communication  
COM225 Public Speaking

Depending on the university to which you plan to transfer, the following courses may also be recommended:

COM110 Interpersonal Communication  
COM207 Introduction to Communication Inquiry  
COM230 Small Group Communication  
COM259 Communication in Business and Professions\*  
COM263 Intercultural Communication  
COM271 Voice and Diction

\*For non-Communication majors. COM259 meets the business requirement for accounting majors, media arts, and other disciplines.

### COMPUTER INFORMATION SYSTEMS

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Preston Cameron, Chairperson: 480-461-7714  
Bethann Partin, BPC/OAS Director: 480-461-7764  
Deb LaVergne CIS Director: 480-461-7754  
Burton Borlongan, CIS Director: 480-461-7463  
Bob Samson, Network Academy Director: 480-461-7744  
Network Academy, Building BA 40  
[www.mesacc.edu/programs/departments/business-information-systems](http://www.mesacc.edu/programs/departments/business-information-systems)

Computer Information Systems, Business Personal Computers, and Office Automation Systems are disciplines within the Department of Business. For more information on the department, see Business and Information Systems or the departmental website at: [www.mc.maricopa.edu/dept/d07](http://www.mc.maricopa.edu/dept/d07)

## INSTRUCTIONAL PROGRAMS

The Business and Personal Computers and Computer Information Systems area of the department offers certificates, degrees, and courses in:

- Computer Information Systems (CIS), such as Introduction to Computer Information Systems including CIS105, which is a transfer course to the Arizona universities, introduction to electronic game technology, programming, web technology, software quality assurance, and a variety of software applications
- Business and Personal Computers (BPC), including BPC110, Computer Usage and Applications, which satisfies the CS requirement at ASU, and a variety of BPC and OAS classes related to keyboarding and applications
- Office Automated Systems (OAS), including Business English and Typing.

The department is a Microsoft Office Specialist (MOS), IC3, and CIW Testing Facility.

Please see Network Academy for information on courses, certificates, and degrees in network administration and security.

The department has computer labs available for student use at the following campuses:

MCC at Southern and Dobson Multi-use Lab (BA3E)

Just north of the Clock Tower

Operating hours during the Fall and Spring semesters are:

Monday through Thursday	7:00 AM – 10:20 PM
Friday	7:00 AM – 8:20 PM
Saturday	7:00 AM – 4:20 PM

MCC at Red Mountain Library/Information Commons, Second Floor

Operating hours during the Fall and Spring semesters are:

Monday through Thursday	7:30 AM – 9:30 PM
Friday	7:30 AM – 5:00 PM
Saturday	10:00 AM – 2:00 PM

## COMPUTER SCIENCE

Daphne Rossiter, Chairperson: 480-461-7349  
Building MC 5

[www.mesacc.edu/programs/departments/mathematics-computer-science](http://www.mesacc.edu/programs/departments/mathematics-computer-science)

The Mathematics/Computer Science Department offers courses and programs in mathematics (MAT) and computer programming and system analysis (CSC). You can take all of the courses required for the first two years of any public Arizona university math or computer science program

through this department.

Courses are offered in traditional classroom settings, at different campuses and sites, and in flexible formats such as distance learning. The Math/Computer Science Department offers faculty advisement on a drop-in basis for those planning to major in math or computer science.

### If You Plan to Major in Computer Science

There are many academic and professional opportunities open to those who study computer science. Public universities in Arizona offer a variety of bachelor's degree programs in this field:

ASU BS Computer Science (Engineering Applied Sciences)  
NAU BS Computer Science and Engineering  
UA BS Computer Science

If you are planning to pursue a bachelor's degree in computer science at a public Arizona university, you can follow the Associate in Science degree pathway, which requires a total of 60-64 credits. The AS degree transfers as a block (in other words, your transcript will not be evaluated one course at a time for admission to the university) without loss of credit and satisfies Arizona university admission requirements.

If you are planning to transfer to an out-of-state university to complete your bachelor's degree, contact an academic advisor for help in choosing the best courses for your needs.

The pre-professional program will require selecting from the following courses. You should consult with the university that you plan on attending for their exact requirements.

CSC100	Introduction to Computer Science (C++)
CSC110	Introduction to Computer Science (Java)
CSC120	Digital Design Fundamentals
CSC205	Object Oriented Programming and Data Structures
CSC230	Computer Organization and Assembly Language
CSC240	Introduction to Different Programming Languages
MAT220	Calculus with Analytic Geometry I
MAT227	Discrete Mathematical Structures
MAT231	Calculus with Analytic Geometry II
MAT241	Calculus with Analytic Geometry III

## CONSTRUCTION

Bob Bonura, Chairperson: 480-461-7137  
Building TC 50

[www.mesacc.edu/programs/construction](http://www.mesacc.edu/programs/construction)

Mesa Community College offers three tracks of study as part of the AAS degree in Construction along with seven certificates. The three tracks are Construction Drafting,



## INSTRUCTIONAL PROGRAMS

Construction Inspection, and Construction Management. The seven certificates are: Computer Aided Design & Drafting (CADD: Level I), Surveying & Civil Drafting (CADD: Level II), Construction Drafting (CADD: Level III), Home Inspection, Building Inspection, Plan Review, and Pre-Contractor Licensing. All student advising is conducted by the faculty in the program area during faculty office hours or by appointment. Many courses are transferable to ASU and NAU. Specifically, we offer all the courses for the first two years of the Construction Management Program at the Del Webb School of Construction at ASU. The program is committed to student success and offers the following lab services to support student learning.

1. TC102 is a multi-station combination drafting and computer lab for courses such as Intro to Environmental Design, Design Foundation, and Residential & Commercial Drafting. Coursework includes manual architectural drafting for residential and commercial application, building construction methods, materials, and equipment, and survey of design through historical evaluation of built environments and the works of well-known architects. Open lab hours are posted.
2. TC108 is a multi-use computer lab used mainly for various computer-aided design and drafting courses utilizing software that is current within the architecture and construction industry. Open lab hours are posted.

Internship and service learning courses are available to students who are interested in training in the construction industry. Students can gain work experience in private or public firms and agencies toward achieving their professional goals.

For specific details about this program, see Career and Technical Programs.

## COUNSELING

Dr. H.C. Adams, Chairperson: 480-461-7588  
[www.mesacc.edu/programs/departments/counseling](http://www.mesacc.edu/programs/departments/counseling)

The Counseling Department supports student success in a number of ways:

Courses designed to help students identify their personal and academic strengths, interests, and goals, including:

- Advancing Academic Achievements (AAA)
- Counseling and Personal Development (CPD)

Courses offered through the Counseling Department are transferable to other colleges and universities, depending on

the programs and policies of the transfer institution.

For transfer status of courses to Arizona universities consult the course equivalency guide at: [az.transfer.org/cas/students](http://az.transfer.org/cas/students)

## CULTURAL SCIENCE

Annalisa Alvrus, Chairperson: 480-461-7913  
Building SC 14

[www.mesacc.edu/programs/departments/cultural-science](http://www.mesacc.edu/programs/departments/cultural-science)

The Cultural Science Department includes five disciplines:

- African American Studies
- American Indian Studies
- Anthropology Chicano/a Studies
- Geography
- Geographic Information Systems
- Social Work
- Sociology
- Sustainability

Look for more information about these programs under their individual sections.

The Cultural Science Department coordinates Ethnic Studies coursework in American Indian Studies, African American Studies, and Chicano Studies, an academic certificate in African American Studies, and is in the process of developing certificates for the other two disciplines. All courses offered in these areas transfer to the universities.

The department also coordinates a study-abroad program in China and participates in other programs such as Ireland, Jordan, and Mexico.

The department coordinates an Academic Certificate (AC) in Global Citizenship that enhances students' understanding of the world around them and current social issues such as economic and social justice, human and civil rights, world and regional conflicts, environmental degradation, cultural diversity, and political change. The certificate includes specialized tracks in the impact of diverse cultures on American life: Impact of Diverse Cultures on American Life; Political and Economic Interdependence of the International Community; Global Study of Cultures, Religions, and Values; Regional Study of Cultures, Religions, and Values; and Science, Technology, and the World. See Graduation Requirements for more information on program requirements, or contact the department office for more information.

The department is in the process of developing an Academic Certificate in Sustainability that would provide coursework that gives an interdisciplinary perspective to exploring and understanding the sustainability of human societies and the

## INSTRUCTIONAL PROGRAMS

natural environment on which they depend.

### DANCE

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Jeffrey Messer, Chairperson: 480-461-7378  
Tina Rangel, Program Director: 480-461-7597  
Building ES 9  
[www.mesacc.edu/programs/dance](http://www.mesacc.edu/programs/dance)

The Dance program at Mesa Community College offers a two-year Associates Degree for students interested in pursuing a career in dance. The program offers lecture, Dance Humanities courses (DAH prefix), and technique and performance classes (DAN prefix) in a variety of styles and levels. Students may choose to use their Associate in Arts Degree in Dance to help them prepare for careers in the entertainment industry working in professional dance productions. Students may use their degree for careers as choreographers and teachers for dance studios, community programs, and/or in the private sector. Classes may transfer to a four-year university or private college, such as Arizona State University, Grand Canyon University and University of Arizona.

Degree offered:  
Associate of Arts, Fine Arts-Dance (AAFA)

The AAFA Degree transfers to Ottawa University for the Bachelor of Arts Degree-Dance with Secondary Certification.

If you plan to major in Dance or Dance Education, the following are transfer courses for ASU and/or U of A:

DAH100 (Lecture)	Introduction to Dance
DAH201 (Lecture)	World Dance Studies
DAH250 (Lecture)	Dance in Popular Culture
DAN115AA	Contemporary Dance Trends: Hip Hop
DAN120AB	Flamenco
DAN120AK	Capoeira
DAN120AE	Middle Eastern (Belly) Dancing
DAN125	Social Dance
DAN125AC	Latin Ballroom
DAN129/130	Musical Theatre Dance I/II
DAN131/134/231/234	Ballet I/II/III/IV
DAN132/135/232/235	Modern Dance I/II/III/IV
DAN133/136/233/236	Modern Jazz Dance I/II/III/IV
DAN140/145	Tap Dance I/II
DAN141	Dance Workshop
DAN146	Tap Dance Ensemble
DAN150/155/250/255	Dance Performance I/II/III/IV
DAN164	Improvisation
DAN210	Dance Production
DAN221/222	Rhythmic Theory for Dance I/II

DAN264/265  
DAN282

Choreography I/II  
Dance Service-Learning

### DENTAL

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Debbie Holexa, Program Director: 480-654-7252  
Red Mountain  
[www.mesacc.edu/programs/dental-hygiene](http://www.mesacc.edu/programs/dental-hygiene)

The Dental Hygiene Program prepares students to work in collaboration with dentists in a variety of settings to improve the oral and general health of the public. The program is accredited by the Commission on Dental Accreditation of the American Dental Association. Successful students are awarded an Associate in Applied Science Degree and are eligible to take the necessary board exams to gain a dental hygiene license in any of the 50 states. Students may transfer to a university and complete a Bachelor of Science Degree in Dental Hygiene.

Prerequisite courses and an application are required for admittance to the program. Prerequisite courses are listed on the website and include core courses required for an AAS degree as well as BIO201, BIO202 and BIO205, and CHM138 with a lab. All prerequisite courses must be completed before the application is submitted. Applications can be found on the Dental Hygiene website listed above.

Classes are scheduled at Red Mountain Campus in the afternoon. Clinics are scheduled at the state-of-the-art facility of the Arizona School of Dentistry and Oral Health Monday through Thursday from 5:00-9:00 P.M. Students participate in community special events including health fairs, Give Kids a Smile Day, and Oral Cancer Screenings.

The faculty in the Dental Hygiene Program are committed to developing health professionals who are competent, compassionate, and skilled in teamwork.

For specific details about this program, see Career and Technical Programs.

### DRAFTING & COMPUTER AIDED DESIGN

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Todd Verch, Program Director: 480-461-7767  
Building TC 50  
[www.mesacc.edu/programs/drafting](http://www.mesacc.edu/programs/drafting)

#### Design Drafting Technology

The Drafting Technology Programs offer courses for students who plan to complete a two-year Associate Degree in Applied Science and/or have an interest in drafting-related

## INSTRUCTIONAL PROGRAMS

careers, as well as training for persons already employed in fields related to design and drafting. Courses are also offered for those who may not be pursuing a career in design and drafting, but who have an interest in, or need to understand graphic communication. Our program also offers certificates of completion in multiple levels of CAD and Drafting training.

The types of projects that are used within the drafting courses cover a wide range of specialties including mechanical design, engineering layouts, architectural floor plans, furniture design, etc. Career options include working for industrial and manufacturing companies in defense, sport/recreation equipment, household goods, and various other industries.

### Associate Degrees

Associate in Applied Science – Electro/Mechanical Drafting  
Micro Circuit Mask Design specialty track  
CNC Programming/3D modeling specialty track  
Associate in Applied Science – Micro Circuit Mask Design

### Certificates

Certificates of Completion in Computer-Aided Drafting  
Certificates of Completion in Mechanical Drafting  
Certificates of Completion in Electro/Mechanical Drafting  
Certificates of Completion in Micro Circuit Mask Design

For specific details about this program, see Career and Technical Programs.

## EARLY CARE & EDUCATION

Annapurna Ganesh, Program Director: 480-461-7305  
Building ES 9, Office ES 107  
<http://www.mesacc.edu/programs/early-care-education>  
For additional information, See Education Studies

## ECONOMICS

Paul Hietter, Chairperson: 480-461-7346  
Building SC 14  
[www.mesacc.edu/programs/departments/social-science](http://www.mesacc.edu/programs/departments/social-science)

Economics is one of the disciplines in the Social Science Department. For more information, see Social Science

In addition to offering courses in Economics (ECN), faculty in this area also host the Arizona Society of Economics Teachers Conference each year.

### If You Plan to Major in Economics

The three public Arizona universities offer a number of baccalaureate degrees in economics:

ASU BA Economics (Liberal Arts)

ASU BS Economics (WP Carey-Business)

NAU BS Economics

UA BA Economics

These three universities all require or accept the following courses as requirements for the economics major:

MAT212 Brief Calculus

GBS221 Business Statistics OR

MAT167 Elements of Statistics

ECN211 Macroeconomics

ECN212 Microeconomics

## EDUCATION STUDIES

Annapurna Ganesh, Interim Chairperson: 480-461-7305  
Early Care & Education Program Director  
Building ES 9, Office ES 107

[www.mesacc.edu/programs/departments/education-studies](http://www.mesacc.edu/programs/departments/education-studies)

The Education Studies Department offers degree and certificate programs designed to serve the needs of pre-service educators, paraprofessionals, and certified teachers. Programs and training opportunities are available for educators serving ages birth to adults in the areas of early childhood, elementary, special, secondary, and multicultural education.

The Education Studies Department strives to provide comprehensive support for aspiring and practicing educators by:

- partnering with educational institutions to create a seamless transfer for students,
- establishing cohorts within school districts,
- collaborating with East Valley education professionals through advisory councils,
- incorporating service-learning into academic programs,
- emphasizing critical thinking, values clarification, career exploration, and civic responsibility,
- developing culturally sensitive educators responsive to the needs of a global society, and
- providing a solid foundation of academic coursework and field experience for early care and teacher preparation as well as professional development.

Special programs and opportunities offered by the Education Studies Department include:

- High School Dual Enrollment
- Future Educators Club
- Educators Academy Workshops
- Evelyn H. Warren Child Development Laboratory
- Professional Career Pathway Project (PCPP)
- TEACH Early Childhood Scholarship Program
- Teachers of Language Learners Learning Community

## INSTRUCTIONAL PROGRAMS

Program for students pursuing Elementary Education teacher certification with ESL/BLE Endorsement

- Teacher Endorsement Programs for Structured English Immersion, English as a Second Language, Bilingual Education, Reading Specialist, Math Specialist, Middle Grades, Early Childhood Education
- Maricopa-ASU Pathways Program (MAPP)
- Northern Arizona University Partnerships: 2+2 (Elementary Education, ESL or Spanish Ed Emphasis) and NAU Teach (Secondary Education, Math/Science Emphasis)
- Literacy Outreach Program for Tutor Training including option for International Tutor Certification
- Guanajuato Summer Study Abroad Program

Course prefixes offered:

- CFS Child/Family Studies
- ECH Early Childhood
- EDU Education
- EED Early Education
- EPD Education Professional Development
- ETL Excellence in Teaching and Learning

For more information, contact the Education Studies Department at 480-461-7904.

## ELECTROMECHANICAL AUTOMATION

Scott Shaw, Program Director: 480-461-7498  
Building TC 50  
[www.mc.maricopa.edu/dept/d58/elt/](http://www.mc.maricopa.edu/dept/d58/elt/)

For specific details about this program, see Career and Technical Programs.

## ELECTRONICS

JD Neglia, Program Director: 480-461-7385  
Building TC 50  
[www.mesacc.edu/programs/electronics-technology](http://www.mesacc.edu/programs/electronics-technology)

Electronics are everywhere, and the MCC Electronics program prepares students for careers wherever electronic systems are found. Current students and graduates work in industries such as:

- Aerospace
- Biotechnology
- Communications
- Entertainment
- Industrial
- Medical
- Power

- Semiconductor
- Transportation

All of these industries employ our graduates to deal with increasingly complex electronic systems in all areas of our economy. Typical ET jobs include developing, building, calibrating, testing, certifying, maintaining, and qualifying:

- instrument landing, radar, and air traffic control systems in airports
- complex biomedical equipment in biotechnology companies
- transmitters and communications equipment for TV and radio broadcasters
- instrumentation and switching substations for power companies
- medical ultrasound systems, pacemakers, and automatic defibrillators in medical equipment companies
- traffic signal instrumentation and controls for large metropolitan areas
- high-speed automated systems for the U.S. Postal Service
- complex instruments and control systems for semiconductor equipment vendors and manufacturers
- night vision equipment for defense companies

Electronic Technicians do not repair radios and TVs.

Opportunities in Electronics continue to grow. According to the U.S. Bureau of Labor Statistics,

“Growth in employment of electrical and electronic engineering technicians is expected to be about as fast as the average for all occupations through 2014.”

— Occupational Outlook Handbook, May 2004

To see an up-to-the-minute listing of current local job openings for ETs, a video about ET careers, and complete advisement information, visit the Electronics website at [www.mccele.com](http://www.mccele.com)

MCC Electronics keeps its curriculum up-to-date by maintaining very close ties with local industry. It is the only Electronics Technology (ET) program in the state of Arizona that is certified by the Federal Aviation Administration (FAA). It also maintains an Instrumentation and Relay Technician Apprenticeship with SRP and a student internship program with Boeing.

The Electronics program offers two AAS degrees:

- Electronics Engineering Technology (EET), which is the classic degree for engineering technicians offered here at MCC since 1965.
- Electronics Technology (ET), which is similar to the EET degree, but with less math and more hands-on electronics courses.



## INSTRUCTIONAL PROGRAMS

Both AAS degrees transfer as a block of credit into the ASU Polytechnic Bachelor of Applied Science degree programs, and most of the EET credits transfer into the ASU Polytechnic BSEET program.

Also offered is a one-year Certificate of Completion (CCL) and numerous individual courses that you can use to upgrade your skills in any particular area of Electronics.

For specific details about this program, see Career and Technical Programs.

## EMERGENCY MEDICAL TECHNOLOGY

See Fire Science

## ENGINEERING SCIENCE

David Nachman, Chairperson: 480-461-7015  
Building PS 8  
[www.mesacc.edu/programs/engineering](http://www.mesacc.edu/programs/engineering)

Engineering Science is one of the disciplines within the Physical Science Department. The engineering program is designed to prepare students for baccalaureate programs in all types of engineering (civil engineering, mechanical engineering, chemical engineering, electrical engineering, and many others) at any of the three state universities and universities nationwide. Call the Physical Science Department or the Advisement Center to schedule an appointment for advisement or to get more information about beginning your engineering education at Mesa Community College.

### If You Plan to Major in Engineering

Depending on the field of engineering that interests you and the university program you intend to pursue, work closely with an advisor or contact an engineering faculty member to select courses that will transfer into your university program. All three public Arizona universities require or accept the following courses for engineering majors:

ECE102 Engineering Analysis Tools and Techniques  
ECE103 Engineering Problem Solving and Design  
ECE111 Bioengineering Systems  
ECE201 Introduction to Engineering Statics  
ECE202 Introduction to Engineering Dynamics  
ECE203 Applications of Engineering Mechanics  
ECE214 Engineering Mechanics  
ECE215 Mechanics of Materials  
EEE120 Digital Design Fundamentals  
EEE202 Circuits and Devices

EEE230 Computer Organization and Assembly Language

## ENGLISH

Jeffrey Andelora, Chairperson: 480-461-7636  
Building LA 3

[www.mesacc.edu/programs/departments/english](http://www.mesacc.edu/programs/departments/english)

The English Department offers courses and programs in the following areas:

- Creative Writing (CRW)
- English Composition (ENG)
- English as a Second Language (ESL)
- English Humanities and Literature (ENH)
- Humanities (HUM)
- Journalism (JRL)
- Mass Communications (MCO)

The faculty members in MCC's English Department are committed to helping students acquire the literacy skills they need to succeed in school and in their careers. We offer numerous writing courses – academic, creative, and personal – to help students satisfy their interest and meet their educational goals. We also offer courses in classic and contemporary literature, humanities, and film. Our ESL offerings are designed to help non-native English speakers acquire written and spoken fluency in English. Our journalism courses teach students to work in a variety of media and provide them with an opportunity to work on The Mesa Legend, MCC's award-winning student newspaper. MCC's English Department hosts creative writing events and supports developing students through our Emerging Writers awards program.

In addition to its course offerings, the English Department provides free tutoring to all MCC students at the Writing Center (Southern and Dobson) and the Learning Enhancement Center (MCC at Red Mountain). Developmental and ESL students may also receive free tutoring at the Academic Skills Center (Southern and Dobson).

### If You Plan to Major in English

English majors are always in demand for their excellent writing and speaking skills, and for the critical thinking and problem-solving skills they develop through the study of language and literature. The English major provides a strong foundation for many career paths, including law, marketing, public relations, technical communications, journalism, publishing, teaching, and writing.

If you want to pursue a bachelor's degree in English or a related program, Arizona's public universities offer many options:

## INSTRUCTIONAL PROGRAMS

ASU	BA English
ASU Polytechnic	BA Multimedia Writing and Technical Communication
ASU West	BA American Studies
ASU West	BA English
NAU	BA English
UA	BA Creative Writing
UA	BA English

If you are planning to pursue a bachelor's degree in English at a public Arizona university, you can follow the Associate in Arts degree pathway, which requires a total of 60-64 credits. The AA degree transfers as a block without loss of credit and satisfies Arizona university admission requirements. Depending on the institution, up to five 200-level ENH courses will transfer to one of Arizona's universities for English majors.

The following courses (and others) are appropriate for the prospective English major:

ENG200	Reading and Writing about Literature
ENG214	Strategies of Academic Writing
ENG217	Personal and Exploratory Writing
ENH221	Survey of English Literature/Before 1800
ENH222	Survey of English Literature/After 1800
ENH230	Introduction to Shakespeare
ENH241	American Literature Before 1860
ENH242	American Literature After 1860

## EXERCISE SCIENCE

Jeffrey Messer, Chairperson: 480-461-7378  
jeff.messer@mesacc.edu  
Building ES 9  
[www.mesacc.edu/programs/departments/exercise-science](http://www.mesacc.edu/programs/departments/exercise-science)

The Exercise Science program prepares students for transfer into two degree pathways: Kinesiology and Exercise and Wellness. Kinesiology draws from a body of knowledge in physiological, biomechanical and psychological sciences in preparation for post-graduate careers in physical/occupational therapy, medicine, physician assistant, cardiac rehabilitation and athletic training. Exercise and Wellness provides students with the knowledge, skills and expertise requisite for assisting individuals across the life span in adopting health promoting behaviors and a more physically active lifestyle in health promotion/fitness programing careers within community agencies and private health/fitness clubs and spas as well as clinical/medical rehabilitation.

See Physical Education (PED prefix) for a list of all activity classes offered at Mesa Community College.

### Pathways offered at Mesa Community College: Maricopa-ASU Pathway Partnership (MAPP):

- Kinesiology – ASU Downtown
- Exercise and Wellness

### Associate of Applied Science Degree (AAS):

- Exercise Science and Personal Training degree
- Organizational Management: Emphasis on Fitness Center Management (See Career and Technical Programs)

### Associate Degrees:

- Associate in Science: Emphasis Exercise Science/ Kinesiology
- Associate of Arts: Emphasis Exercise and Wellness

### Certifications (CCL):

- Personal Training Specialist Certificate
- Nutrition for Fitness and Wellness Professionals (See Career and Technical Programs)

### If You Plan to Major in Exercise Science (Kinesiology)

Exercise Science/Kinesiology, focuses on the mechanical, neural, physiological and psychological mechanisms underlying human movement and consists of four sub-disciplines: Exercise Physiology, Motor Behavior and Health Psychology, which prepares students for post-baccalaureate degrees in Physical/Occupational Therapy, Medical School, Physician Assistant, Dentistry, Kinesiology or Chiropractic School.

ASU Downtown BS Kinesiology (See MAPP in Kinesiology)

NAU BS Exercise Science

GCU BS Exercise Science (emphasis Pre-Physical Therapy)

The following are transfer courses for Exercise Science/ Kinesiology major at ASU Downtown:

EXS101 Introduction to Exercise Science, Kinesiology, and Physical Education

EXS290 Introduction to Evidence-Based Practice  
HES100/

WED110 Healthful Living/Principles of Physical Fitness/ Wellness (satisfies SB General Education Requirement)

Suggested Electives: All EXS and some HES prefix courses.

### If You Plan to Major in Exercise and Wellness

Exercise and Wellness focuses on physical activity and healthy lifestyle prescriptions, promotion and program design and delivery in a variety of fitness, community, worksite, organizational, and healthcare settings. Careers

## INSTRUCTIONAL PROGRAMS

include worksite fitness programs, commercial fitness centers/multipurpose clubs, planned community fitness/recreation, hospital based fitness centers, college/university fitness and wellness, strength and conditioning coach, sports medicine clinics or graduate study in physical therapy, medical school or clinical exercise physiology. Also note that there is a Health Education and Health Promotion BS, located under Exercise and Wellness.

ASU Downtown BS Health Education and Health Promotion: See Maricopa-ASU Pathway Partnership (MAPP) in Exercise and Wellness

Also see (Health Educator/Health Promotion) under Exercise and Wellness.

The following are transfer courses for the Exercise and Wellness major at ASU Downtown:

EXS214	Instructional Lab – Flexibility and Mind/Body Exercises
EXS216	Instructional Lab – Exercises Strength and Conditioning
EXS 218	Instructional Lab – Cardiorespiratory
HES100/ WED110	Healthful Living or Principles of Fitness and Wellness
FON241	Principles of Human Nutrition

Suggested Electives: Most EXS, HES or WED prefix courses.

## FASHION DESIGN & FASHION MERCHANDISING

Evonne Bowling, Program Director: 480-461-7140  
Building TC 115  
[www.mesacc.edu/programs/fashion-merchandising-design](http://www.mesacc.edu/programs/fashion-merchandising-design)

- Fashion Merchandising and Design
- Costume Design & Production
- Image Consultant
- Retail Sales Manager
- Alterations Specialist

Retailing is the crucial point where consumer meets product. It occurs in stores, through catalogs, on video shopping networks, and on the Internet. Over 2 million retail stores exist within the United States alone. It is an important part of the American and global economies. Retailing is as diverse as the products consumers purchase.

Fashion and Apparel Merchandising are one in the same. It is the process of meeting the needs of the customer through the Six Rights of Retailing: right price, right item, right time, right place, right quantity, and the right promotional tool. Those interested in the buying position focus their studies

here.

Fashion and Apparel Design is the artistic beginning of the products to be sold and their production. This process involves illustrating and creating fashion designs using such methods as sketching, computer assisted design, draping, flat pattern drafting, and all methods of clothing construction.

All of these areas of study include marketing and management skills. Marketing includes predicting consumer needs and distributing the goods and services to the consumer. Management is the effective use of company resources to meet goals and objectives. Our emphasis is on the skills and thought processes necessary to run a competitive wholesale or retail business of any size.

All students' advising is conducted by faculty in the program area. Advising is conducted during faculty office hours or by appointment. The program is committed to student success and offers the following lab services to support student learning:

- Design Sewing Lab (TC308) – Includes a variety of sewing machines, sergers, and industrial machines for use by students in fashion design, draping, clothing construction, and pattern design.
- Fashion CAD Lab (TC3W) – Includes Computer Aided Design Lab for fashion design and lecture setting with computer lab for merchandising classes for student use. A resource room is also available for study materials for each of the fashion classes.
- Computer Lab (TC416) – General computer lab. Open lab hours are posted.

Fashion Design and Fashion Merchandising are part of the Department of Business and Information Systems.

For specific details about these programs, see Career and Technical Programs.

## FIRE SCIENCE AND EMERGENCY MEDICAL TECHNOLOGY

Denise Quintrall, Chairperson: 480-461-6300  
Downtown Center  
[www.mesacc.edu/programs/departments/fire-science-emt](http://www.mesacc.edu/programs/departments/fire-science-emt)

The Fire Science/EMS program offers theory and certification-based training and education courses and programs for aspiring and current industry professionals. Our Emergency Medical Services programs (EMT and Paramedicine) offer unique pathways to obtain didactic, practical, and clinical experience necessary to advance your education and career opportunities inside and outside of the emergency response profession. Fire Science offers career

## INSTRUCTIONAL PROGRAMS

readiness programs for aspiring firefighters, fire investigators, and emergency managers, as well as professional development programs for industry professionals preparing for promotion.

Our program also meets many fire departments' educational requirements for promotional and growth opportunities in leadership, management, and supervision.

The program offers both credit and non-credit classes in:

- Paramedic (initial and refresher training)
- Arson Investigator and Fire Prevention
- Candidate Physical Ability Test (CPAT)
- CPR
- Fire Science and Fire Operations
- Fire Officer Leadership
- Emergency Management
- Emergency Medical Technician (initial and refresher training)
- Hazardous Materials
- Hydraulics
- Wildland Firefighter

Students may earn an AAS degree in Emergency Response & Operations with an emphasis in Fire Operations, Paramedic, Emergency Management, Fire Science, or Fire Investigation.

The certificates of completion include the following:

- Emergency Management
- Emergency Medical Technology
- Emergency Vehicle Driver/Operator
- Fire Investigation
- Fire Officer Leadership
- Fire Operations
- Fire Science
- Paramedicine

See Career and Technical Programs for certificates and degrees and the special admissions requirements that apply to these programs.

MCC has a Fire Training Academy that enables students to experience various aspects of structural firefighting in a recruit firefighter training environment. The MCC Fire Academy provides a hands-on approach blended with coursework, which introduces students to various characteristics and skills of a firefighter. Students may be exposed to extreme temperatures, confined spaces, working at various heights, lifting heavy objects, and intense physical work while in the fire academy. It is highly recommended that students be physically and mentally prepared for the rigors of a Fire Academy experience before entering the program. The Fire Academy curriculum is based on firefighter training required by NFPA 1001. Successful

completion of the Fire Academy program will allow the student the opportunity to achieve a Firefighter I/II certification with IFSAC accreditation. This process requires additional practical and written testing with a certifying agency responsible for firefighter certifications.

The MCC Fire Science/EMT program offers an opportunity to participate in service-learning. Service-learning volunteers may work for various public or private entities performing duties such as providing assistance to citizens who have suffered loss of clothing, shelter, or food due to fire, natural disaster, or other emergency situation. Participants can earn college credit for volunteerism by enrolling in FSC282. For information, contact the Fire Science Department at 480-461-6300, or visit the MCC Service Learning website [www.mesacc.edu/community-civic-engagement](http://www.mesacc.edu/community-civic-engagement).

The MCC Fire Science program offers scholarships specifically for Fire Science/EMT majors: The David Karam Scholarship and The Chuck Inman Scholarship. For information about these scholarships, contact the Financial Services office at 480-461-7815.

To ensure selection of appropriate academic pathways, please contact our Academic Adviser at 480-461-6034 or visit us at the MCC Downtown Center. You may also meet with a resident faculty adviser upon request. Please contact us for information about transfer to baccalaureate and graduate programs.

## FRENCH

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See World Languages

## GEOGRAPHY

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Annalisa Alvrus, Chairperson: 480-461-7913  
Karen Blevins, Geography/GIS Faculty  
Building SC 14  
[www.mesacc.edu/programs/geography](http://www.mesacc.edu/programs/geography)

Geography is one of the disciplines within the Cultural Science Department. Courses are offered in:

- Cultural Geography (GCU)
- Physical Geography (GPH)
- Geographic Information Systems (GPH)

Geography faculty provide academic advisement for all degrees and programs in geography, including certificates in Geographic Information Systems (GIS) and university transfer.

Geography faculty and students engage in field trips, community outreach, study abroad, and international



## INSTRUCTIONAL PROGRAMS

programs. MCC Geography partners with Arizona Audubon, Arizona Game and Fish Department, National Weather Service, AZ State Climate Office, Flood Control District of Maricopa County, National Park Service/Petrified Forest, and many other environmental, weather, and climate agencies to provide undergraduate research and internship opportunities.

For specific degree and certificate requirements, see Career and Technical Programs.

### GEOLOGY

David Nachman, Chairperson: 480-461-7015  
Building PS 8

[www.mesacc.edu/programs/geology](http://www.mesacc.edu/programs/geology)

Geology is one of the disciplines within the Physical Science Department. Geology faculty offer a wide range of courses in geology (GLG) for those who want to fulfill general education requirements, those who plan to major in geology, and those who are interested in majoring in geology in a university program. These courses provide both lecture and hands-on laboratory experiences.

In addition to teaching courses, geology faculty conduct community outreach by participating in a number of annual events and by sponsoring the Geo Club, a student organization. Geo Club performs various campus and community service activities that range from collecting pink halite crystals at Trona to selling the crystals at various gem and mineral shows (such as the Flagstaff Gem and Mineral Show) to helping with the Geology Outreach program (such as Science Day).

For more information on geology courses and programs, see the Geology website or contact the department office.

#### If You Plan to Major in Geology

Work closely with an advisor to determine the best courses to take depending on the university program you wish to transfer into. The three public universities require or accept the following courses for students who want to major in geology:

MAT220 Analytic Geometry and Calculus I  
OR

MAT220 Analytic Geometry and Calculus I

MAT231 Calculus with Analytic Geometry II  
OR

MAT231 Calculus with Analytic Geometry II

CHM151/

151LL General Chemistry I and lab

CHM152/

152LL General Chemistry II and lab

GLG101 Introduction to Geology I (Physical Lecture)

AND

GLG103 Introduction to Geology I (Physical Lab)

PHY121 University Physics I AND

PHY131 University Physics II

### GERMAN

See World Languages

### HEALTH SCIENCES/WELLNESS

Jeffrey Messer, Chairperson: 480-461-7378

Building ES 9

[www.mesacc.edu/programs/departments/exercise-science](http://www.mesacc.edu/programs/departments/exercise-science)

All Health Science classes are located under the HES prefix in the college catalog and when registering for classes. The Wellness classes can be found under the WED prefix in the college catalog and many of these courses focus on complimentary or alternative medicine curriculum. The Health Educator/Health Promotion (BS) focuses on establishing a foundational knowledge base for chronic disease prevention in the areas of nutrition, stress, physical activity, and substance abuse. It prepares students in developing methods for promoting health behavior change and assessing group and community health needs by designing, implementing, administering and evaluating effective health promotion programs. Careers include worksite health promotion, government health departments and agencies, non-profit disease prevention agencies, planned community health promotion and recreation, healthcare organizations or graduate study in Public Health, Health promotion and education, Health psychology, or Medical School.

The Health Science field of study provides degree programs that assist students in transferring to four-year institutions. Many of our academic courses are offered in traditional classroom settings, as well as online or hybrid (a combination of both face-to-face classroom and online learning) format.

All CPR/First Aid courses are affiliated with the American Heart Association. All students who successfully complete the written exam and lab skills will be Healthcare Provider certified through the American Heart Association. Those completing First Aid skills and written examination will receive a Mesa Community College Responding to Emergencies First Aid Certificate.

## INSTRUCTIONAL PROGRAMS

### Pathways Offered:

Maricopa-ASU Pathway Partnership (MAPP Health Education/Health Promotion) – ASU Downtown  
Associate of Arts (AA): Associate of Arts: emphasis Health Promotion.

### If You Plan to Major in Health Educator/Health Promotion

Health Educator/Health Promotion is the study of chronic disease prevention, lifestyle behaviors and patterns, assessing health needs and decision making and developing skills in designing, implementing, administering and evaluating individual and community health programs. Careers include workplace and government health promotion agencies, as well as non-profit, recreational and healthcare organizations.

ASU Downtown      BS Health Educator and Health Promotion

NAU                BS Health Sciences: Public Health

The following are transfer courses for the Health Educator/Health Promotion major at ASU Downtown:

FON241      Principles of Human Nutrition  
HES100/  
WED110      Healthful Living/  
Principles of Fitness and Wellness  
HES154      First Aid/Cardiopulmonary Resuscitation  
HES201      Substance Abuse and Behaviors  
HES210      Cultural Aspects of Health and Illness

## HISTORY

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Paul Hietter, Chairperson: 480-461-7346  
Building SC 14  
[www.mesacc.edu/programs/departments/social-science](http://www.mesacc.edu/programs/departments/social-science)

The History Program is part of the Social Science Department. For more information on the department, see Social Science.

### If You Plan to Major in History

The three public Arizona universities offer baccalaureate programs in history, including:

ASU	BA	History
ASU West	BA	American Studies (History)
ASU West	BA	History
NAU	BA	History
NAU	BS	History
NAU	Extended BA	History
NAU	Extended BS	History
UA	BA	History

These three universities all accept or require the following courses for history majors:

HIS100 jkHistory of Western Civilization to Middle Ages  
AND  
HIS101 History of Western Civilization  
Middle Ages to 1789  
AND  
HIS102 History of Western Civilization, 1789 to Present  
HIS103 United States History to 1865  
HIS104 United States History, 1865 to Present

## HOTEL AND RESTAURANT MANAGEMENT

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See Department of Business and Information Systems

## HUMANITIES

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See English

## INDUSTRIAL MANUFACTURING

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See Manufacturing

## INFORMATION STUDIES

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Ann Tolzman, Chairperson: 480-461-7982  
Elisabeth Rodriguez, Program Director: 480-461-7404  
Paul A. Elsner Library  
[www.mesacc.edu/programs/departments/library](http://www.mesacc.edu/programs/departments/library)

The two Mesa Community College libraries are the Paul A. Elsner Library at the Southern and Dobson campus and the Red Mountain Library in the Desert Willow building at MCC at Red Mountain. The MCC libraries offer courses in:

- Information Skills in the Digital Age (IFS)

## INTERIOR DESIGN

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Cherise Mahaffey Robb, Program Director: 480-461-7391  
Building TC 50  
[www.mesacc.edu/programs/interior-design](http://www.mesacc.edu/programs/interior-design)

Mesa Community College offers two levels of study in Interior Design: a certificate in Interior Merchandising and an AAS degree in Interior Design. Student advising is conducted by faculty in the program or by Hanna Nguyen in advisement. Advising is conducted during faculty office

## INSTRUCTIONAL PROGRAMS

hours or by appointment. The program is committed to student success and offers the following lab services to support student learning:

- Design Studio I (TC310) – Multi-purpose interior design studio includes extensive fabric, finishes, and material resources for use by interior design majors.
- Design Studio II (TC101) – Drafting and design lab with research and production facilities for use by students enrolled in INT courses. Housed in the lab are 18 custom-designed drafting, computing, and rendering workstations, black and white and color laser printers, scanner, and large-format plotter. Specialized software includes AutoCAD Architecture, Revit, Microsoft Project, SketchUp Pro and Layout, and the Adobe Creative Suite: Adobe Photoshop, Illustrator, Acrobat Professional, and In Design. During open lab periods, a qualified technical assistant provides hardware and software support to interior design students. Open lab hours are posted.
- Computer Lab (TC416) – General computer lab. Open lab hours are posted.

The “id group” is a student club united by four active professional organizations: American Society of Interior Designers (ASID), International Interior Design Association (IIDA), International Furnishings and Design Association (IFDA), and United States Green Building Council (USGBC). Membership provides opportunities for interior design majors to network with the design community at local chapter meetings, attend workshops and seminars, enter student competitions, assist with community service projects, and apply for student scholarships.

Interior Design students also participate in internships, which provide the opportunity to work in some aspect of the interior design industry. Students participate in local, state, and national design competitions as well.

For specific degree and certificate requirements, see Career and Technical Programs.

### ITALIAN

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See World Languages

### JAPANESE

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See World Languages

### JOURNALISM

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See English

### JUDICIAL STUDIES

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See Administration of Justice

### LATIN

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See World Languages

### LIFE SCIENCE

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Andy Baldwin, Chairperson: 480-461-7978  
Office NU170  
Classrooms Building LS12

Elizabeth Csikar, Red Mountain Assitant Chairperson, 480-654-7503

[www.mesacc.edu/programs/departments/life-science](http://www.mesacc.edu/programs/departments/life-science)

The Life Science Department focuses on four areas of specialization:

- Preparing biology majors for transfer to universities
- Providing non-biology majors with diverse opportunities to satisfy their natural science requirements for AA degrees
- Training pre-health profession students
- Training students for careers in biotechnology

Biology is a lab-based natural science, so most courses have a lab component. We have specialized microbiology, biotechnology, and anatomy labs, as well as several general biology labs. All courses transfer to universities.

Faculty are available for advising in all our areas of specialization and for general inquiries. Call the department office at 480-461-7115 (Southern & Dobson) or 480-654-7734 (Red Mountain) for a referral to a faculty advisor for biology, anatomy/physiology, microbiology, or biotechnology majors.

We maintain student study labs on both our Southern & Dobson and Red Mountain campuses. These labs provide students with access to lab materials for independent study or tutoring. These study labs are generally open from 30 to 60 hours per week, and are usually staffed by biology students, tutors, and/or faculty who can provide academic support. We provide microscopes, biology models, reference books, and computer tutorials for our students. On our Red Mountain campus, a new undergraduate research laboratory has been built to promote faculty-led student research in the various areas in biology.

Our greenhouse and outside raised plant beds (Southern & Dobson) serve many biology courses with living plant material. Opportunities are available to learn how to develop organic, edible landscapes. Our Red Mountain campus is

## INSTRUCTIONAL PROGRAMS

located in a less congested region of the Sonoran Desert. Students are invited to become involved in many of the on-site field research projects (i.e., tagging of many of the native species found on campus).

At both campuses, our department maintains live animal collections primarily comprised of Sonoran Desert natives. Most of our animals are captive-bred specimens, including some that we have bred and raised ourselves. We also maintain freshwater and marine aquaria for class usage. Besides class use, these collections are used with visiting school and community groups.

The Life Science Department continuously develops on-campus educational gardens for student and community use. These include our Deserts of North America and Xeriscape demonstration gardens at the Southern & Dobson campus. These community gardens have been developed in collaboration with the City of Mesa Water Conservation Department and the Master Gardeners of Maricopa County. On our Red Mountain campus, the Cienega Project, a native pond environment, has been established. This pond contains many Arizona native species, including some rare and endangered species. This project has been developed in collaboration with Arizona Game and Fish. Student research projects using this area are encouraged.

The Life Science Department provides a home and sponsorship for multiple student clubs including Adventure Association, Biology, Biotechnology, Pre-Dental, Pre-Medical and Pre-Pharmacy. These clubs meet regularly in the Life Science building and sponsor speakers, outreach events, tours, and other activities. They also work with local, state, and national organizations to promote awareness of the career possibilities in these areas.

Field experiences are provided as a major part of many biology courses, including Environmental Biology and Natural History of the Southwest. In addition, we offer short-term summer Study Abroad courses to Africa, Costa Rica, and Marine Biology of Mexico.

Opportunities are available to participate in K-12 outreach, including science days, science summer-college, and other service-learning activities with our local school districts. We also offer other types of service-learning activities to our students in biology and health-related fields (i.e., AZ Game and Fish, City of Mesa, Solid Waste, Gray Hawk Nature Center, Sustainability projects, and more). Call the department offices for more information on programs and events.

### If You Plan to Major in Life Science

The three public Arizona universities offer a wide range of baccalaureate programs for students who wish to major in a life science:

ASU	BS Biology
ASU	BS Conservation Biology
ASU	BS Microbiology
ASU	BS Plant Biology
ASU	BS Molecular Biosciences and Biotechnology
ASU	BS Biology with Concentration in Biology and Society
ASU West	BS Life Sciences
NAU	BS Biology
NAU	BS Biology (with emphases)
NAU	BS Botany
NAU	BS Microbiology
NAU	BS Microbiology (Preprofessional)
NAU	BS Zoology
NAU	BS Zoology (Preprofessional)
UA	BA Biochemistry
UA	BA Ecology and Evolutionary Biology
UA	BS Biochemistry
UA	BS Ecology and Evolutionary Biology
UA	BS General Biology
UA	BS Microbiology
UA	BS Molecular and Cellular Biology
UA	BS Health Sciences: Physiological Sciences

All three public Arizona universities require or accept the following courses for life science majors:

BIO181	General Biology (Majors) I
BIO182	General Biology (Majors) II
BIO201	Human Anatomy and Physiology I
BIO202	Human and Anatomy and Physiology II
BIO205	Microbiology

## MACHINING AND PRODUCT DEVELOPMENT

Bob Bonura, Program Director: 480-461-7173  
Building TC 50  
[www.mesacc.edu/programs/departments/applied-sciences-and-technology](http://www.mesacc.edu/programs/departments/applied-sciences-and-technology)

The goal of this program is to prepare students to enter the job market with the entry-level manufacturing skills necessary to develop new products or custom products with input from engineering sketches and drawings. The program recognizes that students will need a broad range of skills and abilities to be successful: machining skills (including CNC machining), electro-mechanical assembly abilities, and some product test and prove-out knowledge. Much of the total program is designed to provide hands-on experience, learning to operate the various machine-shop machines and their accessories, with a suitable amount of related



## INSTRUCTIONAL PROGRAMS

classroom material. To work well in a product development environment or to produce custom/low-volume products requires technicians with good basic skills who can work with broad directions and solve problems and technical challenges as they produce the final product.

The student can choose to complete the coursework to achieve an AAS or focus on the core technical classes and receive a Certificate of Completion (CCL) in Machining.

For specific details about this program, see Career and Technical Programs.

### MANUFACTURING

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Bob Bonura, Chairperson: 480-461-7173

Building TC 50

[www.mesacc.edu/programs/departments/applied-sciences-and-technology](http://www.mesacc.edu/programs/departments/applied-sciences-and-technology)

There are two program areas under Manufacturing – Manufacturing Technology and Manufacturing Engineering Technology.

The Associate in Applied Science (AAS) in Manufacturing Technology prepares students for employment as technicians and managers in the manufacturing industry. The program provides skills in computer programming and operation for current and future needs of the manufacturing industry. Students also gain knowledge, skills, and experience in traditional machining and manufacturing processes. The program is comprised of specialized curriculum in manufacturing technology, emphasizing mathematical and scientific theory, and a general education component. There are three (3) options to this program and each option leads to an Associate of Arts in Science (AAS) degree or a Certificate of Completion (CCL) for those who wish to concentrate on the basic competency courses.

**Option 1 – CAD/CAM/CNC – The Manufacturing CNC Technician** focuses on the development and design of support information for the industry. This information programs the Manufacturing CNC (Computer Numerical Control) equipment and the Computer Aided Design (CAM) and Computer Aided Manufacturing (CAM) of industrial products. The product includes instruction in traditional machining and manufacturing processes to provide the student with a basis for producing appropriate manufacturing designs in the CNC, CAD, and CAM systems utilized.

**Option 2 – Electromechanical Manufacturing Technology (EMMT) – Complex manufacturing production machines and support systems need**

skilled technicians to keep the equipment operational. The EMMT program provides the knowledge of how electromechanical systems work, and how to fabricate, assemble, troubleshoot, and maintain these complex systems. Students will learn how to integrate this type of equipment into a manufacturing environment to support the current and future needs of the manufacturing industry.

**Option 3 – Manufacturing Management –** This option prepares students for employment as supervisors and managers in the manufacturing industry. The program provides knowledge of the general manufacturing issues that the student may encounter in a position supervising a technical workforce. Students also complete courses regarding the general scope of traditional machining and manufacturing processes.

The Associate of Applied Science (AAS) in Manufacturing Engineering Technology is designed to prepare technologists who want to concentrate on the more theoretical and scientific aspects of manufacturing product design, testing, and implementation. The student also studies the practical applications of processes, materials, and products related to manufacturing industries with the support of classes in mathematics, chemistry, and physics.

For specific details about this program, see Career and Technical Programs.

### MATHEMATICS

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Daphne Rossiter, Chairperson: 480-461-7349

Building MC 5

[www.mesacc.edu/programs/departments/mathematics-computer-science](http://www.mesacc.edu/programs/departments/mathematics-computer-science)

The Mathematics/Computer Science Department offers courses and programs in mathematics (MAT courses) and computer programming and system analysis (CSC courses). You can take all of the courses required for the first two years of any public Arizona university math or computer science program through this department.

Courses are offered in traditional classroom settings, at different campuses and sites, and in flexible formats such as hybrid and distance learning. If you wish to take any course in math, you must first take a Math Placement Test at one of our Testing Centers. You must also have satisfied the prerequisites, within two years, from the start date of the course you want to take.

At MCC at Southern and Dobson, there is a Math Foundations Center for drop-in tutoring for MAT122 or

## INSTRUCTIONAL PROGRAMS

below, located in MS100 and there is a Math Center for drop-in tutoring for MAT150 and above, located in MC 104. Both areas are open from 9:00 AM to 7:00 PM Monday through Thursday and from 9:00 AM to 1:00 PM on Friday. The Math Study Area in the MC building also provides an area for studying. The department offers faculty advisement on a drop-in basis for those planning to major in math or computer science. In addition, the department sponsors the Math Club and conducts a math contest. Faculty in the department are associated with the Mathematical Association of America, the National Council of Teachers of Mathematics, and the Arizona Mathematical Association of Two Year Colleges.

### If You Plan to Major in Math

There are many academic and professional opportunities open to those who want to study mathematics. All three public Arizona universities offer bachelor's degree programs in mathematics:

ASU    BA or BS  
NAU    BS  
UA     BA or BS

If you are planning to pursue a bachelor's degree in mathematics at an Arizona university, you can follow the Associate in Arts degree pathway, which requires a total of 60-64 credits. The AA degree transfers as a block (in other words, your transcript will not be evaluated one course at a time for admission to the university) without loss of credit and satisfies Arizona university admission requirements.

If you are planning to transfer to an out-of-state university to complete your bachelor's degree, contact an academic advisor in the Advisement Center for help in choosing the best courses for your needs.

The three public Arizona universities require a minimum of 6 credits selected from:

MAT220    Calculus I  
MAT231    Calculus II  
MAT241    Calculus III  
MAT276    Differential Equations

## MORTUARY SCIENCE

Thomas R. Taggart, Program Director: 480-988-8501  
Donna G. Backhaus, Coordinator: 480-988-8503  
Phoenix/Mesa Gateway Center - Williams Campus  
[www.mesacc.edu/programs/mortuary-science](http://www.mesacc.edu/programs/mortuary-science)

The Mortuary Science Program has as its central aim recognition of the importance of funeral service personnel as:

- Members of a human services profession;
- Members of the community in which they serve;

- Participants in the relationship between bereaved families and those engaged in the funeral service profession;
- Professionals knowledgeable of and compliant with federal, state, provincial/territorial, and local regulatory guidelines in the geographic area where they practice as well as being sensitive to the responsibility for public health, safety, and welfare in caring for human remains

The program has the following objectives:

- To enlarge the background and knowledge of students about the funeral service profession;
- To educate students in every phase of funeral service and to help enable them to develop proficiency and skills necessary for the profession;
- To educate students concerning the responsibilities of the funeral service profession to the community at large;
- To emphasize high standards of ethical conduct
- To provide a curriculum at the post-secondary level of instruction; and
- To encourage student and faculty research in the field of funeral service

The vision of the Mortuary Science Program is to imbue the graduates of the program with the understanding that, as MCC graduates in the funeral service profession, they are leading the way in their local communities as well as the larger state, national and global communities through excellence in the death-care profession.

The vision of the program is also to graduate thinking and caring individuals who understand that they have a sacred obligation to the memory of the deceased, the family members and friends of the deceased, the citizens of the community they serve and members of all allied health professions.

The Mortuary Science Program is a block program that comprises the second year of the Associate of Applied Science (AAS) degree. The AAS degree in Mortuary Science at Mesa Community College is accredited by the American Board of Funeral Service Education (ABFSE), 3414 Ashland Ave., Suite G., St. Joseph, MO 64506, 816-233-3747, [www.abfse.org](http://www.abfse.org)

The program is a member of the National Association of Colleges of Mortuary Science (NACMS). As a member of NACMS, it is permitted to induct those members of the class with the highest academic achievement into Mu Sigma Alpha, a National Honor Society for students of Mortuary Science.

Students enrolled in the second year of the program may also join Tau Chapter - Sigma Phi Sigma, a nationally recognized social fraternity for Funeral Service Education & Mortuary Science.

## INSTRUCTIONAL PROGRAMS

The program and its faculty are members of:

- National Funeral Directors Association (NFDA)
- Cremation Association of North America (CANA)
- International Cemetery, Cremation and Funeral Association (ICCFA)
- Arizona Funeral, Cemetery & Cremation Association (AFCCA)
- Association of Career and Technical Education (ACTE)
- National Association of Colleges of Mortuary Science (NACMS)

Graduation from a Mortuary Science Program and subsequent licensure does not mean that an individual is limited in his/her career choices. Careers in funeral service are varied, and draw on the skills and talents of scientists, artists, counselors, managers, salespersons, and entrepreneurs. Many graduates go on to successful careers in other allied health fields such as nursing, pharmacy, and medicine as well as the fields of crime scene investigation, the coroner's office and the office of the medical examiner.

Students who wish to apply for the Mortuary Science Program must have a GPA of 2.5 or higher in all first year general educational requirements. Other requirements apply to admission to this program; see the program's website or contact the Office of Admissions at the MCC Red Mountain Campus for further details 480-654-7200.

Study groups have become an integral part of the program; tutoring and special assistance are available to any student who needs it.

During the fall semester embalming lab, the student must provide his or her own transportation to preceptor-site embalming experiences at local funeral homes.

All students must take the National Board Examination prior to graduation. The taking of both sections of the NBE is a Graduation requirement. The fee for this examination is the responsibility of the student.

Courses are available which lead to Cremation Operator Certification and additional Continuing Education for Certified Cremationists. These courses are separate from the ABFSE curriculum.

NATIONAL Board Exam Statistics:

Year	# of Takers	# Passed	% Passed
2010 Arts	23	20	87%
2010 Sciences	23	19	83%
2011 Arts	29	21	72%
2011 Sciences	29	24	83%
2012 Arts	34	25	73.5%
2012 Sciences	34	27	79.4%
2013 Arts	25	19	76%
2013 Sciences	26	21	81%

Graduation Rates (number registered / number completing)

2011	30/34 = 88.2%
2012	34/36 = 94.4%
2013	25/29 = 86.2%

Employment Rates (Number graduating / number employed in funeral service)

2011	19/30 = 63%
2012	22/34 = 65%
2013	20/25 = 80%

Many of the students currently not working in funeral service related jobs have gone on to complete their four-year bachelor's degrees or graduate schools. MCC is a regionally accredited college and, therefore, students graduating from the Mortuary Science Program have more than 60 hours of transferable college credit which can be applied to higher degrees offered at Senior Colleges and Universities.

National Board Examination scores, graduation rates and employment rates for the Mesa Community College Mortuary Science Program and all other ABFSE-accredited programs are available at [www.abfse.org](http://www.abfse.org). To request a printed copy of this program's scores and rates, go to the Mortuary Science Building at 7440 E. Tahoe Avenue, Mesa, Arizona 85212 or contact Dr. Taggart, [taggart@mesacc.edu](mailto:taggart@mesacc.edu) or Donna Backhaus, [backhaus@mesacc.edu](mailto:backhaus@mesacc.edu) by email, or by telephone at 480-988-8501. To view them see the College Catalog or go online to the Mortuary Science Home Page at [www.mesacc.edu/programs/mortuary-science](http://www.mesacc.edu/programs/mortuary-science).

The Licensure Examination is the National Board Examination offered by the International Conference of Funeral Service Examining Boards (the ICFSEB). Licensure is on a state-by-state basis since each state does its own licensing. Approximately 33% of the students in the MCC Mortuary Science Program come from states other than Arizona. The fees for licensure are the responsibility of the student.

Being a nationally accredited program, your graduation from the Mortuary Science Program at MCC is transferable to states other than Arizona as well as your scores on the National Board Examination. Another of the most wonderful features of this program and your scores on the NBE is that once you have them, you have them for life even if you would choose to wait some time before putting your skills into practice in the funeral service profession.

## INSTRUCTIONAL PROGRAMS

### MUSIC

Craig Peterson, Chairperson: 480-461-7577  
Building MU 43

[www.mesacc.edu/programs/departments/music](http://www.mesacc.edu/programs/departments/music)

All students considering a major and/or minor in music must be advised by the Music Department.

The mission of the Music Department is to provide a high-quality experience to student musicians and a stimulating music education experience to the non-musicians we serve. The Music Department is a resource for transfer education, music education, and career and vocational preparation in music technology, music business, and music performance. High-quality musical experiences serve our community through classroom education and live musical performances.

The Music Department offers a wide range of courses and programs in the following areas:

- Music Theory and Composition (MTC)
- Music: Commercial and Business (MUC)
- Music Performance (MUP)
- Music Education (MUE)

Courses and programs are designed to enhance students' skills, prepare them for transfer to university programs, and equip them with knowledge and skills required to prepare for careers in the music field.

In addition, the department produces a number of musical performances each year and serves as home base for several community musical groups. For more information about courses, programs, performances, and groups, call the department office at 480-461-7575.

#### If You Plan to Major in Music

It is recommended that students planning to transfer as music majors to a baccalaureate-granting college or university take a planned set of courses leading to the Associate in Arts (AA). The AA is a general degree that includes special requirements enabling music majors to graduate from MCC after earning 64 credit hours.

The three public Arizona universities offer the following baccalaureate programs in music:

ASU	BA	Music
	BM	Secondary Education (Choral/Instrumental) Performance, Music Therapy Music Theory and/or Composition
NAU	BA	Music
	BM	Performance, Secondary Music Education, Choral/Instrumental

UA	BA	Music
	BM	Secondary Education (Choral/Instrumental) Performance
	BFA	Music Theatre – Theatre Arts

The MCC Music Department in partnership with Ottawa University offers a Music Education degree in Elementary and Secondary Music. Students complete their freshman and sophomore music and general education coursework, and their junior and senior performance ensembles and private instruction with MCC. Upper-division education courses are taken through Ottawa University.

The basic music courses required for most music majors planning to transfer to a baccalaureate-granting institution include:

MTC105/106	Music Theory and Aural Perception I
MTC155/156	Music Theory and Aural Perception II
MTC205/206	Music Theory and Aural Perception III
MTC255/256	Music Theory and Aural Perception IV
MUE137	Class Brass I
MUE138	Class Brass II
MUE235	Class Percussion I
MUE236	Class Percussion II
MUE237	Class Woodwinds I
MUE238	Class Woodwinds II
MUP123	Studio Class/Piano, Voice, Guitar, Instrumental, Jazz Styles (.5 credits 6 semesters)
MUP131	Class Piano I
MUP132	Class Piano II
MUP133	Class Voice I
MUP134	Class Voice II
MUP166	Jazz Piano I
MUP167	Jazz Piano II
MUP209	Conducting
MUP231	Class Piano III
MUP232	Class Piano IV
MHL241	Music History
MHL242	Music History
	Private instruction (2 credits 6 semesters)

Performing ensemble

Small	(1 credit 6 semesters)
Large	(2 credits 6 semesters)

The Music Department offers the Associate in Applied Science (AAS) and Certificate of Completion (CCL) in:

- Audio Production Technologies/Sound Design
- Music Business



### NETWORK ACADEMY

Preston Cameron, Chairperson: 480-461-7714  
Bob Samson, Program Director: 480-461-7744  
[www.mesacc.edu/programs/networking-security](http://www.mesacc.edu/programs/networking-security)

The Department of Business and Information Systems–Network Academy mission is to deliver education and training to Information Technology professionals and knowledge workers by developing, adopting, and implementing curricula that are aligned with industry standards and can lead to academic and industry certification.

The purpose of the Network Academy is to be:

- Responsive and adaptable to current and emerging industry needs
- Dedicated to responsible student advisement
- Committed to supporting, encouraging, and mentoring students

We accomplish this mission and purpose by providing:

- Certificate and degree programs
- Hands-on experiences applicable to the workplace
- Education for career advancement
- Accessible, affordable, and flexible programs

The Network Academy programs offer courses in the following disciplines:

- Computer Information Systems (CIS) – specializing in network administration, database administration, and distributed computing technologies including Microsoft, Cisco Systems, Linux, Security, SunMicrosystems, UNIX, VMware, and IBM
- Cisco Networking Technology (CNT) – courses offered under this prefix are certified as Cisco Networking Academy Courses
- Microsoft Technology (MST) – Specializing in Microsoft networking and distributed computing technologies
- Business and Personal Computers (BPC) – Desktop computing installation, maintenance, and support

Our specialized programs include:

- Cisco Networking Academy
- Microsoft IT Academy
- CompTIA partner – A+ certification, Net +, Linux + (LPI) and NITAS site

All courses are aligned to current industry standards and certifications. Students may earn a certificate of completion at MCC, an Associate in Applied Science (AAS) at MCC, and/or industry-specific certifications through exams offered by the specific technology company.

Students can complete coursework toward an associate degree including:

- Networking System Administration
- Linux Networking Administration

Students can complete certificates of completion in Network Administration with specializations in:

- Linux Associate
- Linux Professional
- Network Administration: CISCO Network Associate (CCNA)
- Network Administration: CISCO Network Professional (CCNP)
- Network Administration: Microsoft Windows

Please see Career and Technical Programs for specific requirements for certificates and degrees.

For more information on the department, see departmental website at [www.mc.maricopa.edu/dept/d07](http://www.mc.maricopa.edu/dept/d07)

Students have access to computers and network equipment in the classroom during the scheduled class time. Students also have access to the department's open labs at the Southern and Dobson and Red Mountain campuses.

Students may be required to purchase tools and specific storage devices for certain classes.

Network Academy faculty provide advisement during the school year. Appointments for advisement can be made by calling 480-461-7771. Advisement is also available in the department by appointment during the summer hours. Faculty provide additional tutorial assistance outside class hours as needed.

The Network Academy provides a strong service-learning component to give students additional hands-on experience to augment coursework. The Network Academy is a member of Arizona Students Recycling Used Computers (AZSTRUT). Students enrolled in service-learning are provided workplace experience fixing and refurbishing computers provided by the AZSTRUT program. These computers are then distributed to public schools and non-profit agencies throughout Arizona. Students are also given opportunities to serve as interns with the technical support staff of the department.

The Department of Business and Information Systems also offers courses in General Business under a variety of disciplines, Computer Information Systems (CIS), Business and Personal Computers (BPC), Fashion Merchandising and Design, and Office Automation Systems (OAS) at the Southern and Dobson and Red Mountain campuses and online. Visit our website at [www.mesacc.edu/dept/d07](http://www.mesacc.edu/dept/d07) for additional information.

## INSTRUCTIONAL PROGRAMS

### NURSING

Debra Bitter, Chairperson: 480-461-7262  
Building HW8

[www.mesacc.edu/programs/departments/nursing](http://www.mesacc.edu/programs/departments/nursing)

The Nursing Department offers a wide range of courses and programs in:

- Nursing – Associate in Applied Science in Nursing
- Paramedic to Nurse Program
- Nurse Assisting Certificate of Completion
- Nurse Refresher Online Program
- Health Care Related
- Health Core Curriculum
- Nursing Continuing Education

Prospective nursing students must apply to the program and meet all of the requirements listed in the program requirements for specific certificates or degrees they wish to earn.

The Nursing Department is committed to student success. We have a nursing skills lab where students can practice clinical skills. We also provide student tutoring and encourage study groups. We offer email, phone, and onsite advisement for nursing in the Health Wellness building.

All nursing and pre-nursing students can join the Student Nursing Association. Many scholarships are available to qualified nursing majors. Contact the Nursing Department for further details.

See Career and Technical Programs for specific program and degree requirements.

### NUTRITION

Jeffrey Messer, Chairperson,  
480-461-7378; Building ES 9  
[www.mesacc.edu/programs/food-nutrition](http://www.mesacc.edu/programs/food-nutrition)

Dr. Lori Zienkewicz, 480-461-7379; Office ES 102  
Registered Dietitian Nutritionist  
[lori.zienkewicz@mesacc.edu](mailto:lori.zienkewicz@mesacc.edu)

Dr. Maureen Zimmerman, 480-461-7328; Office ES 101  
Registered Dietitian Nutritionist  
[maureen.zimmerman@mesacc.edu](mailto:maureen.zimmerman@mesacc.edu)

The Nutrition Program offers diverse educational opportunities, including the new Sustainable Food Systems program. Our pre-dietetics pathway can begin the process of becoming a Registered Dietitian. View our website for details. [www.mesacc.edu/dept2/nutrition/](http://www.mesacc.edu/dept2/nutrition/)

#### 1. Registered Dietitian Nutritionist (RD or RDN) - Pre-Dietetics AA Pathway

MCC offers a transfer pathway for students interested in becoming a nutrition expert: a Registered Dietitian Nutritionist (RDN). This Associate of Arts (AA), Emphasis Pre-Dietetics/ Pre-Nutrition transfer pathway meets requirements for the Arizona State University and University of Arizona Dietetics programs. This is not a degree in nutrition, rather, it is a pathway program to the bachelor's degree programs at ASU and UA.

See Associate of Arts pathway for ASU and University of Arizona. MAPP to ASU (Nutrition/Dietetics) courses are included in the AA.

#### 2. Sustainable Food Systems – AAS Degree/Certificate of Completion

The program prepares students to help create a new food system that can feed the expanding global population in ways that are accessible, affordable, safe, nutritious, fair, and sustainable--all while respecting the environment, culture, and the welfare of those involved in the food system (i.e. animals, farmers, laborers, marketers, transporters, packagers, consumers, disposers, etc.). This is an emerging field with new jobs being created by sustainable food systems entrepreneurs.

#### 3. MAPP transfer to Arizona State University

- a. Nutrition/Dietetics (RDN Pathway). See #1 above.
- b. Human Nutrition
- c. Nutrition Communication
- d. Food Service Management

#### 4. Exercise Science Personal Training – AAS Degree

Students interested in the fitness and wellness industry may consider this AAS degree. Upon completion, it is transferable into a Bachelor of Applied Science program at Arizona State University. Please note: This is not a track towards becoming a Registered Dietitian. See Nutrition website for details.

See Nutrition website for details on all programs [www.mesacc.edu/dept2/nutrition/](http://www.mesacc.edu/dept2/nutrition/)

### OFFICE AUTOMATION SYSTEMS

Bethann Partin, OAS Program Director: 480-461-7764  
See Computer Information Systems

### PHILOSOPHY AND RELIGIOUS STUDIES

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Patrice Nango, Chairperson: 480-461-7621  
Building BP 43A  
[www.mesacc.edu/programs/departments/philosophy-religious-studies](http://www.mesacc.edu/programs/departments/philosophy-religious-studies)

The Department of Philosophy and Religious Studies offers dozens of courses each year. Our two disciplines are twin approaches to the wisdom and practices of people across the world and throughout history. The study of science, history, literature, psychology, and more are integrated in our shared pursuit of a greater perspective. We offer our students the freedom to question everything, challenge the answers, and discover new possibilities.

#### If You Plan to Major in Philosophy

Arizona's three state universities all offer B.A. degrees in Philosophy. There are many academic and professional opportunities for those who wish to study Philosophy, such as a career as an analyst, journalist, ethics consultant, or researcher, in various governmental roles, or a track through Law School. In addition, businesses find philosophy majors very valuable. Lastly, several comedians were Philosophy majors. The universities' Philosophy major requires Introduction to Philosophy (PHI101), Introduction to Logic (PHI103), and Introduction to Ethics (PHI105).

#### If You Plan to Major in Religious Studies

Arizona's three state universities all offer B.A. degrees in Religious Studies. ASU also offers a Ph.D. program. Community college students have wide freedom in taking courses to prepare themselves. We recommend you visit with one of our Religious Studies faculty to explore what works for you. Whichever direction you take, however, you will find either Religion and the Modern World (REL205) or World Religions (REL100) a worthwhile starting place.

Religious Studies is a good foundation for several careers, particularly international work in either the corporate or non-profit world. Teaching is also an option (an increasing number of high schools are now offering World Religions in their curriculum). Religious Studies also serves well to prepare students for graduate work in law, archaeology, linguistics, literature, and public administration.

#### CGTE: The Engagement Project

In addition to the dozens of courses we offer, our department established CGTE: The Engagement Project. Following 9/11, we sought to establish a long-term process for a better world: Engagement. Through varied programming, a resource center, and a unique option for our Honors students, we look to transcend the divisions among us – religious, cultural,

political, and social – and foster relationships that allow us all to become more together than what we can be apart.

**The Center.** Located in our department office, it is a growing collection of technology and multimedia: DVDs, magazines, books, Powerpoint presentations, audio programming, and more. It is all there for MCC students, faculty, and staff to use in courses or for personal exploration.

**CGTE: The Engagement Project Events.** Occasionally, we offer programs and presentations for the campus on special topics that touch on the many-faceted world around us. The semester calendar is available at our website.

**The Philosophy Club.** All of the fun and none of the homework, the Philosophy Club meets monthly 3pm first and third Thursday (alternating weeks with HOW) and explores themes, chosen by students, which connect the philosophical tradition to the everyday modern experience.

#### The Lois Duncan Kellogg Scholarship

The Philosophy and Religious Studies Department awards annual scholarships for students in each of our disciplines. Please contact the department offices for information.

### PHYSICAL EDUCATION

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Jeffrey Messer, Chairperson: 480-461-7378  
jeff.messer@mesacc.edu  
Building ES 9  
[www.mesacc.edu/programs/departments/exercise-science](http://www.mesacc.edu/programs/departments/exercise-science)

All Physical Education classes are located under the PED prefix in the college catalog or when registering for classes. The Physical Education program at Mesa Community College offers a wide variety of physical activity, leisure dance classes and outdoor recreational classes for your learning enjoyment, enhancement of physical performance, or improvement of physical fitness or health.

All physical education classes are categorized in the following manner:

PED101 Introductory or beginning skill level  
PED102 Intermediate skill level  
PED201 Advanced skill level

Followed by two-letter module that represents the activity being taught, for example a beginning level Boot Camp class would be identified as PED101BC. Find a list below of the wide range of 1-credit physical activity, leisure dance and outdoor recreation classes offered at Mesa Community College:

## INSTRUCTIONAL PROGRAMS

Aerobic Dance (AD)	Aikido (AK)
Boot Camp (BC)	Ballroom Dance (BD)
Belly Dance (BE)	Ballet (BL)
Backpacking (BP)	

PED115 Lifetime Fitness Center is a two-credit open entry/open exit strength and conditioning, group fitness (aerobics), and resistance training program which provides students to three workout facilities at the Southern and Dobson campus (Health Improvement Center, Fitness Center, and Group Activity Center) and two facilities at the Red Mountain campus (Fitness Center and Group Activity Center). PED115 offers population-specific resistance training, cardiovascular training and strength and conditioning programs administered by college-degreed professionals who are also Certified Personal Trainers or Strength and Conditioning Specialists through nationally accredited organizations.

- PED120AF is a two-credit only strength and conditioning class
- PED124/125/224/225 are two-credit Sport Performance Enhancement classes
- PED133 is a two-credit Olympic Style Lifting class
- PED187 is a two-credit adaptive physical education class for the atypical student

All students must be high school age to enroll in any physical education class taught at Mesa Community College.

### If You Plan to Major in Education with an Emphasis in Physical Education

A degree in Education with an emphasis in Physical Education provides students curriculum that is based on teacher preparation courses in physical education, activity classes and teaching methodology preparing students to teach Physical Education from K through 12<sup>th</sup> grade. Opportunities exist to pursue a baccalaureate degree in this field of study.

ASU Polytechnic	BAE	Secondary Education: Physical Education
NAU	BS	Physical Education (Health minor)

The following are transfer courses for the Secondary Education: Physical Education degree at ASU:

HES100	Healthful Living
HES154	First Aid/CPR
EXS101	Introduction to Exercise Science, Kinesiology, and Physical Education
FON241	Principles of Human Nutrition

Suggested Electives:

Most EXS courses, some PED, HES, and WED courses.

## PHYSICAL SCIENCE AND PHYSICS

David Nachman, Chairperson: 480-461-7015  
Building PS 8

[www.mesacc.edu/programs/departments/physical-science](http://www.mesacc.edu/programs/departments/physical-science)

Physical Science and Physics are disciplines within the Physical Science Department. Physical Science (PHS) and Physics (PHY) courses are offered for those who want to fulfill general education or major requirements, for those who plan to major in physics, and for those who want to expand their knowledge of the physical sciences.

### If You Plan to Major in Physics

The three public Arizona universities offer a variety of baccalaureate programs for those who plan to major in physics and astronomy:

ASU	BS	Physics
NAU	BS	Astronomy
NAU	BS	Physics
NAU	Merged BS	Physics and Astronomy
NAU	Merged BS	Physics and Mathematics
UA	BS	Physics
UA	BS	Astronomy
UA	BS	Science Education Physics

Work closely with an advisor to select courses that will help you meet your academic and professional goals. All three public Arizona universities require or accept the following courses for physics majors:

MAT231	Calculus with Analytic Geometry II
MAT241	Calculus with Analytic Geometry III
PHY121	University Physics I
PHY131	University Physics II

## POLITICAL SCIENCE

Paul Hietter, Chairperson: 480-461-7346  
Building SC 14

[www.mesacc.edu/programs/departments/social-science](http://www.mesacc.edu/programs/departments/social-science)

For more information, see Social Science

In addition to offering courses in political science (POS), the faculty also sponsor the Model United Nations group that competes nationally each.

### If You Plan to Major in Political Science

The three public Arizona universities offer a large number of baccalaureate degree programs in political science, including:



## INSTRUCTIONAL PROGRAMS

ASU	BA Political Science (Asian Studies)
ASU	BA Political Science (Latin American Studies)
ASU	BS Political Science
ASU	BA Political Science
ASU West	BA Social and Behavioral Science (Political Science)
ASU West	BS Social and Behavioral Sciences (Political Science)
ASU West	BA Political Science
ASU West	BS Political Science
NAU	BA International Affairs
NAU	BA Political Science
NAU	BS American Political Studies
NAU	BS Political Science
UA	BA Political Science

These three universities all require or accept the following courses for political science majors:

POS110	American National Government
POS120	World Politics
POS140	Comparative Government
POS210	Political Ideologies

## PORTUGUESE

See World Languages

## PSYCHOLOGICAL SCIENCE

Ed Lipinski, Chairperson: 480-461-7032  
Building BP 43A  
[www.mesacc.edu/programs/departments/psychological-science](http://www.mesacc.edu/programs/departments/psychological-science)

The Department of Psychological Science challenges students to expand their knowledge and enhance their appreciation of the human condition through open and impartial inquiry. We stimulate student curiosity to inquire about self and others through the scientific study of how people think, feel, act, and interact with their world. Students learn to view psychology and life from various perspectives and to recognize that psychology interrelates with all other disciplines.

The Department of Psychological Science sponsors a chapter of Psi Beta, a national Honor Society for Psychology in Community Colleges. Psi Beta is also an MCC club, and students with any interest in psychology topics are welcome to attend. Students may be either members of the Psychology Club or they may apply to be inducted into the Honor Society. If they get inducted, they are entitled to graduate with Honor Cords and their Psi Beta Honor Society membership is recorded on their transcript.

Students can get advisement assistance from members of the Department of Psychological Science faculty by calling to make an appointment. Periodically, Psi Beta hosts an Advisement Workshop with speakers from all of the public Arizona universities and other transfer institutions. The workshop is open to any interested student. Call the department main office at 480-461-7032 for the date, time, and location.

Psi Beta and the Department of Psychological Science also sponsor an Evening Lecture Series. Each semester three professionals in the field give informal lectures on a wide range of topics related to psychology. The public is invited to attend these lectures, and Continuing Education Credits (CEU) are offered.

The Department of Psychological Science has its own lab, the Psychology Instructional Resource Center (PIRC). The PIRC is a well-equipped computer lab that has many resources for all psychology students. Materials are available online and in print format, and they include a variety of study guides, extra-credit materials, films and videos, experiential exercises, and additional textbooks. The PIRC is a great place to learn psychology! As part of the PIRC lab, the Department of Psychological Science offers a tutoring program where free tutoring is available for any student taking a psychology course. Tutoring is offered in the PIRC Monday through Friday. The PIRC is located in the AD building (near the Cashier's Office) at MCC at Southern and Dobson and in the library at the Red Mountain campus.

The Department of Psychological Science offers several scholarships to students. These awards require students to have completed nine credit hours in psychology classes and are based on students' grade point average and other qualifications. These are awarded in the spring semester. Students can get application information and qualification requirements from the department office.

### If You Plan to Major in Psychology

Students who plan to major in psychology can complete their lower-division general education and major courses to prepare for upper-division psychology coursework. Students who are interested in psychology as a minor or as an elective may choose from among a large variety of classes. It is important for students to know that one does not "specialize" within psychology until graduate school (masters and/or doctoral work). An undergraduate degree in psychology is usually a general psychology degree, but the emphasis depends on the student's interest.

## INSTRUCTIONAL PROGRAMS

Arizona State University and University of Arizona require the following courses for psychology majors:

PSY101 Introduction to Psychology

PSY230 Introduction to Statistics

PSY290 Research Methods

Northern Arizona University requires the following courses for psychology majors:

PSY101 Introduction to Psychology

PSY230 Introduction to Statistics

PSY101 is the prerequisite for all 200-level courses

Additional prerequisites may also be required for some courses. The 200-level courses are introductions to almost all of the specialization areas in psychology and students may choose them based on their interest.

### READING

Amelia Rodriguez, Chairperson: 480-461-7025

Building AD 42

[www.mesacc.edu/programs/departments/reading](http://www.mesacc.edu/programs/departments/reading)

The Reading Department embraces the philosophy that each individual should be respected and valued. Therefore, each individual must be afforded the opportunity to develop skills and talents through an accessible, student-oriented learning environment.

The department offers courses in two prefixes:

- Reading (RDG)
- Critical Reading (CRE)

Students must take the ASSET, CELSA, ACCUPLACER, or COMPASS placement test to determine which reading class(es) to take. Many reading classes are available in English as a Second Language format as well. It is best to take reading classes early in your college career since these classes build skills that will enhance your success as a student.

The department shares a computer lab with English. The Academic Skills Center, another shared lab, is available for ESL reading classes as well as RDG081 and RDG091. Check posted hours for availability.

Reading faculty are available to provide advisement. It is recommended that students meet with faculty for advisement before registering in reading classes. Students who need help with coursework can get the assistance they need through the Learning Enhancement Center located in the Elsner Library.

The department offers the Milly Olsen Memorial

Scholarship as well as the Dr. Phil Carrillo Memorial Scholarship for Native American Students in honor of former faculty members. See the Financial Services website or visit the office for more information about these scholarships.

### RECREATION

Jeffrey Messer, Chairperson: 480-461-7378

[jeff.messer@mesacc.edu](mailto:jeff.messer@mesacc.edu)

Building ES 9

[www.mesacc.edu/programs/recreation](http://www.mesacc.edu/programs/recreation)

The Recreation professions represent a diverse field focusing on the role of leisure in youth and adult development, of parks/open space to community quality of life, of leisure, sports and the natural resource of tourism to economic and community development, and providing human services in meeting community needs. These professions address challenges related to providing accessible leisure services, visitor opportunities, environmental quality of life, social problems and services to disadvantage populations.

The Parks and Recreation Management program prepares students for professional positions in a variety of public, private and nonprofit organizations. Career opportunities exist in such diverse settings as youth agencies, municipal park and recreation departments, county and state park agencies, tour operators, sport venues, commercial recreation, therapeutic recreation, hospitals, and special event management.

Recreation courses are offered in traditional classroom settings, as well as online or hybrid format (a combination of face-to-face classroom and online learning).

#### Pathways offered:

Maricopa-ASU Pathway Partnership (MAPP):

- Parks and Recreation Management
- Recreational Therapy
- Nonprofit Leadership and Management
- Tourism Development and Management

#### Degrees Offered:

Associate of Applied Sciences (AAS):

- Recreation Management

Certificate (CCL):

- Recreation Management

#### If You Plan to Major in Recreation Management

If you are interested in a career in Recreation Management, the curriculum provides an interdisciplinary education in the management of community based recreation services, parks, protected areas, commercial recreation services, nonprofits

## INSTRUCTIONAL PROGRAMS

and for-profit organizations and tourism management. Opportunities exist to pursue a baccalaureate degree in this field of study.

ASU Downtown	BS	Parks and Recreation Management Recreational Therapy
ASU Downtown	BS	Nonprofit Leadership and Management
ASU Downtown	BS	Tourism Development and Management
NAU	BS	Parks and Recreation Management

The following are transfer courses for Recreation Management Majors at ASU Downtown and NAU:

REC120	Leisure and Quality of Life
REC210	Leisure Delivery Systems
REC230	Programming of Recreation Services
REC250	Recreation Leadership

## RUSSIAN

See World Languages

## SOCIAL SCIENCE

Paul Hietter, Chairperson: 480-461-7346  
Building SC 14  
[www.mesacc.edu/programs/departments/social-science](http://www.mesacc.edu/programs/departments/social-science)

The Social Science Department is committed to an innovative learner-centered environment to assist students, faculty, and staff in achieving their academic goals. The Social Science Department strives to help each person achieve his or her potential as an effective and productive citizen by understanding the economic, historic, and political foundations of local, state, national, and international communities.

### The Social Science Department includes:

- Economics
- Future Studies
- History
- Political Science

Students are encouraged to form study groups, take advantage of the Learning Enhancement Center, and interact with faculty for advisement.

The Social Science Department offers a scholarship each spring. Details are available in the Social Science Department Office.

## SOCIAL WORK

Annalisa Alvrus, Chairperson: 480-461-7913  
Dori DiPietro, Faculty Director of the MCC Social Work Program: 480-461-7074  
Building SC  
[www.mesacc.edu/programs/social-work](http://www.mesacc.edu/programs/social-work)

According to the Department of Labor/Bureau of Labor Statistics, Arizona's demand for professional social workers will continue to outpace supply. Careers range from family and child counseling, child welfare, adoption and foster care, as well as school, healthcare, addiction, behavioral health, gerontology trauma, psychotherapy, veteran and forensic fields of social work. For further information on careers, salaries, etc. go to <http://www.bls.gov/ooh/community-and-social-service/social-workers.htm>.

Social work degrees and licensure is universally accepted and is the most advantageous degree to have in the helping profession for many reasons. Social work classes at MCC are taught by licensed clinical social workers who have many years of experience in the field of social work. Social work classes at MCC include field trips to relevant activities and social service sites and hands-on service learning experiences at community agencies as a part of their course assignments.

Social work students at MCC are offered additional social work learning opportunities such as joining the MCC Social Work Club and staying abreast of job postings and other activities through the MCC Social Work Program Facebook page, <http://www.facebook.com/MCCSocialWorkProgram>. MCC social work students are encouraged to attend MCC & NASW AZ Social Work Cinema Nights offered each semester and to apply for the Sue McAleavey Social Work Scholarship Endowment Fund to help pay for their tuition while here at MCC.

The MCC Social Work Program values and teaches cultural competency in all courses. Study abroad opportunities are provided for students and encourage of social work students through our International Education program to locations such as Xalapa, Mexico, Netherlands, England, Ireland, and China, just to name a few. There is a great need for bilingual social workers and MCC's Social Work Program welcomes students for which English is a second language.

### If You Plan to Major in Social Work

You can transfer your credits earned from the MCC Social Work Program to any school of social work, nationwide or to any of four schools of social work here in Arizona:

## INSTRUCTIONAL PROGRAMS

### ASU School of Social Work at the Downtown Campus

ASU is a public university that offers bachelor's, master's, and PhD. programs in social work, accepting up to 64 credits from MCC Social Work Program, <http://ssw.asu.edu/>

### NAU Yuma Social Work Program

NAU Yuma is a public university that offers a bachelor's degree program in social work, accepting up to 64 credits from MCC Social Work Program, <https://yuma.nau.edu/BachelorsDegrees/SocialWork-YumaBASW-227/>

### NAU Mountain Campus Social Work Program

NAU is a public university that offers bachelor's and master's degree programs in social work, accepting up to 64 credits from the MCC Social Work Program, <http://nau.edu/sbs/ssw/degrees-programs/social-work/>

### The College of Saint Scholastica at Mesa Community College

CSS is a private, nonprofit university that offers a bachelor's program in social work right here on MCC's campus! They accept up to 82 credits from the MCC Social Work Program making them both convenient and affordable, <http://degrees.css.edu/>

The required courses for social work majors are:

- SWU171 Introduction to Social Welfare
- SWU291 Social Service Delivery Systems\*
- SWU292 Effective Helping in a Diverse World

\*Requires (40) hours of volunteer experience in a local agency.

In addition to these core courses for social work majors, other recommended courses for those in the helping professions are:

- SWU130 Addictions and Substance Use Disorders
- SWU220 Addictions and Mental Health
- SWU225 Statistics for Social Research, Justice/Government
- SWU250 Mindfulness for Stress Management
- SWU258 Victimology and Crisis Management
- SWU282AA, AB, AC Volunteerism in Social Work: Service-Learning Experience

## SOCIOLOGY

Annalisa Alvrus, Chairperson: 480-461-7913  
Mona Scott, Lead Sociology Faculty  
Building SC 14  
[www.mesacc.edu/programs/sociology](http://www.mesacc.edu/programs/sociology)

**The Field** - Sociology is a cultural science dealing with the study of social life, social change and the social causes

and consequences of human behavior. Sociology concerns itself with the social rules and processes that bind and separate people not only as individuals but as members of associations, groups and institutions.

Sociologists investigate the structure of groups, organizations and societies and how people interact within such contexts. Because all human behavior is social, the field of interest ranges from the analysis of short contacts between anonymous individuals on the street to the study of global social processes.

**The Program** - The primary purpose of the Sociology program at Mesa Community College is to provide concrete occasions and intellectual resources that can help students understand the social and cultural dimensions of human behavior.

**Beyond The Classroom** - The variety of skills that students gain through the Sociology program enable students to plug into many roles, such as clinicians (with further study) and researchers who implement the theory in day-to-day life. Students who major in Sociology find themselves in a variety of career fields including public administration, education, social work, business, politics, protocol and personnel work. Students with degrees in Sociology can also work in health and human services-related fields or in the criminal justice system. In addition, a number of graduates seek postgraduate degrees such as law, M.S.W. and M.B.A. degrees.

**The Faculty** - The Sociology department boasts a caring faculty who understand and work toward the uniqueness of each individual student. In addition to six full-time faculty members, the Sociology department is complemented by a number of adjunct professors. All faculty members in the department have practical experience.

Sociology advisement is available from sociology faculty during office hours and by appointment.

### If You Plan to Major in Sociology

There are many academic and occupational opportunities available to those who study sociology. For example, at the three public Arizona universities you can earn a BA in sociology from ASU, ASU West, NAU, and UA. You can earn a BS from NAU and ASU West.

The three public universities all accept or require the following courses for the sociology major:

- SOC101 Introduction to Sociology
- SOC130 Human Sexuality
- SOC140 Racial and Ethnic Minorities
- SOC141 Sovereign Indian Nations
- SOC142 Sociology of the Chicano Community



## INSTRUCTIONAL PROGRAMS

SOC143	Sociology of Afro-American Problems
SOC157	Sociology of Marriage and Family
SOC180	Social Implications of Technology
SOC212	Women and Men in a Changing Society
SOC245	Social Deviance
SOC251	Social Problems
SOC266	Sociology Through Film
SOC270	Sociology of Health and Illness

### SPANISH

See World Languages

### THEATRE ARTS AND FILM

Susan Olson, Chairperson: 480-461-7793  
Theatre Outback TH 29

[www.mesacc.edu/programs/departments/communication-theatre-arts-film](http://www.mesacc.edu/programs/departments/communication-theatre-arts-film)

The Theatre Arts and Film program offers courses in Theatre Arts (THE), Theatre Production (THP), and Cinema (THE). Theatre performance and technical opportunities allow you to meet the human need for personal recognition and develop self-assurance, poise, and confidence.

When you get involved in theatre, you create the opportunity to use your talents in dance, music, art, speech, interpretation, storytelling, makeup, lighting and sound technologies, and scenic and costume construction. Through coursework, theatre arts and film provide an opportunity to explore other cultures and ages.

It is recommended that theatre arts and film majors enroll in a wide range of theatre courses in order to ensure a total grasp of the field. Actors should understand scene design and stage lighting, just as designers should understand performance studies. All theatre majors should have a firm grasp of theatre history and dramatic literature.

Due to the sophistication of the concepts and the textbooks used, students enrolling in courses numbered 100 or above should have placement scores that would place them into ENG101 and CRE101. Students must also satisfy course prerequisites.

The Theatre Arts and Film program presents three or four major main stage productions per year and one Black Box touring production. Open auditions are available for all students, staff, and faculty at MCC. The Theatre Arts program is active in the American College Theatre Festival and participates in the AriZoni Awards. The productions are staged in the Theatre Outback, which also hosts musicals and dance concerts.

The Theatre Arts and Film program sponsors the Stagedoor Players, an organization designed to foster student interest in theatre, as well as explore careers in theatre and pursue special interests in the area. The Stagedoor Players sponsor workshops and performances at various times throughout the year and in the summer. Many of these productions are written and staged entirely by students.

The department is committed to student success, and faculty are available during their office hours for one-on-one assistance and advisement.

Theatre Arts students may apply for scholarships by contacting Kevin Dressler or Kara Thomson, co-directors of Theatre.

#### If You Plan to Major in Theatre Arts

Public universities in Arizona offer a variety of bachelor's degree programs in this field:

ASU	BA	Theatre
ASU West	BA	Interdisciplinary Arts and Performance
NAU	BA or BS	Theatre
UA	BFA or BA	Theatre Production/Theatre Arts

The three public Arizona universities all require the following courses for the theatre major:

THP112	Acting I
THP212	Acting II
THP213	Introduction to Technical Theatre
THP217	Introduction to Design Scenography
THE220	Modern Drama (Dramatic Analysis)

Depending on the university you plan to transfer to, the following courses may also be recommended:

THE111	Introduction to Theatre
THE118	Playwriting
THE205	Introduction to Cinema
THE206	Introduction to Television Arts
THE210	Contemporary Cinema
THP115	Theatre Make-up
THP131	Stage Movement
THP201AA	Theatre Production I
THP201AB	Theatre Production II
THP203	Technical Theatre Production
THP210	Acting: Television/Film
THP211	Creative Drama
THP214	Directing: Theatre Techniques
THP216	Beginning Stage Lighting
THP217	Introduction to Design Scenography
THP219	Introduction to Puppetry
THP225	Visual Script Analysis
THP241	Performance of Literature
THP250	Stage Properties
THP260	Theatrical Design: Rendering

## INSTRUCTIONAL PROGRAMS

THP261	Pre-visualization Modeling
THP263	Entertainment Industry Design I: 2D CAD
THP264	Entertainment Industry Design II: 3D CAD
THP265	Introduction to Stage Management
THP266	Production Careers in Entertainment
THP267	Painting Techniques for Film, TV and Theatre
THP269	Technical Theatre Portfolio Development

Contact an academic advisor in the Advisement Center and/or Theatre Faculty for help in choosing the best courses for your needs.

## VETERINARY TECHNOLOGY

Dr. Jill Sheport, Program Director: 480-461-7488  
Building TC 50  
[www.mesacc.edu/programs/veterinary-technology](http://www.mesacc.edu/programs/veterinary-technology)

The Veterinary Technology Program is an Associate in Applied Science Degree program nationally accredited by the Committee on Veterinary Technician Education and Activities of the American Veterinary Medical Association. The program prepares students for careers in the rapidly growing field of veterinary technology, which require knowledge and skills involving basic medical sciences, general animal care and management, veterinary medical care, and client communications and service. Veterinary technicians function as the paraprofessional assistants to veterinarians, biomedical researchers, other scientists, and animal control and humane organizations. The program provides instruction in small animal, large animal, and laboratory animal medical and surgical nursing; laboratory techniques; office protocol; emergency medicine; specialty medicine; and other topics. Instruction includes practical clinical internship experience in veterinary emergency, large animal, small animal, and specialty practices, as well as in zoos, laboratories, humane societies, and other facilities. The curriculum combines courses in animal science and animal health with a general education component. Upon completion of the program, the student will be awarded an Associate in Applied Science degree in Veterinary Technology/Animal Health, and will be qualified to sit for national and state certification examinations.

## WELDING

Rod Hammil, Program Director: 480-461-7131  
Building WL 52  
[www.mesacc.edu/programs/welding-technology](http://www.mesacc.edu/programs/welding-technology)

Welding engineering employs science and engineering in joining components made of metals, ceramics, plastics, and other materials. Welding engineering includes the designing of the joints to be welded, the development of the detailed

joining procedures to be used, the selection of the materials incorporated in the joint, joint inspection, and the quality control for the final product. Welding engineering can also involve research in these areas, such as developing new welding processes or procedures for new materials. Welding engineers work with design engineers to develop efficient welding designs and fabrication procedures.

Welding engineers are involved in research and development, production, construction, and inspection functions involving welded fabrication. They also work in consulting, teaching, management, sales, and service functions. There are also opportunities to be owners or partners in private sector businesses. As the world becomes more conscious of the environment and the need for conservation of natural resources, many new opportunities are available for welding engineers. These opportunities include the design and manufacture of lighter and safer automobiles, trucks, and airplanes with increased fuel economy and improved environment control systems. The exploration of space brings the opportunity of designing and manufacturing space probes and space shuttles.

Welding engineering is a growing profession, and it is expected to continue in this growth for many years.

For specific details about this program, see Career and Technical Programs.

## WOMEN'S STUDIES

Annalisa Alvrus, Chairperson: 480-461-7913  
Building SC 14  
[www.mesacc.edu/programs/womens-studies](http://www.mesacc.edu/programs/womens-studies)

The Cultural Science department also houses the Women's Studies certificate program, an interdisciplinary program that focuses on women's experiences and perspectives, exploring topics such as history, culture, class, race, ethnicity, sexuality, and gender in order to help bring about equality, understanding, and peace. See Academic Certificates for program requirements.

Women's Studies prepares students for careers in nonprofit organizations, business, the creative arts, education, government and public policy, journalism, law, medicine, publishing, science, the social sciences, and social work.

WST100	Introduction to Women's and Gender Studies
WST209	Women and Films
WST284	19th Century Women Writers
WST286	Women and Health: Body/Mind/Spirit/Connection
WST290	Women and World Religions

For additional information contact Cultural Science Department: 480-461-7060

### WORLD LANGUAGES

Steven T. Budge, Chairperson: 480-461-7031  
Building 41

[www.mesacc.edu/programs/departments/world-languages](http://www.mesacc.edu/programs/departments/world-languages)

The mission of the World Languages Department at Mesa Community College is to promote excellence in teaching and learning by educating students to be linguistically and culturally prepared for advanced education and/or active citizenship in our global society:

- American Sign Language (SLG)
- Arabic (ARB)
- Chinese (CHI)
- French (FRE)
- German (GER)
- Japanese (JPN)
- Latin (LAT)
- Navajo (NAV)
- Russian (RUS)
- Spanish (SPA)

The foundational courses (courses numbered 101, 102, 201, and 202) fulfill language requirements for specific degree programs. They are prerequisites for advanced language courses at the community college and 300 and 400-level language courses at 4-year institutions. These university-equivalent courses emphasize the four language skills: listening, speaking, reading, and writing. Course 101 has no prerequisite. These courses are offered in a variety of formats (hybrid, face-to-face, and online). Consult the current online class schedule for details.

The conversational courses (courses numbered 115, 116, 225, and 226) are offered for those who wish to develop conversational abilities. These courses emphasize speaking and listening skills. Course 115 has no prerequisite.

The advanced courses prepare students for 300 and 400-level language courses at 4-year institutions. These courses are recommended to students who plan to transfer to a major university and wish to gain a deeper understanding of the culture, as well as improve their critical language skills. Courses in the advanced track have prerequisites.

The industry-specific courses (courses numbered 117, 118, 119, 120, 109, 169, 209, 210, and 240) are offered for those who wish to develop language skills in order to communicate with clients and employees in specific work environments. These language classes are customized in order to meet the schedule and content needs of each specific industry. Contact your employer today to schedule one of these courses with the World Languages Department.

The humanities and language studies courses (SPH245, NVH245, SLC201, SLC202, SPA241 and 242, and FLA240)

are designed to meet the diverse academic needs of the student. They include studies in linguistics, second language acquisition, foreign language teaching methods, film, and culture and heritage studies. Please consult the current course schedule for details.

Many foreign language courses are transferable to other colleges and universities, depending upon the programs and policies of the institution. For transferability status of courses to Arizona universities, consult the Course Equivalency Guide.

The World Languages Department has a state-of-the-art language laboratory to facilitate and stimulate the language learning process. The language laboratory is located in Building #4, AS 110 at MCC at Southern and Dobson. Hours vary from semester to semester. For more information, contact the World Languages department office.

The department has joined efforts with the Learning Enhancement Center to provide tutoring services for our language programs at various campuses and sites.





## GRADUATION POLICIES AND REQUIREMENTS

Academic Certificate in African-American Studies.....	100	AGEC - A, B, S.....	69
Academic Certificate in Child and Family Professional Development.....	101	Arizona General Education Curriculum (AGEC) - A, B, S.....	68
Academic Certificate in Communication Skills for Non-Native English Speakers.....	103	Associate in Applied Science (AAS).....	98
Academic Certificate in Creative Writing.....	104	Associate in Arts – Elementary Education (AA-EE).....	79
Academic Certificate in Electronic Music.....	105	Associate in Arts (AA).....	73
Academic Certificate in Global Citizenship.....	101	Associate in Arts, Fine Arts – AA (AAFA) - ART.....	85
Academic Certificate in Language and Literary Culture Of the USA.....	103	Associate in Arts, Fine Arts – Dance (AAFA).....	81
Academic Certificate in Language Studies.....	102	Associate in Arts, Fine Arts – Theatre (AAFA).....	87
Academic Certificate in Oral Communication Competence In The Workplace.....	104	Associate in Business – General Requirements (ABUS-GR).....	90
Academic Certificate in Oral Communication Fluency For Non-Native English Speakers.....	103	Associate in Business – Special Requirements (ABUS - SR).....	93
Academic Certificate in Sustainability.....	106	Associate in General Studies (AGS).....	95
Academic Certificate in Sustainability and Ecological Literacy.....	106	Associate in Science (AS).....	76
Academic Certificate in Women’s Studies.....	107	Catalog Under Which A Student Graduates.....	66
Academic Certificate in Writing, Rhetoric, and Composition.....	105	General Graduation Requirements.....	67
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## MCCCD DEGREES

### 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 – Fall '03, Spring '04 (Inactive)
- Nonattendance – Summer '04 (Active)
- Transferred to a University – Fall '04 (2002 or Any Subsequent Catalog)

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

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

#### Example:

- Admitted & Earned Course Credit at a Public Community College or University – Summer '04 (Active)
- Continued at a Public Community College – Fall '04, Spring '05 (Active)
- Nonattendance – Fall '05 (Inactive)
- Readmitted & Earned Course Credit at a Public Community College – Spring '06 (Active)
- Transferred to a University – Summer '06 (2004 or Any Subsequent Catalog)

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

#### **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 MCCCC 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, 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 MCCCC 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 Applied Science (Career Program Specified).

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

### MCCCD GENERAL EDUCATION STATEMENT

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

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

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

- Use technological resources appropriately and productively
- Work cooperatively and respectfully with others to serve their communities
- The general education experience at MCCCD is composed of specific elements across the curriculum designed to provide the learner with essential knowledge and skills:
- Communication
- Arts and Humanities
- Numeracy
- Scientific Inquiry in the Natural and Social Sciences
- Information Literacy
- Problem-Solving and Critical Thinking
- Cultural Diversity

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

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

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

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

The Maricopa County Community College District Arizona General Education Curriculum (MCCCD AGECE) 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 AGECE transfers as a block without loss of credit.

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

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

## Purpose of the AGECS

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

1. The AGECS-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). AGECS-A requires a minimum of college mathematics or college algebra to satisfy the Mathematics [MA] requirement. AGECS-A Mathematics requirement is less stringent than the AGECS-B and AGECS-S. AGECS-A and AGECS-B Natural Sciences requirements are less stringent than AGECS-S.
2. The AGECS-B is designed to satisfy requirements in business majors that articulate with the Associate in Business. AGECS-B requires a minimum of brief calculus to satisfy the Mathematics [MA] requirement.
3. The AGECS-S is designed to satisfy requirements in majors with more prescriptive mathematics and mathematics-based science requirements. AGECS-S articulates with the Associate in Science. AGECS-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 any university chemistry, university physics or general biology to satisfy the Natural Sciences [SQ/SG] requirement. In addition, students must select six to eight additional credits of math and/or science appropriate to the major.

## Academic Policies that Govern the AGECS 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 AGECS for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a "C" or better. The P-grade exception does not apply to credits awarded by AGECS granting/receiving institutions.
- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20

semester credit hours may be applied toward AGECS.

- 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 AGECS 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 AGECS S.

Follow the general education policy that follows:

## 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 MCCC CD and the institutions to which MCCC CD students transfer, students have the option to petition for course 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.

- Required courses that transfer as equivalent courses, departmental elective credit (DEC), 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 MCCC CD colleges;
- Include both course and their modular equivalents. Either the course or the modular equivalents will satisfy the AGECS;
- 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 AGECS-A, AGECS-B, or AGECS-S with a minimum 2.0 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.



## GRADUATION POLICIES AND REQUIREMENTS

The 35-38 semester credits required for each of the three AGECS follow. View satisfy MCCC CD AGECS-A, AGECS-B and/or AGECS-S for specific course information via the following website: [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta) by clicking on the statewide AGECS icon.

The AGECS A, B, S, and AGECS Matrix identify the courses in alpha-order by prefix as well as the different Core Areas and Awareness Areas where the course will apply.

### A. Core Areas 35 Credits

1. First-Year Composition (FYC) 6
2. Literacy and Critical Inquiry [L] 0-3  
AGECS-A & AGECS-B: Select a course that satisfies the [L] requirement (3)  
AGECS-S: Recommend selecting a course that satisfies (L and SB) OR (L and HU) OR (L and COM), OR (L and CRE101) requirements simultaneously (0-3)
3. Mathematical Studies [MA/CS] 4-6  
The Mathematics [MA] requirement differs for AGECS-A, AGECS-B, and AGECS-S.

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

#### AGECS-A requires:

- a. 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 prerequisite.)
- b. Computer/Statistics/Quantitative Applications [CS] (3 credits)

#### AGECS-B requires:

- a. 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).
- b. Computer/Statistics/Quantitative Applications [CS] (3 credits)  
CIS105 Survey of Computer Information Systems

#### AGECS-S requires:

- a. Mathematics [MA] (4 credits) AND  
(Requires a calculus course (MAT220 or

MAT221) OR any mathematics course for which MAT220 or MAT221 are prerequisites

4. Humanities and Fine Arts [HU] 6  
AGECS-A and AGECS-B: Students are encouraged to choose courses from more than one discipline for a total of six semester credits.  
AGECS S: Recommend selecting a course that satisfies (L and HU) requirements simultaneously.
5. Social and Behavioral Sciences [SB] 6  
AGECS-A and AGECS-B: Students are encouraged to choose courses from more than one discipline for a total of six semester credits.  
AGECS-S: Recommend selecting a course that satisfies (L and SB) requirements simultaneously.
6. Natural Sciences [SQ/SG] 8  
To complete the Natural Sciences requirement: AGECS-A and AGECS-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 AGECS-S. AGECS-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) (AGECS S) 6-8  
Students completing AGECS-S, through careful selection of courses that meet the other major or prerequisite 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 35-38 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 students have skills 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 skills 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. 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 coursework 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, and 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 prerequisite 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, and Zoology.

### **Awareness Areas**

Students must satisfy two Awareness areas: Cultural Diversity in the 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. United States 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. Awareness of cultural diversity and its multiple sources can illuminate the collective past, present, and future and 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 that exhibit mutuality and reciprocity. These problems occur in a wide variety of activities, such as food supply, ecology, health care delivery, language planning, information exchange, economic and social developments, law, technology transfer, and even philosophy and the arts. The Global Awareness area recognizes the need for an understanding of the values, elements, and social processes of cultures other than the culture of the United States. The Global Awareness area includes courses that recognize the nature of other contemporary cultures and the relationship of the American cultural system to generic human goals and welfare.

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

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

### **Historical Awareness [H]**

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

## ASSOCIATE IN ARTS (AA)

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

### **I. General Education**

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

### **II. General Electives**

### Purpose of the Degree

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

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

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

Completion of the Associate in Arts or 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 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



## GRADUATION POLICIES AND REQUIREMENTS

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, 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 AGECE-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](http://www.maricopa.edu/academic/ccta) by clicking on the statewide AGECE 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 AGECE-A or Associate in Arts Degree.
- Courses and their modular equivalents will satisfy AGECE-A and Associate in Arts requirements.
- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.

Courses completed at one of the Maricopa Community Colleges to satisfy Common Courses must be transferable as elective or better to the universities that have the shared majors listed on a Common Course Matrix. A shared major is a university degree program that has similar academic preparation to one or more degree programs at other Arizona public universities as listed on the Common Course Matrices. For appropriate course selection, students should consult with an advisor.

### Degree Requirements

The 60-64 semester credits required for the Associate in Arts follow. View specific course information via the following website: [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta) by clicking on the statewide icon. The AGECE A, B, S, and AGECE Maric identify the courses in alpha-order by prefix as well as the Core Areas and Awareness Areas where the course will apply.

#### I. MCCC Additional General Education

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

#### MCCC AGECE-A

1. Core Areas	35 Credits
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 (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 prerequisite.	
AND	
2) Computer/Statistics/Quantitative Applications [CS] (3 credits)	
d. Humanities and Fine Arts [HU]	6
Students are encouraged to choose coursework from more than one discipline for a total of six semester credits.	
e. Social and Behavioral Sciences [SB]	6
Students are encouraged to choose coursework from more than one discipline for a total of six semester credits.	
f. Natural Sciences [SQ/SG]	8

## GRADUATION POLICIES AND REQUIREMENTS

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]

### 3. MCCC Additional Requirements 0-6 Credits

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

#### a. Oral Communication

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

Select from the following options:

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

#### b. Critical Reading

A total of three (3) semester credits is required for the Critical Reading area. However, if students complete CRE101 and apply it to AGECA Core Requirements or if the students demonstrate proficiency through assessment, then the Critical Reading requirement has been satisfied and additional electives may be taken. CRE101 [L] OR equivalent as indicated by assessment

## II. General Electives

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

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

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

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

For some majors, students must demonstrate 4th semester proficiency at the 202 course level to satisfy the Non-English Language Requirements. Students should consult the Arizona Transfer Pathway Guides and/or the University Transfer Guides to determine this requirement for the major at the university to which they intend to transfer. If required, it is

recommended that students choose Maricopa courses as electives to meet this requirement as part of the Associate in Arts degree.

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

**Associate in Arts Total Credits: 60-64**

## ASSOCIATE IN SCIENCE (AS)

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

### I. General Education

Arizona General Education Curriculum for Science (AGEC-S) MCCCDC Additional Requirements

### II. General Electives

#### Purpose of the Degree

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

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

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

- Completion of the Associate in Science and the AGECS provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for non-residents.
- The graduation policies within the general catalog must be satisfied for completion of the Associate in Science degree.
- A minimum of 60 semester credits in courses numbered

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

- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGECS.
- The General Education Requirements for AGECS-S may be completed in 36-38 semester credits with the following stipulations
  - Courses can satisfy a Core area and one or two Awareness areas simultaneously.
  - A course cannot be used to satisfy more than one Core area requirement in the AGECS A and B.
  - A course can be used to satisfy the L and SB or L and HU requirements simultaneously in the Core area for the AGECS S.
- General Education Courses can satisfy multiple areas within the degree simultaneously (AGECS-S Core Area, AGECS Awareness Area, MCCCDC Additional Requirements, or lower-division courses applicable to the major).
- Effective fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS), is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGECS-S requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. 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/](http://www.maricopa.edu/academic/ccta/) by clicking on the

# GRADUATION POLICIES AND REQUIREMENTS

statewide AGECE 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 AGECE-S or Associate in Science Degree.
- Courses and their modular equivalents will satisfy AGECE-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 satisfy MCCCDC AGECE-A, AGECE-B, and/or AGECE-S for specific course information via the following website: [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta) by clicking on the statewide AGECE icon. The AGECE A, B, S and AGECE 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 AGECE-S and MCCCDC Additional Requirements.

### MCCCDC AGECE-S

1. Core Areas		36-38 Credits
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. 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 coursework 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 coursework from more than one discipline for a total of six semester credits.   |  |     |
| Select a course that satisfies both L and HU requirements simultaneously.   |  |     |
| f. Natural Sciences   |  | 8   |
| To complete the Natural Sciences requirement:   |  |     |
| Select eight (8) semester credits of either general chemistry CHM151 & CHM151LL and CHM152 & CHM152LL   |  |     |
| OR  |  |     |
| Eight (8) semester credits of university physics PHY115 & PHY116 or PHY121 & PHY131   |  |     |
| OR  |  |     |
| Eight (8) semester credits of general biology, BIO181 & BIO182 appropriate to the major.  |  |     |
| g. Subject Options (subject based on major)   |  | 6-8 |
| Students completing AGECE 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 36 to 38 semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously. Therefore no additional semester credits are required to satisfy the two Awareness Areas.

Cultural Diversity in the United States [C]

AND

Global Awareness [G] OR

Historical Awareness [H]

### 3. MCCCDC Additional Requirements 0-6 Credits

Students must satisfy Oral Communication and Critical Reading areas. However, it is not necessary for students to exceed the 36-38 semester credits required in order to complete the MCCCDC Additional Requirements.

#### a. Oral Communication

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

Select from the following options:

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

#### b. Critical Reading

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

CRE101 [L] OR equivalent as indicated by assessment.

## II. General Electives

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

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

Guides in order for the courses to apply in the major upon transfer.

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

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

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

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

**Associate in Science Total Credits: 60-64**

## ASSOCIATE IN ARTS – ELEMENTARY EDUCATION (AA-EE)

The MCCCDC Associate in Arts in Elementary Education (AA-EE) 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

### Purpose of the Degree

The AAEE is designed for the student who plans to transfer to an Elementary Education, Early Childhood,

Multicultural/Multilingual or Special Education program at an Arizona public higher education institution and/or who plans to become a classroom instructional aide.

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

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

- Completion of the Associate in Arts and the AGEC-A provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for non-residents.
- The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts degree.
- A minimum of 60 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. Credit units transferred from outside of the district need to be at a grade of "C" or better. A grade of "C" equals 2.0 on a 4.0 grading scale or equivalent. On an exception basis, P-grades may be allowed in the AGEC for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a "C" or better. The P-grade exception does not apply to credits awarded by AGEC granting/receiving institutions.
- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGEC.
- The General Education Requirements for AGEC-A may be completed in 35 semester credits with the following stipulations:
  - Courses can satisfy a Core Area and one or two Awareness Areas simultaneously
  - A course cannot be used to satisfy more than one Core Area
  - Courses can satisfy an Elementary Education Requirement and one or more Awareness Areas simultaneously.
  - A course cannot satisfy both the Elementary Education Requirement and a Core Area Requirement simultaneously.
- Effective Fall 2000, the course evaluation and/or general education designation as listed in the

Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS), is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.

- Courses completed at one of the Maricopa Community Colleges to meet AGEC-A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. View specific course information via the following website: [www.maricopa.edu/academic/ccta/](http://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.

# GRADUATION POLICIES AND REQUIREMENTS

## Degree Requirements

### I. MCCCDC General Education Requirements

#### A. MCCCDC AGEC-A

1. Core Areas 35-38 Credits
- 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: MAT150, MAT151, MAT152, MAT156 and MAT157 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  
COM225 Public Speaking
- d. Humanities and Fine Arts [HU] 6  
1) Select three (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 three (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 three (3) semester credits from the following courses:  
HIS103 United States History to 1865  
POS110 American National Government  
GCU227 United States and Arizona Social Studies or  
POS227 United States and Arizona Social Studies  
AND

- 2) Select three (3) semester credits from the following courses:

CFS205 Human Development  
ECH/CFS176 Child Development  
ECN211 Macroeconomic Principles  
ECN212 Microeconomic Principles  
GCU121 World Geography I: Eastern Hemisphere  
GCU122 World Geography II: Western Hemisphere  
HIS104 United States History 1865 to Present  
PSY101 Introduction to Psychology

- f. Natural Sciences—Science-Quantitative [SQ] and Science-General [SG] 8

To complete the Natural Sciences requirement, select a total of eight (8) semester credits from the following categories. At least four (4) credits must be SQ courses. You can select 4 semester credits of SG and 4 semester credits of SQ for a total of 8 semester credits. Natural Sciences courses must include or be accompanied by the corresponding laboratory course. When the lecture and corresponding laboratory are awarded separate credit, both will be counted as equivalent to one course in that discipline.

- 1) Life Sciences - Select four (4) semester credits of SQ or SG from BIO  
AND  
2) Physical Sciences or Earth/Space Sciences - Select four (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 AAEE requires coursework in two Awareness Areas:  
Cultural Diversity in the U.S. [C] AND  
Historical Awareness [H] OR  
Global Awareness [G]

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

### 2. MCCCDC Additional Requirements 0-3 Credits

- 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 Credits

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

### A. Education Foundations 18 Credits

Complete the following courses to satisfy the Education Foundations requirements:

EDU 220 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 OR  
MAT256 Investigating Quantity: Number, Operations & Numeration Systems  
MAT157 Mathematics for Elementary Teachers II OR  
MAT257 Investigating Geometry, Probability and Statistics

### B. Restricted Electives 7 Credits

A total of 5-7 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

**Associate in Arts Total Credits: 60-63**

NOTE: The following courses meet the state teacher certification requirement for United States and Arizona Constitutions:

United States-HIS103, POS110, POS220, POS222, or GCU/POS227

Arizona-POS220, POS221, or GCU/POS227

## ASSOCIATE IN ARTS, FINE ARTS – DANCE (AAFA)

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

### I. General Education

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

### II. Fine Arts Requirements – Dance

#### Purpose of the Degree

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

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

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

- Completion of the Associate in Arts, Fine Arts - Dance degree and the AGECE-A provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum grade point average (GPA) 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



## GRADUATION POLICIES AND REQUIREMENTS

- the AGEC for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a “C” or better. The P-grade exception does not apply to credits awarded by AGEC granting/receiving institutions;
- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGEC.
  - The General Education Requirements for AGEC-A may be completed in 35 semester credits with the following stipulations
    - Courses can satisfy a Core Area and one or two Awareness Areas simultaneously
    - A course cannot be used to satisfy more than one Core Area
  - General Education Courses can satisfy multiple areas within the degree simultaneously (AGEC-A Core Area, AGEC Awareness Area, MCCCCD Additional Requirements, or lower-division courses applicable to the major).
  - Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS), is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
  - Courses completed at one of the Maricopa Community Colleges to meet AGEC-A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course’s evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. View specific course information via the following website: [www.maricopa.edu/academic/ccta/](http://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 - Dance Degree.
  - Courses and their modular equivalents will satisfy AGEC-A and Associate in Arts, Fine Arts - Dance requirements.
  - If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.
  - Courses completed at one of the Maricopa Community Colleges to satisfy Common Courses must be transferable as elective or better to the universities that have the shared majors listed on a Common Course Matrix. A shared major is a university degree program that has similar academic preparation to one or more degree programs at other Arizona public universities as listed on the Common Course Matrices. For appropriate course selection, students should consult with an advisor.

### Degree Requirements

The 64 semester credits required for the Associate in Arts, Fine Arts - Dance degree follow. View specific course information via the following website: [www.maricopa.edu/academic/ccta/](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. MCCCCD General Education

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

##### A. MCCCCD AGEC-A

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

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

##### 1) Mathematics [MA] A (3 credits)

Select a course in college mathematics or college algebra or pre-calculus or any other mathematics course for which college algebra is a prerequisite

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AND

2) Computer/Statistics/Quantitative

Applications [CS] (3 credits)

d. Humanities and Fine Arts [HU] 6

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

Select from the following options to complete three credits:

DAH100 Introduction to Dance 3

DAH201 World Dance Studies 3

e. Social and Behavioral Sciences [SB] 6

Students are encouraged to choose coursework 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.

Select from the following options to complete four credits:

BIO160 Introduction to Human Anatomy and Physiology 4

BIO201 Human Anatomy and Physiology I 4

2. Awareness Areas 0 Credits

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 35 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 Credits

Students must satisfy Oral Communication and Critical Reading areas. However, it is not necessary for students to exceed the 35 semester credits required in order to complete the MCCC Additional Requirements because courses can satisfy a Core Area and MCCC Additional Requirements simultaneously. Therefore no additional semester credits are required to satisfy Oral Communication and Critical Reading.

a. Oral Communication 3

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

Select from the following options:

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

b. Critical Reading 3

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

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

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### Part I 11 Credits

Select the following:

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

### Part II 9 Credits

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

DAN120++	World Dance (any module)	1
DAN129	Musical Theatre Dance I	1
DAN130	Musical Theatre Dance II	1
DAN131	Ballet I	1
DAN132	Modern Dance I	1
DAN133	Modern Jazz Dance I	1
DAN134	Ballet II	1
DAN135	Modern Dance II	1
DAN136	Modern Jazz Dance II	1
DAN229	Musical Theatre Dance III	1
DAN230	Musical Theatre Dance IV	1
DAN231	Ballet III	1
DAN231AA	Ballet III: Intensive	2
DAN232	Modern Dance III	1
DAN233	Modern Jazz Dance III	1
DAN234	Ballet IV	1
DAN234AA	Ballet IV: Intensive	2
DAN235	Modern Dance IV	1
DAN236	Modern Jazz Dance IV	1
DAN237	Ballet Pointe I	1
DAN290++	Dance Conservatory I (any module)	1-3
DAN291++	Dance Conservatory II (any module)	1-3
DAN292++	Dance Conservatory III (any module)	1-3

### Part III: Restricted Electives 9 Credits

Students can choose to complete a combination of up to three credits in Part III and the remaining credits in Part IV; or students can opt to complete all Elective credits in Part IV. No more than three credits may be selected from the following DAN prefixed courses:

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
DAN141	Dance Workshop	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
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 6-9

DAH classes cannot be used as both a Humanities core requirement and as a Dance Theory Elective (Part IV).

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
DAN201++	Special Topics: Dance (any module)	1-3
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
DAN282++	Service Learning (any module)	1-3
DAN293	Teaching Dance in Elementary Education	3
DAN294	Teaching Dance in Secondary Education	3

DAN295	Teaching and Management of Studio Dance	3
*DAN296++	Cooperative Education (any module)	1-4
*DAN298++	Special Projects (any module)	1-3

\* Selection of DAN296 or 298 courses to satisfy degree requirements should be done in consultation with a program advisor or faculty member as Special Projects courses do not currently transfer to any of the three Arizona state public universities.

Associate in Arts, Fine Arts – Dance Total Credits: 64

## ASSOCIATE IN ARTS, FINE ARTS – AA (AAFA) - ART

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

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

- Completion of the Associate in Arts, Fine Arts - Art degree or the AGECE-A provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum grade point average (GPA) 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 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 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 AGECE-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:



# GRADUATION POLICIES AND REQUIREMENTS

[www.maricopa.edu/academic/ccta/](http://www.maricopa.edu/academic/ccta/) by clicking on the statewide AGECE 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 AGECE-A or Associate in Arts, Fine - Arts Degree.
- Courses and their modular equivalents will satisfy AGECE-A and Associate in Arts, Fine Arts – Art requirements.
- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.
- Courses completed at one of the Maricopa Community Colleges to satisfy Common Courses must be transferable as elective or better to the universities that have the shared majors listed on a Common Course Matrix. A shared major is a university degree program that has similar academic preparation to one or more degree programs at other Arizona public universities as listed on the Common Course Matrices. For appropriate course selection, students should consult with an advisor.

## Degree Requirements

The 63 semester credits required for the Associate in Arts, Fine Arts - Art degree follow. View specific course information via the following website: [www.maricopa.edu/academic/ccta/](http://www.maricopa.edu/academic/ccta/) by clicking on the statewide AGECE icon. This list identifies 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 AGECE-A and MCCCDC Additional Requirements

#### MCCCDC AGECE-A

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

from Computer/Statistics/Quantitative Applications [CS]

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

#### d. Humanities and Fine Arts [HU] 6

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

Select the following:

ARH101 Prehistoric Through Gothic Art 3

#### e. Social and Behavioral Sciences [SB] 6

Students are encouraged to choose coursework 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 0 Credits

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 35 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.

## GRADUATION POLICIES AND REQUIREMENTS

Cultural Diversity in the United States [C]

AND

Global Awareness [G] OR

Historical Awareness [H]

### 3. MCCCDC Additional Requirements 0-6 Credits

Students must satisfy Oral Communication and Critical Reading areas. However, it is not necessary for students to exceed the 35 semester credits required in order to complete the MCCCDC Additional Requirements because courses can satisfy a Core Area and MCCCDC Additional Requirements simultaneously. Therefore no additional semester credits are required to satisfy Oral Communication and Critical Reading.

#### a. Oral Communication 3

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

Select from the following options:

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

#### b. Critical Reading 3

A total of three (3) semester credits is required for the Critical Reading area. However, if students complete 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 28 Credits

A minimum of 28 credits are required to satisfy the Fine Arts Requirements – Art Foundations 16 Credits

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		12 Credits
Select from the following options to complete a minimum of 12 semester credits:		
ART116	Life Drawing I	3
ART122	Drawing and Composition II	3
ART131	Photography I	3
ART151	Sculpture I	3
ART161	Ceramics I	3
ART165	Watercolor Painting I	3
ART167	Painting I	3

**Associate in Arts, Fine Arts–Art Total Credits 63**

## ASSOCIATE IN ARTS, FINE ARTS – THEATRE (AAFA)

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

### I. General Education

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

### II. Fine Arts Requirements – Theatre Purpose of the Degree

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

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

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

- Completion of the Associate in Arts, Fine Arts - Theatre and the AGEC-A provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0

## GRADUATION POLICIES AND REQUIREMENTS

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, 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 AGECE-A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (DEC), 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/](http://www.maricopa.edu/academic/ccta/) by clicking on the statewide AGECE 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 AGECE-A or Associate in Arts, Fine Arts - Theatre Degree.
- Courses and their modular equivalents will satisfy AGECE-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/](http://www.maricopa.edu/academic/ccta/) by clicking on the statewide AGECE icon. The AGECE A, B, S and AGECE 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 AGECE-A and MCCCDC Additional Requirements

#### MCCCDC AGECE-A

1. Core Areas	35 Credits
a. First-Year Composition (FYC)	6
b. Literacy and Critical Inquiry [L]	
Select the following :	
THE220 Modern Drama	3
c. Mathematical Studies [MA/CS]	6
To complete the Mathematical Studies requirement, select one course to satisfy Mathematics [MA] A	

## GRADUATION POLICIES AND REQUIREMENTS

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

1) Mathematics [MA] A (3 credits)

Select a course in college mathematics or college algebra or pre-calculus or any other mathematics course for which college algebra is a prerequisite.  
AND

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

d. Humanities and Fine Arts [HU] 6

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

Select the following:

HUM/THE205 Introduction to Cinema 3

e. Social and Behavioral Sciences [SB] 6

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

f. Natural Sciences [SQ/SG] 8

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

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

2. Awareness Areas 0 Credits

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

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

3. MCCCDC Additional Requirements 0-6 Credits

Students must satisfy Oral Communication

and Critical Reading areas. However, it is not necessary for students to exceed the 35 semester credits required in order to complete the MCCCDC Additional Requirements because courses can satisfy a Core Area and MCCCDC Additional Requirements simultaneously. Therefore no additional semester credits are required to satisfy Oral Communication and Critical Reading.

a. Oral Communication 3

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

Select from the following options:

COM100 [SB] (3 credits) OR

COM100AA & COM100AB & COM100AC [SB] (3 credits) OR COM110 [SB] (3 credits) OR

COM110AA & COM110AB & COM110AC [SB] (3 credits) OR COM225 [L] (3 credits) OR

COM230 [SB] (3 credits)

b. Critical Reading 3

A total of three (3) semester credits is required for the Critical Reading area. However, if students complete 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 [L] (3 credits) OR equivalent as indicated by assessment

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

A minimum of 25 credits is required to satisfy the Fine Arts Requirements – Theatre.

Foundations 16-17 Credits

Select the following:

THE111	Introduction to Theatre	3
THF115	Makeup for Stage and Screen	3
THP112	Acting I	3
THP201AA	Theatre Production I OR	
THP201AB	Theatre Production II	2
THP213	Introduction to Technical Theatre	3
THP217	Introduction to Design Scenography	3



## GRADUATION POLICIES AND REQUIREMENTS

Restricted Electives 9-12 Credits

Students may take a variety of courses, or they may choose to emphasize a particular aspect of theatre, such as performance, design, technical, management, education, 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:

COM/THP271	Voice and Diction	3
HUM/THF210	Contemporary Cinema	3
THE118	Playwriting	3
THF120AA	Audition Techniques: Prepared Monologue	1
THF120AB	Audition Techniques: Cold Readings	1
THF210	Acting: TV/Film	3
THF215	Advanced Makeup Techniques for Stage and Screen	3
THF219	Advanced Acting for the Camera	3
THP130	Stage Combat	3
THP203	Technical Theatre Production	3
THP212	Acting II	3
THP214	Directing Techniques	3
THP216	Beginning Stage Lighting	3
THP226	Theatrical Design: Costuming	3
THP267	Painting Techniques for Film, TV/Theatre	3
THP281	Production and Acting I	3
THP298++	Special Projects	1-3

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

## ASSOCIATE IN BUSINESS – GENERAL REQUIREMENTS (ABUS- GR)

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

### I. MCCCDC General Education

Includes Arizona General Education Curriculum for Business (AGEC-B)

### II. Common Lower Division Program Requirements

### III. General Electives

### Purpose of the Degree

The ABUS-GR degree is designed for students who plan to transfer to Arizona's public universities into majors that articulate with the Associate in Business General Requirements pathway and for students who plan to complete lower division coursework 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. Council Note: As the ABUS-GR is the recommended pathway for Accountancy majors, references to the TG-XR are recommended for removal.

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 AGECEC for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a "C" or better. The P-grade exception does not apply to credits awarded by AGECEC granting/receiving institutions.
- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGECEC.
- Uses the following policies to help students complete the required Core and Awareness Areas in AGECEC-B without exceeding the 35 semester credits.
  - Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
  - A course cannot be used to satisfy more than one Core Area requirement.

## GRADUATION POLICIES AND REQUIREMENTS

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

- 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

#### MCCCDC AGECE-B

1. Core Areas	35 Credits
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 coursework from more than one discipline for a total of six semester credits.	
e. Social and Behavioral Sciences [SB]	6
Students are encouraged to choose coursework 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

# GRADUATION POLICIES AND REQUIREMENTS

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 35 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 Credits

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 ACC250 or ACC211 may be taken in lieu of ACC111

Council Note: ACC250 is no longer an option

ECN211 [SB] Macroeconomic Principles (3)

ECN212 [SB] Microeconomic Principles (3)

GBS205 Legal, Ethical, Regulatory  
Issues in Business (3)

GBS221 [CS] Business Statistics (3)

GBS220 Quantitative Issues in Business OR

\*MAT217 Mathematical Analysis  
for Business OR

\*MAT218 Mathematical Analysis  
for Business (3)

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

Business Elective 6

Select from the following options:

CIS114DE Excel Spreadsheet

CIS133DA Internet/Web Development Level I

CIS162AD C#: Level I

GBS151 Introduction to Business

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

MKT271 Principles of Marketing

PAD100 21st Century Public

Policy and Service

REA179 Real Estate Principles I

REA180 Real Estate Principles II

SBU200 Society and Business

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

## III. General Electives

Select courses to complete a minimum of 62 semester credits but no more than a total of 63 semester credits. General Electives semester credits may be necessary if courses selected for the degree satisfy multiple areas.

For appropriate course selection, students should consult an advisor.

Students must select courses that are acceptable 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). For appropriate course selection, students should consult with an advisor.

**ABUS-GR Degree Total Credits 62-63**

## ASSOCIATE IN BUSINESS – SPECIAL REQUIREMENTS (ABUS – SR)

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. MCCCCD General Education

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 coursework 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/](http://www.aztransfer.com/) Council Note: The ABUS-SR is the recommended pathway for Accountancy majors, so references to TG-XR being removed.

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 MCCCCD Associate in Business Special Requirements may apply to university graduation requirements of the university major for which the ABUS-SR was designed.

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

- Requires 62-63 semester credits in courses numbered 100 and above to be completed with a grade of “C” or better.
- Credit units transferred from outside of the district need to be at a grade of “C” or better. A grade of “C” equals 2.0 on a 4.0 grading scale or equivalent. On an exception basis, P-grades may be allowed in the AGECEC for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a “C” or better. The P-grade exception does not apply to credits awarded

by AGECEC granting/receiving institutions.

- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGECEC.
- Uses the following policies to help students complete the required Core and Awareness Areas in AGECEC-B without exceeding the 35 semester credits:
  - Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
  - A course cannot be used to satisfy more than one Core Area requirement.
- Uses the following policy to help students complete the program requirements at a minimum of 62 semester credits but not more than 63 semester credits.
- Courses can satisfy multiple areas within the degree simultaneously (AGECEC-B Core Area, AGECEC-B Awareness Area, and/or Common Lower Division Program Requirements)

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 MCCCCD and the institutions to which MCCCCD 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.



# GRADUATION POLICIES AND REQUIREMENTS

- 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 Satisfy MCCC AGEC-A, AGEC-B and/or AGEC-S for specific course information via the following website:

[www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta)

- Click on the AGEC icon
- Select Maricopa Community College District or any of the Maricopa Community Colleges
- Click on the appropriate AGEC A, B, S, or AGEC 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. MCCC General Education

### MCCC AGEC-B

1. Core Areas	35 Credits
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] (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
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 35 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 Credits

A total of 27-28 credits is 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 <span style="float: right;">6</span>
Council Note: ACC250 is no longer an option	
*MCCC ACC111 and ACC112 together are equivalent to	
ACC211	Programming I <span style="float: right;">3</span>

## GRADUATION POLICIES AND REQUIREMENTS

CIS162AD	C#: Level I Programming II	3
CIS250	Management Information Systems	3
GBS205	Legal, Ethical, Regulatory Issues in Business	3
GBS220	Quantitative Issues in Business	3
	OR	
MAT217	Mathematical Analysis for Business	3
	OR	
MAT218	Mathematical Analysis for Business	3
GBS221 [CS]	Business Statistics	3
ECN211 [SB]	Macroeconomic Principles	3
ECN212 [SB]	Microeconomic Principles	3

### III. General Electives 0-6 Credits

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

Students must select courses that are acceptable as an equivalent course, departmental elective credit (DEC), 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). For appropriate course selection, students should consult with an advisor.

### ABus-SR Total Credits 62-63

## ASSOCIATE IN GENERAL STUDIES (AGS)

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

- Require 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;

- Require 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";
- Use 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.
- Follow the graduation policies within the general catalog;
- Include both courses and their modular equivalents; either the course or the modular equivalents will satisfy the Associate in General Studies;
- Accept one of the courses cross-referenced with other courses;

### 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/151  
AD/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

## GRADUATION POLICIES AND REQUIREMENTS

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 294
BPC	Business-Personal Computers Any BPC Course(s)
CFS	Child/Family Studies 180
CIS	Computer Information Systems Any CIS Course(s) (except 162, 162AA, 162AC, 163AA, 169, 183AA, 259, 262)
CSC	Computer Science Any CSC Course(s) (except 200, 200AA, 200AB, 210, 210AA, 210AB, 283)
CTR	Court Reporting 101/102
DFT	Drafting Technology 103/any 105 module/ 150/251/any 251 module/any 254 module/256AA
ECH	Early Childhood Education 238
EEE	Electrical Engineering 120
ELE	Electronic 131/181/241/243/245/281
ELT	Electronic Technology 131/241/243
ENG	English 100AE
ENV	Environmental Sciences 119
FON	Food & Nutrition 100/100AA/100AC/100AD
GBS	General Business 221
GPH	Physical Geography 220
HRM	Hotel Restaurant Management 126
JAS	Justice & Government Agencies Admin 225
JRN	Journalism 133
LAS	Paralegal Studies 229
MAT	Mathematics 206
MET	Manufacturing Technology 264
MTC	Music Theory/Composition 180/191
NET	Networking Technology 181/181AA
OAS	Office Automation Systems 111AA/111AB/113/119/130DK/135DK/235DK
PSY	Psychology 230

RTR	Realtime Reporting 101/102
SBS	Small Business 211
SMT	Semiconductor Manufacturing Technology 150
SWU	Social Work 225
TVL	Travel Agent Technology 203
VPT	Video Production Technology 106

### GENERAL EDUCATION

#### DISTRIBUTION AREAS

(28-29 credits - grade of "C" or better)

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

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

AIS	American Indian Studies 213
AJS	Administration of Justice Studies 123
ARH	Art Humanities Any ARH Course(s)
ASB	Anthropology 211/214/220/222/223/253
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)
FRE	French 265
HCR	Health Care Related 210
HIS	History 101/102/103/108/111/113/114/203/212/251/252/275
HUM	Humanities Any HUM course(s) (EXCEPT 108/120/203/207)
INT	Interior Design 120/225
LAT	Latin 201/202
MHL	Music:History/Literature 140/143/145/146/153/155/242
PHI	Philosophy Any PHI Course(s)
REL	Religious Studies Any REL Course(s)
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
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 101/140/141/160/170
AJS	Administration of Justice Studies 101/119/162/200/225/258/259/270

## GRADUATION POLICIES AND REQUIREMENTS

ASB	Anthropology 102/202/211/222/223/226/252
ASM	Anthropology 104/275
CFS	Child/Family Studies 157/159/176/205/235/259
COM	Communication <u>100/100AA&amp;100AB&amp;100AC/110/110AA&amp;110AB&amp;110AC/163/230/250/263</u>
ECH	Early Childhood Education 176
ECN	Economics Any ECN Course(s)
EDU	Education 221/222
EED	Early Education 200, 205, 222
ENG	English 213
EMT	Emergency Medical Technology 258
FOR	Forensic Science 275
FSC	Fire Science Technology 258
FUS	Future Studies 101
GCU	Cultural Geography 102/121/122/141
HES	Health Science 100
HIS	History any HIS Course(s) (EXCEPT 111, 135, 170, 251, 252)
IBS	International Business 109
MCO	Mass Communications 120
POS	Political Science Any POS course(s)
PSY	Psychology 101/123/132/156/157/215/218/225/235/ 240/241/243/245/250/258/260/266/270/277/280/292
REC	Recreation 120
SBU	Society and Business 200
SLC	Studies in Language & Culture 201
SOC	Sociology Any SOC course(s) (EXCEPT 143, 157, 215, 245, 253, 265, 270)
SWU	Social Work 102/171/258/292
WED	Wellness Education 110
WST	Women's Studies 100/110/160/161
YAQ	Yaqui Indian History and Culture 100

### Natural Sciences (7-8 credits)

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

AGS	Agricultural Science 164
ASB	Anthropology 231
ASM	Anthropology 104/265
AST	Astronomy 101/102/111/112/113/114
BIO	Biology 100/101/102/105/107/108/109/145/149AF/149AH/149AK/149AL/149AM/149AN/156/160/181/182/201/202/205/241/245
CHM	Chemistry 107/107LL/130/130AA/130LL/150/150AA/151/151AA/151LL/152/152AA/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) (except 105)
GPH	Physical Geography 111/112/113/211/212/214/213/215
PHS	Physical Science 110/120
PHY	Physics 101/101AA/111AA/ 111/112/115/116/121/131
PSY	Psychology 275/290AB/290AC Literacy & Critical Inquiry (3 credits)
AIS	American Indian Studies 213
BIO	Biology 294
COM	Communication 222/225/241
CRE	Critical Reading <u>101</u>
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
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
THE	Theater 220
THP	Theater Performance/Production 241

### Elective Courses 15-16 Credits

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

## ASSOCIATE IN APPLIED SCIENCE (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

- Require 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





## GRADUATION POLICIES AND REQUIREMENTS

AFR	African American Studies 202
AIS	American Indian Studies 101/140/ 141/160/170
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, 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, 245, 251, 253, 265, 270)
SWU	Social Work 102/171/258/292
WED	Wellness Education 110
WST	Women's Studies 100/110/160/161
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
AST	Astronomy 101/102/111/112/113/114

BIO	Biology 100/101/102/105/107/108/109/ 111/149AN/ 145/156/160/181/182/201/ 202/205/241/245
CHM	Chemistry 107&107LL/130&130LL/ 130AA/150AA/150&151LL/151AA/ 151&151LL/152AA/152&152LL/154& 154LL/230&230LL
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

## ACADEMIC CERTIFICATES (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 range 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;
- Require a cumulative GPA of 2.0 or better for completion;
- Follow the graduation policies within the general catalog;
- Accept one of the courses that is cross-referenced with other courses;
- Include both courses and their modular equivalents. either the course or the modular equivalents will satisfy the Academic Certificate requirements;

## GRADUATION POLICIES AND REQUIREMENTS

- Do 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;
- Are for the most part college specific.

### Academic Certificate In African-American Studies (15-18 Credits) Major Code: 6226

The interdisciplinary Academic Certificate (AC) in African-American Studies enhances students' understanding of African-Americans by examining history, social issues, literature, culture, religion, ethnic relations, and gender issues. Through coursework, students develop skills in critical thinking, inquiry, and discourse while becoming more informed.

#### Program Notes:

+ indicates course has prerequisite and/or corequisites

Courses selected must satisfy the following General Education Requirements:

#### Awareness Area:

Cultural Diversity in the United States (C) 3 credits

Historical Awareness (H) 3 credits

#### Core Area:

Humanities (HU) 3 credits

Social and Behavioral Sciences (SB) 6 credits

Admission Criteria (None)

Program Prerequisites (None)

#### Required Courses (6 credits)

AFR110	Introduction to African American Studies (SB, C)	3
AFR/ASB202	Ethnic Relations in the United States (SB, C, H)	3

#### Restricted Electives (9-12 credits)

+AFR203	African-American History: The Slavery Experience (SB, C, H)	3
+AFR204	African-American History: Reconstruction to the Present (SB, C, H)	3
CPD103BC	African-American Cultural Pride and Awareness (AFS Department Elective)	2
ENH114	African-American Literature (HU, C)	3

HIS203	African-American History I (SB, C, H)	3
+HIS204	African-American History II (SB, C, H)	3
HUM214	African-Americans in Film (HU, C)	3
REL225	African-American Religions (HU, C)	3
SOC143	Sociology of African American Problems (SB, C)	3
WST105	Women of Color in America (C)	3

### Academic Certificate in Global Citizenship (16 credits) Major Code: 6212

The interdisciplinary Academic Certificate (AC) in Global Citizenship enhances students' understanding of the world around them and current social issues such as economic and social justice, human and civil rights, world and regional conflicts, environmental degradation, cultural diversity, and political change. Through a combination of coursework and experiential learning, students develop skills in critical thinking, inquiry, and discourse while becoming more informed, socially responsible, and engaged citizens of their communities, country, and world. The certificate includes specialized tracks in the impact of diverse cultures on American life: Impact of Diverse Cultures on American Life; Political and Economic Interdependence of the International Community; Global Study of Cultures, Religions, and Values; Regional Study of Cultures, Religions, and Values; and Science, Technology and the World.

#### Required Courses (7 credits)

GLO298AA	Special Projects	1
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Select 6 credits from the following courses:

ASB102	Introduction to Cultural and Social Anthropology (3)	
COM263	Elements of Intercultural Communication (3)	
ECN213	The World Economy (3)	
GCU121	World Geography I: Eastern Hemisphere (3)	
GCU122	World Geography II: Western Hemisphere (3)	
HIS243	History of World Religions (3) OR	
REL243	World Religions (3)	
POS120	World Politics (3)	
PSY132	Psychology & Culture (3)	

#### Restricted Electives (9-10 credits)

Students will choose 9-10 credits from one of the four tracks: Any prefixed course(s) except courses used to satisfy Required Courses area.

## GRADUATION POLICIES AND REQUIREMENTS

### Track 1 – Impact of Diverse Cultures on American Life: (9 credits)

Courses for Track 1 must be selected from the following disciplines:

AIS, ASB, CCS, COM, EDU, ENH, HIS, HUM, IGS, MCO, MHL, PSY, REL, SOC, SPH, WST

Courses selected under Track 1 must satisfy both of the following General Education Requirements:

Awareness Area C AND Core Areas SB OR HU OR L

### Track 2 – Political and Economic Interdependence of the International Community (9 credits)

Courses for Track 2 must be selected from the following disciplines:

ECN, IBS, POS, SBU

Courses selected under Track 2 must satisfy both of the following General Education Requirements:

Awareness Area G AND Core Area SB

### Track 3 – Global Study of Cultures, Religions, and Values (9 credits)

Courses for Track 3 must be selected from the following disciplines:

ASB, COM, DAH, ENH, GCU, HIS, HUM, IGS, MHL, PHI, PSY, REL, SOC

Courses selected under Track 3 must satisfy both of the following General Education Requirements:

Awareness Area G AND Core Areas SB OR HUM OR L

Foreign Languages: All of the following 201, 202, 203, or 204-level classes are also acceptable under Track 3:

ARB, FRE, GER, HEB, ITA, JPN, RUS, SPA

### Track 4 – Science, Technology, and the World (9-10 credits)

ASB231	Introduction to Archaeological Field Methods	4
ASM104	Bones, Stones, and Human Evolution	4
BIO105	Environmental Biology	4
BIO107	Introduction to Biotechnology	4
CHM107	Chemistry and Society	3
GLG110	Geological Disasters and the Environment	3
GPH111	Introduction to Physical Geography	4
+GPH210	Introduction to Environmental Geography	3
PHS120	Introduction to Physical Science: Astronomy, Meteorology, Geology and Oceanography	4
SOC180	Social Implications of Technology	3

### Academic Certificate In Child And Family Professional Development (16 Credits) Major Code: 6238

The Academic Certificate (AC) in Child and Family

Professional Development program is designed for practitioners in the early childhood, school-age, or home visitor field seeking coursework and portfolio/resource file assistance to meet a wide variety of national credentialing requirements (such as the Council for Professional Recognition CDA or the National Child Care Association CCP). Individuals completing this certificate will have fulfilled only the required training clock hours and resources file/portfolio prior to application to external credentialing organizations. Final credentialing assessment and award of the external credential is awarded by the external credentialing organization.

#### Required Courses (16 credits)

ECH253 National Credential Portfolio Development 3

#### Academic Specialization:

Students must complete one of the following blocks:

#### Family Child Care

CFS163	Family Child Care: Introduction to Business Management	3
CFS164	Family Child Care: Curriculum and Environment	3
EED205	The Developing Child: Prenatal to Age Eight	3
EED215	Early Learning: Health, Safety, Nutrition and Fitness	3
+EED260	Early Childhood Infant/Toddler Internship (1) OR	
+EED261	Early Childhood Preschool Internship (1)	1

#### Infant Toddler

ECH205	The Developing Child: Prenatal to Age Eight	3
EED215	Early Learning: Health, Safety, Nutrition and Fitness	3
+EED260	Early Childhood Infant/Toddler Internship (1) OR	
+EED261	Early Childhood Preschool Internship (1)	1
+ITD210	Early Attachments, Relationships, and Families: Birth to Age Three	3
+ITD220	Cognition and Communication: Birth to Age Three	3

#### Preschool

ECH128	Early Learning: Play and the Arts	3
EED205	The Developing Child: Prenatal to Age Eight	3
EED212	Guidance, Management and the Environment	3
EED215	Early Learning: Health, Safety, Nutrition and Fitness	3
+EED261	Early Childhood Preschool Internship	1

#### Home Visitor

CFS190	Home-Based Visitation	3
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## GRADUATION POLICIES AND REQUIREMENTS

CFS205	Human Development	3
CFS220	Introduction to parenting and Family Development	3
CFS225	Foundations of Parent Education	3
+FCS260	Family and Consumer Science Internship 1	
<b>School Age</b>		
CFS167	School-Age Child Care Provider	3
CFS/ECH176	Child Development	3
CFS206	Child and Family Organizations: Management and Administration	3
EED215	Early Learning: Health, Safety, Nutrition and Fitness	3
+FCS260	Family and Consumer Science Internship 1	

### Academic Certificate In Language Studies (12-18 Credits) Major Code: 6237

The Academic Certificate (AC) in Language Studies program is designed to provide students with a foundation in the study of culture, language, and linguistic structures. Students will have the opportunity to develop oral and written communication skills in a language other than English

#### Program Prerequisites (0-15 credits)

201-level proficiency in a language other than English as indicated by assessment OR coursework 0-15

#### Required Courses (6-8 credits)

SLC201 Introduction to Linguistics 8  
AND  
Students must chose 3-5 credits in 202 or higher-level coursework in the language used to satisfy the program prerequisites 3-5

#### Required Courses (6-10 credits)

Students must choose two (2) courses from the list below. Prerequisites may not be used to satisfy the Restricted Electives AFR/ASB202 Ethnic Relations in the United States (3) OR

SOC140	Racial and Ethnic Minorities (3)	3
COM263	Elements of Intercultural Communication	3
AHU+++	Any AHU Arabic Humanities course	
ARB+++	Any ARB Arabic course	
CHI+++	Any CHI Chinese course	
FLA+++	Any FLA Foreign Language Acquisition course	
FRE+++	Any FRE French course	
GER+++	Any GER German course	
GRK+++	Any GRK Greek course	
HBR+++	Any HBR Hebrew course	
HEB+++	Any HEB Hebrew course	
IPP+++	Any IPP Interpreter Preparation Program course	
ITA+++	Any ITA Italian course	
ITH+++	Any ITH Italian Humanities course	

JPN+++	Any JPN Japanese course	
LAT+++	Any LAT Latin course	
NAV+++	Any NAV Navajo course	
NVH+++	Any NVH Navajo Humanities course	
PIM+++	Any PIM Pima course	
POR+++	Any POR Portuguese course	
RUS+++	Any RUS Russian course	
SLC+++	Any SLC Studies in Language and Culture course	
SLG+++	Any SLG Sign Language course	
SPA+++	Any SPA Spanish course	
SPH+++	Any SPH Spanish Humanities course	
TRS+++	Any TRS Translation and Interpretation course	

### Academic Certificate In Language And Literary Culture Of The Usa (22-25 Credits) Major Code: 6221

The Academic Certificate (AC) in Language and Literary Culture of the USA is a course of study designed to provide students strong foundation in the oral and written structure and vocabulary of North American English, academic and professional reading and writing, and knowledge and appreciation of representative literature and culture of the USA in all its diversity.

#### Required Courses (13-16 credits)

ENG101	First Year Composition (3) OR	
ENG107	First-Year Composition for ESL (3)	3
ENG102	First Year Composition (3) OR	
ENG108	First Year Composition for ESL (3)	3
+ENG109	Business Writing for ESL (3) OR	
+ENG111	Technical and Professional Writing (3)	3
ENH111	Literature and the American Experience	3
+CRE101	College Critical Reading (3) OR	
	Equivalent as indicated by assessment	0-3
+ENG298AA	Special Project (1) OR	
+ESL298AA	Special Project (1)	1

#### Restricted Electives (9 credits)

Complete three courses from the following disciplines:

ASB	Any ASB Anthropology course(s)
COM	Any COM Communication course(s)
EDU	Any EDU Education course(s)
ENG	Any ENG English course(s) expect courses used to satisfy Required Courses area.
ENH	Any ENH English Humanities course(s)
HIS	Any HIS History course(s)
HUM	Any HUM Humanities course(s)
IBS	Any IBS International Business course(s)
IGS	Any IGS Integrated Studies course(s)
MUP	Any MUP Music: Performance course(s)
PSY	Any PSY Psychology course(s)
REL	Any REL Religious Studies course(s)
SOC	Any SOC Sociology course(s)

## GRADUATION POLICIES AND REQUIREMENTS

### Academic Certificate In Communication Skills For Non-Native English Speakers (30 Credits) Major Code: 6222

The Academic Certificate (AC) in Communication Skills for Non-Native English Speakers is an interdisciplinary program of study designed to extend traditional ESL coursework. It provides Non-Native English Speakers with oral and written communication skills including interpersonal communication, small group interaction, team-building, problem solving, public speaking and presentation skills, conflict resolution, assertiveness, and leadership. Students develop skills to enhance their professional, social, and personal interactions, and become more competitive and effective in the workforce.

#### Required Courses (21 credits)

COM100	Introduction to Human Communication (3) OR	
COM110	Interpersonal Communication (3)	3
COM120	Pronunciation of American Speech	3
+COM221	Oral Fluency in American Speech	3
+COM282AC	Volunteerism for Speech Communication: A Service Learning Experience	3
CRE101	College Critical Reading (3) OR Equivalent as Indicated by Assessment	3
ENG101	First Year Composition (3) OR	
ENG107	First-Year Composition for ESL (3)	3
ENG102	First Year Composition (3) OR	
ENG108	First Year Composition for ESL (3)	3

#### Restricted Electives (9 credits)

If choosing BPC110 or CIS105 only one can be applied.

BPC110	Computer Usage and Applications	3
CIS105	Survey of Computer Information Systems	3
+COM230	Small Group Communication	3
+COM259	Communication in Business and Professions	3
+GBS233	Business Communication	3
+ENG111	Technical Writing	3
IBS109	Cultural Dimension for International Trade	3
+SWU292	Effective Helping in a Diverse World Any approved General Education course in the cultural awareness [C] value (3) OR	3
COM+++++	Any COM Communication course (3)	3

### Academic Certificate In Oral Communication Fluency For Non- Native English Speakers (15 Credits)

### Major Code: 6223

The Academic Certificate (AC) in Oral Communication Fluency for Non-Native English Speakers is a concentrated program of study in communication and oral fluency designed to extend traditional ESL coursework. It provides Non-Native English Speakers with intense practice in pronunciation and fluency of American speech as well as experience in all communication contexts including interpersonal communication, small group interaction, problem solving, and public speaking. Students develop skills to enhance their professional, academic, and social interactions to become more competitive and effective in the academic environment and in the workplace.

#### Required Courses (12 credits)

COM110	Interpersonal Communication	3
COM120	Pronunciation of American Speech	3
+COM221	Oral Fluency in American Speech	3
+COM282AC	Volunteerism for Speech Communication: A Service Learning Experience	3

#### Restricted Electives (3 credits)

Any approved General Education course in the cultural awareness [C] value	3
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### Academic Certificate In Oral Communication Competence In The Workplace (30-33 Credits) Major Code: 6219

The Academic Certificate (AC) in Communication Competence in the Workplace is an interdisciplinary program of study that provides intensive study of written and oral communication skills in different contexts including interpersonal communication, small group interaction, team-building, problem solving, public speaking and presentation skills, conflict resolution, assertiveness, and leadership. Students develop skills to enhance their professional, social, and personal interactions, and become more competitive and effective in the workforce.

#### Required Courses (18-21 credits)

COM110	Interpersonal Communication	3
+COM225	Public Speaking	3
+COM230	Small Group Communication	3
+COM282AC	Volunteerism for Speech Communication: A Service Learning Experience	3
CRE101	College Critical Reading (3) OR Equivalent as Indicated by Assessment	0-3
ENG101	First-Year Composition (3) OR	

## GRADUATION POLICIES AND REQUIREMENTS

ENG107	First-Year Composition for ESL (3)	3
ENG102	First-Year Composition (3) OR	
ENG108	First-Year Composition for ESL (3)	3

### Restricted Electives (9 credits)

If choosing BPC110 or CIS105 only one can be applied

BPC110	Computer Usage and Applications	3
CIS105	Survey of Computer Information Systems	3
+COM259	Communication in Business and Professions	3
COM263	Elements of Intercultural Communication	3
+ENG111	Technical Writing	3
+GBS233	Business Communication	3
IBS109	Cultural Dimension for International Trade	3
+SWU292	Effective Helping in a Diverse World	3

### Free Electives (3 credits)

Any approved General Education course in the Cultural Awareness [3] value (3) OR  
 COM+++++ Any COM communication course except courses used to satisfy Required Courses or Restricted Elective area 3

## Academic Certificate In Creative Writing (24 Credits) Major Code: 6224

The Academic Certificate (AC) in Creative Writing is designed to provide students and professional writers with access to a community of writers and creative writing activities, instruction and guidance from established authors, and ongoing support in improving their writing skills and marketing their work. As students take courses in the program, they will build a portfolio of original work that may be used to seek admittance to a bachelor's or master's level creative writing program or that may include work to be submitted for publication. The program offers classes, workshops, and other activities such as readings and contests, which are accessible to writers of all levels regardless of academic or professional standing. The program serves many students, especially women, minorities, seniors, and working adults, who are under-represented in traditional creative writing programs because of cultural, dialect or language differences, scheduling difficulties, financial need, or lack of academic experience. Completion of the certificate does not lead to a particular degree program, but may aid students in their pursuit of a career in the writing professions and in their continued enjoyment of writing for personal growth.

### Program Notes:

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

+ indicates course has prerequisites and/or corequisites.

++ indicates any module.

### Admission Criteria:

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

### Required Courses (21 credits)

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
+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 (3 credits)

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

## GRADUATION POLICIES AND REQUIREMENTS

+ENH+++++ Any ENH English Humanities prefixed course	3
HUM/THE210 Contemporary Cinema	3

### Academic Certificate In Writing, Rhetoric, And Composition (10 Credits) Major Code: 6239

The Academic Certificate (AC) in Writing, Rhetoric, and Composition provides students with advanced instruction in the theory and practice of writing in a variety of rhetorical situations and multiple modalities. The certificate program will prepare students to write more effectively in both the workplace and higher education.

#### **Admission Criteria: None**

#### **Program Prerequisites: (6 credits)**

+ENG101 First-Year Composition (3) OR	
+ENG107 First-Year Composition for ESL (3)	3
+ENG102 First-Year Composition (3) OR	
+ENG108 First-Year Composition for ESL (3)	3

#### **Required Courses (4 credits)**

+ENG270 Workplace Writing	3
+ENG297 Writing Program Portfolio	3

#### **Restricted Electives (4 credit)**

+ENG109 Business Writing for ESL	3
+ENG111 Technical and Professional Writing	3
+ENG213 Introduction to the Study of Language	
3 +ENG215 Strategies of Academic Writing	3
+ENG216 Persuasive Writing on Public Issues	3
+ENG217 Personal and Exploratory Writing	3
+ENG218 Writing About Literature	3
+ENG219 Life Stories	3
ENG235 Magazine Article Writing	3
+ENG298++ Special Projects (any suffixed course) 1-33	

### Academic Certificate In Electronic Music (40 Credits) Major Code: 6231

The Academic Certificate (AC) in Electronic Music is intended for the student who would like to obtain acknowledgment for completion of electronic music courses, and is not designed to prepare students for employment. While the completion of the certificate does not lead to a particular degree, it does provide and enhance the development of musicianship for enjoyment and personal growth. This program provides the student with fundamental musical skills covering a variety of topics, including theory, performance, composition, and history. In addition, students receive a high level of technical training in creating electronic music. As students complete courses in the program, they will build a portfolio of original compositions that may be used to seek admittance to a bachelor's-level music program.

#### **Admission Criteria: None**

#### **Program Prerequisites: (2-3 credits)**

MTC100	Fundamentals of Music (2) OR	
MTC101	Introduction to Music Theory (3) OR	
	Permission of instructor	2-3

#### **Required Courses (40 credits)**

Students are required to complete a total of six (6) credits of MTC240.

+MTC105	Music Theory I	3
MTC106	Aural Perception I	1
+MTC155	Music Theory II	3
MTC156	Aural Perception II	1
+MTC205	Music Theory III	3
MTC206	Aural Perception III	1
+MTC255	Music Theory IV	3
MTC256	Aural Perception IV	1
MTC191	Electronic Music I	3
+MTC192	Electronic Music II	3
+MTC193	Computer-Based Sound Synthesis	3
+MTC240	Composition (3)	6
+MTC291	Electronic Music III	3
MUC195	Studio Music Recording I	3
+MUC196	Studio Music Recording II (3) OR	
MUC197	Live Sound Reinforcement I (3)	3

### Academic Certificate In Sustainability (15-16 Credits) Major Code: 6240

The Academic Certificate (AC) in Sustainability is interdisciplinary that builds a strong academic expertise along one of four significant pillars of sustainability, where students will examine and assess how to minimize unintended consequences and enhance a mutually productive relationship between man and nature. The four pillars are organized into specialized tracks, including land use and human transformations of the earth, competition for water and other natural resources from the earth systems, political and economic treatment of the earth, and coupled human-environment interactions.

#### **Required Courses (6 credits)**

SSH111	Sustainable Cities	3
SUS110	Sustainable World	3

#### **Restricted Electives (9-10 credits)**

Students must select one (1) of the following four (4) tracks: Credits 9-10

#### **Track I: Earth Systems**

AGS260	Origin and Composition of Soils	4
AGS261	Soil Fertility and Management	3
BIO105	Environmental Biology	4
+BIO182	General Biology (Majors) II (4)	
GLG101	Introduction to Geology I-Physical Lecture (3)	
AND		



## GRADUATION POLICIES AND REQUIREMENTS

GLG103	Introduction to Geology I-Physical Lab (1)	4
GLG110	Geological Disasters and the Environment	3
GLG111	Geological Disasters and the Environment Lab	1
GPH111	Introduction to Physical Geography	4
+GPH211	Landform Processes	4
GPH213	Introduction to Climatology (3) AND	
+GPH215	Introduction to Climatology Laboratory (1)	4

### Track II: Social, Political, Economic, Treatment of the Earth

ECN212	Microeconomic Principles	3
+ECN263	The Economics of Natural Resources, Population and the Environment	3
ENH206	Nature and Environmental Literature	3
GCU102	Introduction to Human Geography	3
GCU141	Introduction to Economic Geography	3
+HRM290	Ecotourism	3
PHI216	Environmental Ethics	3
POS120	World Politics	3
SBU200	Society and Business	3
SOC251	Social Problems	3

### Track III: Coupled Human-Environment Systems

ASB102	Introduction to Cultural and Social Anthropology	3
ASB222	Buried Cities and Lost Tribes: Old World (3) OR	
ASB223	Buried Cities and Lost Tribes: New World (3)	3
ASB226	Human Impacts on Ancient Environments	3
ASM104	Bones, Stones, and Human Evolution	4
BIO105	Environmental Biology	4
BIO108	Plants and Society	4
CHM107	Chemistry and Society	3
GCU121	World Geography I: Western Hemisphere (3) OR	
GCU122	World Geography II: Western Hemisphere (3)	3
+GPH210	Society and Environment	3
GPH267	Extreme Weather and Climate	3

### Track IV: Human Transformation of the Earth

ASB100	Introduction to Global Health	3
CNS205	Sustainable Construction/ LEED Certification	3
ECE111	Bioengineering Systems	3
FON135	Sustainable Cooking	3
FON143	Food and Culture	3
FON161	Sustainable Food Production	3
+INT170	Interior Materials	3
SCT100	Introduction to Sustainable Built Environments	3
SOC180	Social Implications of Technology	3
WED124	Environmental Wellness	3

## Academic Certificate In Sustainability And Ecological Literacy (16 Credits) Major Code: 6232

The Academic Certificate (AC) in Sustainability and Ecological Literacy enhances students' understanding of sustainable living practices associated with economics, equity and the environment. Through a combination of coursework and experiential learning, students engage in critical thinking, inquiry, and discourse, skills necessary for becoming socially responsible citizens who are ecologically and environmentally aware. The certificate is designed for, although not limited to, students seeking an Associate in Arts Degree and planning transfer to four-year colleges and universities.

### Admission Criteria: None

### Program Prerequisites: (3 credits)

+ENG101	First-Year Composition (3)	OR	
+ENG107	First-Year Composition for ESL (3)		3

### Required Courses (7 credits)

+PHI216	Environmental Ethics	3
BIO105	Environmental Biology (4) OR	
GLG110	Geological Disasters and the Environment (3) AND	
GLG111	Geological Disasters and the Environment Lab (1)	4

### Restricted Electives (9 credits)

Humanities, Social Science and Wellness:

Students will choose 2 different courses from the following list:

+ECN263	The Economics of Natural Resources, Population and the Environment (3)	
ENH206	Literature of the Southwest (3)	
HUM201	Humanities: Universal Themes (3)	
REC150AB	Outdoor Adventure Skills (3)	
SBU200	Society and Business (3)	

Students will choose 1 course from the following list:

HIS110	World History to 1500 (3)	
HIS111	World History 1500 to the Present (3)	
HUM250	Ideas and Values in the Humanities (3)	
PHI104	World Philosophy (3)	
POS120	World Politics (3)	
PSY132	Psychology and Culture (3)	
SOC101	Introduction to Sociology (3)	3

## Academic Certificate In Women's Studies (15 Credits) Major Code: 6225

The Women's Studies program, an intensive interdisciplinary liberal arts certificate program, provides students with tools and opportunities to discuss and critique historical and contemporary theories and practices

## GRADUATION POLICIES AND REQUIREMENTS

of feminism(s). The curriculum enables students to write well, think critically and analyze problems effectively. Students complete a variety of courses focusing on women's experiences and perspectives, exploring topics such as history, culture, class, race, ethnicity, sexuality and gender in order to help bring about equality, understanding, and peace. These courses are culturally responsive to the diversity of one half of the world's people, their work, and their impact on multicultural societies.

### Required Courses (3 credits)

WST100 Women and Society 3

### Restricted Electives (12 credits)

ASB211 Women in Other Cultures 3

ENH/WST284 19th Century Women Writers 3

ENH/WST285 Contemporary Women Writers 3

HIS201 History of Women in America 3

HLR/WST286 Women and Health: Body/Mind/  
Spirit/Connection 3

HUM/WST209 Women and Films 3

+PSY235 Psychology of Gender Differences 3

+PSY258 Domestic Problems and Crises 3

REL/WST290 Women and Religion 3

SOC212 Gender and Society 3

WST105 Women of Color in America 3

WST110 Women and Gender:  
A Feminist Psychology 3

WST120 Gender, Class, and Race 3

AJS/WST128 Law and Violence Against Women 3

WST160 Women and Early American Experience 3

WST161 American Women Since 1920 3

WST200 Essential Feminist Writing 3

AIS/ENH/  
WST261 Native Women's Literature:  
The Americas 3

## MCCCD OCCUPATIONAL PROGRAMS

The Maricopa County Community College Occupational Program Matrix identifies all programs currently available for offering within the 10 community colleges and two skill centers of the district. The programs are grouped under broad occupational areas as requested by the colleges. For specific information regarding individual programs, contact the college(s) listed as participating institutions.

### AGRICULTURAL PRODUCTION AND MANAGEMENT

Agribusiness MC

Urban Horticulture MC

### EQUINE TRAINING AND MANAGEMENT

Equine Science SC

Veterinary Technology/Animal Health MC

### HORTICULTURE

Landscape Aide MC

Landscape Specialist MC

(See Agricultural Production and Management section for additional programs and related areas)

Workforce Development: Horticulture RS

Workforce Development: Landscape Technology RS

### ARCHITECTURE AND CONSTRUCTION

Air Conditioning and Refrigeration

Air Conditioning/Refrigeration/Facilities GW

Residential and Light Commercial Air Conditioning GW

### APPRENTICESHIP RELATED INSTRUCTION

Construction Trades: Bricklaying and Tilesetting GW

Construction Trades: Carpentry GW

Construction Trades: Construction Management GW

Construction Management PC

Construction Trades: Millwrighting GW

Construction Trades: Plastering and Cement Masonry GW

Construction Trades: Painting and Drywalling GW

Construction Trades: Pre-Apprenticeship GW

Construction Trades: Sheet Metal GW

Construction Trades: Electricity GW

Construction Trades: Heat and Frost Insulation GW

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Construction Trades: Heavy Equipment Operations	GW	Pattern Design Level I	PC
Construction Trades: Ironworking	GW	Pattern Design Level II	PC
Construction Trades – Mechanical Trades: Heating, Ventilating and Air Conditioning	GW	Merchandising	
Construction Trades – Mechanical Trades: Plumbing	GW	Fashion Merchandising	PC
Construction Trades – Mechanical Trades: Pipefitting	GW	Fashion Merchandising & Design	MC
Construction Trades – Mechanical Trades: Sheet Metal	GW	Image Consultant	MC
Construction Trades: Concrete Form Builder	GW	<b>MUSIC</b>	
Construction Trades: Pipe Trades – Pipefitter-Refrigeration	GW	Audio Production Technologies	GC, MC, PC, PV, SC
Construction Trades: Pipe Trades –Plumbing	GW	Beginning Piano Pedagogy	MC
Power Plant Technology	GW, EM	Intermediate Piano Pedagogy	MC
Construction Trades: Roofing	GW	Dance Technology	SC
Construction Trades: Pipe Trades – Steamfitting	GW	Music Business	CG, GC, MC, PC, PV, SC, SM
<b>BUILDING AND CONSTRUCTION</b>		<b>COMMERCIAL ART/ADVERTISING ART</b>	
Architecture	MC	Computer Graphic Design	PC
Architectural CADD Level III	MC	Digital Media Arts	GC
Architectural Detailing CADD Level III	MC	Graphic Design: Visual Communication	SC
Architectural CAD Technology	PC	Journalism	GC, PV, MC, PC, SC
Architectural Technology	SC	Workforce Development: Graphic Arts Level I	RS
Building Inspection	EM, MC	Workforce Development: Graphic Arts Level II	RS
Building Safety Technology	SC	<b>AEROSPACE AND AVIATION</b>	
Civil Engineering Technology	PC	Aircraft Maintenance Technology	CG
Construction	MC	Aircraft Maintenance Technology (Part 147)	CG
Construction Drafting CADD Level III	MC	Airframe Maintenance (Part 147)	CG
Construction Trades: Heavy Equipment Operations	GW	Airway Science Technology, Flight Emphasis	CG
Construction Management	PC	Flight Technology	CG
Plan Review	MC	Powerplant Maintenance (Part 147)	CG
Pre-Contractor Licensing	MC	<b>BIOSCIENCE</b>	
Residential Drafting CADD Level II	MC	Biomedical Research Technology	CG, GW, SM
Survey and Civil Drafting - CADD Level II	MC	Biotechnology	MC
Workforce Development: Carpentry Level I	RS	Biotechnology and Molecular Biosciences	GC
Workforce Development: Carpentry Level II	RS	<b>BUSINESS, MANAGEMENT, AND ADMINISTRATION</b>	
Workforce Development: Furniture Construction/Refinishing Level I	RS	Accounting	GC, PC, GW, RS, SM, CG, EM
Workforce Development: Furniture Construction/Refinishing Level II	RS	Accounting – Specialized Para-Professional	PV
<b>ART, A/V TECHNOLOGY, AND COMMUNICATION</b>		Bookkeeping	SC
Adolescent Development	GC, RS	Microcomputer Accounting	PV
Adolescent Studies	PC	Software Quality Assurance	MC
Adult Development and Aging	GC, RS	(See Business Administration for additional programs and related areas)	
Alteration Specialist	MC	Accounting Paraprofessional	GC
Apparel Construction	PC	<b>BUSINESS ADMINISTRATION</b>	
Costume Design and Production	MC	Business	MC, SC
Costuming	PC	Business (Fastrack)	SC
Family Development	PC	General Business	CG, GC, MC, PC, RS, SCC, SMC
Family Life Education	GC, RS	(See Management and Finance section for additional programs and related areas)	
Family Support	PC	International Business	PV
Fashion Design	PC	International Trade	MC
Fashion Design Level I	PC	<b>MANAGEMENT</b>	
Fashion Design Level II	PC	Business Management	SM
Fashion Illustration	PC	General Business Specialized	PVC
Interior Merchandising	GC, MC, PC, EM	Human Resources Management	PC
Interior Design	MC, PC, SC	Management	PC, MC, SC
Interior Design: Advanced	MC	Management I	PC
Interior Design: Professional Level	SC	Management II	PC
Parent Education	GC, RS	Middle Management	GC, PV
		Military Leadership	RS

## GRADUATION POLICIES AND REQUIREMENTS

Project Management	MC	Insurance-Customer Service	RS
Public Relations	GC	Human Services - Unemployment Insurance:	
(See Middle Management section for additional programs and related areas)		Customer Service	RS
Retail Management	CG, GC, GW, EM, MC, PC, PV, RS, SC, SM	Motor Vehicle: Customer Service	RS
Retail Management and Marketing	SC	Organizational Leadership	CG, EM, GW, MC, PV, RS
Retail Sales Manager	MC	Organizational Management	CG, EM, GW, MC, PV, RS
Small Business	MC	Pharmacy: Customer Service	SM
Small Business Entrepreneurship	GC, SM	Quality Customer Service	RS
Small Business Management	EM, SC	Utilities Customer Service	RS
Small Business Start-Up	CG, GC, MC, PC, PV, RS, SM		
Supervision and Management I	SM	<b>EDUCATION AND TRAINING</b>	
Supervision and Management II	SM	Early Childhood Education	
Supervision	GC	Child and Family Organizations	
		Management and Administration	GC, RS
<b>MIDDLE MANAGEMENT</b>		Child Development Associate (CDA) Preparation	GC, PVC
Public Relations	MC	Curriculum for Young Children	PC
(See Management section for additional programs and related areas)		Early Care Specialist	MC
		Early Childhood Education and Administration	PC
<b>OFFICE OCCUPATIONS</b>		Early Childhood Classroom Management	PC
Administrative Office Professional	PV	Early Childhood Development	SM
Administrative Technology	GW	Early Childhood Education	PV, GC,
Administrative Professional	PC	Early Childhood Administration	
Business Technology Specialist	GW	and Management	GC, MCC, RSC, SM
Computer Applications	PC	Early Learning and Development	CG, MC, RS, SC
Data Entry Clerk	EM	Family Child Care Management	RSC, SCC
General Office Secretary	EM	Infant and Toddler Development	SC, RS
Office Technology	GW		
Paralegal Studies	PC	<b>WORKFORCE DEVELOPMENT</b>	
Court Reporting: Broadcast Captioning	GW	Workforce Development and Community Re-Entry	RS
Court Reporting: CART	GW		
Court Reporting: Judicial	GW	<b>EDUCATION</b>	
Realtime Reporting Scoping	GW	Gifted Education	EM
Receptionist	EM	Reading Specialist Endorsement	MC
Management of Clinical Information Technology	GW	Teacher Assisting	EM, GW
Management of Clinical Information Technology:		Foundations of Student Services	EM
Health Information Technology Implementation Support	GW		
Management of Clinical Information Technology:		<b>ENVIRONMENTAL TECHNOLOGY</b>	
Health Information Technology Technical Support	GW	Environmental Science Technology	GW
Management of Clinical Information Technology:		Geospatial Technologies	MC
PracticeWorkflow and Information Management Redesign	GW	Occupational Safety and Health Technology	GW
Management of Clinical Information Technology:		Radiation Protection Technology	EM
Implementation Management	GW	Safety, Health and Environmental Studies	PV
Management of Clinical Information Technology:		Wastewater Treatment	GW
Health Information Technology Training	GW	Water Resources Technologies	GW
Technology Support Analyst	MC	Water Resources Technologies: Hydrologic Studies	GW
		Water Treatment	GW
<b>TOTAL QUALITY MANAGEMENT</b>			
Automobile Insurance: Customer Service	RS	<b>FINANCE</b>	
Automobile Policy: Customer Service	RS	Banking and Finance	PC, EM
Automobile Insurance Claims: Customer Service	RS	Certified Residential Appraiser	MC
Broadband Telecommunications: Account Services	RS	Home Inspection	MC
Broadband Telecommunications	RS	Licensed Real Estate Appraiser	MC
Broadband Telecommunications: Field Operations	RS	Real Estate	MC, PC
Broadband Telecommunications: Technical Support Services	RS	Real Estate: Prelicense	PC
Credit Counseling: Customer Service	RS	Residential Appraisal Trainee	MC
Customer Service Management	EM	Bank Account Management: Customer Service	RS
Human Services-Assistance: Customer Service	RS		
Human Services-Specialist: Customer Service	RS	<b>GOVERNMENT AND PUBLIC ADMINISTRATION</b>	
		Public Administration	RS
		Tribal Development	SC
		<b>HEALTH SCIENCE</b>	
		Allied Health	



## GRADUATION POLICIES AND REQUIREMENTS

Advanced Behavioral Health Sciences	GC, SM	Culinary Studies	EM, PC, SC
Basic Behavioral Health	GC, SM	Culinary Fundamentals	SC
Medical Laboratory Sciences	PC	(See Hospitality section for additional programs and related areas)	
Clinical Research Associate	GW	Dietetic Technology	CG, PV
Community Health Worker	SMC	Food Service Administration	PC
Developmental Disabilities Specialist	GC	Professional Food and Beverage Service	PC
Diagnostic Medical Sonography	GW	Sustainable Food Systems	MC, RS
Electroneurodiagnostic (END) Technology	GW		
Health Information: Long Term Care Settings	PC	<b>HOSPITALITY</b>	
Health Information Technology	PC	Airline Operations: Ground Operations	RS
Health Services Management	GW	Airline Operations: Initial Flight Attendant	RS
Health Unit Coordinating	GW	Airline Operations: Passenger Services	RS
Histologic Technology	PC	Airline Operations: Reservations	RS
Hospital Central Service Technology	GW	Culinary Arts	SC
Laboratory Assisting	PC	(See Food & Nutrition section for additional programs and related areas)	
Computed Tomography	GW	Hospitality and Tourism/Golf Management	SC
Magnetic Resonance Imaging	GW	Hospitality and Tourism/Hotel Management	SC
Medical Assisting	PC	Hospitality and Tourism/Restaurant Management	SC
Medical Coding: Hospital-Based	PC	Hospitality and Tourism/Spa and Wellness Center Management	SC
Medical Billing and Coding: Physician-Based	PC	Hospitality/Hotel Management	EM
Medical Front Office	PC	Hospitality and Tourism/Tourism Development and Management	SC
Medical Radiography	GW		
Medical Transcription	GW	<b>HUMAN SERVICES/PARKS, RECREATION, LEISURE AND FITNESS STUDIES</b>	
Perioperative Nursing	GW	Recreation Management	MC, SC
Phlebotomy	PC		
Physical Therapist Assisting	GW	<b>HEALTH AND PHYSICAL EDUCATION/FITNESS</b>	
Polysomnographic Technology	GW	Group Fitness Instructor	GC, MC
Radiation Therapy	GW	Personal Trainer	GC, MC
Recovery Support	SM	Personal Training Specialist	CG, EM, GC, MC, PV, SC, SM
Respiratory Care	GW	Strength, Nutrition and Personal Training	CG, GC, MC, PV, SC, SM
Speech Language Pathology Assistant	EM	Teaching, Healing, Meditation & Stress Management	PV
Surgical Technology	GW	Therapeutic Massage	CG, PC
		Yoga Instruction	SC
		<b>FAMILY AND CONSUMER SCIENCE</b>	
<b>EMERGENCY MEDICAL TECHNOLOGY</b>		Nutrition for Fitness and Wellness	GC, MC, SC
Advanced Emergency Medical Technology (Paramedicine)	MC		
Basic Emergency Medical Technology	MC, PC, PV	<b>SOCIAL SCIENCES</b>	
Community Emergency Response Team (CERT): Level I	PC	Addictions and Substance Use Disorders Level I	RS
Emergency Communications and Deployment	PC	Addictions and Substance Use Disorders Level II	RS
Intermediate Emergency Medical Technology	PC	Addictions and Substance Use Disorders	RS
		Deaf Studies	PC
<b>DENTAL</b>		Interpreter Preparation	PC
Clinical Dental Assisting	RS	Professional Addictions Counseling	RS
Dental Assisting	PC		
Dental Hygiene	PC, RS, MC	<b>SOCIAL SERVICES</b>	
Dental Office Management	RS	Gerontology	RS
Dental Assisting Technology	RS	Gerontology: Aging Services Management	RS
Community Dental Health Coordination	RS	Gerontology: Eldercare	RS
		Gerontology: Foundations	RS
<b>NURSING</b>		Gerontology: Generalist	RS
Fast Track Practical Nursing	GW	Gerontology: Program Development	RS
Nursing	CG, EM, GC, GW, MC, PC, PV, SC		
Nurse Assisting	CG, GW, MC, PC, PV, SC, EM	<b>MORTUARY SCIENCE</b>	
Practical Nursing	CG, GC, GW, MC, PC, PV, SC, RS, EM	Mortuary Science	MC
Nursing Refresher	GW, MC		
		<b>INFORMATION TECHNOLOGY COMPUTER SCIENCE</b>	
<b>HOSPITALITY AND TOURISM/FOOD AND NUTRITION</b>		Advanced Computer Usage and Applications	RS
Advanced Professional Culinary Arts	SC		
Baking and Pastry	EM, PC		
Basic Culinary Studies	EM		
Commercial Food Preparation	PC		
Culinary Arts	SC		

## GRADUATION POLICIES AND REQUIREMENTS

Advanced Web Designer	MC	Networking Administration: Cisco	CG, EM, GC, GW, SM, MC
Business Office Computer Applications	GC	Networking System Administration	MC
Computer Applications Technology	EM	Networking Technology: Cisco	CG, EM, GC, GW
Computer Applications: Microsoft Office Specialist/Advanced	MC	Oracle Database Operations	CG
Computer Applications: Microsoft Office Specialist/Basic	MC	Programming	RS
Computer Hardware and Desktop Support	CG, EM, SC	Programming and System Analysis	CG, EM, GC, MC, PC, PV, SC, SM
Computer Hardware and Network Support	SC	Software Development	SC
Computer Information Systems	GC, PC, SC, SM	Web Design	GC, PV, EMCC, PC
Computer Information Technology	PV	Web Design Technologies	SC
Computer Networking Technology	PV	Web Design: User Interface	RS
Computer Programming	MC	Web Designer	MC
Computer Systems Maintenance	PV	Web Developer	GC, MC, PC, PV, EM
Computer Technology	RS	Web Development	SC
Computer Usage and Applications	RS	Web Server Administrator	MC
Computer and Information Technologies	SM		
Database Development	SC	<b>MEDIA TECHNOLOGY</b>	
Desktop Publishing	EM	Broadcast Production	SC
Engineering Technology	GC, CGC, EM	Comic and Sequential Art	PC
Game Technology	MC	Digital Arts	MC
Geographic Information Systems	MC	Digital Design	RSC
Information Security	GC	Digital Photography	PC
Information Security Administration	GC	Digital Arts: Digital Illustration	MC
Information Security Technology	GC,	Digital Arts: Digital Photography	MC
Information Security Wireless Networks	GC	Digital Arts: Graphic Design	MC
Information Technology	CG	Digital Arts: Web Design	MC
Information Technology: Programming and Systems Analysis	SM	Editing	SC
Information Technology: Web and Graphic Design	SM	eLearning Design Specialist	RS
Information Technology: Cisco Networking	SM	Film Production	SC
Information Technology: Computer Applications Specialist	SM	Game Technology	MC, GW
Information Technology: Network Server	SM	Media Arts: Computer Art/Illustration	CG, PC
Information Technology: Network Security	SM	Media Arts: Digital Animation	PC
Information Technology Support	SM	Media Arts: Digital Imaging	CG, PC
Linux Associate	CG, EM, GC, MC	Media Arts: Web Design	PC
Linux Networking Administration	EM, GC, MC	Motion Picture/Television Production	SC
Linux Professional	CG, EM, GC, MC, PV	Multimedia Technology	MC
Computer Applications: Office Specialist/Core Level	CG	Screenwriting	SC
(See Office Occupations section for additional programs and related areas)		Technical Theatre	PC, SC
Computer Applications: Office Specialist/Expert Level	CG	Video Production Technology	GC
(See Office Occupations section for additional programs and related areas)		<b>MANUFACTURING</b>	
Computer Business Applications	CG	Drafting Technology	
(See Office Occupations section for additional programs and related areas)		CAD Technology	GC
Microsoft Desktop Support Technology	EM, GC, PV	Basic CAD	GC
Microsoft Networking Technology	EM, GC, GW, PV	CAD/CAM/CNC I	MC
Microsoft Technical Specialist	EM, GC, GW, PV	CAD/CAM/CNC II	MC
Microsoft Applications Development	PV	CAD Application	GC
Microsoft Server Administration	EM, GC, PV	Commercial Drafting CADD Level II	MC
Microsoft Certified Information Technology Professional (MCITP) Administrator	EM, GC, GW, PV	Computer Aided Design and Drafting CADD Level I	MC
Multimedia and Business Technology	MC	Computer Aided Drafting	MC
Network Administration	SC	CAD-BIM Technology	PC
Network Administration: CISCO		Electro/Mechanical Drafting	MC
Network Professional	MC, CG, SM	Electromechanical Manufacturing Technology	MC
Network Administration: Microsoft		Industrial Design Technology	GW
Windows Server	CG, GW, MC	Industrial Design Technology: Design Specialist: SolidWorks	GW
Networking: Design and System Support	RS	Machining I	MC
		Machining II	MC
		Manufacturing Engineering Technology	MC
		Manufacturing Management	MC

## GRADUATION POLICIES AND REQUIREMENTS

Production Technology	GW	Crime Scene Technology	SC, PC
Manufacturing Productivity: CNC		Detention Services	RS
CAD/CAM Programming	GW	Evidence Technology	PC
Production Technology: CNC Technology	GW	Evidence Technology	EM
Production Technology: Quality Assurance	GW	Fingerprint Classification and Identification	PC, SC
Manufacturing Welding	MC	Forensic Investigation	MC
Mechanical Drafting	MC	Forensic Science	CG
Micro Circuit Mask Design	MC	Forensic Technology	PC
Public Works Leadership	EM	Forensic Science: Crime Lab	SC
<b>ELECTRONICS/ELECTRICAL TECHNOLOGY</b>		Global Citizenship	MC
Automation Technology Level I	EM, MC	Homeland Security	CG, GW
Automation Technology Level II	MC	Information Security Forensics	GC
Automation Technology Level III	MC	Judicial Studies	MC
Computer and Networking Technology	GC	Justice Studies	CG, SC
Electric Utility Technology	CG	Law Enforcement Investigator	GC
Electric Utility Design Technology	CG	Law Enforcement Technology	RS
Electrical Technology	GW	Law Enforcement	SC
Electromechanical Automation Technology	MC	Law Enforcement Training Academy	GC, CG
Electronics Engineering Technology	MC	Legal Studies	MC
Electronics Technology	MC	Paralegal	RSC
Automation Technology	EM, MC	Police Academy Preparation Level I	SC
Meter Technology	CG	Police Science	MC, SC
Network Maintenance	GC	Police Supervision	GC
Workforce Development: Electrical Level I	RS	Public Safety Technology	RS
Workforce Development: Electrical Level II	RS	Victimology	MC
Surveying Technology	PC	<b>FIRE SCIENCE</b>	
<b>WELDING TECHNOLOGY</b>		Driver Operator	CG, GC, EM, MC, PC, PV
Welding	MC	Emergency Management	PV, SM
(See Manufacturing section for additional programs and related areas)		Emergency Response and Operations	CGCC, EM, GC, MC, PC, PV, RSC, SC
<b>MARKETING, SALES, AND SERVICE</b>		Fire Academy	GC, SC
Marketing		Fire Officer Leadership	MC, CG, EM, GC, PC, PV
Marketing	MC, PC, SC	Fire Science	PV, RS, EM, MC
Marketing I	PC	Firefighter Operations	GC, MC, PC, PV, CGCC, EMCC, RSC
Marketing II	PC	Hazardous Materials Response	PC
Salesmanship	MC	<b>SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS</b>	
<b>LAW, PUBLIC SAFETY, CORRECTIONS, AND SECURITY</b>		AGEC-S	
Advanced Emergency Medical Technology (Paramedic)	MC, PC, PV	<b>TRANSPORTATION, DISTRIBUTION, AND LOGISTICS/AUTOMOTIVE TECHNOLOGY</b>	
Community Emergency Response Team (CERT): Level I	PC	Air Conditioning and Electrical Accessories	GW
Emergency Medical Technology	CG, GC, MC, PC, PV, SC	Air Conditioning	MC
Emergency Communications and Deployment	PC	Automotive Chassis	GC
(See Allied Health section for additional programs and related areas)		Automotive Drive Trains	GW
Fire Investigation	CG, EM, GC, MC, PC, PV	Automotive Electrical Systems	MC
Paramedic	GC, PC, PV, MC	Automotive Engines and Drive Trains	GC
<b>ADMINISTRATION OF JUSTICE</b>		Automotive Engine Performance	
Administration of Justice	EM, GC, PC, PV	Diagnosis & Air Conditioning	GC
Administration of Justice-Comprehensive	PC	Automotive Performance Technology	MC
Administration of Justice-Fundamentals	PC	Automotive Suspension, Steering and Brakes	GW
Administration of Justice Studies	CG, MC, SC, GW	Automotive Technology	GC, GW
Advanced Corrections	RS	Brakes, Alignment, Suspension and Steering	MC
Basic Corrections	RS	Engine Performance and Diagnosis	GW, MC
Corrections	RS	Transmissions and Power Trains	MC
Crime and Accident Scene Photography	PC, SC	Workforce Development: Automotive Technology Level I	RS
Crime and Intelligence Analysis	CG	Workforce Development: Automotive Technology Level II	RS
Crime Scene Investigation	SC, PC	<b>College Acronyms/Name:</b>	

## GRADUATION POLICIES AND REQUIREMENTS

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









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## CAREER AND TECHNICAL PROGRAMS



### Program Are Sequenced By Suggested Term

The following is a suggested course sequence by term for the pathway.

- The course sequence is laid out by suggested term. It is understood that students may enter the program at different times of the year.
- Academic achievement is related to initial course placement determined by course placement tests, completion of 100-200 level course pre-/corequisites, any courses below 100 level, and program prerequisites.
- Students should meet with an academic advisor, or program director, or counselor who can assist in assessing student needs that may affect course enrollment. Appropriate resources can be discussed and agreed to in order to address student needs and support successful course completion.

Key for General Education Requirements:

Critical Rdg = Critical Reading

FYC = First Year Composition

HUM = Humanities and Fine Arts

Mathematics = Mathematics

NS = Natural Science

Oral Comm = Oral Communication

PP = Program Prerequisite

SB = Social & Behavioral Sciences

RC = Required Courses

RE = Restricted Electives

## Administration of Justice Studies Certificates/ Degrees

- Associate in Applied Science in Administration of Justice Studies
- Certificate of Completion in Legal Studies
- Associate in Applied Science in Judicial Studies
- Certificate of Completion in Judicial Studies
- Associate in Applied Science in Police Science
- Certificate of Completion in Police Science
- Certificate of Completion in Forensic Investigation
- Certificate of Completion in Victimology

Department Chairperson: Bert Ouderkirk  
Contact: (480) 461-7080

**ASSOCIATE IN APPLIED SCIENCE (AAS) IN ADMINISTRATION OF JUSTICE STUDIES** is an interdisciplinary program that prepares students for a variety of careers in the criminal justice field, including law enforcement, corrections, probation, and social services in community-based organizations and agencies. Major Code: 3398 Total Credits: 64-67

<u>Term 1</u>		<u>Credits</u>
+ENG101	First-Year Composition	3
+MAT112	Mathematical Concepts and Applications OR Satisfactory completion of a higher level mathematics course	3
AJS101	Introduction to Criminal Justice	3
AJS230	The Police Function	3
<u>Term 2</u>		<u>Credits</u>
+ENG102	First-Year Composition	3
AJS109	Substantive Criminal Law	3
AJS240	The Correction Function	3
AJS123	Ethics and The Administration of Justice (Humanities and Fine Arts)	3
Natural Science	Any approved General Education course in the Natural Science area	4
<u>Term 3</u>		<u>Credits</u>
COM100	Introduction to Human Communication (3) OR	
COM225	Public Speaking (3) OR	
COM230	Small Group Communications (3)	3
CRE101	College Critical Reading (3) OR Equivalent as indicated by assessment	0-3
<u>Term 4</u>		<u>Credits</u>
AJS212	Juvenile Justice Procedures	3
AJS225	Criminology	3
AJS275	Criminal Investigation I	3
AJS260	Procedural Criminal Law	3
Social and Behavioral Sciences	(Social and Behavioral Sciences) Any approved General Education course in the Social & Behavioral Sciences area (AJS200, or AJS258, or AJS270 recommended courses)	3
<u>Term 5</u>		<u>Credits</u>
AJS+++++	Any AJS+++course or	
JUD+++++	Any JUD+++course	15-18



## CAREER AND TECHNICAL PROGRAMS

**Certificate of Completion (CCL) IN LEGAL STUDIES** is an interdisciplinary study of law that prepares students to “think like lawyers.” The emphasis on case analysis, critical thinking, reasoning by analogy, and oral advocacy will benefit all types of students, from those who want to attend law school, to professionals who crave a specialized area of knowledge, to those who simply want to learn about law in general. Major Code: 5635 Total Credits: 18

<u>Term 1</u>	<u>Credits</u>
AJS109 Substantive Criminal Law	3
AJS201 Rules of Evidence	3
AJS217 Court Procedures	3

<u>Term 2</u>	<u>Credits</u>
AJS260 Procedural Criminal Law	3
GBS206 Business Law (UCC)	3
GBS207 Business Law (General Corporate)	3

**The Associate in Applied Science (AAS) in Judicial Studies** will address skills and knowledge necessary for pursuing a career in the court system. In addition, the degree is designed for those individuals currently employed in the court who want to enhance or expand their job skills. Program of study will explore the laws, court structure, management, role of the judiciary and other areas that impact on the court. Major Code: 3394 Total Credits: 64

<u>Term 1</u>	<u>Credits</u>
AJS101 Introduction to Criminal Justice	3
+ENG101 First-Year Composition	3
JUD101 The Courts in Arizona	1
JUD103 Role of the Court Staff	1
JUD111 Sentencing Misdemeanants	1
+MAT112 Mathematical Concepts and Applications OR Satisfactory completion of a higher level mathematics course	3-4
SB Any approved General Education course in the Social & Behavioral Sciences area (AJS200, or AJS225, or recommended courses)	3

<u>Term 2</u>	<u>Credits</u>
AJS109 Substantive Criminal Law	3
AJS119 Computer Applications in Justice Studies	3
AJS123 Ethics and The Administration of Justice (Humanities and Fine Arts)	3
+ENG102 First-Year Composition	3
JUD109 Judicial Writing	1
JUD113 Court Management	2

<u>Term 3</u>	<u>Credits</u>
COM100 Introduction to Human Communication (3) OR	
COM225 Public Speaking (3) OR	
COM230 Small Group Communications (3)	3
+CRE101 College Critical Reading (3) OR Equivalent as indicated by assessment	0-3

<u>Term 4</u>	<u>Credits</u>
AJS260 Procedural Criminal Law	3
JUD107 Civil Procedure in Arizona Courts	2
JUD119 Alternative Dispute Resolution	1
JUD121 Appeals	1
NS Any approved General Education course in the Natural Science area	4
RE Any AJS or LAS or POS prefixed course	3

<u>Term 5</u>	<u>Credits</u>
AJS201 Rules of Evidence	3
AJS210 Constitutional Law	3
AJS/FSC/SWU258 Victimology and Crisis Management	3
JUD115 Injunctive Actions	2
RE Any AJS or LAS or POS prefixed course	3

**The Certificate of Completion (CCL) in Judicial Studies** will address specific skills and knowledge needed to pursue a career in the court system. The CCL is also designed for those individuals currently employed in the course who want to enhance or expand their job skills. Program of study will explore the court structure, management, role of the judiciary and other areas that impact on the court. Major Code: 5002 Total Credits: 15

<u>Term 1</u>	<u>Credits</u>
AJS101 Introduction to Criminal Justice	3
JUD101 The Courts in Arizona	1
JUD103 Role of the Court Staff	1
JUD109 Judicial Writing	1
JUD111 Sentencing Misdemeanants	1

<u>Term 2</u>	<u>Credits</u>
JUD107 Civil Procedure in Arizona Courts	2
JUD113 Court Management	2
JUD115 Injunctive Actions	2
JUD119 Alternative Dispute Resolution	1
JUD121 Appeals	1

**The Associate in Applied Science (AAS) in Police Science** prepares students to enter a career in law enforcement. The program emphasizes laws, the criminal justice system, investigations, patrol, and other functions specific to law enforcement. The curriculum combines coursework in police science with General Education components. Major Code: 3107 Total Credits: 64

<u>Term 1</u>	<u>Credits</u>
AJS101 Introduction to Criminal Justice	3
AJS109 Substantive Criminal Law	3
AJS230 The Police Function	3
+ENG101 First-Year Composition	3
+MAT112 Mathematical Concepts and Applications OR Satisfactory completion of a higher level mathematics course	3

<u>Term 2</u>	<u>Credits</u>
AJS123 Ethics and The Administration of Justice	3
AJS205 Criminal Justice Report Writing	3
+ENG102 First-Year Composition	3
Natural Science Any approved General Education course in the Natural Science area	4

<u>Term 3</u>	<u>Credits</u>
COM100 Introduction to Human Communication (3) OR	
COM225 Public Speaking (3) OR	
COM230 Small Group Communications (3)	3
CRE101 College Critical Reading (3) OR Equivalent as indicated by assessment	0-3

<u>Term 4</u>	<u>Credits</u>
AJS151 Firearms I	1
AJS258 Victimology and Crisis Management (Meets Social and Behavioral Science area)	
AJS260 Procedural Criminal Law	3
AJS270 Community Relations	3

## CAREER AND TECHNICAL PROGRAMS

AJS275	Criminal Investigation I	3
AJS290BU	Family Violence	1
<b>Term 5</b>		<b>Credits</b>
+AJS153	Firearms I/Handguns	1
RE	Any AJS prefixed courses to meet the total 15 credit hours of electives	15

**The Certificate of Completion (CCL) in Police Science** is designed for students who are interested in pursuing a course of study specifically focused on law enforcement. The certificate program specializes in training and education related to the duties of law enforcement. The program is designed for the student with no Arizona police academy experience. Major Code: 5107 Total Credits: 18

<b>Term 1</b>		<b>Credits</b>
AJS101	Introduction to Criminal Justice	3
AJS151	Firearms I	1
AJS205	Criminal Justice Report Writing	3
AJS230	The Police Function	3
<b>Term 2</b>		<b>Credits</b>
+AJS153	Firearms I/Handguns	1
AJS270	Community Relations	3
AJS275	Criminal Investigation I	3
AJS290BU	Family Violence	1

**The Certificate of Completion (CCL) in Forensic Investigation** provides the student with a specialization in forensic investigation as it relates to crime. The curriculum presents a specialized scope of knowledge about photography, collection and preservation of evidence, and investigative strategies. The program provides students with an important knowledge base for investigative specialization in a wide range of disciplines and careers. Major Code: 5488 Total Credits: 18

<b>Term 1</b>		<b>Credits</b>
AJS215	Criminalistics Physical Evidence	3
AJS216	Criminalistics: Biological Evidence	3
AJS241	Police Photography	3
AJS275	Criminal Investigation I	3
<b>Term 2</b>		<b>Credits</b>
AJS290AI	Theories of Criminal Behavior	1
AJS290AU	Child Abuse Investigation	1
AJS290BH	Sex Crimes Investigation	1
ASM		
/FOR275	Introduction to Forensic Anthropology	3

**The Certificate of Completion (CCL) in Victimology** program prepares students to effectively advocate for victims in a wide range of circumstances. Areas of study include crisis intervention, community services, victim rights, and emergency response, among others. Major Code: 5392 Total Credits: 15

<b>Term 1</b>		<b>Credits</b>
AJS101	Introduction to Criminal Justice	3
AJS123	Ethics and the Administration of Justice	3
AJS225	Criminology	3
<b>Term 2</b>		<b>Credits</b>
AJS162	Domestic Violence	3
AJS/EMT/ FSC/ SWU258	Victimology and Crisis Management	3

## Architecture Certificates/ Degrees

- Associate in Applied Science in Architecture
- Certificate of Completion in Architectural CADD Level III
- Certificate of Completion in Architectural Detailing CADD Level III
- Certificate of Completion in Commercial Drafting CADD Level II
- Certificate of Completion in Residential Drafting CADD Level II

Department Chairperson: Bob Bonura  
Contact: (480) 461-7173

**The Associate In Applied Science (AAS) in Architecture** prepares students to work as technicians in the areas related to architectural design or architectural drafting or urban development. An architecture design and architecture drafting technician may work in many types of design-related (architecture, engineering, construction, and interior design) firms/agencies using board and/or computer in designing and documenting residential and/or commercial buildings. An urban development technician may work for an urban planning or land development or real estate or landscape companies/agency. Major Code: 3802 Total Credits: 67

Program Prerequisites:	<b>Credits</b>
+MAT120 Intermediate Algebra (5) OR	
+MAT121 Intermediate Algebra (4) OR	
+MAT122 Intermediate Algebra (3)	3-5

<b>Term 1</b>		<b>Credits</b>
CNS130	Computer Aided Design and Drafting	3
FYC	Any approved general education course from the First-Year Composition area	3
+MAT150	College Algebra / Functions (5) OR	
+MAT151	College Algebra / Functions (4) OR	
+MAT152	College Algebra / Functions (3)	3-5
RE	Select from Track below	6

<b>Term 2</b>		<b>Credits</b>
ARC120	Design Fundamentals I	3
FYC	Any approved general education course from the First-Year Composition area	3
RE	Select from Track below	9

<b>Term 3</b>		<b>Credits</b>
CNS180	Building Construction Methods, Materials, and Equipment	3
+CRE101	College Critical Reading (3) OR Equivalent as indicated by assessment	0-3
RE	Select from Track below	6
PHY111	General Physics I	4
S&B	Any approved general education course from the Social and Behavioral Sciences area	3

<b>Term 4</b>		<b>Credits</b>
ARC160	Site Planning	3
CNS181	Cost Estimating I	3
COM100	Introduction to Human Communication	3
H & FA	Any approved general education course in the Humanities and Fine Arts area	3

## CAREER AND TECHNICAL PROGRAMS

RE	Select from Track below	6
Restricted Electives:		
Students will choose one of the three tracks		
<b>Track I-Architecture Design</b>		Credits: 27
AGL189	Landscape Design I	3
ARC100	Introduction to Environmental Design	3
ARC140	Rendering and Portfolio Development	3
+ARC161	Residential Architecture Drafting I: Computer and Board	3
+ARC162	Advance Residential Architecture Drafting II: Computer and Board	3
+ARC163	Commercial Architecture Drafting I: Computer and Board	3
+ARC164	Advance Commercial Architecture Drafting II: Computer and Board	3
ARC165	Introduction to Architecture Professional Practice and Ethics	3
+ARC225	Fundamentals of Architectural Detailing	3
+ARC282++	Volunteerism for Architecture: A Service Learning Experience	1-3
+ARC290++	Architecture Internship	1-3
+ARC296++	Cooperative Education	1-4
+ARC298++	Special Projects	1-3
BLT140	Environmentally Responsible Building	3
BLT262	Residential Building Code	3
+CNS201	Construction Management (Office Operation)	3
+CNS230	Computer Aided Design and Drafting II	3
+CNS240	Computer Aided Design and Drafting III	3
+CNS285	Introduction to Residential Plan Review	3
<b>Track II-Architectural Drafting</b>		Credits: 27
ARC140	Rendering and Portfolio Development	3
+ARC150	Architectural Desktop I	3
+ARC161	Residential Architecture Drafting I: Computer and Board	3
+ARC162	Advance Residential Architecture Drafting II: Computer and Board	3
+ARC163	Commercial Architecture Drafting I: Computer and Board	3
+ARC164	Advance Commercial Architecture Drafting II: Computer and Board	3
ARC165	Introduction to Architecture Professional Practice and Ethics	3
+ARC225	Fundamentals of Architectural Detailing	3
+ARC226	Advanced Architectural Detailing	3
+ARC282++	Volunteerism for Architecture: A Service-Learning Experience	1-3
+ARC290++	Architecture Internship	1-3
+ARC296++	Cooperative Education	1-4
+ARC298++	Special Projects	1-3
BLT140	Environmentally Responsible Building	3
BLT262	Residential Building Code	3
+CNS201	Construction Management (Office Operation)	3
+CNS230	Computer Aided Design and Drafting II	3
+CNS240	Computer Aided Design and Drafting III	3
+CNS285	Introduction to Residential Plan Review	3
<b>Track III-Urban Development</b>		Credits: 27
AGL189	Landscape Design I	3
+ARC161	Residential Architecture Drafting I: Computer and Board	3
+ARC162	Advance Residential Architecture Drafting II: Computer and Board	3
+ARC282++	Volunteerism for Architecture:	3

	A Service Learning-Experience	1-3
+ARC290++	Architecture Internship	1-3
+ARC296++	Cooperative Education	1-4
+ARC298++	Special Projects	1-3
BLT140	Environmentally Responsible Building	3
BLT262	Residential Building Code	3
BLT263	General Building Code	3
CNS175	Working Drawing Analysis, Blueprint Reading	3
+CNS201	Construction Management (Office Operation)	3
+CNS230	Computer Aided Design and Drafting II	3
+CNS240	Computer Aided Design and Drafting III	3
+CNS285	Introduction to Residential Plan Review	3
+CNS286	Introduction to Commercial Plan Review	3
REA179	Real Estate Principles I	3
+REA180	Real Estate Principles II	3
+REA281	Principles of Real Estate	3

**The Certificate of Completion (CCL) in Architectural CADD Level III** prepares students to work as advanced architectural computer technicians within architectural firms/agencies. The program develops knowledge and skills required to perform various computer needed responsibilities for all types of residential and commercial construction. Students will develop knowledge and skills of two architectural software applications and residential/commercial drafting. Major Code: 5354 Total Credits: 27

<u>Term 1</u>	<u>Credits</u>	
CNS130	Computer Aided Design and Drafting	3
ARC150	Architectural Desktop I	3
+ARC161	Residential Architecture Drafting	3
+ARC163	Commercial Architecture Drafting	3
+CNS230	Computer Aided Design & Drafting (CADD) 3D for Construction & Architecture (CADD II)	3

<u>Term 2</u>	<u>Credits</u>	
+ARC162	Advanced Residential Architecture Drafting	3
+ARC164	Advanced Commercial Architecture Drafting	3
+ARC282AC	Volunteerism for Architecture: A Service-Learning Experience (3) OR	3
+ARC290AC	Architecture Internship (3) OR	3
+ARC296WC	Cooperative Education (3) OR	3
+ARC298AC	Special Projects (3)	3
+CNS240	Adv Computer Aided Design & Drafting (CADD) for Construction & Architecture (CADD III)	3



## CAREER AND TECHNICAL PROGRAMS

**The Certificate of Completion (CCL) in Architectural Detailing CADD Level III** prepares students to work as architectural detailers within architectural firms/agencies. This certificate develops student knowledge and skills required to perform residential and commercial detailing responsibilities via computer and/or board drafting. Major Code: 5352 Total Credits: 33

<u>Term 1</u>		<u>Credits</u>
CNS130	Computer Aided Design and Drafting	3
CNS180	Building Construction Methods, Materials & Equipment	3

<u>Term 2</u>		<u>Credits</u>
+ARC161	Residential Architecture Drafting	3
+ARC163	Commercial Architecture Drafting	3
+ARC225	Fundamentals of Architectural Detailing	3
+ARC226	Advanced Architectural Detailing	3
+CNS230	Computer Aided Design & Drafting (CADD) 3D for Construction and Architecture (CADD II)	3

<u>Term 3</u>		<u>Credits</u>
+ARC162	Advanced Residential Architecture Drafting	3
+ARC164	Advanced Commercial Architecture Drafting	3
+ARC282AC	Volunteerism for Architecture: A Service-Learning Experience (3) OR	
+ARC290AC	Architecture Internship (3) OR	
+ARC296WC	Cooperative Education (3) OR	
+ARC298AC	Special Projects (3)	3
+CNS240	Adv Computer Aided Design & Drafting (CADD) for Construction and Architecture (CADD III)	3

**The Certificate of Completion (CCL) in Commercial Drafting CADD Level II** prepares students to work as architectural drafting technicians in a variety of commercial (non-residential) design and drafting companies/agencies. Students will enhance their computer and board drafting skills/knowledge and also train on commercial specific drafting skills to perform intermediate-level drafting technician responsibilities. Major Code: 5350 Total Credits: 27

<u>Term 1</u>		<u>Credits</u>
BLT263	General Building Code	3
CNS130	Computer Aided Design and Drafting	3
CNS180	Building Construction Methods, Materials & Equipment	3

<u>Term 2</u>		<u>Credits</u>
+ARC163	Commercial Architecture Drafting	3
+ARC226	Advanced Architectural Detailing	3
+ARC282AC	Volunteerism for Architecture: A Service-Learning Experience (3) OR	
+ARC290AC	Architecture Internship (3) OR	
+ARC296WC	Cooperative Education (3) OR	
+ARC298AC	Special Projects (3)	3
+CNS230	Computer Aided Design & Drafting (CADD) 3D for Construction and Architecture (CADD II)	3

<u>Term 3</u>		<u>Credits</u>
+ARC164	Advanced Commercial Architecture Drafting	3
CNS240	Adv Computer Aided Design & Drafting (CADD) for Construction & Architecture (CADD III)	3

**The Certificate of Completion (CCL) in Residential Drafting CADD Level II** prepares students to work as architectural drafting technicians in a variety of residential design and drafting companies/agencies. Students will enhance their computer and board drafting skills/knowledge and also train on residential specific drafting skills to perform intermediate-level drafting technician responsibilities. Major Code: 5349 Total Credits: 24

<u>Term 1</u>		<u>Credits</u>
BLT262	Introduction International Residential Code (IRC)	3
CNS130	Computer Aided Design and Drafting	3

<u>Term 2</u>		<u>Credits</u>
ARC161	Residential Architecture Drafting	3
+ARC225	Fundamentals of Architectural Detailing	3
+ARC282AC	Volunteerism for Architecture: A Service-Learning Experience (3) OR	
+ARC290AC	Architecture Internship (3) OR	
+ARC296WC	Cooperative Education (3) OR	
+ARC298AC	Special Projects (3)	3
+CNS230	Computer Aided Design & Drafting (CADD) 3D for Construction and Architecture (CADD II)	3

<u>Term 3</u>		<u>Credits</u>
+ARC162	Advanced Residential Architecture Drafting	3
CNS240	Adv Computer Aided Design & Drafting (CADD) for Construction & Architecture (CADD III)	3

## Audio Production Certificates/Degrees

- Associate in Applied Science in Audio Production Technologies
- Certificate of Completion in Audio Production Technologies

Department Chairperson: Craig Peterson  
Contact: (480) 461-7164

**The Associate in Applied Science (AAS) in Audio Production Technologies** program offers students an opportunity to receive training on industry-standard equipment. Students learn the concepts and theory associated with recording arts technologies while applying them in lab settings appropriate to their skill levels. The program is designed to give students a foundation of knowledge, competency, and experience important in the commercial music marketplace. Major Code: 3024 Total Credits: 62

### Track I-Audio Production

<u>Term 1</u>		<u>Credits</u>
FYC	Any approved general education courses from the First-Year Composition area	3
MUC195	Studio Music Recording I (3) OR	
MUC195AA	Studio Music Recording I (3)	3
MUC197	Live Sound Reinforcement I	3
MTC191	Electronic Music I	3
Oral Comm	Any approved general education course from the Oral Communication area	3

<u>Term 2</u>		<u>Credits</u>
FYC	Any approved general education courses from the First-Year Composition area	3
+MTC192	Electronic Music II	3
MUC109	Music Business: Merchandising and the Law	3
+MUC111	Digital Audio Workstation I (DAW I)	3



## CAREER AND TECHNICAL PROGRAMS

+MUC196	Studio Music Recording II (3) OR	
+MUC196AA	Studio Music Recording II (3)	3
+MUC198	Live Sound Reinforcement II	3
<b>Term 3</b>		<b>Credits</b>
+CRE101	College Critical Reading (3) OR equivalent as indicated by assessment.	0-3
H&FA	Any approved general education course from the Humanities and Fine Arts area MHL140 or MHL145 or MHL153 recommended.	3
MTC180	Computer Literacy for Musicians (3) OR	
+MUC295	Studio Music Recording III (3)	3
MUC110	Music Business: Recording and Mass Media (3) OR	
MUC145	Recording Studio Business Operations (2)	2-3
+MUC112	Digital Audio Workstation II (DAW II)	3
NS	Any approved general education course from the Natural Sciences area	4
<b>Term 4</b>		<b>Credits</b>
H&FA	Any approved general education course from the Humanities and Fine Arts area MHL140 or MHL145 or MHL153 recommended.	3
Math	Any approved general education course from the Mathematics area	3
MTC101	Introduction to Music Theory or higher level Music Theory	3
MTC103	Introduction to Aural Perception or higher level Aural Perception	2
+MUC297AA	Music Internship	1
S&BS	Any approved general education course from the Social and Behavioral Sciences area	3
<b>Track II-Sound Design</b>		
<b>Term 1</b>		<b>Credits</b>
FYC	Any approved general education courses from the First-Year Composition area	3
H&FA	Any approved general education course from the Humanities and Fine Arts area MHL140 or MHL145 or MHL153 recommended.	3
MTC191	Electronic Music I	3
MUC195	Studio Music Recording I (3) OR	
MUC195AA	Studio Music Recording I (3)	3
Oral Comm	Any approved general education course from the Oral Communication area	3
<b>Term 2</b>		<b>Credits</b>
FYC	Any approved general education courses from the First-Year Composition area	3
+MTC192	Electronic Music II	3
MUC109	Music Business: Merchandising and the Law	3
+MUC122	Sound Design I (3) OR	
MTC/TCM120	Intro to Sound Design for Film/Video (3)	3
+MUC111	Digital Audio Workstation I (DAW I)	3
+MUC196	Studio Music Recording II (3) OR	
+MUC196AA	Studio Music Recording II (3)	3
<b>Term 3</b>		<b>Credits</b>
+CRE101	College Critical Reading (3) OR equivalent as indicated by assessment.	0-3
MUC110	Music Business: Recording and Mass Media	3
+MUC112	Digital Audio Workstation II (DAW II) (3) OR	
MUC145	Recording Studio Business Operations (2)	2-3
+MUC222	Sound Design II (3) OR	
+MTC/TCM220	Adv Sound Design for Film and Video (3)	3
NS	Any approved general education course from the Natural Sciences area	4

<b>Term 4</b>		<b>Credits</b>
H&FA	Any approved general education course from the Humanities and Fine Arts area MHL140 or MHL145 or MHL153 recommended.	3
Math	Any approved general education course from the Mathematics area	3
+MUC194	Introduction to Audio Mixing Techniques	3
+MUC292	Sound Design III	3
+MUC297AA	Music Internship	1
MTC101	Introduction to Music Theory or higher level Music Theory	3
MTC103	Introduction to Aural Perception or higher level Aural Perception	1
S&BS	Any approved general education course from the Social and Behavioral Sciences area	3

### The Certificate of Completion (CCL) in Audio Production

**Technologies** program offers students an opportunity to receive training on industry-standard equipment. Students learn the concepts and theory associated with recording arts technologies while applying them in lab settings appropriate to their skill levels. Students completing the Audio Production program will gain the knowledge base, competency, and confidence they need to enter the commercial music marketplace. Major Code: 5334  
Total Credits: 37-41

### Track I-Audio Production

<b>Term 1</b>		<b>Credits</b>
MTC101	Introduction to Music Theory or higher level Music Theory	3
MTC103	Introduction to Aural Perception or higher level Aural Perception	1
MTC191	Electronic Music I	3
MUC195	Studio Music Recording I (3) OR	
MUC195AA	Studio Music Recording I (3)	3

### Term 2

MUC109	Music Business: Merchandising and the Law	3
+MUC111	Digital Audio Workstation I (DAW I)	3
+MUC196	Studio Music Recording II (3) OR	
+MUC196AA	Studio Music Recording II (3)	3
+MTC192	Electronic Music II	3

### Term 3

MUC110	Music Business: Recording and Mass Media (3) OR	
MUC145	Recording Studio Business Operations (2)	2-3
+MUC112	Digital Audio Workstation II (DAW II)	3
MUC197	Live Sound Reinforcement I	3
+MUC295	Studio Music Recording III	3

### Term 4

+MUC198	Live Sound Reinforcement II	3
+MUC297AA	Music Internship	1

### Track II-Sound Design

#### Term 1

MTC101	Introduction to Music Theory or higher level Music Theory	3
MTC103	Introduction to Aural Perception or higher level Aural Perception	1
MTC191	Electronic Music I	3
MUC195	Studio Music Recording I (3) OR	
MUC195AA	Studio Music Recording I (3)	3

## CAREER AND TECHNICAL PROGRAMS

<u>Term 2</u>	<u>Credits</u>
+MTC192 Electronic Music II	3
MUC109 Music Business: Merchandising and the Law	3
+MUC111 Digital Audio Workstation I (DAW I)	3
+MUC196 Studio Music Recording II (3) OR	
+MUC196AA Studio Music Recording II (3)	3

<u>Term 3</u>	<u>Credits</u>
MUC110 Music Business: Recording and Mass Media (3) OR	
MUC145 Recording Studio Business Operations (2)	2-3
+MUC112 Digital Audio Workstation II (DAW II)	3
MUC122 Sound Design I (3) OR	
MTC120 Intro to Sound Design for Film and Video (3) OR	
TCM120 Intro to Sound Design for Film and Video (3)	3
MUC222 Sound Design II (3) OR	
MTC220 Intro to Sound Design for Film and Video (3) OR	
TCM220 Intro to Sound Design for Film and Video (3)	3

<u>Term 4</u>	<u>Credits</u>
+MUC194 Introduction to Audio Mixing Techniques	3
+MUC292 Sound Design III	3
+MUC297AA Music Internship	1

## Automotive Certificates/ Degrees

- Associate in Applied Science in Automotive Performance Technology
- Certificate of Completion in Automotive Electrical Systems
- Certificate of Completion in Brakes, Alignment, Suspension, and Steering
- Certificate of Completion in Engine Performance and Diagnosis

Program Director:: Jon D’Ambrosio  
Contact: (480) 461-7141

**The Associate in Applied Science (AAS) in Automotive Performance Technology** prepares students to work as automotive mechanics and technicians who diagnose, service, test, and repair complex, computer-controlled automotive electrical systems. The program emphasizes knowledge and skills in reading, math, problem solving, and writing that are necessary to perform automotive diagnosis and service. Major Code: 3482  
Total Credits: 69

<u>Term 1</u>	<u>Credits</u>
+ENG101 First-Year Composition (3) OR	
+ENG107 First-Year Composition for ESL (3)	3
COM100 Introduction to Human Communication (3) OR	
COM110 Interpersonal Communication (3) OR	
COM225 Public Speaking (3) OR	
COM230 Small Group Communications (3)	3

<u>Term 2</u>	<u>Credits</u>
APT101 Automotive Service Operations	2
APT131 Automotive Power Trains	6
APT151 Automotive Brake Systems	4
GTC107 Technical Mathematics I	3

<u>Term 3</u>	<u>Credits</u>
APT171 Automotive Air Conditioning	4
APT181 Engine Performance and Diagnosis I	6
NS Any approved General Education course in the Natural Sciences area	4

<u>Term 4</u>	<u>Credits</u>
APT161 Automotive Electrical and Electronic Systems I	4
+APT282 Engine Performance and Diagnosis II	6
+CRE101 College Critical Reading	3
RE Select from the Restricted Electives list below	3

<u>Term 5</u>	<u>Credits</u>
APT141 Alignment, Steering and Suspension	6
+APT262 Automotive Electrical and Electronic Systems II	4
+ENG102 First-Year Composition (3) OR	
+ENG108 First-Year Composition for ESL (3) OR	
+ENG111 Technical and Professional Writing (3)	3

<u>Term 6</u>	<u>Credits</u>
H&FA Any approved General Education course in the Humanities & Fine Arts area	2-3
S&B Any approved General Education course in the Social & Behavioral Sciences area	3

Restricted Electives (Select 3 credits)	
+AUT270++ Automotive Technology Internship (any module)	1-3
+AUT282++ Volunteerism for Automotive: A Service-Learning Experience (any module)	1-3
+AUT296++ Cooperative Education (any module)	1-4
+AUT298++ Special Projects (any module)	1-3

**The Certificate of Completion (CCL) in Automotive Electrical Systems** program provides students the opportunity to learn the theory and practical skills necessary to service automotive vehicles. This CCL will introduce students to the theory, diagnosis, service and repair of Automotive Electrical systems in vehicles, including the Brake and the Air Conditioning systems. Courses in the CCL may include lecture and lab components to provide suitable classroom related material/theory, combined with hands-on learning experiences. Courses in the CCL are National Automotive Technicians Education Foundation (NATEF) accredited and aligned with the professional certification standards from National Institute for Automotive Service Excellence (ASE). This alignment can help prepare for ASE professional certification exams. Courses in this CCL are designed to help students gain insight into specific aspects of the automotive service industry. The courses contained in the CCL can be combined with courses in other CCLs and be directly applied to the Associate in Applied Science (AAS) degree in Automotive Performance Technology. Major Code: 5449 Total Credits: 18

<u>Term 1</u>	<u>Credits</u>
APT101 Automotive Service Operations	2
APT161 Automotive Electrical and Electronic Systems I (offered Fall term)	4

<u>Term 2</u>	<u>Credits</u>
APT151 Automotive Brake Systems (offered Spring term)	4
APT171 Automotive Air Conditioning (offered Spring term)	4
APT262 Automotive Electrical and Electronic Systems II	4

## CAREER AND TECHNICAL PROGRAMS

The Certificate of Completion (CCL) in Brakes, Alignment, Suspension and Steering will supply the graduate with marketable skills to enter the job market. The program is designed to provide “hands-on” experience in a “live” working environment similar to the service industry. Brakes, Alignment, Suspension, & Steering is one of five certificate program available.

Major Code: 5459 Total Credits: 15

<u>Term 1</u>		<u>Credits</u>
APT131	Automotive Power Trains	6
APT141	Alignment, Steering, and Suspension (offered Fall term)	6

<u>Term 2</u>		<u>Credits</u>
APT101	Automotive Service Operations	2
APT151	Automotive Brake Systems	4

The Certificate of Completion (CCL) in Engine Performance and Diagnosis program provides students the opportunity to learn the theory and practical skills necessary to service automotive vehicles. This CCL will introduce students to the theory, diagnosis, and repair of Engine Performance systems in vehicles. Courses in the CCL may include lecture and lab components to provide suitable classroom related material/theory, combined with hands-on learning experiences. Courses in the CCL are National Automotive Technicians Education Foundation (NATEF) accredited and aligned with the professional certification standards from National Institute for Automotive Service Excellence (ASE). This alignment can help prepare for ASE professional certification exams. Courses in this CCL are designed to help students gain insight into specific aspects of the automotive service industry. The courses contained in the CCL can be combined with courses in other CCLs and be directly applied to the Associate in Applied Science (AAS) degree in Automotive Performance Technology. Major Code: 5478 Total Credits: 18

<u>Term 1</u>		<u>Credits</u>
APT101	Automotive Service Operations	2
APT161	Auto Electrical/Electronics Systems	4

<u>Term 2</u>		<u>Credits</u>
APT181	Engine Performance and Diagnosis	6
APT282	Engine Performance and Diagnosis (offered Spring term)	6

## Biotechnology Certificates/Degrees

- Associate in Applied Science in Biotechnology
- Certificate of Completion in Biotechnology

Department Chairperson: Andy Baldwin  
 Contact: (480) 461-7978  
 Program Director: Dr. Greg Hocutt  
 Contact: (480) 461-7762 Office: NU 185  
 hocutt@mesacc.edu

The Associate in Applied Science (AAS) in Biotechnology prepares students for careers as technical assistants in federal, state, and local government laboratories; biomedical,

pharmaceutical, and bioengineering laboratories; agriculture and horticulture; microbiology, environmental and academic laboratories. The program provides students with a working knowledge of biotechnology by focusing on competency and technical expertise with state-of-the art laboratory protocol and critical consideration of current topics in biotechnology. Students gain practical experience through an internship. Major Code: 3004 Total Credits: 67-69

<u>Program Prerequisites:</u>	<u>Credits:</u>
High School Diploma or GED	0-12
+CHM130 Fundamental Chemistry (3) AND CHM130LL Fundamental Chemistry Laboratory (1) OR	
One year of high school chemistry	0-4
+CRE101 College Critical Reading (3) OR +CRE111 Critical Reading for Business and Industry (3) OR	
Equivalent as indicated by assessment.	0-3
+MAT120 Intermediate Algebra (5) OR +MAT121 Intermediate Algebra (4) OR +MAT122 Intermediate Algebra (3) OR	
Equivalent as indicated by assessment	0-5

<u>Term 1</u>		<u>Credits</u>
+BIO181	General Biology (Majors) I	4
+CHM151	General Chemistry I	3
+CHM151LL	General Chemistry I Laboratory	1
+ENG101	First-Year Composition (3) OR	
+ENG107	First Year Composition for ESL (3)	3
+MAT150	College Algebra/Functions (5) OR	
+MAT151	College Algebra/Functions (4) OR	
+MAT152	College Algebra/Functions (3)	3-5

<u>Term 2</u>		<u>Credits</u>
+BIO240	General Genetics	4
+BIO244	General Genetics Laboratory	1
+CHM152	General Chemistry II	3
+CHM152LL	General Chemistry II Laboratory	1
+ENG102	First-Year Composition (3) OR	
+ENG108	First Year Composition for ESL (3)	3

<u>Term 3</u>		<u>Credits</u>
COM100	Intro 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	
+COM225	Public Speaking (3) OR	
+COM230	Small Group Communication (3)	3
S&B	Any approved general education course from the Social and Behavioral Sciences Area	3

<u>Term 4</u>		<u>Credits</u>
+BIO212AA	Biotechnology I	5
+BIO220	Biology of Microorganisms	4
+CHM230	Fundamental Organic Chemistry	3
+CHM230LL	Fundamental Organic Chemistry Laboratory	1

<u>Term 5</u>		<u>Credits</u>
BIO211AA	Biotechnology Seminar: Biomedical Applications I	1
+BIO212AB	Biotechnology II	5
+CHM260	Fundamental Biochemistry	3
+CHM260LL	Fundamental Biochemistry Laboratory	1
PHI213	Medical and Bio-Ethics (Humanities & Fine Arts)	3

<u>Term 6</u>		<u>Credits</u>
BIO212AC	Biotechnology III	5
+BIO249	Applied Biosciences: Biotechnology Internship	4

## CAREER AND TECHNICAL PROGRAMS

**The Certificate of Completion (CCL) in Biotechnology** prepares students for careers as technical assistants in federal, state, and local government laboratories; biomedical, pharmaceutical, and bioengineering laboratories; agriculture and horticulture, microbiology, environmental and academic laboratories. The program includes courses designed to provide students with a working knowledge of the field by focusing on competency and technical expertise with state-of-the-art laboratory protocol and critical consideration of current topics in biotechnology. The core focus is hands-on experience in the laboratory followed by an internship. Major Code: 5079 Total Credits: 41

Program Prerequisites: Credits: 4

High School Diploma or GED

+CHM130 Fundamental Chemistry (3) AND CHM130LL Fundamental Chemistry Laboratory (1) OR One year of high school chemistry	4
+MAT120 Intermediate Algebra (5) OR	
+MAT121 Intermediate Algebra (4) OR	
+MAT122 Intermediate Algebra (3) OR Equivalent as indicated by assessment	0-5

<u>Term 1</u>	<u>Credits</u>
+BIO181 General Biology (Majors) I	4
+CHM151 General Chemistry I	3
+CHM151LL General Chemistry I Laboratory	1

<u>Term 2</u>	<u>Credits</u>
+BIO240 General Genetics	4
+BIO244 General Genetics Laboratory	1
+CHM152 General Chemistry II	3
+CHM152LL General Chemistry II Laboratory	1

<u>Term 3</u>	<u>Credits</u>
+BIO212AA Biotechnology I	5
+BIO220 Biology of Microorganisms	4

<u>Term 4</u>	<u>Credits</u>
BIO211AA Biotechnology Seminar: Biomedical Applications	1
+BIO212AB Biotechnology II	5

<u>Term 5</u>	<u>Credits</u>
+BIO212AC Biotechnology III	5
+BIO249 Applied Biosciences: Biotechnology Internship	4

## Business Certificates/ Degrees

- Associate in Applied Science in Business
- Associate in Applied Science in General Business
- Certificate of Completion in General Business
- Certificate of Completion in International Trade
- Certificate of Completion in Management
- Certificate of Completion in Marketing
- Certificate of Completion in Organizational Leadership
- Associate in Applied Science in Organizational Management
- Certificate of Completion in Project Management
- Certificate of Completion in Technology Support Analyst
- Associate in Applied Science in Retail Management
- Certificate of Completion in Retail Management
- Certificate of Completion in Salesmanship
- Certificate of Completion in Small Business
- Certificate of Completion in Small Business Start-Up

Department Chairperson: Preston Cameron

Contact: (480) 461-7714

**The Associate in Applied Science (AAS) in Business** prepares students for entry-level careers in a field of their choice: bookkeeping, business communication, management, marketing, management information systems, real estate, international business, Web technology, project management, game technology, multimedia technology, software quality assurance, or small business. Major Code: 3852 Total Credits: 60

<u>Term 1</u>	<u>Credits</u>
BPC110 Computer Usage and Applications (3) OR	
CIS105 Survey of Computer Information Systems (3)	3
OAS108 Business English	3
FYC Any approved General Education course from the First-Year Composition	3
NS Any approved General Education course from the Natural Sciences area	4

<u>Term 2</u>	<u>Credits</u>
+CRE101 College Critical Reading (3) OR Equivalent as indicated by assessment	0-3
FYC Any approved General Education course from the First-Year Composition	3
GBS151 Introduction to Business (3) OR	
IBS101 Introduction to International Business (3)	3
H&FA Any approved General Education course from the Humanities and Fine Arts area	3
+MAT120 Intermediate Algebra (5) OR	
+MAT121 Intermediate Algebra (4) OR	
+MAT122 Intermediate Algebra Accelerated (3) OR Satisfactory completion of a higher level mathematics courses	3-5
Oral Comm Any approved General Education course from the Oral Communication area	3

<u>Term 3</u>	<u>Credits</u>
ACC109 Accounting Concepts	3
CSM/TQM101 Quality Customer Service	3
GBS205 Legal, Ethical, and Regulatory Issues in Business 3	3
+GBS233 Business Communication	3
MGT251 Human Relations in Business	3

Select one of the following speciality areas for Terms 4 & 5

<b>Track I-Business Communication</b>	
<u>Term 4</u>	<u>Credits</u>
COM110 Interpersonal Communication	3
+COM259 Communication in Business and Professions	3
COM263 Elements of Intercultural Communication	3
MKT271 Principles of Marketing	3
TQM240 Project Management in Quality Organizations	3
<u>Term 5</u>	<u>Credits</u>
+ENG111 Technical Writing	3
MKT101 Introduction to Public Relations	3
SBU200 Society and Business	3

<b>Track II-Management</b>	
<u>Term 4</u>	<u>Credits</u>
MGT147 Supply Chain Management	3
MGT229 Management and Leadership I	3
MKT271 Principles of Marketing	3
TQM240 Project Management in Quality Organizations	3
<u>Term 5</u>	<u>Credits</u>
MGT230 Management and Leadership II	3
MGT276 Personnel/Human Resources Management	3
SBU200 Society and Business	3



## CAREER AND TECHNICAL PROGRAMS

TQM230	Teamwork Dynamics	2
TQM235	Motivation, Evaluation, and Recognition Systems2	

### Track III-Marketing

<u>Term 4</u>		<u>Credits</u>
MKT101	Introduction to Public Relations	3
MKT263	Advertising Principles	3
MKT271	Principles of Marketing	3
TQM240	Project Management in Quality Organizations	3

<u>Term 5</u>		<u>Credits</u>
MKT267	Principles of Salesmanship	3
MKT268	Merchandising	3
+MKT273	Marketing Research	3
SBU200	Society and Business	3

### Track IV--Real Estate

<u>Term 4</u>		<u>Credits</u>
MKT271	Principles of Marketing	3
REA179	Real Estate Principles I	3
REA180	Real Estate Principles II	3
TQM240	Project Management in Quality Organizations	3

<u>Term 5</u>		<u>Credits</u>
REA282	Real Estate Finance (3) OR	
REA285	Real Estate Selling (3)	3
REA283	Property Management (3) OR	
REA270	Basic Appraisal Principles (2) AND	
REA273	Residential Mkt Analysis Highest & Best Use (1)	3
REA288	Real Estate Investment Strategy (3) OR	
REA271	Basic Appraisal Procedure (2) AND	
REA274	Residential Appraiser Site Valuation and Cost Approach (1)	3
SBU200	Society and Business	3

### Track V-International Trade

<u>Term 4</u>		<u>Credits</u>
IBS109	Cultural Dimension for International Trade	3
+IBS116	Export/Import Management	3
MKT271	Principles of Marketing	3
TQM240	Project Management in Quality Organizations	3

<u>Term 5</u>		<u>Credits</u>
+IBS118	International Marketing Management	3
+IBS123	U.S. Custom and Export Licensing Regulations	3
+IBS140	International Financial Management	3
SBU200	Society and Business	3

### Track VI-Project Management

<u>Term 4</u>		<u>Credits</u>
CIS224	Project Management Microsoft Project/Windows	3
MKT271	Principles of Marketing	3
SBU200	Society and Business	3
TQM240	Project Management in Quality Organizations	3

<u>Term 5</u>		<u>Credits</u>
+MGT242	Project Scope and Procurement Management	2
+MGT243	Project Time and Cost Management	2
+MGT244	Project Risk and Quality Management	2
+MGT245	Project, Human Resources/Communications Mgmt	2
+MGT246	Principles of Project Management	3

### Track VII-Small Business

<u>Term 4</u>		<u>Credits</u>
+ACC115	Computerized Accounting	2

CIS131AA	Doing Business on the Internet	1
CIS133CA	Internet/Web Development Level I-C	1
MKT271	Principles of Marketing	3
TQM240	Project Management in Quality Organizations	3

<u>Term 5</u>		<u>Credits</u>
EPS150	Introduction to Entrepreneurship (2) AND	
EPS195	The Business Plan for Business Start-Up (2) OR	
MGT253	Owning and Operating a Small Business (3)	3-4
SBU200	Society and Business	3
SBS204	Small Business Marketing and Advertising	2
SBS213	Hiring and Managing Employees	1
SBS214	Small Business Customer Relations	1
SBS230	Financial/Tax Management for Small Business	2

### Track VIII-Bookkeeping Technician

<u>Term 4</u>		<u>Credits</u>
ACC111	Accounting Principles I	3
+ACC115	Computerized Accounting	2
ACC121	Income Tax Preparation	3
MKT271	Principles of Marketing	3
SBU200	Society and Business	3
TQM240	Project Management in Quality Organizations	3

### The Certificate of Completion (CCL) in International Trade

program prepares students for entry- and mid-level positions in international business. It is also designed to provide advanced knowledge and skills for those already working in the field of international business. Major Code: 5999 Total Credits: 21-23

<u>Term 1</u>		<u>Credits</u>
IBS109	Cultural Dimension for International Trade	3
+IBS116	Import/Export Management	3
+IBS118	International Marketing Management	3
+IBS123	U.S. Custom and Export Licensing Regulations	3

<u>Term 2</u>		<u>Credits</u>
+IBS140	International Financial Management	3
MGT147	Supply Chain Management	3
ARB+++	any ARB/Arabic course (3-4) OR	
FRE+++	any FRE/French course (3-4) OR	
GER+++	any GER/German course (3-4) OR	
ITA+++	any ITA/Italian course (3-4) OR	
JPN+++	any JPN/Japanese course (3-5) OR	
SPA+++	any SPA/Spanish course (3-4)	3-5

### The Certificate of Completion (CCL) in Management

prepares students to work in first-line or operational-level management positions. The program is also designed for those already working in management who want to advance and update their managerial knowledge and skills. Major Code: 5088 Total Credits: 18

<u>Term 1</u>		<u>Credits</u>
MGT229	Management and Leadership I	3
+MGT243	Project Time and Cost Management	2
MGT251	Human Relations in Business	3
TQM230	Teamwork Dynamics	2

<u>Term 2</u>		<u>Credits</u>
MGT147	Supply Chain Management	3
MGT244	Project Risk and Quality Management	2
MGT276	Personnel/Human Resources Management	3

## CAREER AND TECHNICAL PROGRAMS

**The Certificate of Completion (CCL) in Marketing** provides students with knowledge and skills in the field of marketing. The program is designed to meet the needs of those who want to enter a career in marketing as well as those who are already working in the marketing field who want to advance and update their training. Major Code: 5394 Total Credits: 18

<u>Term 1</u>	<u>Credits</u>
MKT101 Introduction to Public Relations	3
MKT263 Advertising Principles	3
MKT271 Principles of Marketing	3

<u>Term 2</u>	<u>Credits</u>
MKT267 Principles of Salesmanship	3
MKT268 Merchandising	3
MKT273 Marketing Research	3

**The Certificate of Completion (CCL) in Project Management** prepares the student for career opportunities as a project manager and provides those working as project managers with the skills required to prepare for project management certification exams. This program covers principles, requirements, benefits, and tools of project management. Major Code: 5477 Total Credits: 14

Program Prerequisites: Credits: 3  
 TQM240 Project Management in Quality Organizations (3)  
 OR department approval

<u>Term 1</u>	<u>Credits</u>
CIS224 Project Mgmt Microsoft Project for Windows	3
+MGT242 Project Scope and Procurement Management	2
+MGT243 Project Time and Cost Management	2
+MGT244 Project Risk and Quality Management	2
+MGT245 Project Human Resources and Committee Mgmt	2
+MGT246 Principles of Project Management	3

**The Certificate of Completion (CCL) in Technology Support Analyst** is designed to prepare students who are interested in becoming part of the technology help desk support system to any office configuration. The curriculum will equip students with marketable skills for adaptation to the specific tasks and troubleshooting techniques of the automated office. Major Code: 5997 Total Credits: 19-20

<u>Term 1</u>	<u>Credits</u>
CIS105 Survey of Computer Information Systems	3
MST150 Microsoft Windows Professional (3) OR	
MST150++ Microsoft Windows (any module) (3)	3
CNT140 Cisco Networking Basics (4) OR	
CNT140AA Cisco Networking Fundamentals (4)	4

<u>Term 2</u>	<u>Credits</u>
+BPC170 Computer Maintenance I: A+ Essentials Prep	3
Restricted Elective (select from the list below)	6-7

Select from the following courses to meet the Restricted Electives requirement

+BPC270 Computer Maintenance II: A+ Technician Prep	3
CIS121AH Microsoft PowerShell/Command Line Operations	3
CIS126DL Linux Operating System	3
+CIS238DL Linux System Administration (3) OR	
+CIS240DL Linux Network Administration (3) OR	
+CIS226AL Internet/Intranet Server Administration-Linux (3)	3
+CIS239DL Linux Shell Scripting	3
+MST155 Implementing Windows Network Infrastructure (4) OR	

+MST155DA Windows Server Network Infrastructure Configuration (4) OR	
+MST157DA Active Directory Windows Server Cnfg (4)	4

**The Associate in Applied Science (AAS) in Retail Management** is designed to prepare individuals working in retail management, the 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. Major Code: 3048 Total Credits: 61-63

<u>Term 1</u>	<u>Credits</u>
+ENG101 First-Year Composition (3) OR	
+ENG107 First-Year Composition for ESL (3)	3
Math Any approved general education course from the Mathematics area	3-5
MKT271 Principles of Marketing	3
GBS110 Human Relations in Business and Industry (3) OR	
MGT251 Human Relations in Business (3)	3
COM100 Introduction to Communication	3

<u>Term 2</u>	<u>Credits</u>
ACC111 Accounting Principles I (3) OR	
ACC211 Financial Accounting (3)	3
BPC110 Computer Usage and Applications (3) OR	
CIS105 Survey of Computer Information Systems (3)	3
CRE101 College Critical Reading or Equivalent by Assessment	0-3
MKT268 Merchandising (3) OR	
MGT180 Retail Management (3)	3
MGT179 Utilizing the Human Resources Department (3) OR	
MGT276 Personnel/Human Resources Management (3)	3

<u>Term 3</u>	<u>Credits</u>
ACC230 Uses of Accounting Information I	3
+ENG102 First-Year Composition (3) OR	
+ENG108 First-Year Composition for ESL (3) OR	
+ENG111 Technical and Professional Writing	3
SBU200 Society and Business	3
MGT101 Techniques of Supervision (3) OR	
MGT229 Management and Leadership I (3)	3
MKT+++ Any marketing course (MKT) not already completed	3
Restricted elective	3

<u>Term 4</u>	<u>Credits</u>
+ACC240 Uses of Accounting Information II	3
+ACC212 Managerial Accounting (3) OR	
Restricted elective (see term note) (3)	3
Any approved general education course in the Humanities and Fine Arts area 3	3
Any approved general education course in the Natural Science Area 4	3

**Term 5** Credits  
 Student must complete another 9-15 credits selected from GBS, MGT, and/or MKT prefixed courses to bring their total program credits to a minimum of 61. Must include at least one MKT course.

## CAREER AND TECHNICAL PROGRAMS

GBS+++	Any additional GBS General Business prefixed course(s)	0-12
MGT+++	Any additional MGT Management prefixed course(s) except MGT180	0-12
MKT+++	Any additional MKT Marketing prefixed course(s) except MKT268	3-15

**The Certificate of Completion (CCL) in Retail Management** is designed to prepare individuals working in the food industry, and related fields, for the management challenges of the future. The curriculum encompasses several business essentials and also emphasizes the skill sets needed for effective management and communication in the work environment. Major Code: 5286  
Total Credits: 24

<u>Term 1</u>	<u>Credits</u>
GBS110 Human Relations in Business and Industry (3) OR	3
MGT251 Human Relations in Business (3)	3
BPC110 Computer Usage and Applications (3) OR	
CIS105 Survey of Computer Information Systems (3)	3

<u>Term 2</u>	<u>Credits</u>
COM100 Introduction to Human Communications	3
MGT101 Techniques of Supervision (3) OR	
MGT229 Management and Leadership (3)	3

<u>Term 3</u>	<u>Credits</u>
MKT271 Principles of Marketing	3
MGT179 Utilization the Human Resources Department (3) OR	
MGT229 Management and Leadership I (3)	3

<u>Term 4</u>	<u>Credits</u>
ACC111 Accounting Principles (3) OR	
ACC211 Financial Account (3)	3
MGT180 Retail Management (3) OR	
GBS270AC Intership (3) OR	
GBS296 Cooperative Education (3) OR	
GBS298AC Special Projects (3)	3

**The Certificate of Completion (CCL) in Salesmanship** is specifically designed for students interested in a career in salesmanship. The program will accommodate both those students who are currently employed and desiring advancement as well as those students seeking initial employment. Major Code: 5281 Total Credits: 18

<u>Term 1</u>	<u>Credits</u>
COM100 Introduction to Human Communication (3) OR	
COM230 Small Group Communication (3)	3
CSM/	
TQM101 Quality Customer Service	3
+GBS233 Business Communication	3
MGT251 Human Relations in Business	3
MKT267 Principles of Salesmanship	3
+MKT277 Advanced Sales	3

**The Certificate of Completion (CCL) in Small Business** seeks to expand refine and update their knowledge and skills to apply in their own businesses. This certificate provides a bundling of relevant courses for small business owners and recognition for having completed this program in the form of a certificate. Major Code: 5191 Total Credits: 13-14

Program Prerequisites: Credits: 4	
ACC107 Bookkeeping Theory and Practice	4

<u>Term 1</u>	<u>Credits</u>
CIS131AA Doing Business on the Internet	1
+CIS233AB Internet Web Publishing: FrontPage Level I	1
EPS150 Introduction to Entrepreneurship (2) AND	
EPS195 The Business Plan and Business Start-Up (2) OR	
MGT253 Owning and Operating a Small Business (3)	3-4

<u>Term 2</u>	<u>Credits</u>
+ACC115 Computerized Accounting	2
SBS204 Small Business Marketing and Advertising	2
SBS230 Financial Tax Management for Small Business	2
SBS213 Hiring and Managing Employees	1
SBS214 Small Business Customer Relations	1

**The Certificate of Completion (CCL) in Small Business Start-Up** is designed to meet the needs of individuals who wish to become entrepreneurs. 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. Major Code: 5706 Total Credits: 12

<u>Term 1</u>	<u>Credits</u>
SBS213 Hiring and Managing Employees	1
SBS214 Small Business Customer Relations	1
SBS220 Internet Marketing for Small Business	2
SBS230 Financial Tax Management for Small Business	2

<u>Term 2</u>	<u>Credits</u>
MGT253 Owning and Operating a Small Business	3
MKT271 Principles of Marketing	3

**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. Major Code: 3148 Total Credits: 61-66

<u>Term 1</u>	<u>Credits</u>
CIS105 Survey of Computer Information Systems	3
+ENG101 First-Year Composition (3) OR	
+ENG107 First-Year Composition for ESL (3)	3
H&FA Any approved General Studies course in the Humanities and Fine Arts area	3
NS Any approved General Studies course in the Natural Sciences area	4

<u>Term 2</u>	<u>Credits</u>
CRE101 College Critical Reading (3) OR	
Equivalent by Assessment	0-3
+ENG102 First-Year Composition (3) OR	
+ENG108 First-Year Composition for ESL (3)	3
Oral Comm Any approved General Studies course in Oral Communication area	3
+MAT120 Intermediate Algebra (5) OR	
+MAT121 Intermediate Algebra (4) OR	

## CAREER AND TECHNICAL PROGRAMS

+MAT122	Intermediate Algebra (3)	3-5
<b>Term 3</b>		<b>Credits</b>
ACC111	Accounting Principles I	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
+GBS233	Business Communication	3

<b>Term 4</b>		<b>Credits</b>
GBS205	Legal, Ethical and Regulatory Issues in Business	3
MKT271	Principles of Marketing	3
RE	Select from the list below	9

<b>Term 5</b>		<b>Credits</b>
ECN211	Macroeconomic Principles (3) OR	
ECN212	Microeconomic Principles (3) OR	
SBU200	Society and Business (3)	3
	(Meets Social and Behavioral Sciences area)	
RE	Select from the list Restricted electives below	9

**Restricted Electives**

	Any ACC, GBS, MGT, or MKT prefixed courses not listed in the Required Courses area.	
ACC+++	Any ACC Accounting prefixed courses not listed under Required Courses area.	1-18
CIS114DE	Excel Spreadsheet	3
CIS117DM	Microsoft Access: Database Management	3
CIS133DA	Internet/Web Development Level I	3
GBS+++	Any GBS General Business course(s) except courses used to satisfy Required Courses area	1-18
IBS+++	Any IBS International Business course(s)	1-18
MGT+++	Any MGT Management course(s) except courses used to satisfy Required Courses area	1-18
MKT+++	Any MKT Marketing course(s) except courses used to satisfy Required Courses area	1-18
REA+++	Any REA Real Estate course(s)	1-18
SBS+++	Any SBS Small Business Management course(s)	1-18
EPS+++	Any EPS Entrepreneurship course(s)	1-18

**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. Major Code: 5683 Total Credits: 21

<b>Term 1</b>		<b>Credits</b>
ACC111	Accounting Principles I	3
CIS105	Survey of Computer Information Systems	3
GBS151	Introduction to Business	3

<b>Term 2</b>		<b>Credits</b>
GBS205	Legal, Ethical and Regulatory Issues in Business	3
RE	Select from the list below	9

**Restricted Electives**

	Any ACC or GBS prefixed courses not listed in the Required Courses area.	
ACC+++	Any ACC Accounting prefixed courses not listed under the Required Courses area.	1-9
GBS+++	Any GBS General Business prefixed courses not listed under Required Courses 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
CIS114DE	Excel Spreadsheet	3
CIS117DM	Microsoft Access: Database Management	3
CIS133DA	Internet/Web Development Level I	3

**The Associate in Applied Science (AAS) in Organizational Management** program is designed with a customized curriculum specific to the student's individual needs in addition to the knowledge and skills needed in today's changing workplace. The program provides leadership and communication skills and techniques for planning, directing, and evaluating business situations, with an emphasis on effective allocation of time, money, materials, space, and personnel. A Certificate of Completion (CCL) in Organizational Leadership is also available. Major Code: 3727 Total Credits: 60

<b>Term 1</b>		<b>Credits</b>
BPC110	Computer Usage and Application (3) OR	
CIS105	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
COM+++	Any approved Oral Communications area	3

<b>Term 2</b>		<b>Credits</b>
CRE101	College Critical Reading (3) OR Equivalent as indicated by assessment	0-3
+ENG102	First-Year Composition (3) OR	
+ENG108	First-Year Composition for ESL (3)	3
GBS151	Introduction to Business	3
Math	Any approved General Education course from the Mathematics area	3

<b>Term 3</b>		<b>Credits</b>
+GBS233	Business Communication	3
MGT175	Business Organization and Management (3) OR	
TQM240	Project Management in Quality Organizations (3)	3
H&FA	Any approved course in the Humanities and Fine Arts area	3
SB	Any approved course in the Social and Behavioral area	3

<b>Term 4</b>		<b>Credits</b>
MGT101	Techniques of Supervision (3) OR	
MGT229	Management and Leadership I (3)	3
NS	Any approved General Education course in the Natural Sciences area	4
RE	Select six (6) credits from the list of Restricted Electives below	6

<b>Term 5</b>		<b>Credits</b>
MGT175	Business Organization and Management (3) OR	
TQM240	Project Management in Quality Organizations (3)	3
RE	Students must choose 15-20 industry/job specific course credits from any MCCCDC occupational program and/or Academic Certificate. Program of study must be approved by the business department chair or designees.	3



## CAREER AND TECHNICAL PROGRAMS

**The Certificate of Completion (CCL) in Organizational Leadership** provides students with knowledge and skills needed in today's changing workplace. The program develops leadership and communication skills and techniques for planning, directing, and evaluating business situations. This program also emphasizes procedures for effective allocation of time, money, materials, space, and personnel. Major Code: 5731 Total Credits: 18

Program Prerequisite Courses: Credit: 0-3

+ENG101 First-Year Composition (3) OR  
+ENG107 First-Year Composition for ESL (3) OR  
Permission of Department (0) 0-3

Term 1 Credits

BPC110	Computer Usage and Application (3) OR	
CIS105	Survey of Computer Information Systems (3)	3
GBS151	Introduction to Business	3
MGT175	Business Organization and Management (3) OR	
TQM240	Project Management in Quality Organizations (3)	3

Term 2 Credits

GBS110	Human Relations in Business and Industry (3) OR	
MGT251	Human Relations in Business (3)	3
+GBS233	Business Communication	3
MGT101	Techniques of Supervision (3) OR	
MGT229	Management and Leadership I (3)	3

**The Certificate of Completion (CCL) in Administrative Professional** program is designed to provide students with basic office skills needed for entry-level positions. This program is recommended for students with little or no office-related work experience or college experience. Major Code: 5677 Total Credits: 18

Term 1 Credits

BPC110	Computer Usage and Application (3) OR	
CIS105	Survey of Computer Information Systems (3)	3
BPC/OAS111AA	Computer Keyboarding I	1
CIS121AE	Windows Operating System: Level I	1
CIS133AA	Internet/Web Development Level I-A	1
GBS120	Workplace Communication Skills	3
GBS131	Business Calculations	3
GBS151	Introduction to Business	3

Term 2 Credits

Students can complete courses not taken in Fall. Consult a Department advisor for assistance.

## Caterpillar Technician Training Certificates/Degrees

- Associate in Applied Science in Caterpillar Technician Training

Department Chairperson: Bob Bonura  
Contact: (480) 461-7173

**The Associate in Applied Science (AAS) in CATERPILLAR TECHNICIAN TRAINING** is based upon prepares students to use advanced technology to service and repair Caterpillar machines and equipment. Students become skilled in electronically controlled engines, sophisticated computer-based

diagnosis, and state-of-the-art hydraulics and transmissions, as well as other high demand skills. The program combines general education curriculum, specialized technological coursework, and practical experience to prepare students to work in authorized Caterpillar service facilities. Major Code: 3005 Total Credits: 76

Program Prerequisite Courses: Credits: 3

GTC107	Technology Mathematics	3
<u>Term 1</u>		<u>Credits</u>

CTT110	Introduction to Caterpillar Service Industry	3
CTT111	Caterpillar Engine Fundamentals	4
CTT114	Basic Electrical Fundamentals	3
+CTT118	Caterpillar Dealer Internship I	3
ENG101	First-Year Composition	3
GTC108	Technical Mathematics	3

Term 2 Credits

Critical Rdg	Any approved General Education course in the Critical Reading area	3
CTT112	Hydraulic Fundamentals	3
CTT113	Fuel Systems	3
CTT115	Air Conditioning Fundamentals	3
ENG111	Technical Writing	3
+CTT119	Caterpillar Dealer internship II	3

Term 3 Credits

CTT116	Power Trains I	3
+CTT117	Machine Hydraulic Systems	3
GTC129	Manufacturing Welding	3

Term 4 Credits

Oral Comm	Any approved General Education course in Oral Communication area	3
+CTT200	Power Trains II	3
CTT201	Machine Electronics	3
+CTT205	Caterpillar Dealer Internship III	3

Term 5 Credits

+CTT202	Engine Diagnostics and Repair	3
CTT203	Machine Diagnostics	3
CTT204	Machine Specific Systems	3
+CTT206	Caterpillar Dealer Internship IV	3
H&FA	Any approved General Education course in Humanities and Fine Arts area	3
S&BS	Any approved General Education course in Social and Behavioral Sciences area	3

## Child and Family Studies Certificates/Degrees

- Associate in Applied Science in Early Learning and Development
- Certificate of Completion in Early Care Specialist
- Associate in Applied Science in Early Childhood Administration and Management

Interim Department Chairperson: Annapurna Ganesh  
Contact: (480) 461-7305

**The Associate in Applied Science (AAS) in EARLY LEARNING AND DEVELOPMENT** program is designed to prepare individuals to enter the workforce as Early Childhood Professionals and to assist individuals employed in the field

## CAREER AND TECHNICAL PROGRAMS

to upgrade and expand their skills. The program emphasizes the roles of early care and education professionals, families and the wider society as they together meet the contemporary needs of young children. Course work includes the principles of developmental science, professionalism in early childhood work, philosophies and methods of early learning, and the impact of standards on practice. To apply planning, management and evaluation skills, students will observe, participate and intern in state licensed early childhood programs. Major Code: 3124 Total Credits: 63-68

<u>Term 1</u>	<u>Credits</u>
CFS/EC176 Child Development (3) OR	
EED205 The Development Child: Prenatal to Age Eight (3) OR	
CFS235 Developing Child: Theory into Practice, Prenatal – Age 8 (3)	3
EED200 Foundations of Early Childhood Education	3
EED212 Guidance, Management and the Environment	3
+ENG101 First-Year Composition (3) OR	
+ENG107 First-Year Composition for ESL (3)	3
Math Any approved General Education course from the Mathematics area	3
RE See Block options listed below	3

<u>Term 2</u>	<u>Credits</u>
EED215 Early Learning: Health, Safety, Nutrition and Fitness	3
EED222 Introduction to the Exceptional Young Child: Birth to Age Eight	3
+EED278 Early Learning: Curriculum and Instruction-Birth/Preschool	3
+ENG102 First-Year Composition (3) OR	
+ENG108 First-Year Composition for ESL (3)	3
NS Any approved general education course from the Natural Sciences Area	4

<u>Term 3</u>	<u>Credits</u>
CRE101 College Critical Reading (3) OR Equivalent as indicated by assessment.	0-3
+EED260 Early Childhood Infant/Toddler Internship	1
EED220 Child, Family, Community and Culture	3
EED245 Early Learning: Language Acquisition and Literacy Development 3	
Oral Comm Any approved General Education course from the Oral Communication area	3
H&FA Any approved General Education course in the Humanities and Fine Arts area	3

<u>Term 4</u>	<u>Credits</u>
ECH128 Early Learning: Play and the Arts	3
+EED255 Portfolio Development and Writing for the Profession	3
+EED261 Early Childhood Preschool Internship	1
+EED280 Standards, Observation and Assessment of Typical/Atypical Behaviors of Young Children Birth to Age Eight	3
RE See Block options listed below	6

Students must complete one of the following Blocks:  
Recommended that the courses be taken in Terms 1 and 4

<b>Block One:</b> Infant and Toddler Development:	
ITD200 The Physical Child: Birth to Age Three	3
ITD210 Early Attachments, Relationships and Families: Birth to Age Three	3

ITD220 Cognition and Communication: Birth to Age Three	3
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<b>Block Two:</b> Family Child Care Management:	
CFS163 Family Child Care: Introduction to Business Management	3
CFS164 Family Child Care: Curriculum and Environment	3
CFS207 Organization and Community Leadership in Child and Family Organizations	3

<b>Block Three:</b> Early Childhood Business Management:	
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

**Block Four:** Any CFS, ECH, EED, ITD or FCS prefixed courses not listed in the Required Courses Area

CFS+++ Any CFS Child/Family Studies course(s)	1-9
ECH+++ Any ECH Early Childhood Education course(s) except courses used to satisfy Required Courses area	1-9
EED+++ Any EED Early Education course(s) except courses used to satisfy Required Courses area	1-9
ITD+++ Any ITD Infant/Toddler Development course(s)	1-9
FCS+++ Any FCS Family and Consumer Science course(s)	1-9

**The Certificate of Completion (CCL) in Early Care Specialist** program prepares students for entry level position in early childhood programs. The sequence of coursework is designed to increase understanding of education and care of young children. Major Code: 5358 Total Credits: 29

<u>Term 1</u>	<u>Credits</u>
CFS/ECH176 Child Development (3) OR	
EED200 Foundations of Early Childhood Education	3
EED212 Guidance, Management and the Environment	3
EED205 The Developing Child: Prenatal to Age Eight (3)	3

<u>Term 2</u>	<u>Credits</u>
ECH128 Early Learning: Play and the Arts	3
EED220 Child, Family, Community and Culture (3) OR	
EED222 Introduction to the Exceptional Young Child: Birth to Age Eight (3) OR	
+EED245 Early Learning: Language Acquisition and Literacy Development (3)	3

<u>Term 3</u>	<u>Credits</u>
EED215 Early Learning: Health, Safety, Nutrition and Fitness	3
+EED260 Early Childhood Infant/Toddler Internship	1
+EED278 Early Learning: Curriculum and Instruction-Birth/Preschool	3

<u>Term 4</u>	<u>Credits</u>
EED255 Portfolio Development and Writing for the Profession	3
+EED261 Early Childhood Preschool Internship	1
CFS+++ Any CFS Child/Family Studies Course (3) OR	

## CAREER AND TECHNICAL PROGRAMS

ECH+++	Any ECH Early Childhood Education Course(3) OR	
EED+++	Any EED Early Education Course (3) OR	
ITD+++	Any ITD Infant/Toddler Development Course (3)	3

**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. Major Code: 3109 Total Credits: 63-65

<u>Term 1</u>		<u>Credits</u>
CFS205	Human Development (Social and Behavioral Sciences)	3
EED200	Foundations of Early Childhood Education	3
EED212	Guidance, Management and the Environment	3
+ENG101	First-Year Composition	3
Math	Any approved general education course from the Mathematics area.	3
RE	CFS+++Any CFS Child/Family Studies Course (3) OR	
ECH+++	Any ECH Early Childhood Education Course(3) OR	
EED+++	Any EED Early Education Course (3) OR	
ITD+++	Any ITD Infant/Toddler Development Course (3)	
<u>Term 2</u>		<u>Credits</u>
EDU/ENH291	Children's Literature (Humanities and Fine Arts)	3
EED215	Early Learning: Health, Safety, Nutrition and Fitness	3
EED222	Introduction to the Exceptional Young Child	3
+ENG102	First-Year Composition	3
NS	Any approved general education course from the Natural Sciences Area	4
<u>Term 3</u>		<u>Credits</u>
CFS208	Child and Family Organizations Fiscal Management and Grant Writing	3
+COM207	Introduction to Communication Inquiry (3) OR	
+COM225	Public Speaking (3) OR	
+COM230	Small Group Communication (3) OR	
+GBS233	Business Communication (3) Oral Communication	3
+CRE101	College Critical Reading (3) OR Equivalent as indicated by assessment.	3
EED220	Child, Family, Community and Culture	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
<u>Term 4</u>		<u>Credits</u>
CFS206	Child and Family Organizations: Management and Administration	3
CFS207	Organization and Community Leadership in Child and Family Organizations	3
+EED280	Observation and Assessment of Typical and Atypical Behaviors	3
+FCS250	Portfolio Development and Professional Writing	3
+FCS260	Family and Consumer Science Internship	1

## Computer Information Systems Certificates/ Degrees

- Associate in Applied Science in Computer Programming
- Certificate of Completion in Computer Programming
- Associate in Applied Science in Programming and System Analysis
- Certificate of Completion in Programming and System Analysis
- Associate in Applied Science in Web Developer
- Certificate of Completion in Web Developer
- Associate in Applied Science in Web Designer
- Certificate of Completion in Web Designer
- Certificate in Advanced Web Designer
- Associate in Applied Science in Web Server Administrator
- Certificate of Completion in Web Server Administrator
- Associate in Applied Science in Game Technology
- Certificate of Completion in Game Technology
- Associate in Applied Science in Multimedia and Business Technology
- Certificate of Completion in Multimedia Technology
- Certificate of Completion in Computer Applications: Microsoft Office Specialist/Basic
- Certificate of Completion in Computer Applications: Microsoft Office Specialist/Advanced

Department Chairperson: Preston Cameron  
Contact: (480) 461-7714

**The Associate in Applied Science (AAS) in Computer Programming** prepares students to work in entry-level positions in computer programming. The program emphasizes knowledge and skills required to design, develop, test, and document structured and object-oriented programs utilizing a variety of programming language. Major Code: 3164 Total Credits: 61-63

Program Prerequisites: 3 Credits  
CRE101 College Critical Reading (3) or Equivalent by assessment 3

<u>Term 1</u>		<u>Credits</u>
CIS105	Survey of Computer Information Systems	3
CIS133DA	Internet/Web Development Level I	3
FYC	Any approved general education course in the First-Year Composition area	3
COM100	Introduction to Human Communication (3) OR	
COM110	Interpersonal Communication (3) OR	
COM225	Public Speaking (3) OR	
COM230	Small Group Communication (3)	3
+MAT120	Intermediate Algebra (5) OR	
+MAT121	Intermediate Algebra (4) OR	
+MAT122	Intermediate Algebra (3)	3-5
<u>Term 2</u>		<u>Credits</u>
CIS117DM	Microsoft Access: Database Management (3) OR	
+CIS276DA	MySQL Database (3) OR	
+CIS276DB	SQL Server Database (3) OR	
+CIS276DC	Oracle Database (3)	3
CIS126DL	Linux Operating System (3) OR	
MST150++	Microsoft Windows (3)	3

## CAREER AND TECHNICAL PROGRAMS

+CIS150AB	Object-Oriented Programming Fundamentals	3
+CIS159	Visual Basic Programming I	3
FYC	Any approved general education course in the First-Year Composition area	3
SBU200	Society and Business	3

### Term 3

	<u>Credits</u>	
+CIS162AD C#: Level I	3	
+CIS163AA Java Programming: Level I	3	
H&FA	Any approved general education course in the Humanities and Fine Arts Area	3
NS	Any approved general education course in the Natural Sciences Area	4

### Term 4

RE	<u>Credits</u>
Select from the list below	15

#### Restricted Electives:

+CIS162AB C++: Level I	3
+CIS166AA Introduction to JavaScripting (3) OR	
+CIS166AB Web Scripting with Perl/CGI (3) OR	
+CIS166AC Web Scripting with (ASP).NET (3) OR	
+CIS166AD Web Scripting with (JSP) (3) OR	
+CIS166AE Web Scripting with (PHP) (3) OR	
+CIS166AF Web Scripting with Python (3)	3
+CIS259 Visual Basic Programming II	3
+CIS262AB C++: Level II	3
+CIS262AD C# Level II	3
+CIS263AA Java Programming: Level II	3
CIS224 Project Management Microsoft Project for Windows	3
+CIS249 Software Testing for Quality Assurance	3
+CIS250 Management of Information Systems	3
+CIS190 Introduction to Local Area Networks (3) OR	
CNT140 Cisco Networking Basics (4) OR	
CNT140AA Cisco Networking Fundamentals (4) OR	
+MST140 Microsoft Networking Essentials (3)	3-4

**The Certificate of Completion (CCL) in Computer Programming** prepares students for entry-level positions in computer programming. The program emphasizes knowledge and skills required to design, develop, test, and document structured and object-oriented program utilizing a variety of programming languages. Major Code: 5207 Total Credits: 30

### Term 1

	<u>Credits</u>
CIS105 Survey of Computer Information Systems	3
CIS126DL Linux Operating System (3) OR	
MST150++ Microsoft Windows (3)	3
CIS133DA Internet/Web Development Level I	3

### Term 2

	<u>Credits</u>
CIS117DM Microsoft Access: Database Management (3) OR	
+CIS276DA MySQL Database (3) OR	
+CIS276DB SQL Server Database (3) OR	
+CIS276DC Oracle Database (3)	3
+CIS150AB Object-Oriented Programming Fundamentals	3
+CIS159 Visual Basic Programming I	3
RE	Select from the following
Restrict Electives (RE) list	3

### Term 3

	<u>Credits</u>
+CIS162AD C#: Level I	3
+CIS163AA Java Programming: Level I	3
RE	Select from the Restrict Electives list below
	3

#### Restricted Electives (RE):

+CIS162AB C++: Level I	3
+CIS166AA Introduction to JavaScripting (3) OR	
+CIS166AB Web Scripting with Perl/CGI (3) OR	
+CIS166AC Web Scripting with (ASP).NET (3) OR	
+CIS166AD Web Scripting with (JSP) (3) OR	
+CIS166AE Web Scripting with (PHP) (3) OR	
+CIS166AF Web Scripting with Python (3)	3
+CIS259 Visual Basic Programming II	3
+CIS262AB C++: Level II	3
+CIS262AD C# Level II	3
+CIS263AA Java Programming: Level II	3
CIS224 Project Management Microsoft Project for Windows	3
+CIS249 Software Testing for Quality Assurance	3
+CIS250 Management of Information Systems	3
+CIS190 Introduction to Local Area Networks (3) OR	
CNT140 Cisco Networking Basics (4) OR	
CNT140AA Cisco Networking Fundamentals (4) OR	
+MST140 Microsoft Networking Essentials (3)	3-4

**The Associate in Applied Science (AAS) in Programming and System Analysis** program provides an in-depth exploration of different computer language and technical skills. The program includes, but is not limited to the following: operating systems, local area networks, team roles, and dynamics. A Certificate of Completion (CCL) is also available. Major Code: 3844 Total Credits: 64-67

#### Program Prerequisites: 0-3 Credits

CRE101	College Critical Reading (3) or Equivalent by assessment 0-3
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### Term 1

	<u>Credits</u>
CIS105 Survey of Computer Information Systems	3
+CIS150 Programming Fundamentals (3) OR	
+CIS150AB Object-Oriented Programming Fundamentals (3)	3
+ENG101 First-Year Composition (3) OR	
+ENG107 First-Year Composition for ESL (3)	3
+MAT150 College Algebra/Functions (5) OR	
+MAT151 College Algebra/Functions (4) OR	
+MAT152 College Algebra/Functions (3)	3-5
ECN211 Macroeconomic Principles (3) OR	
ECN212 Microeconomic Principles (3) OR	
SBU200 Society and Business (3)	3

### Term 2

	<u>Credits</u>
ACC111 Accounting Principles I	3
CIS126DA UNIX Operations System (3) OR	
CIS126DL Linux Operating System (3) OR	
MST150 Microsoft Windows Professional (3) OR	
MST150VI Microsoft Windows Vista Administration (3) OR	
MST150XP Microsoft Windows XP Professional (3)	3
+CIS166 Web Scripting/Programming (3) OR	
+CIS166AA Introduction to JavaScripting (3) OR	
+CIS166AB Web Scripting with Perl/CGI (3) OR	
+CIS166AC Web Scripting with Active Server Pages (ASP).NET (3) OR	
+CIS166AD Web Scripting with Java Server Pages (JSP) (3) OR	
+CIS166AE Web Scripting with PHP:Hypertext Preprocessor (PHP) (3)	
+CIS166AF Web Scripting with Python (3)	3
CIS224 Project Management Microsoft Project for Windows	3



## CAREER AND TECHNICAL PROGRAMS

+ENG102	First-Year Composition (3) OR	
+ENG108	First-Year Composition for ESL (3)	3

<u>Term 3</u>	<u>Credits</u>	
+CIS190	Introduction to Local Area Networks (3) OR	
+CNT140	Cisco Networking Basics (4) OR	
+MST140	Microsoft Networking Essentials (3)	3-4
Oral Comm	Any approved General Education course in the Oral Communication area	3
H&FA	Any approved general education course in the Humanities and Fine Arts Area	3
NS	Any approved general education course from the Natural Sciences Area	4
Select from the Restrict Electives list below	3	

<u>Term 4</u>	<u>Credits</u>	
+CIS225	Business Systems Analysis and Design (3) OR	
+CIS225AB	Object Oriented Analysis and Design (3) OR	
+CIS250	Management of Information Systems (3)	3
+CIS217AM	Advanced Microsoft Access: Database Management (3) OR	
+CIS119DO	Introduction to Oracle: SQL (3) OR	
CIS276DA	My SQL Database (3)	3

Select 2 courses for a total of 6 credits:

+CIS151	Computer Game Development – Level I (3) OR	
+CIS159	Visual Basic Programming I (3) OR	
+CIS162	C Programming I (3) OR	
+CIS162AB	C++: Level I (3) OR	
+CIS162AC	Visual C++: Level I (3) OR	
CIS162AD	C#: Level I (3)	3
+CIS163AA	Java Programming: Level I (3)	3
+GBS233	Business Communication	3
RE	Select from the Restrict Electives list below	3

Restricted Electives

+CIS251	Computer Game Development-Level II	3
+CIS259	Visual Basic Programming II	3
+CIS262	C Programming II (3) OR	
+CIS262AB	C++: Level II (3) OR	
+CIS262AC	Visual C++: Level II (3) OR	
+CIS262AD	C# Level II (3) OR	
+CIS263AA	Java Programming: Level II	3

**The Certificate of Completion (CCL) in Programming and System Analysis** provides an in-depth exploration of different computer language and technical skills. Includes, but is not limited to the following: operating systems, local area networks, team roles, and dynamics. An Associate in Applied Science (AAS) is also available. Major Code: 5048 Total Credits: 24

<u>Term 1</u>	<u>Credits</u>	
CIS105	Survey of Computer Information Systems	3
CIS126DA	UNIX Operations System (3) OR	
CIS126DL	Linux Operating System (3) OR	
MST150	Microsoft Windows Professional (3) OR	
MST150VI	Microsoft Windows Vista Administration (3) OR	
MST150XP	Microsoft Windows XP Professional (3)	3
+CIS150	Programming Fundamentals (3) OR	
+CIS150AB	Object-Oriented Programming Fundamentals (3)	3
+CIS151	Computer Game Development – Level I (3) OR	
+CIS159	Visual Basic Programming I (3) OR	
+CIS162++	Any C Programming: Level I course (3) OR	
+CIS163AA	Java Programming: Level I (3)	3

<u>Term 2</u>	<u>Credits</u>	
CIS224	Project Management Microsoft Project for Windows	3
+CIS225	Business Systems Analysis and Design (3) OR	
+CIS225AB	Object Oriented Analysis and Design (3) OR	
+CIS250	Management of Information Systems (3)	3
+CIS217AM	Advanced Microsoft Access: Database Management (3) OR	
+CIS119DO	Introduction to Oracle: SQL (3) OR	
+CIS276DA	My SQL Database (3)	3
RE	Select from the Restrict Electives list below	3
Restricted Electives		
+CIS251	Computer Game Development-Level II	3
+CIS259	Visual Basic Programming II	3
+CIS262++	Any C Programming: Level II course	3
+CIS263AA	Java Programming: Level II	3

**The Associate in Applied Science (AAS) in Web Developer** is designed to give students a set of skills that would allow them to develop interactive and dynamic websites that access data stored in databases. Completing the program may lead to such positions as web technician, web designer, web programmer, and web developer. Major Code: 3084 Total Credits: 64

<u>Term 1</u>	<u>Credits</u>	
CIS117DM	Microsoft Access: Database Management (3) OR	
+CIS276DA	MySQL Database (3) OR	
+CIS276DB	SQL Server Database (3) OR	
+CIS276DC	Oracle Database (3)	3
CIS133DA	Internet/Web Development Level I	3
CIS224	Project Management Microsoft Project for Windows	3
FYC	Any approved general education course in the First-Year Composition Area	3
+CIS150AB	Object-Oriented Programming Fundamentals	3

<u>Term 2</u>	<u>Credits</u>	
CIS150AB	Object-Oriented Programming Fundamentals	3
+CIS166AA	Introduction to JavaScript	3
SBU200	Society and Business	3
CRE101	College Critical Reading (3) OR Equivalent by assessment	3
FYC	Any approved general education course in the First-Year Composition Area	3

<u>Term 3</u>	<u>Credits</u>	
+CIS233DA	Internet/Web Development Level II	3
+CIS290AC	Computer Information Systems Internship	3
H&FA	Any approved general education course in the Humanities and Fine Arts Area	3
Math	Any approved general education course in the Mathematics Area	3
Oral Comm	Any approved general education course in the Oral Communication Area	3
RE	Select from the Restrict Electives list below	3

<u>Term 4</u>	<u>Credits</u>	
+CIS234	XML Application Development	3
+CIS250	Management of Information Systems	3
NS	Any approved general education course from the Natural Sciences Area	4
RE	Select from the Restrict Electives list below	9

## CAREER AND TECHNICAL PROGRAMS

### Restricted Electives:

CIS120DC Flash: Digital Animation	3
CIS126DL Linux Operating System	3
+CIS159 Visual Basic Programming I	3
+CIS162AD C#: Level I	3
+CIS163AA Java Programming: Level I	3
+CIS166AB Web Scripting with Perl/CGI	3
+CIS166AC Web Scripting with Active Server Pages (ASP).NET	3
+CIS166AD Web Scripting with Java Server Pages (JSP)	3
+CIS166AE Web Scripting with PHP: Hypertext Preprocessor (PHP)	3
+CIS217AM Advanced Microsoft Access: Database Management	3
+CIS233DC Internet Web Development Dreamweaver	3
+CIS259 Visual Basic Programming II	3
+CIS262AD C# Level II	3
+CIS263AA Java Programming: Level II	3
MST150 Microsoft Windows Professional (3) OR	
MST150XP Microsoft Windows XP Professional (3)	3

**The Certificate of Completion (CCL) in Web Developer** is designed to give students a set of skills that would allow them to develop interactive and dynamic websites that access data stored in databases. Completing the program may lead to such positions as web technician, web designer, web programmer, and web developer. Major Code: 5060 Total Credits: 30

<u>Term 1</u>	<u>Credits</u>
CIS133DA Internet/Web Development Level I	3
CIS150AB Object-Oriented Programming Fundamentals	3
CIS166AA Introduction to JavaScript	3
RE Select from the Restrict Electives list below	6

<u>Term 2</u>	<u>Credits</u>
CIS117DM Microsoft Access: Database Management (3) OR	
CIS276DA MySQL Database (3) OR	
CIS276DB SQL Server Database (3) OR	
CIS276DC Oracle Database (3)	3
CIS224 Project Management Microsoft Project for Windows	3
+CIS233DA Internet/Web Development Level II	3
RE Select from the Restrict Electives list below	3

### Restricted Electives

CIS120DC Flash: Digital Animation	3
CIS126DL Linux Operating System	3
+CIS159 Visual Basic Programming I	3
+CIS162AD C#: Level I	3
+CIS163AA Java Programming: Level I	3
+CIS166AB Web Scripting with Perl/CGI	3
+CIS166AC Web Scripting with Active Server Pages (ASP).NET	3
+CIS166AD Web Scripting with Java Server Pages (JSP)	3
+CIS166AE Web Scripting with PHP: Hypertext Preprocessor (PHP)	3
+CIS217AM Advanced Microsoft Access: Database Management	3
+CIS234 XML Application Development	3
+CIS259 Visual Basic Programming II	3
+CIS262AD C# Level II	3
+CIS263AA Java Programming: Level II	3
+MST150 Microsoft Windows Professional (3) OR	
+MST150XP Microsoft Windows XP Professional (3)	3

**The Associate in Applied Science (AAS) in Web Designer** is designed to give students a set of skills that could allow them to develop simple websites with static information. Completing the program may lead to such positions as web technician and web designer assistant or to serve as a departmental or personal web publisher. Major Code: 3085 Total Credits: 64

<u>Term 1</u>	<u>Credits</u>
CIS120DC Flash: Digital Animation	3
CIS120DF Computer Graphics: Adobe Photoshop	3
CIS133DA Internet/Web Development Level I	3
FYC Any approved general education course in the First-Year Composition Area	3
Oral Comm Any approved general education course in the Oral Communication area	3

<u>Term 2</u>	<u>Credits</u>
+CIS166AA Introduction to Java Scripting	3
+CIS220DC Flash: Advanced Animation and ActionScript	3
+CIS233DA Internet/Web Development Level II	3
CRE101 College Critical Reading	3
FYC Any approved general education course in the First-Year Composition Area	3

<u>Term 3</u>	<u>Credits</u>
+CIS233DC Internet Web Development: Dreamweaver	3
+CIS234 XML Application Development	3
+CIS235 e-Commerce	3
Math Any approved general education course in the Mathematics Area	3
SBU200 Society and Business	3

<u>Term 4</u>	<u>Credits</u>
+CIS243 Internet/Web Development Level III	3
CIS290AC Computer Information Systems Internship (3) OR	
+CIS298AC Special Projects (3)	3
H&FA Any approved general education course in the Humanities and Fine Arts Area	3
NS Any approved general education course from the Natural Sciences Area	4
RE Select from the Restrict Electives list below	6

### Restricted Electives

CIS120DB Computer Graphics: Adobe Illustrator	3
CIS120DK Introduction to Digital Video Editing	3
CIS120DL Digital Video Compositing: After Effects	3
+CIS166AB Web Scripting with Perl/CGI	3
+CIS166AE Web Scripting with PHP: Hypertext Preprocessor (PHP)	3
+CIS220DK Advanced Digital Video Production: Premiere	3
CIS224 Project Management Microsoft Project for Windows	3
+CIS291 Business Video Projects	3
MTC/TCM120 Introduction to Sound Design for Film and Video	3

**The Certificate of Completion (CCL) in Web Designer** is designed to give students a set of skills that could allow them to develop simple websites with static information. Completing the program may lead to such positions as web technician and web designer assistant or to serve as a departmental or personal web publisher. Major Code: 5344 Total Credits: 19

<u>Term 1</u>	<u>Credits</u>
CIS120DC Flash: Digital Animation	3
CIS120DF Computer Graphics: Adobe Photoshop	3

## CAREER AND TECHNICAL PROGRAMS

CIS133DA Internet/Web Development Level I	3
<u>Term 2</u>	
+CIS233DA Internet/Web Development Level II	3
+CIS233DC Internet Web Development: DreamWeaver	3
+CIS284 Certified Internet Web (CIW) Associate Certification Preparation Course	4

**The Certificate of Completion (CCL) in Advanced Web Designer** is designed to give students a set of skills that would allow them to develop comprehensive and interactive Web sites and e-commerce. Completing the program will prepare students for such positions as web technician, web designer, web marketing or e-commerce manager. Major Code: 5345 Total Credits: 31

Certificate of Completion in Web Designer (5344)	19
<u>Term 1</u>	
+CIS166AA Introduction to JavaScripting	3
+CIS235 e-Commerce	3
+CIS243 Internet/Web Development Level III	3
+CIS282AC Volunteerism for Computer Information Systems: A Service Learning Experience (3) OR	
+CIS290AC Computer Information System Internship (3)	3

**The Associate in Applied Science (AAS) in Web Server Administrator** is designed to give students a set of skills that would allow them to develop comprehensive and interactive websites as well as to setup and maintain web servers. Completing the program may lead to such positions as web technician, web designer, web programmer, and web server administrator. Major Code: 3087 Total Credits: 62

<u>Term 1</u>		<u>Credits</u>
CIS133DA Internet/Web Development Level I		3
FYC Any approved general education course in the First-Year Composition Area		3
Math Any approved general education course in the Mathematics Area		3
RE Select from the Restrict Electives list below		6

<u>Term 2</u>		<u>Credits</u>
+CIS166AA Introduction to JavaScript		3
CIS126DL Linux Operating System (3) AND		
+CIS226AL Internet/Intranet Server Administration-Linux (3) OR		
+CIS240DL Linux Network Administration (3) OR		
MST150 Microsoft Windows Professional (3) OR		
MST150XP Microsoft Windows XP Professional (3) AND		
+MST152 Microsoft Windows Server (4) OR		
+MST152DA Microsoft Windows 2000 Server (4) OR		
+MST152DB Microsoft Windows 2003 Server (4)	6-7	
CRE101 College Critical Reading (3) OR Equivalent by assessment		3
FYC Any approved general education course in the First-Year Composition Area		3

<u>Term 3</u>		<u>Credits</u>
+CIS166AB Web Scripting with Perl/CGI (3) OR		
+CIS166AE Web Scripting with PHP: Hypertext Preprocessor (PHP) (3)		3
H&FA Any approved general education course in the Humanities and Fine Arts Area		3
NS Any approved general education course in the Natural Sciences Area		4
Oral Comm Any approved general education course in the Oral Communication Area		3

SBU200 Society and Business	3	
<u>Term 4</u>		<u>Credits</u>
CIS117DM Microsoft Access: Database Management (3) OR		
+CIS276DA MySQL Database (3) OR		
+CIS276DB SQL Server Database (3) OR		
+CIS276DC Oracle Database (3)	3	
CIS224 Project Management Microsoft Project for Windows		3
+CIS233DA Internet/Web Development Level II		3
CNT140AA Cisco Networking Fundamentals		4
RE Select from the Restrict Electives list below		3

Restricted Electives:	Credits: 9
CIS120DC Flash: Digital Animation	3
CIS120DF Computer Graphics: Adobe Photoshop	3
+CIS220DC Flash: Advanced Animation and ActionScript	3
+CIS233DC Internet Web Development: Dreamweaver	3
+CIS234 XML Application Development	3
+CIS235 e-Commerce	3
+CIS250 Management of Information Systems	3
+CIS290AC Computer Information Systems Internship	3

**The Certificate of Completion (CCL) in Web Server Administrator** is designed to give students a set of skills that would allow them to develop comprehensive and interactive websites as well as to setup and maintain web servers. Completing the program may lead to such positions as web technician, web designer, web programmer, and web server administrator. Major Code: 5342 Total Credits: 25-26

<u>Term 1</u>		<u>Credits</u>
CIS133DA Internet/Web Development Level I		3
CIS117DM Microsoft Access: Database Management (3) OR		
CIS276DA MySQL Database (3) OR		
CIS276DB SQL Server Database (3) OR		
CIS276DC Oracle Database (3)		3
CNT140AA Cisco Networking Fundamentals		4
<u>Term 2</u>		<u>Credits</u>
+CIS166AA Introduction to JavaScripting		3
+CIS166AB Web Scripting with Perl/CGI (3) OR		
+CIS166AE Web Scripting with PHP: Hypertext Preprocessor (PHP) (3)		3
+CIS233DA Internet/Web Development Level II		3
CIS126DL Linux Operating System (3) AND		
CIS226AL Internet/Intranet Server Administration-Linux (3) OR		
+CIS240DL Linux Network Administration (3) OR		
MST150 Microsoft Windows Professional (3) OR		
MST150XP Microsoft Windows XP Professional (3) AND		
+MST152 Microsoft Windows Server (4) OR		
+MST152DA Microsoft Windows 2000 Server (4) OR		
+MST152DB Microsoft Windows 2003 server (4)	6-7	

**The Associate in Applied Science (AAS) in Game Technology** is a discipline that includes the development and management of dynamic environments for games and related visualization applications. The Associate of Applied Science in Game Technology will help prepare students for entry-level career opportunities with studios, corporations, organizations, educational institutions, government agencies, advertising and entertainment industries that require visual and interactive content to support, enhance, entertain, and/or market their product or service. The curriculum brings together business

## CAREER AND TECHNICAL PROGRAMS

concepts and game technology to prepare students for careers as Game Programmer, Environment Artist, Production Artist, Tools Programmer, Character Modeler, Character Animator, Game Designer, Game Developer, or Multimedia Designer/Developer. Major Code: 3145 Total Credits: 62

### Program Prerequisites

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

<u>Term 1</u>	<u>Credits</u>
CIS105 Survey of Computer Information Systems	3
+CIS107 The Electronic Game Industry	3
FYC Any approved general education course in the First-Year Composition Area	3
SBU200 Society and Business	3

<u>Term 2</u>	<u>Credits</u>
+ART/ADA170 Three-Dimensional Computer Design (3) OR	
+CIS151 Computer Game Development – Level I	3
CRE101 College Critical Reading (3) OR Equivalent as indicated by assessment	0-3
FYC Any approved general education course in the First-Year Composition Area	3
H&FA Any approved general education course in the Humanities and Fine Arts Area	3
Oral Comm Any approved general education course in the Oral Communication Area	3

<u>Term 3</u>	<u>Credits</u>
+ADA/ART/MMT184 Computer Animation (3) OR	
CIS130DB 3D Studio Max: Animation (3)	3
CIS120DC Flash: Digital Animation	3
CIS230DA 3D Studio Max Materials	3
+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
NS Any approved general education course in the Natural Sciences Area	4

<u>Term 4</u>	<u>Credits</u>
+CIS108 Electronic Portfolio Development	1
CIS120DF Computer Graphics: Adobe Photoshop (3) OR	
CIS120DG Fireworks: Web Graphics (3)	3
+CIS150A Object-Oriented Programming Fund	3
+CIS220DC Advanced Web Programming with Macromedia Flash	3
CIS251 Computer Game Development-Level II	3
+MMT216 Multimedia Project Management (3) OR	
CIS224 Project Management Microsoft Project for Windows (3)	3
RE Select from the list below	

Restricted Electives: Credits: 3

CIS253 Computer Game Development-Level III	3
CIS230DB 3D Studio Max: Lighting and Rendering	3
+MTC/TCM120 Introduction to Sound Design for Film and Video	3
CIS120DB Computer Graphics: Adobe Illustrator	3

**The Certificate of Completion (CCL) in Game Technology** is a discipline that includes the development and management of dynamic environments for games and related visualization applications. The Certificate of Completion in Game Technology

will help prepare students for entry-level career opportunities with studios, corporations, organizations, educational institutions, government agencies, advertising and entertainment industries that require visual and interactive content to support, enhance, entertain and/or market their product or service. Major Code: 5637 Total Credits: 28

<u>Term 1</u>	<u>Credits</u>
CIS105 Survey of Computer Information Systems	3
+CIS107 The Electronic Game Industry	3
+CIS151 Computer Game Development – Level I	3
+ADA/ART170 Three-Dimensional Computer Design (3) OR	
CIS130DA 3D Studio Max: Modeling (3)	3
+ADA/ART/	
MMT184 Computer Animation (3) OR	
CIS130DB 3D Studio Max: Animation (3)	3

<u>Term 2</u>	<u>Credits</u>
+CIS108 Electronic Portfolio Development	1
CIS120DC Computer Graphics: Macromedia Flash	3
CIS120DF Computer Graphics: Adobe Photoshop (3) OR	
CIS120DG Computer Graphics: Macromedia Fireworks (3)	3
+CIS220DC Advanced Web Programming with Macromedia Flash	3
RE Select from the list below	3

Restricted Electives: Credits: 3

+CIS150AB Object-Oriented Programming Fundamentals	3
+MMT216 Multimedia Project Management	3
+MTC/TCM120 Introduction to Sound Design for Film and Video	3
CIS120DB Computer Graphics: Adobe Illustrator	3
CIS224 Project Management Microsoft Project for Windows	3

**The Associate in Applied Science (AAS) in Multimedia and Business Technology** is a discipline that integrates business applications with multiple digital media types including text, graphics, animation, audio, and video and then delivers this interactive material electronically. The Associate of Applied Science in Multimedia and Business Technology will help prepare students for technical career opportunities with corporations, organizations, educational institutions, government agencies, entertainment, and advertising industries that require interactive content to support, enhance, and/or market their product or service. The curriculum brings together business concepts and multimedia technology to prepare students for careers such as a Multimedia Producer, Multimedia Scriptwriter, Multimedia Developer, Multimedia Designer, Computer-Based Training or Instructional Designer, Digital Graphic Designer, Webpage Developer, Interface Designer, Video/Audio Specialist, Video Editor or Animator. Major Code: 3147 Total Credits: 62 Program Prerequisites: Credits 3

CRE101 College Critical Reading (3) OR Equivalent as indicated by assessment	3
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Required Courses: Credits: 40

ART142 Introduction to Digital Photography	3
CIS120DB Computer Graphics: Adobe Illustrator (3) OR	
CIS120DF Computer Graphics: Adobe Photoshop (3) OR	
CIS120DG Fireworks: Web Graphics (3)	3
CIS120DC Flash: Digital Animation	3
CIS120DK Introduction to Digital Video Editing	3
CIS105 Survey of Computer Information Systems	3
+CIS/MMT140 Survey of Multimedia Technology	2



## CAREER AND TECHNICAL PROGRAMS

+MTC/TCM120 Introduction to Sound Design for Film and Video	3
+MMT216 Multimedia Project Management (3) OR CIS224 Project Management Microsoft Project for Windows (3)	3
+CIS233DC Internet Web Development: Dreamweaver	3
+CIS291 Business Video Projects	3
+CIS220DK Advanced Digital Video Production: Premiere	3
CIS106AA Captivate: Video Presentations (1) OR CIS106AB Camtasia: Video Presentations (1)	1
CIS120DL Digital Video Compositing: After Effects	3
MMT292 Multimedia Update	1
CIS220DC Flash: Advanced Animation and ActionScript	3
<b>General Education: Credits: 22-24</b>	
FYC Any approved general education course in the First-Year Composition Area	6
Oral Comm Any approved general education course in the Oral Communication Area	3
Critical Rdg Met by CRE101 or equivalent as indicated by assessment in Program Prerequisite area.	0
+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
H&FA Any approved general education course in the Humanities and Fine Arts Area	3
S&BS SBU200 Society and Business	3
NS Any approved general education course in the Natural Sciences Area	4
<b>The Certificate of Completion (CCL) in Multimedia Technology</b> is a discipline that integrates multiple digital media types including text, graphics, animation, audio, and video and then delivers this interactive material electronically. The Certificate of Completion in Multimedia Technology will help prepare students for entry-level career opportunities with corporations, organizations, educational institutions, government agencies, entertainment, and advertising industries that require interactive content to support, enhance and/or market their product or service. Possible entry-level or internship positions leading to careers after completing this certificate program may include Multimedia Producer, Multimedia Scriptwriter, Multimedia Developer, Computer-Based Training or Instructional Designer, Digital Graphic Designer, Webpage Designer, Webpage Developer, Interface Designer, Video/Audio Specialist, Video Editor, Animator, or Multimedia Designer. Major Code: 5576 Total Credits: 27	
<b>Required Courses: Credits: 27</b>	
CIS105 Survey of Computer Information Systems	3
CIS/MMT140 Survey of Multimedia Technology	2
CIS120DB Computer Graphics: Adobe Illustrator (3) OR CIS120DF Computer Graphics: Adobe Photoshop (3) OR CIS120DG Computer Graphics: Macromedia Fireworks (3)	3
ART142 Introduction to Digital Photography	3
CIS120DC Computer Graphics: Macromedia Flash	3
CIS120DK Introduction to Digital Video Editing	3
+MTC/TCM120 Introduction to Sound Design for Film and Video	3
+MMT216 Multimedia Project Management (3) OR CIS224 Project Management Microsoft Project for Windows (3)	3
+CIS233DC Internet Web Development: Dreamweaver	3

+CIS108 Electronic Portfolio Development	1
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**The Certificate of Completion (CCL) in Computer Applications: Microsoft Office Specialist/Basic** program provides basic skills in computer software applications for entry-level employment in a wide variety of occupations. Coursework includes basic software applications in word processing, electronic spreadsheets, database management, electronic messaging/personal information management, presentation graphics, and project management. This certificate program is designed to assist students in preparing for core examinations for certification as a Microsoft Office Specialist. Major Code: 5146 Total Credits: 16-22

### Track 1

<u>Term 1</u>	<u>Credits</u>
BPC110 Computer Usage and Applications	3
GBS104 Quality Telephone Techniques	1
OAS101 Computer Typing I: Keyboarding and Formatting	3
RE Select from the list below	3

### Term 2

<u>Term 2</u>	<u>Credits</u>
OAS108 Business English	3
+BPC210 Advanced Computer Usage and Applications	3

### Track 2

<u>Term 1</u>	<u>Credits</u>
CIS113DE Word Processing: Word	3
OAS101 Computer Typing I: Keyboarding and Formatting	3
OAS108 Business English	3
RE Select from the list below	3

### Term 2

<u>Term 2</u>	<u>Credits</u>
BPC100CD Living Online (1) OR BPC106AH MS Outlook: Level I (.5) AND +BPC106BH Microsoft Outlook: Level II (.5)	1
GBS104 Quality Telephone Techniques	1
CIS114AE Excel: Level I (1) AND +CIS114BE Excel: Level II (1) OR CIS114DE Excel Spreadsheet (3)	2-3
CIS117AM Database Management: Microsoft Access-Level I (1) AND +CIS117BM Database Management: Microsoft Access-Level II (1) OR CIS117DM Microsoft Access: Database Management (3)	2-3
CIS118AB PowerPoint: Level I	1
+CIS118BB PowerPoint: Level II	1

Restricted Electives: Credits: 3

BPC100AD Computing Fundamentals	1
BPC100BD Key Software Applications	1
BPC100CD Living Online	1
CIS121AE Windows Operating System: Level I	1
OAS118 10-Key By Touch	1
OAS125 Introduction to the Professional Office	3

**The Certificate of Completion (CCL) in Computer Applications: Microsoft Office Specialist/Advanced** program provides advanced skills in computer software applications for a wide variety of occupations. Coursework includes advanced software applications in word processing, electronic spreadsheets, and other office skills. This certificate program is designed to assist students in preparing for the expert examinations for certification as a Microsoft Office Specialist. Major Code: 5147 Total Credits: 19-23

## CAREER AND TECHNICAL PROGRAMS

### Track 1

<u>Term 1</u>	<u>Credits</u>
CSM/TQM101 Quality Customer Service	3
OAS101 Computer Typing I: Keyboarding and Formatting	3
OAS108 Business English	3
RE Select from the list below	3

<u>Term 2</u>	<u>Credits</u>
GBS104 Quality Telephone Techniques	1
+BPC210 Advanced Computer Usage and Applications	3

<u>Term 3</u>	<u>Credits</u>
+BPC250 Post Advanced Computer Usage and Applications	3

### Track II: Credits 10

<u>Term 1</u>	<u>Credits</u>
BPC100CD Living Online (1) OR	
BPC106AH MS Outlook: Level I (.5) AND	
+BPC106BH Microsoft Outlook: Level II (.5)	1
CIS113DE Microsoft Word: Word Processing	3
GBS104 Quality Telephone Techniques	1
OAS101 Computer Typing I: Keyboarding and Formatting	3
RE Select from the list below	3

<u>Term 2</u>	<u>Credits</u>
OAS108 Business English	3
CSM/TQM101 Quality Customer Service	3
CIS114AE Excel: Level I (1) AND	
+CIS114BE Excel: Level II (1) AND	
+CIS114CE Excel: Level III (1) OR	
CIS114DE Excel Spreadsheet (3)	3
+ CIS213DE Advanced Word Processing: Word	3

Restricted Electives: Credits: 3

+ACC115 Computerized Accounting	2
BPC101AC Introduction to Handheld Devices	1
BPC110 Computer Usage and Applications	3
BPC111AA Computer Keyboarding I	1
CIS121AE Windows Operating System: Level I	1
CIS122AE Windows Operating System: Level II	1
BPC123 Introduction to Speech Recognition (SR)	1
CIS133AA Internet/Web Development Level I-A	1
CIS133BA Internet/Web Development Level I-B	1
CIS233AA Internet/Web Development Level II-A	1
CIS233BA Internet/Web Development Level II-B	1
OAS125 Introduction to the Professional Office	3

## Construction Certificates/ Degrees

- Associate in Applied Science in Construction
- Certificate of Completion in Building Inspection
- Certificate of Completion in Computer Aided Design and Drafting – CADD Level I
- Certificate of Completion in Construction Drafting – CADD Level III
- Certificate of Completion in Home Inspection
- Certificate of Completion in Plan Review
- Certificate of Completion in Pre-Contracting Licensing
- Certificate of Completion in Survey and Civil Drafting – CADD II

Department Chairperson: Bob Bonura  
Contact: (480) 461-7173

### The Associate in Applied Science (AAS) in Construction

prepares students to work as technicians in construction drafting, construction inspection, or construction management. A drafting technician may work in a surveying, civil engineering, or architecture firm/agency using board and/or computer for drafting residential, commercial, and industrial construction. An inspection technician may perform in home inspection, building inspection, or plan review. A management technician may work in various construction companies/agencies managing field or office by planning, scheduling, cost estimating, and addressing safety issues. Major Code: 3502 Total Credits: 67

Program Prerequisites:	Credits: 3-5
+MAT120 Intermediate Algebra (5) OR	
+MAT121 Intermediate Algebra (4) OR	
+MAT122 Intermediate Algebra (3)	3-5

Required Courses:	Credits: 18-20
CNS101 Construction and Culture	3
CNS130 Computer Aided Design and Drafting	3
CNS175 Working Drawing Analysis: Blueprint Reading	3
CNS180 Building Construction Methods, Materials, and Equipment	3
CNS181 Cost Estimating I	3
+MAT150 College Algebra/Functions (5) OR	
+MAT151 College Algebra/Functions (4) OR	
+MAT152 College Algebra/Functions (3)	3-5

Restricted Electives:	Credits: 27
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Students will choose one of the three tracks

Track I-Construction Drafting	Credits: 27
ARC160 Site Planning	3
+ARC161 Residential Architecture Drafting I: Computer & Board	3
+ARC162 Advance Residential Architecture Drafting II: Computer & Board	3
+ARC163 Commercial Architecture Drafting I: Computer & Board	3
+ARC164 Advance Commercial Architecture Drafting II: Computer & Board	3
BLT140 Environmentally Responsible Building	3
BLT262 Introduction International Residential Code (IRC)	3
BLT263 Building Codes	3
+CET101 Surveying I	3
+CET102 Surveying II	3
+CET201 Boundary Control and Legal Principles I	3
+CET202 Boundary Control and Legal Principles II	3
+CET257 Route and Construction Surveying	3
+CNS201 Construction Management: Office Operation	3
+CNS230 Computer Aided Design & Drafting (CADD) 3D for Construction and Architecture (CADD II)	3
+CNS240 Advanced Computer Aided Design & Drafting (CADD) for Construction and Architecture (CADD III)	3
+CNS250 Civil Drafting I: Civil 3D	3
+CNS251 Civil Drafting II: Civil 3D	3
+CNS252 Civil Drafting III: Civil 3D	3
CNS261 Microcomputers for Constructors	3
+CNS282++ Volunteerism for Construction: A Service Learning Experience (any suffixed courses)	1-3
+CNS290++ Construction Internship (any suffixed courses)	1-3
+CNS296++ Cooperative Education	1-3
+CNS298++ Special Project	1-3

Track II-Construction Inspection Credits: 27

## CAREER AND TECHNICAL PROGRAMS

+ARC161	Residential Architecture Drafting I: Computer & Board	3
+ARC163	Commercial Architecture Drafting I: Computer & Board	3
ELC123	Residential Electrical Wiring and Codes	3
BLT121	Electrical Codes	3
BLT127	Plumbing Codes	3
BLT128	Mechanical Codes	3
BLT140	Environmentally Responsible Building	3
BLT262	Introduction International Residential Code (IRC)	3
BLT263	Building Codes	3
+CNS200	Construction Management: Field Operation	3
+CNS201	Construction Management: Office Operation	3
CNS263	Electrical Construction Fundamentals	3
+CNS271	Home Inspection Structure	3
+CNS272	Home Inspection Plumbing, Electrical & HVAC	3
+CNS273	Home Inspection Insulation and Interior	3
+CNS274	Home Inspection Roofing and Exteriors	3
+CNS282++	Volunteerism for Construction: A Service Learning Experience (any suffixed courses)	1-3
CNS285	Introduction to Residential Plan Review	3
CNS286	Introduction to Commercial Plan Review	3
CNS290++	Construction Internship (any suffixed courses)	1-3
CNS296++	Cooperative Education	1-3
CNS298++	Special Project	1-3
<b>Track III-Construction Management Credits: 27</b>		
BLT140	Environmentally Responsible Building	3
BLT262	Introduction International Residential Code (IRC)	3
BLT263	Building Codes	3
+CET101	Surveying I	3
+CET102	Surveying II	3
CNS182	Construction Estimating and Print Reading	4
+CNS200	Construction Management: Field Operation	3
+CNS201	Construction Management (Office Operation)	3
CNS221	Engineering Mechanics-Statics	3
CNS243	Heavy Construction Equipment, Methods, and Materials	3
+CNS260	Strength of Materials	3
CNS261	Microcomputers for Constructors	3
CNS263	Electrical Construction Fundamentals	3
CNS282++	Volunteerism for Construction: A Service Learning Experience (any suffixed courses)	1-3
CNS290++	Construction Internship (any suffixed courses)	1-3
+COM225	Public Speaking	3
ECN211	Macroeconomic Principles	3
ECN212	Microeconomic Principles	3
GBS206	Business Law (UCC)	3
GBS221	Business Statistics	3
CNS296++	Cooperative Education	1-3
CNS298++	Special Project	1-3
<b>General Education: Credits: 22</b>		
FYC	Any approved general education course in the First-Year Composition area	6
Oral Comm		
COM100	Introduction to Human Communication	3
Critical Rdg		
CRE101	College Critical Reading (3) or Equivalent as indicated by assessment	3
Math		
Met by MAT150, MAT151, or MAT152,	in required courses area	0

H&FA	Any approved general education course in the Humanities and Fine Arts area	3
S&BS	Any approved general education course in the Social and Behavioral Sciences area	3
NS		
PHY111	General Physics I	4

**The Certificate of Completion (CCL) in Building Inspection** prepares the student for a career in public/governmental agencies as an inspector in various areas of the building inspection field. The student gains the knowledge and develops skills necessary to perform as a building inspector in general building code compliance inspection or in specific areas of code compliance, such as mechanical, electrical, plumbing, etc. Major Code: 5554  
Total Credits: 21

Required Courses: Credits: 21

BLT121	Electrical Codes	3
BLT127	Plumbing Codes	3
BLT128	Mechanical Codes	3
BLT262	Introduction International Residential Code (IRC)	3
BLT263	Building Codes	3
CNS175	Working Drawing Analysis: Blueprint Reading	3
+CNS282AC	Volunteerism for Construction: A Service Learning Experience (3) OR	
+CNS290AC	Construction Internship (3) OR	
+CNS296WC	Cooperative Education (3) OR	
+CNS298AC	Special Projects (3)	3

**The Certificate of Completion (CCL) in Computer Aided Design and Drafting - CADD Level I** prepares the student to work as a junior draftsman for any construction or architecture related design and drafting company/agency. In this program, the student develops skills and gains knowledge necessary to perform introductory computer drafting responsibilities. Major Code: 5498  
Total Credits: 9

Required Courses: Credits: 9

CNS130	Computer Aided Design and Drafting	3
+CNS230	Computer Aided Design and Drafting (CADD) 3D for Construction and Architecture (CADD II)	3
+CNS240	Advanced Computer Aided Design and Drafting (CADD) for Construction and Architecture (CADD III)	3

**The Certificate of Completion (CCL) in Construction Drafting - CADD Level III** prepares the student to work as an advanced construction draftsman for construction-related design and drafting companies/agencies. The student will develop knowledge of and skills for commonly used computer software applications. Students will be able to perform various construction drafting-related functions necessary for any architecture, civil, and construction-related work. Major Code: 5502  
Total Credits: 27

Required Courses: Credits: 27

+ARC150	Architectural Desktop I	3
+ARC161	Residential Architecture Drafting	3
+ARC163	Commercial Architecture Drafting	3
CNS130	Computer Aided Design and Drafting	3
+CNS230	Computer Aided Design & Drafting (CADD) 3D for Construction and Architecture (CADD II)	3
+CNS240	Advanced Computer Aided Design & Drafting (CADD) for Construction and Architecture (CADD III)	3

## CAREER AND TECHNICAL PROGRAMS

+CNS250	Civil Drafting I: Civil 3D	3
+CNS251	Civil Drafting II: Civil 3D	3
CNS282AC	Volunteerism for Construction: A Service Learning Experience (3) OR	
CNS290AC	Construction Internship (3) OR	
CNS296WC	Cooperative Education (3) OR	
CNS298AC	Special Projects (3)	3

**The Certificate of Completion (CCL) in Home Inspection** prepares the student for a career in home inspection. The certificate provides the student with the knowledge necessary to seek Arizona State Home Inspection certification. In addition to completing these courses, the student must also acquire additional hours of mentored home inspections in order to qualify for the state certification exam. Major Code: 5505 Total Credits: 21

Required Courses:		Credits: 21
CNS175	Working Drawing Analysis: Blueprint Reading	3
+CNS201	Construction Management: Office Operation	3
+CNS271	Home Inspection Structure	3
+CNS272	Home Inspection Plumbing, Electrical & HVAC	3
+CNS273	Home Inspection: Insulation and Interior	3
+CNS274	Home Inspection: Roofing and Exteriors	3
+CNS282AC	Volunteerism for Construction: A Service Learning Experience (3) OR	
+CNS290AC	Construction Internship (3) OR	
+CNS296WC	Cooperative Education (3) OR	
+CNS298AC	Special Projects (3)	3

**The Certificate of Completion (CCL) in Plan Review** prepares students who currently have knowledge of architecture, engineering, or related fields or who are currently working for governmental agencies in lower level, related, positions and are seeking jobs in public agencies/governmental or private companies who work in these capacities for the code compliance plan review field. The student gains the knowledge and develops skills necessary to review residential and commercial plans for code compliance. Major Code: 5508 Total Credits: 27

Required Courses:		Credits: 27
+ARC161	Residential Architecture Drafting	3
+ARC163	Commercial Architecture Drafting	3
BLT262	Introduction International Residential Code (IRC)	3
BLT263	Building Codes	3
CNS130	Computer Aided Design and Drafting	3
CNS180	Building Construction Methods, Materials, and Equipment	3
+CNS285	Introduction to Residential Plan Review	3
+CNS286	Introduction to Commercial Plan Review	3
+CNS282AC	Volunteerism for Construction: A Service Learning Experience (3) OR	
+CNS290AC	Construction Internship (3) OR	
+CNS296WC	Cooperative Education (3) OR	
+CNS298AC	Special Projects (3)	3

**The Certificate of Completion (CCL) in Pre-Contracting Licensing** prepares the student for a career as a general contractor. Before one can practice as a general contractor, the State of Arizona requires that a passing score is obtained on the general contractor's exam. With this certificate student will gain the knowledge and develop the skills required to function as a junior contractor and/or to help them prepare for the state general contracting exam. Major Code: 5509 Total Credits: 21

Required Courses:		Credits: 21
BLT263	Building Codes	3
CNS175	Working Drawing Analysis: Blueprint Reading	3
CNS180	Building Construction Methods, Materials, and Equipment	3
CNS181	Cost Estimating I	3
+CNS200	Construction Management: Field Operation	3
+CNS201	Construction Management: Office Operation	3
+CNS282AC	Volunteerism for Construction: A Service Learning Experience (3) OR	
+CNS290AC	Construction Internship (3) OR	
+CNS296WC	Cooperative Education (3) OR	
+CNS298AC	Special Projects (3)	3

**The Certificate of Completion (CCL) in Survey and Civil Drafting - CADD Level II** prepares the student to work as a construction drafting technician for civil engineering, surveying, and construction-related company/agency. The student will be equipped with the knowledge and skills of software applications to perform various construction drafting (computer and board) related responsibilities for surveying, civil engineering, and construction-related work. Major Code: 5501 Total Credits: 27

Required Courses:		Credits: 27
+CET101	Surveying I	3
+CET102	Surveying II	3
CNS130	Computer Aided Design and Drafting	3
+CNS230	Computer Aided Design & Drafting (CADD) 3D for Construction and Architecture (CADD II)	3
+CNS240	Advanced Computer Aided Design & Drafting (CADD) for Construction and Architecture (CADD III)	3
+CNS250	Civil Drafting I: Civil 3D	3
+CNS251	Civil Drafting II: Civil 3D	3
+CNS252	Civil Drafting II: Civil 3D	3
+CNS282AC	Volunteerism for Construction: A Service Learning Experience (3) OR	
+CNS290AC	Construction Internship (3) OR	
+CNS296WC	Cooperative Education (3) OR	
+CNS298AC	Special Projects (3)	3

## Dental Degree

•Associate in Applied Science in Dental Hygiene

Program Director: Debbie Hoxea  
Contact: (480) 654-7252

**The Associate in Applied Science (AAS) in Dental Hygiene** prepares students to practice entry-level dental hygiene. Dental hygiene students will provide preventive and therapeutic services, and will develop a commitment to the community through extramural opportunities serving diverse populations. The program is a blend of academic and clinical coursework that requires attention to detail and motivation to complete tasks on a timeline. Graduates are employed in private dental offices, hospitals, schools, and clinics within their community. Major Code: 3831 Total Credits: 95-106.5

The Commission on Dental Accreditation of the American Dental Association (211 E. Chicago Ave., Chicago, IL 60611-2678, (312) 440-4653) grants accreditation to the Phoenix College, Rio Salado, and Mesa programs. The Commission is a specialized



## CAREER AND TECHNICAL PROGRAMS

accrediting body recognized by the United States Department of Education. Graduates are eligible for board examinations and licensure in all 50 states.

Applicants who are accepted and enroll in a MCCC Dental Hygiene program will be exposed to blood-borne and infectious diseases. The program strictly adheres to established policies and procedures regarding infection control as recommended by the Centers for Disease Control and Prevention, American Dental Association, the Organization for Safety and Asepsis Procedures, and the Occupational Safety and Health Administration.

**Program Notes:** Students must complete the Basic Science and General Education courses with a grade of B or better as indicated in the Program Prerequisites.

Basic Science courses must have been completed within the last five years or as determined by the Program Director.

Students must earn a grade of C or better in the Required Courses area within the program.

Students should consult with an advisor prior to applying to the program.

### Admission Criteria:

A high school diploma or GED equivalency is required. Ability to fully participate in classroom, laboratory, or clinical setting program activities. Submit current CPR card for Health Care Provider and maintain current status throughout the program. Complete and submit the required proof of immunity and health declaration form signed by a licensed health care provider. Submit to a drug screening and demonstrate negative results. Completion of program prerequisites. Formal application and admission to the program is required.

### Background Check Requirements

Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCC background check policy.

**Program Prerequisites:** Credits: 37-51.5

The credit hour ranges is subject to change depending on the students' educational experiences.

A grade of C or better in RDG091

+RDG091 College Preparatory Reading (3) OR  
Eligibility for +CRE101 College Critical Reading  
as indicated by assessment 0-3

+CHM130 Fundamental Chemistry (3) AND  
+CHM130LL Fundamental Chemistry with Lab (1) OR  
Completion of higher level Chemistry course OR  
One (1) year high school Chemistry 0-4

Biology courses (BIO156 and BIO181) and the EMT/HCC/RES course (EMT/HCC/RES109) may be waived by the Program Director for the student who has one year of high school Biology.

+BIO156 Introductory Biology for Allied Health (4) OR

+BIO181 General Biology (Majors) (4) OR  
One year of high school Biology 4  
EMT/HCC/ CPR for Health Care Provider OR  
RES109 Current CPR certification at the Health Care  
Provider or Professional Rescuer level 0.5

Students must complete the following Basic Science courses with a grade of B or better with a cumulative GPA of 3.50.

+BIO201 Human Anatomy and Physiology I 4  
+BIO202 Human Anatomy and Physiology II 4  
+BIO205 Microbiology 4  
+CHM138 Chemistry for Allied Health 3  
+CHM138LL Chemistry for Allied Health Laboratory 1  
+CHM230 Fundamental Organic Chemistry (3) AND  
+CHM230LL Fundamental Organic Chemistry Laboratory (1) 4

Students must complete the following General Education courses with a grade of B or better with a cumulative GPA of 3.25

+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

COM100 Introduction to Human Communication (3) OR  
COM110 Interpersonal Communication (3) OR  
+COM225 Public Speaking (3) OR  
COM230 Small Group Communication (3) 3  
+MAT112 Mathematical Concepts and Applications (3) OR  
Satisfactory completion of higher level  
Mathematics course 3

PSY101 Introduction to Psychology 3  
SOC101 Introduction to Sociology 3  
+CRE101 College Critical Reading (3) OR  
Equivalent as indicated by assessment 0-3  
H&FA Any approved General Education course from  
the Humanities and Fine Arts area 3

### Term 1 Credits

+DHE115 Emergency Medicine 2  
+DHE117 Dental Radiography 2  
+DHE120 Pre-Clinical Dental Hygiene 6  
+DHE121 Dental Anatomy, Embryology and Histology 2  
+DHE125 Dental Radiography Laboratory 1  
+DHE127 Prevention of Dental Disease 3

### Term 2 Credits

+DHE110 Pharmacology 3  
+DHE119 Head and Neck Anatomy 3  
+DHE132 Dental Hygiene Theory I 3  
+DHE133 Dental Hygiene Clinic I 3  
+DAE201 Dental Materials 2  
+DAE202 Dental Materials Laboratory 1

### Term 3 Credits

+DHE112 Oral Pathology 3  
+DHE212 Dental Hygiene Theory I 2  
+DHE213 Dental Hygiene Clinic II 5  
+DHE225 Periodontics 3  
+DHE227 Dental Anesthesia 2

### Term 4 Credits

+DHE219 Practice Management 2  
+DHE229 Community Oral Health 3  
+DHE232 Dental Hygiene Theory III 2  
+DHE233 Dental Hygiene Clinic III 5

## CAREER AND TECHNICAL PROGRAMS

### Digital Arts Certificate/ Degree

- Associate in Applied Science in Digital Arts
- Certificate of Completion in Digital Arts: Digital Illustration
- Certificate of Completion in Digital Arts: Digital Photography
- Certificate of Completion in Digital Arts: Graphic Design
- Certificate of Completion in Digital Arts: Web Design

Department Chairperson: Sarah Capawana  
Contact: (480) 461-7516

The Associate in Applied Science (AAS) in Digital Arts The Associate in Applied Science (AAS) in Digital Arts program is designed for the student who wishes to develop or enhance multimedia skills in Web Design, Digital Photography, Digital Illustration, and Graphic Design. Major Code: 3081 Total Credits: 62-65

#### Track I Web Design

<u>Term 1</u>	<u>Credits</u>
ART100 Introduction to Computer Graphic Art	1
ADA/ART112 Two-Dimensional Design	3
+ADA/ART177 Computer-Photographic Imaging	3
CIS133DA Internet/Web Development Level I (3) OR	
+ADA/ART169 Two-Dimensional Computer Design (3)	3
+ART/MMT190 Art of Web Site Design	3
FYC Any approved General Education course in the First-Year Composition area	3

<u>Term 2</u>	<u>Credits</u>
ART111 Drawing I	3
ART142 Introduction to Digital Photography	3
H&FA Any approved General Education course in the Humanities and Fine Arts area	3
FYC Any approved General Education course in the First-Year Composition area	3
Critical Rdg Any approved General Education course in the Critical Reading area	3

<u>Term 3</u>	<u>Credits</u>
ART113 Color	3
+ADA/ART183 Computer Aided Graphic Arts I	3
+ART192 Advanced Web Presentation Design	3
Oral Comm Any approved General Education course in the Oral Communication area	3
Math Any approved General Education course in the Mathematics area	3

<u>Term 4</u>	<u>Credits</u>
+ART200 Animation and Interactivity	3
+ART202 Digital Arts Survey	3
+ART203 Aesthetics of Web Design (3) OR	

+MMT216 Multimedia Project Management (3)	3
+ART255 Art Marketing (3) OR	
ART255AA Self-Promotion (1) AND	
+ART255AB The Portfolio (1) AND	
+ART255AC Marketing Fine Art (1)	3
S&BS Any approved General Education course in the Social and Behavioral Sciences area.	3
NS Any approved General Education course in the Natural Sciences area	4

#### Track II Digital Illustration

<u>Term 1</u>	<u>Credits</u>
ART100 Introduction to Computer Graphic Art	1
ART111 Drawing I	3
ADA/ART112 Two-Dimensional Design	3
FYC Any approved General Education course in the First-Year Composition area	3
H&FA Any approved General Education course in the Humanities and Fine Arts area	3
S&BS Any approved General Education course in the Social and Behavioral Sciences area.	3

<u>Term 2</u>	<u>Credits</u>
ART116 Life Drawing I	3
+ART122 Drawing and Composition II	3
+ADA/ART169 Two-Dimensional Computer Design	3
FYC Any approved General Education course in the First-Year Composition area	3

<u>Term 3</u>	<u>Credits</u>
ART113 Color	3
+ADA/ART177 Computer-Photographic Imaging	3
ART142 Introduction to Digital Photography	3
+ART202 Digital Arts Survey	3
Critical Rdg Any approved General Education course in the Critical Reading area	3
Oral Comm Any approved General Education course in the Oral Communication area	3

<u>Term 4</u>	<u>Credits</u>
+ART255 Art Marketing (3) OR	
ART255AA Self-Promotion (1) AND	
+ART255AB The Portfolio (1) AND	
+ART255AC Marketing Fine Art (1)	3
+ART270 Intermediate Computer Photographic Imaging	3
+ADA/ART289 Computer Illustration	3
Math Any approved General Education course in the Mathematics area	3
NS Any approved General Education course in the Natural Sciences area	4

#### Track III Digital Photography

<u>Term 1</u>	<u>Credits</u>
ART100 Introduction to Computer Graphic Art	1
ADA/ART112 Two-Dimensional Design	3
ART131 Photography I	3

## CAREER AND TECHNICAL PROGRAMS

+ADA/ART177 Computer-Photographic Imaging	3
FYC Any approved General Education course in the First-Year Composition area	3
H&FA Any approved General Education course in the Humanities and Fine Arts area	3

**Term 2** Credits

ART111 Drawing I	3
+ART132 Photography II	3
+ART270 Intermediate Computer Photographic Imaging	3
Critical Rdg Any approved General Education course in the Critical Reading area	3
FYC Any approved General Education course in the First-Year Composition area	3

**Term 3** Credits

ART113 Color	3
ART142 Introduction to Digital Photography	3
+ART202 Digital Arts Survey	3
Math Any approved General Education course in the Mathematics area	3
Oral Comm Any approved General Education course in the Oral Communication area	3

**Term 4** Credits

+ART143 Intermediate Digital Photography	3
+ART274 Advanced Computer Photographic Imaging	3
+ART255 Art Marketing (3) OR	
ART255AASelf-Promotion (1) AND	
ART255ABThe Portfolio (1) AND	
ART255ACMarketing Fine Art (1)	3
ART270 Intermediate Computer Photographic Imaging	3
NS Any approved General Education course in the Natural Sciences area	4
S&BS Any approved General Education course in the Social and Behavioral Sciences area.	3

**Track IV Digital Graphic Design**

**Term 1** Credits

ART100 Introduction to Computer Graphic Art	1
ART111 Drawing I	3
ADA/ART112 Two-Dimensional Design	3
ART113 Color	3
FYC Any approved General Education course in the First-Year Composition area	3
H&FA Any approved General Education course in the Humanities and Fine Arts area	3

**Term 2** Credits

ART142 Introduction to Digital Photography	3
+ADA/ART169 Two-Dimensional Computer Design	3
+ADA/ART177 Computer-Photographic Imaging	3
FYC Any approved General Education course in the First-Year Composition area	3
Oral Comm Any approved General Education course in the Oral Communication area	3

**Term 3** Credits

ART/ADA183 Computer Aided Graphic Arts I	3
ART/MMT190 Art of Web Site Design	3
ART202 Digital Arts Survey	3
Math Any approved General Education course in the Mathematics area	3

Critical Reading:  
Any approved General Education course in the Critical Reading area. 3

**Term 4** Credits

ART143 Intermediate Digital Photography (3) OR	
ART192 Advanced Web Presentation Design (3) OR	
+ADA/ART289 Computer Illustration (3)	3
+ADA/ART283 Computer Aided Graphic Arts II	3
+ART255 Art Marketing (3) OR	
ART255AASelf-Promotion (1) AND	
ART255ABThe Portfolio (1) AND	
ART255ACMarketing Fine Art (1)	3
ART270 Intermediate Computer Photographic Imaging	3
ADA/ART289 Computer Illustration	3
NS Any approved General Education course in the Natural Sciences area	4
S&BS Any approved General Education course in the Social and Behavioral Sciences area.	3

**The Certificate of Completion (CCL) in Digital Arts: Digital Illustration** prepares students to work in a specialized field of computer art and illustration as commercial illustrators, graphic designers, fine artists, background illustrators, and multimedia artists. The program emphasizes principles of art and develops knowledge and skills required to solve design and compositional problems. The program is designed for both those seeking to enter a career in media arts and those already working in the field who wish to advance and update their knowledge and skills. Major Code: 5631 Total Credits: 19

Program Prerequisites: Credits: 3

ART111 Drawing I (3) OR	
Permission of Department or Division	3

**Term 1** Credits

ART100 Introduction to Computer Graphic Art	1
ART116 Life Drawing I	3
+ART177 Computer-Photographic Imaging	3

**Term 2** Credits

+ART122 Drawing and Composition II	3
+ART169 Two-Dimensional Computer Design	3
+ART270 Intermediate Computer Photographic Imaging	3
+ART289 Computer Illustration	3

**The Certificate of Completion (CCL) in Digital Arts: Digital Photography** prepares students for careers in photography and digital imaging as photo assistants, commercial photographers,

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portrait and fine art photographers, digital production technicians, and photo retouchers. In the program the student develops an understanding of traditional photographic principles, film, cameras, and printing, and learns how to apply these principles using digital cameras, inkjet printers and computer software. Knowledge and skills can be applied to such occupational areas as media production, marketing, graphic production, and multimedia. The program is designed for both those seeking to enter a career in digital photography or digital imaging and those already working in the field who wish to advance and update their knowledge and skills. Major Code: 5632 Total Credits: 22

<u>Term 1</u>	<u>Credits</u>
ART100 Introduction to Computer Graphic Art	1
ART131 Photography I	3
ART142 Introduction to Digital Photography	3
+ART177 Computer-Photographic Imaging	3
<u>Term 2</u>	<u>Credits</u>
+ART132 Photography II	3
+ART143 Intermediate Digital Photography	3
+ART270 Intermediate Computer Photographic Imaging	3
+ART274 Advanced Computer Photographic Imaging	3

**The Certificate of Completion (CCL) in Digital Arts: Graphic Design** prepares students to work in a specialized field of graphic design as production artists, graphic designers, art directors, pre-press specialists, and service bureau personnel. The program emphasizes design and production principles and develops the student's knowledge and skills required to solve graphic design and layout problems encountered in various print media. The program is designed for both those seeking to enter a career in graphic art and those already working in the field who wish to advance and update their knowledge and skills. Major Code: 5633 Total Credits: 22

<u>Term 1</u>	<u>Credits</u>
ART100 Introduction to Computer Graphic Art	1
ADA/ART112 Two-Dimensional Design	3
+ADA/ART183 Computer Aided Graphic Arts I	3
+ART/MMT190 Art of Web Site Design	3
<u>Term 2</u>	<u>Credits</u>
ART142 Introduction to Digital Photography	3
+ADA/ART169 Two-Dimensional Computer Design	3
+ADA/ART177 Computer-Photographic Imaging	3
+ADA/ART283 Computer Aided Graphic Arts II	3

**The Certificate of Completion (CCL) in Digital Arts: Web Design** prepares students to work as web page designers and media-rich content producers for commercial, educational, Internet and intranet sites. The program emphasizes principles of art, and develops knowledge and skills required to solve design and compositional problems with graphics, streaming video and audio media, and virtual-reality models. The program is designed

for both those seeking to enter a career in web page design and those already working in the field who wish to advance and update their knowledge and skills. Major Code: 5629 Total Credits: 22

<u>Term 1</u>	<u>Credits</u>
ART100 Introduction to Computer Graphic Art	1
+ART169 Two-Dimensional Computer Design (3) OR	
CIS133DA Internet/Web Development Level I (3)	3
+ART177 Computer-Photographic Imaging	3
+ART/MMT190 Art of Web Site Design	3
<u>Term 2</u>	<u>Credits</u>
+ART183 Computer Aided Graphic Arts I	3
+ART192 Advanced Web Presentation Design	3
+ART200 Animation and Interactivity	3
<u>Term 3</u>	<u>Credits</u>
+ART203 Aesthetics of Web Design (3) OR	
+MMT216 Multimedia Project Management (3)	3

## Drafting Certificates/ Degrees

- Associate in Applied Science in Electro/Mechanical
- Drafting
- Certificate of Completion in Electro/Mechanical Drafting
- Certificate of Completion in Computer Aided Drafting
- Certificate of Completion in Mechanical Drafting

Department Chairperson: Bob Bonura  
Contact: (480) 461-7173

**The Associate in Applied Science (AAS) in Electro-Mechanical Drafting** prepares students to work as draftee technicians in machine drafting, Computer Numerical Control (CNC) programming, manufacturing process sheets, and electronics. Students develop skills in drawing block, schematic, and logic diagrams, printed wiring board drawings, and integrated circuit drawings. The program emphasizes current technological needs in the drafting industry. Major Code: 3504 Total Credits: 62-68

**Track I-Micro Circuit Mask Design**  
Program Prerequisites: Credits: 0-3  
GTC107 Technical Mathematics I (3) OR  
Equivalent or satisfactory score on a placement exam 3

<u>Term 1</u>	<u>Credits</u>
DFT110 Technical Drafting I	3
+DFT252AA Computer Aided Drafting I: AutoCAD	3
+ELE105 Algebra-Trigonometry for Technology (5) OR	
GTC108 Technical Mathematics II (3)	3-5
ELE111 Circuit Analysis I	4

<u>Term 2</u>	<u>Credits</u>
+DFT111 Technical Drafting II	3
+DFT254AA Computer Aided Drafting II: AutoCAD	
+ELE131 Digital Logic and Circuits	3



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GTC106AA Industrial Safety	2
NS Any approved general education course in the Natural Sciences area	4
<b>Term 3</b>	<b>Credits</b>
Critical Rdg	
+CRE101 College Critical Reading (3) OR Equivalent as indicated by assessment	0-3
Oral Comm	
COM100 Introduction to Human Communication (3) OR	
COM110 Interpersonal Communication (3) OR	
COM230 Small Group Communication (3)	3
<b>Term 4</b>	<b>Credits</b>
+DFT112 Technical Drafting III	3
+DFT245AA Integrated Circuit Design-CMOS IA	3
ELE181 Computer Programming for Technology	3
+ENG101 First Year Composition (3) OR	
+ENG107 First Year Composition for ESL (3)	3
H&FA Any approved general education course in the Humanities and Fine Arts area	3
<b>Term 5</b>	<b>Credits</b>
+DFT115 Geometric Dimensioning and Tolerancing	3
+DFT245AB Integrated Circuit Design-CMOS IB	3
ENG111 Technical Writing	3
+ELE241 Microprocessor Concepts	4
S&BS Any approved general education course in the Social and Behavioral Sciences area	3
<b>Track I-II-C.N.C. Programming</b>	
Program Prerequisites:	Credits: 0-3
GTC107 Technical Mathematics I (3) OR Equivalent or satisfactory score on a placement exam	3
<b>Term 1</b>	<b>Credits</b>
DFT110 Technical Drafting I	3
+DFT252AA Computer Aided Drafting I: AutoCAD	3
GTC102 Machine Processes, Theory and Application	3
GTC216 Properties of Materials	3
+ENG101 First Year Composition (3) OR	
+ENG107 First Year Composition for ESL (3)	3
<b>Term 2</b>	<b>Credits</b>
+DFT111 Technical Drafting II	3
+DFT254AA Computer Aided Drafting II: AutoCAD	3
+GTC/MET206 CNC Programming	3
ELE105 Algebra-Trigonometry for Technology (5) OR	
GTC108 Technical Mathematics II (3)	3-5
ENG111 Technical Writing	3
<b>Term 3</b>	<b>Credits</b>
+CRE101 College Critical Reading (3) OR Equivalent as indicated by assessment	0-3
Oral Comm	
COM100 Introduction to Human Communication (3) OR	
COM110 Interpersonal Communication (3) OR	
COM230 Small Group Communication (3)	3
S&BS Any approved general education course in the Social and Behavioral Sciences area	3
<b>Term 4</b>	<b>Credits</b>
DFT112 Technical Drafting III	3
GTC106AA Industrial Safety	2

+GTC236 CAD/CAM CNC Programming	3
+GTC266 Solids Modeling-Solidworks	3
NS Any approved general education course in the Natural Sciences area	4
<b>Term 5</b>	<b>Credits</b>
COM100 Introduction to Human Communication (3) OR	
COM110 Interpersonal Communication (3) OR	
COM230 Small Group Communication (3)	3
+DFT115 Geometric Dimensioning and Tolerancing	3
+GTC276 Solids Programming	3
MET131 Lean Manufacturing	3
H&FA Any approved general education course in the Humanities and Fine Arts area	3

**The Certificate of Completion (CCL) in Electro-Mechanical Drafting** program prepares students to work in the electro/mechanical drafting field. The program emphasizes on current technological trends in the industry and is designed for those planning to enter a career in the field as well as for those already in the field who want to advance and update their knowledge and skills. Major Code: 5551 Total Credits: 44

<b>Term 1</b>	<b>Credits</b>
DFT110 Technical Drafting I	3
+DFT252AA Computer Aided Drafting I: AutoCAD	3
+ELE105 Algebra-Trigonometry for Technology	5
+ELE111 Circuit Analysis I	4
<b>Term 2</b>	<b>Credits</b>
+DFT111 Technical Drafting II	3
+DFT115 Geometric Dimensioning and Tolerancing	3
+DFT254AA Computer Aided Drafting II: AutoCAD	3
<b>Term 3</b>	<b>Credits</b>
+DFT112 Technical Drafting III	3
+DFT245AA Integrated Circuit Design-CMOS IA	3
GTC104 Manufacturing Processes	4
<b>Term 4</b>	<b>Credits</b>
+DFT245AB Integrated Circuit Design-CMOS IB	3
ELE181 Computer Programming for Technology	3
+ELE241 Microprocessor Concepts	4

**The Certificate of Completion (CCL) in Computer Aided Drafting** prepares students for entry-level positions in firms that require drafting services. The program reflects the current needs of the drafting industry. Major Code: 5547 Total Credits: 18

<b>Term 1</b>	<b>Credits</b>
CIS105 Survey of Computer Information Systems	3
DFT110 Technical Drafting I	3
+DFT252AA Computer Aided Drafting I: AutoCAD	3
<b>Term 2</b>	<b>Credits</b>
+DFT111 Technical Drafting II	3
+DFT254AA Computer Aided Drafting II: AutoCAD	3
+DFT256AA Computer Aided Drafting III: AutoCAD	3

## CAREER AND TECHNICAL PROGRAMS

**The Certificate of Completion (CCL) in Mechanical Drafting** program prepares students to work in the mechanical drafting field. The program emphasizes current technological trends in the industry and is designed both for those planning to enter a career in the field as well as for those already working in the field who want to advance and update their knowledge and skills. Major Code: 5600 Total Credits: 34

Term 1	Credits
DFT110 Technical Drafting I	3
+DFT252AA Computer Aided Drafting I: AutoCAD	3
+GTC104 Manufacturing Processes	4
+GTC108 Technical Mathematics II	3
Term 2	Credits
+DFT111 Technical Drafting II	3
+DFT254AA Computer Aided Drafting II: AutoCAD	3
MET131 Lean Manufacturing	3
Term 3	Credits
+DFT112 Technical Drafting III	3
+DFT115 Geometric Dimensioning and Tolerancing	3
+DFT256AA Computer Aided Drafting III: AutoCAD	3
+GTC266 Solids Modeling-Solidworks	3

## Education Certificates/ Degrees

- Certificate of Completion in Bilingual Endorsement
- Certificate of Completion in ESL Endorsement
- Certificate of Completion in Reading Specialist Endorsement

Interim Department Chairperson: Annapurna Ganesh  
Contact: (480) 461-7305

**The Certificate of Completion (CCL) in Bilingual Endorsement** is designed for certified teachers pursuing bilingual endorsement. The Bilingual Endorsement Certificate program provides background in the philosophical, cultural and linguistic processes involved in the education of English language learners. Instruction in methodology, as well as a practicum within a bilingual classroom setting are required for successful completion of the program. Includes all necessary coursework toward Bilingual Endorsement in the state of Arizona. Valid Arizona teaching certificate is required for state endorsement. Major Code: 5127 Total Credits: 29

Required Courses:	Credits: 29
+EDU220 Introduction to Serving English Language Learners (ELL) (3) OR	
+EPD220 Introduction to Serving the English Language Learner for Certified Teachers (3)	3
EDU230 Cultural Diversity in Education	3
+EPD241 Methods for Teaching the Bilingual Student	3
+EPD244 Reading and Writing in SEI/ESL/ Bilingual Settings	3
+EPD246 Teaching and Assessment of English Language Learners (ELL)	3
+EPD247 Practicum for English as a Second	

	Language (ESL)/Bilingual Teachers	3
+ENG213	Introduction to the Study of Language (3) OR	
+SLC201	Introduction to Linguistics (3)	3
+SPA103	Elementary Spanish for Spanish Speakers I (4) OR higher-level course	4
+SPA104	Elementary Spanish for Spanish Speakers II (4) OR higher-level course	4

**The Certificate of Completion (CCL) in ESL Endorsement** prepares certified teachers to earn the English as a Second Language Endorsement in Arizona. The program emphasizes the philosophical, cultural, and linguistic processes involved in teaching English language learners. Students develop knowledge and skills required of teachers working with English language learners through a combination of courses in methodology and practicum experience in an ESL classroom. This program includes all coursework required for those with valid Arizona teaching certificates to qualify for SEI and ESL endorsement in Arizona. Major Code: 5126 Total Credits: 27

Required Courses:	Credits: 27
+EDU220 Introduction to Serving English Language Learners (ELL) (3) OR	
+EPD220 Introduction to Serving the English Language Learner for Certified Teachers (3)	3
EDU230 Cultural Diversity in Education	3
+EDU233 Structured English Immersion (SEI)/English as a Second Language (ESL) Teaching Methods (3) OR	
+EPD233 Structured English Immersion and English as a Second Language Teaching Method for Certified Teachers (3)	3
+EPD244 Reading and Writing in SEI/ESL/ Bilingual Settings	3
+EPD246 Teaching and Assessment of English Language Learners (ELL)	3
+EPD247 Practicum for English as a Second Language (ESL)/Bilingual Teachers	3
+ENG213 Introduction to the Study of Language (3) OR	
+SLC201 Introduction to Linguistics (3)	3
Choose 6 credits from the following Foreign Language courses:	
ARB+++ any ARB/Arabic course OR	
FRE+++ any FRE/French course OR	
GER+++ any GER/German course OR	
ITA+++ any ITA/Italian course OR	
JPN+++ any JPN/Japanese course OR	
SPA+++ any SPA/Spanish course OR	
SLG+++ any SLG/Sign Language course	6

**Certificate of Completion (CCL) in Reading Specialist** program qualifies certified Early Childhood, Elementary, Secondary, or Special Education teachers for Reading Endorsement in Grades K-8, Grades 6-12, or Grades K-12 as specified by the Arizona Department of Education. Coursework focuses on foundations of language and literacy, essential elements of elementary reading and writing instruction, elements of elementary content area reading and writing, reading assessment systems, and leadership. Certificate requires a reading practicum in a K-12 classroom setting. Major Code: 5128 Total Credits: 24-30

## CAREER AND TECHNICAL PROGRAMS

Required Courses:	Credits: 12
+EPD270 Theoretical and Research Foundations of Language and Literacy	3
+EPD274 Reading Assessment	6
+EPD276 The Teacher Leader	3
Restricted Electives: Credits: 12-18	
+EPD244 Reading and Writing in SEI/ESL/ Bilingual Settings (3) OR	
EDU271 Phonics Based Reading and Decoding (3) OR	
EDU/ENH291 Children's Literature (3)	3
Select one of the following three (3) tracks	
<b>Track I: Grades K-8</b>	Credits: 9
+EPD271AA Essential Elements of Elementary Reading and Writing Instruction K-8	3
+EPD272AA Elements of Elementary Content Area Reading and Writing K-8	3
+EPD277AA Reading Field Experience K-8	3
<b>Track II: Grades 6-12</b>	Credits: 9
+EPD271AB Essential Elements of Adolescent Reading and Writing Instruction 6-12	3
+EPD272AB Elements of Adolescent Content Area Reading and Writing 6-12	3
+EPD277AB Reading Field Experience 6-12	3
<b>Track III: Grades K-12</b>	Credits: 15
+EPD271AA Essential Elements of Elementary Reading and Writing Instruction K-8	3
+EPD271AB Essential Elements of Adolescent Reading and Writing Instruction 6-12	3
+EPD272AA Elements of Elementary Content Area Reading and Writing K-8	3
+EPD272AB Elements of Adolescent Content Area Reading and Writing 6-12	3
+EPD277AA Reading Field Experience K-8	3
+EPD277AB Reading Field Experience 6-12	3

## Electronics Certificates/ Degrees

- Associate in Applied Science in Electronic Engineering Technology
- Associate in Applied Science in Electronics Technology
- Certificate of Completion in Electronics Technology

Department Chairperson: Bob Bonura  
Contact: (480) 461-7173

The Associate in Applied Science (AAS) in Electronic Engineering Technology program is designed to give students a foundation of experience important in engineering assistants, field engineers, prototype designers, specification writers, technical representatives, etc. The Electronic Engineering Technology program of study at Mesa Community College (MCC) is designed to provide the student with an AAS degree and at the same time allow for the maximum number of transfer credits to four-year institution. Major Code: 3224 Total Credits: 67

Program Prerequisites:	Credits: 0-5
+MAT120 Intermediate Algebra (5) OR	
+MAT121 Intermediate Algebra (4) OR	
+MAT122 Intermediate Algebra (3) OR	
Equivalent or satisfactory score on a placement exam	0-5
<u>Term 1</u>	<u>Credits</u>
+ELE111 Circuit Analysis I	4
+ELE131 Digital Logic and Circuits	3
ELE181 Computer Programming for Technology	3
+ENG101 First Year Composition (3) OR	
+ENG107 First Year Composition for ESL (3)	3
+MAT150 College Algebra/Functions (5) OR	
+MAT151 College Algebra/Functions (4) OR	
+MAT152 College Algebra/Functions (3)	3-5
<u>Term 2</u>	<u>Credits</u>
+CRE101 College Critical Reading (3) OR	
Equivalent as indicated by assessment	0-3
+ELE112 Circuit Analysis II	4
+ELE121 Solid State Devices and Circuits I	4
+ELE241 Microprocessor Concepts	4
+MAT182 Plane Trigonometry (3) OR	
Satisfactory completion of a higher level mathematics course	3
<u>Term 3</u>	<u>Credits</u>
S&BS Any approved general education course in the Social and Behavioral Sciences area	3
H&FA Any approved general education course in the Humanities and Fine Arts Area	2-3
<u>Term 4</u>	<u>Credits</u>
COM100 Introduction to Human Communication (3) OR	
COM110 Interpersonal Communication (3) OR	
COM230 Small Group Communication (3)	3
+ECE102 Engineering Analysis Tools and Techniques	2
+ELE222 Solid-State Devices and Circuits II	4
+MAT220 Analytic Geometry & Calculus I	5
+PHY111 General Physics I	4
<u>Term 5</u>	<u>Credits</u>
+ECE103 Engineering Program Solving and Design	2
+ENG111 Technical Writing	3
+MAT231 Calculus with Analytic Geometry II	4
+PHY112 General Physics II (4) OR	
+CHM130 Fundamental Chemistry (3) AND	
+CHM130LL Fundamental Chemistry Laboratory (1)	4

The Associate in Applied Science (AAS) in Electronics Technology program is designed to give students a foundation of experience important in electronics technicians, manufacturing supervisors, test equipment specialists, prototype fabricators, and in other positions in firms that specialize in electronic design, manufacturing, service, and development. The program provides a broad algebra-based background and emphasizes current needs and trends in the electronics industry. The AAS program combines coursework in electronics technology with a General Education curriculum. Major Code: 3220 Total Credits: 67-71

## CAREER AND TECHNICAL PROGRAMS

Program Prerequisites:	Credits: 0-5
+ELE101 Beginning Algebra for Technology (3) OR	
+MAT090 Developmental Algebra (5) OR	
+MAT091 Introductory Algebra (4) OR	
+MAT092 Introductory Algebra (3) OR	
+MAT093 Introductory Algebra/Math Anxiety Reduction (5) OR Permission of Instructor	0-5

Term 1	Credits
+ELE105 Algebra-Trigonometry for Technology	5
+ELE111 Circuit Analysis I	4
+ELE131 Digital Logic and Circuits	3
ELE181 Computer Programming for Technology	3

Term 2	Credits
+ELE112 Circuit Analysis II	4
+ELE121 Solid-State Devices and Circuits I	4
+ELE241 Microprocessor Concepts	4
+GTC106AA Industrial Safety	2
+GTC185 Electro-Mechanical Devices	4

Term 3	Credits
+ENG101 First-Year Composition	3
CRE101 College Critical Reading (3) OR Equivalent as indicated by assessment	0-3

H&FA Any approved general education course in the Humanities and Fine Arts Area 2-3

S&BS Any approved general education course in the Social and Behavioral Sciences Area 3  
PSY125 Leadership and Group Dynamics  
PSY125 is recommended.

Term 4	Credits
Oral Comm Any approved General Education course in the Oral Communication area	3
ELE173 Fabrication Techniques	2
ELE222 Solid State Devices & Circuits II	4
ELE/ELT243 Microprocessor Applications	3
ELE261 Communication Systems	3

Term 5	Credits
ENG102 First-Year Composition	3
+ELE251 Electronic Measurements	3
+ELE263 Digital Data Communications	4

**The Certificate of Completion (CCL) in Electronics Technology** prepares students to work as electronics technicians, manufacturing supervisors, test equipment specialists, prototype fabricators, and in other positions in firms that specialize in electronic design, manufacturing, service, and development. The program provides a broad algebra-based background and emphasizes current needs and trends in the electronics industry. Major Code: 5591 Total Credits: 33

Term 1	Credits
ELE105 Algebra-Trigonometry for Technology	5
ELE111 Circuit Analysis I	4
ELE131 Digital Logic and Circuits	3
ELE181 Computer Programming for Technology	3

Term 2	Credits
ELE112 Circuit Analysis II	4
ELE121 Solid-State Devices and Circuits I	4
ELE241 Microprocessor Concepts	4

GTC106 Industrial Safety	2
GTC185 Electro-Mechanical Devices	4

**The Certificate of Completion (CCL) in Salt River Project Relay Apprentice** is a closed program that is available to SRP employees who are participating in the SRP apprenticeship program. The program supplements the industry-specific training that the apprentices receive at SRP with the theory and fundamentals of electronics that are necessary for success in that program. Major Code: 5763 Total Credits: 36

Required Courses:

+ENG101 First-Year Composition (3) OR	
+ENG107 First-Year Composition for ESL (3)	3
ENG111 Technical and Professional Writing	3
ELE100 Concepts of Electricity and Electronics	3
+ELE101 Beginning Algebra for Technology	3
+ELE105 Algebra-Trigonometry for Technology	5
+ELE111 Circuit Analysis I	4
+ELE112 Circuit Analysis II	4
+ELE121 Solid-State Devices and Circuits I	4
+ELE222 Solid-State Devices and Circuits II	4
+ELE251 Electronic Measurements	3

## Exercise Science Certificates/Degrees

- Associate in Applied Science in Exercise Science and Personal Training
- Certificate of Completion in Personal Training Specialist
- Certificate of Completion in Nutrition for Fitness and Wellness

Department Chairperson: Jeff Messer  
Contact: (480) 461-7378

**The Associate in Applied Science (AAS) in Exercise Science 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 (NASM) 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. Major Code: 3059 Total Credits: 64-69.5

Term 1	Credits
+ENG101 First Year Composition (3) OR	
+ENG107 First Year Composition for ESL (3)	3
EXS101 Introduction to Exercise Science, Kinesiology and Physical Education	3



## CAREER AND TECHNICAL PROGRAMS

HES100	Healthful Living (3) OR	
PSY101	Introduction to Psychology (3)	3
+MAT120	Intermediate Algebra (5) OR	
+MAT121	Intermediate Algebra (4) OR	
+MAT122	Intermediate Algebra (3)	3-5
<u>Term 2</u>		<u>Credits</u>
+BIO156	Introductory Biology for Allied Health (4) OR	
BIO160	Introduction to Human Anatomy and Physiology (4) OR	
+BIO181	General Biology (Majors) I (4)	4
+CRE101	College Critical Reading	3
+ENG102	First Year Composition (3) OR	
+ENG108	First Year Composition for ESL (3)	3
EXS112	Professional Applications of Fitness Principles	3
FON100	Introductory Nutrition (3) OR	
FON241	Principles of Human Nutrition (3)	3
<u>Term 3</u>		<u>Credits</u>
+COM225	Public Speaking	3
EXS125	Introduction to Exercise Physiology	3
EXS130	Strength Fitness-Physiological Principles and Training Techniques 3	
EXS216	Instructional Competency: Muscular Strength and Conditioning	2
+FON210	Sports Nutrition and Supplements for Physical Activities	3
<u>Term 4</u>		<u>Credits</u>
EXS132	Cardiovascular Fitness: Physiological Principles and Training Techniques	3
EXS145	Guidelines for Exercise Testing and Prescription	3
EXS214	Instructional Competency: Flexibility and Mind-Body Exercises	2
EXS218	Instructional Competency: Cardiorespiratory Exercises and Activities	2
HES106	Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (0.5) OR Current BLS Health Care Provider/Professional Rescuer Certification	0-0.5
<u>Term 5</u>		<u>Credits</u>
+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
+FON247	Weight Management Theory	3
H&FA	Any approved general education course in the Humanities and Fine Arts area	3
RE	Select from list below	6
Restricted Electives		
EXS+++++	Any EXS course	
FON+++++	Any FON course	
HES+++++	Any HES course	
SPM+++++	Any SPM course	
WED+++	Any WED course	

**The Certificate of Completion (CCL) in Personal Training Specialist** program is designed to help prepares students for employment in the fitness industry as Personal Trainers. 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.. Major Code: 5445 Total Credits: 32-34.5

<u>Term 1</u>		<u>Credits</u>
+BIO156	Introductory Biology for Allied Health (4) OR	
+BIO160	Introduction to Human Anatomy and Physiology (4) OR	
+BIO181	General Biology (Majors) I (4)	4
EXS101	Introduction to Exercise Science, Kinesiology and Physical Education	3
EXS112	Professional Applications of Fitness Principles	3
EXS125	Introduction to Exercise Physiology	3

<u>Term 2</u>		<u>Credits</u>
EXS130	Strength Fitness-Physiological Principles and Training Techniques 3	
EXS132	Cardiovascular Fitness: Physiological Principles and Training Techniques	3
EXS145	Guidelines for Exercise Testing and Prescription	3
EMT101	Cardiopulmonary Resuscitation/Basic Cardiac Life Support (0.50) OR	
HES106	Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (0.5) OR Current BLS Health Care Provider/Professional Rescuer Certification	0-0.5

<u>Term 3</u>		<u>Credits</u>
+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
FON100	Introductory Nutrition (3) OR	
FON105	Nutrition Principles for Fitness Professionals (3) OR	
FON241	Principles of Human Nutrition (3)	3
RE	Select from list below	4-6

Restricted Electives  
 EXS+++++ Any EXS course  
 FON+++++ Any FON course  
 HES+++++ Any HES course  
 SPM+++++ Any SPM course  
 WED+++ Any WED course

## CAREER AND TECHNICAL PROGRAMS

The Certificate of Completion (CCL) in Nutrition for Fitness and Wellness program is designed to provide personal trainers with a foundational nutrition background, in non-clinical settings. Students acquire the knowledge and skills to work in a general community setting, with a focus on improving well-being and healthy lifestyles. Major Code: 5302 Total Credits: 22

<u>Term 1</u>	<u>Credits</u>
EXS101 Introduction to Exercise Science, Kinesiology and Physical Education	3
EXS125 Introduction to Exercise Physiology	3
FON100 Introductory Nutrition (3) OR FON+++++ Equivalent FON and Nutrition course (3)	3
FON125 Introducton to Professions in Nutrition and Dietetics	1
<u>Term 2</u>	<u>Credits</u>
EXS130 Strength Fitness-Physiological Principles and Training Techniques	3
+FON210 Sports Nutrition and Supplements for Physical Activity	3
FON230 Nutrition for Special Populations	3
+FON247 Weight Management Theory	3

## Fashion Merchandising and Design Certificates/Degrees

- Associate in Applied Science in Fashion Merchandising and Design
- Certificate of Completion in Alteration Specialist
- Certificate of Completion in Costume Design and Production
- Certificate of Completion in Image Consultant
- Certificate of Completion in Retail Sales Manager
- Certificate of Completion in Textile and Apparel: Pattern I
- Certificate of Completion in Textile and Apparel: Pattern II
- Certificate of Completion in Textile and Apparel: Knitwear Specialist
- Certificate of Completion in Textile and Apparel: Fashion Stylist
- Certificate of Completion in Textile and Apparel: Designer
- Certificate of Completion in Textile and Apparel: Fashion Computer-Assisted Design (CAD) Technician
- Certificate of Completion in Fashion Illustration Specialist
- Certificate of Completion in Industrial Sewing Technician
- Certificate of Completion in Product Development (CCL)

Department Chairperson: Diana Bullen, Interim  
 Contact: (480) 461-7211  
 Program Director: Evonne Bowling  
 Contact: (480) 461-7140

The Associate in Applied Science (AAS) in Fashion Merchandising and Design prepares students for entry-level positions in fashion merchandising. Students acquire a basic knowledge of textiles, clothing construction, display and visual merchandising, and the fashion industry. The program offers opportunities for students to select courses that reflect a special area of interest such as business management, advertising, or fashion illustration. Major Code: 3260 Total Credits: 62

Program Notes: Students must earn a grade of "C" or better for all courses within in the "Required Courses" area.

### Track I-Fashion Merchandising

<u>Term 1</u>	<u>Credits</u>
+ENG101 First-Year Composition (3) OR +ENG107 First-Year Composition for ESL (3)	3
MKT/TEC109 Introduction to Fashion Merchandising NS Any approved general education course in the Natural Sciences area	3
RE Select from the list below	4
TEC105 Cultural Aspects of Clothing	3

<u>Term 2</u>	<u>Credits</u>
+ENG102 First-Year Composition (3) OR +ENG108 First-Year Composition for ESL (3) OR +ENG111 Technical Writing (3)	3
+MAT120 Intermediate Algebra (5) OR +MAT121 Intermediate Algebra (4) OR +MAT122 Intermediate Algebra (3)	3-5
MKT271 Principles of Marketing	3
RE Select from the list below	3
TEC222 Textiles	3

<u>Term 3</u>	<u>Credits</u>
ACC109 Accounting Concepts	3
COM100 Introduction to Human Communication (3) OR COM110 Interpersonal Communication (3) OR +COM225 Public Speaking (3) OR	3
COM230 Small Group Communication (3)	3
+CRE101 College Critical Reading (3) OR +CRE111 Critical Reading for Business and Industry (3) OR Equivalent as indicated by assessment	3
MKT/TEC151 Display and Visual Merchandising	3
TEC111 Clothing Construction (3) OR TEC250 Apparel Quality Analysis (3)	3
+TEC255 Fashion Retail Merchandising	3

<u>Term 4</u>	<u>Credits</u>
ARH+++++ Any ARH Art Humanities course recommended	3
H&FA Any approved general education course in the Humanities and Fine Arts area	3
MKT/TEC200 Retail Buying	3
S&BS Any approved general education course in the Social and Behavioral Sciences area	3
+TEC260 Fashion Sales Management	3
+TEC272AA Retail Merchandising Internship	1

Select six (6) credits from the following courses:

ART131 Photography I	3
ART142 Introduction to Digital Photography	3
BPC110 Computer Usage and Applications	3
CIS105 Survey of Computer Information Systems	3
+GBS233 Business Communication	3
MGT229 Management and Leadership I	3
+MGT230 Management and Leadership II	3
MGT251 Human Relations in Business	3
MGT253 Owning and Operating a Small Business	3
MKT101 Introduction to Public Relations	3
MKT263 Advertising Principles	3
MKT/TEC274AC Fashion Merchandising Study Tour	3
TEC106 History of Fashion	3
+TEC221 Computer-Assisted Fashion Design	3
+TEC241 Advanced Computer-Assisted Fashion Design	3
TEC+++++ Any TEC prefixed course not listed under Required Courses area	3

## CAREER AND TECHNICAL PROGRAMS

### Track II-Fashion Design

<u>Term 1</u>		<u>Credits</u>
+ENG101	First-Year Composition (3) OR	
+ENG107	First-Year Composition for ESL (3)	3
NS	Any approved general education course in the Natural Sciences area	4
RE	Select from the list below	3
TEC105	Cultural Aspects of Clothing	3
TEC111	Clothing Construction (3) OR	
TEC250	Apparel Quality Analysis (3)	3
TEC125	Fashion Design	3
<u>Term 2</u>		<u>Credits</u>
+ENG102	First-Year Composition (3) OR	
+ENG108	First-Year Composition for ESL (3) OR	
+ENG111	Technical Writing (3)	3
H&FA	Any approved general education course in the Humanities and Fine Arts area	3
+MAT120	Intermediate Algebra (5) OR	
+MAT121	Intermediate Algebra (4) OR	
+MAT122	Intermediate Algebra (3)	3-5
RE	Select from the list below	3
+TEC124	Advanced Clothing Construction	3
TEC134	Fashion Illustration I	3
<u>Term 3</u>		<u>Credits</u>
COM100	Introduction to Human Communication (3) OR	
COM110	Interpersonal Communication (3) OR	
COM225	Public Speaking (3) OR	
COM230	Small Group Communication (3)	3
+CRE101	College Critical Reading (3) OR	
+CRE111	Critical Reading for Business and Industry (3) OR Equivalent as indicated by assessment	3
TEC106	History of Fashion	3
TEC222	Textiles	3
+TEC223	Tailoring	3
+TEC225	Pattern Design I	3
<u>Term 4</u>		<u>Credits</u>
INT150	Color and Design (3) OR	
TEC135	Fashion Illustration II (3) OR	
TEC230	Pattern Design II (3) OR	
TEC271AC	Fashion Design Internship (3) OR	
MKT/TEC274AC	Fashion Merchandising Study Tour (3)	3
S&BS	Any approved general education course in the Social and Behavioral Sciences area	3
+TEC221	Computer-Assisted Fashion Design	3
+TEC226	Draping for Fashion Design	3
+TEC236	Portfolio Development	1
TEC+++	Any TEC prefixed course not listed under Required Courses area	3

### Track III-Fashion Retailing

<u>Term 1</u>		<u>Credits</u>
+ENG101	First-Year Composition (3) OR	
+ENG107	First-Year Composition for ESL (3)	3
+MAT120	Intermediate Algebra (5) OR	
+MAT121	Intermediate Algebra (4) OR	
+MAT122	Intermediate Algebra (3)	3-5
RE	Select from the list below	3
TEC105	Cultural Aspects of Clothing	3
TEC109	Introduction to Fashion Merchandising	3

TEC111	Clothing Construction (3) OR	
TEC250	Apparel Quality Analysis (3)	3
<u>Term 2</u>		<u>Credits</u>
ACC111	Accounting Principles I	3
CIS105	Survey of Computer Information Systems	3
ECN211	Macroeconomic Principles	3
+ENG102	First-Year Composition (3) OR	
+ENG108	First-Year Composition for ESL (3) OR	
+ENG111	Technical Writing (3)	
TEC222	Textiles	3
<u>Term 3</u>		<u>Credits</u>
+ACC230	Uses of Accounting Information I	3
CRE101	College Critical Reading (3) OR	
CRE111	Critical Reading for Business and Industry (3) OR Equivalent as indicated by assessment	3
ECN212	Microeconomic Principles	3
+GBS220	Quantitative Methods in Business	3
H&FA	Any approved general education course in the Humanities and Fine Arts area	3
Oral Comm	Any approved General Education course in the Oral Communication area	3
TEC200	Retail Buying	3
<u>Term 4</u>		<u>Credits</u>
+GBS221	Business Statistics	3
MKT271	Principles of Marketing	3
NS	Any approved general education course in the Natural Sciences area	4
TEC272++	Retail Merchandising Internship (1-3)	1-3
TEC+++	Any TEC prefixed course not listed under Required Courses area	3

**The Certificate of Completion (CCL) in Alteration Specialist** is designed to prepare students for employment in alterations for the apparel industry. Students will develop skills in advanced clothing construction, tailoring and couture techniques appropriate for a variety of fabrics and designs, and fitting techniques for all types of apparel. They will develop the ability to select appropriate fashion fabrics, interfacing, and lining materials for specific items of apparel. Students completing this certificate will be able to alter and repair ready-make garments as a profession. Students completing the certificate can expect entry-level positions in the alteration profession for retailers, dry-cleaning industry, or their own alteration establishment. Major Code: 5556 Total Credits: 20-22

<b>Program Prerequisites:</b>		<b>Credits: 3</b>
TEC111	Clothing Construction	3
<u>Term 1</u>		<u>Credits</u>
TEC112AB	Alteration of Ready Made Garments	2
TEC122	Sewing with Knits	3
+TEC124	Advanced Clothing Construction	3
TEC129	Sewing with a Serger	2
<u>Term 2</u>		<u>Credits</u>
TEC222	Textiles	3
+TEC223	Tailoring	3
+TEC227	Couture Sewing	3
TEC277++	Alteration Internship (any module) (1-3)	1-3

**The Certificate of Completion (CCL) in Costume Design and Production** is designed for students with an interest in costuming. Students learn to design and make costumes and

## CAREER AND TECHNICAL PROGRAMS

apply appropriate makeup. They develop the ability to design appropriate costumes for period community theatre, opera, dance, and living history programs including the makeup, and manage the costume wardrobe. Completers of this certificate will have interned with college or community stage production crews for a minimum of 240 hours. Major Code: 5406 Total Credits: 30

<u>Term 1</u>	<u>Credits</u>
TEC106 History of Fashion	3
TEC111 Clothing Construction	3
TEC125 Fashion Design (3) OR	
TEC134 Fashion Illustration I (3)	3
TEC222 Textiles	3

<u>Term 2</u>	<u>Credits</u>
+TEC124 Advanced Clothing Construction	3
+TEC223 Tailoring	3
+TEC225 Pattern Design I	3
+TEC230 Pattern Design II	3
THP115 Theatre Makeup	3
THP201++ Theatre Production (any module) (1-3) OR	
TEC278++ Costume Design and Production Internship	1-3

**The Certificate of Completion (CCL) in Image Consultant** is designed for students with an interest in Image Consulting. Students learn clothing strategies for all figure types, appropriate dress for all occasions, nutrition, and interpersonal skills. They develop the ability to advise clients and groups for an acceptable image. Completers of this certificate will have interned with a nationally certified Image Consultant through the Association of Image Consultants, International (AICI), for a minimum of 480 hours. They may then apply for accreditation from AICI. Major Code: 5402 Total Credits: 24

<u>Term 1</u>	<u>Credits</u>
COM110 Interpersonal Communication	3
FON100 Introductory to Nutrition	3
INT150 Color and Design	3
PSY132 Psychology and Culture (3) OR	
TEC105 Cultural Aspects of Clothing (3)	3

<u>Term 2</u>	<u>Credits</u>
TEC222 Textiles	3
TEC245 Wardrobe Strategies	3
TEC250 Apparel Quality Analysis	3
TEC275AC Image Consultant Internship	3

**The Certificate of Completion (CCL) in Retail Sales Manager** is designed for students with an interest in retail store management. Students learn about apparel and retail store management, merchandising, salesmanship, customer service, basic computer systems, and human resources. They develop the ability to train and manage personnel in a store, display and merchandise their areas or store, effectively train personnel to sell the merchandise, and manage stocks and profitability. Completers of this certificate will have interned with a store manager for a minimum of 240 hours. Career placement would be at the Department or Area Sales Manager position. Major Code: 5405 Total Credits: 24

Program Prerequisites: Credits: 3  
MKT/TEC109 Introduction to Fashion Merchandising 3

<u>Term 1</u>	<u>Credits</u>
BPC110 Computer Usage and Applications (3) OR	
CIS105 Survey of Computer Information Systems (3)	3

MGT229 Management and Leadership I (3) OR	
MGT253 Owning and Operating a Small Business (3)	3
TEC151 Display and Visual Merchandising	3
TEC222 Textiles	3

<u>Term 2</u>	<u>Credits</u>
TEC250 Apparel Quality Analysis	3
TEC255 Fashion Retail Merchandising	3
TEC260 Fashion Sales Management	3
TEC272++ Retail Merchandising Internship (any module) OR (1-3)	
TQM101 Quality Customer Service (3)	3

**The Certificate of Completion (CCL) in Textile and Apparel: Pattern I** program is designed for students with an interest in design and development of flat patterns for custom and commercial apparel. It provides students with skills using the proper techniques in pattern drafting, grading and CAD applications for apparel patterns. Completers of the certificate will enter the fashion industry at entry-level positions but with an understanding of the pattern drafting industry. Major Code: 5764 Total Credits: 13

Program Prerequisites: Credits: 0-3  
TEC111 Clothing Construction (3) OR  
TEC125 Fashion Design (3) OR  
Permission of Program Director 0-3

<u>Term 1</u>	<u>Credits</u>
+TEC221 Computer-Assisted Fashion Design	3
+TEC225 Pattern Design I	3
+TEC226 Draping for Fashion Design	3
+TEC231 Pattern Grading	3
+TEC270 Design Studio	1

**The Certificate of Completion (CCL) in Textile and Apparel: Pattern II** program is designed for students with an interest in design and development of flat patterns for custom and commercial apparel. It provides students with advanced skills using the proper techniques in pattern drafting, grading and CAD applications for apparel patterns. Completers of the certificate will enter the fashion industry at entry-level positions or above with skills and an understanding of the pattern drafting industry. Major Code: 5765 Total Credits: 11

Program Prerequisites: Credits: 0-13  
+Certificate of Completion in Textile and Apparel: Pattern I (5764) (13) OR  
permission of Program Director 0-1

<u>Term 1</u>	<u>Credits</u>
+TEC224 Pattern Drafting	2
+TEC228 Advanced Draping for Fashion Design	3
+TEC230 Pattern Design II	3
+TEC233 Computer-Assisted Pattern Making	3

**The Certificate of Completion (CCL) in Textile and Apparel: Knitwear Specialist** program is designed for students with an interest in apparel construction with knit fabrics for custom and commercial apparel. It provides students with skills using the proper techniques in sewing with knit fabrics. Completers of the certificate will enter the fashion industry at entry-level positions but with an understanding of the knitwear industry. Major Code: 5766 Total Credits: 11



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Program Prerequisites: Credits: 0-3

TEC111	Clothing Construction (3) OR permission of Program Director	0-3
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<u>Term 1</u>		<u>Credits</u>
TEC122	Sewing with Knits	3
TEC129	Sewing with a Serger	2
+TEC226	Draping for Fashion Design	3
+TEC229	Advanced Serging	2
+TEC270	Design Studio	1

**The Certificate of Completion (CCL) in Textile and Apparel: Fashion Stylist** program is designed for students with an interest in visual display and merchandise styling for wholesale or retail trades. It provides students with skills defining target market, historical and current fashions, visual display techniques, color theory, and fashion styling practices. Completers of the certificate will enter the fashion industry at entry-level positions but with an understanding of the styling profession. Major Code: 5768 Total Credits: 15

<u>Term 1</u>		<u>Credits</u>
TEC106	History of Fashion	3
MKT/TEC109	Introduction to Fashion Merchandising	3
MKT/TEC151	Display and Visual Merchandising	3
TEC245	Wardrobe Strategies	3
INT150	Color and Design	3

**The Certificate of Completion (CCL) in Textile and Apparel: Designer** program provides students with advanced skills in techniques for dyeing, painting, printing, digital embroidery applications and construction methods for fabrics. Completers of the certificate will enter the fashion industry at entry-level positions with an understanding of the applied textile design industry and/or the ability to create custom materials. Major Code: 5770 Total Credits: 15

Program Prerequisites: Credits: 0-3

TEC111	Clothing Construction (3) OR	
TEC125	Fashion Design (3) OR permission of Program Director	0-3

<u>Term 1</u>		<u>Credits</u>
TEC113	Textiles: Dyeing	1
TEC114	Textiles: Block Printing/Silk Screening	1
TEC115	Textiles: Hand Painting	1
TEC116	Textiles: Stitchery and Embellishment	1
TEC161	Digital Machine Embroidery Laboratory	1

<u>Term 2</u>		<u>Credits</u>
+TEC221	Computer-Assisted Fashion Design	3
TEC222	Textiles	3
TEC227	Couture Sewing	3
TEC270	Design Studio	1

**The Certificate of Completion (CCL) in Textile and Apparel: Fashion Computer-Assisted Design (CAD) Technician** program is designed for students with an interest in CAD for fashion design, textile design and pattern making with advanced study and techniques. Students complete a professional fashion CAD portfolio in a variety of media using Photoshop, Illustrator and an industrial program, Lectra. Major Code: 5803 Total Credits: 12

Program Prerequisites: Credits: 0-3

TEC125	Fashion Design (3) OR permission of Program Director	0-3
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<u>Term 1</u>		<u>Credits</u>
TEC141	Fashion Design: CAD	2
+TEC221	Computer-Assisted Fashion Design	3
+TEC233	Computer-Assisted Pattern Making	3
+TEC236	Portfolio Development	1
+TEC241	Advanced Computer-Assisted Fashion Design	3

**The Certificate of Completion (CCL) in Textile and Apparel: Fashion Illustration Specialist** program is designed for students with an interest in illustrating for fashion design with advanced study and techniques used in drawing fashion figures and flats. Students complete a professional fashion illustration portfolio in a variety of media with various fabrics, textures, and patterns. Major Code: 5802 Total Credits: 12

Program Prerequisites: Credits: 0-3

TEC125	Fashion Design (3) OR permission of Program Director	0-3
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<u>Term 1</u>		<u>Credits</u>
TEC134	Fashion Illustration I	3
+TEC135	Fashion Illustration II	3
+TEC136	Fashion Illustration III	3
TEC141	Fashion Design: CAD	2
+TEC236	Portfolio Development	1

**The Certificate of Completion (CCL) in Textile and Apparel: Industrial Sewing Technician** program is designed to provide skills for industrial sewing for manufacturing. Students gain proficiency in using industrial straight stitch, zigzag, overlock, cover stitch, blind hemmers and walking foot sewing machines. Students also learn costing and production methods of construction. Completers of the certificate will enter the fashion industry at entry-level positions or above with industrial sewing skills. Major Code: 5800 Total Credits: 15

Program Prerequisites: Credits: 0-3

TEC111	Clothing Construction (3) OR	
TEC125	Fashion Design (3) OR permission of Program Director	0-3

<u>Term 1</u>		<u>Credits</u>
+TEC143	Industrial Sewing I	2
+TEC144	Industrial Sewing II	2
+TEC244	Industrial Sewing III	2
+TEC146	Manufacturing Sewing Methods I	2

<u>Term 2</u>		<u>Credits</u>
+TEC147	Manufacturing Sewing Methods II	2
+TEC247	Manufacturing Sewing Methods III	2
TEC240	Apparel Production Management	2
+TEC162	Production Development Laboratory (1) OR	
+TEC270	Design Studio (1)	1

**The Certificate of Completion (CCL) in Textile and Apparel: Product Development** program is designed for students with an interest in design and development of apparel, accessories or home decor for custom and commercial uses. It provides students with skills using project management and supply chain resources. Students also use the proper techniques in pattern drafting, grading and CAD applications for apparel patterns. Students completing the certificate will enter the fashion industry at entry-level positions with skills and an understanding of the product development process. Major Code: 5801 Total Credits: 14

<u>Term 1</u>		<u>Credits</u>
TEC125	Fashion Design	3

## CAREER AND TECHNICAL PROGRAMS

TEC141	Fashion Design: CAD	2
+TEC162	Product Development Laboratory	1
MKT/TEC200	Retail Buying	3
TEC240	Apparel Production Management	2
TEC250	Apparel Quality Analysis	3

### Fire Science/Emergency Medical Certificates/Degrees

- Associate in Applied Science in Emergency Response and Operations
- Certificate of Completion in Emergency Medical Technology
- Certificate of Completion in Emergency Management
- Certificate of Completion in Fire Investigation
- Certificate of Completion in Fire Science
- Certificate of Completion in Fire Officer Leadership
- Certificate of Completion in Firefighter Operations
- Certificate of Completion Paramedicine
- Certificate of Completion in Driver Operator

Department Chairperson: Denise Quintrall  
 Contact: (480) 461-6300

[The Associate in Applied Science \(AAS\) in Emergency Response and Operations](#) program provides students with a curriculum specific to the student's individual needs in addition to the knowledge and skills needed in today's changing public safety workplace. The program develops education, skills, and techniques for planning, responding, and mitigating various emergency situations within the student's specific discipline with emphasis on effective response and operations. The curriculum combines coursework in public safety emergency services with a general education component. Additional Certificates of Completion (CCL) are available.

Please note:

- Successful completion of EMT104 requires a 'B' or higher.
- Successful completion of FSC102 requires a 'B' or higher.
- Successful completion of the Paramedic Program, AAS Emergency Response and Operations / Track II: Paramedicine, and CCL 5513 Paramedicine requires a 'B' or higher in all course work. Students that do not successfully complete each applicable course with a 'B' or higher will be removed from the program and must repeat the program in its entirety.

Major Code: 3112 Total Credits: 60

Admission Criteria:

Students pursuing Track I Fire Operations OR Track II Paramedicine may be required to complete a program entrance exam as appropriate OR Permission of Program Director.

Required Courses: Credits: 18-58.5  
 EMT101 Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers (0.50) OR

Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer (0) OR

Permission of Program Director(0) 0-0.50

Students must select one (1) of the following five (5) tracks:

<b>Track I: Fire Operations</b>	Credits: 18-27.5
+EMT/FSC104 Emergency Medical Technology (9) AND	
+EMT/FSC104AB Applied Practical Studies for	
Emergency Medical Technology (0.5) OR	
+EMT/FSC104 Emergency Medical Technology (9) OR	
Arizona State EMT Certification (0) OR	
Arizona State Paramedic Certification (0) OR	
Permission of Program Director 0-9.5	
+FSC102 Fire Department Operations	11
FSC105 Hazardous Materials/First Responder	3
FSC130 Fitness for Firefighters/CPAT	1
FSC134 Fitness and Conditioning for Firefighters	3

<b>Track II: Paramedicine Credits: 43.5 - 58</b>	
+EMT/FSC104 Emergency Medical Technology (9) AND	
+EMT/FSC104AB Applied Practical Studies for Emergency	
Medical Technology (0.5) OR	
+EMT/FSC104 Emergency Medical Technology (9) OR	
Arizona State EMT Certification (0) OR	
Arizona State Paramedic Certification (0) OR	
Permission of Program Director 0-9.5	
+EMT235 Basic ECG Rhythm Analysis and Interpretation	
in the Emergency Setting	3
+EMT236 Pharmacology in an Emergency Setting 3	
+EMT240 Advanced Cardiac Life Support (ACLS)	2
+EMT242 Pediatric Advanced Life Support (PALS) (1) OR	
+EMT265 Pediatric Education for Prehospital	
Providers: Advanced (1)	1
+EMT245 Trauma Management I (2) OR	
+EMT246 Trauma Management II (4) 2-4	
+EMT272 Advanced Emergency Medical Technology (25) OR	
+EMT272AA Advanced Emergency	
Medical Technology (12.5) AND	
+EMT272AB Advanced Emergency	
Medical Technology (12.5) 25	
+EMT272LL Advanced Emergency Medical	
Technology Practicum (7.5) OR	
+EMT272LA Advanced Emergency Medical	
Technology Practicum Part I (3.75) AND	
+EMT272LB Advanced Emergency Medical	
Technology Practicum Part II (3.75) 7.5	
EMT296WC Cooperative Education (3) OR	
HCC145 Medical Terminology for Health	
H&FA Any approved general education course	
in the Humanities and Fine Arts area.	3
S&BS Any approved general education course	
in the Social and Behavioral Sciences area.	3
NS Track II Paramedicine	
BIO160 Introduction to Human Anatomy and Physiology 4	
<b>Track I, III, IV and V</b>	
Any approved general education course	
in the Natural Sciences area	4

[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, safety of firefighting activities, and customer service in the public sector. Graduates may find employment in 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

## CAREER AND TECHNICAL PROGRAMS

industry, military installations, and health care facilities. Major Code: 5304 Total Credits: 18

Term 1	<u>Credits</u>
AJS/FSC146 Disaster Recovery Operations	3
AJS/FSC147 Emergency Preparedness	3
AJS/FSC148 Fundamentals of Emergency Management	3

Term 2	<u>Credits</u>
AJS/FSC139 Emergency Response to Terrorism	3
AJS/FSC149 Hazard Mitigation	3
FSC224 Incident Command Systems	3

**The Certificate of Completion (CCL) in Fire Science** program is designed for students who need (1) advanced training as professional firefighters, (2) basic preparation courses for a career in fire services and/or (3) more comprehensive information about the fire hazard and prevention. Certificate can be used by professional firefighters for promotions and salary advancement within the Fire Services. The program will provide courses for plant safety for fire protection personnel and basic emergency services for laypersons who need intensive first aid training. The unique feature of the program is that the instructors are professional firefighters and/or licensed Emergency Medical Training Personnel. Major Code: 5486 Total Credits: 24

Program Prerequisites: Credits: 9  
EMT/FSC104 Basic Emergency Medical Technology 9

Term 1	<u>Credits</u>
AJS/DPR/FSC147 Emergency Preparedness (3) OR	
AJS/DPR/FSC148 Fundamentals of Emergency Mgmt (3)	3
FSC105 Hazardous Materials First Responder	3
FSC108 Fundamentals of Fire Prevention	3
FSC113 Introduction to Fire Suppression	3

Term 2	<u>Credits</u>
FSC117 Fire Apparatus	3
FSC119 Introduction Fire Service Ethics	3
+FSC208 Firefighter Safety and Building Construction	3
FSC215 Customer Service in the Public Sector	3

**The Certificate of Completion (CCL) in Fire Officer Leadership** program may be useful to professional firefighters seeking promotions and salary advancement within the Fire Services. The program will provide courses for experienced professional firefighters who desire to learn advanced fire ground tactics and strategy, building construction, practical incident command, supervisory training of personnel, and human resources management. Major Code: 5420 Total Credits: 15

Admission Criteria:

Formal application and acceptance into the Fire Officer Leadership program or permission of program director.

Term 1	<u>Credits</u>
FSC202 Supervisory Training for Firefighters	3
+FSC214 Human Resources Management in Fire Service	3
+FSC208 Firefighter Safety and Building Construction	3

Term 2	<u>Credits</u>
+FSC205 Command Strategies for Major Emergencies	3
+FSC204 Firefighting Tactics and Strategy	3

**The Certificate of Completion (CCL) in Firefighter Operations** provides the opportunity for individuals seeking employment in various firefighting settings to acquire the minimum standard firefighting skills needed in the field. Major Code: 5557 Total Credits: 17-27

Admission Criteria:

Completion of Program Prerequisites. Formal application and admission to the program is required.

Program Prerequisites: Credits: 12-13

+EMT/FSC104 Basic Emergency Medical Technology (9) OR

Permission of Program Director	0-9
FSC105 Hazardous Materials/First Responder	3
FSC130 Fitness for Firefighters/CPAT (1) OR	
Permission of Program Director	0-1

Term 1	<u>Credits</u>
+FSC102 Fire Department Operations	11
FSC134 Fitness and Conditioning for Firefighters	3

**The Certificate of Completion (CCL) in Driver Operator** program is designed for students who need (1) advanced training as professional firefighters, (2) preparation courses for career advancement opportunities in fire services, and/or (3) more comprehensive information about the role and function of an emergency vehicle driver/operator. Major Code: 5418 Total Credits: 8

Term 1	<u>Credits</u>
FSC111 Emergency Vehicle Driver Operator	2
FSC117 Fire Apparatus	3
FSC118 Fire Hydraulics	3

## Geographic Information Systems Certificates/Degrees

- Associate in Applied Science in Geospatial Technologies
- Certificate of Completion in Geographic Information System (GIS)

Program Director: Karen Blevins

Contact: (480) 461-7358

**The Associate in Applied Science (AAS) in Geospatial Technologies** prepares students for entry-level positions within the field of Geographic Information Systems. The Geospatial Technologies program will also provide students with the educational foundation necessary for a four-year degree. A Certificate of Completion (CCL) is also available. Major Code: 3108 Total Credits: 60

Program is designed for students with varying skills consult with program director.

Program Prerequisites: Credits: 0-8  
The credit hour range is subject to change depending on the student's educational experiences and track selected.

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### Track I-User/Analyst None

#### Track II-Developer

- +MAT120 Intermediate Algebra (5) OR
  - +MAT121 Intermediate Algebra (4) OR
  - +MAT122 Intermediate Algebra (3) OR
- Satisfactory score on District placement exam. 0-5

#### Track III-Transfer Emphasis

- +MAT150 College Algebra/Functions (5) OR
  - +MAT151 College Algebra/Functions (4) OR
  - +MAT152 College Algebra/Functions (3) AND
  - +MAT182 Plane Trigonometry (3) OR
  - +MAT187 Precalculus (5) OR
- Satisfactory score on District placement exam 0-8

Required Courses:	Credits: 25-33
GCU102 Introduction to Human Geography (3) OR	3
GPH111 Introduction to Physical Geography (4) OR	3-4
GPH230 Spatial Database I (3)	3-4
GPH219 Introduction to GIS Using ArcGIS	3
GPH220 Intermediate GIS Using ArcGIS	3
GPH270 Introduction to Cartography and Geospatial Technologies	3
GCU/GPH298++ Special Projects (any suffixed course) (1-3)	1-3

Students must select one of three (3) tracks.

<b>Track I-User Analyst</b>	Credits: 12
CIS105 Survey of Computer Information Systems	3
CIS117DM Microsoft Access: Database Management	3
CIS159 Visual Basic Programming I	3
GPH273 Advanced GIS Using ArcGIS (3) OR	3
GPH275 Introduction to Remote Sensing (3)	3

<b>Track II-Developer</b>	Credits: 14
CIS117DM Microsoft Access: Database Management	3
CSC110AB Introduction to Computer Science (Java)	4
CSC181AB Applied Problem Solving with Visual BASIC	4
GPH273 Advanced GIS Using ArcGIS (3) OR	3
GPH275 Introduction to Remote Sensing (3)	3

<b>Track III-Transfer Emphasis</b>	Credits: 17
CSC110AB Introduction to Computer Science (Java)	4
CSC181AB Applied Problem Solving with Visual BASIC	4
MAT220 Calculus with Analytic Geometry I	5

Restricted Electives:	Credits: 2-8
GPH+++++ Any GPH Physical Geography course(s) not listed under Required Course area	2-8

General Education:	Credits: 25-27
FYC	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 Comm Any approved general education course in the Oral Communication area	3
Critical Rdg Any approved general education course in the Critical Reading area	3
Math Any approved general education course in the Mathematics area	3
H&FA Any approved general education course in the Humanities and Fine Arts area	3
S&SB Any approved general education course in the Social and Behavioral Sciences area	3
NS Any approved general education course in the Natural Sciences area	4

### The Certificate of Completion (CCL) in Applications in

**Geospatial Technologies** program provides a solid foundation in Geographic Information Systems concepts, not simply GIS software. This program equips students with fundamental GIS abilities that can be applied in a variety of environments where spatial data analysis is required. Major Code: 5135 Total Credits: 24-33

Program is designed for students with varying skills; consult with program director.

Program Prerequisites: Credits: 0-8  
The credit hour range is subject to change depending on the student's educational experiences and track selected. 0-8  
Track I-User/Analyst Credits: None

<b>Track II-Developer</b>	Credits: 0-5
+MAT120 Intermediate Algebra (5) OR	
+MAT121 Intermediate Algebra (4) OR	
+MAT122 Intermediate Algebra (3) OR	
Satisfactory score on District placement exam 0-5	

<b>Track III-Transfer Emphasis</b>	Credits: 0-8
+MAT150 College Algebra/Functions (5) OR	
+MAT151 College Algebra/Functions (4) OR	
+MAT152 College Algebra/Functions (3) AND	
+MAT182 Plane Trigonometry (3) OR	
+MAT187 Precalculus (5) OR	
Satisfactory score on District placement exam 0-8	

Required Courses:	Credits: 24-33
GPH219 Introduction to GIS Using ArcGIS	3
GPH220 Intermediate GIS Using ArcGIS	3
GPH230 Spatial Database I (3) OR	
CIS276DB SQL Server Database (3)	3
GPH270 Introduction to Cartography and Geospatial Technologies	3
GPH111 Introduction to Physical Geography (4) OR	
GPH273 Advanced GIS Using ArcGIS (3) OR	
GCU/GPH298++ Special Projects (any suffixed course) (1-3)1-4	1-4

Students must select one of three (3) tracks.

<b>Track I-User Analyst</b>	Credits: 12
CIS105 Survey of Computer Information Systems	3
CIS117DM Microsoft Access: Database Management	3
CIS159 Visual Basic Programming I (3) OR	
DFT110 Technical Drafting (3)	3
GPH235 Internet Mapping Using ArcIMS (3) OR	
GPH275 Introduction to Remote Sensing (3)	3

<b>Track II-Developer</b>	Credits: 11
CSC110AB Introduction to Computer Science (Java)	4
CSC181AB Applied Problem Solving with Visual BASIC	4
GPH273 Advanced GIS Using ArcGIS (3) OR	
GPH275 Introduction to Remote Sensing (3)	3

<b>Track III-Transfer Emphasis</b>	Credits: 17
CSC110AB Introduction to Computer Science (Java)	4
CSC181AB Applied Problem Solving with Visual BASIC	4
CSC200AB Principles of Computer Science (Java)	4
+MAT220 Calculus with Analytic Geometry I	5



## CAREER AND TECHNICAL PROGRAMS

### Horticulture Certificates/ Degrees

- Associate in Applied Science in Urban Horticulture
- Certificate of Completion in Landscape Aide
- Certificate of Completion in Landscape Specialist

Program Director: Peter Conden  
Contact: (480) 461-7125

The Associate in Applied Science in (AAS) Urban Horticulture prepares students to work as technicians, supervisors, managers, or owners in wholesale or retail nurseries, landscape design and construction operations, or landscape management companies. In addition, the program prepares students for careers with local, state, and federal government agencies involved with the technical phases of the Urban Horticulture industry. The curriculum combines coursework in horticulture with General Education components. Graduates may transfer to a Bachelor of Science degree. Major Code: 3030 Total Credits: 67

#### Track I-Residential Landscape Design

<u>Term 1</u>		<u>Credits</u>
AGB139	Agribusiness Computer Operations	3
AGL189	Landscape Design I	3
AGS183	Urban Plant Identification and Use	3
DFT105AA	Computer Aided Drafting I: Autocad (3) OR	
CNS130	Computer Aided Design and Drafting (3)	3
CHM130	Fundamental Chemistry (3) AND	
CHM130LL	Fundamental Chemistry Laboratory (1)	4
<u>Term 2</u>		<u>Credits</u>
AGS164	Plant Growth and Development	4
AGS260	Origin and Composition of Soils	4
ARC265	Sketchup I: Introduction to Sketchup	3
+ENG101	First-Year Composition (3) OR	
+ENG107	First-Year Composition for ESL (3)	3
<u>Term 3</u>		<u>Credits</u>
AGS290	Internship (3) OR	
AGS296WC	Cooperative Education (3)	3
+ENG102	First-Year Composition (3) OR	
+ENG108	First-Year Composition for ESL (3)	3
S&BS	Any approved general education course in the Social and Behavioral Sciences area	3
<u>Term 4</u>		<u>Credits</u>
AGL181	Landscape Construction Techniques	3
+AGL282	Landscape Computer Aided Design (3) OR	
INT200	Advanced CAD for Interior Design (3)	3
+CRE101	College Critical Reading (3) OR	
	Equivalent as indicated by assessment	3
Math	Any approved general education course in the Mathematics area	3
SSH111	Sustainable Cities (3) OR	
SCT100	Introduction to Sustainable Built Environments (3) OR	
SUS110	Sustainable World (3)	3
<u>Term 5</u>		<u>Credits</u>
AGB130	Establishing and Running an Agribusiness	3
+AGL190	Landscape Design II	3
AGS182AA	Gardening Practices and Techniques	2

AGS262	Irrigation Design, Installation, Operation, and Trouble Shooting	3
COM110	Interpersonal Communication	3
<u>Track II-Landscape Contracting and Management</u>		<u>Credits</u>
<u>Term 1</u>		<u>Credits</u>
AGB139	Agribusiness Computer Operations	3
AGL189	Landscape Design I	3
CNS130	Computer Aided Design and Drafting (3)	3
CHM130	Fundamental Chemistry (3) AND	
CHM130LL	Fundamental Chemistry Laboratory (1)	4
+ENG101	First-Year Composition (3) OR	
+ENG107	First-Year Composition for ESL (3)	3
<u>Term 2</u>		<u>Credits</u>
AGS164	Plant Growth and Development	4
AGS182AA	Gardening Practices and Techniques	2
AGS183	Urban Plant Identification and Use	3
AGS260	Origin and Composition of Soils	4
+CRE101	College Critical Reading (3) OR	
	Equivalent as indicated by assessment	3
<u>Term 3</u>		<u>Credits</u>
AGS290	Internship (3) OR	
AGS296WC	Cooperative Education (3)	3
+ENG102	First-Year Composition (3) OR	
+ENG108	First-Year Composition for ESL (3)	3
S&BS	Any approved general education course in the Social and Behavioral Sciences area	3
<u>Term 4</u>		<u>Credits</u>
AGL181	Landscape Construction Techniques	3
AGS284	Lawn and Turf Care	3
Math	Any approved general education course in the Mathematics area	3
SSH111	Sustainable Cities (3) OR	
SCT100	Introduction to Sustainable Built Environments (3) OR	
SUS110	Sustainable World (3)	3
<u>Term 5</u>		<u>Credits</u>
AGB130	Establishing and Running an Agribusiness	3
AGS192	Urban Plant Care	3
AGS262	Irrigation Design, Installation, Operation, and Trouble Shooting	3
AGS268	Integrated Pest Management	4
COM110	Interpersonal Communication	3
<u>Track III-Landscape Management</u>		<u>Credits</u>
<u>Term 1</u>		<u>Credits</u>
AGB139	Agribusiness Computer Operations	3
AGS164	Plant Growth and Development	4
CNS130	Computer Aided Design and Drafting (3)	3
+CHM130	Fundamental Chemistry (3) AND	
+CHM130LL	Fundamental Chemistry Laboratory (1)	4
+ENG101	First-Year Composition (3) OR	
+ENG107	First-Year Composition for ESL (3)	3
<u>Term 2</u>		<u>Credits</u>
AGB142	Floriculture	3
AGS183	Urban Plant Identification and Use	3
AGS187	Indoor Foliage Plants	3
AGS260	Origin and Composition of Soils	4
+CRE101	College Critical Reading (3) OR	
	Equivalent as indicated by assessment	3

## CAREER AND TECHNICAL PROGRAMS

<u>Term 3</u>	<u>Credits</u>
AGS290 Internship (3) OR	
AGS296WC Cooperative Education (3)	3
+ENG102 First-Year Composition (3) OR	
+ENG108 First-Year Composition for ESL (3)	3
S&BS Any approved general education course in the Social and Behavioral Sciences area	3

<u>Term 4</u>	<u>Credits</u>
AGS182AA Gardening Practices and Techniques	2
AGS285 Propagation of Horticultural Plants	3
COM110 Interpersonal Communication	3
Math Any approved general education course in the Mathematics area	3
SSH111 Sustainable Cities (3) OR	
SCT100 Introduction to Sustainable Built Environments (3) OR	
SUS110 Sustainable World (3)	3

<u>Term 5</u>	<u>Credits</u>
AGB130 Establishing and Running an Agribusiness	3
AGS186 Greenhouse Management and Construction	3
AGS192 Urban Plant Care	3
AGS262 Irrigation Design, Installation, Operation, and Trouble Shooting	3
AGS268 Integrated Pest Management	4

**Certificate of Completion (CCL) in Landscape Aide** emphasizes the technology of production and management. The program is designed to prepare students to become employed as technicians, supervisors, managers, or owners in nurseries or landscape construction. In addition, the program prepares students for jobs with government agencies or other agencies involved with the technical phases of the Urban Horticulture industry. Major Code: 5069 Total Credits: 13

<u>Term 1</u>	<u>Credits</u>
AGL181 Landscape Construction Techniques	3
AGL189 Landscape Design I	3
AGS164 Plant Growth and Development	4
AGS183 Urban Plant Identification and Use	3

**Certificate of Completion (CCL) in Landscape Specialist** emphasizes the technology of production and management. The program is designed to prepare students to become employed as technicians, supervisors, managers, or owners in nurseries or landscape construction and maintenance. In addition, the program prepares students for jobs with government agencies or other agencies involved with the technical phases of the Urban Horticulture industry. Major Code: 5073 Total Credits: 27

Certificate of Completion in Landscape Aide (5069)	13
<u>Term 1</u>	<u>Credits</u>
AGL181 Landscape Construction Techniques	3
AGL189 Landscape Design I	3
AGS164 Plant Growth and Development	4
AGS183 Urban Plant Identification and Use	3

<u>Term 2</u>	<u>Credits</u>
AGB130 Establishing and Running an Agribusiness	3
AGB139 Agribusiness Computer Operations	3
AGS260 Origin and Composition of Soils	4
AGS268 Integrated Pest Management	4

## Interior Design Certificates/Degrees

- Associate in Applied Science in Interior Design
- Certificate of Completion in Interior Merchandising

Director: Cherise J. Mahaffey Robb  
Contact: (480) 461-7391

**The Associate in Applied Science (AAS) in Interior Design** program prepares students to work in an entry-level interior design position. The program provides both general education and interior design classes including basic design, color theory and application, architectural and furniture history, drafting and computer aided design (CAD) for interior design, space planning, interior materials, rendering, and codes and regulations. Studio projects allow students to identify, research, solve, and present residential design problems. Major Code: 3093 Total Credits: 64-67

<u>Term 1</u>	<u>Credits</u>
INT100 Interior Design Drafting	3
INT105 Introduction to Interior Design	3
INT115 Historical Architecture and Furniture	3
FYC Any approved general education courses in the First-Year Composition area	3
Math Any approved general education course in the Mathematics area	3
PSY101 Introduction to Psychology (3) OR	
SOC180 Social Implications of Technology (3)	3

<u>Term 2</u>	<u>Credits</u>
ARH101 Prehistoric Through Gothic Art (3) OR	
ARH102 Renaissance Through Contemporary Art (3)	3
FYC Any approved general education courses in the First-Year Composition area	3
INT120 Modern Architecture and Furniture	3
+INT140 Introduction to CAD for Interior Design	3
INT150 Color and Design	3
Critical Rdg Any approved general education course in the Critical Reading area (3) OR Equivalent as indicated by assessment.	0-3

<u>Term 3</u>	<u>Credits</u>
Oral Comm Any approved general education course in the Oral Communication area	3
+INT145 Drawing and Rendering	3
INT160 Fabrics for Interiors	3
+INT170 Interior Materials	3
+INT190 Space Planning	3

<u>Term 4</u>	<u>Credits</u>
+INT175 Custom Design	3
+INT200 Advanced CAD for Interior Design	3
+INT205 Residential Design	3
+INT260 Interior Codes and Regulations	3
NS Any approved general education course in the Natural Sciences area	4

## CAREER AND TECHNICAL PROGRAMS

The Certificate of Completion (CCL) in Interior Merchandising is intended to provide the student with the knowledge and creative skills important to the home furnishings, colorizing, visual merchandising, and home-staging industries. Students will study design principles and elements, color theory, drafting, furniture layout, historical and modern architecture and furniture, fabrics, and other factors utilized in interior merchandising. Elective coursework allows the student to take specific courses that will help prepare them for the particular segment of the industry they are most interested in pursuing. Major Code: 5429 Total Credits: 30

<u>Term 1</u>	<u>Credits</u>
INT100 Interior Design Drafting	3
INT105 Introduction to Interior Design	3
INT115 Historical Architecture and Furniture	3
INT150 Color and Design	3
INT160 Fabrics for Interiors	3
<u>Term 2</u>	<u>Credits</u>
INT120 Modern Architecture and Furniture	3
+INT170 Interior Materials	3
RE Select from the list below	9
Restricted Electives:	Credits: 9
AGB140 Commercial Floral Design	3
AGS187 Indoor Foliage Plants	3
ARH100 Introduction to Art	3
ART111 Drawing I	3
ADA/ART112 Two-Dimensional Design	3
ART131 Photography I	3
GTC130 Furniture Construction I	3
+GTC131 Furniture Construction II	3
GTC144 Introduction to Cabinetmaking	3
+GTC145 Advanced Cabinetmaking	3
MGT251 Human Relations in Business	3
MKT/TEC151 Display and Visual Merchandising	3
MKT263 Advertising Principles	3
MKT268 Merchandising	3
MKT271 Principles of Marketing	3
SCT100 Introduction to Sustainable Built environments	3
TEC126 Sewing for the Home	3
TEC128 Home Upholstery	3
INT/ART/MKT+++ Any INT, ART, or MKT prefixed course approved by department advisor	3

## Journalism/Public Relations Degrees

- Associate in Applied Science in Journalism
- Associate in Applied Science in Public Relations

Director: Jack Mullins  
Contact: (480) 461-7270

The Associate of Applied Science (AAS) in Journalism provides students with general, practical, and marketable skills that will enable them to seek entry-level employment in news and feature writing for newspapers, magazines, community journals, online websites, and radio and television. The program includes development of a portfolio that will exhibit students' abilities to write both news and feature stories. The development of news judgment is also a critical component of the program. An awareness of global and cultural differences also forms

a key element of this degree for the successful graduate. The curriculum combines coursework in journalism with a General Education component. Major Code: 3120 Total Credits: 62

<u>Term 1</u>	<u>Credits</u>
CIS105 Survey of Computers Information Systems	3
+ENG101 First-Year Composition	3
H&FA Any approved general education course in the Humanities and Fine Arts Area	3
+JRN125 Photo Editing	3
S&BS Any approved general education course in the Social and Behavioral Sciences Area	3
<u>Term 2</u>	<u>Credits</u>
COM100 Introduction to Human Communication (3) OR	
COM110 Interpersonal Communication (3) OR	
+COM225 Public Speaking (3) OR	
+COM230 Small Group Communication (3)	3
CRE101 College Critical Reading	3
+JRN201 News Writing	3
JRN225 Photojournalism	3
+MAT112 Mathematical Concepts and Applications (3) OR	
+MAT120 Intermediate Algebra (5) OR	
+MAT121 Intermediate Algebra (4) OR	
+MAT122 Intermediate Algebra Accelerated (3) OR Satisfactory completion of a higher level mathematics courses	3-5
MCO120 Media and Society	3
<u>Term 3</u>	<u>Credits</u>
+ENG102 First-Year Composition (3) OR	
+ENG111 Technical and Professional Writing (3)	3
+JRN133 Development of Small Publications (3) OR	
JRN205 Copyediting (3)	3
JRN215 News Production	3
+MCO220 Cultural Diversity and the Media	3
NS Any approved general education course in the Natural Sciences are	4
<u>Term 4</u>	<u>Credits</u>
+ENG216 Persuasive Writing on Public Issues	3
+JRN203 Writing for Online Media	3
JRN234 Feature Writing	3
<u>Term 5</u>	<u>Credits</u>
+JRN240 ++ Journalism Internship	1-3
RE Select from the list below	3
Restricted Electives:	Credits: 3
ENH110 Introduction to Literature	3
ENH112 Chicano Literature	3
ENH113 Writers/Directors and Current Issues	3
ENH114 African-American Literature	3
ENH206 Nature and Environmental Literature	3
+GBS233 Business Communication	3
HUM107 Humanities Through the Arts	3
HUM125 The Urban Experience	3
HUM201 Humanities: Universal Themes	3
+HUM250 Ideas and Values in the Humanities	3
+HUM251 Ideas and Values in the Humanities	3
+JRN212 Broadcast Writing	3
+JRN236 Advanced Practicum: Public Relations	3
+MGT251 Human Relations in Business	3
REL100 World Religions	3

## CAREER AND TECHNICAL PROGRAMS

The Associate of Applied Science (AAS) in Public Relations program provides students with general, practical, and marketable skills that will enable them to seek entry-level employment in public relations, such as press relations, community or consumer relations, market research, in-house publications, political campaigns, fund raising and volunteer recruitment. The program includes development of a portfolio that will exhibit students' ability to write both news and feature stories, to develop and plan events, and to produce brochures, advertisements, or small publications with desktop publishing. The curriculum combines coursework in public relations with a General Education component. Major Code: 3674 Total Credits: 64-69

<u>Term 1</u>	<u>Credits</u>
+ENG101 First-Year Composition	3
BPC110 Computer Usage and Applications (3) OR	
CIS105 Survey of Computer Information Systems (3)	3
JRN125 Photo Editing	3
GBS151 Introduction to Business	3

<u>Term 2</u>	<u>Credits</u>
COM100 Introduction to Human Communication (3) OR	
COM110 Interpersonal Communication (3) OR	
COM225 Public Speaking (3) OR	
COM230 Small Group Communication (3)	3
CRE101 College Critical Reading (3) OR	
equivalent as indicated by assessment	0-3
H&FA Any approved general education course	
in the Humanities and Fine Arts Area	3
+JRN201 News Writing	3
JRN225 Photojournalism	3
+MCO120 Media and Society	3
MKT101 Introduction to Public Relations (3) OR	
MKT110 Marketing and Social Networking (3)	3
S&BS Any approved general education course	
in the Social and Behavioral Sciences Area	3

<u>Term 3</u>	<u>Credits</u>
+ENG102 First-Year Composition (3) OR	
+ENG111 Technical Writing (3)	3
JRN215 News Production	3
+MAT112 Mathematical Concepts and Applications (3) OR	
+MAT120 Intermediate Algebra (5) OR	
+MAT121 Intermediate Algebra (4) OR	
+MAT122 Intermediate Algebra Accelerated (3) OR	
satisfactory completion of a higher level	
mathematics courses	3-5
+MCO220 Cultural Diversity and the Media	3
MKT263 Advertising Principles	3
NS Any approved general education course	
in the Natural Sciences Area	4

<u>Term 4</u>	<u>Credits</u>
+GBS238 Business Journalism (3) OR	
+JRN238 Business Journalism (3)	3
+JRN234 Feature Writing (3) OR	
+ENG235 Magazine Article Writing (3)	3
+JRN235 Practicum: Public Relations	3
RE Select from list below	3

Restricted Electives:	Credits: 3
GBS110 Human Relations in Business and Industry	3
+GBS233 Business Communication	3
+JRN236 Advanced Practicum: Public Relations	3
+MGT251 Human Relations in Business	3

## Manufacturing Technology Certificates/ Degrees

- Associate in Applied Science in Automation Technology
- Certificate of Completion in Automation Technology Level I
- Certificate of Completion in Automation Technology Level II
- Certificate of Completion in Automation Technology Level III
- Associate in Applied Science in Machining and Product Development
- Associate in Applied Science in Manufacturing Engineering Technology
- Associate in Applied Science in Manufacturing Technology
- Certificate of Completion in Electromechanical Manufacturing Technology
- Certificate of Completion in CAD/CAM/CNS I
- Certificate of Completion in CAD/CAM/CNS II
- Certificate of Completion in CAD/CAM/CNS III
- Certificate of Completion in Machining I
- Certificate of Completion in Machining II
- Certificate of Completion in Manufacturing Management
- Certificate of Completion in Manufacturing Welding

Department Chairperson: Bob Bonura  
Contact: (480) 461-7173

**The Associate in Applied Science (AAS) in Automation Technology** prepares students to work with a variety of automated electro-mechanical, product assembly, process control, and product distribution systems that use programmable controls and other methodologies to accomplish system management. These systems utilize, but are not limited to, robotic, mechanical, hydraulic, pneumatic, electronic, optical, and thermal devices. The Automation Technician will gain the skills through this program to define, integrate, install, program, and maintain complex control systems. Major Code: 3000 Total Credits: 64-68

Admission Criteria:

Math assessment score on District placement exam placing students into MAT090 or higher, or permission of department.

<u>Term 1</u>	<u>Credits</u>
ATP101 Introduction to Automated Systems and Robotics	2
ATP105 Engineering Documentation	2
ATP110 Basic Manufacturing Processes	2
ATP130 DC Circuit Analysis	2
ATP135 AC Circuit Analysis	2
ENG101 First-Year Composition	3
MAT120 Intermediate Algebra (5) OR	
MAT121 Intermediate Algebra (4) OR	
MAT122 Intermediate Algebra (3) OR	
Equivalent or satisfactory completion of a	
higher level mathematics course.	3-5

<u>Term 2</u>	<u>Credits</u>
ATP150 Fluid Power 1 - Hydraulics, Pneumatics,	
and Vacuum Concepts	2
ATP175 Introduction to Motors and Motor Controls	2
ATP180 PLC 1 - Introduction to Ladder Logic	2
ATP200 Sensors and Measurement	2
ATP215 Digital and Analog Circuits	2
ATP222 Servo Systems	2



## CAREER AND TECHNICAL PROGRAMS

+ENG111 Technical and Professional Writing 3  
(ENG102 First-Year Composition acceptable only if ENG111 is not available)

**Term 3 Credits**  
ATP290 Lean Techniques and Six Sigma 3  
CIS105 Survey of Computer Information Systems 3  
COM110 Interpersonal Communication 3  
+CRE101 College Critical Reading (3) OR  
Equivalent as indicated by Assessment 3

FAC/GTC/  
MIT/OSH106 Industrial Safety 2  
NS Any approved general studies course  
in the Natural Sciences Area 4

**Term 4 Credits**  
**Track I-Process Control Systems and Programming**  
ATP160 PLC 2-HMI Interfaces and  
Function Block Programming 2  
ATP245 Introduction to Solid Modeling - Solidworks 3  
ATP251 Fluid Power 2 - Automation Applications 2  
ATP260 Automation System Integration 1 2  
H&FA Any approved general education course  
in the Humanities and Fine Arts Area 3  
SOC101 Introduction to Sociology 3

**Track II-Electromechanical and Hybrid Systems Credits: 11**  
ATP235 CNC Programming 2  
ATP245 Introduction to Solid Modeling - Solidworks 3  
ATP251 Fluid Power 2 - Automation Applications 2  
+ATP260 Automation System Integration 1 2  
+ATP265 Automation System Integration 2 2  
H&FA Any approved general education course  
in the Humanities and Fine Arts Area 3  
SOC101 Introduction to Sociology 3

**The Certificate of Completion (CCL) in Automation Technology Level I** program introduces the student to automated systems used by companies to produce a variety of products. The emphasis is on the student awareness of the many issues a company must deal with when employing automation and the issues related to control of the equipment. Major Code: 5000  
Total Credits: 17

Admission Criteria:  
Math assessment score placing students into MAT090 or higher, or permission of department.

**Term 1 Credits**  
ATP101 Introduction to Automated Systems and Robotics 2  
ATP105 Engineering Documentation 2  
CIS105 Survey of Computer Information Systems 3  
+ENG101 First Year Composition 3

**Term 2 Credits**  
ATP110 Basic Manufacturing Processes 2  
COM100 Introduction to Human Communication 3  
FAC/GTC/  
MIT/OSH106 Industrial Safety 2

**The Certificate of Completion (CCL) in Automation Technology Level II** program allows students to be able to evaluate and troubleshoot minor system problems and contributes to their solution or correction. Companies may authorize these employees to perform specific repairs and adjustments. If there are major system problems, this person is expected to recognize the situation and report the technical information to the appropriate repairperson. Major Code: 5630 Total Credits: 15-17

Admission Criteria:  
Math assessment score placing students into MAT090 or higher, or permission of department.

Program Prerequisites: Credits: 17  
Certificate of Completion in Automation Technology Level I (5000)

**Term 1 Credits**  
ATP130 DC Circuit Analysis 2  
ATP135 AC Circuit Analysis 2  
+MAT120 Intermediate Algebra (5) OR  
+MAT121 Intermediate Algebra (4) OR  
+MAT122 Intermediate Algebra (3) OR  
Equivalent or higher-level mathematics course 3-5

**Term 2 Credits**  
+ATP150 Fluid Power 1 - Hydraulics, Pneumatics,  
and Vacuum Concepts 2  
ATP175 Introduction to Motors and Motor Controls 2  
ATP180 PLC 1 - Introduction to Ladder Logic 2  
+ATP200 Sensors and Measurement 2

**The Certificate of Completion (CCL) in Automation Technology Level III** program allows students to be to lead the technical efforts to maintain, troubleshoot, and repair most of the faults that would occur routinely in an automated system. People at this level are usually familiar with all electrical, system controls, and mechanical aspects of the system and would support the company team in the day-to-day supervision of the technical and procedural activities related to the equipment. Major Code: 5696  
Total Credits: 10

Admission Criteria:  
Math assessment score placing students into MAT090 or higher, or permission of department.

Program Prerequisites: Credits: 15-17  
Certificate of Completion in Automation Technology Level II (5630)

**Term 1 Credits**  
+ATP215 Digital and Analog Circuits 2  
+ATP222 Servo Systems 2  
ATP290 Lean Techniques and Six Sigma 3  
+ENG111 Technical and Professional Writing 3

**The Associate in Applied Science (AAS) in Machining and Product Development** program will prepare students to enter the job market with the entry-level skills to be able to develop new products with input from engineering sketches and drawings. The program will provide students with the broad range of skills and abilities, including machining skills, electro-mechanical assembly abilities, and product test and prove-out knowledge. Much of the program is designed to provide hands-on experience, with various machine shop machines and their accessories, as well as a suitable amount of related classroom material. Students who complete the program will have basic machining skills required to solve problems and technical challenges, and be able to work well in a product development environment or a custom, low-volume production environment. Major Code: 3542 Total Credits: 66-69

## CAREER AND TECHNICAL PROGRAMS

Program Prerequisites:	Credits: 3
GTC107 Technical Mathematics I (3) OR Satisfactory score on math placement test	3
<b>Term 1</b>	<b>Credits</b>
DFT114 Machine Trades Blueprint Reading	3
+ENG101 First-Year Composition (3) OR	
+ENG107 First-Year Composition for ESL (3)	3
GTC102 Machine Processes, Theory and Application	3
GTC104 Manufacturing Processes	4
FAC/GTC/ MET/OSH106 Industrial Safety	2
<b>Term 2</b>	<b>Credits</b>
CRE101 College Critical Reading (3) OR Equivalent as indicated by assessment.	3
+ENG102 First-Year Composition (3) OR	
+ENG108 First-Year Composition for ESL (3) OR	
+ENG111 Technical Writing (3)	3
ELE100 Concepts of Electricity and Electronics	3
+GTC108 Technical Mathematics II	3
+GTC185 Electro-Mechanical Devices	4
Oral Comm Any approved General Education course in the Oral Communication area	3
<b>Term 3</b>	<b>Credits</b>
DFT115 Geometric Dimensioning and Tolerancing	3
DFT252AA Computer Aided Drafting I: AutoCAD	3
GTC/MET206 CNC Programming	3
GTC223 Advanced Machine Tools	3
H&FA Any approved general education course in the Humanities and Fine Arts Area	3
<b>Term 4</b>	<b>Credits</b>
GTC129 Manufacturing Welding (3) OR	
WLD101 Welding I (3)	3
+GTC208 Statistical Process Control (3) OR	
MET131 Lean Manufacturing (3) OR	
QCT143 Principles of Quality Assurance (3)	3
GTC216 Properties of Materials	3
GTC296++ Cooperative Education (any suffixed course) (1-4) OR	
GTC298++ Special Projects (any suffixed course) (1-3)	1-4
NS Any approved general education course in the Natural Sciences Area	4
S&BS Any approved general education course in the Social and Behavioral Sciences Area	3
 <b>The Associate in Applied Science (AAS) in Manufacturing Engineering Technology</b> prepares technologists with both conceptual and practical applications of processes, materials, and products related to manufacturing industries. The curriculum combines coursework in technology with a General Education component. Major Code: 3512 Total Credits: 66	
Program Prerequisites:	Credits: 3
+ELE101 Beginning Algebra for Technology (3) OR Equivalent OR Satisfactory score on a placement test OR	
+GTC108 Technical Mathematics II (3)	3
<b>Term 1</b>	<b>Credits</b>
+ENG101 First-Year Composition	3
DFT114 Machine Trades Blueprint Reading	3

GTC102 Machine Process, Theory and Application	3
GTC104 Manufacturing Processes	4
GTC106AA Industrial Safety	2
<b>Term 2</b>	<b>Credits</b>
Critical Rdg Any approved General Education course in the Critical Reading area	3
+ELE105 Algebra-Trigonometry for Technology	5
+ENG102 First-Year Composition	3
GTC185 Electro-Mechanical Devices	4
+GTC206 CNC Programming	3
<b>Term 3</b>	<b>Credits</b>
+CHM130 Fundamental Chemistry (3) AND	
CHM130LL Fundamental Chemistry Lab (1)	4
COM225 Public Speaking	3
ECN211 Macroeconomic Principles	3
GTC216 Properties of Materials	3
+PHY111 General Physics I	4
<b>Term 4</b>	<b>Credits</b>
DFT115 Geometric Dimensioning and Tolerancing	3
DFT252AA Computer Aided Drafting I, AutoCAD	3
+PHY112 General Physics II	4
REL101 Introduction to Religion (3) OR	
HUM108 Contemporary Humanities (3)	3
WLD101 Welding I (3) OR	
GTC129 Manufacturing Welding (3)	3
 <b>The Associate in Applied Science (AAS) in Manufacturing Technology</b> prepares students for employment as technicians and managers in the manufacturing industry. The program provides skills in computer programming and operation for current and future needs of the manufacturing industry. Students also gain knowledge, skills, and experience in traditional machining and manufacturing processes. The program is comprised of specialized curriculum in manufacturing technology, emphasizing mathematical and scientific theory, and a general education component. Major Code: 3616 Total Credits: 61-69	
Program Prerequisites:	Credits: 3
GTC107 Technical Mathematics I (3) OR Satisfactory score on math placement test.	3
 <b>Track I-CNC/CAD/CAM</b>	
<b>Term 1</b>	<b>Credits</b>
DFT114 Machine Trades Blueprint Reading	3
+ENG101 First-Year Composition (3) OR	
+ENG107 First-Year Composition for ESL (3)	3
FAC/GTC/ MIT/OSH106 Industrial Safety	2
GTC104 Manufacturing Processes	4
+GTC108 Technical Mathematics II	3
<b>Term 2</b>	<b>Credits</b>
+CRE101 College Critical Reading (3) OR Equivalent by assessment.	3
+ENG102 First-Year Composition (3) OR	
+ENG108 First-Year Composition for ESL (3) OR	
+ENG111 Technical Writing (3)	3
GTC102 Machine Processes, Theory and Application	3
GTC/ MET206 CNC Programming	3
+GTC266 Solids Modeling	3

## CAREER AND TECHNICAL PROGRAMS

<u>Term 3</u>	<u>Credits</u>
COM100 Introduction to Human Communication (3) OR	
COM110 Interpersonal Communication (3) OR	
COM230 Small Group Communication (3)	3
+GTC208 Statistical Process Control (3) OR	
MET131 Lean Manufacturing (3) OR	
QCT143 Principles of Quality Assurance (3)	3
+GTC236 CAD/CAM CNC Programming	3
+GTC276 Solids Programming	3
NS Any approved general education course in the Natural Sciences Area	4

<u>Term 4</u>	<u>Credits</u>
DFT115 Geometric Dimensioning and Tolerancing	3
DFT252AA Computer Aided Drafting I: AUTOCAD	3
GTC216 Properties of Materials	3
GTC296++ Cooperative Education (any suffixed course) (1-4) OR	1-4
GTC298++ Special Projects (any suffixed course) (1-3)	1-4
H&FA Any approved general education course in the Humanities and Fine Arts Area	3
S&BS Any approved general education course in the Social and Behavioral Sciences Area PSY125 is recommended.	3

### Track II-Electro-Mechanical

<u>Term 1</u>	<u>Credits</u>
DFT114 Machine Trades Blueprint Reading	3
+ENG101 First-Year Composition (3) OR	
+ENG107 First-Year Composition for ESL (3)	3
FAC/GTC/	
MIT/OSH106 Industrial Safety	2
GTC104 Manufacturing Processes	4
+GTC108 Technical Mathematics II	3

<u>Term 2</u>	<u>Credits</u>
+CRE101 College Critical Reading (3) OR Equivalent by assessment.	3
ELE100 Concepts of Electricity and Electronics	3
ENG102 First-Year Composition (3) OR	
ENG108 First-Year Composition for ESL (3) OR	
ENG111 Technical Writing (3)	3
GTC102 Machine Processes, Theory and Application	3
+GTC181 Introduction to Fluid Power	3
+GTC/	
MET206 CNC Programming	3

<u>Term 3</u>	<u>Credits</u>
COM100 Introduction to Human Communication (3) OR	
COM110 Interpersonal Communication (3) OR	
COM230 Small Group Communication (3)	3
GTC129 Manufacturing Welding (3) OR	
WLD101 Welding I (3)	3
GTC185 Electro-mechanical Devices	4
GTC208 Statistical Process Control (3) OR	
QCT143 Principles of Quality Assurance (3) OR	
MET131 Lean Manufacturing (3)	3
NS Any approved general education course in the Natural Sciences Area	4

<u>Term 4</u>	<u>Credits</u>
DFT115 Geometric Dimensioning and Tolerancing	3
DFT252AA Computer Aided Drafting I: AUTOCAD	3
GTC216 Properties of Materials	3
GTC296++ Cooperative Education (any suffixed course) (1-4) OR	1-4
GTC298++ Special Projects (any suffixed course) (1-3)	1-4
H&FA Any approved general education course in the Humanities and Fine Arts Area	3

S&S+BS Any approved general education course in the Social and Behavioral Sciences Area PSY125 is recommended.	3
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### Track III-Management

<u>Term 1</u>	<u>Credits</u>
DFT114 Machine Trades Blueprint Reading	3
+ENG101 First-Year Composition (3) OR	
+ENG107 First-Year Composition for ESL (3)	3
FAC/GTC/	
MIT/OSH106 Industrial Safety	2
GTC104 Manufacturing Processes	4
+GTC108 Technical Mathematics II	3

<u>Term 2</u>	<u>Credits</u>
CRE101 College Critical Reading (3) OR Equivalent by assessment.	3
+ENG102 First-Year Composition (3) OR	
+ENG108 First-Year Composition for ESL (3) OR	
+ENG111 Technical Writing (3)	3
MET131 Lean Manufacturing	3
MGT147 Supply Chain Management	3
MGT229 Management and Leadership I	3
MGT251 Human Relations in Business (3) OR	
MGT253 Owning and Operating a Small Business (3)	3

<u>Term 3</u>	<u>Credits</u>
COM100 Introduction to Human Communication (3) OR	
COM110 Interpersonal Communication (3) OR	
COM230 Small Group Communication (3)	3
MKT271 Principles of Marketing	3
CSM/	
TQM101 Quality Customer Service (3) OR	
TQM220 Leadership and Empowerment Strategies (2) OR	
TQM230 Teamwork Dynamics (2) OR	
TQM240 Project Management in Quality Organizations (2)2-3	
+GTC208 Statistical Process Control (3) OR	
QCT143 Principles of Quality Assurance (3)	3
NS Any approved general education course in the Natural Sciences Area	4

<u>Term 4</u>	<u>Credits</u>
DFT115 Geometric Dimensioning and Tolerancing	3
DFT252AA Computer Aided Drafting I: AUTOCAD	3
GTC216 Properties of Materials	3
GTC296++ Cooperative Education (any suffixed course) (1-4) OR	1-4
GTC298++ Special Projects (any suffixed course) (1-3)	1-4
H&FA Any approved general education course in the Humanities and Fine Arts Area	3
S&S+BS Any approved general education course in the Social and Behavioral Sciences Area PSY125 is recommended.	3

**The Certificate of Completion (CCL) in Electromechanical Manufacturing Technology** is designed to provide the student with the basic skills to be successful as an entry-level maintainer of simple to medium complexity electro-mechanical equipment. The basis for the program is the ability to read engineering drawings and electrical schematics in the quest to maintain and repair equipment. These skills are augmented with a good basis of mathematical theory, an introduction to machines and the machining processes, and instruction regarding the support of manufacturing equipment through effective maintenance of equipment. Major Code: 5621 Total Credits: 34

## CAREER AND TECHNICAL PROGRAMS

Program Prerequisites: Credits: 3  
 GTC107 Technical Mathematics I (3) or Satisfactory score on math placement test. 3

**Term 1** Credits  
 DFT114 Machine Trades Blueprint Reading 3  
 ELE100 Concepts of Electricity and Electronics 3  
 GTC104 Manufacturing Processes 4  
 +GTC108 Technical Mathematics II 3

**Term 2** Credits  
 GTC106 Industrial Safety 2  
 GTC181 Introduction to Fluid Power 3  
 MET131 Lean Manufacturing 3  
 GTC208 Statistical Process Control (3) OR  
 QCT143 Principles of Quality Assurance (3) 3

**Term 3** Credits  
 DFT252AA Computer Aided Drafting I: AutoCAD 3  
 +GTC185 Electro-mechanical Devices 4  
 GTC216 Properties of Materials 3

### The Certificate of Completion (CCL) in CAD/CAM/CNC

I program prepares the student to operate the Computer Numerical Control (CNC) systems that produce the machined product on CNC turning centers, machining centers, and other manufacturing equipment in a safety industrial environment preparing student for the National Institute of Metal Working Skills (NIMS) Level One CNC credentials. Major Code: 5616 Total Credits: 15-17

Program Prerequisites: Credits: 15  
 Certificate of Completion in Machining I (5614) 15

Required Courses: Credits: 15-17  
 FAC/GTC/  
 MIT/OSH106 Industrial Safety 2  
 GTC/MET206 CNC Programming 3  
 +GT223 Advanced Machine Tools 3  
 GTC298++ Special Projects (any suffixed course) 1-3  
 +MET207 CNC Mill: Operator Training I 3  
 +MET208 CNC Lathe: Operator Training I 3

### The Certificate of Completion (CCL) in CAD/CAM/CNC

II program builds on the skills and knowledge developed by the student in the Level I Program. The additional courses are designed to improve the student's understanding of the manufacturing processes employed in a modern manufacturing business to produce the Computer Aided Drafting (CAD) designs into an end product. The focus of these classes is to understand the programming, setup and verification of the manufacturing equipment in producing precision products of different types of material and features. Major Code: 5647 Total Credits: 10-12

Program Prerequisites: Credits: 15-17  
 Certificate of Completion in CAD/CAM/CNC II (5616) 15-17

**Term 1** Credits  
 GTC216 Properties of Materials 3  
 GTC298++ Special Projects (any suffixed course) 1-3  
 +MET209 CNC Mill: Operator Training II 3  
 +MET210 CNC Lathe: Operator Training II 3

**The Certificate of Completion (CCL) in CAD/CAM/CNC III** program introduces the skills needed to translate product sketches and engineering designs into electronic design systems that are the basis for Computer Aided Design (CAD) and Computer Aided Manufacturing (CAM). The program focuses on CAD/CAM application to the machine language to operate the

Computer Numerical Control (CNC) systems that produce the machined product on CNC lathes, milling machines, and other manufacturing equipment. Major Code: 5795 Total Credits: 10-12

Program Prerequisites: Credits: 10-12  
 Certificate of Completion in CAD/CAM/CNC II (5647) 10-12

**Term 1** Credits  
 GTC236 CAD/CAM Computer Numerical Control (CNC) Programming 3  
 GTC246 Advanced CAD/CAM CNC Programming 3  
 GTC266 Solids Modeling 3  
 GTC298++ Special Projects (any suffixed course) 1-3

**The Certificate of Completion (CCL) in Machining I** program introduces the skills and knowledge for application in a modern precision manufacturing work environment. Through classroom instruction and hands-on operation of Computer Numerical Control (CNC)-operated machine tools, students will learn to shape metals and other materials to close tolerances and customer specifications. Major Code: 5614 Total Credits: 15

**Term 1** Credits  
 ATP105 Engineering Documentation 2  
 GTC102 Machine Processes, Theory and Application 3  
 GTC104 Manufacturing Processes 4  
 +GTC108 Technical Mathematics II 3  
 +MET112 Inspection Techniques 3

**The Certificate of Completion (CCL) in Machining II** program adds to the knowledge and skills obtained in the Level I program to further prepare students for employment in a precision machining establishment. This level further emphasizes the national metalworking standards for industry and the role of statistical and process control techniques to produce the final product. Major Code: 5645 Total Credits: 9

Program Prerequisites: Credits: 15  
 Certificate of Completion in Machining I (5614) 15

**Term 1** Credits  
 FAC/GTC/  
 MIT/OSH106 Industrial Study 2  
 GTC216 Properties of Materials 3  
 GTC223 Advanced Machine Tools 3  
 GTC298AASpecial Projects 1

### The Certificate of Completion (CCL) in Manufacturing

**Management** prepares students to work in supervisory or managerial positions in a manufacturing industry. The program is designed to provide an overview of manufacturing management issues for those wanting to become supervisors or managers or for those already working in the field who want to advance and update their knowledge and skills. Major Code: 5625 Total Credits: 29-30

Program Prerequisites: Credits: 3  
 GTC107 Technical Mathematics I (3) OR Satisfactory score on math placement test. 3

**Term 1** Credits  
 DFT114 Machine Trades Blueprint Reading 3  
 GTC104 Manufacturing Processes 4  
 GTC106 Industrial Safety 2  
 +GTC108 Technical Mathematics II 3

**Term 2** Credits  
 +GTC208 Statistical Process Control 3  
 +GTC216 Properties of Materials 3



## CAREER AND TECHNICAL PROGRAMS

MET131	Lean Manufacturing	3
MGT147	Supply Chain Management	3
MGT229	Management and Leadership I	3
TQM101	Quality Customer Service (3) OR	
TQM220	Leadership and Empowerment Strategies (2) OR	
TQM230	Teamwork Dynamics (2) OR	
TQM240	Project Management in Quality Organizations (2)	2-3

**The Certificate of Completion (CCL) in Manufacturing Welding** provides skill development in oxyacetylene (gas) and electric (arc) welding. Classes are conducted in laboratories that are equipped with modern industrial welding equipment and emphasize skill development in advanced welding techniques utilizing tig and mig machines. Major Code: 5620 Total Credits: 26

Program Prerequisites: Credits: 0-3  
 GTC107 Technical Mathematics I (3) OR  
 Satisfactory score on math placement test. 3

<u>Term 1</u>		<u>Credits</u>
DFT114	Machine Trades Blueprint Reading	3
GTC102	Machine Processes, Theory and Application	3
GTC104	Manufacturing Process	4
+GTC108	Technical Mathematics II	3

<u>Term 2</u>		<u>Credits</u>
GTC106AA	Industrial Safety	2
GTC129	Manufacturing Welding	3
+WLD206	Advanced Welding - Heliarc and Wire Feed	5
+WLD215	Welding Fabrication	3

## Micro Circuit Mask Design Certificates/Degrees

- Associate in Applied Science in Micro Circuit Mask Design
- Certificate of Completion in Micro Circuit Mask Design

Department Chairperson: Bob Bonura  
 Contact: (480) 461-7173

**The Associate of Applied Science (AAS) in Micro Circuit Mask Design** prepares students to work in the microcircuit design field. The program emphasizes current technological trends in the industry and is designed both for those planning to enter a career in the field as well as for those already working in the field who want to advance and update their knowledge and skills. The curriculum combines coursework in microcircuit mask design with a general education component. Major Code: 3505 Total Credits: 61-64

Program Prerequisites: Credits: 6  
 CSC100 Introduction to Computer Science for C++ 3  
 ELE101 Beginning Algebra for Technology 3

<u>Term 1</u>		<u>Credits</u>
DFT110	Technical Drafting I	3
DFT252AA	Computer Aided Drafting I: AutoCAD	3
ELE105	Algebra-Trigonometry for Technology	5
ELE111	Circuit Analysis I	4

<u>Term 2</u>		<u>Credits</u>
COM100	Introduction to Human Communication (3) OR	
COM110	Interpersonal Communication (3) OR	
COM230	Small Group Communication (3)	3
DFT254AA	Computer Aided Drafting II: AutoCAD	3
ELE112	Circuit Analysis II	4

ELE131	Digital Logic and Circuits	3
+ENG101	First Year Composition (3) OR	
+ENG107	First Year Composition for ESL (3)	3

Term 3 Recommended for Summer Session) Credits  
 CRE101 College Critical Reading (3) OR  
 Equivalent as indicated by assessment 0-3

<u>Term 4</u>		<u>Credits</u>
DFT245AA	Integrated Circuit Design-CMOS IA	3
+ELE121	Solid-State Devices and Circuits I	4
+ENG111	Technical Writing	3
+CHM130	Fundamental Chemistry (3) AND	
+CHM130LL	Fundamental Chemistry (1)	4

<u>Term 5</u>		<u>Credits</u>
DFT245AB	Integrated Circuit Design-CMOS IB	3
ELE181	Computer Programming for Technology	3
ELE241	Microprocessor Concepts	4
H&FA	Any approved general education course in the Humanities and Fine Arts area	3
S&BS	Any approved general education course in the Social and Behavioral Sciences area	3

**The Certificate of Completion (CCL) in Micro Circuit Mask Design** prepares students to work in the microcircuit design field. The program emphasizes current technological trends in the industry and is designed both for those planning to enter a career in the field as well as for those already working in the field who want to advance and update their knowledge and skills. Major Code: 5504 Total Credits: 37

Program Prerequisites: Credits: 6  
 CSC100 Introduction to Computer Science for Non-Computer Majors 3  
 ELE101 Beginning Algebra for Technology 3

<u>Term 1</u>		<u>Credits</u>
DFT110	Technical Drafting I	3
DFT252AA	Computer Aided Drafting I: AutoCAD	3
+ELE105	Algebra-Trigonometry for Technology	5

<u>Term 2</u>		<u>Credits</u>
DFT254AA	Computer Aided Drafting II: AutoCAD	3
ELE111	Circuit Analysis I	4
ELE131	Digital Logic and Circuits	3

<u>Term 3</u>		<u>Credits</u>
DFT245AA	Integrated Circuit Design-CMOS IA	3
GTC296WC	Cooperative Education	3
ELE181	Computer Programming for Technology	3

<u>Term 4</u>		<u>Credits</u>
DFT245AB	Integrated Circuit Design-CMOS IB	3
ELE241	Microprocessor Concepts	4

## Mortuary Science Degree

- Associate in Applied Science in Mortuary Science

Director: Tom Taggart  
 Contact: (480) 988-8501

**The Associate in Applied Science (AAS) in Mortuary Science** program includes studies in public health; business management; natural sciences; legal, ethical and regulatory concerns; and clinical requirements associated with the mortuary field. The curriculum combines coursework in mortuary science with a general education component. The AAS in Mortuary Science

## CAREER AND TECHNICAL PROGRAMS

offered at Mesa Community College is accredited by the American Board of Funeral Service Education (ABFSE) 3414 Ashland Avenue, Suite G, St. Joseph, MO 64506, 816-233-3747, [www.abfse.org](http://www.abfse.org). Completion of the courses in program prepares the student to sit for the National Board examination and begin state internship requirements.. Major Code: 3765 Total Credits: 69-70

Program Notes: Every student must take the National Board Examination as a requirement for graduation. The cost of that exam is the responsibility of the student.

### Admission Criteria:

Students must complete all program prerequisites with a minimum G.P.A. of 2.5, and must have proof of high school graduation or GED or permission of program director.

### Program Prerequisites: Credits: 10-11

ACC107	Bookkeeping Theory and Practice (4) OR	
ACC111	Accounting Principles I (3)	3-4
BPC/CIS	Any BPC or CIS course	1
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
MGT253	Owning and Operating a Small Business	3

### Term 1 Credits

FYC	Any approved general education course in the First Year Composition Area 3	
COM100	Introduction to Human Communication (3) OR	
COM110	Interpersonal Communication (3)	3
+MAT112	Mathematical Concepts and Applications (3) OR Equivalent as indicated by assessment OR Satisfactory completion of a higher level mathematics course.	3
PSY101	Introduction to Psychology (3) OR	
PSY156	Understanding Death and Dying (3)	3

### Term 2 Credits

Critical Rdg	Any approved general education course in the Critical Reading Area	3
FYC	Any approved general education course in the First Year Composition Area 3	
H&FA	Any approved general education course in the Humanities and Fine Arts Area REL243 is recommended.	3

### Term 3 Credits

BIO160	Recommended for Summer Session Introduction to Human Anatomy and Physiology	4
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### Term 4 Credits

MSP101	Orientation to Funeral Service	1
MSP201	History and Sociology of Funeral Service	3
MSP202	Embalming	4
MSP203	Microbiology for Funeral Service	3
MSP204	Chemistry for Funeral Service	3
MSP205	Mortuary Administration I	3

### Term 5 Credits

MSP206	Mortuary Administration II	3
MSP207	Restorative Art	4
MSP208	Legal, Regulatory, and Ethical Issues in Funeral Service	3
MSP209	Pathology for Funeral Service	3
MSP210	Counseling for Funeral Service	2

MSP211 Compendium for Funeral Service 2

## Music Certificates/ Degrees

- Certificate of Completion in Disc Jockey Techniques
- Certificate of Completion in Sound Design
- Associate in Applied Science in Music Business
- Certificate of Completion in Music Business
- Certificate of Completion in Beginning Piano Pedagogy
- Certificate of Completion in Intermediate Piano Pedagogy

Department Chairperson: Craig Peterson

Contact: (480) 461-7164

### The Certificate of Completion (CCL) in Disc Jockey

Techniques program is designed to prepare students for entry-level employment as a live-performance disc jockey (DJ).

This program will provide the student an understanding of how businesses related to the DJ profession are organized and operated in this highly competitive and rapidly changing profession. Major Code: 5745 Total Credits: 33

### Term 1 Credits

MTC103	Introduction to Aural Perception	1
MUC109	Music Business: Merchandising and the Law	3
MUC135	Introduction to Disc Jockey Techniques	3
MUC197	Live Sound Reinforcement I	3
RE	Select from the list below	3

### Term 2 Credits

MKT101	Introduction to Public Relations	3
MUC110	Music Business: Recording and Mass Media	3
MUC136	Turntablism: The Art of the Scratch DJ	3
MUC198	Live Sound Reinforcement II	3
MUC295AA	Self-Promotion for Music	1

### Term 3 Credits

MUC137	Digital DJ Performance Techniques	3
MUC297AA	Music Internship	1
RE	Select from the list below	3

### Restricted Electives: Credits: 6

COM/THP271	Voice and Diction	3
COM225	Public Speaking	3
DAN115AA	Contemporary Dance Trends: Hip Hop	1
DAN115AB	Contemporary Dance Trends: Break Dancing	3
DAN125AC	Social Dance: Latin	1
MHL145	American Jazz and Popular Music	3
MHL153	Rock Music and Culture	3
MKT210	Applied Marketing Strategies	3
MTC105	Music Theory I	3
MTC106	Aural Perception I	1
MTC191	Electronic Music I	3
MTC192	Electronic Music II	3
MUC111	Digital Audio Workstation I (DAW I)	3
MUC112	Digital Audio Workstation II (DAW II)	3
MUC130	Music Electronic Components	3
MUC138	Disc Jockey Laboratory	1
MUC194	Introduction to Audio Mixing Techniques	3
MUC195	Studio Music Recording I	3
MUC196	Studio Music Recording II	3
+MUC209	Music Industry Entrepreneurship	3
MUC215	Music Industry Seminar: Innovation in Music Technology	1
MUC237	Electronic Dance Music Production	3

## CAREER AND TECHNICAL PROGRAMS

MUC240	Creative Music Production	4
MUC242	Music Genres and Styles	2
MUC274	AB Music Industry Study Tour	2
MUC295	Studio Music Recording III	3
MUC298	Special Projects	1
TCM100	Digital Multimedia	3
TCM101	Fundamentals of Radio and TV	3
MTC/	Introduction to Sound Design	
TCM120	for Film and Video	3
TCM131AA	Radio-Television Announcing	4
TCM202	The Music Video	4
MTC/TCM220	Advanced Sound Design for Film and Video	3
TCM290	Professional Media Marketing	3

**The Certificate of Completion (CCL) in Sound Design** offers students an opportunity to learn concepts associated with Sound Design production and recording arts technologies while applying them in lab settings. Upon completion of the core courses, students will have acquired skills allowing them the opportunity to apply for a broad range of positions in the audio post-production field including: film & television, animation, radio, theatre, and commercial advertising. Major Code: 5686  
Total Credits: 41

Admission Criteria:

Formal application and admission to the program is required

<u>Term 1</u>		<u>Credits</u>
MUC195	Studio Music Recording I (3) OR	
MUC195AA	Studio Music Recording I (3)	3
MTC191	Electronic Music I	3
MTC105	Music Theory I	3
MTC106	Aural Perception I	1

<u>Term 2</u>		<u>Credits</u>
MTC192	Electronic Music II	3
MUC111	Digital Audio Workstation I (DAW I)	3
MUC122	Sound Design I (3) OR	
MTC/	Introduction to Sound Design	
TCM120	for Film and Video (3)	3
MUC196	Studio Music Recording II	3

<u>Term 3</u>		<u>Credits</u>
MUC109	Music Business: Merchandising and the Law	3
MUC112	Digital Audio Workstation II (DAW II)	3
MUC222	Sound Design II (3) OR	
MTC/	Advanced Sound Design	
TCM220	for Film and Video (3)	3

<u>Term 4</u>		<u>Credits</u>
MUC110	Music Business: Recording and Mass Media	3
MUC194	Introduction to Audio Mixing Techniques	3
MUC292	Sound Design	3
MUC297AA	Music Internship	1

**The Associate in Applied Science (AAS) 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. Major Code: 3017 Total Credits: 62

<u>Term 1</u>		<u>Credits</u>
FYC	Any approved general education course in the First-Year Composition area	3
FE	Select from list below	3

MUC109	Music Business: Merchandising and the Law	3
Oral Comm	Any approved general education course in the Oral Communication area <sup>3</sup>	
RE	Select from the list below	3

<u>Term 2</u>		<u>Credits</u>
+CRE101	College Critical Reading (3) OR Equivalent as indicated by assessment	0-3
FYC	Any approved general education course in the First-Year Composition area	3
FE	Select from list below	3
MHL+++	Any MHL Music: History/Literature course	3
MUC110	Music Business: Recording and Mass Media	3

<u>Term 3</u>		<u>Credits</u>
FE	Select from list below	3
Math	Any approved general education course in the Mathematics area	3
RE	Select from the list below	3
S&BS	Any approved general education course in the Social and Behavioral Sciences area	3

<u>Term 4</u>		<u>Credits</u>
FE	Select from list below	3
H&FA	Any approved general education course in the Humanities and Fine Arts area	3
MUC290AA	Music Business Internship	1
NS	Any approved general education course in the Natural Sciences area.	4
RE	Select from the list below	6

### Restricted Electives

Students must select twelve (12) credits from the approved list of Restricted Elective courses to specialize in Music Production, Disc Jockey Techniques, Songwriting, Performance, Marketing, Business, or Communications. Students must consult with the Music Business Program Director, Music Department Chair or designee to select the Restricted Elective courses recommended for each specialization.

### Free Electives

ACC111	Accounting Principles I	3
BPC128	Introduction to Desktop Publishing	1
CIS131AA	Doing Business on the Internet	1
GBS151	Introduction to Business	3
GBS233	Business Communication	3
MKT110	Marketing and Social Networking	3
MKT271	Principles of Marketing	3
MTC101	Introduction to Music Theory (3) OR higher level MTC Music: Theory/Composition course (3)	3
MTC113	Songwriting Techniques	1
MUC111	Digital Audio Workstation I (DAWI)	3
MUC135	Introduction to Disc Jockey Techniques	3
MUC145	Recording Studio Business Operations	2
MUC180	Computer Literacy for the Music Business	3
MUC195	Studio Music Recording I (3) OR	
MUC195AA	Studio Music Recording I (3)	3
MUC210	Advanced Industry Topics: Concert Promotion and Training	3
MUC211	Advanced Industry Topics: Artist Management and Talent Development	3
MUC215	Music Industry Seminar: Innovation in Music Technology	1
MUC240	Creative Music Production	4

## CAREER AND TECHNICAL PROGRAMS

MUC241 Business Principles of Music Production	3
MUC274AB Music Industry Study Tour	2
MUC295AB Portfolio for Music	1
MUC298AA Special Projects	1
MUC298AB Special Projects	2
MUC298AC Special Projects	3
SBS230 Financial and Tax Management for Small Business	2

**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. Major Code: 5258 Total Credits: 40

<u>Term 1</u>	<u>Credits</u>
MUC109 Music Business: Merchandising and the Law	3
MUC110 Music Business: Recording and Mass Media	3
RE Select from the list below	9

<u>Term 2</u>	<u>Credits</u>
MUC209 Music Industry Entrepreneurship (3) OR	3
MGT253 Owning and Operating a Small Business (3)	3
MUC290AA Music Business Internship	1
MUC295AA Self Promotion for Music	1
RE Select from the list below	6

### Restricted Electives

Students must select twelve (12) credits from the approved list of Restricted Elective courses to specialize in Music Production, Disc Jockey Techniques, Songwriting, Performance, Marketing, Business, or Communications. Students must consult with the Music Business Program Director, Music Department Chair or designee to select the Restricted Elective courses recommended for each specialization.

**The Certificate of Completion (CCL) in Beginning Piano Pedagogy** program is for pianists who want to teach beginning piano students. Classes offered include learning various methods, techniques, repertoire, skills, style and musicianship necessary to teach piano effectively. Major Code: 5743 Total Credits: 15

<u>Term 1</u>	<u>Credits</u>
MTC105 Music Theory I	3
MUP140 Elementary Piano Pedagogy	2
MUP123AA Studio Class/Piano (.5)	1
(Two (2) semesters of course is required)	
MUP181 Chamber Music Ensembles (1)	2
(Two (2) semesters of course is required)	
MUP102AD Private Instruction: Piano	2

<u>Term 2</u>	<u>Credits</u>
MUP123AA Studio Class/Piano (.5)	1
(Two (2) semesters of course is required)	
MUP152AD Private Instruction: Piano	2
MUP181 Chamber Music Ensembles (1)	2
(Two (2) semesters of course is required)	
MUP240 Piano Literature	2
MTC106 Aural Perception I	1

**The Certificate of Completion (CCL) in Intermediate Piano Pedagogy** program is for pianists who want to teach intermediate piano students. Classes offered include learning various methods, techniques, repertoire, skills, style and musicianship necessary to teach piano effectively. Major Code: 5749 Total Credits: 15

<u>Term 1</u>	<u>Credits</u>
MHL140 Survey of Music History (3) OR	3
MHL242 Music History and Literature 1750 to present (3)	3
MUP123AA Studio Class/Piano (.5)	1
(Two (2) semesters of course is required)	
MUP141 Intermediate Piano Pedagogy	2
MUP181 Chamber Music Ensembles (1)	2
(Two (2) semesters of course is required)	
MUP202AD Private Instruction: Piano	2

<u>Term 2</u>	<u>Credits</u>
MUP123AA Studio Class/Piano (.5)	1
(Two (2) semesters of course is required)	
MUP166 Jazz Piano I	1
MUP181 Chamber Music Ensembles (1)	2
(Two (2) semesters of course is required)	
MUP241 Piano Artistry	2
MUP252AD Private Instruction: Piano	2

## Network Administration Certificates/Degrees

- Associate in Applied Science Linux Networking Administration
- Certificate of Completion in Linux Associate
- Certificate of Completion in Linux Networking Administration
- Certificate of Completion in Linux Professional
- Associate of Applied Science in Networking System Administration
- Certificate of Completion in Network Administration: Cisco
- Certificate of Completion in Network Administration: Cisco Network Professional
- Certificate of Completion in Network Administration: Microsoft Windows Server

Department Chairperson: Preston Cameron  
Contact: (480) 461-7741

**The Associate in Applied Science (AAS) in Linux Networking Administration** is designed to help prepare students for a variety of industry-recognized Linux certification exams as well as provide practical hands-on skills for the workplace. 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 professional skills. Major Code: 3013 Total Credits: 60-64

<u>Term 1</u>	<u>Credits</u>
BPC170 Computer Maintenance I: A+ Prep	3
+ENG101 First-Year Composition (3) OR	3
+ENG107 First-Year Composition for ESL (3)	3
+MAT112 Mathematical Concepts and Applications (3) OR	3
Satisfactory completion of a higher level mathematics course	
RE Select from list below	6

<u>Term 2</u>	<u>Credits</u>
CIS126DL Linux Operating System	3
+CIS238DL Linux System Administration	3
+CRE101 College Critical Reading (3) OR	0-3
Equivalent as indicated by assessment.	
+ENG102 First-Year Composition (3) OR	6
+ENG108 First-Year Composition for ESL (3)	6



## CAREER AND TECHNICAL PROGRAMS

<u>Term 3</u>	<u>Credits</u>
CIS239DL Linux Shell Scripting	3
CIS240DL Linux Network Administration	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
MST150++ Microsoft Windows Professional (Any module)	3
S&BS Any approved general education course in the Social and Behavioral Sciences area.	3
<u>Term 4</u>	<u>Credits</u>
H&FA Any approved general education course in the Humanities and Fine Arts area.	3
NS Any approved general education course in the Natural Sciences area.	4
COM225 Public Speaking (3) OR	
Any approved general education course in the Oral Communication area.	3
RE Select from list below	8
Restricted Electives:	Credits: 14
Selected courses will not apply in both the Required Courses area and the Restricted Electives area	
BPC110 Computer Usage and Applications (3) OR	
CIS105 Survey of Computer Information Systems (3)	3
BPC270 Microcomputer Maintenance II	3
BPC273 Advanced Server Computer Maintenance: Server+Prep	3
CIS121AH Microsoft PowerShell/Command Line Operations	3
CIS197 VMware ESXI Server Enterprise	3
CIS226AL Internet/Intranet Server Administration-Linux	3
CIS241DL Apache Web Server Administration (Linux/Unix)	3
CIS250 Management of Information Systems	3
CIS270 Essentials of Network and Information Security	3
CIS274DL Linux Enterprise Network Security	3
CIS275DL Linux Capstone	3
CIS296WC Cooperative Education	3
CIS290++ Computer Information Systems Internship	1-3
CIS298AC Special Projects	3
CIS190 Introduction to Local Area Networks (3)	
CNT140 Cisco Networking Basics (4) OR	
MST140 Microsoft Networking Essentials (3) OR	3-4
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 suffixed course)	3
MST155++ Implementing Windows Network Infrastructure (3) OR	
MST155DA Windows Server Network Infrastructure Configuration (4)	3-4
MST157 Implementing Windows Directory Services (3) OR	
MST157DA Active Directory Windows Server Configuration (4)	3-4
MST158DA Windows Server Administration	4

**The Certificate of Completion (CCL) in Linux Associate** is designed to help prepare students for a variety of industry-recognized Linux certification exams as well as provide practical hands-on skills for the workplace. 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 for improve current professional skills. Objectives for a variety of industry certifications are encompassed within course and program objectives. Major Code: 5219 Total Credits: 24

<u>Term 1</u>	<u>Credits</u>
CIS126DL Linux Operating System	3
CIS238DL Linux System Administration	3
Restricted Select from list below	
Electives	6
<u>Term 2</u>	<u>Credits</u>
CIS240DL Linux Network Administration	3
CIS271DL Linux Security	3
RE Select from list below	6

Restricted Electives: Credits: 12  
Selected courses will not apply in both the Required Courses area and the Restricted Electives area

BPC170 Computer Maintenance I: A+ Prep	3
BPC270 Computer Maintenance II: A+ Technician	3
CIS105 Survey of Computer Information Systems	3
CIS121AH Microsoft PowerShell/Command Line Operations	3
CIS197 VMware ESXI Server Enterprise	3
CIS226AL Internet/Intranet Server Administration-Linux	3
CIS239DL Linux Shell Scripting	3
CIS241DL Apache Web Server Administration (Linux/Unix)	3
CIS270 Essentials of Network and Information Security	3
CIS274DL Linux Enterprise Network Security	3
CIS275DL Linux Capstone	3
CIS280 Current Topics in Computing	3
CIS290++ Computer Information Systems Internship (any suffixed course)	1-3
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
MST155++ Implementing Windows Network Infrastructure (3) OR	
MST155DA Windows Server Network Infrastructure Configuration (4)	3-4

**The Certificate of Completion (CCL) in Linux Networking Administration** is designed to help prepare students for a variety of industry-recognized Linux certification exams as well as provide practical hands-on skills for the workplace. 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 for improving current professional skills. Objectives for a variety of industry certifications are encompassed within course and program objectives. Major Code: 5225 Total Credits: 36-37

<u>Term 1</u>	<u>Credits</u>
BPC170 Computer Maintenance I: A+ Prep	3
CIS126DL Linux Operating System	3
CIS238DL Linux System Administration	3
RE Select from list below	3
<u>Term 2</u>	<u>Credits</u>
CIS239DL Linux Shell Scripting	3
CIS240DL Linux Network Administration	3
RE Select from list below	6

## CAREER AND TECHNICAL PROGRAMS

<u>Term 3</u>	<u>Credits</u>
CIS271DL Linux Security	3
CNT140AA Cisco Networking Basics (4) OR	
MST140 Microsoft Networking Essentials (3)	3-4
MST150++ Microsoft Windows Professional (any suffixed course)	3
RE Select from list below	3

Restricted Electives: Credits: 12

Selected courses will not apply in both the Required Courses area and the Restricted Electives area

BPC110 Computer Usage and Applications (3) OR	
CIS105 Survey of Computer Information Systems (3)	3
BPC270 Computer Maintenance II: A+ Technician	3
CIS121AH Microsoft PowerShell/Command Line Operations	3
CIS197 VMware ESXI Server Enterprise	3
CIS226AL Internet/Intranet Server Administration-Linux	3
CIS241DL Apache Web Server Administration (Linux/Unix)	3
CIS270 Essentials of Network and Information Security	3
CIS274DL Linux Enterprise Network Security	3
CIS275DL Linux Capstone	3
CIS280 Current Topics in Computing	3
CIS290++ Computer Information Systems Internship (any suffixed course)	1-3
CIS190 Introduction to Local Area Networks (3) OR	
MST155++ Implementing Windows Network Infrastructure (3) OR	
MST155DA Windows Server Network Infrastructure Configuration (4)	3-4

**The Certificate of Completion (CCL) in Linux Professional** program is designed to help prepare students for a variety of industry-recognized Linux certification exams as well as provide practical hands-on skills for the workplace. The program includes a core of Linux classes including Linux operating system basics, System Administration, Network Administration and Network Security. These classes will ensure 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. Major Code: 5204 Total Credits: 12

<u>Term 1</u>	<u>Credits</u>
CIS126DL Linux Operating System	3
CIS238DL Linux System Administration	3
RE Select from list below	6

Restricted Electives: Credits: 6

BPC170 Computer Maintenance I: A+ Prep	3
BPC273 Advanced Server Computer Maintenance: Server+ Prep	3
CIS105 Survey of Computer Information Systems	3
CIS197 VMware ESXI Server Enterprise	3
CIS121AH Microsoft PowerShell/Command Line Operations	3
CIS225AL 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	
CNT140 Cisco Networking Basics (4) OR	
MST140 Microsoft Networking Essentials (3)	3-4
CNT150AA Cisco Networking Router Technologies	4
MST150++ Microsoft Windows Professional (any suffixed course)	3

CIS280 Current Topics in Computing	3
CIS290++ Computer Information Systems Internship (any suffixed course)	1-3

**The Associate in Applied Science (AAS) in Networking System Administration** provides students with background knowledge and skills required for learning the specific tasks and industry recognized standards associated with computer networks and data communications. The student will develop skills and knowledge required to perform local area network administration and management. The curriculum combines course in network administration with a General Education component. Major Code: 3208 Total Credits: 63-66

Program Prerequisites:	Credits: -3
+CRE101 College Critical Reading (3) OR Equivalent by assessment	0-3

<u>Term 1</u>	<u>Credits</u>
CIS105 Survey of Computer Information Systems (3) OR	
BPC110 Computer Usage and Applications (3) OR	3
BPC170 Computer Maintenance I: A+ Essentials Prep	3
BPC270 Computer Maintenance II: A+ Technician Prep	3
+ENG101 First-Year Composition (3) OR	
+ENG107 First-Year Composition for ESL (3)	3
+MAT142 College Mathematics (3) OR Satisfactory completion of a higher level mathematics course	3-5

<u>Term 2</u>	<u>Credits</u>
CIS126++ Linux Operating System (Any module)	3
+ENG102 First-Year Composition (3) OR	
+ENG108 First-Year Composition for ESL (3)	6
MST150++ Microsoft Windows Professional (Any module)	3

<u>Term 3</u>	<u>Credits</u>
CNT140AA Cisco Networking Fundamentals	4
RE Select from list below	9
S&BS Any approved general education course in the Social and Behavioral Sciences Area	3

<u>Term 4</u>	<u>Credits</u>
COM100 Introduction to Human Communication (3) OR	
COM110 Interpersonal Communication (3) OR	
COM225 Public Speaking (3) OR	
COM230 Small Group Communication (3)	3
NS Any approved general education course in the Natural Sciences Area	4

<u>Term 5</u>	<u>Credits</u>
CIS266 Network Integration Capstone	4
CIS270 Essentials of Network and Information Security (3) OR	
CNT205 Cisco Certified Network Associate Security (4) OR	
CIS271DL Linux Security (3) 3-4	

H&FA Any approved general education course in the Humanities and Fine Arts Area	3
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Restricted Electives: Credits: 15  
Students should select 15 credits from the following, except any courses to satisfy Required Courses area

CIS163AA Java Programming: Level I	3
CIS238DL Linux System Administration	3
CIS239DL Linux Shell Scripting	3
CIS240DL Linux Network Administration	3
CIS247DA Cyber Forensics and Incident Handling	3
CIS270 Essentials of Network and Information Security	3
CIS271DL Linux Security	3
MST150++ Microsoft Windows Professional (Any module)	3

## CAREER AND TECHNICAL PROGRAMS

MST155DA Windows Server Network Infrastructure Configuration	4
MST157DA Active Directory Windows Server Configuration	4
MST158DA Windows Server Administration	4
CNT150AACisco Routing Protocols and Concepts	4
CNT160AACisco Local Area Networking (LAN) Switching and Wireless	4
CNT170AACisco Accessing the Wide-Area Network (WAN)	4
CNT2++++ Any CNT200 level prefixed course	4

**The Certificate of Completion (CCL) in Network Administration: Cisco Network Professional** will 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. Major Code: 5328 Total Credits: 16

The Network core courses will also prepare students towards certification in Microsoft and Novell.

Program Prerequisites: Credits: 0-4  
 CNT170AA Cisco Accessing the Wide-Area Network (WAN) (4) OR  
 Cisco Certified Network Associate (CCNA) Industry Certification

<u>Term 1</u>	<u>Credits</u>
CNT200 CCNP Route: Implementing Cisco IP Routing (4) OR	4
CNT202 Cisco Secure Firewall Appliance Configuration (4) OR	4
CNT205 Cisco Certified Network Associate Security (4) OR	4
CNT206 Cisco Certified Network Associate Wireless (4) OR	4
CNT208 Cisco Certified Network Associate Voice (4)	4
<u>Term 2</u>	<u>Credits</u>
CNT220 CCNP SWITCH: Implementing Cisco IP Switching	4
CNT231 CCNP TSHOOT: Maintaining and Troubleshooting Cisco IP Networks	4

**The Certificate of Completion (CCL) in Network Administration: Microsoft Windows Server** provides students with background knowledge and skills required for learning the specific tasks and industry recognized standards associated with computer networks and data communications. This program also prepares students to complete the required certification tests for Microsoft Administrator. Major Code: 5124 Total Credits: 18

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

<u>Term1</u>	<u>Credits</u>
CIS105 Survey of Computer Information Systems (3) OR	3
BPC110 Computer Usage and Applications (3)	3
MST150 Microsoft Windows Professional (3) OR	3
MST150++ Microsoft Windows (any module) (3)	3

MST155DA Windows Server Network Infrastructure Configuration	4
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<u>Term 2</u>	<u>Credits</u>
MST152 Microsoft Windows Server (4) OR	4
MST152DA Microsoft Windows 2000 Server (4) OR	4
MST152DB Microsoft Windows 2003 Server (4) OR	4
MST158DA Windows Server Administration (4)	4
MST157DA Active Directory Windows Server Configuration	4

## Nursing Certificates/ Degrees

- Associate in Applied Science in Nursing
- Certificate of Completion in Practical Nursing
- Certificate of Completion in Nurse Assisting
- Certificate of Completion in Nursing Refresher

Department Chairperson: Debbie Bittner  
 Contact: (480) 461-7262

**The Associate in Applied Science (AAS) Nursing Program** is available at nine of the Maricopa Community Colleges. Clinical experiences are provided in a variety of healthcare settings. The Nursing Program provides eligibility for students to apply for the national exam for the registered nurse license. Licensure requirements are the exclusive responsibility of the State Board of Nursing. The Associate in Applied Science (AAS) Nursing Program is approved by the Arizona State Board of Nursing and accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, 33rd Floor, New York, NY 10006, (212) 363-5555, ext. 153. Major Code: 3812 Total Credits: 61-74

### Program Offerings

This program is offered at the following sites:

Chandler Gilbert Community College	(480) 988-8880
Estrella Mountain Community College	(623) 935-8949
GateWay Community College	(602) 286-8178
Glendale Community College	(623) 845-3350
Mesa Community College	(480) 461-7600
Mesa Community College/Boswell	(623) 974-7835
Paradise Valley Community College	(602) 787-7060
Phoenix College	(602) 285-7427
Scottsdale Community College	(480) 423-6137

### Waiver of Licensure/Certification Guarantee

Admission or graduation from the Nursing Program does not guarantee obtaining a license to practice nursing. Licensure requirements and the subsequent procedures are the exclusive right and responsibility of the Arizona State Board of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations, independently of any college or school requirements for graduation.

Pursuant to A.R.S. § 32-1606(B)(17), an applicant for professional or practical nurse license by examination is not eligible for licensure if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge must be received five or more years before submitting this application. If you cannot prove that the absolute discharge date is five or more years, the Board cannot process your application.

All nursing applicants for licensure will be fingerprinted to

## CAREER AND TECHNICAL PROGRAMS

permit the Department of Public Safety to obtain state and federal criminal history information. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602) 889-5150.

### Health Declaration

It is essential that Nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time, and perform bending activities. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application.

### Health & Safety Requirements for the Nursing Program:

1. Students must submit a Health and Safety Documentation Checklist verifying completion of all requirements and maintain current status throughout the program.
2. Students must submit the Health Declaration Form signed by a licensed health care provider.
3. Students must test negative on a timed urine drug screen.
4. Students must provide a copy of their current and valid Fingerprint Clearance Card upon application.

### Grade Requirements

Students must obtain a "C" grade or better in all courses required within the program.

### Course Fee Information

Please see class schedule for information regarding course fees.

### University Transfer Students

Students who are planning to earn the Bachelor of Science in Nursing may obtain their prerequisite courses at the Maricopa Community Colleges. For information on courses that meet requirements for admission into a baccalaureate program, please contact a program advisor.

### Registered Nurse Pathway

The Associate in Applied Science (AAS) degree in Nursing graduate is eligible to apply for licensure as a Registered Nurse (RN). The RN is educated as a generalist who delivers health care to clients and family groups and has competencies related to the art and science of nursing. The RN may be employed in a variety of acute, long-term, and community based-health care settings. The AAS degree in Nursing provides the graduate with an educational foundation for articulation into the university setting.

The Nursing Program is approved by the Arizona State Board of Nursing and accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, 33rd Floor, New York, NY 10006, (212) 363-5555, ext. 153.

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

The Nursing Program's Core Values of Caring, Holism, Nursing Role Development, Critical Thinking, Safe Practice, and Information Management and Technology are integrated into the student learning outcomes/program competencies.

### Admission Criteria:

- High school diploma or GED.

- Formal application and admission to the program is required.
- A passing score on a nursing program admission test is required to complete an application.
- Applicants for Advanced Placement must receive a passing score on a practical nursing content exam for placement into Block 3.
- The final decision rests with the Nursing Program Chair at the College to which the student is accepted.

The Nursing Program Chair reserves the right to deny acceptance of an admission application if the applicant was dismissed for issues relating to academic integrity, unsafe patient care, and/or two (2) or more failures from any nursing program.

All applicants holding or receiving a certificate in Nursing Assisting and/or license as a Practical Nurse must remain in good standing with the Regulatory Board. Once enrolled, students receiving any disciplinary actions against their certificate or license must notify the Nursing Program Chair within five (5) school days. The Nursing Program Chair reserves the right to restrict the student's participation in clinical experiences and involvement in patient care until the certificate and/or license is valid and unrestricted.

### Program Prerequisites:

Credits: 10-20

Area Note: The credit hour range is subject to change depending on the student's educational experience.

BIO156	Introductory Biology for Allied Health (4) OR	
BIO181	General Biology (Majors) I (4) OR	
	One year of high school biology	0-4
+BIO201	Human Anatomy and Physiology I	4
+CHM130	Fundamental Chemistry (3) AND	
+CHM130LL	Fundamental Chemistry Laboratory (1) OR	
	One year of high school chemistry	0-4
+MAT120	Intermediate Algebra (5) OR	
+MAT121	Intermediate Algebra (4) OR	
+MAT122	Intermediate Algebra (3) OR	
	Satisfactory completion of higher-level mathematics course	3-5
PSY101	Introduction to Psychology (3) OR	
+PSY240	Developmental Psychology (3)	3

### Required Courses: Credits: 35

+NUR152	Nursing Theory and Science I	9
+NUR172	Nursing Theory and Science II	9
+NUR252	Nursing Theory and Science III	9
+NUR271	Nursing Theory and Science IV	7
+NUR291	Nursing Clinical Capstone	2

### General Education: Credits: 16-19

#### First-Year Composition

+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

Waived. 0

#### Critical Reading

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

#### Mathematics

Met by MAT120, or MAT121, or MAT122 OR Satisfactory completion of higher level mathematics course in Program Prerequisites area. 0



## CAREER AND TECHNICAL PROGRAMS

Humanities and Fine Arts Any approved course in the Humanities and Fine Arts area.	2
Natural Science +BIO202 Human Anatomy and Physiology II (4) AND +BIO205 Microbiology (4)	8
Social and Behavioral Sciences Met by PSY101 or PSY240 in Program Prerequisites area.	0

**The Practical Nursing Certificate of Completion (CCL) Program** is available at nine of the Maricopa Community Colleges. Clinical experiences are provided in a variety of healthcare settings. The Practical Nursing Program provides eligibility for students to apply for the national exam for the practical nurse license. Licensing requirements are the exclusive responsibility of the Arizona State Board of Nursing. Major Code: 5957 Total Credits: 31-41

The Practical Nursing Certificate of Completion (CCL) Program is approved by the Arizona State Board of Nursing.

**Waiver of Licensure/Certification Guarantee**  
Admission or graduation from the Nursing Program does not guarantee obtaining a license to practice nursing. Licensure requirements and the subsequent procedures are the exclusive right and responsibility of the State Board of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations, independently of any college or school requirements for graduation.

Pursuant to A.R.S. § 32-1606(B)(17), an applicant for professional or practical nurse license by examination is not eligible for licensure if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge must be received five or more years before submitting this application. If you cannot prove that the absolute discharge date is five or more years, the Board cannot process your application.

All nurse applicants for certification and licensure will be fingerprinted to permit the Department of Public Safety to obtain state and federal criminal history information. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602) 889-5150.

**Health Declaration**  
It is essential that Nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time, and perform bending activities. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application.

- Health & Safety Requirements for the Nursing Program**
1. Students must submit a Health and Safety Documentation Checklist verifying completion of all requirements and maintain current status throughout the program.
  2. Students must submit the Health Declaration Form signed by a licensed health care provider.
  3. Students must test negative on a timed urine drug screen.

4. Students must provide a copy of their current and valid Finger Print Clearance Card upon application.

**Grade Requirements**  
Students must obtain a "C" grade or better or pass in "P/Z" graded courses in all courses in program.

**Course Fee Information**  
Please see class schedule for information regarding course fees.

**University Transfer Students**  
Students who are planning to earn the Bachelor of Science in Nursing may obtain their prerequisite courses at the Maricopa Community Colleges. For information on courses that meet requirements for admission into a baccalaureate program, please contact a program advisor.

**Practical Nurse Exit Option**  
Following completion of the practical nurse level program of study, the student is eligible to apply for licensure as a practical nurse. Licensed Practical Nurses (LPN) are employed in acute, long-term, and community-based health care agencies under the direction of a registered nurse. Practical Nurses function within their legal scope of practice and use professional standards of care in illness care and health promotion activities for clients and families across the life span.

The Associate in Applied Science in Nursing degree program is approved by the Arizona State Board of Nursing and accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, 33rd Floor, New York, NY 10006, (212) 363-5555, ext. 153.

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

The Nursing Program's Core Values of Caring, Holism, Nursing Role Development, Critical Thinking, Safe Practice, and Information Management and Technology are integrated into the student learning outcomes/program competencies.

- Admission Criteria**
- High school diploma or GED.
  - Formal application and admission to the program is required.
  - A passing score on a nursing program admission test is required to complete an application.

The Nursing Program Chair reserves the right to deny acceptance of an admission application if the applicant was dismissed for issues relating to academic integrity, unsafe patient care, and/or two (2) or more failures from any nursing program. All applicants holding or receiving a certificate in Nursing Assisting and/or license as a Practical Nurse must remain in good standing with the Board of Nursing. Once enrolled, students receiving any disciplinary actions against their certificate or license must notify the Nursing Program Chair within five (5) school days. The Nursing Program Chair reserves the right to restrict the student's participation in clinical experiences and involvement in patient care until the certificate and/or license is valid and unrestricted.

**Program Prerequisites:** Credits: 10-20  
Area Note: The credit hour range is subject to change depending on the student's educational experience.

BIO156	Introductory Biology for Allied Health (4) OR	
BIO181	General Biology (Majors) I (4) OR	
	One year of high school biology	0-4

## CAREER AND TECHNICAL PROGRAMS

+BIO201	Human Anatomy and Physiology I	4
+CHM130	Fundamental Chemistry (3) AND	
+CHM130LL	Fundamental Chemistry Laboratory (1) OR One year of high school chemistry	0-4
+MAT120	Intermediate Algebra (5) OR	
+MAT121	Intermediate Algebra (4) OR	
+MAT122	Intermediate Algebra (3) OR Satisfactory completion of higher-level mathematics course	3-5
PSY101	Introduction to Psychology (3) OR	
+PSY240	Developmental Psychology (3)	3
Required Courses:		Credits: 21
+NUR152	Nursing Theory and Science I	9
+NUR172	Nursing Theory and Science II	9
+NUR191	Practical Nursing Transition Course	3

**The Certificate of Completion (CCL) in Nurse Assisting** prepares students for entry-level employment in various health care settings as a nursing assistant. The program combines classroom instruction with clinical laboratory, skilled care and acute-care experiences. Students who complete the program are eligible to take a written and practical certification examination and work as a Certified Nursing Assistant. Licensing requirements are the exclusive responsibility of the Arizona State Board of Nursing. Major Code: 5963 Total Credits: 6

The MCCD Nurse Assisting Program is approved by the Arizona State Board of Nursing.  
Waiver of Licensure/Certification Guarantee

Admission or completion from the MCCD Nurse Assisting Program does not guarantee obtaining a license or certificate to practice nursing. Licensure and certification requirements and the subsequent procedures are the exclusive right and responsibility of the Arizona State Board of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations, independently of any college of school requirements for graduation.

Pursuant to A.R.S. § 32-1606(B)(17), an applicant for professional or practical nurse license by examination is not eligible for licensure if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge must be received five or more years before submitting this application. If you cannot prove that the absolute discharge date is five or more years, the Board cannot process your application.

All nurse assistant applicants for certification will be fingerprinted to permit the Department of Public Safety to obtain state and federal criminal history information. All applicants with a positive history are investigated. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing, (602) 899-5150.

### Health Declaration

It is essential that Nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time, and perform bending activities. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students

must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application.

### Health & Safety Requirements for MCCD Nurse Assisting Program

1. Students must submit a completed Health and Safety. Documentation Checklist and maintain current status throughout the program.
2. Students must submit CPR card for Health Care Provider and maintain current status throughout the program.
3. Students must submit a current Fingerprint Clearance Card.
4. Health Provider Signature Form signed by a licensed health care provider.
5. Negative urine drug screen.

### Grade Requirements:

Student must obtain a "C" grade or better in all courses.

### Course Fee Information:

Please see class schedule for information regarding course fees.

### University Transfer Students

Students who are planning to earn the Bachelor of Science in Nursing may obtain their prerequisite courses at Maricopa Community Colleges. For information on courses that meet requirements for admission into a baccalaureate program, please contact a program advisor.

### The Nurse Assisting Pathway

The Nurse Assisting Pathway is designed to prepare students to complete the Nurse Assistant Certification through the Arizona State Board of Nursing to practice in a health care agency as a certified nurse assistant. Completion of the nurse assistant program of study provides job ready-skills as a nursing assistant. Students may apply to the Nursing Program after completing the prerequisite courses and admission requirements.

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

### Admission Criteria

Application and acceptance into the program, high school graduate or GED, and current Health Care Provider CPR Card are required before beginning courses.

All students must submit a copy of a Fingerprint Clearance Card with their application for the Maricopa Community College District Nursing Program.

Required Courses:	Credits: 6
+NUR158 Nurse Assisting	6

### The Certificate of Completion (CCL) in Nursing Refresher

program provides registered nurses with a review and update of nursing theory and practice. The Nursing Refresher program is approved by the Arizona State Board of Nursing. Successful program completion satisfies the Arizona State Board of Nursing RN license renewal requirement for applicants who do not meet the practice mandate as stated in The Nurse Practice Act, R4-19312 (B). Major Code: 5739 Total Credits: 10

### Health Declaration

It is essential that Nursing students be able to perform a number of physical activities in the clinical portion of the program.

At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application.

### Admission Criteria

Formal application and admission to the program is required.

All applicants must have an active RN license or an inactive RN license that is eligible for renewal per Regulatory Board requirements.

A minimum of 1 year work experience as a registered nurse following licensure is required.

Applicants must have practices nursing no longer than 15 years ago.

Participation in a specialty track clinical experience requires at least 1 year prior RN work experience in the identified nursing specialty.

All applicants must be in good standing with the Regulatory Board. RN's with restricted licenses are not eligible for the program. Once enrolled, students receiving any disciplinary actions against their license must notify the Nursing Program Chair within five (5) school days. The Nursing Program Chair reserves the right to restrict the student's participation in clinical experiences and involvement in patient care until the license is valid and unrestricted.

### Health and Safety Requirements for the Nursing Program:

1. Students must submit a Health and Safety Documentation Checklist verifying completion of all requirements and maintain current status throughout the program.
2. Students must submit the Health Declaration Form signed by a licensed health care provider.
3. Students must test negative on a timed urine drug screen.
4. Students must provide a copy of their current and valid Finger Print Clearance Card upon application.

### Program Notes

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

The Nursing Program's Core Values of Caring, Holism, Nursing Role Development, Critical Thinking, Safe Practice, and Information Management and Technology are integrated into the student learning outcomes/program competencies.

Required Courses:	Credits: 10
NUR295 Registered Nure Refresher	10

## Nutrition Certificates/ Degrees

- Associate in Applied Science in Sustainable Food Systems
- Certificate of Completion in Sustainable Food Systems
- Associate in Applied Science in Exercise Science and Personal Training
- Certificate of Completion in Nutrition for Fitness and Wellness

Program Director: Maureen Zimmerman  
Contact: (480) 461-7328

**The Associate in Applied Science (AAS) in Sustainable Food Systems** is designed for a diverse student population, including those who are currently working within the food service industry and are interested in building upon their culinary skills in sustainable practices, as well as those with no culinary background. The program provides students with an overview of historical events that mark the Nation's current food model, in addition to alternative methods for altering this model and creating more sustainable foods. Courses include concepts supporting the real food movement, which represents reeducating the individual and the community on the way food is purchased, brought to the table, and consumed. In addition, courses will cover basic nutrition, organic foods production, gardening concepts, food preparation laws and sanitation guidelines, basic principles, and preparation techniques for the cooking and baking process. The program also includes a Certificate of Completion (CCL) in Sustainable Food Systems. Major Code: 3127 Total Credits: 61

### Admission Criteria

Formal application and admission into the Sustainable Food Systems program is required. Applications are available from a program advisor

### Program Prerequisites

+ENG101 First-Year Composition (3) OR	3
+ENG107 First-Year Composition for ESL (3)	3

Term 1	Credits
AGS182 Gardening Practices and Techniques	2
FON104 Certification in Food Service Safety and Sanitation	1
RE Select from list below	6
SUS100 Introduction to Sustainability	3
FON161 Sustainable Food Production Systems	3

Term 2	Credits
+CRE101 College Critical Reading (3) OR	3
+CRE111 Reading for Business and Industry (3)	3
BIO105 Environmental Biology (4) OR	3-4
CHM107 Chemistry and Society (3)	3
RE Select from list below	9

Term 3	Credits
COM100 Introduction to Human Communication (3) OR	3
COM110 Interpersonal Communication (3)	3
+ENG102 First-Year Composition (3) OR	3
+ENG108 First-Year Composition (3) OR	3
+ENG111 Technical Writing (3)	3
RE Select from list below	9

## CAREER AND TECHNICAL PROGRAMS

<u>Term 4</u>	<u>Credits</u>
+MAT112 Mathematical Concepts and Applications (3) OR Satisfactory completion of a higher level mathematics course	3
H&FA Any approved general education course in the Humanities and Fine Arts area	3
S&BS Any approved general education course in the Social and Behavioral Sciences area	3
Restricted Electives:	Credits: 18-22
AGS260 Origin and Composition of Soils	4
CUL105 Principles and Skills for Professional Cooking	3
CUL113 Commercial Baking Techniques	3
FON100 Introductory Nutrition	3
FON135 Sustainable Cooking	3
FON143 Food and Culture	3
FON162 Organic Foods Production	3
FON163 Sustainable Restaurant Practices	3
FON165 Food Entrepreneurship	3
FON285 Food and Nutrition Studies Internship	3
PHI216 Environmental Ethics	3
SUS110 Sustainable World	3
SUS111 Sustainable Cities	3

**The Certificate of Completion (CCL) in Sustainable Food Systems** program is designed for students who want to learn about historical events that mark the nation's current food model and take part in creating solutions to alter this model to produce a more sustainable food system worldwide. Course topics include concepts covering basic nutrition, organic foods production, gardening concepts, food safety and security, food entrepreneurship, careers in the field of food and nutrition, sustainable food preparation practices, and food preparation laws for small-scale food businesses. Students may also earn certification in a national food service safety and sanitation program. An Associate in Applied Science (AAS) degree in Sustainable Food Systems is also available. Major Code: 5158 Total Credits: 21

### Admission Criteria

Formal application and admission into the Sustainable Food Systems program is required. Applications are available from a program advisor.

Program Prerequisites:	Credits: 3
+ENG101 First-Year Composition (3) OR	
+ENG107 First-Year for ESL (3)	3

<u>Term 1</u>	<u>Credits</u>
AGS182 Gardening Practices and Techniques	2
FON104 Certification in Food Service Safety and Sanitation	1
RE Select from the list below	3
SUS100 Introduction to Sustainability	3

<u>Term 2</u>	<u>Credits</u>
FON161 Sustainable Food Production Systems	3
RE Select from the list below	6
FON163 Sustainable Restaurant Practices	3

Restricted Electives: Credits: 6-7	
CUL105 Principles and Skills for Professional Cooking	3
CUL113 Commercial Baking Techniques	3
FON100 Introductory Nutrition	3
FON135 Sustainable Cooking	3

FON143 Food and Culture	3
FON163 Sustainable Restaurant Practices	3
FON165 Food Entrepreneurship	3

**The Associate of Applied Science (AAS) in Exercise Science 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 Instructor Certification, ACSM personal trainer certification, the National Strength and Conditioning Association (NSCA) personal trainer certification, and the American Council on Exercise (ACE) personal trainer certification. This curriculum is designed to provide students with a stronger educational background making them more marketable in the field of fitness and nutrition. 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 are also eligible for this program. Major Code: 3059 Total Credits: 64-72

<u>Term 1</u>	<u>Credits</u>
+ENG101 First Year Composition (3) OR	
+ENG107 First-Year Composition for ESL (3)	3
EXS101 Introduction to Exercise Science, Kinesiology, and Physical Education	3
HES100 Healthful Living (3) OR	
PSY101 Introduction to Psychology (3)	3
+MAT120 Intermediate Algebra (5) OR	
+MAT121 Intermediate Algebra (4) OR	
+MAT122 Intermediate Algebra (3)	3-5

<u>Term 2</u>	<u>Credits</u>
BIO156 Introductory Biology for Allied Health (4) OR	
BIO160 Introduction to Human Anatomy and Physiology (4) OR	
BIO181 General Biology (Majors) I (4)	4
+CRE101 College Critical Reading	3
+ENG102 First Year Composition (3) OR	
+ENG108 First-Year Composition for ESL (3)	3
EXS112 Professional Applications of Fitness Principles	3
FON100 Introductory Nutrition (3) OR	
FON105 Nutrition Principles for Fitness Professionals (3) OR	
FON241 Principles of Human Nutrition (3)	3

<u>Term 3</u>	<u>Credits</u>
COM225 Public Speaking	3
EXS125 Introduction to Exercise Physiology	3
EXS130 Strength Fitness: Physiological Principles and Training Techniques	3
EXS216 Instructional Competency: Muscular Strength and Conditioning	2
FON210 Sports Nutrition and Supplements for Physical Activities	3

<u>Term 4</u>	<u>Credits</u>
EXS132 Cardiovascular Fitness: Physiological Principles and Training Techniques	3
EXS145 Guidelines for Exercise Testing and Prescription	3
EXS214 Instructional Competency: Flexibility and Mind-Body Exercises	2



## CAREER AND TECHNICAL PROGRAMS

EXS218	Instructional Competency: Cardiorespiratory Exercises and Activities	2
HES154	First Aid/Cardiopulmonary Resuscitation (3) OR BLS Health Care Provider and First Aid Certification	3
<u>Term 5</u>		<u>Credits</u>
FON247	Weight Management Theory	3
H&FA	Any approved general education course in the Humanities and Fine Arts area	3
RE	Select from the list below	3

Restricted Electives  
 EXS++++ Any EXS course  
 FON++++ Any FON course  
 HES++++ Any HES course  
 SPM++++ Any SPM course  
 WED++++ Any WED course

**The Certificate of Completion (CCL) in Nutrition for Fitness and Wellness** program is designed to provide personal trainers and other nutrition paraprofessionals with a foundational nutrition background, in non-clinical settings. Students acquire the knowledge and skills to work in a general community setting, with a focus on improving well-being and healthy lifestyles. Major Code: 5302 Total Credits: 22

<u>Term 1</u>		<u>Credits</u>
EXS101	Introduction to Exercise Science	3
EXS125	Exercise Science	3
FON100	Introductory Nutrition (3) OR	
FON++++	Any FON prefixed course (3)	3
FON125	Introduction to Professions in Nutrition and Dietetics	1

<u>Term 2</u>		<u>Credits</u>
EXS130	Strength Fitness-Physiological Principles and Training Techniques	3
FON210	Sports Nutrition and Supplements for Physical Activity	3
FON230	Nutrition for Special Populations	3
FON247	Weight Management Theory	3

## Real Estate Certificates/ Degrees

- Associate in Applied Science in Certified Residential Appraiser
- Certificate of Completion in Licensed Real Estate Appraiser
- Certificate of Completion in Residential Appraisal
- Certificate of Completion in Real Estate
- Certificate of Completion in Real Estate: Prelicense

Department Chairperson: Diana Bullen, Interim  
 Contact: (480) 461-7211

**The Associate in Applied Science (AAS) in Certified Residential Appraiser** prepares students for the appraisal of residential land and real property. Licensed Real Estate Appraisal students will be prepared for the National Uniform State Certified Residential Real Property Appraiser Examination or its equivalent. Upon completion, students will have completed the necessary education requirements designated by the National Appraisal Qualification Board. Major Code: 3104 Total Credits: 60-66

<u>Term 1</u>		<u>Credits</u>
BPC110	Computer Usage and Applications (3) OR	
CIS105	Survey of Computer Information Systems (3)	3
FYC	Any approved General Education course in First Year composition	3
Math	Any approved General Education course in Mathematics area	3
REA270	Basic Appraisal Principles	2
RE	Select from list below	3

<u>Term 2</u>		<u>Credits</u>
ECN211	Macroeconomic Principles (3) OR	
ECN212	Microeconomic Principles (3)	3
REA271	Basic Appraisal Procedures	2
PSY230	Introduction to Statistics (3) AND	
PSY231	Laboratory for Statistics (1) OR	
GBS219	Statistics for Real Estate Appraisers (3) OR	
GBS221	Business Statistics (3)	3-4
REA273	Residential Market Analysis Highest and Best Use I	
REA274	Residential Appraiser Site Valuation and Cost Approach	1
REA275	Residential Sales Comparison and Income Approaches	2
REA276AA	Residential Report Writing and Case Studies I	1
FYC	Any approved General Education course in First Year composition	3

<u>Term 3</u>		<u>Credits</u>
CRE101	College Critical Reading (3) OR Equivalent as indicated by assessment.	3
REA272	Uniform Standards of Professional Appraisal Practice (USPAP)	1
REA277	Statistics, Modeling and Finance	1
REA278	Advanced Residential Applications and Case Studies	1
REA281	Principles of Real Estate Law	3
REA282	Real Estate Finance	3
H&FA	Any approved general education course in the Humanities and Fine Arts Area	3

<u>Term 4</u>		<u>Credits</u>
NS	Any approved general education course is the Natural Sciences Area	4
Oral Comm	Any approved General Education course in the Oral Communication area	3
RE	Select from list below	8-11

Restricted Electives:		Credits: 9-12
OAS108	Business English	3
GBS151	Introduction to Business	3
MGT251	Human Relations in Business	3
MKT271	Principles of Marketing	3
REA179	Real Estate Principles I	3
REA180	Real Estate Principles II	3
REA285	Real Estate Selling	3
REA288	Real Estate Investment Strategy	3
CSM/TQM101	Quality Customer Service	3
TQM240	Project Management in Quality Organizations	2

## CAREER AND TECHNICAL PROGRAMS

**The Certificate of Completion (CCL) in Licensed Real Estate Appraiser** will prepare students for a career as a Real Estate Residential Appraiser. Licensed Real Estate Appraisal students will be prepared for the National Uniform State Certified Residential Real Property Appraiser Examination or its equivalent. Upon completion, students will have completed the necessary education requirements designated by the National Appraisal Qualification Board. Major Code: 5615 Total Credits: 30-31

<u>Term 1</u>	<u>Credits</u>
BPC110 Computer Usage and Applications (3) OR	
CIS105 Survey of Computer Information Systems (3)	3
OAS108 Business English (3) OR	
+ENG101 First-Year English Composition (3) OR	
+ENG107 First-Year Composition for ESL (3)	3
ECN211 Macroeconomics (3) OR	
ECN212 Microeconomics (3)	3
REA282 Real Estate Finance	3
PSY230 Introduction to Statistics (3) AND	
PSY231 Laboratory for Statistics (1) OR	
GBS219 Statistics for Real Estate Appraisers (3) OR	
GBS221 Business Statistics (3)	3-4

<u>Term 2</u>	<u>Credits</u>
REA281 Principles of Real Estate Law	3
REA270 Basic Appraisal Principles	2
REA271 Basic Appraisal Procedures	2

<u>Term 3</u>	<u>Credits</u>
REA272 Uniform Standards of Professional Appraisal Practice (USPAP)	1
REA273 Residential Market Analysis Highest and Best Use	1
REA274 Residential Appraiser Site Valuation and Cost Approach	1
REA275 Residential Sales Comparison and Income Approaches	2
REA276AA Residential Report Writing and Case Studies I	1
REA277 Statistics, Modeling and Finance	1
REA278 Advanced Residential Applications and Case Studies	1

**The Certificate of Completion (CCL) in Residential Appraisal Trainee** will prepare students for entry-level employment as a trainee in Real Estate Appraisal. Licensed Appraisal students will gain entry level knowledge in the field of appraisal. Upon completion-students will have completed the necessary education requirements designated by the National Appraisal Qualification Board. Major Code: 5619 Total Credits: 15

<u>Term 1</u>	<u>Credits</u>
REA179 Real Estate Principles I	3
REA270 Basic Appraisal Principles	2
REA271 Basic Appraisal Procedures	2
REA272 Uniform Standards of Professional Appraisal Practice (USPAP)	1
REA273 Residential Market Analysis Highest and Best Use	1

<u>Term 2</u>	<u>Credits</u>
REA274 Residential Appraiser Site Valuation and Cost Approach	1
REA275 Residential Sales Comparison and Income Approaches	2
REA276AA Residential Report Writing and Case Studies I	1
REA277 Statistics, Modeling and Finance	1

REA278 Advanced Residential Applications and Case Studies	1
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**The Certificate of Completion (CCL) in Real Estate** prepares students to become accredited financial planners. The program emphasizes tax and investment management, securities, insurance, pension plans, and real estate. Completion of the certificate and several years of related experience qualify the students to sit for the national Certified Financial Planner (CFP) exam, administered by the International Board of Standards and Practices for Certified Financial Planners, Inc. (IBCFP). Major Code: 5653 Total Credits: 18

<u>Term 1</u>	<u>Credits</u>
REA179 Real Estate Principles I	3
REA281 Principles of Real Estate Law	3
REA282 Real Estate Finance (3) OR	
REA285 Real Estate Selling (3)	3

<u>Term 2</u>	<u>Credits</u>
REA180 Real Estate Principles II	3
REA283 Property Management (3) AND	
REA288 Real Estate Investment Strategy (3) OR	
REA270 Basic Appraisal Principles (2) AND	
REA273 Residential Market Analysis Highest and Best Use (1) AND	
REA271 Basic Appraisal Procedures (2) AND	
REA274 Residential Appraiser Site Valuation and Cost Approach (1)	6

**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. Major Code: 5139 Total Credits: 6.5

Admission Criteria:  
 High school diploma or GED or equivalency  
 Current ASSET/COMPASS/ACCUPLACER placement tests reflecting eligibility for the following  
 +CRE101 College Reading OR Equivalent  
 +ENG101 First-Year Composition OR  
 +ENG107 First-Year Composition for ESL or Equivalent  
 +MAT112 Mathematical Concepts and Applications OR  
 Completion of higher level mathematics course OR  
 GBS131 Business Calculations

<u>Term 1</u>	<u>Credits</u>
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

## Veterinary Technology Degree

•Associate in Applied Science in Veterinary Technology  
 Department Chairperson: Bob Bonura  
 Contact: (480) 461-7173  
 Program Director: Dr. Jill Sheport  
 Contact: (480) 461-7488

**The Associate in Applied Science (AAS) in Veterinary Technology** prepares students for careers in veterinary technology which require knowledge and skills involving basic

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medical sciences, animal care and management, veterinary medical care, and client communications and service. Veterinary technicians function as the paraprofessional assistants to veterinarians, biomedical researchers, other scientists, and animal control and humane organizations. Instruction includes practical clinical internship experience in veterinary emergency, large-animal, small-animal, and specialty practices, as well as in zoos, laboratories, humane societies, and other facilities. Major Code: 3015 Total Credits: 78

### Admission Criteria:

High school graduation or GED equivalency.

Completion of program prerequisites.

Formal application and admission to the Veterinary Technology Animal Health program.

### Program Prerequisites: Credits: 23-25

ANS110AA	Introduction to Animal Science	3
+BIO181	General Biology (Majors) I	4
+CHM130	Fundamental Chemistry (3) AND	
+CHM130LL	Fundamental Chemistry Laboratory (1)	4
+CRE101	College Critical Reading (3) OR equivalent as indicated by assessment	3
+ENG101	First Year Composition (3) OR	
+ENG107	First Year Composition for ESL (3)	3
+ENG102	First Year Composition (3) OR	
+ENG108	First Year Composition for ESL (3) OR	
+ENG111	Technical Writing (3)	3
+MAT120	Intermediate Algebra (5) OR	
+MAT121	Intermediate Algebra (4) OR	
+MAT122	Intermediate Algebra (3)	3-5

### Term 1 Credits

AGB139	Agribusiness Computer Operations	3
ANS222	Animal Anatomy and Physiology	3
ANS222LL	Animal Anatomy and Physiology Laboratory	1
EQS105	Principles of Equine Science	3
EQS298AA	Special Projects	1
HCC145AA	Medical Terminology for Health Care Workers I	1

### Term 2 Credits

AGB132	Agribusiness and Management	3
ANS112	Animal Science and Health Practices	2
ANH205	Clinical Veterinary Anatomy and Physiology	3
BIO205	Microbiology	4

### Term 3 Credits

ANS223AA	Animal Diseases	3
ANH250AA	Veterinary Technician Internship	0.5
COM100	Introduction to Human Communication (3) OR	
COM110	Interpersonal Communication (3)	3
H&FA	Any approved general education course in the Humanities and Fine Arts area.	3

### Term 4 Credits

ANH200	Veterinary Clinical Pathology Methods	3
ANH210	Animal Nursing	2
ANH220	Animal Pharmacology	3
ANH230	Veterinary Radiography and Imaging	3
ANH250AB	Veterinary Technician Internship	0.5

### Term 5 Credits

ANH240	Veterinary Anesthesia, Surgery, and Emergency Nursing	3
ANH250AC	Veterinary Technician Internship	0.5

ANH250AD	Veterinary Technician Internship	0.5
ECN100	Economics in American Society (3) OR	
ECN211	Macroeconomic Principles (3) OR	
ECN212	Microeconomic Principles (3)	3
RE	Select from list below	3-4

### Restricted Electives: Credits: 3-4

ANS212	Livestock Production and Management	3
ANS213	Animal Feeding	3
+BIO240	General Genetics	4
+BIO280	Animal Behavior	3
EQS120	Equine Anatomy and Physiology	3
EQS130	Equine Business and Law	3
EQS140	Equine Behavior	3
SBU200	Society and Business	3

Any combination of ANS296 and/or ANS298 courses to total 3-4 credits

ANS296++	Cooperative Education (any suffixed courses) AND	
ANS298++	Special Projects (any suffixed courses)	3-4

## Welding Certificates/ Degrees

- Associate in Applied Science in Welding Technology
- Certificate of Completion in Welding

Department Chairperson: Bob Bonura

Contact: (480) 461-7173

Program Director: Rod Hammil

Contact: (480) 461-7131

**The Associate in Applied Science (AAS) in Welding Technology** prepares students to work in the field of oxyacetylene (gas) and electric (arc) processes. The program emphasizes knowledge and skill required to work with modern industrial welding equipment using advanced welding techniques including mig (metal inert gas) and tig (tungsten inert gas). Major Code: 3244 Total Credits: 62-69

### Program Prerequisites: Credits: 3

GTC107	Technical Mathematics I (3) OR Satisfactory score on Technical Mathematics placement test	3
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### Term 1 Credits

+ENG101	First-Year Composition (3) OR	
+ENG107	First-Year Composition for ESL (3)	3
GTC108	Technical Mathematics II	3
H&FA	Any approved General Education course in the Humanities and Fine Arts Area	2-3

WLD101	Welding I (3) OR	
GTC129	Manufacturing Welding (3)	3
WLD103	Basic Blacksmithing and Metal Shaping	3

### Term 2 Credits

DFT110	Technical Drafting I	3
+ENG102	First-Year Composition (3) OR	
+ENG108	First-Year Composition for ESL (3) OR	
+ENG111	Technical Writing (3)	3
GTC102	Machine Processes, Theory and Application (3) OR	
GTC104	Manufacturing Processes (4)	3-4
GTC106AA	Industrial Safety	2
WLD106	Arc Welding	5

## CAREER AND TECHNICAL PROGRAMS

<u>Term 3</u>	<u>Credits</u>
COM100 Introduction to Human Communication (3) OR	
COM110 Interpersonal Communication (3) OR	
COM230 Small Group Communication (3)	3
DFT114 Machine Trades Blueprint Reading	3
GTC216 Properties of Materials	3
S&BS Any approved General Education course in the Social and Behavioral Sciences Area PSY125 Leadership and Group Relations recommended	3
WLD208 Advanced Arc Welding - Certification	5

<u>Term 4</u>	<u>Credits</u>
CRE101 College Critical Reading (3) OR Equivalent by assessment.	0-3
NS Any approved General Education course in the Natural Sciences Area	4
RE Select from the list below	3-5
WLD206 Advanced Weld - Heliarc and Wire Feed	5
WLD225 Welding Inspection and Quality Control	3

Restricted Electives: Credits: 3-5

DFT+++++ Any DFT prefixed course(s) except courses  
used to satisfy Required Courses area

GTC+++++ Any GTC prefixed course(s) except courses  
used to satisfy Required Courses area

QCT+++++ Any QCT prefixed course(s)

WLD+++++ Any WLD prefixed course(s) except courses  
used to satisfy Required Courses area

**The Certificate of Completion (CCL) in Welding** develops skills  
in oxyacetylene (gas) and electric (arc) welding with emphasis  
on preparing for the American Welding Society Arc certification  
exam. Major Code: 5444 Total Credits: 27

Program Prerequisites:	Credits: 3
GTC107 Technical Mathematics I (3) OR Satisfactory score on Technical Mathematics placement test	3

<u>Term 1</u>	<u>Credits</u>
DFT110 Technical Drafting I	3
WLD101 Welding I	3
WLD106 Arc Welding	5

<u>Term 2</u>	<u>Credits</u>
GTC216 Properties of Materials	3
WLD206 Advanced Welding - Heliarc and Wire Feed	5
WLD208 Advanced Arc Welding - Certification	5
WLD225 Welding Inspection and Quality Control	3



*CAREER AND TECHNICAL PROGRAMS*



## COURSE DESCRIPTIONS

AAA	Advancing Academic Achievement .....	185	CHM	Chemistry .....	202
ACC	Accounting .....	185	CIS	Computer Information Systems .....	203
AFR	African American Studies .....	185	CNS	Construction .....	209
AGB	Agribusiness .....	186	CNT	Cisco Network Technology .....	210
AGL	Agricultural Landscape .....	186	COM	Communication .....	211
AGS	Agricultural Science .....	186	CPD	Counseling and Personal Development .....	212
AHU	Arabic Humanities .....	187	CRE	Critical Reading .....	212
AIS	American Indian Studies .....	187	CRW	Creative Writing .....	212
AJS	Administration of Justice .....	188	CSC	Computer Science .....	213
ANH	Animal Health .....	190	CTT	Caterpillar Technician Training .....	213
ANS	Animal Science .....	191	DAH	Dance Humanities .....	214
APT	Automotive Performance Technology .....	192	DAN	Dance - Performing Arts .....	214
ARB	Arabic .....	193	DFT	Drafting Technology .....	216
ARC	Architecture .....	193	DHE	Dental Hygiene Education .....	217
ARH	Art History/Humanities .....	193	ECE	Engineering Science .....	219
ART	Art .....	193	ECH	Early Childhood Education .....	219
ASB	Anthropology: Social/Behavioral Science .....	196	ECN	Economics .....	220
ASM	Anthropology: Science/Mathematics .....	197	EDU	Education .....	220
AST	Astronomy .....	197	EED	Early Education .....	221
ATP	Automation Technology .....	197	EEE	Electrical Engineering .....	222
AUT	Automotive Technology .....	198	EEP	Early Education Professions .....	222
BIO	Biology .....	198	ELE	Electronics .....	222
BLT	Building Safety and Construction Technology ..	200	ELT	Electronics Technology .....	223
BPC	Business-Personal Computers .....	200	EMT	Emergency Medical Technology .....	224
CCS	Chicana and Chicano Studies .....	201	ENG	English .....	226
CFS	Child/Family Studies .....	201	ENH	English Humanities .....	227
CHI	Chinese .....	202	EPD	Education Professional Development .....	228

EPS	Entrepreneurial Studies .....	228	MSP	Mortuary Science .....	252
EQS	Equine Science .....	228	MST	Microsoft Technology .....	253
ESL	English Second Language - General .....	228	MTC	Music: Theory/Composition .....	253
ETL	Excellence/Teaching/Learning .....	229	MUC	Music: Commercial/Business.....	254
EXS	Exercise Science.....	229	MUE	Music: Education .....	256
FLA	Foreign Language Acquisition .....	231	MUP	Music: Performance .....	256
FON	Food and Nutrition .....	231	NAV	Navajo .....	259
FRE	French.....	232	NCE	Nursing: Continuing Education.....	259
FSC	Fire Science Technology .....	233	NUR	Nursing.....	259
FUS	Future Studies.....	234	OAS	Office Automation Systems.....	261
GBS	General Business.....	235	PED	Physical Education Activities.....	261
GCU	Geography: Cultural.....	235	PHI	Philosophy.....	266
GER	German.....	236	PHY	Physics.....	266
GIS	Geographic Information Technology .....	236	POS	Political Science .....	267
GLG	Geology.....	236	PSY	Psychology .....	267
GLO	Global Citizenship.....	237	RDG	Reading .....	269
GPH	Geography: Physical .....	237	REA	Real Estate.....	270
GTC	General Technology .....	237	REC	Recreation .....	271
HCC	Health Care.....	239	REL	Religious Studies.....	271
HCR	Health Care Related .....	239	RUS	Russian .....	272
HES	Health Science & First Aid .....	239	SBS	Small Business Management .....	272
HIS	History.....	240	SBU	Society and Business.....	272
HLR	Health Related.....	241	SCT	Sustainability/Career and Technical.....	272
HRM	Hotel Restaurant Management.....	241	SLC	Studies in Language and Culture .....	272
HUM	Humanities .....	241	SLG	Sign Language.....	273
IBS	International Business .....	242	SOC	Sociology.....	273
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## COURSE DESCRIPTIONS

### AAA - Advancing Academic Achievement

#### **AAA115** **1 Credit 1 Period** **Creating College Success**

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.

#### **AAA150** **3 Credits 3 Periods** **Strategies For College Success**

Focus on increasing student success through college orientation and personal growth, study skills development, and educational and career planning. Prerequisites: None.

### ACC - Accounting

#### **ACC107** **4 Credits 5 Periods** **Bookkeeping Theory And Practice**

Fundamental accounting practices; application to retail stores, professional firms, and personal service operations. Prerequisites: None.

#### **ACC109** **3 Credits 3 Periods** **Accounting Concepts**

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** **3 Credits 3 Periods** **Accounting Principles I**

Fundamental theory of accounting principles and procedures. Prerequisites: None.

#### **ACC112** **3 Credits 3 Periods** **Accounting Principles II**

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 or Division.

#### **ACC115** **2 Credits 3 Periods** **Computerized Accounting**

Mastery of a microcomputer accounting system including the general ledger, accounts receivable, accounts payable and payroll. Prerequisites: ACC107 or ACC111 or ACC211 or ACC230, or permission of Instructor.

#### **ACC121** **3 Credits 3 Periods** **Income Tax Preparation**

Preparation of and practical experience in preparing individual federal income tax returns using computer software. Prerequisites: None.

#### **ACC211** **3 Credits 3 Periods** **Financial Accounting**

Introduction to theory and practice in the preparation and interpretation of general purpose financial statements. Prerequisites: None.

#### **ACC212** **3 Credits 3 Periods** **Managerial Accounting**

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 or Division).

#### **ACC230** **3 Credits 3 Periods** **Uses Of Accounting Information I**

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** **3 Credits 3 Periods** **Uses Of Accounting Information II**

Introduction to the uses of accounting information for internal and external purposes with emphasis on analysis for use by management. Prerequisites: ACC230.

#### **ACC270AC** **3 Credits 3 Periods** **Accounting Internship**

Accounting work experience in a business or industry. Eighty hours of designated work per credit totaling 240 hours per semester. Maximum of 3 credits allowed. Prerequisites: Permission of Department or Division

#### **ACC282** **1-3 Credits 1-3 Periods** **Volunteerism Accounting: Service Learning Experience**

Service learning field experience within private/public agencies, educational institution, and citizen volunteer groups. May be repeated for a total of six (6) ACC282 credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: ACC111 or (ACC230 and ACC250) and permission of Instructor.

#### **ACC298** **1-3 Credits See Page 272** **Special Projects**

### AFR - African American Studies

#### **AFR110** **3 Credits 3 Periods** **Introduction to African-American Studies**

Introduction to the study of the African-American experience. Interdisciplinary approach includes historical underpinnings; population and cultural characteristics; social, economic, and political issues; and implications for the future. Prerequisites: None.

#### **AFR202** **3 Credits 3 Periods** **Ethnic Relations in the United States**

Basic concepts and processes, including historic overview, of interethnic relations in the United States: culture, race, ethnicity, ethnocentrism, prejudice, discrimination, racism, assimilation, acculturation, and individual and group responses to interethnic contact. Cultural knowledge and intercultural communication skills and perspectives as fundamental tools for successful management of social relations in a multicultural world. Prerequisites: None



## COURSE DESCRIPTIONS

### AGB - Agribusiness

#### **AGB132 3 Credits 3 Periods**

##### **Agribusiness and Management**

Application of management principle skills in day-to-day operations for decision-making techniques base on collection, use and analysis of financial, employee, and customer data to determine and evaluate the daily operations of an agribusiness venture. Prerequisites: None.

#### **AGB139 3 Credits 6 Periods**

##### **Agribusiness Computer Operations**

Agribusiness operations for solving, forecasting and projecting agribusiness problems, agribusiness communications, accounting systems and database use. Prerequisites: None.

#### **AGB140 3 Credits 5 Periods**

##### **Commercial Floral Design**

Fundamentals of commercial floral design. Includes instruction and hands-on training in fresh, dried, and silk plants, flowers, and greens; materials; supplies; gift items; and industry conditions, standards, and trends. Covers design principles, identification, selection, care, maintenance, handling, and use of floral design material, ordering, pricing, recordkeeping, computer usage, and customer relations. Prerequisites: None.

#### **AGB144 3 Credits 5 Periods**

##### **Agriculture Processing**

Agricultural processing and the meat industry as a business enterprise. Carcass evaluation, grading, judging for cut ability and quality, cut identification, meat cutting, wrapping, freezing, and storing. Prerequisites: None.

#### **AGB290 3 Credits 6 Periods**

##### **Internship**

Supervised field training for Agribusiness students with local industry businesses. Prerequisites: Student shall be in final semester before graduation and permission of Department or Division.

#### **AGB296 1-3 Credits 5-15 Periods**

##### **Cooperative Education**

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: Completed at least 12 credits, minimum 2.6 GPA and able to obtain a position related to student's academic/career goals or permission of Instructor. Corequisites: Enrolled in at least 1 class related to major/career interest or permission of Instructor.

#### **AGB298 1-3 Credits See Page 272**

##### **Special Projects**

### AGL - Agricultural Landscape

#### **AGL181 3 Credits 6 Periods**

##### **Landscape Construction Techniques**

The methods used in site preparation; installation of edgings; construction of walks, patios and decks; installation of sprinkler systems; rock shapes and the planting of trees, shrubs, ground covers, and lawns. Prerequisites: None.

#### **AGL189 3 Credits 6 Periods**

##### **Landscape Design I**

Beginning landscape design with emphasis on developing drawing and drafting skills needed to create freehand drawings, landscape graphics, detail views, symbols, legends, lettering specifications and drafting standards. Introduction to basic principles of landscape design. Prerequisites: None.

#### **AGL282 3 Credits 6 Periods**

##### **Landscape Computer Aided Design**

Computer-aided landscape design, site layout and analysis, landscape design modeling, graphics, sprinkler design, detail drawings, landscape legends, sectional and 3-D views, E-Z estimate and Database use. Prerequisites: (AGB139 or CAD100 or CAD101) and AGL189 or permission of Instructor.

#### **AGL296 1-3 Credits 5-15 Periods**

##### **Cooperative Education**

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: Completed at least 12 credits, minimum 2.6 GPA and able to obtain a position related to student's academic/career goals or permission of Instructor. Corequisites: Enrolled in at least 1 class related to major/career interest or permission of Instructor.

### AGS - Agricultural Science

#### **AGS164 4 Credits 6 Periods**

##### **Plant Growth And Development**

Principles of growth in relation to seed germination, emergence, growth and reproduction processes of plants and the environmental influences on plant growth processes. Prerequisites: None

#### **AGS165AA 3 Credits 2 Periods**

##### **Sustainable Crop Production**

Study of the importance of crops for food, feed, and fiber. Cultural practices for raising the major crops in the State of Arizona, including planting, environmental modifications, harvesting, handling and quality control with an emphasis on sustainability. Prerequisites: AGS164 or permission of Instructor.

#### **AGS166 3 Credits 5 Periods**

##### **Aquaponics**

Establishment, care, and selection of facilities for commercial production of animals and plants in a water-based closed system. Prerequisites: None.

## COURSE DESCRIPTIONS

**AGS168** **3 Credits 5 Periods**  
**Grounds Equipment Management**

Selection, use and maintenance of grounds equipment, including both manual and power equipment. Prerequisites: None.

**AGS182AA** **2 Credits 1 Period**  
**Gardening Practices And Techniques**

Cultural practices of vegetables, fruits and ornamental plants as they relate to organic and inorganic gardening. Prerequisites: None.

**AGS183** **3 Credits 3 Periods**  
**Urban Plant Identification And Use**

Identification, growth, cultural requirements, uses, maintenance, and care of landscape trees, shrubs, vines and ground covers commonly used in Arizona. Prerequisites: None.

**AGS186** **3 Credits 2 Periods**  
**Greenhouse Management And Construction**

Principles and practices of greenhouse operation; control of environmental factors and cultural practices affecting the production of greenhouse crops. Prerequisites: None.

**AGS187** **3 Credits 3 Periods**  
**Indoor Foliage Plants**

Environmental and nutritional requirements for foliage plants used for interior decoration. Includes identification, nomenclature and uses. Prerequisites: None.

**AGS192** **3 Credits 5 Periods**  
**Urban Plant Care**

Establishment, care and preservation of ornamental trees, shrubs, vines, and ground cover plants used in landscape for human well-being and pleasure. Prerequisites: None.

**AGS260** **4 Credits 3 Periods**  
**Origin And Composition Of Soils**

Derivation, classification, and evaluation of soils; emphasizing their chemical, physical and biological properties in relation to plant growth. Prerequisites: None.

**AGS268** **4 Credits 6 Periods**  
**Integrated Pest Management**

Identification and management of pests of the garden, farm and landscape in the arid west. Special emphasis is given to safe handling of pesticides. Prerequisites: None.

**AGS282** **1-3 Credits 1-3 Periods**  
**Service-Learning Experience in Agriculture**

Unpaid Service-Learning (SL) experience, completed with approved community partner. Prerequisites: Permission of Instructor. AGS282 may be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog.

**AGS284** **3 Credits 3 Periods**  
**Lawn And Turf Care**

Factors that affect the establishment and maintenance of turf grasses. Includes budgets, schedules and selection of equipment. Prerequisites: None.

**AGS285** **3 Credits 2 Periods**  
**Propagation of Horticultural Plants**

Principles and processes of propagation of crops using seed, budding, grafting, and cuttings in greenhouse structures and open ground. Prerequisites: None.

**AGS290** **3 Credits 6 Periods**  
**Internship**

Supervised field training for Urban Horticulture students with local industry businesses. Prerequisites: Student shall be in final semester before graduation and permission of Department or Division.

**AGS296** **1-3 Credits 5-15 Periods**  
**Cooperative Education**

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: Completed at least 12 credits, minimum 2.6 GPA and able to obtain a position related to student's academic/career goals or permission of Instructor. Corequisites: Enrolled in at least 1 class related to major/career interest or permission of Instructor.

**AGS298** **1-3 Credits See Page 272**  
**Special Projects**

### AHU – Arabic Humanities

**AHU245** **3 Credits 3 Periods**  
**Arabic Culture and Islam**

A survey of Arab heritage in the Arab world (Middle East). Cultural and social institutions and their contribution to the development of the region and its heritage. Prerequisites: None.

### AIS - American Indian Studies

**AIS101** **3 Credits 3 Periods**  
**Survey of American Indian Issues**

Introduction to critical issues related to American Indian peoples. Examines cultural, political, economic, educational, social, and environmental issues. Focuses on contemporary issues and factors influencing American Indian communities. Prerequisites: None.

**AIS105** **3 Credits 3 Periods**  
**Introduction to American Indian Studies**

Introduction to political, economic, and social structures of American Indian Nations. Provides overview of American Indian tribal cultures prior to contact, the impact of European contact, and the influence of western social systems on tribal nations. Prerequisites: None.

**AIS110** **3 Credits 3 Periods**  
**Navajo Government**

Addresses and examines major historical developments of the Navajo People with a focus on government, law, society, livelihood, tradition, and culture. Includes the major components and operation of Navajo government and related tribal laws, such as Title II and Title VII of the Navajo Nation Code, as well as the significance of the Treaty of 1868. Federal Indian policies and their impact on Navajo society and government, the importance of federal and tribal citizenship and related federal and tribal laws, and the role of the Navajo clanship system and other relevant cultural concepts addressed. Prerequisites: None.

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### **AIS141** **3 Credits 3 Periods** **Sovereign Indian Nations**

Explores the sovereign status of American Indians as it relates to social relationships, traditions, and culture of American Indians. Reviews historic relations with non-Indian societies, the development of federal Indian law, tribal governments and their functions. Examines treaty rights, environmental issues, public policy, economic development, other current issues, and contemporary social problems. Prerequisites: None.

### **AIS170** **3 Credits 3 Periods** **American Indian History of the Southwest**

Covers history of Indian peoples in the southwestern United States from pre-Columbian era to the present. Includes historical events, the development and implementation of Spanish-Mexican and United States' policies and their impact on Indian peoples in these areas, and current issues of importance to Indian peoples. Prerequisites: None.

### **AIS213** **3 Credits 3 Periods** **American Indian Religions**

An examination of the historical and cultural background of diverse lifeways and worldviews belonging to the peoples indigenous to the North American continent over time, including a study of modern day American Indian beliefs and practices. Prerequisites: ENG101 or ENG107 or equivalent.

## **AJS - Administration of Justice**

### **AJS101** **3 Credits 3 Periods** **Introduction To Criminal Justice**

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.

### **AJS107** **3 Credits 3 Periods** **Patrol Procedures**

Specialized areas of the patrol function, including responding to crowds, riots, bomb threats, intoxication, hazardous materials, fires, and domestic disputes. Partially fulfills Arizona POST (Peace Officer Standards and Training) requirements for proficiency skills academy attendance. Prerequisites: None.

### **AJS109** **3 Credits 3 Periods** **Substantive Criminal Law**

Covers philosophy of legal sanctions and historical development from the common law to modern American criminal law, classifications of crimes, elements of and parties to crimes, general definition of crimes, common defenses utilized. Includes specific offenses and the essential elements of each offense. Required in AJS curriculum. Prerequisites: None.

### **AJS112** **3 Credits 3 Periods** **Wellness for Law Enforcement Officers**

The value of physical fitness in law enforcement and the basic

elements of strength training, aerobic conditioning, flexibility, nutrition, and back injury prevention. Prerequisites: None.

### **AJS113** **3 Credits 3 Periods** **Criminal Justice Crime Control Policies and Practices**

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

### **AJS119** **3 Credits 4 Periods** **Computer Applications In Justice Studies**

Provides literacy in microcomputer applications in major areas of the criminal justice system. Examines availability and uses of current software packages in criminal justice work. Provides hands-on experience with appropriate integrated software packages pertaining to justice studies. Prerequisites: None.

### **AJS123** **3 Credits 3 Periods** **Ethics And The Administration Of Justice**

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.

### **AJS151** **1 Credit 1 Period** **Firearms I**

Moral aspects, legal provisions, safety precautions and restrictions covering the use of firearms, and the firing of sidearms. Prerequisites: None.

### **AJS152** **3 Credits 3 Periods** **First Aid**

Methods for providing emergency medical care to victims of accidents or illness and related safeguards. Includes legal and civil issues, basic functions and major organs of the human body, injury management, resuscitation, movement and extrication of victims. Prerequisites: None.

### **AJS153** **1 Credit 1 Period** **Firearms II/Handguns**

Advanced familiarization with handguns. Variations of basic shooting stance. Legal and moral repercussions of self-defense. Includes range practice. Prerequisites: AJS151 or permission of Instructor.

### **AJS162** **3 Credits 3 Periods** **Domestic Violence**

Explores domestic violence as a social problem within the United States from historical, cultural, political, legal, and law enforcement perspectives. Provides an overview of theories, definitions and causes of, and interventions for domestic violence involving spousal, elder and child abuse along with teen dating violence. Examines the dynamics and effects of domestic violence. Addresses research issues and contemporary domestic violence policy. Prerequisites: None.

## COURSE DESCRIPTIONS

### **AJS192** **3 Credits 3 Periods** **Serial Killers And Mass Murderers**

The study of serial killers, mass murderers and their victims. Examines the history and frequency of these crimes, profiles the killers and their victims, explores theories of causation, and discusses the problems and techniques of investigation, prosecution, punishment, and prevention. Prerequisites: None.

### **AJS198AB** **1 Credit 1 Period** **Special Topics in the Administration of Justice**

Explores special topics related to the administration of justice with an emphasis on current issues. Prerequisites: None.

### **AJS200** **3 Credits 3 Periods** **Current Issues In Criminal Justice**

Examines current issues, techniques and trends in the Criminal Justice System. Prerequisites: None.

### **AJS201** **3 Credits 3 Periods** **Rules Of Evidence**

A practical insight into the rules of evidence to include how to recognize evidence: the general rules governing admissibility of evidence; the "hearsay" rule and its exceptions; the use of documentary evidence, written memoranda, photographs, and recordings; corpus delicti; opinion evidence, circumstantial evidence, evidential privileges. Required in AJS curriculum. Prerequisites: None.

### **AJS205** **3 Credits 3 Periods** **Criminal Justice Report Writing**

Characteristics of reports and field notes, and the importance and uses of each. Form, style, and procedures for writing various reports, including elements of composition, required substance, proper and improper conclusions, and descriptions of persons and property. Prerequisites: None.

### **AJS212** **3 Credits 3 Periods** **Juvenile Justice Procedures**

Examines the history and development of juvenile justice theories, procedures, and institutions. Prerequisites: None.

### **AJS215** **3 Credits 3 Periods** **Criminalistics: Physical Evidence**

The scientific analysis and examination of physical evidence with emphasis on scientific investigation, recognition, collection, and preservation of evidence. Topics include fingerprints, shoe prints, tool marks, firearms identification, paint chips and arson. Prerequisites: None.

### **AJS216** **3 Credits 3 Periods** **Criminalistics: Biological Evidence**

The scientific analysis and examination of biological evidence with emphasis on collection and preservation of evidence. Topics discussed include blood, drugs, blood alcohol, hairs and fibers, and topics of special interest in criminalistics. Prerequisites: None.

### **AJS220** **3 Credits 3 Periods** **Organized Crime**

Examines the history, structure and activities of organized crime groups. Reviews theories explaining the existence of organized crime and enforcement strategies used to combat it. Prerequisites: None.

### **AJS225** **3 Credits 3 Periods** **Criminology**

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.

### **AJS230** **3 Credits 3 Periods** **The Police Function**

Theories of procedures and methods of operations of public police with emphasis on discretionary powers available to the working police officer. Career opportunities and current trends in law enforcement presented. Prerequisites: None.

### **AJS240** **3 Credits 3 Periods** **The Correction Function**

Examines the history and development of correctional theories and institutions. Prerequisites: None.

### **AJS241** **3 Credits 3 Periods** **Police Photography**

Emphasis on proper procedure for photographing crime scenes, accident scenes, and laboratory specimens. Discussion of photographic techniques, equipment, lighting techniques, aerial photography, video and motion pictures, macro and micro photography, filters, and preparation for court presentation using selected simulations. Prerequisites: None.

### **AJS258** **3 Credits 3 Periods** **Victimology and Crisis Management**

Victimology, the criminal justice system, techniques of crisis intervention, and the importance of a multicultural and global perspective. Includes sexual assault, family violence, post-traumatic stress disorder, the role of substance abuse, effective coping skills, appropriate community resources and the responsiveness of the justice system. Prerequisites: None.

### **AJS260** **3 Credits 3 Periods** **Procedural Criminal Law**

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** **3 Credits 3 Periods** **Community Relations**

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.

### **AJS275** **3 Credits 3 Periods** **Criminal Investigation I**

Introduction to the theory of criminal investigation. Examines crime scene procedures, case preparation, interviewing, and basic investigative techniques. Prerequisites: None.



## COURSE DESCRIPTIONS

### **AJS282** **1-3 Credits 1-3 Periods** **Service-Learning Experience in Administration of Justice Studies**

Unpaid Service-Learning (SL) experience, completed with approved community partner. May be repeated for a total of six (6) AJS282 credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: Permission of Instructor.

### **AJS290AI** **1 Credit 1 Period** **Theories Of Criminal Behavior**

Theories of human behavior and crime. Biological, sociological, and psychological approaches to the theories of criminal behavior. Prerequisites: None.

### **AJS290AU** **1 Credit 1 Period** **Child Abuse Investigation**

Definition and investigation of the causes and effects of child abuse. Prerequisites: None.

### **AJS290AW** **1 Credit 1 Period** **Narcotics And Dangerous Drugs**

Pharmacological effects of the use and abuse of drugs, including a description of common abuse patterns and investigative techniques used in the enforcement of drug laws. Prerequisites: None.

### **AJS290BE** **1 Credit 1 Period** **Probation And Parole**

Current issues in probation and parole, including sentencing, parole revocation, and administrative procedure. Prerequisites: None.

### **AJS290BH** **1 Credit 1 Period** **Sex Crimes Investigation**

Investigative procedures employed by the police and courtroom procedures utilized by the prosecuting attorney in sex-related crimes. Prerequisites: None.

### **AJS290BU** **1 Credit 1 Period** **Family Violence**

Family violence issues as they relate to the criminal justice response. Prerequisites: None.

### **AJS290BV** **1 Credits 1 Periods** **Victim Assistance**

An overview of victim issues emphasizing strategies used to reduce the trauma associated with crime. Includes description of counseling methods, referral procedures, intervention techniques, and community resources. Prerequisites: None.

## **ANH - Animal Health**

### **ANH200** **3 Credits 3 Periods** **Veterinary Clinical Pathology Methods**

Fundamental studies of laboratory techniques and procedures involved in evaluating veterinary clinical samples. Includes hematology, urinalysis, hemostasis, blood biochemistry and enzymology, serology, cytology, and parasitology. The veterinary technician's role in sample collection, sample storage and handling, and performance of analytic procedures. Use of laboratory equipment, laboratory safety and management, and quality control. Prerequisites: (ANS223, BIO205, and admission to the second year of the Veterinary Technician/Animal program) or permission of Instructor.

### **ANH205** **3 Credits 3 Periods** **Clinical Veterinary Anatomy And Physiology**

Focuses on unique anatomic structures and physiological processes which are clinically important in veterinary medicine. Anatomical and physiological bases of clinic procedures, animal disease processes, and veterinary treatments. Intended for Veterinary Technology/Animal Health program students. Prerequisites: ANS222 and ANS222LL.

### **ANH210** **2 Credits 2 Periods** **Animal Nursing**

Instruction in and hands-on application of techniques of veterinary nursing care, patient assessment, equipment operation, diagnostic sample collection, and medical treatment. Physical examination, clinical nutrition, and reproductive management of the dog and cat. Operation of E.C.G. and anesthetic machine. Fluid therapy, wound therapy, and bandaging. Surgical instruments and packs. Common diagnostic and therapeutic procedures on animals. Prerequisites: (ANS112, ANH205, and admission to the Veterinary Technology/Animal Health program) or permission of Instructor.

### **ANH220** **3 Credits 5 Periods** **Animal Pharmacology**

Actions and uses of pharmacological agents used in veterinary medicine; drug classifications, modes of action, indications and contraindications, routes of administration, and mechanisms of elimination. Dispensing and pharmacy management, and laws regulating controlled substances. Solving medical math problems and calculating drug doses. Prerequisites: ANS110, ANS213, ANS222, ANS223 and admission to the Veterinary Technician/Animal Health program.

### **ANH230** **3 Credits 3 Periods** **Veterinary Radiography And Imaging**

Veterinary and radiographic terminology; radiation and electrical protection; technical principles; radiographic equipment operations; fundamentals of latent and visible image formation, X-ray film characteristics, intensifying screens and film holders; theory and application of darkroom chemistry and processing; use and maintenance of veterinary X-ray processing equipment, and radiographic duties of the Veterinary Technician. Lab allows for practical application of theories and radiographic positioning as taught in lecture. Prerequisites: (ANS112, ANS222, ANS222LL, and admission to the Veterinary Technician/Animal Health program) or permission of Instructor.

### **ANH240** **3 Credits Periods** **Veterinary Anesthesia, Surgery, And Emergency Nursing**

Veterinary surgical nursing skills associated with aseptic technique and proper protocol in the surgery suite. Pre- and post-op monitoring, record keeping, and client education skills. Procedures and techniques with intravenous and inhalation anesthetics, surgical asepsis, skin preparation, instrument sterilization techniques and monitoring veterinary patients for vital signs. Prerequisites: ANS112, ANH210, ANH220, and admission to the Veterinary Technician/Animal Health program.

### **ANH250AA** **0.5 Credit 0.5 Period** **Veterinary Technician Internship**

Provides Veterinary Technology program students with off-campus clinical experience in a small animal general veterinary

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practice. Opportunity for practical application and development of knowledge, skills, and abilities acquired in program coursework. Exposure to practice philosophies, methodologies, and real-life situations requiring critical thinking and decision-making abilities. Includes instruction and evaluation by veterinarians or veterinary technicians guided by the American Veterinary Medical Association's Veterinary Technology Student Essential and Recommended Skills list. Prerequisites: AGB132, ANH205, ANS112, and admission to the Veterinary Technology/Animal Health program.

### **ANH250AB 0.5 Credit 0.5 Period Veterinary Technician Internship**

Provides Veterinary Technology program students with off-campus clinical experience in a large animal general veterinary practice. Opportunity for practical application and development of knowledge, skills, and abilities acquired in program coursework. Exposure to practice philosophies, methodologies, and real-life situations requiring critical thinking and decision-making abilities. Includes instruction and evaluation by veterinarians or veterinary technicians guided by the American Veterinary Medical Association's Veterinary Technology Student Essential and Recommended Skills list. Prerequisites: ANH250AA.

### **ANH250AC 0.5 Credit 0.5 Period Veterinary Technician Internship**

Provides Veterinary Technology program students with off-campus clinical experience in an emergency veterinary clinic and in a veterinary specialty practice. The internship hours will be split equally between the emergency clinic and the specialty practice. Specialty practices may include surgery, ophthalmology, internal medicine, dentistry, dermatology, radiology, exotics, zoo, research, and others. Opportunity for practical application and development of knowledge, skills, and abilities acquired in program coursework. Exposure to practice philosophies, methodologies, and real-life situations requiring critical thinking and decision-making abilities. Includes instruction and evaluation by veterinarians or veterinary technicians guided by the American Veterinary Medical Association's Veterinary Technology Student Essential and Recommended Skills list. Prerequisites: ANH250AB.

### **ANH250AD 0.5 Credit 0.5 Period Veterinary Technician Internship**

Continuing practical application and mastery of knowledge, skills, and abilities in the selected clinical setting. Exposure to practice philosophies, methodologies, and real-life situations requiring critical thinking and decision-making abilities. Includes instruction and evaluation by veterinarians or veterinary technicians guided by the American Veterinary Medical Association's Veterinary Technology Student Essential and Recommended Skills list. ANH250AD allows the last-semester Veterinary Technology Program student to elect to repeat the off-campus clinical experience of either ANH250AA, ANH250AB, or ANH250AC, depending upon their career interest. Prerequisites: ANH250AC.

## ANS - Animal Science

### **ANS110 3 Credits 3 Periods**

#### **Introduction To Animal Science**

Survey of the total animal industry, including the basis for genetic improvement, principles of nutrition and reproduction, and scientific analysis of meat, milk, and egg production. Study of local agricultural production businesses. Prerequisites: None.

### **ANS110AA 3 Credits 2 Periods Introduction To Animal Science**

Survey of the total animal industry, including the basis for genetic improvement, principles of nutrition and reproduction, and scientific analysis of meat, milk, and egg production. Study of local agricultural production businesses. Prerequisites: None.

### **ANS112 2 Credits 2 Periods Animal Science And Health Practices**

Training in and supervised performance of skills necessary in the husbandry and clinical care and treatment of animals. Occupational hazards and safety in livestock, companion animal, and laboratory animal facilities. Introduction to medical terminology. Restraint and handling, feeding, and housing of a variety of animal species. Physical examination of various species of animals. Principles of sanitation, disinfection, sterilization, and aseptic technique. Principles and techniques of medication administration, fluid therapy, and vaccination. Familiarization with operation of various types of animal care equipment. Introduction to laboratory techniques. Professional ethics and the human-animal bond. Prerequisites: ANS110.

### **ANS212 3 Credits 3 Periods Livestock Production and Management**

Production and management of beef cattle, dairy cattle, sheep, swine, stock horses, goats, and poultry. Evaluation of livestock for agricultural purposes. Housing and care requirements of common livestock. Prerequisites: or Corequisites: ANS110 or permission of Instructor.

### **ANS212AA 3 Credits 2 Periods Sustainable Animal Agriculture**

Exploration of conventional, sustainable, and organic animal production systems. Emphasis on the economic, social and ecological impact for animal production practices of cattle, sheep, goats, swine, horses, poultry, and alternative animals including rabbits and fish. Prerequisites: None. ANS110 recommended.

### **ANS222 3 Credits 3 Periods Animal Anatomy And Physiology**

Comparative evaluation of the anatomy and physiological functions of various body systems of livestock, companion animals, and laboratory animals. BIO100 or one year of high school biology with a grade of "C" or better is highly recommended. Prerequisites: ANS110. Corequisites: ANS222LL.

### **ANS222LL 1 Credit 3 Periods Animal Anatomy And Physiology Laboratory**

Laboratory experience in support of ANS222. Includes dissection of preserved animal specimens. Prerequisites: None. Corequisites: ANS222.

## COURSE DESCRIPTIONS

### **ANS223AA** **3 Credits 5 Periods** **Animal Diseases**

Study of common infectious, parasitic, metabolic, immunologic, and degenerative diseases of domestic animals. Infectious disease transmission, mechanisms of disease, the host-parasite relationship, and host responses to disease agents. Clinical signs and management of common diseases. Life cycles of common parasites. Principles of disease prevention, environmental management, vaccination, and zoonosis. Diagnostic techniques including gross and microscopic identification of common animal pathogens. Prerequisites: ANS222 and (BIO100 or one year of high school biology with a grade of "C" or better).

### **ANS296** **1-3 Credits 5-15 Periods** **Cooperative Education**

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: Completed at least 12 credits, minimum 2.6 GPA and able to obtain a position related to student's academic/career goals or permission of Instructor. Corequisites: Enrolled in at least 1 class related to major/career interest or permission of Instructor.

### **ANS298** **1-3 Credits See Page 272** **Special Projects**

## **APT - Automotive Performance Technology**

### **APT101** **2 Credits 2 Periods** **Automotive Service Operations**

Basic principles of working in an automotive service area. Management-employee relations, resume writing, interviewing, shop practices, flat-rate system, equipment care, and tools. Prerequisites: None.

### **APT111** **3 Credits 3 Periods** **Internal Combustion Engines Theory**

Study of construction and operating principles of internal combustion engines and related lubrication, cooling, fuel, and electrical systems. Prerequisites: None.

### **APT121AA** **3 Credits 5 Periods** **Auto Transmission (General Motors)**

The fundamentals and principles of automatic transmissions presently in use by General Motors Corporation automobiles. Diagnosis, service, and reconditioning procedures necessary to maintain these units. Prerequisites: None.

### **APT123AA** **3 Credits 5 Periods** **Auto Transmission (Chrysler)**

The fundamentals and principles of automatic transmissions presently in use by Chrysler Motor Company automobiles. Diagnosis, service, and reconditioning procedures necessary to maintain these units. Prerequisites: None.

### **APT131** **6 Credits 3 Periods** **Automotive Power Trains**

Designed for beginning automotive students. Operation, diagnosis, service, and repair of the automotive power train. Includes clutches, torque converters, standard and automatic transmissions

and transaxles, front and rear drive axles, drive shafts, differentials and transfer case. Prerequisites: None.

### **APT141** **6 Credits 3 Periods** **Alignment, Steering, And Suspension**

Designed for beginning automotive students. Fundamental principles of steering and suspension systems. Includes two-wheel and four-wheel alignment procedures. Emphasis on diagnosis, testing, service, and rebuilding. Prerequisites: None.

### **APT151** **4 Credits 2 Periods** **Automotive Brake Systems**

Designed for beginning automotive students. Fundamentals of drum, disc, and ABS brakes. Includes training in diagnosis, testing, service, and repair. Prerequisites: None.

### **APT161** **4 Credits 2 Periods** **Auto Electrical/Electronic Systems I**

Designed for beginning automotive students. The principle of electricity; the mathematical computations involved with Ohm's Law; the use of meters; electrical schematics; the theory of electrical components as they relate to automobiles; the diagnosis, testing, service and repair of batteries, starting systems and charging systems, lighting systems and instrumentation. Prerequisites: None.

### **APT171** **4 Credits 2 Periods** **Automotive Air Conditioning**

Designed for beginning automotive students. Theory and principles of ventilation, heating, automotive refrigeration, vacuum-electric controls, and automatic temperature control systems. Includes training in diagnosis, testing, service and repair. Prerequisites: None.

### **APT181** **6 Credits 3 Periods** **Engine Performance And Diagnosis I**

Designed for beginning automotive students. Engine construction and operating principles, including lubrication, cooling, induction, exhaust, fuel, emission and ignition systems. Includes training in diagnosis, testing, service, and repair. Prerequisites: None.

### **APT262** **4 Credits 2 Periods** **Auto Electrical/Electronic Systems II**

Designed for experienced students. Electrical accessory circuits including horns, wipers, defoggers, automatic door locks, power mirrors, power windows and power seats. Also introduction to body computers, advanced lighting circuits and instrumentation, and chassis electronic control systems. Includes training in diagnosis, testing, service, and repair. Prerequisites: APT161 or permission of Instructor.

### **APT282** **6 Credits 3 Periods** **Engine Performance and Diagnosis II**

Designed for the experienced engine performance student. Training in fuel systems, emission systems, distributorless ignition systems, turbocharging, computerized engine controls and engine driveability. Includes training in diagnosis, testing, service and repair. Prerequisites: APT181 or permission of Instructor.

## COURSE DESCRIPTIONS

### ARB - Arabic

**ARB101** **4 Credits 5 Periods**  
**Elementary Arabic I**

Introduction to the basic alphabet, grammar, pronunciation and vocabulary of the Arabic language. Listening, speaking, reading and writing skills. Prerequisites: None.

**ARB102** **4 Credits 5 Periods**  
**Elementary Arabic II**

A continuation of ARB101. Continued study of grammar and vocabulary, with emphasis on pronunciation and speaking skills. Prerequisites: ARB101. Completion of prerequisites within the last three years is required.

### ARC - Architecture

**ARC100** **3 Credits 6 Periods**  
**Introduction To Environmental Design**

A survey of design through historical evaluation of built environments and works of well-known architects. Principles, concepts, and skills associated with designs of actual and imagined ideas and things. Emphasis on social, technical, environmental, and theoretical forces that impact design. Prerequisites: None.

**ARC120** **3 Credits 6 Periods**  
**Design Fundamentals I**

An introduction to architectural drawing and graphic representation methods. Using architectural drawings and graphic representations as visualization, and problem-solving methods. Emphasis on visual communication, and the application and development of the visual design via process as well as product. Prerequisites: None.

**ARC251** **3 Credits 6 Periods**  
**Introduction to Revit**

Comprehensive use of Revit Design Development tools through the development of 3-D model(s) in working drawing and rendered formats. Includes completing a set of construction documents from creating walls, incorporating doors, windows, floor, stairs, etc., to adding views and annotation to various sheets and coordinating those sheets within the finished set. ARC251 may be repeated for a total of six (6) credit hours. Prerequisites: None. ARC250 or previous architectural and CAD experience strongly recommended.

**ARC282** **1-3 Credits 1-3 Periods**  
**Volunteerism For Architecture: A Service-Learning Experience**

Service-learning field experience within private/public agencies and citizen volunteer groups. May not repeat specific assignment for more than three (3) credit hours. Standard grading available according to procedures outlined in college catalog. Prerequisites: Permission of Department or Division.

**ARC290AC** **3 Credits 3 Periods**  
**Architecture Internship**

Architecture internship office and field experience with private agencies, public agencies, or citizen volunteer groups. May not repeat specific assignment for more than three (3) credit hours. Standard grading available according to procedures outlined in college catalog. Prerequisites: ARC282+/, or permission of

Department or Division.

**ARC296** **1-3 Credits 5-15 Periods**  
**Cooperative Education**

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 students academic or career goals (students present job may qualify) or permission of instructor. Corequisites: Must be concurrent in at least one class which is related to student's major or career interest or with permission of the Instructor.

**ARC298** **1-3 Credits See Page 272**  
**Special Projects**

### ARH - Art History/ Humanities

**ARH100** **3 Credits 3 Periods**  
**Introduction to Art**

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.

**ARH101** **3 Credits 3 Periods**  
**Prehistoric Through Gothic Art**

History of art from prehistoric through medieval period. Prerequisites: None.

**ARH102** **3 Credits 3 Periods**  
**Renaissance Through Contemporary Art**

History of art from around the world from the Renaissance through contemporary period. Prerequisites: None.

**ARH115** **3 Credits 3 Periods**  
**History of Photography**

Survey of history of photography from beginning to present. Emphasizes medium's impact upon society and other visual arts. Technical developments, aesthetic concerns, and individual photographers studied. Prerequisites: None.

### ART - Art

**ART100** **1 Credit 2 Periods**  
**Introduction to Computer Graphic Art**

Conceptualization, visualization, and production of art using the computer. Prerequisites: None.

**ART106** **3 Credits 6 Periods**  
**Gallery Operations**

Operation of an art gallery. Includes organization, publicity, evaluation of artwork, selection and installation of exhibits. May be repeated for a total of six (6) credit hours. Prerequisites: Permission of Instructor.



## COURSE DESCRIPTIONS

**ART111 Drawing I** **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** **3 Credits 6 Periods**  
 Study of fundamental elements and principles of two-dimensional design. Prerequisites: None.

**ART113 Color** **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** **3 Credits 6 Periods**  
 Fundamental principles of three-dimensional design. Prerequisites: ART/ADA112.

**ART116 Life Drawing I** **3 Credits 6 Periods**  
 Use of form, structure and anatomy of draped and undraped human figure to develop basic principles of sound draftsmanship. Prerequisites: None.

**ART117 Life Drawing II** **3 Credits 6 Periods**  
 Further study of form, structure, and anatomy of the draped and undraped human figure with emphasis on composition. Prerequisites: ART116.

**ART118 Art Anatomy** **3 Credits 6 Periods**  
 Artistic study of the concept of anatomical unity. Principle skeletal and muscular structures affecting surface form of the human figure. Includes drawing project, portfolio and tests. Prerequisites: ART117 or permission of instructor.

**ART122 Drawing and Composition II** **3 Credits 6 Periods**  
 Emphasis on composition and exploration of drawing media. Prerequisites: ART111.

**ART131 Photography I** **3 Credits 6 Periods**  
 Basic photographic principles and techniques. Basic camera functions and controls. Experience in the image-making process by creating and editing photographs for various display environments. Introduction to the photographic aesthetic and photography's role in society. Camera required. Prerequisites: None.

**ART132 Photography II** **3 Credits 6 Periods**  
 Advanced camera and darkroom techniques. Aesthetic awareness with personal expression. Prerequisites: ART131 or permission of Instructor.

**ART133 Photography III** **3 Credits 6 Periods**  
 Refinement of aesthetic and technical aspects producing convincing images of highest quality. Prerequisites: ART132 or permission of Instructor.

**ART142 Introduction to Digital Photography** **3 Credits 6 Periods**  
 Fundamentals of digital photography. Includes camera operations, exposure techniques, introduction to digital output, and theory of digital photography. Prerequisites: None. Digital camera required.

**ART143 Intermediate Digital Photography** **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. Semi-adjustable, high-resolution digital camera is required. Prerequisites: ART142 or permission of Instructor. .

**ART161 Ceramics I** **3 Credits 6 Periods**  
 Introduction to ceramic materials and techniques of hand construction, decorating, glazing and throwing on potters' wheel. Prerequisites: None.

**ART162 Ceramics II** **3 Credits 6 Periods**  
 Major emphasis on wheel throwing, glaze making and decorating techniques. Prerequisites: ART161.

**ART165 Watercolor Painting I** **3 Credits 6 Periods**  
 Transparent and Gouache watercolor painting. Prerequisites: (ART111 and ADA/ART112), or permission of Instructor.

**ART166 Watercolor Painting II** **3 Credits 6 Periods**  
 Painting in water-soluble media. Emphasis on individual techniques and design. Prerequisites: ART165.

**ART167 Painting I** **3 Credits 6 Periods**  
 Exploration of technical and expressive possibilities of various painting media in easel painting. Prerequisites: (ART111 and ADA/ART112), or permission of Instructor.

**ART168 Painting II** **3 Credits 6 Periods**  
 Continued refinement of painting skills and investigation of new possibilities in painting. Prerequisites: ART167 or permission of Instructor.

**ART169 Two-Dimensional Computer Design** **3 Credits 6 Periods**  
 Generation of electronic two-dimensional images and traditional methods of visual problem solving. Understanding of computer techniques and art presentation methods. Prerequisites or Corequisites: ART100 or permission of Instructor.

**ART177 Computer-Photographic Imaging** **3 Credits 6 Periods**  
 Introduction to the multiple elements of microcomputer-photographic imaging. Basic foundation in the use of the photographic manipulation of images using software programs. Special attention to aesthetic foundations underlying photographic composition. Prerequisites or Corequisites: ART100 or permission of Instructor.

## COURSE DESCRIPTIONS

**ART183** **3 Credits 6 Periods**  
**Computer Aided Graphic Arts I**

Graphic design use in microcomputer; black and white graphics, standard and color brushes, lines, shapes, area fills and fonts. Application to illustration, advertising graphics, typography, and video interaction. Prerequisites or Corequisites: ART100 or permission of Instructor.

**ART190** **3 Credits 6 Periods**  
**Art of Web Site Design**

Introduction to design production for websites. Layout, typography and presentation style for HTML (Hyper Text Markup Language). Design of mock-ups using digital design software to produce artistic form and content for the Web using Hyper Text Markup Language (HTML), digital text, and graphics. Discussion of color, proportion, typography and Web-specific design principles. Emphasizes design of cross-browser compatible interfaces that optimize usability, accessibility and browser interoperability. Prerequisites: ART100, or permission of Instructor. CIS133DA recommended.

**ART202** **3 Credits 6 Periods**  
**Digital Arts Survey**

Designed for broad overview of the digital arts. Experience in digital based media, creative problem solving, design and aesthetics. Prerequisites: ART100 or permission of Instructor.

**ART203** **3 Credits 6 Periods**  
**Aesthetics of Web Design**

Develop portfolio-level web design projects. Emphasis on advanced elements and principles of design. Continued development of aesthetic awareness and personal expression. Evaluation of aesthetic principles throughout semester. Prerequisites: ART/MMT190 or permission of Instructor.

**ART211** **3 Credits 6 Periods**  
**Drawing and Composition III**

Advanced development of drawing skill with emphasis on compositional theory. Prerequisites: ART122 or permission of Instructor.

**ART216** **3 Credits 6 Periods**  
**Life Drawing III**

Advanced creative study from model in various painting and drawing media. Prerequisites: ART117 or permission of Instructor.

**ART217** **3 Credits 6 Periods**  
**Life Drawing IV**

Further development of skills in expressive drawing materials and techniques as applied to finished drawings of the human form. Prerequisites: ART216 or permission of Instructor.

**ART222** **3 Credits 6 Periods**  
**Drawing and Composition IV**

Further study of drawing techniques with emphasis on individual problems and techniques. Prerequisites: ART211 or permission of Instructor.

**ART255** **3 Credits 3 Periods**  
**Art Marketing**

Career goals, presentation of artist and art work (portfolio, resume, business cards, catalog), pricing and selling works, networking, establishing a studio, promotion and publicity, writing press

releases, proposal writing, business ethics, artist rights, copyright law, contracts and agreements, royalties, record keeping, and communication skills. Prerequisites: None.

**ART261** **3 Credits 6 Periods**  
**Ceramics III**

Emphasis on wheel throwing skill and individual style development. Prerequisites: ART162.

**ART262** **3 Credits 6 Periods**  
**Ceramics IV**

Experimental work in clays and glazes. Prerequisites: ART261.

**ART265** **3 Credits 6 Periods**  
**Watercolor Painting III**

Continuation of watercolor painting with emphasis on control and expression. Prerequisites: ART166.

**ART266** **3 Credits 6 Periods**  
**Watercolor Painting IV**

Advanced problems directed toward more personal expression. Prerequisites: ART265.

**ART267** **3 Credits 6 Periods**  
**Painting III**

Development of materials and techniques of painting. Individual problem-solving. Prerequisites: ART168 or permission of Instructor.

**ART268** **3 Credits 6 Periods**  
**Painting IV**

Advanced problems in painting. Study with greater emphasis on personal expression. Prerequisites: ART267 or permission of Instructor.

**ART270** **3 Credits 6 Periods**  
**Intermediate Computer Photographic Imaging**

Intermediate microcomputer-based photographic imaging techniques. Refinement of aesthetic awareness and personal expression. Prerequisites: ADA/ART177 or (ADA/ART177AA and ADA/ART177AB).

**ART274** **3 Credits 6 Periods**  
**Advanced Computer Photographic Imaging**

Advanced microcomputer-based photographic imaging techniques. Advanced manipulation techniques of photographic images. Continued development of aesthetic awareness and personal expression. Prerequisites: ART270.

**ART283** **3 Credits 6 Periods**  
**Computer Aided Graphic Arts II**

Advanced skill development of graphic design through use of microcomputer. Emphasis on computer design and techniques for producing all types of camera-ready advertising art for printed matter and package design. Includes illustration, typography, photo imaging, and color separation. Prerequisites: ADA183 or ART183 or permission of Instructor.

**ART289** **3 Credits 6 Periods**  
**Computer Illustration**

Introduction to the multiple elements of commercial illustration using the microcomputer. Basic foundation in the use of computer techniques including color paint and draw programs for the production of commercial illustrations for publications and printed matter. Use of and output devices. Prerequisites or Corequisites: ART100 or permission of Instructor.

## COURSE DESCRIPTIONS

**ART290** **1-3 Credits 2- 6 Periods**  
**Studio Art**  
 Studio course for art majors allowing continuation in a subject field. ART290 may be repeated for credit. Prerequisites: Permission of Instructor.

**ART292** **1-3 Credits 1-3 Periods**  
**Service-Learning Experience in Art**  
 Unpaid Service-Learning (SL) experience, completed with approved community partner. Prerequisites: Permission of Instructor. ART292 may be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog.

**ART295BC** **3 Credits 6 Periods**  
**Art Workshop/Seminar: Sculpture**  
 Advanced level workshop seminar in art disciplines. Prerequisites: Minimum of three (3) credits introductory and three (3) credits intermediate level courses in specific field or permission of Department or Division chair.

**ART295DA** **1 Credit 2 Periods**  
**Art Workshop/Seminar: Photography**  
 Advanced level workshop seminar in art disciplines. Prerequisites: Minimum of three (3) credits introductory and three (3) credits intermediate level courses in specific field or permission of Department or Division chair.

**ART295GB** **2 Credits 4 Periods**  
**Art Workshop/Seminar: Ceramics**  
 Advanced level workshop seminar in art disciplines. Prerequisites: Minimum of three (3) credits introductory and three (3) credits intermediate level courses in specific field or permission of Department or Division chair.

## ASB - Anthropology: Social/ Behavioral Science

**ASB100** **3 Credits 3 Periods**  
**Introduction to Global Health**  
 The study of human health patterns at an international and local scale. Focus on pressing global health challenges that the world faces today are examined from a broad social, ecological, and cultural context. Prerequisites: None.

**ASB102** **3 Credits 3 Periods**  
**Introduction to Cultural and Social Anthropology**  
 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.

**ASB202** **3 Credits 3 Periods**  
**Ethnic Relations in the United States**  
 Basic concepts and processes, including historic overview, of interethnic relations in the United States: culture, race, ethnicity, ethnocentrism, prejudice, discrimination, racism, assimilation, acculturation, and individual and group responses to interethnic contact. Cultural knowledge and intercultural communication skills and perspectives as fundamental tools for successful management of social relations in a multicultural world. Prerequisites: None.

**ASB211** **3 Credits 3 Periods**  
**Women in Other Cultures**  
 Cross-cultural analysis of the economic, social, political, and religious factors that affect women's status in traditional and modern societies. Prerequisites: None.

**ASB214** **3 Credits 3 Periods**  
**Magic, Witchcraft and Healing: An Introduction to Comparative Religion**  
 Origins, elements, and forms of religion; a comparative survey of religious beliefs, myths, rituals and symbolism including magic, witchcraft and healing as practiced in selected regions of the world; the place of religion in the total culture. Prerequisites: None.

**ASB220** **3 Credits 3 Periods**  
**Anthropology Goes to the Movies**  
 Archaeology and anthropology through the lens of popular films of the 20th and 21st Century. Explores the popularity of ancient humans as a topic for film ventures and how accurately they are portrayed. Provides the student with a basic knowledge of anthropology and offers film images of anthropologists and archaeologists and the practice of archaeology and anthropology. Analyzes accuracy of films depicting culture and our human past. Prerequisites: None.

**ASB222** **3 Credits 3 Periods**  
**Buried Cities and Lost Tribes: Old World**  
 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 lifeways, the rise of cities and complex societies, political strife across different cultures and the forces which tend to fragment societies. Examples drawn from Africa, Asia, Europe, the Pacific Islands, and Australia. Prerequisites: None.

**ASB223** **3 Credits 3 Periods**  
**Buried Cities and Lost Tribes: New World**  
 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 America, Central America, and South America. Prerequisites: None.

**ASB231** **4 Credits 8 Periods**  
**Introduction to Archaeological Field Methods**  
 Excavation of an archaeological site; recording and interpreting data collected during the field experience. Overview of the cultures concerned; contemporary issues in archaeology Prerequisites: None.

**ASB235** **3 Credits 3 Periods**  
**Southwest Archaeology**  
 Anthropological perspective and comparative study of the cultures of prehistoric native peoples of the North American southwest. Prerequisites: None.

## COURSE DESCRIPTIONS

### **ASB252** **3 Credits 3 Periods** **Sports and Culture**

Cross-cultural examination of symbolic and social dimensions of sports, past and present. Prerequisites: None.

### **ASB253** **3 Credits 3 Periods** **Death and Dying Across Cultures**

Responses to death and dying in cultures around the world. Explanations for particular cultural responses to death and dying. Examples drawn from ancient and contemporary cultures. Prerequisites: None.

### **ASB282** **1-3 Credits 1-3 Periods** **Service-Learning Experience in Anthropology**

Unpaid Service-Learning (SL) experience, completed with approved community partner. Prerequisites: Permission of Instructor. ASB282 may be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog.

## ASM - Anthropology: Science/Mathematics

### **ASM104** **4 Credits 5 Periods** **Bones, Stones, and Human Evolution**

Study of human evolution and variation; including fossil hominids and their tools, primate anatomy and behavior, human genetics, and the environment and human biology. Prerequisites: None.

### **ASM275** **3 Credits 3 Periods** **Introduction to Forensic Anthropology**

Introduction to forensic anthropology. Survey of the role of forensic anthropologist, from the crime scene to the courtroom. Understand how a forensic anthropologist can determine life history of an individual. Contributions of forensic anthropology to crime scene and other legal investigations. How forensic anthropology is used to decipher historic cases, and how it is depicted in popular culture. Case studies involving criminal investigations, mass disaster incidents, and global human rights issues. Prerequisites: None.

### **ASM282** **1-3 Credits 1-3 Periods** **Service-Learning Experience in Anthropology**

Unpaid Service-Learning (SL) experience, completed with approved community partner. Prerequisites: Permission of Instructor. ASM282 may be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog.

## AST – Astronomy

### **AST106** **3 Credits 3 Periods** **Life in the Universe**

Introduction to the search for life in the universe for the non-science major. Earth's location in space and time, nature of life, light and the spectrum, origin and history of the universe, origin of life on Earth and the possibility of life on other planets. Prerequisites: MAT090, MAT091, MAT092, or MAT093, or completion of higher level mathematics course, or satisfactory score on placement exam.

### **AST107** **1 Credit 3 Periods** **Life in the Universe Laboratory**

Astronomy, Biology, and Planetary Science laboratory. Prerequisites: or Corequisite: AST/GLG106.

### **AST111** **3 Credits 3 Periods** **Introduction to Solar System Astronomy**

Introduction to astronomy for the non-science major. History of astronomy, properties of light, instruments, the solar system and nearby stars. Prerequisites: MAT092 or equivalent.

### **AST112** **3 Credits 3 Periods** **Introduction to Stars, Galaxies, and Cosmology**

Introduction to astronomy for the non-science major. Structure and evolution of stars, star clusters, galaxies, and cosmology. Prerequisites: MAT092 or equivalent.

### **AST113** **1 Credit 3 Periods** **Introduction to Solar System Astronomy Laboratory**

Astronomical observations and exercises to supplement AST111. Prerequisites or Corequisites: AST111.

### **AST114** **1 Credit 3 Periods** **Introduction to Stars, Galaxies, and Cosmology Laboratory**

Astronomical observations and exercises to supplement AST112. Prerequisites or Corequisites: AST112.

### **AST282** **1-3 Credits 1-3 Periods** **Service-Learning Experience in Anthropology**

Unpaid Service-Learning (SL) experience, completed with approved community partner. Prerequisites: Permission of Instructor. ASB282 may be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog.

### **AST298** **1-3 Credits See Page 272** **Special Projects**

## ATP – AUTOMATION TECHNOLOGY

### **ATP101** **2 Credits 2 Periods** **Introduction to Automated Systems and Robotics**

An introduction to mechanization, distribution systems, Automated Storage and Retrieval Systems (ASRS), and the role of the manufacturing technician. Includes general manufacturing techniques, industry standards, and statistical process control. Prerequisites: None.

### **ATP105** **2 credits, 2 periods** **Engineering Documentation**

Analysis and interpretation of engineering documentation, common to manufacturing processes. Prerequisites: None.

### **ATP110** **2 credits, 2 periods** **Basic Manufacturing Processes**

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



## COURSE DESCRIPTIONS

are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. COMMON COMPETENCY COURSE. Prerequisites: None.

### **ATP130** **DC Circuit Analysis** **2 credits, 2 periods**

Direct current (DC) electric circuits. Ohm's law, Kirchoff's laws, series, parallel and series. Prerequisites: None.

### **ATP135** **AC Circuit Analysis** **2 Credits 3 Periods**

Alternating Current (AC) circuits containing resistance and reactance. Detailed coverage of AC circuit parameters, including theorems, impedance matching, and resonance. Prerequisites: None.

### **ATP150** **Fluid Power 1 – Hydraulics, Pneumatics, and Vacuum Concepts** **2 Credits 3 Periods**

Fundamental fluid power and vacuum for industry. Pneumatic, hydraulic, and vacuum system technologies with emphasis on assembly, integration, and measurement. Prerequisites: None.

### **ATP160** **Programmable Logic Controllers 1 – Introduction to Ladder Logic** **2 Credits 3 Periods**

Integration of Human Machine Interfaces (HMI) to Programmable Logic Controllers (PLC's). Memory usage and types of HMI systems. Prerequisites: None.

### **ATP175** **Introduction to Motors and Motor Controls** **2 Credits 3 Periods**

Introduction to direct current and alternating current (AC) motors, types of direct current and alternation motors. Prerequisites: None.

### **ATP180** **Programmable Logic Controllers 2 - Human-Machine Interfaces and Function Block P** **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 are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: ATP130 and ATP135.

### **ATP200** **Sensors and Measurement** **2 Credits 3 Periods**

Applications of sensors and measurement including correct sizing and application. Prerequisites: ATP130 and ATP135, or permission of instructor.

### **ATP215** **Digital and Analog Circuits** **2 Credits 3 Periods**

Introduction to the characteristics and design of basic analog and digital circuits and their application to controlling complex systems. Prerequisites: ATP130 and ATP135, or permission of instructor.

### **ATP251** **Fluid Power 2 – Automation Applications** **2 Credits 3 Periods**

Application of the basic Fluid Power principles of Hydraulics, Pneumatics, and Vacuum to the control of automated systems used

to produce products through the application of discrete and hybrid electromechanical systems. Prerequisites: ATP150 or permission of instructor.

### **ATP260** **Industrial Automation System Integration 1** **2 Credits 3 Periods**

Overview of the evaluation and planning activities needed to establish a functioning automated manufacturing application. Prerequisites: ATP175 and ATP180, or permission of Instructor.

### **ATP265** **Industrial Automation System Integration 2** **2 Credits 3 Periods**

A coordinating course regarding the implementation of the planning, construction, and industrial control systems needed for the development of a functional automated system. Prerequisites: ATP260 or permission of Instructor.

## AUT - Automotive Technology

### **AUT097** **General Automotive Maintenance** **3 Credits 3 Periods**

A study of automotive systems operation and maintenance for the consumer. Purchasing service for cars and performing minor maintenance. Prerequisites: None.

### **AUT270AC** **Automotive Technology Internship** **3 Credits 3 Periods**

Automotive work experience in the automotive service industry. 80 hours of designated work per credit. Maximum of four (4) credits earned by taking combinations of AUT270AA, or AUT270AB, or AUT270AC. Prerequisites: Permission of Department or Division.

### **AUT282** **Service-Learning Experience in Automotive** **1-3 Credits 1-3 Periods**

Unpaid Service-Learning (SL) experience, completed with approved community partner. May be repeated for a total of six (6) AUT282 credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: Permission of Instructor.

### **AUT298** **Special Projects** **1-3 Credits See Page 272**

## BIO - Biology

### **BIO100** **Biology Concepts** **4 Credits 3 Periods**

Introductory course covering basic principles and concepts of biology. Methods of scientific inquiry and behavior of matter and energy in biological systems are explored. Prerequisites: None.

### **BIO105** **Environmental Biology** **4 Credits 3 Periods**

Fundamentals of ecology and their relevance to human impact on natural ecosystems. Field trips may be required at students' expense. Prerequisites: None.

### **BIO107** **Introduction to Biotechnology** **4 Credits 3 Periods**

Introduction to biotechnology and its global impact on society. Covers applications, laboratory techniques, limitations and the

## COURSE DESCRIPTIONS

international economic benefits, risks, and legal and moral issues associated with biotechnology. Prerequisites: None.

### **BIO108** **Plants and Society** **4 Credits 3 Periods**

A global study of plants in relation to humans; as a source of food, fiber, drugs, and other products; for aesthetic value, survival, and energy. Prerequisites: None.

### **BIO111** **Microbes and Society** **2 Credits 3 Periods**

Examination of the science of microbes and the impact of microbes on human affairs. Topics include principles of microbial diversity, cell structure, growth and reproduction, global processes, disease, and prevention of disease. Prerequisites: None.

### **BIO145** **Marine Biology** **4 Credits 3 Periods**

A survey of marine environments and their biotic communities with emphasis on the natural history of marine organisms. Prerequisites: None.

### **BIO149AH** **Field Biology: Marine Biology in Mexico** **1 Credit 7 Periods**

Introduction to marine experiments, marine biology, and ecology. On-site field experience in Mexico. Emphasis on observation and study of marine organisms along the shore. Prerequisites: Permission of Instructor.

### **BIO160** **Introduction to Human Anatomy and Physiology** **4 Credits 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.

### **BIO181** **General Biology (Majors) I** **4 Credits 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: A grade of "C" or better in RDG091 or higher 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.

### **BIO182** **General Biology (Majors) II** **4 Credits 3 Periods**

The study and principles of structure and function of living things at cellular, organismic, and higher levels of organization. A detailed exploration of the mechanisms of evolution, biological diversity, biology of organisms, and ecology. Field trips may be required. Prerequisites: A grade of "C" or better in BIO181.

### **BIO201** **Human Anatomy and Physiology I** **4 Credits 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: (A grade of "C" or better in BIO156 or BIO156XT or BIO181 or BIO181XT or one year of high school biology) and a grade of "C" or better in RDG091 or higher 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.

### **BIO202** **Human Anatomy and Physiology II** **4 Credits 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.

### **BIO205** **Microbiology** **4 Credits 3 Periods**

Study of microorganisms and their relationship to health, ecology, and related fields. Prerequisites: (A grade of "C" or better in BIO156 or BIO156XT or BIO181 or BIO181XT or one year of high school biology) and a grade of "C" or better in RDG091 or higher 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.

### **BIO211AA** **Biotechnology Seminar: Biomedical Applications** **1 Credit 1 Period**

Special topics in biotechnology with an emphasis on current issues not covered in other life science courses. Prerequisites: None.

### **BIO212AA** **Biotechnology I** **5 Credits 3 Periods**

Intensive introduction to biotechnology, including media and solution preparation, routine manipulations of DNA, structural properties of DNA, and regulation of gene expression. Prerequisites or Corequisites: BIO181, or BIO247, or permission of Instructor.

### **BIO212AB** **Biotechnology II** **5 Credits 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.

### **BIO212AC** **Biotechnology III** **5 Credits 3 Periods**

Intensive introduction to biotechnology, including techniques for working with proteins, especially antibodies. Testing for presence of and purifying antibodies. Techniques for working with eukaryotic cells. Prerequisites: BIO212AB.

### **BIO220** **Biology of Microorganisms** **4 Credits 3 Periods**

Detailed study of microbial cells, their structure, genetics, physiology and taxonomy. Prerequisites: BIO181. Corequisites: (CHM152 and CHM152LL) or (CHM154 and CHM154LL).

### **BIO240** **General Genetics** **4 Credits 4 Periods**

Intensive introduction to the field of genetics including historical perspective, Mendelian insights and patterns of inheritance, exceptions to expected Mendelian ratios, quantitative genetics, non-Mendelian inheritance, pedigree analysis, molecular levels of gene expression, genetic control of metabolic pathways, analytic dissection of molecular mechanisms behind DNA replication, transcription, translation, and gene regulation in both prokaryotes and eukaryotes, population genetics, genetics of behavior, and genetics of evolution and speciation. Prerequisites: BIO181.

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### **BIO244** **1 Credit 3 Periods** **General Genetics Laboratory**

Introductory laboratory course in support of BIO240. Designed to familiarize students with basic laboratory skills and equipment used in genetic research. Prerequisites: BIO181. Corequisites: BIO240.

### **BIO249** **4 Credits 4 Periods** **Applied Biosciences: Biotechnology Internship**

Internship/work experience in a biotechnology laboratory. Setting, achieving, and evaluating goals for hands-on learning experiences in a biotechnology laboratory. Development of skills and knowledge needed to work in a biotechnology laboratory. Requires a minimum of 320 clock hours in the biotechnology laboratory setting. Prerequisites: BIO247 or permission of Instructor.

### **BIO280** **3 Credits 3 Periods** **Animal Behavior**

A study of the genetics, physiology, ecology, and evolutionary history of animal behavior. Prerequisites: BIO100, or BIO105, or BIO181, or equivalent, or permission of Instructor.

### **BIO282** **1-3 Credits 1-3 Periods** **Service-Learning Experience in Biology**

Unpaid Service-Learning (SL) experience, completed with approved community partner. Prerequisites: Permission of Instructor. BIO282 may be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog.

### **BIO298** **1-3 Credits See Page 272** **Special Projects**

## **BLT - Building Safety and Construction Technology**

### **BLT262** **3 Credits 3 Periods** **Introduction International Residential Code (IRC)**

Covers International Residential Code for various trades, including building, mechanical, plumbing and electric, for one and two family residential construction. Preparation for voluntary certification (IRC building inspection). Prerequisites: None.

### **BLT263** **3 Credits 3 Periods** **Building Codes**

Designed specifically to acquaint students with safety principles of building construction under the Uniform Building Code, including structural requirements for wood, masonry and concrete, fire-resistance of building construction, fire resistant materials, and ratings and occupancy requirements. Prerequisites: None.

## **BPC - Business-Personal Computers**

### **BPC100AA** **0.5 Credit 0.5 Period** **Business-Personal Computers I**

Introduction to the use of personal computers in the business environment. Computer hardware components, operating system functions and concepts. Running application software. Prerequisites: None.

### **BPC100AB** **0.5 Credit 0.5 Period** **Business-Personal Computers II**

Use the personal computer to create, store and retrieve information. Procedures for running and using business application software to produce documents and spreadsheets. Prerequisites: BPC100AA or permission of Instructor.

### **BPC100AD** **1 Credit 2 Periods** **Computing Fundamentals**

Fundamental computer concepts and terminology for business and personal computers. Prerequisites: None.

### **BPC100BD** **1 Credit 1 Period** **Key Software Applications**

Covers basic features of software applications for business and personal computers. Prerequisites: None.

### **BPC100CD** **1 Credit 1 Period** **Living Online**

Fundamental network and Internet concepts and terminology for business and personal computers. Covers basic features of electronic mail applications. Prerequisites: None.

### **BPC100DD** **3 Credits 4 Periods** **Internet And Computing Fundamentals**

Fundamental computer and Internet concepts and terminology for business and personal computers. Covers basic features of software applications. Prerequisites: None.

### **BPC101AA** **1 Credit 2 Periods** **Introduction To Computers I**

Computer software applications for the personal computer, including electronic spreadsheet and word processing, keyboarding review, and a desktop environment. Prerequisites: None.

### **BPC101AB** **1 Credit 2 Periods** **Introduction to Microcomputers I: Macintosh**

Microcomputer software applications for the Macintosh personal computer, including electronic spreadsheet and word processing, Keyboarding review, and a desktop environment. Prerequisites: None.

### **BPC106AH** **0.5 Credit 0.5 Period** **MS Outlook: Level I**

Messaging and word processing functions of a Microsoft Outlook electronic work state. Prerequisites: None.

### **BPC106BH** **0.5 Credit 0.5 Period** **Microsoft Outlook: Level II**

Microsoft Outlook features including sort, filter and group items; templates and forms; information sharing by public folders and Net Folders; share and fax contacts; and record activities in the Journal. Outlook environment customization also covered. Prerequisites: BPC106AH or permission of Instructor.

### **BPC110** **3 Credits 4 Periods** **Computer Usage And Applications**

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.

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### **BPC111AA** 1 Credit 1.7 Periods **Computer Keyboarding I**

Mastery of essential microcomputer keyboarding skills. Emphasis on touch typing of alphabetic and numeric keys and symbols. Prerequisites: None.

### **BPC111AB** 1 Credit 1.7 Periods **Computer Keyboarding II**

Further development of microcomputer keyboard speed and accuracy. Emphasis on touch typing with speed and accuracy development of numerals as related to preparation and handling of documents. Prerequisites: BPC111AA OAS111AA or permission of Instructor.

### **BPC125** 1 Credit 1 Period **Microcomputer Set Up And Maintenance**

How to install and maintain a microcomputer (personal computer). Steps used to set up a new or add options to a previously installed microcomputer. Installation of internal options (memory, graphics, modems, etc.), as well as external options and devices (printers, monitors, communications, etc.). Troubleshoot (identify and repair or have repaired) microcomputer problems. Prerequisites: None.

### **BPC128AF** 1 Credit 2 Periods **Introduction To Desktop Publishing: MS Publisher**

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.

### **BPC170** 3 Credits 4 Periods **Computer Maintenance: A+ Exam Prep Level I**

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** 3 Credits 4 Periods **Advanced Computer Usage And Applications**

Advanced application of software for business and personal computers including word processing, spreadsheet, database, and presentation. Includes integration of applications and Internet. Prerequisites: BPC110 or permission of Instructor.

### **BPC250** 3 Credits 4 Periods **Post-Advanced Computer Usage And Applications**

Post-advanced applications of software for business and personal computers including word processing, spreadsheet, database, and presentation. Includes integration of applications and Internet. Prerequisites: BPC210 or permission of Instructor.

### **BPC270** 3 Credits 4 Periods **Computer Maintenance: A+ Exam Prep Level II**

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.

### **BPC282** 1-3 Credits 1-3 Periods **Volunteerism For Business Personal Computer: A Service-Learning Experience**

Service learning field experience within private/public agencies, educational institution, and citizen volunteer groups. May be repeated for a total of six (6) BPC282 credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: BPC110 and (BPC/OAS130DK, or BPC135 (any module)) and permission of Instructor.

## CCS - Chicana and Chicano Studies

### **CCS101** 3 Credits 3 Periods **Chicana and Chicano Studies**

Introduction to the wealth and diversity of Chicana and Chicano Studies research from a variety of disciplinary perspectives through the use of a series of historical and social scientific studies, novels, testimonios, and films. Prerequisites: ENG101, or ENG107, or equivalent.

## CES - Child/Family Studies

### **CFS101AH** 1 Credit 1 Period **Art Activities for the Young Child**

The creative use of art media and techniques at appropriate developmental levels. Prerequisites: None.

### **CFS123** 1 Credit 1 Period **Health And Nutrition In Early Childhood Settings**

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; and current topics, resources, and innovative practices. Prerequisites: None.

### **CFS125** 1 Credit 1 Period **Safety In Early Childhood Settings**

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.

### **CFS157** 3 Credits 3 Periods **Marriage And Family Life**

Study of marriage and the family as a social system, including models of family analysis, intra- and interpersonal relations, and cross-cultural and historical patterns. Prerequisites: None.

### **CFS176** 3 Credits 3 Periods **Child Development**

Study of the science of human development from conception through adolescence. Includes observation skills, parent and adult roles in the lives of children, and contemporary issues. Prerequisites: None.



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### **CFS179** **1 Credit 1 Period** **Child Care: A Multifaceted Career**

Overview of the child care field. Focus on enhancing children's self esteem, providing for children's nutritional needs, and developing adequate safety and sanitation practices. Prerequisites: None.

### **CFS205** **3 Credits 3 Periods** **Human Development**

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.

## CHI - Chinese

### **CHI101** **5 Credits 6 Periods** **Elementary Chinese (Mandarin) I**

Introduction to the basic grammar, pronunciation and vocabulary of the Mandarin Chinese language. Includes the study of Chinese culture, practice of listening, speaking, reading, and writing skills. Prerequisites: None.

### **CHI102** **5 Credits 6 Periods** **Elementary Chinese (Mandarin) II**

Study of grammar and vocabulary along with the study of Chinese culture. Emphasis on pronunciation and speaking skills. Prerequisites: CHI101 or permission of Department or Division. Completion of prerequisites within the last three years is required.

### **CHI115** **3 Credits 3 Periods** **Beginning Chinese Conversation I**

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.

### **CHI201** **5 Credits 6 Periods** **Intermediate Chinese I**

Continued development of speaking, reading, and writing proficiency in Mandarin Chinese through building vocabulary, phrases, idioms, and grammatical patterns. Includes study of Chinese culture. Prerequisites: CHI102 or permission of Department or Division. Completion of prerequisites within the last three years is required.

## CHM - Chemistry

### **CHM090** **1 Credit 1 Period** **Preparation for Fundamental Chemistry**

A developmental course designed to review basic math and chemistry principles for students deficient or insecure in these areas. Stresses individualized instruction and "hands-on" experience. Serves to prepare the student for CHM130. Prerequisites: None.

### **CHM095** **1 Credit 1 Period** **Review of General Chemistry I**

A brief review of CHM151 concepts and problem-solving techniques most directly applicable to CHM152 or CHM154 topics. Recommended for students with a C or below in CHM151, and/or more than a year time lapse between CHM151 and either

CHM152 or CHM154. Prerequisites: CHM151 and (MAT120 or MAT122 or equivalent).

### **CHM107** **3 Credits 3 Periods** **Chemistry and Society**

A survey of chemistry and its impact on the environment. Completion of CHM107LL required to meet the Natural Science requirement. Prerequisites: None.

### **CHM107LL** **1 Credit 3 Periods** **Chemistry and Society Laboratory**

Laboratory experience in support of CHM107. Prerequisites or Corequisites: CHM107.

### **CHM130** **3 Credits 3 Periods** **Fundamental Chemistry**

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: A grade of "C" or better in [CHM090 or MAT090 or MAT091 or MAT092 or (MAT092AA and MAT092AB) or MAT093 or (MAT103AA and MAT103AB) or higher or satisfactory score on math placement exam] and [RDG091 or higher or eligibility for CRE101 as indicated by appropriate reading placement test score].

### **CHM130LL** **1 Credit 3 Periods** **Fundamental Chemistry Laboratory**

Laboratory experience in support of CHM130. Prerequisites or Corequisites: A grade of "C" or better in CHM130.

### **CHM138** **3 Credits 3 Periods** **Chemistry for Allied Health**

Elements of fundamental and organic chemistry. Includes the general chemical behavior of inorganic matter and the structure of organic and biochemical systems. Course designed for specific allied health programs at MCCC. May not be applicable to other allied health programs or transferable. Prerequisites: A grade of "C" or better in CHM090, or one year of high school chemistry with a grade of "C" or better, or MAT092, or satisfactory score on placement exam.

### **CHM138LL** **1 Credit 3 Periods** **Chemistry for Allied Health Lab**

Laboratory experience in support of CHM138, Chemistry for Allied Health. Prerequisites: None. Corequisites: CHM138.

### **CHM151** **3 Credits 3 Periods** **General Chemistry I**

Detailed study of principles of chemistry for science majors and students in pre-professional curricula. Students may receive credit for only one of the following: CHM150 or CHM151. Prerequisites: [(CHM130 and CHM130LL), or CHM130AA, or one year of high school chemistry with a grade of "C" or better taken within the last five years], and completion of MAT151 or higher level mathematics course with grade of "C" or better. Completion of all prerequisites within the last two years is recommended.

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**CHM151LL** 1 Credit 3 Periods  
**General Chemistry I Laboratory**

Laboratory experience in support of CHM151. Prerequisites: CHM130LL or permission of instructor. Prerequisites or Corequisites: A grade of "C" or better in CHM150 or CHM151.

**CHM152** 3 Credits 3 Periods  
**General Chemistry II**

A study of the chemical properties of the major groups of elements, equilibrium theory, thermodynamics, electrochemistry, and other selected topics. Completion of CHM152LL required to meet the Natural Science requirement. Student may receive credit for only one of the following: CHM152 and CHM152LL, or CHM152AA. Prerequisites: A grade of "C" or better in [(CHM150 or CHM151) and CHM151LL], or CHM150AA, or CHM151AA. Completion of prerequisites within the last two years recommended.

**CHM152LL** 1 Credit 3 Periods  
**General Chemistry II Laboratory**

Laboratory experience in support of CHM152. Prerequisites: CHM151LL or permission of Instructor. Prerequisites or Corequisites: A grade of "C" or better in CHM152.

**CHM230** 3 Credits 3 Periods  
**Fundamental Organic Chemistry**

Chemistry of representative groups of organic compounds, emphasizing biological applications. 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. 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.

**CHM230LL** 1 Credit 3 Periods  
**Fundamental Organic Chemistry Laboratory**

Laboratory experience in support of CHM230. Prerequisites: CHM130LL, or CHM151LL, or equivalent. Prerequisites or Corequisites: CHM230.

**CHM235** 3 Credits 3 Periods  
**General Organic Chemistry I**

Rigorous introduction to chemistry of carbon-containing compounds. Reaction mechanisms and recent methods of synthesis emphasized. Prerequisites: A grade of "C" or better in (CHM152 and CHM152LL), or CHM152AA, or (CHM154 and CHM154LL). Completion of prerequisites within the last two years recommended.

**CHM235LL** 1 Credit 4 Periods  
**General Organic Chemistry I Laboratory**

Laboratory experience in support of CHM235. Prerequisites or Corequisites: A grade of "C" or better in CHM235. Completion of prerequisites within the last two years recommended.

**CHM236** 3 Credits 3 Periods  
**General Organic Chemistry IIA**

Study of chemistry of carbon-containing compounds continued. Structural determination and additional reaction mechanisms and modern methods of synthesis emphasized. Prerequisites: A grade of "C" or better in CHM235 and CHM235LL. Completion of prerequisites within the last two years recommended.

**CHM236LL** 1 Credit 4 Periods  
**General Organic Chemistry IIA Laboratory**

Laboratory experience in support of CHM236. Prerequisites or Corequisites: A grade of "C" or better in CHM236. Completion of prerequisites within the last two years recommended.

**CHM260** 3 Credits 3 Periods  
**Fundamental Biochemistry**

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: A grade of "C" or better in (CHM230 and CHM230LL) or (CHM235 and CHM235LL). Completion of prerequisites within the last two years recommended.

**CHM260LL** 1 Credit 3 Periods  
**Fundamental Biochemistry Laboratory**

Laboratory experience in support of CHM260. Prerequisites: CHM230 and CHM230LL or permission of Instructor. Corequisites: CHM260.

**CHM298** 1-3 Credits See Page 272  
**Special Projects**

## CIS - Computer Information Systems

**CIS100** 0.5 Credit 0.5 Period  
**Internet: A Tool For Learning**

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.

**CIS103** 3 Credit 4 Period  
**Introduction to Social Media**

Identify and explain social media and Web 2.0 technologies for personal, academic, professional, and business applications. Create and maintain accounts on various sites to socialize, write, and share multimedia, while understanding the related ethics, privacy and security issues. Prerequisites: None.

**CIS105** 3 Credits 4 Periods  
**Survey of Computer Information Systems**

Overview of computer technology, concepts, terminology, and the role of computers in society. Discussion of social and ethical issues related to computers. Use of word processing, spreadsheet, database, and presentation software. Includes programming and use of the Internet. Exploration of relevant emerging technologies. Prerequisites: None.

**CIS107** 3 Credits 4 Periods  
**The Electronic Game Industry**

Introduction to the electronic game industry, including history, market, distribution and publishing channels, business models, team roles, and career landscape. Technical topics covered include software engineering, artificial intelligence, game physics, computer graphics, and networking. Prerequisites: CIS105 or permission of Instructor.

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**CIS108** **1 Credit 2 Periods**  
**Electronic Portfolio Development**  
 Compile, reflect on, and select prior learning experiences and artifacts. Design, produce, and publish an online portfolio that documents prior learning. Includes techniques for presenting the electronic portfolio for evaluation. Prerequisites: (CIS105 or BPC110) or permission of Instructor.

**CIS113AE** **1 Credit 1.3 Periods**  
**Microsoft Word: Word Processing Level I**  
 Using word processing software to create, name and manage files, edit text, and do basic formatting of documents. Prerequisites: None.

**CIS113BE** **1 Credit 1.3 Periods**  
**Microsoft Word: Word Processing – Level II**  
 Using more advanced features of word processing software to format documents, create lists, mail-merged documents, and documents with themes and styles. Prerequisites: CIS113AE or permission of Instructor.

**CIS113CE** **1 Credit 1.4 Periods**  
**Microsoft Word: Word Processing – Level III**  
 Utilizing more advanced features of word processing software to incorporate style and theme elements, use desktop publishing capabilities, and insert tables. Prerequisites: CIS113BE or permission of Instructor.

**CIS114AE** **1 Credit 2 Periods**  
**Excel: Level I**  
 Computer spreadsheet skills for solving business problems using Excel, including calculations, forecasting, and projections. Prerequisites: None.

**CIS114BE** **1 Credit 2 Periods**  
**Excel: Level II**  
 Additional Excel spreadsheet techniques, including macro programming, database searching, extraction, and linking to obtain prescribed reports and graphs. Prerequisites: CIS114AE or permission of Instructor.

**CIS114CE** **1 Credit 1 Period**  
**Excel: Level III**  
 Additional Excel spreadsheet techniques, including complex macros, statistics, and matrix manipulation. Project design using multiple, integrated spreadsheets. Prerequisites: CIS114BE or permission of Instructor.

**CIS114DE** **3 Credits 5 Periods**  
**Excel Spreadsheet**  
 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.

**CIS117AM** **1 Credit 2 Periods**  
**Database Management: Microsoft Access – Level I**  
 Introduction to the basic elements of a current version of the Microsoft Access database management program, for casual and beginning users. Prerequisites: None.

**CIS117BM** **1 Credit 2 Periods**  
**Database Management: Microsoft Access – Level II**  
 Exploration of additional components of the Microsoft Access database management program. Prerequisites: CIS117AM or permission of Instructor.

**CIS117CM** **1 Credit 1 Period**  
**Database Management: Microsoft Access – Level III**  
 Application of the features of the Microsoft Access program to some common database management problems. Prerequisites: CIS117BM.

**CIS117DM** **3 Credits 5 Periods**  
**Microsoft Access: Database Management**  
 Introduction to the basic elements, exploration of additional components and common database management problems related to the Microsoft Access program. Prerequisites: None. CIS117DM combines the contents of CIS117AM, CIS117BM and CIS117CM.

**CIS118AB** **1 Credit 2 Periods**  
**PowerPoint: Level I**  
 Use of PowerPoint software to produce professional-quality presentation visuals. Prerequisites: None.

**CIS118BB** **1 Credit 2 Periods**  
**PowerPoint: Level II**  
 Use of PowerPoint software add movement and sound to desktop presentations to enhance audience attention. Prerequisites: CIS118AB.

**CIS120DA** **3 Credits 4 Periods**  
**Introduction to Digital Video Editing: Adobe Premiere**  
 Foundations of video import, export, and editing. 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. Helps students prepare for the Adobe Certifications related to Adobe Premiere. Prerequisites: None.

**CIS120DB** **3 Credits 4 Periods**  
**Computer Graphics: Adobe Illustrator**  
 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** **3 Credits 4 Periods**  
**Adobe Flash Level I: Digital Animation**  
 Focuses on entry-level skill expectations for digital animation using Adobe Flash. Covers basic animation techniques used in the creation, manipulation, and editing of Flash animation graphics. Helps students prepare for the Adobe certifications related to Adobe Flash. Prerequisites: None.

**CIS120DF** **3 Credits 4 Periods**  
**Adobe Photoshop Level I: Digital Imaging**  
 Focuses on entry-level skill expectations for digital imaging using Adobe Photoshop. Helps students prepare for the Adobe Certifications related to Photoshop. Prerequisites: None.

## COURSE DESCRIPTIONS

### **CIS120DK** **3 Credits 4 Periods** **Introduction To Digital Video Editing**

Introduction to digital video editing comprises 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** **3 Credits 4 Periods** **Digital Video Compositing: After Effects**

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** **3 Credits 4 Periods** **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.

### **CIS121AE** **1 Credit 2 Periods** **Windows Operating System: Level I**

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.

### **CIS121AI** **1 Credit 2 Periods** **Mac Operating System**

Specific topics include getting started with Mac OS; working with disks, folders, and files; installing and using applications; setting system preferences; printing, faxing, and scanning; getting and living online; using iLife; sharing a Mac with other users; creating a home network; and maintaining the Mac. Prerequisites: None.

### **CIS124AA** **1 Credit 1.7 Periods** **Project Management Software: Level I**

Utilization of project management software packages by managers and advanced business students to solve critical management planning tasks. Evaluation of management opportunities utilizing software packages to monitor project progress and resource allocation. Includes "what-if" analyses, and preparation of management reports. Prerequisites: None.

### **CIS124BA** **1 Credit 1.7 Periods** **Project Management Software: Level II**

Advanced use of project management software. Covers features and functions to solve critical management planning tasks. Project communications, scheduling, resource allocation, tracking processes and importing and exporting data also covered. Project consolidation emphasized. Prerequisites: CIS124AA or permission of Instructor.

### **CIS126DL** **3 Credits 4 Periods** **Linux Operating System**

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.

### **CIS130DA** **3 Credits 4 Periods** **3D Studio Max: Modeling**

Introduction to 3D modeling using 3D Studio Max. Emphasis will be placed on Polygonal, Solid, and Surface modeling tools. Students will also understand concepts such as modifiers, sub-object editing, extruding, Booleans, lofting, lathing and compound object modeling. Introduction to basic lighting, texturing and rendering techniques. Prerequisites: CIS105.

### **CIS130DB** **3 Credits 4 Periods** **3D Studio Max: Animation**

Introduction to three-dimensional animation tools and principles, with an emphasis on character construction and animation. 3D Studio Max will be the primary application for use in this class. Prerequisites: CIS105.

### **CIS131AA** **1 Credit 1 Period** **Doing Business on the Internet**

Overview of different ways businesses are taking advantage of and using the Internet. Includes how companies are selling items and services over the Internet; techniques used to expand customer contacts; marketing strategies; availability of government and financial information; future potential and disadvantages; using the Internet for customer service; establishing a Website. Some previous computer experience preferred. Prerequisites: None.

### **CIS133AA** **1 Credit 2 Periods** **Internet/Web Development Level I-A**

Overview of the Internet and its resources. Hands-on experience with various Internet communication tools. Prerequisites: None.

### **CIS133DA** **3 Credits 4 Periods** **Internet/Web Development Level I**

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** **3 Credits 4 Periods** **Desktop Design and Publishing Using Adobe InDesign**

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.

### **CIS150AB** **3 Credits 4 Periods** **Object-Oriented Programming Fundamentals**

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.



## COURSE DESCRIPTIONS

### **CIS151 3 Credits 4 Periods Computer Game Development-Level I**

Introduction to object-oriented game development, game design, and game theory. Use of computer software to demonstrate and teach concepts using an appropriate game development platform to model real-time simulations and create computer games using object oriented tools. Introduction to developing PC games, educational software, and training software using Windows-based object oriented developments tools. Prerequisites: CIS105 or permission of Instructor.

### **CIS159 3 Credits 4 Periods Visual Basic Programming I**

Use of the Visual Basic programming language to solve problems using suitable examples from business or other disciplines. Prerequisites: CIS105 or permission of Instructor.

### **CIS162AB 3 Credits 4 Periods C++: Level I**

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.

### **CIS162AD 3 Credits 4 Periods C#: Level I**

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.

### **CIS163AA 3 Credits 4 Periods Java Programming: Level I**

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.

### **CIS166AA 3 Credits 4 Periods Introduction To Javascripting**

Introduction to basic JavaScript programming concepts including syntax. Covers Hypertext Markup Language (HTML), programming logic and debugging, as well as forms manipulation and animation. Prerequisites: BPC/CIS133CA, or BPC/CIS133DA, or permission of the Instructor.

### **CIS166AC 3 Credits 4 Periods Web Scripting With Active Server Pages (ASP).NET**

Introduction to web scripting using Microsoft's ASP.Net (Active Server Pages). Web application development using Hypertext Markup Language (HTML), ASP.Net Web Forms, programming logic, and Structured Query Language (SQL). Prerequisites: (BPC/CIS133CA or BPC/CIS133DA) and (CIS159 or CIS162AD), or permission of Instructor.

### **CIS166AE 3 Credits 4 Periods Web Scripting With PHP: Hypertext Preprocessor (PHP)**

Introduction to web scripting with PHP (PHP: Hypertext Preprocessor). Web application development using Hypertext Markup Language (HTML), PHP, programming logic, and

Structured Query Language (SQL). Prerequisites: BPC/CIS133CA, or BPC/CIS133DA, or permission of the Instructor.

### **CIS197 3 Credits 4 Periods VMware ESXI Server Enterprise**

Introduction to vSphere and VMware ESXI 5.5 server in the enterprise. Covers many aspects of virtualization for VMware ESXI server administration. Designed to develop knowledge and skills required to install, configure and troubleshoot a VMware ESXI Server (vSphere) including basic network functions. Provides basic command line and vCenter (formerly 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 3 Credits 4 Periods Advanced Microsoft Word: Word Processing**

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.

### **CIS220DC 3 Credits 4 Periods Flash: Advanced Animation And Actionscript**

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.

### **CIS220DK 3 Credits 4 Periods Advanced Digital Video Production: Premiere**

Includes an in-depth study of digital video editing using Premiere, including preproduction, production and post production. Advanced techniques into a capstone project. Emphasis placed on enhanced workflow processes, integration of other applications into Premiere, multiple output formats, timesaving quick key setup and advanced production and editing tools. Prerequisites: CIS120DA, or CIS120DK, or permission of Instructor.

### **CIS224 3 Credits 4 Periods Project Management Microsoft Project for Windows**

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.

### **CIS230DA 3 Credits 4 Periods 3D Studio Max: Materials**

Emphasis on creating and applying materials and textures to three-dimensional environments. Techniques for creating skins, surfaces, and shading types for objects, environments and characters will be explored. Original textures, both life-like and imaginary, will be created using 3D Studio Max and a 2D computer graphics software application. Prerequisites: CIS130DA, or BPC/CIS120DF, or BPC/CIS120DG, or permission of Instructor.

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### **CIS230DB** **3 Credits 4 Periods** **3D Studio Max: Lighting and Rendering**

Emphasis on lighting and rendering for three-dimensional environments. Techniques for illuminating scenes and characters will be explored. Prepare scenes for rendering to video, film and real-time rendering using 3D Studio Max. Prerequisites: CIS130DA or permission of Instructor.

### **CIS233DA** **3 Credits 4 Periods** **Internet/Web Development Level II**

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: BPC/CIS133CA, or BPC/CIS133DA, or permission of Instructor.

### **CIS233DC** **3 Credits 4 Periods** **Internet Web Development: Dreamweaver**

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.

### **CIS234** **3 Credits 4 Periods** **XML Application Development**

The use of Extensible Markup Language (XML) to make documents smarter, simplify Web automation, and to communicate between databases, both within and between corporations. Includes techniques for XML generation, data extraction and sharing, and transformation and managing of XML files. Prerequisites: BPC/CIS133CA or BPC/CIS133DA or permission of Instructor.

### **CIS235** **3 Credits 4 Periods** **E-Commerce**

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 transactions covered. Also includes current issues in e-commerce. Prerequisites: BPC/CIS133CA, or BPC/CIS133DA, or permission of Instructor.

### **CIS236** **2 Credits 3 Periods** **Web-Based Teaching And Learning I**

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.

### **CIS237** **3 Credits 4 Periods** **Web-Based Teaching And Learning II**

Create an online or hybrid course using a web-based learning environment. Create, prepare, and manage content and resource files; locate and add resources; and manage a course homepage.

Add, delete, and revise tools; create, maintain, and release quizzes and assignments; and manage a course. Track students, data, and revise student grades, submissions, and attendance. Hands-on experience with creating a course using a web-based learning environment. Prerequisites: CIS236, or permission of Instructor.

### **CIS238DL** **3 Credits 4 Periods** **Linux System Administration**

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** **3 Credits 4 Periods** **Linux Shell Scripting**

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: CIS126DL or permission of Instructor.

### **CIS240DL** **3 Credits 4 Periods** **Linux Network Administration**

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 permission of Instructor.

### **CIS243** **3 Credits 4 Periods** **Internet/Web Development Level III**

Development of interactive websites with graphics, video, and sound using advanced web design techniques and tools. Design theory for maximizing web readership, interactive and multimedia elements, speed and accessibility optimization, and intuitive user interfaces. Prerequisites: CIS233DA or permission of Instructor.

### **CIS250** **3 Credits 4 Periods** **Management of Information Systems**

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.

### **CIS251** **3 Credits 4 Periods** **Computer Game Development-Level II**

Advanced object-oriented game development, advanced game design, and advanced game theory. Use of game development software tools to demonstrate advanced concepts for modeling real-time simulations and creating computer games using object oriented development tools. In depth coverage of game

## COURSE DESCRIPTIONS

programming (scripting) techniques, and decision logic using object oriented techniques. Prerequisites: CIS151 or permission of Instructor.

### **CIS259** **3 Credits 4 Periods** **Visual Basic Programming II**

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.

### **CIS262AD** **3 Credits 4 Periods** **C# Level II**

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** **3 Credits 4 Periods** **Java Programming: Level II**

Intermediate Java programming. Includes features needed to construct object-oriented programming, multithreading, multimedia, files, streams and data structure. Prerequisites: CIS163AA or permission of Instructor.

### **CIS266** **4 Credits 5 Periods** **Network Integration Capstone**

Application of project management, installation and troubleshooting to integrate multiple operating systems. Topics include: diagnostic and troubleshooting procedures, security vulnerability and penetration software to installation. Prerequisites: (CIS238DL and CIS240DL) or (CNT270 or CNT170AA) or [(MST155 or MST155DA) and (MST157 or MST157DA)] and (CIS270 or CNT205 or CIS271DL) or associated industry certifications or permission of Instructor.

### **CIS270** **3 Credits 4 Periods** **Essentials Of Network And Information Security**

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** **3 Credits 4 Periods** **Linux Security**

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** **3 Credits 4 Periods** **MySQL Database**

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 development backup/restore strategies. Prerequisites: CIS105 or permission of Instructor.

### **CIS276DB** **3 Credits 4 Periods** **SQL Server Database**

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.

### **CIS276DC** **3 Credits 4 Periods** **SQL Server Database**

A broad overview of the Oracle database. Includes Structured Query Language (SQL) instruction for data definition, data manipulation, and data retrieval. Develops knowledge and skills required to install Oracle, model and create new databases, manage users, authentication, and stored procedures, and develop backup/restore strategies. Prerequisites: CIS105 or permission of Instructor.

### **CIS282** **1-3 Credits 1-3 Periods** **Volunteerism For Computer Information Systems: A Service-Learning Experience**

Service-learning field experience within private/public agencies, educational institution, and citizen volunteer groups. May be repeated for a total of six (6) CIS282 credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: Permission of Instructor.

### **CIS284** **4 Credits 5 Periods** **Certified Internet Web (CIW) Associate Certification Preparation Course**

Explain and implement Internet technologies, network infrastructure, and protocols. Utilize a variety of markup languages and web technologies to design web pages. Utilize job skills such as project management. Explore best practices/issues for web design, publishing, and e-commerce. Prepare for Certified Internet Web (CIW) Associate Examinations. Prerequisites: CIS233DA, or permission of Instructor.

### **CIS290** **1-3 Credits 6-18 Periods** **Computer Information Systems Internship**

Work experience in business or industry. Prerequisites: Permission of Instructor.

### **CIS298** **1-3 Credits See Page 272** **Special Projects**



## COURSE DESCRIPTIONS

### CNS - Construction

#### **CNS101 Construction And Culture 3 Credits 3 Periods**

The cultural context of construction, emphasizing the evolution and expansion of constructed environments as expressions of ethical and historical value systems. Prerequisites: None.

#### **CNS130 Computer Aided Design And Drafting 3 Credits 6 Periods**

Fundamental drafting and documentation topics and techniques related to construction, using both board and computer as tools. Concentration on various methods of two-dimensional and three-dimensional drawing, sketching, scaling, and dimensioning with computer and board. Prerequisites: None.

#### **CNS175 Working Drawing Analysis: Blueprint Reading 3 Credits 3 Periods**

Detailed analysis and interpretation of construction drawings (blueprint reading); interpretation of symbols, annotations, conventions, terms of trade; and understanding of drawing, dimensioning, plan organization, and specifications. Prerequisites: None.

#### **CNS180 Building Construction Methods, Materials, And Equipment 3 Credits 3 Periods**

Comprehensive study of construction methods, materials, codes, and equipment used in building construction. Prerequisites: None.

#### **CNS181 Cost Estimating I 3 Credits 3 Periods**

Determining quantities of material, equipment, and labor for a construction project. Includes procedures used to apply unit costs to these items in a minimum of time. Occupational Safety and Health Administration Safety Standards and their impact on construction cost. Prerequisites: None.

#### **CNS201 Construction Management: Office Operation 3 Credits 3 Periods**

Skills and techniques required to manage construction office operations. Includes establishing and financing the business, marketing, office operations, and maintaining relationships with other construction industry entities through a systematic planning approach. Prerequisites: (CNS130 and CNS175 and CNS181) or permission of Department or Division.

#### **CNS230 Computer Aided Design And Drafting (CADD) 3D For Construction & Architecture (CADD II) 3 Credits 6 Periods**

Design, construction, and annotation of three-dimensional objects for construction and architecture industries using AutoCAD software. Prerequisites: CNS130, or permission of Department or Division.

#### **CNS240 Advanced Computer Aided Design And Drafting (CADD) For Construction & Architecture (CADD III) 3 Credits 6 Periods**

Use of advanced AutoCAD two- and three-dimensional commands along with various customization codes and techniques specific to architecture and construction industries. Prerequisites: CNS230, or permission of Department or Division.

#### **CNS243 Heavy Construction Equipment, Methods, And Materials 3 Credits 3 Periods**

Fundamentals of machine selection and production estimating, using computer-generated data to develop programs that speed the decision process or allow easy analysis of multiple options used in the heavy construction industry. Applications of engineering principles in analyzing economical approaches for heavy construction. Covers fleet operation, methods, maintenance, and programs for construction of dams, tunnels, roads, and excavations of buildings. Prerequisites: None.

#### **CNS261 Microcomputers for Constructors 3 Credits 3 Periods**

Effective application of computers in support of construction management, administration, and technical aspects of the construction industry. Uses of the computer as a problem-solving tool, including multimedia software, information management, and spreadsheet applications in construction. Prerequisites: None.

#### **CNS263 Electrical Construction Fundamentals 3 Credits 3 Periods**

General knowledge of electrical work related to construction management, administration, and technical aspects of the construction industry. Covers circuits and machinery, power transmission, and electrical distribution with emphasis on secondary distribution systems as well as measurement and instrumentation, Ohm's Law, low voltage, high voltage, temporary power, generators, service, systems, circuits, motors, transformers, electrical installations, codes, cogeneration, energy conservation, estimating, safety and related blueprint readings. Prerequisites: None.

#### **CNS282 Volunteerism For Construction: A Service-Learning Experience 1-3 Credits 1-3 Periods**

Service-learning field experience within private/public agencies and citizen volunteer groups. May not repeat specific assignment for more than three (3) credit hours. Standard grading available according to procedures outlined in college catalog. Prerequisites: Permission of Department or Division.

#### **CNS290 Construction Internship 1-3 Credits 5-15 Periods**

Construction internship office/field experience with private/ public agencies or citizen volunteer groups. May not repeat specific assignment for more than three (3) credit hours. Standard grading available according to procedures outlined in college catalog. Prerequisites: Permission of Department or Division.

#### **CNS296 Cooperative Education 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 ability to obtain a position related to students academic or career goals (students present job may qualify) or permission of instructor. Corequisites: Must be concurrent in at least one class which is related to student's major or career interest or with permission of the Instructor.



# CNT - Cisco Network Technology

### **CNT140AA 4 Credits 6 Periods** **Cisco Networking Fundamentals**

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.

### **CNT150AA 4 Credits 6 Periods** **Cisco Routing Protocols And Concepts**

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.

### **CNT160AA 4 Credits 6 Periods** **Cisco Local Area Networking (LAN) Switching And Wireless**

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.

### **CNT170AA 4 Credits 6 Periods** **Cisco Accessing The Wide-Area Network (WAN)**

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.

### **CNT200 4 Credits 6 Periods** **CCNP ROUTE: Implementing Cisco IP Routing**

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. Preparation for Cisco Certified Network Professional (CCNP) exam. Prerequisites: CNT170AA, or CCNA industry certification, or permission of Instructor. Corequisites: CNT220.

### **CNT205 4 Credits 6 Periods** **Cisco Certified Network Associate Security**

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.

### **CNT220 4 Credits 6 Periods** **Cisco SWITCH: Implementing Cisco IP Switching**

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 practice to reinforce configuration skills. Prerequisites: CNT170AA, or CCNA industry certification, or permission of instructor. Corequisites: CNT200.

### **CNT231 4 Credits 6 Periods** **CCNP TSHOOT: Maintaining and Troubleshooting Cisco IP Networks**

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. Preparation for Cisco Certified Network Professional (CCNP) exam Prerequisites: (CNT200 and CNT220), or permission of Instructor.

# COM - Communication

### **COM100 3 Credits 3 Periods** **Introduction to Human Communication**

Theory and practice of communication skills in public, small group, and interpersonal settings. Includes study of the speech communication process. Prerequisites: None.

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### **COM110** 3 Credits 3 Periods **Interpersonal Communication**

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.

### **COM207** 3 Credits 3 Periods **Introduction to Communication Inquiry**

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. Recommended for the communication major. Prerequisites: ENG101 or ENG107 or equivalent, and COM100 or equivalent, or permission of Instructor.

### **COM225** 3 Credits 3 Periods **Public Speaking**

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.

### **COM230** 3 Credits 3 Periods **Small Group Communication**

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.

### **COM263** 3 Credits 3 Periods **Elements of Intercultural Communication**

Basic concepts, principles, and skills for improving oral communication between persons from different minority, racial, ethnic, and cultural backgrounds. Prerequisites: None.

### **COM271** 3 Credits 3 Periods **Voice and Diction**

Exercises and techniques to free the voice and improve projection, resonance, and articulation. Covers international phonetic alphabet and standard stage speech. Prerequisites: None.

### **COM282** 1-3 Credits 1-3 Periods **Service-Learning Experience in Communication**

Unpaid Service-Learning (SL) experience, completed with approved community partner. Prerequisites: Permission of Instructor. COM282 may be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog.

### **COM296** 1-2 Credits 5-10 Periods **Cooperative Education**

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 students academic or career goals (students present job may qualify) or permission of instructor. Corequisites: Must be concurrent in at least one class which is related to student's major or career interest or with permission of the Instructor.

### **COM298** 1-3 Credits See Page 272 **Special Projects**

## **CPD - Counseling and Personal Development**

### **CPD102AB** 2 Credits 2 Periods **Career Exploration**

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. CPD102AB may be repeated for a total of six (6) credit hours. Prerequisites: None.

### **CPD102AD** 2 Credits 2 Periods **Eliminating Self-Defeating Behavior**

Designed to help students change behaviors that work against their potential, i.e., inferior feelings, shyness, nervousness, stage fright, underachievement 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** 2 Credits 2 Periods **Stress Management**

Reviews the sources of stress, the physiological effects and the psychological impact of stress on the individual. Provides strategies to reduce stress. Prerequisites: None.

### **CPD103BC** 2 Credits 2 Periods **African American Cultural Pride and Awareness**

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** 2 Credits 2 Periods **Native American Cultural Pride and Awareness**

Develop an awareness of cultural roots, history, and traditions with emphasis on the shaping of personal identity, social, career, and educational decisions. Prerequisites: None.

### **CPD150** 3 Credits 3 Periods **Strategies For College Success**

Focus on increasing student success through college orientation and personal growth, study skills development, and educational and career planning. Prerequisites: None.

### **CPD160** 3 Credits 3 Periods **Introduction To Multiculturalism**

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. Critical thinking skills for recognizing, analyzing, and mediating cultural and psychological factors impacting conflict and accord between diverse cultures through written and oral discourse. Prerequisites: ENG101, or ENG107, or permission of Instructor.

### **CPD282** 1-3 Credits 1-3 Periods **Volunteerism for Counseling and Personal Development: A Service-Learning Experience**

Service-learning field experience within private/public agencies, and citizen volunteer groups. May be repeated for a total of six

## COURSE DESCRIPTIONS

(6) CPD282 credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: Permission of Instructor.

### CRE - Critical Reading

#### **CRE101** **3 Credits 3 Periods** **College Critical Reading**

Apply critical inquiry skills to varied and challenging reading materials. Includes analysis, synthesis, and evaluation through at least two substantial writing and/or speaking tasks. Prerequisites: (A grade of "C" or better in ENG101 or ENG107) and (appropriate reading placement test score or a grade of "C" or better in RDG091 or RDG095 or RDG100 or RDG111 or RDG112 or RDG113 or permission of Instructor).

### CRW - Creative Writing

#### **CRW150** **3 Credits 3 Periods** **Introduction to Creative Writing**

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** **3 Credits 3 Periods** **Introduction to Writing Poetry**

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** **3 Credits 3 Periods** **Introduction to Writing Fiction**

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.

#### **CRW180** **3 Credits 3 Periods** **Introduction to Writing Nonfiction**

Practice in writing creative nonfiction, including autobiography and biography, the essay, reviews, and humor using a process of invention and discovery, writing, analysis, evaluation, and revision. Combines lecture, discussion, and workshop, leading to the production of marketable quality creative nonfiction. Prerequisites: None. CRW150 recommended but not required.

#### **CRW190** **3 Credits 3 Periods** **Introduction to Screenwriting**

Overview of screenwriting elements; introduction to screenwriting techniques. Prerequisites: None. CRW150 recommended but not required.

#### **CRW200** **1 Credit 1 Period** **Readings for Writers**

Close analysis and interpretation of selected literary texts designed to strengthen the students' own writing by extending their familiarity with the genre in which they write and their knowledge of selected literary elements. One-on-one meetings between student and instructor. May be repeated for a total of six (6) credits. Prerequisites: CRW150, or permission of Instructor.

#### **CRW201** **1 Credit 1 Period** **Portfolio**

Close analysis of the creative writing portfolio culminating in selection, revision, editing, and compiling of the student's own literary work in a portfolio. Students meet individually with instructor to choose, prepare, and compile their work. Prerequisites: (Acceptance into Creative Writing Certificate Program and completion of at least nine (9) credit hours in creative writing (CRW)), or permission of Program Director.

#### **CRW260** **3 Credits 3 Periods** **Intermediate Poetry Writing**

Emphasis on writing a series of original poems; analysis and evaluation of the functions and effects of established works of poetry; concentration on evaluation and revising students' poetry through intensive work shopping. Prerequisites: CRW160 or permission of Instructor.

#### **CRW272** **3 Credits 3 Periods** **Planning and Structuring the Novel**

Focus on planning, structuring, and beginning a novel; prewriting, writing, analysis, evaluation, and revision of novel plans and excerpts. Prerequisites: CRW150 or permission of instructor.

#### **CRW273** **3 Credits 3 Periods** **Writing the Novel**

Provides the beginning novelist with structure, support, and guidance vital to sustained writing; focus on establishing goals and using critique sessions with instructor and peers to draft a novel; open- and topic-focused in-class forums, novel writing, peer and instructor critiques. Prerequisites: CRW272 or permission of instructor.

### CSC - Computer Science

#### **CSC100AB** **4 Credits 4 Periods** **Introduction To Computer Science (C++)**

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.

#### **CSC110AB** **4 Credits 4 Periods** **Introduction To Computer Science (Java)**

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.

## COURSE DESCRIPTIONS

### **CSC120** **4 Credits 6 Periods** **Digital Design Fundamentals**

Number systems, conversion methods, binary and complement arithmetic, Boolean switching algebra and circuit minimization techniques. Analysis and design of combinational logic, flip-flops, simple counters, registers, ROMs, PLDs, synchronous and asynchronous sequential circuits, and state reduction techniques. Building physical circuits. Prerequisites: CSC100, or CSC110, or CSC181, or ELE181, or NET181, or equivalent, or permission of Instructor.

### **CSC205AB** **4 Credits 4 Periods** **Object-Oriented Programming And Data Structures**

Covers object-oriented design and programming, elementary data structures, arrays, lists, stacks, queues, binary trees, recursion, searching and sorting algorithms. Prerequisites: CSC100, or CSC110, or permission of Instructor.

### **CSC230** **4 Credits 5 Periods** **Computer Organization and Assembly Language**

Assembly language programming including input/output (I/O) programming and exception/interrupt handling. Register-level computer organization, I/O interfaces, assemblers, and linkers. Processor organization and design, data path, control, pipelining, and input/output. Memory organization with cache and virtual memory. Prerequisites: (CSC100, or CSC110) and CSC/EEE120, or permission of Instructor.

### **CSC240AA** **4 Credits 4 Periods** **Introduction To Different Programming Languages**

Introduction to procedural (C/C++), applicative (LISP), and declarative (Prolog) languages. Prerequisites: CSC210 or permission of Instructor.

## **CTT - Caterpillar Technician Training**

### **CTT110** **3 Credits 5 Periods** **Introduction to Caterpillar Service Industry**

Introduction to the Caterpillar organization and product line, basic shop safety, and shop operation. Includes computer operations and service information systems. Prerequisites: Permission of Department or Division. Corequisites: CTT114.

### **CTT111** **4 Credits 8 Periods** **Caterpillar Engine Fundamentals**

Introduction to diesel engine theory and service procedures. Focuses on Caterpillar engine systems and applications. Prerequisites: None. Corequisites: CTT110.

### **CTT112** **3 Credits 5 Periods** **Hydraulic Fundamentals**

Hydraulic fundamentals, including functions of valves used in Caterpillar hydraulic systems, functions of vane pumps, gear pumps, and piston pumps, and assembly and disassembly of hydraulic components. Includes ISO hydraulic symbols. Prerequisites: CTT110.

### **CTT113** **3 Credits 5 Periods** **Fuel Systems**

Introduction to fuel systems used in Caterpillar engines. Covers

fuel selection, calibrations, and nozzle testing procedures, governor operation, and hydraulic fuel ratio controls. Includes 1.1 and 1.2 MUI and HEUI, EUI, Nippondenso, and Zexel fuel systems. Prerequisites: CTT111.

### **CTT114** **3 Credits 5 Periods** **Basic Electrical Fundamentals**

Basic electrical and electronic principles used by the technician to diagnose and repair electrical systems in Caterpillar machines. Prerequisites: None. Corequisites: CTT110.

### **CTT115** **3 Credits 5 Periods** **Air Conditioning Fundamentals**

Introduction to principles, systems, components, and servicing of air conditioning systems used in Caterpillar productions. Prerequisites: CTT110.

### **CTT116** **3 Credits 5 Periods** **Power Train I**

Basic components and operations of power train systems used in Caterpillar machines. Covers basic components, clutches, manual shift transmissions, and power shift transmissions. Prerequisites: CCT110.

### **CTT117** **3 Credits 5 Periods** **Machine Hydraulic Systems**

Operation, testing, and adjustment procedures for pilot operated hydraulic systems, load sensing pressure compensated (LSPC) hydraulic systems, electro-hydraulic systems, and hydrostatic systems. Components of hydraulic systems and oil flow through the system. Prerequisites: CTT112.

### **CTT118** **3 Credits 3 Periods** **Caterpillar Dealer Internship I**

Application of skills and knowledge gained in CTT coursework in an internship in a dealership environment. Develops professional skills required of Caterpillar service technician. Provides experience in tool usage, shop safety, connective devices, computers and service information systems, air intake and exhaust systems, lubrication systems, cooling systems, fuel systems, engines, and electrical systems. Required intern to complete a list of learning objectives, keep a logbook, and be evaluated by dealership supervisor and internship coordinator. Prerequisites: CTT110.

### **CTT119** **3 Credits 3 Periods** **Caterpillar Dealer Internship II**

Application of skills and knowledge gained in CTT coursework in an internship in a dealership environment. Develops professional skills required of Caterpillar service technician. Provides experience in hydraulics, pumps, valves, cylinders, and pilot-operated implement system. Requires intern to complete a list of learning objectives, keep a logbook, and be evaluated by dealership supervisor and internship coordinator. Prerequisites: CTT118.

### **CTT200** **3 Credits 5 Periods** **Power Train II**

Methods of transferring power. Hydraulic-driven machines and mechanical power train components, including differentials, brakes, final drives, and undercarriage. Prerequisites: CTT116.



## COURSE DESCRIPTIONS

### **CTT201** **3 Credits 5 Periods** **Machine Electronics**

Introduction to machine electronic systems and diagnostic tooling used to diagnose and repair the complex electrical/electronic systems installed in Caterpillar machines. Prerequisites: CTT114.

### **CTT202** **3 Credits 5 Periods** **Engine Diagnostics And Repair**

In-depth study of engine diagnostics and repair techniques used to troubleshoot and repair engine problems in Caterpillar machines. Selection and use of Caterpillar diagnostic tools. Covers oil, air, cooling, and fuel systems. Prerequisites: CTT111.

### **CTT203** **3 Credits 5 Periods** **Machine Diagnostics**

Failure analysis, troubleshooting logic, and diagnostic tooling and processes used to diagnose and repair the complex systems installed in Caterpillar machines. Use of Caterpillar's Applied Failure Analysis. Introduction to Service Technician Workbench (STW) applications. Prerequisites: CTT201.

### **CTT204** **3 Credits 5 Periods** **Machine Specific Systems**

Introduction to machine-specific systems. Machines covered include compact construction equipment, agricultural combines and challengers, 325B Excavator, off-highway trucks, wheel tractor scrapers, and motor graders. Prerequisites: CTT119.

### **CTT205** **3 Credits 3 Periods** **Caterpillar Dealer Internship III**

Application of skills and knowledge gained in CTT coursework in an internship in a dealership environment. Develops professional skills required of Caterpillar service technician. Provides experience in air conditioning systems, power trains, couplings, transmissions, and hydraulic systems. Requires intern to complete a list of learning objectives, keep a logbook, and be evaluated by dealership supervisor and internship coordinator. Prerequisites: CTT119.

### **CTT206** **3 Credits 3 Periods** **Caterpillar Dealer Internship IV**

Application of skills and knowledge gained in CTT coursework in an internship in a dealership environment. Develops professional skills required of Caterpillar service technician. Provides experience in lubrication systems, engine air induction systems, cooling systems, fuel systems, timing systems, failure analysis, diagnosis, and troubleshooting of specific types of Caterpillar equipment. Requires intern to complete a list of learning objectives, keep a logbook, and be evaluated by dealership supervisor and internship coordinator. Prerequisites: CTT205.

## DAH - Dance Humanities

### **DAH100** **3 Credits 3 Periods** **Introduction to Dance**

Overview of the field of dance focusing on origins, historical development, and cultural characteristics of the various styles of dance. Prerequisites: None.

### **DAH201** **3 Credits 3 Periods** **World Dance Perspectives**

Exploration, analysis, synthesis, and evaluation of the role of dance in various cultures around the world. Prerequisites: None. DAH100 strongly suggested but not required.

### **DAH250** **3 Credits 3 Periods** **Dance in Popular Culture**

Interdisciplinary approach investigating diverse cultural dance practices that have shaped American popular culture from the late 19th century to the present. Highlights issues of power, class, race, ethnicity, gender, age and sexuality. Emphasis is on revealing diverse cultural influences in U.S. popular culture. Prerequisites: None.

## DAN - Dance - Performing Arts

### **DAN102AA** **1 Credit 3 Periods** **Hip Hop**

Theory and practice of Hip Hop dance at the beginning level. Development of movement quality and performance skills. Prerequisites: None.

### **DAN102AB** **1 Credit 3 Periods** **Hip Hop II**

Theory and practice of Hip Hop dance at the advanced beginning level. Development of movement quality and performance skills. Prerequisites: DAN102AA or permission of Instructor.

### **DAN104AA** **1 Credit 3 Periods** **Ballroom I**

Theory and practice of Ballroom dance at the beginning level. Development of movement quality and performance skills. Prerequisites: None.

### **DAN104AB** **1 Credit 3 Periods** **Ballroom II**

Theory and practice of Ballroom dance at the advanced beginning level. Development of movement quality and performance skills. Prerequisites: DAN104AA or permission of Instructor.

### **DAN106AA** **1 Credit 3 Periods** **Latin I**

Theory and practice of Latin dance at the beginning level. Development of movement quality and performance skills. Prerequisites: None.

### **DAN106AB** **1 Credit 3 Periods** **Latin II**

Theory and practice of Latin dance at the advanced beginning level. Development of movement quality and performance skills. Prerequisites: DAN106AA or permission of Instructor.

### **DAN115AA** **1 Credit 3 Periods** **Contemporary Dance Trends: Hip Hop**

Theory and practice of Hip Hop dance. Development of movement quality and performance skills. Prerequisites: None. May be repeated for a total of two (2) credits.

## COURSE DESCRIPTIONS

**DAN125AA** **1 Credit 3 Periods**  
**Social Dance: Ballroom**

Theory and practice of ballroom dance. Development of movement quality and performance skills individually, with a partner or in a group setting. May include Salsa, Mambo, Cha Cha Cha, Merengue, Rumba, East Coast Swing, Lindy Hop, West Coast Swing, Foxtrot, Waltz, American Tango, International Ballroom, or Ballroom Performance. Prerequisites: None. May be repeated for a total of four (4) credits.

**DAN125AC** **1 Credit 2 Periods**  
**Social Dance: Latin**

Theory and practice of Latin dance. Development of movement quality and performance skills individually, with a partner or in a group setting. May include Salsa, Mambo, Cha Cha Cha, Merengue, Rumba, Bachata, International Latin Ballroom, or Latin Ballroom Performance. Prerequisites: None. May be repeated for a total of four (4) credits.

**DAN129** **1 Credit 3 Periods**  
**Musical Theatre Dance I**

Introduction to the theory and practice of musical theatre dance at the beginning level. Development of movement quality and performance skills. Prerequisites: None. DAN129 may be repeated for credit.

**DAN131** **1 Credit 3 Periods**  
**Ballet I**

Introduction to the theory and practice of ballet at the beginning level. Development of movement quality and performance skills. Prerequisites: None. DAN131 may be repeated for credit.

**DAN132** **1 Credit 3 Periods**  
**Modern Dance I**

Introduction to the theory and practice of modern dance at the beginning level. Development of movement quality and performance skills. Prerequisites: None. DAN132 may be repeated for credit.

**DAN133** **1 Credit 3 Periods**  
**Modern Jazz Dance I**

Introduction to the theory and practice of modern jazz dance at the beginning level. Development of movement quality and performance skills. Prerequisites: None. Corequisites: DAN138 for dance majors. DAN133 may be repeated for credit.

**DAN134** **1 Credit 3 Periods**  
**Ballet II**

Theory and practice of ballet at the advanced beginning level. Development of movement quality and performance skills. DAN134 may be repeated for credit. Prerequisites: DAN131 or permission of Instructor.

**DAN135** **1 Credit 3 Periods**  
**Modern Dance II**

Theory and practice of modern dance at the advanced beginning level. Development of movement quality and performance skills. May be repeated for a total of two (2) credit hours. Prerequisites: DAN132 or permission of Instructor.

**DAN136** **1 Credit 3 Periods**  
**Modern Jazz Dance II**

Theory and practice of modern jazz dance at the advanced beginning level. Development of movement quality and performance skills.

DAN135 may be repeated for credit. Prerequisites: DAN133 or permission of Instructor.

**DAN141** **1 Credit 3 Periods**  
**Dance Workshop**

An intensive experience in the process of choreography, performance, and production elements. DAN141 may be repeated for credit. Prerequisites: None.

**DAN146** **1 Credit 3 Periods**  
**Tap Dance Ensemble**

Introduction to the process and practice of dance performance, specific to the genre of tap dance. Prerequisites: DAN140 or permission of Instructor.

**DAN150** **1 Credit 3 Periods**  
**Dance Performance I**

An introduction to the process and practice of dance performance. May be repeated for a total of two (2) semester credit hours. DAN146 may be repeated for credit. Prerequisites: None.

**DAN155** **1 Credit 3 Periods**  
**Dance Performance II**

Continued study of the process and practice of dance performance at a level II. DAN155 may be repeated for credit. Prerequisites: DAN150 or permission of Instructor.

**DAN210** **3 Credits 3 Periods**  
**Dance Production I**

Introduction to the elements of light, sound, and scenery as they relate to the art of dance. Prerequisites: None.

**DAN221** **3 Credits 3 Periods**  
**Rhythmic Awareness I**

Exploration of rhythm in dance performance, choreography and pedagogy. Emphasis on the basic understanding of rhythm and cultivating awareness of rhythm in everyday life. Prerequisites: None.

**DAN222** **3 Credits 3 Periods**  
**Rhythmic Awareness II**

Study at the intermediate level of rhythm and how it can be applied in dance and choreography. Emphasis on awareness of rhythm in everyday life as well as creative practice in rhythm and movement. Prerequisites: DAN221 or permission of Instructor.

**DAN231** **1 Credit 3 Periods**  
**Ballet III**

Theory and practice of ballet at the beginning intermediate level. Development of movement quality and performance skills. DAN231 may be repeated for credit. Prerequisites: DAN134 or permission of Instructor.

**DAN232** **1 Credit 3 Periods**  
**Modern Dance III**

Theory and practice of modern dance at the beginning intermediate level. Development of movement quality and performance skills. DAN232 may be repeated for credit. Prerequisites: DAN135 or permission of Instructor.

**DAN233** **1 Credit 3 Periods**  
**Modern Jazz Dance III**

Theory and practice of modern jazz dance at the beginning intermediate level. Development of movement quality and performance skills. DAN233 may be repeated for credit. Prerequisites: DAN136 or permission of Instructor.

## COURSE DESCRIPTIONS

<b>DAN234 Ballet IV</b>	<b>1 Credit 3 Periods</b>
Theory and practice of ballet at the intermediate level. Development of movement quality and performance skills. DAN234 may be repeated for credit. Prerequisites: DAN231 or permission of Instructor.	
<b>DAN235 Modern Dance IV</b>	<b>1 Credit 3 Periods</b>
Theory and practice of modern dance at the intermediate level. Development of movement quality and performance skills. DAN235 may be repeated for credit. Prerequisites: DAN232 or permission of Instructor.	
<b>DAN236 Modern Jazz Dance IV</b>	<b>1 Credit 3 Periods</b>
Theory and practice of modern jazz dance at the intermediate level. Development of movement quality and performance skills. DAN236 may be repeated for credit. Prerequisites: DAN233 or permission of Instructor.	
<b>DAN250 Dance Performance III</b>	<b>1 Credit 3 Periods</b>
Continued study of the process and practice of dance performance at a level III. DAN250 may be repeated for credit. Prerequisites: DAN155 or permission of Instructor.	
<b>DAN255 Dance Performance IV</b>	<b>1 Credit 3 Periods</b>
Culmination of the process and practice of dance performance at a level IV. DAN255 may be repeated for credit. Prerequisites: DAN250 or permission of Instructor.	
<b>DAN264 Choreography I</b>	<b>3 Credits 3 Periods</b>
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.	
<b>DAN265 Choreography II</b>	<b>3 Credits 3 Periods</b>
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.	
<b>DAN280 Dance Practicum</b>	<b>2 Credits 6 Periods</b>
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.	
<b>DAN282 Service-Learning Experience in Dance</b>	<b>1-3 Credits 1-3 Periods</b>
Unpaid Service-Learning (SL) experience, completed with approved community partner. Prerequisites: Permission of Instructor. DAN282 may be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog.	

## DFT - Drafting Technology

<b>DFT100 Introduction To Drafting</b>	<b>3 Credits 6 Periods</b>
Provides experience and explores career opportunities in three major areas of drafting: mechanical, electronics and construction. Provides basic skills including multiview and pictorial drawing and freehand sketching. Prerequisites: None.	
<b>DFT105AA Computer Aided Drafting I: AutoCAD</b>	<b>3 Credits 6 Periods</b>
Industrial use of AutoCAD equipment (hardware and software) in the areas of mechanical, electronic and construction drawings. Prerequisites: None.	
<b>DFT110 Technical Drafting I</b>	<b>3 Credits 6 Periods</b>
Fundamentals of drafting including lettering, basic drawing concepts, geometric construction and multiview projection. Prerequisites: None.	
<b>DFT111 Technical Drafting II</b>	<b>3 Credits 6 Periods</b>
Dimensioning and tolerancing, sectional views and auxiliary views. Prerequisites: DFT/MET105AA, or DFT110, or equivalent.	
<b>DFT112 Technical Drafting III</b>	<b>3 Credits 6 Periods</b>
Detail and assembly drawings, dimensioning and tolerancing per current manufacturing standards. Prerequisites: (DFT111 and DFT254AA) or equivalent.	
<b>DFT114 Machine Trades Blueprint Reading</b>	<b>3 Credits 3 Periods</b>
Analysis and interpretation of technical drawings common to manufacturing and the machine trades. Prerequisites: None.	
<b>DFT115 Geometric Dimensioning And Tolerancing</b>	<b>3 Credits 3 Periods</b>
Principles and application of the latest techniques in geometric dimensioning and tolerancing in accordance with current American Society of Mechanical Engineers (ASME) Y14.5M. Recommended for all manufacturing personnel who read or produce engineering drawings related to contracts with the U.S. Government. Prerequisites or Corequisites: DFT110, or MET109, or permission of Department or Division.	
<b>DFT245AB Integrated Circuit Design - CMOS Ib</b>	<b>3 Credits 6 Periods</b>
CMOS (Complimentary metal oxide silicon). Layout drawings of a complex nature, cell concepts and putting together major sub-assemblies of an integrated circuit. Other integrated circuit components such as resistors, capacitors, bonding pads.	
<b>DFT240 Cadence Virtuoso XL</b>	<b>3 Credits 6 Periods</b>
Use of the Virtuoso XL Layout Editor to automate mask design, from component generation through automatic and interactive routing. Focuses on generating custom layouts from schematics or netlist and edit existing layouts that have defined connectivity. Prerequisites: None.	

## COURSE DESCRIPTIONS

### **DFT252AA** **3 Credits 6 Periods** **Computer Aided Drafting I: AutoCAD**

Industrial use of AutoCAD equipment (hardware and software) in the areas of mechanical, electronic and construction drawings. Prerequisites: DFT110, or DFT121, or permission of Department or Division.

### **DFT254AA** **3 Credits 6 Periods** **Computer Aided Drafting II: AutoCAD**

Advanced AutoCAD techniques in constructing three-dimensional objects and symbols, dimensioning and text; advanced techniques for projection, rotation, and translation of objects; advanced plotter use. Prerequisites: DFT105AA MET105AA or DFT252AA or equivalent or permission of Department or Division.

### **DFT256AA** **3 Credits 6 Periods** **Computer Aided Drafting III: AutoCAD**

Use of industrial AutoCAD CAD (computer aided drafting) equipment and programs; advanced concepts; customized CAD usage. Creation and use of three-dimensional components and symbols to design complex objects. File management techniques, file archival, custom command creation and use of macro programs to solve design problems. Prerequisites: DFT254AA or equivalent.

### **DFT296** **1-3 Credits 5-15 Periods** **Cooperative Education**

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 students academic or career goals (students present job may qualify) or permission of instructor. Corequisites: Must be concurrent in at least one class which is related to student's major or career interest or with permission of the Instructor.

## **DHE - Dental Hygiene Education**

### **DHE110** **3 Credits 3 Periods** **Pharmacology**

Study of the principles of pharmacology and drugs affecting dental treatment. Topics include drug interactions, oral manifestations, drugs used in dentistry and complementary medicine. Prerequisites: Admission to the Dental Hygiene Program or permission of Instructor.

### **DHE112** **3 Credits 3 Periods** **Oral Pathology**

Identification, classification, etiology and treatment of lesions of the oral mucosa and atypical conditions of the oral cavity and supporting structures. Understanding of abnormal conditions to recognize the parameters of comprehensive dental hygiene care. Multimedia resources are used extensively for identification of oral lesions. Prerequisites: Admission to the Dental Hygiene Program or permission of Instructor.

### **DHE115** **2 Credits 2 Periods** **Emergency Medicine**

Introduction to recording and interpreting medical history.

Additional topics include: recognition of signs and symptoms of medical emergencies, procedures and techniques introduced to prevent emergencies and management of emergency situations in the dental environment. Prerequisites: Admission to the Dental Hygiene Program.

### **DHE117** **2 Credits 2 Periods** **Dental Radiography**

Physics of radiography, theory of radiation production, exposure techniques, radiation protection, film processing, mounting, and interpretation of radiography. Course activities include multimedia resources. Prerequisites: Admission to the Dental Hygiene Program or permission of Instructor.

### **DHE119** **3 Credits 3 Periods** **Head And Neck Anatomy**

Study of the structures of the head and neck relevant to dental hygiene. Topics include: osteology, musculature, blood supply, glandular tissue, cranial nerves and routes of infection. Course activities include use of skulls, models and multimedia resources. Prerequisites: Admission to the Dental Hygiene Program or permission of Instructor.

### **DHE120** **6 Credits 12 Periods** **Pre-Clinical Dental Hygiene**

Introduction to the dental hygiene profession and the process of care. Infection control, patient assessment, preventive treatment and dental hygiene instrumentation are practiced. Students are introduced to self-assessment skills and quality improvement. Prerequisites: Admission to the Dental Hygiene Program or permission of Instructor.

### **DHE121** **2 Credits 3 Periods** **Dental Anatomy, Embryology and Histology**

Includes the histology and embryology of oral tissues; developmental disturbances of the face, oral cavity, and related structures; tooth composition and morphology; eruption patterns and occlusal evaluation. Use of skulls, models and multimedia resources also covered. Prerequisites: Admission to the Dental Hygiene Program.

### **DHE125** **1 Credit 3 Periods** **Dental Radiography Laboratory**

Radiation safety and infection control procedures for operator and patient. Film placement, exposure, development, mounting and evaluation of dental radiographs. Operation and maintenance of X-ray and processing equipment. Interpretation of radiographic findings. Prerequisites or Corequisites: (DHE117 and admission to the Dental Hygiene Program) or permission of Instructor.

### **DHE127** **3 Credits 3 Periods** **Prevention Of Dental Disease**

Introduction of preventive concepts to help clients achieve control of oral diseases and injury. Topics include etiologic agents, caries process, nutrition, fluorides, sealants and patient/client motivation techniques. Multimedia resources used extensively. Prerequisites: Admission to the Dental Hygiene Program or permission of Instructor.

### **DHE132** **3 Credits 5 Periods** **Dental Hygiene Theory I**

Study of the dental hygiene process of care with emphasis on assessment, planning and implementation. Topics include



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instrumentation, adjunct dental hygiene services, instrument sharpening, computer technology, dental specialties and professional accountability. Prerequisites: (DHE120 and admission to the Dental Hygiene Program) or permission of Instructor. Corequisites: DHE133.

### **DHE133** **3 Credits 9 Periods** **Dental Hygiene Clinic I**

Application of the dental hygiene process of care with emphasis on assessment, planning, and implementation. Introduction to evaluation of dental hygiene therapy. Prerequisites: DHE120 and admission to the Dental Hygiene Program. Corequisites: DHE132 and current CPR card.

### **DHE201** **2 Credits 2 Periods** **Dental Materials**

Composition, properties and criteria for use of dental materials. Principles of mixing techniques of restorative, preventive, and laboratory dental materials. Prerequisites: Admission to the Dental Hygiene Program. Corequisites: DHE202.

### **DHE202** **1 Credit 3 Periods** **Dental Materials Laboratory**

Manipulate permanent and temporary restorative materials, impression material, dental waxes, cements, periodontal dressings, bases and liners. Fabricate mouth protectors, study models, and custom impression trays. Laboratory proficiency in margination of permanent restorative materials. Prerequisites: Admission to the Dental Hygiene Program or permission of instructor. Corequisites: DHE201.

### **DHE212** **2 Credits 2 Periods** **Dental Hygiene Theory II**

Study of the dental hygiene process of care with emphasis on comprehensive care planning, case presentation, and clinical decision making. Introduction to advanced periodontal instrumentation. Prerequisites: DHE132 and DHE133 and admission to the Dental Hygiene Program. Corequisites: DHE213.

### **DHE213** **5 Credits 15 Periods** **Dental Hygiene Clinic II**

Application of the dental hygiene process of care with emphasis on comprehensive care planning, case presentation, clinical decision making, advanced instrumentation and improved time utilization. Prerequisites: DHE132 and DHE133 and admission to the Dental Hygiene Program. Corequisites: DHE212.

### **DHE219** **2 Credits 2 Periods** **Practice Management**

Integration of practice management concepts and comprehensive quality patient care in preparation for future collaborative practice between dental hygienists and dentists. Students are challenged with practice situations including productivity, conflict management, ethical and legal issues. Prerequisites: Admission to the Dental Hygiene Program or permission of Instructor.

### **DHE225** **3 Credits 3 Periods** **Periodontics**

Principles of periodontology; etiology, microbiology, pathogenesis, classification and characteristics of healthy and diseased periodontal tissues. Surgical treatment of periodontal disease and the effects of dental hygiene therapy, surgical techniques and maintenance

therapy. Evaluation of the scientific literature and multimedia resources are used extensively. Prerequisites: Admission to the Dental Hygiene Program or permission of Instructor.

### **DHE227** **1 Credit 1 Period** **Dental Anesthesia**

A comprehensive lecture and laboratory course providing concepts and techniques for the administration of local anesthetic agents and nitrous oxide. Experience gained in medical history review, record keeping, patient management and hands-on experience administering local anesthetics and nitrous oxide in a clinical setting. Prerequisites: DHE119 and current CPR certification.

### **DHE229** **3 Credits 3 Periods** **Community Oral Health**

An examination of methods used to assess the oral health status of the community and to plan, implement, finance and evaluate dental public health programs. Focus on community-based health promotion and disease prevention measures to improve the oral health of the population, as well as the characteristics of dental care delivery systems and the social, political, psychological and economic factors affecting utilization within the system. Prerequisites: Admission to the Dental Hygiene Program or permission of Instructor.

### **DHE232** **2 Credits 3 Periods** **Dental Hygiene Theory III**

Study of the dental hygiene process of care with emphasis on the patient with special needs and advanced instrumentation. Students participate in field observations and present case documentations. Prerequisites: (DHE212 and DHE213), and admission to the Dental Hygiene Program. Corequisites: DHE233.

### **DHE233** **5 Credits 15 Periods** **Dental Hygiene Clinic III**

Application of the dental hygiene process of care with emphasis on diverse populations. Students prepare for clinical practice using self-assessment, evaluation and critical thinking skills. Prerequisites: (DHE212 and DHE213), and admission to the Dental Hygiene Program. Corequisites: DHE232.

## ECE - Engineering Science

### **ECE102** **2 Credits 4 Periods** **Engineering Analysis Tools and Techniques**

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 permission of Department or Division. Corequisites: MAT151 or MAT182 or MAT187.

### **ECE103** **2 Credits 4 Periods** **Engineering Problem Solving and Design**

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 or ECE102AA) and (high school physics, or PHY111, or PHY111AA).

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### **ECE201** **2 Credits 2 Periods** **Introduction to Engineering Statics**

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).

### **ECE202** **2 Credits 3 Periods** **Introduction to Engineering Dynamics**

Introduction to engineering dynamics, including kinematics and kinetics of particles, mass moments of inertia, introduction to kinematics and kinetics of rigid bodies, introduction to energy and momentum principles for rigid bodies. Prerequisites: ECE201. Corequisites: MAT240 or MAT241.

### **ECE214** **4 Credits 6 Periods** **Engineering Mechanics**

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). Corequisites: MAT240 or MAT241.

## **ECH - Early Childhood Education**

### **ECH126AB** **1 Credit 2 Periods** **Play Lab-Toddlers**

Participant observation within a laboratory play environment with children 13-35 months of age. Focus on preparation, management and evaluation of developmentally appropriate activities. Prerequisites: None.

### **ECH128** **3 Credits 3 Periods** **Early Learning: Play and the Arts**

Examines theory, research and practices relating to play and the creative arts in early childhood. Considers practical constraints and alternative perspectives. Prerequisites: None.

### **ECH176** **3 Credits 3 Periods** **Child Development**

Study of the science of human development from conception through adolescence. Includes observation skills, parent and adult roles in the lives of children, and contemporary issues. Prerequisites: None.

### **ECH238** **1 Credit 1 Period** **Computers in Early Childhood**

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.

### **ECH270** **1 Credit 1 Period** **Observing Young Children**

Introduction to techniques of observing young children. Recording methods, interpretation and use of collected information including legal and ethical implications. Prerequisites: None.

### **ECH271** **1 Credit 1 Period** **Arranging the Environment**

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** **1 Credit 1 Period** **Science for the Young Child**

Methods and techniques for encouraging beginning scientific thinking among young children. Focus upon the theory of Jean Piaget. Prerequisites: None.

### **ECH279** **1 Credit 1 Period** **Early Childhood Curriculum Development**

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. Prerequisites: None.

### **ECH282** **1 Credit 1 Period** **Discipline/Guidance of Child Groups**

Exploration of techniques for guiding children in groups with focus on individual child and adult needs for a disciplined environment. Prerequisites: None

## **ECN - Economics**

### **ECN105** **3 Credits 3 Periods** **Consumer Economics**

The relationship between the consumer and the economy in American society. Socioeconomic forces that impact on consumer purchases, debt, and budgeting. Consumerism as a movement. Prerequisites: None.

### **ECN160** **3 Credits 3 Periods** **Economic History of the United States**

A description of the trends of American population, industry, and wealth through examination of major American institutions, historical events, and economic thought. Emphasis on the roles of technology and natural resources in agriculture and industry, the labor force, the monetary system, market structures, and the economic impact of government. Prerequisites: None.

### **ECN208** **3 Credits 3 Periods** **Microeconomics Issues**

Microeconomic principles applied to current problems of market structure, consumer preference, supply and demand, and the theory of the firm. Topics will include contemporary events that are suitable for application of the economic way of thinking. Prerequisites: None.

### **ECN211** **3 Credits 3 Periods** **Macroeconomic Principles**

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.

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### **ECN212 3 Credits 3 Periods** **Microeconomic Principles**

Microeconomic analysis including the theory of consumer choice, price determination, resource allocation and income distribution. Includes non-competitive market structures such as monopoly and oligopoly; and the effects of government regulation. Prerequisites: None.

### **ECN250 3 Credits 3 Periods** **World Economic Systems**

A descriptive analysis of capitalist, socialist and mixed economies. Some consideration also given to the problems of less developed economies. Prerequisites: None.

## **EDU - Education**

### **EDU101AA 1 Credit 1 Period** **Tutor Training And Practicum**

Tutor training with an opportunity to gain insights into instructional support services through a minimum of 30 hours of supervised on-site experience within an educational setting. Overview of the role and responsibilities of instructional tutors as well as tutoring techniques, with particular focus on reading and writing strategies. Prerequisites: None.

### **EDU111 1 Credit 2 Periods** **Inquiry-Based Instructional Approaches for Science and Mathematics I**

Exploring teaching as a career option through observations and active participation in science or mathematics lessons. Supervised experience in planning and implementing inquiry-based science and/or mathematics lessons in elementary classroom settings. Prerequisites: None. EDU111 requires additional lab time outside of class.

### **EDU112 1 Credit 2 Periods** **Inquiry-Based Instructional Approaches for Science and Mathematics II**

Exploring teaching as a career option through observations and active participation in science or mathematics lessons. Supervised experience in planning and implementing inquiry-based science and/or mathematics lessons in middle school classroom settings. Prerequisites: EDU111. EDU112 requires additional lab time outside of class.

### **EDU220 3 Credits 3 Periods** **Introduction to Serving English Language Learners (ELL)**

Rationale for and current educational and legal issues for serving English Language Learners (ELL). Comparison and evaluation of various types of language educational models including Structured English Immersion (SEI), English as a Second Language (ESL) and bilingual. Includes SEI, ESL, and bilingual strategies. Prerequisites: None. Approved school-based practicum is required. EDU220 incorporates the 45-clock hour curricular framework for provisional SEI endorsement through the Arizona Department of Education.

### **EDU221 3 Credits 3 Periods** **Introduction To Education**

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. Requires minimum of 30 hours of field experience in elementary or secondary classroom environment.

### **EDU222 3 Credits 3 Periods** **Introduction To The Exceptional Learner**

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, intellectually disabled, and gifted students. EDU222 requires an approved field experience. Prerequisites: None.

### **EDU230 3 Credits 3 Periods** **Cultural Diversity In Education**

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.

### **EDU233 3 Credits 3 Periods** **Structured English Immersion (SEI) and English as a Second Language (ESL) Teaching Methods**

Methods of planning, developing, and analyzing lesson plans in all content areas using English Language Learners (ELL) Standards. Emphasis on components of curriculum content, teaching strategies, development/evaluation/adaptation of teaching materials, and the role of culture in learning. Examines the alignment of ELL Proficiency Standards to the Arizona Language Arts Academic Standards. Covers multiple assessment techniques, tracking of student progress using the state mandated English language proficiency assessment, and use of assessment results for placement and accommodation. Prerequisites: (EDU220 or EPD220 or EDU225) or permission of Department or Division.

### **EDU250 3 Credits 3 Periods** **Teaching And Learning In The Community College**

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.

### **EDU282 1-3 Credits 1-3 Periods** **Service-Learning Experience in Education**

Unpaid Service-Learning (SL) experience, completed with approved community partner. Prerequisites: Permission of Instructor. EDU282 may be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog.

### **EDU291 3 Credits 3 Periods** **Children's Literature**

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.

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### **EDU292** **3 Credits 3 Periods** **The Art of Storytelling**

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.

### **EDU298** **1-3 Credits See Page 272** **Special Projects**

## EED - Early Education

### **EED200** **3 Credits 3 Periods** **Foundations Of Early Childhood Education**

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. Includes field experience. Prerequisites: None. EED200 requires a minimum of 30 hours of field experience in birth to age eight environments.

### **EED205** **3 Credits 3 Periods** **The Developing Child: Prenatal to Age Eight**

Examination of process of physical, social, emotional, cognitive, language, and literacy development of typical and atypical young children; prenatal through age eight. Includes practical application and fieldwork experience. Prerequisites: None.

### **EED212** **3 Credits 3 Periods** **Guidance, Management And The Environment**

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** **3 Credits 3 Periods** **Early Learning: Health, Safety, Nutrition And Fitness**

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** **3 Credits 3 Periods** **Child, Family, Community and Culture**

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.

### **EED222** **3 Credits 3 Periods** **Introduction To The Exceptional Young Child: Birth To Age Eight**

Overview of the exceptional learner [birth - age eight (8)], 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.

### **EED245** **3 Credits 3 Periods** **Early Learning: Language Acquisition and Literacy Development**

Overview of language acquisition and development, emergent literacy, early literacy development, and appropriate early experiences with books, reading, and writing for typical and atypical children birth to age eight. Emphasis placed on reading and writing readiness, methods to enhance literacy development, and strategies for selecting and using children's books. Prerequisites: None.

### **EED255** **3 Credits 3 Periods** **Portfolio Development And Writing For The Profession**

Portfolio development, completion, and presentation. Self-assessment and educational short-term and long-term planning, professional development, writing and critical learning included. Prerequisites: Completion of twelve (12) credit hours of EED coursework and permission of Program Coordinator.

### **EED260** **1 Credit 1 Period** **Early Childhood Infant/Toddler Internship**

Work experience with infants and toddlers in early care and education settings. 80 hours of designated work per credit. May be repeated for a total of six (6) credit hours. Prerequisites: Permission of Department or Division.

### **EED261** **1 Credit 1 Period** **Early Childhood Preschool Internship**

Work experience with preschoolers in early care and education settings. 80 hours of designated work per credit. May be repeated for a total of six (6) credit hours. Prerequisites: Permission of Department or Division.

### **EED263** **2 Credit 2 Period** **Early Childhood Internship: Preschool**

Work experience with preschoolers in early care and education settings. Prerequisites: Permission of Department or Division.

### **EED265** **4 Credits 5 Periods** **Early Childhood Internship: K-3**

Supervised student teacher practicum. Emphasis on the provision of instruction to learners. Covers lesson plan development, classroom procedures, classroom management, and educator professionalism. Includes learner preparation, learner engagement, and learner outcome awareness. Prerequisites: EED100, EED200, EED212, EED215, EED220, EED222, EED270, EED275, and EED280.

### **EED278** **3 Credits 3 Periods** **Early Learning: Curriculum and Instruction – Birth/ Preschool**

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.



## COURSE DESCRIPTIONS

### **EED280** **3 Credits 3 Periods** **Standards, Observation and Assessment of Typical/ Atypical Behaviors of Young Children Birth to Age Eight**

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: CFS176 ECH176 or CFS235 or EED205.

### **EED282** **1-3 Credits 1-3 Periods** **Service-Learning Experience in Early Childhood Education**

Unpaid Service-Learning (SL) experience, completed with approved community partner. Prerequisites: Permission of Instructor. EED282 may be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog.

## EEE - Electrical Engineering

### **EEE120** **4 Credits 6 Periods** **Digital Design Fundamentals**

Number systems, conversion methods, binary and complement arithmetic, Boolean switching algebra and circuit minimization techniques. Analysis and design of combinational logic, flip-flops, simple counters, registers, ROMs, PLDs, synchronous and asynchronous sequential circuits, and state reduction techniques. Building physical circuits. Prerequisites: CSC100, or CSC110, or CSC181, or ELE181, or NET181, or equivalent, or permission of Instructor.

### **EEE202** **5 Credits 7 Periods** **Circuits And Devices**

Introduction to circuits and devices. Component models, transient analysis, steady state analysis, Laplace transform, and active and passive filter networks. Prerequisites: ECE103 or ECE103AB. Corequisites: (MAT276 or MAT277) and (PHY116 or PHY131).

### **EEE230** **4 Credits 5 Periods** **Computer Organization and Assembly Language**

Assembly language programming including input/output (I/O) programming and exception/interrupt handling. Register-level computer organization, I/O interfaces, assemblers, and linkers. Processor organization and design, data path, control, pipelining, and input/output. Memory organization with cache and virtual memory. Prerequisites: (CSC100 or CSC110) and CSC/EEE120, or permission of Instructor.

## EEP - Early Education Professions

### **EEP289** **4 Credits 4 Periods** **Internship: Early Childhood Infant, Toddler, Preschool**

Supervised field experience with infants, toddlers and/or preschoolers in early care and education settings. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate early childhood teacher preparation program

and (EDU220, EDU251, EEP240, EEP242, EEP244, EEP246, and EEP276), and permission of Department or Division. .

## ELE - Electronics

### **ELE100** **3 Credits 4 Periods** **Concepts Of Electricity And Electronics**

Principles of electric circuits, magnetism and electromagnetism including basic motors and generators. Use of basic measuring instruments. Includes an overview of electronics in the modern world. Prerequisites: None.

### **ELE105** **5 Credits 5 Periods** **Algebra-Trigonometry For Technology**

Topics from college algebra and trigonometry essential to the study of electronics; polynomials, exponential and logarithmic functions, complex numbers, and trigonometric functions and identities. Prerequisites: A grade of "C" or better in either ELE101, or MAT090, or MAT091, or MAT092, or equivalent, or score of 16 on Technical Algebra placement test.

### **ELE111** **4 Credits 3 Periods** **Circuit Analysis I**

Direct current (DC) and alternating current (AC) electric circuits. Ohm's law, Kirchoff's laws, series, parallel and series-parallel circuits, fundamentals of inductance and capacitance, and the transient behavior of circuits containing resistance and capacitance or resistance and inductance. Prerequisites: None. Corequisites: ELE105, or MAT120, or MAT121, or MAT122, or equivalent.

### **ELE112** **4 Credits 3 Periods** **Circuit Analysis II**

Alternating current (AC) and direct current (DC) circuits containing resistance and reactance. Detailed coverage of AC/DC circuit parameters, including theorems, impedance matching, and resonance. Prerequisites: ELE111.

### **ELE121** **4 Credits 3 Periods** **Solid-State Devices And Circuits I**

Theory of operation of semiconductor diodes and transistors. Bipolar junction transistor biasing and load-line analysis. Alternating current (AC) equivalent circuits applied to small signal amplifiers. Characteristics of large signal and power amplifiers. Prerequisites: ELE111.

### **ELE131** **3 Credits 3 Periods** **Digital Logic And Circuits**

Number systems, binary arithmetic, and Boolean algebra, combinational and sequential logic circuits, and memory elements. Prerequisites: Score of 19 on Technical Mathematics placement test, or grade of "C" or better in GTC/MET107, or MAT082, or equivalent.

### **ELE173** **2 Credits 4 Periods** **Fabrication Techniques**

Materials, tools, processes, skills and techniques used for fabricating prototype electronic systems. Topics covered will include safety, component identification, schematic diagrams, materials selection, assembly pictorials, soldiering, surface-mount soldering, de-soldering/re-work, inspection, printed circuit board construction and repair, automated assembly, and Electrostatic Discharge (ESD) awareness and procedures. Prerequisites: None. Corequisites: ELE121

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### **ELE181** **3 Credits 5 Periods** **Computer Programming For Technology**

Elementary computer programming techniques. Hands-on computer usage. Prerequisites: None.

### **ELE222** **4 Credits 6 Periods** **Solid-State Devices And Circuits II**

Theory and application of differential and operational amplifiers. Power supplies and regulators; special devices and circuits. Prerequisites: ELE112 and ELE121.

### **ELE241** **4 Credits 6 Periods** **Microprocessor Concepts**

Architectures of selected microprocessors. Presentation of machine and assembly language programming. Prerequisites: ELE131.

### **ELE243** **3 Credits 5 Periods** **Microprocessor Applications**

Presents the microprocessor in computing and control applications. System hardware and software used to control the microprocessor system to perform input/output operations. Prerequisites: ELE241 or ELT241.

### **ELE251** **3 Credits 5 Periods** **Electronic Measurements**

Application and operation of common electronic and electrical test instruments including: oscilloscopes, analog and digital multimeters, digital counters and signal sources. Transducers, amplifiers, and filters, as they apply to instrumentation systems. Laboratory reports and documentation are emphasized. Prerequisites: ELE121.

### **ELE261** **4 Credits 6 Periods** **Communication Systems**

Amplitude modulation (AM), frequency modulation (FM), single-sideband (SSB), radio receivers, pulse systems, radiation, antennas and wave propagation. Prerequisites: ELE121 and ELE131. Corequisites: ELE222.

### **ELE263** **4 Credits 6 Periods** **Digital Data Communications**

Overview of modern telephone system. Telephone switching and modulation techniques. Familiarization with AM (amplitude modulation) and FM (frequency modulation) circuits. Operation of asynchronous and synchronous modems. Prerequisites: ELE121 and ELE241.

## [ELT - Electronics Technology](#)

### **ELT298** **1-3 Credits See Page 272** **Special Projects**

## [EMT - Emergency Medical Technology](#)

### **EMT101** **0.5 Credits 0.45 Periods** **Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers**

Designed to provide the allied healthcare provider with the knowledge and skills to perform Basic Life Support (BLS)

according to current guidelines for emergency cardiovascular care (ECC). EMT101 may be repeated for credit. Prerequisites: None.

### **EMT104** **9 Credits 11.4 Periods** **Emergency Medical Technology**

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, patient-assisted medication administration, automated external defibrillators (AEDs), and blood-glucose monitoring. Students are required to complete additional hours in a competency-based clinical, vehicular, and/or scenario based experience. This may be completed through EMT104AB or program director-approved rotation. Students must meet National Registry of EMTs requirements for certification. Additional information available at nremt.org. Prerequisites: EMT101 or a current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer and (appropriate score on Reading placement test to demonstrate minimum tenth grade level reading or completion of an Associate's degree or higher from an accredited institution).

### **EMT104AB** **.5 Credits .5 Periods** **Applied Practical Studies for Emergency Medical Technology**

Simulation of actual emergency responses, with practical application of techniques and skills covered in EMT curricula. Scenario based learning applied to the techniques of emergency medical care in accordance with national and state curriculum. Practical application of anatomy, physiology, patient assessment, and treatment of medically or traumatically compromised patients, special hazards and medical operations. Also includes patient-assisted medication administration, semi-automatic external defibrillator and blood glucose monitoring. Students function in outside, scenario based environment. Prerequisites: None. Corequisites: EMT104 FSC104 or EMT200 or (EMT272AA EMT272AB and EMT272LL) or EMT273 or certified EMT Basic IEMT or Paramedic in the State of Arizona or permission of Instructor.

### **EMT200** **2 Credits 2.7 Periods** **Refresher Course For Certified Emergency Medical Technicians**

Designed to meet National and Arizona Department of Health Services (A-DHS) recertification for EMTs. Enhances the knowledge base of the Emergency Medical Technician (EMT) and reinforces basic skills competencies. Prerequisites: Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer or permission of Instructor.

### **EMT200AA** **.6 Credits .6 Periods** **EMT Certification Renewal Challenge**

Designed to contribute to Arizona Department of Health Services (A-DHS) Bureau of Emergency Medical Services (B-EMS) recertification requirements for Emergency Medical Technician (EMT) according to the U.S. Department of Transportation (DOT) EMT National Curriculum and the Arizona EMT Refresher Curriculum Guidelines. Prerequisites: Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer or proof of current registry with the National Registry of Emergency Medical Technicians (NREMT).

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### **EMT200AB** **1 Credit 1 Period** **EMT-Basic Certification Expanded Refresher Challenge**

Designed to contribute to Arizona Department of Health Services (A-DHS) Bureau of Emergency Medical Services (B-EMS) recertification requirements for Emergency Medical Technician Basic (EMTB) according to the U.S. Department of Transportation (DOT) EMT-Basic National Curriculum and the Arizona EMT Basic Refresher Curriculum Guidelines. Prerequisites: Current Basic Life Support, American Heart Association Healthcare Provider CPR or equivalent, and current EMT Basic certification in the state of Arizona. Must be currently functioning as an EMT Basic.

### **EMT235** **3 Credits 3 Periods** **Basic ECG Rhythm Analysis and Interpretation in the Emergency Setting**

Designed to provide the allied healthcare provider with basic skills in analysis and interpretation of sinus, atrial, junctional and ventricular rhythms from electrocardiographs (ECG) in the emergency setting. Also addresses heart block and electronically paced rhythms. Prerequisites: Current basic life support (BLS) healthcare provider/professional rescuer card and (EMT/FSC104 or permission of Instructor).

### **EMT236** **3 Credits 3 Periods** **Pharmacology in an Emergency Setting**

Designed for the allied healthcare provider to integrate knowledge of pharmacology and pharmacologic agents to formulate a management plan in the emergency setting. Includes principles of pharmacology, pharmacokinetics, pharmacodynamics, physiology of pharmacology, calculating medication dosages, and medication profiles. Prerequisites: Current basic life support (BLS) healthcare provider/professional rescuer card and (EMT/FSC104 or permission of Instructor). MAT082 or higher suggested but not required.

### **EMT240** **2 Credits 4 Periods** **Advanced Cardiac Life Support (ACLS)**

Designed for the allied healthcare provider who initiates, directs, or participates in the management of cardiopulmonary arrest and other cardiovascular emergencies. Provides the allied healthcare provider with the knowledge and skills to recognize and manage cardiopulmonary arrest, acute arrhythmia, stroke, and Acute Coronary Syndromes (ACS) according to current advanced Emergency Cardiovascular Care (ECC) guidelines. Requires prior knowledge of basic electrocardiograph rhythm interpretation, pharmacologic agents, and other interventions used in Advanced Cardiac Life Support (ACLS). Prerequisites: Current Basic Life Support (BLS) healthcare provider/professional rescuer card and (EMT235 and EMT236, or permission of Instructor).

### **EMT242** **1 Credit 2 Periods** **Pediatric Advanced Life Support (PALS)**

Designed for the allied healthcare provider who initiates, directs, or participates in the management of an infant or child in respiratory compromise, circulatory compromise, or cardiopulmonary arrest according to current CPR and Emergency Cardiovascular Care (ECC) guidelines. Requires prior knowledge

of basic electrocardiograph rhythm interpretation, pharmacologic agents, and other interventions used in Pediatric Advanced Life Support (PALS). Prerequisites: Current Basic Life Support (BLS) healthcare provider/professional rescuer card and (EMT235 and EMT236, or permission of Instructor).

### **EMT245** **2 Credits 3.5 Periods** **Trauma Management I**

Designed to instruct prehospital care personnel in the critical skills necessary to manage the trauma victim and the emergency scene through the Incident Command System (ICS). Enhances basic emergency medical technology (EMT) skills by focusing on emergency care interventions. Provides exposure to victim assessment, initial treatment, resuscitative techniques, victim stabilization, transportation of the victim to an emergency care facility, and documentation. Prerequisites: Basic EMT certification or nurse with emergency room experience or permission of Department or Division

### **EMT249** **.50 Credits .50 Periods** **12 Lead ECG Rhythm Analysis**

Designed to acquaint all level of emergency care providers with electrocardiographic (ECG) rhythm analysis and interpretation using the 12-lead electrocardiogram (ECG). Required content for identification and treatment of myocardial infarction and its complications. Prerequisites: EMT235, or permission of Instructor.

### **EMT265** **1 Credit 1.4 Periods** **Pediatric Education for Prehospital Providers: Advanced**

An interactive, scenario based course designed for Advanced EMTs who practice in the field. Enables providers to perform a rapid assessment of sick and injured children in variety of circumstances. Includes scene management, use of pediatric assessment triangle, developmental differences, injury prevention, airway management techniques, intravenous and intraosseous access and monitoring, ECG arrhythmia recognition, synchronized and unsynchronized cardioversion, pediatric trauma and mechanism of injury, submersion events, children with special health care needs, child abuse and neglect, child and family interactions, use of specialized equipment, documentation of signs, symptoms, care and transportation, special issues in pediatric transportation. Treatment to children is in accordance with recommendations of the American Academy of Pediatrics. Prerequisites: Advanced cardiac life support course or emergency cardiac care course and EMT-Paramedic certification and current employment as an EMT Paramedic or permission of Instructor.

### **EMT272AA** **12.5 Credits 17.3 Periods** **Advanced Emergency Medical Technology**

Designed to provide the emergency medical technician with advanced knowledge about the acute critical differences in physiology, pathophysiology, and clinical symptoms, as they pertain to prehospital emergency care. Emphasis on developing diagnostic and advanced emergency treatment skills necessary to care for the acutely ill and seriously injured. Prerequisites: [Valid Arizona EMT certification and (MAT090 or higher, or a satisfactory score on the ASSET, or COMPASS, or Accuplacer

## COURSE DESCRIPTIONS

placement exam), (ENG101 or ENG107), EMT235, and EMT236], or permission of Program Director. Comprehensive written, oral and practical evaluation on all EMT272AA prerequisite courses.

### **EMT272AB 12.5 Credits 17.3 Periods Advanced Emergency Medical Technology**

Designed to provide the emergency medical technician with advanced knowledge about the acute critical differences in physiology, pathophysiology, and clinical symptoms, as they pertain to prehospital emergency care. Emphasis on developing diagnostic and advanced emergency treatment skills necessary to care for the acutely ill and seriously injured. Prerequisites: Valid Arizona EMT certification and EMT272AA. Comprehensive written, oral and practical evaluation on EMT272AA.

### **EMT272LL 7.5 Credits 37.5 Periods Advanced Emergency Medical Technology Practicum**

Clinical and vehicular practicum in support of EMT272. Prerequisites or Corequisites: EMT272AA and EMT272AB.

### **EMT298 1-3 Credits See Page 272 Special Projects**

## **ENG - English**

### **ENG081 3 Credits 3 Periods Preparatory Academic Writing II**

Emphasizes preparation for college-level composition and related reading tasks with a focus on critical writing, reading, and thinking skills and processes. Prerequisites: Appropriate writing placement test score, or a grade of "C" or better in ENG071 or ESL077, or permission of Department or Division.

### **ENG091 3 Credits 3 Periods Preparatory Academic Writing III**

Emphasizes preparation for first year composition with a focus on critical writing, reading, and thinking skills and processes at an increased level of academic complexity. Prerequisites: Appropriate writing placement test score, or a grade of "C" or better in ENG081 or ESL087, or permission of Department or Division.

### **ENG100A 1 Credit 1 Period American-English Spelling System**

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.

### **ENG100AB 1 Credit 1 Period Vocabulary Development**

Latin and Greek derivatives, development of competency and discrimination in word choice, specialized vocabulary. Prerequisites: Appropriate English placement test score, or a grade of C or better in ENG091 or ESL097, or permission of Instructor.

### **ENG100AC 1 Credit 1 Period The Mechanics of Written English**

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.

### **ENG100AD 1 Credit 1 Period Grammar and Usage**

The social aspects of grammar and usage, including appropriate levels of formal and informal language. Prerequisites: Appropriate English placement test score or a grade of "C" or better in ENG091 or ESL097, or permission of Instructor.

### **ENG101 3 Credits 3 Periods First-Year Composition**

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.

### **ENG102 3 Credits 3 Periods First-Year Composition**

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.

### **ENG107 3 Credits 3 Periods First-Year Composition for ESL**

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.

### **ENG108 3 Credits 3 Periods First-Year Composition for ESL**

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.

### **ENG111 3 Credits 3 Periods Technical and Professional Writing**

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.

### **ENG200 3 Credits 3 Periods Reading and Writing About Literature**

Emphasis on critical analysis of various genres of literature; includes study of necessary terminology, introduction to methods of literary criticism, and practice in interpretation and evaluation. Prerequisites: ENG102.

### **ENG213 3 Credits 3 Periods Introduction to the Study of Language**

Study of language as code; phonetics, phonology, morphology, syntax, semantics; language acquisition; historical and socio-



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linguistics. Prerequisites: A grade of "C" or better in ENG102, or ENG111, or permission of Instructor.

### **ENG215** **3 Credits 3 Periods** **Strategies of Academic Writing**

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.

### **ENG216** **3 Credits 3 Periods** **Persuasive Writing on Public Issues**

Advanced course in techniques of analyzing and writing persuasive arguments addressing topics of current public interest. Papers research based. Prerequisites: ENG102.

### **ENG217** **3 Credits 3 Periods** **Personal and Exploratory Writing**

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, or equivalent.

### **ENG235** **3 Credits 3 Periods** **Magazine Article Writing**

Basic skills and techniques used by professional writers for publication in magazines. Includes analyzing markets, identifying article slant, research techniques, editing, and submission procedures. Emphasis on nonfiction. Prerequisites: None.

### **ENG282** **1-3 Credits 1-3 Periods** **Volunteerism for English: A Service-Learning Experience**

Service-learning field experience within private/public agencies, and citizen volunteer groups. Development of writing skills, analysis, and synthesis in on-site volunteer experience. May be repeated for a total of six (6) ENG282 credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: ENG101 and (RDG091 or higher) and permission of Instructor.

### **ENG298** **1-3 Credits See Page 272** **Special Projects**

## **ENH - English Humanities**

### **ENH110** **3 Credits 3 Periods** **Introduction to Literature**

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.

### **ENH190** **3 Credits 3 Periods** **Introduction to U.S. Ethnic Literature**

Introduction to the U.S. ethnic literatures of African Americans, Arab Americans, Asian Americans, Latinas/os, Native Americans, Mixed Race, and other emerging ethnic groups through various expressions. Examines the interconnections of the various experiences of racialized groups living in the US. Provides ethnic US literature a global context through study of the interconnections

with the literatures of Africa, Asia, Latin America, and Oceania. Focus on literary production of at least four specific US ethnic groups and relevant international literatures. Prerequisites: or Corequisites: ENG101 or ENG107.

### **ENH214** **3 Credits 3 Periods** **Poetry Study**

Involves reading, discussing, and analyzing poetry of various forms and from selected periods. Prerequisites: None.

### **ENH221** **3 Credits 3 Periods** **Survey of English Literature Before 1800**

Emphasizes the social and political backgrounds as well as the form and content of English literature from Anglo-Saxon times to the end of the eighteenth century. Prerequisites: (ENG101 or ENG107) or equivalent.

### **ENH222** **3 Credits 3 Periods** **Survey of English Literature After 1800**

Emphasizes the social and political backgrounds as well as the form and content of English literature in the nineteenth and twentieth centuries. Prerequisites: (ENG101 or ENG107) or equivalent.

### **ENH230** **3 Credits 3 Periods** **Introduction to Shakespeare**

Introduces Shakespeare the playwright, the sonneteer, the linguist, and the citizen of the 17th century. Considers the major tragedies, comedies, histories, and sonnets; focuses on the use of language; and connects the writer to the time. Some emphasis on Shakespeare's influence through the centuries, noting parallels between the late 16th century and the late 20th century. Prerequisites: None.

### **ENH235** **3 Credits 3 Periods** **Survey of Gothic Literature**

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.

### **ENH241** **3 Credits 3 Periods** **American Literature Before 1860**

Includes literature written prior to 1860 in the United States. Prerequisites: None.

### **ENH242** **3 Credits 3 Periods** **American Literature After 1860**

Includes literature written after 1860 in the United States. Prerequisites: None.

### **ENH251** **3 Credits 3 Periods** **Mythology**

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.

### **ENH254** **3 Credits 3 Periods** **Literature and Film**

Presents works of literature and their film versions and analyzes distinguishing techniques of each medium. Prerequisites: ENG101 or ENG107 or equivalent.

## COURSE DESCRIPTIONS

### **ENH255** **3 Credits 3 Periods** **Contemporary U.S. Literature and Film**

Strengths and weaknesses of literature and film. Challenges of adapting literature to film. Addressing racial, ethnic, gender, class and religious differences between cultures and mediums. Use of narrative in each medium and how it translates various cultural values and assumptions. Specific genres present in literature and film. Cultural metaphors and symbols used in literature and film. Prerequisites: ENG101.

### **ENH275** **3 Credits 3 Periods** **Modern Fiction**

Includes novels and short stories of modern writers which reflect significant themes of our time. Prerequisites: None.

### **ENH281** **3 Credits 3 Periods** **Topics in World Literature**

Exploration of selected topic(s) in World Literature. Focuses on a theme, genre, era, technique, or critical approach. Includes reading and interpretation of literature from a variety of cultures around the world. Prerequisites: (ENG101 or ENG107) or permission of Instructor.

### **ENH284** **3 Credits 3 Periods** **19th Century Women Writers**

Investigates major themes in literature by women writing in the 19th century including the nature of women's lives in the family, in work situations, and in society. Poetry, prose, essays and drama are examined with an emphasis on common themes. Prerequisites: None.

### **ENH285** **3 Credits 3 Periods** **Contemporary Women Writers**

Explores twentieth century literature (short stories, essays, plays, and poetry) written by women and about women. Focus on themes relevant to women's lives regardless of age, creed, or ethnic background. Prerequisites: None.

### **ENH291** **3 Credits 3 Periods** **Children's Literature**

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.

### **ENH295** **3 Credits 3 Periods** **Banned Books and Censorship**

History, motivations, and effects of censorship in a democratic society. Censorship and book banning as a method of silencing diverse voices. Critical analysis of banned or challenged literature for children and adults. Prerequisites: None.

## **EPS - Entrepreneurial Studies**

### **EPS150** **3 Credits 3 Periods** **Introduction to Entrepreneurship**

Overview of entrepreneurship. Includes the entrepreneurial process and the skills required to be successful, including starting, planning, financing, marketing, and managing a business. Prerequisites: None.

### **EPS195** **2 Credits 2 Periods** **Business Start-Up and Planning**

Development of a feasibility approach to strategic decision making concerning new venture start-up. Includes development of a business feasibility study and a preliminary business plan. Prerequisites: None.

## **EQS - Equine Science**

### **EQS105** **3 Credits 3 Periods** **Principles Of Equine Science**

Breeds, colors and markings; horse selection; basic conformation; form to function; structures of the hoof; footfall sequences; vision, managed health program; nutrition principles and management practices. Prerequisites: (RDG091 with a C or better or equivalent as indicated by placement), and ((MAT090, or MAT091, or MAT092) with a C or better or equivalent as indicated by placement), and (ENG091 with a C or better or equivalent as indicated by placement).

### **EQS298** **1-3 Credits See Page 272** **Special Projects**

## **ESL - English Second Language - General**

### **ESL010** **3 Credits 3 Periods** **English As A Second Language I: Grammar**

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** **3 Credits 3 Periods** **English As A Second Language I: Listening And Speaking**

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 (6) credits. Prerequisites: Appropriate ESL placement test score or ESL002.

### **ESL012** **3 Credits 3 Periods** **ESL I-Writing With Oral Practice**

Emphasis on basic conventions of writing in English. Includes introduction to the alphabet, capitalization, punctuation, and simple sentence structure. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score or permission of instructor.

### **ESL020** **3 Credits 3 Periods** **English As A Second Language II: Grammar**

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

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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** **3 Credits 3 Periods** **English As A Second Language II: Listening And Speaking**

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** **3 Credits 3 Periods** **ESL II-Writing With Oral Practice**

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** **3 Credits 3 Periods** **English As A Second Language III: Grammar**

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** **3 Credits 3 Periods** **English As A Second Language III: Listening And Speaking**

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 (6) credits. Prerequisites: Appropriate ESL placement test score or ESL020, or ESL021, or ESL022, or RDG020.

### **ESL032** **3 Credits 3 Periods** **ESL III-Writing With Oral Practice**

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** **3 Credits 3 Periods** **English As A Second Language IV: Grammar**

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** **3 Credits 3 Periods** **English As A Second Language IV: Listening And**

### **Speaking**

Emphasis on academic skills. Listening to lectures, notetaking, 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** **3 Credits 3 Periods** **ESL IV-Writing With Oral Practice**

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.

### **ESL051** **3 Credits 3 Periods** **Pronunciation Improvement for ESL Speakers**

Individualized pronunciation practice and drills for English as a second language (ESL) speakers. ESL051 may be repeated for a total of six (6) credits. Prerequisites: Appropriate ESL course placement score, or a grade of "C" or better in (ESL020, or ESL021, or ESL022, or ESL/RDG026), or permission of Instructor.

### **ESL097** **3 Credits 3 Periods** **Fundamentals of Writing for English Language Learners**

Emphasis on writing paragraphs and short essays using Standard English incorporating correct, idiomatic English in preparation for college-level composition with a focus on organizational skills. Developing effective writing strategies through five or more writing projects. Prerequisites: Appropriate writing placement score, or a grade of C or better in ESL087 or ENG081, or permission of Department or Division.

### **ESL298** **1-3 Credits See Page 272** **Special Projects**

## **ETL - Excellence/Teaching/ Learning**

### **ETL211AC** **1 Credit 1 Period** **Lesson Design and Delivery**

Emphasis on theoretical foundations of good teaching. Includes lesson design and delivery based on effective learning strategies and best instructional practices. Prerequisites: Permission of Department or Division.

## **EXS - Exercise Science**

### **EXS101** **3 Credits 3 Periods** **Introduction to Exercise Science, Kinesiology, and Physical Education**

Introductory course that will provide the student with a general overview of the disciplines and professions associated with the fields of Exercise Science, Kinesiology and Physical Education. Basic history, philosophy, and theory of each discipline will be examined as well as relevant career potential and options. Prerequisites: None.

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### **EXS112** **3 Credits 3 Periods** **Professional Applications Of Fitness Principles**

Basic principles of fitness for the prospective fitness professional. Planning and teaching in a fitness program. Topics include exercise risks and safety, weight control, components of fitness, fitness assessment, and exercise programming. Prerequisites: None.

### **EXS125** **3 Credits 3 Periods** **Introduction to Exercise Physiology**

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. BIO160 recommended but not required.

### **EXS130** **3 Credits 4.5 Periods** **Strength Fitness-Physiological Principles And Training Techniques**

Principles and techniques of strength training including strength physiology, performance factors, training recommendations, exercise techniques, and program design and management. Prerequisites: None.

### **EXS132** **3 Credits 3 Periods** **Cardiovascular Fitness: Physiological Principles and Training Techniques**

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** **1 Credit 1 Period** **Starting Your Own Personal Training Business**

Overview of the personal training business in the fitness industry. Skills for becoming a successful and effective personal training business owner. Prerequisites: None.

### **EXS145** **4.5 Credits 5 Periods** **Guidelines for Exercise Testing and Prescription**

Follows the current ACSM guidelines for health appraisal, risk assessment, safety of exercise, exercise testing, and exercise prescription. Prerequisites: None.

### **EXS150** **3 Credit 3 Periods** **Introduction to Sports Management**

Introduction to the field of sports management, including sports marketing and sales, facility management, event management, professional sports, public relations, intercollegiate and interscholastic athletics. Prerequisites: None.

### **EXS214** **2 Credits 3 Periods** **Instructional Competency: Flexibility And Mind-Body Exercises**

Fundamental methods of instructing and leading fitness activities including flexibility activities. Core competencies identified by professional certification agencies. Prerequisites: None.

### **EXS216** **2 Credits 3 Periods** **Instructional Competency: Muscular Strength And Conditioning**

Fundamental methods of instructing and leading fitness activities including strength and conditioning activities. Core competencies identified by professional certification agencies. Prerequisites: None.

### **EXS218** **2 Credits 3 Periods** **Instructional Competency: Cardiorespiratory Exercises And Activities**

Fundamental methods of instructing and leading fitness activities including cardiorespiratory exercises and activities. Core competencies identified by professional certification agencies. Prerequisites: None.

### **EXS239** **3 Credits 5.4 Periods** **Practical Applications of Personal Training Skills and Techniques Internship**

Work experience in a fitness or health related facility. Eighty (80) hours of designated work per credit. Prerequisites: Completion of nine (9) credits of EXS courses required for the (AAS in Exercise Science and Personal Training, or CCL in Personal Training Specialist, or CCL in Personal Trainer), current CPR card, and permission of Department or Division. CPR certification must be current through the duration of the internship. EXS239 may be repeated for a maximum of six (6) credits.

### **EXS239AA-AB** **1-2 Credits 1.8-3.6 Periods** **Practical Applications of Personal Training Skills and Techniques Internship**

Work experience in a fitness or health related facility. Eighty (80) hours of designated work per credit. Prerequisites: Completion of nine (9) credits of EXS courses required for the (AAS in Exercise Science and Personal Training, or CCL in Personal Training Specialist, or CCL in Personal Trainer), current CPR card, and permission of Department or Division. CPR certification must be current through the duration of the internship. EXS239AA may be repeated for a maximum of six (6) credits.

### **EXS265BA** **3 Credits 3 Periods** **Baseball Theory of Coaching**

Reviews the principles, philosophy, strategies and theory of coaching baseball, as a competitive sport. Prerequisites: None.

### **EXS265BB** **3 Credits 3 Periods** **Basketball Theory of Coaching**

Reviews the principles, philosophy, strategies and theory of coaching basketball, as a competitive sport. Prerequisites: None.

### **EXS265FB** **3 Credits 3 Periods** **Football Theory of Coaching**

Reviews the principles, philosophy, strategies and theory of coaching football, as a competitive sport. Prerequisites: None.

### **EXS281BA** **3 Credits 3 Periods** **Baseball Methods of Coaching**

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.

### **EXS281BB** **3 Credits 3 Periods** **Basketball Methods of Coaching**

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.



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### **EXS281FB** **3 Credits 3 Periods** **Football Methods of Coaching**

Overview of the art and science of coaching football including: identifying various coaching styles, elements of effective communication, methods and techniques of coaching football. Prerequisites: None.

### **EXS282** **1-3 Credits 1-3 Periods** **Service-Learning Experience in Exercise Science**

Unpaid Service-Learning (SL) experience, completed with approved community partner. Prerequisites: Permission of Instructor. EXS282 may be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog.

### **EXS290** **3 Credits 3 Periods** **Introduction to Evidence-Based Practice**

Introduction to best practices in the acquisition, analysis, synthesis, and potential application of research in the discipline of exercise science. Specific emphasis on the application of research-based evidence for applied problem solving in exercise science. Prerequisites: EXS101 and (ENG101 or ENG107), or permission of Instructor.

## FLA - Foreign Language Acquisition

### **FLA282** **1-3 Credits 1-3 Periods** **Service-Learning Experience in Foreign Languages**

Unpaid Service-Learning (SL) experience, completed with approved community partner. May be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: Permission of Instructor.

## FON - Food and Nutrition

### **FON100** **3 Credits 3 Periods** **Introductory Nutrition**

Introduction to the science of food and human nutrition. Current sustainable dietary recommendations and applications for maximizing well-being and minimizing risk of chronic disease throughout the life cycle. An overview of the nutrients, emphasizing the importance of energy and fluid balance, and optimal functioning of the digestive system. Understanding factors that influence food intake in different cultures. Methods for evaluating credibility of nutrition claims, a focus on modern food safety and technology practices, and a worldview of nutrition are included. Emphasis is on personal dietary behavior change for a holistic life of wellness. Prerequisites: None.

### **FON104** **1 Credit 1 Period** **Certification In Food Service Safety And Sanitation**

Preparation for and certification in a national food sanitation and safety program. Emphasis on food from purchasing, receiving, and storing to preparation, holding, and serving. Focuses on safe and sanitary food service facilities and equipment, employee habits and personal hygiene, and role of management in safety and sanitation. Includes time-temperature principles, foodborne illnesses, pest

control, accident prevention, standards for cleaning and sanitizing, and regional regulations and standards. Prerequisites: None.

### **FON125** **1 Credit 1 Period** **Introduction To Professions In Nutrition And Dietetics**

Introduction to professions in nutrition and dietetics, including history, current practice, and future trends. Emphasis on the integration of nutrition and dietetics within health care systems and public policy. Highlights professional ethics, standards of practice, education requirements and areas of practice. Prerequisites: None.

### **FON135** **3 Credits 4 Periods** **Sustainable Cooking**

Basic cooking techniques for healthful and enjoyable eating. Emphasis on strategies for maximizing the use of whole, local, and nutrient-dense food while focusing on applying the dietary recommendations for optimal health to food choices. Opportunities to learn about sustainable food living, and identifying resources that enable people to be more in control of their food supply. Prerequisites: None.

### **FON142AB** **3 Credits 5 Periods** **Applied Food Principles**

Exploration and applications of scientific principles involved in food preparation; experiences with basic cooking methods; emphasis on the rationale of cooking techniques. Prerequisites: None.

### **FON143** **3 Credits 3 Periods** **Food And Culture**

Understanding diet in the context of culture. Historical, religious, and socio-cultural influences on the development of cuisine, meal patterns, eating customs, cooking methods, and nutritional status of various ethnic groups. Traditional and contemporary food habits. Health and social impact of changes in diet. Preparation and serving of foods from many cultures. Prerequisites: None.

### **FON161** **3 Credits 3 Periods** **Sustainable Food Production Systems**

Overview of the global food system. Covers historical events impacting current food production model, and the effects food systems have on the environment, health, and communities. Also covers conventional agriculture and food safety concerns. Emphasis on the movement towards sustainable food systems. Prerequisites: None.

### **FON165** **3 Credits 3 Periods** **Food Entrepreneurship**

Overview of the process for starting a small food business. Covers stages for introducing a variety of food products into the market, food safety, and sanitation requirements. Includes business and marketing strategies, processing, labeling, and distribution requirements for different food product types such as dairy, meat, poultry, and fish. Also covers available resources for small food business support. Prerequisites: None.

### **FON210** **3 Credits 3 Periods** **Sports Nutrition And Supplements For Physical Activity**

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

## COURSE DESCRIPTIONS

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: FON100 or FON241.

### **FON230 Nutrition for Special Populations** 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** 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.

### **FON241LL Principles Of Human Nutrition Laboratory** 1 Credit 3 Periods

Self-evaluative laboratory experience to complement FON241, Principles of Human Nutrition using anthropometric, biochemical, and dietary analysis. Includes the use of qualitative and quantitative methodology to determine nutritional status and evaluate methodological applications. Prerequisites or Corequisites: FON241.

### **FON247 Weight Management Theory** 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.

### **FON285 Food and Nutrition Studies Internship** 3 Credits 15 Periods

Work experience in an area directly related to sustainable food systems. Application of sustainable food system principles and practices from seed to support to service, including gardening and farming, managing food waste, advocacy, preparing and preserving food, and working with chefs and small farmers who are committed to supporting and providing local and regional sustainable food. Supervision and evaluation by an internship coordinator. FON285 may be repeated for a total of six (6) credits. Prerequisites: FON161 or permission of Department Chairperson or Program Director.

## FRE - French

### **FRE101 Elementary French I** 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** 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: Prerequisites: FRE101, or FRE101AA, or permission of Department or Division. Completion of prerequisites within the last three years is required.

### **FRE115 Beginning French Conversation I** 3 Credits 3 Periods

Conversational French. Basic sentence structure, pronunciation and vocabulary necessary to develop speaking ability in French. Designed for students seeking speaking and listening abilities with little emphasis on grammar. Prerequisites: None.

### **FRE201 Intermediate French I** 4 Credits 4 Periods

Review of essential grammar of the French language and study of French culture. Continued practice and development of reading, writing, and speaking skills. Prerequisites: (FRE102 or FRE102AA with a grade of "C" or better), or two years of high school French with an average of "C" or better, or permission of Department or Division. Completion of prerequisites within the last three years is required.

### **FRE202 Intermediate French II** 4 Credits 4 Periods

Review of grammar, continued development of French language skills, and continued study of the French culture. Prerequisites: FRE201 with a grade of "C" or better, or three years of high school French with an average of "C" or better. Completion of prerequisites within the last three years is required.

### **FRE265 Advanced French I** 3 Credits 3 Periods

In-depth exploration of a selected theme related to French culture. Involves reading selections from French literature, writing reports, and discussions in French. Emphasis on enhancing reading, writing and speaking skills. Prerequisites: FRE202 or permission of Department or Division. Completion of prerequisites within the last three years is required.

### **FRE266 Advanced French II** 3 Credits 3 Periods

Continuation of FRE265, Reading selections from French literature, written reports, and discussions in French designed to further develop reading, writing and speaking skills. Prerequisites: FRE265 or permission of Department or Division. Completion of prerequisites within the last three years is required.

## COURSE DESCRIPTIONS

### FSC - Fire Science Technology

#### **FSC101** **3 Credits 4 Periods** **Intro To Fire Service Selection**

Overview of the application and selection processes used by various fire departments and fire service organizations. Elements of fire service culture and their effects on personal growth and interpersonal relationships. Major components of written application processes, requirements, preparation of resumes and their effect on employment prospects. Preparation for the interview to include communications skills, mental preparation techniques, behaviors, and the importance of the interview in the pre-employment process. Preparation for on-site experiences at a fire station. General components of the selection process, the importance of general education, and components of lifelong learning in career choices. Prerequisites: None.

#### **FSC102** **11 Credits 19.6 Periods** **Fire Department Operations**

Introductory fire science course primarily designed for the fire department recruit. Includes firefighting skills, equipment, and administrative policies, fire department operations, personnel policies, and International Fire Service Accreditation Congress Practical Skills Testing. Prerequisites: (EMT/FSC104, FSC105, and FSC130), and permission of Instructor. Corequisites: FSC134.

#### **FSC105** **3 Credits 3 Periods** **Hazardous Materials/First Responder**

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.

#### **FSC106** **3 Credits 3 Periods** **Introduction To Fire Protection**

History and evaluation of fire department organization. Role of the fire service in the community. Responsibilities of the fire administrator including organization, departmental functions, interdepartmental relationships, management of buildings and equipment; techniques of fire-fighting. Also includes emergency medical services and fire prevention. Prerequisites: None.

#### **FSC108** **3 Credits 3 Periods** **Fundamentals Of Fire Prevention**

Fundamentals of fire prevention. Includes techniques, procedures, regulations, and enforcement. Also includes discussion of hazards in ordinary and special occupancies. Field trips and lectures from industry also included. Prerequisites: None.

#### **FSC110** **3 Credits 3 Periods** **Wildland Firefighter**

Basic-level course for individuals with little or no experience in the wildland environment. Preparation for performing as a beginning-level wildland firefighter with an organized fire department engine or hand crew. Prerequisites: None.

#### **FSC111** **2 Credits 2 Periods** **Emergency Vehicle Driver Operator**

Emergency vehicle operators training including the problems facing operators; the personal qualities of emergency vehicle operator candidates; legal responsibilities of operators; and physical forces involved in driving an emergency vehicle. Includes hands-on training in an emergency response vehicle. Prerequisites: None.

#### **FSC113** **3 Credits 3 Periods** **Introduction To Fire Suppression**

Characteristics and behavior of fire, fire hazard properties of ordinary materials, extinguishing agents, fire suppression organization and equipment, basic fire fighting tactics, and public relations as affected by fire suppression. Prerequisites: None.

#### **FSC117** **3 Credits 3 Periods** **Fire Apparatus**

Principles of care, maintenance and operation of fire apparatus and pumps. Includes pump construction and accessories, pumping techniques, power development, and transmission. Driving, troubleshooting and producing effective fire streams. Prerequisites: None.

#### **FSC118** **3 Credits 3 Periods** **Fire Hydraulics**

Review of basic mathematics. Hydraulic laws and formulas as applied to the fire service. Application of formulas and mental calculations to hydraulic problems, water supply variables, and discharge requirements for pumps. Prerequisites: None. 3 Credits 3 Periods

#### **FSC119** **3 Credits 3 Periods** **Introduction Fire Service Ethics**

Ethical issues, standards, and philosophical consideration of moral problems encountered in fire service. Ethical responsibility of fire service personnel and those they serve. Prerequisites: None.

#### **FSC130** **1 Credit 1.5 Periods** **Fitness For Firefighters/CPAT**

Skills and abilities required for entry level position in the fire service including physical ability and stamina. Opportunity to take the International Association of Fire Fighters (IAFF) Candidate Physical Ability Test (CPAT) at the end of the course. Prerequisites: None. Offered as credit (P) or no credit (Z) basis. Standard grading available according to procedures outlined in catalog.

#### **FSC134** **3 Credits 4.6 Periods** **Fitness And Conditioning For Firefighters**

Overview of all aspects of fitness for current and prospective firefighters. Includes physical and mental aspects of performance for optimal achievement on fire department agility tests and fire fighting tasks; individual conditioning strategies, nutritional guidelines, protective clothing concepts, and basic exercise principles. Pre-employment, evaluation, and lifelong fitness and conditioning. Prerequisites: None.

#### **FSC139** **3 Credits 3 Periods** **Emergency Response to Terrorism**

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.

## COURSE DESCRIPTIONS

### **FSC146** 3 Credits 3 Periods **Disaster Recovery Operations**

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.

### **FSC147** 3 Credits 3 Periods **Emergency Preparedness**

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.

### **FSC148** 3 Credits 3 Periods **Fundamentals of Emergency Management**

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.

### **FSC149** 3 Credits 3 Periods **Hazard Mitigation**

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.

### **FSC174** 1.75 Credits 1.8 Periods **Functions of Command**

Basic functions of command in the fire service. Includes brief history and future trends of incident command. Analysis of recent local, national, and international tactical and strategic concerns. Utilizes a Command Training Center to provide real-time, computer- and prop-enhanced simulations. Prerequisites: Permission of Instructor.

### **FSC202** 3 Credits 3 Periods **Supervisory Training For Firefighters**

Administrative methods applied to the fire service, departmental organization, and personnel management. Includes fire alarm signaling systems, fire service planning, and relationships with other city departments. Prerequisites: None.

### **FSC204** 3 Credits 3 Periods **Firefighting Tactics And Strategy**

Methods of coordinating personnel, equipment, and apparatus on the fireground. Practical methods of controlling and extinguishing structural and other types of fires. Includes simulation exercises. Prerequisites: FSC113, or permission of Instructor, or equivalent.

### **FSC205** 3 Credits 3 Periods **Command Strategies for Major Emergencies**

Effective methods of managing major emergency incidents including multiple alarm structural fires, high rise fires, major brush fires, complex hazardous materials incidents and multi-casualty medical incidents. Includes incidents that require the commitment of resources based on a transitional situation and/or managing the effective interaction between numerous agencies to achieve control. Prerequisites: FSC204.

### **FSC208** 3 Credits 3 Periods **Firefighter Safety And Building Construction**

Actions necessary to provide for the safety of firefighters operating on the fireground. Effects that fire and heat may have on various types of building construction resulting in the loss of structural integrity. Includes signs and symptoms of structural damage. Prerequisites: FSC113, or permission of Instructor, or equivalent.

### **FSC214** 3 Credits 3 Periods **Human Resource Management in Fire Service**

Management of fire service personnel functions. Includes selection procedures, employee discipline, performance ratings, elements of supervision. Labor relations and related personnel responsibilities. Prerequisites: FSC202 or four years in the fire service.

### **FSC215** 3 Credits 3 Periods **Customer Service In The Public Sector**

Examines the personal and practical skills needed to enhance customer service in the public sector with an emphasis on application, basic management requirements, and training. Prerequisites: None.

### **FSC224** 3 Credits 3 Periods **Incident Command Systems**

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.

### **FSC258** 3 Credits 3 Periods **Victimology and Crisis Management**

Victimology, the criminal justice system, techniques of crisis intervention, and the importance of a multicultural and global perspective. Includes sexual assault, family violence, post-traumatic stress disorder, the role of substance abuse, effective coping skills, appropriate community resources and the responsiveness of the justice system. Prerequisites: None.

### **FSC282** 1-3 Credits 1-3 Periods **Service-Learning Experience in Fire Science**

Unpaid Service-Learning (SL) experience, completed with approved community partner. Prerequisites: Permission of Instructor. FSC282 may be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog.

### **FSC298** 1-3 Credits See Page 272 **Special Projects**

## [FUS - Future Studies](#)

### **FUS101** 3 Credits 3 Periods **Dimensions Of The Future**

Significant changes taking place in society and the world and possible changes in the future. Prerequisites: None.

## [GBS - General Business](#)

### **GBS104** 1 Credit 1 Period **Quality Telephone Techniques**

Specific telephone communication techniques for delivering professional customer service. Prerequisites: None.



## COURSE DESCRIPTIONS

### **GBS110** **3 Credits 3 Periods** **Human Relations in Business and Industry**

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** **3 Credits 3 Periods** **Business Calculations**

Review of basic arithmetic and application of mathematics to business problems; includes percentage, interest, discount, and markups. Prerequisites: None.

### **GBS132** **3 Credits 3 Periods** **Personal And Family Financial Security**

Principles and practices of personal and family financial planning; includes savings, budgeting, credit, buying versus renting, and general principles of consumerism. Prerequisites: None.

### **GBS151** **3 Credits 3 Periods** **Introduction to Business**

Characteristics and activities of current local, national, and international business. An overview of economics, marketing, management and finance. Prerequisites: None.

### **GBS175** **3 Credits 3 Periods** **Professional Development**

Examines personal qualities and professional skills needed to find a good job. Explores techniques required to build a successful career. Prerequisites: None.

### **GBS205** **3 Credits 3 Periods** **Legal, Ethical, and Regulatory Issues in Business**

Legal theories, ethical issues and regulatory climate affecting business policies and decisions. Prerequisites: None.

### **GBS206** **3 Credits 3 Periods** **Business Law (UCC)**

Legal and ethical aspects of contracts, sales, commercial paper, secured transactions, documents of title, letter of credit, bank deposits, and collections. Prerequisites: None.

### **GBS207** **3 Credits 3 Periods** **Business Law (General Corporate)**

Legal and ethical aspects of agency, partnerships, corporations, bankruptcy, antitrust, securities, and other regulations of business. Prerequisites: None.

### **GBS211** **3 Credits 3 Periods** **Legal, Ethical and Regulatory Issues of the Internet Studies**

Legal, ethical and regulatory issues of the Internet environment, including personal, commercial and business electronic transactions in cyberspace. Prerequisites: GBS210 or permission of Instructor.

### **GBS220** **3 Credits 3 Periods** **Quantitative Methods In Business**

Business applications of quantitative optimization methods in operations management decisions. Prerequisite: (Grade of "C" or better in MAT150, or MAT151, or MAT152) or equivalent, or satisfactory score on district placement exam.

### **GBS221** **3 Credits 3 Periods** **Business Statistics**

Business applications of descriptive and inferential statistics, measurement of relationships, and statistical process management. Includes the use of spreadsheet software for business statistical analysis. Prerequisites: Grade of "C" or better in GBS220 or MAT217.

### **GBS233** **3 Credits 3 Periods** **Business Communication**

Internal and external business communications, including verbal and nonverbal techniques. Prerequisites: ENG101 or ENG107 with grade of "C" or better, or permission of Department or Division.

### **GBS261** **3 Credits 3 Periods** **Investments I**

Evaluation of various investment forms including study of inflation, taxation, government securities, stocks and bonds, real estate and retirement plans. Prerequisites: None.

### **GBS270AC** **3 Credits 3 Periods** **Business Internship**

General business work experience in a business or industry. Eighty hours of designated work per credit. GBS270AC may be repeated for a total of six (6) credits. Prerequisites: Permission of Department or Division.

### **GBS282** **1-3 Credits 1-3 Periods** **Volunteerism General Business: Service-Learning Experience**

Service-learning field experience within private/public agencies, educational institution, and citizen volunteer groups. May be repeated for a total of six (6) GBS282 credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: GBS151 and permission of Instructor.

### **GBS298** **1-3 Credits See Page 272** **Special Projects**

## [GCU - Geography: Cultural](#)

### **GCU102** **3 Credits 3 Periods** **Introduction to Human Geography**

Systematic study of human use of the earth. Spatial organization of economic, social, political, and perceptual environments. Prerequisites: None.

### **GCU121** **3 Credits 3 Periods** **World Geography I: Eastern Hemisphere**

Description and analysis of areal variations in social, economic, and political phenomena in major world regions. Emphasis on Europe, Russia, North Africa, and the Asian world. Prerequisites: None.

### **GCU122** **3 Credits 3 Periods** **World Geography II: Western Hemisphere**

Description and analysis of variations in social, economic, and political phenomena in major world regions. Emphasis on Sub-Saharan Africa, Latin America, and Anglo America. Prerequisites: None.

## COURSE DESCRIPTIONS

### **GCU221** **3 Credits 3 Periods** **Arizona Geography**

The historical to modern development of Arizona. The interplay between the physical, cultural and economic factors affecting Arizona today. Prerequisites: None.

## GER - German

### **GER101** **4 Credits 4 Periods** **Elementary German I**

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** **4 Credits 4 Periods** **Elementary German II**

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 GER101AA, or permission of Department or Division. Completion of prerequisites within the last three years is required.

### **GER201** **4 Credits 4 Periods** **Intermediate German I**

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, or GER102AA, or two years of high school German, or permission of Department or Division. Completion of prerequisites within the last three years is required.

### **GER202** **4 Credits 4 Periods** **Intermediate German II**

Continued development of German language skills and continued study of the German culture. Prerequisites: GER201 or permission of Department or Division. Completion of prerequisites within the last three years is required.

## GIS - Geographic Information Technologies

### **GIS205** **3 Credits 3 Periods** **Geographic Information Technologies**

Introduces modern geographic information technologies, including cartography, Geographic Information System (GIS), remote sensing, global positioning systems, and statistical analyses. Prerequisite: None.

### **GIS211** **4 Credits 4 Periods** **Geographic Information Science I**

Introduces students to digital map creation including vector and raster data, map elements, and design, symbology, and the geo database using ESRI (Environmental Systems Research Institute) desktop and online mapping environments. Prerequisites: CIS105, or CSC180, or permission of Instructor.

### **GIS222** **4 Credits 3 Periods** **Geographic Information Science II**

Geographic Information Science (GIS) as a basis for microcomputer spatial analysis and synthesis. Includes digitizing, database

organization, spatial retrieval and graphics. Prerequisites: GIS211 or permission of Instructor.

### **GIS223** **4 Credits 3 Periods** **Introduction to Digital Image Processing**

Uses and application of remote sensing and imagery in Geographic Information Systems (GIS). Uses and application of Global Positioning Systems to GIS and remote sensing. Prerequisites: None.

## GLG - Geology

### **GLG101** **3 Credits 3 Periods** **Introduction To Geology I: Physical Lecture**

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.

### **GLG102** **3 Credits 3 Periods** **Introduction to Geology II: Historical Lecture**

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.

### **GLG103** **1 Credits 3 Periods** **Introduction To Geology I: Physical Lab**

May accompany GLG101. Study of common rock-forming minerals, rocks, and maps. Prerequisites: None.

### **GLG104** **1 Credit 3 Periods** **Introduction to Geology II: Historical Lab**

May accompany GLG102. Study of geological structures and rocks, fossils, and geologic maps. May require field trips. Prerequisites: None.

### **GLG105** **4 Credits 6 Periods** **Introduction to Planetary Science**

A survey of solar system objects and their geologic evolution, surfaces, interiors, and atmospheres, and the methods used to study them; weekly laboratory for data analysis and experiments; possible weekend field trip. Prerequisites: None.

### **GLG110** **3 Credits 3 Periods** **Geologic Disasters and the Environment**

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.

### **GLG111** **1 Credit 3 Periods** **Geological Disasters and the Environment Lab**

May accompany GLG110. Basic geological processes and concepts. Emphasis on geology-related environmental problems concerning Arizona. Case histories and field studies. May require field trips. Prerequisites: None.

### **GLG230AA** **1 Credit 5 Periods** **Field Geology of the Southwest**

Field trips to selected areas in the Southwest, such as Arizona, Utah, California, and Sonora, to observe and interpret various geological features and phenomena. GLG230AA may be repeated for a total of four (4) credit hours. Prerequisites: None. GLG103 suggested but not required.

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### **GLG280** **3 Credits 3 Periods** **Geology of Arizona Lecture**

Acquaints students with the physical and historical geology of Arizona, including the origin of present-day land forms and outstanding modern geologic features and processes now in operation. Prerequisites: None.

### **GLG282** **1-3 Credits 1-3 Periods** **Volunteerism for Geology: A Service-Learning Experience**

Service-learning field experience within human service organizations, government offices, public schools, or hospitals. May be repeated for a total of six (6) GLG282 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.

## GLO - Global Citizenship

### **GLO298AA** **1-3 Credits See Page 272** **Special Projects**

## GPH - Geography: Physical

### **GPH111** **4 Credits 6 Periods** **Introduction to Physical Geography**

Spatial and functional relationships among climates, landforms, soils, water, and plants. Prerequisites: None.

### **GPH210** **3 Credits 3 Periods** **Society and Environment**

Principles of physical geography relating to environmental problems pertinent to contemporary society. Pollution, maladjusted land use, resource exploitation. Prerequisites: ENG101, or ENG107, or equivalent.

### **GPH211** **4 Credits 3 Periods** **Landform Processes**

Geographic characteristics of landforms and earth-surface processes emphasizing erosion, transportation, deposition and implications for human management of the environment. Prerequisites: ENG101 or ENG107 or equivalent.

### **GPH212** **3 Credits 3 Periods** **Introduction to Meteorology I**

Atmospheric processes and elements. General and local circulation, heat exchange and atmospheric moisture. Prerequisites: None.

### **GPH213** **3 Credits 3 Periods** **Introduction to Climatology**

Study of atmospheric phenomena over periods of time measured in months, years or longer. Includes average weather conditions, infrequent and unusual types of weather, and the influence of weather on the cultural and human landscape. Prerequisites: None.

### **GPH214** **1 Credit 3 Periods** **Introduction to Meteorology I Laboratory**

Basic meteorological and climatological measurements. Prerequisites: None. Prerequisites: None. Corequisites: GPH212.

### **GPH219** **3 Credits 3 Periods** **Introduction to GIS Using ArcGIS**

An introduction to desktop Geographic Information Systems (GIS) technology using ArcGIS software. Prerequisites: CIS105 or CSC180 or permission of Instructor.

### **GPH220** **3 Credits 3 Periods** **Intermediate GIS Using ArcGIS**

Further development of knowledge and skills in Geographic Information Systems (GIS), including evolution of GIS, GIS users, statistical applications, spatial databases, spatial analysis and related technology, and overview of spatial data. Prerequisites: GPH219 or permission of Instructor.

### **GPH267** **3 Credits 3 Periods** **Extreme Weather and Climate**

Emphasis on interaction of physical and cultural geography in potentially hazardous weather and climate processes. Exploration of hazard risk analysis. Prerequisites: ENG101 or ENG107.

### **GPH270** **3 Credits 3 Periods** **Introduction to Cartography and Geospatial Technologies**

Overview of maps, map projections and cartography. Introduction to geospatial technologies, including remote sensing, Global Positioning System, Geographic Information System, and statistical analysis. Prerequisites: None.

### **GPH273** **3 Credits 3 Periods** **Advanced GIS Using ArcGIS**

Advanced data and spatial analysis techniques in Geographic Information Systems (GIS), using ArcGIS. Prerequisites: GPH220 or permission of Instructor.

### **GPH275** **3 Credits 3 Periods** **Introduction to Remote Sensing**

Uses and applications of remote sensing and imagery in Geographic Information Systems (GIS). Uses and application of Global Positioning Systems to GIS and Remote Sensing. Prerequisites: None.

### **GPH282** **1-3 Credits 1-3 Periods** **Service-Learning Experience in Geography**

Unpaid Service-Learning (SL) experience, completed with approved community partner. Prerequisites: Permission of Instructor. GPH282 may be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog.

### **GPH298** **1-3 Credits See Page 272** **Special Projects**

## GTC - General Technology

### **GTC102** **3 Credits 6 Periods** **Machine Processes, Theory And Application**

Study and application of principles and theory of common metal removal processes including drilling, reaming, boring, milling, turning, and grinding. Cutting tool geometry and materials, cutting speeds and feeds, coolants, and precision measurement. Prerequisites: None.

## COURSE DESCRIPTIONS

### **GTC104** **4 Credits 7 Periods** **Manufacturing Processes**

Introduces students to manufacturing processes used in conversion of raw materials into useful products. Presents the basic manufacturing processes in logical groups, based on similarities of purpose and applications. Prerequisites: None.

### **GTC106** **2 Credits 2 Periods** **Industrial Safety**

Safety, health management and accident prevention in industrial work environment. Role of Occupational Safety and Health Administration (OSHA) Act, materials handling, electrical safety, machine safety, first response to fire and medical emergencies, safety signs and color codes, recognition of safety and health hazards, accident prevention, and management's responsibilities. Prerequisites: None.

### **GTC107** **3 Credits 3 Periods** **Technical Mathematics I**

Mathematical principles to include basic operations, significant digits, exponents, square roots and order of operations. Solve problems using arithmetic, signed numbers, percentages, fractions, exponents, and square root. Use of handheld calculator. Technology-related problems. Prerequisites: None.

### **GTC108** **3 Credits 3 Periods** **Technical Mathematics II**

Fundamental algebraic operations. Problem solving involving metric measurement, gears, pulleys, simple mechanism problems. Areas and volume calculations of geometric figures. Essentials of trigonometry for solving right and oblique triangles. Prerequisites: GTC/MET107 or permission of Instructor.

### **GTC127** **3 Credits 4 Periods** **Beginning Woodworking**

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.

### **GTC129** **3 Credits 8 Periods** **Manufacturing Welding**

Technical theory, safety considerations, and application of shop and welding processes commonly used in manufacturing, including oxyacetylene welding, brazing, and cutting, SMAW (Elec ARC), GMAW (MIG), GTAW (TIG) and plasma cutting. Prerequisites: None.

### **GTC130** **3 Credits 6 Periods** **Furniture Construction I**

Process of building a piece of furniture including calculating and buying needed material, using tools properly and safely (hand tools and machines), jointery, wood preparation and basic finishing techniques. Prerequisites: GTC128 or previous woodworking experience and permission of Instructor.

### **GTC144** **3 Credits 5 Periods** **Introduction To Cabinetmaking**

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.

### **GTC185** **4 Credits 6 Periods** **Electro-Mechanical Devices**

Concepts, principles, maintenance, and troubleshooting of mechanical and electro-mechanical devices; mechanical alignment of shafts, pillowblocks, gears, and couplers on mechanical breadboard; transmission devices including lead screws, linkages, worm and worm wheels, gear trains, speed reducers, chain drives, and belt drives; principles of lubrication; operation of DC (direct current), AC (alternating current), and stepping motors; application of tachometers, stepping motors, linear actuators, relays, solenoids, switches, contactors, starters, and fuses; selection and specification of components from manufacturer's catalogs. Prerequisites: ELE101 or GTC/MET108 or MAT103AA or MAT103AB or permission of Instructor.

### **GTC206** **3 Credits 4 Periods** **CNC Programming**

CNC Programming of Word Address Language (G&M Code) for computer numerical control (CNC) machine tools. 2, 3 and 4-Axis CNC Programming for CNC controlled machines. Computer based tool path verification, CNC controller tool path verification and CNC machine tool program verification. Study of tooling, speeds, feeds and material removal as related to CNC machine tools and CNC controlled machines. Prerequisites: MET231 or machine shop experience or permission of Program Director.

### **GTC216** **3 Credits 3 Periods** **Properties Of Materials**

Study of manufacturing properties of materials, the behavior of materials under load, stress and strain and torsion and qualities of materials other than strength. Prerequisites: None.

### **GTC223** **3 Credits 6 Periods** **Advanced Machine Tools**

Advanced machining practices; emphasis on application of machines and tool theory. Prerequisites: GTC102 or (MET101 and MET150).

### **GTC236** **3 Credits 6 Periods** **CAD/CAM Computer Numerical Control (CNC) Programming**

Programming of Computer Numerical Control (CNC) machine tools such as CNC milling machines and turning centers. Utilizing computer aided drafting and computer aided manufacturing (CAD/CAM) for design and generation of part geometry. Verification of tool path using CAM graphics. Generate program media using a CAM post processor. Prerequisites: None. Prerequisites: GTC/MET206.

### **GTC246** **3 Credits 6 Periods** **Advanced CAD/CAM CNC Programming**

Programming of Computer Numerical Control (CNC) Mill, Lathe, and Wire Electrical Discharge Machine (EDM) utilizing multiaxis and three dimensional graphics input. Prerequisites: GTC236.

### **GTC266** **3 Credits 6 Periods** **Solids Modeling-Solidworks**

CAD modeling, solid part generation, assembly of parts, and working drawing creation. Applications of CAD/CAM in Computer Integrated Manufacturing (CIM). Prerequisites: GTC246, DFT254, or permission of Instructor.



## COURSE DESCRIPTIONS

### **GTC276**

#### **Solids Programming**

Parametric modeling, CNC part production, model to CAM system integration, and solid model part representation. Applied CAD/CAM in the role of Computer Integrated Manufacturing (CIM). Prerequisites: GTC266.

**3 Credits 6 Periods**

### **GTC298**

#### **Special Projects**

**1-3 Credits See Page 272**

## HCC - Health Care

### **HCC130**

#### **Fundamentals In Health Care Delivery**

Overview of current health care professions including career and labor market information. Health care delivery systems, third party payers, and facility ownership. Health organization structure, patient rights and quality care. Health care and life values. Definition and importance of values, ethics, and essential behaviors in the workplace. Worker rights and responsibilities. Healthful living practices to include nutrition, stress management and exercise. Occupational Safety and Health Administration (OSHA) standard precautions and facility safety. Use of principles of body mechanics in daily living activities. Basic communication skills which facilitate teamwork in the health care setting. Focus on development of personal communication skills and an understanding of how effective communication skills promote teamwork. Focus on intercultural communication strategies. Prerequisites: None.

**3 Credits 3 Periods**

### **HCC145**

#### **Medical Terminology for Health Care Workers**

Medical terminology used in health care, with special care populations and in special services. Body systems approach to terms related to structures, functions, diseases, procedures, and diagnostic tests. Building and analyzing terms using word parts. Medical abbreviations and symbols and term spelling. Prerequisites: None.

**3 Credits 3 Periods**

## HCR - Health Care Related

### **HCR210**

#### **Clinical Health Care Ethics**

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 or ENG108 or permission of Instructor.

**3 Credits 3 Periods**

### **HCR220**

#### **Introduction to Nursing and Health Care Systems**

Introduction to the social, political, and economic contexts of the nursing profession and health care systems in the United States. Prerequisites: A grade of "C" or better in ENG102 or ENG108 or permission of Instructor.

**3 Credits 3 Periods**

### **HCR230**

#### **Culture And Health**

Relation between cultures of diverse groups and health/illness. Emphasis on cross-cultural communication, including awareness of own cultural influences and indigenous and complementary

**3 Credits 3 Periods**

healing practices. Prerequisites: None.

### **HCR240**

#### **Human Pathophysiology**

Chemical, biological, biochemical, and psychological processes as a foundation for the understanding of alterations in health. The structural and functional pathophysiology of alterations in health; selected therapeutics considered. Prerequisites: BIO202 or BIO205, or permission of Instructor.

**4 Credits 4 Periods**

## HES - Health Science & First Aid

### **HES100**

#### **Healthful Living**

Health and wellness and their application to an optimal lifestyle. Explores current topics of interest such as stress management, nutrition, fitness, and environmental health. Evaluates common risk factors associated with modern lifestyles. Prerequisites: None.

**3 Credits 3 Periods**

### **HES106**

#### **Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED)**

Basic overview of Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED). Covers choking procedures and the importance, guidelines, and techniques for performing CPR and utilizing an AED. Prerequisites: None.

**0.5 Credit 0.5 Period**

### **HES154**

#### **First Aid/Cardiopulmonary Resuscitation**

Cardiopulmonary Resuscitation 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.

**3 Credits 3 Periods**

### **HES201**

#### **Substance Abuse And Behavior**

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.

**3 Credits 3 Periods**

### **HES210**

#### **Cultural Aspects of Health and Illness**

Examines how culture influences health and illness, health care practices, barriers to health care, interactions with health care professionals, and health disparities in the U.S. Prerequisites: None.

**3 Credits 3 Periods**

### **HES271**

#### **Prevention And Treatment Of Athletic Injuries**

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.

**3 Credits 3 Periods**

## COURSE DESCRIPTIONS

### **HES282 1-3 Credits 1-3 Periods** **Service-Learning Experience in Health Science**

Unpaid Service-Learning (SL) experience, completed with approved community partner. Prerequisites: Permission of Instructor. HES282 may be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog.

## HIS - History

### **HIS100 3 Credits 3 Periods** **History of Western Civilization to Middle Ages**

Survey of the origin and development of Western civilization and its institutions from prehistory through the Ancient World and the Middle Ages. Prerequisites: None.

### **HIS101 3 Credits 3 Periods** **History of Western Civilization Middle Ages to 1789**

Survey of origin and development of Western civilization and its institutions from the Renaissance and Reformation through Age of Enlightenment. Prerequisites: None.

### **HIS102 3 Credits 3 Periods** **History of Western Civilization 1789 to Present**

Survey of origin and development of Western civilization and its institutions from French Revolution through the present. Prerequisites: None.

### **HIS103 3 Credits 3 Periods** **United States History to 1865**

The political, economic, and social development of the United States from the pre-colonial period through the end of the Civil War (1865). Prerequisites: None.

### **HIS104 3 Credits 3 Periods** **United States History 1865 to Present**

The political, economic, and social development of United States from 1865 to the present time. Prerequisites: None.

### **HIS105 3 Credits 3 Periods** **Arizona History**

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.

### **HIS106 3 Credits 3 Periods** **Southwest History**

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.

### **HIS107 3 Credits 3 Periods** **Selected Issues in United States History**

Survey of selected major issues in history of United States from early times to present. Prerequisites: None.

### **HIS108 3 Credits 3 Periods** **United States History 1945 to the Present**

Survey of American history from 1945 to the present. Focuses on the political, social, economic and cultural history of the United States from the end of World War II to the present time. Includes domestic developments and foreign policy. Prerequisites: None.

### **HIS110 3 Credits 3 Periods** **World History to 1500**

Survey of the economic, social, cultural, and political elements of world history from the beginning of human civilization to 1500. Prerequisites: None.

### **HIS111 3 Credits 3 Periods** **World History 1500 to the Present**

Survey of the economic, social, cultural, and political elements of world history from 1500 to the present. Prerequisites: None.

### **HIS140 3 Credits 3 Periods** **American Indian History**

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.

### **HIS173 3 Credits 3 Periods** **United States Military History**

Focuses on the impact of the United States military in both peace and war on American society, politics and foreign relations from the colonial period to the present. Prerequisites: None.

### **HIS201 3 Credits 3 Periods** **History of Women in America**

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.

### **HIS212 3 Credits 3 Periods** **Historical Foundations of Religion**

Survey of the historical contexts in which the major religions have emerged and evolved. Focuses on social and political events throughout history and their impact on religious beliefs and practices. Prerequisites: None.

### **HIS251 3 Credits 3 Periods** **History of England to 1700**

History of England to 1660. Analysis of the major political, cultural, social, and intellectual, and social factors in English historical development from its earliest times till 1660. Prerequisites: None.

### **HIS273 3 Credits 3 Periods** **US Experience in Vietnam 1945-1975**

Survey of the US experience in Vietnam, 1945-1975, in view of political, economic, and social forces of the Cold War. Prerequisites: None.

### **HIS282 1-3 Credits 1-3 Periods** **Service-Learning Experience in History**

Service-Learning Experience in History. May be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: Permission of Instructor.

### **HIS298 1-3 Credits See Page 272** **Special Projects**

## COURSE DESCRIPTIONS

### HLR - Health Related

**HLR286** **3 Credits 3 Periods**  
**Women and Health: Body/Mind/Spirit Connection**  
Economic, sociopolitical, and demographic factors affecting women's health. Methods for optimizing physical, emotional, and spiritual health. Specific health concerns of women throughout the lifespan. Activism for health promotion. Prerequisites: None.

### HRM - Hotel Restaurant Management

**HRM110** **3 Credits 3 Periods**  
**Introduction To Hospitality And Tourism Management**  
A fundamental overview of the hotel, restaurant, and tourism segments of the hospitality and tourism industry. Provides an overview of the operational sectors of the industry and reviews management components and skills. Contains components to develop communication skills and a professional career plan. Prerequisites: None.

**HRM145** **3 Credits 3 Periods**  
**Events Management**  
Introduction to organizing special events from concept through completion, including planning, coordination, marketing, financing and risk management. Overview of the critical stages and functions involved in staging and managing special events including meetings, conferences, entertainment, expositions, conventions and sporting events. Prerequisites: None.

**HRM146** **3 Credits 3 Periods**  
**International Meetings, Conventions and Exhibitions**  
Introduces the planning and executing of multinational and multicultural meetings, conventions and exhibitions. Emphasizes coordination, logistics, venue selection, budgeting and cultural competencies critical to a global business environment. Prerequisites: HRM110.

**HRM260** **3 Credits 3 Periods**  
**Hospitality Human Resource Management**  
Examines concepts and applications of human resource management in the hospitality industry. Topics include recruitment, selection, training and evaluation. Emphasis on current management methods and productivity in the service environment. Prerequisites: HRM110 or approval of instructor.

**HRM270** **3 Credits 3 Periods**  
**Hospitality Marketing**  
Essential skills of defining a service market, developing a market plan, and directing personnel to follow the market plan. Emphasis on marketing in the hospitality industry and understanding segmentation, positioning and promotion in that market. Prerequisites: HRM110.

**HRM280** **3 Credits 3 Periods**  
**Hospitality And Tourism Law**  
Examines legal aspects of hotel, restaurant and tourism management. Uses case study approach to develop understanding of the laws and regulations governing guest relationships, contracts, employee relations, civil rights, alcoholic beverages, safety and product liability. Prerequisites: HRM110.

### HUM - Humanities

**HUM100** **1 Credit 1 Period**  
**Great Ideas Symposium**  
Interrelationships among cultures and behavior in the modern world. Focuses on selected themes and topics. Prerequisites: None.

**HUM107** **3 Credits 3 Periods**  
**Humanities Through the Arts**  
Introduction to humanities including film, drama, music, literature, painting, sculpture, and architecture. Prerequisites: None.

**HUM201** **3 Credits 3 Periods**  
**Humanities: Universal Themes**  
Study of worldviews in a variety of historical and contemporary world cultures, including analysis of origin and creation myths, artistic expression, spirituality, and the natural environment. Prerequisites: None.

**HUM202** **3 Credits 3 Periods**  
**Humanities: Universal Themes**  
The hero/heroine, fool, the social world, and the future as themes in the humanities. Prerequisites: None.

**HUM205** **3 Credits 3 Periods**  
**Introduction to Cinema**  
Survey of the history and development of the art of motion pictures, including criticism of aesthetic and technical elements. Prerequisites: None.

**HUM209** **3 Credits 3 Periods**  
**Women and Films**  
Analysis of images of women in films from both historical and contemporary perspectives. Prerequisites: None.

**HUM210** **3 Credits 3 Periods**  
**Contemporary Cinema**  
A study of contemporary films, directors and critics with emphasis on evaluating film as an art form. Prerequisites: None.

**HUM211AA** **3 Credits 3 Periods**  
**Foreign Films: Classics**  
Analysis of contributions of foreign directors to the art and history of motion pictures through a study of selected films. Prerequisites: None.

**HUM214** **3 Credits 3 Periods**  
**African-Americans in Film**  
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.

**HUM215** **3 Credits 3 Periods**  
**Film Comedy**  
Explores the basics of humor in film by tracing its roots through a historical examination of a variety of arts, artists, and theorists. Focuses on films' unique contributions to the world of laughter. Investigates how comedy, and film comedy in particular, provides an essential and unifying force for culture and society. Prerequisites: None.

## COURSE DESCRIPTIONS

### **HUM225** **3 Credits 3 Periods** **Introduction to Popular Culture**

Introduction to major topics in the field of popular culture studies. Includes basic theories, methods, and concepts used to analyze popular culture texts and practices. Prerequisites: ENG101 or ENG107.

### **HUM250** **3 Credits 3 Periods** **Ideas and Values in the Humanities**

An historical analysis of the interrelationships of art, architecture, literature, music, and philosophy from the early civilizations to the Renaissance, including Western and non-Western cultures. Prerequisites: ENG101.

### **HUM251** **3 Credits 3 Periods** **Ideas and Values in the Humanities**

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.

### **HUM292** **3 Credits 3 Periods** **The Art of Storytelling**

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.

## **IBS - International Business**

### **IBS101** **3 Credits 3 Periods** **Introduction To International Business**

A basic overview of international business to introduce students to international trade concepts. Focus of the course is on international business environment issues that influence global business practices, decisions and applications. Prerequisites: None.

### **IBS109** **3 Credits 3 Periods** **Cultural Dimension For International Trade**

The importance of cultural sensitivity in international business relations investigated by studying the impact of geography, history, religion, politics, customs and cross-cultural communications on society. Prerequisites: None.

### **IBS116** **3 Credits 3 Periods** **Export/Import Management**

Basics of importing and exporting processes with focus on documentation and procedures. Includes transportation and distribution options, freight forwarders, International Common Terms (INCO) shipping terms, packaging strategies, contract negotiation, and execution of international contracts. Prerequisites: IBS101, or permission of Instructor.

### **IBS118** **3 Credits 3 Periods** **International Marketing Management**

Planning, implementing, and managing international marketing strategies through application of international marketing research and evaluation in diverse cultural, economic, and political environments. Emphasis on implementation of product, price, promotion, and distribution strategies. Prerequisites: IBS101, or permission of Instructor.

### **IBS123** **3 Credits 3 Periods** **U.S. Customs And Export Licensing Regulations**

Requirements for importing into the United States, and for export clearance, licensing, and foreign entry. Includes role of customs brokers, duty rate structure and determination as well as Commerce Control List (CCL) and Export Control Commodity Numbering (ECCN), export licenses, and governmental requirements regarding exports. Prerequisites: IBS101, or permission of Instructor.

### **IBS140** **3 Credits 3 Periods** **International Financial Management**

Development of foreign exchange and international banking, including methods of payment, export financing, and application for and administration of government loan programs, country risk analysis, and negotiation and processing of letter of credit and other payment methods. Prerequisites: IBS101, or permission of Instructor.

### **IBS298** **1-3 Credits See Page 272** **Special Projects**

## **IFS - Information Studies**

### **IFS110** **1 Credits 1 Periods** **Critical Research for College Success**

Access, evaluate, and incorporate sources appropriately into academic projects. Prerequisites: None.

### **IFS112** **2 Credits 2 Periods** **Library Resource Concepts and Skills**

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.

### **IFS201** **3 Credits 3 Periods** **Research in the Digital Age**

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. Prerequisites: A grade of "C" or better in ENG101 or ENG107.

## **INT - Interior Design**

### **INT100** **3 Credits 6 Periods** **Interior Design Drafting**

Basic manual drafting techniques used in the interior design industry. Focus on industry standards of equipment use, lettering, line work, dimensioning, scaling, and annotation. Introduction and practice of industry-specific drawing types, including floor plans, elevations, sections, details, multi-view projection, and paraline. Brief exploration of hand sketching and Computer-Aided Design (CAD) techniques as they relate to manual drafting. Prerequisites: None.

### **INT105** **3 Credits 3 Periods** **Introduction To Interior Design**

Introduction to the profession of interior design, including design process, elements and principles of design, and basic concepts of space planning and furniture layout. Development of design



## COURSE DESCRIPTIONS

vocabulary relative to architectural details, furnishings, and finishes. Prerequisites: None.

### **INT115** **Historical Architecture And Furniture** **3 Credits 3 Periods**

Historical survey of the development of furniture, interiors, and architecture from antiquity to the 19th Century. Prerequisites: None.

### **INT120** **Modern Architecture And Furniture** **3 Credits 3 Periods**

Survey of the development of furniture, interiors, and architecture from the 19th Century to the present. Emphasis is on modern architects and designers. Prerequisites: None.

### **INT140** **Introduction to CAD for Interior Design** **3 Credits 6 Periods**

Introduction to CAD tools for the interior designer with emphasis on industry-accepted standards for interior design following American Institute of Architects (AIA) guidelines. Prerequisites: ARC121, or INT100.

### **INT145** **Drawing and Rendering** **3 Credits 6 Periods**

Development of basic freehand sketching and perspective drawing skills. Explores styles and techniques with emphasis on quick sketch and presentation type drawings as used by design professionals. Prerequisites: ARC121 or INT100 or permission of Department or Division.

### **INT150** **Color And Design** **3 Credits 6 Periods**

Introduction to the theory and application of color as related to the elements and principles of design. Light and its effect on color. Emphasis on the development of presentation skills for the field of interior design. Prerequisites: None.

### **INT160** **Fabrics For Interiors** **3 Credits 3 Periods**

Study of the properties, design, and performance characteristics of interior fabrics. Psychological and cultural impact of textiles on the built environment. Role of the interior designer in working with textiles. Introduction to regulations and codes within the textile industry. Prerequisites: None.

### **INT170** **Interior Materials** **3 Credits 6 Periods**

Properties, performance, maintenance, sustainability and general characteristics of interior finishes, furnishings, and equipment. Emphasis on building a resource file of interior finishes, furnishings, and equipment sources. Prerequisites: INT105 or permission of Instructor.

### **INT175** **Custom Design** **3 Credits 6 Periods**

Custom design for interiors. Creative problem solving using design theory and process. Visualization of concepts through sketching. Prerequisites: INT105 and (ARC121 or INT100).

### **INT190** **Space Planning** **3 Credits 6 Periods**

Study of creative, critical, analytical and strategic thinking as it relates to human behavior and the built environment. Emphasis on design theory, process, and application. Stresses creative

expression through the utilization of design elements and principles. Prerequisites: INT105 and (ARC121 or INT100 or permission of Department or Division). Prerequisites or Corequisites: ARC141 or INT140.

### **INT200** **Advanced CAD For Interior Design** **3 Credits 6 Periods**

Continued development of skills in CAD for the interior designer focusing on current technology and trends in the interior design industry. Emphasis is placed on critical thinking skills. Experience in production techniques including rendering and manipulation of two- and three-dimensional space. Prerequisites: INT140, or prior CAD experience, or permission of Instructor.

### **INT205** **Residential Design** **3 Credits 6 Periods**

Use of design process to create design solutions for residential spaces. Functional and aesthetic analysis of interior components. Includes kitchen and bath design; residential furnishings, fixtures and equipment (FF&E); and environment considerations. Refinement of presentation skills. Prerequisites: INT145, INT170, and INT190.

### **INT230** **Presentation Techniques** **3 Credits 6 Periods**

Advanced freehand sketching and perspective drawing skills. Explores a variety of styles and techniques with emphasis on presentation type drawings and portfolio development techniques used by design professionals. Prerequisites: INT145.

### **INT260** **Interior Codes and Regulations** **3 Credits 3 Periods**

Study of interior building codes, regulations, and standards and their impact on the health, safety, and welfare of the public. Emphasis on occupancy classifications, means of egress, fire protection, finish/furniture standards and testing, and Americans with Disabilities Act Accessibility Guidelines (ADAAG). Prerequisites or Corequisites: INT190 or permission of Department or Division.

### **INT271AA** **Interior Design Internship** **1 Credit 5 Periods**

Interior design work experience in the interiors industry. Required to work 80 hours. Supervised and evaluated by a faculty coordinator. May be repeated for a total of four (4) credits with department permission. Prerequisites: Permission of Department or Division.

### **INT271AB** **Interior Design Internship** **2 Credits 10 Periods**

Interior design work experience in the interiors industry. Required to work 160 hours. Supervised and evaluated by a faculty coordinator. May be repeated for a total of four (4) credits with department permission. Prerequisites: Permission of Department or Division.

### **INT271AC** **Interior Design Internship** **3 Credits 15 Periods**

Interior design work experience in the interiors industry. Required to work 240 hours. Supervised and evaluated by a faculty coordinator. Prerequisites: Permission of Department or Division.

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### **INT282** **1-3 Credits 1-3 Periods** **Service-Learning Experience in Interior Design**

Unpaid Service-Learning (SL) experience, completed with approved community partner. Prerequisites: Permission of Instructor. INT282 may be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog.

## INV - Innovation

### **INV150** **3 Credits 3 Periods** **Innovation**

Individual skill development for the innovation process. Includes the importance of imagination, experience, and situational awareness as well as emotional intelligence. Prerequisites: None. INV110 is recommended. INV150 may be repeated for a total of six (6) credits.

## JPN - Japanese

### **JPN101** **5 Credits 6 Periods** **Elementary Japanese I**

Basic grammar, pronunciation, and vocabulary of Japanese. Study of Japanese culture. Development of speaking, listening, reading and writing skills. Prerequisites: None.

### **JPN102** **5 Credits 6 Periods** **Elementary Japanese II**

Continued study of basic grammar, pronunciation and vocabulary of Japanese. Study of the Japanese culture. Intensive practice in oral communication and development of reading and writing skills. Prerequisites: JPN101 or permission of Department or Division. Completion of prerequisites within the last three years is required.

### **JPN115** **3 Credits 3 Periods** **Beginning Japanese Conversation I**

Conversational Japanese. Basic sentence structure, pronunciation, and vocabulary necessary to develop speaking ability in Japanese. Designed for students seeking speaking and listening abilities, with little emphasis on grammar, reading, or writing. Prerequisites: None.

### **JPN201** **5 Credits 6 Periods** **Intermediate Japanese I**

Expansion of sentence structures through oral/aural practice. Increased emphasis on reading and writing in Japanese and study of Japanese culture. Prerequisites: JPN102 or permission of Department or Division. Completion of prerequisites within the last three years is required.

### **JPN202** **5 Credits 6 Periods** **Intermediate Japanese II**

Extensive review of Japanese grammar; development of vocabulary and idiomatic expressions through reading and writing. Continued practice of oral communication skills and study of Japanese culture. Prerequisites: JPN201 or permission of Department or Division. Completion of prerequisites within the last three years is required.

## JRN - Journalism

### **JRN125** **3 Credits 3 Periods** **Photo Editing**

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.

### **JRN201** **3 Credits 5 Periods** **News Writing**

Writing and producing news for the media. Associated Press editing style, writing skills, and organizational structure for news. Prerequisites: ENG101, or ENG107.

### **JRN203** **3 Credits 3 Periods** **Writing for Online Media**

Writing using the modes and resources available on the Internet. Use of information and resources available on the Internet in writing, as well as writing for the Internet itself. Prerequisites: Placement into ENG101 on a District-approved writing placement test.

### **JRN205** **3 Credits 3 Periods** **Copyediting**

Specific skills and techniques of copyediting. Understanding of editing skills to enhance a writer's abilities whether one's own or someone else's. Critically evaluate word usage and meaning to achieve the 3 Cs of writing clarity, completeness and conciseness. Prerequisites: Placement into ENG101 or permission of Instructor.

### **JRN215** **3 Credits 5 Periods** **News Production**

Writing, editing, and publishing the student newspaper on multiple platforms. Emphasis may vary according to student goals. Prerequisites: None.

### **JRN225** **3 Credits 3 Periods** **Photojournalism**

Reporting the news as a photojournalist, with emphasis on the development and creation of news photographs. Experience in shooting, editing and transmitting digital photos using professional photo editing and design software. Prerequisites: None.

### **JRN234** **3 Credits 3 Periods** **Feature Writing**

Emphasis on crafting stylized human interest stories for publications. Includes research, interviewing, writing techniques, editing and professional concerns. Includes best practices for writing features for traditional and digital media. Prerequisites: Placement into ENG101, or ENG107, or permission of Instructor.

### **JRN235** **3 Credits 5 Periods** **Practicum: Public Relations**

On-campus public relations experience, including writing media releases, designing and producing promotional materials, planning events, script writing, and developing presentations. Prerequisites: BPC128, JRN133, JRN201, JRN215, MCO120, and MKT101.

## COURSE DESCRIPTIONS

### **JRN236** **3 Credits 5 Periods** **Advanced Practicum: Public Relations**

Off-campus public relations experience integrating skills developed in previous courses. Students placed in community public relations job sites. Writing media releases, designing and producing promotional materials, planning events, script writing and developing presentations. Prerequisites: BPC128, JRN133, JRN234, JRN201, JRN215, JRN235, MCO120, and MKT101.

### **JRN240** **1-3 Credits 1-3 Periods** **Journalism Internship**

Journalism work experience with a newspaper or other news organization. 80 hours of designated work per credit. Maximum of 6 credits allowed. Prerequisites: JRN215.

### **JRN298** **1-3 Credits See Page 272** **Special Projects**

## JUD - Judicial Studies

### **JUD101** **1 Credit 1 Period** **The Courts In Arizona**

Comparative analysis of courts in Arizona and how they relate to each other, including the federal courts, the Arizona supreme court and court of appeals, juvenile courts, justice courts, municipal and town courts, and tribal courts. Prerequisites: None.

### **JUD103** **1 Credit 1 Period** **Role Of The Court Staff**

Roles and responsibilities of court staff and other court personnel in Arizona. Prerequisites: None.

### **JUD107** **2 Credits 2 Periods** **Civil Procedure In Arizona Courts**

Rules of civil procedure as applied to both standard civil actions and small claims cases found in Arizona limited jurisdiction courts. Conduct of the typical civil trials and small claims hearings, and pretrial procedures in managing a civil calendar. Prerequisites: None.

### **JUD109** **1 Credit 1 Period** **Judicial Writing**

Judicial writing skills, including research skills, organization, grammar, and style. Goals and objectives of writing in courts. Prerequisites: None.

### **JUD111** **1 Credit 1 Period** **Sentencing Misdemeanants**

Alternatives, methods, laws, rules and practices governing the sentencing of persons convicted of misdemeanors under Arizona law. Prerequisites: None.

### **JUD113** **2 Credits 2 Periods** **Court Management**

Organization and management of courts with emphasis on problems relating to personnel issues, case processing standards, staff organization, quality management, and court administration. Management of fines, fees, bonds, and restitution. Prerequisites: None.

### **JUD115** **2 Credits 2 Periods** **Injunctive Actions**

Injunctive actions (Orders of Protection and Injunctions Prohibiting Harassment), including philosophy and practical applications of the governing statutes and judicial responsibilities and limitations of powers as related to injunctive orders. Prerequisites: None.

## LAT - Latin

### **LAT101** **4 Credits 4 Periods** **Elementary Latin I**

Introduction to the basic grammar and vocabulary of the Latin language. Practice reading and translating Latin into English. Prerequisites: None.

### **LAT102** **4 Credits 4 Periods** **Elementary Latin II**

Comparative study of English and Latin grammar. Emphasis on analytical thinking, memorization, and familiarization with new terminology. Translation from English and from original works in Latin. Prerequisites: LAT101 or permission of Instructor. Completion of prerequisites within the last three years is required.

### **LAT201** **4 Credits 4 Periods** **Intermediate Latin I**

Introduction to translation technics using selections from various authors; emphasis on use of primary texts. Prerequisites: LAT102. Completion of prerequisites within the last three years is required.

### **LAT202** **4 Credits 4 Periods** **Intermediate Latin II**

Refinement of translation techniques using selections from Virgil's Aeneid; emphasis on use of language and meter. Prerequisites: LAT201. Completion of prerequisites within the last three years is required.

## LBT - Library Technology

### **LBT255** **3 Credits 3 Periods** **Organization and Management of the Small Library**

Introduction to library functions and overview of management theories and practices appropriate for the operation of libraries and information organizations. Includes issues of personnel, policies and procedures, finance, buildings, planning, supervision, cooperation with other libraries and agencies, marketing and public relations, and development of leadership qualities. Course Notes:LBT255 is geared to the library technician or practitioners/director managing a small library or department Prerequisites: or Corequisites: LBT101 or permission of Instructor.

### **LBT270** **1 Credit 5 Periods** **Practicum Projects**

Practical experience 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 in professional-type facilities. LBT270 may be repeated for a total of three (3) credit hours. Prerequisites: Permission of Program Director or Instructor.

## COURSE DESCRIPTIONS

### **LBT271** **1 Credit 1 Period** **Library Information Industry Careers And Portfolio Development**

Professionals, organizations, and journals in the library information field. Resume writing, cover letters, career choices, interviews, and job searching. Includes time management and coping with change. Development of portfolio to document and showcase learning and achievement in the Library Information Technology program. Prerequisites: Permission of Program Director or Instructor.

### **LBT272AA** **1 Credit 5 Periods** **Library Internship In Technical Services**

Supervised work experience in Technical Services in a public, school, academic, or special library. Daily log of activities required for discussion and evaluation of objectives in individual conferences. Prerequisites: Permission of Program Director or Instructor.

### **LBT272AB** **1 Credit 5 Periods** **Library Internship In Public Services**

Supervised work experience in Public Services in a public, school, academic, or special library. Daily log of activities required for discussion and evaluation of objectives in individual conferences. Prerequisites: Permission of Program Director or Instructor.

### **LBT272AC** **1 Credit 5 Periods** **Library Internship In Media Services Or Information Services**

Supervised work experience in media information services in a public, school, academic or special library. A daily log of activities required for discussion and for evaluation of objectives in regularly scheduled group sessions and individual conferences. Prerequisites: Permission of Program Director or Instructor.

### **LBT273** **1 Credit 1 Periods** **Special Topics in Library Information Services**

Current topics and contemporary issues in library information services. Application of research and industry trends to solve problems and/or investigate issues. Topics chosen from any area of the LBT curriculum. Prerequisites: (LBT101, LBT110, LBT130, LBT140, LBT150, and LBT160) or permission of instructor or program director.

### **LBT274** **1 Credit 5 Periods** **Independent Study In Library Information Services**

Independent study and individualized learning research activities organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized study guided by professional expertise. Prerequisites: Permission of Program Director or Instructor.

### **LBT282** **1-3 Credits 1-3 Periods** **Volunteerism for Library Science: A Service-Learning Experience**

Service-learning field experience within private/public agencies, educational institutions, and citizen volunteer groups. May be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: Permission of Instructor.

## LDR - Leadership

### **LDR102** **2 Credits 2 Periods** **Emerging Leaders II**

Focus on implementing collaborative practices and organizational leadership skills to promote positive social change. Apply value-based leadership behavior in diverse settings. Prerequisites: LDR101 or permission of Instructor.

## MAT - Mathematics

### **MAT082** **3 Credits 3 Periods** **Basic Arithmetic**

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: Satisfactory score on district placement exam. Students may receive credit for only one of the following: MAT081, MAT082, or MAT083.

### **MAT090** **5 Credits 5 Periods** **Developmental Algebra**

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. May receive credit for only one of the following: MAT090, MAT091, MAT092, or MAT093. Prerequisites: A grade of "C" or better in MAT082 or successful completion of required Maricopa Modules or satisfactory score on District placement exam.

### **MAT092** **3 Credits 3 Periods** **Introductory Algebra**

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. May receive credit for only one of the following: MAT090, MAT091, MAT092, or MAT093. Prerequisites: A grade of "C" or better in MAT082 or successful completion of required Maricopa Modules or satisfactory score on District placement exam.

### **MAT102** **3 Credits 3 Periods** **Mathematical Concepts/Applications**

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** **2 Credits 2 Periods** **Tutored Mathematics**

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. MAT108 may be repeated for a total of ten (10) credits. Prerequisites: None. Corequisites: MAT082 or MAT090



## COURSE DESCRIPTIONS

or MAT091 or MAT092 or MAT120 or MAT121 or MAT122 or MAT140 or MAT141 or MAT142 or MAT150 or MAT151 or MAT152 or permission of Department Chair.

### **MAT112** **3 Credits 3 Periods** **Mathematical Concepts and Applications**

A problem solving approach to mathematics as it applies to real-life situations. Development, use and communication of mathematical concepts and applications that relate to measurement, percentage, practical geometry, statistics, finance, and unit conversions. Prerequisites: Grade of "C" or better in MAT090, or MAT091, or MAT092, or MAT093, or successful completion of Maricopa modules, or satisfactory score on District placement exam.

### **MAT120** **5 Credits 5 Periods** **Intermediate Algebra**

Analysis of rational, radical, quadratic and exponential equations, functions and applications; graphs of radical, quadratic and exponential functions; operations on polynomial, rational, and radical expressions. May receive credit for only one of the following: MAT120, MAT121, or MAT122. Prerequisites: (A grade of "C" or better in MAT090, or MAT091, or MAT092, or MAT093), or successful completion of required Maricopa Modules, or satisfactory score on District placement exam.

### **MAT121** **4 Credits 4 Periods** **Intermediate Algebra**

Analysis of rational, radical, quadratic and exponential equations, functions and applications; graphs of radical, quadratic and exponential functions; operations on polynomial, rational, and radical expressions. May receive credit for only one of the following: MAT120, MAT121, or MAT122. Prerequisites: (A grade of "C" or better in MAT090, or MAT091, or MAT092, or MAT093), or successful completion of required Maricopa Modules, or satisfactory score on District placement exam.

### **MAT122** **3 Credits 3 Periods** **Intermediate Algebra**

Analysis of rational, radical, quadratic and exponential equations, functions and applications; graphs of radical, quadratic and exponential functions; operations on polynomial, rational, and radical expressions. May receive credit for only one of the following: MAT120, MAT121, or MAT122. Prerequisites: (A grade of "B" or better in MAT090, or MAT091, or MAT092, or MAT093), or successful completion of required Maricopa Modules, or satisfactory score on District placement exam.

### **MAT141** **4 Credits 4 Periods** **College Mathematics**

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: (A grade of "C" or better in MAT090, or MAT091, or MAT092, or MAT093), or successful completion of Maricopa Modules, or satisfactory score on District placement exam, or a grade of "C" or better in MAT120, or MAT121, or MAT122.

### **MAT142** **3 Credits 3 Periods** **College Mathematics**

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: (A grade of "B" or better in MAT090, or MAT091, or MAT092, or MAT093), or successful completion of Maricopa Modules, or satisfactory score on District placement exam, or a grade of "C" or better in MAT120, or MAT121, or MAT122.

### **MAT150** **5 Credits 5 Periods** **College Algebra/Functions**

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. May receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187. Prerequisites: Grade of "C" or better in MAT120, or MAT121, or MAT122, or equivalent, or satisfactory score on District placement exam.

### **MAT151** **4 Credits 4 Periods** **College Algebra/Functions**

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. May receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187. Prerequisites: Grade of "C" or better in MAT120, or MAT121, or MAT122, or equivalent, or satisfactory score on District placement exam.

### **MAT152** **3 Credits 3 Periods** **College Algebra/Functions**

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. May receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187. Prerequisites: Grade of "C" or better in MAT120, or MAT121, or MAT122, or equivalent, or satisfactory score on District placement exam.

### **MAT156** **3 Credits 3 Periods** **Mathematics for Elementary Teachers I**

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.

## COURSE DESCRIPTIONS

### **MAT157** **3 Credits 3 Periods** **Mathematics for Elementary Teachers II**

Focuses on measurement, geometry, probability and data analysis. Appropriate technologies, problem solving, reasoning, and proof are integrated throughout the course. Prerequisites: MAT156 or equivalent.

### **MAT182** **3 Credits 3 Periods** **Plane Trigonometry**

A study of measures of angles, properties of graphs of trigonometric functions, fundamental identities, addition and half-angle formulas, inverse trigonometric functions, solutions of trigonometric equations, complex numbers and properties of triangle solution. May receive credit for only one of the following: MAT182 or MAT187. Prerequisites: Grade of "C" or better in MAT150, or MAT151, or MAT152, or equivalent, or concurrent registration in MAT150, or MAT151, MAT152, or satisfactory score on District placement exam.

### **MAT187** **5 Credits 5 Periods** **Precalculus**

A precalculus course combining topics from college algebra and trigonometry. Preparation for analytic geometry and calculus. May receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187. Strongly recommended that students have some knowledge of trigonometry. Prerequisites: Grade of B or better in MAT120, or MAT121, or MAT122, or equivalent, or satisfactory score on a placement test.

### **MAT206** **3 Credits 3 Periods** **Elements of Statistics**

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.

### **MAT212** **3 Credits 3 Periods** **Brief Calculus**

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. Students may receive credit for only one of the following: MAT212 or MAT213. Prerequisites: Grade of "C" or better in MAT150, or MAT151, or MAT152, or MAT187, or appropriate Math placement test score.

### **MAT218** **4 Credits 4 Periods** **Mathematical Analysis for Business**

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** **5 Credits 5 Periods** **Calculus with Analytic Geometry I**

Limits, continuity, differential and integral calculus of functions of one variable. Students may receive credit for only one of the following MAT220 or MAT221. Prerequisites: Grade of "C" or better in [MAT182 and (MAT150, MAT151 or MAT152)], or MAT187, or appropriate Math placement test score.

### **MAT221** **4 Credits 4 Periods** **Calculus with Analytic Geometry I**

Limits, continuity, differential and integral calculus of functions of one variable. Students may receive credit for only one of the following MAT220 or MAT221. Prerequisites: Grade of "C" or better in [MAT182 and (MAT150, MAT151 or MAT152)], or MAT187, or appropriate Math placement test score.

### **MAT225** **3 Credits 3 Periods** **Elementary Linear Algebra**

Introduction to matrices, systems of linear equations, determinants, vector spaces, linear transformations and eigenvalues. Emphasizes the development of computational skills. Prerequisites: Grade of "C" or better in MAT212 or MAT220, or MAT221, or equivalent.

### **MAT227** **3 Credits 3 Periods** **Discrete Mathematical Structures**

Introduction to lattices, graphs, Boolean algebras, and groups. Emphasis on topics relevant to computer science. Prerequisites: Grade of "C" or better in CSC100 and (MAT220, or MAT221, or equivalent) or permission of Instructor.

### **MAT231** **4 Credits 4 Periods** **Calculus with Analytic Geometry II**

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. Student may receive credit for only one of the following: MAT230 or MAT231. Prerequisites: Grade of "C" or better in MAT220, or MAT221, or equivalent.

### **MAT241** **4 Credits 4 Periods** **Calculus with Analytic Geometry III**

Multivariate calculus including vectors, vector-valued functions, partial differentiation, multiple integration and an introduction to vector fields. Student may receive credit for only one of the following: MAT240 or MAT241. Prerequisites: Grade of "C" or better in MAT230 or MAT231.

### **MAT256** **4 Credits 4 Periods** **Investigating Quantity: Number, Operations, and Numeration Systems**

Explore number, numeration systems and operations on numbers. Techniques of problem solving with an emphasis on exploring a variety of strategies. Use a variety of visualization techniques to develop a conceptual understanding of these topics. Prerequisites: A grade of "C" or better in (MAT150 or MAT151 or MAT152 or higher), or a grade of "C" or better in [(MAT120 or MAT121 or MAT122) and (MAT140 or MAT141 or MAT142 or higher)], or [a grade of "C" or better in (MAT140 or MAT141 or MAT142) and satisfactory score on District placement exam to permit enrollment in (MAT150 or MAT151 or MAT152 or higher)].

### **MAT257** **4 Credits 4 Periods** **Investigating Geometry, Probability, and Statistics**

Explores geometry, measurement, probability and statistics. Uses visualization, technologies, problem solving, reasoning and proof to develop a conceptual understanding of these topics. Prerequisites: MAT256 or permission of Instructor.

## COURSE DESCRIPTIONS

### **MAT276** **4 Credits 4 Periods** **Modern Differential Equations**

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

### **MAT282** **1-3 Credits 1-3 Periods** **Service-Learning Experience in Mathematics**

Unpaid Service-Learning (SL) experience, completed with approved community partner. May be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: Permission of Instructor.

### **MAT298** **1-3 Credits See Page 272** **Special Projects**

## MCO - Mass Communication

### **MCO120** **3 Credits 3 Periods** **Media and Society**

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.

### **MCO220** **3 Credits 3 Periods** **Cultural Diversity and the Media**

Images of the diverse cultures and gender issues within the U.S. media. Exploration of racial and gender roles which shape the media as well as media roles which influence U.S. race relations and racial change. Roles, contributions, and challenges of the minority press in the United States. Prerequisites: ENG101, or ENG107, or equivalent.

## MET - Manufacturing Technology

### **MET100AA** **2 Credits 2 Periods** **Tool Room I: Introduction to Machine Processes**

Safe practices in the manufacturing environment. Organizational structure of a manufacturing organization. Equipment and processes used in material removal process. Required documentation. Tools and measurement devices used in manufacturing. Applied mathematics used in a manufacturing. Specific coolants, cooling oils and chemical used in the material removal process. Operator certification check sheet. Prerequisites: None.

### **MET112** **3 Credits 5 Periods** **Inspection Techniques**

Set-up and use of inspection tools, equipment, per industry standards including the use of surface plates, right angle blocks, cylindrical squares, V-Blocks, and related equipment. Selection, completion and interpretation of information from inspection forms. Inspection alternatives, tool control activities, and application of geometric dimensioning and tolerance. Prerequisites: (A grade of "C" or better in MAT082, or higher level mathematics course, or satisfactory score on District Placement exam) or permission of Department or division. Prerequisites or Corequisites: MET109.

### **MET131** **3 Credits 3 Periods** **Lean Manufacturing**

Lean manufacturing methodologies and application to a manufacturing organization. Identification of waste and application of cost to poor quality process within a manufacturing organization. Lean manufacturing tools and implementation. Organizational buy-in. Prerequisites: None.

### **MET207** **3 Credits 3 Periods** **CNC Mill: Operator Training I**

Computer Numerical Control (CNC) Mill qualified setup and functioning program. Mill operations. Changing tool values. Replacing and qualifying tooling. CNC Mill operator training including machine controls, tooling and operations. Proper machine shop safety. Prerequisites: MET231 or permission of Program Director. Prerequisites/Corequisites: GTC/MET206 or permission of Program Director.

### **MET208** **3 Credits 3 Periods** **CNC Lathe: Operator Training I**

Computer Numerical Control (CNC) Lathe qualified setup and functioning program. Operation of lathe. Changing tool values. Replacing and qualify tooling. CNC Lathe operator training including machine controls, tooling and operations. Proper machine shop safety. Prerequisites: MET231 or permission of Program Director. Prerequisites/Corequisites: GTC/MET206 or permission of Program Director.

### **MET209** **3 Credits 6 Periods** **CNC Mill: Operator Training II**

Setup and operation of a computerized numerical control (CNC) mill and fourth axis rotary table. Computerized numerical control (CNC) machining center. Manufacturing operation instruction and functioning program. Changing tool values. Replacement and qualifying tooling. Advanced program editing including CANNED cycle use and manipulation. CNC mill operator training including advanced machine control manipulation communication techniques, and fixturing concepts. Proper machine shop safety. Prerequisites: (MET102, MET203, Met206, and MET207) or permission of department.

### **MET210** **3 Credits 6 Periods** **CNC Lathe: Operator Training II**

Setup and operation of a Computer Numerical Control (CNC) lathe and CNC Mill/Turn. Manufacturing operation instructions and functioning program. Changing tool values. Replacing and qualify tooling. Advanced CNC lathe topics including production tooling and coolants, live tooling (mill/turn), tail stock, bar pull/feed, advanced program editing, CANNED cycle use and manipulation, and set up time reduction. Proper machine shop safety. Prerequisites: (MET102, MET203, MET206 and MET208) or permission of department.

### **MET250** **3 Credits 24 Periods** **Machining Practices II**

Lab to accompany MET103. Hands-on experience in fabricating sophisticated metal components, complex level of planning, layout, measuring, setup and machine tool operations. Prerequisites: MET101, MET150, or permission of instructor. Corequisites: DFT110, GTC/MET108, MET103 and QCT270.





## COURSE DESCRIPTIONS

### **MHL143** **3 Credits 3 Periods** **Music in World Cultures**

Non-European musical traditions including the study of music in rituals, musical instruments and the impact of cultures on musical styles. Prerequisites: None.

### **MHL145** **3 Credits 3 Periods** **American Jazz and Popular Music**

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.

### **MHL146** **3 Credits 3 Periods** **Survey of Broadway Musicals**

Survey of Broadway musicals traced from their origins to the present viewed in their cultural, political, and socio-economic contexts. Emphasis on stylistic periods, composers, lyricists, directors, and choreographers. Prerequisites: None.

### **MHL153** **3 Credits 3 Periods** **Rock Music and Culture**

History of rock music and how cultural, social, political, and economic conditions have shaped its evolution. Prerequisites: None.

### **MHL155** **3 Credits 3 Periods** **Survey of American Music**

History of the music of North America from the earliest American Indian music to the present. Introduction to the musical trends, composers, socioeconomic developments and trends, musical forms and styles that influence our modern American musical sense. Prerequisites: None.

### **MHL241** **3 Credits 3 Periods** **Music History and Literature to 1750**

In-depth study of music history from the primitive era through the Baroque period. Prerequisites or Corequisites: MTC155 and MTC156, or permission of Instructor.

### **MHL242** **3 Credits 3 Periods** **Music History and Literature 1750 to Present**

In-depth study of music history from the Classical period through the Contemporary period. Prerequisites: MHL241 or permission of Instructor.

## **MKT - Marketing**

### **MKT101** **3 Credits 3 Periods** **Introduction to Public Relations**

Emphasizes public relations techniques used both within and outside the business organization, including operation of a PR counseling firm. Prerequisites: None.

### **MKT109** **3 Credits 3 Periods** **Introduction to Fashion Merchandising**

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** **3 Credits 3 Periods** **Marketing and Social Networking**

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** **3 Credits 3 Periods** **Display and Visual Merchandising**

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.

### **MKT200** **3 Credits 3 Periods** **Display and Visual Merchandising**

Examines management/buyer role in investment, pricing, planning, controlling sales and inventories. Prerequisites: None. Any BPC.CIS spreadsheet course recommended.

### **MKT263** **3 Credits 3 Periods** **Advertising Principles**

Introduces the advertising function within business, including media study, creative strategies, and advertising campaigns. MKT271 suggested, but not required. Prerequisites: None.

### **MKT268** **3 Credits 3 Periods** **Merchandising**

Surveys structure and operation of retail organizations. Emphasizes merchandising to include price, location, time, promotion and quantity. MKT271 suggested but not required. Prerequisites: None.

### **MKT271** **3 Credits 3 Periods** **Principles of Marketing**

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.

### **MKT280** **1-3 Credits 1-3 Periods** **Marketing Internship**

Marketing work experience in a business or industry. 80 hours of designated work per credit. Maximum of 8 credits allowed. Prerequisites: Permission of Department or Division.

### **MKT296** **1-4 Credits 5-20 Periods** **Cooperative Education**

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: Completed at least 12 credits, minimum 2.6 GPA, and able to obtain a position related to student's academic/career goals or permission of Instructor. Corequisites: Enrolled in at least 1 class related to major/career interest or permission of Instructor

## COURSE DESCRIPTIONS

### MMT - Multimedia Technology

#### **MMT184 Computer Animation** 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.

#### **MMT185 3-D Modeling for Animation** 3 Credits 6 Periods

Basic concepts of 3-D modeling. Anatomy of computer geometry; basic elements that make computer models—curves, surfaces, nurbs, and polygons. 3-D translation, shading, materials, and rendering. Prerequisites: ADA184, ART184, MMT184, or ADA184AC, ART184AC or permission of Instructor.

#### **MMT186 Modeling for Digital Media** 3 Credits 6 Periods

Development of 3-D models for multimedia productions. 3-D logos, objects, and advanced animation projects using special effects. Prerequisites: ADA184, ART184, MMT184, or permission of Instructor.

### MSP - Mortuary Science

#### **MSP101 Orientation To Funeral Service** 1 Credit 1 Period

Designed to orient prospective students to funeral service and its history, philosophy, educational requirements, apprenticeship, licensure examination, job descriptions for funeral directors and embalmers, employment outlook. Prerequisites: None.

#### **MSP201 History And Sociology Of Funeral Service** 3 Credits 3 Periods

Survey of history of funeral service from ancient to modern times. Sociological aspects of how various cultures deal with death. Prerequisites: Admission to the Mortuary Science Program.

#### **MSP202 Embalming** 3 Credits 3 Periods

Study of the disinfection, preservation and restoration of the deceased human body by chemical means for the specific purpose of funeralization. Prerequisites: Admission to the Mortuary Science Program.

#### **MSP203 Microbiology for Funeral Service** 3 Credits 3 Periods

Survey of the microbiological world as it pertains to the funeral service profession. Knowledge of those organisms that can cause death and safety precautions. Prerequisites: Admission to the Mortuary Science Program.

#### **MSP204 Chemistry for Funeral Service** 3 Credits 3 Periods

Basic principles of chemistry related to funeral service. Chemical principles of embalming, disinfection and public health. Sanitation practices regarding potentially harmful chemicals. Prerequisites: Admission to the Mortuary Science Program.

#### **MSP205 Mortuary Administration I** 3 Credits 3 Periods

Funeral directing and professional relationships with members of the clergy. Introductory information about the establishment of a funeral home. Prerequisites: Admission to the Mortuary Science Program.

#### **MSP206 Mortuary Administration II** 3 Credits 3 Periods

Operation of the established funeral home and product knowledge in the area of funeral service merchandising. Prerequisites: MSP205.

#### **MSP207 Restorative Art** 4 Credits 5 Periods

Care and restoration of the deceased human body to create natural form and appearance. Includes anatomical aspects and color theory. Prerequisites: Admission to the Mortuary Science Program.

#### **MSP208 Legal, Regulatory, And Ethical Issues In Funeral Service** 3 Credits 3 Periods

Mortuary law regulation by the Federal Trade Commission, and ethical issues in funeral service. Individual state laws as they pertain to the regulation of funeral establishments and funeral service personnel. Prerequisites: Admission to the Mortuary Science Program.

#### **MSP209 Pathology For Funeral Service** 3 Credits 3 Periods

Pathologic conditions which require special treatment and terminology associated with the causes of death. Prerequisites: Admission to the Mortuary Science Program.

#### **MSP210 Counseling For Funeral Service** 2 Credits 2 Periods

Knowledge for facilitating the mourning process after the death of a loved one and for referring bereaved persons to other sources of professional assistance. Prerequisites: Admission to the Mortuary Science Program.

#### **MSP211 Compendium for Funeral Service** 2 Credits 2 Periods

Analysis of tasks performed on a more-or-less day-to-day basis by funeral service personnel. Capstone experience based on all previous course work. Prerequisites: Admission to the Mortuary Science Program.

#### **MSP282 Service-Learning Experience in Mortuary Science** 1-3 Credits 1-3 Periods

Unpaid Service-Learning (SL) experience, completed with approved community partner. Prerequisites: Permission of Instructor. MSP282 may be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog.

### MST - Microsoft Technology

#### **MST150EI Configuring Windows 8** 3 Credits 4 Periods

In-depth exploration of how to effectively install and configure Windows 8. Includes features of Windows 8, virtualization with Hyper-V, network connectivity, access to resources, monitor and

## COURSE DESCRIPTIONS

maintain Windows clients and backup and recovery. Designed to prepare students for the Microsoft Windows 8 certification examination (70-687). Prerequisites: MST140, or CNT140++, or permission of Instructor.

### **MST150SV** **3 Credits 4 Periods** **Microsoft Windows 7 Configuration**

Knowledge and skills necessary to perform installation and day-to-day administration and support of the Microsoft Windows 7 operating system. Preparation for the Microsoft certification examination. Prerequisites: None. CIS190, or CNT140AA, or MST140 suggested but not required.

### **MST155DB** **4 Credits 5 Periods** **Configuring Advanced Windows Server Services**

In-depth exploration of how to effectively install and configure Windows Server. Designed to prepare students for the Microsoft Configuring Advanced Windows Server Services examination (70-412). Prerequisites: MST158++ or permission of Instructor.

### **MST157DA** **4 Credits 5 Periods** **Active Directory Windows Server Configuration**

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. MST157DA is a preparation for the Microsoft 70-640 professional certification test. Prerequisites: Any MST course or permission of Instructor.

### **MST158DB** **4 Credits 5 Periods** **Administering Windows Server**

In-depth exploration of how to effectively manage Windows Server. Designed to prepare students for the Administering Microsoft Windows Server examination (70-411). Prerequisite: MST158++ or permission of Instructor.

## MTC - Music: Theory/ Composition

### **MTC101** **3 Credits 3 Periods** **Introduction to Music Theory**

Designed to develop written and aural skills necessary for advanced study of music theory and skills. Recommended for music majors. Prerequisites: None.

### **MTC103** **1 Credit 2 Periods** **Introduction To Aural Perception**

An introduction to the aural skills necessary to hear relationships of intervals, rhythms, melody, and harmony in music. May be repeated for a total of two (2) credit hours. Prerequisites: None.

### **MTC105** **3 Credits 3 Periods** **Music Theory I**

The chronological study of music theory including: harmony, melody, texture, structure and timbre through analysis, original compositions and basic exercises to demonstrate musical concepts. Prerequisites: MTC100, or MTC101, or permission of Instructor. Corequisites: MTC106.

### **MTC106** **1 Credit 2 Periods** **Aural Perception I**

The development of listening and performing skills through dictation, sight singing and keyboard harmony. Prerequisites: None. Corequisites: MTC105.

### **MTC111** **1 Credit 1 Period** **Lyric Writing**

Lyric writing and its relationship to song structure and rhythm. Emphasis on basic poetic forms, meter, rhyme schemes, analysis of song lyrics for content and clarity, and use of lyric writing tools. Prerequisites: MTC110 or permission of Instructor.

### **MTC113** **1 Credit 1 Period** **Songwriting Techniques**

Introduction to pop melody writing and harmonic settings. Development of short ideas into complete songs with the use of contrast, variation, and repetition. Consideration of the pros and cons of writing songs with a partner or small group. Basic note reading and/or music theory is advisable. MTC113 may be repeated for credit. Prerequisites: MTC110 or permission of Instructor.

### **MTC130** **2 Credits 2 Periods** **Jazz Theory**

Develop written and aural theory skills necessary in the jazz idiom. MTC130 is recommended for students taking jazz improvisation, jazz composition and jazz combo. Prerequisites: (MTC101 and MTC103), or permission of Instructor.

### **MTC155** **3 Credits 3 Periods** **Music Theory II**

A continuation of Music Theory I with emphasis on harmony and part-writing procedures. Prerequisites: MTC105. Corequisites: MTC156.

### **MTC156** **1 Credits 2 Periods** **Aural Perception II**

A continuation of Aural Perception I, including harmonic practices. Prerequisites: None. Corequisites: MTC155.

### **MTC180** **3 Credits 4 Periods** **Computer Literacy For Musicians**

Instruction in basic computer literacy, including generic applications and music-specific programs with hands-on experience. Ability to read music notation required. Prerequisites: None.

### **MTC191** **3 Credits 4 Periods** **Electronic Music I**

An introduction to producing music with Musical Instrument Digital Interface (MIDI) configurations consisting of computers, printers, synthesizers, and other compatible MIDI instruments. Prerequisites: None.

### **MTC192** **3 Credits 4 Periods** **Electronic Music II**

Continued study of the production of music with Musical Instrument Digital Interface (MIDI) configurations. Emphasis on more complex configurations and their applications in song arrangements. Prerequisites: MTC191.

### **MTC203** **3 Credits 3 Periods** **Jazz Composition**

Composition and analysis of standard song forms as well as other standard compositional practices and forms idiomatic to jazz. Prerequisites: MTC155, or MUP165, or permission of Instructor.

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**MTC205** **3 Credits 3 Periods**  
**Music Theory III**  
 The study of chromatic harmony and melody, modulation techniques and expanded chords. The analysis of formal structure. Prerequisites: MTC155. Corequisites: MTC206.

**MTC206** **1 Credit 2 Periods**  
**Aural Perception III**  
 A development of listening and performing skills, including an introduction of chromatic harmonic techniques and concepts of style. Prerequisites: None. Corequisites: MTC205.

**MTC240** **3 Credits 0.60 Period**  
**Composition**  
 Introduction to the basics of music composition, stressing techniques and procedures for developing original ideas. May be repeated for total of twelve (12) credit hours. Prerequisites: (MTC105 and MTC106, or equivalent), and permission of Instructor.

**MTC255** **3 Credits 3 Periods**  
**Music Theory IV**  
 A continuation of Music Theory III, including 20th century theories and techniques. Prerequisites: MTC205. Corequisites: MTC256.

**MTC256** **1 Credit 2 Periods**  
**Aural Perception IV**  
 A continuation of Aural Perception III, including extended chords. Prerequisites: None. Corequisites: MTC255.

## MUC - Music: Commercial/ Business

**MUC109** **3 Credits 3 Periods**  
**Music Business: Merchandising and the Law**  
 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** **3 Credits 3 Periods**  
**Music Business: Recording and Mass Media**  
 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** **3 Credits 5 Periods**  
**Digital Audio Workstation I (Daw I)**  
 Use of digital mixing and automation software in conjunction with editing and recording. Includes computer operation, troubleshooting, and file management. Prerequisites: MUC195, MUC195AA, or TCM/VPT105 or permission of Instructor.

**MUC112** **3 Credits 5 Periods**  
**Digital Audio Workstation II (Daw II)**  
 Introduction to Sound Design and Audio Post-Production for Multimedia. Includes creating and editing Sound Effects, ADR, Foley, Music, and Ambience, for multiple mediums such as Film, TV, Video Gaming, Theatre, and Dance. Emphasis on

computer assisted production using Digital Audio Workstations and sound design techniques using industry-standard equipment. Prerequisites: MUC111, and (MUC195 or MUC195AA).

**MUC122** **3 Credits 5 Periods**  
**Sound Design I**  
 Introduction to Sound Design and Audio Post-Production for Multimedia. Includes creating and editing Sound Effects, ADR, Foley, Music, and Ambience, for multiple mediums such as Film, TV, Video Gaming, Theatre, and Dance. Emphasis on computer assisted production using Digital Audio Workstations and sound design techniques using industry-standard equipment. Prerequisites: MTC191 or TCM/VPT105. Prerequisites or Corequisites: MUC111 or permission of Instructor.

**MUC135** **3 Credits 3 Periods**  
**Introduction to Disc Jockey Techniques**  
 Development of beginning level live-performance disc jockey techniques. Emphasis on understanding the construction of industry-formatted dance songs, cueing, segueing/mixing methods, the relationship of beats per minute to segueing, and programming songs to entertain a live audience. Covers the history of the live performance DJ and strategies for soliciting employment in the field. MUC135 may be repeated for a total of six (6) credits. Prerequisites: None.

**MUC137** **3 Credits 3 Periods**  
**Digital DJ Performance Techniques**  
 Covers the skills required for live performance employing digital media with an emphasis on programs such as Serato Scratch Live and Ableton Live. MUC137 may be repeated for a total of six (6) credits. Prerequisites: None.

**MUC138** **1 Credits 3 Periods**  
**Disc Jockey Laboratory**  
 Operation, scope, roles and responsibilities in the commercial music production process. Prerequisites: None.

**MUC145** **2 Credits 2 Periods**  
**Recording Studio Business Operations**  
 Operation, scope, roles and responsibilities in the commercial music production process. Focuses on the business aspects and daily management of the professional recording studio. Includes strategies for project management, client service, marketing, equipment acquisition, staffing and employment. Prerequisites: None.

**MUC194** **3 Credits 3 Periods**  
**Introduction To Audio Mixing Techniques**  
 Approaches in final mixing for different musical genres. Develop critical listening skills, and applying these techniques to students' projects. Professional-type facilities and equipment available for student use. Prerequisites: MUC112 and MUC195 or permission of Instructor.

**MUC195** **3 Credits 5 Periods**  
**Studio Music Recording I**  
 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.



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### **MUC195AA** 3 Credits 3 Periods **Studio Music Recording I**

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.

### **MUC196** 3 Credits 5 Periods **Studio Music Recording II**

Emphasis on signal-processing equipment, mixing consoles, and advanced musical recording session procedures, production, and engineering. Includes mix-down and resultant master tape of a musical recording session. Prerequisites: MUC195 or MUC195AA.

### **MUC197** 3 Credits 3 Periods **Live Sound Reinforcement I**

Basic principles of live sound engineering. Emphasis on signal flow, acoustic, sound reinforcement set-ups and installation, signal processing, microphone selections and placement. Includes setting up sound systems and mixing live music. Prerequisites: None.

### **MUC198** 3 Credits 3 Periods **Live Sound Reinforcement II**

Emphasis on musical production decisions. Front-of-house and monitor console placement, loudspeaker arrangements, power considerations, program material and sound pressure levels. Includes setting up of sound system and mixing live performances with various styles of music. In addition to mixing at alternate locations. Prerequisites: MUC197.

### **MUC209** 3 Credits 3 Periods **Music Industry Entrepreneurship**

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.

### **MUC210** 3 Credits 3 Periods **Advanced Industry Topics: Concert Promotion and Touring**

Operation, scope, and career opportunities in the music business. Focuses on advanced aspects of concert promotion, touring and festival production. Areas of focus include marketing, planning, operations, talent buying, and budgeting for profitable and successful music-performance stage shows. Prerequisites: MUC109, or permission of Instructor or Department or Division Chair.

### **MUC222** 3 Credits 5 Periods **Sound Design II**

Intermediate level Sound Design and Audio Post-Production for Multimedia. Topics include: creating and editing Sound Effects, Automated Dialogue Replacement, Foley, Music, and Ambience for multiple mediums such as Film, TV, Video Gaming, Theatre, and Dance. Emphasis on computer assisted production using Digital Audio Workstations and acoustic forces. Prerequisites: (MUC122 and MTC/TCM120), or permission of Instructor.

### **MUC280** 3 Credits 3 Periods **Recording Studio Maintenance**

Introduction to the techniques, electronics, and tools used to perform basic recording studio, live sound, and electronic musical

instrument equipment maintenance. Prerequisites: MUC195AA, or MUC111, or permission of Instructor.

### **MUC290AA** 1 Credit 1 Period **Music Business Internship**

Music Business Internship work experience. Perform a variety of activities, to fulfill the routines and responsibilities of the department or business where the internship is served. Eighty (80) hours of designated work per credit. MUC290AA may be repeated for a total of twelve (12) credit hours. Prerequisites: Permission of Department or Division.

### **MUC295** 3 Credits 6 Periods **Studio Music Recording III**

Producing and engineering a recording project. Covers how recording studios work and how recording projects are organized from pre-production through delivery of the final mix. Prerequisites: MUC196.

### **MUC295AA** 1 Credit 1 Period **Self-Promotion for Music**

Career goal development. Includes self-presentation and communication skills, keeping files and records, and developing self-promotional materials. Prerequisites: None.

### **MUC297AA** 1 Credit 1 Period **Music Internship**

Music internship work experience in a business or industry. Eighty (80) hours of designated work per credit. MUC297AA may be repeated for a total of twelve (12) credit hours. Prerequisites: Permission of Department or Division.

### **MUC297AB** 2 Credits 2 Periods **Music Internship**

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.

### **MUC298** 1-3 Credits See Page 272 **Special Projects**

## [MUE - Music: Education](#)

### **MUE250** 2 Credits 3 Periods **Vocal Pedagogy/Voice Methods**

Study of the anatomy, physiology, and acoustics of singing as applied to healthy vocal function and the teaching of singing. Topics include: overview of techniques, materials, and literature used in teaching singing. Prerequisites: None.

### **MUE298** 1-3 Credits See Page 272 **Special Projects**

## [MUP - Music: Performance](#)

### **MUP101** 2 Credits 1.2 Periods **Private Instruction**

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.

## COURSE DESCRIPTIONS

**MUP102** **2 Credits 1.2 Periods**  
**Private Instruction**

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.

**MUP123AA** **0.50 Credit 0.50 Period**  
**Studio Class/Piano**

Performance and laboratory class for students enrolled in private piano instruction. Emphasis on demonstration and discussion of specific piano problems. Prerequisites: None. MUP123AA may be repeated for credit. Corequisites: Private piano instruction.

**MUP123AB** **0.50 Credit 0.50 Period**  
**Studio Class/Voice**

Performance and laboratory class for students enrolled in private voice instruction. Emphasis on demonstration and discussion of specific vocal problems. Prerequisites: None. MUP123AB may be repeated for credit. Corequisites: Private voice instruction.

**MUP123AC** **0.50 Credit 0.50 Period**  
**Studio Class/Guitar**

Performance and laboratory class for students enrolled in private guitar instruction. Emphasis on demonstration and discussion of specific guitar problems. Prerequisites: None. MUP123AC may be repeated for credit. Corequisites: Private guitar instruction.

**MUP123AD** **0.50 Credit 0.50 Period**  
**Studio Class: Instrumental**

Performance and laboratory class for students enrolled in private instrumental instruction. Emphasis on demonstration and discussion of specific instrumental problems. Prerequisites: None. MUP123AD may be repeated for credit. Corequisites: Private instrumental instruction.

**MUP123AE** **0.50 Credit 0.50 Period**  
**Studio Class: Jazz Styles**

Performance and laboratory class for students enrolled in private jazz styles instruction. Emphasis on demonstration and discussion of specific jazz styles problems. Prerequisites: None. MUP123AE may be repeated for credit. Corequisites: Private Jazz Styles Instruction.

**MUP130** **2 Credits 3 Periods**  
**Beginning Group Piano**

Basic introduction to playing piano through music reading, chords, rhythmic, and written activities. Designed for those with little or no piano experience. Prerequisites: None.

**MUP131** **2 Credits 3 Periods**  
**Class Piano I**

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 including the I, IV, V7 chords. Prerequisites: None.

**MUP132** **2 Credits 3 Periods**  
**Class Piano II**

Continuation of Piano I with emphasis on elementary piano

techniques including major and minor scales, transposition, improvisation, and sight reading. Prerequisites: MUP131 or permission of Instructor.

**MUP133** **2 Credits 3 Periods**  
**Class Voice I**

Introduction to the fundamentals of vocal production. Emphasis on breathing techniques, tone production and performances in class of solo vocal literature. Prerequisites: None.

**MUP134** **2 Credits 3 Periods**  
**Class Voice II**

Continuation of Class Voice I including the elements of stage presence and diction. Prerequisites: MUP133 or permission of Instructor.

**MUP140** **2 Credits 2 Periods**  
**Elementary Piano Pedagogy**

An overview of techniques, methods, materials, stylistic characteristics, and repertoire used in teaching piano to students at the early and late elementary levels including creating a studio policy, simulated teaching, and observing private instruction and group piano classes. Prerequisites: Permission of Instructor or department or division.

**MUP141** **2 Credits 2 Periods**  
**Intermediate Piano Pedagogy**

Overview of techniques, methods, materials, stylistic characteristics, and repertoire used in teaching piano students at the intermediate and early advanced levels including simulated teaching, performance and competition preparation, and observing private instruction and group piano classes. Prerequisites: Permission of Instructor or department or division.

**MUP150** **1 Credit 3 Periods**  
**Community Chorus**

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.

**MUP151** **1 Credit 0.60 Period**  
**Private Instruction**

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: MUP101.

**MUP152** **2 Credits 1.2 Periods**  
**Private Instruction**

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: MUP102.

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<b>MUP153</b> <b>Concert Choir</b>	<b>2 Credits 5 Periods</b>
A mixed choir designed to emphasize choral techniques and performance of all styles of choral literature. Public performances are scheduled each semester. Auditions may be required. May be repeated for credit. Prerequisites: None.	
<b>MUP154AA</b> <b>Jazz Vocal Ensemble</b>	<b>1 Credit 3 Periods</b>
Practical and performing experience in vocal jazz. Includes music from the 1920's through the present. MUP154AA may be repeated for credit. Prerequisites: Auditions required or permission of Instructor.	
<b>MUP159</b> <b>Community Orchestra</b>	<b>1 Credit 3 Periods</b>
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.	
<b>MUP161</b> <b>Community Band</b>	<b>1 Credit 3 Periods</b>
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.	
<b>MUP162</b> <b>Band</b>	<b>2 Credits 5 Periods</b>
A class designed to emphasize instrumental techniques and the preparation of all styles of band literature. Public performances are scheduled during the year. Auditions may be required. May be repeated for credit. Prerequisites: None.	
<b>MUP163</b> <b>Jazz Ensemble</b>	<b>1 Credit 3 Periods</b>
Practical and performance experience in various jazz styles. Open to all students on the basis of auditions. May be repeated for credit. Prerequisites: None.	
<b>MUP164</b> <b>Jazz Improvisation I</b>	<b>2 Credits 3 Periods</b>
Theoretical and performance skills in many styles of jazz improvisation. May be repeated for a total of six (6) credit hours. Prerequisites: None.	
<b>MUP166</b> <b>Jazz Piano I</b>	<b>1 Credits 2 Periods</b>
Introduction to basic jazz piano skills, including chord construction, chord voicings, accompanying and solo piano arrangements. Prerequisites: MUP131 or permission of Instructor.	
<b>MUP167</b> <b>Jazz Piano II</b>	<b>1 Credits 2 Periods</b>
Continued development of jazz piano techniques with emphasis on voicing formulas for ninth, eleventh, thirteenth, and altered dominant chords. Prerequisites: MUP166 or permission of Instructor.	
<b>MUP165</b> <b>Jazz Improvisation II</b>	<b>2 Credits 3 Periods</b>
Intermediate theoretical and performance skills in many styles of jazz improvisation. May be repeated for a total of six (6) credit hours. Prerequisites: MUP164 or permission of Instructor.	

<b>MUP181</b> <b>Chamber Music Ensembles</b>	<b>1 Credit 2 Periods</b>
Practical and performance experience in instrumental, vocal, and mixed ensembles. May be repeated for credit. Prerequisites: None.	
<b>MUP182</b> <b>Chamber Singers</b>	<b>1 Credit 3 Periods</b>
Practical and performance experience in various styles of vocal music. Open to all students on the basis of auditions. May be repeated for credit. Prerequisites: None.	
<b>MUP185</b> <b>Flute Choir</b>	<b>1 Credit 3 Periods</b>
Ensemble of the entire flute family that may include piccolo, E flat flute, C flutes, alto flutes, and bass flute. Literature will include commissioned works, original works for standard flute choir, and transcriptions from various musical periods. MUP185 may be repeated for credit. Prerequisites: Audition and permission of Instructor.	
<b>MUP190</b> <b>Percussion Ensemble</b>	<b>1 Credit 3 Periods</b>
Practical and performance experience in various percussion styles. Percussion literature from a diverse number of world musical traditions. Western European art music; various African traditions; Indian music; Japanese music; Indonesian music; Mexican, Central, and South American music; and percussion compositions from the American Experimental Tradition rehearsed and performed. Concerts presented throughout the semester. Percussion techniques are studied and refined as they relate to the literature performed. Emphasis placed on reading and listening skills, increased aesthetic discrimination. Informed performance practice and skills on all percussion instruments and traditions. Prerequisites: None. May be repeated for credit.	
<b>MUP201</b> <b>Private Instruction</b>	<b>2 Credits 1.2 Periods</b>
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: MUP151.	
<b>MUP202</b> <b>Private Instruction</b>	<b>2 Credits 1.2 Periods</b>
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: MUP152.	
<b>MUP209</b> <b>Elements Of Conducting</b>	<b>2 Credits 2 Periods</b>
Essentials of conducting techniques used in choral and instrumental ensembles including terminology, interpretation, and styles. Prerequisites: None.	

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**MUP217** **2 Credits 3 Periods**  
**Music Theatre: Broadway Solos**

Study and in-class performance of scenes and solos from Broadway musical literature. Prerequisites: None. MUP217 may be repeated for credit.

**MUP225** **2 Credits 3 Periods**  
**Class Guitar I**

Emphasis on note-reading and folk-style harmonic accompaniment. Includes finger-style playing. Stresses development of efficient practice techniques and proper sitting and hand positions. Prerequisites: None.

**MUP226** **2 Credits 3 Periods**  
**Class Guitar II**

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.

**MUP227** **2 Credits 3 Periods**  
**Class Guitar III**

Additional fingerboard positions. Ensemble techniques and performance. Prerequisites: MUP226 or permission of Instructor.

**MUP228** **2 Credits 3 Periods**  
**Class Guitar IV**

Advanced fingerboard positions. Duet and trio performances. Advanced ensemble techniques. MUP228 may be repeated for credit. Prerequisites: MUP227 or permission of Instructor.

**MUP231** **2 Credits 3 Periods**  
**Class Piano III**

Development of intermediate piano techniques including selected solo literature, transposition of harmonic patterns, and secondary dominants. Prerequisites: MUP132 or permission of Instructor.

**MUP232** **2 Credits 3 Periods**  
**Class Piano IV**

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** **2 Credits 3 Periods**  
**Class Voice III**

Interpretive singing through a closer examination of coloring, tone production, dynamics, and tempo indications. Prerequisites: MUP134.

**MUP234** **2 Credits 3 Periods**  
**Class Voice IV**

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. MUP234 may be repeated for credit. Prerequisites: MUP233 or permission of Instructor.

**MUP240** **2 Credits 2 Periods**  
**Piano Literature**

Survey of solo literature written for the piano or for other keyboard instruments (i.e. harpsichord, clavichord) but suitable for performance on the piano. Emphasis on stylistic characteristics information correlating the composer's life and period with

compositional techniques used. Prerequisites: MUP140 or permission of Instructor.

**MUP250A** **1 Credit 2 Periods**  
**Survey Of Diction For Singers (German)**

Introduction to the use of phonetics in the study of German song literature. Prerequisites: None.

**MUP250AD** **1 Credit 2 Periods**  
**Survey Of Diction For Singers (French)**

Introduction to the use of phonetics in the study of French song literature. Prerequisites: None.

**MUP251** **1 Credit .6 Periods**  
**Private Instruction**

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: MUP201.

**MUP252** **2 Credits 1.2 Periods**  
**Private Instruction**

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: MUP202.

**MUP270** **2 Credits 5 Periods**  
**Musical Theatre Workshop**

Workshop in the study and performance of Musical Theatre repertoire. Including audition techniques, talent evaluation criticism, rehearsal techniques, vocal acting styles, stage movement, and performance. May be repeated for credit. Prerequisites: None.

**MUP298** **1-3 Credits See Page 272**  
**Special Projects**

### NAV - Navajo

**NAV101** **4 Credits 4 Periods**  
**Elementary Navajo I**

Basic grammar, pronunciation, and vocabulary of the Navajo language. Practice of listening, speaking, reading, and writing skills. Includes the study of the Navajo culture with participation in an off-campus Navajo cultural event. Prerequisites: None.

**NAV115** **3 Credits 3 Periods**  
**Beginning Navajo Conversation I**

Beginning conversational Navajo with emphasis on basic listening and speaking skills, including basic pronunciation, vocabulary, sentence structure, and cultural awareness. Prerequisites: None.



## COURSE DESCRIPTIONS

### NCE - Nursing: Continuing Education

#### **NCE214MO 0.50 Credit 0.50 Period Math/Methods For Beginning Nursing Students**

Focus on basic mathematical concepts to calculate metric-apothecary conversion, dosage problems and intravenous flow rates. Includes calculation problems with oral, parenteral, and reconstitution medications. Emphasis on the ratio/proportion and dimensional analysis problem solving methods. Prerequisites: Current student in Associate Degree Nursing program, or permission of Instructor.

#### **NCE267 1 Credit 1 Period Medication Administration and Advanced Metrology**

Knowledge and skills to safely prepare and administer intravenous medications and solutions. Includes advanced metrology to accurately calculate IV drug dosages and infusion rates. NCE267 may be repeated for a total of five (5) credits. Prerequisites: Registered Nurse (RN), Licensed Practical Nurse (LPN), or permission of Instructor.

#### **NCE282 1-3 Credits 1-3 Periods Volunteerism For Nursing: A Service-Learning Experience**

Service-learning field experience within human service organization/agency. May be repeated for a total of six (6) NCE282 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.

### NUR - Nursing

#### **NUR102 4 Credits 4 Periods Nursing Process Transition**

Transitions paramedics to scope and practice of nursing. Focuses on nursing concepts and theories to meet basic human needs across the lifespan throughout the wellness/illness continuum. Theoretical concepts focus on clients of all ages with selected physiological and psychological alterations. Emphasis on expanding the paramedic's skills and experience to transition to the role of the nurse utilizing nursing process and critical thinking in acute care and community settings. Prerequisites: Arizona or National Paramedic Registry Certificate, and application and admission to Maricopa Nursing advanced placement. One year current healthcare work experience required or permission of Nursing Department Chairperson. Corequisites: NUR103.

#### **NUR103 4 Credits 12 Periods Nursing Science Transition**

Application of nursing concepts and theories of health promotion to nursing care to meet basic human needs. Provides opportunity for the paramedic to develop clinical competency in selected nursing skills and care of clients across the lifespan experiencing altered physiologic functioning. Includes clinical experience with individuals, families, and small groups of clients in acute, long-term, and community settings to develop care plans, teaching

plans, and discharge plans. Prerequisites: Arizona or National Paramedic Registry Certificate, and application and admission to Maricopa Nursing advanced placement. One year current healthcare work experience required or permission of Nursing Department Chairperson. Corequisites: NUR102.

#### **NUR104AB 1 Credit 1 Period Structured Nursing Review**

Structured nursing tutorial assistance and nursing study skills to help students achieve success in their respective block of nursing courses. Nursing process and critical thinking application skills emphasized. Prerequisites: None. Corequisites: Concurrent enrollment in the Nursing program or permission of Department Chair. Course offered as Credit (P) or No credit (Z) basis. NUR104AB may be repeated for a total of eight (8) credits. Corequisites: Concurrent enrollment in the Nursing program or permission of Department Chair.

#### **NUR151 10 Credits 15 Periods Nursing Theory And Science I**

Introduction to fundamentals of nursing theory and practice utilizing critical thinking based on the nursing process and principles of evidence-based practice. Focus on meeting basic human needs within the wellness/illness continuum. Theoretical concepts related to holistic care of well, geriatric, and adult clients. Provides safe nursing care to clients with selected alterations in health. Introduction to professional nursing practice. Applies concepts of health promotion, disease/illness prevention. Provides care based upon integration of pathophysiology, nutrition, communication and physical, biological, and psychosocial sciences. Uses information technology in performing and evaluating client care. Prerequisites: Admission into the Nursing Program.

#### **NUR152 9 Credits 4 Periods Nursing Theory and Science I**

Introduction of Nurse of the Future competencies as a foundational framework for development of the professional nurse. Basic care concepts and the nursing process are utilized to meet the needs of adult and older adult patients. Prerequisites: Admission into the Nursing Program.

#### **NUR158 6 Credits 10 Periods Nurse Assisting**

Introduction to the role of the nursing assistant for clients across the wellness/illness continuum within the nurse assisting scope of practice. Includes basic problem solving processes specific to meeting the basic and holistic needs of clients, therapeutic communication skills essential for the nursing assistant, interventions to ensure the needs and safety of the client, specific types of diseases, conditions and alterations in behavior of the client, and principles of nutrition and fluid balance. Focus is on special needs of the elder client in the acute and long-term care settings, and basic emergency care skills and procedures. Provides opportunity for the development of clinical competency in the performance of selected nurse assisting skills and procedures through participation in the care of clients. Prerequisites: (A grade of "C" or better in RDG091 or higher RDG reading course or eligibility for CRE101 as indicated by appropriate reading placement test score, or HESI-A2 exam English Composite score



## COURSE DESCRIPTIONS

### PED - Physical Education Activities

<b>PED101AD Aerobic Dance</b>	<b>1 Credit 2 Periods</b>
A cardiovascular workout through dance. Prerequisites: None. PED101AD may be repeated for credit.	
<b>PED101AK Aikido</b>	<b>1 Credit 2 Periods</b>
Covers the fundamentals of Aikido including rules, moves, and traditional discipline of the sport. Prerequisites: None. PED101AK may be repeated for credit.	
<b>PED101BA Baseball</b>	<b>1 Credit 2 Periods</b>
Basic skills and game strategy of baseball. Class emphasis on competition and drills. Prerequisites: None. PED101BA may be repeated for credit.	
<b>PED101BB Basketball</b>	<b>1 Credit 2 Periods</b>
Basic skills and game strategy of basketball. Class emphasis on competition and drills. Prerequisites: None. PED101BB may be repeated for credit.	
<b>PED101BC Boot Camp</b>	<b>1 Credit 2 Periods</b>
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. PED101BC may be repeated for credit.	
<b>PED101BE Belly Dance</b>	<b>1 Credit 2 Periods</b>
Practice and demonstration of basic belly dance skills and movements. Basic posture and muscularity, primary upper and lower body isolations, footwork, simple combination movements. Rhythms broken down, and at least one prop demonstrated. Basic routine, improvisation, and current styles and trends in belly dance. Belly dance etiquette and attire. Prerequisites: None. PED101BE may be repeated for credit.	
<b>PED101BL Ballet</b>	<b>1 Credit 2 Periods</b>
Basics of ballet incorporating steps, poses, and graceful movements including leaps and spins. Prerequisites: None. PED101BL may be repeated for credit.	
<b>PED101BP Backpacking</b>	<b>1 Credit 2 Periods</b>
Covers basic skills and techniques of backpacking and the application of these to wilderness travel. Prerequisites: None. PED101BP may be repeated for credit.	
<b>PED101BS Body Sculpting</b>	<b>1 Credit 2 Periods</b>
Stretch and strengthen. Emphasizes increasing fitness, muscle tone, and body flexibility. Great for reducing stress. Prerequisites: None. PED101BS may be repeated for credit.	

<b>PED101BW Bowling</b>	<b>1 Credit 2 Periods</b>
Fundamental skills of bowling, including scoring and competition. Prerequisites: None. PED101BW may be repeated for credit.	
<b>PED101CY Cycling - Indoor</b>	<b>1 Credit 2 Periods</b>
Basic skills for bike set up and proper body mechanics. Increase leg strength, lung capacity, and metabolism. Prerequisites: None. PED101CY may be repeated for credit.	
<b>PED101DF Self-Defense</b>	<b>1 Credit 2 Periods</b>
Basic self-defense skills, ground-fighting skills, and stand-up fighting capabilities. Modified for all skill levels. Practice is based on real-life experiences and endurance enhanced drills. Develops self confidence. Prerequisites: None. PED101DF may be repeated for credit.	
<b>PED101FB Football</b>	<b>1 Credit 2 Periods</b>
Basic skills and game strategy of football. Class emphasis on competition and drills. Prerequisites: None. PED101FB may be repeated for credit.	
<b>PED101FE Fencing</b>	<b>1 Credit 2 Periods</b>
Introduction to the sport of fencing. Instruction and practice in proper body mechanics with the use of a foil, saber, and epee. Prerequisites: None. PED101FE may be repeated for credit.	
<b>PED101FL Fitness For Life</b>	<b>1 Credit 2 Periods</b>
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. PED101FL may be repeated for credit.	
<b>PED101FW Fitness Walking</b>	<b>1 Credit 2 Periods</b>
Development of safe and effective walking skills through proper exercises and use of equipment to enhance a walking program. Prerequisites: None. PED101FW may be repeated for credit.	
<b>PED101GO Golf</b>	<b>1 Credit 2 Periods</b>
Instruction and practice for all skill levels, beginning through advanced. Assistance on shot making, club selection and etiquette on the course. Prerequisites: None. PED101GO may be repeated for credit.	
<b>PED101HH Hip Hop</b>	<b>1 Credit 2 Periods</b>
Basic skills of hip hop with instruction, practice, and performance including proper body mechanics, choreography, and behavioral competencies. Prerequisites: None. PED101HH may be repeated for credit.	
<b>PED101HK Hiking</b>	<b>1 Credit 2 Periods</b>
Develop safe and effective hiking skills. Essentials and requirements for safe hiking; proper hiking clothing and attire; impact of hiking on the environment. Prerequisites: None. PED101HK may be repeated for credit.	

## COURSE DESCRIPTIONS

**PED101JR** **1 Credit 2 Periods**  
**Jogging/Running**

Introduction to jogging/running. Learn proper technique to decrease injury and increase training distance. All skill levels welcome. Prerequisites: None. PED101JR may be repeated for credit.

**PED101JS** **1 Credit 2 Periods**  
**Japanese Swordmanship**

Vigorous martial arts swordmanship training program utilizing historical principles that promotes the development of fitness, coordination, agility, balance, mindfulness/focus, and knowledge of strategy. Prerequisites: None. PED101JS may be repeated for credit.

**PED101JU** **1 Credit 2 Periods**  
**Judo**

Japanese martial art in which opponents use balance and body weight to throw, pin and lock. Prerequisites: None. PED101JU may be repeated for credit.

**PED101JZ** **1 Credit 2 Periods**  
**Jazz**

Learn various dance skills characterized by the use of improvisation and influenced by rhythms and techniques of Jazz music. Prerequisites: None. PED101JZ may be repeated for credit.

**PED101KA** **1 Credit 2 Periods**  
**Karate**

Training emphasizes fundamentals, traditional form, and applied sparring that follows the theory of Karate. Prerequisites: None. PED101KA may be repeated for credit.

**PED101KB** **1 Credit 2 Periods**  
**Kickboxing**

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. PED101KB may be repeated for credit.

**PED101PS** **1 Credit 2 Periods**  
**Pilates**

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. PED101PS may be repeated for credit.

**PED101QG** **1 Credit 2 Periods**  
**QG Qi Gong**

Ancient Chinese Qi Gong breathing exercises for healing and opening channels of energy. Includes Power of Positive thought along with relaxation and meditation techniques Prerequisites: None. PED101QG may be repeated for credit.

**PED101RC** **1 Credit 2 Periods**  
**Rock Climbing**

Beginning climbing skills including equipment, knots, anchoring, belaying, and climbing techniques in an indoor climbing gym. No previous experience needed. Develop strength and confidence. Prerequisites: None. PED101RC may be repeated for credit.

**PED101SA** **1 Credit 2 Periods**  
**Salsa**

Basic moves for the popular, hot Latin dance Salsa. Partners rotate. Prerequisites: None. PED101SA may be repeated for credit.

**PED101SO** **1 Credit 2 Periods**  
**Soccer**

Basic skills and game strategy of soccer. Class emphasis on competition and drills. Prerequisites: None. PED101SO may be repeated for credit.

**PED101SR** **1 Credit 2 Periods**  
**Stretch And Relaxation**

A mat-based stretching class with guided meditation. Stretching increases flexibility and relieves stress, promoting an overall sense of well-being. Prerequisites: None. PED101SR may be repeated for credit.

**PED101ST** **1 Credit 2 Periods**  
**Strength Training**

Introduction to techniques of basic weight training, concentrating on incorporating an exercise regimen for increased strength. Prerequisites: None. PED101ST may be repeated for credit.

**PED101SU** **1.5 Credits 2.5 Periods**  
**Scuba Diving**

Introduction to the theory and practice of Scuba diving. Course includes lectures, pool dives, open water dives, and Scuba Certification. Prerequisites: None. PED101SU may be repeated for credit.

**PED101SW** **1 Credit 2 Periods**  
**Swing Dancing**

Popular Swing dance moves and rhythms, including basic Lindy. All students will rotate. Prerequisites: None. PED101SW may be repeated for credit.

**PED101TC** **1 Credit 2 Periods**  
**Tai Chi**

Fundamentals of tai chi including moves, breathing and meditation. Prerequisites: None. PED101TC may be repeated for credit.

**PED101TF** **1 Credit 2 Periods**  
**Track and Field**

Instruction and practice in track and field events, running, throwing and jumping. Prerequisites: None. PED101TF may be repeated for credit.

**PED101TK** **1 Credit 2 Periods**  
**Taekwondo**

Fundamentals of taekwondo including the moves, rules, and traditional discipline of the sport. Prerequisites: None. PED101TK may be repeated for credit.

**PED101WT** **1 Credit 2 Periods**  
**Weight Training**

Access to Olympic and free weights with a qualified instructor. Prerequisites: None. PED101WT may be repeated for credit.

**PED101WW** **1 Credit 2 Periods**  
**Weight Training For Women**

Introduction for women to the use of free weights, strength machines and cardio equipment. Prerequisites: None. PED101WW may be repeated for credit.

**PED101YG** **1 Credits 2 Periods**  
**Gentle Yoga**

Focuses on the use of such props as blankets, blocks, and chairs to modify traditional yoga poses, enabling participation with moderate effort and without strain; suitable for all levels but



## COURSE DESCRIPTIONS

especially for students needing a slower pace. Prerequisites: None. PED101YG may be repeated for credit.

**PED101YH** **1 Credits 2 Periods**  
**Hatha Yoga**

Combination of traditional and flow style yoga that utilizes breathing, yoga poses, relaxation and meditation to create balance and inner peace. Prerequisites: None. PED101YH may be repeated for credit.

**PED101YK** **1 Credit 2 Periods**  
**Kundalini Yoga**

Energetically guided Yoga focusing on psycho-spiritual growth with special consideration of the spine and endocrine system. Prerequisites: None. PED101YK may be repeated for credit.

**PED101YO** **1 Credit 2 Periods**  
**Yoga**

Promotion of overall health by strengthening muscles and stimulating glands and organs. Basic postures, breathing and relaxation techniques. Prerequisites: None. PED101YO may be repeated for credit.

**PED101YR** **1 Credit 2 Periods**  
**Restorative Yoga**

Gentle form of Yoga poses utilizing props to create fully supported postures; focuses on relaxation and involves non-rigorous physical activity, providing rest and recovery and promoting the restoration of tranquility; suitable for all levels. Prerequisites: None. PED101YR may be repeated for credit.

**PED101ZU** **2 Credit 2 Periods**  
**Zumba® Fitness**

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. PED101ZU may be repeated for credit.

**PED102BA** **1 Credit 2 Periods**  
**Baseball - Intermediate**

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. PED102BA may be repeated for credit.

**PED102BB** **1 Credit 2 Periods**  
**Basketball - Intermediate**

To improve upon basic skills and game strategy of basketball at the intermediate level. Class emphasis on completion and drills. Prerequisites: None. Prior experience recommended. PED102BB may be repeated for credit.

**PED102BD** **1 Credit 2 Periods**  
**Ballroom Dancing - Intermediate**

Intermediate level instruction on ballroom dancing footwork, timing, techniques, and style. Partners rotate. Prerequisites: None. Prior experience recommended. PED102BD may be repeated for credit.

**PED102BE** **1 Credit 2 Periods**  
**Belly Dance - Intermediate**

Practice and demonstration of basic belly dance skills and movements at the intermediate level. Posture and muscularity, primary upper and lower body isolations, footwork, intermediate

level combination movements. Rhythms broken down, and at least two props demonstrated. Routine, improvisation, and current styles and trends in belly dance. Belly dance etiquette and attire. Prerequisites: None. Prior experience recommended. PED102BE may be repeated for credit.

**PED102BL** **1 Credit 2 Periods**  
**Ballet - Intermediate**

Ballet steps, poses and graceful movements including leaps and spins at the intermediate level. Prerequisites: None. Prior experience recommended. PED102BL may be repeated for credit.

**PED102CH** **1 Credit 2 Periods**  
**Cheerleaders - Intermediate**

Intermediate skills of cheerleading with instruction, practice, and performance including proper body mechanics, choreography, and behavioral competencies. Prerequisites: None. Prior experience recommended. PED102CH may be repeated for credit.

**PED102DF** **1 Credit 2 Periods**  
**Self Defense - Intermediate**

Intermediate self-defense skills, ground-fighting skills, and stand-up fighting capabilities. Practice is based on real-life experiences and endurance enhanced drills. Develops self confidence. Not recommended for beginners. Prerequisites: None. Prior experience recommended. PED102DF may be repeated for credit.

**PED102FB** **1 Credit 2 Periods**  
**Football - Intermediate**

Improve upon basic skills and game strategy of football at the intermediate level. Class emphasis on competition and drills. Prerequisites: None. Prior experience recommended. PED102FB may be repeated for credit.

**PED102FE** **1 Credit 2 Periods**  
**Fencing - Intermediate**

Build upon the basic skills in the sport of fencing. Intermediate level instruction in the use of a foil, saber, and epee. Emphasis on skill practice and competition. Prerequisites: None. Prior experience recommended. PED102FE may be repeated for credit.

**PED102GO** **1 Credit 2 Periods**  
**Golf - Intermediate**

Improving techniques of putting, chipping, the full swing, rules and scoring will be covered in this class. Prerequisites: None. Prior experience recommended. PED102GO may be repeated for credit.

**PED102HH** **1 Credit 2 Periods**  
**Hip Hop - Intermediate**

Intermediate level dance instruction and practice in the skills of hip hop. Emphasis on performance including proper body mechanics, choreography, and behavioral competencies. Prerequisites: None. Prior experience recommended. PED102HH may be repeated for credit.

**PED102JZ** **1 Credit 2 Periods**  
**Jazz - Intermediate**

Intermediate dance skills for dancing Jazz. Not recommended for beginners. Prerequisites: None. Prior experience recommended. PED102JZ may be repeated for credit.

**PED102KA** **1 Credit 2 Periods**  
**Karate - Intermediate**

Applied technique and theory of Karate at the intermediate level.

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Prerequisites: None. Prior experience recommended. PED102KA may be repeated for credit.

**PED102PS** **1 Credit 2 Periods**  
**Pilates - Intermediate**

Intermediate level 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. Prior experience recommended. PED102PS may be repeated for credit.

**PED102RC** **1 Credit 2 Periods**  
**Rock Climbing - Intermediate**

Improve upon basic skills of climbing including, knots, anchoring, belaying, and climbing techniques in an indoor climbing gym. Develop strength and confidence. Prerequisites: None. Prior experience recommended. PED102RC may be repeated for credit.

**PED102SA** **1 Credit 2 Periods**  
**Salsa - Intermediate**

Learn the intermediate dance moves for Salsa. Not recommended for the beginning Salsa dancer. Prerequisites: None. Prior experience recommended. PED102SA may be repeated for credit.

**PED102SO** **1 Credit 2 Periods**  
**Soccer - Intermediate**

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. PED102SO may be repeated for credit.

**PED102SW** **1 Credit 2 Periods**  
**Swing Dancing - Intermediate**

Learn the intermediate dance moves for Swing Dancing. Prerequisites: None. Prior experience recommended. PED102SW may be repeated for credit.

**PED102TF** **1 Credit 2 Periods**  
**Track And Field - Intermediate**

To improve upon basic track and field event skills at the intermediate level. Class emphasis on competition and drills. Prerequisites: None. Prior experience recommended. PED102TF may be repeated for credit.

**PED102TK** **1 Credit 2 Periods**  
**Taekwondo - Intermediate**

Intermediate level training in Taekwondo. Prerequisites: None. Prior experience recommended. PED102TK may be repeated for credit.

**PED102WW** **1 Credit 2 Periods**  
**Weight Training for Women - Intermediate**

Intermediate level instruction for women on the use of free weights, strength machines and cardio equipment. Prerequisites: None. Prior experience recommended. PED102WW may be repeated for credit.

**PED102YO** **1 Credit 1 Periods**  
**Yoga - Intermediate**

Yoga for the experienced practitioner. Prerequisites: None. Prior experience recommended. PED102YO may be repeated for credit.

**PED103YO** **0.50 Credit 1 Period**  
**Yoga**

Promotion of overall health by strengthening muscles and stimulating glands and organs. Basic postures, breathing and

relaxation techniques. Prerequisites: None. PED103YO may be repeated for credit.

**PED115** **2 Credits 2 Periods**  
**Lifetime Fitness**

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. PED115 may be repeated for a total of eight (8) credit hours.

**PED120AF** **2 Credits 4 Periods**  
**Special Emphasis Activities: Weight Training**

Intensive experience in weight training. Prerequisites: None. PED120AF may be repeated for a total of eight (8) credits.

**PED133** **2 Credits 4 Periods**  
**Olympic Style Weight Lifting**

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.

**PED201BA** **1 Credit 2 Periods**  
**Baseball - Advanced**

To improve upon intermediate skills and game strategy of baseball at the advanced level. Class emphasis on competition and drills. Prerequisites: None. Prior experience at competitive level recommended. PED201BA may be repeated for credit.

**PED201BB** **1 Credit 2 Periods**  
**Basketball - Advanced**

To improve upon intermediate skills and game strategy of basketball at the advanced level. Class emphasis on competition and drills. Prerequisites: None. Prior experience at competitive level recommended. PED201BB may be repeated for credit.

**PED201BD** **1 Credit 2 Periods**  
**Ballroom Dancing - Advanced**

Advanced level instruction on ballroom dancing footwork, timing, techniques, and style. Partners rotate. Prerequisites: None. Prior experience at competitive level recommended. PED201BD may be repeated for credit.

**PED201CH** **1 Credit 2 Periods**  
**Cheerleaders - Advanced**

Advanced skills of cheerleading with instruction, practice, and performance including proper body mechanics, choreography, and behavioral competencies. Prerequisites: None. Prior experience at competitive level recommended. PED201CH may be repeated for credit.

**PED201FB** **1 Credit 2 Periods**  
**Football - Advanced**

Improve upon intermediate skills and game strategy of football at the advanced level. Class emphasis on competition and drills. Prerequisites: None. Prior experience at competitive level recommended. PED201FB may be repeated for credit.

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<b>PED201SA</b> <b>Salsa - Advanced</b>	<b>1 Credit 2 Periods</b>
Learn the advanced dance moves for salsa. Prerequisites: None. Prior experience at competitive level recommended. PED102SA may be repeated for credit.	
<b>PED201SO</b> <b>Softball - Advanced</b>	<b>1 Credit 2 Periods</b>
Improve upon intermediate skills and game strategy of softball at the advanced level. Class emphasis on competition and drills. Prerequisites: None. Prior experience at competitive level recommended. PED201SB may be repeated for credit.	
<b>PED201TF</b> <b>Track And Field - Advanced</b>	<b>1 Credit 2 Periods</b>
Advanced level training in track and field events. Class emphasis on competition and drills. Prerequisites: None. Prior experience at competitive level recommended. PED201TF may be repeated for credit.	
<b>PED202BA</b> <b>Baseball - Elite</b>	<b>1 Credit 2 Periods</b>
Improve upon advanced skills and game strategy of baseball at the elite level. Class emphasis on competition and drills. Prerequisites: None. Prior experience at competitive level recommended. PED202BA may be repeated for credit.	
<b>PED202BB</b> <b>Basketball - Elite</b>	<b>1 Credit 2 Periods</b>
Improve upon advanced skills and game strategy of basketball at the elite level. Class emphasis on competition and drills. Prerequisites: None. Prior experience at competitive level recommended. PED202BB may be repeated for credit.	
<b>PED202FB</b> <b>Football - Elite</b>	<b>1 Credit 2 Periods</b>
Improve upon advanced skills and game strategy of football at the elite level. Class emphasis on competition and drills. Prerequisites: None. Prior experience at competitive level recommended. PED202FB may be repeated for credit.	
<b>PED202SO</b> <b>Soccer - Elite</b>	<b>1 Credit 2 Periods</b>
Improve upon advanced skills and game strategy of soccer at the elite level. Class emphasis on competition and drills. Prerequisites: None. Prior experience at competitive level recommended. PED202SO may be repeated for credit.	
<b>PED202TF</b> <b>Track and Field - Elite</b>	<b>1 Credit 2 Periods</b>
Improve upon advanced skills and game strategy of track and field at the elite level. Class emphasis on competition and drills. Prerequisites: None. Prior experience at competitive level recommended. PED202TF may be repeated for credit.	
<b>PED287</b> <b>Physical Education Of The Atypical</b>	<b>2 Credits 2 Periods</b>
Individualized activities programs for students with limited physical capacities. May be repeated for credit. Prerequisites: Permission of Instructor.	

## PHI - Philosophy

<b>PHI101</b> <b>Introduction to Philosophy</b>	<b>3 Credits 3 Periods</b>
General consideration of human nature and the nature of the universe. Knowledge, perception, freedom and determinism, and the existence of God. Prerequisites: None.	
<b>PHI103</b> <b>Introduction to Logic</b>	<b>3 Credits 3 Periods</b>
Informal logic, logical fallacies, elementary symbolic logic, analysis of argument forms, and construction of proofs for validity. Prerequisites: ENG101, or ENG107, or equivalent.	
<b>PHI105</b> <b>Introduction to Ethics</b>	<b>3 Credits 3 Periods</b>
A survey of ethical theory in Western Philosophy, including the major normative theories and selected metaethical theories. Prerequisites: None.	
<b>PHI213</b> <b>Medical and Bio-Ethics</b>	<b>3 Credits 3 Periods</b>
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.	
<b>PHI216</b> <b>Environmental Ethics</b>	<b>3 Credits 3 Periods</b>
Philosophical consideration of diverse theories and perspectives on the environment, and application of these theories to global moral issues such as animal rights, preservation of wilderness and species, population, world hunger and poverty, and air and water pollution. Prerequisites: None.	
<b>PHI218</b> <b>Philosophy of Sexuality</b>	<b>3 Credits 3 Periods</b>
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: ENG101, or ENG107, or permission of Instructor. Student must be 18 years or older.	
<b>PHI234AA</b> <b>Political Philosophy</b>	<b>3 Credits 3 Periods</b>
The ideas of Plato and Socrates and their impact on western thought. Prerequisites: None.	
<b>PHI244</b> <b>Philosophy of Religion</b>	<b>3 Credits 3 Periods</b>
Religious language, the existence of God, miracles, and human destiny. Prerequisites: None.	
<b>PHI282</b> <b>Service Learning Experience in Philosophy</b>	<b>1-3 Credits 1-3 Periods</b>
Service learning field experience within private/public agencies, and citizen volunteer groups. May be repeated for a total of six (6) PHY282 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: PHI101 or permission of Instructor	

## COURSE DESCRIPTIONS

### PHY - Physics

#### **PHY101 Introduction to Physics** 4 Credits 3 Periods

A survey of physics emphasizing applications of physics to modern life. Students may receive credit for only one of the following: PHY101 or PHY101AA. Prerequisites: Grade of "C" or better in MAT090, or MAT091, or MAT092, or MAT093, or equivalent, or satisfactory score on Math placement exam.

#### **PHY111 General Physics I** 4 Credits 3 Periods

Includes motion, energy, and properties of matter. PHY111 is recommended for preprofessional and suggested for certain other majors. Students may receive credit for only one of the following: PHY111 or PHY111AA. Prerequisites: MAT182, or MAT187, or one year high school Trigonometry with a grade of "C" or better, or permission of Department or Division.

#### **PHY112 General Physics II** 4 Credits 3 Periods

Includes electricity, electromagnetism, and modern physics. Prerequisites: PHY105 or PHY111.

#### **PHY121 University Physics I: Mechanics** 3 Credits 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 department consent. One year of high school physics or PHY111 and PHY112 suggested but not required.

#### **PHY131 University Physics II: Electricity and Magnetism** 4 Credits 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 department consent, and PHY121. Corequisites: MAT241 or department consent.

#### **PHY282 Service-Learning Experience in Physical Science** 1-3 Credits 1-3 Periods

Unpaid Service-Learning (SL) experience, completed with approved community partner. May be repeated for a total of six (6) PHY282 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.

### POS - Political Science

#### **POS100 Introduction to Political Science** 3 Credits 3 Periods

Introduction to the discipline of political science and its relation to other disciplines with emphasis on the major philosophies and institutions of government. Prerequisites: None.

#### **POS110 American National Government** 3 Credits 3 Periods

Study of the historical backgrounds, governing principles, and institutions of the national government of the United States. Prerequisites: None.

#### **POS115 Issues in American Politics** 3 Credits 3 Periods

Examination of major issues in current affairs in the fields of politics, economics, social relations, foreign affairs, aesthetics, and others through the reading and viewing of secondary information sources. Prerequisites: ENG101, or ENG107, or equivalent.

#### **POS120 World Politics** 3 Credits 3 Periods

Introduction to the principles and issues relating to the study of international relations. Evaluation of the political, economic, national, and transnational rationale for international interactions. Prerequisites: None.

#### **POS140 Comparative Government** 3 Credits 3 Periods

Overview and evaluation of the sub-field of comparative politics. Covers various national governments from around the world: their structure, system, method of governance. Examines methods of assessing these governments. Prerequisites: None.

#### **POS180 United Nations Studies** 3 Credits 3 Periods

Historical origins, structural makeup, political and operational characteristics, and legal activities of the United Nations. Analysis of the overall institution's ongoing utility, productivity and creativity. Prerequisites: None.

#### **POS210 Political Ideologies** 3 Credits 3 Periods

Survey of twentieth century nondemocratic ideologies and movements with emphasis on Marx, Lenin, Mussolini, Hitler, Stalin and Mao. Prerequisites: None.

#### **POS220 U.S. and Arizona Constitution** 3 Credits 3 Periods

Examination of the United States Constitution and the constitution and government of the State of Arizona. Prerequisites: None.

#### **POS221 Arizona Constitution** 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.

#### **POS222 U.S. Constitution** 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.

#### **POS227 United States and Arizona Social Studies** 3 Credits 3 Periods

Overview of government, history, and geography of the United States and Arizona. Includes the relationship of government to the United States economic system as well as the influences and developments that have shaped U.S. and Arizona history. Also covers geographical systems, regions, and study techniques. Prerequisites: None.

#### **POS281 Public Policy/Service Internship** 2-4 Credits 2-4 Periods

Field experience in community service, public policy or public service. May be repeated for a total of nine (9) POS281 credit



## COURSE DESCRIPTIONS

hours; may not repeat specific internship assignment. Prerequisites: Minimum of 15 credit hours at college granting internship with minimum GPA of 3.0 and permission of Instructor. Prerequisites or Corequisites: POS280.

### **POS282** **1-3 Credits 1-3 Periods** **Volunteerism for Political Science: A Service-Learning Experience**

Service-learning field experience within government agencies, political organizations, citizen advocacy groups, and human service organizations/agency. May be repeated for a total of four (4) POS282 credit hours; may not repeat specific agency assignment for more than two (2) credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: Permission of Instructor.

### **POS285** **3 Credits 3 Periods** **Political Issues and Public Policy**

Introduction to public policy, how policy is made, and how public policy decisions are affected. Prerequisites: None.

### **POS298** **1-3 Credits See Page 272** **Special Projects**

## [PSY - Psychology](#)

### **PSY101** **3 Credits 3 Periods** **Introduction to Psychology**

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.

### **PSY102** **1 Credit 1 Period** **Introduction to Psychology Laboratory**

Optional laboratory designed to accompany PSY101. Application of psychological principles in areas such as learning, memory, emotion, motivation, cognition, language, development, personality, and intelligence. Prerequisites or Corequisites: PSY101 or permission of Instructor.

### **PSY123** **3 Credits 3 Periods** **Psychology of Parenting**

The demonstration and application of psychological principles to the development and guidance of children and adolescents. Prerequisites: None.

### **PSY132** **3 Credits 3 Periods** **Psychology and Culture**

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.

### **PSY143** **3 Credits 3 Periods** **Lesbian, Gay, Bisexual and transgendered Studies**

Introduction to the study of lesbian, gay, bisexual, and transgendered individuals. Includes psychological, developmental, social, biological, historical and cultural aspects. Review of research literature regarding the etiology and assessment of sexual

orientation, prejudice, and discrimination, and family issues. Current issues in lesbian/gay/bisexual/transgendered studies. Prerequisites: None.

### **PSY156** **3 Credits 3 Periods** **Understanding Death and Dying**

Designed to give the student an understanding of the research and theories of death, dying and the bereavement process. Prerequisites: None.

### **PSY210** **3 Credits 3 Periods** **Educational Psychology**

Scientific research and psychological principles as they apply to teaching and learning. The role of psychology in educational settings, human diversity, theories of learning, intelligence, memory, creativity, assessment, and factors influencing effective instruction and learning. Prerequisites: PSY101 with a grade of "C" or better or permission of Instructor.

### **PSY215** **3 Credits 3 Periods** **Introduction to Sport Psychology**

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.

### **PSY230** **3 Credits 3 Periods** **Introduction to Statistics**

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.

### **PSY231** **1 Credit 2 Periods** **Laboratory for Statistics**

Applications of inferential and descriptive statistics to computers in the field of psychology. Prerequisites: None. Corequisites: PSY230.

### **PSY235** **3 Credits 3 Periods** **Psychology of Gender**

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.

### **PSY240** **3 Credits 3 Periods** **Developmental Psychology**

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: PSY101 with a grade of "C" or better, or permission of the Instructor.

### **PSY248** **3 Credits 3 Periods** **Psychology of Adolescent Development**

Explores the highly specialized developmental stage of adolescence. Includes biological, cognitive, psychosexual, and

## COURSE DESCRIPTIONS

sociocultural factors as well as current theories and research. Prerequisites: PSY101 with a grade of "C" or better, or permission of Instructor.

### **PSY250 Social Psychology** 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 Instructor.

### **PSY260 Psychology of Personality** 3 Credits 3 Periods

Introduction to theories of personality with emphasis upon application of specific theories towards the understanding of individuals. Prerequisites: PSY101 with a grade of "C" or better, or permission of Instructor.

### **PSY262 Positive Psychology** 3 Credits 3 Periods

Overview and application of psychological principles based on strengths and resilience of human beings as opposed to dysfunction and symptoms of mental disorders. Topics include happiness, relationships, resilience, optimism, well-being, and brain research explaining positive emotions. Prerequisites: PSY101 with a grade of "C" or better, or permission of Instructor.

### **PSY266 Abnormal Psychology** 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.

### **PSY267 Introduction to Forensic Psychology** 3 Credits 3 Periods

Overview of the practice of psychology in the law, by the law, and of the law. Focuses on the complementary functions and distinctions between psychology and the legal justice system. Topics include, but are not limited to, criminal investigations, risk and level of danger, competency, interrogations, confessions, assessment, eyewitness testimony, child custody, and domestic violence. Prerequisites: PSY101.

### **PSY275 Biopsychology** 4 Credits 5 Periods

Biological foundations of sensation, perception, motivation, emotion, cognition and psychopathology. Designed for students in the life sciences. Prerequisites: PSY101 with a grade of "C" or better, or permission of Instructor.

### **PSY277 Psychology of Human Sexuality** 3 Credits 3 Periods

Survey of psychological and physiological 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.

### **PSY282 Volunteerism Service-Learning Experience in Psychology** 1-3 Credits 1-3 Periods

Service-learning field experience within private/public agencies, and citizen volunteer groups. May be repeated for a total of three (3) PSY282 credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: PSY101 and permission of Instructor.

### **PSY290AC Research Methods** 3 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, or ENG107. Prerequisites or Corequisites: PSY230 with a grade of "C" or better, or permission of Instructor.

### **PSY292 Psychology of Altered States of Consciousness** 3 Credits 3 Periods

Examines phenomena and history of altered states of consciousness. Surveys scientific principles, methods and applications in altered states research. Reviews current psychological research in topics related to sensory deprivation, daydreaming, meditation, hypnosis, sleep and dreams, and the effects of drugs. Prerequisites: PSY101 with a grade of "C" or better, or permission of Instructor.

### **PSY298 Special Projects** 1-3 Credits See Page 272

## RDG - Reading

### **RDG016 Reading English as a Second Language I** 3 Credits 3 Periods

Designed for students who are learning English as a second language. Skills needed to become proficient readers in English. Sound symbol relationships of the English alphabet. Essential vocabulary for daily communication both in isolation and context. Development of reading comprehension skills. Prerequisites: Appropriate ESL placement test score.

### **RDG026 Reading English as a Second Language II** 3 Credits 3 Periods

Designed for students who are learning English as a second language. Continued development of vocabulary and reading comprehension skills. Prerequisites: Appropriate ESL placement test score, or grade "C" or better in ESL/RDG016, or permission of Instructor.

### **RDG036 Reading English as a Second Language III** 3 Credits 3 Periods

Designed for students who are learning English as a second language. Instruction for more advanced vocabulary and reading comprehension skills. Prerequisites: Appropriate ESL placement test score, or grade of "C" or better in ESL/RDG026, or permission of Instructor.

### **RDG046 Reading English as a Second Language IV** 3 Credits 3 Periods

Developed for students of English as a second language. Development of advanced vocabulary, comprehension skills, and culture awareness. Prerequisites: Appropriate ESL placement test

## COURSE DESCRIPTIONS

score, or grade of “C” or better in ESL/RDG036, or permission of Instructor.

### **RDG071** **3 Credits 3 Periods** **Basic Reading**

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 ESL/RDG040.

### **RDG081** **3 Credits 3 Periods** **Reading Improvement**

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, or permission of Instructor.

### **RDG091** **3 Credits 3 Periods** **College Preparatory Reading**

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 instructions. Prerequisites: Appropriate reading placement test score, or grade of “C” or better in RDG081 or permission of Instructor.

### **RDG095** **6 Credits 6 Periods** **Intensive Foundations for College Reading**

Accelerated format to improve basic reading skills, study skills, and information literacy skills including vocabulary development, main idea identification, patterns of organization recognition, and comprehension improvement. RDG095 is an accelerated and intensive learning program for students and meets the requirements for RDG081 and RDG091 in one semester. Prerequisites: Appropriate reading placement test score, or grade of “B” or better in RDG071 or permission of Instructor.

### **RDG100** **3 Credits 3 Periods** **College Study Skills**

Emphasis on reading study strategies for any introductory class in any subject area. Introduction to Learning Management System (LMS), how to successfully read course textbooks and assessments, how to navigate information technology and development of academic vocabulary. Prerequisites: A grade of C or better in RDG081 or appropriate reading placement score or permission of Instructor. Corequisites: Any 100-level course in another content area or permission of Instructor.

### **RDG111** **3 Credits 3 Periods** **Successful College Reading for Cultural or Social Sciences**

Emphasis on reading study strategies for an introductory class in the Cultural and Social Sciences. Introduction to Learning Management System (LMS), how to successfully read course textbook and assessments and development of academic vocabulary. Prerequisites: A grade of C or better in RDG081 or appropriate reading placement score or permission of Instructor.

Corequisites: Any 100-level course in Cultural Science or Social Science area or permission of Instructor.

### **RDG112** **3 Credits 3 Periods** **Successful College Reading for Life Sciences, Mathematics, Physical Sciences or Technology**

Emphasis on reading study strategies for an introductory class in the Life Science, Mathematics, Physical Sciences, or Technology. Introduction to Learning Management System (LMS), how to successfully read course textbook and assessments and development of academic vocabulary. Prerequisites: A grade of C or better in RDG081 or appropriate reading placement score or permission of Instructor. Corequisites: Any 100-level class in the Life Sciences or Mathematics or Physical Sciences or Technology or permission of Instructor.

### **RDG113** **3 Credits 3 Periods** **Successful College Reading for Communication, Humanities or Behavioral Science**

Emphasis on reading study strategies for an introductory class in the Communication, Humanities, or Behavioral Science. Introduction to Learning Management System (LMS), how to successfully read course textbook and assessments and development of academic vocabulary. Prerequisites: A grade of C or better in RDG081 or appropriate reading placement score or permission of Instructor. Corequisites: Any 100-level course in Communication or Humanities or Behavioral Sciences or permission of Instructor.

### **RDG282** **1-3 Credits 1-3 Periods** **Service-Learning Experience in Reading**

Unpaid Service-Learning (SL) experience, completed with approved community partner. Prerequisites: Permission of Instructor. RDG282 may be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog.

## **REA - Real Estate**

### **REA179** **3 Credits 3 Periods** **Real Estate Principles I**

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** **3 Credits 3 Periods** **Real Estate Principles II**

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.

### **REA270** **2 Credits 2 Periods** **Basic Appraisal Principles**

Overview of real property concepts and characteristics, legal considerations, value influences, real estate finance, types of value, economic principles, real estate markets and analysis, and ethics in appraisal practice. Prerequisites: None.

## COURSE DESCRIPTIONS

### **REA271** **2 Credits 2 Periods** **Basic Appraisal Procedures**

Overview of real estate appraisal approaches to valuation procedures, value, property description, residential applications, commercial applications, improvement construction, home inspection, and appraisal math. Practical application of appraisal procedures including case studies, and examples. Prerequisites: REA270 or permission of Instructor.

### **REA273** **1 Credit 1 Period** **Residential Market Analysis Highest And Best Use**

Recognize and evaluate market conditions affecting the buyers' and sellers' activities in understanding and reporting values. Gather and evaluate market data. Markets, sub-markets, market segmentation, supply side analysis, demand analysis and the importance of market examination to the appraisal process. Prerequisites: None.

### **REA274** **1 Credit 1 Period** **Residential Appraiser Site Valuation And Cost Approach**

Learn theories and methodologies for arriving at residential site values and applying the Cost Approach for new and reproduction factors. The advantages and disadvantages of using the cost methods for estimating accrued depreciation. Reading of residential building plans and specifications. Prerequisites: None.

### **REA275** **2 Credits 2 Periods** **Residential Sales Comparison And Income Approaches**

Basic understanding and knowledge of the residential sales comparison and income approaches to appraisal including valuation principles and procedures applicable to these approaches. Development of market analysis, including the application and use of matched pairs and capitalization rates, and gross rent multipliers. Includes organizing market data and reconciling value indications. Prerequisites: Permission of Instructor.

### **REA276AA** **1 Credit 1 Period** **Residential Report Writing And Case Studies I**

Exposes appraiser to realistic writing skills essential to producing realistic appraisal reports in their practice. Includes study of writing techniques, grammar, punctuation, and analytical techniques. Actual report writing and case studies are applied. Prerequisites: None.

### **REA281** **3 Credits 3 Periods** **Principles of Real Estate Law**

Incidents of ownership and use of real estate, legal principles, procedures, and methods of acquisition and disposition of real estate. Prerequisites: REA179 or departmental approval.

### **REA282** **3 Credits 3 Periods** **Real Estate Finance**

Study of lending institutions, including banks, savings and loans, conventional loans, Federal Housing Administration (FHA), Veterans Administration (VA) for residential, commercial and industrial property. Prerequisites: REA179 or permission of Instructor.

### **REA283** **3 Credits 3 Periods** **Property Management**

Emphasizes realty laws, survey of rentals, housing needs, and rents in Phoenix metropolitan area. Prerequisites: REA179 or permission of Instructor.

### **REA290AH** **0.50 Credit 0.50 Period** **Real Estate Seminar: Contract Writing**

Contract writing skills, techniques, and requirements. Writing of basic real estate contracts, including purchase offers, counter offers, sales listing agreements, and riders. Prerequisites: None.

## REC - Recreation

### **REC120** **3 Credits 3 Periods** **Leisure And The Quality Of Life**

Overview of the historical, psychological, social, and cultural aspects of play, leisure, and recreation and their role in contemporary society. Nature of play and leisure behavior in human development within different cultures and the contribution play, recreation, and leisure make to the quality of life for individuals in today's society. Prerequisites: None.

### **REC150AA** **1 Credit 2 Periods** **Outdoor Adventure Skills Field Experience**

Practical application of camping and outdoor skills including camping, equipment selection and use, cooking, fire building, camp programs, backpacking, and safety. Prerequisites: None. Course may be repeated for a total of four (4) credits.

### **REC150AB** **3 Credits 3 Periods** **Outdoor Adventure Skills**

Camping and outdoor skills including types of camping, equipment selection and use, cooking and fire building, camp programs, backpacking, and safety. Prerequisites: None.

### **REC155AB** **1 Credit 2 Periods** **Caving**

Basic caving skills. Includes cave ecology, navigation, safety systems, lighting systems and equipment selection. Prerequisites: None.

### **REC282** **1-3 Credits 1-3 Periods** **Service-Learning Experience in Recreation**

Unpaid Service-Learning (SL) experience, completed with approved community partner. Prerequisites: Permission of Instructor. REC282 may be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog.

## REL - Religious Studies

### **REL100** **3 Credits 3 Periods** **World Religions**

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.

### **REL202** **3 Credits 3 Periods** **Classics of Asian Religions**

Academic study of selected works from Hindu, Buddhist, Taoist and Confucian traditions. Study of cultural and concepts of the world, history, culture, and human nature as represented in these works. Prerequisites: None.



## COURSE DESCRIPTIONS

### **REL203** **American Indian Religions** **3 Credits 3 Periods**

An examination of the historical and cultural background of diverse lifeways and worldviews belonging to the peoples indigenous to the North American continent over time, including a study of modern day American Indian beliefs and practices. Prerequisites: ENG101 or ENG107 or equivalent.

### **REL205** **Religion & the Modern World** **3 Credits 3 Periods**

Introduction to the nature and role of religious beliefs and practices in shaping the lives of individuals and societies, with particular attention to the modern world. Prerequisites: ENG101 or ENG107 or equivalent.

### **REL207** **Ritual, Symbol, and Myth** **3 Credits 3 Periods**

Introduction to the academic study of religion through the study of myths, symbols, and rituals. Includes methods and theories used by scholars to study the complex subject of religion. Attention to literate and non-literate cultures. Prerequisites: Grade of C or better in ENG101, or ENG107, or permission of Department or Division.

### **REL250** **Religion in Ireland: Neolithic to Early Medieval** **3 Credits 3 Periods**

Survey of the Ancient religious traditions of Ireland. Students investigate the beliefs and practices of Irish Religions in the context of their social, economical and political systems from the late Neolithic to the early Medieval periods (4000 BCE-700 CE). Prerequisites: None.

### **REL270** **Introduction to Christianity** **3 Credits 3 Periods**

The nature and content of the Christian tradition developed over time, with overview of the New Testament, major historical trends and figures, major Christian ideas and practices, and survey of denominations. Prerequisites: None.

### **REL290** **Women and Religion** **3 Credits 3 Periods**

The role of women in several organized religions and/or religious sects, including a study of myth and symbols as they are used to establish, maintain, and enforce sex roles within specific religions. Prerequisites: None.

## RUS - Russian

### **RUS101** **Elementary Russian I** **4 Credits 4 Periods**

Basic grammar, pronunciation, and vocabulary of the Russian language. Practice of listening, speaking, reading, and writing skills. Prerequisites: None.

## SBS - Small Business Management

### **SBS204** **Small Business Marketing And Advertising** **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.

### **SBS213** **Hiring And Managing Employees** **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** **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.

### **SBS230** **Financial and Tax Management for Small Business** **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.

## SBU - Society and Business

### **SBU200** **Society and Business** **3 Credits 3 Periods**

The study and scientific inquiry of issues and demands placed on business enterprise by owners, customers, government, employees and society. Included are social, ethical and public issues and analysis of the social impact of business responses. Prerequisites: None.

## SCT - Sustainability/Career and Technical

### **SCT100** **Introduction to Sustainable Built Environments** **3 Credits 3 Periods**

Study of the built environment and implications on human health, the natural environment, and society. Understanding of strategies that achieve sustainable design. Exploration of positive and negative sustainable product attributes. Emphasis on Leadership in Energy and Environmental Design (LEED). Prerequisites: None.

## COURSE DESCRIPTIONS

### SLC - Studies in Language and Culture

#### **SLC201 Introduction to Linguistics** 3 Credits 3 Periods

Introduction to the study of language. Study of the nature and diversity of world languages, linguistic structures and functions of language, language variation, pragmatics and the learning/acquisition of first and second languages. Prerequisites: None.

### SLG - Sign Language

#### **SLG101 American Sign Language I** 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 corequisite but not required.

#### **SLG102 American Sign Language II** 4 Credits 4 Periods

Continued development of knowledge and language skills for communicating with deaf people who sign. Includes numbers, fingerspelling, 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 or Division. Completion of prerequisites within the last three years is required.

#### **SLG103 Introduction to Deaf Community** 1 Credit 1 Period

History and development of American Sign Language (A.S.L.) and English codes. Overview of education for Deaf and Hard of Hearing children. Legal rights and common adaptive devices used by Deaf and Hard of Hearing individuals. Prerequisites: None.

#### **SLG201 American Sign Language III** 4 Credits 4 Periods

Linguistics of American Sign Language (A.S.L.) including non-manual behaviors and signing English idioms with conceptual accuracy. Emphasis on practical application of A.S.L. skills, expanded vocabulary, and cross-cultural communication. Prerequisites: SLG102 with a grade of "C" or better, or permission of Department or Division. Suggested but not required: (ENG101 or ENG107) and, (CRE101 or CRE111 or exemption by score on the reading placement test (ASSET)). Completion of prerequisites within the last three years is required.

#### **SLG202 American Sign Language IV** 4 Credits 4 Periods

Advanced American Sign Language skills including continued vocabulary. Emphasis on conversational techniques in a cross-cultural framework. Continued work on conceptual accurate signing of English idioms and words with multiple meanings. Prerequisites: SLG201 with "C" or better, or permission of

Department or Division. ENG101, SLG200, and (CRE101, or CRE111, or exemption by score on the reading placement test) suggested but not required. Completion of prerequisites within the last three years is required.

#### **SLG298 Special Projects**

1-3 Credits See Page 272

### SOC - Sociology

#### **SOC101 Introduction to Sociology** 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.

#### **SOC130 Human Sexuality** 3 Credits 3 Periods

Examination of the physical, social, cultural, and institutional contributions to human sexuality. Examination of facts and myths, literature, and changing mores regarding human sexuality to acquire knowledge about cultural and social events and processes. Explores the sexuality of males and females in contemporary society. Prerequisites: Student must be 18 years or older.

#### **SOC140 Racial and Ethnic Minorities** 3 Credits 3 Periods

Contemporary/historical racial and ethnic intergroup relations emphasizing cultural origins, developments, and problems of minority groups in the United States. Prerequisites: None.

#### **SOC141 Sovereign Indian Nations** 3 Credits 3 Periods

Explores the sovereign status of American Indians as it relates to social relationships, traditions, and culture of American Indians. Reviews historic relations with non-Indian societies, the development of federal Indian law, tribal governments and their functions. Examines treaty rights, environmental issues, public policy, economic development, other current issues, and contemporary social problems. Prerequisites: None.

#### **SOC157 Sociology of Families and Relationships** 3 Credits 3 Periods

Systemic analysis of socio-cultural and historical origins of modern families in the U.S. and their importance, major challenges and changing trends. Explores being single, dating and attraction, love, cohabitation and marriage, family planning and parenthood, conflict and crisis within the family, and divorce. Prerequisites: None.

#### **SOC180 Social Implications of Technology** 3 Credits 3 Periods

Effects of development and implementation of technology on society. Historical and multi-cultural comparisons of this process, current concerns addressed, and prospects for the future analyzed. Prerequisites: None.

## COURSE DESCRIPTIONS

### **SOC212** **3 Credits 3 Periods** **Gender and Society**

A study of the way culture shapes and defines the positions and roles of both men and women in society. Major emphasis on social conditions which may lead to a broadening of gender roles and a reduction of gender role stereotypes and the implications of these changes. Open to both men and women. Prerequisites: None.

### **SOC220** **3 Credits 3 Periods** **Sport and Society**

Applies the sociological perspective to the study of sport. Emphasizes how hierarchies of race, class, and gender in the United States impact the sport experience of both the fan and the athlete, as well as how both professional and amateur sport have at times played a transformative role in society. Prerequisites: None.

### **SOC270** **3 Credits 3 Periods** **The Sociology of Health and Illness**

Roles of health care providers and patients, various modalities of treatment and prevention, and the history, current status, and future trends in medicine and medical technology, and complementary health approaches from a cross-cultural and global sociological perspective. Prerequisites: None.

### **SOC282** **1-3 Credits 1-3 Periods** **Service-Learning Experience in Sociology**

Unpaid Service-Learning (SL) experience, completed with approved community partner. SOC282AA may be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: SOC101 and permission of Instructor.

## SPA - Spanish

### **SPA055** **1 Credits 1 Periods** **Fundamentals of Spanish Grammar**

Introduces basic concepts of Spanish pronunciation and grammar for successful study of the language. Emphasis on grammar, sentence structure, and practice of simple dialogues. Prerequisites: None.

### **SPA101** **4 Credits 4 Periods** **Elementary Spanish I**

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** **4 Credits 4 Periods** **Elementary Spanish II**

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 SPA101AA), or permission of Department or Division. Completion of prerequisites within the last three years is required.

### **SPA115** **3 Credits 3 Periods** **Beginning Spanish Conversation I**

Basic pronunciation, vocabulary, sentence structures, and cultural awareness, necessary to develop speaking and listening skills in Spanish. Prerequisites: None.

### **SPA201** **4 Credits 4 Periods** **Intermediate Spanish I**

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: A grade of "C" or better in SPA102, or SPA102AA, or SPA111, or permission of Department or Division. Completion of prerequisites within the last three years is required.

### **SPA202** **4 Credits 4 Periods** **Intermediate Spanish II**

Review of grammar, continued development of Spanish language skills with continued study of the Spanish-speaking cultures. Prerequisites: A grade of "C" or better in SPA201, or permission of Department or Division. Completion of prerequisites within the last three years is required.

### **SPA203** **3 Credits 3 Periods** **Spanish for Spanish-Speaking Students I**

Designed for Spanish-speaking students. Emphasis on written composition, grammar review, punctuation and spelling, literature and conversation. Prerequisites: Permission of instructor or Department Chair

### **SPA282** **1-3 Credits 1-3 Periods** **Service-Learning Experience in Spanish**

Unpaid Service-Learning (SL) experience, completed with approved community partner. SPA282AA may be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: Permission of Instructor.

### **SPA298** **1-3 Credits See Page 272** **Special Projects**

## SPH – Spanish Humanities

### **SPH245** **3 Credits 3 Periods** **Hispanic Heritage in the Southwest**

A survey of Hispanic heritage in the Southwest. Cultural and social institutions and their contribution to the development of the region and its heritage. Prerequisites: None.

## Special Projects

The following course is available under any prefix listed in this catalog. Interested students should consult with the appropriate faculty member.

### **\*\_\_\_\_\_298** **1-3 Credits**

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.

\*Prefix will be determined by departmental designation.

## COURSE DESCRIPTIONS

### SSH – Sustainability/Social Sciences and Humanities

#### **SSH111 Sustainable Cities 3 Credits 3 Periods**

Introduction to the field of sustainability and exploration of the practices leading to the development of sustainable cities. Explores the concept of sustainable development of cities within local, regional, and global contexts. Prerequisites: None.

### STO – Storytelling

#### **STO282 Service-Learning Experience in Storytelling 1-3 Credits 1-3 Periods**

Unpaid Service-Learning (SL) experience, completed with approved community partner. Prerequisites: Permission of Instructor. STO282 may be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog.

#### **STO290 Irish Storytelling Tradition 3 Credits 3 Periods**

Introduction to the history and practice of storytelling in Ireland. Overview of Irish myths, legends, folktales, and humorous tales. Great storytellers and story collectors of the past and present. Researching, developing, and crafting Irish stories for telling. Prerequisites: None.

### SUS – Sustainability/Natural Sciences

#### **SUS100 Introduction to Sustainability 3 Credits 3 Periods**

Introduction to the basic concepts of sustainability. Includes challenges of land, ocean, and resource management as well as the built environment. Also covers connections between global, local and personal sustainability challenges and responses at each level. Prerequisites: None.

#### **SUS110 Sustainable World 3 Credits 3 Periods**

Introduction to the field of sustainability and exploration of the interaction between human and natural global systems. Framework for analyzing and investigating the global challenges such as land use change, competition for water and other natural resources, and renewable energy concerns and crises. Prerequisites: None.

### SWU - Social Work

#### **SWU130 Chemical Dependency 3 Credits 3 Periods**

Sociological, psychological and physiological aspects of addictive behaviors and chemical abuse. Consideration of a variety of treatment programs offered in community agencies. Prerequisites: None.

#### **SWU171 Introduction to Social Welfare 3 Credits 3 Periods**

Analysis of contemporary social welfare services and professional social work. Prerequisites: None.

#### **SWU225 Statistics for Social Research/Justice and Government 3 Credits 3 Periods**

Introductory course in descriptive and inferential statistics for social research. Designed to serve as preparation for interpreting and understanding research related to Justice and Government related agencies. Prerequisites: MAT092 or completion of higher level mathematics course.

#### **SWU250 Mindfulness for Stress Management 3 Credits 3 Periods**

Introduction to the theory, research and practice behind mindfulness and stress management as it relates to quality of life issues and professional self-care. Focus on maintaining a healthy lifestyle and managing personal/professional stress by incorporating evidence based research on nutrition, mindfulness, communication, positive psychology, exercise, environmental factors contributing to wellness and disease; immune system support, activity management and developing practices that facilitate maintaining living in balance. Prerequisites: None.

#### **SWU258 Victimology and Crisis Management 3 Credits 3 Periods**

Victimology, the criminal justice system, techniques of crisis intervention, and the importance of a multicultural and global perspective. Includes sexual assault, family violence, post-traumatic stress disorder, the role of substance abuse, effective coping skills, appropriate community resources and the responsiveness of the justice system. Prerequisites: None.

#### **SWU282 Volunteerism for Social Work: A Service-Learning Experience 1-3 Credits 1-3 Periods**

Service-learning field experience within private/public agencies, and citizen volunteer groups. May be repeated for a total of six (6) SWU282 credit hours; may not repeat specific assignment for more than three (3) credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: Permission of Instructor.

#### **SWU291 Social Service Delivery Systems 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 Department or Division.

#### **SWU292 Effective Helping in a Diverse World 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.



## COURSE DESCRIPTIONS

### TCM - Telecommunications Media

#### **TCM107** **3 Credits 3 Periods** **Career Pathways in the Media**

Emphasis on theories of broadcasting, how the media functions in our society, the business structure of the U.S. media environment, the cultural import and potential impact of the programming and films, and the growth of new communications technologies. Prerequisites: None.

### TEC - Clothing & Textiles

#### **TEC102** **2 Credits 2 Periods** **Strategic Fashion Business Planning**

Developing a strategy for a fashion business or fashion service. Merchandise and management planning for a fashion business entity. Emphasis on fashion merchandise and successful fashion business development. Prerequisites: None.

#### **TEC103** **2 Credits 2 Periods** **Developing Your Fashion Business**

Creating and understanding a financial plan, developing operating and control systems, planning growth strategies and a business plan for the Fashion entrepreneur. Emphasis on fashion merchandise and successful fashion business development. Prerequisites: None.

#### **TEC105** **3 Credits 3 Periods** **Cultural Aspects of Clothing**

Psychological, aesthetic, and economic factors applied to the systematic study of dress and adornment in relationship to world cultures and the global fashion industry. Prerequisites: None.

#### **TEC106** **3 Credits 3 Periods** **History of Fashion**

Consideration of historic factors influencing fashion and fashion change with special emphasis on historic costume. Prerequisites: None.

#### **TEC109** **3 Credits 3 Periods** **Introduction to Fashion Merchandising**

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.

#### **TEC110** **3 Credits 4 Periods** **Basic Sewing Skills**

Basic clothing construction techniques. Use of commercial patterns and sewing machine in the construction of basic garments. Prerequisites: None.

#### **TEC111** **3 Credits 5 Periods** **Clothing Construction**

Construction of garments applying basic construction principles and techniques using patterns suitable for the individuals and their capabilities. Prerequisites: None. If student has no previous sewing experience, TEC110 Basic Sewing Skills should be taken prior to and not during this course. May be repeated for a total of 12 credit hours with permission of instructor.

#### **TEC112AB** **2 Credits 2 Periods** **Alteration of Ready Made Garments**

Knowledge, skills, and techniques of altering ready made garments for personal or professional use. Experience using a sewing machine assumed. Prerequisites: None.

#### **TEC112AQ** **2 Credits 2 Periods** **Pattern Alteration and Fit**

Structural features of patterns and altering patterns to achieve proper fit. Includes figure irregularities, pattern style variations, fashion, and individual figure problems. Experience using a sewing machine assumed. Prerequisites: None.

#### **TEC113** **1 Credit 1.5 Periods** **Textiles: Dyeing**

Demonstrations and projects emphasizing skills and techniques in creating decorative textiles for the home and apparel; tie dye and batik. Prerequisites: None. May be repeated for a total of three (3) credits.

#### **TEC114** **1 Credit 2 Periods** **Textiles: Block Printing/Silk Screening**

Skills and techniques in creating decorative textiles for the home and apparel; block printing and silk screening. Prerequisites: None. May be repeated for a total of three (3) credits.

#### **TEC115** **1 Credit 1.5 Periods** **Textiles: Hand Painting**

Materials and techniques used to hand paint designs on textiles. Includes color theory and design development. Prerequisites: None. May be repeated for a total of three (3) credits.

#### **TEC116** **1 Credit 1.5 Periods** **Textiles: Stitchery and Embellishment**

Materials and techniques used for stitchery and embellishment on textiles. Includes color schemes and design development. Prerequisites: None.

#### **TEC117** **2 Credits 4 Periods** **Beginning Quilting**

Basic construction techniques used in hand and machine quilting. Includes fabric and thread selection, equipment, batting choices, fabric preparation, pattern selection, cutting methods, patchwork assembly techniques by hand and machine, finishing methods, and uses for quilted items. Prerequisites: None.

#### **TEC120** **2 Credits 4 Periods** **Intermediate Clothing Construction**

Application of intermediate clothing and fitting techniques. Emphasis on improving basic construction skills. May be repeated for a total of eight (8) credit hours with permission of instructor. Prerequisites: TEC111 or permission of Instructor.

#### **TEC122** **3 Credits 5 Periods** **Sewing with Knits**

Skills and techniques used in the construction of garments made from knit fabrics. Prerequisites: None.

#### **TEC124** **3 Credits 5 Periods** **Advanced Clothing Construction**

Advanced garment construction techniques, pattern alteration and fit and techniques used on specialty fabrics. May be repeated for a total of 12 credit hours with permission of instructor. Prerequisites: TEC111 or permission of Instructor.

## COURSE DESCRIPTIONS

**TEC125** **3 Credits 3 Periods**  
**Fashion Design**

Practical techniques of fashion sketching, pattern drafting and draping. Design apparel. Prerequisites: None. TEC106 and TEC111 suggested but not required.

**TEC129** **2 Credits 2 Periods**  
**Sewing with a Serger**

Operation of a home serger. Use in constructing, finishing, and decorating garments and home decorations. Home serger required. Prerequisites: None.

**TEC134** **3 Credits 5 Periods**  
**Fashion Illustration I**

Proportions and techniques used in drawing fashion figures and clothing. Introduction of media and illustrative styles for portfolio design, trade sketches, and fashion advertisements. Prerequisites: None.

**TEC135** **3 Credits 5 Periods**  
**Fashion Illustration II**

Advanced study of proportion and techniques used in drawing fashion figures and flats. Continued study of garments, fabric textures and patterns. Development of skills in presentation drawing and commencing fashion design portfolio illustrations. Prerequisites: TEC134, or permission of Instructor.

**TEC136** **3 Credits 5 Periods**  
**Fashion Illustration III**

In-depth study of illustrative styles, silhouettes, and interpretations. Advanced work with fabric textures and patterns; concentration on garment details. Continued development of a fashion design portfolio. Prerequisites: TEC135, or permission of Instructor.

**TEC141** **2 Credits 2 Periods**  
**Fashion Design: CAD**

Use of computer-assisted design (CAD) in the fashion design industry. Create and illustrate fashion designs using these applications. Color and design principles applied in creating an apparel line and developing a portfolio. Prerequisites: None. TEC141 may be repeated for a total of six (6) credits.

**TEC151** **3 Credits 4 Periods**  
**Display and Visual Merchandising**

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.

**TEC200** **3 Credits 3 Periods**  
**Retail Buying**

Examines management/buyer role in investment, pricing, planning, controlling sales and inventories. Prerequisites: None. Any BPC/CIS spreadsheet course recommended.

**TEC221** **3 Credits 5 Periods**  
**Computer-Assisted Fashion Design**

The use of computer hardware and software in the fashion design industry. Create and illustrate fashion designs using computer hardware and software. Color and design principles applied in creating an apparel line and developing a portfolio. Prerequisites: TEC125 or permission of Instructor.

**TEC222** **3 Credits 3 Periods**  
**Textiles**

Study of textile fibers, yarns, fabrication, color and finishes and their impact on product performance. Includes labeling laws, fiber manufacturing processes, technical textiles, fiber properties, care, end use, and global sustainability efforts. Prerequisites: None.

**TEC223** **3 Credits 6 Periods**  
**Tailoring**

Principles of tailoring as applied in the construction of a coat or suit. Alteration of patterns and fitting techniques. TEC223 may be repeated for a total of 12 credit hours with permission of instructor. Prerequisites: TEC124 or permission of Instructor.

**TEC224** **2 Credits 3 Periods**  
**Pattern Drafting**

Draft patterns with measurements of dress forms and human figures. Development of slopers, blocks, and garment patterns. Design and produce an original garment using pattern drafting techniques. Prerequisites: TEC111 or permission of Instructor.

**TEC225** **3 Credits 5 Periods**  
**Pattern Design I**

Creative expression through flat pattern in applying principles of art to clothing design. Various resources for design inspiration. Prerequisites: TEC110 or TEC111 or permission of Instructor.

**TEC226** **3 Credits 5 Periods**  
**Draping for Fashion Design**

Manipulation of fabrics on a dress form and/or live figure to create designs and patterns. Use of a variety of woven/knit fabrics and an exploration of the many possibilities of draping to allow a creative and accurate expression of ideas. Prerequisites: (TEC110 or TEC111) or permission of Instructor

**TEC227** **3 Credits 5 Periods**  
**Couture Sewing**

Construction techniques used in couture sewing. Includes fabric selection, fitting, fabric preparation, hand sewing, garment shaping, edge finishes, embellishments, and closures. Emphasis on couture techniques used in the construction of skirts, pants, blouses, dresses, sleeves, pockets, jackets, coats, and evening wear. May be repeated for a total of 12 credit hours with permission of instructor. Prerequisites: TEC111 or permission of Instructor.

**TEC228** **3 Credits 5 Periods**  
**Advanced Draping for Fashion Design**

Advanced draping techniques for fashion design. Includes draping jackets, coats, slacks, and trousers in woven fabrics and draping a variety of garments in knit fabrics. Drape and construct an original design. Prerequisites: TEC226 or permission of Instructor. Corequisites: TEC225, TEC226 or permission of Instructor.

**TEC229** **2 Credits 2 Periods**  
**Advanced Serging**

Operation of a home serger in advanced application of construction and embellishment for garments and home decoration projects. Home serger required. Prerequisites: TEC129 or permission of Instructor.

## COURSE DESCRIPTIONS

**TEC230** **3 Credits 5 Periods**  
**Pattern Design II**

Practical application in designing clothing/patterns using flat pattern method. Principles of flat pattern and use of sloper reviewed. Includes pattern grading, sizing for figure differences, and creation of an original design. May be repeated for a total of twelve (12) credits. Prerequisites: TEC225 or permission of Instructor.

**TEC231** **3 Credits 5 Periods**  
**Pattern Grading**

Grading patterns to change sizes. Includes grading terminology, grading methods, types of grade, uneven grade, figure types, grading charts, blending, and grading basic and intermediate designs. Prerequisites: TEC111 or permission of Instructor.

**TEC233** **3 Credits 5 Periods**  
**Computer-Assisted Pattern Making**

Pattern making using the computer and various software programs. Includes measuring, block patterns, pattern development, production patterns, modifications for size and fit, and markers. Prerequisites: TEC225 or permission of Instructor

**TEC236** **1 Credit 1.5 Periods**  
**Portfolio Development**

Design, produce, and present a professional portfolio. Includes material selection and techniques, customer focus, contents and organization, presentation formats, flat sketching techniques, presentation boards, and writing a resume and cover letter for potential employers. Prerequisites: (TEC135 and TEC221), or permission of Instructor.

**TEC241** **3 Credits 5 Periods**  
**Advanced Computer-Assisted Fashion Design**

Advanced techniques and use of computer hardware and software in the fashion design industry. Create and illustrate fashion designs using multiple computer applications. Create advanced textile surface pattern design using color and design principles on the computer. Manipulate CAD pattern design for original patterns, grading, and markers. Create storyboards for product development and personal portfolio. Prerequisites: TEC124 and TEC221.

**TEC245** **3 Credits 3 Periods**  
**Wardrobe Strategies**

Methods of clothing selection, coordination, evaluation, and planning to meet men's and women's wardrobe needs. Prerequisites: None.

**TEC250** **3 Credits 3 Periods**  
**Apparel Quality Analysis**

Quality analysis of construction components that affect the appearance, function, and cost of ready-to-wear apparel. Prerequisites: None.

**TEC255** **3 Credits 3 Periods**  
**Fashion Retail Merchandising**

Surveys the structure and operation of fashion retail organizations. Emphasizes the global nature of fashion merchandising and techniques of merchandising for the fashion merchandising major. Prerequisites: MKT/TEC109.

**TEC260** **3 Credits 3 Periods**  
**Fashion Sales Management**

Emphasizes the fashion aspects of sales, and the application and management of a sales force for the fashion industry. Prerequisites: MKT/TEC109.

**TEC270** **1 Credit 1 Period**  
**Design Studio**

Design of an original garment for a line/collection. Includes sketching design, developing pattern for design, selecting fabrics for design, and construction of design. Prerequisites: TEC225 or TEC226.

**TEC271** **1-3 Credits 5-15 Periods**  
**Fashion Design Internship**

Work experience in fashion design business or industry. Five hours of work weekly. Supervision and evaluation by an internship coordinator. May be repeated for a total of three (3) credits. Prerequisites: Permission of Department or Division.

**TEC272** **1-3 Credits 1-3 Periods**  
**Retail Merchandising Internship**

Retail merchandising work experience in a fashion retail business or industry. Supervision and evaluation by an internship coordinator. Eighty hours of designated work per credit per semester. 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.

**TEC274** **1-3 Credits 5-15 Periods**  
**Fashion Merchandising Study Tour**

A tour of the fashion merchandising industry outside the metropolitan Phoenix area. Includes a variety of experiences and activities to enhance awareness of this multifaceted career. Prerequisites: Permission of Department or Division.

**TEC275** **1-3 Credits 1-3 Periods**  
**Image Consultant Internship**

Image consultant work experience in a fashion retail business or industry. Supervision and evaluation by an internship coordinator. Eighty hours of designated work per credit per semester. 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.

**TEC277** **1-3 Credits 1-3 Periods**  
**Alteration Internship**

Alteration work experience in a business or industry. Supervision and evaluation by an internship coordinator. Eighty hours of designated work per credit per semester. 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.

**TEC278** **1-3 Credits 1-3 Periods**  
**Custom Design and Production Internship**

Costume Design and Production work experience in a business or industry. Supervision and evaluation by an internship coordinator. Eighty hours of designated work per credit per semester. Prerequisites: Completion of at least twelve (12) college credits,

## COURSE DESCRIPTIONS

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

### THE - Theatre - Performing Arts

**THE111** **3 Credits 3 Periods**  
**Introduction to Theatre**

A survey of theatre, including basic elements and principles of production, styles, and/or historical perspectives of theatre, dramatic literature, and criticism. Prerequisites: None.

**THE220** **3 Credits 3 Periods**  
**Modern Drama**

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.

**THE282** **1-3 Credits 1-3 Periods**  
**Service-Learning Experience in Theatre**

Unpaid Service-Learning (SL) experience, completed with approved community partner. THE282AA may be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: Permission of Instructor.

### THF - Theatre and Film

**THF115** **3 Credits 4 Periods**  
**Makeup for Stage and Screen**

Purposes, materials, and techniques of makeup for stage and screen. Prerequisites: None.

**THF205** **3 Credits 3 Periods**  
**Introduction to Cinema**

Survey of the history and development of the art of motion pictures, including criticism of aesthetic and technical elements. Prerequisites: None.

**THF209** **3 Credits 4 Periods**  
**Acting for the Camera**

Special technical aspects of acting before a camera. Prerequisites: THP112 or permission of Instructor.

**THF210** **3 Credits 3 Periods**  
**Contemporary Cinema**

A study of contemporary films, directors and critics with emphasis on evaluating film as an art form. Prerequisites: None.

**THF210** **3 Credits 3 Periods**  
**Contemporary Cinema**

A study of contemporary films, directors and critics with emphasis on evaluating film as an art form. Prerequisites: None

**THF215** **3 Credits 4 Periods**  
**Advanced Makeup Techniques**

Advanced character analysis and makeup design for stage and screen. Technical application of makeup for stage and screen. Prerequisites: THP115.

### THP - Theatre Performance/ Production

**THP112** **3 Credits 4 Periods**  
**Acting I**

Fundamental techniques and terminology of acting through physical and vocal expression, improvisation, and monologue and scene work. Emphasis on characterization. Prerequisites: None.

**THP201AA** **1 Credit 2 Periods**  
**Theatre Production I**

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** **2 Credit 4 Periods**  
**Theatre Production II**

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.

**THP203** **3 Credits 6 Periods**  
**Technical Theatre Production**

Designed to give college credit to the technical production crews of college theatre productions. Prerequisites: None.

**THP212** **3 Credits 4 Periods**  
**Acting II**

Fundamental techniques of acting through script analysis, rehearsal, and performance. Prerequisites: THP112 or permission of Department or Division.

**THP213** **3 Credits 5 Periods**  
**Introduction To Technical Theatre**

Procedures of technical theatre production and demonstration. Topics include design and construction of scenery; lighting and properties. Prerequisites: None.

**THP217** **3 Credits 4 Periods**  
**Introduction To Design Scenography**

The role of the theatre designer in creating scenic, lighting, costume, sound, and multimedia effects for stage productions. Elements of the design process and communication of dramatic themes and visions to the audience. Prerequisites: None.

**THP226** **3 Credits 4 Periods**  
**Theatrical Design: Costuming**

Basic techniques involved in researching, designing, and constructing costumes for the stage. Prerequisites: None.

**THP269** **1 Credit 1 Period**  
**Technical Theatre Portfolio Development**

The analysis and preparation of all elements of a Technical Theatre/Design Portfolio including the use of digital portfolios and application to specific disciplines. Practice with portfolio presentation and maintaining and updating portfolio materials. Prerequisites: None.

**THP271** **3 Credits 3 Periods**  
**Voice and Diction**

Exercises and techniques to free the voice and improve projection, resonance, and articulation. Covers international phonetic alphabet and standard stage speech. Prerequisites: None.



## COURSE DESCRIPTIONS

### **THP282** **3 Credits 4 Periods** **Production And Acting II**

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: THP281, or permission of Department or Division.

### **THP298** **1-3 Credits See Page 278** **Special Projects**

## **TQM - Total Quality Management**

### **TQM101** **3 Credits 3 Periods** **Quality Customer Service**

Examines the nature of quality customer service and the attitudes, knowledge, and skill needed to work effectively in a quality customer service environment. Foundation skills for quality customer services are taught, applied, and practiced. Prerequisites: None.

### **TQM220** **2 Credits 2 Periods** **Leadership And Empowerment Strategies**

Methods for facilitating teams and empowering employees which effectively enable all employees to act upon a shared vision. Prerequisites: None. TQM201 is recommended.

### **TQM230** **2 Credits 2 Periods** **Teamwork Dynamics**

Theory and practice of how team members and team leaders use listening, negotiating and interpersonal skills for the enhancement of team process. Included are concepts of team development and team problem-solving techniques. Prerequisites: None. TQM201 is recommended.

### **TQM235** **2 Credits 2 Periods** **Motivation, Evaluation, And Recognition Systems**

Presents methods for benchmarking, assessing team performance, linking recognition to team performance, and valuing victories and mistakes with all personnel. Prerequisites: None. TQM201 is recommended.

### **TQM240** **3 Credits 3 Periods** **Project Management In Quality Organizations**

Presents methods for quality organizations in how to plan and schedule a project in use of Critical Path Method (CPM) and Program Evaluation and Review Technique (PERT) techniques and software to monitor and control projects. Prerequisites: None.

### **TQM290AA** **1 Credit 1 Period** **Tqm Internship**

Quality Process Leadership experience in an organizational setting. Eighty (80) hours of work and seminar activities. Prerequisites: TQM201, TQM214, TQM220, TQM230, TQM235, TQM240, or permission of Department or Division.

### **TQM292** **1 Credit 1 Period** **Innovation Strategies**

Identification of the attitudes, knowledge and skills needed to challenge the process and initiate change in an organization. Includes the analytical skill required for creativity as well as

methods for innovative thinking. Prerequisites: TQM290AA, or permission of Department or Division.

## **WED - Wellness Education**

### **WED100** **2 Credits 2 Periods** **Personal Wellness**

Overview of wellness and its relationship to personal health. Understanding of personal wellness through lifestyle assessments. Introduction to wellness and health-related topics including fitness, relationships, nutrition, self-care, abusive behaviors, mind/body connection, and other current issues in health. Prerequisites: None.

### **WED110** **3 Credits 3 Periods** **Principles Of Physical Fitness And Wellness**

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.

### **WED152** **3 Credits 3 Periods** **Comparative Healing Techniques**

Comparative approaches to healing, including allopathy, homeopathy, chiropractic, osteopathy, Chinese medicine, Ayurveda, Shamanism, and therapeutic touch. Contrast explanations for causation of disease, diagnostic procedures and healing methodology. Prerequisites: None.

### **WED155** **3 Credits 3 Periods** **Introduction to Chinese Medicine**

Basic theories, principles and methods that constitute the backbone of Chinese Medicine. Explores concepts of Yin, Yang, the Five Elements (Wood, Fire Earth, Metal, and Water), and the Five Vital substances (Qi, Blood, Body Fluids, Jing, and Shen). Overview of the physiology of the major internal organs (Five Zang and Six Fu) with a focus on their various interrelationships. Prerequisites: None.

### **WED162** **1 Credit 1 Period** **Meditation And Wellness**

Physiology of meditation and its effects on physical and mental health; scholastic abilities and interpersonal relationships; differentiation between meditation and other relaxation techniques. Prerequisites: None.

### **WED165** **2 Credits 2 Periods** **Overview of Massage Therapy**

History of massage; overview of bodywork systems; benefits and indications of massage; legal requirements for practice in Arizona. Prerequisites: None.

### **WED172** **1 Credit 1 Period** **Overview Of Herbal Remedies**

History and evolution of herbs for healing applications. Preparation, usage, and effects of certain herbs used for healing purposes. Basic literature review skills in the area of herbal medicine. Prerequisites: None.

## COURSE DESCRIPTIONS

### **WED218 Aromatherapy**

**1 Credit 1 Period**

Physiology of aromatherapy; methods of use; preparation of oils; uses in sports, beauty care, massage, child care, health care, at work, and in the home. Prerequisites: None.

## WLD - Welding

### **WLD101 Welding I**

**3 Credits 6 Periods**

Principles and techniques of electric arc and oxyacetylene welding and cutting. Provides technical theory and basic skill training in these welding processes. Prerequisites: None.

### **WLD102 Basic Welding Metal Sculpture**

**3 Credits 6 Periods**

Practical training for welders in artistic welding and metal sculpter with emphasis on oxy-ace welding, arc welding, and metal inert gas (MIG) welding. Prerequisites: None.

### **WLD103 Basic Blacksmithing And Metal Shaping**

**3 Credits 8 Periods**

Selection and safe use of blacksmithing and metal shaping tools and equipment. Material selection and conditioning, practical forging techniques, metal shaping experience, and finishing processes. Prerequisites: None.

### **WLD106 Arc Welding**

**5 Credits 8 Periods**

Electric welding with emphasis on metallic arc welding in out-of-position practice and procedures. Prerequisites: None.

### **WLD106AA Arc Welding I**

**5 Credits 8 Periods**

Electric welding with emphasis on metallic arc welding in out-of-position practice and procedures. Prerequisites: None.

### **WLD106AB Arc Welding II**

**5 Credits 8 Periods**

Electric welding with emphasis on metallic arc welding in out-of-position 3G, 4G practice and procedures using 6010 fast freeze electrodes in fillet and groove welds. Prerequisites: WLD106AA or permission of Instructor.

### **WLD106AC Arc Welding III**

**5 Credits 8 Periods**

Electric welding with emphasis on metallic arc welding in out-of-position 3G, 4G practice and procedures using 7018 fill freeze electrodes in fillet and groove welds.. Prerequisites: WLD106AB or permission of Instructor.

### **WLD106AD Arc Welding IV**

**5 Credits 8 Periods**

Electric welding with emphasis on metallic arc welding in 5G, 6G out-of-position practice and procedures using 6010 and 7018 electrodes in fillet and groove welds on steel pipe. Prerequisites: WLD106AC or permission of Instructor.

### **WLD206 Advanced Welding: Heliarc And Wire Feed**

**5 Credits 8 Periods**

Instruction in theory and practice on tungsten inert gas and wire feed welding. Welding procedures on ferrous and nonferrous metals. Set up and operation of all types of machines used in tig and mig welding. Prerequisites: WLD106, or permission of Department or Division.

### **WLD206AA Advanced Arc Welding - 3G Certification**

**5 Credit 8 Periods**

Advanced metallic arc welding emphasizing 3G vertical position welding structural steel in preparation for certification. Includes various test methods. Provides training on machine flame cutting and gouging and arc air cutting and gouging. Prerequisites: WLD106 or WLD106AA or WLD106AB or WLD106AC or WLD106AD or permission of Instructor.

### **WLD206AB Advanced GMAW and FCAW Welding**

**5 Credit 8 Periods**

Instruction in theory and practice of the wire feed welding process with emphasis on advanced Gas Metal Arc Welding (GMAW) 3G and 4G, Flux-cored arc welding (FCAW) 3G and 4G positions. Welding procedures performed on ferrous (steel) metals. Set up and operation of all types of machines used in mig welding. Prerequisites: WLD106 or WLD106AA or WLD106AB or WLD106AC or WLD106AD or permission of Instructor.

### **WLD206AC Advanced GTAW Non-Ferrous Welding**

**5 Credit 8 Periods**

Instruction in theory and practice of the wire feed welding process with emphasis on advanced Gas Metal Arc Welding (GMAW) 3G and 4G, Flux-cored arc welding (FCAW) 3G and 4G positions. Welding procedures performed on ferrous (steel) metals. Set up and operation of all types of machines used in mig welding. Prerequisites: WLD206AB or permission of Instructor.

### **WLD206AD Advanced GTAW Ferrous Welding**

**5 Credit 8 Periods**

Instruction in theory and practice on tungsten inert gas welding with emphasis on Gas Tungsten Arc Welding (GTAW) certifications 1G and 3G positions on ferrous metals. Set up and operation of all types of machines used in tig welding. Prerequisites: WLD206AA or WLD206AC or permission of Instructor.

### **WLD208 Advanced Arc Welding: Certification**

**5 Credits 8 Periods**

Advanced metallic arc welding emphasizing out-of-position welding in preparation for certification. Includes various test methods. Provides training on machine flame cutting and gouging and arc air cutting and gouging. Prerequisites: WLD106 or permission of Instructor.

### **WLD208AA Advanced Arc Welding - 3G Certification**

**5 Credits 8 Periods**

Advanced metallic arc welding emphasizing 3G vertical position welding structural steel in preparation for certification. Includes various test methods. Provides training on machine flame cutting and gouging and arc air cutting and gouging. Prerequisites: WLD106 or WLD106AA or WLD106AB or WLD106AC or WLD106AD or permission of Instructor.

### **WLD208AB Advanced Arc Welding - 4G Certification**

**5 Credits 8 Periods**

Advanced metallic arc welding emphasizing 4G position welding structural steel in preparation for certification. Includes various test methods. Provides training on machine flame cutting and gouging and arc air cutting and gouging. Prerequisites: WLD208AA or permission of Instructor.

## COURSE DESCRIPTIONS

### **WLD208AC** **5 Credits 8 Periods** **Advanced Arc Welding 5G Pipe Certification**

Advanced metallic arc welding emphasizing 4G position welding  
Advanced metallic arc welding emphasizing 5G position welding  
steel pipe in preparation for certification. Includes various test  
methods. Provides training on machine flame cutting and gouging  
and arc air cutting and gouging. Prerequisites: WLD208AB or  
permission of Instructor.

### **WLD208AD** **5 Credits 8 Periods** **Advanced Arc Welding Pipe 6G Certification**

Advanced metallic arc welding emphasizing 6G position welding  
steel pipe in preparation for certification. Includes various test  
methods. Provides training on machine flame cutting and gouging  
and arc air cutting and gouging. Prerequisites: WLD208AC or  
permission of Instructor.

### **WLD225** **3 Credits 3** **Periods Welding Inspection And Quality Control**

Welding inspection and quality control standards and practices  
in the construction and fabrication industries. Welding inspector  
certification requirements and functions performed in industry.  
Prerequisites: WLD206, or WLD208, or AWS certificate, or  
permission of Instructor.

### **WLD296** **1-4 Credits 5-20 Periods** **Cooperative Education**

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 students academic or  
career goals (students present job may qualify) or permission of  
instructor. Corequisites: Must be concurrent in at least one class  
which is related to student's major or career interest or with  
permission of the Instructor.

## WST - Women's Studies

### **WST100** **3 Credits 3 Periods** **Introduction to Women's and Gender Studies**

Introduction to critical issues in women's studies. Prerequisites:  
None.

### **WST161** **3 Credits 3 Periods** **American Women Since 1920**

Continuation of the history of women in America from 1920 to  
the present, based on a feminist perspective. Includes discussion  
of the roles and status of immigrant and ethnic minority women.  
Prerequisites: None.

### **WST209** **3 Credits 3 Periods** **Women and Films**

Analysis of images of women in films from both historical and  
contemporary perspectives. Prerequisites: None.

### **WST282** **1-3 Credits 1-3 Periods** **Volunteerism for Women's Studies: A Service-Learning** **Experience**

Service-learning field experience within private/public agencies  
and citizen volunteer groups. Students will develop writing skills,  
analysis, and synthesis in an on-site volunteer experience. May  
be repeated for a total of six (6) WST282 credit hours. Standard  
grading available according to procedures outlined in catalog.  
Prerequisites: WST100 and permission of Instructor.

### **WST284** **3 Credits 3 Periods** **19th Century Women Writers**

Investigates major themes in literature by women writing in the  
19th century including the nature of women's lives in the family,  
in work situations, and in society. Poetry, prose, essays and drama  
are examined with an emphasis on common themes. Prerequisites:  
None.

### **WST285** **3 Credits 3 Periods** **Contemporary Women Writers**

Explores twentieth century literature (short stories, essays, plays,  
and poetry) written by women and about women. Focus on themes  
relevant to women's lives regardless of age, creed, or ethnic  
background. Prerequisites: None.

### **WST286** **3 Credits 3 Periods** **Women and Health: Body/Mind/Spirit Connection**

Economic, sociopolitical, and demographic factors affecting  
women's health. Methods for optimizing physical, emotional, and  
spiritual health. Specific health concerns of women throughout the  
lifespan. Activism for health promotion. Prerequisites: None.

### **WST290** **3 Credits 3 Periods** **Women and Religion**

Focus on the role of women in several organized religions and/  
or religious sects. Study of myth and symbols as they are used to  
establish, maintain, and enforce sex-roles within specific cultural  
contexts around the world. Prerequisites: None.

*COURSE DESCRIPTIONS*



## *COURSE DESCRIPTIONS*



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## Catalog Common Pages 2015-2016

### MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

**Amended through the Administrative Regulations approval process on April 23, 2015**

**AR2.4.4 Adoption and AR2.2.2 Amendment by Direct Chancellor Approval, May 20, 2015**

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:

<https://chancellor.maricopa.edu/public-stewardship/governance/administrative-regulations>

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 status, 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

## MCCCD POLICIES AND PROCEDURES

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.

In addition, lack of English language skills is not a barrier to admission into Career and Technical Education (CTE) programs or skill centers. Students who enroll will be supported in the development of these skills by classes in English as a second language and other resources. Translation services and bilingual instruction can also be provided: contact college designee for more 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 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 | Address | Phone # | Email address*

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 genésica. 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 genésica.

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 genésica. 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 genésica.

### **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 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 (dirección y número telefónico)*

De acuerdo a ADA y a la sección 504, el distrito y sus colegios reconocen la obligación de proveer acceso a programas en todas sus localidades a personas incapacitadas. El coordinador designado de ADA/504/ Título IX proveerá información tocante a la existencia y localidad de servicios, actividades y facilidades que son accesibles y de utilidad a personas incapacitadas. Solicitudes para acomodación deben ser dirigidas al coordinador. Del mismo modo, bajo el Título IX, hay obligación de proveer acceso a servicios y programas de una manera imparcial según el género.

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

### **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.

#### **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

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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.

#### **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 (CNIMI) 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 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.

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### 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	\$ 7,890(1)
Living Expenses	\$10,140(2)
Books	\$1100(3)
Health Insurance	\$1100(4)
Total	\$20,230(5)

### 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.

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### 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 2014-2015 tuition and fee schedule.

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

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

(4) Based on the 2014-2015 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.

### 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



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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
  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. Eligibility for in-state tuition is subject to verification of intent to domicile in this state. Determination of residency is made by the admissions and records office/office of enrollment services.
- 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.

### AMENDMENT TO BE REPEATED IN CORRESPONDING APPENDIX ITEM S-1 – IN-STATE STUDENT STATUS SECTION C

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

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be domiciled in this state for one year before enrollment to qualify for in-state student classification does not apply.

7. Immediate classification as an in-state student shall be granted to a veteran who meets the provisions of Arizona statute HB 2091, paragraph G, which reads: G. A person holding an honorable discharge from the uniformed services of the United States from 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 and, while continuously enrolled, does not lose in-state student classification if the person has demonstrated objective evidence of intent to be a resident of Arizona that, for the purposes of this section, includes at least one of the following:

1. Registration to vote in this state.
2. An Arizona driver license.
3. Arizona motor vehicle registration.
4. Employment history in Arizona.
5. Transfer of major banking services to Arizona.
6. Change of permanent address on all pertinent records.
7. Other materials of whatever kind or source relevant to domicile or residency status.

8. A veteran using Chapter 30 or 33 benefits who does not otherwise qualify under item 7 above (paragraph G of PL 2091), or a veteran's dependent or spouse who is using transferred Post-9/11 GI Bill (Chapter 33) benefits or the Marine Gunnery Sergeant John David Fry Scholarship, may be eligible for immediate classification as an in-state student if he/she meets the provisions of Arizona statute HB 2091, paragraph H:

*h. A person who, while using educational assistance under 38 United States Code Chapter 30 or Chapter 33, enrolls in a university under the jurisdiction of the Arizona Board of Regents or a community college under the jurisdiction of a community college district governing board within three years after the veteran's discharge from active duty service of ninety or more days or within three years after the service member's death in the line of duty following a period of active duty service of ninety or more days or who remains continuously enrolled beyond the three-year period following the discharge of the veteran or the service member's death shall be granted immediate classification as an in-state student and does not lose in-state student classification if the person has demonstrated objective evidence of intent to be a resident of this state that, for the purposes of this section, includes at least one of the following:*

Students are required to submit the following:

1. Certificate of eligibility letter from the VA Awarding Chapter 30 or 33 benefits or the Fry scholarship, or the Dept. of Defense document approving the transfer of CH. 33 benefits
2. DD-214 proving a minimum of 90 days service and no more than 3 years since discharge or since death of veteran
3. Students must also provide at least one of the following:
  - A. Registration to vote in this state.

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- B. An Arizona driver license.
- C. Arizona motor vehicle registration.
- D. Employment history in Arizona.
- E. Transfer of major banking services in Arizona.
- F. Change of permanent address on all pertinent records.
- G. Other materials of whatever kind or source relevant to domicile or residency status.

9. Per Arizona state law, 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 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



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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.

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- 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)\*\*

\* 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.

#### 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 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.

**AMENDED by Direct Chancellor Approval: May 20, 2015**

### 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 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.



## MCCCD POLICIES AND PROCEDURES

Credit awarded for prior learning does not count as hours in residence for graduation requirements. Exceptions may be granted at some MCCCD 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 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 MCCCD colleges for their unique programs of study

## MCCCD POLICIES AND PROCEDURES

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:

<b>Exam</b>	<b>Score</b>	<b>Credit Hours/Equivalency</b>
English-Language and Composition	5 or 4	3 credit hrs/ENG 101 or Elective Credit (and placement into hours composition at universities)
English-Literature	5 or 4	3 credit hrs/ENG 101 or Elective Credit (and placement into hours composition at universities)

Math AP Recommendation:

<b>Exam</b>	<b>Score</b>	<b>Credit Hours/Equivalency</b>
Math-Calculus AB	5,4, or 3	4 CREDIT HRS/MAT 221
MATH-CALCULUS BC (with AB subscore 3 or higher)	2 OR 1	4 CREDIT HRS/MAT 221
Math-Calculus BC	5, or 4 3	8 CREDIT HRS/MAT 221 & MAT 231, 4 CREDIT HRS/MAT 221
Computer Science A	5 or 4	3 CREDIT HRS/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.

## MCCCD POLICIES AND PROCEDURES

### College Composition:

Exam	Score	Credit Hours/Equivalency
College Composition	50	ENG 101 (3) or Elective Credit (and placement into honors composition at universities)

The Maricopa Community Colleges do not award credit for ENG 102 through CLEP examination.

### Foreign Languages:

Credit earned through CLEP examination for French, German, and Spanish meets the language proficiency requirements of the Maricopa Community Colleges. For CLEP examinations taken prior to July 1, 2001, the Maricopa Community Colleges will grant credit based on the scaled scores indicated below:

Course	Spanish	French	German	Credit
101	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:

- i. To challenge a course a second time;
- ii. To challenge a course while currently enrolled in the course;
- iii. To establish credit in a previously completed course; and
- iv. To establish credit for a lower level of a course in which credit has been received.

## MCCCD POLICIES AND PROCEDURES

- Exceptions may be granted at some MCCCD 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 MCCCD 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 February 2015

Examination	MCCCD		
General	Score	Sem. Hrs.	Equivalency
College Composition	50 or higher	3	ENG101(3) or Elective Credit (3) (and placement into honors composition at universities)
College Composition—Modular	50 or higher	0	NT
Humanities	50 or higher	6	Elective Credit
Natural Sciences	53	3	Elective Credit
	56	6	Elective Credit
Social Sciences and History	50 or Higher	3	Elective Credit
Subject			
American Government	ACE Score	3	POS110
American Literature	50 or higher	6	ENH241, 242
Analyzing and Interpreting Literature	ACE Score	3	Elective Credit
Biology	50 or higher	3	BIO Elective Credit*
Calculus (Previously Calculus with Elem Functions)	ACE Score	4	MAT221
Chemistry	50 or higher	4	CHM151(3) and CHM151LL(1)
College Algebra	50 or higher	3	MAT152



## MCCCD POLICIES AND PROCEDURES

College Composition (Replaces English Composition with Essay)	50 or higher	4	ENG101 or Elective Credit (and placement into honors composition at universities)
English Literature	ACE Score	3	Elective Credit
Financial Accounting	50 or higher	3	Elective Credit (students pursuing an AAS at a community college may be able to substitute this exam course to meet an accounting requirement, but a substitution is not allowed in a transfer degree. contact the appropriate department at your community college to see if this is an option.)
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	50 or higher	3	Not accepted
Intro to Educational Psychology	ACE Score	3	EDU Elective Credit
Introductory Business Law	50 or higher	3	Elective Credit
Introductory Psychology	50 or higher	3	PSY101
Introductory Sociology	50 or higher	3	SOC101
Macroeconomics, Principles of (Replaces Introductory Macroeconomics)	ACE Score	3	ECN211
Management, Principles of	50 or higher	0	Not Accepted
Marketing, Principles of	50 or higher	0	Not Accepted
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

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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			

### 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 MCCCD 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 February 2015

Examination	Score	MCCCD	Sem. Hrs.
Art – History	5 or 4	ARH101, 102	6
	3	ARH101 or 102	3
Art – Studio Art (2-D Design) (Previously Art – Studio – General)	5 4	ART 112	3
Art – Studio Art (3-D Design)	5 or 4	ART115	3
Art – Studio Art (Drawing) (Previously Art – Studio – Drawing)	5	ART111	3
	4		3
Biology	5 or 4	BIO181, 182	8
	3	BIO100 or Equivalent	4
Chemistry	4	CHM151/151LL	4
	5	CHM151 & 151LL & CHM152 & 152LL	8
Calculus AB (Previously Mathematics – Calculus AB)	5, 4, or 3	MAT221	4
Calculus (With Ab subscore 3 or Higher)	2 or 1	MAT221	4
Calculus BC (Previously Mathematics – Calculus BC)	5 or 4	MAT221 & MAT231	8
	3	MAT221	4
Chinese Language and Culture (Previously Chinese – Language)	5	CHI101 & 102 & 201 & 202	20
	4	CHI101 & 102 & 201	15
	3	CHI101 & CHI102	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	ENG101 or Elective Credit	3 (and placement into honors composition at universities)

## MCCCD POLICIES AND PROCEDURES

English – Literature	5 or 4	ENG101 or Elective Credit	3 (and placement into honors composition at universities)
Environmental Science	5 or 4	Elective 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	JPN101, 102, 201 and 202	20
	4	JPN101, 102 and 201	15
	3	JPN101 and 102	10
Latin: Vergil (Previously Latin – Language)	5	LAT101, 102, 201, 202	16
	4	LAT101, 102, 201	12
	3	LAT101, 102	8
Music Theory (Previously Music)	5 or 4	MTC105 & MTC 106	4
Physics B: Physics 1 – Mechanics Only (2014-2015)	3		
	4 or 5	NT PHY111	- 4
	3		
Physics B: Physics 1 – Electricity & Magnetism Only (2014-2015)	4 or 5	NT PHY112	- 4
	5		
Physics B (2013-14)	5	PHY111 and PHY112	8
	4	PHY111	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

*Amended by CCTA February 2015*

### F. International Baccalaureate Diploma/Certificate

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

## MCCCD POLICIES AND PROCEDURES

### 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 MCCCD 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 February 2015

Examination	Score	Sem. Hrs.	MCCCD Equivalency
Biology	7 or 6 4 or 5	8 4	BIO181, 182 BIO100 or equivalent
Business and Management	5 or higher	3	Elective credit
Chemistry	7, 6, or 5 4	8 4	CHM151 & 151LL & CHM 152LL CHM151 & CHM151LL
Economics	7, 6, or 5	6	ECN211, 212
English A	7, 6, or 5	3	ENG101 or Elective Credit
English B	No Credit		None
Foreign Language A or B	7, 6, or 5 4	8 8	Foreign Language 201, 202 Foreign Language 101, 102
Geography (Previously Human Geography)	5 or higher	3	GCU102
History (Previously History – American)	7, 6, or 5 4	6 3	HIS103, 104 HIS103
History (Previously History – European)	7, 6, or 5 4	6 3	HIS101, 102 HIS101
Mathematics HL Mathematics SL Mathematical Studies SL Further Mathematics SL (Previously Mathematics)	7, 6, or 5	4	MAT221
Physics	7, 6, or 5 4	8 4	PHY111, 112 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 4	6 3	ART111, 112 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 (I CAN). Students may apply for HCIES Health Care Pathway/Program Advanced Placement in certain courses by obtaining the appropriate form(s) in the Admissions and Records Office/ Office of Student Enrollment Services, paying the required fee(s), and successfully completing the examination and/or skills demonstration and other requirements of the college. See fee schedule for appropriate fee. Fees are not refundable if a student fails to obtain credit. Students may not request:

- A. To challenge a course a second time;
- B. To challenge a course while currently enrolled in the course;
- C. To establish credit in a previously completed course; or
- D. To establish credit for a lower level of a course in which credit has been received.

Certain health care pathways/programs have additional requirements which must be met before credit may be granted through HCIES credit by examination and credit by skills demonstration assessment.

Grades of A, B, C, D, or P, earned as a result of examination or skills assessment will be recorded on the student's transcript. Fees are not refundable after the examination/skills demonstration has been administered, regardless of results. A grade of P/Z is not used in computing the grade point average.

When credit is granted as outlined above, a notation of "Credit by Examination," "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

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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 MCCCD 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.

Articulated transfer programs and pathways between the Maricopa Community Colleges and Baccalaureate-granting institutions [such as the Maricopa-ASU Pathway Program (MAPP), the U of A Bridge program, CONNECT2NAU and 90/30 transfer agreements] are official, recognized

## MCCCD POLICIES AND PROCEDURES

programs of study that fulfill both Associate's degree and Bachelor's degree requirements. These articulated programs and pathways are designed to aid in a smooth transition for a student planning to transfer to a four-year college or university by identifying the required, transferable, and applicable coursework for that student's specific program of study.

### B. Articulation and Transfer Agreements

- i. Maricopa Skill Center and the Southwest Skill Center: The Maricopa Community Colleges have articulation 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](https://www.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](https://www.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](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: [http://www.maricopa.edu/academic/ccta/artic/partner\\_list.php](http://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](http://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](http://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

- 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 MCCCDCEarly 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.

- i. Recent High School students who received MCCCDCredits through Dual/Concurrent Enrollment,



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ACE, Hoop of Learning, or any MCCCDC Early Outreach Program are considered first time to college.

3. Students who will be attending college for the first time and intend to earn an Associate's degree or transfer to a college/university to complete a Bachelor's degree, and who test into one or more developmental education courses, will be required to successfully complete a College Success Course (CPD 150 or CPD/AAA115) within the first two semesters at a MCCCDC College.

i. Recent high school students who received MCCCDC credits through dual/concurrent enrollment, ACE, Hoop of Learning, or any MCCCDC 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 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](http://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

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- 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, 2015 for fall, spring and summer Sessions)\*  
Current information can be found at <http://www.maricopa.edu/publicstewardship/governance/adminregs/appendices/S-4.php>.

The following is a tuition and fees schedule for 2015-2016 and is provided for reference. ***These tuition and fees are subject to change.*** Consult the college's Admissions and Records Office/Office of Student Enrollment Services for course fees in effect during the semester/term in which you intend to register. See [Appendix S-4](#).

### Appendix S-4: Tuition & Fee Schedule Student Status

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2014-2015	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
	IN-STATE			OUT-OF-STATE			
Credit	A	B	C*	D**	E	F***/+	G
1	84.00	109.00	366.00	325.00	204.00	215.00	126.00
2	168.00	218.00	732.00	650.00	408.00	430.00	252.00
3	252.00	327.00	1,098.00	975.00	612.00	645.00	378.00
4	336.00	436.00	1,464.00	1,300.00	816.00	860.00	504.00
5	420.00	545.00	1,830.00	1,625.00	1,000.00	1,075.00	630.00
6	504.00	654.00	2,196.00	1,950.00	1,224.00	1,290.00	756.00
7	588.00	763.00	2,562.00	2,275.00	1,428.00	1,505.00	882.00
8	672.00	872.00	2,928.00	2,600.00	1,632.00	1,720.00	1,008.00
9	756.00	981.00	3,294.00	2,925.00	1,836.00	1,935.00	1,134.00
10	840.00	1,090.00	3,660.00	3,250.00	2,040.00	2,150.00	1,260.00
11	924.00	1,199.00	4,026.00	3,575.00	2,244.00	2,365.00	1,386.00
12	1,008.00	1,308.00	4,392.00	3,900.00	2,448.00	2,580.00	1,512.00
13	1,092.00	1,417.00	4,758.00	4,225.00	2,652.00	2,795.00	1,638.00
14	1,176.00	1,526.00	5,124.00	4,550.00	2,856.00	3,010.00	1,764.00
15	1,260.00	1,635.00	5,490.00	4,875.00	3,060.00	3,225.00	1,890.00
16	1,344.00	1,744.00	5,856.00	5,200.00	3,264.00	3,440.00	2,016.00
17	1,428.00	1,853.00	6,222.00	5,525.00	3,468.00	3,655.00	2,142.00
18	1,512.00	1,962.00	6,588.00	5,850.00	3,672.00	3,870.00	2,268.00

\* 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 resident students who are taking distance learning courses or students who are taking classroom-based credit courses through a contract agreement between MCCCD 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



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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.*

### **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	\$84.00 per credit hour
Contract Rate	\$42.00 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

## MCCCD POLICIES AND PROCEDURES

are met:

- i. MCCCD 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 MCCCD 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 (MCCCD) 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 MCCCD 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 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.

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Length of Class	Official Withdrawal Deadlines for 100% Refund
1-9 calendar days	Prior to the class start date
10-19 calendar days	1 calendar day including the class start date
20-29 calendar days	2 calendar days including the class start date
30-39 calendar days	3 calendar days including the class start date
40-49 calendar days	4 calendar days including the class start date
50-59 calendar days	5 calendar days including the class start date
60-69 calendar days	6 calendar days including the class start date
70+ calendar days	7 calendar days including the class start date

*\*Course fees and registration processing fees will be refunded only if the student qualifies for a 100% refund. Debts owed to any MCCCD 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 (MCCCD) scholarships. Under Arizona law, any information the student provides about his or her legal status when applying for financial aid or publicly funded scholarships may be subject to mandatory reporting to federal immigration authorities. This does not apply to applications for the private scholarship funds held in and distributed by the Maricopa Community Colleges Foundation.

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 <http://www.fafsa.ed.gov/>. Each academic year, continuing students must reapply by completing a FAFSA, Renewal FAFSA, or FAFSA on the Web. Scholarships require separate applications. Specific information regarding financial assistance, including application deadlines or priority dates, may be obtained from the college Office of Student Financial Aid.

#### Types of Aid

Grants, loans, student employment, and scholarship funds may be available from federal, state, and/or private sources.

The Maricopa Community Colleges Foundation offers a variety of scholarship opportunities. Scholarship opportunities are available year round. However, most scholarships are posted mid-January and most deadlines are the last week of March. Options are available at [www.maricopa.edu/foundation/apply/index.php](http://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 result of verification, the student will be notified by means of the Student Center in my.maricopa.edu. If, following verification,

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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.*

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**Grade Point Measurement:** Students must meet the following credit hour/cumulative grade point average (CGPA).

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

*\*for which grade points are computed*

**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:

- 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 MCCCD 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.



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□ **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 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

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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](http://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:

- 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

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### □ 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**

<b>Credit Hours for Which Grade Points are Computed at Resident Maricopa Community College (A, B, C, D, F, and Y)</b>	<b>Minimum Grade Point Average Required</b>
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.

#### **Externship Programs:**

The Maricopa Community College's official District course descriptions for credited experiential learning opportunities (Internships, Externships, Practicums, and Clinicals) state the amount of hours required in order for a student to receive college credit. The descriptions also indicate if a maximum amount of credit is allowable for any given experiential learning opportunity. Each course that includes an experiential learning opportunity is assigned a Maricopa Instructor of Record who is responsible for ensuring that the student completes the required hours and assignments in order to receive credit. Additionally, the instructor works extensively with a site supervisor to ensure that the student is making satisfactory progress and meeting the time requirements. The experiential credit process for the student includes the specific course details and learning outcomes, how hours will be tracked, and what is required for grading and course completion. The instructor submits the final grade for the experience. Maricopa's experiential learning process is in compliance with CFR 38 21.4265

A complete list of internship courses, along with course objectives, can be found on the Maricopa

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Community College's District – Center for Curriculum and Transfer Articulation website, located at: <http://www.maricopa.edu/academic/ccta/>.

### **Prior Credit Evaluation:**

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

## 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.

Students participating in extra-curricular or co-curricular activities or receiving financial assistance may be required to maintain a specified minimum academic load.



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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

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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.

#### 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 the approved time period will have their grade recorded in accordance with the written contract. Students should NOT reregister for the course to complete the contract.
- C. A student's eligibility for financial aid may be jeopardized by an incomplete grade. Refer to the

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Standards of Satisfactory Academic Progress for details.

### 3. Repeating a Course/Improving a Grade

Students who wish to improve a previously earned grade, students may repeat a course within the Maricopa Community Colleges 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) and credit for repeated courses taken at the same college will automatically be excluded from the grade point calculation. However, if the course(s) were taken at a different Maricopa Community College, students must submit a repeated course petition and an electronic official transcript(s), from that college to the Admissions and Records Office/Office of Student Enrollment Services at the college where the repeated course is to be excluded. Students receiving federal financial assistance and/or benefits should follow up with the Office of Financial Aid and/or Veterans’ Services regarding their policies for repeated courses. All enrollments in a course will appear on the transcript. Check individual courses and programs for exceptions.

### 4. Credit/No Credit Courses (P/Z)

- A. Some courses may be taken under a credit/no credit grading system. These courses carry grades of P (credit, equivalent to a grade of C or higher) or Z (no credit) and are not computed in the student’s grade point average. Credits earned with a grade of P may be counted toward graduation with the exception of AGECE (Arizona General Education Curriculum).
- B. The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See “Important Deadlines for Students”.
- 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.”

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

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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.

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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.
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.

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C. A student has the right to appeal a withdrawal decision according to the approved procedures. Steps outlining the process are available in [Appendix S-6](#).

*\*The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See Important Deadlines for Students. Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. Refunds will only be processed within the refund period.*

### 2. Complete Withdrawal from College

Students electing to withdraw from the college must contact the Admissions and Records Office/Office of Enrollment Services no later than two weeks\* before the end of the last class meeting and may be required to file a written request.

A grade of W will be assigned in all courses for students who withdraw by the end of the 7th week\* of classes. Withdrawals completed after this time will result in a grade of W (withdrawn, passing – not computed in the grade point average) or Y (withdrawn, failing – computed in the GPA as a failing grade).

*\*The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See Important Deadlines for Students. Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. Refunds will only be processed within the refund period.*

### 3. Withdrawal of Financial Aid Students

In accordance with federal regulations (34CFR 668.22), a student may be required to repay federal financial aid funds if they completely withdraw or are withdrawn, or fail to earn a passing grade from all classes during a semester. Further information is available at the college Office of Student Financial Aid. This could affect a student's ability to receive Financial Aid in the future at any school.

### Faculty Withdrawal Procedures

A faculty member has the option of withdrawing a student who has accumulated unofficial absences in excess of the number of times indicated in that faculty member's attendance policy in the course syllabus (see AR 2.3.2). Students withdrawn for excessive absences may be reinstated only with the approval of the faculty member. A grade of W will be assigned through the 7th week\*. After the 7th week\*, a grade of W or Y will be assigned. Faculty members electing to withdraw students must record the withdrawal through the online system, including last date of attendance and withdrawal code.

*\*The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See Important Deadlines for Students. Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. Refunds will only be processed within the refund period.*

### 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



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- 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 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.

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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 MCCCDC college /center.
8. Have paid required degree or certificate application fee.

See fee schedule for charges.

### **Graduation with Honors**

All courses used to fulfill graduation requirements, including courses from other accredited institutions, will be entered in the grade point average calculation for honors designations.

Students who have the following grade point averages will graduate with the following distinctions:

- 3.50 to 3.69 “with distinction”
- 3.70 to 3.89 “with high distinction”
- 3.90 to 4.0 “with highest distinction”

### **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**

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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.

### **MCCCD General Education Statement**

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

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

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 MCCCD is composed of specific elements across the curriculum designed to provide the learner with essential knowledge and skills:

- Communication
- Arts and Humanities
- Numeracy

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- 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 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

Fall '05 (Active)  
Spring '06, Fall '06  
(Active)

College Transferred to a University

Spring '07 (2005  
or Any Subsequent  
Catalog)

#### EXAMPLE B

Admitted & Earned Course Credit at a Public Community College or University  
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)



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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	Fall '03, Spring '04 (Inactive)
Nonattendance	Summer '03 (Active)
Transferred to a University	Fall '04 (2002 or Any Subsequent Catalog)

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

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

**EXAMPLE**

Admitted & Earned Course Credit at a Public Community College or University	Summer '04 (Active)
Continued at a Public Community College	Fall '04, Spring '05 (Active)
Nonattendance	Fall '05 (Inactive)
Readmitted & Earned Course Credit at a Public Community College	Spring '06 (Active)
Transferred to a University	Summer '06 (2004 or Any Subsequent Catalog)

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

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

### 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 Sexual Harassment Policy for Students

#### **I. SEX DISCRIMINATION AND SEXUAL HARASSMENT**

*“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance . . . .”* 20 USC §1681 / 34 C.F.R. part 106

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 or physical conduct or communications constituting Sexual Harassment as prohibited by state and federal law. Discrimination under this Policy is an unequal treatment of a student based on the student’s actual or perceived gender, sexual orientation, or pregnancy. This Policy prohibits Sexual Harassment and Discrimination in any college education program or activity, which means all academic, educational, extracurricular, athletic and other programs. 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.

#### **A. SEXUAL HARASSMENT**

Any unwelcome verbal or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive 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 allegations of Sexual Harassment under this Policy. Sexual Harassment can occur regardless of the relationship, position or respective sex of the parties. Sexual Harassment includes Hostile Environment Harassment, Sexual Assault, Inducing

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Incapacitation for Sexual Purposes, Sexual Exploitation, Dating Violence, and Stalking. Same sex Sexual Harassment violates this Policy. Sexual Harassment by and between students; employees and students; and campus visitors and students is prohibited by this Policy.

Depending on the particular circumstances, Sexual Harassment may include, but is not limited to, the following:

1. Physical assaults of a sexual nature, such as rape, sexual battery, molestation, or attempts to commit these assaults; and intentional physical conduct that is sexual in nature such as touching, pinching, patting, grabbing, poking, or brushing against another individual's body in a sexual manner.
2. Offering or implying an education-related reward (such as a better grade, a letter of recommendation, favorable treatment in the classroom, assistance in obtaining employment, grants or fellowships, or admission to any educational program or activity) in exchange for sexual favors or submission to sexual conduct.
3. Threatening or taking a negative educational action (such as giving an unfair grade, withholding a letter of recommendation, or withholding assistance with any educational activity) or intentionally making the individual's academic work more difficult because sexual conduct is rejected.
4. The use or display in the classroom, including electronic, of pornographic or sexually harassing materials such as posters, photos, cartoons or graffiti without pedagogical justification.
5. Explicit sexual comments by one or more students about another student, or circulating drawings or other images depicting a student in a sexual manner.
6. Unwelcome sexual advances, repeated propositions or requests for a sexual relationship to an individual who has previously indicated that such conduct is unwelcome, or sexual gestures, noises, remarks, jokes, questions, or comments by a student about another student's sexuality or sexual experience. Such conduct between peers must be sufficiently severe, persistent, or pervasive that it creates an educational environment that is hostile or abusive. A single incident involving severe misconduct may rise to the level of Sexual Harassment.

### **B. HOSTILE ENVIRONMENT HARASSMENT**

Harassment based on sex, pregnancy, gender identity, gender expression, or sexual orientation that is sufficiently serious (i.e., severe, pervasive, or persistent) and objectively offensive so as to deny or limit a person's ability to participate in or benefit from the college's programs, services, opportunities, or activities.

A Hostile Environment can be created by anyone involved in a college program or activity (e.g., administrators, faculty members, students, and campus visitors or contractors). Mere offensiveness is not enough to create a Hostile Environment. Although repeated incidents increase the likelihood that harassment has created a Hostile Environment, a serious incident, such as a sexual assault, even if isolated, can be sufficient.

In determining whether harassment has created a Hostile Environment, consideration will be made not only as to whether the conduct was unwelcome to the person who feels harassed, but also whether a reasonable person in a similar situation would have perceived the conduct as objectively offensive. Also, the following factors will be considered:

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- a. the degree to which the conduct affected one or more students' education;
- b. the nature, scope, frequency, duration, and location of incident or incidents;
- c. the identity, number, and relationships of persons involved;
- d. the nature of higher education.

### **C. SEXUAL ASSAULT**

An act involving forced or coerced sexual penetration or sexual contact.

### **D. INDUCING INCAPACITATION FOR SEXUAL PURPOSES**

Using drugs, alcohol, or other means with the intent to affect, or having an actual effect on, the ability of an individual to consent or refuse to consent to sexual contact.

### **E. SEXUAL EXPLOITATION**

Taking non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and such behavior does not otherwise constitute a form of Sexual Harassment under this Policy. Examples of behavior that could rise to the level of Sexual Exploitation include:

- a. Prostituting another person;
- b. Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
- c. Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
- d. Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- e. Engaging in non-consensual voyeurism;
- f. Knowingly transmitting an STI (sexually transmitted infection), such as HIV, to another without disclosing one's STI status;
- g. Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals;
- h. Possessing, distributing, viewing or forcing others to view obscenity.

### **F. DATING VIOLENCE**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors:

- A. the length of the relationship;



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- B. the type of relationship;
- C. the frequency of interaction between the persons involved in the relationship.

### **G. STALKING**

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

### **H. CONSENTING TO SEXUAL ACTIVITY**

Consent is clear, knowing, and voluntary; it is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in sexual activity.

Consent to one form of sexual activity cannot imply consent to other forms of sexual activity. Previous relationships or consent cannot imply consent in future sexual acts. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion.

Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When people make clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. In order to give effective consent, one must be age 18 or older.

If you have sexual activity with someone you know to be – or should know to be – mentally or physically incapacitated, you are in violation of this Policy. Incapacitation is a state where one cannot make a rational, reasonable decision because one lacks the ability to understand the who, what, where, why or how of that person's sexual interaction.

## **II. DEFINITIONS**

### **ALLEGED VICTIM**

The person who is the victim of any alleged Sexual Harassment or Discrimination in violation of this Policy.

### **COMPLAINANT**

A person who has experienced or witnessed, or otherwise knows of Sexual Harassment or Discrimination in violation of this Policy and files a Formal Complaint pursuant to this Policy.

### **RESPONDENT**

The person who is alleged to have engaged in Sexual Harassment or Discrimination prohibited under this Policy.

### **TITLE IX COORDINATOR**

The Vice President of Student Affairs serves as each respective college's Title IX Coordinator. The Title IX Coordinator is the individual responsible for providing education and training about Discrimination and Sexual Harassment to the college community and for receiving and investigating allegations

of Discrimination and Sexual Harassment in accordance with this Policy. The Title IX Coordinator is authorized to designate other appropriately trained individuals to investigate Discrimination and Sexual Harassment Complaints and reports as deemed appropriate. The contact information for the Title IX Coordinator at each college may be found at

<https://asa.maricopa.edu/departments/office-of-student-affairs/student-affairs-your-college>

### **III. REPORTING DISCRIMINATION**

#### **A. BYSTANDER**

No student or employee should assume that an official of the college knows about a particular situation. The college encourages any student who feels he or she has been discriminated against or harassed in violation of this Policy to promptly report the incident to the Title IX Coordinator. Any student who knows of Discrimination or Sexual Harassment prohibited under this Policy that is experienced by another student should report that information to the Title IX Coordinator. Before a student reveals information, college employees will try to ensure that the student understands the employee's obligations and, if the student wishes to maintain confidentiality, direct the student to confidential resources. A student may choose to make a full report or request confidentiality as he or she determines.

All members of the college community are expected to adhere to this Policy, to cooperate with the procedures for responding to complaints of Discrimination and Harassment, and to report conduct or behavior they believe to be in violation of this Policy to the Title IX Coordinator. A duty to report conduct or behavior that violates this Policy is imposed on all administrators, supervisors, faculty members, and persons in positions of authority. Such employees perform their duty to report by reporting the conduct or behavior to the Title IX Coordinator.

#### **B. COLLEGE COMPLAINTS AND REPORTING**

Any person who has experienced, witnessed, or otherwise knows of Sexual Harassment or Discrimination prohibited under this Policy is to report such conduct to the college's Title IX Coordinator. The Title IX Coordinator is trained to help you find the resources you might need, to explain all reporting options, and to respond appropriately to conduct of concern. Such conduct is to be reported to the Title IX Coordinator as soon as possible after it occurs. The Title IX Coordinator tracks all reports of Sexual Harassment or Discrimination.

There are several avenues available for any person who experiences, witnesses, or otherwise knows of Sexual Harassment or Discrimination to report such conduct:

- Leave a private voice message for the Title IX Coordinator;
- Send a private email to the Title IX Coordinator;
- Mail a letter to the Title IX Coordinator's office;
- Visit the Title IX Coordinator (although it is best to make an appointment first to ensure availability);

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- File a Formal Complaint pursuant to this Policy;
- Report to another trusted college official (e.g., faculty member, coach, advisor) who will provide information as required under the Policy to the Title IX Coordinator.

If there is an allegation of conduct in violation of this Policy about the Title IX Coordinator or any staff member who is part of the Vice President of Student Affairs' office, that allegation should be lodged with the President of the college. The President will appoint another trained individual to take the place of the Title IX Coordinator for purposes of the allegation.

### **C. RETALIATION PROHIBITED**

Retaliation occurs when adverse action is taken against a student or employee because he or she has engaged in protected activity such as filing a complaint of Discrimination or Harassment. Retaliation may be found even when the underlying charge does not constitute Discrimination or Harassment in violation of this Policy, and all persons who participate in a Discrimination or Harassment proceeding, not only the complaining party, are protected against retaliation. A retaliatory adverse action is an action taken to deter a reasonable person from opposing a discriminatory or harassing practice, or from participating in a Discrimination or Harassment proceeding, or more generally, from pursuing that person's rights.

### **D. CRIMINAL REPORTING**

Please remember that if someone is in immediate danger or needs immediate medical attention, the first place to report is 911. You may also report to College Safety or local law enforcement. Some forms of Discrimination and Harassment may also be crimes. For example, sexual assault, stalking and rape are crimes. Criminal reports should be made to law enforcement, even if it is uncertain whether the particular conduct is a crime. Calling local law enforcement can help you: obtain emergency and nonemergency medical care; get immediate law enforcement response for your protection; understand how to provide assistance in a situation that may escalate to more severe criminal behavior; arrange a meeting with victim advocate services; find counseling and support; initiate a criminal investigation; and answer questions about the criminal process.

### **E. CONFIDENTIALITY OF COMPLAINTS AND REPORTS**

Parties in these processes, including the Alleged Victim, Respondent, Complainant and witnesses, have privacy rights and reasonable expectations of confidentiality in the investigation of matters subject to this Policy. In addition, the integrity of the process depends on ensuring reasonable expectations of confidentiality. The Title IX Coordinator or investigator will keep confidential the Complaint, report, witness statements, and any other information provided by the Alleged Victim, Respondent, Complainant or witnesses, and will disclose this information only to the Alleged Victim, Complainant, Respondent, or witnesses as necessary to give fair notice of the allegations and to conduct the investigation; to law enforcement consistent with state and federal law; to other college officials as necessary for coordinating interim measures or for health, welfare, and safety reasons; and to government agencies who review the college's compliance with federal law. The written investigation report and any written decision will be disclosed only to the Alleged Victim, Complainant, Respondent, Title IX Coordinator, and discipline authority. In the case of employees, the discipline authority is the college administrator with the authority to impose sanctions in accordance with applicable employment policies. In the case of students, the discipline

authority is the Vice President for Student Affairs and college officials as necessary to prepare for subsequent proceedings (e.g., college President and MCCCD legal counsel).

### **F. ANONYMOUS REPORTING**

The Title IX Coordinator accepts anonymous reports of conduct alleged to violate this Policy and will follow up on such reports. The individual making the report is encouraged to provide as much detailed information as possible to allow the Title IX Coordinator or investigator to inquire into or investigate the report, and respond as appropriate. The Title IX Coordinator or investigator may be limited in the ability to follow up on an anonymous report unless sufficient information is furnished to enable the Title IX Coordinator or investigator to conduct a meaningful and fair inquiry or investigation.

### **IV. RIGHTS OF PARTIES**

#### **A. ALLEGED VICTIM: *The Alleged Victim has the right to:***

1. An inquiry and appropriate resolution of all credible allegations of Sexual Harassment, Discrimination, and sexual violence made in good faith to the Title IX Coordinator.
2. Be treated with respect by college officials.
3. Have the same opportunity as the Respondent to have others present (in support or advisory roles) during an investigation.
4. Report Sexual Harassment, Discrimination, and violence to both on-campus and off-campus authorities.
5. Be informed of the investigation findings and imposed sanctions at the same time as the Respondent.
6. Be informed of and afforded access to available counseling, mental health, physical health or student services for victims of Sexual Harassment, Discrimination, and violence.
7. Have notification of and options for, and available assistance in, changing academic and living situations after an alleged act of Sexual Harassment or Discrimination prohibited under this Policy, if so requested by the Alleged Victim and if such changes are reasonably available. No Formal Complaint, or investigation--campus or criminal--need occur before this option is available. Accommodations may include:
  - Change of on-campus student's housing to a different on-campus location;
  - Assistance from college support staff in completing relocation;
  - Arranging to dissolve a housing contract and pro-rating a refund;
  - Exam, paper, or assignment rescheduling;
  - Taking an incomplete in a class;
  - Transferring class sections;
  - Temporary withdraw from institution;
  - Alternative course completion options.
8. Not have irrelevant prior sexual history admitted as evidence in an investigation.



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9. Make a victim-impact statement available to the investigator and decision-maker.
10. Access to available protection against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others.
11. Have allegations of sexual misconduct that might be criminal in nature responded to quickly and with sensitivity by campus law enforcement.
12. Seek Reconsideration of the finding of the investigation and any sanction imposed.
13. Review all documentary evidence collected, used, and disseminated during the investigation and sanctioning process.
14. Petition that any member of the investigative process be removed on the basis of demonstrated bias.
15. Have an advocate or advisor present at all phases of the investigation.
16. Present relevant witnesses to the investigator and decision-maker, including expert witnesses.
17. Be fully informed of campus conduct rules and procedures as well as the nature and extent of all alleged violations.
18. Have MCCCD compel the presence of student, faculty, and staff witnesses.
19. Written notice of the investigation, findings and sanctions.
20. Challenge documentary evidence obtained during the investigation.
21. Be informed in advance of any public release of information regarding the investigation.
22. Give consent for the release of any personally identifiable information contained in the investigation.

### ***B. IMMEDIATE ACTION AND INTERIM MEASURES***

The college may take interim measures to assist or protect the parties during the inquiry or investigation process, as necessary and with the Alleged Victim's consent. Such measures for an Alleged Victim may include arranging for changes in class schedules or living arrangements, issuing a no-contact order, obtaining counseling, and modifying test schedules or other class requirements temporarily.

### ***C. RESPONDENT: The Respondent has the right to:***

1. An inquiry and appropriate resolution of all credible allegations of Sexual Harassment, Discrimination, and sexual violence made in good faith to the Title IX Coordinator.
2. Be treated with respect by college officials.
3. Have the same opportunity as the Alleged Victim to have others present (in support or advisory roles) during an investigation.

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4. Be informed of and have access to campus resources for medical, counseling, and advisory services.
5. Be fully informed of the nature, rules, and procedures of the investigation process, and to thorough and timely written notice of all alleged violations, including the full nature of the violation and possible sanctions.
6. Protections of due process required by local, state, or federal law.
7. Not have irrelevant prior sexual history admitted as evidence in an investigation.
8. Make an impact statement available to the investigator and decision-maker.
9. Seek Reconsideration of the finding of the investigation and any sanction imposed.
10. Review all documentary evidence collected, used, and disseminated during the investigation and sanctioning process.
11. Present relevant witnesses to the investigator and decision-maker, including expert witnesses.
12. Petition that any member of the investigative process be removed on the basis of demonstrated bias.
13. Have MCCCD compel the presence of student, faculty, and staff witnesses.
14. Challenge documentary evidence obtained during the investigation.
15. Have an advocate or advisor present at all phases of the investigation.
16. An outcome based solely on evidence presented during the investigation. Such evidence should be credible, relevant, based in fact, and without prejudice.
17. Written notice of the investigation, findings, and sanctions.
18. Be informed in advance of any public release of information regarding the investigation.
19. Give consent for the release of any personally identifiable information contained in the investigation.

### **V. DUE PROCESS**

Due process is afforded any employee, student, or visitor accused of Sexual Harassment or Discrimination prohibited under this Policy. On receipt of a Formal Complaint, or upon receipt of credible evidence that Sexual Harassment or Discrimination prohibited under this Policy has occurred, an immediate preliminary inquiry will be conducted to determine if there is reasonable cause to believe this Policy has been violated. A preliminary inquiry shall be concluded within ten working days following the determination that such reasonable cause exists; however, it may be re-opened in the event additional evidence of a violation of this Policy is later discovered. If, following a preliminary inquiry, such reasonable cause is found, a prompt, thorough, impartial investigation will be conducted by a qualified, authorized investigator. An investigation will be conducted using a preponderance of evidence standard. A preponderance of evidence standard means that an investigator will conclude that Sexual Harassment or Discrimination occurred only if the results of the investigation demonstrate it is more likely than not that such conduct took place. If the investigator's final decision is that Sexual Harassment or Discrimination prohibited under this Policy occurred, the college will take immediate action to eliminate the Harassment or Discrimination, prevent its recurrence, and address its effects. Remedies for the victim of Sexual Harassment or Discrimination 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 impacts the educational environment, whether it occurs on or off campus, and covers students, employees, and visitors.

## **MCCCD POLICIES AND PROCEDURES**

### **A. SEX DISCRIMINATION GRIEVANCE PROCEDURES FOR STUDENTS**

The purpose of these procedures is to provide a prompt and equitable resolution for allegations of Discrimination as prohibited under this Policy. Persons believing that they have been subjected to or witnessed, or otherwise know of Discrimination or Harassment on any of these bases may file a Complaint with the college. These procedures address allegations of Discrimination or Sexual Harassment as prohibited under this Policy. The procedures also address allegations of retaliation against those who have opposed practices forbidden under the Policy, those who have made allegations of Discrimination or Harassment under the Policy, and those who have testified or otherwise participated in enforcement of the Policy.

### **B. MEDIATION**

Alleged victims who believe they have been discriminated against or harassed may choose in certain circumstances to resolve their allegations through mediation. Mediation is an informal and confidential process where parties can participate in a search for fair and workable solutions. An Alleged Victim may choose to ask the Title IX Coordinator to assist in the mediation process. Allegations that are addressed through mediation are not required to be made in writing. The parties may agree upon a variety of resolutions such as modification of work assignment, training for a department, or an apology. Parties may agree to a resolution that is oral or embodied in a written agreement. With a written agreement, the parties may elect to file it with the Title IX Coordinator in the event enforcement becomes necessary. Once both parties reach a mediated agreement, it is final and cannot be the basis of a Request for Reconsideration. The Title IX Coordinator or either party may at any time, prior to a final agreement, decide that attempts at mediation have failed. Upon such notice, the Title IX Coordinator may conduct a preliminary inquiry to determine whether this Policy has been violated. The mediation process may not be used if the alleged conduct constitutes criminal conduct.

### **C. FORMAL COMPLAINT PROCESS**

A person who has experienced, witnessed, or otherwise knows of Sexual Harassment or Discrimination in violation of this Policy may file a Formal Complaint by contacting the Title IX Coordinator at each respective college or center. A Complainant may file a Formal Complaint either orally or in writing. The Title IX Coordinator will accept Formal Complaint filings within 300 calendar days of the most recent occurrence of the alleged discriminatory act.

The Complainant's documentation in support of a Formal Complaint should clearly and concisely identify the action, decision, conduct, or other basis that constituted an alleged act or practice of Discrimination prohibited under this Policy. Upon receipt of a Formal Complaint, the Title IX Coordinator will notify the college President and the Office of General Counsel. The Office of General Counsel will assign a case number to the Formal Complaint.

A copy of the Formal Complaint will be shared with the Respondent within five (5) working days of receipt by the Title IX Coordinator. The Respondent will be put on notice that retaliation against the Complainant, Alleged Victim, or potential witnesses will not be tolerated and that an investigation will be conducted.

The Respondent must provide a written response to the Formal Complaint within fifteen (15) calendar days

## MCCCD POLICIES AND PROCEDURES

of his or her receipt of the Formal Complaint.

After either accepting a Formal Complaint or receiving credible evidence that Discrimination has occurred, and determining after a preliminary inquiry that there is reasonable cause to believe this Policy has been violated, the Title IX Coordinator will:

- Designate an 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 Title IX Coordinator may serve as investigator;
- Determine the identity and contact information of the Complainant;
- Identify the correct policies allegedly violated;
- Conduct a thorough, reliable, and impartial investigation;
- Complete the investigation promptly (within 60 calendar days, unless—owing to the complexity of the investigation or the severity and extent of the alleged conduct—more time is necessary to complete the investigation);
- Make findings based on the preponderance of evidence; and
- Present the findings to the Title IX Coordinator, who will deliver the findings, in writing, within ten (10) working days, to the President, with a recommendation as to the disposition of the matter.

The President shall accept, reject, or modify the recommendation, and provide a written notification of his or her action, along with the findings presented by the Title IX Coordinator, to the Complainant, Alleged Victim, and Respondent within fifteen (15) calendar days of receiving the findings and recommendation from the Title IX Coordinator.

Evidence which is collateral to the allegations of Discrimination or Sexual Harassment and which was obtained during an investigation may be used in subsequent grievance or disciplinary procedures.

### **D. MAINTENANCE OF DOCUMENTATION**

Documentation resulting from each level in the Formal Complaint 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.

### **E. RIGHT TO ASSISTANCE**

A Complainant, Alleged Victim or Respondent may receive the assistance of an attorney or other person at any stage of a Complaint filed under the Formal Complaint Process. Such person may attend any investigative interview and advise the Complainant, Alleged Victim or Respondent but shall not otherwise participate in the interview. The investigator shall direct communications directly to the Complainant, Alleged Victim and Respondent, and not through such individual's attorney or other person providing assistance.

### **F. TIME FRAME AND GROUNDS FOR FILING A REQUEST FOR RECONSIDERATION**

A Complainant, Alleged Victim or Respondent who is not satisfied with the decision of the President has ten (10) working days to request, in writing, reconsideration of the decision by the Maricopa Community College District's Executive Vice Chancellor and Provost. There are four grounds upon which a Request



for Reconsideration may be made: (1) the party has new information, unavailable at the time of the investigation; (2) the party has procedural concerns that may change or affect the outcome of the determination; (3) the party perceives that there was insufficient evidence to support the investigators findings; or (4) the party perceives any action taken by the President to be too severe. The Executive Vice Chancellor and Provost will review the findings of the investigation and recommendation of the Title IX Coordinator, and respond to the Request for Reconsideration within ten (10) working days from its receipt. The Title IX coordinator shall ensure that, prior to acting on any Request for Reconsideration, the Executive Vice Chancellor and Provost has been fully briefed regarding every component of this Policy. If the Executive Vice Chancellor and Provost determines that the investigation was not conducted in a fair manner, or that the determination is not consistent with the evidence, or that any disciplinary action is not commensurate with the allegations, the case file will be reopened and assigned for further investigation. If the Executive Vice Chancellor and Provost concludes that the investigation was conducted in a proper manner, that the determination is consistent with the evidence, and that any disciplinary action is commensurate with the allegations, he or she will—in writing-- certify that the Executive Vice Chancellor and Provost has read and thoroughly considered all of the information collected in the investigation, certify that the investigation was conducted in a proper manner and the decision is consistent with the evidence, and deny the Request for Reconsideration. The written certifications and decision by the Executive Vice Chancellor and Provost shall be delivered to the Complainant, Alleged Victim, and Respondent promptly after they are issued. At this point, or if no Request for Reconsideration is made, the investigation into alleged Discrimination under this Policy is concluded.

### **G. EXTERNAL FILING OF DISCRIMINATION COMPLAINT**

MCCCD encourages students to use the due process under this Policy 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  
U.S. Department of Education  
Denver Office  
Cesar E. Chavez Memorial 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](mailto:OCR.Denver@ed.gov)

**ADOPTED by Direct Chancellor Approval: May 20, 2015**

### **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

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- regard to the employment or academic relationship;
3. Engage in verbal or physical conduct of a sexual nature with another employee, student or campus visitor, that may threaten or insinuate, either explicitly or implicitly, that the individual's submission to, or rejection of, the sexual advances will in any way:
    - A. Influence any personnel decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development; or
    - B. Influence his or her grades, participation in or access to academic programs, class standing or other educational opportunities;
  4. Engage in verbal or physical conduct of a sexual nature that:
    - A. Has the purpose or effect of substantially interfering with an employee's ability to do his or her job; or with a student's ability to learn or participate in a class; or
    - B. 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 MCCCD property or in connection with any MCCCD-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

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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 MCCCD 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 MCCCD 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 MCCCD EEO/AA Office.
- B. The college/center/MCCCD 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/MCCCD.

#### 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 MCCCD'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 MCCCD policy. Disciplinary action by MCCCD 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

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

\*\*\*\*\*NEW SECTION TO INCLUDE IN HANDBOOK\*\*\*\*\*

AMENDED by Direct Chancellor Approval, April 1, 2015

### 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 (MCCCD), a member college or center, or their students or employees.

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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 submit a complaint under the Sexual Harassment Policy for Students 2.4.4. 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 MCCCD'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 supervisor or department head will notify the Vice President of Student Affairs may designate an employee to provide such assistance. If a student alleges discrimination based upon physical or mental disability the Vice President of Student Affairs, who is designated at each college as the ADA/504 Coordinator or the Associate Vice Chancellor of Student Affairs who is designated as the District ADA/504 Coordinator, will assist directly in the informal resolution process. Each Vice President and the Associate Vice Chancellor has knowledge of the ADA/504 regulations applicable to students with disabilities. 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 complaint under the formal resolution procedure of this policy.

If the complaint cannot be informally resolved to the satisfaction of the student, the student has the right to file a complaint and to proceed under formal resolution procedures.



### **Formal Resolution of Discrimination Complaints**

A student who contends that unlawful or MCCCCD-prohibited discrimination has occurred may file a formal complaint by contacting the Vice President of Student Affairs at each respective college or center. If a student alleges discrimination based upon physical or mental disability he or she may submit a formal complaint with the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs or designee. The Vice President of Student Affairs or District Associate Vice Chancellor of Student Affairs or designee will accept.

A complaint may be submitted by the student verbally or in writing. 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 the student believes is unlawful or MCCCCD prohibited discrimination.

Upon receipt of a complaint, the Vice President of Student Affairs or the Associate Vice Chancellor will notify the college president or provost and the Office of General Counsel.

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. If the student submits a written complaint, the Vice President or the District Associate Vice Chancellor need not share with the respondent the actual form submitted by the student, but may paraphrase the allegations sufficiently to allow the respondent to draft a response.

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

After accepting a complaint, the Vice President of Student Affairs or the District Associate Vice Chancellor 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 interviews will include all witnesses identified by all parties. If the complaint alleges discrimination based upon mental or physical disability the investigator designated by the Vice President of Student Affairs or the District Associate Vice Chancellor of Student Affairs must have knowledge of ADA/504 regulations applicable to students with disabilities. 34 C.F.R. §104.4 et.seq.; 28 C.F.R. §35.130 et. seq. The Vice President of Student Affairs or the District Associate Vice Chancellor 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 or the District Associate Vice Chancellor 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 or the

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District Vice Chancellor 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 student and respondent along with a copy of the investigator's written findings and the vice president's or District Associate Vice Chancellor's recommendations within fifteen (15) calendar days of receiving the written findings and recommendations from the Vice President of Student Affairs or the District Associate Vice Chancellor 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.

### **Interim Measures**

If a student alleges discrimination based upon physical or mental disability, the District may take interim measures to assist or protect the student during an investigation. Such measures may include academic adjustments, arranging for changes in class schedules, or other appropriate temporary measures.

### **MCCCD Administrative Review Process**

#### **Request for Reconsideration**

A student or respondent who is not satisfied with the decision of the president or provost has ten (10) working days to request, verbally or in writing, administrative review of the decision by his or her college president or provost. The request for administrative review must state 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 student 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 or the District Associate Vice Chancellor of Student Affairs. Every student complaint of discrimination shall be investigated under the authority of the Vice President of Student Affairs or the District Associate Vice Chancellor 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

## **MCCCD POLICIES AND PROCEDURES**

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.

### **Right to Assistance**

A student 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 MCCCDC 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 MCCCDC'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.

### **External Filing of Discrimination Complaint**

MCCCDC encourages students to use the MCCCDC 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)

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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](mailto:OCR_Denver@ed.gov)

AMENDED by Direct Chancellor Approval, April 1, 2015

\*\*\*\*\*END SECTION\*\*\*\*\*

### 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 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



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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

## MCCCD POLICIES AND PROCEDURES

machinery, temporary structures, tables, chairs, displays or electronic equipment, including 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:

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### 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

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. MCCCD is committed to working with its employees to maintain an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

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### 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 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.



## MCCCD POLICIES AND PROCEDURES

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.

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.

Arizona constitutional and statutory mandates require that MCCCD resources, including technology, be used only for the public's business, and not for private purposes. Those mandates apply to all MCCCD 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 MCCCD 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 MCCCD's own standards, such as the directive that all persons within the MCCCD community be treated in a manner that is humane, fair and dignified.

This administrative regulations established standards for the use of MCCCD 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, MCCCD-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 MCCCD are available to MCCCD Governing Board members, employees, students and, in a limited number of cases, MCCCD 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 MCCCD 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 MCCCD employees are responsible for annually acknowledging receipt of the Blue Book, which contains this regulation. So all users of MCCCD technology resources are presumed to have read and understood the

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Standards. While the Standards govern use of technology resources MCCCDC-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-MCCCD Technology**

Under Arizona's public records law, MCCCDC 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 MCCCDC 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-MCCCDC technology resources for communication of any type of MCCCDC business is heavily discouraged because those records are less capable of being managed according to MCCCDC's process for ensuring retention, retrieval and disclosure set forth in Administrative Regulation 4.15 "Retrieval, Disclosure and Retention of Records."

Additionally, an MCCCDC employee who receives a communication allegedly from another MCCCDC employee using a non-MCCCDC 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 MCCCDC's technology resources, including websites created by MCCCDC employees and students, is limited to educational, research, service, operational and management purposes of the MCCCDC and its member institutions. Likewise, data, voice, images and links to external sites posted on or transmitted via MCCCDC's technology resources are limited to the same purposes.

Frequently, access to MCCCDC's technology resources can be obtained only through use of a password known exclusively to the MCCCDC employees, Governing Board members or students. It is those users' responsibility to keep a password confidential. While MCCCDC 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 MCCCDC 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 MCCCDC employees are authorized to access information on an MCCCDC technology device.

It is not Maricopa's practice to monitor the content of electronic mail transmissions, files, images, links or other data stored on or transmitted through Maricopa's technology resources. The maintenance, operation and security of Maricopa's technology resources, however, require that network administrators and other authorized personnel have access to those resources and, on occasion, review the content of data and

communications stored on or transmitted through those resources. 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 MCCCD technology resources including through use of personal e-mail systems is permitted, except as described in item 16 under "Prohibited Conduct." MCCCD employees are responsible for exercising good judgment about personal use in accordance with this regulation, Colleges' consistent local guidelines and MCCCD ethical standards. Personal use refers to activities which only affect the individual and that are not related to an employee's outside business. MCCCD employees are required to conduct themselves in a manner which will not raise concern that they are or might be engaged in acts in violations of the public trust. Refer to the Guidelines for Incidental Computer Usage for the Maricopa Community Colleges ([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 MCCCD's technology resources

1. Posting to the network, downloading or transporting any material that would constitute a violation of MCCCD 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-MCCCD 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 MCCCD's Governing Board, including, but not limited to, MCCCD'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 MCCCD 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.



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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 MCCCD'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 MCCCD'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 MCCCD, and approved by the Vice Chancellor of Information Technology Services, even when the e-mail account copies all outgoing and incoming messages to the MCCCD 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 MCCCD grievance, investigation or review, or other lawful request for the record.
20. Deleting or altering a technology record on an MCCCD device in anticipation or after receipt of a public records request, subpoena or a complaint filed as part of an MCCCD 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 College electronic mail account systems. Requests will be evaluated based upon the following considerations:

1. The system must be compatible and interoperable with the MCCCD 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 MCCCD'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 MCCCD web site must display, or link to, the following disclaimer in a conspicuous manner:

*All information published online by MCCCD is subject to change without notice. MCCCD 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. MCCCD 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 MCCCDD 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, MCCCDD may unilaterally delete any violative content and terminate the user's access to MCCCDD'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 MCCCDD's grievance procedures or resolution of controversy.

### **2.6 Hazing Prevention Regulation**

The Maricopa County Community College District (MCCCDD) 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 MCCCDD 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 MCCCDD is prohibited.
2. "Hazing" is defined as any intentional, knowing or reckless act committed by a student or other person in any MCCCDD 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 MCCCDD; and
  - B. The act contributes to a substantial risk of potential physical injury, mental harm or personal

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- 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.
  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.

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Any MCCC faculty or staff member who knowingly permitted, authorized or condoned the alleged hazing activity is subject to disciplinary action in accordance with college and MCCC 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 MCCC 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 MCCC.
  - 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 MCCC hazing prevention regulation:

"Organization" is defined as an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with MCCC, whose membership consists primarily of students enrolled at MCCC 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 MCCCCD premises, while conducting MCCCCD business, or at any time which would interfere with the effective conduct of the employee's work for the MCCCCD; and use of illegal drugs.

### 3. MCCCCD Program Standards

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.

- A. 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.
- B. 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.
- C. 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

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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: <http://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 MCCCDC Risk Manager. For events that the Chancellor sponsors, he or she will complete the form, sign it and provide it to the MCCCDC 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. 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,

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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 <http://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 MCCCCD, except as provided in this paragraph. Alcoholic beverages purchased for use in cooking in District culinary courses must be stored in such a way that it is inaccessible to anyone except the Director or designee of the culinary program. For wine and beer to be used for receptions at the district's culinary institutes, as authorized by this administrative regulation, the following storage requirements apply:
- i. Wine and beer to be served may only be brought to MCCCCD property no sooner than four hours prior to the event, and remain there no longer than four hours after the event; and
  - ii. Once the wine and beer arrives on MCCCCD property, the Director the culinary program shall assign an MCCCCD employee to ensure that it is not stolen or that it is not opened until ready to be served.
- I. **Compliance with law.** In compliance with applicable law, any persons planning an event under this administrative regulation are required to familiarize themselves with the pertinent laws and other requirements established by the state of Arizona for the service of alcoholic beverages, particularly those in Arizona Revised Statutes Title 4 (Alcoholic Beverages) Chapters 1 (General Provisions), 2 (Regulations and Prohibitions) and 3 (Civil Liability of Licensees and Other Persons) as well as Arizona Administrative Code Title 19, Articles 1 (State Liquor Board) and 3 (Unlicensed Premises Definitions and Licensing Time-Frames).
- J. **Residential Housing.** Lawful occupants of residential housing under the jurisdiction of the Governing 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 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 Students with Disabilities**

### **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 MCCCD 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.



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### 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)).

### 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 MCCCD 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. MCCCD 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
- ♦ 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 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
  - 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



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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.
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 any conduct associated with the classroom, laboratory, or clinical learning process that is inconsistent with the published course competencies/objectives and/or academic standards for the course, program, department, or institution. Examples of academic misconduct include, but are not limited to: (a) cheating and plagiarism (including any assistance or collusion in such activities, or requests or offers to do so); (b) excessive absences; (c) use of abusive or profane language; and (d) disruptive behavior.
- B. Cheating is any form of dishonesty in an academic exercise. It includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, examinations, or any other form of assessment whether or not the items are graded; (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; (c) the acquisition, without permission, of tests or other academic material belonging to or administered by the college or a member of the college faculty or staff; and (d) fabrication of data, facts, or information.
- C. Plagiarism is a form of cheating in which a student falsely represents another person's work as his or her own – it includes, but is not limited to: (a) the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; (b) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; and (c) information gathered from the internet and not properly identified.

#### 2. Academic Consequences

Any student found by a faculty member to have committed academic misconduct may be subject to the following academic consequences, based on the faculty member's judgment of the student's academic performance

Warning - A notice in writing to the student that the student has violated the academic standards as defined in 1.A.

Grade Adjustment - Lowering of a grade on a test, assignment, or course.

Discretionary assignments - Additional academic assignments determined by the faculty member.

Course Failure - Failure of a student from a course where academic misconduct occurs.

### 3. Disciplinary Sanctions

If the misconduct is sufficiently serious to warrant course failure, and if either (a) the failure results in a student being removed from an instructional program or (b) the student refuses to accept responsibility for the misconduct and its academic consequences, the faculty member will, in addition to awarding the course grade, consult the department chair and the vice president of academic affairs as to whether institutional sanctions set forth below should be sought under AR 2.5. Regardless whether the student has accepted responsibility for academic consequences, in all cases of academic misconduct the faculty member may make recommendations for sanctions and may file a written complaint of misconduct. The vice president of academic affairs will serve as the student conduct administrator in all academic misconduct cases, and will follow the procedure established in AR 2.5.2 to evaluate whether disciplinary sanctions are warranted. College probation, suspension, or expulsion will be imposed only by the vice president of academic affairs or designee, and only after the student has received the procedural rights provided in AR 2.5.2.

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.

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.)

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.)

### 4. Appeal of Sanctions for Academic Misconduct

Students can appeal academic consequences by following the instructional grievance procedure (AR 2.3.5; [Appendix S-6](#)). Students may appeal disciplinary sanctions as provided in AR 2.5.2. If the student appeals through both processes, the instructional grievance process will be suspended until a final decision is reached in the student discipline procedure. In all cases in which financial aid has been adversely affected by academic consequences or disciplinary sanctions that are the subject of ongoing hearing or appeal proceedings, the student may appeal the financial aid determination on the grounds that a final decision has not been made. In such an event, a final decision on financial aid will not be made until after the final decision on consequences and/or sanctions.

Amended through direct approval from the Chancellor and Executive Vice Chancellor & Provost on August 7, 2013

## 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
- 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:

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1. "Accused student" means any student accused of violating this Student Conduct Code.
2. "Appellate boards" means any person or persons authorized by the college president to consider an appeal from a Student Conduct Board's determination that a student has violated this Student Conduct Code or from the sanctions imposed by the Student Conduct Administrator. The college president may act as the appellate board.
3. "College" means a Maricopa Community College or center.
4. "College premises" means all land, buildings, facilities and other property in the possession of or owned, used or controlled by the college or District.
5. "College official" means any person employed by the college or District, performing assigned administrative or professional responsibilities pursuant to this Student Conduct Code. The college president shall designate the college or center official to be responsible for the administration of the Student Conduct Code.
6. "Complainant" means any person who submits a charge alleging that a student violated this Student Conduct Code. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Student Conduct Code as are provided to the complainant, even if another member of the college community submitted the charge itself.
7. "Day" means calendar day at a time when college is in session, and shall exclude weekends and holidays.
8. "Disruptive behavior" means conduct that materially and substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting.
9. "District" means the Maricopa County Community College District.
10. "Faculty member" means any person hired by the college or District to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of faculty.
11. "May" is used in the permissive sense.
12. "Member of the college community" means any person who is a student, faculty member, college official or any other person employed by the college or center. A person's status in a particular situation shall be determined by the college president.
13. "Organization" means any number of persons who have complied with the formal requirements for college recognition.
14. "Policy" is defined as the written regulations of the college and/or District as found in, but not limited to, this Student Conduct Code and Governing Board policy.
15. "Shall" is used in the imperative sense.
16. "Student" means any person taking courses at the college whether full-time or part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the college are considered "students".
17. "Student Conduct Administrator" means a college official authorized on a case by case basis by the college official responsible for administration of the Student Conduct Code to impose sanctions upon students found to have violated this Student Conduct Code. A Student Conduct Administrator may serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of a Student Conduct Board. The college official responsible for administration of the Student Conduct Code may authorize the same Student Conduct Administrator to impose sanctions in all cases.
18. "Student Conduct Board" means any person or persons authorized by the college president to determine whether a student has violated this Student Conduct Code and to recommend sanctions that may be



imposed when a violation has been committed.

19. "Threatening behavior" means any written or oral statement, communication, conduct or gesture directed toward any member of the college community, which causes a reasonable apprehension of physical harm to self, others or property. It does not matter whether the person communicating the threat has the ability to carry it out, or whether the threat is made on a present, conditional or future basis.

### **Article II: Judicial Authority**

1. The college official responsible for administration of the Student Conduct Code shall determine the composition of Student Conduct Board and determine which Student Conduct Administrator, Student Conduct Board, and appellate board shall be authorized to hear each case.
2. The college official responsible for administration of the Student Conduct Code shall develop procedures for the administration of the judicial program and rules for the conduct of hearings that are consistent with provisions of this Student Conduct Code.
3. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.

### **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.

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- B. Obstruction of teaching, research, administration, disciplinary proceedings or other college activities, including its public service functions on campus, in clinical settings or other authorized non-college activities, when the conduct occurs on college premises a faculty member may remove a student from a class meeting for disciplinary reasons. If a faculty member removes a student for more than one class period, the faculty member shall notify the college official responsible for administration of the Student Conduct Code in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached, the student may be removed permanently pursuant to appropriate due process procedures.
- C. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, conduct which threatens or endangers the health or safety of any person, and/or disruptive behavior as defined in Article II.2. above.
- D. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.
- E. Failure to comply with direction of college officials or law enforcement officers in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- F. Unauthorized possession, duplication or use of keys to any college premises, or unauthorized entry to or use of college premises.
- G. Violation of any college or District policy, rule or regulation published in hard copy such as a college catalog, handbook, etc. or available electronically on the college's or District's website.
- H. Violation of federal, state or local law.
- I. Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law.
- J. Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.
- K. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises, or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others, or property damage.
- L. Participation in a demonstration, riot or activity that disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any college building or area.
- M. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions.
- N. Conduct that is disorderly, lewd or indecent; breach of the peace; or aiding, abetting or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices or to make an audio or video record of any person while on college or District premises without his/her prior knowledge, or without his/her effective consent or when such a recording is likely to cause injury or distress. This includes, but is not limited to, secretly taking pictures of another person in a gym, locker room, or restroom.
- O. Attempted or actual theft or other abuse of technology facilities or resources, including but not limited to:
  - i. Unauthorized entry into a file, to use, read or change the contents or for any other purpose
  - ii. Unauthorized transfer of a file
  - iii. Unauthorized use of another individual's identification and/or password

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- 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 MCCCD college. Title IX protects 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 MCCCD 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.



### 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**

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:

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- 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:

Individuals requesting admission or enrollment at any of the Maricopa Community Colleges are asked to provide certain contact information that is collected and used for the purpose of responding to the request. The information collected may include your name, address, telephone number or email address. Maricopa county community colleges and/or its agents, including attorneys and/or collection agencies, may use this information to contact you through various means, including phone calls, text messages, e-mail and postal mail. Communication may include, but is not limited to, information regarding account balances, programs and services that we offer.

#### **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 MCCCD 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 instructors, administrators, supervisors, governing board members, academic or support staff, law enforcement and health staff, within the MCCCD whom 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))
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 MCCCD 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](http://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.

[Appendix S-17: FERPA Appeal Process](#)

## FERPA APPEAL PROCESS

## MCCCD POLICIES AND PROCEDURES

In instances where the college decides not to amend an education record as requested by the student, the college will notify the student of the decision and advise him/her of the right to an appeal hearing according to the following process:

- The student must have first presented the issue in writing to the college's Admissions/Enrollment Office or designee identifying the records that he/she wishes to have amended and provided any supporting documentation. Note: With the exception of clerical errors, requests that are expressly related to grade disputes are not subject to this process and must be vetted through the Instructional Grievance Process.
- If the request to change the record was deemed unsubstantiated by the college designee and the institution was able to demonstrate that the record was accurate, the student will be informed of the right to a formal appeal hearing.
- Students must request a formal hearing within 10 business days from the date they are informed of the right to an appeal hearing.
- The request for a formal hearing must be in writing and delivered to the [Dean of Admissions/ Enrollment Services, Vice President of Student Affairs] or designee.
- The college official who receives the formal hearing request will either review the case personally or designate a hearing committee if the issue involves a matter not clearly established by current policy or administrative regulation.
- A written decision will be delivered to all parties summarizing the evidence and stating the reason(s) for the decision. If the decision is in favor of the student, the education record will be amended. If the decision is for the record to remain the same, the student may place a statement commenting on or disagreeing with the decision in the education record.

### 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.

## MCCCD POLICIES AND PROCEDURES

- ii. A workload of twenty (20) hours per week should be established as the maximum number of hours a student employee may work on campus. All student employees shall be enrolled in a minimum of three (3) semester credit hours. Any combination of day and evening hours would meet this requirement. Any student employee having special reasons to work over 20 hours per week or having dropped below three (3) credit hours should request his/her immediate supervisor to obtain approval from the College president or his/her designee.
- iii. During the summer sessions, students may be eligible for employment if they were enrolled for a minimum of three (3) semester credit hours at the end of the spring semester, or if they have been accepted for admission for the fall semester. Exceptions to the three (3) semester credit hours may be made by the president or his/her designee. Summer shall be designated as the time from the official end of the spring semester to the beginning of classes for the fall semester.

### C. Student Employee Benefits

As student employees, there are no entitlements to employee benefits; i.e., vacation, retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.

### D. Student Employment Records

Student employee records will be maintained at the Financial Aid office, the office of the fiscal agent or the Career/Placement Office and will be reviewed periodically by the Vice President of Students Affairs.

### E. Student Compensation

The hourly rate of pay for student employees shall coincide with the policies of the District Salary Schedule.

### F. Employee Contracts and Forms (See [Appendix FM-3](#)) 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.

## MCCCD POLICIES AND PROCEDURES

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 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.

## MCCCD POLICIES AND PROCEDURES

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.



## MCCCD POLICIES AND PROCEDURES

D. Compensation may be received for both honorariums/scholarships and college employment in the same semester.

### **7. Amending Student Constitutions**

College student constitutions should be reviewed annually by student governance. The appropriate vice president or designee of each college shall be responsible for submitting any constitutional changes to the President of the college for transmittal to the Governing Board General Counsel.

### **8. Student Governance Advisors**

College organization advisors will be provided for in each student governance constitutions. Such advisors shall be full-time or part-time employees of the Maricopa Community Colleges.

Recommendations for appointment of an advisor may be submitted to the appropriate vice president or college president. Recommendations for dismissal of an advisor with just cause may be submitted to the appropriate vice president or college president.

### **9. Legal/Fiscal/Financial Matters**

Authority and responsibility beyond the scope specifically covered in student policies, or interpretation of such matters within laws, board policies, etc. shall rest with the offices of General Counsel and Chancellor, respectively.

### **10. Final Authority**

In the event of a complete breakdown of the governance body, the college president will serve as the final authority.

### **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 MCCCD 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 MCCCD non-discrimination policy is applicable to all other

aspects of these student clubs and organizations.

\*\*\*\*INSERT INTO PROGRAM SECTION OF THE CATALOG AS ALLIED HEALTH\*\*\*\*

### **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, <https://asa.maricopa.edu/departments/healthcare-education-at-the-maricopa-community/> 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.

### **MCCCD Required Background Checks**

Students enrolled in an MCCCD allied health or nursing program are required to complete and pass clinical learning experiences, working with children, elderly persons, and other vulnerable populations. MCCCD'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, MCCCD 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 Clearance Card from the Arizona Department of Public Safety. Precluding offenses for a Level I card can be found

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in Arizona Revised Statute § 41-1758.07 (<http://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*

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- 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 MCCCD uses for the “pass/fail” background check is subject to change at any time without notice.

MCCCD 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 MCCCD’s intent to apply the standards effective on September 1, 2011 to students accepted in a program before that date. However, note that MCCCD always reserves the right to change the requirements for these programs, even after a student is accepted. Students should be aware of this right.

### **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 MCCCD’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 MCCCD’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 MCCCD 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**

MCCCD has no obligation to make repeated attempts to place a student when the reason for MCCCD'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**

MCCCD 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.

\*\*\*\*\*END OF ALLIED HEALTH SECTION\*\*\*\*\*

## **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 (MCCCD). An employee includes an individual who is subject to an established employee



job group policy manual, whether regular, full-time board approved, at-will, part-time, and/or temporary. An employee also includes a contract worker (special services employment, request for personnel services) working or serving as an agent or designee on behalf of the MCCCD.

- iii. A student is considered to be any person currently enrolled in a credit or non-credit class at one of the colleges or centers within the Maricopa County Community College District.
  - iv. A vendor is someone who sells or can sell products or services to the Maricopa County Community College District.
  - v. A recent consensual relationship is considered to be one that has taken place within the past 24 months.
- B. Prohibited Conduct
- i. An employee shall not maintain, engage in or be involved in a consensual relationship with another employee who is subject to that individual's supervision or with a student that is currently enrolled in the individual's class, or a student whom the individual otherwise instructs, coaches, counsels or advises, or with a vendor if the employee manages that contract or otherwise exerts influence over the contract.
  - ii. The Governing Board recognizes that the personal life of its employees is not a concern of the institution, and therefore, this regulation does not seek to prohibit romantic relationships that exist between parties where the context of power-authority between employees or between employees and students is not present; and provided that the relationship does not affect the employee's effectiveness in fulfilling his or her professional obligation. For these instances, appropriate measures should still be taken in order to avoid conflicts of interest from occurring. For relationships that may exist prior to the time that either a student or employee is placed in a situation of instruction or supervision that is considered to be a conflict of interest, the employee(s) involved shall disclose and take immediate measures to avoid the conflict or appearance of conflict.

### 2. Procedures for Disclosure

Employees should first avoid allowing an inappropriate consensual, amorous or sexual relationship to develop with a supervisee or student.

- A. Where the employee is already in or has had a recent consensual relationship with a supervisee, the following procedures shall be followed:
- i. Immediate disclosure by the employee of the relationship to their supervisor and to the appropriate Vice President or Vice Chancellor in order to ensure that any conflicts of interest have been adequately addressed.
  - ii. The respective administrator responsible for the department or division shall place the subordinate under alternate supervision when a supervisor under his/her direction has or has had a recent consensual relationship with the employee.
  - iii. The supervisor shall recuse himself or herself from any discussions or involvement with decisions related to evaluations, promotion, hiring, determination of salary, or continuation of contract or employment.
  - iv. The respective Vice President or Vice 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.

## MCCCD POLICIES AND PROCEDURES

- 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 <https://administration.maricopa.edu/acknowledgement-and-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.

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### NEW LANGUAGE ADOPTED BY DIRECT CHANCELLOR APPROVAL

#### **2.8.3 Technology Accessibility**

The Maricopa Community College District is committed to ensuring equal access to information, programs, services and activities through its technologies, Web pages, and resources both in the academic and work environments. This regulation establishes that Electronic and Information Technology (EIT) that are used to conduct the business of the Maricopa Community Colleges shall adhere to established accessibility standards and guidelines.

**ADOPTED by Direct Chancellor Approval, April 1, 2015**





## Governing Board Members

Mr. Doyle W. Burke, Member  
Mr. Alfredo Guterrez, Member  
Ms. Johanna Haver, Secretary  
Mr. John Heep, Member  
Ms. Tracy Livingston, President  
Ms. Jean McGrath, Member  
Mr. Dana G. Saar, Member

## Residential Faculty and Administrators

- ACHS, Carol J. (1975) Dean of Instruction  
B.S., M.A., Central Michigan University
- ADAMS, Heidi-Christa (1992) Counseling  
Chairperson  
B.S., University of Wisconsin, Whitewater; M.S., University of Wisconsin, Milwaukee; Ed.D., Arizona State University; Graduate Study: University of Hawaii, Manoa; Northern Arizona University
- AHN, Emi Ochiai (2000) World Language  
B.A., Japan Women's University; M.A., Michigan State University
- AL-HASHIMI, Basil (2000) Social Science/Economics  
M.A., University of Wisconsin
- ALDRIDGE, Mary E. (2002) English  
B.A., B.A., M.A., University of New Orleans; Ph.D., University of Tulsa
- ALEWYN, Janell D. (2006) Library  
A.A., Long Beach City College; B.A., University of California, Riverside; M.L.S., University of Arizona
- ALLEN, Elizabeth (2014) Nursing  
M.S., Arizona State University
- ALSEN, Elizabeth A. (2006) Education  
B.A., University of California, Irvine; M.A., Northern Arizona University
- ALVRUS, Annalisa B. (2006) Cultural  
Chairperson Science/Anthropology  
B.A., University Tennessee, Knoxville; M.A., Ph.D., Arizona State University
- ANDELORA, Jeffrey (1996) English  
Chairperson  
B.A., M.Ed., Ph.D., Arizona State University
- ANDERSON, Keith D. (2005) English  
B.A., Government at Oberline College; M.F.A., University of Alabama; Ph.D., University of Arizona (MCCCD 2000)
- ANGUIANO, Christina R. (2011) Psychology  
B.S. Northern Arizona University M.A., Northern Arizona University
- APPEL, Karen L. (2005) Mathematics  
B.A., Arizona State University; M.A., Nova Southeastern University
- ARENSON, Barron R. (1970) Physical Science/Physics  
B.A., St. Olaf College, Minnesota; M.S., Rensselaer Polytechnic Institute Graduate Study: University of Oklahoma, Texas A&M University, Arizona State University
- ARREGUIN, Alejandro (2012) English  
M.A., Northern Arizona University
- ASHCRAFT, Matthew P. (2008) Dean of Institutional  
Planning and Analysis  
B.A., Arizona State University; M.C., University of Phoenix (MCCCD 2003)
- ATENCIA-OLIDEN, Elizabeth (2005) World Language  
B.A., M.A., Arizona State University
- AVILEZ, Adam C. (2002) Mathematics  
B.S., University of Southern California; M.S., Ohio State University
- BALDWIN, Andrew S. (2003) Life Science  
Chairperson  
B.S., University of North Carolina at Charlotte; M.S., Appalachian State University; Ph.D., University of Texas at Arlington
- BARON, Robert (1986) English  
B.A., M.L.S., M.A.H., Ph.D., State University of New York at Buffalo
- BARTO, Michelle (2005) World Language  
B.A., M.Ed., Arizona State University
- BASS, Steve (1994) Cultural Science/Geography  
B.S., Arizona State University; M.A., Michigan State University
- BAYER, Glenna J. (2006) Nursing  
A.S.N., Harper College; B.S.N., California State University, Hayward; M.P.A., University of San Francisco
- BECKMAN, Christine M. (2000) Communication  
B.S., Northern Arizona University; M.A., University of California, Davis; Ed.D., Northern Arizona University
- BENNETT, Glenn M. (1991) Music  
B.M., Stetson University; M.M., D.M.A., Southwestern Baptist Theological Seminary
- BENSON, Philip (1990) Social Science/Economics  
B.A., M.A., Mankato State University; Graduate Study: Arizona State University
- BESHK, John M. (2012) Business  
M.A., University of Phoenix
- BITTER, Debra (1994) Chairperson, Nursing  
B.S., M.S.N., Arizona State University
- BLACK, Bonnie S. (1997) Social Science/  
Justice Studies  
B.S., M.P.A., Arizona State University
- BLEVINS, Karen Evonne (2004) Cultural Science/  
Geography  
B.A., M.A., Arizona State University



## FACULTY AND ADMINISTRATION

BOND, Bryce. (2014)	Technology/Automotive	CALDWELL, Jennifer A. (2008)	Mathematics
BONURA, Robert (2008) Chairperson, Applied Sciences A.A.S., GateWay Community College (MCCCD 1999)		B.A., M.Ed., Arizona State University	
BOORSE, Graham C. (2009)	Life Science	CALL, Wynn (1990)	Psychological Science
B.S., Pepperdine University; Ph.D., University of Michigan		B.S., Utah State University; M.Ed., Brigham Young University; Ph.D., Arizona State University	
BORLONGAN, Burton B. (2008)		CALLAWAY, Micheal A. (2008)	English
Business & Info Systems		B.A., Eastern Washington University; M.A., Arizona State University	
B.F.A., Arizona State University		CAMERON, Preston D. (2006)	Business & Info Systems
BORMAN, Derek G. (2003)	Psychological Science	Chairperson	
B.S., Brigham Young University; M.A., Humboldt State University; Ph.D., Utah State University		B.S., Brigham Young University; M.A., University of Phoenix	
BOWLING, Evonne M. (2006)	Fashion Merchandising/ Design	CAMPBELL, Debra (1992)	Philosophy/Religious Studies
B.S., California State University, Chico; M.S., Oklahoma State University		B.A., University of Texas, Austin; M.A., Ph.D., Arizona State University	
BOYCE, Mary (2001)	Nursing	CAPAWANA, Sarah (1989)	Art
B.S.N., Azusa Pacific University; M.S.N., California State University (MCCCD 1997)		Chairperson	
BREED-WILLIAMS, Diana E. (2003)	Nursing	B.A., Moravian College; M.F.A., Arizona State University	
B.S.N., Arizona State University; M.S.N., University of Phoenix (MCCCD 1999)		CARDENAS, Antonio (1994)	World Language
BROWN, Marie C. (2005)	Library	B.A., M.A., San Francisco State University; Ph.D., Arizona State University	
B.A., Richmond College, England; M.S.L.I.S., Simmons College		CARLTON, Bruce F. (2009)	Computer Science/ Electrical Engineering
BROWN, Peter (1995)	Life Science	B.S.E.E., Ohio State University; M.S.E.E., Arizona State University; M.B.A., University of Phoenix	
B.S., University of Maine; M.S., Ph.D., Penn State		CASE, Jeffrey S. (2005)	Fire Science/EMT
BROXHAM, Kimberly (2012)	Fashion Merchandising/ Design	B.S., Ottawa University	
A.A., Harper College		CATALDO, Margie E. (2006)	English
BUDGE, Steven T. (1999)	World Language	B.A., M.A., Kent State University	
Chairperson		CEINATURAGA, Shelley (2013)	Mathematics
B.A., M.A., Arizona State University		M.A., Western Michigan University	
BUDRUK, Asmita K. (2006)	Chemistry	CERVENY, Niccole Villa (2001)	Cultural Sci/Geography
B.S., B.Ed., M.S., Ph.D., Nagpur University, India		B.S., M.A., Ph.D., Arizona State University	
BULLEN, Diana (2009)	Business & Information Systems	CHERNER, Elliot R. (2014)	Business & Info Systems
B.A., Brigham Young University; M.A., Chapman University- BYU		B.S. Business, M.B.A. Technolgy Management	
BUNTE, Melissa (2013)	Physical Science	CHEROSKE, Alexander G. (2006)	Biology
M.S., Arizona State University		B.A., University of California, Santa Barbara; M.S., San Diego State University; Ph.D., University of Maryland	
BURKHARDT, Patrick		CHOWDHURY, Madeleine P. (1997)	Mathematics
Provost, Red Mountain Campus and Downtown Center		B.S., M.S., Texas A&M University (MCCCD 1995)	
B.A., B.S., M.B.A, University of Toledo		CLARK, Denise (2000)	Life Science
BURROWS, Christopher M. (2013)	Fire Science	B.S., Ph.D., Virginia Polytechnic Institute and State University Graduate Study: Massachusetts Institute of Technology, Sun Health Research Institute	
A.A.S., Scottsdale Community College		COLE, George R. (1991)	Mathematics
		B.S., Towson State University; M.S., Michigan State University; Ph.D., Arizona State University	

## FACULTY AND ADMINISTRATION

COLLINS, Alicia (2005) B.A., Arizona State University; M.A., Northern Arizona University; Graduate Study: Northern Arizona University	Mathematics	FILES, Jack B (2013) B.S., Arizona State University	Computer Information Systems
COLLINS, Linda D. (2000) A.A., Rio Salado; B.A., Thomas Edison; M.S., Walden University; Ed.D., Northcentral University (MCCCD 1997)	Business & Info Systems	FLORSCHUETZ, Timothy J. (1994) B.A., M.A., Arizona State University	English
CONDEN, Peter J. (2013) M.S., North Carolina State University	Agriculture	FOCHT, Kimberly L. (2014) Ph.D., Colorado State University	Technology/Vet Tech
CRANSWICK, Harold (1989) B.S., M.S., Arizona State University	Social Science	FOGEL, Dan (2008) B.F.A., University of Utah; M.F.A., Arizona State University	Art
CRUDUP, Keith (1998) B.A., M.A., Ph.D., Arizona State University	Philosophy/Religious Studies	FORNEY, Frederick W. (1994) B.M., University of Arizona; M.M., Arizona State University	Music
CSIKAR, Elizabeth (2012) M.A., Arizona State University	Biology	FOSTER, Charles (2013) M.S., Walden University	Nursing
DARBUT, Jeff Vice President of Administrative Services B.S., University of Pittsburgh; M.B.A., Arizona State University		GALLOWAY, Robert E. (1984) B.F.A., Ohio State University; M.F.A., Arizona State University	Art
D'AMBROSIO, Jon M. (2001) A.A., Glendale Community College; B.A., M.Ed., Northern Arizona University	Technology/Automotive	GANESAN, Puvana (2004) B.A., M.A., Old Dominion University; Ph.D., Arizona State University	Communication
DANIELSON, Robert J. (2004) B.A., Eastern Washington State College; M.A., Fort Hays State University	Business & Info Systems	GANESH, Annapurna (2007) B.A., Bangalore University, India; M.Ed., Ph.D., Arizona State University	Early Childhood Education Acting Chairperson
DIETZ, Diane P. (2005) B.S.N., Arizona State University; M.S.N., University of Phoenix (MCCCD 1999)	Nursing	GARZON-FORERO, Jorge (1999) B.A., Universidad Jorge Tadeo Lozano, Bogota; M.A., M.Ed., Arizona State University; Ph.D., Argosy University	World Language
DILLE, Brian (2000) B.A., Brigham Young University; M.A., Ph.D., Arizona State University	Social Science/Political Science	GAYE, Amadou A. (2003) B.S., Inter african Electrical Engineering School, Ivory Coast; M.S., University of Arizona; Ph.D., Arizona State University	Mathematics
DIPIETRO, Dori M. (2012) M.S., Arizona State University	Social Work	GILCREASE, DeLaine (1989) B.S., The University of Texas-Pan American; M.S., Arizona State University	Life Science
DRAZENOVIC, Anna M. (2005) A.A., George Brown College; B.A., York University; M.S.N., University of Phoenix	Nursing	GILES, James W. (1994) B.S., Ph.D., University of California, Davis (MCCCD 1990)	Physical Science/Chemistry
DRESSLER, Kevin L. (2005) B.A., University of Puget Sound; M.A., Ottawa University; M.Ed., Northern Arizona University; M.F.A., Utah State University	Communication	GILLETTI, Paul (1999) B.A., Adams State College; M.S., Wichita State University; Ph.D., Arizona State University (MCCCD 1991)	Physical Science/Chemistry
ESPOSITO, Sonia A. (2004) B.S., Arizona State University; M.Ed., Northern Arizona University	Counseling	GOMEZ, Azul (2012) M.L.S., University of Arizona	Library
EWING, Ann T. (1987) B.A., M.A., Occidental College; Ph.D., Arizona State University	Psychology	GOODING, Mark A. (1997) B.A., Valparaiso University; M.A., Arizona State University	English
FAY, Jennifer. (2013) M.S., Arizona State University	Exercise Science	GRIFFITH, Anthony (2013) Ph.D., Arizona State University	Reading
		GRIFFITH, John W. (2006) B.S., East Texas State University; M.S., Ph.D., Oregon State University	Physics

## FACULTY AND ADMINISTRATION

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| <p>GUERIN, Aimee L. (2004) World Language<br/>B.A., Northern Arizona University; M.A., Colorado State University</p> <p>HANNEKEN, Kathleen A. (2006) Nursing<br/>B.S.N., Marquette University; M.B.A., University of Phoenix</p> <p>HANSEN, Jerilyn (2013) Nursing<br/>M.S., Northern Arizona University</p> <p>HARASHA, Paul (2001) Cultural Science/Sociology<br/>B.S.E.E., M.A., Arizona State University</p> <p>HARRISON, Pamela K. (2008) Biology<br/>B.A., North Dakota State University; Ph.D., Arizona State University</p> <p>HAUAN, Catherine G. (2005) Music<br/>B.A., Florida State; M.A., Ph.D., Arizona State University</p> <p>HAUPTLI, Tawn (2001) Education<br/>B.A., Sonoma State University; M.Ed., Arizona State University; Ed.D., Argosy University</p> <p>HEALY, Kevin (2008) Physical Science/Astronomy<br/>B.S., New Mexico Institute of Mining &amp; Technology; M.S., Ph.D., Arizona State University</p> <p>HEFFNER, Keith R. (2005) Music<br/>B.S., M.A., California State University, Dominguez Hills (MCCCD 2004)</p> <p>HELD, Christine (2001) Business &amp; Information Systems<br/>B.S., University of Phoenix; M.S.Ed., Capella University; Ed.D., Northcentral University</p> <p>HENNEY, Debra M. (2012) Economics<br/>M.S., Northern Arizona University</p> <p>HERRERA, Jaime H. (1992) English<br/>B.S., University of Texas, El Paso; M.A., University of Texas, Austin (MCCCD 1991)</p> <p>HIETTER, Paul T. (2005) Chairperson, Social Science<br/>B.S., Northwestern University; M.A., University of Minnesota; Ph.D., Arizona State University</p> <p>HOCUTT, Gregory D. (2001) Life Science<br/>A.B., Harvard University; Ph.D., Arizona State University</p> <p>HOLEXA, Deborah M. (2006) Dental Hygiene<br/>A.A.S., William Rainey Harper College; B.S., Northern Arizona University</p> <p>HOLM, Melissa J. (2006) Mathematics<br/>B.A., University of California, San Diego; M.A., Northern Arizona University</p> <p>HOLMES, Rodney (1995) Dean of Instruction<br/>B.A., Marshall University; M.C., Arizona State University; Ed.D., Northern Arizona University (MCCCD 1986)</p> | <p>HOLYCROSS, Andrew T. (2005) Life Science<br/>B.A., M.S., University of Nebraska; Ph.D., Arizona State University</p> <p>HORTON, Mary Susan (1997) Psychology<br/>B.S., College of St. Teresa; M.A., Rockford College; Ph.D., Arizona State University</p> <p>HUNTER, Robert (2003) Music<br/>B.M.Ed., B.Ed., University of Western Ontario, Canada; M.M., Arizona State University</p> <p>HUSSEIN, Lutfi M. (2006) English<br/>B.A., Yarmouk University, Irbid Jordan; M.A., Ph.D., Arizona State University</p> <p>JACOBSEN, Craig B. (2001) English<br/>B.A., M.A., Ohio State University; Ph.D., Arizona State University</p> <p>JESSE, Jacqui M (2007) Mathematics<br/>B.S., Michigan State University; M.Ed., Arizona State University</p> <p>JOHNSON, Kimberly S. (2003) Mathematics<br/>B.S., Iowa State University; M.Ed., Northern Arizona University</p> <p>JONES, Tara C. (2007) Mathematics<br/>B.S., University of Arizona; M.Ed., Northern Arizona University</p> <p>JOSHUA, Mangala (1994) Physical Science/Physics<br/>B.S., University of Sri Lanka; M.S., Ph.D., University of Pittsburgh</p> <p>KALISON, Bonnie (1986) Life Science<br/>B.S., M.S., University of Illinois, Urbana Graduate Study; Cornell University, University of Illinois Medical Center, Chicago Doctoral Studies: Arizona State University</p> <p>KEITHLEY, Walter H. (2003) English<br/>B.S., B.A., Northern Arizona University; M.A., Ph.D., Arizona State University</p> <p>KHORSANDI, Mehrzad (2002) Technology/Drafting<br/>B.A., University of Southwestern Louisiana, Lafayette; M.S., University of New Orleans; Ph.D., Texas A&amp;M University (MCCCD 1998)</p> <p>KIKKERT, Stanley J. (2003) Life Science<br/>B.S., University of California, Riverside; Ph.D., University of California, Davis</p> <p>KIM, Kai Y. (2003) Art<br/>B.F.A., San Francisco Art Institute; M.F.A., University of Michigan</p> <p>KISSELL, Loretta L. (1997) Communication<br/>B.A.E., M.A., Arizona State University; Ph.D., University of Arizona; Graduate Study: University of California, Berkeley</p> |
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## FACULTY AND ADMINISTRATION

KLARE, Tom R. (2006) B.A., Virginia Polytechnic Institute	Computer Graphics	LURENZ, Steven L. (2012) M.A., University of Nevada	History
KLASSEN, Roxanne (2013) M.A., University of Phoenix	Mathematics	LUTER, Zoë (2004) B.S., Northern Arizona University; M.A., University of Arizona	Library
LaVERGNE, Debra K. (2001) A.A.S., Mesa Community College; B.A., M.A., University of Phoenix	Business & Information Systems	LYSCAS, Margie L. (2002) B.S., Stockton State College; M.S., Arizona State University	Mathematics
LEE, Carol Suzanne (2003) B.S.N., M.S.N., Arizona State University (MCCCD 1998)	Nursing	MAKELELE, Ben-And B. (2002) B.A., Universite Nationale du Zaire, Kinshasa; M.A., Ph.D., Arizona State University	English
LEIGHTY, Robert S. (2000) B.S., College of William and Mary; M.S., Northern Arizona University; Ph.D., Arizona State University	Physical Science/Geology	MARINO, Allie (2002) B.A., M.Ed., Arizona State University	World Language
LERMAN, Amy (2005) B.A., University of Illinois; M.A., Ph.D., University of Kansas	English	MARTELL, Maria Y. (2005) B.A., M.A., Montclair State University; Ph.D., Arizona State University	World Language
LERNER, Shereen A. (1992) B.A., Binghamton University; M.A., Ph.D., Arizona State University	Cultural Science	MARTINEZ, Sam B. (1997) B.A., M.A., Humboldt State University; Ph.D., Arizona State University	English
LEVINE, Charles W. (2001) A.A., Mesa Community College; B.A., M.A., Arizona State University	Social Science/History	MASON, Anne (2005) B.S., M.S., Indiana University	Life Science
LEVINE, Theresa D. (2013) Ph.D., Walden University	Mathematics	MAZZUCCO, Palmerino (1999) B.S.E.E., M.S.E., California State Polytechnic University; M.A.Ed., Ottawa University (MCCCD 1997)	Technology/Electronics
LEWIS, Charles E. (1990) B.S., M.B.A., Arizona State University	Business & Information Systems	McLAUGHLIN, Sharon A. (2008) Health, P.E., Recreation B.S., Indiana University; M.S., A.T. Still University	
LEYENDECKER, Ginger Leah (2004) B.F.A., New Mexico State University; M.F.A., Arizona State University; Ph.D., Walden University	Art	McMAHON, Annah (2012) M.Ed., Northern Arizona University	Reading
LIANG, Lori C. (2008) B.S., Arizona State University; M.Ed., Northern Arizona University (MCCCD 1991)	Fashion Merchandising	McWHIRTER, Anna (2011) B.A.E., M.Ed., Arizona State University	Reading
LIPINSKI, Edmund R. (2000) A.A., B.A., M.A., Oakland University, Rochester; Ph.D., Capella University	Psychological Science Chairperson	MESSER, Jeff (2005) B.A., Wesleyan University; M.B.A., Duke University; M.S., Ph.D., Arizona State University	Exercise Science Chairperson
LIVELY, Robert (2012) M.A., University of Nevada	English	MINGER, Timothy L. (2005) B.S., University of California, Los Angeles; B.A., Ph.D., University of Colorado, Boulder	Physical Science/Chemistry
LLOYD, Lillis M. (2001) B.A., University of Akron; M.A., M.A., Ed.S., Ph.D., University of Michigan	Counseling	MISTEREK, LeeAnna (2012) M.A., Arizona State University	Mathematics
LOVELADY, Hugh (2001) B.M., West Virginia University; M.M., Arizona State University	Music	MOHLER, Kathryn (2001) B.A., Bemidji State University; M.F.A., Arizona State University (MCCCD 2000)	English
LUCIUS, Sue Anne (1984) B.M., M.M., Arizona State University	Music	MONTEMAYOR, Joaquin J. (1985) A.A., Mesa Community College; B.A., M.Ed., Oregon State University; Ph.D., University of Arizona (MCCCD 1982)	Counseling



## FACULTY AND ADMINISTRATION

- MORALES-JONES, Sonia M. (2007) Fire Science  
A.A.S., Mesa Community College; B.S., Grand Canyon  
University; M.Ed., Northern Arizona University
- MORGAN, Janet (2001) Mathematics  
B.A., M.A.Ed., Arizona State University
- MORRIS, Charles T. (2012) English  
M.A., Prescott College
- MUEHLENBECK, Kerry L. (2006) Administration of Justice  
B.S., Northwestern University; LL.M., University of San Diego  
School of Law; J.D., Indiana University School of Law
- MULLINS, Jack (1998) Journalism  
B.S., Southern Illinois University; M.Ed., Northern Arizona  
University
- NACHMAN, David F. (2002) Physical Science/Chemistry  
Chairperson  
A.S., Mercer County Community College; B.A., Rutgers  
College; Ph.D., Arizona State University (MCCCD 1990)
- NANGO, Patrice (2005) Philosophy/Religious Studies  
Chairperson  
B.A., M.A., Arizona State University
- NEDELKOVA, Valentina (2007) Chemistry  
B.S., University of St. Cyril & Methodius, Macedonia; M.S.,  
Arizona State University
- NEELEY, Mark F. (2002) Mathematics  
B.S., University of Nebraska; M.A., Arizona State University
- NEGLIA, Joseph D. (1996) Technology  
B.S.E.E., University of Pennsylvania; M.B.A., Arizona State  
University; Graduate Study: Arizona State University
- NEWTON, Sean P. (2014) Fire Science  
B.A., Alameda University
- NIELSEN, Brenda (1992) Business & Information Systems  
A.A., Triton College; B.S., Florida Southern College; M.Ed.,  
Florida Atlantic University (MCCCD 1989)
- NORRIS, Kimberly R. (2012) Mathematics  
M.Ed., Northern Arizona University
- NUNEZ, Paul A. (1997) Mathematics  
B.S., Arizona State University; M.S., Stanford University
- OAKES, Duane (2000) Educational Support  
A.A., Mesa Community College; B.A., M.A., Brigham Young  
University (MCCCD 1991)
- OBERMILLER, Lewis E. (2002) Life Science  
B.S., M.S., East Carolina University, Greenville; Ph.D., Arizona  
State University
- OLSON, Susan K. (2003) Communication, Theatre Arts  
Chairperson & Film  
B.A., Ph.D., University of Arizona; M.A., University of  
Northern Colorado
- OSGOOD, Christine M. (2000) Early Childhood Education  
B.S., M.Ed., Pennsylvania State University; Ph.D., Iowa State  
University
- OUDERKIRK, Bert (2004) Administration of Justice  
Chairperson  
B.S., Park University
- PAN, Shouan (2008) President  
B.A., Hefei Polytechnic University, People's Republic of China;  
M.Ed., Colorado State University; Ph.D., Iowa State University
- PEARSON, Sonya D. (2007) Vice President of Student Affairs  
B.A., M.S., Northeastern State University; Ph.D., Walden  
University
- PEDERSEN, Lindsey (2009) Art  
B.A., Stanford University; M.A., Arizona State University
- PERDUE, Alexandra (2007) Music  
B.A., University of Michigan, Ann Arbor; M.F.A., School of the  
Art Institute of Chicago
- PERKINS, Vanessa (1991) Cultural Science/Sociology  
B.S., Winston Salem State University; M.S.W., Ph.D., Ohio  
State University
- PETERS, Linda M. (2013) Nursing  
M.S., Arizona State University
- PETERSON, Bruce A. (2000) Communication  
B.A., M.A., Speech; M.A., University of Texas, Pan American
- PETERSON, Craig C. (2007) Music  
Chairperson  
B.M., Concordia College; M.M., D.M.A., Arizona State  
University
- PETERSON, Jacqueline (1987) Mathematics  
B.S., M.N.S., Arizona State University
- PIERSON, Janice S. (2002) Applied Sciences  
B.S., Miami University; M.S.D., Arizona State University
- PIKE, Scott (2005) Mathematics  
B.S., Cal Poly San Luis Obispo; M.Ed., Northern Arizona  
University (MCCCD 2000)
- PLOWES, Nicola (2013) Biology  
Ph.D., University of Connecticut
- PONDER, Terry L. (1994) Life Science  
B.S., University of Montevallo; M.S., Arizona State University  
(MCCCD 1979)



## FACULTY AND ADMINISTRATION

- POUREETEZADI, Sasan**  
Vice President of Information Technology  
B.S., Arizona State University; M.E., Northern Arizona University (MCCCD 1979)
- PRATT, Gregory B. (2000)** Social Science/Economics  
B.A., M.B.A., Arizona State University
- PREISSER, Gayla M. (1994)** Psychological Science  
B.S., Colorado State University; M.A., University Northern Colorado; Ph.D., University of Arizona
- PRUCHA, Mallory M. (2013)** Theatre  
M.A., University of NE-Omaha
- PULLENZA, Patricia (1992)** English/ESL  
B.A., M.A., Arizona State University; Graduate Study: California State University, Dominguez Hills
- QUINTRALL, Denise (2004)** Fire Science/Emergency  
Chairperson Medical Technology  
A.A., Mesa Community College; B.S., Arizona State University; M.Ed., Northern Arizona University (MCCCD 1989)
- RANGEL, Tina (2001)** Exercise Science  
B.S., Arizona State University; M.Ed., Northern Arizona University (MCCCD 1992)
- RATHKAMP, Joshua R. (2007)** English  
B.A., Western Michigan University; M.F.A., Arizona State University
- RAWSON, Erin K. (1997)** Communication  
B.A., M.A., University of Northern Colorado (MCCCD 1995)
- RAYMOND, Jill M. (2009)** Life Science  
B.S., Northern Illinois University; Ph.D., University of California, Davis
- REYES, Nora Amavisca (1997)**  
Acting Dean of Instruction  
B.A., M.Ed., Ed.D., Arizona State University
- RICHARDSON, Danene K. (1996)** Music  
A.A., Mesa Community College; B.A., M.M., Arizona State University
- RICHARDSON, Jodi M. (2012)** Psychological Science  
Ph.D., Capella University
- ROBB, Cherise J. (2004)** Design  
B.A., University of Arizona; M.S.D., Arizona State University
- ROBERTS, Patricia T. (2007)** Business & Info Systems  
B.A., Arizona State University; M.B.A., University of Phoenix
- RODRIGUEZ, Amelia (2002)** Reading  
Chairperson  
B.A., California State University-Northridge; M.S., National University
- ROGERS, DIANE M. (2009)** Reading  
B.S., M.E.P.D., University of Wisconsin-LaCrosse
- ROSSITER, Daphne (2000)** Mathematics  
Chairperson and Computer Science  
B.A., Arizona State University; M.A., Northern Arizona University
- ROZSA, Katalin (1994)** Mathematics  
M.S., Eotvos Lorand University, M.N.S., Arizona State University
- RUSHING, Derek N. (1997)** Business & Info Systems  
B.S., San Jose State University; M.A., Northern Arizona University; Graduate Study: California State Polytechnic University, Pomona; North Central University
- RUTLAND, Yvonne E. (1990)** English  
A.A., Miami-Dade Community College; B.A., M.A., Arizona State University
- SAFFELL, Erinanne M. (2007)** Geography  
B.S., M.A., Ph.D., Arizona State University
- SAMSON, Robert D. (2003)** Business & Info Systems  
A.A., Scottsdale Community College; B.S., Capella University
- SANDS, Teryl (2012)** English  
Ph.D., Arizona State University
- SCHINELLER, Fred (2000)** Mathematics  
B.S., University of California, Santa Barbara; M.S., Arizona State University
- SCHULTZ, David (2002)** Mathematics  
B.A., Westmont College; M.Ed., Arizona State University
- SCOTT, Michael (2005)** Physical Science  
B.S., Northern Arizona University; M.A., University of California, Santa Barbara
- SCOTT, Mona C. (2000)** Cultural Science/Sociology  
B.A., University of Southern California; M.A., Arizona State University
- SEAGLE, Andy R. (2003)** Music  
A.A., Golden West College; A.A., Pima Community College
- SEIMS, John P. (1996)** Mathematics  
A.A., St. Petersburg; B.S., University of Florida; M.A., University of South Florida
- SERPONE, Enrico J. (1990)** Mathematics  
B.A., Southern Illinois University; M.A., Arizona State University (MCCCD 1984)
- SHAW, Scott D. (1997)** Technology
- SHEPORT, Jill L. (2003)** Technology/Vet Tech  
B.S., Stanford University; D.V.M., Colorado State University

## FACULTY AND ADMINISTRATION

- SHOEMAKER, Thomas P. (1997) Philosophy/Religious Studies  
B.A., McPherson College; M.Div., Luther Theological Seminary
- SILBERSCHLAG, Hans (2005) Fire Science/EMT  
A.A.S., Mesa Community College; M.A., Northern Arizona University
- SIMMS, Robert D. (1994) Mathematics/Computer Science  
B.S., Indiana University of Pennsylvania; M.S., University of Arizona
- SOMERS, Mark D. (2005) Physical Science/Chemistry  
B.S., New Mexico Institute of Mining and Technology; M.S., Ph.D., University of Maryland
- SOZA, Robert A. (2008) English  
B.S., Arizona State University; M.A., University of California, Berkeley
- SPENCE, Ann-Marie D. (1996) English  
B.A., Knox College; M.A., Arizona State University
- SPERANZA, Linda M. (1996) Art  
B.F.A., New York State College of Ceramics at Alfred University; M.F.A., Arizona State University
- ST AMAND, Litsa P. (1992) Mathematics  
B.S., M.A.T., Northern Arizona University
- ST. PETER, Carolyn J. (2003) Psychological Science  
B.A., University of Kansas; M.A., Wichita State University; Ph.D., Arizona State University
- STEIG, Jo M. (1982) Mathematics  
B.A., East Carolina University; M.S., Brigham Young University; Ed.D., Arizona State University (MCCCD 1977)
- STEWART, Mary A. (2000) Education  
B.A., M.Ed., Arizona State University (MCCCD 1992)
- STICH, Ashley N. (2013) Reading  
M.A., University of South Carolina
- STRICKLAND, Jennifer S. (2008) Educational Support  
A.A., Mohawk Valley Community College; B.A., Arizona State University; M.Ed., Lesley University; Ph.D., Ohio State University (MCCCD 2004)
- SULLIVAN, Chris (2012) Biology  
Ph.D., University of Arizona
- SURBER, Angeline (2003) Business & Information Systems  
A.A.S., Mesa Community College; B.S., University of Maryland; M.A., University of Phoenix
- TABAR-GAUL, Lo-An N. (1989) Business & Information Systems  
A.A.S., Cochise College; B.A.M., University of Phoenix; Ph.D., Northcentral University; Graduate Study: Arizona State University
- TAGGART, Thomas R. (1996) Mortuary Science  
B.S., Aurora University; M.S., Northern Illinois University; Ed.D., Ed.S., Mississippi State University
- THOMSON, Kara E. (2003) Communication/Theatre Arts  
A.A., Arizona Western College; B.F.A., Arizona State University; M.F.A., University of Nebraska-Lincoln
- TODD, Christopher G. (2008) Computer Graphics  
B.F.A., Central Washington University; M.F.A., Arizona State University
- TOLER, JR., Richard L. (2006) Business & Info Systems  
B.S., University of Cincinnati; M.B.A., Harvard University
- TOLZMAN, Ann (2000) Library Chairperson  
B.A., Marquette University; M.L.I.S., University of Wisconsin, Milwaukee
- TOWNSLEY, Jennifer M. (2008) Communication  
B.A., Wilkes University; M.A., Ed.D., Arizona State University
- TRAN-NGUYEN, Ly T.L. (2000) Psychological Science  
B.S., University of Arizona; M.A., Ph.D., Arizona State University; Graduate Study: Arizona State University
- URSIC, Elizabeth M. (2003) Philosophy/Religious Studies  
B.S., M.A., M.B.A., University of Pennsylvania; M.Div., Yale University; Ph.D., Arizona State University
- VanTASSELL, Heidi (2001) Physical Science/Astronomy/Physics  
B.A., B.S., University of Rochester; M.S., Arizona State University
- VAUGHAN, Barry F. (1996) Philosophy/Religious Studies  
B.A., Oklahoma Baptist University; M.A., Baylor University; Ph.D., University of Oklahoma
- VENEMA, Jeremy (2002) English  
B.A., M.A., Ph.D., Arizona State University
- VERCH, Todd A. (2000) Technology/Drafting  
B.S.D., M.S.D., Arizona State University
- WACLAWSKI, Phillip P. (2000) Business & Info Systems  
B.S., Michigan State University; M.S., Rutgers University

## FACULTY AND ADMINISTRATION

WAKEFIELD, Kelli M. (2012) Geology  
M.S., Arizona State University

WARNER, Meredith  
Dean of Retention and Support

WEBB, Eddie D. (2000) English  
B.A., California State University, Chico; M.F.A., Arizona State University

WEIDE, John O. (1990) Physical Science/Chemistry  
B.S., M.S., Pittsburgh State University; Ph.D., Arizona State University (MCCCD 1973)

WEISS, Belinda Mae (2014) Nursing  
M.S., Grand Canyon University

WILLMAN, Justine Jeri (2013) Nursing  
M.S., Medcenter One College of Nursing North Dakota

WILSON, Dennis (2001) Life Science  
B.S., University of Durham; Ph.D., University of Oregon

WINTZ, Michael D. (2000) Philosophy/Religious Studies  
B.A., University of Dubuque; M.Div., University of Dubuque Theological Seminary

WOOD, Jennifer L. (2012) Mathematics  
M.Ed., University of Oklahoma

WOOD, Shawn E. (2000) Mathematics  
B.S., M.Ed., University of Oklahoma

YANDELL, Ruth B. (1976) Music  
B.A., Silliman University; B.M., Philippine Women's University; M.M., Western Michigan University

YOHE, Roger L. (2010)  
Acting Vice President of Academic Affairs  
B.A. University of Northern Iowa; M.Ed., Ph.D., Arizona State University; (MCCCD 1989)

YOSHIMURA, Mark T. (2012) Administration of Justice  
M.A., Northern Arizona University

YOUNT, David J. (2000) Philosophy/Religious Studies  
B.A., University of Michigan, Ann Arbor; M.A., Ph.D., University of Wisconsin, Madison

ZERANGUE, Karl (2002)  
Mathematics/Computer Science  
B.A., St. Joseph College; M.S., University of Southwestern Louisiana; Ph.D., Arizona State University

ZIENKEWICZ, Lori Hamilton (2004) Nutrition  
B.S., M.S., Kansas State University; Ed.D., Northern Arizona University

ZIKOPOULOS, John N. (1995) Physical Science/  
Chemistry  
B.S., Worcester Polytechnic Institute; Ph.D., Iowa State University

ZIMMERMAN, Maureen (1991)  
Acting Dean of Instruction  
B.S., Arizona State University; M.P.H., University of Hawaii; Ed.D., Northern Arizona University

## Emeritus Faculty and Administrators

ALF, Stanley Nels (1966-1992) Technology

ALLISON, Margaret L. (1963-1988) English

AL-SALEH, Mary (2004-2013) Nursing

ARNOLD, Ronald P. (1982-2001) Technology

AVILA, Alex L. (1990-2013) Social Science/  
Political Science

BENEDICT, Allen R. (1972-2003) Exercise Science

BENNETT, Silvia L. (1983-2007) English

BENNETT, Thomas G. (1971-1992) English, Physical  
Education, Athletic Director

BOWMAN, Margaret (1973-1994) Nursing

BROWN, Donald R. (1971-1992) Administration  
of Justice

BRUNS, Ramon O.\* (1965-1989) Life Science

BURKE, Doyle (1969-2002) Chairperson, English,  
Humanities, Journalism

BYDALEK, David (1990-2000) Business

CALBECK, Kenneth B.\* (1969-1989) Cultural Science

CAMPBELL, Marilyn\* (1972-1994) Chairperson,  
Nursing

CAMPBELL, Overton C. (1965-1987) Technology

CARREON, Jesus V. (1976-2011) Chairperson,  
Mathematics/Computer Science

CASEY, Bernard L. (1966-1994) Social Science

CASTRO, Donald F. (1983-2010) English

CHAMBERLAIN, Joanna D. (1985-2009) Cultural  
Science/Sociology

CHAVEZ, Antonio E.\* (1972-2001) Counseling

CHOICE, Donald (1971-1997) English

CHRISTENSEN, Lot B. (1963-1986) Physical  
Education

CLARIDGE, James D. (1967-1996) Agriculture

CLEMENT, Richard P. (1970-2001) Foreign Language

COHEN, Roy (1988-2007) Psychology

CONWAY, Douglas (1990-2010) Social Science/  
Economics

## FACULTY AND ADMINISTRATION

CRONQUIST, Linda M. (1983-2003)	Business	HARTSHORN, Robert (1968-1989)	Library
DELLA PENTA, Catherine R. (1988-2009)	English	HENDRICKS, James* (1965-1990)	Chairperson, Music
DENEUI, Sandy (1971-1996)	Physical Education	HERNANDEZ-RODARTE, Rebecca (1978-2001)	Counseling
DINCHAK, Ronald K. (1975-2014)	Life Science	HERRICK, Ron (1975-2003)	Business
DRACHLER, Carole (1983-2009)	Art	HERTZLER, Betsy (1984-2013)	Social Science/History
DUCE, Durrell R. (1975-2005)	Physical Science/ Chemistry	HILL, Ronald D. (1971-2001)	Life Science
DURRANT, Martin H. (1983-1998)	Chairperson, Foreign Language	HINZE, Jack (1982-2003)	Technology
DUTSON, Lyn (1969-2009)	Communication/ Theatre Arts	HODGES, Walter G.* (1966-1989)	Chairperson, English, Humanities, Journalism and Philosophy
EAGAR, Jorge (1998-2004)	Foreign Language	HOLT, William A. (1967-1996)	Dean of Instruction
EBERLE, Donella (1976-2007)	Chairperson, English, Humanities, Journalism	HORN, Charles J. (1971-1997)	Physical Science
ELIAS, Sanford (1990-2005)	Speech/Theatre	HOSTETLER, Donald K. (1968-1991)	Mathematics
ELLSWORTH, Barbara Grace (1966-2012)	Business & Information Systems	HUFFAKER, Jerry (1968-1992)	English, Humanities
ESHELMAN, Myrna (1980-2006)	Chairperson, Nursing	IKEDA, Susan (1976-2000)	Business
ESQUER, Elias, Y. (1969-1994)	Chairperson, Foreign Language	INGRAM, Nels W. (1966-1991)	Mathematics
ETTER, Ronald A. (1996-2005)	Dean, Administrative Services	JACKSON, Joan E.* (1970-1992)	English
EVANS, Charles K. (1964-1992)	Chairperson, Speech Communication/Theatre Arts/ Telecommunication	JOHNSON, Margaret A. (1984-2004)	Life Science
FALK, Edwin (1967-1987)	English	JOHNSON, Zeno M. (1967-1989)	Cultural Science
FANNING, Ron (1973-2000)	English	KALIA, Rajinder K. (1967-2008)	English
FAY, Carolyn (1992-2012)	Communication	KEYWORTH, Claire W. (1973-1998)	Chairperson, Nursing
FAZIO, Gene S. (1981-2007)	English	KEYWORTH, Fred J. (1964-1989)	Chairperson, Social Science
FERGUSON, Jerrell J. (1967-1994)	Chairperson, Psychology	KILPATRICK, Barbara L. (1969-1996)	Business
FERREIRA, Mary Grace (1976-1996)	Physical Science	KIRK, Jinnett B. (1965-1979)	Dean of Students
FRIDELL, Margaret (1984-2009)	Nursing	KIRKPATRICK, Richard (1968-1992)	English
FRYE, James (1969-1994)	Physical Education	KNOLL, Lester J. (1966-1992)	Counseling
GALLIART, Allen G. (1972-2001)	Physical Science/ Chemistry	KROELINGER, Sally C. (1981-2013)	Interior Design
GARCIA, Robert J. (1979-2002)	English	LaBELL, Gerald M. (1981-2008)	Technology/ Electronics
GARRISON, James S. (1971-2004)	Art	LARSON, Linda S. (1975-2007)	Speech Communication/Theatre Arts
GAHN, Deana C. (1994-2015)	Nursing	LEYVA, Raquel A. (1984-2004)	Chairperson, Reading
GILPIN, Barbara R.D. (1971-1991)	Home Economics	LUHTALA, Shirley (1965-1992)	Physical Education
GORDON, Deborah A. (1967-1992)	Physical Education	LYON, Gary F. (1967-1996)	Chairperson, Agriculture/Technology
GRANT, Raymond W. (1975-2000)	Chairperson, Physical Science	MAHONEY, Ann M.* (1979-2004)	Philosophy/ Religious Studies
GROW, Arunee C. (1984-2011)	Social Science/ Economics	MAHONEY, Kurt (1969-1994)	Psychology
HAGGARD, Bill (1967-1993)	Business	MAINIERI, John V. (1982-2007)	Business
HALTERMAN, Jayne (1982-2004)	Business	MALENA, Richard F. (1999-2009)	Chairperson, Education
HANNON, John J. (1975-1997)	Cultural Science	MANCUSO, James B. (1974-2008)	Communication
HARLOW, Roger (1991-2005)	Technology	MARQUEZ, Juan J. (1999-2014)	Business & Information Systems
HARRIS, Roger W. (1967-1994)	Chairperson, Music	MARTIN, Martha C. (1975-1979) (1984-2000)	Design, Family and Consumer Sciences
		MARTIN, Maunelle W. (1969-1999)	Cultural Science



## FACULTY AND ADMINISTRATION

MAST, Nancy (1975-1996)	Chairperson, Home Economics	SHEFFIELD, Kathryn (2001-2014)	English/ESL
McDONALD, Kaye (1966-1992)	Dean of Student Services	SKOUSEN, Donald L. (1969-1991)	Social Science
McEOWEN, Bill (1968-1992)	Chairperson, Life Science	SLEDGE, Margaret J. (1971-1992)	Nursing
McMULLIN, Gene A. (1966-1992)	Chairperson, Social Science	SMITH, Robert W. (1965-1993)	Philosophy
MELTON, Marcia (1975-2004)	Library	SNIDER, Ed H.* (1981-2006)	Business
MERRITT, Sheila (1993-2014)	Communication	STITES, Ken (1987-2000)	Exercise Science
MESSALI, Andree J. (1964-1987)	Foreign Language	STORY, Naomi O. (1999-2013)	Educational Support
MEYER, Eva (1967-1990)	Nursing	SWAIM, Darlene L. (1979-2006)	Art
MEYER, Rick (1987-2007)	Mathematics	SWAN, Leslie C. (1967-1989)	Business
MILLER, Marlan J. (1963-1983)	Art	TALAMANTE, Jerry (1979-1996)	Mathematics
MILLER, Rex (1980-1996)	Technology	TAUSSIG, Judith F.* (1982-2007)	Dean of Student Affairs
MILNER, Jeannette Lynn (1979-2000)	Journalism	TEMPLETON, Thomas P. (1966-1990)	Cultural Science
MINITTI, Robert (1972-1998)	Physical Education	THEILMANN, James W. (1970-2007)	Library
MORRIS, Carl L. (1969-1992)	Physical Science	TIPTON, James N.* (1968-1992)	Mathematics
MORRIS, Carlene K. (1971-1996)	Business	TORRES, Jose I. (1971-1996)	Social Science
MORRISON, Walter R. (1968-1989)	Social Science	TUHEY, John E. (1967-1994)	Art
NEAL, David N. (1966-1989)	Physical Science	TWITCHELL, Jack B. (1965-1996)	Dean of Administrative Services
NIELSEN, Leroy (1969-1985)	Technology	VAN WINKLE, Edwin G. (1967-1987)	Chairperson, Physical Education
OHL, John (1976-2007)	Social Science/History	VESELY, Harry (1989-2000)	Technology
OKEZIE, Richard C. (1988-2007)	Business	VINSON, George (1969-1992)	Cultural Science
OLSON, Selmer (1972-2007)	Exercise Science	VOSS, Bill* (1964-1986)	Art
OLSSON, Fred J. (1965-1987)	Life Science		
ORMISTON, Aileen (1989-2014)	Business & Information Systems		
OWENS, Joan M.* (1969-1992)	Nursing		
PARRISH, Gene L. (1971-2012)	Counseling		
PATTERSON, Fred (1967-1996)	Reading		
PEARSON, Joseph A. (1997-2007)	Dean of Instruction		
PERLINE, Irvin H. (1971-1996)	Psychology		
PETERSON, Jack H. (1969-2014)	Cultural Science/ Sociology		
PHILLIPS, Hugh J. (1963-1983)	Life Science		
POULSON, Donald G. (1967-1992)	Mathematics		
PRICE, Joan (1969-1991)	Philosophy		
REID, Robert F. (1963-1983)	Mathematics		
REILLY, Janice (1990-2013)	Counseling		
RICE, Lorraine (1968-1992)	Music		
RIGGS, John D. (1963-1974)	Executive Dean		
ROECKELEIN, Jon E. (1968-1997)	Psychology		
RUTH, Scott* (1968-1992)	Physical Science		
SCHLOSSER, Paulette* (1972-2001)	English		
SCORESBY, James E.* (1966-1992)	Psychology		
SEACAT, Dale N. (1964-1989)	Business		
SETLOW, Mark C.* (1969-1996)	Chairperson, Speech Communication/Telecommunication/Theatre Arts		



## FACULTY AND ADMINISTRATION

WIDMER, Paul (1967-2000) Exercise Science  
 WITHGOTT, Sara (1972-1999) Nursing  
 WOLF, Grant L.\* (1970-2003) Music  
 WOZNIAK, Matthew J. (1984-1996) Physics  
 YATES, Ronald D. (1964-1991) Chairperson, English/  
 Humanities/Journalism/Philosophy  
 YOUNG, William\* (1966-1991) Counseling  
 ZACHER, Olene C. (1969-1979) Mathematics

### Retired Faculty and Administrators

ANDERSON, Linda K. (2008) Nursing  
 B.S.N., University of Virginia; M.S.N., Arizona State University  
 (MCCCD 2003)

BERNING, Gretchen Mary (2003) English/Journalism  
 B.J., University of Missouri; M.B.A., University of Phoenix

BRENNEMAN, Mark S. (2002) Mathematics  
 B.S., University of Wyoming; M.Ed., M.B.A., Arizona State  
 University

GONZALEZ, Eliza M. (1998) World Language  
 B.A., Arizona State University; B.A., M.Ed., Northern Arizona  
 University; M.A., University of Arizona

HARRIS, David G. (2003) Business & Info Systems  
 B.A., Ohio Wesleyan University; M.B.A., Arizona State  
 University

EFFLAND, Richard W. (1989)  
 Cultural Science/Anthropology  
 B.A., M.A., University of Arizona; Ph.D., Arizona State  
 University

HENDERSON, Sarah (2001-2014)  
 Learning Enhancement Center  
 B.A., University of Portland; M.A.T., Lewis and Clark College

JOHN, David (2001-2014) Mathematics  
 B.S., Fort Lewis College; M.A., Northern Arizona University

JORANSEN, Janet E. (2003) Nursing  
 B.S.N., University of Northern Colorado; M.S.N., University of  
 Colorado Health Sciences Center (MCCCD 1984)

KASAPIS, Rita A. (1992-2014) Counseling  
 B.S., M.S.Ed., University of Akron Graduate Study; Arizona  
 State University; Doctoral Studies: Nova Southeastern University

MARTINEZ, Terri D. (1990-2014) Reading  
 B.A., M.A., Arizona State University

MOORE, Jonelle D. (1999-2014) English  
 B.A., Adams State College; M.A., University of Wyoming; M.A.,  
 University of New Mexico

PARISEK, Betty M. (2007-2014) Nursing  
 A.A., Phoenix College; A.A., Mesa Community College; B.S.N.,  
 Grand Canyon University; M.S.N., University of Phoenix

RUSSELL, Scott C. (2003)  
 Cultural Science/Anthropology  
 B.A., University of New Mexico; M.A., M.S., Ph.D., Arizona  
 State University

SIMS, Michael J. (1989-2015) Physical Science/  
 Chairperson Engineering  
 B.S.E., M.S.E., Ph.D., Arizona State University

STINE, Katherine Ann (1985-2014) Exercise Science  
 Chairperson  
 B.S., Brigham Young University; M.S., Arizona State University;  
 Graduate Study: Arizona State University

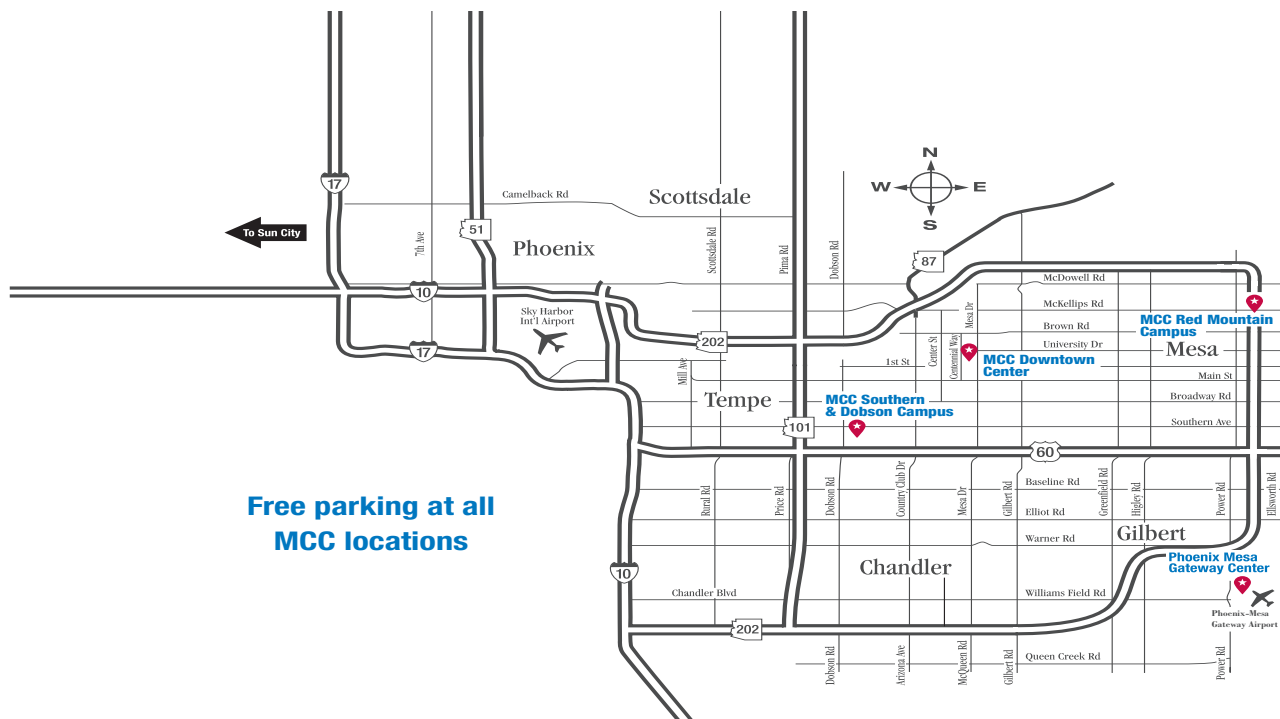
WELSH, Edward L. (1993) Business & Info Systems  
 B.S., B.S., M.B.A., J.D., Arizona State University; Attorney at  
 Law, Arizona (MCCCD 1982)





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## LOCATIONS

Students pursue coursework at two comprehensive campuses, MCC at Southern and Dobson and MCC at Red Mountain. Additional learning sites in the East Valley as well as Internet classes offer easy accessibility to meet our community's diverse needs.

### SOUTHERN AND DOBSON CAMPUS

MCC has provided outstanding transfer, career, and service programs to the East Valley of the Phoenix Metro area for over 40 years. Built in 1965, our Southern & Dobson location is a focus for education and community involvement. MCC is the largest of the 10 Maricopa Community Colleges with over 29,000 students.

#### Location

1833 West South Avenue  
Mesa, AZ 85202  
480-461-7000

### DOWNTOWN CENTER

The Downtown Center is home to Continuing & Community Education, Mesa Community Outreach Center, Virtual Incident Command Center (VICC), MCC/NAU Connection, Center for Workforce & Community Partnerships, and New Frontiers for Lifelong Learning.

#### Location

145 North Centennial Way  
Mesa, AZ 85201  
Main: 480-461-6220  
Public Safety: 480-461-6116

### PHOENIX-MESA GATEWAY CENTER

Phoenix-Mesa Gateway Center is home to the Mortuary Science program. This campus was formerly known as the Williams Campus and a joint-use facility we share with Chandler-Gilbert Community College.

#### Location

7440 East Tahoe Avenue  
Mesa, AZ 85212  
480-988-8501

### RED MOUNTAIN CAMPUS

MCC Red Mountain campus occupies 100 acres of beautiful Sonoran Desert in northeast Mesa. Opened in 2001, this comprehensive campus offers an intimate college environment with advanced classrooms, wireless technology, and outdoor teaching spaces. Course offerings at Red Mountain focus on university transfer programs.

#### Location

7110 East McKellips Road  
Mesa, AZ 85207  
480-654-7200

### MCC eLEARNING

The MCC eLearning represents the college's dedication to serving students through distance learning programs and online learning

#### Location

1833 W. Southern Avenue  
Mesa, AZ 85202  
480-461-7217

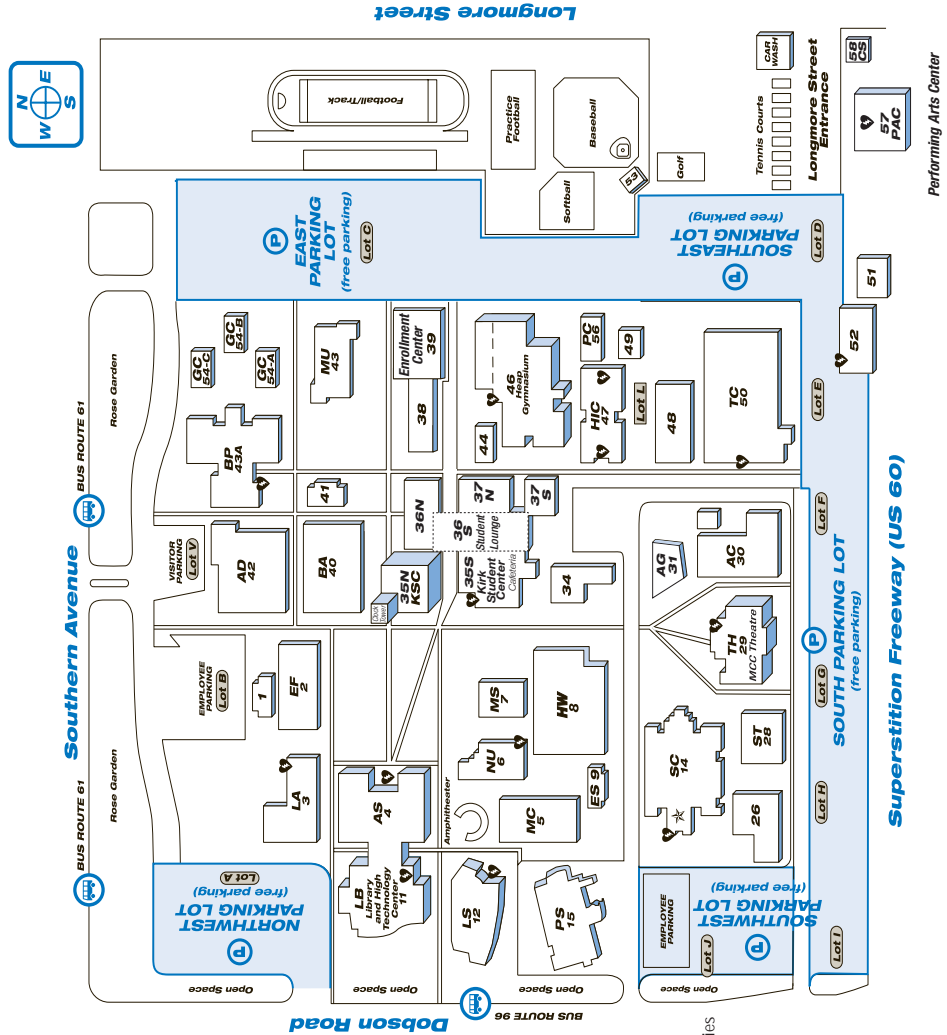
# Campus MAP



1833 W. Southern Avenue  
Mesa, Arizona 85202  
480-461-7000  
www.mesacc.edu

## LEGEND

- 1 English Faculty Offices
- EF 2 English, Academic Skills Center, Journalism, College Newspaper
- LA 3 English Faculty Offices, Classrooms
- AS 4 Copy Center, HelpCenter, World Language Lab
- MC 5 Computer Science, Math
- NU 6 Life Science Faculty Offices, Early College Programs
- MS 7 Math Foundation Center & Tutor Center
- HW 8 Health-Wellness, Exercise Science
- ES 9 Education Studies, Exercise Science Faculty Offices
- LB 11 Library, Learning Enhancement Center, Writing Center
- LS 12 Life Science
- SC 14 Social Science, Cultural Science, First Aid, Public Safety,
- PS 15 Physical Science, Planetarium
- 26 Children's Center
- ST 28 Sound Lab, Music Studios
- TH 29 MCC Theatre, MCC Theatre Design Lab
- AC 30 Art, Communication
- AG 31 Art Gallery
- 34 Receiving Dock
- KSC 35N Center for Community & Civic Engagement, Deans Offices
- Veteran Services
- KSC 35S ASMCC/Student Life & Leadership, Cafeteria
- 36N American Indian Institute, Career Services, International Education, Multicultural/ESL, Student Success Programs
- 36S Student Lounge
- 37N Counseling Center, Disability Services
- 37S Bookstore
- 38 Testing Center
- 39 Enrollment Center; Admissions & Records; Registration, Advisement, Cashier, Financial Aid, Scholarships
- BA 40 Multi-Use Computer Lab, Network Academy
- 41 World Language Faculty Offices
- AD 42 Psychology Instructional Resource Center (PIRC), Reading
- MU 43 Music
- BP 43A Business, Philosophy, Psychological Sciences, Religious Studies
- 44 Athletics Administration, Sports Offices
- 46 Athletics Administration, Sports Offices, Fitness Center, Gym
- HIC 47 Health Improvement Center
- 48 Maintenance & Operations
- 49 Sports Offices
- TC 50 Applied Sciences & Technology Classrooms and Labs
- 51 Greenhouse, Land Lab
- 52 Welding Technology
- GC 54A-C General Classrooms A-C
- PC 56 Athletic Student Learning Center
- PAC 57 Performing Arts Center



(not to scale) 7/15

★ Public Safety

♥ Automatic External Defibrillator (AED)

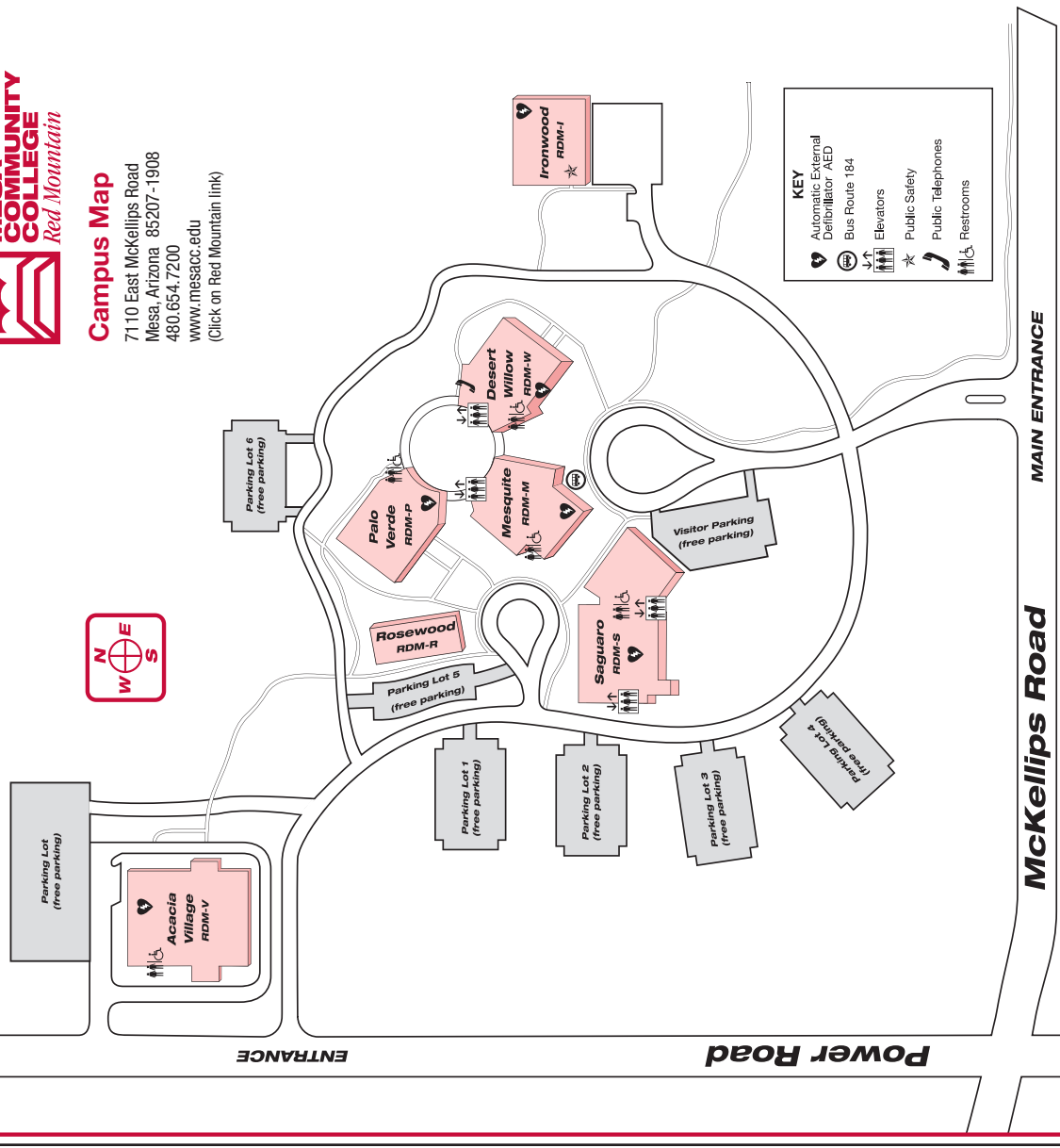




### Campus Map

7110 East McKellips Road  
 Mesa, Arizona 85207-1908  
 480.654.7200  
[www.mesacc.edu](http://www.mesacc.edu)  
 (Click on Red Mountain link)

- LEGEND**
- RDM V**  
**Acacia Village**  
 Classrooms (V116 – V127)  
 Instructional Support Services  
 Student Lounge
  - RDM W**  
**Desert Willow**  
 Classrooms (W119 – W226)  
 Fiscal Services  
 HelpCenter  
 Human Resources (1st Flr.)  
 Information Technology Services  
 Learning Enhancement Center  
 Library (2nd Flr.) *Public Copier Available*  
 Media Services  
 PIRC Lab (2nd Flr.)  
 Writing Center
  - RDM I**  
**Ironwood**  
 Public Safety  
 Maintenance & Operations  
 Receiving
  - RDM M**  
**Mesquite**  
 Administration Office  
 Bookstore  
 Community Room (2nd Flr.)  
 Enrollment Services:  
 Academic Advising  
 Career Services  
 Disability Resources & Services  
 Financial Aid  
 Testing Services  
 Veterans Services
  - RDM P**  
**Palo Verde**  
 Center for Teaching and Learning (2nd Flr.)  
 Classrooms (P105 – P250)  
 Counseling Services  
 Faculty Offices (2nd Flr.)  
 Honors (2nd Flr.)  
 Instructional Support Services (2nd Flr.)  
 Physical Science Laboratories (P107 – P114)  
 Service-Learning (2nd Flr.)
  - RDM R**  
**Rosewood**  
 Classrooms (R101 – R104)
  - RDM S**  
**Saguaro**  
 Classrooms (S152 – S283)  
 Faculty Offices (2nd Flr.)  
 Instructional Support Services (2nd Flr.)  
 Life Science Laboratories (S153 – S157)  
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## Three-Letter Prefix for Courses

AAA Advancing Academic Achievement ..... 185	EDU Education ..... 220	MET Manufacturing Technology ... 249
ACC Accounting ..... 185	EED Early Education..... 221	MGT Management..... 250
AFR African American Studies ..... 185	EEE Electrical Engineering..... 222	MHL Music: History/Literature..... 251
AGB Agribusiness..... 186	EEL Early Education Professions . 222	MKT Marketing ..... 251
AGL Agricultural Landscape ..... 186	ELE Electronics..... 222	MMT Multimedia Technology ..... 252
AGS Agricultural Science..... 186	ELT Electronics Technology ..... 223	MSP Mortuary Science ..... 252
AHU Arabic Humanities ..... 187	EMT Emergency Medical Technology..... 224	MST Microsoft Technology ..... 253
AIS American Indian Studies..... 187	ENG English ..... 226	MTC Music: Theory/Composition . 253
AJS Administration of Justice ..... 188	ENH English Humanities ..... 227	MUC Music: Commercial/Business 254
ANH Animal Health..... 190	EPD Education Professional Development..... 228	MUE Music: Education ..... 256
ANS Animal Science ..... 191	EPS Entrepreneurial Studies..... 228	MUP Music: Performance ..... 256
APT Automotive Performance Technology..... 192	EQS Equine Science..... 228	NAV Navajo..... 259
ARB Arabic..... 193	ESL English Second Language - General..... 228	NCE Nursing: Continuing Education ..... 259
ARC Architecture..... 193	ETL Excellence/Teaching/Learning 229	NUR Nursing..... 259
ARH Art History/Humanities..... 193	EXS Exercise Science ..... 229	OAS Office Automation Systems . 261
ART Art ..... 193	FLA Foreign Language Acquisition 231	PED Physical Education Activities 261
ASB Anthropology: Social/Behavioral Science..... 196	FON Food and Nutrition ..... 231	PHI Philosophy..... 266
ASM Anthropology: Science/Mathematics..... 197	FRE French ..... 232	PHY Physics ..... 266
AST Astronomy..... 197	FSC Fire Science Technology ..... 233	POS Political Science..... 267
ATP Automation Technology..... 197	FUS Future Studies ..... 234	PSY Psychology..... 267
AUT Automotive Technology..... 198	GBS General Business..... 235	RDG Reading ..... 269
BIO Biology..... 198	GCU Geography: Cultural..... 235	REA Real Estate ..... 270
BLT Building Safety and Construction Technology ..... 200	GER German..... 236	REC Recreation ..... 271
BPC Business-Personal Computers 200	GIS Geographic Information Technology..... 236	REL Religious Studies ..... 271
CCS Chicana and Chicano Studies 201	GLG Geology..... 236	RUS Russian..... 272
CFS Child/Family Studies ..... 201	GLO Global Citizenship ..... 237	SBS Small Business Management 272
CHI Chinese..... 202	GPH Geography: Physical ..... 237	SBU Society and Business..... 272
CHM Chemistry ..... 202	GTC General Technology ..... 237	SCT Sustainability/ Career and Technical..... 272
CIS Computer Information Systems ..... 203	HCC Health Care ..... 239	SLC Studies in Language and Culture..... 272
CNS Construction ..... 209	HCR Health Care Related ..... 239	SLG Sign Language ..... 273
CNT Cisco Network Technology... 210	HES Health Science & First Aid ... 239	SOC Sociology ..... 273
COM Communication..... 211	HIS History..... 240	SPA Spanish..... 274
CPD Counseling and Personal Development ..... 212	HLR Health Related..... 241	SPH Spanish Humanities ..... 274
CRE Critical Reading ..... 212	HRM Hotel Restaurant Management 241	Special Projects ..... 275
CRW Creative Writing..... 212	HUM Humanities ..... 241	SSH Sustainability/Social Sciences and Humanities ..... 275
CSC Computer Science ..... 213	IBS International Business ..... 242	STO Storytelling..... 275
CTT Caterpillar Technician Training..... 213	IFS Information Studies..... 242	SUS Sustainability/Natural Sciences..... 275
DAH Dance Humanities..... 214	INT Interior Design ..... 243	SWU Social Work..... 275
DAN Dance - Performing Arts ..... 214	INV Innovation ..... 244	TCM Telecommunication Media... 276
DFT Drafting Technology ..... 216	JPN Japanese ..... 244	TEC Clothing & Textiles..... 276
DHE Dental Hygiene Education .... 217	JRN Journalism ..... 244	THE Theatre-Performing Arts ..... 279
ECE Engineering Science..... 219	JUD Judicial Studies ..... 245	THF Theatre and Film ..... 279
ECH Early Childhood Education... 219	LAT Latin ..... 245	THP Theatre Performance/ Production..... 279
ECN Economics..... 220	LBS Library Skills ..... 246	TQM Total Quality Management ... 280
	LBT Library Technology..... 246	WED Wellness Education ..... 280
	LDR Leadership..... 246	WLD Welding ..... 280
	MAT Mathematics..... 246	WST Women's Studies ..... 282
	MCO Mass Communication ..... 249	

# It's all at MCC.

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Student  
Experience



Student  
Success



Career  
& Technical  
Education





# Enrollment Information

## Southern and Dobson Campus

By Phone: 480-461-7700

In Person: Enrollment Centerz – Bldg 39

## Red Mountain Campus

By Phone: 480-654-7600

In Person: Enrollment Services – Mesquite Bldg

## Online

mesacc.edu/enroll

# MCC Locations



## Southern and Dobson Campus

1833 West Southern Ave

Mesa, AZ 85202

480-461-7000



## Red Mountain Campus

7110 East McKellips Rd

Mesa, AZ 85207

480-654-7200

## Downtown Center

165 North Centennial Way

Mesa, AZ 85201

480-461-6200

## Phoenix-Mesa Gateway Center

7440 East Tahoe Ave

Mesa, AZ 85212

480-988-8501

## MCC eLearning

mesacc.edu/elearning

480-461-7928



mesacc.edu 480-461-7000 1-866-532-4983



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