

PHOENIX COLLEGE 2023-2024

Catalog & Handbook



PHOENIX COLLEGE
A MARICOPA COMMUNITY COLLEGE



REGISTER TODAY!

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Phoenix College reserves the right to make necessary course and program changes in order to meet current educational standards. Failure to read this document does not excuse students from the rules and procedures described herein. Personal factors, illness, or contradictory advice from any source are not acceptable grounds for seeking exception from these rules and regulations.

President's Welcome

Welcome to Phoenix College!

Today you are taking a giant leap toward accomplishing your personal and professional goals. Making the decision to continue your education can feel scary, but it is one of the most impactful decisions you can make in your life.

I love rollercoasters. There is nothing like the experience of waiting patiently for your turn and then getting strapped in for the ride of your life. You start with a slow climb followed by cresting the first peak and then being flung in every direction possible. There are ups and downs and even the terrifying, yet exhilarating, corkscrew that sends you upside down. It takes courage to climb into the seat and brave that ride not knowing exactly where it will take you. It also takes trust in yourself, that you are strong enough to face the fear of the unknown, trust in those around you who are there to make sure your ride is a fun and safe one and trust in the idea that on the other side of that ride, new experiences are waiting for you.

Life is a lot like a rollercoaster and making the decision to pursue a college education can feel like a scary, unknown ride. There will be peaks and valleys and your stomach may even get turned upside down and inside out from time to time. There will be moments where you feel trepidation, joy and terror all at the same time, and hopefully, at the end of the ride you will feel pride at what you accomplished.

When I was a child, I had no idea where my ride would take me or all of the people that would make that ride special. As a foster youth, I felt alone and it seemed like the roller coaster was out of control. But I quickly found that there were people ready to help me along the way. They made sure that as uncertain as the ride was and as many times as I got unexpectedly flipped upside down, I was always secured on my track. I was able to brave the next rollercoaster and challenge ahead of me because of their support. Without that help along the way, I could have never imagined becoming a college president.

You are joining a college with a legacy of dedicated students who have been overcoming their fears for 103 years. Our world-class faculty and our committed Student Affairs and Administrative Services staff are here to ensure that you accomplish your goals.

Our college was founded on the premise that every individual deserves access to a premiere education. We remain committed to the goal of helping all students achieve their academic goals and today Phoenix College is a proud Hispanic Serving and Minority Serving Institution.

Whether you are new to college or are returning, if you plan on completing a degree, a certificate, transferring to a four-year university or are just taking classes for personal enrichment our outstanding faculty and staff are here to support you on the ride. Today is the beginning of one of the most exciting adventures of your life. Thank you for letting us be a part of your journey.

Best Wishes,



Kimberly Britt, Ph.D.
President
Phoenix College
kimberly.britt@phoenixcollege.edu

About Phoenix College

Vision, Mission, and Core Values

Vision

A diverse, evolving community working together to advance equity and ensure learning so that everyone achieves their dreams.

Mission Statement

Phoenix College delivers a quality education that cultivates multicultural understanding and critical thinking skills as we provide the personalized support, care, and learning experiences needed for students to reach their goals.

Core Values

We recognize that what we do is as important as how we do it. Our core values serve to guide our work to advance the mission and fulfill the vision of Phoenix College. We hold ourselves and one another accountable to embody our core values through our actions. What we say, do, decide, and dedicate resources to will reflect our commitment to our six shared values.

Collaboration: We do our best work together. We honor our diversity and uniqueness through inclusivity and respectful engagement as we share in decision-making and work together to achieve our goals.

Community: We build connection and trust. We behave with integrity, celebrate our diversity, actively listen to, and support one another.

Equity: We take responsibility to uncover, deconstruct, and remove barriers to access and success. We commit to intentional development of fair, just processes and support structures, as well as the ongoing self-examination and active listening needed to advance equity within the PC community.

Integrity: We do what is right, even in the face of opposition or challenges. We follow through on our commitments, practice transparency, and prioritize our shared goals.

Leadership: We lead with courage. We practice ongoing reflection and continuous improvement as we challenge the status quo in pursuit of equitable outcomes and institutional Excellence.

Responsibility: We take ownership over our collective success. We hold ourselves and one another accountable for taking action in service of our goals.

Accreditation

Phoenix College, one of ten Maricopa Community Colleges, is accredited by:

The Higher Learning Commission of the North Central Association of Colleges and Schools, Commission on Institutions of Higher Education, 230 S. LaSalle Street, Suite 7-500, Chicago, IL 60604-1411, 800 .621 .7440 or 312 .263 .0456

Some of Phoenix College's programs are also accredited and/or approved by the agencies listed below:

The American Bar Association (ABA), Standing Committee on Paralegals, 321 N. Clark St, 19th Floor Chicago, IL 60654-7598

The American Dental Association's Commission on Dental Accreditation, 211 E. Chicago Ave, Suite 1900 Chicago, IL 60611-2637

The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM) 233 N. Michigan Avenue, 21st Floor Chicago, IL 60601-5800

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
5600 N. River Road, Suite 720
Rosemont, IL 60018
(773) 714-8880
www.naacls.org

Accreditation Commission for Education in Nursing (ACEN) 3390 Peachtree Road NE, Suite 1400 Atlanta, GA 30326



2023-2024 Academic Calendar

MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

Dates are subject to change*

The most up to date calendar information can be found at
<https://district.maricopa.edu/regulations/admin-regs/section-2/academic-calendars>

Colleges 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 model. Some courses may be offered over time-periods for which these dates are not applicable. Links to ASU, GCU, NAU, and U of A calendars incorporated on last page for reference only and are subject to change without notice.

SUMMER SEMESTER – 2023 Note: Subject to the 2023-2024 Catalog

Mon		
Mon	May 15	
May 22		Final Grades Due for Spring 2023 Semester
		Tuition Due for Summer 2023 Semester
Mon	May 29	Memorial Day (Colleges Closed)
Tues	May 30	Summer Semester Begins
Mon	Jun 19	Juneteenth National Independence Day (Colleges Closed)
Mon-Sat	Jul 3-8	Summer Break for Clock Hour Programs Only
Tues	Jul 4	Independence Day (Colleges Closed)
Thu	Aug 3	Summer Semester Ends
Mon	Aug 7	Final Grades Due for Summer 2023 Semester

FALL SEMESTER – 2023

Wed	Aug 9	Tuition Due for Fall 2023 Semester
Fri	Aug 11	First Day of Faculty Accountability
Sat	Aug 19	Classes Begin
Mon	Sep 4	Labor Day (Colleges Closed)
Mon	Sep 18	Find a Class Opens for Spring 2024
Mon	Oct 2	Spring 2024 Priority Registration for Currently Enrolled Students
Sat+	Oct 7	Last Day for Withdrawal without Instructor's Signature
Mon++	Oct 9	Student Withdrawal with Instructor's Signature Begins
Mon	Oct 9	Spring 2024 Open Registration Begins
*		Application for December 2023 Graduation
Fri	Nov 10	Observance of Veterans Day (Colleges Closed)
Thu-Sun	Nov 23-26	Thanksgiving Day Holiday (Colleges Closed)
Sun	Dec 10	Last Day of Regular Classes
Mon-Fri**	Dec 11-15	Final Exams Week
Fri	Dec 15	Fall Semester Ends (Last day of Faculty Accountability)
Sat	Dec 16	Mid-Year Recess Begins for Students
Mon	Dec 18	Final Grades Due for Fall 2023 Semester
Sat-Mon	Dec 23-Jan 1	Mid-Year Recess (Colleges Closed)

SPRING SEMESTER – 2024

Tues	Jan 2	Employees Return
Wed	Jan 3	Tuition Due for Spring 2024 Semester
Mon	Jan 8	First day of Faculty Accountability
Mon	Jan 8	Clock Hour Student Classes Begin
Sat	Jan 13	Classes Begin
Mon	Jan 15	Martin Luther King, Jr. Day (Colleges Closed)
Mon	Feb 19	Presidents' Day (Colleges Closed)
Tue	Feb 20	Find a Class Opens for Summer/Fall 2024
Sat+	Mar 2	Last Day for Withdrawal without Instructor's Signature
Mon++	Mar 4	Student Withdrawal with Instructor's Signature Begins
Mon	Mar 4	Summer/Fall 2024 Priority Registration for Currently Enrolled Students
*		Application for May 2024 Graduation
Mon-Sun	Mar 11-17	Spring Break (Colleges Closed)
Mon	Mar 18	Summer/Fall 2024 Open Registration Begins
Sun	May 5	Last Day of Regular Classes
Mon-Fri**	May 6-10	Final Exams Week
Fri	May 10	Commencement
Fri	May 10	Spring Semester Ends (Last day of Faculty Accountability)
Mon	May 13	Final Grades Due for Spring 2024 Semester

SUMMER SEMESTER – 2024 Note: Subject to the 2024-2025 Catalog

Mon	May 20	Tuition Due for Summer 2024 Semester
Mon	May 27	Memorial Day (Colleges Closed)
Tues	May 28	Summer Semester Begins
Wed	Jun 19	Juneteenth National Independence Day (Colleges Closed)
Mon-Sat	Jul 1-6	Summer Break for Clock Hour Programs Only
Thu	Jul 4	Independence Day (Colleges Closed)
Thu	Aug 1	Summer Semester Ends
Mon	Aug 5	Final Grades Due for Summer 2024 Semester

* For specific information concerning the last day to apply for graduation, individual class start dates, and final exams, consult the college of enrollment.

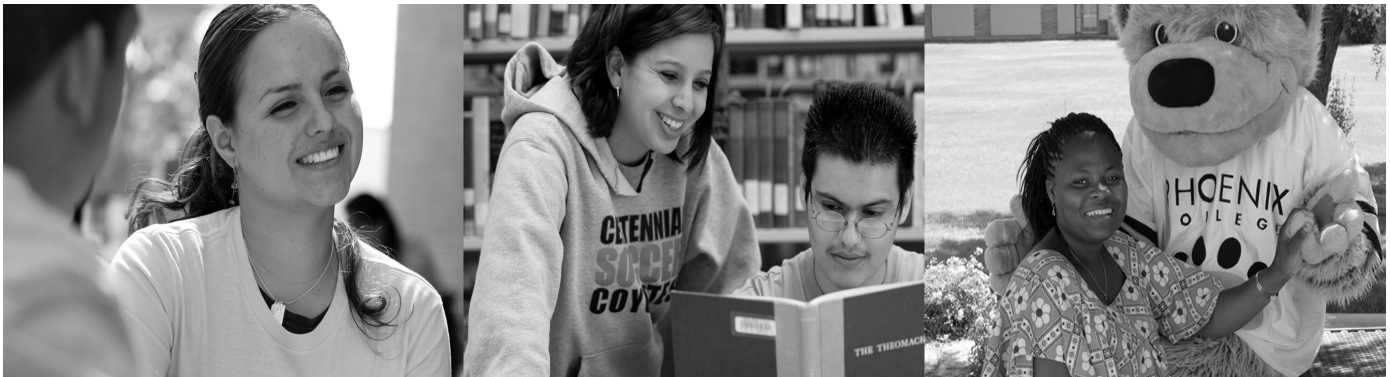
** Any classes meeting on Friday, Saturday or Sunday will have final examinations during their regular class time.

+ Through the 7th week, student may initiate an official withdrawal from course(s) without instructor signature (see Appendix S-7 in Catalog Common Pages).

++ After the 7th week, student must initiate an official withdrawal request from instructor and obtain their signature (see Appendix S-7 in Catalog Common Pages).

Phoenix College Student Services

College Information



PHOENIX COLLEGE
A MARICOPA COMMUNITY COLLEGE

Academic Advisement

602.285.7777

<https://www.phoenixcollege.edu/students/advisement>

Academic advising at Phoenix College is dedicated to teaching students how to get the most out of their college education. Our team of faculty and professional advisors support students in:

- finding a certificate or degree program that suits their goals,
- mapping out a personalized educational plan outlining the classes needed to reach those goals,
- making good course selections to stay on track to completion, and
- exploring university transfer options

For more information, visit us in the Hannelly Center.

Accident Insurance

602.285.7231

<https://www.phoenixcollege.edu/students/student-life/student-resources>

The following is a brief summary of our student insurance plans. The master policies contain complete details of the provisions, limitations, and exclusions and will prevail at all times. Education is expensive - and so are accidents. To protect students against the financial burden of medical expenses resulting from an accident, the Maricopa County Community College District (MCCCD) provides its students with Student Accident Insurance. Every MCCCD student is automatically insured and the cost for the insurance is covered in the student-activity fee.

- Coverage applies only to College-related accidents.
- Coverage applies to students registered in day or evening classes and who are enrolled in an approved credit or non-credit class at any of the Maricopa Community Colleges.

Description of coverage

This plan covers accidents on an excess insurance basis occurring only while the eligible student is:

1. Attending class during the hours when college is in session;
2. Traveling for regular class sessions, directly to or from home and college other than by motorized vehicle but not longer than one hour before class commences or one hour after class is dismissed or

- for the time required when traveling in a vehicle authorized and furnished by the college. No coverage is provided for any motorized vehicle not supervised and provided by the College/MCCCD;
3. Participating in or attending an activity exclusively sponsored, calendared and supervised by the College; traveling to and from the activity in an authorized vehicle.

All injuries should be reported immediately to the College Safety Office, (602) 285-7911. When an accident or injury occurs, the student and advisor or sponsor should initiate the proper claim forms through the Office of Student Life and Leadership. For any questions or concerns regarding student accident/health insurance, please visit: <https://business.maricopa.edu/risk-management/insurance/student-insurance-plans>

Admissions, Records and Registration

602.285.7777

ar@phoenixcollege.edu

<https://www.phoenixcollege.edu/become-student/admissions-and-records>

Admissions, Records and Registration is located in the One-Stop Enrollment Center within the Hannelly Center Building. Information and services are provided for the following: admissions, registration, athletic eligibility, international education, enrollment verification, graduation, refunds, residency, schedule changes, grades, and transcripts. A photo ID is required for all in-person transactions. Email for more information:

- General Questions: ar@phoenixcollege.edu
- Graduation: pcgraduation@phoenixcollege.edu
- Transcripts: transcripts@phoenixcollege.edu
- Online Chat Email: pc-admissions-chat@phoenixcollege.edu
- Chat With Us Online: <https://www.phoenixcollege.edu/chat>
- Qless: <https://www.phoenixcollege.edu/qless>

Adult Education - GED® Test Preparation and English Language Classes

480.517.8110

gedinfo@riosalado.edu www.riosalado.edu/abe

Rio Salado College provides programming to help nontraditional students gain basic skills and literacy with a bridge to college and career. Students can learn the English language, prepare for GED® tests, get workforce preparation and employment skills training, take industry-specific workforce training classes, and get help transitioning to college.

GED® Test Preparation Classes:

Classes for students who did not complete high school and for high school graduates who need to review basic reading, writing, and math skills.

English Language Classes:

Classes for non-native English speakers that focus on reading, writing, listening, and speaking the English language.

Industry-Specific Workforce Training:

Students enrolled in GED® test preparation and English language classes also have the opportunity to engage in workforce preparation, employment skills training, and industry-specific training courses in:

- Applied Technology
- Business, Entrepreneurialism, and Management
- Computer and Information Technology
- Health Sciences

GED® test preparation and English language classes are taught at six community-based locations across Maricopa County and virtually in a live online format to meet students' needs.

1. RSC Avondale: 420 N. Central Avenue Avondale, AZ 85323
2. RSC Downtown: 619 N. 7th Avenue Phoenix, AZ 85007
3. RSC Northern: 1715 W. Northern Avenue Phoenix, AZ 85021
4. RSC Southern: 3320 S. Price Road Tempe, AZ 85282
5. RSC Surprise: 12535 W. Smokey Drive Surprise, AZ 85378
6. RSC Thomas: 3631 W. Thomas Road Phoenix, AZ 85019

Alumni and Development, Office of / Phoenix College Alumni Association (PCAA)

602.285.7667 or 602.285.7652 or 602.285.7337

<https://www.phoenixcollege.edu/alumni>

The Office of Alumni and Development is located in the Bob Howell Alumni Center – at the Osborn Site / OSE 106 (north of Flower Street between 10th and 11th Avenue). The Alumni Center is home to the Phoenix College Alumni Association (PCAA) and houses PC's alumni archives. The mission of the PCAA is *Building a Strong Foundation of Support for Phoenix College* by:

- Providing Fellowship Opportunities for Alumni
- Connecting Phoenix College with the Community
- Bringing College and Alumni History Alive
- Identifying and Celebrating PC History Makers
- Serving as Mentors and Leaders to Students
- Providing Scholarship Opportunities for Students
- Engaging Students to Foster a Deep Connection with Phoenix College

The PCAA provides volunteer opportunities for alumni to stay connected with the college through various programs and activities including mentoring, special events, fundraising for student scholarships, and more. The PCAA is responsible for planning signature events such as the Alumni Hall of Fame and the Half-Century Luncheon and Reunion, which celebrates alumni who graduated from or attended Phoenix College fifty or more years ago. Volunteers are the lifeblood of the PCAA, and alumni are encouraged to become involved. Membership in the Alumni Association is free. For more information, please contact the office, visit the "Alumni" Web site at the Web address listed above, or find us on Facebook at Phoenix College Alumni Association. The Alumni & Development Office facilitates development and fundraising for the college. Phoenix College is fortunate to have the support of countless donors who generously contribute to scholarships and programs. If you are interested in making a contribution to Phoenix College in support of scholarships or programs, or you want to learn about current giving opportunities and areas of need as identified by the college, please contact our office. Phoenix College is affiliated with the Maricopa Colleges Foundation (MCCF), a 501(c)(3) corporation, for the purposes of receiving charitable contributions. Gifts made to MCCF on behalf of

Phoenix College are tax-deductible. Information is available by visiting the Alumni Web site, or phoenixcollege.edu/waystogive.

Athletics

602.285.7175

<https://athletics.phoenixcollege.edu>

The Phoenix College Athletics Department offers qualified students the opportunity to compete in intercollegiate athletic competition in the following sports: Men's and Women's Basketball, Baseball, Soccer, Women's Fast Pitch Softball, and Women's Volleyball.

Bookstore

602.285.7489

www.phoenixcollegeshop.com

On your college adventure, you'll need support -- from your family, your professors, and your fellow students. You'll also need a place you can trust to have the right stuff at the right time -- the course materials and supplies you need to succeed. With a team of experts, our goal is to ensure you have access to all the tools you need to make the most of your time at Phoenix College. We're on campus, located in the HB building, or you can shop **www.phoenixcollegeshop.com** for the largest inventory of textbooks and get the same top-notch customer support.

RENTAL

We know that going to college costs more than ever before and books are big-ticket items. To help ease the burden, we offer you the option to rent your textbooks. Renting your textbooks offers you the lowest up-front cost while still allowing you to use your textbook like you always would. (Highlighting and notes are normal!) Just look for the "Rent-A-Text" logo either on the Bookstore's shelves or web page to see if your books are available for rent.

DIGITAL

The Phoenix College Bookstore offers more digital course materials choices than ever before! From digital textbooks and study guides to complete digital learning environments, we offer course materials to suit your unique learning style. Almost all digital textbooks include built-in study features such as searchable text, highlighting and note-taking. Some even offer social learning capabilities that allow you to interact with your classmates and teachers within the text itself.

PAYMENT

The Bookstore accepts cash and most major credit cards, including VISA, MasterCard, American Express, and Discover. Imprinted personal checks issued from Arizona banking institutions can be made out to the Phoenix College Bookstore and will be accepted with two forms of photo identification.

REFUND POLICY

Refunds are given with a valid sales receipt if the merchandise is in the original sale condition, including shrink wrap if applicable. Course materials may be returned for a full refund within one week of the official start of the semester, or within 2 days of purchase thereafter.

No refunds or exchanges will be given for course materials purchased during the last week of classes or during examination periods. All non-course material items may be returned for a full refund within ten days from the original purchase date with a valid receipt.

BUYBACK POLICY

Cash is paid for used books throughout the year. Book value depends on future class usage on the Phoenix College campus and bookstore inventory levels at the time of buyback transaction. We recommend selling back your textbooks right after your finals are over to ensure you get top dollar. A student ID is required to sell back books.

Cafeteria – The ‘Bear Cave’ Café

<https://www.phoenixcollege.edu/dining/bear-cave-cafe>

Offers a wonderful variety of dining selections; provides catering services for the campus. Located at the north end of the Hannelly Center.

Career Services

602.285.7420

<https://www.phoenixcollege.edu/careerservices>

Careful, purposeful career planning is critical to a successful and satisfying future. Career Services provides encouragement and guidance to students in the various stages of this journey with quality, comprehensive services to explore options based on your unique interests, abilities, and goals. We also offer expert services for finding employment.

Looking for a job?

- Referral to jobs—connect with employers on-campus (Federal Work Study) and in the community
- Resume and cover letters—learn how to write attention-getting results
- Interviewing skills—greatly reduce your stress and practice interview questions, personal presentation and see how you can improve
- Be strategic—learn where the best places are to find the job you want, including effective use of career fairs and social media, such as LinkedIn, Twitter, Facebook, etc.

Undecided about your career or major?

- Get to know who you are—take free user-friendly inventories designed to identify your career options based on your personality, interests, and abilities
- Explore the possibilities—learn about all the different paths your major can take you
- Learn about occupational information, employment trends/labor market information, wages, employers, industries, what employers are seeking, etc.
- Identify your career goal and path
- Make a plan of action and work your plan

Enhance your employment options, build your experiences

- Internships—investigate the possibilities, experience the world of work, and start networking and finding mentors, and possibly gain academic credit

- Volunteer opportunities—serve others, gain experience, and keep your resume fresh, develop connections
- Job shadowing—gain comprehensive knowledge about the daily activities of an employee
- Networking—actively build and maintain bridges, establish connections, and open doors through developing relationships with a variety of contacts

Serving prospective and current students, faculty, staff and employer partners, Career Services offers a broad range of services and resources, including a state-of-the art computer lab. Visit us in the Hannelly Center, and the Virtual Career Center at <https://www.phoenixcollege.edu/careerservices>

Career Services Virtual Office

Career Services is happy to announce our "VIRTUAL OFFICE": Monday - Friday
10am - 4pm

NO APPOINTMENTS NECESSARY! Join us virtually at: <http://meet.google.com/kai-oijm-rkm>

BE ADVISED, on some days the virtual office may not be available. If this is the case, email us with a brief note on the service you are requesting at: pc-career-services@phoenixcollege.edu and we will contact you as soon as possible.

Child Care

(602.560.0000)

<https://www.phoenixcollege.edu/current-students/support-services/child-care>

<https://www.swhd.org/programs/head-start/>

Southwest Human Development provides Early Head Start and Head Start early childhood education programs for children of Phoenix College students. The programs include classrooms for infants, toddlers and preschoolers, up to age 5.

Extended programs hours are provided during the fall, spring and summer Phoenix College academic semesters, and DES child care subsidy is accepted as a form of payment for this program option.

For questions or enrollment information, please contact Southwest Human Development at (602) 560-0000 or visit swhd.org/HeadStart today!

College Police (Public Safety)

Emergency: (480.784.0911) (for in-progress and medical emergencies)

Non-Emergency: (480.784.0900) (for requests to unlock doors, delayed reporting)

Campus Business: (602.285.7254) (for parking decals, etc.)

Email: dl-pc-safety@phoenixcollege.edu

Safety tip: Download the Rave Guardian app:

www.phoenixcollege.edu/raveguardian

Report crimes, accident, injury or **any** suspicious activity occurring on the Phoenix College campus to College Police. Vehicle parking decals (see following item #1) are required and are available at the College Police Office from 7:00 a.m. to 11:00 p.m., Monday through Saturday. There is no fee for parking decals.

Lost and Found

Articles found on the campus and left with College Police will be held at least 30 days, during which time they may be claimed by the owner at the College Police Office.

Parking and Traffic Regulations

Regulations governing motor vehicles operated by students of Phoenix College shall be under the jurisdiction of the administration of the college. All State and college traffic and parking regulations must be observed at all times.

All students are required to comply with the parking policies and regulations as established by the college. It is the responsibility of the student to become acquainted with and to adhere to the following parking regulations:

1. All faculty, staff members and students are required to obtain a proper parking decal from the College Police Office. To obtain a decal, you must provide a valid vehicle registration and faculty, staff or student identification. Any vehicle parked in a faculty, staff or student parking space without a proper decal may be issued a citation.
2. All students, staff and faculty will park their cars in designated parking areas. Student parking spaces are identified by white painted lines; yellow-lined spaces are reserved for faculty and staff.
3. Students will comply with all local and state traffic regulations at all times. College Police Officers will issue citations to drivers disobeying stop signs or driving at an excessive speed on campus property. Vehicles will yield to pedestrians and bicycles at all times.

4. Students are not allowed to park in any space not designated for student parking. The following areas are available for student parking:

- a. Lots along 15th Avenue, except restricted areas.
- b. Lot at 15th Avenue and Thomas, except restricted areas.
- c. Lot at 11th Avenue and Flower, except restricted areas.
- d. Curbs that border Phoenix College property, except restricted areas.
- e. Lot at 11th Avenue and Osborn, except restricted areas.
- f. All bicycles must be locked to bike racks situated at various locations on campus.

Riding a bicycle on campus is prohibited. Bicycle operators are asked, therefore, to walk their bicycles to the bike rack. Bicycles parked illegally or attached to trees, doors, poles, etc., may be impounded by College Police personnel and a citation issued.

5. Any car parked in such a manner as to obstruct traffic will be subject to removal by College Police and the driver will be cited.
6. College Police Officers have access to a list of all license plates issued by the State of Arizona and are able to identify each car driven on campus.
7. All citations are entered into a computer and kept on file. All outstanding citations at the end of the semester will be traced to the violator and that student's transcripts will be held pending payment of all fines and late charges.

Violations & Penalties

FOR A COMPLETE LISTING OF PARKING VIOLATIONS AND PENALTIES, SEE PARKING FINES

Please note the following cautions:

1. Vehicles parked in handicapped spaces are required to have Handicapped plates or the handicapped placard properly displayed. Vehicles without a valid permit, or that have an improperly displayed placard, will receive a \$50.00 penalty and may be subject to towing, at the owner's expense. The Placard is issued to an individual and is not transferable. Handicap placard owners need to ensure that they are current to avoid being cited.
2. All penalties not paid within fifteen working days will be doubled.
3. All traffic accidents are to be immediately reported to College Police.
4. Vehicles parked in violation of parking regulations may be towed away at the owner's expense.
5. Abandoned vehicles may be towed away after 72 hours.

Counseling Department

(602.285.7392)

<https://www.phoenixcollege.edu/students/counseling>

The Counseling Department's primary purpose is to assist students in achieving their personal, academic, and career goals. Appointments are available for students who would like to meet with a counseling faculty member. Walk-ins are also welcome. The Counseling Department is located on the lower level of the HC (Hannelly Center) building.

Services

- Assist you to explore career options, choose or change majors, and develop skills for career advancement.
- Identify strategies to balance school, work, and social life.
- Offer classes to guide you in accomplishing your personal, educational, and career goals.
- Connect you to campus and community resources.

Resources Available

- Career assessments, information, and exploration
- Information about and referral to community resources
- Resources to assist you with study skills and strategies on time management, test taking, note taking, handling stress, and much more.
- Financial planning

Delivery of Instruction

Phoenix College offers a wide variety of classes in many subjects and also provides a choice of different levels, formats, and types of classes to fit your schedule, learning style, and lifestyle. Visit the Types of Classes page for more options: <https://www.phoenixcollege.edu/academics/types-classes>

HONORS – The Honors Program is designed to enhance the intellectual experience of students through enrollment in Honors courses, independent study options, and increased contact with Honors students at Phoenix College and within the Maricopa District. Students who have met the Honors Program requirements are eligible to enroll in honors classes and require written approval from the Honors Program Office.

There are two different types of classes that you can take as an Honors student. The first type of class is the **Honors Program Section**. These classes are

offered concurrently within a regular section but include additional honors project requirements. Your instructor will provide you the opportunity to design an honors project that will enable you to critically think through the course subject matter. The second type is the **Honors Only Cohort** class which is comprised only of Honors students. Participating in an Honors Only Cohort class provides a sense of community, encourages independent learning, and helps develop leadership skills. For more information, please contact the Honors Program Office at 602.285.7305.

HYBRID – Hybrid courses offer a combination of in-person classroom instruction with an online component which enables you to limit the amount of on-campus class activity, saving you commute time and money, giving you an opportunity to balance your work/life responsibilities, and even helping out the environment by minimizing the miles you drive. This format does not reduce the amount of student work or effort required to succeed in the course. For example, in a 3-credit course, students spend 1 hour 15 minutes each week focusing on in-person, experiential learning and clarification of concepts. Students spend the remaining time working online to complete class assignments, participate in online discussions, and reviewing online materials.

FLEX-START – Jump in anytime! No more waiting until a new semester begins to start college. Flex-Start classes provide a great opportunity to begin classes after a semester begins.

INTERNET – In Internet courses, all activities are done online; there are no classroom meetings. Online courses are designed for motivated, self-disciplined, technology-literate students. Communication will be through email, and reliable Web access is needed. Exams may be delivered online, or may require on-site attendance. Due to the changing nature of technology training, always check with an academic advisor for the most current requirements for your program of study. This format does not reduce the amount of student work or effort required to succeed in the course. Online classes are delivered through Learning Management Systems such as CANVAS. *Please note that all Online classes start on a Monday.

Disability Resources and Services (DRS)

602.285.7477

<https://www.phoenixcollege.edu/current-students/support-services/disability-services>

Disability Resources and Services provides student support services for registered students with a disability. To receive services, students must register with Disability Resources and Services and provide appropriate documentation supporting reasonable requested accommodations (please call or visit the website for any questions regarding documentation). The staff in Disability Resources and Services assists students with disabilities in most aspects of their education at Phoenix College, such as general advisement and registration assistance. Services available for students with a disability may include providing access to notetakers, readers, scribes, extended testing times, American Sign Language (ASL) interpreters, and adaptive technology. All services are determined on a case-by-case basis each semester.

DRS is located on the first floor of the Hannelly Center. For more information, visit www.phoenixcollege.edu

Discrimination Complaint

602.285.7228

<https://www.maricopa.edu/legal/harassment/dcpstudent.htm>

ND-2 Discrimination Complaint Procedures for Students

- I. This procedure provides for the prompt and equitable resolution of discrimination and harassment complaints brought by students against a member of the college community that is based on membership in a “protected class/category” (not otherwise addressed in the Title IX Sexual Misconduct Policy).
 1. Complaints may be brought under this procedure for discrimination based on membership in a protected group: race, color, religion, national origin, citizenship status (including document abuse), sex (including pregnancy and sexual harassment), (not including those cases under the Title IX Policy Jurisdiction), sexual orientation, gender identity, age, veteran status, physical or mental disability, or genetic information.
 2. All members of the college community should act promptly upon receipt of an allegation of conduct that might constitute harassment and/or discrimination. Any member of the college community should refer a person who might be a

victim of such conduct to the college’s equal opportunity & Title IX Regional Director [Regional Director] (or designee) or to the district’s Title IX, ADA/504 Coordinator who are both responsible for resolving complaints of unlawful harassment/discrimination.

3. Students who believe they are experiencing sexual harassment in violation of Title IX should submit a written complaint under [Administrative Regulation 5.1.16](#), [Title IX Sexual Harassment Policy](#).
 4. Students who wish to file a complaint related to disability accommodations should first exhaust the remedies outlined under [A.R. 2.8 Students with Disabilities](#).
 5. Students who feel they have been treated unfairly or unjustly by a faculty member regarding instruction or a grade **not involving discrimination based on membership in a protected group (as outlined above)** should utilize the [S-6 Instructional Grievance Process](#).
- II. College officials should take all necessary steps to ensure the prompt and equitable resolution of any complaint of harassment/discrimination. The typical time period to resolve allegations under this policy is sixty (60) business days. MCCCDCD will make a good faith effort to complete the resolution process within this period. Any extenuating circumstances that extend this time period will be communicated to the complainant and respondent and noted in the investigative file.
1. The term “Complainant” refers to an individual who has experienced the alleged prohibited conduct. Only the person who has experienced the alleged prohibited conduct may file a complaint under this policy. The term “Respondent” refers to an individual who has been accused of engaging in prohibited conduct.
 2. The written complaint must identify the action, decision, conduct, or basis that the student believes constitutes prohibited discrimination or harassment. If the complaint does not contain the above-referenced information, the Regional Title IX Director or district Title IX, ADA/504 Coordinator will request clarification.
 3. Every effort will be made to address the complaint consistent with the complainant’s desires. However, under certain circumstances, the MCCCDCD may have a legal obligation to identify and remedy discrimination or harassment, irrespective of whether a formal complaint is actually filed and even if the complainant would prefer no action be taken.

III. Optional Informal Resolution of Discrimination Complaints

1. Before filing a formal complaint under this procedure, the student may attempt to resolve the problem through informal discussions with the respondent. Students are not required to use the informal resolution process before filing a formal complaint.
2. The student should work with the Regional Director to schedule and facilitate the informal resolution meeting.
3. The informal resolution process consists of: **a)** the discussion between parties regarding the allegations, **b)** the response to the allegations, and **c)** a written resolution agreement between the parties as to the disposition of the allegations. The Regional Director shall be involved with the drafting of the written resolution agreement.
4. Both parties must sign the written resolution agreement in order to deem the matter closed.
5. There is no appeal to the informal resolution process. The Regional Director is charged with ensuring the disposition (and any actions stated therein) is completed.
6. At any time before the signing of the resolution agreement, the student can end the informal process and initiate the formal process.
7. If the complaint cannot be informally resolved to the satisfaction of the student, the student has the right to file a formal complaint and to proceed under the formal resolution procedures.

IV. Formal Resolution of Discrimination Complaints

1. A student who contends that unlawful or MCCCDC-prohibited discrimination has occurred may file a formal complaint by contacting the Regional Director at each respective college or center or the district's Title IX, ADA/504 Coordinator if the respondent is a district office employee.
2. A formal complaint is a signed and dated document submitted by the complainant (an email from the student will suffice) alleging a policy violation by a respondent, a summary of allegations, and requesting that the MCCCDC investigate the allegation(s).
3. The formal process consists of a signed complaint, preliminary assessment, an investigation, a determination regarding the allegation, appropriate corrective action or sanctions when the complaint is substantiated, and an offered appeal process.
4. Upon receipt of a formal complaint of discrimination or harassment, the Regional Director shall conduct a preliminary assessment to

determine whether, if substantiated, the behavior or conduct reported would constitute a violation of MCCCDC policy. The Regional Director has sole discretion to determine whether further investigation is necessary in any particular case. In circumstances where a complaint will not be investigated, the complaint will be notified.

5. Following the determination that an investigation should take place; the Regional Director shall appoint two (2) trained investigators to investigate the allegations. The complainant, respondent and/or investigators shall disclose any potential conflicts of interest or bias regarding the complaint to the Regional Director.
6. Regional Director will provide written notice of allegations (the "NOA") to the respondent upon commencement of the formal resolution process. The NOA will include: **a)** a summary of all allegations, **b)** specific policies implicated, **c)** a statement of the potential sanctions/corrective actions that could result, **d)** a statement that the applicable evidentiary standard is a preponderance of the evidence, **e)** a statement that the MCCCDC presumes the respondent is not responsible for the reported misconduct unless and until the evidence supports a determination of a policy violation, **f)** the name(s) of the assigned investigator(s), **g)** detail on how the party may request disability accommodations during the interview process, **h)** a statement about MCCCDC's policy on retaliation, and **i)** an instruction to preserve any evidence that is directly related to the allegations.
7. Amendments and updates to the NOA may be made as the investigation progresses and more information becomes available. Notice is presumed to have been given upon emailing the NOA to the respondent's MCCCDC-owned email address.
8. The investigators shall review all information provided to the Regional Director and will interview individuals who potentially possess relevant evidence as identified by the parties and determined by the investigators. The investigators shall focus on the allegation(s) of policy violation, assess the relevance of witnesses and evidence, and work efficiently to conclude the investigation promptly (within 60 business days), as outlined in this procedure. The investigators shall deliver to the Regional Director the investigation report, which shall include: **a)** a summary of the allegations, **b)** a written determination (including rationale) regarding the allegation and whether a policy violation is substantiated or

unsubstantiated, and, **c)** any recommendation(s) addressing substantiated findings.

9. Within ten (10) business days following receipt of the results of the investigation the Regional Director will accept or recommend further investigation. The Regional Director will provide a written notification of the investigation outcome simultaneously to the complainant and respondent. This outcome notification will include a summary of the investigator's written findings.

V. Sanctions and Corrective Action

1. The Vice President of Student Affairs will implement student sanctions as appropriate under [A.R. 2.5 Student Rights and Responsibilities Policy](#). If the respondent is an employee, the Vice President of Student Affairs will report the findings of fact and policy conclusions to the college or District Human Resources who will issue appropriate disciplinary sanctions or corrective action.
2. MCCCDCD has clear policy goals to prevent and correct discrimination or harassment, therefore, possible sanctions include, but are not limited to: written warning, counseling, suspension, transfer, mandatory training, or dismissal of the respondent. As appropriate to remedy the effects of policy violations, action on behalf of complainants, such as employee assistance, professional counseling, voluntary transfer, etc., may also be offered. The institution will take appropriate steps to prevent further occurrences.

VI. Supportive Measures

For any allegation of unlawful discrimination, the MCCCDCD may provide supportive measures to assist or protect the parties during the pendency of the investigation. Such measures may include academic adjustments, arranging for changes in class schedules, or other appropriate temporary measures.

VII. Appeal Right

1. A complainant or respondent who is not satisfied with the outcome has five (5) business days to submit an appeal of the decision, in writing, to the College President. If a conflict of interest prevents the College President from serving as the appeal officer, then the district Provost shall serve as the appeal officer. For respondents who are district office employees, the Provost shall serve as the appeal officer. If the Provost has a conflict of interest, a College President may serve as the appeal officer. Conflicts of interest requiring a change of appeal officer shall be communicated to the requesting party.

Grounds for Appeal. Appeals are limited under the following grounds: **a)** Procedural irregularity that affected the outcome of the matter; **OR, b)** New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter.

2. The appeal request must state the grounds for appeal and why the complainant or respondent believes the outcome was improper.
3. Denials based on lack of grounds shall be communicated to the requesting party within five (5) business days of the request for appeal being received by the appeal officer.
4. If any grounds for appeal are met, the appeal officer will review the results of the investigation and written findings and respond to the request within ten (10) business days from receipt of the request. The ten-day review and response period may be extended for extenuating circumstances, with notice to all parties. The appeal officer may accept, reject, or modify the investigatory outcome. If the appeal officer determines that it is necessary to remedy a substantial deficiency caused by one of the appeal grounds above, the case file will be reopened and assigned for further investigation. If necessary, other investigator(s) may be assigned. If the appeal officer determines that the investigation was thorough and complete and that the decision is supported by the evidence, the appeal officer will affirm the investigation outcome. At this point, the student has exhausted the Discrimination Complaint Procedure for Students.

VIII. Maintenance of Documentation

Documentation resulting from each level in the Formal Resolution Process (including witness statements, investigative notes, etc.) will be maintained in accordance with state and MCCCDCD document retention guidelines, [A.R. 4.15 Retrieval, Disclosure and Retention of Records](#).

IX. Confidentiality of Proceedings

Every effort will be made by the college and MCCCDCD 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 MCCCDCD's legal obligation to investigate and resolve issues of discrimination.

X. 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. As per [A.R. 5.1.15 Retaliation Prohibited](#), “MCCCD strictly prohibits an adverse action that might deter a reasonable person from participating in activity protected by antidiscrimination laws.”

XI. 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 under the Student Conduct Code or appropriate employee Administrative Regulation.

External Filing of Discrimination Complaint

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

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

AMENDED through the Administrative Regulation Approval Process, June 12, 2023

Dress Code

(602.285.7228)

<https://www.phoenixcollege.edu>

State Health Department laws and college policy require that all students wear shoes and a shirt in addition to other apparel. Dress codes in individual departments/programs, not limited to, Fitness Center, Massage Therapy Program, Health Enhancement, Dental Hygiene, Health Information Technologies, etc., will be enforced by the department chair and/or appropriate administrator.

Early College Programs

(602.285.7743)

earlycollege@phoenixcollege.edu

The Early College Programs are designed to help prepare high school students for college by providing college preparatory advising and academic support. The programs offered are ACE (Achieving a College Education), the Hoop of Learning (HOL) and Dual Enrollment.

Achieving a College Education (ACE) Program

The Achieving a College Education Program (ACE) is a nationally recognized program designed to help at-risk students obtain a college education. This program is specifically designed to help students make a smooth transition from high school to an accredited community college, then move on to a university in order to complete a bachelor's degree.

ACE Program Highlights

- The ACE Program recruits high school students in their sophomore year to participate in the program in their high school junior and senior years.

- ACE students are enrolled in college courses while in high school.
- Students attend college classes on the Phoenix College campus during the summer and on Saturdays during the fall and spring semester.
- Students can earn up to 24 college credits by the time they graduate from high school.

Program Structure

During the summer between sophomore and junior year, a student takes college classes totaling six credit hours. During the fall and spring semesters a student takes one Saturday class totaling three credit hours. The cycle repeats again starting the summer between the junior and senior year of high school. Students participate in the program as a cohort. Students and their families participate in an orientation and a series of ongoing activities and events, such as financial aid and career workshops, designed to keep them informed and connected throughout the two years.

The ACE cycle takes two years and integrates the nine essential elements: Academic Advising, Assessment, Career Exploration, College Preparation and Application Assistance, Enrichment Seminars, Financial Aid and Scholarship Workshops, Mentoring Parent/Guardian Workshops, Summer and University Bridge Programs and Tutoring and Study Skills Workshops.

Hoop of Learning Program

The Hoop of Learning Program at Phoenix College is designed to provide Native American high school students the opportunity to earn college credit while still in high school. The program offers cultural courses, support for academic achievement, community connection, financial assistance and leadership.

The program will guide students through the college process and provide them with support services to ensure academic success. The program structure includes general education offerings, courses in American Indian Studies, and many other career exploration courses. Participants in this program will have the opportunity to build relationships with other students, staff, and faculty.

Program Goals

- Increase high school retention and graduation rates.
- Increase Native American enrollment and participation in college.
- Empower Native American students to reach their goals.

- Enhance Native American culturally relevant curriculum.
- Strengthen partnerships with external Native American communities, school districts, and other agencies.

Dual Enrollment

Phoenix College partners with Valley high schools to offer dual enrollment credit for academic and occupational classes. Dual enrollment courses are held on high school campuses and are taught by high school instructors who have met dual enrollment instructor qualifications. The dual enrollment program strives to increase academic confidence and college attainment of high school students.

What Dual Enrollment Can Do For You:

- Dual enrollment provides quality learning opportunities and helps high school students prepare for college.
- Students experience college level courses – the curriculum and text have been approved by Maricopa County Community College District. These challenging courses enhance high level thinking skills and provide incentive to advance beyond the high school level. Best of all, transition from high school to college begins early and occurs conveniently in a familiar, comfortable environment.

"One-Stop" Enrollment Center – Hannelly Center Building

(602.285.7777)

<https://www.phoenixcollege.edu/students/enroll/enrollment-center>

The "One-Stop" Enrollment Center has everything students need to experience a streamlined student process:

- Admissions, Records and Registration
- Academic Advisement
- Student Business Services – Cashiers
- Dean of Student Affairs
- Disability Resources and Services (DRS)
- Financial Aid and Scholarships
- International Education Program
- Recruitment and Retention
- Student ID Cards
- Testing Services
- Transfer Services
- Veterans Services
- Welcome Center

Faculty Office Hours at Phoenix College

<https://www.phoenixcollege.edu/academics/programs/department>

The Faculty Office Hours vary and are posted for public access to students. Telephone numbers are presented within the academic department's Web pages at the link above or see pages 19-20 for Student Services and pages 151-154 for Instructional Departments.

Financial Aid and Scholarships

(480.731.8900)

<https://www.phoenixcollege.edu/faid>

Philosophy

The role of the Financial Aid Office is to assist students in obtaining resources to help pay education costs. The Financial Aid program is designed to provide financial assistance to eligible students from federal, state, institutional, and private funding sources. The program also provides information to families about sources of funding, application procedures, and advice on financial and budgeting issues.

General Information

Financial assistance can help you manage college costs and pay for college tuition, fees, and books.

Financial aid options include:

- Grants
- Loans
- Federal Work-Study (FWS) Programs
- Scholarships

To apply, students must complete and submit the Free Application for Federal Student Aid (FAFSA) in October.

Scholarships

Thanks to the generosity of many individuals, corporations, organizations and other donors, Phoenix College students have access to hundreds of scholarships that are available to assist both academically deserving students and those who demonstrate financial need.

Students may search for scholarships and apply through Maricopa Community Colleges District Scholarship Database: <https://maricopa.academicworks.com>. Students are also encouraged to regularly review the Scholarship, Honors and

Financial Aid department blogs for additional scholarship opportunities:

<https://www.phoenixcollege.edu/beartracks/blogs>

Eligibility Requirements

To be considered to receive federal financial aid funds, students must have a high school diploma or G.E.D. certificate; be a U.S. citizen or eligible noncitizen; have a valid social security number; have registered with the Selective Service, if required; and not be in default on a federal loan or owe repayment of a federal grant. Some of the aid programs are designed for students who have calculated financial need.

Federal regulations state that students must, to continue receiving federal aid, meet and maintain satisfactory academic progress standards as determined by the institution. These standards are applicable even for those semesters of enrollment when federal aid was not received. Students may apply for aid at full or part-time enrolled status. Students enrolled in less than six credit hours within a semester may apply for Federal Pell Grant only.

Federal Aid Programs

The U.S. Department of Education offers the following major student financial aid programs which are administered by the Financial Aid Office.

Grants

Pell Grant: A Federal Pell grant, unlike a loan, does not have to be repaid. Federal Pell Grants usually are awarded only to undergraduate students who have not earned a bachelor's or a professional degree. (In some cases, however, a student enrolled in a post baccalaureate teacher certification program might receive a Federal Pell Grant.) The amount you get will depend on your:

- Financial need
- Your cost of attendance
- Your enrollment status
- Your plans to attend school for a full academic year or less

Federal Supplemental Educational Opportunity Grant (SEOG): To get an FSEOG, you must fill out the Free Application for Federal Student Aid (FAFSA) so your college can determine how much financial need you have. Students who will receive Federal Pell Grants and have the most financial need will receive FSEOGs first. The FSEOG does not need to be repaid.

Leveraging Education Assistance Partnership: A program available to residents of Arizona who are enrolled at least half-time and have demonstrated financial need as determined by federal requirements and state procedures. Students with exceptional need will be considered priority to be awarded. Funding is limited.

Employment

Federal Work Study: Federal Work-Study provides part-time jobs for students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study.

Here's a quick overview of Federal Work-Study:

- It provides part-time employment while you are enrolled in school.
- It's available to students with financial need.
- It's available to full-time or part-time students.
- It's administered by schools participating in the Federal Work-Study Program. Check Jobs and Employment page (<https://www.phoenixcollege.edu/students/career-services>) for open positions.

Loans

Direct Student Loan: Either subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need. The federal government pays the interest on the loan until the student begins repayment and during authorized periods when payment is deferred.

An unsubsidized loan is not awarded on the basis of need. Students may choose to pay interest as it accrues or have interest accumulated and added to the principal; the later will increase repayment amount.

Students may receive a subsidized and/or an unsubsidized loan for the same enrollment period, if eligible. In addition to filing the federal financial aid application, a separate student loan application is necessary. The form is available in the Financial Aid Office.

Federal PLUS Loan - Enables parents with good credit history to borrow to pay the education expenses

of each child who is a dependent student and enrolled at least half-time. The yearly limit on the PLUS Loan is equal to the cost of education for the student minus any other financial aid the student expects to receive. The interest is variable, but will not exceed 9%. Interest is charged from the time the loan is disbursed and continues to be charged until the loan is paid in full. Parents must begin repaying the principal and interest while the student is still in school.

The Financial Aid Office is located in the Hannelly Center. Please call 480.731.8900 for additional information.

For more information, visit www.phoenixcollege.edu

International Education Program

International Main Line: (602.285.7424) ESL

Hotline: (602.285.7375)

isc@phoenixcollege.edu

<https://www.phoenixcollege.edu/become-student/international-students>

The International Education Program is available in the Hannelly Center to students from diverse countries, cultures, and languages. The staff is committed to providing quality services that support the educational goals and enhance student life opportunities for the Phoenix College international community in a culturally-sensitive environment.

Types of services offered include:

- ESL and general advisement
- Admission and registration assistance
- Referrals for citizenship and immigration services
- I-20 application information and processing
- Comprehensive services and information for F-1 students
- International Club support by serving as staff advisor to the international student leaders

For more information:

Email: ISC@phoenixcollege.edu

Online Chat - <https://www.phoenixcollege.edu/chat>

Email or call us to request an in-person, phone or video appointment

Learning Commons

(602.285.7486)

learningcommons@phoenixcollege.edu
<https://www.phoenixcollege.edu/current-students/tutoring>

The Learning Commons (LC), located in the Fannin Library, provides tutoring, workshops, and other services for students to develop skills to become independent life-long learners. Tutoring is available as drop-in, one-on-one, peer-assisted study session (PASS), and/or by appointment; check days and times for each service on our Web page. Tutoring is provided FREE for MCCC students for select courses, including English, ESL, math, and science. The LC tutors can also assist you with developing your reading, writing, and study skills for any class, and with common technology questions such as accessing and using Canvas, using the online tutoring services, and using a graphing calculator. Anatomy models, graphing calculators and some textbooks are available to check out for use in the LC. The LC also provides popular HESI workshops and ESL Conversation Circles. Look for our tutoring schedule and a list of our services on our Web page.

Hours

See our Web page for current hours of operation. The Learning Commons follows the Phoenix College Academic Calendar.

Learning Communities

(602.285.7887)

<https://www.phoenixcollege.edu/schedule> (Keyword: Learning Community)

Learning Communities offer a wonderful way to learn more! Students are enrolled in at least two courses generally linked around a theme designed to enhance the connections between the two or more courses. Benefits to you include forming closer relationships with your instructors and fellow students; earning credit for courses with common assignments; and increasing your success at Phoenix College and beyond. Learning Communities classes are identified in class schedules, with new Learning Communities continually being developed. For specific offerings, consult with the Instructor and/or with an Academic Advisor.

Library

(602.285.7473)

<https://www.phoenixcollege.edu/library>

Fannin Library provides reference services, information resources, and space to study. Reference service is available in person, by phone and online through the Ask a Librarian 24/7 service, as well as by individual appointments through our Research Coach service.

Your active student MEID account allows you to check out books and media from our shelves and also enables your online access to ebooks, articles, and streaming videos.

A variety of seating options are available for use, including individual and group study rooms reservable through our online booking system. Our open computing environment on the main floor is equipped with workstations, printers, scanners, and course-related software. Assistance is available for various software/hardware questions.

Our Library homepage serves as the gateway to information about all services and materials available. Visit us online at the web address above.

Library contacts:

Circulation	602.285.7473
Reference	602.285.7470
Text Us	602.207.8483

Student ID Cards

(602.285.7777)

<https://www.phoenixcollege.edu/students/enrollment-steps/student-ids>

All students should have a Phoenix College Student ID card. Cards may be obtained in the One-Stop Enrollment Center within the Hannelly Center Building. To qualify for a Phoenix College Student ID card, individuals must be enrolled in the current semester, and present another form of approved photo ID as proof of identity. The first card is free; replacement cards are \$5.00, and must be paid for at the Student Business Services (formerly Cashiers) Office. Cards do not need to be updated each semester.

Student Life And Leadership

(602.285.7231)

<https://www.phoenixcollege.edu/students/student-life>

College activities serve as an important part of any person's college experience, regardless of age or background. College activities provide an opportunity for people to interact socially, develop leadership skills, and utilize classroom theories.

The mission of Student Life and Leadership is to serve the needs of students in leadership development, campus and community involvement, and group interaction. Participation in student activities teaches students how to be successful in organizing programs, setting goals, solving problems, budgeting, managing, and making decisions. The opportunity to work in group situations is prevalent, which assists students in understanding social relations, forming friendships, and appreciating diversity.

Student Life and Leadership unites the campus by promoting contact between students, faculty, and employees through clubs, social justice, and service learning. Students interested in becoming part of any Phoenix College club, event and/or activity may inquire at the Office of Student Life and Leadership, located in the Student Union Building.

Student Union

(602.285.7231)

<https://www.phoenixcollege.edu/students/student-life>

Also known as the "Bears' Den," the Student Union provides club work-group areas, meeting rooms, computer workstations, a game room, and a spacious patio. The Student Union is home to the following:

- ACE
- Bear's Brew Coffee Bar
- Dual Enrollment
- Hoop of Learning
- Student Life and Leadership
- Student Government/Club Offices
- Game Rooms
- Student Lounge
- Kitchenette

Testing Services

(602.285.7844)

<https://www.phoenixcollege.edu/students/testing-services>

Our colleges now accept multiple placement measures to determine college course placement for students:

High School GPA (Unweighted, cumulative HS GPA of 2.6 or higher, based on a 4.0 scale. 2+ years of high school work within the last 10 years).

ACT, SAT, GED scores valid for 5 years.

Maricopa EdReady [online exams] (English, College Reading, Critical Reading and Critical Thinking, Quantitative Reasoning, Algebra & Statistic and College Algebra) - this placement does not expire.

ACCUPLACER Exams [In person administer on walk-in basis] (WritePlacer, Reading, Arithmetic, Elementary Algebra, and College Math). Sentence Skills is not accepted – scores valid for 2 Years.

CELSA/ESL Exam scores valid for 2 years

There is no charge for placement testing. Students must have a Student Information Form on file with the Admissions and Records Office prior to placement testing. Students will need an approved photo ID and their 8-digit PC Student Number or MEID for all testing services. Please refer to the Web site for additional details.

Location Hannelly Center, Lower Level

Transcripts

(602.285.7777)

transcripts@phoenixcollege.edu

<https://www.phoenixcollege.edu/become-student/admissions-and-records/transcripts>

Maricopa transcripts are issued upon request and contain all courses taken at all Maricopa Community Colleges. Official transcripts will not be issued for students who have outstanding debts to any of the Maricopa Community Colleges. Students may request transcripts through their Student Center at www.maricopa.edu or call 602.285.7777 for assistance.

All incoming transcripts to Phoenix College must be sent directly from the institutions attended to

Admissions, Records and Registration, Phoenix College, 1202 W. Thomas Rd., Phoenix, AZ 85013. International college transcripts must be evaluated from an accredited agency. See Admissions, Records and Registration for a list of suggested agencies. College transcripts from a regionally accredited institution will be evaluated upon receipt. Call 602.285.7777 to verify receipt of transcript.

Students will receive a notice in their Message Center through their Student Center informing them when a transcript(s) has been evaluated. After transcripts are evaluated, students should make an appointment with their advisor for a review of the articulated credit and degree requirements.

Veterans Services

(602.285.7342)

<https://www.phoenixcollege.edu/veterans>

Veterans Services is located in the One-Stop Enrollment Center within the Hannelly Center Building and offers all veterans, dependents, and active-duty members assistance with educational benefits, enrollment and transcript information, tutorial assistance, referral for personal, career and academic counseling and other miscellaneous veteran information.

Phoenix College Veterans Services has been approved to certify eligible veterans, dependents, and active-duty members for educational benefits. The following information is provided to assist the student in understanding Department of Veteran's Affairs (VA) certification requirements. The student must notify the Veterans Services office each semester of enrollment if planning to use VA benefits.

If you are concurrently enrolled in more than one institution while attending Phoenix College, you must notify the Veterans Services Office at EACH school in order to ensure the correct payment of benefits.

If you are using your educational benefits for the first time at Phoenix College, it usually takes 5-6 weeks to receive your first educational benefit payment. Veterans wishing to receive advance pay should apply with Veterans Services at least 45 days prior to the first day of classes. Post-9/11 educational benefit recipients are not eligible for advance pay. **Continuing students may not be eligible for**

advanced pay. Tuition deferments may be available for veterans/ dependents using educational benefits.

VA educational benefits will only pay for prerequisites and required courses under a specific program of study. The one exception to this applies when the student is in their last semester of their degree program. As long as the student is fulfilling all of their degree requirements, the VA will pay for any desired courses offered for that semester. In addition, the VA will pay for courses that do not meet for the entire term, and funding is only for the duration of the class. The payment of benefits may change as courses begin and end. Any questions regarding funding should be referred to Veterans Services.

Every student receiving educational benefits is responsible for notifying Veterans Services of any change in his/her schedule in order to ensure appropriate funding based on the student's enrollment.

VA regulations state that veterans, dependents, and active-duty members who drop classes after the drop/add period may be liable for overpayment back to the beginning of the term. Veterans who receive a grade of "Z" (no credit), "W" (withdrawal), or "Y" (withdrawal failing) may be responsible for repayment of funds. All drops after the refund period must be made with the instructor of the course.

VA regulations require the college to have official copies of transcripts from every college/university attended, including military transcripts, if the veteran is applying for educational benefits. Veterans of all branches of the military, except for the Air Force, should request that an official copy of their JST (Joint Services Transcript) be sent to Phoenix College. Air Force veterans should request that an official copy of their transcript be sent by the Community College of the Air Force (CCAF) to Phoenix College. All transcripts must be requested by the student and should be sent directly to the Admissions, Records and Registration Office at Phoenix College, 1202 W. Thomas Rd., Phoenix, AZ 85013. Email inquiries may be sent to: pc-veteran-services@phoenixcollege.edu.

Welcome Center

(602.285.7777)

<https://www.phoenixcollege.edu>

The primary purpose of the Welcome Center, located in the Hannelly Center, is to assist students and guests to the campus with information, the admissions and enrollment process, student e-mail, MEID and password, college programs and events, and provide assistance with www.maricopa.edu, the online student center.

Services

- Provide students with basic information and instructions to facilitate the admissions, registration, advising, and financial aid processes.
- Provide information on most upcoming events.
- Provide assistance to non-English-speaking individuals when possible.

Materials

- Accuplacer/CELSA Test Schedules
- Brochures and flyers from academic and student services departments
- Final Exam Schedules
- Online PC catalog information
- Online PC class offerings
- Student Information and Registration Forms
- Campus maps

Important Numbers

SERVICE	CONTACT
Academic Advisement	602.285.7777 https://www.phoenixcollege.edu/students/advisement
Accident Insurance	602.285.7231 https://www.phoenixcollege.edu/students/student-life/student-resources
Admissions, Records and Registration	602. 285.7777 ar@phoenixcollege.edu https://www.phoenixcollege.edu/become-student/admissions-and-records
Adult Basic Education - GED® Test Preparation and English Classes	(480) 517-8110 gedinfo@riosalado.edu, www.riosalado.edu/abe
Office of Alumni and Development /Phoenix College Alumni Association (PCAA)	602.285.7667, 602.285.7652 or 602.285.7337 https://www.phoenixcollege.edu/alumni
Athletics	602. 285.7175 https://athletics.phoenixcollege.edu
Bookstore	602. 285.7489 www.phoenixcollegeshop.com
Cafeteria (Bear Cave Café)	https://www.phoenixcollege.edu/dining/bear-cave-cafe
Career Services	602. 285.7420 https://www.phoenixcollege.edu/careerservices
Child Care	602.560.0000 https://www.phoenixcollege.edu/current-students/support-services/child-care https://www.swhd.org/programs/head-start/
College Police (Public Safety)	<ul style="list-style-type: none"> <input type="checkbox"/> 480.784.0911 Emergency (in-progress and medical emergencies) <input type="checkbox"/> 480.784.0900 Non-Emergency (requests to unlock doors, delayed reporting) <input type="checkbox"/> 602.285.7254 Campus Business (parking decals, etc.) dl-pc-safety@phoenixcollege.edu, www.phoenixcollege.edu/raveguardian
Counseling Department	(480) 517-8110 gedinfo@riosalado.edu, www.riosalado.edu/abe
Disability Resources and Services	602.285.7667, 602.285.7652 or 602.285.7337 https://www.phoenixcollege.edu/alumni
Discrimination Complaint	602. 285.7228 https://www.maricopa.edu/legal/harassment/dcpstudent.htm
Dress Code	602. 285.7228 https://www.phoenixcollege.edu
Early College Programs – (ACE, Hoop of Learning, and Dual Enrollment)	602. 285.7743 earlycollege@phoenixcollege.edu
Enrollment Center	602. 285.7777 https://www.phoenixcollege.edu/students/enroll/enrollment-center
Financial Aid	480.731.8900 https://www.phoenixcollege.edu/faid

International Education Program	602. 285.7424 (International Main Line), 602.285.7375 (ESL Hotline) isc@phoenixcollege.edu https://www.phoenixcollege.edu/become-student/international-students
Learning Commons	602. 285.7486 learningcommons@phoenixcollege.edu https://www.phoenixcollege.edu/current-students/tutoring
Learning Communities (Keyword: Learning Community)	602. 285.7887 https://www.phoenixcollege.edu/schedule
Library	602.285.7473 https://www.phoenixcollege.edu/library
Student ID Cards	602. 285.7777 https://www.phoenixcollege.edu/students/enrollment-steps/student-ids
Student Life and Leadership	602. 285.7231 https://www.phoenixcollege.edu/students/student-life
Student Union	602. 285.7231 https://www.phoenixcollege.edu/students/student-life
Testing Services	602. 285.7844 https://www.phoenixcollege.edu/students/testing-services
Transcripts	602. 285.7777 transcripts@phoenixcollege.edu https://www.phoenixcollege.edu/become-student/admissions-and-records/transcripts
Transfer Center	602. 285.7116 https://www.phoenixcollege.edu/students/advisement/transfer
Veterans Services	602. 285.7342 https://www.phoenixcollege.edu/veterans
Welcome Center	602. 285.7777 https://www.phoenixcollege.edu

Student Clubs/Organizations

Student extracurricular activities are an important part of the collegiate experience for all students attending Phoenix College. In addition to our many student clubs and organizations, many opportunities for involvement exist in areas such as athletics, music, art, theatre, community service, and campus events. For more information about clubs and other involvement opportunities, or for information about forming a new student organization, please visit the Office of Student Life and Leadership, located in the Student Union, or visit <https://www.phoenixcollege.edu/studentlife>.

Club activities must be scheduled through the Office of Student Life and Leadership. Please contact the Office of Student Life and Leadership for more information.

Some of the student leadership and involvement opportunities throughout campus include:

Acapella Club
 American Choral Directors Association ASL Super Signers Club
 CGI (Comics, Gaming, and Interface) Club Christian Club
 Educators Rising eSports Club Fashion Design Club Garden Club
 Green Team Club Health Science Association
 Interior Design Club International Club
 Male Empowerment Network (MEN)
 Movimiento Estudiantil Chicanos de Aztlan (M.E.Ch.A)
 NAACP/Black Student Union (BSU)
 National Alliance of Mental Illness (NAMI)
 Native American Student Association (NASA) Pantry Club
 PC3 = Phoenix College Clay Club
 PC CAN! (PC Climate Action Network)
 PC United Student Council
 Phi Beta Lambda Business Club
 Phi Theta Kappa International Honor Society (PTK)
 Rainbow Spectrum Club –Queer & Transgender Advocacy
 Robotics Club
 Phoenix College American Dental Hygienist Association (ADHA) Student Chapter
 Social Justice Organization Spilled Ink Club
 STEAM Club
 Student Nurses Organization (SNO)
 Student Sustainability Club (SUS)
 Veterans Association (PCVA)
 Women Rising



Programs



PHOENIX COLLEGE

A MARICOPA COMMUNITY COLLEGE

Fields of Interest, Degrees and Certificates

Programs are presented in their Field of Interest in alphabetical order by the Title.

- Behavioral Science and Human Services – Help people, serve your community, and improve the lives of those in need with a rewarding career in healthcare, counseling, and more.
- Business, Entrepreneurialism, and Management – We’ve designed our Business, Entrepreneurialism, and Management pathway to give you the skills you need to be an economic and social leader.
- Computer and Information Technology—Get the knowledge and real-world experience you need to excel in gaming, programming, tech support, web design, and more.
- Culture and Society—Tackle complex global issues in a wide range of fulfilling career fields, from communication and sociology to history, economics, and beyond.
- Education—If you love learning and want to help students reach their potential, start your career as a teacher, instructional designer, administrator, and more.
- Health Sciences—Help people live better, safer, healthier lives when you pursue a career as a nurse, EMT, physical therapist, personal trainer, and more.
- STEM—Creatively solve problems and explore new frontiers with a challenging STEM career.
- Visual and Performing Arts—Unleash your creativity while honing your craft as you pursue a career in visual art, design, dance, music, fashion, film, or theater.

Bachelor’s Degree Programs

Maricopa Community Colleges is excited to launch our first-ever bachelor’s degree programs!

Our programs are affordable, convenient, and high quality—offering personalized support, small class sizes, and flexible schedules to guarantee your success. Up to 90 credits may be taken at any of the 10 Maricopa Community Colleges toward your degree completion.

A bachelor’s degree is a great investment in your future—providing you with the skills and education you need to be well prepared for a career in a fast-growing field with higher annual earnings, greater job security, and more opportunities for advancement.

Behavioral Science and Human Services

CONTACT: Mr. B. Williams, Department Chair:
(602) 285.7234 and/or
bill.williams@phoenixcollege.edu

Administration of Justice Certificate of Completion — CCL 5007N 15 Credits

This program also examines diverse populations and communities, and their effects on relationships with the criminal justice system. In addition, this program allows students to familiarize themselves with and evaluate various career opportunities in the criminal justice field and is one pathway to the Associate in Applied Science (AAS) in Administration of Justice.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better for all courses required within the program.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 15 Credits

AJS101	Introduction to Criminal Justice.....	3
AJS109	Substantive Criminal Law (3) OR	
AJS260	Procedural Criminal Law (3).....	3
AJS123	Ethics and the Administration of Justice.....	3
AJS230	The Police Function.....	3
AJS240	The Correction Function	3

Restricted Electives: None.

CONTACT: Mr. B. Williams, Department Chair:
(602) 285.7234 and/or
bill.williams@phoenixcollege.edu

Administration of Justice Studies Associate in Applied Science — AAS 3181 61-65 Credits

The Associate in Applied Science (AAS) in Administration of Justice Studies provides in-depth preparation for students desiring to be practitioners or pursue continued education and advancement in several fields including local and federal law enforcement, the courts, corrections, security, and investigations. The program also provides criminal justice practitioners with the opportunity to complete the Certificate of Completion (CCL) in Administration of Justice as well as one of five Certificates of Completion (CCLs) in Corrections, Homeland Security, Law Enforcement, Legal Studies, and Victimology. A transfer pathway in Criminal Justice is also available (Associate Arts (AA), Emphasis in Criminal Justice) as well as an Associate in Applied Science (AAS) in Forensics and related Certificates of Completion.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 28-30 Credits

AJS101	Introduction to Criminal Justice.....	3
AJS109	Substantive Criminal Law.....	3
AJS123	Ethics and the Administration of Justice	3
AJS200	Current Issues in Criminal Justice (3) OR	
AJS/EMT/FSC258	Victimology and Crisis Management (3).....	3
AJS212	Juvenile Justice Procedures.....	3
AJS225	Criminology.....	3
AJS230	The Police Function	3

AJS240	The Correction Function	3
AJS260	Procedural Criminal Law ...	3
FYE101	Introduction to College, Career and Personal Success (1) OR	
FYE103	Exploration of College, Career and Personal Success (3).....	1-3

Restricted Electives: 12-13 Credits

Complete twelve to thirteen (12-13) credits from the course options below. Some of these options fulfill requirements for one or more related certificates of completion (CCLs). Consult with an AJS faculty advisor, program director, and/or academic advisor to identify coursework that best aligns with academic and professional goals.

AJS113	Criminal Justice Crime Control Policies and Practices.....	3
AJS119	Computer Applications in Justice Studies	3
AJS270	Community Relations.....	3

The following courses fulfill the requirements for the Corrections certificate (5776N):

AJS205	Effective Communication and Report Writing in Criminal Justice	3
AJS255	The Criminal Justice System Handling of the Mentally Ill.....	3
AJS275	Criminal Investigation I.....	3

The following course fulfills the requirements for the Crime Scene Investigation (5964) and Fingerprint Identification and Photography (5010N):

AJS290BN	Courtroom Testimony Seminar.....	1
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The following courses fulfill the requirements for the Homeland Security (5322N):

AJS/FSC139	Emergency Response to Terrorism	3
AJS/FSC147	Emergency Preparedness....	3
AJS/FSC148	Fundamentals of Emergency Management	3

AJS/FSC149	Hazard Mitigation	3
AJS195	International and Domestic Terrorism.....	3

The following courses fulfill the requirements for the Law Enforcement certificate (5987N):

AJS205	Effective Communication and Report Writing in Criminal Justice	3
AJS275	Criminal Investigation I	3

The following courses fulfill the requirements for the Legal Studies certificate (5966N):

AJS201	Rules of Evidence	3
AJS205	Effective Communication and Report Writing in Criminal Justice	3
AJS210	Constitutional Law	3

The following courses fulfill the requirements for the Victimology certificate (5392N):

AJS162	Domestic Violence	3
AJS255	The Criminal Justice System Handling of the Mentally Ill	3

AJS+++++	Any AJS Administration of Justice Studies course not listed under the Required Courses area	3
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General Electives: 0-6 Credits

Select additional courses 100-level or higher to complete the minimum total program credits required for this degree.

Select courses not already listed in Required Courses, Restrictive Electives, or General Education requirements. Consult with an AJS faculty advisor, program director, and/or academic advisor to identify coursework that best aligns with academic and professional goals.

General Education: 16-22 Credits

CORE: 12-18 Credits

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:

- COM100 Introduction to Human Communication (3) OR
- COM110 Interpersonal Communication (3) OR
- COM225 Public Speaking + (3) OR
- COM230 Small Group Communication (3)..... 3

Critical Reading:

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

Mathematics:

- MAT140 College Mathematics + (5) OR
- MAT141 College Mathematics + (4) OR
- MAT142 College Mathematics + (3) OR
- MAT145 College Mathematics with Review (6) OR
- MAT146 College Mathematics with Review (6) OR
- Any higher approved general education course in the Mathematics area3-6

DISTRIBUTION: 4 Credits

Humanities, Arts and Design:

Met by AJS123 in the Required Courses area 0

Social-Behavioral Sciences:

Met by AJS101, AJS200, AJS225 or AJS/EMT/FSC258 in Required Courses area 0

Natural Sciences:

Any approved general education course from the Natural Sciences area.

Recommended:

- FOR105 Forensic Science: Physical Evidence (4) OR
- FOR106 Forensic Science: Biological Evidence (4) OR a course with the [SQ] or [SG] general education designation (4)..... 4

CONTACT: (602) 285.7651 and/or PC-Liberal-Arts@phoenixcollege.edu

Adolescent Studies

**Certificate of Completion — CCL 5357N
9 Credits**

The Certificate of Completion (CCL) in Adolescent Studies focuses on adolescent development, problem solving, and family relationships in contemporary America. Included are courses that center on the development of skills and techniques to work with adolescents and their families, and strengthen adolescent and family relationships. This certificate is designed for students who are preparing to work or those who are presently employed in professions that require interaction with adolescents and/or adolescent-related issues.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses within the program.

Required Courses: 9 Credits

- | | |
|--------|---|
| CFS130 | Demystifying Adolescence .1 |
| CFS182 | Parenting the Early Adolescent: Ages Ten to Fourteen..... 1 |
| CFS183 | Contemporary Issues in Adolescence.....3 |
| CFS277 | Adolescent-Adult Interaction 3 |
| CFS281 | Adolescent School Success.1 |

CONTACT: Mr. O. Alcordo, Program Director: (602) 285.7125

Community Emergency Response Team (CERT): Level I

**Certificate of Completion — CCL 5448N
1.5 Credits**

The Certificate of Completion (CCL) in Community Emergency Response Team (CERT): Level I provides basic training for participation on a CERT in accordance with the Federal Emergency Management Agency (FEMA).

Program Notes: Students must earn a grade of C or better in all courses within the program. This program is not eligible for Title IV Federal Financial Aid.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 1.5 Credits

AJS/FSC115	Community Emergency Response Team (CERT): Level I.....	1.5
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CONTACT: Mr. B. Williams, Department Chair: (602) 285.7234 and/or bill.williams@phoenixcollege.edu

Corrections

**Certificate of Completion — CCL 5776N
15 Credits**

The Certificate of Completion (CCL) in Corrections program is designed for students intending to pursue careers in various correctional components of the justice system, including parole, probation, jail, and prisons. Focus is broader learning about the correction function in the context of overall administration of justice system.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better for all courses within the program.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 15 Credits

AJS101	Introduction to Criminal Justice	3
AJS123	Ethics and the Administration of Justice (3) OR	
AJS255	The Criminal Justice System Handling of the Mentally Ill (3)	3
AJS212	Juvenile Justice Procedures	3

AJS240	The Correction Function	3
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AJS205	Effective Communication and Report Writing in Criminal Justice (3) OR	
AJS275	Criminal Investigation (3).....	3

Restricted Electives: None.

CONTACT: Mr. B. Williams, Department Chair: (602) 285.7234 and/or bill.williams@phoenixcollege.edu

**Crime Scene Investigation
Certificate of Completion — CCL 5964
16-18 Credits**

The Certificate of Completion (CCL) in Crime Scene Investigation is designed to develop knowledge and skills required to investigate and reconstruct crime scenes using scientific evidence and logical analysis. The program provides instruction in criminal investigation procedures, collection and preservation of physical and biological evidence, death investigation techniques, crime scene reconstruction methodology and presentation of testimony in court.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 16-18 Credits

AJS213	Evidence Technology/Fingerprints 3
AJS243	Crime Scene Reconstruction + 3
AJS215	Criminalistics: Physical Evidence (3) OR
AJS219	Crime Scene Technology: Physical Evidence (3) OR
FOR105	Forensic Science: Physical Evidence (4) 3-4
AJS216	Criminalistics: Biological Evidence (3) OR
FOR106	Forensic Science: Biological Evidence (4).....3-4
AJS214	Evidence Technology/Photography 3
AJS275	Criminal Investigation I 3
AJS290BN	Courtroom Testimony Seminar 1

Restricted Electives: None.

CONTACT: Mx. S. Stone, Program Director:
serena.stone@phoenixcollege.edu

Deaf Studies

**Certificate of Completion — CCL 5333
36-47 Credits**

The Certificate of Completion (CCL) in Deaf Studies is designed to provide students with intermediate sign language skills and an overview of cultures and communities within the Deaf, the Hard of Hearing, and the Deaf Blind populations. This program will not prepare students as interpreters; it will enhance their ability to provide services to these populations.

Program Notes: Students must earn a grade of B or better in CRE101, ENG101 or ENG107, IPP205, IPP207, ASL202, ASL203, ASL204, and ASL212, and must earn a grade of C or better for all remaining courses required within the program. + indicates course has prerequisites and/or corequisites. Students must complete one- hundred (100) clock hours of community involvement defined by the Program Director.

Admission Criteria: High school diploma, or GED, or equivalent.

Program Prerequisites: None.

Required Courses: 36-47 Credits

ASL101	American Sign Language I (4) OR Permission of Program Director (0) 0-4
ASL102	American Sign Language II + (4) OR Permission of Program Director (0) 0-4
ASL110	Fingerspelling +3
ASL200	Issues and Resources +3
ASL201	American Sign Language III +4
ASL202	American Sign Language IV +4
ASL203	American Sign Language V +4
ASL204	Comparative Linguistics: ASL/English + ... 3
ASL212	Deaf Culture +3
CRE101	College Critical Reading and Critical Thinking + (3) OR Equivalent as indicated by assessment (0) 0-3
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
IPP198	Careers in Deaf Studies: Observation +1
IPP205	Introduction to Interpreting +3
IPP207	Ethics and Decision Making for ASL/English Interpreters +2

Restricted Electives: None.

CONTACT: Mr. O. Alcorido, Program Director:
(602) 285.7125

Driver Operator

Certificate of Completion — CCL 5418N

8 Credits

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.

Program Notes: Students must earn a grade of C or better for all courses required within the program. This program is not eligible for Title IV Federal Financial Aid.

Admission Criteria: Acceptance into the program and permission of Program Director is required.
Program Prerequisites: None

Required Courses: 8 Credits

FSC111	Emergency Vehicle Driver Operator....	2
FSC117	Fire Apparatus	3
FSC118	Fire Hydraulics	3

CONTACT: Mr. O. Alcorido, Program Director:
(602) 285.7125

**Emergency Communications and Deployment
Certificate of Completion — CCL 5775N
2 Credits**

Tactical methods of communication, interview, interrogation, assessment, and deployment. Communication devices include radio, telephone, computer-aided dispatch; mobile digital transmitter. Highlights of human anatomy, physiology disease profiles, and approach to interventions in life-threatening situations. Persuasive delivery of pre-arrival instructions, most dispatch communications, basic life support techniques for all age groups. Communication with law enforcement on all levels within the community and the state. Contribution to research,

quality assurance, and prevention. Education and training to help student function as an emergency dispatch professional.

Program Notes: Students must earn a grade of C or better in all courses within the program. This program is not eligible for Title IV Federal Financial Aid. + indicates course has prerequisites and/or corequisites.

Program Prerequisites: None.

Admission Criteria: None.

Required Courses: 2 Credits

EMT101	Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers	0.5
EMT116	Emergency Medical Communications (EMD) +.....	1.5

CONTACT: Mr. O. Alcorido, Program Director:
(602) 285.7125

Emergency Management

**Certificate of Completion — CCL 5304
18 Credits**

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 emergency operations, hazardous materials incidents, tactics, strategy, and safety of firefighting activities, and customer service in the public sector. The student will be prepared for positions such as Emergency Manager, Emergency Management Planner, Emergency Operations Coordinator, Environmental Compliance Planner, and Emergency Management Specialist, working in state, local, federal, and international governments, business and industry, military installations, and health care facilities.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 18 Credits

AJS/FSC139	Emergency Response to Terrorism	3
AJS/FSC146	Disaster Recovery Operations.....	3
AJS/FSC147	Emergency Preparedness	3
AJS/FSC148	Fundamentals of Emergency Management	3
AJS/FSC149	Hazard Mitigation.....	3
FSC224	Incident Command Systems	3

Restricted Electives: None.

CONTACT: Mr. B. Williams, Department Chair:
(602) 285.7234 and/or
bill.williams@phoenixcollege.edu

**Fingerprint Identification and Photography
Certificate of Completion — CCL 5010N
10 Credits**

The Certificate of Completion (CCL) in Fingerprint Identification and Photography is designed to prepare students for entry level positions in the field of fingerprint classification and identification. It is one pathway to the Associate in Applied Science (AAS) in Forensic Science.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better for all courses required within the program. + indicates course has prerequisites and/or corequisites.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 10 Credits

AJS101	Introduction to Criminal Justice.....	3
AJS213	Evidence Technology/Fingerprints.....	3
AJS214	Evidence Technology/Photography.....	3
AJS290BN	Courtroom Testimony Seminar.....	1

Restricted Electives: None.

CONTACT: Mr. O. Alcorido, Program Director:
(602) 285.7125

Students wishing to apply for the CCL program in Firefighter Operations must speak to an EMT/Fire Science advisor.

**Firefighter Operations
Certificate of Completion — CCL 5557
16.5-33 Credits**

The Certificate of Completion (CCL) in Firefighter Operations provides the opportunity for individuals seeking careers in the fire service to acquire minimum standard firefighting skills and prepare for state and/or national certifications, including the Firefighter I and II Certification. An Associate in Applied Science (AAS) in Fire Science is also available.

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

Admission Criteria: Formal application and admission to the program is required.

Program Prerequisites: None.

Required Courses: 16.5-33 Credits

EMT101	Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers (0.5)
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OR

Current validation in Basic Life Support (BLS) Health Care Provider/ Professional Rescuer (0)

AND

Credit By Evaluation (0.5).....0.5

EMT104 Emergency Medical Technology + (10)

AND

EMT104AB Applied Practical Studies for
Emergency Medical Technology +
(0.5) AND
EMT104L Emergency Medical Technology
Practicum (2) OR
Arizona State EMT Certification (0) OR
Arizona State Paramedic Certification (0) OR
Permission of Program Director (0)..... 0-12.5

FSC102 Fire Department Operations +11

FSC105 Hazardous Materials
Awareness and Operations
(3) OR
Permission of Program Director.....0-3

FSC130 Fitness for
Firefighters/CPAT (1) OR
Verification of CPAT completion (0) 0-1

FSC134 Fitness and Conditioning for
Firefighters + 3

FSC174 Functions of Command +... 2

Restricted Electives: None.

CONTACT: Mr. O. Alcorido, Program Director:
(602) 285.7125

Fire Science
Associate in Applied Science — AAS 3205
61.5-92 Credits

The Associate in Applied Science (AAS) in Fire Science provides the opportunity for individuals seeking careers in the fire service to acquire standard firefighting skills and prepare for state and/or national certifications, including the Firefighter I and II Certification. Students will gain broad knowledge and skills necessary to work effectively in the fire service as firefighters. A Certificate of Completion (CCL) in Firefighter Operations is also available.

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. Consult with your faculty mentor or academic advisor to determine educational requirements, including possible university transfer options, for your chosen career field.

Admission Criteria: Admission to program is required. See Program Director for details.

Program Prerequisites: None.

Required Courses: 38.5-61 Credits

EMT101 Basic Life Support/Cardiopulmonary
Resuscitation (CPR) for Health Care
Providers (0.5) OR
Current validation in Basic Life Support (BLS)
Health Care Provider/ Professional Rescuer (0)
AND
Credit By Evaluation (0.5).....0.5

EMT104 Emergency Medical Technology + (10)
AND
EMT104AB Applied Practical Studies for
Emergency Medical
Technology + (0.5) AND
EMT104LL Emergency Medical
Technology Practicum (2)
OR
Arizona State EMT Certification (0) OR Arizona
State Paramedic Certification (0) OR
Permission of Program Director (0) 0-12.5

FSC101 Introduction to Fire Service Selection
and Entry (4) OR
Current employment as a firefighter as determined
by the Program Director. (0)..... 0-4

FSC102 Fire Department Operations + 11

FSC105 Hazardous Materials Awareness and
Operations (3) OR
Permission of Program Director (0) 0-3

FSC108	Fundamentals of Fire Prevention (3)	
OR		
FSC110	Wildland Firefighter (3)	3
	(FSC110 is recommended)	
FSC113	Introduction to Fire Suppression	3
FSC117	Fire Apparatus	3
FSC118	Fire Hydraulics	3
FSC119	Introduction Fire Service Ethics	3
FSC130	Fitness for Firefighters/CPAT (1) OR Verification of CPAT completion (0)	0-1
FSC134	Fitness and Conditioning for Firefighters (3) OR	
FSC234	Fitness and Wellness for Firefighter Candidates + (3)	3
	(FSC234 is recommended for students who have already completed the Fire Academy equivalent of FSC102)	
FSC174	Functions of Command +	2
FSC208	Firefighter Safety and Building Construction +	3
FSC215	Customer Service in the Public Sector.	3
FYE101	Introduction to College, Career and Personal Success (1) OR	
FYE103	Exploration of College, Career and Personal Success (3)	1-3

Restricted Electives: 1-3 Credits

FSC+++++	Any Fire Science Technology course.	
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Recommend the following:

FSC202	Supervisory Training for Firefighters ..	3
FSC204	Firefighting Tactics and Strategy +	3
FSC282AC	Service-Learning Experience in Fire Science +	3
FSC296WC	Cooperative Education +	3

General Education: 22-28 Credits

CORE: 12-18 Credits

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:

COM100	Introduction to Human Communication (3) OR	
COM110	Interpersonal Communication (3) OR	
COM225	Public Speaking + (3) OR	
COM230	Small Group Communication (3)	3
	COM100 is recommended.	

Critical Reading:

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

Mathematics:

MAT140	College Mathematics + (5) OR	
MAT141	College Mathematics + (4) OR	
MAT142	College Mathematics + (3) OR	
MAT145	College Mathematics with Review (5)	
OR		
MAT146	College Mathematics with Review (6)	
OR		
	Equivalent or higher-level mathematics course in the Mathematical Applications [MA] area.	3-6

DISTRIBUTION: 10 Credits

Humanities, Arts and Design:

Any approved general education course from the
Humanities, Fine Arts and Design [HU] area

Social-Behavioral Sciences:

Any approved general education course from the
Social and Behavioral Sciences [SB] area

Natural Sciences:

Any approved general education course from the
Natural Sciences [SG/SQ] area

CONTACT: Mr. O. Alcorido, Program Director:
(602) 285.7125

Fire Service Management

Associate in Applied Science — AAS 3207

61-63 Credits

The Associate in Applied Science (AAS) in Fire Service Management can be used by professional firefighters for promotional opportunities within the Fire Services. The program provides courses for experienced professional firefighters who desire to learn advanced fireground tactics and strategy, building construction, practical incident command, supervisory training of personnel, public administration, basic finance, and human resource management. Students can select from a variety of fire science electives to meet their professional goals. A Certificate of Completion (CCL) in Fire Service Management is also available.

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

Admission Criteria: Current employment as a firefighter and/or Firefighter I and II Certification and/or related experience as determined by the Program Director.

Program Prerequisites: None.

Required Courses: 30-32 Credits

- ENG111 Technical and Professional Writing +.. 3
- FYE101 Introduction to College, Career and Personal Success (1) OR
- FYE103 Exploration of College, Career and Personal Success (3) 1-3
- FSC119 Introduction Fire Service Ethics 3
- FSC167 Fire Captain Academy +..... 6
- FSC202 Supervisory Training for Firefighters .. 3
- FSC204 Firefighting Tactics and Strategy + 3
- FSC208 Firefighter Safety and Building Construction + 3

- FSC214 Human Resources Management in Fire Service +3
- FSC220 Fire Officer +5

Restricted Electives: 3-9 Credits

Students should select 3-9 credit hours from the following courses in consultation with a Program Director.

- FSC+++++ Any Fire Science Technology course(s) 3-9

General Education: 22-28 Credits

CORE: 12-18 Credits

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:

- COM100 Introduction to Human Communication (3) OR
- COM110 Interpersonal Communication (3) OR
- COM225 Public Speaking + (3) OR
- COM230 Small Group Communication (3)3
- COM100 is recommended.

Critical Reading:

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

Mathematics:

- MAT140 College Mathematics + (5) OR
- MAT141 College Mathematics + (4) OR
- MAT142 College Mathematics + (3) OR
- MAT145 College Mathematics with Review (5) OR
- MAT146 College Mathematics with Review (6) OR
- Equivalent or higher-level mathematics course in the Mathematical Applications [MA] area. 3-6

DISTRIBUTION: 10 Credits

Humanities, Arts and Design:

Any approved general education course from the Humanities, Fine Arts and Design [HU] area3

Social-Behavioral Sciences:

Any approved general education course from the Social and Behavioral Sciences [SB] area 3
 SOC101 is recommended.

Natural Sciences:

Any approved general education course from the Natural Sciences [SG/SQ] area 4
 BIO100, or BIO160, or (CHM130 AND CHM130LL) is recommended.

CONTACT: Mr. O. Alcorido, Program Director:
 (602) 285.7125

Fire Service Management

Certificate of Completion — CCL 5420

21 Credits

The Certificate of Completion (CCL) in Fire Service Management can be used by professional firefighters for promotional opportunities within the Fire Services. The program provides courses for experienced professional firefighters who desire to learn advanced fireground tactics and strategy, building construction, practical incident command, supervisory training of personnel, public administration, basic finance, and human resource management. An Associate in Applied Science (AAS) in Fire Service Management is also available.

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

Admission Criteria: Current employment as a firefighter and/or Firefighter I and II Certification and/or related experience as determined by the Program Director.

Program Prerequisites: None.

Required Courses: 21 Credits

- FSC119 Introduction Fire Service Ethics..... 3
- FSC167 Fire Captain Academy + 6
- FSC202 Supervisory Training for Firefighters .. 3
- FSC204 Firefighting Tactics and Strategy + 3

- FSC208 Firefighter Safety and Building Construction +.....3
- FSC214 Human Resource Management in Fire Service + 3

Restricted Electives: None.

CONTACT: Mr. B. Williams, Department Chair:
 (602) 285.7234 and/or
 bill.williams@phoenixcollege.edu

Forensic Science

Associate in Applied Science — AAS 3183

61-68 Credits

The Associate in Applied Science (AAS) in Forensic Science 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. This degree pathway also provides students with the opportunity to complete two Certificates of Completion (CCL) in Crime Scene Investigation, and Fingerprint Identification and Photography.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 32-44 Credits

- AJS101 Introduction to Criminal Justice.....3
- AJS123 Ethics and the Administration of Justice..3
- AJS275 Criminal Investigation I.....3
- AJS290BNCourtroom Testimony Seminar 1

AJS215	Criminalistics: Physical Evidence (3)	
OR		
AJS219	Crime Scene Technology: Physical Evidence (3) OR	
FOR105	Forensic Science: Physical Evidence (4) .3-4	
AJS216	Criminalistics: Biological Evidence (3)	
OR		
FOR106	Forensic Science: Biological Evidence (4)..3-4	
FYE101	Introduction to College, Career and Personal Success (1) OR	
FYE103	Exploration of College, Career and Personal Success (3) 1-3	

Students should select courses from one of the following emphases based on career goals.

Crime Scene (15 credits)

AJS109	Substantive Criminal Law 3
AJS210	Constitutional Law 3
AJS213	Evidence Technology/ Fingerprints 3
AJS214	Evidence Technology/Photography..... 3
AJS260	Procedural Criminal Law..... 3

Lab Science (23 credits)

ASM/FOR275	Forensic Anthropology 4
CHM151	General Chemistry I + 3
CHM151LL	General Chemistry I
Laboratory +	1
CHM152	General Chemistry II 3
CHM152LL	General Chemistry II
Laboratory +	1
PHY111	General Physics I + 4
PHY112	General Physics II + 4

Any course with the HU, C and G general education designations or
 Any course with the HU, C and H general education designations.3

Restricted Electives: 3 Credits

Students must complete 3 credits of restricted electives.

Students interested in the Crime Scene Emphasis

CIS105	Survey of Computer Information Systems (3) OR
BPC110	Computer Usage and Applications (3) OR

AJS+++++	Any AJS Administration of Justice Studies course not listed in the Required Courses area3
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CIS105	Students interested in the Lab Science Emphasis Survey of Computer Information Systems (3) OR
BPC110	Computer Usage and Applications (3).....3

General Electives: 0-14 Credits

Students must choose 0-14 additional credits of general elective courses. Total number of general electives required will largely depend upon specialization selected.

General Education: 12-24 Credits

CORE: 12-20 Credits

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:

COM225	Public Speaking +3
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Critical Reading:

CRE101	College Critical Reading and Critical Thinking + (3) OR
Equivalent by assessment (0).....	0-3

Mathematics:

For Specialization 1: Crime Scene	
MAT140	College Mathematics + (5) OR
MAT141	College Mathematics + (4) OR
MAT142	College Mathematics + (3) OR
Higher course with an [MA] general education designation.....	3-5

For Specialization 2: Lab Science

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
Higher course with an [MA] general education designation.....	3-8

DISTRIBUTION: 0-4 Credits

Humanities, Arts and Design:

Met by AJS123 in Required Courses area 0

Social-Behavioral Sciences:

Met by AJS101 in Required Courses area 0

Natural Sciences:

Recommended for Specialization 1 Crime Scene:

CHM130 Fundamental Chemistry + (3) AND

CHM130LL Fundamental Chemistry Laboratory +

(1) OR

CHM151 General Chemistry I + (3) AND

CHM151LL General Chemistry I Laboratory + (1)

OR

FOR105 Forensic Science: Physical Evidence (4)

OR

FOR106 Forensic Science: Biological Evidence (4) ...0-4

For Specialization 2 Lab Science: Met by

CHM151 and CHM151LL.

CONTACT: Mr. O. Alcorido, Program Director:

(602) 285.7125

Hazardous Materials Response

Certificate of Completion — CCL 5682

36 Credits

The Certificate of Completion (CCL) in Hazardous Materials Response includes training in the use of chemical protective clothing, respiratory protection, air monitoring, equipment field sampling, spill control technology, decontamination, and controlling and stabilizing chemical releases to assist professionals to cope with hazardous materials incidents.

Program Notes: Students must earn a grade of C or for all courses required within the program. + indicates course has prerequisites and/or corequisites.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 36 Credits

EMT/

FSC104 Emergency Medical Technology9

FSC105 Hazardous Materials Awareness and Operations3

FSC108 Fundamentals of Fire Prevention.....3

FSC113 Introduction to Fire Suppression.....3

FSC125 Hazardous Materials Emergency Scene Management1

FSC127 Codes/Regulations and Contingency Planning for Hazardous Materials Response.....1

FSC128 Hazardous Materials Air Monitoring/Breathing Protection1

FSC129 Physical Properties of Hazardous Materials 1

FSC132 Personnel Protective Equipment for Emergency Spill Control at Hazardous Materials Incidents1

FSC204 Firefighting Tactics and Strategy +3

FSC208 Firefighter Safety and Building Construction +3

FSC211 Fundamentals of Flammable Hazardous Materials +3

FSC212 Dangerous and Explosive Hazardous Materials +3

FSC213 Hazardous Categorization (Haz Cat)1

CONTACT: Mr. B. Williams, Department Chair:
(602) 285.7234 and/or
bill.williams@phoenixcollege.edu

**Homeland Security
Certificate of Completion — CCL 5322N
15 Credits**

The Certificate of Completion (CCL) in Homeland Security program is designed to provide students with the knowledge and skills needed to conduct a homeland security evaluation and to assess, investigate and respond to terrorism incidents. It also provides criminal justice practitioners with an opportunity for academic growth and the development of specialized skills in homeland security.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses required within the program.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 12 Credits

AJS/ FSC139	Emergency Response to Terrorism	3
AJS /FSC147	Emergency Preparedness	3
AJS/ FSC148	Fundamentals of Emergency Management	3
AJS/ FSC149	Hazard Mitigation	3
AJS195	International and Domestic Terrorism .	3

Restricted Electives: None.

CONTACT: Ms. M. Monahan, Program Director:
(602) 285.7837 or
michelle.monahan@phoenixcollege.edu

**Interpreter Preparation
Associate in Applied Science — AAS 3332
60 Credits**

Note: This program requires a G.P.A. of 2.5.
The Associate in Applied Science (AAS) in Interpreter Preparation is designed to emphasize skills in American Sign Language (ASL), spoken English, Deaf culture, intercultural communication, and professional behavior for interpreters. In addition, it combines the Deaf Studies and Interpreter Preparation Certificates and prepares students for transfer to a bachelor program. Additionally, theoretical and practical training in interpreting prepares students to meet Arizona* licensure requirements and sit for the following exams: the Educational Interpreter Performance Assessment (EIPA), the Board for Evaluation of Interpreters (BEI), and the written portion of the National Interpreter Certification (NIC) of the Registry of Interpreters for the Deaf (RID), the other two portions of which can be completed upon attainment of a bachelor's degree. A Certificate of Completion (CCL) is also available. *May apply to other states' requirements.

Program Notes: Admission into the Interpreter Preparation Program is available to a limited number of applicants.

Application is available in the Office of ASL-IPP the first week of February and is due the first week of March for the fall semester. See an academic advisor for application requirements and procedures. Students accepted into the program begin the following fall semester.

Students must earn a grade of B or better in IPP209, IPP211, IPP215, IPP216, IPP218, IPP219, IPP220, IPP221, IPP230AA, IPP230AB and IPP242 to graduate. Students must earn a grade of C or better for all remaining courses required within the program. Students must seek Academic Advisement prior to enrollment in IPP216, IPP219, IPP221, IPP230AA, IPP230AB, and IPP242. Students must complete two-hundred (200) clock

hours of community involvement defined by the Program Director.

Students intending to transfer are strongly encouraged to meet with an academic and faculty advisor once they have selected their transfer institution to ensure all requirements for achieving junior standing are satisfied.

Admission Criteria: Students must have a high school diploma, or GED, or equivalent.

Completion of the Certificate of Completion (CCL) in Deaf Studies (5333).

Formal application and acceptance into program is required. There are two options:

- 1) A one-year full-time day program
- 2) A two-year part-time evening program

Acceptance into the program requires a video demonstrating English fluency and an in-person interview to demonstrate ASL fluency.

Program Application fee (nonrefundable) supports actual cost for the Sign Language Proficiency Interview. A receipt from the Phoenix College Student Business Services Office is required.

The exit criteria of successful completion of capstone skills courses (IPP216, IPP219, IPP221, IPP230AA, 230AB and IPP242) with a B or better will be required and documented for graduation.

Program Prerequisites: None.

Required Courses: 29-32 Credits

COM225	Public Speaking +.....	3
FYE101	Introduction to College, Career and Personal Success (1) OR	
FYE103	Exploration of College, Career and Personal Success (3)	1-3
IPP209	Introduction to Educational Interpreting +..	2
IPP210	Research in the Field of Interpreting +	3
IPP211	Preparation for Interpreting +.....	1

IPP215	ASL to English Consecutive Interpreting +.....	2
IPP216	ASL to English Simultaneous Interpreting +.....	3
IPP218	English to ASL Consecutive Interpreting +.....	2
IPP219	English to ASL Simultaneous Interpreting +.....	3
IPP220	Interactive Interpreting I +	3
IPP221	Interactive Interpreting II +.....	3
IPP229	Interpreter Preparation Internship Seminar +.....	1
IPP230AA	Interpreter Preparation Program Internship + (1) OR	
IPP230AB	Interpreter Preparation Program Internship + (2).....	1-2
IPP242	Educational Interpreting Skills +.....	1

Restricted Electives: None.

General Electives: 3-12 Credits

Select additional courses 100-level or higher to complete the 60 minimum credits required for this degree if needed. Consult with the Program Director or an Academic Advisor for recommendations. Recommend students apply coursework from Deaf Studies CCL 5333 to meet this requirement.

General Education: 19-25 Credits

CORE: 9-15 Credits

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:

Met by COM225 in Required Courses area

Critical Reading:

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

Mathematics:

MAT141	College Mathematics + (4) OR	
MAT142	College Mathematics + (3) OR	
MAT145	College Mathematics with Review (5)	

OR
 MAT146 College Mathematics with Review (6)
 OR
 MAT150 College Algebra/Functions + (5) OR
 MAT151 College Algebra/Functions + (4) OR
 MAT152 College Algebra/Functions + (3) OR
 MAT156 College Algebra/Functions with Review
 + (6) OR
 Higher level mathematics course3-6

DISTRIBUTION: 10 Credits

Humanities, Arts and Design:

SLC201 Introduction to Linguistics..... 3

Social-Behavioral Sciences:

COM110 Interpersonal Communication..... 3

Natural Sciences:

Any approved general education course from the
 Natural Sciences area 4

CONTACT: Ms. M. Monahan, Program Director:
 (602) 285.7837 or
 michelle.monahan@phoenixcollege.edu

**Interpreter Preparation
 Certificate of Completion — CCL 5332
 28-29 Credits**

Note: This program requires a G.P.A. of 2.5.

The Certificate of Completion (CCL) in Interpreter Preparation is designed to emphasize skills in American Sign Language (ASL), spoken English, Deaf culture, intercultural communication, and professional behavior for interpreters. Additionally, theoretical and practical training in interpreting prepares students to meet Arizona* licensure requirements and/or sit for the following exams: the Educational Interpreter Performance Assessment (EIPA), the Board for Evaluation of Interpreters (BEI), and the written portion of the National Interpreter Certification (NIC) of the Registry of Interpreters for the Deaf (RID), the other two portions of which can be completed upon attainment of a bachelor degree. An Associate in Applied Science (AAS) degree is also available.

*May apply to other states' requirements.

Program Notes: Admission into the Interpreter Preparation Program is available to a limited number of applicants.

Application is available in the Office of ASL-IPP the first week of February and is due the first week of March for the fall semester. See an academic advisor for application requirements and procedures. Students accepted into the program begin the following fall semester.

Students must earn a grade of B or better in IPP209, IPP211, IPP215, IPP216, IPP218, IPP219, IPP220, IPP221, IPP230AA, IPP230AB and IPP242 to graduate. Students must earn a grade of C or better for all remaining courses required within the program.

Students must seek Academic Advisement prior to enrollment in IPP216, IPP219, IPP221, IPP230AA, IPP230AB, and IPP242.

Students must complete two-hundred (200) clock hours of community involvement defined by the Program Director.

Students intending to transfer are strongly encouraged to meet with an academic and faculty advisor once they have selected their transfer institution to ensure all requirements for achieving junior standing are satisfied.

Admission Criteria: Students must have a high school diploma, or GED, or equivalent.

Completion of the Certificate of Completion (CCL) in Deaf Studies (5333).

Formal application and acceptance into program is required. There are two options:

- 1) A one-year full-time day program
- 2) A two-year part-time evening program

Acceptance into the program requires a video demonstrating English fluency and an in-person interview to demonstrate ASL fluency.

Program Application fee (nonrefundable) supports actual cost for the Sign Language Proficiency Interview. A receipt from the Phoenix College Student Business Services Office is required.

The exit criteria of successful completion of capstone skills courses (IPP216, IPP219, IPP221, IPP230AA, IPP230AB and IPP242) with a B or better will be required and documented for graduation.

Program Prerequisites: None.

Required Courses: 28-29 Credits

COM225	Public Speaking +.....	3
IPP209	Introduction to Educational Interpreting +..	2
IPP210	Research in the Field of Interpreting +	3
IPP211	Preparation for Interpreting +.....	1
IPP215	ASL to English Consecutive Interpreting +.....	2
IPP216	ASL to English Simultaneous Interpreting +.....	3
IPP218	English to ASL Consecutive Interpreting +.....	2
IPP219	English to ASL Simultaneous Interpreting +.....	3
IPP220	Interactive Interpreting I +	3
IPP221	Interactive Interpreting II +.....	3
IPP229	Interpreter Preparation Internship Seminar +	1
IPP230AA	Interpreter Preparation Program Internship + (1) OR	
IPP230AB	Interpreter Preparation Program Internship + (2).....	1-2
IPP242	Educational Interpreting Skills +	1

Restricted Electives: None.

CONTACT: Mr. B. Williams, Department Chair:
(602) 285.7234 and/or
bill.williams@phoenixcollege.edu

Law Enforcement

**Certificate of Completion — CCL 5987N
15 Credits**

The Certificate of Completion (CCL) in Law Enforcement 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 and is one pathway to the Associate in Applied Science (AAS) in Administration of Justice.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses within the program.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 15 Credits

AJS101	Introduction to Criminal Justice.....	3
AJS123	Ethics and the Administration of Justice	3
AJS205	Effective Communication and Report Writing in Criminal Justice	3
AJS230	The Police Function	3
AJS275	Criminal Investigation I	3

Restricted Electives: None.

CONTACT: Mr. B. Williams, Department Chair:
(602) 285.7234 and/or
bill.williams@phoenixcollege.edu

**Leadership in Public Safety Organizations
Certificate of Completion — CCL 5211N
6 Credits**

The Certificate of Completion (CCL) in Leadership in Public Safety Organizations program builds the industry knowledge and skills for individuals to transition to leadership positions in the field of public safety. This CCL will introduce students to the fundamental concepts and skills of professionalism, organizational culture and management, characteristics of effective teams, conflict resolution, motivation, systems-thinking, problem-solving, and leadership as applicable to public safety organizations. Students with the requisite experience in the field who complete this CCL can pursue employment in a variety of front-line leadership positions within the fields of public safety including law enforcement, fire service, and public safety support operations such as communication operators and property and records management.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better for all courses within the program.

Admission Criteria: This is a closed program for Public Safety professionals. Please see the Program Advisor for admission requirements.

Program Prerequisites: None.

Required Courses: 6 Credits

LET173	Introduction to Leadership in Public Safety	2
LET174	Organizational Culture and Leadership +	3
LET175	Public Safety Leadership Capstone +	1

Restricted Electives: None.

CONTACT: Mr. B. Williams, Department Chair:
(602) 285.7234 and/or
bill.williams@phoenixcollege.edu

**Legal Studies
Certificate of Completion — CCL 5966N
15 Credits**

The Certificate of Completion (CCL) in Legal Studies is designed for students who are interested in pursuing a course of study specifically focused on legal studies. It is one pathway to the Associate in Applied Science (AAS) in Administration of Justice.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better for all courses within the program.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 15 Credits

AJS109	Substantive Criminal Law	3
AJS201	Rules of Evidence.....	3
AJS123	Ethics and the Administration of Justice (3) OR	
AJS205	Effective Communication and Report Writing in Criminal Justice (3)	3
AJS210	Constitutional Law	3
AJS260	Procedural Criminal Law	3

Restricted Electives: None.

CONTACT: Mr. O. Alcorido, Program Director:
(602) 285.7125

**Non-Sworn Fire Service Professional
Certificate of Completion — CCL 5486
18 Credits**

The Certificate of Completion (CCL) in Non-Sworn Fire Service Professional program is designed for students who need basic preparation courses to pursue a non-sworn career as a fire service professional and/or more comprehensive information about life safety, fire hazards, and prevention. A unique feature of the program is that the instructors are professional fire service personnel including firefighters.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 18 Credits

FSC105	Hazardous Materials Awareness and Operations.	3
FSC106	Introduction to Fire Protection	3
FSC108	Fundamentals of Fire Prevention	3
FSC113	Introduction to Fire Suppression	3
FSC208	Safety and Building Construction +	3
FSC215	Customer Service in the Public Sector.	3

Restricted Electives: None.

CONTACT: Paralegal Studies Advisor
(602) 285.7224 and/or
law@phoenixcollege.edu

**Paralegal Studies
Associate in Applied Science — AAS 3384
63-74 Credits**

The Associate in Applied Science (AAS) in Paralegal Studies Program is designed to prepare students for entry-level employment in law offices. The curriculum is designed to provide students with practical legal skills enabling them to draft legal documents with minimum supervision, and to

familiarize them with fundamental concepts of substantive areas such as torts and business law. In addition, emphasis is placed on the development of effective written and oral communication skills, team work, critical thinking skills, computer proficiency, and legal research techniques. Legal theory and related practical applications are integrated throughout the program, as are how to manage practical ethical dilemmas commonly encountered as working paralegals, and how to avoid the unauthorized practice of law by non-lawyers. A paralegal is qualified by education, training, or work experience to work for a law office, corporation, governmental agency, or other entity, performing specifically delegated substantive legal work for which a lawyer is responsible. Paralegals are also referred to as Legal Assistants in some legal settings. Except as specifically authorized by the Supreme Court of Arizona, persons not admitted to the State Bar of Arizona are prohibited from practicing law. A Certificate of Completion (CCL) is also available.

The Paralegal Studies Program is approved by the American Bar Association (ABA), Standing Committee on Paralegals, (321 N. Clark Street, 19th Floor, Chicago, IL 60654-7598).

Program Notes: Students who already possess an Associate's degree, or higher, from an accredited institution, must pursue the Certificate of Completion (CCL) in Paralegal Studies. Students who do not yet have a college degree, cannot pursue the Certificate option, and instead, must pursue the Associate's degree option. The Certificate of Completion (CCL) will not be awarded until an official college transcript verifying attainment of an Associate's degree or higher from an accredited institution is on file with the Phoenix College Admissions Office.

Students who have not yet earned their first college degree are not eligible for the Certificate option, and must pursue the Associate in Applied Science (AAS) in Paralegal Studies. The Associate in Applied Science (AAS) will not be awarded until a record of the high school diploma or GED is on file with the Phoenix College Admissions Office.

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

Equivalent paralegal courses, as determined by the Paralegal Studies Program Director, taken at other institutions, will be considered for transfer credit if taken at a regionally accredited institution, within a Paralegal Program that was approved by the American Bar Association (ABA) at the time the courses were completed, and that were completed with a grade of B or higher within six (6) years of the date of admission or readmission to the Paralegal Studies Program; a maximum of six (6) semester hours of qualifying coursework can be transferred and applied to LAS101 and/or a paralegal (LAS) Restricted Elective course at Phoenix College. Students must complete a minimum of 18 credits in legal specialty courses as defined by the ABA. Paralegal Studies Courses required by this program are not applicable if taken more than six (6) years prior to admission or readmission to the Paralegal Studies Program.

Students must take at least nine semester credits of legal specialty courses through synchronous instruction (i.e., either in-person or "Live Online"). Consult with the Paralegal Studies Program Advisor for complete information.

Students interested in transferring to an Arizona public university can satisfy the relevant Arizona General Education Curriculum (AGEC-A) and transfer requirements by completing the following:

1. An additional course with the Humanities, Arts and Design [HU] general studies designation ... 3
2. An additional course with the Natural Sciences ([SQ] or [SG]) designation as needed 4

Additional courses that meet the [C] and [G] or [H] designations (may be shared with other core requirements).

3. If exempt from CRE101, an additional course in Literacy and Critical Inquiry [L] (may be shared with other core requirements)

Admission Criteria: Formal application and admission to the program is required. In addition, students wishing to enroll in the Paralegal Studies Program must complete a Verification of Eligibility form to be officially accepted in the program. Contact a Paralegal Studies advisor.

High school diploma or GED equivalency.
Completion of First-Year Composition Eligibility for enrollment in:

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

Program Prerequisites: 3-6 Credits
BPC110... Computer Usage and Applications (3)
OR
CIS105 Survey of Computer Information Systems (3) OR
Permission of Program Director 0-3

ENG101... First-Year Composition + (3) OR
ENG107... First-Year Composition for ESL + (3)..3

Required Courses: 38-40 Credits
FYE101 Introduction to College, Career and Personal Success (1) OR
FYE103 Exploration of College, Career and Personal Success (3)..... 1-3

LAS101 Introduction to Law3
LAS107 The Paralegal Profession.....3
LAS109 Civil Procedures I +.....3
LAS110 Civil Procedures II +3
LAS131 Writing + 3
LAS203 Ethics and Professional Practice +.....3
LAS204 Contract Law +3
LAS211 Legal Research +3
LAS212 Tort Law +3
LAS214 Business Organizations +3

- LAS225 Legal Research, Analysis, and Writing + 3
- LAS229 Litigation Technologies + 3
- LAS280 Paralegal Studies Portfolio Capstone + 1

Restricted Electives: 3 Credits

LAS+++ ... Any LAS Paralegal Studies course(s) not used in the Required Courses area 3

General Electives: None

General Education Requirements: 19-25 Credits

CORE: 9-15 Credits

First-Year Composition:

ENG101 OR ENG107 met by Program Prerequisites area.

ENG102 ... First-Year Composition + (3) OR

ENG108 . First-Year Composition for ESL + (3). 3

Oral Communication:

COM110 .. Interpersonal Communication (3) OR

COM225 .. Public Speaking + (3) OR

COM230 .. Small Group Communication (3) 3

Critical Reading:

CRE101 ... College Critical Reading and Critical Thinking + OR

Equivalent as indicated by assessment.....0-3

Mathematics:

MAT140 .. College Mathematics + (5) OR

MAT141 .. College Mathematics + (4) OR

MAT142 .. College Mathematics + (3) OR

MAT145 .. College Mathematics with Review (5) OR

MAT146 .. College Mathematics with Review (6) OR

higher level Mathematics course.....3-6

DISTRIBUTION: 10 Credits

Humanities, Arts and Design:

AJS123..... Ethics and the Administration of Justice (3) OR

HIS103..... United States History to 1865 (3) OR

HIS108..... United States History 1945 to the Present (3) OR

PHI101..... Introduction to Philosophy (3) OR

PHI103 Introduction to Logic (3) 3

Social-Behavioral Sciences:

ECN211 ... Macroeconomic Principles (3) OR

ECN212 ... Microeconomic Principles (3) OR

HIS104 United States History 1865 to Present (3) OR

POS110 ... American National Government (3) OR

POS120 ... World Politics (3) OR

PSY101 ... Introduction to Psychology (3) OR

SOC101 .. Introduction to Sociology (3).....3

Natural Sciences:

BIO100.... Biology Concepts (4) OR

BIO105.... Environmental Biology (4) OR

BIO160.... Introduction to Human Anatomy and Physiology (4) OR

CHM107.. Chemistry and Society (3) AND

CHM107LL Chemistry and Society

Laboratory + (1) OR

FON241... Principles of Human Nutrition (3) AND

FON241LL Principles of Human

Nutrition Laboratory + (1) 4

CONTACT: Paralegal Studies Advisor

(602) 285.7224 and/or

law@phoenixcollege.edu

Paralegal Studies

Certificate of Completion — CCL 5384

40-43 Credits

The Certificate of Completion (CCL) in Paralegal Studies Program is designed to prepare students for entry-level employment in law offices. The curriculum is designed to provide students with practical legal skills enabling them to draft legal documents with minimum supervision, and to familiarize them with fundamental concepts of substantive areas such as torts and business law. In addition, emphasis is placed on the development of effective written and oral communication skills, team work, critical thinking skills, computer proficiency, and legal research techniques. Legal theory and related practical applications are integrated throughout the program, as are how to manage practical ethical dilemmas commonly encountered as working paralegals, and how to avoid the unauthorized practice of law by non-lawyers. A paralegal is qualified by education, training, or work experience to work for a law office, corporation, governmental agency, or other entity, performing specifically delegated substantive legal work for which a lawyer is responsible. Paralegals are also referred to as Legal

Assistants in some legal settings. Except as specifically authorized by the Supreme Court of Arizona, persons not admitted to the State Bar of Arizona are prohibited from practicing law. An Associate in Applied Science (AAS) is also available.

The Paralegal Studies Program is approved by the American Bar Association (ABA), Standing Committee on Paralegals, (321 N. Clark Street, 19th Floor, Chicago, IL 60654-7598).

Program Notes: Students who already possess an Associate's degree, or higher, from an accredited institution, must pursue the Certificate of Completion (CCL) in Paralegal Studies. Students who do not yet have a college degree, cannot pursue the Certificate option, and instead, must pursue the Associate's degree option. The Certificate of Completion (CCL) will not be awarded until an official college transcript verifying attainment of an Associate's degree or higher from an accredited institution is on file with the Phoenix College Admissions Office.

Students who have not yet earned their first college degree are not eligible for the Certificate option, and must pursue the Associate in Applied Science (AAS) in Paralegal Studies. The Associate in Applied Science (AAS) will not be awarded until a record of the high school diploma or GED is on file with the Phoenix College Admissions Office.

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

Equivalent paralegal courses, as determined by the Paralegal Studies Program Director, taken at other institutions, will be considered for transfer credit if taken at a regionally accredited institution, within a Paralegal Program that was approved by the American Bar Association (ABA) at the time the courses were completed, and that were completed with a grade of B or higher within six (6) years of the date of admission or readmission to the Paralegal Studies Program. A maximum of six (6) semester hours of qualifying coursework can be transferred and applied to LAS101 and/or a paralegal (LAS) Restricted Elective course at

Phoenix College. Students must complete a minimum of 18 credits in legal specialty courses as defined by the ABA. Paralegal Studies Courses required by this program are not applicable if taken more than six (6) years prior to admission or readmission to the Paralegal Studies Program.

Students must take at least nine semester credits of legal specialty courses through synchronous instruction (i.e., either in-person or "Live Online"). Consult with the Paralegal Studies Program Advisor for complete information.

Admission Criteria: Formal application and admission to the program is required. In addition, students wishing to enroll in the Paralegal Studies Program must complete a Verification of Eligibility form to be officially accepted in the program. Contact a Paralegal Studies advisor.

Admission to the Certificate option requires that students possess an Associate's Degree or higher from an institution that is accredited by an accrediting agency acceptable to the ABA Standing Committee on Paralegals.

https://www.americanbar.org/content/dam/aba/administrative/paralegals/downloads/accreditingagencies_authcheckdam.pdf

Program Prerequisites: 0-3 Credits
 BPC110 ... Computer Usage and Applications (3)
 OR
 CIS105 Survey of Computer Information Systems (3) OR
 Permission of Program Director 0-3

Required Courses: 37 Credits
 LAS101 ... Introduction to Law.....3
 LAS107 ... The Paralegal Profession.....3
 LAS109 ... Civil Procedures I +3
 LAS110 ... Civil Procedures II +3
 LAS131 ... Legal Writing +3
 LAS203 ... Ethics and Professional Practice +3
 LAS204 . Contract Law +3
 LAS211 ... Legal Research +3
 LAS212 ... Tort Law +3
 LAS214 ... Business Organizations +3
 LAS225 ... Legal Research, Analysis, and Writing +3
 LAS229 ... Litigation Technologies +3

LAS280 ... Paralegal Studies Portfolio Capstone +1

Restricted Electives: 3 Credits

LAS+++ ..Any LAS Paralegal Studies course(s) not used in the Required Courses area 3

CONTACT: Mr. B. Williams, Department Chair:
(602) 285.7234 and/or
bill.williams@phoenixcollege.edu

Public Safety Administration

Bachelor of Applied Science — BAS 9303

120 Credits

The Bachelor of Applied Science (BAS) in Public Safety Administration prepares students with the skills necessary to coordinate, develop, and direct the resources of a variety of public safety agencies. Courses within this program analyze the legal, political, and social factors related to public safety, and provide an overview of topics such as organizational theory, public policy, resource management, leadership, and ethics. Prior to completion of this program, students will complete a capstone project within the field of public safety administration, applying the concepts covered throughout the program.

Program Notes: Students must earn a grade of C or better in each course in the program. The BAS in Public Safety Administration is aligned with current Maricopa CCL and AAS awards and supports students seeking professional advancement.

Admission Criteria: Students seeking admission into one of the Specializations presented below must meet the specified requirements. Consult with a Program Director or an Academic Advisor in the field of interest.

Corrections and Detention Specialization
This specialization is offered through an educational partnership. Employment by the partnership organization is required for admission.

Fire Science Specialization
Students must be current and in good standing with the Arizona Department of Health Services Bureau of Emergency Medical Services-Certified Technician. EMT certification preparatory courses are available at Maricopa County Community Colleges. Contact an academic advisor for details. Admission to specialization is required. See Program Director for details.

Fire Management Specialization
Students must be currently employed as a firefighter and/or Firefighter I and II Certification and/or related experience as determined by the Program Director.

Law Enforcement Specialization
Must meet AzPOST minimum requirements for a law enforcement officer and meet any physical requirements by the Academy Director. This program is offered as an educational partnership at Rio Salado College.

Paramedicine Specialization
Students must be current and in good standing with the Arizona Department of Health Services Bureau of Emergency Medical Services-Certified Technician. EMT certification preparatory courses are available at Maricopa County Community Colleges. Contact an academic advisor for details. Students must complete an application and selection process.

Program Prerequisites: None.

Required Courses: 38-49 Credits
 FYE101 Introduction to College, Career and Personal Success (1) OR
 FYE103 Exploration of College, Career and Personal Success (3)..... 1-3

PAD100	21st Century Public Policy and Service	3
PSA301	Foundations of Public Safety Administration	3
PSA305	Communication Strategies for Public Safety Professionals +	3
PSA310	Research Methods for Public Safety Administration +	4
PSA315	Public Policy and Public Safety Organizations +	3
PSA320	Human Capital Management for Public Safety Organizations	3
PSA401	Public Safety Leadership	3
PSA405	Public Safety Finance and Budget.....	3
PSA410	Program Planning and Evaluation for Public Safety Organizations +	3
PSA490	Public Safety Administration Capstone +	3

In consultation with an academic advisor, students must complete one (1) of the following focus areas and complete a minimum of six (6) credits of upper-division (400) level:

Criminal Justice Focus Area (6-12 credits)

AJS275	Criminal Investigation I (3) OR	
LET225	Criminal Investigations	
....	Certification + (6).....	3-6

PSA450	21st Century Public Safety Practices...	3
PSA460	Crime Scene Coordination for Public Safety Professionals +3	
PSA470	Administrative Law for Public Safety Professionals	3

Emergency Management Focus Area (15 credits)

AJS/ FSC147	Emergency Preparedness	3
AJS/ FSC148	Fundamentals of Emergency Management	3
AJS/ FSC149	Hazard Mitigation	3
PSA439	Critical Incident Management for Public Safety Professionals +	3
PSA449	Strategic Hazard Mitigation +	3

Restricted Electives: 32-55 Credits

Students must choose and complete all courses in the specialization below that best aligns with your academic and professional goals.

Specialization 1: Corrections (Closed to General Population) (41-43 credits)

LET160	Correctional System Ethics and Professionalism +	1
LET162	Introduction to Inmate Management +	3
LET164	Correctional Information Systems +	1
LET166	Correction Officers Safety and Weapons Training +	2
LET168	Inmate Security Procedures I +	2
LET169	Inmate Security Procedures II +	3
LET170	Security, Custody and Control Procedures +	2
LET172	Conflict and Crisis Management +	2
LET176	Medical and Mental Health +	2
LET178	Physical Fitness and Self Defense Training +	3

Note: Completion of the above courses fulfills the requirements of the CCL in Basic Corrections (5698N)

COM110	Interpersonal Communication (3) OR	
COM263	Elements of Intercultural Communication (3)	3
COM230	Small Group Communication	3
LET167	Correctional Sergeant Leadership + (2) OR	
MGT229	Management and Leadership I (3) ...	2-3
POS220	U.S. and Arizona Constitution (3) OR	
POS221	Arizona Constitution (1) AND	
POS222	U.S. Constitution (2)	3
PSY101	Introduction to Psychology (3) OR	
PSY132	Psychology and Culture (3)	3
SOC101	Introduction to Sociology	3

Related Area Course (3-4 credits)

Select three to four (3-4) credits from the category below that best aligns with academic and professional goals. Consult with an academic, faculty, or program advisor.

Cultural Responsiveness and Society:

AFR/ASB/

CCS202	Ethnic Relations in the United States ..	3
REL100	World Religions.....	3
SOC110	Drugs and Society.....	3
SOC241	Race and Ethnic Relations.....	3
SOC245	Social Deviance	3
SPH245	Hispanic Heritage in the Southwest	3

Management and Leadership:

MGT230	Management and Leadership II +	3
PAD+++++	Any PAD Public Administration Course	3

Psychology:

PSY266	Psychological Disorders +	3
PSY270	Personal and Social Adjustment +.....	3

Spanish:

SPA101	Elementary Spanish I.....	4
SPA102	Elementary Spanish II +	4
SPA115	Beginning Spanish Conversation I	3

Specialization 2: Detention (Closed to General Population) (38-40 credits)

LET130	Detention Officer Training +.....	2
LET132	Introduction to Correctional Law +.....	3
LET134	Special Needs Issues and Communication +.....	2
LET135	Problem Solving and Crisis Management +.....	2
LET136	Detention Security Procedures +.....	2
LET138	Detention Officer Emergency Procedures +.....	1
LET139	Detention Facility Training +.....	2
LET141	Detention Defensive Tactics +.....	4

Note: Completion of the above courses fulfills the requirements of the CCL in Basic Detention (5699N)

COM110	Interpersonal Communication (3) OR	
COM263	Elements of Intercultural Communication (3).....	3

COM230	Small Group Communication.....	3
MGT229	Management and Leadership I.....	3

POS220	U.S. and Arizona Constitution (3) OR	
POS221	Arizona Constitution (1) AND	
POS222	U.S. Constitution (2)	3

PSY101	Introduction to Psychology (3) OR	
PSY132	Psychology and Culture (3)	3

SOC101	Introduction to Sociology.....	3
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Related Area Course (2-4 credits)

Select two to four (2-4) credits from the category below that best aligns with academic and professional goals. Consult with an academic, faculty, or program advisor.

Cultural Responsiveness and Society:

AFR/ASB/

CCS202	Ethnic Relations in the United States...	3
REL100	World Religions	3
SOC110	Drugs and Society	3
SOC241	Race and Ethnic Relations	3
SOC245	Social Deviance.....	3
SPH245	Hispanic Heritage in the Southwest.....	3

Management and Advanced Training in Detention:

LET144	Detention Officer Field Training +.....	2
LET148	Detention Officer Field Training Lab +	3
LET150	Firearms I +.....	3
LET151	Firearms II +	2
LET155	General Instructor Certification.....	3
LET201	Physical Fitness Instructor Certification + 3	
LET225	Criminal Investigations Certification +	6
MGT230	Management and Leadership II +.....	3
PAD+++++	Any PAD Public Administration Course	3

Psychology:

PSY266	Psychological Disorders +	3
PSY270	Personal and Social Adjustment +.....	3

Spanish:

SPA101	Elementary Spanish I.....	4
SPA102	Elementary Spanish II +	4
SPA115	Beginning Spanish Conversation I.....	3

Specialization 3: Juvenile Corrections (Closed to General Population) (41 credits)

LET112	Introduction to Juvenile Corrections	2
LET113	Juvenile Corrections Procedures	2
LET114	Juvenile Corrections Officer Skills	3
LET115	Crisis Intervention in Juvenile Corrections	2
LET116	Adolescent Treatment Issues	3
LET117	Juvenile Corrections Supervision	3
LET118	Legal Issues in Juvenile Corrections	3
LET120	Juvenile Corrections Housing Unit Operations	2

Note: Completion of the above courses fulfills the requirements of the CCL in Juvenile Corrections (5829N)

CFS205	Human Development	3
CFS277	Adult-Adolescent Interaction	3

COM110	Interpersonal Communication (3) OR	
COM263	Elements of Intercultural Communication (3).....	3

COM230	Small Group Communication	3
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POS220	U.S. and Arizona Constitution (3) OR	
POS221	Arizona Constitution (1) AND	
POS222	U.S. Constitution (2).....	3

PSY101	Introduction to Psychology (3) OR	
PSY132	Psychology and Culture (3)	3

SOC101	Introduction to Sociology	3
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Specialization 4: Administration of Justice Studies (39-40 credits)

AJS101	Introduction to Criminal Justice	3
AJS109	Substantive Criminal Law	3
AJS123	Ethics and the Administration of Justice	3

AJS200	Current Issues in Criminal Justice (3) OR	
AJS/EMT/FSC258	Victimology and Crisis Management in Public Safety (3).....	3

AJS212	Juvenile Justice Procedures	3
AJS225	Criminology	3
AJS230	The Police Function.....	3

AJS240	The Correction Function	3
AJS260	Procedural Criminal Law	3

Related Area Course (12-13 credits)
Select twelve to thirteen (12-13) credits from the category below that best aligns with academic and professional goals. Consult with an academic, faculty, or program advisor.

AJS113	Criminal Justice Crime Control Policies and Practices	3
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AJS119	Computer Applications in Justice Studies	3
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AJS162	Domestic Violence	3
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(Fulfills Victimology certificate requirement)		
AJS201	Rules of Evidence	3

(Fulfills Legal Studies certificate requirement)		
AJS205	Effective Communication and Report Writing in Criminal Justice	3

(Fulfills Corrections, Law Enforcement and Legal Studies certificate requirement)		
AJS210	Constitutional Law	3

(Fulfills Legal Studies certificate requirement)		
AJS255	The Criminal Justice System Handling of the Mentally Ill	3

(Fulfills Corrections and Victimology certificate requirement)		
AJS270	Community Relations	3

AJS275	Criminal Investigation I	3
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(Fulfills Corrections and Law Enforcement certificate requirement)		
AJS290BN	Courtroom Testimony Seminar	1

(Fulfills Corrections and Law Enforcement certificate requirement)		
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AJS290BN	Courtroom Testimony Seminar	1
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AJS++++ Any AJS Administration of Justice Studies course not listed under Required Courses area (3) OR

BPC110	Computer Usage and Applications (3) OR	
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CIS105	Survey of Computer Information Systems (3)	3
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CIS114DE	Excel Spreadsheet	3
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PSY101	Introduction to Psychology (3) OR	
SOC101	Introduction to Sociology (3).....	3

REC120	Leisure and the Quality of Life.....	3
SWU171	Introduction to Social Work.....	3

Specialization 5: Forensic Science - Crime Scene
(37-39 credits)

AJS101	Introduction to Criminal Justice.....	3
AJS109	Substantive Criminal Law	3
AJS123	Ethics and the Administration of Justice 3	
AJS210	Constitutional Law	3
AJS213	Evidence Technology/ Fingerprints.....	3
AJS214	Evidence Technology/Photography	3
AJS215	Criminalistics: Physical Evidence (3) OR	
AJS219	Crime Scene Technology: Physical Evidence (3) OR	
FOR105	Forensic Science: Physical Evidence (4).....	3-4
AJS216	Criminalistics: Biological Evidence (3) OR	
FOR106	Forensic Science: Biological Evidence (4).....	3-4
AJS260	Procedural Criminal Law	3
AJS275	Criminal Investigation I	3
AJS290BN	Courtroom Testimony Seminar.....	1
CIS105	Survey of Computer Information Systems (3) OR	
BPC110	Computer Usage and Applications (3) OR	
AJS+++++	Any AJS Administration of Justice Studies course not listed in the required courses area. (3)	3
COM225	Public Speaking +.....	3

Specialization 6: Forensic Science - Lab Science
(48-55 credits)

AJS101	Introduction to Criminal Justice.....	3
AJS123	Ethics and the Administration of Justice	3
AJS275	Criminal Investigation I	3
AJS290BN	Courtroom Testimony Seminar.....	1
AJS215	Criminalistics: Physical Evidence (3) OR	
AJS219	Crime Scene Technology: Physical Evidence (3) OR	

FOR105	Forensic Science: Physical Evidence (4).....	3-4
AJS216	Criminalistics: Biological Evidence (3) OR	
FOR106	Forensic Science: Biological Evidence (4) 3-4	
ASM/FOR275	Forensic Anthropology	4
CHM151	General Chemistry I +.....	3
CHM151LL	General Chemistry I Laboratory +.....	1
CHM152	General Chemistry II +	3
CHM152LL	General Chemistry II Laboratory +.....	1
CIS105	Survey of Computer Information Systems (3) OR	
BPC110	Computer Usage and Applications (3).	3
COM225	Public Speaking +.....	3
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 Higher level course in the Mathematical Applications [MA] area	3-8
PHY111	General Physics I +.....	4
PHY112	General Physics II +	4
Any course with the HU, C and G general education designations (3) OR		
Any course with the HU, C and H general education designations (3)		

Specialization 7: Law Enforcement Training
(Closed to General Population) (40 credits)

AJS101	Introduction to Criminal Justice.....	3
AJS109	Substantive Criminal Law.....	3
AJS113	Criminal Justice Crime Control Policies and Practices.....	3
AJS151	Firearms I 1	
AJS153	Firearms II/Handguns +	1
AJS154	Firearms III/Long Weapons.....	1
AJS162	Domestic Violence	3
AJS201	Rules of Evidence.....	3
AJS205	Effective Communication and Report Writing in Criminal Justice	3
AJS210	Constitutional Law	3

AJS215 Criminalistics: Physical Evidence..... 3
 AJS230 The Police Function 3
 AJS260Procedural Criminal Law 3
 AJS270 Community Relations 3
 AJS275 Criminal Investigation I..... 3
 AJS290BN Courtroom Testimony Seminar 1

Specialization 8: Fire Science Selective Admissions (38-48 credits)

FSC101 Introduction to Fire Service Selection and Entry (4) OR Current employment as a firefighter as determined by the Program Director. (0) 0-4

FSC102 Fire Department Operations + 11

FSC105 Hazardous Materials Awareness and Operations (3) OR Permission of Program Director (0)..0-3

FSC108 Fundamentals of Fire Prevention (3) OR

FSC110 Wildland Firefighter (3) 3 (FSC110 is recommended)

FSC113 Introduction to Fire Suppression 3

FSC117 Fire Apparatus 3

FSC118 Fire Hydraulics 3

FSC119 Introduction Fire Service Ethics..... 3

FSC130 Fitness for Firefighters/CPAT (1) OR Verification of CPAT completion (0) 0-1

FSC134 Fitness and Conditioning for Firefighters (3) OR

FSC234 Fitness and Wellness for Firefighter Candidates + (3)..... 3

(FSC234 is recommended for students who have already completed the Fire Academy equivalent of FSC102)

FSC174 Functions of Command + 2

FSC208 Firefighter Safety and Building Construction + 3

FSC215 Customer Service in the Public Sector. 3

Related Area (1-3 credits)

Select one to three (1-3) credits from the category

below that best aligns with academic and professional goals. Consult with an academic, faculty, or program advisor.

FSC++++Any FSC Fire Science Technology course 3

Recommend the following:

FSC202 Supervisory Training for Firefighters ...3

FSC204 Firefighting Tactics and Strategy +3

FSC282AC Service-Learning Experience in Fire Science + 3

FSC296WC Cooperative Education +3

Specialization 9: Fire Service Management Selective Admissions (32-38 credits)

ENG111 .. Technical and Professional Writing + ..3

FSC119 ... Introduction Fire Service Ethics3

FSC167 ... Fire Captain Academy +6

FSC202 ... Supervisory Training for Firefighters ...3

FSC204 ... Firefighting Tactics and Strategy +3

FSC208 Firefighter Safety and Building Construction +3

FSC214 Human Resource Management in Fire Service +3

FSC220 Fire Officer +5

Related Area Course (3-9 credits)

Select three to nine (3-9) credits from the category below that best aligns academic and professional goals. Consult with an academic, faculty, or program advisor.

FSC++++Any FSC Fire Science Technology course..... 3-9

Specialization 10: Public Administration (39 credits)

The below courses fulfill the requirements for the Certificate of Completion in Public Administration (5691)

CIS114DE Excel Spreadsheet3

COM100.. Introduction to Human Communication (3) OR

COM230 . Small Group Communication (3)3

PAD107... Public Finance Administration +3

PAD122	Public Sector Human Resources Management +	3
PAD170...	Public Sector Organizational Behavior	3
POS110....	American National Government.....	3
Related Area Course (21 credits)		
Select twenty-one (21) credits from the category below that best aligns with academic and professional goals. A student may choose no more than nine (9) credits within a discipline. Consult with an academic, faculty, or program advisor.		
ACC111	Accounting Principles I.....	3
ACC112	Accounting Principles II + (3) OR	
ACC230	Uses of Accounting Information I + (3)	3
ACC212	Managerial Accounting + (3) OR	
ACC240	Uses of Accounting Information II + (3)	3
ECN211	Macroeconomic Principles	3
ECN212	Microeconomic Principles.....	3
GBS151	Introduction to Business.....	3
GBS205	Legal, Ethical, and Regulatory Issues in Business.....	3
GBS233	Business Communication +.....	3
MGT175	Business Organization and Management	3
MGT229	Management and Leadership I.....	3
POS221	Arizona Constitution.....	1
PSY101	Introduction to Psychology.....	3
SOC101	Introduction to Sociology	3
SOC212	Gender and Society	3
CIS+++++	Any CIS Computer Information Systems course(s)	
HCC+++++	Any HCC Health Core Curriculum course(s)	
HCR+++++	Any HCR Health Care Related course(s)	
LBS+++++	Any LBS Library Skills course(s)	
LEO+++++	Any LEO Law Enforcement Operations course(s)	
LET+++++	Any LET Law Enforcement Technology course(s)	
PAD+++++	Any PAD Public Administration course(s)	

Specialization 11: Paramedicine Selective Admissions (45-51 credits)

BIO160	Introduction to Human Anatomy and Physiology4	
PME190	Introduction to ECG Rhythm Analysis and Interpretation for EMS Professionals (3) OR Permission of Program Director (0).....	0-3
PME191	Introduction to Pharmacology for EMS Professionals (3) OR Permission of Program Director (0)	0-3
PME201	Advanced Cardiac Life Support (ACLS) Initial Provider in Paramedicine +.....	1
PME202	Pediatric Advanced Life Support (PALS) Initial Provider in Paramedicine +	1
PME203	Pediatric Emergencies for Prehospital Professionals (PEPP) Initial Provider in Paramedicine +.....	1
PME204	Neonatal Resuscitation Provider (NRP) in Paramedicine +	0.5
PME205	Advanced Medical Life Support (AMLS) Initial Provider in Paramedicine +	1
PME206	International Trauma Life Support (ITLS) Provider/Pre-Hospital Trauma Life Support (PHTLS) +.....	1
PME240	Pharmacology in Paramedicine +.....	3
PME245	Airway and Ventilatory Management in Paramedicine +	3
PME250	Comprehensive Patient Assessment in Paramedicine +	1
PME251	Medical Emergencies in Paramedicine I +.....	4
PME252	Medical Emergencies in Paramedicine II +.....	4
PME253	Medical Emergencies in Paramedicine III +	4
PME254	Technical Operations in Paramedicine	2.5
PME260	Trauma Patient Management in Paramedicine +.....	2
PME270	Immersive Total Patient Management Experience (ITPME) +.....	2
PME280	Preparation for Paramedicine Practicum +	1
PME281	Paramedicine Clinical Practicum: Comprehensive + (2) OR	

PME281AA Paramedicine Clinical Practicum:
Phase I + (1) AND
PME281AB Paramedicine Clinical Practicum:
Phase II + (1)..... 2

PME288 Paramedicine Comprehensive Field
Internship Practicum +..... 5

PME289 Preparation for Paramedic National
Credentialing + 2

Specialization 12: Public Safety, General (29-70
credits) Choose 29-70 industry/job specific course
credits from the list below. Consult with a faculty
advisor, program director, and/or academic advisor
to identify coursework that best aligns with
academic and professional goals.

ACC+++++Any ACC Accounting course(s)
AJS+++++Any AJS Administration of Justice
Studies course(s)
CWE+++++Any CWE Career Work Experience
course(s)
DPR+++++Any DPR Disaster Preparedness and
Emergency Response course(s)
ECN+++++Any ECN Economics course(s)
EMT+++++Any EMT Emergency Medical
Technology course(s)
FOR+++++Any FOR Forensic Science course(s)
FSC+++++Any FSC Fire Science Technology
course(s)
GBS+++++Any GBS General Business course(s)
HCC+++++Any HCC Health Core Curriculum
course(s)
HCR+++++Any HCR Health Care Related
course(s)
JAS+++++Any JAS Justice and Government
Agencies Administration course(s)
JUD+++++Any JUD Judicial Studies course(s)
LAS+++++Any LAS Paralegal Studies course(s)
LEO+++++Any LEO Law Enforcement Operations
course(s)
LET+++++Any LET Law Enforcement Training
course(s)
MGT+++++Any MGT Management
course(s)
PAD+++++Any PAD Public Administration
course(s)
PAR+++++Any PAR Paralegal course(s)
PME+++++Any PME Paramedicine course(s)
POS+++++Any POS Political Science course(s)

PSA+++++Any PSA Public Safety Administration
course(s)
PSY+++++Any PSY Psychology course(s)
SOC+++++Any SOC Sociology course(s)

**Arizona General Education Curriculum
(AGEC) AGECE-A: 12-39 Credits**

A single course with an [HU], [SB], [L], or
[SQ]/[SG] designation may also be used to satisfy
the Oral Communication, Critical Reading, or
Awareness Area ([C], [G] and/or [H])
requirement(s). See the AGECE matrix on
aztransfer.com for course designations.

First-Year Composition [FYC]:

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 +6
*FYC may be met with fewer than 6 credits if
student has transfer credit from ASU, NAU or
UAZ for a single course that meets FYC in full.

Literacy and Critical Inquiry [L]:

Any approved general education course in the
Literacy and Critical Inquiry [L] area.3

Mathematics [MA]:

MAT140.. College Mathematics + (5) OR
MAT141 .. College Mathematics + (4) OR
MAT142.. College Mathematics + (3) OR
MAT145.. College Mathematics with Review (5)
OR
MAT146.. College Mathematics with Review (6)
OR
Higher level course in the Mathematical
Applications [MA] area..... 0-6
May be met by MAT150, MAT151, MAT152
AND MAT182, or MAT187 in Restricted Elective
Courses.

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

MAT206.. Elements of Statistics + (3) OR
PSY230 ... Introduction to Statistics + (3) OR
PSY230 Introduction to Statistics + (3) AND
PSY231 Laboratory for Statistics + (1) OR
PSY230WLIIntroduction to Statistics
with Lab + (4) OR

SWU225 Statistics for Social Research/Justice and Government + (3).....3-4

Humanities, Arts and Design [HU]:

Any approved general education courses in the Humanities, Arts and Design [HU] area 3-6

Social-Behavioral Sciences [SB]:

Any approved general education courses in the Social-Behavioral Sciences [SB] area 0-6

May be met by AJS101, AJS225, AJS200, AJS/EMT/FSC258, PSY101, SOC101 in Restricted Elective Courses.

Natural Sciences:

Any approved general education course in the Natural Sciences (Quantitative) [SQ] area 4

AND

Any approved general education course in the Natural Sciences (Quantitative) [SQ] area or the Natural Sciences (General) [SG] area (4)..... 0-8

May be met by BIO160, CHM151 and CHM151LL, PHY111, PHY112 in Restricted Elective Courses.

Awareness Area Credits 0-6

These requirements may be shared with Core Requirements.

Cultural Diversity in the US [C]:

Any approved general education course with the Cultural Diversity in the U.S. [C] awareness area designation 0-3

Historical/Global Awareness [H]/[G]:

Any approved general education course with the Historical [H] or Global [G] awareness area designation 0-3

MCCCD Additional Requirements 0-3

Courses in this area may also be applied to the AGEC Core Requirements. To minimize total credits required for degree and maximize transferable credits, it is recommended that courses be selected that meet more than one requirement wherever possible. Oral

Communication (COM):

COM100..Introduction to Human Communication

(3) OR

COM110.. Interpersonal Communication (3) OR

COM225.. Public Speaking + (3) OR

COM230 . Small Group Communication (3)3

COM263 . Elements of Intercultural

Communication (3)3

May be met by COM100, COM225, or COM230 in Restricted Elective Courses.

General Electives:

Select courses 100-level or higher to complete a minimum of 120 semester credits. Consult with a faculty advisor, program director, and/or academic advisor to identify coursework that best aligns with academic and professional goals 0-38

ACC+++++Any ACC Accounting course(s)

AJS+++++Any AJS Administration of Justice Studies course(s)

CWE+++++Any CWE Career Work Experience course(s)

DPR+++++Any DPR Disaster Preparedness and Emergency Response course(s)

ECN+++++Any ECN Economics course(s)

EMT+++++Any EMT Emergency Medical Technology course(s)

FOR+++++Any FOR Forensic Science course(s)

FSC+++++Any FSC Fire Science Technology course(s)

GBS+++++Any GBS General Business course(s)

HCC+++++Any HCC Health Core Curriculum course(s)

HCR+++++Any HCR Health Care Related course(s)

JAS+++++Any JAS Justice and Government Agencies Administration course(s)

JUD+++++Any JUD Judicial Studies course(s)

LAS+++++Any LAS Paralegal Studies course(s)

LET+++++Any LET Law Enforcement Training course(s)

MGT+++++Any MGT Management course(s)

PAD+++++Any PAD Public Administration course(s)

PAR+++++Any PAR Paralegal course(s)

PME+++++Any PME Paramedicine course(s)

POS+++++Any POS Political Science course(s)

PSA+++++Any PSA Public Safety Administration course(s)

PSY+++++Any PSY Psychology course(s)

SOC+++++Any SOC Sociology course(s)

CONTACT: Mr. B. Williams, Department Chair:
(602) 285.7234 and/or
bill.williams@phoenixcollege.edu

**Terrorism Liaison Training: Level I
Certificate of Completion — CCL 5240N
5 Credits**

The Certificate of Completion (CCL) in Terrorism Liaison Training: Level I program is designed to provide students with the knowledge and skills needed to be a Terrorism Liaison Officer including conduct threat assessments for terrorism, natural and man-made disasters and to assess, investigate and respond to terrorism incidents. Also provides criminal justice and fire science professionals with an opportunity for academic growth and the development of specialized skills in homeland security.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better for all courses required within the program.

Admission Criteria: This program is offered through an educational partnership. Employment by a governmental organization is required for admission.

Program Prerequisites: None.

Required Courses: 5 Credits

- AJS/
FSC276 Terrorism Liaison +..... 4
- AJS/
FSC277 Threat Vulnerability Assessment +..... 1

Restricted Electives: None.

CONTACT: Mr. B. Williams, Department Chair:
(602) 285.7234 and/or
bill.williams@phoenixcollege.edu

**Terrorism Liaison Training: Level II
Certificate of Completion — CCL 5253
9-14 Credits**

The Certificate of Completion (CCL) in Terrorism Liaison Training: Level II program is designed to provide additional knowledge and skills needed to be a Terrorism Liaison Officer for criminal justice and fire science professionals seeking advancement in the field of homeland security. Including but not limited to threat assessment for terrorism, hostile intent, hazmat materials used by terrorists, and the assessment, investigation and responses to terrorism incidents.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better for all courses required within the program.

Admission Criteria: This program is offered through an educational partnership. Employment by a governmental organization is required for admission.

Program Prerequisites: None.

Required Courses: 9-14 Credits

The following courses are required and included in CCL Terrorism Liaison Training: Level I:

- AJS/
FSC276 Terrorism Liaison + (4) AND
- AJS/
FSC277 Threat Vulnerability Assessment + (1)
- OR
- Permission of Program Director 0-5

The following courses are required and included in CCL Terrorism Liaison Training: Level II:

- AJS/
FSC278 Hostile Intent and Intervention Training +.. 2
- AJS/
FSC279 Field Intelligence Team Training +..... 3
- AJS/
FSC280 Terrorism Hazmat First Responder
Training + 4

Restricted Electives: None.

CONTACT: Mr. B. Williams, Department Chair:
(602) 285.7234 and/or
bill.williams@phoenixcollege.edu

Victimology

Certificate of Completion — CCL 5392N

15 Credits

The Certificate of Completion (CCL) in Victimology is designed for students who are interested in pursuing a course of study specifically focused on crisis intervention, community services, and victim rights. It is one pathway to the Associate in Applied Science (AAS) in Administration of Justice.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better for all courses required within the program.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 15 Credits

AJS101	Introduction to Criminal Justice	3
AJS162	Domestic Violence	3
AJS225	Criminology	3
AJS255	Crime, Law and Mental Health.....	3
AJS/EMT/ FSC258	Victimology and Crisis Management in Public Safety.....	3

Restricted Electives: None.

Business, Entrepreneurialism, and Management

CONTACT: Mr. D. Northway, Program Director:
<https://www.phoenixcollege.edu/business>

Accounting

Associate in Applied Science — AAS 3149

62-73 Credits

The Associate in Applied Science (AAS) in Accounting program is one of several options for students seeking to gain skills and knowledge in the field of accounting. Possible entry-level jobs for this program include accounting clerk, accounts payable/receivable clerk, claims clerk, credit clerk, full-charge bookkeeper, accounting intern, or comparable positions. A Certificate of Completion (CCL) is also available.

Program Notes: Students must earn a grade of C or better in all courses required within the program. Consultation with an Academic Advisor is recommended for course selection.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 34-39 Credits

ACC111	Accounting Principles I (3) AND	
ACC230	Uses of Accounting Information I + (3)	
	AND	
ACC240	Uses of Accounting Information II + (3)	
	OR	
ACC111	Accounting Principles I (3) AND	
ACC112	Accounting Principles II + (3) AND	
ACC212	Managerial Accounting + (3)	
	OR	
ACC211	Financial Accounting (3) AND	
ACC212	Managerial Accounting + (3).....	6-9
ACC105	Payroll, Sales and Property Taxes (3)	
	OR	
ACC222	Payroll Accounting + (3)	3
ACC115	Computerized Accounting +	3

ACC121	Income Tax Preparation (3) OR	
ACC221	Tax Accounting + (3)	3
ACC219	Intermediate Accounting I +	3
CIS114DE	Excel Spreadsheet	3
CIS105	Survey of Computer Information Systems	3
FYE101	Introduction to College, Career and Personal Success (1) OR	
FYE103	Exploration of College, Career and Personal Success (3)	1-3
GBS151	Introduction to Business	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
GBS120	Workplace Communication Skills (3) OR	
GBS233	Business Communication + (3)	3

Restricted Electives: 6 Credits

Students must select six (6) credits from the list below:

ACC+++++	Any additional ACC Accounting course(s) except ACC111, ACC112, ACC211, ACC212, ACC230, ACC240	0-6
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GBS131	Business Calculations	3
GBS220	Quantitative Methods in Business + ...	3
GBS221	Business Statistics +	3
GBS261	Investments I	3

MGT101	Techniques of Supervision (3) OR	
MGT175	Business Organization and Management (3) OR	
MGT229	Management and Leadership I (3)	3

General Education Requirements: 22-28 Credits

CORE: 12-18 Credits

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:

COM100	Introduction to Human Communication	
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(3) OR		
COM110	Interpersonal Communication (3) OR	
COM225	Public Speaking + (3) OR	
COM230	Small Group Communication (3)	3

Critical Reading:

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

Mathematics:

Any approved general education course from the Mathematics [MA] area		3-6
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DISTRIBUTION: 10 Credits

Humanities, Arts and Design:

Any approved general education course from the Humanities, Arts and Design [HU] area		3
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Social-Behavioral Sciences:

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

Natural Sciences:

Any approved general education course from the Natural Sciences area		4
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CONTACT: Mr. D. Northway, Program Director:
<https://www.phoenixcollege.edu/business>

Accounting

Certificate of Completion — CCL 5665

24-27 Credits

The Certificate of Completion (CCL) in Accounting program is designed for students seeking to gain skills and knowledge in the field of accounting and tax. Possible entry-level positions for this program include accounting clerk, accounts payable/receivable clerk, claims clerk, credit clerk, bookkeeper, accounting intern, or comparable positions. An Associate in Applied Science (AAS) in Accounting and a Certificate of Completion (CCL) in Enrolled Agent are also available.

Program Notes: Students must earn a grade of C or better in all courses in the program. Consultation with an Academic Advisor is recommended for course selection.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 24-27 Credits

- ACC111 Accounting Principles I (3) AND
- ACC230 Uses of Accounting Information I + (3)
- AND
- ACC240 Uses of Accounting Information II + (3)
- OR
- ACC111 Accounting Principles I (3) AND
- ACC112 Accounting Principles II + (3) AND
- ACC212 Managerial Accounting + (3) OR
- ACC211 Financial Accounting (3) AND
- ACC212 Managerial Accounting + (3)6-9

- ACC105 Payroll, Sales and Property Taxes (3)
- OR
- ACC222 Payroll Accounting + (3)..... 3

- ACC121 Income Tax Preparation (3) OR
- ACC221 Tax Accounting + (3) 3

- ACC115 Computerized Accounting + 3
- CIS114DE Excel Spreadsheet 3
- CIS105 Survey of Computer Information
Systems 3
- GBS151 Introduction to Business 3

CONTACT: Ms. S. Celaya, Program Director:
<https://www.phoenixcollege.edu/business>

**Administrative Professional
 Associate in Applied Science — AAS 3680
 62-70 Credits**

The Associate in Applied Science (AAS) in the Administrative Professional degree is designed to provide training for various office positions. The curriculum incorporates people and technological skills essential for job success. Includes instruction in business communications, office procedures, public relations, accounting, records management, and report preparation. A Certificate of Completion

(CCL) in Administrative Professional is also available.

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

Admission Criteria: None

Program Prerequisites: None

Required Courses: 25-27 Credits

- BPC110 Computer Usage and Applications (3)
- OR
- CIS105 Survey of Computer Information
Systems (3) 3

- ACC115 Computerized Accounting +3
- CIS113DE Microsoft Word: Word Processing3
- CIS114DE Excel Spreadsheet3

- FYE101 Introduction to College, Career and
Personal Success (1) OR
- FYE103 Exploration of College, Career and
Personal Success (3) 1-3

- GBS120 Workplace Communication Skills3
- GBS131 Business Calculations.....3
- GBS151 Introduction to Business.....3

Select three (3) of the following courses:

- BPC101AA Introduction to Computers II
- BPC/OAS111AA Computer Keyboarding I... 1
- CIS121AE Windows Operating System: Level I... 1
- CIS121AI Mac Operating System..... 1
- CIS122AE Windows Operating System: Level II +
1
- CIS133AA Internet/Web Development
Level I-A..... 1

Restricted Electives: 15 Credits

Students should select fifteen (15) credits from the following courses, except courses used to satisfy the Required Courses area, in consultation with a program advisor:

- ACC+++ Any ACC Accounting prefixed course (except ACC115) 3
- MGT251 Human Relations in Business..... 3
- MGT126 Customer Service Skills and Strategies 3
- CIS133DAInternet/Web Development: Level I.... 3
- CIS214DEAdvanced Excel Spreadsheet: Level II 3
- CIS103 Introduction to Social Media..... 3
- MKT110 Marketing and Social Networking..... 3
- CIS117DMMicrosoft Access: Database Management 3
- GBS205 Legal, Ethical, and Regulatory Issues in Business 3
- MKT271 Principles of Marketing 3

General Education Requirements: 22-28 Credits

CORE: 12-18 Credits

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:

- COM100 Introduction to Human Communication (3) OR
- COM110 Interpersonal Communication (3) OR
- COM225 Public Speaking + (3) OR
- COM230 Small Group Communication (3)..... 3

Critical Reading:

Any approved general education course from the Critical Reading area OR
 Equivalent as indicated by assessment.....0-3

Mathematics:

Any approved general education course from the Mathematics area OR
 Equivalent as indicated by assessment.....3-6

DISTRIBUTION: 10 Credits

Humanities, Arts and Design:

Any approved general education course from the Humanities, Arts and Design area 3

Social-Behavioral Sciences:

SBU200 Society and Business 3

Natural Sciences:

Any approved general education course from the Natural Sciences area 4

CONTACT: Ms. S. Celaya, Program Director:
<https://www.phoenixcollege.edu/business>

Administrative Professional Certificate of Completion — CCL 5677 18 Credits

The Certificate of Completion (CCL) in the Administrative Professional program is designed to provide students with basic office skills. This program is recommended for students with little or no office-related work experience or college experience. Includes instruction in business communications, office procedures, and report preparation. An Associate in Applied Science (AAS) in Administrative Professional is available.

Program Notes: Students must earn a grade of C or better in all courses required within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 18 Credits

- BPC110 Computer Usage and Applications (3) OR
- CIS105 Survey of Computer Information Systems (3)..... 3
- CIS113DEMicrosoft Word: Word Processing3
- GBS120 Workplace Communication Skills3
- GBS131 Business Calculations.....3
- GBS151 Introduction to Business.....3

Select three (3) of the following courses:

- BPC101AAIntroduction to Computers I 1
- BPC/
- OAS111AAComputer Keyboarding I 1
- CIS121AEWindows Operating System: Level I.... 1
- CIS121AI Mac Operating System..... 1
- CIS122AEWindows Operating System: Level II . 1
- CIS133AA Internet/Web Development Level I-A..... 1

Restricted Electives: None

General Electives: None

CONTACT: Mr. D. Northway, Program Director:
<https://www.phoenixcollege.edu/business>

Banking and Finance

**Associate in Applied Science — AAS 3091
 62-69 Credits**

The Associate in Applied Science (AAS) in Banking and Finance program has been developed in cooperation with the Central Arizona Chapter of the American Institute of Banking and the Institute of Financial Education for entry or advancement in the banking profession. The program is designed to prepare students for the many challenges of the world of finance, since the role of the modern banker today demands specialized knowledge, flexible job performance, communication skills and customer service. A Certificate of Completion (CCL) in Banking and Finance is available.

Program Notes: Students must earn a grade of C or better in all courses required within the program.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 31-33 Credits

ACC111	Accounting Principles I	3
ACC112	Accounting Principles II +	3
CIS105	Survey of Computer Information Systems	3
FYE101	Introduction to College, Career and Personal Success (1) OR	
FYE103	Exploration of College, Career and Personal Success (3)	1-3
GBS103	Principles of Banking	3
GBS120	Workplace Communication Skills	3
GBS131	Business Calculations	3
GBS151	Introduction to Business	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
GBS294	Consumer Credit	3
MGT126	Customer Service Skills and Strategies	3

Restricted Electives: 9 Credits

ACC212	Managerial Accounting +	3
ACC270AC	Accounting Internship + (3) OR	
GBS270AC	Business Internship + (3)	3
CIS114DE	Excel Spreadsheet	3
GBS206	Business Law (UCC)	3
GBS207	Business Law (General Corporate)	3
GBS261	Investments I	3
MKT267	Principles of Sales (3) OR	
MKT271	Principles of Marketing (3)	3

General Education Requirements: 22-27 Credits

CORE: 12-17 Credits

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:

COM100	Introduction to Human Communication (3) OR	
COM110	Interpersonal Communication (3) OR	
COM225	Public Speaking + (3) OR	
COM230	Small Group Communication (3)3

Critical Reading:

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

Mathematics:

Any approved general education course from the Mathematics area 3-5

DISTRIBUTION: 10 Credits

Humanities, Arts and Design:

Any approved general education course from the Humanities, Arts and Design area3

Social-Behavioral Sciences:

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

Natural Sciences:

Any approved general education course from the Natural Sciences area 4

CONTACT: Mr. D. Northway, Program Director:
<https://www.phoenixcollege.edu/business>

Banking and Finance

Certificate of Completion — CCL 5627

27 Credits

The Certificate of Completion (CCL) in Banking and Finance program has been developed for entry or advancement in the banking profession. The program is designed to prepare students for the many challenges of the world of finance, since the role of the modern banker today demands specialized knowledge, flexible job performance, and customer service expertise. An Associate in Applied Science (AAS) in Banking and Finance is available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 27 Credits

ACC111	Accounting Principles I.....	3
ACC112	Accounting Principles II +	3
CIS105	Survey of Computer Information Systems	3
GBS103	Principles of Banking	3
GBS131	Business Calculations	3
GBS151	Introduction to Business	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
GBS294	Consumer Credit.....	3
MGT126	Customer Service Skills and Strategies	3

Restricted Electives: None.

CONTACT: Mr. D. Dopp, Department Chair
<https://www.phoenixcollege.edu/business>

Business Administration Fastrack

Certificate of Completion — CCL 5152

27 Credits

The Certificate of Completion (CCL) in Business Administration Fastrack program provides opportunities for individuals to update, upgrade, or develop essential business skills. The program's focus is preparing students for job advancement and career opportunities in today's business environment as defined by industry practitioners. Each course includes learning activities and projects which may be offered in an accelerated five-week or eight-week format. Additional features of the program include: student directed learning stressing the dynamic business environment, communication skills, leadership development, and performing effectively within a team environment.

Program Notes: Students must earn a grade of C or better for all courses in the program. + indicates course has prerequisites and/or corequisites.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 27 Credits

ACC110	Understanding and Using Accounting Systems (3) OR	
ACC111	Accounting Principles I (3).....	3
BPC110	Computer Usage and Applications (3) OR	
CIS105	Survey of Computer Information Systems (3).....	3
GBS120	Workplace Communication Skills	3
GBS151	Introduction to Business.....	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
MGT126	Customer Service Skills and Strategies	3
MGT175	Business Organization and Management	3
MGT251	Human Relations in Business	3
MKT271	Principles of Marketing.....	3

Restricted Electives: None

CONTACT: Mr. M. Sasseti, Program Director:
<https://www.phoenixcollege.edu/business>

**Certified Bookkeeping
 Certificate of Completion — CCL 5977N
 9 Credits**

The Certificate of Completion (CCL) in Certified Bookkeeping program helps to prepare students for a Certified Bookkeeper Examination. This program is designed to prepare students to work for CPA firms, tax preparation firms, corporate accounting departments, and small businesses or offer freelance bookkeeping services. A Certificate of Completion (CCL) in Accounting and an Associate in Applied Science (AAS) in Accounting are also available.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in each course in the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 9 Credits

ACC105	Payroll, Sales and Property Taxes (3)	
	OR	
ACC222	Payroll Accounting + (3).....	3
ACC111	Accounting Principles I.....	3
ACC260	Certified Bookkeeper (CB) Preparation+	3

Restricted Electives: None

CONTACT: Ms. S. Green, Program Director:
 (602) 285.7894 and/or
stephanie.green@phoenixcollege.edu

**Commercial Baking and Pastry
 Certificate of Completion — CCL 5788
 18-20 Credits**

The Certificate of Completion (CCL) in Commercial Baking and Pastry is designed to train students for entry-level positions in diverse food service operations. The program focuses on the preparation of classic and modern desserts, artisan and specialty breads, breakfast pastries, decorative showpieces and special occasion cakes. Students are exposed to all areas of a professional baking environment that includes baking techniques, safety and sanitation, food service management, professionalism and ethics, teamwork and communication.

Program Notes: Students must earn a grade of C or better in all courses within the program. Students with transfer credits must meet with an advisor to initiate the review process. Students must obtain a Maricopa County Food Handlers Card before the start of required courses, and must maintain the card throughout the program.

Admission Criteria: Students must meet with an Academic/Career Advisor. Placement into college-ready level English, Reading, and Math or completion of equivalent coursework.

Program Prerequisites: None

Required Courses: 18-20 Credits

CUL113	Commercial Baking Techniques.....	3
CUL115	Food Service Sanitation, Safety and Stewarding (2) OR ServSafe food protection manager certification (0).....	0-2
CUL119	Baking Theory and Retail Operations (3) OR	
CUL223	Food Service Management (3).....	3
CUL127	Classical Desserts +	3
CUL137	Specialty Breads and Breakfast Pastry.	3
CUL215	Advanced Pastry Arts + (3) OR	

CUL217 Wedding Cake Production + (3)..... 3

CUL219 Professional Pastry Techniques + 3

Restricted Electives: None.

CONTACT: M. Sasseti, Program Director:
<https://www.phoenixcollege.edu/business>

**Enrolled Agent
 Certificate of Completion — CCL 5958
 17-18 Credits**

The Certificate of Completion (CCL) in Enrolled Agent program helps to prepare students for the Enrolled Agent Examination. The Internal Revenue Service (IRS) Enrolled Agent credential allows tax practitioners to represent taxpayers before the IRS when it comes to collections, audits, and appeals. Enrolled Agents' expertise in the continually changing field of taxation enables them to effectively represent taxpayers at all administrative levels within the IRS. Students who successfully complete this CCL may also seek employment as tax preparers.

Program Notes: Students must earn a grade of C or better in all courses in the program. Consultation with an Academic Advisor is recommended for course selection. The Volunteer Income Tax Assistance (VITA) program internship is only available in the spring semester. Contact a program advisor for more information.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 15 Credits

ACC111 Accounting Principles I (3) OR
 ACC211 Financial Accounting (3)..... 3

ACC121 Income Tax Preparation..... 3
 ACC221 Tax Accounting +..... 3
 ACC224 Tax Practice Administration and
 Business Entity Analysis +..... 3

CIS105 Survey of Computer Information
 Systems 3

Restricted Electives: 2-3 Credits

Students should select 2-3 credits from the list below:

ACC105 Payroll, Sales and Property Taxes3
 ACC111 Accounting Principles II +.....3
 ACC115 Computerized Accounting +.....3
 ACC222 Payroll Accounting +.....3
 ACC230 Uses of Accounting Information I +.....3
 ACC270AB Accounting Internship +2
 ACC270AC Accounting Internship +3

CONTACT: Mr. D. Dopp, Department Chair
<https://www.phoenixcollege.edu/business>

**Entrepreneurial Studies Level I
 Certificate of Completion — CCL 5819N
 10-11 Credits**

The Certificate of Completion (CCL) in Entrepreneurial Studies Level I program is designed to provide students with an introduction to the entrepreneurial process. Courses include a history of entrepreneurship, current research into its impacts on society, types of business start-up opportunities, and creating a preliminary business plan, as well as securing a healthy financial future. A Certificate of Completion (CCL) in Entrepreneurial Studies Level II is also available.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better for all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 10-11 Credits

EPS150 Introduction to Entrepreneurship3
 EPS160 New Venture Creation2
 EPS162 Introduction to Social
 Entrepreneurship (3) OR
 EPS195 Business Start-Up and Planning (2).. 2-3
 GBS/

HEC132 Personal and Family Financial Security 3

Restricted Electives: None.

CONTACT: Mr. D. Dopp, Department Chair:
<https://www.phoenixcollege.edu/business>

**Entrepreneurial Studies Level II
 Certificate of Completion — CCL 5820
 18-19 Credits**

The Certificate of Completion (CCL) in Entrepreneurial Studies Level II program is designed to prepare students to acquire additional skills, tools and knowledge necessary for successful venture opportunities. A Certificate of Completion (CCL) in Entrepreneurial Studies Level I is also available and fully embedded in this program.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 18-19 Credits

EPS150 Introduction to Entrepreneurship 3
 EPS160 New Venture Creation 2

 EPS162 Introduction to Social Entrepreneurship (3) OR
 EPS195 Business Start-Up and Planning (2)..2-3

 GBS132 Personal and Family Financial Security 3

 EPS161 New Venture Law and Finance (3) OR
 EPS180 Technology Business Planning (3)..... 3

 EPS165 New Venture Feasibility Analysis..... 2
 MGT253 Owning and Operating a Small Business 3

Restricted Electives: None.

CONTACT: Mr. D. Dopp, Department Chair:
<https://www.phoenixcollege.edu/business>

Esports

Certificate of Completion — CCL 5335

18 Credits

The Certificate of Completion (CCL) in Esports is designed for students pursuing careers in hospitality, marketing, business, management, event management, creative writing, computer technology, and/or video game production who are interested in utilizing those skills to gain entry level employment in the field of esports. Students completing this certificate will acquire specialized knowledge of the field of esports that will enhance the ability to gain entry level employment in the world of esports.

Program Notes: Students must earn a grade of C or better in each course in the program.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 15 Credits

BPC170 A+ Exam Prep: Computer Hardware Configuration and Support.....3
 CIS120DA Introduction to Adobe Premiere (3) OR
 CIS120DK Introduction to Digital Video Editing (3)3

 COM100 Introduction to Human Communication (3) OR
 COM110 Interpersonal Communication (3) OR
 COM230 Small Group Communication (3)3

 GBS109 Introduction to Business Practices in Esports3
 MKT110 Marketing and Social Networking3

Restricted Electives: 3 Credits

Complete courses as directed, choosing options that best align with your academic and professional goals. Consult with an academic, faculty, or program advisor to prevent exceeding your award’s maximum credits.

ACC105	Payroll, Sales and Property Taxes	3
ACC111	Accounting Principles I.....	3
CIS111	Ethics in Information Technology.....	3
CRW150	Introduction to Creative Writing.....	3
CRW176	Writing Narrative for Video Games.....	3
CRW190	Introduction to Screenwriting	3
ENH110	Introduction to Literature.....	3
ENH140AAS	Sports in Literature and Film +.....	3
GBS151	Introduction to Business.....	3
MGT175	Business Organizational Management .	3
MGT229	Management and Leadership I.....	3
MGT253	Owning and Operating a Small Business	3
MKT101	Introduction to Public Relations.....	3
MKT111	Applied Marketing and Social Networking +.....	3
MKT271	Principles of Marketing.....	3

CONTACT: Ms. S. Celaya, Program Director:
<https://www.phoenixcollege.edu/business>

Fashion Merchandising

Associate in Applied Science — AAS 3266

62-72 Credits

The Associate in Applied Science (AAS) in Fashion Merchandising program places students at the intersection of fashion, business and marketing. Our curriculum stresses the importance of leadership, teamwork, creativity, and effective communication throughout the product life cycle process. Students will leave this program equipped with knowledge of fashion theory; the societal and technological aspects of the textile and apparel industry; and the creation, promotion, distribution, and retailing of consumer goods in a global environment. This program provides a foundation for students to pursue a wide range of careers in the fashion industry. A Certificate of Completion (CCL) in Fashion Merchandising program is also available.

Program Notes: Students must earn a grade of C

or better in all courses within the program.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 28-30 Credits

BPC110	Computer Usage and Applications (3) OR		
CIS105	Survey of Computer Information Systems (3).....	3	
FYE101	Introduction to College, Career and Personal Success (1) OR		
FYE103	Exploration of College, Career and Personal Success (3).....	1-3	
MGT251	Human Relations in Business	3	
MKT/ TEC109	Introduction to Fashion Merchandising 3 MKT/ TEC151	Display and Visual Merchandising	3
MKT/ TEC200	Retail Buying	3	
MKT263	Advertising Principles.....	3	
MKT268	Merchandising.....	3	
MKT271	Principles of Marketing.....	3	
TEC222	Textiles	3	

Restricted Electives: 6-12 Credits

Students should select a total of 0-12 credits from the following courses in consultation with a Department Advisor.

GBS151	Introduction to Business.....	3
IBS101	Introduction to International Business ..	3
MGT+++++	Any MGT Management course except courses used to satisfy Required Courses area	3
MKT+++++	Any MKT Marketing course except courses used to satisfy Required Courses area	3
TEC+++++	Any TEC Textiles and Clothing course except courses used to satisfy Required Courses area.....	3

General Electives: None.

General Education Requirements: 22-28 Credits

CORE: 12-18 Credits

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:

- COM100 Introduction to Human Communication (3) OR
- COM110 Interpersonal Communication (3) OR
- COM225 Public Speaking + (3) OR
- COM230 Small Group Communication (3)..... 3

Critical Reading:

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

Mathematics:

- Any approved general education course from the Mathematics [MA] area.....3-6

DISTRIBUTION: 10 Credits

Humanities, Arts and Design:

- TEC105 Cultural Aspects of Clothing..... 3

Social-Behavioral Sciences:

- SBU200 Society and Business 3

Natural Sciences:

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

CONTACT: Ms. S. Celaya, Program Director:
<https://www.phoenixcollege.edu/business>

Fashion Merchandising

**Certificate of Completion — CCL 5266
 24 Credits**

The Certificate of Completion (CCL) in Fashion Merchandising program is designed for students whose personal interests and needs can be met by concentration on a core program of Fashion Merchandising courses. This program is designed to develop competencies essential for success in a variety of occupations including retail buying, management, store planning, visual display, and wholesale merchandising. An Associate in Applied Science (AAS) degree is also available.

Program Notes: Students must earn a grade of C or better in all courses required within the program.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 21 Credits

- BPC110 Computer Usage and Applications (3)
- OR
- CIS105 Survey of Computer Information Systems (3)3
- MKT/
TEC109 Introduction to Fashion Merchandising 3
- MKT/
TEC151 Display and Visual Merchandising.....3
- MKT/TEC200 Retail Buying.....3
- MKT268 Merchandising.....3
- MKT271 Principles of Marketing.....3
- TEC222 Textiles3

Restricted Electives: 3 Credits

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

- MKT+++++Any MKT Marketing course except courses used to satisfy Required Courses area3
- TEC+++++Any TEC Textiles and Clothing course except courses used to satisfy Required Courses area..... 3

General Electives: None.

CONTACT: Mr. D. Dopp, Department Chair:
<https://www.phoenixcollege.edu/business>

General Business

**Associate in Applied Science — AAS 3148
 62-69 Credits**

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) in General Business is available.

Program Notes: Students must earn a grade of C or better in all courses in the program.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 22-24 Credits

ACC111	Accounting Principles I.....	3
CIS105	Survey of Computer Information Systems	3
FYE101	Introduction to College, Career and Personal Success (1) OR	
FYE103	Exploration of College, Career and Personal Success (3)	1-3
GBS120	Workplace Communication Skills (3) OR	
GBS233	Business Communication + (3).....	3
GBS151	Introduction to Business	3
GBS205	Legal, Ethical and Regulatory Issues in Business	3
MGT175	Business Organization and Management (3) OR	
MGT251	Human Relations in Business (3)	3
MKT271	Principles of Marketing	3

Restricted Electives: 18 Credits

Students should select eighteen (18) credits from the following courses. Any 100/200 level prefixed courses may be selected, except courses used to satisfy the Required Courses area.

ACC+++++	Any ACC Accounting course(s)	
	CIS114DE Excel Spreadsheet	3
CIS117DM	Microsoft Access: Database Management	3
CIS133DA	Internet/ Web Development Level I.....	3
EPS+++++	Any EPS Entrepreneurial Studies course(s)	
GBS+++++	... Any GBS General Business course(s)	
IBS+++++	Any IBS International Business course(s)	
MGT+++++	Any MGT Management course(s)	
MKT+++++	Any MKT Marketing course(s)	
REA+++++	Any REA Real Estate course(s)	
SBS+++++	Any SBS Small Business Management course(s)	
TQM+++	Any TQM Total Quality Management course(s)	

General Electives: None.

General Education Requirements: 22-27 Credits

CORE: 12-17 Credits

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:

COM100	Introduction to Human Communication (3)	
COM110	Interpersonal Communication (3)	
COM225	Public Speaking + (3) OR	
COM230	Small Group Communication (3)	3

Critical Reading:

CRE101	College Critical Reading and Critical Thinking + (3) OR	
	Equivalent by assessment.....	0-3

Mathematics:

	Any approved general education course from the Mathematics area	3-5
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DISTRIBUTION: 10 Credits

Humanities, Arts and Design:

Any approved general education course in the Humanities, Arts and Design area 3

Social-Behavioral Sciences:

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

Natural Sciences:

Any approved general education course in the Natural Sciences area 4

CONTACT: Mr. D. Dopp, Department Chair:
<https://www.phoenixcollege.edu/business>

General Business

Certificate of Completion — CCL 5683

21 Credits

The Certificate of Completion (CCL) in General Business is designed to provide business training for various entry-level positions in business. The courses include an introduction to business concepts, accounting and computer principles, and legal issues related to business. An Associate in Applied Science (AAS) is also available.

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

Admission Criteria: None

Program Prerequisites: None

Required Courses: 12 Credits

ACC111 Accounting Principles I..... 3
 CIS105 Survey of Computer Information Systems 3
 GBS151 Introduction to Business 3
 GBS205 Legal, Ethical, and Regulatory Issues in Business 3.....

Restricted Electives: 9 Credits

Students should select nine (9) credits from the following courses. Any 100/200 level prefixed courses may be selected, except courses used to satisfy the Required Courses area.

ACC+++++Any ACC Accounting course(s)

CIS114DE Excel Spreadsheet3
 CIS117DMMicrosoft Access: Database Management3
 CIS133DAInternet/ Web Development Level I.....3
 EPS+++++Any EPS Entrepreneurial Studies course(s) 1-3
 GBS+++++Any GBS General Business course(s)
 IBS+++++ Any IBS International Business course(s)
 MGT+++++Any MGT Management course(s)
 MKT+++++Any MKT Marketing course(s)
 REA+++++Any REA Real Estate course(s)
 SBS+++++Any SBS Small Business Management course(s)
 TQM+++ Any TQM Total Quality Management course(s)

General Electives: None.

CONTACT: Mr. D. Dopp, Department Chair:
<https://www.phoenixcollege.edu/business>

Human Resources Management

Certificate of Completion — CCL 5580

24 Credits

The Certificate of Completion (CCL) in Human Resources Management program is designed to provide skills necessary for careers in human resources management. The program is designed to provide students a series of courses with an emphasis in management and is designed to prepare students for an entry-level position in human resources. Graduates may be employed in Employment (recruiting, interviewing, and hiring); Benefits Administration; Compensation; and Employee Relations.

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

Admission Criteria: None

Program Prerequisites: None

Required Courses: 24 Credits

BPC110 Computer Usage and Applications (3)

OR

CIS105	Survey of Computer Information Systems (3).....	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
MAT112	Mathematical Concepts and Applications + (3) OR Satisfactory completion of higher-level Mathematics course OR	
GBS131	Business Calculations (3).....	3
GBS120	Workplace Communication Skills.....	3
MGT229	Management and Leadership I.....	3
MGT251	Human Relations in Business.....	3
MGT276	Personnel/Human Resources Management	3
MGT286	Human Resource Employment Management +.....	3

Restricted Electives: None.

General Electives: None.

CONTACT: Mr. D. Dopp, Department Chair:
<https://www.phoenixcollege.edu/business>

Management Associate in Applied Science — AAS 3070 62-69 Credits

The Associate in Applied Science (AAS) in Management program is designed to provide skills for management careers. Students completing this program are better equipped to apply competencies needed for successful performance in management occupations such as manufacturing, wholesaling, retailing, and service industries. The Certificate of Completion (CCL) in Management is fully embedded in this AAS. The following Certificates of Completion (CCL) are also available based on chosen restricted electives: Human Resources Management, Project Management, Business Administration, Supervision and Management, and Organizational Leadership.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 22-24 Credits

ACC111	Accounting Principles I.....	3
BPC110	Computer Usage and Applications (3) OR	
CIS105	Survey of Computer Information Systems (3).....	3
FYE101	Introduction to College, Career and Personal Success (1) OR	
FYE103	Exploration of College, Career and Personal Success (3).....	1-3
GBS120	Workplace Communication Skills	3
GBS151	Introduction to Business.....	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
MGT229	Management and Leadership I.....	3
MGT230	Management and Leadership II +.....	3
MGT251	Human Relations in Business	3

Restricted Electives: 18 Credits

Students should select eighteen (18) credits from the following courses in consultation with a Department Advisor. Courses cannot be shared with Required Courses.

ACC110	Understanding and Using Accounting Systems (3) OR	
ACC112	Accounting Principles II + (3)	3
CIS114DE	Excel Spreadsheet	3
CIS224	Project Management Microsoft Project for Windows.....	3
GBS131	Business Calculations.....	3
IBS101	Introduction to International Business ..	3
MKT271	Principles of Marketing.....	3
MGT+++	Any MGT Management course(s) (except courses used to satisfy Required Courses area)	3
TQM230	Teamwork Dynamics	2
TQM240	Project Management in Quality Organizations	3

General Electives: None

General Education: 22-27 Credits

CORE: 12-17 Credits

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:

COM100 Introduction to Human
Communication (3) OR

COM110 Interpersonal Communication (3) OR

COM225 Public Speaking + (3) OR

COM230 Small Group Communication (3)..... 3

Critical Reading:

CRE101 College Critical Reading and Critical
Thinking + (3) OR

Equivalent as indicated by assessment (0)0-3

Mathematics:

Any approved general education course from the
Mathematics [MA] area. + 3

DISTRIBUTION: 10 Credits

Humanities, Arts and Design:

Any approved general education course from the
Humanities, Arts and Design [HU] area..... 3

Social-Behavioral Sciences:

SBU200 Society and Business 3

Natural Sciences:

Any approved general education course in the
Natural Sciences (Quantitative) [SQ] area or
the Natural Sciences (General) [SG] area..... 4

CONTACT: Mr. D. Dopp, Department Chair:
<https://www.phoenixcollege.edu/business>

Management

Certificate of Completion — CCL 5729

18 Credits

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

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 18 Credits

ACC111 Principles I3

BPC110 Computer Usage and Applications (3)
OR

CIS105 Survey of Computer Information
Systems (3).....3

GBS151 Introduction to Business.....3

GBS205 Legal, Ethical, and Regulatory Issues in
Business 3

MGT229 Management and Leadership I.....3

MGT251 Human Relations in Business3

CONTACT: Ms. S. Celaya, Program Director:
<https://www.phoenixcollege.edu/business>

Marketing

**Certificate of Completion — CCL 5094
 21 Credits**

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

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 18 Credits

- BPC110 Computer Usage and Applications (3)
- OR
- CIS105 Survey of Computer Information Systems (3) 3

- GBS120 Workplace Communication Skills..... 3
- GBS151 Introduction to Business 3
- MKT263 Advertising Principles 3
- MKT267 Principles of Sales 3
- MKT271 Principles of Marketing 3

Restricted Electives: 3 Credits

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

- CIS103 Introduction to Social Media 3
- MKT101 Introduction to Public Relations 3
- MKT110 Marketing and Social Networking 3
- MKT268 Merchandising 3

CONTACT: Ms. S. Celaya, Program Director:
<https://www.phoenixcollege.edu/business>

Marketing and Sales

**Associate in Applied Science — AAS 3094
 62-69 Credits**

The Associate in Applied Science (AAS) in Marketing and Sales program is designed to develop competencies essential for success in marketing and personal selling. By completing this program, students will be better equipped for successful performance in a variety of marketing/management occupations, including wholesaling, retailing, professional sales, and entrepreneurship. Certificates of Completion (CCL) in Marketing and Social Media Marketing are available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 25-27 Credits

- ACC111 Accounting Principles I.....3

- BPC110 Computer Usage and Applications (3)
- OR
- CIS105 Survey of Computer Information Systems (3) 3

- FYE101 Introduction to College, Career and Personal Success (1) OR
- FYE103 Exploration of College, Career and Personal Success (3)..... 1-3

- GBS151 Introduction to Business.....3

- GBS120 Workplace Communication Skills (3)
- OR
- GBS233 Business Communication + (3).....3

- MKT110 Marketing and Social Networking3
- MKT263 Advertising Principles3
- MKT267 Principles of Sales3
- MKT271 Principles of Marketing.....3

Restricted Electives: 15 Credits

Students should select 15 credits from the following courses in consultation with a Department Advisor.

CIS103	Introduction to Social Media.....	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
IBS101	Introduction to International Business .	3
MGT126	Customer Service Skills and Strategies	3
MGT251	Human Relations in Business.....	3
MKT+++	Any MKT Marketing courses except courses used to satisfy the Required Courses area.....	3-15

General Education: 22-27 Credits

CORE: 12-17 Credits

First-Year Composition:

Any approved general education courses from the First-Year Composition area +..... 6

Oral Communication:

COM100	Introduction to Human Communication (3) OR	
COM110	Interpersonal Communication (3) OR	
COM225	Public Speaking + (3) OR	
COM230	Small Group Communication (3).....	3

Critical Reading:

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

Mathematics:

Any approved general education course from the Mathematics area 3-5

DISTRIBUTION: 10 Credits

Humanities, Arts and Design:

Any approved general education course from the Humanities, Arts and Design area 3

Social-Behavioral Sciences:

SBU200	Society and Business	3
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Natural Sciences:

Any approved general education course from the Natural Sciences area 4

CONTACT: Mr. D. Dopp, Department Chair:
<https://www.phoenixcollege.edu/business>

Organizational Leadership

**Certificate of Completion — CCL 5731
 18 Credits**

The Certificate of Completion (CCL) in Organizational Leadership is designed to prepare students with knowledge and skills needed in today's changing workplace. The program provides leadership and communication skills and techniques for planning, organizing, leading and controlling business situations. This program also emphasizes procedures for effective resource allocation. The CCL in Organizational Leadership is fully embedded in an Associate in Applied Science (AAS) in Organizational Management.

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

Admission Criteria: None

Program Prerequisites: None

Required Courses: 18 Credits

BPC110	Computer Usage and Applications (3) OR	
CIS105	Survey of Computer Information Systems (3).....	3
GBS110	Human Relations in Business and Industry (3) OR	
MGT251	Human Relations in Business (3).....	3
GBS120	Workplace Communication Skills	3
GBS151	Introduction to Business.....	3
MGT175	Business Organization and Management (3) OR	
TQM240	Project Management in Quality Organizations (3).....	3
MGT101	Techniques of Supervision (3) OR	
MGT229	Management and Leadership I (3).....	3

Restricted Electives: None.

CONTACT: Mr. D. Dopp, Department Chair:
<https://www.phoenixcollege.edu/business>

Organizational Management

Associate in Applied Science — AAS 3727

61-68 Credits

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, organizing, leading and controlling business situations. This program also emphasizes procedures for effective resource allocation. A Certificate of Completion (CCL) in Organizational Leadership is fully embedded in this AAS.

Program Notes: Students must earn a grade of C or better for all courses required within the program. + indicates course has prerequisites and/or corequisite.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 19-22 Credits

- FYE101 Introduction to College, Career and Personal Success (1) OR
- FYE103 Exploration of College, Career and Personal Success (3) 1-3

Certificate of Completion in Organizational Leadership (5731) 18

Requirements listed below:

- BPC110 Computer Usage and Applications (3) OR
- CIS105 Survey of Computer Information Systems (3) 3
- GBS110 Human Relations in Business and Industry (3) OR
- MGT251 Human Relations in Business (3) 3
- GBS120 Workplace Communication Skills 3
- GBS151 Introduction to Business 3

- MGT175 Business Organization and Management (3) OR
- TQM240 Project Management in Quality Organizations (3) 3

- MGT101 Techniques of Supervision (3) OR
- MGT229 Management and Leadership I (3) 3

Restricted Electives: 20 Credits

Students must choose 20 industry/job related course credits from any MCCCD occupational program and/or Academic Certificate. Industry/job related course credits must include a minimum of 9 credits with a common subject or theme. Program of study must be approved by the business department chair or designee.

General Electives: None.

General Education Requirements: 22-27 Credits

CORE: 12-17 Credits

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:

Any approved general education course from the Oral Communication area 3

Critical Reading:

- CRE101 College Critical Reading and Critical Thinking + (3) OR
- Equivalent by assessment 0-3

Mathematics:

Any approved general education course from the Mathematics area 3-5

DISTRIBUTION: 10 Credits

Humanities, Arts and Design:

Any approved general education course from the Humanities, Arts and Design [HU] area 3

Social-Behavioral Sciences:

Any approved general education course from the Social-Behavioral Sciences [SB] area 3

Natural Sciences:

Any approved general education course in the Natural Sciences (Quantitative) [SQ] area or the Natural Sciences (General) [SG] area..... 4

CONTACT: Mr. D. Dopp, Department Chair:
<https://www.phoenixcollege.edu/business>

Retail Management

Associate in Applied Science — AAS 3048

62-67 Credits

The Associate in Applied Science (AAS) in Retail Management degree is designed to prepare individuals working in the retail management, food industry, and related fields, for the mid-level management position challenges of the future. The curriculum encompasses business essentials and also emphasizes the skill sets needed for effective management and communication in the work environment. Instruction will provide the background and knowledge necessary for students to develop the judgment skills they must exercise as business managers. A Certificate of Completion (CCL) in Retail Management is also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 28-33 Credits

Choose one of the following three accounting sequences:

- ACC111 Accounting Principles I (3) AND
- ACC230 Uses of Accounting Information I + (3)
- AND
- ACC240 Uses of Accounting Information II + (3)
- OR
- ACC111 Accounting Principles I (3) AND
- ACC112 Accounting Principles II + (3) AND
- ACC212 Managerial Accounting +(3)
- OR
- ACC211 Financial Accounting (3) AND
- ACC212 Managerial Accounting + (3).....6-9

BPC110 Computer Usage and Applications (3)

OR

- CIS105 Survey of Computer Information Systems (3)..... 3
- FYE101 Introduction to College, Career and Personal Success (1) OR
- FYE103 Exploration of College, Career and Personal Success (3)..... 1-3
- MGT101 Techniques of Supervision (3) OR
- MGT229 Management and Leadership I (3).....3
- MGT180 Retail Management (3) OR
- MKT268 Merchandising (3).....3
- MGT251 Human Relations in Business3
- MGT276 Personnel/Human Resources Management3
- MKT271 Principles of Marketing.....3
- SBU200 Society and Business.....3

Restricted Electives: 9-15 Credits

Student must complete additional nine (9) to fifteen (15) credits from GBS, MGT, and/or MKT prefixed courses (except courses used to satisfy Required Courses area) to complete a minimum of 61 total program credits. Must include at least one MKT course.

- GBS+++++Any GBS General Business course(s)
- MGT+++++Any MGT Management course(s)
- MKT+++++Any MKT Marketing course(s)

General Electives: None.

General Education: 19-24 Credits

CORE: 12-17 Credits

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)
- OR
- ENG111 Technical and Professional Writing + (3)6

ENG102 or ENG108 recommended for students pursuing a bachelor's degree at an Arizona university.

Oral Communication:

COM100 Introduction to Human Communication..... 3

Critical Reading:

CRE101 College Critical Reading and Critical Thinking + (3) OR

Equivalent as indicated by assessment.....0-3

Mathematics:

Any approved general education course from the Mathematics area3-5

DISTRIBUTION: 10 Credits

Humanities, Arts and Design:

Any approved general education course from the Humanities, Arts and Design area..... 3

Social-Behavioral Sciences:

Met by SBU200 in Required Courses area.

Natural Sciences:

Any approved general education course from the Natural Sciences area 4

CONTACT: Mr. D. Dopp, Department Chair:
<https://www.phoenixcollege.edu/business>

Retail Management

Certificate of Completion — CCL 5286

24 Credits

The Certificate of Completion (CCL) in Retail Management is designed to prepare individuals working in the retail industry, and related fields, for the industry training needs in supervision and management, marketing, financial management, and business planning. The curriculum encompasses several business essentials and also emphasizes the skill sets needed for effective management and communication in the work environment. An Associate in Applied Science (AAS) in Retail Management is also available. Program Notes: + indicates course has prerequisites and/or corequisites. Students must earn a C or better in all courses within the program.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 24 Credits

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

COM100 Introduction to Human Communication3

MGT251 Human Relations in Business3

MGT101 Techniques of Supervision (3) OR
 MGT229 Management and Leadership I (3).....3

MGT180 Retail Management (3) OR
 MKT268 Merchandising (3).....3

MGT276 Personnel/Human Resources Management3

MKT271 Principles of Marketing.....3

Restricted Electives: None.

General Electives: None.

CONTACT: Mr. D. Dopp, Department Chair:
<https://www.phoenixcollege.edu/business>

Securities Industry Essentials

Certificate of Completion — CCL 5907

16 Credits

The Certificate of Completion (CCL) in Securities Industry Essentials builds the industry knowledge and skills for individuals to prepare for careers in Financial Services. This CCL will introduce students new to or interested in financial services to the fundamental concepts of capital markets, types of products and their risks, trading, customer accounts, prohibited activities, and regulatory agencies and their functions. Students with the requisite experience in the field who complete this CCL can pursue employment in a variety of security industry jobs. This CCL also helps to prepare students for the Financial Industry Regulatory Authority (FINRA) Securities

Industry Essentials (SIE). A Certificate of Completion (CCL) and Associate in Applied Science (AAS) in Banking and Finance are also available.

Program Notes: Students must earn a grade of C or better in all courses within the program. This Certificate of Completion (CCL) is intended for current or prospective securities industry professionals who are interested in expanding their knowledge in the area of financial securities to enhance their employment opportunities.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 16 Credits

GBS120	Workplace Communication Skills.....	3
GBS151	Introduction to Business	3
GBS261	Investments I	3
GBS261LL	Securities Industry Essentials (SIE) Exam Prep	1
MGT126	Customer Service Skills and Strategies	3
MKT267	Principles of Sales (3) OR	
MKT271	Principles of Marketing (3)	3

Recommend MKT267 if career goal in the field of finance is sales.

Restricted Electives: None.

CONTACT: Mr. D. Dopp, Department Chair:
<https://www.phoenixcollege.edu/business>

Security Industry Essentials: Pre-licensure Certificate of Completion — CCL 5931N
4 Credits
The Certificate of Completion (CCL) in Security Industry Essentials: Pre-licensure is designed to prepare students for the Financial Industry Regulatory Authority (FINRA) Securities Industry Essentials (SIE) Examination required for entry-level positions in the security industry.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in each course in the

program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 4 Credits

GBS261	Investments I.....	3
GBS261LL	Securities Industry Essentials (SIE) Exam Prep.....	1

Restricted Electives: None.

CONTACT: Mr. D. Dopp, Department Chair:
<https://www.phoenixcollege.edu/business>

Small Business Management Level I Certificate of Completion — CCL 5153N
10-12 Credits
The Certificate of Completion (CCL) in Small Business Management Level I program is designed to meet the needs of individuals who wish to own and/or manage a small business. Prepares students to acquire the skills, tools and knowledge necessary for successful start-up and operations of a business.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better required for all courses within the program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 10-12 Credits

EPS195	Business Start-Up and Planning (2) OR	
SBS216	Planning for a Small Business + (2) OR	
MGT253	Owning and Operating a Small Business (3).....	2-3
SBS200	Small Business Operations.....	2

SBS202	Small Business Bookkeeping and Tax Preparation (1) AND	
SBS203	Financing and Cash Management for a Small Business (1) OR	
SBS230	Financial and Tax Management for Small Business (2)	2
SBS204	Small Business Marketing and Advertising (2) OR	
SBS220	Internet Marketing for Small Business (2) OR	
MKT271	Principles of Marketing (3)	2-3
SBS213	Hiring and Managing Employees.....	1
SBS214	Small Business Customer Relations.....	1

Restricted Electives: None.

CONTACT: Mr. D. Dopp, Department Chair:
<https://www.phoenixcollege.edu/business>

Small Business Management Level II Certificate of Completion — CCL 5978
16-18 Credits

The Certificate of Completion (CCL) in Small Business Management Level II program is designed to focus on aspects critical to a specific individual's small business. Prepares students to acquire additional skills, tools and knowledge necessary for successful start-up and operations of a business. A Certificate of Completion (CCL) in Small Business Management Level I is also available and fully embedded in this program.

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

Admission Criteria: None

Program Prerequisites: None

Required Courses: 10-12 Credits

EPS195	Business Start-Up and Planning (2) OR	
SBS216	Planning for a Small Business + (2) OR	
MGT253	Owning and Operating a Small Business (3)	2-3
SBS200	Small Business Operations	2

SBS202	Small Business Bookkeeping and Tax Preparation (1) AND	
SBS203	Financing and Cash Management for a Small Business (1) OR	
SBS230	Financial and Tax Management for Small Business (2).....	2
SBS204	Small Business Marketing and Advertising (2) OR	
SBS220	Internet Marketing for Small Business (2) OR	
MKT271	Principles of Marketing (3).....	2-3
SBS213	Hiring and Managing Employees	1
SBS214	Small Business Customer Relations	1

Restricted Electives: 6 Credits

Choose 6 credits from the restricted electives below. Courses cannot be shared with Required Courses.

EPS150	Introduction to Entrepreneurship	3
EPS195	Business Start-Up and Planning	2
MGT253	Owning and Operating a Small Business	3
MKT271	Principles of Marketing.....	3
SBS202	Small Business Bookkeeping and Tax Preparation.....	1
SBS203	Financing and Cash Management For a Small Business.....	1
SBS204	Small Business Marketing and Advertising	2
SBS215	Managing Stress in Small Business	1
SBS216	Planning for a Small Business +.....	2
SBS217	Starting/Managing a Home Business....	1
SBS218	Establishing an Import/Export Business	1
SBS220	Internet Marketing for Small Business .	2
SBS221	Social Media Marketing for Small Business	2
SBS230	Financial and Tax Management for Small Business.....	2

CONTACT: Ms. S. Celaya, Program Director:
<https://www.phoenixcollege.edu/business>

Social Media Marketing

Certificate of Completion — CCL 5830

17-18 Credits

The Certificate of Completion (CCL) in Social Media Marketing is designed to provide useful skills important in a variety of strategic marketing areas, e.g., social media, digital communications, integrated marketing, media relations, and brand management. An Associate in Applied Science (AAS) in Marketing and Sales is also available.

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

Admission Criteria: None

Program Prerequisites: None

Required Courses: 15 Credits

CIS103	Introduction to Social Media.....	3
GBS120	Workplace Communication Skills.....	3
MKT110	Marketing and Social Networking.....	3
MKT111	Applied Marketing and Social Networking +.....	3
MKT271	Principles of Marketing	3

Restricted Electives: 2-3 Credits

MKT101	Introduction to Public Relations.....	3
MKT280AB	Marketing Internship +	2
MKT298AB	Special Projects +	2

Computer and Information Technology

CONTACT: Mr. W. Tagart, Program Director:
 (602) 532.8712

wallace.tagart@phoenixcollege.edu and/or
<https://www.phoenixcollege.edu/iti>

Amazon Web Services Cloud Associate

Certificate of Completion — CCL 5330N

3-6 Credits

The Certificate of Completion (CCL) in Amazon Web Services (AWS) Cloud Associate builds the knowledge and skills to design, plan, and implement a cloud solution architecture. Students will be introduced to concepts and hands-on opportunities to manage cloud systems/architectures for real world-applications. Students with the requisite experience in the field who complete this CCL can pursue employment in a variety of information technology jobs. This CCL also helps to prepare students for the AWS Certified Solutions Architect – Associate examination, which is the second level of the AWS certifications.

Program Notes: This program is not eligible for Title IV Federal Financial Aid.

This Certificate of Completion (CCL) is intended for industry professionals with the requisite experience such as database, Linux, information security, networking, programming, and DevOps who are interested in expanding their knowledge in the area of cloud computing to enhance their employment opportunities. Speak to a program director for additional information.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: BPC, CIS, CLD, CNT, ITS, and MST. Students must earn a grade of C or better for all courses required within the program.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 3-6 Credits

- CLD110 Amazon Web Services Cloud Foundations (3) OR
Certificate of Completion in Amazon Web Services Cloud Practitioner (5141N) (3) OR
AWS Certified Cloud Practitioner certification badge (0) OR
Permission of Program Director (0)..... 0-3
- CLD120 Amazon Web Services Cloud Architect Associate + 3

Restricted Electives: None.

CONTACT: Mr. W. Tagart, Program Director:
(602) 532.8712
wallace.tagart@phoenixcollege.edu and/or
<https://www.phoenixcollege.edu/iti>

**Amazon Web Services Cloud Practitioner Certificate of Completion — CCL 5141N
3 Credits**

The Certificate of Completion (CCL) in Amazon Web Services Cloud Practitioner builds the practical knowledge and skills of cloud computing. Cloud computing provides reliable, scalable, secure, and flexible technology solutions for personal and business use. This CCL will introduce students new to or interested in cloud computing to the fundamental concepts of cloud services as well as hands-on opportunities to apply these concepts to real-world applications. Students with the requisite experience in the field who complete this CCL can pursue employment in a variety of information technology jobs. This CCL also helps to prepare students for the Amazon Web Services (AWS) Certified Cloud Practitioner exam, which is the first level of the AWS certification.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. This Certificate of Completion (CCL) is intended for industry professionals with the requisite experience such as database, Linux, information security, networking, programming, and DevOps who are interested in expanding their knowledge in the area of cloud computing to enhance their employment

opportunities. Speak to a program director for additional information.

Students must earn a grade of C or better for all courses required within the program. Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Admission Criteria: None.

Program Prerequisites: None.

- Required Courses:** 3 Credits
- CLD110 Amazon Web Services Cloud Foundations3

Restricted Electives: None.

CONTACT: Mr. W. Tagart, Program Director:
(602) 532.8712
wallace.tagart@phoenixcollege.edu and/or
<https://www.phoenixcollege.edu/iti>

**Amazon Web Services Cloud Specialist Certificate of Completion — CCL 5331N
3-9 Credits**

The Certificate of Completion (CCL) in Amazon Web Services (AWS) Cloud Specialist builds the requisite knowledge and skills to perform core Amazon Web Services (AWS) services in a manner that is based on compute, data, security and requirements as well as AWS best practices. Students select a specialization in either Developer or SysOps. Developer focuses on developing, deploying and debugging cloud-based applications using AWS. SysOps focuses on deploying, managing and operating scalable, highly available, and fault tolerant systems on AWS. Students will have hands-on opportunities to manage cloud systems/ architectures for real world-scenarios. Students with the requisite prior experience in the field who complete this CCL can pursue employment in a variety of information technology jobs. This CCL also helps to prepare students for industry-standard certification as either AWS Certified Developer - Associate or AWS Certified

SysOps Administrator - Associate based on their emphasis.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. This Certificate of Completion (CCL) is intended for industry professionals with the requisite experience such as database, Linux, information security, networking, programming, and DevOps who are interested in expanding their knowledge in the area of cloud computing to enhance their employment opportunities. Speak to a program director for additional information. Courses within any of the following prefixes must be taken within five (5) years prior to completion of the CCL to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST. Students must earn a grade of C or better for all courses required within the program.

Program Prerequisites: None.

Required Courses: 3-9 Credits
 CLD110 Amazon Web Services Cloud Foundations (3) OR
 AWS Cloud Practitioner Certification (0) OR
 Permission of Program Director (0).....0-3

CLD120 Amazon Web Services Cloud Architect Associate + (3) OR
 AWS Certified Solutions Architect - Associate certification (0) OR
 Permission of Program Director (0)0-3

Complete all courses in the specialization below that best aligns with your academic and professional goals. Consult with an academic, faculty, or program advisor.

Specialization 1: AWS Certified Developer - Associate
 CLD130 Amazon Web Services Cloud Developing + 3

Specialization 2: AWS Certified SysOps Administrator – Associate
 CLD140 Amazon Web Services Cloud Operations + 3

Restricted Electives: None.

CONTACT: Mr. W. Tagart, Program Director:
 (602) 532.8712
 wallace.tagart@phoenixcollege.edu and/or
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**Android App Development
 Certificate of Completion — CCL 5834N
 9-12 Credits**

The Certificate of Completion (CCL) in Android App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on Android mobile apps. This CCL will help prepare students to take the Associate Android Developer industry certification. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificate of Completion (CCL) in Mobile App Development, and Certificate of Completion (CCL) in Native Mobile App Development.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses within the program. Students should consult with a Department Advisor in arranging their schedules.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 9-12 Credits
 CIS105 Survey of Computer Information Systems (3) OR
 Permission of Program Director, Department or Division Chair (0)0-3

- CIS150 Programming Fundamentals + (3) OR
- CIS150AB Object-Oriented Programming Fundamentals + (3) OR
- CIS156 Python Programming: Level I + (3) OR
- CIS159 Visual Basic Programming I + (3) OR
- CIS162ADC# Level I + (3) OR
- CIS163AA Java Programming: Level I + (3)..... 3

CIS150 or CIS150AB recommended for students with no programming experience or who plan to complete the AAS 3099 or CCL 5193 in Mobile App Development.

- CIS165DA Introduction to Android Application Development+..... 3
- CIS265DA Advanced Android Application Development +..... 3

Restricted Electives: None.

CONTACT: Mr. R. Idris, Program Director:
(602) 532.8716
rami.idris@phoenixcollege.edu and/or
<https://www.phoenixcollege.edu/iti>

Cisco Network Administration: CCNA Certificate of Completion — CCL 5969N 12-15 Credits

The Certificate of Completion (CCL) in Cisco Network Administration: CCNA provides training for those interested in working with network and Internet hardware. Knowledge and skills are developed to install, configure, and maintain Cisco routers and switches; configure advanced routing protocols, and Local Area Networks (LANs); troubleshoot hardware and software configurations; perform administrative tasks in a network. Taught by Cisco Certified professionals using the Cisco Networking Academy program curriculum, courses are designed to help prepare students for the Cisco Certified Network Associate (CCNA) examination. Students who complete this program may seek employment in a variety of environments. Additional Certificates of Completion (CCLs) in Cisco Network Administration and Security and Cisco Network Administration: CCNP, as well as an Associate in Applied Science (AAS) in Network

and Systems Administration, are available.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses within the program. Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director. Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 12-15 Credits

- CIS105 Survey of Computer Information Systems (3) OR
- Permission of Program Director (0) 0-3
- CNT140AB Introduction to Networks.....4
- CNT150AB Switching, Routing, and Wireless Essentials + 4
- CNT160AB Enterprise Networking, Security, and Automation +4

Restricted Electives: None.

CONTACT: Mr. R. Idris, Program Director:
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<https://www.phoenixcollege.edu/iti>

Cisco Network Administration: CCNP Certificate of Completion — CCL 5037 28-31 Credits

The Certificate of Completion (CCL) in Cisco Network Administration: CCNP provides students with advanced knowledge and skills to install, configure, and maintain Cisco routers and switches; configure advanced routing protocols, Local Area Networks (LANs), and Wide Area Networks (WANs); troubleshoot complex hardware and

software configurations; and perform administrative tasks in a network at the professional level. Taught by Cisco Certified professionals using the Cisco Network Academy program curriculum, courses are designed to help prepare students for the Cisco Certified Network Associate (CCNA) and Cisco Certified Network Professional Certifications (CCNP) examinations. Students who complete this program may seek employment in a variety of environments. An additional Certificate of Completion (CCL) in Cisco Network Administration and Security, as well as an Associate in Applied Science (AAS) in Network and Systems Administration, are also available.

Program Notes: Students must earn a grade of C or better in all courses within the program. Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director. Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 28-31 Credits

CIS105	Survey of Computer Information Systems (3) OR	
Permission of program director (0)	0-3
CNT140A	Introduction to Networks	4
CNT150A	Switching, Routing, and Wireless Essentials +	4
CNT160A	Enterprise Networking, Security, and Automation+	4
CNT240	Cisco Certified Network Professional: Enterprise Core + (8) OR	
CNT240A	Cisco Certified Network Professional: Enterprise Core + I (4) AND	
CNT240A	Cisco Certified Network Professional:	

	Enterprise Core II + (4).....	8
CNT250	Cisco Certified Network Professional: Enterprise Advanced Routing and Services + (8) OR	
CNT250A	Cisco Certified Network Professional: Enterprise Advanced Routing and Services I + (4) AND	
CNT250A	Cisco Certified Network Professional: Enterprise Advanced Routing and Services II + (4).....	8

Restricted Electives: None.

CONTACT: Mr. B. Olsen, Program Director:
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 brad.olsen@phoenixcollege.edu and/or
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Computer System Configuration and Support Certificate of Completion — CCL 5038N
6-9 Credits

The Certificate of Completion (CCL) in Computer System Configuration and Support program is designed to prepare students for entry-level computer maintenance, help desk, and network technician jobs. The classes focus on the development of knowledge and skills in computer technologies including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis is placed on hardware installation, maintenance, mobile devices, hardware troubleshooting, proper use of tools, safety procedures, and professionalism. This program helps prepare students for the CompTIA A+ certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCL) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification

examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses within the program. Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the Required Courses area. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director. All courses within the Required Courses area are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 6-9 Credits

CIS105	Survey of Computer Information Systems (3) OR	
Permission of program director (0)	0-3
BPC170	A+ Exam Prep: Computer Hardware Configuration and Support +	3
BPC270	A+ Exam Prep: Operating System Configuration and Support +.....	3

Restricted Electives: None.

CONTACT: Mr. B. Olsen, Program Director:
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 brad.olsen@phoenixcollege.edu and/or
<https://www.phoenixcollege.edu/iti>

Computer System Configuration and Support, Linux

**Certificate of Completion — CCL 5039N
 9-12 Credits**

The Certificate of Completion (CCL) in Computer System Configuration and Support, Linux program is designed to prepare students for entry-level computer maintenance, help desk, and network

technician jobs with an emphasis on Linux. The classes focus on the development of knowledge and skills in computer and network technologies including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis is placed on the Linux Operating system including knowledge and skills required to install, configure and troubleshoot a Linux-based workstation. This program helps prepare students for the CompTIA A+ and Linux+ certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses within the program. Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the Required Courses area. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director. All courses within the Required Courses area are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 9-12 Credits

CIS105	Survey of Computer Information Systems (3) OR	
Permission of program director (0)	0-3
BPC170	A+ Exam Prep: Computer Hardware Configuration and Support +	3
BPC270	A+ Exam Prep: Operating System Configuration and Support +	3

CIS126DL Linux Operating System (3) OR
 CIS126RH Red Hat System Administration I (3) .. 3

Restricted Electives: None.

CONTACT: Mr. B. Olsen, Program Director:
 (602) 532.8711
 brad.olsen@phoenixcollege.edu and/or
 https://www.phoenixcollege.edu/iti

Computer System Configuration and Support, Network

**Certificate of Completion — CCL 5044N
 9-13 Credits**

The Certificate of Completion (CCL) in Computer System Configuration and Support, Network program is designed to prepare students for entry-level computer maintenance, help desk, and network technician jobs with an emphasis on networking. The courses focus on the development of knowledge and skills in computer and network technologies including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis is placed on elements of a data network, network components, and use of a network. This program helps prepare students for the CompTIA A+ and Network+ certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses within the program. Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the Required Courses area. Students with the requisite skills may have the CIS105 requirement

waived by permission of the Program Director. All courses within the Required Courses area are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 9-13 Credits

- CIS105 Survey of Computer Information Systems (3) OR
 Permission of program director (0) 0-3
- BPC170 A+ Exam Prep: Computer Hardware Configuration and Support + 3
- BPC270 A+ Exam Prep: Operating System Configuration and Support + 3
- CIS190 Introduction to Networking + (3) OR
 CNT140AB Introduction to Networks (4) 3-4

Restricted Electives: None.

CONTACT: Mr. B. Olsen, Program Director:
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 brad.olsen@phoenixcollege.edu and/or
 https://www.phoenixcollege.edu/iti

Computer System Configuration and Support, Security

**Certificate of Completion — CCL 5040N
 9-19 Credits**

The Certificate of Completion (CCL) in Computer System Configuration and Support, Security program is designed to prepare students for entry-level computer maintenance, help desk, and network technician jobs with an emphasis on security. The courses focus on the development of knowledge and skills in computer and security technologies including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis is placed on preventing, identifying, and mitigating threats to the security of information systems and utilizing the basic tools for information security. This

program helps prepare participants for the CompTIA A+, Security+, and certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses within the program. Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director. All courses within the Required Courses area are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 9-19 Credits

CIS105	Survey of Computer Information Systems (3) OR	
	Permission of program director (0).....	0-3
BPC170	A+ Exam Prep: Computer Hardware Configuration and Support +	3
BPC270	A+ Exam Prep: Operating System Configuration and Support +.....	3

Select from one of the following areas of specialization. Specialization 1 (3-6 credits)
 CIS270 Essentials of Network and Information Security + (3) OR
 ITS110 Information Security Fundamentals + (3) AND
 CIS126DL Linux Operating System (3) OR
 CIS126RHRed Hat System Administration I (3)3-6

Specialization 2 (9-10 credits)
 CNT140ABIntroduction to Networks (4) OR
 CIS190 Introduction to Networking (3)..... 3-4
 CIS250 Management of Information Systems...3
 CIS271DBInformation Security Essentials +.....3

Restricted Electives: None.

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 wallace.tagart@phoenixcollege.edu and/or
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Cross-Platform App Development Certificate of Completion — CCL 5067 18-21 Credits

The Certificate of Completion (CCL) in Cross-Platform App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on Windows Mobile apps and web apps. This CCL will help students prepare to take the Microsoft Technology Associate (MTA) Software Development Fundamentals C# certification. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificate of Completion (CCL) in Mobile App Development.

Program Notes: Students must earn a grade of C or better in all courses within the program. Program requirements for CCL 5833N Windows App Development and CCL 5835N Web App Development may be taken in the CCL 5067 Cross-Platform App Development. Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD,

CNT, CSC, ITS, and MST.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 18-21 Credits

CIS105	Survey of Computer Information Systems (3) OR	
	Permission of Program Director, Department or Division Chair (0)	0-3
CIS133DA	Internet/ Web Development Level I +	3
CIS162ADC#	: Level I.....	3
CIS165DBC#	/VB.NET: Windows 8 App Development + (3) OR	
CIS165DC	Xamarin/C# Cross Platform Development + (3).....	3
CIS166AA	Introduction to JavaScripting +.....	3
CIS233DA	Internet/ Web Development Level II +.	3
CIS262ADC#	Level II +	3

Restricted Electives: None.

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Cyber Engineering Certificate of Completion — CCL 5149 42-46 Credits

The Certificate of Completion (CCL) in Cyber Engineering program is designed to focus on the necessary skills required to secure, protect and identify vulnerabilities in a network, including various operating systems and network devices. Emphasis is placed on developing the theoretical, legal, ethical and practical skills needed to maintain security on mission-critical networking and server systems. The program is designed to meet the training needs of government and industry employees. The program covers a variety of information security technologies and structured languages. The Cyber Engineering program also

focuses on the skills needed for internationally recognized IT certifications and high demands in business, industry, and government. An Associate in Applied Science (AAS) in Cybersecurity is also available.

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 42-46 Credits

The following courses are required and included in the CCL in Cybersecurity Fundamentals:
 BPC270 A+ Exam Prep: Operating System Configuration and Support + (3) OR
 MST150++Any Microsoft Windows course (3)3

CIS105	Survey of Computer Information Systems	3
CIS111	Ethics in Information Technology (3) OR	
ITS120	Legal, Ethical and Regulatory Issues + (3).....	3
CIS126DL	Linux Operating System (3) OR	
CIS126RH	Red Hat System Administration I (3)....	3
CIS156	Python Programming: Level I +.....	3
CIS190	Introduction to Networking + (3) OR	
CNT140AB	Introduction to Networks (4).....	3-4
CIS270	Essentials of Network and Information Security + (3) OR	
CIS271DB	Information Security Essentials + (3) AND	
CIS272DB	Information Security Principles + (3) OR	
ITS110	Information Security	

Fundamentals + (3).....3-6

ITS240 Ethical Hacking and Network Defense + 3.....

The following courses are required in the CCL in Cyber Engineering:

CIS119DO Introduction to Oracle: SQL + (3) OR CIS276++ Any SQL Database course + (3)..... 3

CIS162++ Any C Programming: Level I course + 3

CIS227 Assembler Language 3

CIS238DL Linux System Administration + (3) OR CIS238RH Red Hat System Administration II + (3)..... 3

CIS250 Management of Information Systems +3
CIS262++ Any C Programming: Level II course + 3

Restricted Electives: None.

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**Cybersecurity
Associate in Applied Science — AAS 3197
62-77 Credits**

The Associate in Applied Science (AAS) in Cybersecurity is designed to focus on the necessary skills required to secure, protect and identify vulnerabilities in a network, including various operating systems and network devices. Emphasis is placed on developing the theoretical, legal, ethical and practical skills needed to maintain security on mission-critical networking and server systems. The program is designed to meet the training needs of government and industry employees. The program covers a variety of information security technologies and structured languages. The Cybersecurity program also focuses on the skills needed for internationally recognized IT certifications and high demands in business,

industry, and government. Certificates of Completion (CCLs) are also available in the following areas: Cybersecurity Fundamentals, Cyber Operations, Linux System Administration, Microsoft, Cisco Networking CCNA Security, Cyber Engineering, and Critical Infrastructure.

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 25-31 Credits

BPC270 A+ Exam Prep: Operating System Configuration and Support + (3) OR
MST150++ Any Microsoft Windows course (3)3
(MST150++ required for Microsoft System Administration specialization and Critical Infrastructure specialization)

CIS105 Survey of Computer Information Systems3

CIS111 Ethics in Information Technology (3)
OR

ITS120 Legal, Ethical and Regulatory Issues (3)3

CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3)...3

CIS156 Python Programming: Level I +3

CIS190 Introduction to Networking + (3) OR
CNT140AB Introduction to Networks (4)..... 3-4
(CNT140AB required for Cisco Network Administration and Security specialization and Critical Infrastructure specialization)

CIS271DB Information Security Essentials + (3)
AND

CIS272DB Information Security Principles + (3)
OR

CIS270 Essentials of Network and Information

	Security + (3) OR	
ITS110	Information Security Fundamentals + (3).....	3-6
	(ITS110 required for Cyber Operations specialization; CIS271DB AND CIS272DB required for Critical Infrastructure specialization)	
FYE101	Introduction to College, Career and Personal Success (1) OR	
FYE103	Exploration of College, Career and Personal Success (3)	1-3
ITS240	Ethical Hacking and Network Defense +	3

Restricted Electives: 12-18 Credits

Students must complete 12-18 credits from the following list of courses. Courses that are required for a specialization in Cyber Operations, Linux System Administration, Cloud System Administration, Cisco Network Administration and Security, Cyber Engineering, and/or Critical Infrastructure are noted. Courses cannot be repeated for credit.

Specialization I: Cyber Operations (17 credits)		
BPC170	A+ Exam Prep: Computer Hardware Configuration and Support +	3
CIS238DL	Linux System Administration + (3) OR CIS238RHRed Hat System Administration II + (3).....	3
CIS290AC	Computer Information Systems Internship + (3) OR	
CIS298AC	Special Projects + (3)	3
ITS291	Computer Forensics Foundations +	4
ITS292	Advanced Computer Forensics +	4

Specialization II: Linux System Administration (15 credits)		
CIS238DL	Linux System Administration + (3) OR CIS238RHRed Hat System Administration II + (3).....	3
CIS239DL	Linux Shell Scripting +.....	3
CIS240DL	Linux Network Administration + (3) OR	
CIS240RH	Red Hat System Administration III (3)	3
CIS271DL	Linux Security + (3) OR	
CIS271RH	Red Hat System Administration IV + (3).....	3
CIS275DL	Linux Capstone +.....	3
Specialization III: Cloud System Administration (15-16 credits)		
BPC274	Advanced Server Computer Maintenance: Server+ Prep +	3
CIS121AH	Microsoft PowerShell/Command Line Operations	3
CIS239DL	Linux Shell Scripting +.....	3
MST160	Azure Administrator + (4), OR	
CLD110	Amazon Web Services Cloud Foundations + (3).....	3-4
MST260	Microsoft Azure Cloud Development and Operations + (3) OR	
CLD120	Amazon Web Services Cloud Architect Associate + (3).....	3
Specialization IV: Cisco Network Administration and Security (12 credits)		
CNT150AB	Switching, Routing, and Wireless Essentials +	4
CNT160AB	Enterprise Networking, Security, and Automation +	4
CNT202	Cisco Secure Firewall Appliance Configuration + (4) OR	
CNT205	Cisco Certified Network Associate Security + (4).....	4

Specialization V: Cyber Engineering (18 credits)
 CIS119DO Introduction to Oracle: SQL + (3) OR
 CIS276++ Any SQL Database course + (3) 3

CIS162++ Any C Programming: Level I course + 3
 (Students intending to transfer to U of A South
 should take CIS162 C Programming)

CIS227 Assembler Language 3

CIS238DL Linux System Administration + (3) OR
 CIS238RH Red Hat System
 Administration II + (3) 3

CIS250 Management of Information Systems +3
 CIS262++ Any C Programming: Level II
 course + 3

Specialization VI: Critical Infrastructure
 (16 credits)

CIS143 Introduction to Critical Infrastructure
 Protection + 3

CIS201 Introduction to Operational
 Technology + 3

CIS202 Introduction to Smart Grid Security +. 3

CIS203 Principles of the Risk Management
 Framework + 3

CNT150ABS Switching, Routing, and Wireless
 Essentials + 4

General Education Requirements: 22-28 Credits

CORE: 12-18 Credits

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 + 6

Oral Communication:

COM100 Introduction to Human
 Communication (3) OR

COM110 Interpersonal Communication (3) OR

COM225 Public Speaking + (3) OR

COM230 Small Group Communication (3) 3

COM100 required for students intending to transfer
 to ASU West to earn a Bachelor of Science in
 Applied Computing (Cybersecurity).

Critical Reading:

CRE101 College Critical Reading and Critical
 Thinking + (3) OR

Equivalent as indicated by assessment 0-3

Mathematics:

Any approved general education course in the
 Mathematics area 3-6

DISTRIBUTION: 10 Credits

Humanities, Arts and Design:

Any approved general education course(s) in the
 Humanities, Arts and Design area 3

Social-Behavioral Sciences:

Any approved general education course(s) in the
 Social-Behavioral Sciences area 3

Natural Sciences:

Any approved general education course(s) from the
 Natural Sciences area 4

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Cybersecurity Fundamentals

Certificate of Completion — CCL 5154

24-31 Credits

The Certificate of Completion (CCL) in
 Cybersecurity Fundamentals is designed to focus
 on the necessary skills required to secure, protect
 and identify vulnerabilities in a network, including
 various operating systems and network devices.
 Emphasis is placed on developing the theoretical,
 legal, ethical and practical skills needed to maintain
 security on mission-critical networking and server
 systems. The program is designed to provide
 applied skills necessary for government and
 industry employees. The program covers a variety
 of information security technologies and structured
 languages. The Cybersecurity program also focuses
 on the skills needed for internationally recognized
 IT certifications and high demands in business,
 industry, and government. An Associate in Applied
 Science (AAS) in Cybersecurity is also available.

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 24-31 Credits

BPC270 A+ Exam Prep: Operating System Configuration and Support + (3) OR
MST150++Any Microsoft Windows course (3).... 3

CIS105 Survey of Computer Information Systems 3

CIS111 Ethics in Information Technology (3)
OR
ITS120 Legal, Ethical and Regulatory Issues + (3) 3

CIS126DL Linux Operating System (3) OR
CIS126RHRed Hat System Administration I (3) .. 3

CIS156 Python Programming: Level I +..... 3

CIS190 Introduction to Networking + (3) OR
CNT140ABIntroduction to Networks (4)3-4

CIS250 Management of Information Systems + (3).....0-3

Only students taking CIS271DB would be required to take CIS250.

CIS270 Essentials of Network and Information Security + (3) OR

CIS271DBInformation Security Essentials + (3)
AND

CIS272DBInformation Security Principles + (3)
OR

ITS110 Information Security Fundamentals + (3).....3-6

ITS240 Ethical Hacking and Network Defense +3

Restricted Electives: None.

CONTACT: Mr. B. Olsen, Program Director:
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Desktop Support

Certificate of Completion — CCL 5043

19-22 Credits

The Certificate of Completion (CCL) in Desktop Support program is designed to prepare students for entry-level computer maintenance, help desk, and network technician jobs. The classes focus on the development of knowledge and skills in computer, network, and security technologies, as well as the interpersonal skills in customer service/technical support needed to be successful within the industry. Depending on course selection, this program helps prepare students for the CompTIA A+, CompTIA Network+, and/or CompTIA Linux+ certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

Program Notes: Students must earn a grade of C or better in all courses within the program. All courses within the Required Courses and Restricted Electives areas are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an Academic Advisor or Program Director for exceptions.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 18-19 Credits

BPC170	A+ Exam Prep: Computer Hardware Configuration and Support +	3
BPC270	A+ Exam Prep: Operating System Configuration and Support +.....	3
CIS102DA	Customer User Support.....	3
CIS105	Survey of Computer Information Systems	3

CIS126DL Linux Operating System (3) OR
 CIS126RHRed Hat System Administration I (3) .. 3

CIS190 Introduction to Networking + (3) OR
 CNT140ABIntroduction to Networks (4)3-4
 (Note: CNT140AB is recommended for students interested in pursuing their Cisco Network Administration Certification)

Restricted Electives: 1-3 Credits

Students must select one to three (1-3) credits from the following:

BPC171	Recycling Used Computer Technology 1	
CIS290AA	Computer Information Systems Internship +.....	1
CIS290AB	Computer Information Systems Internship +.....	2
CIS290AC	Computer Information Systems Internship +.....	3
CIS296WB	Cooperative Education +	2
CIS296WC	Cooperative Education +	3
CIS298AA	Special Projects +.....	1
CIS298AB	Special Projects +.....	2
CIS298AC	Special Projects +.....	3

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Foundations of Mobile App Development Certificate of Completion — CCL 5793
18-21 Credits

The Certificate of Completion (CCL) in the Foundations of Mobile App Development prepares students for employment in entry-level coding, programming, and software development positions with foundational experience in a variety of platforms, including iOS, Android, Windows and

web app development. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificate of Completion (CCL) in Mobile App Development.

Program Notes: Students must earn a grade of C or better in all courses within the program. Students should consult with a Department Advisor in arranging their schedules.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 18-21 Credits

CIS105	Survey of Computer Information Systems (3) OR Permission of Program Director, Department or Division Chair (0)	0-3
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CIS120DF	Introduction to Adobe Photoshop	3
CIS133DA	Internet/ Web Development Level I + ..	3
CIS162ADC#:	Level I	3
CIS165	Introduction to IOS Application Development +	3
CIS165DA	Introduction to Android Application Development +	3

CIS165DB	C#/VB.NET: Windows 8 App Development + (3) OR	
CIS165D	Xamarin/C# Cross Platform Development + (3)	3

Restricted Electives: None.

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Information Technology Associate in Applied Science — AAS 3196
61-68 Credits

The Associate in Applied Science (AAS) in Information Technology (IT) program is designed to provide students with skills to meet information technology needs across industries. This program

includes instruction in the principles of computer hardware components and business software, programming, databases, networking, customer service, web development, and information systems and project management. Coursework helps prepare students for a variety of industry-recognized examinations and certifications. Students will earn one or more of the following Certificates of Completion (CCLs):
 CCL/5154 Cybersecurity Fundamentals CCL/5083 Database Development CCL/5043 Desktop Support CCL/5793 Foundations of Mobile App Development CCL/5132 Microsoft Office Professional
 CCL/5031 Microsoft System Administration CCL/5048 Programming and Systems Analysis Level I CCL/5183N Oracle Database Operations CCL/5050N Red Hat Linux Engineer CCL/5984 Web Foundations

Program Notes: Students must earn a grade of C or better in all courses required within the program.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 33-41 Credits

- FYE101 Introduction to College, Career and Personal Success (1) OR
- FYE103 Exploration of College, Career and Personal Success (3) 1-3

Complete all courses in the specialization below that best aligns with your academic and professional goals. Consult with an academic, faculty, or program advisor.

- Specialization 1: Cybersecurity Fundamentals (33-38 credits)
- Information Technology Core (24-25 credits)
- BPC270 A+ Exam Prep: Operating System Configuration and Support + (3) OR
- MST150++Any Microsoft Windows course (3).... 3

- CIS105 Survey of Computer Information Systems3
- CIS117DMMicrosoft Access: Database Management (3) OR
- CIS119DOIntroduction to Oracle: SQL + (3) OR
- CIS276DAMySQL Database + (3) OR
- CIS276DBSQL Server Database + (3).....3
- CIS126DL Linux Operating System (3) OR
- CIS126RHRed Hat System Administration I (3)...3
- CIS133DAInternet/ Web Development Level I.....3
- CIS156 Python Programming: Level I +3
- CIS190 Introduction to Networking + (3) OR
- CNT140ABIntroduction to Networks (4)..... 3-4
- CIS224 Project Management Microsoft Project for Windows (3) OR
- CIS250 Management of Information Systems + (3) 3
- Students taking CIS271DB would be required to take CIS250.
- Cybersecurity Fundamentals (9-12 credits)
- CIS111 Ethics in Information Technology (3) OR
- ITS120 Legal, Ethical and Regulatory Issues + (3).....3
- CIS270 Essentials of Network and Information Security + (3) OR
- CIS271DBInformation Security Essentials + (3) AND
- CIS272DBInformation Security Principles + (3) OR
- ITS110 Information Security Fundamentals + (3) 3-6
- ITS240 Ethical Hacking and Network Defense +3

Related Area (0-5 credits)
 Select courses with one of the following prefixes to complete a minimum of 61 credits for the Associate in Applied Science (AAS) in Information Technology:
 BPC+++++Any BPC Business-Personal

Computers courses
 CIS+++++ Any CIS Computer Information Systems courses
 CLD+++++Any CLD Cloud Computing courses
 CNT+++++Any CNT Cisco Network Technology courses
 ITS+++++ Any ITS Information Technology Security courses
 MST+++++Any MST Microsoft Technology courses

Specialization 2: Database Development (36-38 credits)
 Information Technology Core (21-22 credits)
 BPC270 A+ Exam Prep: Operating System Configuration and Support + (3) OR
 CIS126DL Linux Operating System (3) OR
 CIS126RHRed Hat System Administration I (3) OR
 MST150++ Microsoft Windows (3) 3

CIS105 Survey of Computer Information Systems 3
 CIS119DOIntroduction to Oracle: SQL + 3
 CIS133DAInternet/ Web Development Level I..... 3

CIS156 Python Programming: Level I + (3) OR
 CIS162++ Any C Programming: Level I course + (3) OR
 CIS163AAJava Programming: Level I+ (3) 3

CIS190 Introduction to Networking + (3) OR
 CNT140ABIntroduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR
 CIS250 Management of Information Systems (3) 3

Database Development (15 credits)
 CIS117DMMicrosoft Access: Database Management (3) OR
 CIS154 Database Modeling and Design + (3)... 3
 CIS150++ Programming Fundamentals + 3

CIS164ABOracle: PL/SQL Programming + (3) OR
 CIS276DAMySQL Database + (3) OR
 CIS276DBSQL Server Database + (3).....3

CIS217AMAdvanced Microsoft Access: Database Management + (3) OR
 CIS276DBSQL Server Database + (3).....3

CIS225ABObject-Oriented Analysis and Design +3

Related Area (0-2 credits)
 Select courses with one of the following prefixes to complete a minimum of 61 credits for the Associate in Applied Science (AAS) in Information Technology:
 BPC+++++Any BPC Business-Personal Computers courses
 CIS+++++ Any CIS Computer Information Systems courses
 CLD+++++Any CLD Cloud Computing courses
 CNT+++++Any CNT Cisco Network Technology courses
 ITS+++++ Any ITS Information Technology Security courses
 MST+++++Any MST Microsoft Technology courses

Specialization 3: Desktop Support (32-38 credits)
 Information Technology Core (24-25 credits)
 BPC270 A+ Exam Prep: Operating System Configuration and Support +3
 CIS105 Survey of Computer Information Systems3

CIS117DMMicrosoft Access: Database Management (3) OR
 CIS119DOIntroduction to Oracle: SQL + (3) OR
 CIS276DAMySQL Database + (3) OR
 CIS276DBSQL Server Database + (3).....3

CIS126DL Linux Operating System (3) OR
 CIS126RHRed Hat System Administration I (3)...3
 CIS133DAInternet/ Web Development Level I.....3

CIS150AB Object-Oriented Programming Fundamentals + (3) OR
 CIS156 Python Programming: Level I + (3) OR
 CIS162++ Any C Programming: Level I course + (3) OR
 CIS163AA Java Programming: Level I + (3)..... 3

CIS190 Introduction to Networking + (3) OR
 CNT140AB Introduction to Networks (4)3-4

CIS224 Project Management Microsoft Project for Windows (3) OR
 CIS250 Management of Information Systems + (3)..... 3

Desktop Support (6 credits)

BPC170 A+ Exam Prep: Computer Hardware Configuration and Support + 3
 CIS102DA Customer User Support 3

Related Area (2-8 credits)

Select courses with one of the following prefixes to complete a minimum of 61 credits for the Associate in Applied Science (AAS) in Information

Technology:

BPC+++++Any BPC Business-Personal Computers courses
 CIS+++++ Any CIS Computer Information Systems courses
 CLD+++++Any CLD Cloud Computing courses
 CNT+++++Any CNT Cisco Network Technology courses
 ITS+++++ Any ITS Information Technology Security courses
 MST+++++Any MST Microsoft Technology courses

Specialization 4: Foundations of Mobile App Development (33-38 credits)

Information Technology Core (21-22 credits)
 CIS105 Survey of Computer Information Systems 3

BPC270 A+ Exam Prep: Operating System Configuration and Support + (3) OR
 CIS126DL Linux Operating System (3) OR
 CIS126RH Red Hat System Administration I (3) OR
 MST150++Microsoft Windows (3).....3

CIS117DM Microsoft Access: Database Management (3) OR
 CIS119DO Introduction to Oracle: SQL + (3) OR
 CIS276DAMySQL Database + (3) OR
 CIS276DBSQL Server Database + (3).....3

CIS133DA Internet/ Web Development Level I.....3
 CIS162++ Any C Programming: Level I course + 3

CIS190 Introduction to Networking + (3) OR
 CNT140AB Introduction to Networks (4)..... 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR
 CIS250 Management of Information Systems + (3)3

Foundations of Mobile App Development (12 credits)

CIS120DF Introduction to Adobe Photoshop3
 CIS165 Introduction to IOS Application Development +3
 CIS165DA Introduction to Android Application Development + 3
 CIS165DB C#/VB.NET: Windows 8 App Development + (3) OR
 CIS165DC Xamarin/C# Cross Platform Development + (3)3

Related Area (0-5 credits)

Select courses with one of the following prefixes to complete a minimum of 61 credits for the Associate in Applied Science (AAS) in Information

Technology:

BPC+++++Any BPC Business-Personal Computers courses
 CIS+++++ Any CIS Computer Information Systems courses
 CLD+++++Any CLD Cloud Computing courses

CNT+++++Any CNT Cisco Network Technology courses

ITS+++++ Any ITS Information Technology Security courses

MST+++++Any MST Microsoft Technology courses

Specialization 5: Microsoft Office Professional (31-38 credits)
 Information Technology Core (18-19 credits)
 CIS105 Survey of Computer Information Systems 3
 CIS117DMMicrosoft Access: Database Management 3
 CIS133DAInternet/ Web Development Level I..... 3
 CIS150ABObject-Oriented Programming Fundamentals + (3) OR
 CIS156 Python Programming: Level I + (3) OR
 CIS162++ Any C Programming: Level I course + (3) OR
 CIS163AA.Java Programming: Level I + (3) 3
 CIS190 Introduction to Networking + (3) OR
 CNT140ABIntroduction to Networks (4) 3-4
 MST150++Microsoft Windows (3) OR
 BPC270 A+ Exam Prep: Operating System Configuration and Support + (3)..... 3
 Microsoft Office Professional (11-13 credits)
 BPC/OAS111AACComputer Keyboarding (1) OR
 Permission of Program Director (0)..... 0-1
 CIS113DEMicrosoft Word: Word Processing..... 3
 CIS114DEExcel Spreadsheet..... 3
 CIS118DBDesktop Presentation: PowerPoint 3
 CIS124AAProject Management Software: Level I (1) AND
 CIS124BAProject Management Software: Level II (1) OR
 CIS224 Project Management Microsoft Project for Windows (3)..... 2-3

Related Area Credits (0-8 credits)
 Select courses with one of the following prefixes to complete a minimum of 61 credits for the Associate in Applied Science (AAS) in Information Technology:
 BPC+++++Any BPC Business-Personal Computers courses
 CIS+++++ Any CIS Computer Information Systems courses
 CLD+++++Any CLD Cloud Computing courses
 CNT+++++Any CNT Cisco Network Technology courses
 ITS+++++ Any ITS Information Technology Security courses
 MST+++++Any MST Microsoft Technology courses
 Specialization 6: Microsoft Server (36-38 credits)
 Information Technology Core (21-22 credits)
 CIS105 Survey of Computer Information Systems3
 CIS117DMMicrosoft Access: Database Management (3) OR
 CIS119DOIntroduction to Oracle: SQL + (3) OR
 CIS276DAMySQL Database + (3) OR
 CIS276DBSQL Server Database + (3).....3
 CIS133DAInternet/ Web Development Level I.....3
 CIS150ABObject-Oriented Programming Fundamentals + (3) OR
 CIS156 Python Programming: Level I + (3) OR
 CIS162++ Any C Programming: Level I course + (3) OR
 CIS163AAJava Programming: Level I + (3).....3
 CIS190 Introduction to Networking + (3) OR
 CNT140ABIntroduction to Networks (4)..... 3-4
 CIS224 Project Management Microsoft Project for Windows (3) OR
 CIS250 Management of Information Systems + (3)3
 MST150++Microsoft Windows.....3

Microsoft Server (15 credits)
 CIS121AHMicrosoft PowerShell/Command Line
 Operations 3
 MST155DCInstallation, Storage, and Compute
 with Windows Server +..... 4
 MST157DCNetworking with Windows Server +.. 4
 MST158DCIdentity Management with Windows
 Server 2016 +..... 4

Related Area Credits (0-2 credits)
 Select courses with one of the following prefixes to
 complete a minimum of 61 credits for the Associate
 in Applied Science (AAS) in Information
 Technology:

BPC+++++Any BPC Business-Personal
 Computers courses
 CIS+++++ Any CIS Computer Information
 Systems courses
 CLD+++++Any CLD Cloud Computing courses
 CNT+++++Any CNT Cisco Network Technology
 courses
 ITS+++++ Any ITS Information Technology
 Security courses
 MST+++++Any MST Microsoft Technology
 courses

Specialization 7: Oracle Database Operations
 (32-38 credits)
 Information Technology Core (21-22 credits)
 BPC270 A+ Exam Prep: Operating System
 Configuration and Support + (3) OR
 CIS126DL Linux Operating System (3) OR
 CIS126RHRed Hat System Administration I (3)
 OR
 MST150++Microsoft Windows (3) 3

CIS105 Survey of Computer Information
 Systems 3
 CIS119DOIntroduction to Oracle: SQL + 3
 CIS133DAInternet/ Web Development Level I..... 3

 CIS150ABObject-Oriented Programming
 Fundamentals + (3) OR
 CIS156 Python Programming: Level I + (3) OR
 CIS162++ Any C Programming: Level I course +
 (3) OR
 CIS163AAJava Programming: Level I + (3)..... 3

 CIS190 Introduction to Networking + (3) OR

CNT140ABIntroduction to Networks (4)..... 3-4
 CIS224 Project Management Microsoft Project
 for Windows (3) OR
 CIS250 Management of Information Systems
 (3)3

Oracle Database Operations (9 credits)
 CIS119DP Oracle: Database Administration +.....3
 CIS154 Database Modeling and Design +.....3
 CIS164ABOracle: PL/SQL Programming +.....3

Related Area Credits (2-8 credits)
 Select courses with one of the following prefixes to
 complete a minimum of 61 credits for the Associate
 in Applied Science (AAS) in Information
 Technology:

BPC+++++Any BPC Business-Personal
 Computers courses
 CIS+++++ Any CIS Computer Information
 Systems courses
 CLD+++++Any CLD Cloud Computing courses
 CNT+++++Any CNT Cisco Network Technology
 courses
 ITS+++++ Any ITS Information Technology
 Security courses
 MST+++++Any MST Microsoft Technology
 courses

Specialization 8: Programming and Systems
 Analysis Level 1 (32-38 credits)
 Information Technology Core (21-22 credits)
 CIS105 Survey of Computer Information
 Systems3

CIS119DOIntroduction to Oracle: SQL + (3) OR
 CIS276DAMySQL Database + (3) OR
 CIS276DBSQL Server Database + (3).....3

 CIS126DL Linux Operating System (3) OR
 CIS126RHRed Hat System Administration I (3)
 OR
 MST150++Microsoft Windows (3)3

CIS133DAInternet/ Web Development Level I..... 3
 CIS150ABObject-Oriented Programming
 Fundamentals + 3

CIS190 Introduction to Networking + (3) OR
 CNT140ABIntroduction to Networks (4)3-4

CIS224 Project Management Microsoft Project
 for Windows (3) OR

CIS250 Management of Information Systems +
 (3) 3

Programming and Systems Analysis (9 credits)

CIS159 Visual Basic Programming I + (3) OR

CIS162++ Any C Programming: Level I course +
 (3) OR

CIS163AAJava Programming: Level I + (3) OR

CIS165++ Any Mobile Application Development
 course + (3) 3

CIS166++ Any Web Scripting course + 3

GBS151 Introduction to Business 3

Related Area Credits (1-8 credits)

Select courses with one of the following prefixes to
 complete a minimum of 61 credits for the Associate
 in Applied Science (AAS) in Information
 Technology:

BPC+++++Any BPC Business-Personal
 Computers courses

CIS+++++ Any CIS Computer Information
 Systems courses

CLD+++++Any CLD Cloud Computing courses

CNT+++++Any CNT Cisco Network Technology
 courses

ITS+++++ Any ITS Information Technology
 Security courses

MST+++++Any MST Microsoft Technology
 courses

Specialization 9: Red Hat Linux Engineer
 (32-38 credits)

Information Technology Core (21-22 credits)

CIS105 Survey of Computer Information
 Systems 3

CIS117DMMicrosoft Access: Database
 Management (3) OR

CIS119DOIntroduction to Oracle: SQL + (3) OR

CIS276DAMySQL Database + (3) OR

CIS276DBSQL Server Database + (3).....3

CIS126RHRed Hat System Administration I.....3

CIS133DAInternet/ Web Development Level I.....3

CIS150ABObject-Oriented Programming
 Fundamentals + (3) OR

CIS156 Python Programming: Level I + (3) OR

CIS162++ Any C Programming: Level I course +
 (3) OR

CIS163AAJava Programming: Level I + (3).....3

CIS190 Introduction to Networking + (3) OR

CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project
 for Windows (3) OR

CIS250 Management of Information Systems +
 (3)3

Redhat Linux Engineer (6 credits)

CIS238RHRed Hat System Administration II +3

CIS240RHRed Hat System Administration III +...3

Related Area Credits (5-11 credits)

Select courses with one of the following prefixes to
 complete a minimum of 61 credits for the Associate
 in Applied Science (AAS) in Information
 Technology:

BPC+++++Any BPC Business-Personal
 Computers courses

CIS+++++ Any CIS Computer Information
 Systems courses

CLD+++++Any CLD Cloud Computing courses

CNT+++++Any CNT Cisco Network Technology
 courses

ITS+++++ Any ITS Information Technology
 Security courses

MST+++++Any MST Microsoft Technology
 courses

Specialization 10: Web Foundations (36-38 credits)

Information Technology Core (21-22 credits)

BPC270 A+ Exam Prep: Operating System Configuration and Support + (3) OR
 CIS126DL Linux Operating System (3) OR
 CIS126RH Red Hat System Administration I (3) OR
 MST150++ Microsoft Windows (3) 3

CIS105 Survey of Computer Information Systems 3

CIS117DM Microsoft Access: Database Management (3) OR
 CIS119DO Introduction to Oracle: SQL + (3) OR
 CIS276DA MySQL Database + (3) OR
 CIS276DB SQL Server Database + (3) 3

CIS133DA Internet/ Web Development Level I 3

CIS150AB Object-Oriented Programming Fundamentals + (3) OR
 CIS156 Python Programming: Level I + (3) OR
 CIS162++ Any C Programming: Level I course + (3) OR
 CIS163AA Java Programming: Level I + (3) 3

CIS190 Introduction to Networking + (3) OR
 CNT140AB Introduction to Networks (4) 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR
 CIS250 Management of Information Systems + (3) 3

Web Foundation (15 credits)

CIS120DF Introduction to Adobe Photoshop 3
 CIS136 Content Management Systems: WordPress 3
 CIS166AA Introduction to JavaScript + 3
 CIS233DA Internet/ Web Development Level II +. 3
 CIS235 e-Commerce + 3

Related Area Credits (0-2 credits)

Select courses with one of the following prefixes to complete a minimum of 61 credits for the Associate in Applied Science (AAS) in Information Technology:

BPC+++++ Any BPC Business-Personal Computers courses
 CIS+++++ Any CIS Computer Information Systems courses
 CLD+++++ Any CLD Cloud Computing courses
 CNT+++++ Any CNT Cisco Network Technology courses
 ITS+++++ Any ITS Information Technology Security courses
 MST+++++ Any MST Microsoft Technology courses

Specialization 11: A related Certificate of Completion (CCL) at the discretion of the Program Director (minimum of 11 credits) AND the following core courses with permission of the Program Director.

Information Technology Core (21-22 credits)

CIS105 Survey of Computer Information Systems 3

CIS117DM Microsoft Access: Database Management (3) OR
 CIS119DO Introduction to Oracle: SQL + (3) OR
 CIS276DA MySQL Database + (3) OR
 CIS276DB SQL Server Database + (3) 3

BPC270 A+ Exam Prep: Operating System Configuration and Support + (3) OR
 CIS126DL Linux Operating System (3) OR
 CIS126RH Red Hat System Administration I (3) OR
 MST150++ Microsoft Windows (3) 3

CIS150AB Object-Oriented Programming Fundamentals + (3) OR
 CIS156 Python Programming: Level I + (3) OR
 CIS162++ Any C Programming: Level I course + (3) OR
 CIS163AA Java Programming: Level I + (3) 3

CIS190 Introduction to Networking + (3) OR
 CNT140AA Introduction to Networks (4).....3-4

CIS133DA Internet/Web Development Level I..... 3

CIS224 Project Management Microsoft Project
 for Windows (3) OR

CIS250 Management of Information Systems +
 (3) 3

General Education Requirements: 22-28 Credits

CORE: 12-18 Credits

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 +..... 6

Oral Communication:

COM100 Introduction to Human Communication
 (3) OR

COM110 Interpersonal Communication (3) OR

COM225 Public Speaking + (3) OR

COM230 Small Group Communication (3)..... 3

Critical Reading:

CRE101 College Critical Reading and Critical
 Thinking + (3) OR

Equivalent as indicated by assessment.....0-3

Mathematics:

MAT140 College Mathematics + (5) OR

MAT141 College Mathematics + (4) OR

MAT142 College Mathematics + (3) OR

MAT145 College Mathematics with Review (5)
 OR

MAT146 College Mathematics with Review (6)
 OR

Equivalent or higher-level mathematics course
 in the Mathematical Applications [MA] area. 3-6

DISTRIBUTION: 10 Credits

Humanities, Arts and Design:

Any approved general education course from the
 Humanities, Arts and Design [HU] area 3

Social-Behavioral Sciences:

Any approved general education course from the
 Social-Behavioral Sciences [SB] area 3

Natural Sciences:

Any approved general education course from the
 Natural Sciences [SG] or [SQ] area4

CONTACT: Mr. B. Olsen, Program Director:

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https://www.phoenixcollege.edu/iti

Information Technology

Bachelor of Applied Science — BAS 9302

120 Credits

The Bachelor of Applied Science (BAS) in
 Information Technology (IT) is designed to provide
 students with general skills in information
 technology foundations, including but not limited
 to database design and management, cyber security,
 cloud technology, computer architecture, network
 architecture, scripting and programming, and
 operating systems. Students will be prepared to
 pursue a variety of occupations within the IT
 industry, such as Network or Database
 Administrators, IT Project Managers or Systems
 Analysts, and Cyber Security Specialists.

Program Notes: Students must earn a grade of C
 or better in each course in the program. The BAS in
 Information Technology is aligned to current
 Maricopa CCL and AAS awards and supports
 students seeking professional advancement.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 82-85 Credits

BPC170 A+ Exam Prep: Computer Hardware
 Configuration and Support.....3

BPC270 A+ Exam Prep: Operating System
 Configuration and Support +.....3

CIS105 Survey of Computer Information
 Systems3

CIS111 Ethics in Information Technology (3)
 OR

ITS120 Legal, Ethical, and Regulatory Issues
 (3)3

CIS119DO Introduction to Oracle: SQL + (3) OR

CIS276DA	MySQL Database + (3) OR CIS276DB	SQL Server Database + (3)	3
CIS126DL	Linux Operating System (3) OR CIS126RH	Red Hat System Administration I (3) ..	3
CIS133DA	Internet/ Web Development Level I		3
CIS150	Programming Fundamentals + (3) OR CIS150A	Object-Oriented Programming Fundamentals + (3).....	3
CIS156	Python Programming: Level I +.....		3
CIS190	Introduction to Networking + (3) OR CNT140A	BIntroduction to Networks (4)	3-4
CIS215	Foundations of Data Analytics and Programming +.....		3
CIS224	Project Management Microsoft Project for Windows		3
CIS250	Management of Information Systems +		3
CIS270	Essentials of Network and Information Security + (3) OR CIS271DB	Information Security Essentials + (3) ..	3
CIS324	Information Technology Project Management +.....		3
CIS350	Advanced Information Technology Management +		4
CIS360	Data Analysis +.....		4
CIS376	Database Management and Security +.		4
CIS390	Network Management +.....		4
CIS411	Ethics, Regulations, and Legal Issues in Information Technology +		3
CIS470	Enterprise Cyber Security +.....		4
CIS475	Emerging Trends in Information Technology +.....		4

Choose two (2) of the following courses for a total of six (6) credits:

COM100 Introduction to Human Communication (3)
 COM110 Interpersonal Communication (3)
 COM225 Public Speaking + (3)
 COM230 Small Group Communication (3)6
 Recommend COM110 and COM225.

FYE101 Introduction to College, Career and Personal Success (1) OR
 FYE103 Exploration of College, Career and Personal Success (3)..... 1-3

MST150EI Configuring Windows 8 (3) OR
 MST150SV Microsoft Windows 7 Configuration (3) OR
 MST150WT Installing and Configuring Microsoft Windows 10 (3).....3

Restricted Electives: None.

Arizona General Education Curriculum

(AGEC) AGECE-A: 26-32 Credits

A single course with an [HU], [SB], [L], or [SG]/[SQ] designation may also be used to satisfy the Oral Communication or Awareness Area ([C], [G] and/or [H]) requirement(s). See the AGECE matrix on aztransfer.com for course designations.

First-Year Composition [FYC]:

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 +6

Literacy and Critical Inquiry [L]:

ENG111 Technical and Professional Writing + ..3

Mathematics [MA]:

MAT140 College Mathematics + (5) OR
 MAT141 College Mathematics + (4) OR
 MAT142 College Mathematics + (3) OR
 MAT145 College Mathematics with Review (5)
 OR
 MAT146 College Mathematics with Review (6)
 OR
 MAT150 College Algebra/Functions + (5) OR
 MAT151 College Algebra/Functions + (4) OR
 MAT152 College Algebra/Functions + (3) OR
 MAT155 College Algebra/Functions with Review +

(5) OR
 MAT156 College Algebra/Functions with Review +
 (6) OR
 MAT187 Precalculus + (5) OR
 Higher approved general education course in the
 Mathematical Applications [MA] area.....3-6

Computer/Statistics/Quantitative Applications [CS]:
 Met by CIS105 in Required Courses.

Humanities, Arts and Design [HU]:
 Any approved general education courses in the
 Humanities, Arts and Design [HU] area 6
 Students are encouraged to choose course work
 from more than one discipline. Recommend
 selecting a course that satisfies the Global [G] or
 Historical [H] awareness area.

Social-Behavioral Sciences [SB]:
 Any approved general education course in the
 Social-Behavioral Sciences [SB] area 3
 AND
 Met by COM100, COM110, or COM230 in the
 Required Courses area.
 OR
 May be met by two (2) of the following courses:
 COM100, COM110, or COM230 in the Required
 Courses area 0-3

Natural Sciences [SG/SQ]:
 Any approved general education course in the
 Natural Sciences (Quantitative) [SQ] area (4) AND
 Any approved general education course in the Natural
 Sciences (Quantitative) [SQ] area or the Natural
 Sciences (General) [SG] area (4) 8
 The lecture courses selected for Natural Sciences
 must include or be accompanied by the
 corresponding laboratory courses for a total of four
 credits each. Credits for lecture and lab components
 may be combined or each may carry separate
 credit.

Awareness Area Credits: 0-6
 Some courses may be used to satisfy both a Core
 Area and one or more Awareness Area(s).
Cultural Diversity in the US [C]:
 Any approved general education course with the
 Cultural Diversity in the U.S. [C] awareness area
 designation 0-3
Historical/Global Awareness [H]/[G]:
 Any approved general education course with the
 Historical [H] or Global [G] awareness area
 designation 0-3

MCCCD Additional Requirements:
Oral Communication (COM):
 Met by COM100, COM110, COM225, or
 COM230 in the Required Courses area0

General Electives:
 Select courses 100-level or higher to complete a
 minimum of 120 semester credits. Consult with a
 faculty advisor, program director, and/or academic
 advisor to identify coursework that best aligns
 with academic and professional goals..... 0-12

CONTACT: Mr. W. Tagart, Program Director:
 (602) 532.8712
 wallace.tagart@phoenixcollege.edu and/or
 https://www.phoenixcollege.edu/iti

**iOS App Development
 Certificate of Completion — CCL 5914N
 9-12 Credits**
 The Certificate of Completion (CCL) in iOS App
 Development prepares students for positions in app
 development for the Apple iPad, iPhone, and Apple
 Watch series. The program emphasizes knowledge
 and skills required to design, develop, test, and
 document structured and object-oriented programs
 utilizing Swift and Xcode. Courses in this
 certificate can apply toward the Associate in
 Applied Science (AAS) in Mobile App
 Development and Certificates of Completion
 (CCLs) in Native App Development and Mobile
 App Development.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better for all courses required within the program.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 9-12 Credits

CIS105	Survey of Computer Information Systems (3) OR	
	Permission of Program Director, Department or Division Chair 0-3
CIS150AB	Object-Oriented Programming Fundamentals +	3
CIS165	Introduction to iOS Application Development +	3
CIS265	Advanced iOS Application Development +	3

Restricted Electives: None.

CONTACT: Mr. W. Tagart, Program Director:
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<https://www.phoenixcollege.edu/iti>

Linux Associate Certificate of Completion — CCL 5046N 6-9 Credits

The Certificate of Completion (CCL) in Linux Associate program is designed to help prepare students for employment or to improve current professional skills. The program includes Linux operating system basics and management 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. This program helps prepare students for the Linux

Professional Institute Certification (LPIC-1) and CompTIA Linux + certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and to help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better for all courses required within the program. Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the Required Courses area. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director. All courses within the Required Courses area are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 6-9 Credits

CIS105	Survey of Computer Information Systems (3) OR	
	Permission of Program Director (0)	0-3
CIS126DL	Linux Operating System	3
CIS238DL	Linux System Administration +	3

Restricted Electives: None.

CONTACT: Mr. W. Tagart, Program Director:
 (602) 532.8712
 wallace.tagart@phoenixcollege.edu and/or
 https://www.phoenixcollege.edu/iti

**Linux System Administration
 Certificate of Completion — CCL 5052N
 15-18 Credits**

The Certificate of Completion (CCL) in Linux System Administration 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. The courses in the program will help develop a student's knowledge and skill level in preparation for employment or to improve current professional skills. Students who complete this program may seek employment in a variety of environments. The program helps prepare students for the Red Hat Certified System Administrator (RHCSA), Red Hat Certified Engineer (RHCE), and CompTIA Linux+ certification exams. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better for all courses required within the program. Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director. All courses within the Required Courses and Restricted Electives areas are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an Academic Advisor or Program Director for exceptions.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 15-18 Credits
 CIS105 Survey of Computer Information Systems (3) OR
 Permission of Program Director (0) 0-3

Students should select from one of the following two specializations (Linux or Red Hat Enterprise Linux):

Specialization: Linux
 CIS126DL Linux Operating System3
 CIS238DL Linux System Administration +3
 CIS239DL Linux Shell Scripting +.....3
 CIS240DL Linux Network Administration +3
 CIS275DL Linux Capstone +.....3

Specialization: Red Hat Enterprise Linux
 CIS126RHRed Hat System Administration I.....3
 CIS238RHRed Hat System Administration II +...3
 CIS239DL Linux Shell Scripting +.....3
 CIS240RHRed Hat System Administration III +...3
 CIS275DL Linux Capstone +.....3

Restricted Electives: None.

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 https://www.phoenixcollege.edu/iti

**Microsoft Desktop Associate
 Certificate of Completion — CCL 5030N
 3 Credits**

The Certificate of Completion (CCL) in Microsoft Desktop Associate program is designed to provide students with background knowledge and skills required for learning the specific tasks and industry recognized standards associated with how to effectively install and configure Windows operating systems. The course includes basic features of the Windows operating system, virtualization improvements, network connectivity, access to resources, monitor and maintain Windows clients and backup and recovery. It is designed to prepare students for the Microsoft 365 Certified: Modern Desktop Administrator Associate certification exam. Students who complete this program may seek employment in a variety of environments. Students can also pursue

additional Certificates of Completion (CCL) in a variety of specializations within the information technology field to deepen their knowledge and skills and to help prepare them for multiple industry certification exams. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better for all courses required within the program. Students are encouraged, but not required, to complete CIS105, or CIS190, or CNT140AB prior to beginning this CCL. All courses within the Required Courses area are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 3 Credits
 MST150WT Installing and Configuring Microsoft Windows 103

Restricted Electives: None.

CONTACT: Ms. S. Celaya, Program Director:
<https://www.phoenixcollege.edu/business>

Microsoft Office Professional Certificate of Completion — CCL 5132 16-22 Credits

The Certificate of Completion (CCL) in Microsoft Office Professional emphasizes training on word processing, spreadsheet, database, and presentation software for business purposes. This certificate provides students with the knowledge and skills requisite of various business settings. This certificate helps with initial preparation for the Microsoft examinations for certification as a Microsoft Office Specialist (MOS). This certificate embeds into the Associate in Applied Science (AAS) degree in Information Technology and

Certificate of Complete (CCL) in Microsoft Office Specialist.

Program Notes: Students must earn a grade of C or better in all courses required within the program. Only Required Courses taken within eight (8) years of completion of the program may be applied towards this certificate. Consult with your faculty mentor or academic advisor.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 16-22 Credits
 BPC/OAS111AA Computer Keyboarding I (1)
 OR
 Permission of Program Director (0)0-1

CIS105 Survey of Computer Information Systems (3) OR
 Permission of Program Director (0) 0-3

CIS113DE Microsoft Word: Word Processing3
 CIS114DE Excel Spreadsheet3
 CIS117DM Microsoft Access: Database Management3
 CIS118DB Desktop Presentation: Powerpoint3

BPC270 A+ Exam Prep: Operating System Configuration and Support + (3) OR
 CIS121AE Windows Operating System: Level I (1) AND
 CIS122AE Windows Operating System: Level II (1) OR
 MST150++ Microsoft Windows (3) 2-3

CIS124AA Project Management Software: Level I (1) AND
 CIS124BA Project Management Software: Level II (1) OR
 CIS224 Project Management Microsoft Project for Windows (3) 2-3

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**Microsoft System Administration
 Certificate of Completion — CCL 5031
 18-21 Credits**

The Certificate of Completion (CCL) in Microsoft System Administration program is designed to provide students with background knowledge and skills required for learning the specific tasks and industry recognized standards associated with computer networks and data communications. The program includes a core of Microsoft courses to develop professionals who implement, manage, and troubleshoot existing network and system environments based on current Microsoft operating systems including active directory, messaging services, file and print servers, and firewalls. The courses in the program are also designed to help prepare students for the Microsoft 365 Certified: Modern Desktop Administrator Associate and Microsoft Certified Solutions Associate (MCSA) - Windows Server 2016 certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCL) in a variety of specializations within the information technology field to deepen their knowledge and skills and to help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

Program Notes: Students must earn a grade of C or better for all courses required within the program. All courses within the Required Courses area are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 18-21 Credits

CIS105 Survey of Computer Information Systems (3) OR
 May be waived by permission of the Program Director (0) 0-3

CIS121AH Microsoft PowerShell/Command Line Operations3
 MST150++Any Microsoft Windows course3
 MST155DC Installation, Storage, and Compute with Windows Server +.....4
 MST157DC Networking with Windows Server + ..4
 MST158DB Installing and Configuring Windows Server +4

Restricted Electives: None.

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**Mobile App Development
 Associate in Applied Science — AAS 3099
 61-67 Credits**

The Associate in Applied Science (AAS) in Mobile App Development provides students with the design and programming skills necessary for entry-level coding, programming, and software development positions with an emphasis on mobile apps. Students will be prepared for transfer to selected BAS programs. Students will be prepared to take the App Developer with Swift Certification Level 1, Microsoft C# Software Essentials, and Associate Android Developer certifications. A Certificate of Completion (CCL) in iOS Application Development, Android Application Development, Windows Application Development, Web App Development, Native Mobile App Development, Cross-Platform App Development, Foundations of Mobile App Development and Mobile App Development are also available.

Program Notes: Students must earn a grade of C or better in all courses within the program. Students should consult with a Department Advisor in arranging their schedules. Program requirements for CCL 5193 Mobile App Development and CCL

5914N iOS App Development may be taken in the AAS 3099 Mobile App Development. An additional CCL within mobile apps may also be earned based on course selection.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 25-30 Credits

CIS105 Survey of Computer Information Systems (3) OR
 Permission of Program Director, Department or Division Chair 0-3

CIS120DF Introduction to Adobe Photoshop..... 3
 CIS133DAInternet/ Web Development Level I +.. 3
 CIS150ABObject-Oriented Programming Fundamentals +..... 3

CIS156 Python Programming: Level I + (3) OR
 CIS159 Visual Basic Programming I + (3) OR
 CIS163AAJava Programming: Level I + (3)..... 3

CIS162ADC# Level I + (3)
 CIS165 Introduction to IOS Application Development +..... 3
 CIS165DAIntroduction to Android Application Development + 3

CIS165DBC#/VB.NET: Windows 8 App Development + (3) OR
 CIS165DCXamarin/C# Cross Platform Development + (3)..... 3

FYE101 Introduction to College, Career and Personal Success (1) OR
 FYE103 Exploration of College, Career and Personal Success (3) 1-3

Restricted Electives: 9 Credits

Students must select one additional course from the following. Course may not apply to both Required Courses and Restricted Electives areas.

CIS156 Python Programming: Level I +..... 3
 CIS159 Visual Basic Programming I +..... 3
 CIS166AAIntroduction to JavaScript +..... 3
 CIS166AE Web Scripting with PHP: Hypertext Preprocessor (PHP) +..... 3

Students must select two additional courses from the following. Courses may not apply to both Required Courses and Restricted Electives areas.

CIS225 Business Systems Analysis and Design +.....3
 CIS233DAInternet/ Web Development Level II +.3
 CIS262ADC# Level II +.....3
 CIS265 Advanced iOS Application Development +.....3
 CIS265DAAdvanced Android Application Development + 3
 CIS276DA MySQL Database +3
 CIS276DBSQL Server Database +3

General Electives: 0-5 Credits

Select additional courses 100-level or higher to complete a minimum of 60 semester credits. Consult with the Program Director or an Academic Advisor.

General Education Requirements: 22-28 Credits

CORE: 12-18 Credits

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 +6

Oral Communication:

COM100 Introduction to Human Communication (3) OR
 COM110 Interpersonal Communication (3) OR
 COM225 Public Speaking + (3) OR
 COM230 Small Group Communication (3)3

Critical Reading:

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

Mathematics:

- MAT140 College Mathematics + (5) OR
 - MAT141 College Mathematics + (4) OR
 - MAT142 College Mathematics + (3) OR
 - MAT145 College Mathematics with Review (5) OR
 - MAT146 College Mathematics with Review (6) OR
- Equivalent or higher-level mathematics course in the Mathematical Applications [MA] area. 3-6

DISTRIBUTION: 10 Credits

Humanities, Arts and Design:

Any approved general education course in the Humanities, Arts and Design area 3

Social-Behavioral Sciences:

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

Natural Sciences:

Any approved general education course in the Natural Sciences area 4

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Mobile App Development

Certificate of Completion — CCL 5193

33-36 Credits

The Certificate of Completion (CCL) in Mobile App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on mobile apps. Students will be prepared to take the App Developer with Swift Certification Level 1, Microsoft C# Software Essentials, and Associate Android Developer certifications. An Associate in Applied Science (AAS) in Mobile App Development and Certificates of Completion (CCL) in iOS Application Development, Android Application Development, Windows Application Development, Web App Development, Native Mobile App Development, Cross-Platform App Development and Foundations of Mobile App Development are also available.

Program Notes: Students must earn a grade of C or better in all courses within the program. Students should consult with a Department Advisor in arranging their schedules. Program requirements for CCL 5914N iOS App Development may be taken in the CCL 5193 Mobile App Development. An additional CCL within mobile apps may also be earned based on course selection.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 24-27 Credits

- CIS105 Survey of Computer Information Systems (3) OR
 Permission of Program Director, Department or Division Chair 0-3
- CIS120DF Introduction to Adobe Photoshop3
- CIS133DAInternet/ Web Development Level I + ..3
- CIS150AB Object-Oriented Programming Fundamentals +.....3
- CIS156 Python Programming: Level I + (3) OR
- CIS159 Visual Basic Programming I + (3) OR
- CIS163AAJava Programming: Level I + (3).....3
- CIS162ADC# Level I + (3)
- CIS165 Introduction to IOS Application Development +3
- CIS165DAIntroduction to Android Application Development +.....3
- CIS165DBC#/VB.NET: Windows 8 App Development + (3) OR
- CIS165DCXamarin/C# Cross Platform Development + (3) 3

Restricted Electives: 9 Credits

Students must select one additional course from the following. Course may not apply to both Required Courses and Restricted Electives areas.

- CIS156 Python Programming: Level I +3
- CIS159 Visual Basic Programming I +3
- CIS166AA Introduction to JavaScript +3
- CIS166AE Web Scripting with PHP: Hypertext Preprocessor (PHP) +3

Students must select two additional courses from the following. Courses may not apply to both Required Courses and Restricted Electives areas.

CIS225	Business Systems Analysis and Design +.....	3
CIS233DA	Internet/ Web Development Level II +.	3
CIS262ADC#	Level II +	3
CIS265	Advanced iOS Application Development +	3
CIS265DA	Advanced Android Application Development +	3
CIS276DA	MySQL Database +.....	3
CIS276DB	SQL Server Database +.....	3

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Native Mobile App Development Certificate of Completion — CCL 5063 18-21 Credits

The Certificate of Completion (CCL) in Native Mobile App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on native iOS and Android mobile apps. This CCL will help students prepare to take the App Developer with Swift Certification Level 1 and Associate Android Developer certifications. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificate of Completion (CCL) in Mobile App Development.

Program Notes: Students must earn a grade of C or better in all courses within the program. Students should consult with a Department Advisor in arranging their schedules. Program requirements for CCL/5834N Android Application Development and CCL/5914N iOS App Development may be taken in the CCL/5063 Native Mobile App Development.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 18-21 Credits

CIS105	Survey of Computer Information Systems (3) OR	
	Permission of Program Director, Department or Division Chair	0-3
CIS150	Programming Fundamentals + (3) OR	
CIS156	Python Programming: Level I + (3) OR	
CIS159	Visual Basic Programming I + (3) OR	
CIS162ADC#	Level I + (3) OR	
CIS163AA	Java Programming: Level I + (3).....	3
CIS150AB	Object-Oriented Programming Fundamentals +	3
CIS165	Introduction to IOS Application Development +	3
CIS165DA	Introduction to Android Application Development +	3
CIS265	Advanced iOS Application Development +.....	3
CIS265DA	Advanced Android Application Development +	3

Restricted Electives: None.

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Network and Systems Administration Associate in Applied Science — AAS 3189 61-74 Credits

The Associate in Applied Science (AAS) in Network and Systems Administration program provides students with a solid, hands-on skill set of computer, networking, and internetworking systems technology principles and desktop support. Students gain an understanding of the interaction between microcomputer software and hardware, network and internetworking operating systems software and hardware, local area network administration and management, the use of troubleshooting techniques, troubleshooting hardware and software tools, as well as interpersonal/customer service skills. Students have the opportunity to specialize in specific information technology areas based on their interests and

professional goals and leading to industry recognized certifications through an embedded Certificate of Completion (CCL) including, but not limited to, Desktop (Desktop Support, Computer System Configuration and Support, Computer System Configuration and Support, Network, Computer System Configuration and Support, Security, Computer System Configuration and Support, Linux), Cisco (Cisco Network CCNA, Cisco Network CCNP, Cisco Network CCNA Security), Linux (Red Hat Linux Engineer, Linux Associate, Red Hat Linux Administrator, Linux System Administration), Microsoft (Microsoft System Administration, Microsoft Desktop Associate), and VMware (VMware Network Administrator, VMware Foundations, VMware System Administrator). Graduates may pursue employment in a variety of information technology environments and/or transfer to a university.

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Students may receive credit for courses within the program based on current industry certifications.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 31-46 Credits

BPC170	A+ Exam Prep: Computer Hardware Configuration and Support +	3
BPC270	A+ Exam Prep: Operating System Configuration and Support +	3
CIS102DA	Customer User Support	3
CIS105	Survey of Computer Information Systems	3
CIS126DL	Linux Operating System (3) OR	
CIS126RH	Red Hat System Administration I (3) ..	3
CIS190	Introduction to Networking + (3) OR	
CNT140AB	Introduction to Networks (4)	3-4

(CNT140AB is required for students on the Cisco specialization)

FYE101	Introduction to College, Career and Personal Success (1) OR	
FYE103	Exploration of College, Career and Personal Success (3).....	1-3

Students must also select from one of the following areas of specialization based on their career goals.

Specialization 1: Cisco System Administration (CCNA) and Security (12 credits)

CNT150AB	Switching, Routing, and Wireless Essentials +	4
CNT160AB	Enterprise Networking, Security, and Automation +	4

CNT202	Cisco Secure Firewall Appliance Configuration + (4) OR	
CNT205	Cisco Certified Network Associate Security + (4).....	4

Specialization 2: Cisco System Administration (CCNP) (24 credits)

CNT150AB	Switching, Routing, and Wireless Essentials +	4
CNT160AB	Enterprise Networking, Security, and Automation +	4

CNT240	Cisco Certified Network Professional: Enterprise Core + (8) OR	
CNT240AA	Cisco Certified Network Professional: Enterprise Core I + (4)	

AND

CNT240AB	Cisco Certified Network Professional: Enterprise Core II + (4).....	8
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CNT250	Cisco Certified Network Professional: Enterprise Advanced Routing and Services + (8) OR	
CNT250AA	Cisco Certified Network Professional: Enterprise Advanced Routing and Services I + (4) AND	
CNT250ABC	Cisco Certified Network Professional: Enterprise Advanced Routing and Services II + (4)	8

Specialization 3: Linux System Administration (15 credits)

CIS238DL	Linux System Administration +	3
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CIS239DL Linux Shell Scripting + 3
 CIS240DL Linux Network Administration +..... 3
 CIS271DL Linux Security + 3
 CIS275DL Linux Capstone + 3

Specialization 4: Red Hat Enterprise Linux Administration (15 credits)

CIS238RH Red Hat System Administration II + ... 3
 CIS239DL Linux Shell Scripting + 3
 CIS240RH Red Hat System Administration III +.. 3
 CIS271RH Red Hat System Administration IV +.. 3
 CIS275DL Linux Capstone + 3

Specialization 5: Cloud System Administration (15-16 credits)

BPC274 Advanced Server Computer Maintenance: Server+ Prep + 3
 CIS121AH Microsoft PowerShell/Command Line Operations 3
 CIS239DL Linux Shell Scripting + 3

MST160 Azure Administrator + (4), OR
 CLD110 Amazon Web Services Cloud Foundations + (3) 3-4

MST260 Microsoft Azure Cloud Development and Operations + (3) OR
 CLD120 Amazon Web Services Cloud Architect Associate + (3) 3

Specialization 6: VMware Network Administrator (12 credits)

CIS189 Virtualization and IT Solutions for Digital Businesses 3
 CIS197 VMware ESXI Server Enterprise +..... 3
 CIS198 VMware vSphere: Optimize and Scale + 3
 CIS200 VMware NSX: Install, Configure, Manage + 3

Restricted Electives: 0-8 Credits

Students are to select enough Restricted Elective credits to meet a minimum of 60 credits not used to satisfy Required Courses or selected specializations within the Required Courses. Consult with an Academic, Program, or Faculty Advisor to pick courses that align with your career goals.

Cisco Electives

CNT140AB Introduction to Networks.....4
 CNT150AB Switching, Routing, and Wireless Essentials + 4
 CNT160AB Enterprise Networking, Security, and Automation + 4
 CNT171 CCNA Exam Prep + 1

CNT202 Cisco Secure Firewall Appliance Configuration + (4) OR
 CNT205 Cisco Certified Network Associate Security + (4) 4

CNT206 Cisco Certified Network Associate Wireless + 4

Linux Electives

CIS238DL Linux System Administration + (3) OR
 CIS238RH Red Hat System Administration II + (3).....3

CIS239DL Linux Shell Scripting +3

CIS240DL Linux Network Administration + (3) OR
 CIS240RH Red Hat Systems Administration III + (3)3

CIS275DL Linux Capstone +3

Microsoft Electives

MST+++++Any MST Microsoft Technology course

CIS121AB Microsoft Command Line Operations ..1
 CIS121AH Microsoft PowerShell/Command Line Operations3

Security Electives

CIS270 Essentials of Network and Information Security +3
 CIS271DB Information Security Essentials +3
 CIS272DB Information Security Principles +3
 ITS110 Information Security Fundamentals + ..3

VMware Electives

CIS189	Virtualization and IT Solutions for Digital Businesses	3
CIS197	VMware ESXI Server Enterprise +.....	3
CIS198	VMware vSphere: Optimize and Scale +	3
CIS200	VMware NSX: Install, Configure, Manage +	3

Other Information Technology Electives

BPC171	Recycling Used Computer Technology	1-3
CIS111	Ethics in Information Technology	3
CIS124AA	Management Software: Level I.....	1
CIS124BA	Project Management Software: Level II +.....	1
CIS156	Python Programming: Level I +.....	3
CIS190	Introduction to Networking +.....	3
CIS224	Project Management Microsoft Project for Windows.....	3
CIS240	Local Area Network Planning and Design +	3
CIS250	Management of Information Systems +	3
CIS266	Network Integration Capstone +	4
CIS290++	Computer Information Systems Internship	1-3
CIS296++	Cooperative Education +.....	1-4
CIS298++	Special Projects +	1-3
ITS120	Legal, Ethical, and Regulatory Issues +..	3

General Education Requirements: 22-28 Credits

CORE: 12-18 Credits

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) + OR	
ENG111	Technical and Professional Writing (3) 6	
	(ENG111 does not count as an ENG Transfer option)	

Oral Communication:

COM100	Introduction to Human Communication (3) OR	
COM110	Interpersonal Communication (3) OR	
COM225	Public Speaking + (3) OR	
COM230	Small Group Communication (3).....	3
	COM225 is recommended for students transferring to Northern Arizona University.	

Critical Reading:

CRE101	College Critical Reading and Critical Thinking + (3) OR	
	Equivalent by assessment.....	0-3

Mathematics:

MAT140	College Mathematics + (5) OR	
MAT141	College Mathematics + (4) OR	
MAT142	College Mathematics + (3) OR	
MAT145	College Mathematics with Review (5) OR	
MAT146	College Mathematics with Review (6) OR	
	Equivalent or higher-level mathematics course in the Mathematical Applications area.....	3-6

DISTRIBUTION: 10 Credits

Humanities, Arts and Design:

Any approved general education course from the Humanities, Arts and Design area3

Social-Behavioral Sciences:

Any approved general education course from the Social-Behavioral Sciences area3

Natural Sciences:

Any approved general education course from the Natural Sciences area4

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Programming and Systems Analysis

Associate in Applied Science — AAS 3844

62-71 Credits

The Associate in Applied Science (AAS) in Programming and Systems Analysis program provides an in-depth exploration of different computer language and technical skills. The AAS includes, but is not limited to the following: operating systems, local area networks, business communication, team roles, and dynamics. Certificate of Completions (CCLs) in Programming and Systems Analysis Level I and Level II and iOS App Development are also available.

Program Notes: Students must earn a grade of C or better in all courses required within the program. Consultation with an Academic Advisor is

recommended for course selection. Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 34-37 Credits

- CIS105 Survey of Computer Information Systems 3
- GBS151 Introduction to Business 3
- CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3)
OR
MST150++ Any Microsoft Windows course + (3) 3
- CIS133DA Internet/ Web Development Level I 3
- Students interested in pursuing an iOS Certificate of Completion (CCL) are recommended to take CIS150AB.
- CIS150 Programming Fundamentals + (3) OR
CIS150AB Object-Oriented Programming Fundamentals + (3) 3
- CIS166++ Any Web Scripting course(s) + 3
- CIS190 Introduction to Networking + (3) OR
CNT140AA Introduction to Networks (4) OR
MST140 Microsoft Networking Essentials + (3) 3-4
- CIS225 Business Systems Analysis and Design + (3) OR
CIS225AB Object-Oriented Analysis and Design + (3) OR
CIS250 Management of Information Systems + (3) 3
- CIS119DO Introduction to Oracle: SQL + (3) OR
CIS276DA MySQL Database + (3) OR
CIS276DB SQL Server Database + (3) 3

- FYE101 Introduction to College, Career and Personal Success (1) OR
- FYE103 Exploration of College, Career and Personal Success (3) 1-3

Select a programming language from below that best aligns with academic and professional goals (2 courses for a total of 6 credits) in one of the following areas:

- CIS156 Python Programming: Level I + (3)
AND
CIS256 Python Programming: Level II + (3)
OR
CIS159 Visual Basic Programming I + (3) AND
CIS259 Visual Basic Programming II + (3) OR
CIS162++ Any C Programming: Level I course + (3) AND
CIS262++ Any C Programming: Level II course + (3) OR
CIS163AA Java Programming: Level I + (3) AND
CIS263AA Java Programming: Level II + (3) OR
CIS165++ Any Mobile Application Development course + (3) AND
CIS265 Advanced iOS Application Development + (3) 6

Restricted Electives: 6 Credits

Students may not use courses from the Required Courses area.

- CIS224 Project Management Microsoft Project for Windows 3
- CIS151 Computer Game Development- Level I + 3
- CIS156 Python Programming: Level I + 3
- CIS159 Visual Basic Programming I + 3
- CIS162++ Any C Programming: Level I course + 3
- CIS163AA Java Programming: Level I + 3
- CIS165++ Any Mobile Application Development course + 3
- 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
CIS265 Advanced iOS Application Development +	3
GBS211 Legal, Ethical and Regulatory Issues of the Internet Studies	3

General Education Requirements: 22-28 Credits

CORE: 12-18 Credits

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 +	6

Oral Communication:

Any approved general education course in the Oral Communication area 3

Critical Reading:

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

Mathematics:

MAT150 College Algebra/Functions + (5) OR	
MAT151 College Algebra/Functions + (4) OR	
MAT152 College Algebra/Functions + (3) OR	
MAT155 College Algebra/Functions with Review + (5) OR	
MAT156 College Algebra/Functions with Review + (6).....	3-6

DISTRIBUTION: 10 Credits

Humanities, Arts and Design:

Any approved general education course in the Humanities, Arts and Design [HU] area 3

Social-Behavioral Sciences:

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

Natural Sciences:

Any approved general education course in the Natural Sciences (Quantitative) [SQ] area or the Natural Sciences (General) [SG] area 4

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Programming and Systems Analysis Level I Certificate of Completion — CCL 5048 24 Credits

The Certificate of Completion (CCL) in Programming and Systems Analysis Level I provides an exploration of different computer language and technical skills. The CCL includes, but is not limited to the following: operating systems, local area networks, business communication, team roles, and dynamics. A Certificate of Completion (CCL) in Programming and Systems Analysis Level II, Certificate of Completion (CCL) in iOS App Development and an Associate in Applied Science (AAS) in Programming and Systems Analysis are also available.

Program Notes: Students must earn a grade of C or better for all courses required within the program. Consultation with an Academic Advisor is recommended for course selection. Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 24 Credits

CIS105 Survey of Computer Information Systems	3
CIS119DO Introduction to Oracle: SQL + (3) OR	
CIS276DAMySQL Database + (3) OR	
CIS276DB SQL Server Database + (3)	3
CIS126DL Linux Operating System (3) OR	
CIS126RH Red Hat System Administration I (3) OR	
MST150++.Any Microsoft Windows course + (3)	3

CIS133DAInternet/ Web Development Level I..... 3

CIS150 Programming Fundamentals + (3) OR
 CIS150AB Object-Oriented Programming
 Fundamentals + (3)3

CIS166++ Any Web Scripting course(s) +..... 3
 GBS151 Introduction to Business 3

Select a programming language from below that best aligns with academic and professional goals (1 course for a total of 3 credits) in one of the following areas:

CIS156 Python Programming: Level I + (3) OR
 CIS159 Visual Basic Programming I + (3) OR
 CIS162++ Any C Programming: Level I course + (3) OR
 CIS163AAJava Programming: Level I + (3) OR
 CIS165++ Any Mobile Application Development course + (3)3

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Programming and Systems Analysis Level II Certificate of Completion — CCL 5962 36-38 Credits

The Certificate of Completion (CCL) in Programming and Systems Analysis Level II provides an in-depth exploration of different computer language and technical skills. This CCL includes, but is not limited to the following: local area networks, team roles, and dynamics. A Certificate of Completion (CCL) in iOS Application Development and an Associate in Applied Science (AAS) in Programming and Systems Analysis are available.

Program Notes: Students must earn a grade of C or better for all courses required within the program. Consultation with an Academic Advisor is recommended for course selection. Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 33-34 Credits

The following courses are required and included in the Certificate of Completion (CCL) in Programming and Systems Analysis Level I.

CIS105 Survey of Computer Information Systems3

CIS119DOIntroduction to Oracle: SQL + (3) OR
 CIS276DAMySQL Database + (3) OR
 CIS276DBSQL Server Database + (3).....3

CIS126DL Linux Operating System (3) OR
 CIS126RHRed Hat System Administration I (3) OR
 MST150++Any Microsoft Windows course + (3).3

CIS133DAInternet/ Web Development Level I.....3

CIS150 Programming Fundamentals + (3) OR
 CIS150ABObject-Oriented Programming
 Fundamentals + (3) 3

CIS156 Python Programming: Level I + (3) OR
 CIS159 Visual Basic Programming I + (3) OR
 CIS162++ Any C Programming: Level I course + (3) OR
 CIS163AAJava Programming: Level I + (3) OR
 CIS165++ Any Mobile Application Development course + (3) 3

CIS166++ Any Web Scripting course(s) +.....3
 GBS151 Introduction to Business.....3

The following courses are required for the CCL in Programming and Systems Level II:

CIS190 Introduction to Networking + (3) OR
 CNT140ABIntroduction to Networks (4) OR
 MST140 Microsoft Networking Essentials + (3)..... 3-4

CIS225	Business Systems Analysis and Design + (3) OR	
CIS225AB	Object-Oriented Analysis and Design + (3) OR	
CIS250	Management of Information Systems + (3).....	3

Restricted Electives: 3-4 Credits

Select one of the courses below that best aligns with academic and professional goals for a total of 3 credits. Students may not choose courses they have taken from the Required Courses area.

CIS151	Computer Game Development Level I +	3
CIS156	Python Programming: Level I +.....	3
CIS159	Visual Basic Programming I +.....	3
CIS162++	Any C Programming: Level I course +	3
CIS163AA	Java Programming: Level I +.....	3
CIS165++	Any Mobile Application Development course +	3
CIS224	Project Management Microsoft Project for Windows	3
CIS251	Computer Game Development- Level II +	3
CIS256	Python Programming: Level II +.....	3
CIS259	Visual Basic Programming II +	3
CIS262++	Any C Programming: Level II course +	3
CIS263AA	Java Programming: Level II +	3
CIS265	Advanced iOS Application Development +	3
CIS267	Pega System Architect Essentials +	4
GBS211	Legal, Ethical and Regulatory Issues of the Internet Studies	3

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Red Hat Linux Administrator Certificate of Completion — CCL 5049N
6-9 Credits

The Certificate of Completion (CCL) in Red Hat Linux Administrator program is designed to help prepare students for employment or to improve current professional skills. The program includes Red Hat Enterprise Linux system basics and

management including sophisticated manipulation of file structures, backup systems, troubleshooting, user account management, hard disk maintenance and configuration, process monitoring and prioritizing, and system resource control. This program helps prepare students for the Red Hat Certified System Administrator (RHCSA) certification exam. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better for all courses required within the program. Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the Required Courses area. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director. All courses within the Required Courses area are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 6-9 Credits

CIS105	Survey of Computer Information Systems (3) OR	
	Permission of Program Director (0)	0-3
CIS126RH	Red Hat System Administration I.....	3
CIS238RH	Red Hat System Administration II +.....	3

Restricted Electives: None.

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**Red Hat Linux Engineer
Certificate of Completion — CCL 5050N
9-12 Credits**

The Certificate of Completion (CCL) in Red Hat Linux Engineer program is designed to help prepare students for employment or to improve current professional skills. The program includes in depth Red Hat Enterprise Linux system networking including integrating Linux servers and workstations into a network environment with multi-platform network operating systems with a variety of open- standard and proprietary protocols. This program helps prepare students for the Red Hat Certified System Administrator (RHCSA) and Red Hat Certified Engineer (RHCE) certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCL) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better for all courses required within the program. Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the Required Courses area. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director. All courses within the Required Courses area are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an Academic Advisor or Program Director for exceptions.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 9-12 Credits
CIS105 Survey of Computer Information
Systems (3) OR
Permission of Program Director (0) 0-3

CIS126RHRed Hat System Administration I.....3
CIS238RHRed Hat System Administration II +....3
CIS240RHRed Hat System Administration III +...3

Restricted Electives: None.

CONTACT: Mr. R. Idris, Program Director:
(602) 532.8716
rami.idris@phoenixcollege.edu and/or
<https://www.phoenixcollege.edu/iti>

**VMware Foundations
Certificate of Completion — CCL 5035N
3 Credits**

The Certificate of Completion (CCL) in VMware Foundations program is designed to help students prepare for VMware industry certifications and work in a variety of information technology environments including software defined data centers. The program introduces vSphere and VMware ESXi server in the enterprise and covers many aspects of virtualization for VMware ESXi server administration. It is designed to prepare students for the VMware Foundations (VCA) certification exam. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and to help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better for all courses required within the program. All courses within the Required Courses area are not applicable if taken

more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

Admission Criteria: This Certificate of Completion (CCL) is intended for industry professionals with the requisite experience. To pursue this CCL, students must complete the prerequisites to the courses within the Required Courses area as follows OR receive permission of the Program Director:

CIS105 Survey of Computer Information Systems 3

BPC170 A+ Exam Prep: Computer Hardware Configuration and Support + (3) AND

BPC270 A+ Exam Prep: Operating System Configuration and Support + (3) OR

MST150++Any Windows Operation Course (3)3-6

CIS126DL Linux Operating System (3) OR

CIS126RHRed Hat System Administration I (3) .. 3

CIS190 Introduction to Networking + (3) OR

CNT140A Introduction to Networks (4).....3-4

Students also have the option to complete the full CCL in this program, VMware Network Administrator (major code 5032), that includes the prerequisites and required courses.

Program Prerequisites: None.

Required Courses: 3 Credits

CIS197 VMware ESXI Server Enterprise +..... 3

Restricted Electives: None.

CONTACT: Mr. R. Idris, Program Director:
(602) 532.8716

rami.idris@phoenixcollege.edu and/or

https://www.phoenixcollege.edu/iti

**VMware Systems Administrator
Certificate of Completion — CCL 5033N
6 Credits**

The Certificate of Completion (CCL) in VMware Systems Administrator program is designed to help students prepare for VMware industry certifications and work in a variety of information technology environments including software defined data centers. The program introduces vSphere and VMware ESXi server in the enterprise and covers many aspects of virtualization for VMware ESXi server administration. It includes advanced skills for configuring and maintaining a highly available and scalable virtual infrastructure and is designed to prepare students for the VMware VCA and VCP certification exams. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and to help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better for all courses required within the program. All courses within the Required Courses area are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

Admission Criteria: This Certificate of Completion (CCL) is intended for industry professionals with the requisite experience. To pursue this CCL, students must complete the prerequisites to the courses within the Required Courses area as follows OR receive permission of the Program Director:

CIS105 Survey of Computer Information Systems3

BPC170 A+ Exam Prep: Computer Hardware Configuration and Support + (3) AND
 BPC270 A+ Exam Prep: Operating System Configuration and Support + (3) OR
 MST150++Any Windows Operation Course (3)3-6

CIS126DL Linux Operating System (3) OR
 CIS126RHRed Hat System Administration I (3) .. 3

CIS190 Introduction to Networking + (3) OR
 CNT140ABIntroduction to Networks (4)3-4

Students also have the option to complete the full CCL in this program, VMware Network Administrator (major code 5032), that includes the prerequisites and required courses.

Program Prerequisites: None.

Required Courses: 6 Credits

CIS197 VMware ESXI Server Enterprise +..... 3
 CIS198 VMware vSphere: Optimize and Scale + 3

Restricted Electives: None.

CONTACT: Mr. B. Olsen, Program Director:
 (602) 532.8711
 brad.olsen@phoenixcollege.edu and/or
 https://www.phoenixcollege.edu/iti

Web App Development

Certificate of Completion — CCL 5835N

9-12 Credits

The Certificate of Completion (CCL) in Web App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on web apps. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificates of Completion (CCL) in Mobile App Development and Cross-Platform App Development.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better for all courses within the program. Students should consult with a

Department Advisor in arranging their schedules. Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 9-12 Credits

CIS105 Survey of Computer Information Systems (3) OR
 Permission of Program Director, Department or Division Chair (0) 0-3

CIS133DAInternet/ Web Development Level I + ..3
 CIS166AAIntroduction to JavaScript +3
 CIS233DAInternet/ Web Development Level II +.3

Restricted Electives: None.

CONTACT: Mr. B. Olsen, Program Director:
 (602) 532.8711
 brad.olsen@phoenixcollege.edu and/or
 https://www.phoenixcollege.edu/iti

Web Design/Development

Associate in Applied Science — AAS 3185

61-70 Credits

The Associate in Applied Science (AAS) in Web Design/Development prepares students to design, create, and administer interactive and professional web sites. Courses focus on "hands-on" experience with web publishing, web graphics preparation, scripting, content management systems and e-commerce solutions. The program provides students a pathway to either develop advanced skills in Web Design or Web Development. Certificates of Completion (CCLs) in Foundational Web Technologies, Web Design and Web Development are also available.

Program Notes: Students must earn a grade of C or better in each course in the program. Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award:

AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 22-24 Credits

In addition to the required course work students must consult with a program advisor to select one of the specializations within the Restricted Electives area.

CIS105	Survey of Computer Information Systems	3
CIS120DF	Adobe Photoshop Level I: Digital Imaging	3
CIS133DA	Internet/ Web Development Level I.....	3
CIS136	Content Management Systems: WordPress	3
CIS166AA	Introduction to JavaScript +	3
CIS233DA	Internet/ Web Development Level II +.	3
CIS235	e-Commerce +	3
FYE101	Introduction to College, Career and Personal Success (1) OR	
FYE103	Exploration of College, Career and Personal Success (3)	1-3

Restricted Electives: 17-22 Credits

Complete all courses in the specialization below that best aligns with your academic and professional goals. Consult with an academic, faculty, or program advisor.

Specialization I: Web Design (17-22 credits)

AVC183	Digital Graphic Arts I (3) OR	
AVC100	Introduction to Digital Arts (1) AND	
AVC181	Graphic Design I (3) OR	
ART112	Two-Dimensional Design (3).....	3-4
CIS120DA	Introduction to Digital Video Editing: Adobe Premiere (3) OR	
CIS120DK	Introduction to Digital Video Editing (3).....	3

CIS120DB Computer Graphics: Adobe Illustrator..3

CIS120DC Adobe Animate: Digital Animation (3) OR

CIS220DF Adobe Photoshop Level II: Advanced Digital Imaging + (3).....3

CIS138DADesktop Design and Publishing Using Adobe InDesign +

Students must select 2 to 6 credits in consultation with your program advisor to further develop skills in the areas of Adobe, Art, Social Media, Marketing, Business and/or Multimedia.

Specialization II: Web Development (18 credits)

CIS119DO Introduction to Oracle: SQL + (3) OR
CIS276++ Database Management Systems course + (3)..... 3

CIS126DL Linux Operating System (3) OR
CIS126RH Red Hat System Administration I (3)....3

CIS166AE Web Scripting with PHP: Hypertext Preprocessor (PHP) +

Programming Language: Select two courses for a total of 6 credits.

CIS150AB	Object-Oriented Programming Fundamentals +	3
CIS156	Python Programming: Level I +	3
CIS159	Visual Basic Programming I +	3
CIS162++	Any C Programming course +	3
CIS163AA	Java Programming: Level I +	3
CIS165++	Any Mobile Application Development course + 3	
CIS256	Python Programming: Level II +	3
CIS262ADC#	Level II +	3
CIS263AA	Java Programming: Level II +	3
CIS265++	Any Advanced Application Development +	3

Students must select 3 credits of any course with a CIS prefix in consultation with their program advisor to further develop skills in the areas of Databases, Information Systems, Programming, and/or Operating Systems.

General Education: 22-28 Credits

CORE: 12-18 Credits

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:

Any approved general education course from the Oral Communication area 3

Critical Reading:

CRE101 College Critical Reading and Critical Thinking + (3) OR

Equivalent as indicated by assessment (0) 0-3

Mathematics:

Any approved general education course in the Mathematics area 3-6

(MAT140, MAT141, MAT142, MAT145, MAT146 College Mathematics) OR

(MAT150, MAT151, MAT152, MAT155,

MAT156 College Algebra/Functions) OR

higher math course with the Mathematical Applications [MA] general education designation recommended for students intending to transfer to a four-year institution.

MAT187 Precalculus is recommended for students intending to transfer to ASU (Tempe campus) to earn a BS in Graphic Information Technology.

DISTRIBUTION: 10 Credits

Humanities, Arts and Design:

Any approved general education course from the Humanities, Arts and Design area 3

Social-Behavioral Sciences:

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

PSY101 Introduction to Psychology is recommended for students intending to transfer to ASU (Polytechnic campus) to earn a BS in Technical Communication (User Experience) or to ASU (Tempe campus) to earn a BS in Graphic Information Technology.

Natural Sciences:

Any approved general education course from the Natural Sciences area 4

CONTACT: Mr. B. Olsen, Program Director:

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https://www.phoenixcollege.edu/iti

Web Development

Certificate of Completion — CCL 5988

39 Credits

The Certificate of Completion (CCL) in Web Development prepares students to create and administer interactive and professional websites. The program provides students with knowledge and skills in developing dynamic websites, client and server-side programs, database structures, and object-oriented design. A Certificate of Completion (CCL) in Web Design and an Associate in Applied Science (AAS) in Web Design/Development are also available.

Program Notes: Students must earn a grade of C or better in each course in the program. Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 36 Credits

The following courses are required and included in the CCL in Web Foundations.

CIS105	Survey of Computer Information Systems3
CIS120DF	Introduction to Adobe Photoshop3
CIS133DA	Internet/ Web Development Level I3
CIS136	Content Management Systems: WordPress3
CIS166AA	Introduction to JavaScript +3
CIS233DA	Internet/ Web Development Level II +3
CIS235	e-Commerce +3

The following courses are required for the CCL in Web Development.

CIS166AE	Web Scripting with PHP: Hypertext Preprocessor (PHP) +3
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CIS119DO Introduction to Oracle: SQL + (3) OR

CIS276++ Any Database Management Systems course + (3)..... 3

CIS126DL Linux Operating System (3) OR
 CIS126RHRed Hat System Administration I (3) .. 3

Programming Language: Select two courses for a total of 6 credits.

- CIS150AB Object-Oriented Programming Fundamentals + 3
- CIS156 Python Programming: Level I + 3
- CIS159 Visual Basic Programming I + 3
- CIS162++ Any C Programming course + 3
- CIS163AA Java Programming: Level I + 3
- CIS165++ Any Mobile Application Development course 3
- CIS256 Python Programming: Level II + 3
- CIS262ADC# Level II + 3
- CIS263AA Java Programming: Level II + 3
- CIS265++ Any Advanced Application Development course + 3

Restricted Electives: 3 Credits

Students should select any course with a CIS prefix in consultation with their program advisor to further develop skills in the areas of Databases, Information Systems, Programming, and/or Operating Systems.

CONTACT: Mr. B. Olsen, Program Director:
 (602) 532.8711
 brad.olsen@phoenixcollege.edu and/or
<https://www.phoenixcollege.edu/iti>

Web Foundations

Certificate of Completion — CCL 5984

21 Credits

The Certificate of Completion (CCL) in Web Foundations introduces students to designing and developing web pages. This CCL prepares students for entry level web positions. Certificates of Completion (CCL) in Web Design and Web Development are available. An Associate in Applied Science (AAS) degree in Web Design/ Development is also available.

Program Notes: Students must earn a grade of C or better in each course in the program.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 21 Credits

- CIS105 Survey of Computer Information Systems 3
- CIS120DF Adobe Photoshop Level I: Digital Imaging 3
- CIS133DA Internet/ Web Development Level I..... 3
- CIS136 Content Management Systems: WordPress 3
- CIS166AA Introduction to JavaScript + 3
- CIS233DA Internet/ Web Development Level II +. 3
- CIS235 e-Commerce + 3

Restricted Electives: None.

CONTACT: Mr. W. Tagart, Program Director:
 (602) 532.8712
 wallace.tagart@phoenixcollege.edu and/or
<https://www.phoenixcollege.edu/iti>

Windows App Development

Certificate of Completion — CCL 5833N

9-12 Credits

The Certificate of Completion (CCL) in Windows App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on Windows platform and cross-platform apps. This CCL will help prepare students to take the MTA Software Development Fundamentals C# certification. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificates of Completion (CCLs) in Cross- Platform App Development and Mobile App Development.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses within the program. Students should consult with a Department Advisor in arranging their schedules. Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 9-12 Credits

- CIS105 Survey of Computer Information Systems (3) OR
Permission of Program Director, Department or
Division Chair (0)0-3
- CIS162ADC#: Level I + 3
- CIS165DBC#/VB.NET: Windows 8 App
Development + (3) OR
CIS165DCXamarin/C# Cross Platform
Development + (3) 3
- CIS262ADC# Level II + 3

Restricted Electives: None.

Culture and Society

CONTACT: (602) 285.7651 and/or
PC-Liberal-Arts@phoenixcollege.edu

American Indian Studies

Academic Certificate — AC 6208N
15 Credits

The Academic Certificate (AC) in American Indian Studies program explores the unique experiences of the American Indian people living in the Southwest and provides students the opportunity to study the cultures, values, histories, and contemporary lives of the indigenous people of North America. The Certificate includes courses that investigate their language, literature, arts, philosophy, religions, and politics.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better for all courses required within the program. Federal Indian policy stipulates tribal preference in hiring, which should be considered in seeking employment with tribal

nations and selected federal agencies. Seek advice of the tribal agency for available employment opportunities.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 12 Credits

- ENG101 First-Year Composition + (3) OR
- ENG107 First-Year Composition for ESL + (3)..3
- AIS/
SOC105 Introduction to American
Indian Studies.....3
- AIS/
SOC160 American Indian Law3
- AIS213/
REL203 American Indian Religions + (3) OR
- AIS/
HIS140 American Indian History (3).....3

Restricted Electives: 3 Credits

Select at total of 3 credits from the following list except those used to satisfy Required Courses area.

- AIS+++ Any AIS American Indian Studies
course +3
- ARH145 History of American Indian Art.....3
- CCS101 Chicano and Chicana Studies.....3
- ENH259 American Indian Literature.....3
- GCU221 Arizona Geography3
- HIS+++ Any HIS History course.....3
- NAV+++ Any NAV Navajo course +..... 1-3
- SPH245 Hispanic Heritage in the Southwest.....3

CONTACT: (602) 285.7651 and/or
PC-Liberal-Arts@phoenixcollege.edu

Students I +4
SPA204 Spanish for Spanish-Speaking
Students II +4

Chicana and Chicano Studies

Academic Certificate — AC 6230N

12-13 Credits

The Academic Certificate (AC) in Chicana and Chicano Studies explores the unique experiences of the Chicana and Chicano people living in the Southwest. The Certificate provides a study of Mexican-American life in the society of the United States, including Mexican background, social and cultural differences, and experiences of assimilation.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better for all courses required within the program.

Admission Criteria: None.

Program Prerequisites: 3-6 Credits

ENG101 First-Year Composition + (3) OR
ENG107 First-Year Composition for ESL + (3). 3

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

Required Courses: 9 Credits

CCS101 Chicana and Chicano Studies + 3
HIS109 Mexican-American History
and Culture 3
SPH245 Hispanic Heritage in the Southwest 3

Restricted Electives: 3-4 Credits

ENH112 Chicano Literature 3
HIS145 History of Mexico 3
HUM213 Hispanic Film 3
SPA101 Elementary Spanish I..... 4
SPA102 Elementary Spanish II + 4
SPA103 Elementary Spanish for Spanish
Speakers I + 4
SPA104 Elementary Spanish for Spanish
Speakers II + 4
SPA201 Intermediate Spanish I + 4
SPA202 Intermediate Spanish II + 4
SPA203 Spanish for Spanish-Speaking

CONTACT: Mr. J. Kilduff (602) 285.7824 and/or
josiah.kilduff@phoenixcollege.edu

Creative Writing

Academic Certificate — AC 6224N

24 Credits

The Academic Certificate (AC) in Creative Writing program 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 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 aims to serve a diverse community who may be underrepresented in traditional creative writing programs. 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: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better for all courses required within the program.

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

Program Prerequisites: None.

Required Courses: 21 Credits

ENG210 may be substituted for CRW150 with permission of Program Director.

CRW150 Introduction to Creative Writing 3

CRW200 must be repeated for a total of two (2) credits.

CRW200 Readings for Writers (1)..... 2

CRW201 Portfolio 1

Students must complete six (6) credits from Series I and nine (9) credits from Series II in consultation with a Program Director.

Series I:

Students must complete two (2) of the following courses for a total of six (6) credits.

CRW120 Introduction to Writing Children's Literature 3

CRW160 Introduction to Writing Poetry 3

CRW170 Introduction to Writing Fiction 3

CRW172 Introduction to Comic Book Writing ... 3

CRW180 Introduction to Writing Nonfiction 3

CRW190 Introduction to Screenwriting 3

THE118 Playwriting..... 3

Series II:

Students must complete three (3) of the following courses for a total of nine (9) credits.

CRW202 The Writer as Witness +..... 3

CRW203 Dialogue +3

CRW204 Journaling +..... 3

CRW220 Intermediate Writing Children's Literature +..... 3

CRW251 Topics in Creative Writing 3

CRW260 Intermediate Poetry Writing + 3

CRW261 Topics in Writing: Poetry + 3

CRW270 Intermediate Fiction Writing +..... 3

CRW271 Topics in Writing: Fiction + 3

CRW272 Planning and Structuring the Novel +. 3

CRW273 Writing the Novel + 3

CRW274 Revising the Novel +..... 3

CRW281 Topics in Writing: Non-Fiction + 3

CRW290 Intermediate Screenwriting +..... 3

CRW291 Topics in Writing: Plays + 3

Restricted Electives: 3 Credits

CRW+++++Any CRW Creative Writing prefixed course not listed under Required Courses area... 1-3

ENG235 Magazine Article Writing3
ENG/

THE260 Film Analysis3

ENH+++++Any ENH English Humanities prefixed course + 3

HUM/

THF210 Contemporary Cinema3

CONTACT: (602) 285.7651 and/or
PC-Liberal-Arts@phoenixcollege.edu

International Studies

Academic Certificate — AC 6213N

12-13 Credits

The Academic Certificate (AC) in International Studies program will provide students the opportunity to broaden their horizons and their understanding of our increasingly interdependent global society. The Certificate approaches broad cultural issues and includes a strong emphasis on world politics and religions. It also includes developing proficiency in cross-cultural communications and the capacity to navigate world cultures. Proficiency in a modern language is also an integral part of the Certificate.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses required within the program. Study abroad credit may replace courses identified as electives with the approval of the Program Director or Department Chairperson.

Admission Criteria: None.

Program Prerequisites: 3-6 Credits

ENG101 First-Year Composition + (3) OR

ENG107 First-Year Composition for ESL + (3)..3

CRE101 College Critical Reading and Critical Thinking + (3) OR

Equivalent as indicated by assessment 0-3

Required Courses: 9 Credits

REL100	World Religions.....	3
POS120	World Politics.....	3
POS140	Comparative Government (3) OR	
POS210	Political Ideologies (3)	3

Restricted Electives: 3-4 Credits

ASB102	Culture in a Globalizing World.....	3
HIS102	History of Western Civilization 1789 to Present	3
SPH245	Hispanic Heritage in the Southwest	3

Any of the following Foreign Language courses:

FRE+++	Any FRE/French course (101, 201) (4) OR	
ITA+++	Any ITA/Italian course (101, 201) (4) OR	
JPN+++	Any JPN/Japanese course (101, 201) (4) OR	
NAV+++	Any NAV/Navajo course (101, 201) (4) OR	
SPA+++	Any SPA/Spanish course (101, 201) (4).....	4

CONTACT: (602) 285.7651 and/or
PC-Liberal-Arts@phoenixcollege.edu

Southwest Studies

Academic Certificate — AC 6209N

25 Credits

The Southwest Studies Program applies a broad, interdisciplinary approach to the study of the peoples and places of the American Southwest. Three certificates in American Indian Studies, Chicano- Chicana Studies, and Southwest Studies are available. Certificates may be attained independently of any degree program, but students may also apply course credits toward a degree. Students enrolled in the Southwest Studies Certificate will study the environment of the region and how people have historically related to that environment. The Certificate approaches the cultural issues more broadly and includes a stronger emphasis on the ecology, geography, and political history of the region.

Program Notes: This program is not eligible for

Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses required within the program.

Admission Criteria: None.

Program Prerequisites: 3-6 Credits

ENG101	First-Year Composition + (3) OR	
ENG107	First-Year Composition for ESL + (3)..	3
CRE101	College Critical Reading and Critical Thinking +	(3) OR
	Equivalent as indicated by assessment (0)	0-3

Required Courses: 13 Credits

BIO109	Natural History of the Southwest.....	4
GCU221	Arizona Geography	3
HIS105	Arizona History.....	3
HIS106	Southwest History	3

Restricted Electives: 12 Credits

AIS/		
HIS170	American Indian History of the Southwest	3
ASB235	Southwest Archaeology.....	3
BIO105	Environmental Biology	4
ENH112	Chicano Literature.....	3
EDU230	Cultural Diversity in Education	3
ENH259	American Indian Literature.....	3
ENH260	Literature of the Southwest.....	3
HIS109	Mexican-American History and Culture.....	3
HIS145	History of Mexico	3
POS220	U.S. and Arizona Constitution	3
SPH245	Hispanic Heritage in the Southwest.....	3

Education

CONTACT: (602) 285.7651 and/or
PC-Liberal-Arts@phoenixcollege.edu

Early Childhood Education

Associate in Applied Science — AAS 3186 61-74 Credits

The Associate in Applied Science (AAS) in Early Childhood Education (ECE) program is designed to prepare individuals for employment as early childhood professionals in a variety of educational settings. The AAS program includes courses based on current ECE theory and practice as well as general education classes to broaden a student's base of knowledge. Certificates of Completion are also available.

Program Notes: Students must earn a grade of C or better for all courses within the program. For some employment and field experiences (including internship courses), students will be required to have a current Identity Verified Print (IVP) Fingerprint Clearance Card and a current TB vaccination.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 30-37 Credits

- CFS
/ECH176 Child Development (3) OR
- CFS235 Developing Child: Theory into Practice, Prenatal to Age Eight (3) OR
- EED205 The Developing Child: Prenatal to Age Eight (3) 3
- EED225 Language and Literacy in the Context of Culture and Relationships..... 3

- CFS101AH Art Activities for the Young Child (1) AND
- ECH281 Movement/Music for the Young Child (1) OR
- EED210 Creative and Cognitive Play + (3) OR
- ECH128 Early Learning: Play and the Arts (3) 2-3

- EED200 Foundations of Early Childhood Education 3

- CFS/
ECH271 Arranging the Environment (1) AND
CFS282 Mainstreaming The Young Child with A Disability (1) AND
- ECH282 Discipline/Guidance of Child Groups (1) OR
- EED212 Guidance, Management and the Environment (3)..... 3

- CFS123 Health and Nutrition In Early Childhood Settings (1) AND
- CFS125 Safety in Early Childhood Settings (1) AND
- ECH280 Food Experiences With Young Children (1) OR
- EED215 Early Learning: Health, Safety, Nutrition and Fitness (3)3

- EED222 Introduction to the Exceptional Young Child: Birth to Age Eight (3) OR
- EDU222 Introduction to the Exceptional Learner (3).....3

- CFS
/ECH269 Child Care Seminar (1) AND
CFS/
ECH287 Professional Development in Early Childhood Education (1) OR
- EED255 Portfolio Development and Writing for the Profession (3)..... 2-3

- CFS/
ECH284AB Early Childhood Teaching Internship + (3) OR
- EED260 Early Childhood Infant/Toddler Internship + (1) AND
- EED261 Early Childhood Preschool Internship + (1) OR
- CFS/
ECH284AA Early Childhood Teaching Internship + (1) 2-3

- ECH272 Science for the Young Child (1) AND
CFS/
ECH273 Math for the Young Child (1) AND

- CFS/
 ECH275 Literacy Development and the Young Child (1) AND
 ECH279 Early Childhood Curriculum Development (1) OR
 EED278 Early Learning: Curriculum and Instruction - Birth/Preschool + (3) ...3-4
- ECH140 Learning Made Visible Through Documentation (1) AND
 ECH270 Observing Young Children (1) OR
 EED280 Standards, Observation and Assessment of Typical/Atypical Behaviors of Young Children Birth Age Eight +(3).....2-3
- FYE101 Introduction to College, Career and Personal Success (1) OR
 FYE103 Exploration of College, Career and Personal Success (3) 1-3

Restricted Electives: 9-12 Credits

Students must select 9-12 credits from the following and must complete a minimum of 60 credits for the degree. Students are encouraged to consult with a faculty advisor or student services analyst to identify the requirements for their desired academic and professional goals:

- CFS+++ Any CFS Child/Family Studies course(s)
 ECH+++ Any ECH Early Childhood Education course(s)
 EDU+++ Any EDU Education course(s)
 EED+++ Any EED Early Education course(s)
 FCS+++ Any FCS Family and Consumer Science course(s)
 ITD+++ Any ITD Infant/Toddler Development course(s)

General Education Requirements: 19-25 Credits

CORE: 12-18 Credits

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:

Any approved general education course from the Oral Communication area3
 Note: COM225 is recommended for students who wish to transfer to the BAE at ASU.

Critical Reading:

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

Mathematics:

MAT112 Mathematical Concepts and Applications + (3) OR
 Satisfactory completion of a higher-level mathematics course 3-6
 Note: MAT14+ College Mathematics or any approved general education course in the Mathematical Application [MA] area may be required for students intending to transfer to a bachelor's degree program.

DISTRIBUTION: 7 Credits

Humanities, Arts and Design:

Any approved general education course from the Humanities, Arts and Design area.....3
 Recommend: EDU/ENH291 Children's Literature OR EDU/HUM/STO292 The Art of Storytelling

Social-Behavioral Sciences:

Fulfilled by EDU222 or EED222 in Required Courses area0

Natural Sciences:

Any approved general education course from the Natural Sciences area4

CONTACT: (602) 285.7651 and/or
 PC-Liberal-Arts@phoenixcollege.edu

Early Childhood Education

Certificate of Completion — CCL 5056 36 Credits

The Certificate of Completion (CCL) in Early Childhood Education program is designed to prepare students for employment as early childhood teachers in a variety of educational programs. Students learn effective teaching skills as they apply developmentally appropriate early childhood educational theory in the classroom setting. Courses have been selected with a focus on developing an educational career ladder. An

Associate in Applied Science (AAS) in Early Childhood Education is also available and includes additional early childhood electives and general education classes to broaden the student's base of knowledge.

Program Notes: Students must earn a grade of C or better for all courses within the program. For some employment and field experiences (including internship courses), students will be required to have a current Identity Verified Print (IVP) Fingerprint Clearance Card and a current TB vaccination.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 29-34 Credits

- CFS/
ECH176 Child Development (3) OR
- CFS235 Developing Child: Theory into Practice, Prenatal to Age Eight (3) OR
- EED205 The Developing Child: Prenatal to Age Eight (3) 3

- EED200 Foundations of Early Childhood Education 3

- CFS/
ECH271 Arranging the Environment (1) AND
CFS282 Mainstreaming The Young Child with A Disability (1) AND
- ECH282 Discipline/Guidance of Child Groups (1) OR
- EED212 Guidance, Management and the Environment (3)..... 3

- CFS123 Health and Nutrition In Early Childhood Settings (1) AND
- CFS125 Safety in Early Childhood Settings (1) AND
- ECH280 Food Experiences With Young Children (1) OR
- EED215 Early Learning: Health, Safety, Nutrition and Fitness (3)..... 3

- CFS101AH Art Activities for the Young Child (1) AND

- ECH281 Movement/Music for the Young Child (1) OR
- ECH128 Early Learning: Play and the Arts (3) OR
- EED210 Creative and Cognitive Play + (3) 2-3

- EED222 Introduction to the Exceptional Young Child: Birth to Age Eight (3) OR
- EDU222 Introduction to the Exceptional Learner (3).....3

- CFS/
ECH273 Math for the Young Child (1) AND
CFS/
ECH275 Literacy Development and the Young Child (1) AND
- ECH272 Science for the Young Child (1) AND
- ECH279 Early Childhood Curriculum Development (1) OR
- EED278 Early Learning: Curriculum and Instruction - Birth/Preschool + (3).... 3-4

- EED225 Language and Literacy in the Context of Culture and Relationships (3).....3

- ECH140 Learning Made Visible Through Documentation (1) AND
- ECH270 Observing Young Children (1) OR
- EED280 Standards, Observation and Assessment of Typical/Atypical Behaviors of Young Children Birth Age Eight + (3) 2-3

- ECH269 Child Care Seminar (1) AND
- ECH287 Professional Development in Early Childhood Education (1) OR
- EED255 Portfolio Development and Writing for the Profession (3)..... 2-3

- CFS/
ECH284AB Early Childhood Teaching Internship + (3) OR
- EED260 Early Childhood Infant/Toddler Internship + (1) AND
- EED261 Early Childhood Preschool Internship + (1) OR

CFS/
ECH284AA Early Childhood Teaching
Internship (1) 2-3

Restricted Electives: 2-7 Credits

Students must select 2-7 credits from the following courses to meet a minimum of 36 credits for the certificate. Cannot be shared with Required Courses area.

- CFS+++ Any CFS Child/Family Studies course(s)
- ECH+++ Any ECH Early Childhood Education course(s)
- EDU+++ Any EDU Education course(s)
- EED+++ Any EED Early Education course(s)
- FCS+++ Any FCS Family and Consumer Science course(s)
- ITD+++ Any ITD Infant/Toddler Development course(s)

CONTACT: (602) 285.7651 and/or
PC-Liberal-Arts@phoenixcollege.edu

**Foundations of Early Childhood Education
Certificate of Completion — CCL 5054
18-19 Credits**

The Certificate of Completion (CCL) in Foundations of Early Childhood Education is designed to prepare students with foundational knowledge regarding the growth and development of the young child. Topics include cognitive and physical development of the young child, language acquisition, curriculum development, health and safety guidelines, business procedures, and family/community relationship building. This CCL is embedded (can be used to fulfill part of the requirements) in a second available CCL, Early Childhood Education. Both CCLs are embedded (can be used to fulfill requirements) in the Associate in Applied Science (AAS) in Early Childhood Education.

Program Notes: Students must earn a grade of C or better for all courses within the program. For some employment and field experiences (including internship courses), students will be required to have a current Identity Verified Print (IVP)

Fingerprint Clearance Card and a current TB vaccination.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 18-19 Credits

- CFS/ECH176 Child Development (3) OR
- CFS235 Developing Child: Theory into Practice, Prenatal to Age Eight (3) OR
- EED205 The Developing Child: Prenatal to Age Eight (3) 3
- EED200 Foundations of Early Childhood Education 3
- CFS/
ECH271 Arranging the Environment (1) AND
CFS282 Mainstreaming The Young Child with A Disability (1) AND
- ECH282 Discipline/Guidance of Child Groups (1) OR
- EED212 Guidance, Management and the Environment (3)..... 3
- CFS123 Health and Nutrition In Early Childhood Settings (1) AND
- CFS125 Safety in Early Childhood Settings (1) AND
- ECH280 Food Experiences With Young Children (1) OR
- EED215 Early Learning: Health, Safety, Nutrition and Fitness (3) 3
- CFS101AH Art Activities for the Young Child (1) AND
- ECH281 Movement/Music for the Young Child (1) OR
- ECH128 Early Learning: Play and the Arts (3) OR
- EED210 Creative and Cognitive Play + (3) 2-3
- EED222 Introduction to the Exceptional Young Child: Birth to Age Eight (3) OR
- EDU222 Introduction to the Exceptional Learner (3)..... 3

CFS/
 ECH284AA Early Childhood Teaching Internship +
 (1) OR
 EED260 Early Childhood Infant/Toddler
 Internship + (1) OR
 EED261 Early Childhood Preschool
 Internship + (1)..... 1

Restricted Electives: None.

General Electives: None.

Health Sciences

CONTACT: Ms. R. Helminski, Program Director:
 (602) 285.7295 or
 marty.minton@phoenixcollege.edu

**Basic Phlebotomy
 Certificate of Completion — CCL 5209N
 4 Credits**

The Certificate of Completion (CCL) in Basic Phlebotomy program is designed to prepare a person to obtain blood specimens by skin puncture and venipuncture in supervised labs. Students in the Basic Phlebotomy program will be in contact with potentially infectious blood, tissues, and body fluids. The Certificate of Completion (CCL) in Clinical Phlebotomy is also available. Upon satisfactory completion of the program, the students are eligible to take a national certification examination.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses within the program. This program does not contain a clinical component.

PHOENIX COLLEGE STUDENTS:
 Formal application and admission to the program is required. For further information, contact a Health Professions academic advisor or the Program Director.

GATEWAY COMMUNITY COLLEGE:
 GateWay Community College also offers a clock-based certificate in Phlebotomy:
<https://www.gatewaycc.edu/phlebotomy>

Admission Criteria: ALL STUDENTS:

High School diploma or GED.

Ability to fully participate in classroom and laboratory setting program activities.

PHOENIX COLLEGE STUDENTS:
 Formal application and admission to the program are required. Applications can be obtained from the Program Director, a Health Professions Advisor, or from the Phoenix College website.

**GATEWAY COMMUNITY COLLEGE
 STUDENTS:**

For program Admission information on the clock-based certificate in Basic Phlebotomy visit:
www.gatewaycc.edu/phlebotomy

Program Prerequisites: None.

Required Courses: 4 Credits
 PLB109 Phlebotomy: Basic Skills +.....2
 PLB111 Specimen Processing and Advanced
 Techniques in Phlebotomy
 Procedures +.....2

Restricted Electives: None.

CONTACT: (602) 285.7295 or
 marty.minton@phoenixcollege.edu

**Clinical Medical Assisting
 Certificate of Completion — CCL 5291
 37-40 Credits**

The Certificate of Completion (CCL) in Clinical Medical Assisting provides education and training for employment as Medical Assistants. Medical assistants are integral members of the administrative and clinical healthcare team in various healthcare settings. Medical assistants act as liaisons between the healthcare providers and patients, and are of vital importance to the success

of the medical practice. Upon successful completion of the program, students are eligible to take the national certification exam. An Associate in Applied Science (AAS) in Medical Assisting and a Certificate of Completion (CCL) in Medical Administrative Assisting are also available.

Program Notes: Per programmatic accreditation requirements, students must pass all the psychomotor and affective skills contained within each course in order to successfully complete the course. Students cannot repeat a course more than once. Students must earn a grade of C or better for all courses required within the program.

Admission Criteria: Formal application and admission to the program is required. Students must be at least 18 years of age to apply for admission. Must be a high school graduate or equivalent. Completion of the Certificate of Completion (CCL) in Medical Administrative Assisting (5295). Submit current CPR/BLS Provider card (American Heart Association approved) and maintain current status throughout the practicum(s). Complete and submit the Allied Health Student Health and Safety Documentation Checklist, with included documentation, signed by a licensed healthcare provider.

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. Students must maintain current fingerprint clearance throughout the practicum(s). Upon conditional program admission, the student must comply with all requirements of the current MCCCDCD background check policy.

Program Prerequisites: None.

Required Courses: 37-40 Credits

BIO160	Introduction to Human Anatomy and Physiology.....	4
CRE101	College Critical Reading and Critical Thinking + (3) OR Equivalent as indicated by assessment (0).....	0-3
ENG101	First-Year Composition + (3) OR	
ENG107	First-Year Composition for ESL + (3).....	3
MAT114	College Algebra Prep	4
MAS200	Medical Conversions and Calculations for Medical Assisting +.....	2
MAS201	Fundamentals of Clinical Medical Assisting +	6
MAS202	Laboratory Testing in Ambulatory Healthcare Settings +.....	6
MAS203	Medical Assisting Pharmacology +.....	6
MAS204	Clinical Medical Assisting Practicum +	4
MAS205	Medical Assisting Program Review +..	2

CONTACT: Ms. R. Helminski, Program Director:
(602) 285.7295 or
marty.minton@phoenixcollege.edu

Clinical Phlebotomy

**Certificate of Completion — CCL 5279N
7 Credits**

The Certificate of Completion (CCL) in Clinical Phlebotomy program is designed to prepare a person to obtain blood specimens by skin puncture and venipuncture in supervised labs and clinical settings. Students in the Clinical Phlebotomy program will be in contact with potentially infectious blood, tissues, and body fluids. Upon satisfactory completion of the program, the students are eligible to take a national certification examination. A Certificate of Completion (CCL) in Basic Phlebotomy is also available.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses within the program. Students must complete 120 hours in a clinical setting.

PHOENIX COLLEGE STUDENTS:

Formal application and admission to the program is required. For further information, contact a Health Professions academic advisor or the Program Director.

GATEWAY COMMUNITY COLLEGE:

GateWay Community College also offers a clock-based certificate in Phlebotomy:
<https://www.gatewaycc.edu/phlebotomy>

Admission Criteria: ALL STUDENTS: High School diploma or GED. 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 practicum(s). Proof of current immunization: Measles, Mumps, and Rubella (MMR), Tuberculosis skin test (TB), Varicella, Tetanus/Diphtheria (Td), and Hepatitis B (HEB) vaccine, and COVID-19 vaccination and/or booster. Maintain compliance in immunization tracker and clinical compliance trackers. Complete and submit the required proof of immunity and health declaration form signed by a licensed healthcare provider. Submit to a drug screening and demonstrate negative results.

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 MCCCDC background check policy.

PHOENIX COLLEGE STUDENTS:

Formal application and admission to the program are required. Applications can be obtained from the Program Director, a Health Professions Advisor, or from the Phoenix College web site.

GATEWAY COMMUNITY COLLEGE STUDENTS:

For program Admission information on the clock-based certificate in Phlebotomy visit:
www.gatewaycc.edu/phlebotomy

Program Prerequisites: None.

Required Courses: 7 Credits

PLB109	Phlebotomy: Basic Skills +.....	2
PLB111	Specimen Processing and Advanced Techniques in Phlebotomy Procedures +.....	2
PLB122	Practicum: Phlebotomy and Specimen Processing +.....	3

Restricted Electives: None.

CONTACT: Mr. G. Trainor, Program Director:
 (602) 285.7125

**Community Health Paramedicine Certificate of Completion — CCL 5017N
 8 Credits**

The Certificate of Completion (CCL) in Community Health Paramedicine is designed to provide the knowledge, skills and ability to synthesize standard of care and expanded scope of practice with comprehensive assessment, diagnostic technology, patient advocacy, ethical and professional behaviors, to practice patient-centered evidence-based paramedicine in the community setting. This certificate prepares students for a community health paramedic credential.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses required within the program.

Admission Criteria: Current state Paramedic certification.

Program Prerequisites: None.

Required Courses: 8 Credits

PME291 Community Health Paramedicine..... 8

Restricted Electives: None.**CONTACT:** Mr. G. Trainor, Program Director:
(602) 285.7125**Critical Care Paramedicine
Certificate of Completion — CCL 5003N****8 Credits**

The Certificate of Completion (CCL) in Critical Care Paramedicine is designed to provide the knowledge, skills and ability to synthesize standard of care and expanded scope of practice with comprehensive assessment, diagnostic technology, patient advocacy, ethical and professional behaviors, to practice patient-centered evidence-based paramedicine in the clinical, out-of-hospital, and inter-facility transport settings. This certificate prepares students for a critical care paramedic credential.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses required within the program.

Admission Criteria: Current state Paramedic certification.

Program Prerequisites: None.

Required Courses: 8 Credits

PME292 Critical Care Paramedicine..... 8

Restricted Electives: None.**CONTACT:** Ms. K. Deela, Program Director:
(602) 285.7324**Dental Assisting
Associate in Applied Science — AAS 3055****60-60.5 Credits**

The Associate in Applied Science (AAS) in Dental Assisting prepares students to work collaboratively in a dental setting or transfer to a healthcare related

four-year program. Students will be able to assist the dental team in a broad scope of dental procedures, perform office management functions, and provide patient support. A Certificate of Completion (CCL) is also available.

Graduates are eligible to take the Dental Assisting National Board Certification Exams to earn the Certified Dental Assistant (CDA®) credential. Additionally, students are prepared for the required Arizona Radiologic Proficiency Certificate (AZRC) and the Arizona Coronal Polishing Certificate (AZCP).

Dental assisting professionals meeting admissions guidelines may be eligible to participate in an Expanded Functions Dental Assisting (EFDA) program in Arizona.

This full-time Dental Assisting program is accredited by the Commission on Dental Accreditation of the American Dental Association (211 E. Chicago Ave., Suite 1900, Chicago, IL 60611-2637; (312) 440-4653).

Program Notes: This is a full-time program and requires approximately 40 hours per week for classroom, clinical, and homework. Students must earn a grade of C or better for all courses within the program.

Admission Criteria: High school diploma or GED equivalency is required. Completion of Program Prerequisites with a C or better. Acknowledgement of ability to fully participate in classroom, laboratory, or clinical setting program activities. Formal application with unofficial transcripts and admission to the program is required. After acceptance into the program, the following are required: Arizona Department of Public Safety Level One Fingerprint Clearance Card.

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 the Arizona Department of Public Safety Level One Fingerprint

Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCDCD background check policy. Health and Immunity Declaration Form signed by a licensed healthcare provider. Submit to a drug screening and demonstrate negative results.
Current CPR card for Healthcare Providers and maintain current status throughout the program. Full compliance with the Maricopa Community Colleges Allied Health Program Students Policies.

Program Prerequisites: 0-17.5 Credits
The credit hour range is subject to change depending on the student’s educational experiences.

Program Prerequisites may be waived for students who have completed an Associate in Applied Science degree or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by Maricopa Community College District and with permission of the Program Director.

- BIO160 Introduction to Human Anatomy and Physiology (4) OR
- BIO201 Human Anatomy and Physiology + (4) OR
- BIO201XTHuman Anatomy and Physiology I (4) AND
- BIO202 Human Anatomy and Physiology II (4).....4-8

Any approved general education course in the Oral Communication area 3
Recommend COM110 Interpersonal Communication or COM230 Small Group Communication.

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

- ENG101 First-Year Composition + (3) OR
- ENG107 First-Year Composition for ESL + (3). 3
- EMT101 Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers (0.5) OR

Current approved CPR certification at the Health Care Provider level (0).....0-0.5

- Required Courses:** 28 Credits
- DAE112 Dental Assisting I +7
 - DAE124 Dental Radiography +2
 - DAE131 Dental Radiography Laboratory +2
 - DAE140 Dental Issues Seminar +1
 - DAE156 Dental Assisting II +7
 - DAE212 Dental Assisting III +2
 - DAE224 General Clinical Practice +1
 - DAE225 Pediatric Clinical Practice +1
 - DAE226 Periodontal Clinical Practice +1
 - DAE227 Orthodontic Clinical Practice +1
 - DAE228 Oral and Maxillofacial Surgery
Clinical Practice + 1
 - DAE256 Dental Assisting IV +2

Restricted Electives: None.

General Electives: 0-10 Credits
Select additional courses 100-level or higher to complete a minimum of 60 semester credits. Consult with the Program Director or an Academic Advisor.

General Education: 12-28 Credits
CORE: 6-18 Credits

- First-Year Composition:**
- ENG101 First-Year Composition + (3) OR
 - ENG107 First-Year Composition for ESL + (3) OR
 - Met by ENG101 or ENG107 in Program Prerequisites area. (0) 0-3
 - ENG102 First-Year Composition + (3) OR
 - ENG108 First-Year Composition for ESL + (3)..3

Oral Communication:
Any approved general education course in the Oral Communication area (3) OR
Met by Oral Communication course in the Program Prerequisites area. (0) 0-3
Recommend COM110 Interpersonal Communication or COM230 Small Group Communication.

Critical Reading:

CRE101 College Critical Reading and Critical Thinking + (3) OR
 Equivalent as indicated by assessment (0) OR
 Met by CRE101 or equivalent in Program
 Prerequisites area. (0) 0-3

Mathematics:

Any approved general education course from the Mathematics area3-6

Recommend the following for students seeking university transfer:

- MAT140 College Mathematics + (5) OR
- MAT141 College Mathematics + (4) OR
- MAT142 College Mathematics + (3) OR
- MAT145 College Mathematics with Review (5) OR
- MAT146 College Mathematics with Review (6)3-6

DISTRIBUTION: 6-10 Credits

Humanities, Arts and Design:

Any approved general education course from the Humanities, Arts and Design area 3
 For students seeking university transfer, recommend selecting a course that meets both Humanities, Arts and Design [HU] designation and meets an Awareness area (Cultural Diversity [C] and/or Global Awareness [G]/Historical Awareness [H]).

Social-Behavioral Sciences:

- PSY101 Introduction to Psychology (3) OR
- SOC101 Introduction to Sociology (3) 3

Natural Sciences:

Any approved general education course from the Natural Sciences area (4) OR
 Met by BIO160, BIO201, BIO201XT, or BIO202 in Program Prerequisites area. (0).....0-4

CONTACT: Ms. K. Deela, Program Director:
 (602) 285.7324

Dental Assisting

Certificate of Completion — CCL 5483

28-45.5 Credits

The Certificate of Completion (CCL) in Dental Assisting prepares students to work collaboratively in a dental setting or transfer to a healthcare related four-year program. Students will be able to assist

the dental team in a broad scope of dental procedures, perform office management functions, and provide patient support. An Associate in Applied Science (AAS) is also available. Students that meet the CCL requirements in the program may proceed to earn their AAS degree. Graduates are eligible to take the Dental Assisting National Board Certification Exams to earn the Certified Dental Assistant (CDA®) credential. Additionally, students are prepared for the required Arizona Radiologic Proficiency Certificate (AZRC) and the Arizona Coronal Polishing Certificate (AZCP).

Dental assisting professionals meeting admissions guidelines may be eligible to participate in an Expanded Functions Dental Assisting (EFDA) program in Arizona. This full-time Dental Assisting program is accredited by the Commission on Dental Accreditation of the American Dental Association (211 E. Chicago Ave., Suite 1900, Chicago, IL 60611- 2637; (312) 440-4653).

Program Notes: This is a full-time program and requires approximately 40 hours per week for classroom, clinical, and homework. Students must earn a grade of C or better for all courses within the program. + indicates course has prerequisites and/or corequisites.

Admission Criteria: High school diploma or GED equivalency is required. Completion of Program Prerequisites with a C or better. Acknowledgement of ability to fully participate in classroom, laboratory, or clinical setting program activities. Formal application with unofficial transcripts and admission to the program is required. After acceptance into the program, the following are required: Arizona Department of Public Safety Level One Fingerprint Clearance Card

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 the Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all

requirements of the current MCCCDC background check policy. Health and Immunity Declaration Form signed by a licensed healthcare provider. Submit to a drug screening and demonstrate negative results. Current CPR card for Healthcare Providers and maintain current status throughout the program.

Program Prerequisites: 0-17.5 Credits

The credit hour range is subject to change depending on the student’s educational experiences.

Program Prerequisites may be waived for students who have completed an Associate in Applied Science degree or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by Maricopa Community College District and with permission of the Program Director.

- BIO160 Introduction to Human Anatomy and Physiology (4) OR
- BIO201 Human Anatomy and Physiology + (4) OR
- BIO201XTHuman Anatomy and Physiology I (4) AND
- BIO202 Human Anatomy and Physiology II (4).....4-8

Any approved general education course in the Oral Communication area 3

Recommend COM110 Interpersonal Communication or COM230 Small Group Communication.

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

- ENG101 First-Year Composition + (3) OR
- ENG107 First-Year Composition for ESL + (3). 3
- EMT101 Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers (0.5) OR

Current approved CPR certification at the Health Care Provider level (0) 0-0.5

Required Courses: 28 Credits

- DAE112 Dental Assisting I +7
- DAE124 Dental Radiography +2
- DAE131 Dental Radiography Laboratory +2
- DAE140 Dental Issues Seminar +1
- DAE156 Dental Assisting II +7
- DAE212 Dental Assisting III +2
- DAE224 General Clinical Practice +1
- DAE225 Pediatric Clinical Practice +1
- DAE226 Periodontal Clinical Practice +1
- DAE227 Orthodontic Clinical Practice +1
- DAE228 Oral and Maxillofacial Surgery Clinical Practice + 1
- DAE256 Dental Assisting IV +2

Restricted Electives: None.

CONTACT: Ms. R. Query, Program Director: (602) 285.7611

Dental Hygiene

**Associate in Applied Science — AAS 3831
96-115.5 Credits**

Note: This program requires a G.P.A. of 3.25.

The Associate in Applied Science (AAS) in Dental Hygiene degree prepares students to become primary care oral health professionals. A licensed dental hygienist may provide education, assessment, diagnostic, preventive and therapeutic services, research, and administrative services that support overall health through the promotion of optimal oral health. Hygienists may be employed in general or specialty dental practice in private or public healthcare settings. The program also prepares students for university transfer.

The dental hygiene program offers a rigorous, intensive, science-based curriculum. Students will provide services in clinical settings and will develop a commitment to the community through offsite educational and enrichment experiences serving diverse populations. Successful students will develop and demonstrate critical thinking, as well as ethical and professional behaviors required by the field.

Applicants should possess hand-eye coordination, manual dexterity, attention to detail, and the ability to persevere through a rigorous academic and clinical full-time program workload. Students in an MCCCDC Dental Hygiene program will be exposed to bloodborne pathogens 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.

The Commission on Dental Accreditation of the American Dental Association (211 E. Chicago Ave., Suite 1900, Chicago, IL 60611-2637; (312) 440-4653) grants accreditation to the Phoenix College, Rio Salado College, and Mesa Community College programs. The Commission is a specialized accrediting body recognized by the United States Department of Education. Graduates are eligible for board examinations and licensure in all fifty states.

Program Notes: Students must earn a grade of C or better in all courses in the program. Students must complete the Basic Science courses with a GPA of 3.5 or better and General Education courses with a GPA of 3.25 or better as indicated in the Program Prerequisites. Basic Science courses must have been completed within the last five years upon application submission or as determined by the Dental Health Professions Instructional Council. Students must earn a grade of 75% or better in the Required Courses area within the core program. Students should consult with an advisor prior to applying to the program.

For students pursuing a Concurrent Enrollment Program (CEP) or to complete an AGECA: MHL155 and PHI213 are recommended for the Humanities, Arts and Design area for a total of 6 credits in this area. COM225 with the [L] designation is recommended for the Oral Communication area. PSY101 and SOC101 are recommended for the Social-Behavioral Sciences area. MAT140 or MAT141 or MAT142, MAT145 or MAT146 or higher level is required for the

Mathematics area. An additional course, MAT206 or PSY230 or PSY230WL, is required to meet the Computer/Statistics area.

Note: Total credits to obtain a Bachelor of Science degree in Dental Hygiene through NAU as part of the CEP program are 124-129. Some of the courses listed in the prerequisites area are for students pursuing the CEP, and thus are not counted as part of the AAS total program credits.

Admission Criteria: High school diploma or GED equivalency is required. Completion of program prerequisites. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Acknowledgement of ability to fully participate in classroom, laboratory, or clinical setting program activities. Formal application and acceptance to the program is required.

After being placed in the program, the following are required: Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Upon conditional program admission, the student must comply with all requirements of the current MCCCDC background check policy. 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. Submit current CPR card for Health Care Provider and maintain current status throughout the program.

Program Prerequisites: 38–57.5 Credits
The credit hour range is subject to change depending on the student's educational experiences.

BIO156 Introductory Biology for Allied Health + (4) OR

BIO181 General Biology (Majors) I + (4) OR
One (1) year of high school Biology 0-4

HCC/
RES109 CPR for Health Care
Provider (0.5) OR
Current CPR certification at the health care
provider Professional rescuer level.....0-0.5

Students must complete the following Basic
Science courses with a GPA of 3.50.

BIO201 Human Anatomy and Physiology I + .. 4
BIO202 Human Anatomy and Physiology II + . 4
BIO205 Microbiology +.....0-0.5

CHM130 Fundamental Chemistry + (3) AND
CHM130LLFundamental Chemistry Laboratory +
(1) 4 OR

CHM130AAFundamental Chemistry with Lab +
(4) OR

CHM151 General Chemistry I +(3) AND
CHM151LLGeneral Chemistry I Laboratory + (1)
4 OR

CHM151AAGeneral Chemistry I with Lab + (4)
OR

CHM152 General Chemistry II + (3) AND
CHM152LLGeneral Chemistry II Laboratory + (1)
4 OR

CHM152AAGeneral Chemistry II + (4) OR
CHM230 Fundamental Organic Chemistry + (3)
AND

CHM230LLFundamental Organic Chemistry
Laboratory + (1) 4 OR

CHM230AAFundamental Organic Chemistry with
Lab + (4) OR

CHM235 General Organic Chemistry I + (3)
AND

CHM235LLGeneral Organic Chemistry I
Laboratory + (1) 4 OR

CHM235AAGeneral Organic Chemistry I with Lab
+ (4) OR

CHM236 General Organic Chemistry IIA + (3)
AND

CHM236LLGeneral Organic Chemistry IIA
Laboratory + (1) 4 OR

CHM236AAGeneral Organic Chemistry IIA with
Lab + (4) 4

Students who have completed CHM138 and
CHM138LL prior to Fall 2019 have fulfilled the
CHM requirement for acceptance into the MCCCD
Dental Hygiene program. CHM138 and

CHM138LL completed Fall of 2019 or after, will
no longer meet the MCCCD Dental Hygiene
Application Admissions requirement as this class is
being phased out. Please note that CHM130 is
required for participation in the CEP program
through NAU.

Students must complete the following General
Education courses with a 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

COM225 is recommended for students pursuing a
CEP or to complete the AGEC-A to meet the Oral
Communication and the Literacy [L] designation.

MAT112 Mathematical Concepts and
Applications + (3) OR

MAT140 College Mathematics (5) + OR

MAT141 College Mathematics (4) + OR

MAT142 College Mathematics (3) + OR

MAT145 College Mathematics with Review (5) +
OR

MAT146 College Mathematics with Review (6) +
OR

satisfactory completion of higher-level
Mathematics course 3-6

MAT140 or MAT141 or MAT142 or MAT145 or

MAT146 or Higher course in the Mathematical

Applications [MA] area is required for students

pursuing a CEP or to complete the AGEC-A.

MAT206 Elements of Statistics + (3) OR

PSY230 Introduction to Statistics + (3) OR

PSY230WLIntroduction to Statistics

with Lab + (4) 0-4

MAT206 or PSY230 or PSY230WL is required for
students pursuing a CEP or baccalaureate degree to
meet the [CS] designation.

Any SOC+++ meeting the Social-Behavioral
Sciences [SB] designation.....3

Any PSY+++ meeting the Social-Behavioral Sciences [SB] designation 3
 For students pursuing a CEP or a baccalaureate and selecting PSY230 or PSY230WL to meet the [CS] designation, complete PSY101 to meet the [SB] designation and to fulfill the prerequisite for PSY230 or PSY230WL.

CRE101 College Critical Reading and Critical Thinking + (3) OR
 Equivalent as indicated by assessment.....0-3
 Students who are exempt from CRE101 must complete a course with an [L] designation if pursuing a CEP or to complete the AGECA.

Any approved general education course from the Humanities, Arts and Design area 3-6
 MHL155 and PHI213 for a total of 6 credits are recommended for the Humanities, Arts and Design area for students pursuing a CEP or to complete the AGECA.

FYE101 Introduction to College, Career and Personal Success (1) OR
 FYE103 Exploration of College, Career and Personal Success (3)..... 1-3

Required Courses: 58 Credits

DHE110	Pharmacology +.....	3
DHE112	Oral Pathology +	3
DHE115	Emergency Medicine +	2
DHE117	Dental Radiography +	2
DHE119	Head and Neck Anatomy +	3
DHE120	Pre-Clinical Dental Hygiene +	6
DHE121	Dental Anatomy, Embryology and Histology +	2
DHE125	Dental Radiography Laboratory +.....	1
DHE127	Prevention of Dental Disease +.....	3
DHE132	Dental Hygiene Theory I +	3
DHE133	Dental Hygiene Clinic I +	3
DHE201	Dental Materials +.....	2
DHE202	Dental Materials Laboratory +.....	1
DHE212	Dental Hygiene Theory II +	2
DHE213	Dental Hygiene Clinic II +.....	5
DHE219	Practice Management +.....	2
DHE225	Periodontics +.....	3
DHE227	Dental Anesthesia +	2
DHE229	Community Oral Health +.....	3
DHE232	Dental Hygiene Theory III +.....	2

DHE233 Dental Hygiene Clinic III +.....5

Restricted Electives: None.

General Electives: None.

General Education: 0 Credits

CORE: 0 Credits

First-Year Composition:

Met by (ENG101 or ENG107) and (ENG102 or ENG108) in the Program Prerequisites area. +0

Oral Communication:

Met by COM100 or COM110 or COM225 or COM230 in Program Prerequisites area.
 COM225 with the [L] Literacy tag is recommended for students pursuing a CEP or to complete the AGECA.....0

Critical Reading:

Met by CRE101 or equivalent as indicated by assessment in Program Prerequisites area0

Mathematics:

Met by MAT112 if only completing the AAS or met by MAT140 or MAT141 or MAT142 or MAT145 or MAT146 or Higher course in the Mathematical Applications [MA] area if pursuing a CEP or an AGECA0

DISTRIBUTION: 0 Credits

Humanities, Arts and Design:

Met by any approved general education course from the Humanities, Arts and Design area in Program Prerequisites. MHL155 and PHI213 are recommended for the Humanities, Arts and Design area for students pursuing a CEP or to complete the AGECA0

Social-Behavioral Sciences:

Met by PSY+++ and SOC+++ in the Program Prerequisites area 0

Natural Sciences:

Met by BIO201 in the Program Prerequisites area.0

CONTACT: Mr. O. Alcorido, Program Director:
(602) 285.7125

**Emergency Medical Technology
Certificate of Completion — CCL 5643N
13 Credits**

The Certificate of Completion (CCL) in Emergency Medical Technology Preparation curriculum provides the student with the necessary knowledge and skills in accordance with the National EMS Scope of Practice published by National Highway Traffic Safety Administration (NHTSA) and the Arizona Department of Health Services. Successful completion of the curriculum and upon licensure, the candidate can seek employment with ambulance service companies, first responder agencies, fire departments, and hospitals as an Emergency Medical Technician (EMT). Emphasis is on the fundamental principles and skills required to provide emergency medical care for the ill or injured. The primary focus of an EMT is to respond to, assess and triage emergent, urgent, and non-urgent requests for medical care, apply basic knowledge and skills necessary to provide patient care and medical transportation to/from an emergency or health care facility.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses within the program. EMT104 requires students to complete additional hours in a competency-based clinical, vehicular, and/or scenario-based experience. Depending on the college, this may be completed through EMT/FSC104AB or program director-approved rotation.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 13 Credits

Students who have current validation in Basic Life Support (BLS) are required to receive credit by evaluation.

EMT101 Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers (0.5) OR
Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer (0) AND
Credit By Evaluation (0.5).....0.5

EMT
/FSC104AB Applied Practical Studies for
Emergency Medical Technology +0.5
EMT104 Emergency Medical Technology +10
EMT104LLEmergency Medical Technology
Practicum +2

Restricted Electives: None.

CONTACT: Mr. O. Alcorido, Program Director:
(602) 285.7125

**Emergency Medical Technology Comprehensive
Certificate of Completion — CCL 5058
16-17 Credits**

The Certificate of Completion (CCL) in Emergency Medical Technology Comprehensive curriculum provides the student with the necessary knowledge and skills in accordance with the National EMS Scope of Practice published by National Highway Traffic Safety Administration (NHTSA) and the Arizona Department of Health Services. This certificate provides students with the expanded knowledge and skills for pre-hospital settings. Successful completion of the curriculum and upon licensure, the candidate can seek employment with ambulance service companies, first responder agencies, fire departments, and hospitals as an Emergency Medical Technician (EMT). Emphasis is on the fundamental principles and skills required to provide emergency medical care for the ill or injured. The primary focus of an EMT is to respond to, assess and triage emergent, urgent, and non-urgent requests for medical care, apply basic knowledge and skills necessary to

provide patient care and medical transportation to/from an emergency or health care facility.

Program Notes: Students must earn a grade of C or better in all courses within the program. EMT104 requires students to complete additional hours in a competency-based clinical, vehicular, and/or scenario-based experience. Depending on the college, this may be completed through EMT/FSC104AB or program director-approved rotation.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 13 Credits

Students who have current validation in Basic Life Support (BLS) are required to receive credit by evaluation.

EMT101 Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers (0.5) OR
 Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer (0)
 AND
 Credit By Evaluation (0.5) 0.5

EMT/FSC104AB Applied Practical Studies for Emergency Medical Technology + ... 0.5
 EMT104 Emergency Medical Technology + 10
 EMT104LLEmergency Medical Technology Practicum + 2

Restricted Electives: 3-4 Credits

AJS/
 EMT/
 FSC258 Victimology and Crisis Management in Public Safety..... 3
 BIO156 Introductory Biology for Allied Health + 4
 HCC145 Medical Terminology for Health Care Professionals 3
 PME190 Introduction to ECG Rhythm Analysis and Interpretation for EMS Professionals..... 3
 PME191 Introduction to Pharmacology for EMS Professionals 3

SWU258 Victimology and Crisis, a Social Services Perspective3

CONTACT: Ms. S. Celaya, Program Director:
<https://www.phoenixcollege.edu/business>

Health Information: Long Term Care Settings Certificate of Completion — CCL 5324 30-37 Credits

The Certificate of Completion (CCL) in Health Information: Long Term Care Settings program prepares individuals for entry-level health information processing positions in long term, home health, and hospice facilities. Students will perform such duties as collecting, analyzing, assembling, releasing, coding, and reporting patient information in both paper and electronic record systems.

Program Notes: Students must earn a grade of C or better in all courses required within the program. The following courses must be completed within five (5) years of the Required Course(s) for which they are Prerequisite requirements: BIO156 or BIO156XT, BIO181 or BIO181XT, BIO201 or BIO201XT, BPC110, and HCC145.

Students must be willing to undergo a background check performed by the MCCC approved vendor. (Students who are unsure of their background status may take a preliminary background check at their own expense before entering the program, results not sent to the college.)

Admission Criteria: Current English assessment reflecting eligibility for ENG101, ENG107, or permission of Program Director. A grade of C or better in RDG100, or RDG100LL, or higher, or eligibility for CRE101. One year of high school or one semester of college-level biology and chemistry is strongly recommended. High school diploma, or GED, or equivalent. Ability to fully participate in classroom, laboratory settings, if

applicable. Formal application and admission to the Program are required. Applications can be obtained from advisement or College website.

Program Prerequisites: None.

Required Courses: 30 Credits

BIO201	Human Anatomy and Physiology I + (4) OR	
BIO201XT	Human Anatomy and Physiology I + (4).....	4
BIO202	Human Anatomy and Physiology II + .	4
BPC110	Computer Usage and Applications.....	3
HCC145	Medical Terminology for Health Care Professionals	3
HIM103	Long Term Care Delivery +.....	4
HIM106	Legal and Ethical Aspects of Health Information Management +.....	3
HIM183	Diagnostic Coding in Long Term Care Settings +	4
HIM200	Human Pathophysiology and Pharmacology for Health Information Management (HIM) Professionals +....	3
HIM205	Managing Health Information in Long Term Care Settings +.....	2

Restricted Electives: 0-7 Credits

Students may need to complete the following coursework for entry into BIO201++ if they have not completed one year of high school biology and are not eligible for CRE101.

Permission of Program Director (0) OR	
BIO156	Introductory Biology for Allied Health + (4) OR
BIO156XT	Introductory Biology for Allied Health + (4) OR
BIO181	General Biology (Majors) I + (4) OR
BIO181XT	General Biology (Majors) I + (4) OR
One year of high school Biology (0) 0-4	
RDG100	Successful College Reading (3) OR
RDG100LL	Disciplinary Literacy Lab (1) OR
Eligibility for CRE101 College Critical Reading and Critical Thinking (0)0-3	

CONTACT: Ms. S. Celaya, Program Director:
<https://www.phoenixcollege.edu/business>

**Health Information Technology
 Associate in Applied Science — AAS 3324
 72-77 Credits**

The Associate in Applied Science (AAS) in Health Information Technology prepares students to meet the increasing demands for formally trained health information management professionals in healthcare agencies such as clinics, hospitals, long-term care facilities, home health agencies, state health departments, and other organizations. Health information technicians are trained in the domains of health informatics, revenue cycle management, data analytics, and information governance. Certificates of Completion (CCL) in Medical Billing and Coding: Physician-Based, Medical Coding: Hospital-Based, or Health Information: Long Term Care Settings are also available.

Graduates are eligible to apply to take the examination of the American Health Information Management Association for the Registered Health Information Technician (RHIT) designation.

Program Notes: Students must earn a grade of C or better in all courses required within the program. Students in this program participate in mandatory professional practice placements in health care settings. Students must be willing to undergo a background check performed by the MCCC approved vendor. (Students who are unsure of their background status may take a preliminary background check at their own expense before entering the program, results of which will not be sent to the college.)

The following Prerequisite courses must be completed within five (5) years of the Required Course(s) for which they are requisite requirements: BIO201, BIO202, BPC110, HCC145, HCC164, HCC204, and HIM200.

Admission Criteria: High school diploma, OR GED equivalent. Formal application and admission to the Health Information Technology program is required. Ability to participate fully in classroom, laboratory settings, if applicable. Applications available from advisement or the College website.

Background Check Requirements

Program applications will not be accepted without a copy of the Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCDCD background check policy.

Program Prerequisites: None.

Required Courses: 43-45 Credits

BIO156	Introductory Biology for Allied Health + (4) OR	
BIO181	General Biology (Majors) I + (4)	4
BIO201	Human Anatomy and Physiology I +...	4
BIO202	Human Anatomy and Physiology II + .	4
BPC110	Computer Usage and Applications	3
FYE101	Introduction to College, Career and Personal Success (1) OR	
FYE103	Exploration of College, Career and Personal Success (3)	1-3
HCC145	Medical Terminology for Health Care Professionals	3
HIM101	Introduction to Health Information Management +	3
HIM106	Legal and Ethical Aspects of Health Information Management +	3
HIM160	Health Data and Content +	2
HIM180	Introduction to Medical Billing and Reimbursement +	2
HIM200	Human Pathophysiology and Pharmacology for Health Information Management (HIM) Professionals +....	3
HIM203	Healthcare Statistics and Data Analytics +	3
HIM207	Health Information Organizational Resource Management +	3
HIM208	ICD-CM Diagnostic Coding +	2

HIM219	Health Information Management Systems +	3
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Restricted Electives: 11 Credits

Students must select one (1) of the following specializations:

Specialization 1: Health Data Management (11 credits)

CIS114DE	Excel Spreadsheet	3
HIM209	Procedural Coding Systems for Non-Coders +	3
HIM225	Health Data Analytics +	3
HIM231	Health Data Management Seminar +...	1
HIM232	Health Data Management Professional Practice +	1

Specialization 2: Revenue Cycle Management (11 credits)

HIM210	ICD-PCS Coding and ICD Applications +	2
HIM211	Advanced Applications of Coding and Reimbursement +	4
HIM213	CPT and HCPCS Coding +	3
HIM233	Revenue Cycle Management Seminar +	1
HIM234	Revenue Cycle Data Management Professional Practice +	1

General Education Requirements: 18-21 Credits

CORE: 12-15 Credits

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)	
	OR	
ENG111	Technical and Professional Writing + (3)	6

Oral Communication:

COM100	Introduction to Human Communication (3) OR	
COM110	Interpersonal Communication (3) OR	
COM225	Public Speaking + (3) OR	
COM230	Small Group Communication (3)	3

Critical Reading:

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

Mathematics:

MAT112 Mathematical Concepts and Applications + 3

DISTRIBUTION: 6 Credits

Humanities, Arts and Design:

Any approved general education course from the Humanities, Arts and Design area 3

Social-Behavioral Sciences:

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

Natural Sciences:

Met by BIO156+ or BIO181+ in the Required Courses area 0

CONTACT: Ms. M. Hagan, Program Director:

(602) 285.7295 or
 marty.minton@phoenixcollege.edu

Histologic Technology

Associate in Applied Science — AAS 3021

61-72 Credits

The Associate in Applied Science (AAS) in Histologic Technology program prepares students to provide clinical support to pathologists and researchers through application of technical expertise in processing body tissues for microscopic examination, frozen section assistance, embedding techniques, microtomy, and special staining techniques. Students in the Histologic Technology program will be in contact with potentially infectious blood, tissues, and body fluids. A Certificate of Completion (CCL) in Histologic Technology is also available.

Program Notes: Students must earn a grade of C or better in all courses required within the program. Completion of Anatomy and Physiology, Biology, Chemistry and Mathematics courses within the last eight (8) years is required.

Admission Criteria: High school diploma or GED. Completion of Program Prerequisites. Proof of current immunization: Measles, Mumps, and Rubella (MMR), tuberculosis skin test (TB), varicella, tetanus, diphtheria, and Hepatitis B vaccine (HEB) and Seasonal Flu vaccine. Submit current CPR card for Health Care Provider and maintain current status throughout the practicum(s). Complete and submit the health declaration form signed by a licensed health care provider. Submit to a drug screening and demonstrate negative results. Ability to fully participate in classroom, laboratory, or clinical setting program activities. A formal application and admission or readmission to the Histologic Technology program is required. Application to the Histologic Technology program can be obtained from a Health Professions Advisor, the Program Director, or via the Phoenix College Health Professions, Fitness and Wellness Web site.

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 MCCCD background check policy.

Program Prerequisites: 34-43 Credits

The credit hour range is subject to change depending on the student's educational experience.

OPTION 1: 34-39 Credits

Option 1 is available for the student who has two or more years of documented work experience in a hospital or reference laboratory.

General Education: 22-27 Credits

CORE: 12-17 Credits

First-Year Composition:

Any approved general education courses in the First-Year Composition area. + 6

Oral Communication:

Any approved general education course in the Oral Communication area. + 3

Critical Reading:

CRE101 College Critical Reading and Critical Thinking + (3) OR

Equivalent as indicated by assessment (0) 0-3

Mathematics:

MAT140 College Mathematics + (5) OR

MAT141 College Mathematics + (4) OR

MAT142 College Mathematics + (3) OR

Satisfactory completion of a higher-level mathematics course 3-5

MAT courses must be completed within eight (8) years prior to admission or readmission to the Histologic Program.

DISTRIBUTION: 10 Credits

Humanities, Arts and Design:

Any approved general education course in the Humanities, Arts and Design area 3

Natural Sciences:

BIO156 Introductory Biology for Allied Health + (4) OR

BIO181 General Biology (Majors) I + (4) OR

Equivalent course 4

Social-Behavioral Sciences:

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

Students must have completed the following BIO and CHM courses within eight (8) years prior to admission or readmission to the Histologic Program:

BIO201 Human Anatomy and Physiology I + (4) AND

BIO202 Human Anatomy and Physiology II + (4) OR

Equivalent courses 8

CHM130 Fundamental Chemistry + (3) AND

CHM130LL Fundamental Chemistry Laboratory + (1) OR

Equivalent courses OR

Completion of higher-level Chemistry courses. ... 4 OR

OPTION 2: 38-43 Credits

HCC130 Fundamentals in Health Care Delivery (3) OR

HCC130AA Health Care Today (0.5) AND

HCC130AB Workplace Behaviors in Health Care (0.5) AND

HCC130AC Personal Wellness and Safety (0.5) AND

HCC130AD Communication and Teamwork in Health Care Organizations (0.5) AND

HCC130AE Legal Issues in Health Care (0.5) AND

HCC130AF Decision Making in the Health Care Setting (0.5) 3

HCC145AA Medical Terminology for Health Care Professionals I 1

General Education: 22-27 Credits

CORE: 12-17 Credits

First-Year Composition:

Any approved general education courses in the First-Year Composition area. + 6

Oral Communication:

Any approved general education course in the Oral Communication area. + 3

Critical Reading:

CRE101 College Critical Reading and Critical Thinking + (3) OR

Equivalent as indicated by assessment (0) 0-3

Mathematics:

MAT140 College Mathematics + (5) OR

MAT141 College Mathematics + (4) OR

MAT142 College Mathematics + (3) OR

Satisfactory completion of a higher-level mathematics course 3-5

MAT courses must be completed within eight (8) years prior to admission or readmission to the Histologic Program.

DISTRIBUTION: 10 Credits

Humanities, Arts and Design:

Any approved general education course in the Humanities, Arts and Design area 3

Natural Sciences:

BIO156 Introductory Biology for Allied Health + (4) OR

BIO181 General Biology (Majors) I + (4) OR

Equivalent course 4

Social-Behavioral Sciences:

Any approved general education course in the Social-Behavioral Sciences area..... 3

Students must have completed the following BIO and CHM courses within eight (8) years prior to admission or readmission to the Histologic Program:

BIO201 Human Anatomy and Physiology I + (4) AND
 BIO202 Human Anatomy and Physiology II + (4) OR
 Equivalent courses 8

CHM130 Fundamental Chemistry + (3) AND
 CHM130LL Fundamental Chemistry Laboratory + (1) OR
 Equivalent courses OR
 Completion of higher-level Chemistry courses. . . 4

Required Courses: 25-27 Credits

FYE101 Introduction to College, Career and Personal Success (1) OR
 FYE103 Exploration of College, Career and Personal Success (3) 1-3

HST180 Overview of Histology (Anatomic) Laboratory + 2
 HST181 Chemistry of Fixation + 3
 HST182 Microtomy + 5
 HST183 Practicum: Chemistry of Fixation + 1
 HST184 Practicum: Microtomy + 1
 HST185 Cellular Biological Staining + 5
 HST186 Cellular Biological and Immunohistochemical Staining + 5
 HST187 Practicum: Cellular Biological Staining + 1
 HST188 Practicum: Cellular Biological and Immunohistochemical Staining + 1

Restricted Electives: None

General Electives: 2 Credits

Select additional courses 100 level or higher to complete the minimum credits required for this degree. 2

General Education Requirements: 0 Credits

CORE: 0 Credits

First-Year Composition:

Met by any approved general education courses from the First-Year Composition courses in the Program Prerequisites area0

Oral Communication:

Met by any approved general education course from the Oral Communication courses in the Program Prerequisites area 0

Critical Reading:

Met by any approved general education course from the Critical Reading area OR
 Equivalent as indicated by assessment in the Program Prerequisites area0

Mathematics:

Met by MAT140, MAT141, or MAT142 or Satisfactory completion of a higher-level mathematics course in the Program Prerequisites area0

DISTRIBUTION: 0 Credits

Humanities, Arts and Design:

Met by any approved general education course from the Humanities, Arts and Design in the Program Prerequisites area0

Social-Behavioral Sciences:

Met by any approved general education course from the Social- Behavioral Sciences in the Program Prerequisites area0

Natural Sciences:

Met by BIO156 or BIO181 or Equivalent Biology course in the Program Prerequisites area0

CONTACT: Ms. M. Hagan, Program Director:
 (602) 285.7295 or
 marty.minton@phoenixcollege.edu

Histologic Technology

Certificate of Completion — CCL 5195

46-51 Credits

The Certificate of Completion (CCL) in Histologic Technology program prepares students to provide clinical support to pathologists and researchers through application of technical expertise in processing body tissues for microscopic examination, frozen section assistance, embedding techniques, microtomy, and special staining

techniques. Students in the Histologic Technology program will be in contact with potentially infectious blood, tissues, and body fluids. An Associate in Applied Science (AAS) in Histologic Technology is also available.

Program Notes: Students must earn a grade of C or better for all courses required within the program. Completion of Anatomy and Physiology, Biology, Chemistry and Mathematics courses within the last eight (8) years is required.

Admission Criteria: High school diploma or GED. Completion of an Associate's degree or higher in a health science discipline from a regionally accredited institution of higher education recognized by the Maricopa County Community College District. Completion of Program Prerequisites. Proof of current immunization: Measles, Mumps, and Rubella (MMR), tuberculosis skin test (TB), varicella, tetanus, diphtheria, Hepatitis B vaccine (HEB), and Seasonal Flu vaccine. Submit current CPR card for Health Care Provider and maintain current status throughout the practicum(s). Complete and submit the health declaration form signed by a licensed health care provider. Submit to a drug screening and demonstrate negative results. Ability to fully participate in classroom, laboratory, or clinical setting program activities. A formal application and admission or readmission to the Histologic Technology program is required. Application to the Histologic Technology program can be obtained from a Health Professions Advisor, the Program Director, or via the Phoenix College Health Professions, Fitness and Wellness Web site.

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 MCCCDC background check policy.

Program Prerequisites: 22-27 Credits
The credit hour range is subject to change depending on the student's educational experience.

OPTION 1: 22-24 Credits
Option 1 is available for the student who has two or more years of documented work experience in a hospital or reference laboratory.

Any approved general education course in the Oral Communication area +.....3

MAT140 College Mathematics + (5) OR
MAT141 College Mathematics + (4) OR
MAT142 College Mathematics + (3) OR
Satisfactory completion of a higher-level mathematics course 3-5
MAT courses must be completed within eight (8) years prior to admission or readmission to the Histologic Program.

BIO156 Introductory Biology for Allied Health + (4) OR
BIO181 General Biology (Majors) I + (4) OR
Equivalent course4

Students must have completed the following BIO and CHM courses within eight (8) years prior to admission or readmission to the Histologic Program:

BIO201 Human Anatomy and Physiology I + (4) AND
BIO202 Human Anatomy and Physiology II + (4) OR
Equivalent courses8

CHM130 Fundamental Chemistry + (3) AND
CHM130LL Fundamental Chemistry Laboratory + (1) OR
Equivalent courses OR
Completion of higher-level Chemistry courses4
OR

OPTION 2: 25-27 Credits

Any approved general education course in the Oral Communication area + 3

MAT140 College Mathematics + (5) OR
 MAT141 College Mathematics + (4) OR
 MAT142 College Mathematics + (3) OR
 Satisfactory completion of a higher-level mathematics course 3-5
 MAT courses must be completed within eight (8) years prior to admission or readmission to the Histologic Program.

Any approved general education course in the Humanities, Arts and Design area 3

BIO156 Introductory Biology for Allied Health + (4) OR
 BIO181 General Biology (Majors) I + (4) OR
 Equivalent course 4
 Students must have completed the following BIO and CHM courses within eight (8) years prior to admission or readmission to the Histologic Program:

BIO201 Human Anatomy and Physiology I + (4) AND
 BIO202 Human Anatomy and Physiology II + (4) OR
 Equivalent courses 8

CHM130 Fundamental Chemistry + (3) AND
 CHM130LL Fundamental Chemistry Laboratory + (1) OR
 Equivalent courses OR
 Completion of higher-level Chemistry courses 4

Required Courses: 24 Credits

HST180 Overview of Histology (Anatomic) Laboratory + 2
 HST181 Chemistry of Fixation + 3
 HST182 Microtomy + 5
 HST183 Practicum: Chemistry of Fixation + 1
 HST184 Practicum: Microtomy + 1
 HST185 Cellular Biological Staining + 5
 HST186 Cellular Biological and Immunohistochemical Staining + 5

HST187 Practicum: Cellular Biological Staining + 1
 HST188 Practicum: Cellular Biological and Immunohistochemical Staining + 1

Restricted Electives: None

General Electives: None

CONTACT: Ms. R. Helminski, Program Director:
 (602) 285.7295 or
 marty.minton@phoenixcollege.edu

Laboratory Assisting Certificate of Completion — CCL 5134N 5-9 Credits

The Certificate of Completion (CCL) in Laboratory Assisting program provides education and training for employment in various laboratories. Laboratory Assistants perform specimen processing, inventory management, conduct quality control and quality assurance activities, perform point-of-care testing, and use computers to assist in testing and document laboratory activities. Students in the Laboratory Assisting Program will be in contact with potentially infectious blood, tissues, and body fluids. This program contains the courses to satisfy the requirements for the Certificate of Completion (CCL) in Phlebotomy, if applicable.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better for all courses required within the program. + indicates course has prerequisites and/or corequisites.

Admission Criteria: High school diploma or GED. Ability to participate fully in classroom, laboratory, or clinical setting program activities.

Formal application and admission to the program are required. Obtain an Application from the Program Director, a Health Professional Academic Advisor, or the Phoenix College Web site.

Program Prerequisites: None.

Required Courses: 5-9 Credits

- LBA155 Laboratory Assisting: Principles and Procedures + 5
 - PLB109 Phlebotomy: Basic Skills + (2) AND
 - PLB111 Specimen Processing and Advanced Techniques in Phlebotomy Procedures + (2) OR
- Verification of two years of employment as a clinical lab assistant, specimen processor, or phlebotomist (0)0-4

Restricted Electives: None.

CONTACT: Ms. N. Albert, Program Director:
(602) 285.7295 or
marty.minton@phoenixcollege.edu

Massage Therapy
Associate in Applied Science — AAS 3144
61-71 Credits

The Associate in Applied Science (AAS) in Massage Therapy program is designed to provide students with the foundational and advanced technical skills to meet State of Arizona licensure qualifications and is designed to prepare students for employment as massage professionals. The field of massage therapy is a holistic profession focused on helping people improve their physical and emotional well-being. Partnering with instructors and fellow students in a hands-on learning environment, students will gain a deep understanding of massage therapy integrating classic techniques including Swedish, deep tissue, and therapeutic. Students will have opportunities in onsite clinical and classroom settings working with a variety of individuals. Upon completion of this program students will be prepared to work in a range of settings including private practice, physical therapy clinics, chiropractic offices, corporate/franchised spas, sports industry, and destination resorts.

Program Notes: Students must earn a grade of C or better for all courses in the Program. Students must attend an orientation prior to applying to the program and be advised by the Program Director. A special application must be completed to be officially accepted in the program. Contact the

Program Director or Advisement to obtain the Massage Therapy Program packet.

Admission Criteria: High school diploma or GED. Proof of current immunization: Measles, Mumps, and Rubella (MMR), tuberculosis skin test (TB), varicella, tetanus, diphtheria, and Hepatitis B vaccine (HEB). Have the 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 practicum(s). Complete and submit the health declaration form signed by a licensed health care provider. Submit to a drug screening and demonstrate negative results. Successfully complete an interview process.

Formal application and admission to the program are 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 MCCCDC background check policy.

Program Prerequisites: None.

Required Courses: 33-39 Credits

- FYE101 Introduction to College, Career and Personal Success (1) OR
- FYE103 Exploration of College, Career and Personal Success (3)..... 1-3
- MGT253 Owning and Operating a Small Business (3) OR
- WED204 Establishing a Massage Practice (3).....3
- WED230 Therapeutic Massage Practices I +.....6
- WED231 Therapeutic Massage Practices II +.....6
- WED232 Therapeutic Massage Practices III +6
- WED250AA Clinical Practicum: Part I + (1.5) AND

WED250AB (1.5)	Clinical Practicum: Part II +	3
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Students must also complete one of the following specializations.

Specialization 1: 12 Credits

BIO160	Introduction to Human Anatomy and Physiology	4
HCC130	Fundamentals in Health Care Delivery 3	
HCC145AA	Medical Terminology for Health Care Professionals I	1
WED165	Overview of Massage Therapy	2
WED215	Self-Care for Health Care Professionals 2	

OR

Specialization 2: 8 Credits

Option 2 is for students who have completed an Associate in Applied Science degree or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by The Maricopa Community Colleges.

BIO160	Introduction to Human Anatomy and Physiology4	
WED165	Overview of Massage Therapy	2
WED215	Self-Care for Health Care Providers	2

Restricted Electives: 8-10 Credits

Select courses 100-level or higher to complete a minimum of 60 semester credits but no more than a total of 67 semester credits.

WED++++Any WED Wellness Education course(s) approved by the Program Director except courses already used to satisfy Required Courses and Restricted Electives areas..... 1-4

FOCUS AREA: MASSAGE TECHNIQUES

WED120	Massage Therapy: Anatomy Refresher - Upper Body	1
WED145	Reflexology	1
WED210	Sports Massage +	2
WED220	Gentle Touch for Individuals Living with Cancer	2
WED297AA	Special Topics: Therapeutic Massage 1	
WED297AB	Special Topics: Therapeutic Massage 2	
WED297AC	Special Topics: Therapeutic Massage 3	

FOCUS AREA: ALTERNATIVE AND COMPLEMENTARY METHODS

WED125	Reiki: Healing and Symbols	2
WED151	Introduction to Alternative Medicine....	3
WED162	Meditation and Wellness.....	1
WED172	Overview of Herbal Remedies.....	1
WED176	Flower Essences	1
WED182	Health Conditions and Popular Herbs ..	2
WED183	Introduction to Ayurvedic Principles....	2
WED218	Aromatherapy	1
WED225	Reiki: Master Level and Teacher Training +	2

FOCUS AREA: MIND-BODY ACTIVITIES

PED101JU	Judo	1
PED101PS	Pilates	1
PED102PS	Pilates - Intermediate.....	1
PED103PS	Pilates (0.5) (May be repeated).....	1
PED101TCT	Tai Chi	1
PED102TCT	Tai Chi - Intermediate	1
PED103TCT	Tai Chi (0.5) (May be repeated).....	1
PED201TCT	Tai Chi - Advanced	1
PED101YO	Yoga	1
PED102YO	Yoga - Intermediate	1
PED103YO	Yoga (0.5) (May be repeated).....	1
PED201YO	Yoga - Advanced	1

FOCUS AREA: HEALTH & WELLNESS

FON241	Principles of Human Nutrition.....	3
HES100	Healthful Living.....	3
SPT271	Sports Medicine Foundations.....	3
REC120	Leisure and the Quality of Life.....	3

General Education: 18-24 Credits

CORE: 12-18 Credits

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:

- COM100 Introduction to Human Communication (3) OR
- COM110 Interpersonal Communication (3) OR
- COM225 Public Speaking + (3) OR
- COM230 Small Group Communication (3)..... 3

Critical Reading:

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

Mathematics:

- MAT140 College Mathematics + (5) OR
- MAT141 College Mathematics + (4) OR
- MAT142 College Mathematics + (3) OR
- MAT145 College Mathematics with Review (5) OR
- MAT146 College Mathematics with Review (6) OR
- Equivalent or higher-level mathematics course in the Mathematical Applications [MA] area.3-6

DISTRIBUTION: 6 Credits

Humanities, Arts and Design:

Any approved general education course from the Humanities, Arts and Design area 3

Social-Behavioral Sciences:

- REC120 Leisure and the Quality of Life (3) OR
- PSY101 Introduction to Psychology (3)..... 3

Natural Sciences:

Met by BIO160 in Required Courses area..... 0

CONTACT: Ms. N. Albert, Program Director:

(602) 285.7295 or
marty.minton@phoenixcollege.edu

Massage Therapy

Certificate of Completion — CCL 5144

36-40 Credits

The Certificate of Completion (CCL) in Massage Therapy program is designed to provide students with the foundational and advanced technical skills to meet State of Arizona licensure qualifications and is designed to prepare students for employment as massage professionals. The field of massage therapy is a holistic profession focused on helping people improve their physical and emotional well-being. Partnering with instructors and fellow students in a hands-on learning environment,

students will gain a deep understanding of massage therapy integrating classic techniques including Swedish, deep tissue, and therapeutic. Students will have opportunities in onsite clinical and classroom settings working with a variety of individuals. Upon completion of this program students will be prepared to work in a range of settings including private practice, physical therapy clinics, chiropractic offices, corporate/franchised spas, sports industry, and destination resorts. Credits earned in the CCL directly apply to the Associate in Applied Science (AAS) in Massage Therapy degree.

Program Notes: Students must earn a grade of C or better for all courses required within the program. Students must attend an orientation prior to applying to the program and be advised by the Program Director. A special application must be completed to be officially accepted in the program. Contact the Program Director or Advisement to obtain the Massage Therapy Program packet.

GateWay Community College also offers a clock-hour based Massage Therapy certificate:
www.gatewaycc.edu/massage-therapy

Admission Criteria: High school diploma or GED. Proof of current immunization: Measles, Mumps, and Rubella (MMR), tuberculosis skin test (TB), varicella, tetanus, diphtheria, and Hepatitis B vaccine (HEB). Successful completion of interview process. Have the 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 practicum(s). Complete and submit the health declaration form signed by a licensed health care provider. Submit to a drug screening and demonstrate negative results. Formal application and admission to the program are 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 MCCCDCD background check policy.

Program Prerequisites: None.

Required Courses: 32-36 Credits

- MGT253 Owning and Operating a Small Business (3) OR
- WED204 Establishing a Massage Practice (3)..... 3

- WED230 Therapeutic Massage Practices I + 6
- WED231 Therapeutic Massage Practices II + 6
- WED232 Therapeutic Massage Practices III + 6

- WED250AAClinical Practicum: Part I + (1.5)
- AND
- WED250ABClinical Practicum: Part II + (1.5)..... 3

Students must also complete one of the following Options.

Specialization 1: 12 Credits

- BIO160 Introduction to Human Anatomy and Physiology 4
- HCC130 Fundamentals in Health Care Delivery 3
- HCC145AAMedical Terminology for Health Care Professionals I 1
- WED165 Overview of Massage Therapy 2
- WED215 Self-Care for Health Care Professionals 2

OR

Specialization 2: 8 Credits

Option 2 is for students who have completed an Associate in Applied Science degree or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by The Maricopa Community Colleges.

- BIO160 Introduction to Human Anatomy and Physiology 4
- WED165 Overview of Massage Therapy 2
- WED215 Self-Care for Health Care Providers 2

Restricted Electives: 4 Credits

Students must select courses from those listed below for a total of four (4) credits.

WED+++++Any WED Wellness Education course(s) approved by the Program Director except courses already used to satisfy Required Courses and Restricted Electives areas..... 1-4

FOCUS AREA: MASSAGE TECHNIQUES

- WED120 Massage Therapy: Anatomy Refresher - Upper Body 1
- WED145 Reflexology 1
- WED210 Sports Massage + 2
- WED220 Gentle Touch for Individuals Living with Cancer 2
- WED297AASpecial Topics: Therapeutic Massage 1
- WED297ABSspecial Topics: Therapeutic Massage 2
- WED297ACSpecial Topics: Therapeutic Massage 3

FOCUS AREA: ALTERNATIVE AND COMPLEMENTARY METHODS

- WED125 Reiki: Healing and Symbols 2
- WED151 Introduction to Alternative Medicine.... 3
- WED162 Meditation and Wellness..... 1
- WED172 Overview of Herbal Remedies..... 1
- WED176 Flower Essences 1
- WED182 Health Conditions and Popular Herbs .. 2
- WED183 Introduction to Ayurvedic Principles.... 2
- WED218 Aromatherapy 1
- WED225 Reiki: Master Level and Teacher Training + 2

FOCUS AREA: MIND-BODY ACTIVITIES

- PED101JUJudo 1
- PED101PSPilates 1
- PED102PSPilates - Intermediate 1
- PED103PSPilates (0.5) (May be repeated)..... 1
- PED101TCTai Chi 1
- PED102TCChi - Intermediate 1
- PED103TCTai Chi (0.5) (May be repeated) 1
- PED201TCTai Chi - Advanced 1
- PED101YOYoga 1
- PED102YOYoga - Intermediate 1
- PED103YOYoga (0.5) (May be repeated)..... 1
- PED201YOYoga - Advanced..... 1

FOCUS AREA: HEALTH & WELLNESS

- FON241 Principles of Human Nutrition..... 3
- HES100 Healthful Living..... 3

- SPT271 Sports Medicine Foundations 3
- REC120 Leisure and the Quality of Life 3

CONTACT: (602) 285.7295 or
marty.minton@phoenixcollege.edu

**Medical Administrative Assisting
Certificate of Completion — CCL 5295
20-25 Credits**

The Certificate of Completion (CCL) in Medical Administrative Assisting is designed to provide education and training for employment in various administrative health care settings. Medical Administrative Assistants are healthcare professionals who are key members of the administrative medical office team. They foster a friendly and positive patient experience while performing numerous administrative duties that adhere to all state and federal standards. Upon successful completion of the program, students are eligible to take the Certified Medical Administrative Specialist exam. A Certificate of Completion (CCL) and an Associate in Applied Science (AAS) in Medical Assisting are also available.

Program Notes: Formal application and acceptance into program is required. Per programmatic accreditation requirements, students must pass all the psychomotor and affective skills contained within each course in order to successfully complete the program. Students cannot repeat a course more than once. Successful completion of each successive MAS is required to progress in the Medical Administrative Assisting program. Students must earn a grade of C or better for all courses required within the program.

Background Check Requirements

The 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. Students must maintain current fingerprint clearance throughout the practicum(s). Upon conditional program admission, the student

must comply with all requirements of the current MCCC background check policy.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 20-25 Credits

- COM100 Introduction to Human Communication (3) OR
- COM110 Interpersonal Communication (3).....3
- ENG100A The Mechanics of Written English + (1) OR
- ENG101 First-Year Composition + (3)..... 1-3
- RDG100 Successful College Reading + (3) OR Successful placement test score (0) 0-3
- MAS101 Introduction to Medical Assisting.....3
- MAS102 Fundamentals of Administrative Medical Assisting +6
- HCC145 Medical Terminology for Health Care Professionals (3) OR
- MAS103 Basic Anatomy, Physiology, and Medical Terminology + (3).....3
- MAS104 Medical Administrative Assisting Practicum +4

Restricted Electives: None.

General Electives: None.

CONTACT: (602) 285.7295 or
marty.minton@phoenixcollege.edu

**Medical Assisting
Associate in Applied Science — AAS 3291
67-77 Credits**

The Associate in Applied Science (AAS) in Medical Assisting is designed to provide education and training for employment as Medical Assistants along with a transfer pathway to a Baccalaureate degree. Medical assistants are integral members of the administrative and clinical healthcare team in various healthcare settings. Medical assistants act as liaisons between the healthcare providers and patients, and are of vital importance to the success of the medical practice. Upon successful completion of the program, students are eligible to take the national certification exam. In addition, obtaining the Associate's degree is designed to provide an opportunity for advancement in the healthcare field. Certificates of Completion (CCL) in Medical Assisting and Medical Administrative Assisting are also available.

Program Notes: Students must be admitted to the program and cannot self-enroll in courses.

Successful completion of each MAS course is required to progress in the Medical Assisting program.

Per programmatic accreditation requirements, students must pass all the psychomotor and affective skills contained within each course in order to successfully complete the course.

Students cannot repeat a course more than once.

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

Students interested in transferring to the NAU BS in Health Science-Medical Assisting can satisfy the relevant Arizona General Education Curriculum (AGEC) and transfer requirements by completing the following courses:

An additional course with the Humanities, Arts and Design [HU] general studies designation3
BIO202 Human Anatomy and Physiology II + ..4

COM225 is recommended for students who wish to transfer to NAU BS in Health Sciences - Medical Assisting.

One of the following courses for students who are interested in transferring to a university:

MAT140 College Mathematics + (5) OR
MAT141 College Mathematics + (4) OR
MAT142 College Mathematics + (3) OR
MAT145 College Mathematics with Review (5)
OR
MAT146 College Mathematics
with Review (6)..... 3-6

An additional course with the
Computer/Statistics/Quantitative Applications
general studies designation3

Recommend
MAT206 Elements of Statistics (3) OR
PSY230 Introduction to Statistics (3) OR
PSY230WL Introduction to Statistics with
Laboratory (4)

Admission Criteria: Formal application and admission to the program is required.

Completion of the Certificate of Completion (CCL) in Medical Administrative Assisting (5295)

AND

Completion of the Certificate of Completion (CCL) in Clinical Medical Assisting (5291)

Students must be at least 18 years of age to apply for admission. Must be a high school graduate or equivalent. Submit current CPR/BLS Provider card (American Heart Association approved) and maintain current status throughout the practicum(s). Complete and submit the Allied Health Student Health and Safety Documentation Checklist, with included documentation, signed by a licensed healthcare provider.

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. Students must maintain current fingerprint clearance throughout the practicum(s). Upon conditional program admission, the student must comply with all requirements of the current MCCCCD background check policy.

Program Prerequisites: None.

Required Courses: 58-68 Credits

- FYE101 Introduction to College, Career and Personal Success (1) OR
- FYE103 Exploration of College, Career and Personal Success (3).....1-3

Completion of the Certificate of Completion in Medical Administrative Assisting (5295)20-25
AND

Completion of the Certificate of Completion (CCL) in Clinical Medical Assisting (5291).....37-40

General Education Requirements: 9 Credits

CORE: 3 Credits

First-Year Composition:

Met by ENG101 OR ENG107 in the Clinical Medical Assisting certificate.

AND

ENG102 First-Year Composition + (3) OR

ENG108 First-Year Composition for ESL + (3) . 3

Oral Communication:

Met by COM100 or COM110 in the Clinical Medical Assisting certificate. 0

Critical Reading:

Met by CRE101 or Equivalent as indicated by assessment in the Required Courses area. 0

Mathematics:

Met by MAT114 in the Clinical Medical Assisting certificate. 0

DISTRIBUTION: 6 Credits

Humanities, Arts and Design:

Any approved general education course from the Humanities, Arts and Design area.3

Social-Behavioral Sciences:

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

PSY101 Introduction to Psychology (3) is recommended for students interested in transferring to the NAU BS in Health Sciences – Medical Assisting.

Natural Sciences:

Met by BIO160 in the Clinical Medical Assisting certificate.0

CONTACT: Ms. S. Celaya, Program Director:
<https://www.phoenixcollege.edu/business>

Medical Billing and Coding: Physician- Based Certificate of Completion — CCL 5014

36 Credits

The Certificate of Completion (CCL) in Medical Billing and Coding: Physician-Based is designed to prepare individuals for entry-level medical billing and coding positions in ambulatory care treatment centers such as clinics, physician practices, managed care organizations, private billing services, and insurance companies.

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

Students must be willing to undergo a background check performed by the MCCCCD approved vendor. (Students who are unsure of their background status may take a preliminary background check at their own expense before entering the program, results of which will not be sent to the college.)

The following courses must be completed within five (5) years of the Required HIM Course(s): BIO201, BIO202, and BPC110.

PHOENIX COLLEGE:

Phoenix College offers a credit-based certificate.

GATEWAY COMMUNITY COLLEGE:

GateWay Community College offers a clock-based certificate in Medical Billing and Coding

Admission Criteria: High school graduate or GED. Formal application and admission to the Medical Billing and Coding: Physician-Based certificate program is required. Ability to fully participate in professional practice in the health care settings. Applications can be obtained from advisement or from the College website.

Background Check Requirements

Program applications will not be accepted without a copy of the Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCDCD background check policy.

Program Prerequisites: None.

Required Courses: 36 Credits

BIO156	Introductory Biology for Allied Health + (4) OR	
BIO181	General Biology (Majors) I + (4).....	4
BIO201	Human Anatomy and Physiology I +...	4
BIO202	Human Anatomy and Physiology II +.	4
BPC110	Computer Usage and Applications.....	3
HCC145	Medical Terminology for Health Care Professions.....	3
HIM101	Introduction to Health Information Management +.....	3
HIM180	Introduction to Medical Billing and Reimbursement +	2
HIM181	Medical Claims Processing +.....	3
HIM200	Human Pathophysiology and Pharmacology for Health Information Management (HIM) Professionals +....	3
HIM208	ICD-CM Diagnostic Coding +.....	2
HIM213	CPT and HCPCS Coding +.....	3
HIM215	Physician-Based Billing and Coding Seminar +	1

HIM216	Professional Practice in Physician-Based Billing and Coding +.....	1
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CONTACT: Ms. S. Celaya, Program Director:
<https://www.phoenixcollege.edu/business>

Medical Coding: Hospital-Based Certificate of Completion — CCL 5092 42 Credits

The Certificate of Completion (CCL) in Medical Coding: Hospital- Based is designed to prepare individuals for diagnostic and procedural coding positions in hospitals and hospital-based settings such as outpatient clinics, emergency departments, and surgery centers. The program is approved by the American Health Information Management Association (233 N. Michigan Avenue, Suite 2150, Chicago, IL 60601-5800) and is designed to provide the foundation needed for comprehensive entry-level coding certification examinations.

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

Students must be willing to undergo a background check performed by the MCCCDCD approved vendor. (Students who are unsure of their background status may take a preliminary background check at their own expense before entering the program, the results of which will not be sent to the college.)

The following courses must be completed within five (5) years of the Required HIM Course(s): BIO201, BIO202, BPC110, and HIM200.

Admission Criteria: High school graduate or GED. Formal application and acceptance to the Medical Coding: Hospital-Based certificate program is required. Applications can be obtained from Advisement or from the College website. Ability to fully participate in classroom laboratory, and professional practice settings.

Background Check Requirements

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 MCCCDCD background check policy.

Program Prerequisites: None.

Required Courses: 42 Credits

BIO156	Introductory Biology for Allied Health + (4) OR	
BIO181	General Biology (Majors) I + (4).....	4
BIO201	Human Anatomy and Physiology I +...	4
BIO202	Human Anatomy and Physiology II +.	4
BPC110	Computer Usage and Applications.....	3
HCC145	Medical Terminology for Health Care Professionals	3
HIM101	Introduction to Health Information Management +	3
HIM180	Introduction to Medical Billing and Reimbursement +	2
HIM181	Medical Claims Processing +.....	3
HIM200	Human Pathophysiology and Pharmacology for Health Information Management (HIM) Professionals +....	3
HIM208	ICD-CM Diagnostic Coding +.....	2
HIM210	ICD-PCS Coding and ICD Applications +	2
HIM211	Advanced Applications of Coding and Reimbursement +	4
HIM213	CPT and HCPCS Coding +.....	3
HIM221	Medical Coding Seminar +	1
HIM222	Professional Practice in Medical Coding +	1

Restricted Electives: None.

CONTACT: Ms. R. Helminski, Program Director:
(602) 285.7295 or
marty.minton@phoenixcollege.edu

**Medical Laboratory Science
Associate in Applied Science — AAS 3028
71-83 Credits**

The Associate in Applied Science (AAS) in Medical Laboratory Science degree provides education and training for employment in various medical, clinical and bioscience laboratories. Medical Laboratory Technicians (MLT's) perform technically precise laboratory procedures using quality assurance and process improvement knowledge in compliance with appropriate regulatory guidelines to ensure quality patient care, work safety, and medico-legal standards by conducting a variety of tests on various specimens submitted to medical and clinical laboratories. Students in the Medical Laboratory Science program may be exposed to potentially infectious blood tissues, and body fluids. A Certificate of Completion (CCL) in Medical Laboratory Science is also available.

Program Notes: Students must earn a grade of C or better for all courses required within the program. Please note the additional GPA requirements in the Program Prerequisites area. Completion of Anatomy and Physiology, Biology, Chemistry, Mathematics and Phlebotomy courses within the last eight (8) years is required. Courses must be completed within eight (8) years as part of the degree completion for admission or readmission to the Medical Laboratory Science Program. ASU courses may be taken concurrently.

Admission Criteria: High school diploma or GED equivalent. Completion of Program Prerequisites. Proof of current immunization: Measles, Mumps, and Rubella (MMR), tuberculosis skin test (TB), varicella, tetanus, diphtheria, Hepatitis B vaccine (HEB), and Seasonal Flu vaccine. Submit current CPR card for Health Care Provider and maintain current status throughout the practicum(s). Complete and submit health declaration form signed by a licensed health care provider. Submit to a drug screening and demonstrate negative results. Ability to fully participate in classroom, laboratory,

or clinical setting program activities. A formal application and admission or readmission to the Medical Laboratory Science Program is required. Application to the Medical Laboratory Science program can be obtained from a Health Professions Advisor, the Program Director, or via the Phoenix College Health Professions, Fitness and Wellness Web site.

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 MCCCDCD background check policy.

Program Prerequisites: 34-44 Credits

Please note the specific GPA requirements.

Students must have completed the following courses within eight (8) years prior to admission or readmission to the Medical Laboratory Science Program with a GPA of 3.5 or higher:

- BIO181 General Biology (Majors) I + (4) OR
BIO181XTGeneral Biology (Majors) I + (4) OR
Equivalent (4) 4
- BIO160 Introduction to Human
Anatomy and Physiology (4) OR
- BIO201 Human Anatomy and
Physiology I + (4) OR
- BIO201XTHuman Anatomy and
Physiology I + (4) OR
Equivalent (4) 4
- BIO205 Microbiology + 4

- CHM130 Fundamental Chemistry + (3) AND
CHM130LLFundamental Chemistry
Laboratory + (1) OR
Satisfactory completion of higher-level chemistry
course (4)4

- MAT140 College Mathematics + (5) OR
- MAT141 College Mathematics + (4) OR
- MAT142 College Mathematics + (3) OR
- MAT145 College Mathematics
with Review + (5) OR
- MAT146 College Mathematics
with Review + (6) OR
Satisfactory completion of a higher-level
mathematics course 3-6

- PLB109 Phlebotomy: Basic Skills + (2) AND
- PLB111 Specimen Processing and Advanced
Techniques in Phlebotomy
Procedures + (2) OR
Verification of two years of employment as a
clinical lab assistant, specimen processor, or
phlebotomist (0)0-4

The following courses must be completed with a GPA of 3.25 or better:

First-Year Composition:

Any approved general education courses in the First-Year Composition area. +6

Oral Communication:

Any approved general education course in the Oral Communication area. +3
COM225 recommended for transfer [L].

Critical Reading:

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

Humanities, Arts and Design:

Any approved general education course in the Humanities, Arts and Design area.....3

Social-Behavioral Sciences:

Any approved General Education course in the Social-Behavioral Sciences area3

Required Courses: 37-39 Credits

FYE101	Introduction to College, Career and Personal Success (1) OR	
FYE103	Exploration of College, Career and Personal Success (3)	1-3
MDL190	Clinical Laboratory Operations +.....	2
MDL240	Clinical Urinalysis and Body Fluid Analysis +	3
MDL241	Practicum: Clinical Urinalysis and Body Fluid Analysis +	1
MDL242	Clinical Hematology and Hemostasis +	6
MDL243	Practicum: Clinical Hematology and Hemostasis +	1
MDL244	Clinical Immunohematology and Immunology +.....	6
MDL245	Practicum: Clinical Immunohematology and Immunology +.....	1
MDL246	Clinical Microbiology +.....	6
MDL247	Practicum: Clinical Microbiology +.....	1
MDL248	Clinical Chemistry +	6
MDL249	Practicum: Clinical Chemistry +.....	1
MDL252	Clinical Preparation I +	0.5
MDL263	Clinical Preparation II +.....	0.5
MDL291	Medical Laboratory Science Program Capstone +.....	1

Restricted Electives: None.

General Electives: None.

General Education: 0 Credits

CORE: 0 Credits

First-Year Composition:

Met by any approved general education courses from the First-Year Composition courses in the Program Prerequisites area

Oral Communication:

Met by any approved general education course from the Oral Communication courses in the Program Prerequisites area. COM225 recommended for transfer (L).....

Critical Reading:

Met by any approved general education course from the Critical Reading area OR Equivalent as indicated by assessment in the Program Prerequisites area

Mathematics:

Met by MAT140 or MAT141 or MAT142 or Satisfactory completion of a higher-level mathematics course in the Program Prerequisites area

DISTRIBUTION: 0 Credits

Humanities, Arts and Design:

Met by any approved general education course from the Humanities, Arts and Design in the Program Prerequisites area.....

Social-Behavioral Sciences:

Met by any approved general education course from the Social-Behavioral Sciences in the Program Prerequisites area.....

Natural Sciences:

Met by BIO160 or BIO201 or equivalent in the Program Prerequisites area

CONTACT: Ms. R. Helminski, Program Director: (602) 285.7295 or marty.minton@phoenixcollege.edu

Medical Laboratory Science

Certificate of Completion — CCL 5493

63-74 Credits

The Certificate of Completion (CCL) in Medical Laboratory Science degree provides education and training for employment in various medical, clinical and bioscience laboratories. Medical Laboratory Technicians (MLT's) perform technically precise laboratory precise laboratory procedures using quality assurance and process improvement knowledge in compliance with appropriate regulatory guidelines to ensure quality patient care, work safety, and medico- legal standards by conducting a variety of tests on various specimens submitted to medical and clinical laboratories. Students in the Medical Laboratory Science program may be exposed to potentially infectious blood tissues, and body fluids. An Associate in Applied Science (AAS) in Medical Laboratory Science is also available.

Program Notes: Students must earn a grade of C or better in all courses within the program. Please note the additional GPA requirements in the Program Prerequisites area. Completion of

Anatomy and Physiology, Biology, Chemistry, Mathematics and Phlebotomy courses within the last eight (8) years is required. Students must have completed these courses within eight (8) years as part of the degree completion for admission or readmission to the Medical Laboratory Science Program.

Admission Criteria: High school diploma or GED equivalent. Completion of an Associate's degree or higher in a health science discipline from a regionally accredited institution of higher education recognized by Maricopa County Community College District.

Completion of Program Prerequisites. Proof of current immunization: Measles, Mumps, and Rubella (MMR), tuberculosis skin test (TB), varicella, tetanus, diphtheria, Hepatitis B vaccine (HEB), and Seasonal Flu vaccine. Submit current CPR card for Health Care Provider and maintain current status throughout the practicum(s). Complete and submit health declaration form signed by a licensed health care provider. Submit to a drug screening and demonstrate negative results. Ability to fully participate in classroom, laboratory, or clinical setting program activities. A formal application and acceptance or readmission into the Medical Laboratory Science program is required. Application to the Medical Laboratory Science program can be obtained from a Health Professions Advisor, the Program Director, or via the Phoenix College Health Professions, Fitness and Wellness Web site.

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 MCCCDC background check policy.

Program Prerequisites: 27-38 Credits

Please note the specific GPA requirements.

Students must have completed the following courses within eight (8) years prior to admission or readmission to the Medical Laboratory Science Program with a GPA of 3.5 or higher:

BIO181 General Biology (Majors) I + (4) OR
 BIO181XTGeneral Biology (Majors) I + (4) OR
 Equivalent (4)4

BIO160 Introduction to Human Anatomy and Physiology (4) OR
 BIO201 Human Anatomy and Physiology I + (4) OR
 BIO201XTHuman Anatomy and Physiology I + (4) OR
 Equivalent (4)4

BIO205 Microbiology +4

CHM130 Fundamental Chemistry + (3) AND
 CHM130LLFundamental Chemistry Laboratory + (1) OR
 Satisfactory completion of higher-level chemistry course (4)4

MAT140 College Mathematics + (5) OR
 MAT141 College Mathematics + (4) OR
 MAT142 College Mathematics + (3) OR
 MAT145 College Mathematics with Review + (5) OR
 MAT146 College Mathematics with Review + (6) OR
 Satisfactory completion of a higher-level mathematics course (3-6) 3-6

PLB109 Phlebotomy: Basic Skills + (2) AND
 PLB111 Specimen Processing and Advanced Techniques in Phlebotomy Procedures + (2) OR
 Verification of two years of employment as a clinical lab assistant specimen processor, or phlebotomist (0)0-4

The following courses must be completed with a GPA of 3.25 or better:
 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:
 COM100 Introduction to Human Communication (3) OR
 COM110 Interpersonal Communication (3) OR
 COM225 Public Speaking + (3) OR
 COM230 Small Group Communication (3)..... 3
 Critical Reading:
 CRE101 College Critical Reading and Critical Thinking + (3) OR
 Equivalent as indicated by assessment (0).....0-3

Required Courses: 36 Credits
 MDL190 Clinical Laboratory Operations +..... 2
 MDL240 Clinical Urinalysis and Body Fluid Analysis + 3
 MDL241 Practicum: Clinical Urinalysis and Body Fluid Analysis + 1
 MDL242 Clinical Hematology and Hemostasis +6
 MDL243 Practicum: Clinical Hematology and Hemostasis + 1
 MDL244 Clinical Immunohematology and Immunology + 6
 MDL245 Practicum: Clinical Immunohematology and Immunology + 1
 MDL246 Clinical Microbiology + 6
 MDL247 Practicum: Clinical Microbiology +..... 1
 MDL248 Clinical Chemistry + 6
 MDL249 Practicum: Clinical Chemistry + 1
 MDL252 Clinical Preparation I + 0.5
 MDL263 Clinical Preparation II + 0.5
 MDL291 Medical Laboratory Science Program Capstone +1

Restricted Electives: None.

The Maricopa Community Colleges Allied Health or Nursing Program (S-13)

Allied Health or Nursing Assumption of Risk/Release of Liability

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

Use of Confidential Information

Students enrolled in allied health or nursing program pathways will have learning experiences in a 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).

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 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. 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 in Arizona Revised Statute § 41-1758.07 (<https://www.azleg.gov/viewdocument/?docName=https://www.azleg.gov/ars/41/01758-07.htm>). Additionally, students must also obtain a “pass”

status on a MCCCCD supplemental background check from MCCCCD'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 MCCCCD'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 MCCCCD supplemental background check review may include searches of the following databases and information but MCCCCD 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 Verification*
3. *Residency History*
4. *Arizona Statewide Criminal Records*
5. *Nationwide Criminal Databases*
6. *Nationwide Sexual Offender Registry*
7. *Homeland Security Search*

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 no matter what age of the convictions
5. Any warrant any state
6. Any misdemeanor conviction for the following no matter how long ago:
 - A. Violent crimes
 - B. Sex crime of any kind including nonconsensual sexual crimes and sexual assault
 - C. Murder, attempted murder
 - D. Abduction
 - E. Assault
 - F. Robbery
 - G. Arson
 - H. Extortion
 - I. Burglary
 - J. Pandering
 - K. Any crime against minors, children, vulnerable adults including abuse, neglect, exploitation
 - L. Any abuse or neglect
 - M. Any fraud
 - N. Illegal drugs
 - O. Aggravated DUI
7. Any misdemeanor-controlled substance conviction in last 7 years
8. Any other misdemeanor conviction within last 3 years [EXCEPTIONS: Any misdemeanor traffic (DUI is NOT considered traffic.)]

The information that MCCCCD uses for the "pass/fail" background check is subject to change at any time without notice.

MCCCCD recommends that students carry proof of the background clearance at all times during any clinical agency learning experience.

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 MCCCCD's supplemental background check vendor, as well as that related to the background check required by a clinical agency. Failure to do so will result in removal from the program. Additionally, any change in

background check status that would affect the student's clearance under either MCCCDC's or a clinical agency's standards will result in removal from a program.

Additional Clinical Agency Background Check

Some clinical agencies require that students assigned to their sites submit to a criminal background check covering other offenses, as well as to a drug screening. Students are required to pay for the additional agency clinical background check. A clinical agency that requires this additional background check may refuse to place a student due to information the clinical agency obtains in its background check even though that student possess a valid Level I Fingerprint Clearance Card and has obtained a "pass" status on the MCCCDC supplemental background check. Some conditions that have resulted in students being denied placement at clinical agencies include pending criminal charges, outstanding warrants, unfinished terms of a sentence (such as unpaid fines), pattern of repeated types of arrests/convictions, and failure to disclose all past arrests/convictions when asked to do so on any background check application.

Inability to Place

MCCCDC has no obligation to make repeated attempts to place a student when the reason for MCCCDC's inability to place the student is due to background check issues. Since clinical agency assignments are mandatory requirements for completion of a program, a student's inability to complete required clinical experience due to his or her background check issues will result in removal from the program.

Changes to Admission or Background Check Requirements

MCCCDC may change its program admission requirements or background check requirements without notice at any time.

No Guarantee of Receipt of Licensure/Certificate

Many of the nursing and allied health programs prepare graduates for application for State or National certificates or licenses. In some

professions, such licensure and certification is required prior to employment or practice in the profession. Graduation from a nursing and allied health program does not guarantee the receipt of a license or certificate to practice in the field of study.

CONTACT: Ms. C. Powers, Department Chair:
(602) 532.8615

Nursing

Associate in Applied Science -- 3812 62-75 Credits

The Associate in Applied Science (AAS) in Nursing Program is available at eight of the Maricopa Community Colleges. Clinical experiences are provided in a variety of healthcare settings. Nursing Program graduates are eligible to apply for the national exam for the registered nurse license. Licensing 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 Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326; (404.975.5000); email: info@acennursing.org.

This program is offered at the following sites:
Chandler-Gilbert Community College
Estrella Mountain Community College
GateWay Community College
Glendale Community College
Mesa Community College
Paradise Valley Community College
Phoenix College
Scottsdale Community College

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.

Level One Fingerprint Clearance is required for admission into the program. Applicants must present a Level One Fingerprint Clearance Card to be copied by the advisor or designee. For a Department of Public Safety Fingerprint Clearance Card application, contact MCCCDC Healthcare/Nursing Advisor. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602.771.7800).

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. All must provide documentation of compliance with all health and safety requirements required to protect patient safety. Only students in compliance are permitted to enroll in nursing courses. Students will meet these requirements by providing the required documentation for the Health/Safety Requirements Documentation

Checklist and the signed Health Declaration Form.

Health and Safety Requirements for the Maricopa Nursing Program:

Students must submit a Health and Safety Documentation Checklist verifying completion of all requirements and maintain current status throughout the program. Students must submit the Health Declaration Form signed by a licensed health care provider. Students must test negative on a timed urine drug screen.

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 MCCCDC background check policy.

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

Associate in Applied Science Degree in Nursing Program

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 healthcare settings. The AAS

degree in Nursing provides the graduate with an educational foundation for articulation into the university setting.

Program Notes: Students must earn a grade of C or better in all courses required within the program. Students must complete the following general education and introductory courses with a 2.0 GPA to be added to the queue of those waiting for an available cohort space to begin the core curriculum. BIO156 or BIO181, BIO201, CHM130 and CHM130LL, CHM130AA, ENG101 or ENG107, MAT140 or MAT141 or MAT142.

Course Fee Information:

Please see class schedule for information regarding course fees.

MaricopaNursing is aligned with Nurse of the Future Competencies: Person-Centered Care, Professionalism, Leadership, Systems-Based Practice, Informatics and Technology, Communication, Teamwork and Collaboration, Safety, Quality Improvement, and Evidence-Based Practice. These competencies focus on key stakeholders of healthcare clients, colleagues and communities. Demonstration of the competencies will signify preparation for successful transition into nursing practice and further professional development.

Admission Criteria: High school diploma or GED is required for the Associate in Applied Science degree in Nursing. Applicants must signify that they meet this requirement by providing high school diploma/transcripts or GED completion OR by signing the nursing application page containing the 'Declaration of High School Graduation or GED Completion. In some instances, high school diploma/ transcripts or proof of GED completion may be required.

Formal application and admission to the program is required. There are limited spaces available in the Nursing program. Only students who have completed all of the general education and introductory courses noted above may have their name added to the queue of those waiting for an available space in a cohort. A passing score on a

nursing program admission test is required to complete an application.

Successful completion of a nurse assistant course (course must include an in-person clinical component) **or** certification or licensure as a Nurse Assistant is required to complete an application. The Nurse Assistant course does not have to be completed at a Maricopa college and certification or licensure is **not** required to apply. There is currently no time limit on when the Nurse Assistant course was taken.

Applicants for Advanced Placement must receive a passing score on a practical nursing content exam for placement into Block 3. The final placement decision rests with the Nursing Program Chair at the college to which the student is accepted. Advanced placement applications are maintained for two years from the date of application. After two years, the applicant is required to review, update, and resubmit the application.

The Nursing Program Chair reserves the right to deny acceptance of an admission application if the applicant was previously 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 or license as a Nursing Assistant 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: None

Required Courses: 40-48 Credits

- BIO156 Introductory Biology for Allied Health +(4) OR
 BIO181 General Biology (Majors) I (4) + OR
 One year of high school biology (0).....0-4
- BIO201 Human Anatomy and Physiology I + 4
- CHM130 Fundamental Chemistry + (3) AND
 CHM130LL Fundamental Chemistry Laboratory (1) + OR
 CHM130AA Fundamental Chemistry with Lab + (4) OR
 One year of high school chemistry (0)0-4
- NUR152 Nursing Theory and Science I + 9
 NUR172 Nursing Theory and Science II + 9
 NUR252 Nursing Theory and Science III + 9
 NUR283 Nursing Theory and Science IV + 9

General Education: 22-27 Credits

CORE: 9-14 Credits

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 and Critical Thinking + (3) OR
 Equivalent as indicated by assessment.....0-3

Mathematics:

- MAT140 College Mathematics + (5) OR
 MAT141 College Mathematics + (4) OR
 MAT142 College Mathematics + (3) OR
 Satisfactory completion of higher-level mathematics course 3-5

DISTRIBUTION: 13 Credits

Humanities, Arts and Design:

- Any approved general education course in the Humanities, Arts and Design area.....2

Social-Behavioral Sciences:

- PSY101 Introduction to Psychology3

Natural Sciences:

- BIO202 Human Anatomy and Physiology II + (4) AND
 BIO205 Microbiology + (4).....8

CONTACT: Mr. G. Trainor, Program Director:
 (602) 285.7125

Paramedicine

**Associate in Applied Science — AAS 3889
 63-75 Credits**

The Associate in Applied Science (AAS) in Paramedicine is a nationally accredited program designed to prepare students to become Paramedics. This program is a formal education in such paramedicine topics as anatomy and physiology, pathophysiology, cardiology, pulmonary, pharmacology, pediatrics, geriatrics hematology, and toxicology. Paramedicine builds upon EMT education and includes paramedic scope of practice. Paramedicine is integrated with fire service, law enforcement, ground transport services, flight transport services, search and rescue, hospitals, clinical setting, community paramedicine, and EMS education. There is a Certificate of Completion (CCL) in Paramedicine available.

Program Notes: Students must earn a grade of B or better in all PME courses required within the program.

Admission Criteria: Students must be current and in good standing with the Arizona Department of Health Services Bureau of Emergency Medical Services-Certified as an Emergency Medical Technician. EMT certification preparatory courses are available at Maricopa County Community Colleges. Contact an academic advisor for details.

Students must complete an application and selection process.

Program Prerequisites: None

Required Courses: 45-51 Credits

BIO160	Introduction to Human Anatomy and Physiology	4
PME190	Introduction to ECG Rhythm Analysis and Interpretation for EMS Professionals (3) OR Permission of Program Director (0)	0-3
PME191	Introduction to Pharmacology for EMS Professionals (3) OR Permission of Program Director (0)	0-3
PME201	Advanced Cardiac Life Support (ACLS) Initial Provider in Paramedicine +.....	1
PME202	Pediatric Advanced Life Support (PALS) Initial Provider in Paramedicine +	1
PME203	Pediatric Emergencies for Prehospital Professionals (PEPP) Initial Provider in Paramedicine +	1
PME204	Neonatal Resuscitation Provider (NRP) in Paramedicine +	0.5
PME205	Advanced Medical Life Support (AMLS) Initial Provider in Paramedicine +	1
PME206	International Trauma Life Support (ITLS) Provider/Pre-Hospital Trauma Life Support (PHTLS) +.....	1
PME240	Pharmacology in Paramedicine +.....	3
PME245	Airway and Ventilatory Management in Paramedicine +.....	3
PME250	Comprehensive Patient Assessment in Paramedicine +.....	1
PME251	Medical Emergencies in Paramedicine I +.....	4
PME252	Medical Emergencies in Paramedicine II +	4
PME253	Medical Emergencies in Paramedicine III +.....	4
PME254	Technical Operations in Paramedicine +.....	2.5

PME260	Trauma Patient Management in Paramedicine +	2
PME270	Immersive Total Patient Management Experience (ITPME) +.....	2
PME280	Preparation for Paramedicine Practicum +	1
PME281	Paramedicine Clinical Practicum: Comprehensive + (2) OR	
PME281AA	Paramedicine Clinical Practicum: Phase I + (1) AND	
PME281AB	Paramedicine Clinical Practicum: Phase II + (1).....	2
PME288	Paramedicine Comprehensive Field Internship Practicum +	5
PME289	Preparation for Paramedic National Credentialing +.....	2

General Education Requirements: 18-24 Credits

CORE: 12-18 Credits

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:

COM100	Introduction to Human Communication (3) OR	
COM110	Interpersonal Communication (3) OR	
COM225	Public Speaking + (3) OR	
COM230	Small Group Communication (3)	3

COM225 recommended for students who intend to transfer to satisfy the AGEC-A literacy requirement. COM110 or COM230 recommended for students who do not intend to transfer.

Critical Reading:

CRE101	College Critical Reading and Critical Thinking + (3) OR equivalent as indicated by assessment	0-3
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Mathematics:

MAT126 Intermediate Algebra with Review + (6)
OR
MAT120 Intermediate Algebra + (5) OR
MAT121 Intermediate Algebra + (4) OR
MAT122 Intermediate Algebra + (3).....3-6
MAT150, or MAT151, or MAT152 recommended
for students who intend to transfer.

DISTRIBUTION: 6 Credits

Humanities, Arts and Design:

Any approved general education course from the
Humanities, Arts and Design area 3

Social-Behavioral Sciences:

Any approved general education course from the
Social and Behavioral Sciences area 3
AJS/EMT/FSC258 Victimology and Crisis
Management (3) recommended for Track II
students.

Natural Sciences:

Met by BIO160 in the Required Courses area..... 0

CONTACT: Mr. G. Trainor, Program Director:
(602) 285.7125

Paramedicine

Certificate of Completion — CCL 5990

45 Credits

The Certificate of Completion (CCL) in
Paramedicine is a nationally accredited program
designed to prepare students to become
Paramedics. This program is a formal education in
such paramedicine topics as anatomy and
physiology, pathophysiology, cardiology,
pulmonary, pharmacology, pediatrics, geriatrics
hematology, toxicology. Paramedicine builds upon
EMT education and includes paramedic scope of
practice. Paramedicine is integrated with fire
service, law enforcement, ground transport
services, flight transport services, search and
rescue, hospitals, clinical setting, community
paramedicine, and EMS education. There is an
Associate in Applied Science (AAS) in
Paramedicine available.

Program Notes: Students must earn a grade of B
or better in all PME courses required within the
program.

Admission Criteria: Students must be current and
in good standing with the Arizona Department of
Health Services Bureau of Emergency Medical
Services-Certified as an Emergency Medical
Technician. EMT certification preparatory courses
are available at Maricopa County Community
Colleges. Contact an academic advisor for details.
Students must complete an application and
selection process.

Program Prerequisites: None.

Required Courses: 45 Credits

BIO160	Introduction to Human Anatomy and Physiology	4
PME201	Advanced Cardiac Life Support (ACLS) Initial Provider in Paramedicine +	1
PME202	Pediatric Advanced Life Support (PALS) Initial Provider in Paramedicine +	1
PME203	Pediatric Emergencies for Prehospital Professionals (PEPP) Initial Provider in Paramedicine +	1
PME204	Neonatal Resuscitation Provider (NRP) in Paramedicine +	0.5
PME205	Advanced Medical Life Support (AMLS) Initial Provider in Paramedicine +	1
PME206	International Trauma Life Support (ITLS) Provider/Pre-Hospital Trauma Life Support (PHTLS) +	1
PME240	Pharmacology in Paramedicine +	3
PME245	Airway and Ventilatory Management in Paramedicine +	3
PME250	Comprehensive Patient Assessment in Paramedicine +	1
PME251	Medical Emergencies in Paramedicine I +	4
PME252	Medical Emergencies in Paramedicine II +	4
PME253	Medical Emergencies in Paramedicine III.....	+ 4
PME254	Technical Operations in Paramedicine +	2.5

PME260	Trauma Patient Management in Paramedicine +	2
PME270	Immersive Total Patient Management Experience (ITPME) +.....	2
PME280	Preparation for Paramedicine Practicum +.....	1
PME281	Paramedicine Clinical Practicum: Comprehensive + (2) OR	
PME281A	Paramedicine Clinical Practicum: Phase I + (1) AND	
PME281B	Paramedicine Clinical Practicum: Phase II + (1).....	2
PME288	Paramedicine Comprehensive Field Internship Practicum +.....	5
PME289	Preparation for Paramedic National Credentialing +	2

CONTACT: Mr. G. Trainor, Program Director:
(602) 285.7125

Tactical Emergency Casualty Care Certificate of Completion — CCL 5998N
2.5 Credits

The Certificate of Completion (CCL) in Tactical Emergency Casualty Care is designed to provide the knowledge, skills and ability to synthesize standard of care and expanded scope of practice with comprehensive assessment, diagnostic technology, patient advocacy, ethical and professional behaviors, to practice patient-centered evidence-based paramedicine in the tactical emergency setting. This certificate prepares students for a tactical emergency casualty care paramedic credential.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses required within the program.

Admission Criteria: Current state Paramedic certification.

Program Prerequisites: None.

Required Courses: 2.5 Credits

PME293	Tactical Emergency Casualty Care (TECC)	2.5
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Science, Technology, Engineering and Mathematics

CONTACT: Dr. S. Thorpe, Department Chair:
(602) 285.7819 and/or
steve.thorpe@phoenixcollege.edu

Environmental and Natural Resource Stewardship Academic Certificate — AC 6227N
25-27 Credits

The Academic Certificate (AC) in Environmental and Natural Resource Stewardship program develops knowledge and understanding of the environmental and natural resource issues, problems, and policies through the study of selected courses. Students will examine the ethical theories and moral principles of global environmental issues, explore methods of inquiry, and the human impact on ecosystems and human policy related to natural resources.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all the courses within the program.

Admission Criteria: None

Program Prerequisites: 0-7 Credits

A grade of C or better in:
 High school Biology (0) OR
 BIO100 Biology Concepts (4) OR
 BIO181 General Biology (Majors) I + (4) OR
 BIO181XT General Biology (Majors) I + (4) OR
 Permission of Instructor 0-4
 (ABS274 has the prerequisite of BIO181 or
 BIO181XT.)

Students selecting BIO181 or BIO181XT must complete with a grade of C or better:
 RDG100 Successful College Reading + (3) OR
 RDG100LL Disciplinary Literacy Lab + (1) OR
 Higher level reading course (3) OR
 Eligibility for CRE101, College Critical Reading and Critical Thinking, 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.0-3

Required Courses: 19 Credits

- BIO105 Environmental Biology (4) OR
- BIO181 General Biology (Majors) I + (4) OR
- BIO181XT General Biology (Majors) I + (4) OR
- ABS274 Introduction to Wildlife Management + (4) 4

- ECN211 Macroeconomic Principles (3) OR
- ECN212 Microeconomic Principles (3) 3

- PHI216 Environmental Ethics 3
- POS110 American National Government 3
- SSH111 Sustainable Cities 3
- SUS110 Sustainable World 3

Restricted Electives: 6-8 Credits

- ASB102 Introduction to Cultural Anthropology 3
- ASB222 Buried Cities and Lost Tribes: Old World 3
- ASB223 Buried Cities and Lost Tribes: New World 3
- BIO108 Plants and Society 4

- CHM107 Chemistry and Society (3) AND
- CHM107LL Chemistry and Society Laboratory (1) 4

- ECN211 Macroeconomic Principles (Except if used for Required Courses area.)3
- ECN212 Microeconomic Principles (Except if used for Required Courses area.)3
- FSC110 Wildland Firefighter3
- HIS190 Environmental History3
- POS285 Political Issues and Public Policy3
- RPM150AB Outdoor Adventure Skills3

Visual and Performing Arts

CONTACT: Ms. C. Brandom
 (602) 285.7287 and/or
 char.brandom@phoenixcollege.edu

**Alteration Specialist
 Certificate of Completion — CCL 5556
 19-27 Credits**

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-made garments in entry level positions in the alteration profession for retailers, dry-cleaning industry or their own alteration establishment. An Associate in Applied Science (AAS) in Fashion Design is also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 19-27 Credits

TEC110	Beginning Apparel Construction (3) OR Permission of Program Director.....	0-3
TEC111	Intermediate Apparel Construction + (3) OR Permission of Program Director.....	0-3
TEC122	Sewing with Knits +.....	3
TEC124	Advanced Apparel Construction +.....	3
TEC129	Sewing with a Serger +.....	3
TEC130	Alteration of Readymade Garments + .	3
TEC222	Textiles	3
TEC223	Tailoring + (3) OR	
TEC227	Couture Sewing + (3).....	3
TEC277++	Any Alteration Internship course +... 1-3	

Restricted Electives: None.

CONTACT: Mr. E. Erspamer, Coordinator,
Graphic Arts Studies:
(602) 285-7171

Animation

Certificate of Completion — CCL 5169

40 Credits

The Certificate of Completion (CCL) in Animation develops knowledge and skills in the area of digital animation, including but not limited to the production of still and time-based media, animation techniques, narrative development, character design, compositing, motion graphics, and interactive design. The curriculum is designed to provide the student with an understanding of animation techniques, use of production equipment, animation terminology, media and interactivity applications, and industry practices. This certificate prepares students for employment and upgrades the skills of persons employed in occupations such as digital animators, media producers, storyboard artists, media artist/designers, and interaction designers. Certificates of Completion (CCL) in Video Game Production, and Associate in Applied Science (AAS) degrees in Animation and Time- Based Media and Video Game Production, are also

available.

Program Notes: Students must earn a grade of C or better for all courses required within the program. This CCL is designed for individuals who already have a degree or relevant experience in the field or who are currently employed in the field.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 40 Credits

AVC169	2D Media Design + (3) OR	
AVC178	Digital Arts Studies + (3).....	3
AVC177	Digital Photographic Imaging I +.....	3
AVC/		
MMT184	Digital Animation I +.....	3
AVC100	Introduction to Digital Arts.....	1
ART111	Drawing I	3
ART116	Life Drawing I.....	3
ART/		
COM/		
STO150	Digital Storytelling (3) OR	
CRW150	Introduction to Creative Writing (3) OR	
CRW172	Introduction to Comic Book Writing (3) OR	
CRW176	Writing Narrative for Video Games (3) OR	
FMT121	Story Theory for Film, Television and Media (3)	3
AVC170	3D Computer Design + (3) OR	
AVC/		
THO246	Digital Fabrication (3).....	3
AVC/		
MMT185	3D Modeling and Animation I +.....	3
AVC200	Animation and Interactivity +.....	3
AVC240	Cinematography and Directing for 2D/3D Animation +	3
AVC284	Digital Animation II +	3
ART/		
MMT285	Modeling and Animation II +.....	3
AVC287	3D Character Animation +.....	3

Restricted Electives: None.

CONTACT: Mr. E. Erspamer, Coordinator,
Graphic Arts Studies:
(602) 285-7171 and/or
dana.belmonte@phoenixcollege.edu

**Animation and Time-Based Media
Associate in Applied Science — AAS 3199
69-77 Credits**

The Associate in Applied Science (AAS) in Animation and Time- Based Media is designed for the student who wishes to develop marketable skills in the area of digital animation and time-based media development. The program provides the student with an understanding of the equipment, operations, and knowledge of the terminology related to still image, video, and animation production. It allows for the exploration of personal interest in this area, prepares students for employment, and upgrades skills of those already employed in this field. Employment opportunities are included in video and multimedia fields, such as digital animator, media production, marketing, publishing, motion graphics, photography, storyboard artist, freelance artist designer, web and interactivity design, and multimedia artist/designer. A Certificate of Completion (CCL) in Animation and in Time-Based Media are also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 17-19 Credits

- AVC169 2D Media Design + (3) OR
- AVC178 Digital Arts Studies + (3)..... 3

- AVC177 Digital Photographic Imaging I +.....3
AVC/
- MMT184 Digital Animation I +.....3
- AVC100 Introduction to Digital Arts.....1
- AVC248 Design Self Promotion (3) OR
- ART255 Art Marketing (3).....3
- AVC280ACDigital Media Arts and
Design Capstone +.....3
- FYE101 Introduction to College, Career and
Personal Success (1) OR
- FYE103 Exploration of College, Career and
Personal Success (3)..... 1-3

Restricted Electives: 30 Credits

Specialization 1: Digital Animation (30 credits)

- ART111 Drawing I 3
- ART116 Life Drawing I.....3
- ART/
COM/
- STO150 Digital Storytelling (3) OR
- CRW150 Introduction to Creative Writing (3) OR
- CRW172 Introduction to Comic Book Writing (3)
OR
- CRW176 Writing Narrative for Video Games (3)
OR
- FMT121 Story Theory for Film, Television and
Media (3)3

- AVC170 3D Computer Design (3) OR
- AVC/
THO246 Digital Fabrication (3).....3
- AVC/
- MMT185 3D Modeling and Animation I +.....3
- AVC200 Animation and Interactivity +.....3
- AVC240 Cinematography and Directing for
2D/3D Animation +3
- AVC284 Digital Animation II +3
- AVC/
- MMT285 3D Modeling and Animation II +.....3
- AVC287 3D Character Animation +.....3

Specialization 2: Time-Based Media (30 credits)

ART111	Drawing I (3) OR	
ART116	Life Drawing I (3)	3
AVC142	Introduction to Digital Photography.....	3
ART/ COM/ STO150	Digital Storytelling (3) OR	
FMT121	Story Theory for Film, Television and Media (3) OR	
JRN213	Writing for Online + (3)	3
AVC202	Media Productions I + (3) OR	
FMP108	Video Production (3).....	3
AVC279	Media Productions II + (3) OR	
FMP215	Digital Video Effects + (3).....	3
MUC191	Electronic Music I (3) OR	
MUC122	Sound Design I (3)	3

Complete twelve (12) credits from courses not already selected in the Required Courses area. Students may choose from one emphasis or from among multiple emphasis areas according to their occupational needs.

Photography Emphasis

ART131	Photography I	3
AVC138	Commercial Photography I +	3
AVC140	Portrait Photography +	3
AVC143	Intermediate Digital Photography +.....	3
AVC270	Digital Photographic Imaging II +	3

Audio Emphasis

FMP114	Audio Production +	3
MUC191	Electronic Music I	3
MUC192	Electronic Music II +	3
MUC122	Sound Design I.....	3
MUC195	Studio Music Recording I	3
MUC222	Sound Design II +	3

Media Production Emphasis

ART/ COM/ STO145	Digital Storybook	1
AVC/ MMT190	Art of Web Site Design+.....	3
AVC192	Advanced Web Presentation Design +.	3
AVC/ THO246	Digital Fabrication	3
CIS133DA	Internet/ Web Development Level I.....	3
FMP204	Advanced Video Production +.....	3
FMP215	Digital Video Effects +.....	3
FMT151	TV and New Media Production +.....	3

Motion Graphics Emphasis

ART116	Life Drawing I.....	3
ART174	Electronic Color Principles +.....	1
AVC/ MMT185	3D Modeling and Animation I +.....	3
AVC200	Animation and Interactivity +.....	3
AVC240	Cinematography and Directing for 2D/3D Animation +	3
AVC273AC	Special Topics: Multimedia Arts +.....	3
AVC287	3D Character Animation +.....	3
FMP215	Digital Video Effects +.....	3

General Education Requirements: 22-28 Credits

CORE: 12-18 Credits

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:

COM100	Introduction to Human Communication (3) OR	
COM110	Interpersonal Communication (3) OR	
COM225	Public Speaking + (3) OR	
COM230	Small Group Communication (3)	3

Critical Reading:

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

Mathematics:

Any approved general education course from the Mathematics area3-6

Recommended for students planning to transfer to a four-year university:

- MAT140 College Mathematics + (5) OR
- MAT141 College Mathematics + (4) OR
- MAT142 College Mathematics + (3) OR
- MAT145 College Mathematics with Review (5) OR
- MAT146 College Mathematics with Review (6)3-6

DISTRIBUTION: 10 Credits

Humanities, Arts and Design:

- ARH101 Art from Prehistory Through Middle Ages (3) OR
- ARH102 Art from Renaissance to Modernism (3) OR
- ARH115 History of Photography (3) OR
- HUM/
- THF205 Introduction to Cinema (3) 3

Social-Behavioral Sciences:

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

Natural Sciences:

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

CONTACT: Ms. C. Brandom
(602) 285.7287 and/or
char.brandom@phoenixcollege.edu

Apparel Construction

Certificate of Completion — CCL 5953

26-32 Credits

The Certificate of Completion (CCL) in Apparel Construction is designed for students to learn advanced sewing techniques appropriate for custom apparel. Students will develop abilities to select appropriate materials and notions for specific items of apparel.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 26-32 Credits

- TEC110 Beginning Apparel Construction (3) OR
- Permission of Program Director (0) 0-3
- TEC111 Intermediate Apparel Construction + (3) OR
- Permission of Program Director (0) 0-3
- TEC112AQ Pattern Alteration and Fit +2
- TEC116 Textiles: Stitchery and Embellishment . 1
- TEC120 Specialty Apparel Construction +3
- TEC122 Sewing with Knits +3
- TEC124 Advanced Apparel Construction +3
- TEC129 Sewing with a Serger3
- TEC143 Industrial Sewing I +2
- TEC222 Textiles3
- TEC223 Tailoring +3
- TEC227 Couture Sewing +3

Restricted Electives: None.

CONTACT: Mr. J. Weddle, Coordinator,
Commercial Music Studies:
(602) 285-7555 and/or
dana.belmonte@phoenixcollege.edu

Audio Production Technologies

Associate in Applied Science — AAS 3024

62-71 Credits

The Associate in Applied Science (AAS) in Audio Production Technologies program offers students hands-on study of audio engineering and related media fields. Students learn and apply the concepts and theories associated with music recording, live sound reinforcement, and sound design. The program is designed to give students foundational knowledge and experience essential in the field of audio production. An embedded Certificate of Completion (CCL) in Audio Production Technologies is also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 31-34 Credits

In addition to the required course work, students must consult with a program advisor to select nine credits within the Restricted Electives area.

FYE101	Introduction to College, Career and Personal Success (1) OR	
FYE103	Exploration of College, Career and Personal Success (3)	1-3
MTC101	Introduction to Music Theory.....	3
MUC191	Electronic Music I	3
MUC192	Electronic Music II +	3
MUC109	Music Business: Content Creation and Copyright	3
MUC110	Music Business: Marketing and Monetization (3) OR	
MUC145	Recording Studio Business Operations (2).....	2-3
MUC111	Digital Audio Workstation I (DAW I) +	3
MUC194	Introduction to Audio Mixing Techniques +	3
MUC195	Studio Music Recording I (3) OR	
MUC195AA	Studio Music Recording I (3).....	3
MUC196	Studio Music Recording II + OR	
MUC196AA	Studio Music Recording II + (3).....	3
MUC197	Live Sound Reinforcement I	3
MUC297AAA	Audio Production Internship + (1) OR	
MUC296WA	Cooperative Education + (1) OR	
MUC298AA	Special Projects (1).....	1

Restricted Electives: 9 Credits

Students must select a total of nine (9) credits from the list below in consultation with an academic advisor. NOTE: at least one (1) of the following courses must be completed: MUC281, MUC289, MUC292, or MUC295.

MUC193	Computer-Based Sound Synthesis +	3
MUC281	Electronic Music III +.....	3
MUC112	Digital Audio Workstation II (DAW II) +	3
MUC122	Sound Design I.....	3
MUC198	Live Sound Reinforcement II +	3
MUC222	Sound Design II +	3
MUC289	Live Sound Reinforcement III +.....	3
MUC292	Sound Design III +.....	3
MUC295	Studio Music Recording III +.....	3

General Education Requirements: 22-28 Credits

CORE: 12-18 Credits

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)	
	OR	
ENG111	Technical and Professional Writing + (3)	6

Oral Communication:

COM100	Introduction to Human Communication (3) OR	
COM110	Interpersonal Communication (3) OR	
COM225	Public Speaking + (3) OR	
COM230	Small Group Communication (3)	3
	COM110 is recommended.	

Critical Reading:

CRE101	College Critical Reading and Critical Thinking + (3) OR	
	equivalent as indicated by assessment.....	0-3

Mathematics:

Any approved general education course from the Mathematics area. Students who intend to transfer must take

- MAT140 College Mathematics + (5) OR
- MAT141 College Mathematics + (4) OR
- MAT142 College Mathematics + (3) OR
- MAT145 College Mathematics with Review (5) OR
- MAT146 College Mathematics with Review (6)3-6

DISTRIBUTION: 10 Credits

Humanities, Arts and Design:

Any approved general education courses from the Humanities, Arts and Design area 3
 MHL140 or MHL145 or MHL153 are recommended.

Social-Behavioral Sciences:

Any approved general education course from the Social-Behavioral Sciences area 3
 PSY101 is recommended.

Natural Sciences:

Any approved general education course from the Natural Sciences area 4

CONTACT: Mr. J. Weddle, Coordinator,
 Commercial Music Studies:
 (602) 285-7555

**Audio Production Technologies
 Certificate of Completion — CCL 5334
 39-40 Credits**

The Certificate of Completion (CCL) in Audio Production Technologies program offers students hands-on study of audio engineering and related media fields. Students learn and apply the concepts and theories associated with music recording, live sound reinforcement, and sound design. The program is designed to give students foundational knowledge and experience essential in the field of audio production. An Associate in Applied Science (AAS) is also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 30-31 Credits

In addition to the required course work, students must consult with a program advisor to select one of the specializations within the Restricted Electives area.

- MTC101 Introduction to Music Theory3
- MUC191 Electronic Music I.....3
- MUC192 Electronic Music II +3
- MUC109 Music Business: Content Creation and Copyright3
- MUC110 Music Business: Marketing and Monetization (3) OR
- MUC145 Recording Studio Business Operations (2) 2-3
- MUC111 Digital Audio Workstation I (DAW I) +3
- MUC194 Introduction to Audio Mixing Techniques +3
- MUC195 Studio Music Recording I (3) OR
- MUC195AASudio Music Recording I (3)3
- MUC196 Studio Music Recording II + OR
- MUC196AASudio Music Recording II + (3).....3
- MUC197 Live Sound Reinforcement I.....3
- MUC297AAAudio Production Internship + (1) OR
- MUC296WACooperative Education + (1) OR
- MUC298AASpecial Projects (1)1

Restricted Electives: 9 Credits

Students must select a total of nine (9) credits from the list below in consultation with an academic advisor. NOTE: at least one (1) of the following courses must be completed: MUC281, MUC289, MUC292, or MUC295.

MUC193	Computer-Based Sound Synthesis +....	3
MUC281	Electronic Music III +	3
MUC112	Digital Audio Workstation II (DAW II) +	3
MUC122	Sound Design I.....	3
MUC198	Live Sound Reinforcement II +.....	3
MUC222	Sound Design II +	3
MUC289	Live Sound Reinforcement III +.....	3
MUC292	Sound Design III +	3
MUC295	Studio Music Recording III +	3

CONTACT: Ms. J. Laffoon, Coordinator,
Photography Studies:
(602) 285-7280

Commercial and Freelance Photography Certificate of Completion — CCL 5784 35-36 Credits

The Certificate of Completion (CCL) in Commercial and Freelance Photography includes the study of both the digital and film aspects of photography. The program is structured to help students develop an understanding of exposure principles, camera operations and functions, digital photographic materials, film-based strategies, studio lighting, and the basics of running a freelance photography business. This certificate is designed to provide knowledge and experience important to those hoping to work as freelance photographers, wedding photographers, commercial photographers, photography editors, photography assistants, or photo lab technicians. An Associate in Applied Science (AAS) in Photography is also available.

Program Notes: Students must earn a grade of C or better for all courses required within the program. There will be costs for supplies and equipment in this program.

Admission Criteria: None

Program Prerequisites: None

Required Courses: 27 Credits

AVC100	Introduction to Digital Arts.....	1
ART112	Two-Dimensional Design	3
ART131	Photography I.....	3
ART132	Photography II +	3
AVC138	Commercial Photography I +.....	3
AVC140	Portrait Photography + (3) OR	
AVC237	Fashion Photography + (3)	3
AVC142	Introduction to Digital Photography	3
AVC143	Intermediate Digital Photography +	3
ENG101	First-Year Composition + (3) OR	
ENG107	First-Year Composition for ESL + (3)..	3
SBS200	Small Business Operations.....	2

Restricted Electives: 8-9 Credits

Students must complete one of the two following specializations:

Specialization I: Freelance Photography (8 credits)

SBS204	Small Business Marketing and Advertising	2
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In consultation with an advisor or program coordinator, choose two (2) courses from the following list to best fulfill goals:

ARH115	History of Photography	3
ART116	Life Drawing I.....	3
ART137	Alternative Photographic Processes.....	3
AVC139	Commercial Photography II +.....	3
AVC181	Graphic Design I +.....	3
ART234	Color Photography +.....	3
ART255	Art Marketing.....	3
FMP108	Video Production	3

Specialization II: Commercial Photography (8-9 credits)

AVC139	Commercial Photography II +	3
ART234	Color Photography +.....	3

In consultation with an advisor or program coordinator, choose one (1) course from the following list to best fulfill goals:

ARH115	History of Photography	3
ART116	Life Drawing I.....	3
ART137	Alternative Photographic Processes	3
AVC181	Graphic Design I +	3
ART255	Art Marketing.....	3
FMP108	Video Production.....	3
SBS204	Small Business Marketing and Advertising.....	2

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(602) 285.7287 and/or
char.brandom@phoenixcollege.edu

**Costume Design and Production, Level I
Certificate of Completion — CCL 5406
28-34 Credits**

The Certificate of Completion (CCL) in Costume Design and Production, Level I trains students to design and make costumes for theatre, film, opera, dance and period reproductions. A Certificate of Completion (CCL) in Costume Design and Production, Level II and an Associate in Applied Science (AAS) in Fashion Design are also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 25-31 Credits

TEC105	Cultural Aspects of Clothing (3) OR	
THF115	Makeup for Stage and Screen (3).....	3
TEC106	History of Fashion	3
TEC110	Beginning Apparel Construction (3)	
OR	Permission of Program Director.....	0-3
TEC111	Intermediate Apparel Construction +	

(3) OR		
THP206	Introduction to Costume Construction for Theatre (4)	3-4
TEC120	Specialty Apparel Construction + (3)	
OR		
TEC124	Advanced Apparel Construction + (3)	
OR		
TEC227	Couture Sewing + (3).....	3
TEC122	Sewing with Knits +	3
TEC134	Fashion Illustration I.....	3
TEC225	Pattern Design I +	3
TEC226	Draping for Fashion Design +	3
TEC278++	Any Costume Design and Production Internship course(s) (1-3) OR	
THP201++	Any Theatre Production course(s) (1-2)	
OR		
THO202A	Theatre Production I Costume Shop (1)	1-3

Restricted Electives: 3 Credits

TEC113	Textiles: Dyeing	1
TEC114	Textiles: Block Printing/Silk Screening I	
TEC115	Textiles: Hand Painting.....	1
TEC116	Textiles: Stitchery and Embellishment .	1
TEC121	Creative Sewing Machine Use +.....	3
TEC161	Digital Machine Embroidery Laboratory	
	1	
TEC222	Textiles	3

Note: TEC113, TEC114, TEC115, TEC116, TEC161 may be repeated for up to three (3) credits.

CONTACT: Ms. C. Brandom
(602) 285.7287 and/or
char.brandom@phoenixcollege.edu

**Costume Design and Production, Level II
Certificate of Completion — CCL 5426
36-42 Credits**

The Certificate of Completion (CCL) in Costume Design and Production, Level II expands students' skills in costuming for theatre, film, opera, dance and period reproductions. Students learn enhanced techniques for costume fit and construction, twentieth-century design, and digital fashion illustration.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 33-39 Credits

The following courses are required and included in CCL Costume Design and Production, Level I:

TEC105	Cultural Aspects of Clothing (3) OR	
THF115	Makeup for Stage and Screen (3).....	3
TEC106	History of Fashion	3
TEC110	Beginning Apparel Construction (3)	
	OR	
	Permission of Program Director.....	0-3
TEC111	Intermediate Apparel Construction + (3) OR	
THP206	Introduction to Costume Construction for Theatre (4).....	3-4
TEC120	Specialty Apparel Construction + (3)	
	OR	
TEC124	Advanced Apparel Construction + (3)	
	OR	
TEC227	Couture Sewing + (3).....	3
TEC122	Sewing with Knits +.....	3
TEC134	Fashion Illustration I	3
TEC225	Pattern Design I +.....	3
TEC226	Draping for Fashion Design +.....	3
TEC278++	Any Costume Design and Production Internship course(s) (1-3) OR	
THP201++	Any Theatre Production course(s) (1-2)	
	OR	
THO202AC	Theatre Production I Costume Shop (1).....	1-3

The following courses are required and included in CCL Costume and Design Production, Level II:

TEC112AQ	Pattern Alteration and Fit +	2
TEC232	Costume Construction +	3
TEC234	Vintage Fashion Design +	3

Restricted Electives: 3 Credits

TEC113	Textiles: Dyeing	1
TEC114	Textiles: Block Printing/Silk Screening	1
TEC115	Textiles: Hand Painting.....	1
TEC116	Textiles: Stitchery and Embellishment .	1
TEC121	Creative Sewing Machine Use +.....	3
TEC161	Digital Machine Embroidery Laboratory	1
TEC222	Textiles	3

Note: TEC113, TEC114, TEC115, TEC116, TEC161 may be repeated for up to three (3) credits.

CONTACT: Mr. E. Erspamer, Coordinator, Graphic Arts Studies:
(602) 285-7171 and/or
dana.belmonte@phoenixcollege.edu

Digital Media Arts

Associate in Applied Science — AAS 3567 66-74 Credits

The Associate in Applied Science (AAS) in Digital Media Arts is designed for the student who wishes to develop skills in the area of graphic design, imaging, photography, animation, time-based, interactivity, and media production. The program emphasizes critical thinking, written communication, and teamwork by challenging students to develop their own design method, production workflow, and conceptual aesthetic. The program provides students with a broad understanding of media design and its place in society as a means to communicate. It allows for the development of an individual's personal interest in this area, prepares students for employment, and upgrades skills of those already employed in this field. Upon completion of the program, students will have compiled a professional portfolio. Employment opportunities include, but are not limited to, graphic design, animation, web design, and video production. Based on course selections, students may also pursue transfer opportunities.

Program Notes: Students must earn a grade of C or better in all courses within the program

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 32-34 Credits

AVC169	2D Media Design +	3
AVC177	Digital Photographic Imaging I +	3
AVC100	Introduction to Digital Arts	1

ART111	Drawing I (3) OR	
ART116	Life Drawing I (3)	3
AVC142	Introduction to Digital Photography.....	3
AVC181	Graphic Design I +	3
AVC/		
MMT184	Digital Animation I +	3
AVC200	Animation and Interactivity +	3
AVC248	Design Self Promotion	3

AVC280AC	Digital Media Arts and Design Capstone + (3) OR	
AVC297++	Computer Graphic Design Internship + (3).....	3

FYE101	Introduction to College, Career and Personal Success (1) OR	
FYE103	Exploration of College, Career and Personal Success (3)	1-3

JRN213	Writing for Online +	3
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Restricted Electives: 12 Credits

Complete twelve (12) credits from the following courses:

AVC182	Graphic Design II +	3
AVC/		
MMT185	3D Modeling and Animation I +	3
AVC210	Design Tools for Imagery, Production, and Publishing +	3
AVC240	Cinematography and Directing for 2D/3D Animation +	3
CIS133DA	Internet/Web Development Level I.....	3
FMP108	Video Production	3
FMP215	Digital Video Effects +	3
MUC191	Electronic Music I	3
MUC122	Sound Design I	3

General Education Requirements: 22-28 Credits

CORE: 12-18 Credits

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:

COM100	Introduction to Human Communication (3) OR	
COM110	Interpersonal Communication (3) OR	
COM225	Public Speaking + (3) OR	
COM230	Small Group Communication (3)	3

Critical Reading:

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

Mathematics:

Any approved general education course from the Mathematics area3-6
Recommended for students planning to transfer to a four-year university:

MAT140	College Mathematics + (5) OR	
MAT141	College Mathematics + (4) OR	
MAT142	College Mathematics + (3) OR	
MAT145	College Mathematics with Review (5) OR	
MAT146	College Mathematics with Review (6).....	3-6

DISTRIBUTION: 10 Credits

Humanities, Arts and Design:

Students who intend to transfer should choose either ARH102 or HUM/ THF205 to fulfill the [HU] requirement for transfer.

ARH102	Art from Renaissance to Modernism (3)	
OR		
ARH110	History of Graphic Design (3) OR	
HUM/		
THF205	Introduction to Cinema (3)	3

Social-Behavioral Sciences:

Any approved general education course from the Social-Behavioral Sciences area3

Natural Sciences:

Any approved general education course from the Natural Sciences area4

CONTACT: Ms. C. Brandom
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char.brandon@phoenixcollege.edu

Fashion Design

Associate in Applied Science — AAS 3355

63-74 Credits

The Associate in Applied Science (AAS) in Fashion Design guides students in developing technical and creative design skills for employment opportunities in the fashion industry or self-employment in fashion design. The program includes training in multiple levels of apparel construction, design, fashion illustration, patternmaking, and draping, and supports students in building inspirational sources through analysis of cultural, historical, and contemporary works of fashion and design.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 38-43 Credits

FYE101	Introduction to College, Career and Personal Success (1) OR	
FYE103	Exploration of College, Career and Personal Success (3)	1-3
TEC105	Cultural Aspects of Clothing.....	3
TEC106	History of Fashion	3
TEC110	Beginning Apparel Construction (3) OR Permission of Program Director (0).....	0-3
TEC111	Intermediate Apparel Construction +...	3
TEC122	Sewing with Knits +.....	3
TEC124	Advanced Apparel Construction +.....	3
TEC125	Fashion Design	3
TEC134	Fashion Illustration I	3
TEC221	Computer-Assisted Fashion Design +..	3
TEC222	Textiles	3
TEC223	Tailoring	3
TEC225	Pattern Design I +.....	3
TEC226	Draping for Fashion Design +.....	3

TEC236	Portfolio Development + (1) OR	
TEC271AA	Fashion Design Internship (1) OR	
TEC277AA	Alteration Internship (1) OR	
TEC278AA	Costume Design and Production Internship (1)	1

Restricted Electives: 4-6 Credits

Select 4 to 6 credits from the following except courses used in the Required Courses area:

ART113	Color	3
TEC+++++	Any TEC Textiles and Clothing course	1-3

General Education: 22-28 Credits

CORE: 12-18 Credits

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:

COM100	Introduction to Human Communication (3) OR	
COM110	Interpersonal Communication (3) OR	
COM225	Public Speaking + (3) OR	
COM230	Small Group Communication (3)	3

Critical Reading:

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

Mathematics:

MAT140	College Mathematics + (5) OR	
MAT141	College Mathematics + (4) OR	
MAT142	College Mathematics + (3) OR	
MAT146	College Mathematics with Review (6) OR	
Equivalent or higher-level mathematics course in the Mathematical Applications [MA] area (3-6).		3-6

DISTRIBUTION: 10 Credits

Humanities, Arts and Design:

- ARH100 Introduction to Art (3) OR
 - ARH101 Art from Prehistory Through Middle Ages (3) OR
 - ARH102 Art from Renaissance to Modernism (3) OR
 - INT115 Historical Architecture and Furniture (3) OR
 - INT120 Modern Architecture and Furniture (3) 3
- ARH100, ARH101, or ARH102 recommended for university transfer.

Social-Behavioral Sciences:

Any approved general education course in the Social-Behavioral Sciences area..... 3

Natural Sciences:

Any approved general education course from the Natural Sciences area 4

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char.brandom@phoenixcollege.edu

**Fashion Design: Entrepreneur
Certificate of Completion — CCL 5854
19 Credits**

The Certificate of Completion (CCL) in Fashion Design: Entrepreneur introduces students to building a sustainable fashion design business. Students develop business and industry-specific skills based upon fashion marketing, merchandising, and production.

Program Notes: Students must earn a grade of C or better in all courses required within the program.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 19 Credits

- MKT109 Introduction to Fashion Merchandising 3
- MKT110 Marketing and Social Networking (3) OR
- MKT151 Display and Visual Merchandising (3). 3
- MKT267 Principles of Sales 3
- TEC103 Developing Your Fashion Business 2
- TEC125 Fashion Design 3

- TEC150 Fashion Show Production3
- TEC240 Apparel Production Management2

Restricted Electives: None.

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char.brandom@phoenixcollege.edu

**Fashion Design: Level I
Certificate of Completion — CCL 5355
27-30 Credits**

The Certificate of Completion (CCL) in Fashion Design: Level I includes training in design, fashion illustration, patternmaking, and draping, and supports students in building inspirational sources through analysis of cultural, historical, and contemporary fashion and design. Students completing this certificate will enter the fashion industry at entry-level positions. A Certificate of Completion (CCL) in Fashion Design: Level II and an Associate in Applied Science (AAS) in Fashion Design are also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 27-30 Credits

- TEC105 Cultural Aspects of Clothing3
- TEC106 History of Fashion.....3
- TEC110 Beginning Apparel Construction (3) OR
Permission of Program Director (0) 0-3
- TEC111 Intermediate Apparel Construction + ...3
- TEC125 Fashion Design.....3
- TEC134 Fashion Illustration I.....3
- TEC221 Computer-Assisted Fashion Design + ..3
- TEC222 Textiles3
- TEC225 Pattern Design I +3
- TEC226 Draping for Fashion Design +3

Restricted Electives: None.

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**Fashion Design, Level II
Certificate of Completion — CCL 5939
42-45 Credits**

The Certificate of Completion (CCL) in Fashion Design: Level II program provides students with more advanced skills necessary to design apparel, illustrate fashions, and create patterns. Students completing this certificate will enter the fashion industry at entry- level positions and above. An Associate in Applied Sciences (AAS) in Fashion Design is also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 42-45 Credits

The following courses are required and included in CCL Fashion Design Level I:

TEC105	Cultural Aspects of Clothing.....	3
TEC106	History of Fashion	3

TEC110	Beginning Apparel Construction (3) OR Permission of Program Director (0).....	0-3
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TEC111	Intermediate Apparel Construction +... 3	
TEC125	Fashion Design	3
TEC134	Fashion Illustration I	3
TEC221	Computer-Assisted Fashion Design +.. 3	
TEC222	Textiles	3
TEC225	Pattern Design I +.....	3
TEC226	Draping for Fashion Design +.....	3

The following courses are also required for CCL Fashion Design Level II:

TEC135	Fashion Illustration II + (3) OR	
TEC138	Fashion Illustration: Menswear + (3)...	3

TEC227	Couture Sewing + (3) OR	
TEC234	Vintage Fashion Design + (3)	3

TEC228	Advanced Draping for Fashion Design +	3
TEC230	Pattern Design II +.....	3
TEC270	Design Studio +	3

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**Fashion Illustration
Certificate of Completion — CCL 5941
26 Credits**

The Certificate of Completion (CCL) in Fashion Illustration includes an advanced study of proportion and techniques used in drawing fashion figures and flats. Various art supplies are used to illustrate fabrics, textures, and patterns. An Associate in Applied Science (AAS) in Fashion Design is also available.

Program Notes: Students must earn a grade of C or better in all courses required within the program.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 26 Credits

TEC115	Textiles: Hand Painting.....	1
TEC125	Fashion Design.....	3
TEC134	Fashion Illustration I.....	3
TEC135	Fashion Illustration II +	3
TEC136	Fashion Illustration III +.....	3
TEC138	Fashion Illustration: Menswear.....	3
TEC139	Fashion Illustration: Children's Wear ...	3
TEC221	Computer-Assisted Fashion Design +..	3
TEC222	Textiles	3
TEC236	Portfolio Development +	1

Restricted Electives: None.

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Graphic Design

**Associate in Applied Science — AAS 3201
61-68 Credits**

The Associate in Applied Science (AAS) in Graphic Design develops the knowledge and skills required in the areas of photography, digital imaging, and graphic design. The coursework includes creating graphic designs, including images, layouts, typography, packaging, motion and interactive graphics, and branding in various print and digital media. This degree prepares students for employment and upgrades the skills of persons employed in occupations such as production artists, graphic designers, freelance artist-designers, and art directors. A Certificate of Completion (CCL) in Graphic Design is also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 33-37 Credits

AVC169	2D Media Design +	3
AVC177	Digital Photographic Imaging I +	3
AVC183	Digital Graphic Arts I	3
AVC248	Design Self Promotion (3) OR	
ART255	Art Marketing (3)	3
AVC283	Digital Graphic Arts II +	3
AVC100	Introduction to Digital Arts	1
ART111	Drawing I (3) OR	
ART116	Life Drawing I (3)	3
ART113	Color (3) OR	
AVC114	Digital Color (3)	3
AVC142	Introduction to Digital Photography.....	3

AVC178 Digital Arts Studies +3

AVC/

MMT190 Art of Web Site Design (3) OR
CIS133DAInternet/ Web Development Level I (3) 3

FYE101 Introduction to College, Career and
Personal Success (1) OR

FYE103 Exploration of College, Career and
Personal Success (3)..... 1-3

Capstone/Internship Course:

AVC280AADigital Media Arts and Design
Capstone + (1) OR

AVC280ABDigital Media Arts and Design
Capstone + (2) OR

AVC280ACDigital Media Arts and Design
Capstone + (3) 1-3

Restricted Electives: 3 Credits

Students must select three (3) credits from the following list of courses:

AVC175 Electronic Publishing Design I +.....3

AVC289 Computer Illustration +.....3

ART103 Typography in the Digital Age +.....3
ART/
COM/

STO150 Digital Storytelling +

AVC192 Advanced Web Presentation Design +.3

AVC200 Animation and Interactivity +.....3

AVC210 Design Tools for Imagery, Production,
and Publishing +.....3

AVC/

THO246 Digital Fabrication

.....3

General Electives: 0-3 Credits

Select additional courses 100-level or higher to complete the minimum credits required for this degree. Consult with the Program Director or an Academic Advisor.

General Education Requirements: 22-28 Credits

CORE: 12-18 Credits

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:

- COM100 Introduction to Human Communication (3) OR
- COM110 Interpersonal Communication (3) OR
- COM225 Public Speaking + (3) OR
- COM230 Small Group Communication (3)..... 3

Critical Reading:

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

Mathematics:

- Any approved general education course from the Mathematics area 3-6
- Recommended for students planning to transfer to a four-year university:
- MAT140 College Mathematics + (5) OR
- MAT141 College Mathematics + (4) OR
- MAT142 College Mathematics + (3) OR
- MAT145 College Mathematics with Review (5) OR
- MAT146 College Mathematics with Review (6) 3-6

DISTRIBUTION: 10 Credits

Humanities, Arts and Design:

- Students who intend to transfer should choose either ARH101 or ARH102 to fulfill the [HU] requirement for transfer.
- ARH101 Art from Prehistory Through Middle Ages (3) OR
- ARH102 Art from Renaissance to Modernism (3) OR
- ARH110 History of Graphic Design (3)..... 3

Social-Behavioral Sciences:

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

Natural Sciences:

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

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Graphic Design

Certificate of Completion — CCL 5173

34 Credits

The Certificate of Completion (CCL) in Graphic Design develops the knowledge and skills required to create graphic designs, including images, layouts, typography, packaging, motion and interactive graphics, and branding in various print and digital media. This certificate prepares students for employment and upgrades the skills of persons employed in occupations such as production artists, graphic designers, and art directors. An Associate in Applied Science (AAS) in Graphic Design is also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 31 Credits

- AVC169 2D Media Design +.....3
- AVC177 Digital Photographic Imaging I +.....3
- AVC183 Digital Graphic Arts I.....3
- AVC248 Design Self Promotion (3) OR
- ART255 Art Marketing (3).....3
- AVC283 Digital Graphic Arts II +.....3
- AVC100 Introduction to Digital Arts.....1
- ART111 Drawing I (3) OR
- ART116 Life Drawing I (3).....3
- ART113 Color (3) OR
- AVC114 Digital Color (3).....3
- AVC142 Introduction to Digital Photography3
- AVC178 Digital Arts Studies +3

AVC/
MMT190 Art of Web Site Design (3) OR
CIS133DAInternet/ Web Development Level I (3) 3

Restricted Electives: 3 Credits

Students must select 3 credits from the following list of courses:

- AVC175 Electronic Publishing Design I +..... 3
- AVC289 Computer Illustration +..... 3
- ART103 Typography in the Digital Age +..... 3
- ART/
COM/
STO150 Digital Storytelling +..... 3
- AVC192 Advanced Web Presentation Design +. 3
- AVC200 Animation and Interactivity +..... 3
- AVC210 Design Tools for Imagery, Production,
and Publishing + 3
- AVC/
THO246 Digital Fabrication..... 3

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Illustration

Certificate of Completion — CCL 5174

31 Credits

The Certificate of Completion (CCL) in Illustration develops knowledge and skills in creating visual narratives through traditional and digital media. The program emphasizes art principles, knowledge, and skills needed to solve design and compositional problems. Focus areas include graphic arts, publications, and storyboarding for animation, video, and media. This certificate prepares students for employment and upgrades the skills of persons employed in occupations such as freelance artist-designer, concept artist, visual development artist for gaming/film, and storyboarder. Students may also pursue an Associate in Applied Science (AAS) in Illustration and Sequential Art.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 25 Credits

- AVC169 2D Media Design +.....3
- AVC177 Digital Photographic Imaging I +.....3
- AVC248 Design Self Promotion (3) OR
- ART255 Art Marketing (3).....3
- AVC289 Computer Illustration +.....3
- AVC100 Introduction to Digital Arts.....1
- ART111 Drawing I3
- ART113 Color (3) OR
- AVC114 Digital Color (3).....3
- ART116 Life Drawing I.....3
- AVC178 Digital Arts Studies +3

Restricted Electives: 6 Credits

Students must select six (6) credits from the following list of courses. Students may select from one emphasis or may select from different emphases to fulfill the six (6) credit requirement.

Animation Focus Area

- AVC/
MMT184 Digital Animation I +.....3
- AVC/
MMT185 3D Modeling and Animation I +.....3

Drawing Focus Area

- ART117 Life Drawing II +.....3
- ART118 Art Anatomy +.....3
- ART122 Drawing and Composition II +.....3

Painting Focus Area

- ART165 Watercolor Painting I +.....3
- ART166 Watercolor Painting II +3
- ART167 Painting I +.....3
- ART168 Painting II +3
- ART263 Figure Painting +3

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**Illustration and Sequential Art
Associate in Applied Science — AAS 3203
61-74 Credits**

The Associate in Applied Science (AAS) in Illustration and Sequential Art is designed for the student who wishes to develop an area of specialization in illustration and comics and sequential art. Students will develop narratives through traditional and digital media. The program emphasizes art principles, knowledge, and skills needed to solve design and compositional problems. Areas of emphasis include comic book and sequential art, illustration for publications, and storyboarding. It allows for the development of an individual's personal interest in this area, prepares students for employment, and upgrades skills of those already employed in this field. Employment opportunities are available in a variety of fields including, but not limited to, freelance artist-designer, concept artist, comics/sequential art, visual development artist for gaming/film, and story boarder. A Certificate of Completion (CCL) in Illustration and in Sequential Art is also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 24-28 Credits

AVC169	2D Media Design +	3
AVC177	Digital Photographic Imaging I +	3
AVC289	Computer Illustration +	3
AVC100	Introduction to Digital Arts	1
ART111	Drawing I	3
ART113	Color (3) OR	
AVC114	Digital Color (3)	3
ART116	Life Drawing I.....	3

AVC178	Digital Arts Studies +	3
FYE101	Introduction to College, Career and Personal Success (1) OR	
FYE103	Exploration of College, Career and Personal Success (3).....	1-3

Capstone/Internship Course:

AVC280AA	Digital Media Arts and Design Capstone + (1) OR	
AVC280AB	Digital Media Arts and Design Capstone + (2) OR	
AVC280AC	Digital Media Arts and Design Capstone + (3)	1-3

Restricted Electives: 9-18 Credits

Specialization 1: Sequential Art (18 credits)

AVC119	Penciling for Sequential Art.....	3
AVC120	Inking for Sequential Art	3
AVC219	Coloring, Toning and Lettering for Sequential Art	3
AVC220	Publishing for the Comic Industry.....	3
AVC221	Comics Creation.....	3

CRW172	Introduction to Comic Book Writing (3) OR	
CRW176	Writing Narrative for Video Games (3) OR	
CRW190	Introduction to Screenwriting (3).....	3

Specialization 2: Illustration (9 credits)

AVC248	Design Self Promotion (3) OR	
ART255	Art Marketing (3).....	3

Students must select six (6) credits from the following list of courses. Students may select from one emphasis or may select from different emphases to fulfill the six (6) credit requirement.

Animation Emphasis

AVC/		
MMT184	Digital Animation I +.....	3
AVC/		
MMT185	3D Modeling and Animation I +	3

Drawing Emphasis

ART117	Life Drawing II +	3
ART118	Art Anatomy +.....	3
ART122	Drawing and Composition II +	3

Painting Emphasis

ART165	Watercolor Painting I +.....	3
ART166	Watercolor Painting II +.....	3
ART167	Painting I +.....	3
ART168	Painting II +.....	3
ART263	Figure Painting +.....	3

General Electives: 0-6 Credits

Select additional courses 100-level or higher to complete the minimum credits required for this degree. Consult with the Program Director or an Academic Advisor.

General Education Requirements: 22-28 Credits

CORE: 12-18 Credits

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:

COM100	Introduction to Human Communication (3) OR	
COM110	Interpersonal Communication (3) OR	
COM225	Public Speaking + (3) OR	
COM230	Small Group Communication (3).....	3

Critical Reading:

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

Mathematics:

Any approved general education course from the Mathematics area 3-6
Recommended for students planning to transfer to a four-year university:

MAT140	College Mathematics + (5) OR	
MAT141	College Mathematics + (4) OR	
MAT142	College Mathematics + (3) OR	
MAT145	College Mathematics with Review (5) OR	
MAT146	College Mathematics with Review (6).....	3-6

DISTRIBUTION: 10 Credits

Humanities, Arts and Design:

ARH101	Art from Prehistory Through Middle Ages (3) OR	
ARH102	Art from Renaissance to Modernism (3).....	3

Social-Behavioral Sciences:

Any approved general education course from the Social-Behavioral Sciences area3

Natural Sciences:

Any approved general education course from the Natural Sciences area4

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Industrial Sewing

Certificate of Completion — CCL 5970

30-37 Credits

The Certificate of Completion (CCL) in Industrial Sewing is designed to prepare students for employment or small business ownership in piecework construction for garment manufacturing in the fashion industry including but not limited to advanced apparel construction methods using a variety of fabrics and materials, knowledge of and skills on the use of industrial machines, and professional sewing techniques.

Program Notes: Students must earn a grade of C or better in each course in the program. Students are encouraged to consult with the Program Director before starting the program.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 30-37 Credits

TEC110 Beginning Apparel Construction (3)
OR
Permission of Program Director (0).....0-3

TEC111 Intermediate Apparel
Construction + (3) OR
THP206 Introduction to Costume Construction
for Theatre (4) OR
Permission of Program Director (0)0-4

TEC120 Specialty Apparel Construction + 3
TEC122 Sewing with Knits + 3
TEC124 Advanced Apparel Construction + 3
TEC129 Sewing with a Serger..... 3
TEC130 Alteration of Ready-Made Garments + 3
TEC143 Industrial Sewing I + 2
TEC144 Industrial Sewing II + 2
TEC146 Manufacturing Sewing Methods I + 2
TEC147 Manufacturing Sewing Methods II + ... 2
TEC112AQPattern Alteration and Fit + 2
TEC116 Textiles: Stitchery and Embellishment. 1
TEC120 Specialty Apparel Construction + 3
TEC122 Sewing with Knits + 3
TEC124 Advanced Apparel Construction + 3
TEC129 Sewing with a Serger..... 3
TEC143 Industrial Sewing I + 2
TEC222 Textiles 3
TEC223 Tailoring + 3
TEC227 Couture Sewing + 3

In consultation with the program director, select 6 credits of coursework from the following:

INT/
TEC126 Sewing for the Home..... 3
TEC112AUSewing Clothing Accessories + 3
TEC121 Creative Sewing Machine Use + 3
TEC161 Digital Machine Embroidery
Laboratory..... 1

TEC224 Pattern Drafting + (2) OR
TEC225 Pattern Design I + (3) OR
TEC226 Draping for Fashion Design(3).....2-3

TEC232 Costume Construction + 3
TEC233 Computer-Assisted Pattern Making +3
TEC240 Apparel Production Management +...2

Restricted Electives: None.

CONTACT: Ms. M. Jospitre, Program Director:
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**Interior Design
Associate in Applied Science — AAS 3191
65-73 Credits**

The Associate in Applied Science (AAS) in Interior Design prepares students to work in an entry-level interior design position. The program provides both general and interior design education, which includes design, color theory and application, architectural and furniture history, drafting and computer aided design (CAD) for interior design, space planning, interior materials, rendering, and basic codes and regulations. Studio projects allow students to identify, research, solve, and present design problems. Certificates of Completion (CCL) in areas of specialization are also available and embedded within the AAS.

The AAS in Interior Design transfers to Northern Arizona University Bachelor of Science (BS) in Interior Design. NAU will accept up to 73 credits as part of this degree program. Please speak with an NAU transfer specialist for details about this transfer option.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 46-48 Credits

ARC141 Architectural CAD I: Introduction (3)
AND
ARC142 Architectural CAD II: Plans and Elevations + (3) OR
INT100 Interior Design Drafting (3) AND
INT140 Introduction to CAD for Interior Design (3).....6
FYE101 Introduction to College, Career and Personal Success (1) OR
FYE103 Exploration of College, Career and Personal Success (3) 1-3

INT105	Introduction to Interior Design.....	3
INT115	Historical Architecture and Furniture... 3	
INT120	Modern Architecture and Furniture.....	3
INT122	Digital Visualization for Design	3
INT145	Drawing and Rendering (3) OR	
INT145AA	Sketching and Visualization + (1.5)	
AND		
INT145AB	Rendering + (1.5).....	3
INT150	Color and Design.....	3
INT160	Fabrics for Interiors	3
INT175	Custom Design +.....	3
INT190	Space Planning +.....	3
INT211	Interior Materials and Specifications +	
(3) OR		
INT211AA	Interior Materials + (1.5) AND	
INT211AB	Material Specifications + (1.5).....	3
INT215	Professional Practices +.....	3
INT230	Presentation Techniques +.....	3
INT222	Residential Design + (3) OR	
INT240	Kitchen and Bath Design + (3) OR	
INT240AA	Bath Design + (1.5) AND	
INT240AB	Kitchen Design + (1.5)	3

Restricted Electives: None.

General Electives: None.

General Education Requirements: 19-25 Credits

CORE: 12-18 Credits

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 +.....	6

Oral Communication:

COM100	Introduction to Human	
	Communication (3) OR	
COM110	Interpersonal Communication (3).....	3
COM110 is recommended for students who intend to transfer to Northern Arizona University.		

Critical Reading:

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

Mathematics:

MAT140	College Mathematics + (5) OR	
MAT141	College Mathematics + (4) OR	
MAT142	College Mathematics + (3) OR	
MAT145	College Mathematics with Review (5)	
OR		
MAT146	College Mathematics with Review (6)	
OR		
	Equivalent or higher-level mathematics course in the Mathematical Applications [MA] area.	3-6

DISTRIBUTION: 7 Credits

Humanities, Arts and Design:

Met by INT115 or INT120 in the Required Courses area

.....0

Social-Behavioral Sciences:

PSY101 Introduction to Psychology

.....3

Natural Sciences:

Any approved general education course in the Natural Sciences area

.....4

Recommended:

BIO108	Plants and Society (4) OR	
GLG101	Introduction to Geology I - Physical	
	Lecture (3) AND	
GLG103	Introduction to Geology I - Physical	
	Lab (1) OR	
FON241	Principles of Human Nutrition (3) AND	
FON241LL	Principles of Human Nutrition	
	Laboratory (1)	4

CONTACT: Ms. M. Jospitre, Program Director:
(602) 285.7608 and/or
maryse.jospitre@phoenixcollege.edu

**Interior Design Kitchen and Bath
Certificate of Completion — CCL 5070
30 Credits**

The Certificate of Completion (CCL) in Interior Design Kitchen and Bath is intended to provide students with the knowledge and creative skills important to planning and developing kitchen and bath design solutions. The program prepares students for entry-level career in a kitchen and bath studio including, but not limited to, kitchen and bath planning, retail sales, and wholesale sales, or to advance within related job fields. Students will study design principles and elements, color theory, drawing, space planning, industry guidelines and standards, and other factors utilized in kitchen and bath design. The program helps to prepare students for National Kitchen and Bath Association (NKBA) certifications. An Associate in Applied Science (AAS) in Interior Design is also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 27 Credits

- ARC141 Architectural CAD I: Introduction (3)
AND
- ARC142 Architectural CAD II: Plans and Elevations + (3) AND
- INT122 Digital Visualization for Design (3) OR
- INT100 Interior Design Drafting (3) AND
- INT122 Digital Visualization for Design (3)
AND
- INT140 Introduction to CAD for Interior Design (3) 9
- INT105 Introduction to Interior Design..... 3

- INT145 Drawing and Rendering (3) OR
- INT145AASketching and Visualization + (1.5)
AND
- INT145ABRendering + (1.5).....3
- INT190 Space Planning +.....3
- INT211 Interior Materials and Specifications + (3) OR
- INT211AAInterior Materials + (1.5) AND
- INT211ABMaterial Specifications + (1.5)3
- INT230 Presentation Techniques +3
- INT240 Kitchen and Bath Design + (3) OR
- INT240AABath Design + (1.5) AND
- INT240ABKitchen Design + (1.5)3

Restricted Electives: 3 Credits

Select one course from the following:

- COM100 Introduction to Human Communication3
- COM263 Elements of Intercultural Communication3
- EPS150 Introduction to Entrepreneurship3
- INT115 Historical Architecture and Furniture ...3
- INT120 Modern Architecture and Furniture3
- INT150 and Design.....3
- INT215 Professional Practices +3
- MGT253 Owning and Operating a Small Business3

CONTACT: Ms. M. Jospitre, Program Director:
(602) 285.7608 and/or
maryse.jospitre@phoenixcollege.edu

**Interior Design Technology
Certificate of Completion — CCL 5071
24 Credits**

The Certificate of Completion (CCL) in Interior Design Technology is designed to provide the informational, attitudinal, and technical skills required for an entry-level position as a Computer Aided Drafting (CAD) operator in an Interior Design or related office. Computer-aided design using AutoCAD, Revit, Sketchup, and the Adobe Creative Suite forms the core of this program. An Associate in Applied Science (AAS) in Interior

Design and an Associate in Applied Science (AAS) in Architectural Technology are also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 21 Credits

ARC141	Architectural CAD I: Introduction (3)	
AND		
ARC142	Architectural CAD II: Plans and Elevations + (3) AND	
INT122	Digital Visualization for Design (3) OR	
INT100	Interior Design Drafting (3) AND	
INT122	Digital Visualization for Design (3)	
AND		
INT140	Introduction to CAD for Interior Design (3).....	9
INT145	Drawing and Rendering (3) OR	
INT145A	ASketching and Visualization + (1.5)	
AND		
INT145AB	Rendering + (1.5).....	3
INT230	Presentation Techniques +.....	3
ARC/		
INT250	Basic Revit +.....	3
ARC265/		
INT251	Sketchup I: Introduction to Sketchup ..	3

Restricted Electives: 3 Credits

Select one course from the following:

COM100	Introduction to Human Communication.....	3
COM263	Elements of Intercultural Communication.....	3
EPS150	Introduction to Entrepreneurship.....	3
INT105	Introduction to Interior Design.....	3
INT215	Professional Practices +.....	3
MGT253	Owning and Operating a Small Business	3

CONTACT: Ms. M. Jospitre, Program Director:
(602) 285.7608 and/or
maryse.jospitre@phoenixcollege.edu

Interior Design Upholstery and Soft Goods Production

Certificate of Completion — CCL 5074

30 Credits

The Certificate of Completion (CCL) in Interior Design Upholstery and Soft Goods Production is intended to provide students with the knowledge and creative skills important to operating current commercial machinery and upholstery. The program prepares students for an entry-level career as an upholsterer or soft goods fabricator for residential and commercial applications. Students will study design principles, history and use of fabrics and textiles, colors, and upholstery techniques utilized in upholstery and soft goods production. Elective coursework also allows students to take specific courses preparing them for a particular segment of the industry they are most interested in pursuing. An Associate in Applied Science (AAS) in Interior Design is also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 27 Credits

INT105	Introduction to Interior Design	3
INT/		
TEC126	Sewing for the Home (3) OR	
TEC128	Home Upholstery (3)	3
INT145	Drawing and Rendering (3) OR	
INT145A	ASketching and Visualization + (1.5)	
AND		
INT145AB	Rendering + (1.5).....	3
INT150	Color and Design	3
INT156	Furniture Upholstery I.....	3
INT157	Furniture Upholstery II +.....	3
INT158	Furniture Upholstery III +.....	3

INT159	Furniture Upholstery IV +.....	3
INT160	Fabrics for Interiors (3) OR	
TEC222	Textiles (3).....	3

Restricted Electives: 3 Credits

Select one of the courses from the list for a total of 3 credits:

INT115	Historical Architecture and Furniture... 3
INT120	Modern Architecture and Furniture..... 3
TEC114	Textiles: Block Printing/Silk Screening 1 (May be repeated for a total of 3 credits)
TEC116	Textiles: Stitchery and Embellishment. 1 (May be repeated for a total of 3 credits)

CONTACT: Ms. M. Jospitre, Program Director:
(602) 285.7608 and/or
maryse.jospitre@phoenixcollege.edu

**Interior Merchandising and Home Staging
Certificate of Completion — CCL 5429
21 Credits**

The Certificate of Completion (CCL) in Interior Merchandising and Home Staging is intended to provide students with the knowledge and creative skills important to colorizing, visual merchandising, home-staging, and selecting furnishings and accessories. The program prepares students for entry-level career as a home decorator, retail merchandiser, home stager, model home merchandiser, etc. or to advance within these job fields. Students will study design principles and elements, color theory, drawing, furniture layout, historical and modern architecture and furniture, fabrics, and other factors utilized in interior merchandising. An Associate in Applied Science (AAS) in Interior Design is also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 21 Credits

INT100	Interior Design Drafting (3) OR
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INT145	Drawing and Rendering (3) OR	
INT145AA	Sketching and Visualization + (1.5)	
	AND	
INT145AB	Rendering + (1.5).....	3

INT105	Introduction to Interior Design	3
INT115	Historical Architecture and Furniture ...	3
INT120	Modern Architecture and Furniture	3
INT150	Color and Design	3
INT160	Fabrics for Interiors.....	3

INT215	Professional Practices + (3) OR	
MGT251	Human Relations in Business (3) OR	
MGT253	Owning and Operating a Small Business (3).....	3

Restricted Electives: None.

CONTACT: Mr. J. Weddle, Coordinator,
Commercial Music Studies:
(602) 285-7555 and/or
dana.belmonte@phoenixcollege.edu

**Music Industries: Music Business
Associate in Applied Science — AAS 3017
61-70 Credits**

The Associate in Applied Science (AAS) in Music Industries: Music Business is designed to provide aspiring music industry professionals with a broad background in music management, production, and entrepreneurship activities. The program combines theoretical and applied learning experiences to help students gain a strategic understanding of commercial music as both an art and profession. Students will choose a focus area among business and marketing, commercial performance, and music production. They will employ analytical and communication skills and explore aesthetic, cultural, and historical perspectives relevant to the music industry.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 26-29 Credits

FYE101 Introduction to College, Career and Personal Success (1) OR
 FYE103 Exploration of College, Career and Personal Success (3) 1-3

MGT253 Owning and Operating a Small Business 3

MKT110 Marketing and Social Networking..... 3

MKT271 Principles of Marketing 3

MUC109 Music Business: Content Creation and Copyright 3

MUC110 Music Business: Marketing and Monetization 3

MTC180 Computer Literacy for Musicians + (3)
 OR

MUC180 Computer Literacy for the Music Business (3)..... 3

Note: Students who have not already completed MTC180 must take MUC180.

MUC209 Music Industry Entrepreneurship +..... 3

MUC293 Self Promotion for Music 1

Music Industry Capstone Experience

MUC290AAMusic Business Internship + (1) OR

MUC296WACooperative Education + (1) OR

MUC298AASpecial Projects + (1) 1

Overview of Music Genres

MUC242 Music Genres and Styles (2) OR

MHL155 Survey of American Music (3).....2-3

Restricted Electives: 12-13 Credits

Students should work with their program advisor to select 12-13 credits from courses that align with the academic/career goals and further their development in the areas of music business and marketing, music production, and commercial performance. Courses from Required Courses area may not be used.

Business and Marketing

GBS+++ Any GBS General Business course(-s)

MKT+++ Any MKT Marketing course(-s)

MUC+++ Any MUC Music: Commercial/Business course(-s)

Music Production

MTC+++ Any MTC Music: Theory/Composition course(-s)

MUC+++ Any MUC Music: Commercial/Business course(-s)

Commercial Performance

MTC+++ Any MTC Music: Theory/Composition course(-s)

MUP+++ Any MUP Music: Performance course(-s)

General Electives: 0-1 Credits

Select courses 100-level or higher to complete a minimum of 60 semester credits. Consult with an Academic and/or Program Advisor.

General Education Requirements: 22-28 Credits

CORE: 12-18 Credits

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)
 OR

ENG111 Technical and Professional Writing + (3)6

ENG101 or ENG107 and ENG102 or ENG108 is recommended for students who intend to transfer.

Oral Communication:

COM100 Introduction to Human Communication (3) OR

COM110 Interpersonal Communication (3) OR

COM225 Public Speaking + (3) OR

COM230 Small Group Communication (3)3

Consult with an academic advisor about specific COM requirements if intending to transfer.

Critical Reading:

CRE101 College Critical Reading and Critical Thinking + (3) OR

Equivalent as indicated by assessment 0-3

Mathematics:

- MAT140 College Mathematics + (5) OR
- MAT141 College Mathematics + (4) OR
- MAT142 College Mathematics + (3) OR
- MAT145 College Mathematics with Review (5) OR
- MAT146 College Mathematics with Review (6).....3-6

DISTRIBUTION: 10 Credits

Humanities, Arts and Design:

Any approved general education course from the Humanities, Arts and Design [HU] area 3

Social-Behavioral Sciences:

Any approved general studies education from the Social-Behavioral Sciences [SB] area 3

Natural Sciences:

Any approved general studies education from the Natural Sciences area 4

CONTACT: Mr. J. Weddle, Coordinator,
Commercial Music Studies:
(602) 285-7555 and/or
dana.belmonte@phoenixcollege.edu

Music Business I

Certificate of Completion — CCL 5106

16 Credits

The Certificate of Completion (CCL) in Music Business I is designed to provide aspiring music industry professionals with a broad background in music management, production, and entrepreneurship activities. The program combines foundational and applied learning experiences to help students gain a strategic understanding of commercial music as both an art and profession. There is a Certificate of Completion (CCL) in Music Business II available as well as an Associate in Applied Science (AAS) in Music Industries: Music Business.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 16 Credits

- MGT253 Owning and Operating a Small Business3
- MKT110 Marketing and Social Networking (3) OR
- MKT271 Principles of Marketing (3).....3
- MUC109 Music Business: Content Creation and Copyright 3
- MUC110 Music Business: Marketing and Monetization3
- MUC293 Self Promotion for Music1
- MTC180 Computer Literacy for Musicians + (3) OR
- MUC180 Computer Literacy for the Music Business (3)..... 3

Note: Students who have not already completed MTC180 must take MUC180.

Restricted Electives: None.

CONTACT: Mr. J. Weddle, Coordinator,
Commercial Music Studies:
(602) 285-7555 and/or
dana.belmonte@phoenixcollege.edu

Music Business II

Certificate of Completion — CCL 5258

35-37 Credits

The Certificate of Completion (CCL) in Music Business II is designed to provide aspiring music industry professionals with a broad background in music management, production, and entrepreneurship activities. The program combines theoretical and applied learning experiences to help students gain a strategic understanding of commercial music as both an art and profession. An Associate in Applied Science (AAS) in Music Industries: Music Business is available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 25-26 Credits

MGT253	Owning and Operating a Small Business	3
MKT110	Marketing and Social Networking.....	3
MKT271	Principles of Marketing	3
MUC109	Music Business: Content Creation and Copyright	3
MUC110	Music Business: Marketing and Monetization	3

MTC180 Computer Literacy for Musicians + (3)
OR

MUC180 Computer Literacy for the Music Business (3)..... 3

Note: Students who have not already completed MTC180 must take MUC180.

MUC209	Music Industry Entrepreneurship +.....	3
MUC293	Self Promotion for Music.....	1

Music Industry Capstone Experience

MUC290AA	Music Business Internship + (1) OR	
MUC296WA	Cooperative Education + (1) OR	
MUC298AA	Special Projects (1).....	1

Overview of Music Genres

MUC242	Music Genres and Styles (2) OR	
MHL155	Survey of American Music (3).....	2-3

Restricted Electives: 10-11 Credits

Students should work with their program advisor to select 10-11 credits from courses that align with the academic/career goals and further their development in the areas of music business and marketing, music production, and commercial performance. Courses from Required Courses area may not be used.

Music Business and Marketing

GBS+++	Any GBS General Business course	
MKT+++	Any MKT Marketing course	
MUC+++	Any MUC Music: Commercial/Business course	

Music Production

MTC+++	Any MTC Music: Theory/Composition course	
MUC+++	Any MUC Music: Commercial/Business course	

Commercial Performance

MTC+++	Any MTC Music: Theory/Composition course	
MUP+++	Any MUP Music: Performance course	

General Electives: None.

CONTACT: Ms. C. Brandom
(602) 285.7287 and/or
char.brandom@phoenixcollege.edu

**Pattern Design, Level I
Certificate of Completion — CCL 5947
17-23 Credits**

The Certificate of Completion (CCL) in Pattern Design, Level I trains students to create patterns using flat patterns, draping methods, and grading. A Certificate of Completion (CCL) in Pattern Design: Level II is also available.

Program Notes: Students must earn a grade of C or better in all courses within the Required Courses area.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 17-23 Credits

TEC110	Beginning Apparel Construction (3)	
	OR	
	permission of Program Director	0-3
TEC111	Intermediate Apparel Construction + (3) OR	
	Permission of Program Director	0-3
TEC112AQ	Pattern Alteration and Fit +	2
TEC122	Sewing with Knits +	3
TEC124	Advanced Apparel Construction +	3
TEC225	Pattern Design I +	3
TEC226	Draping for Fashion Design +	3

TEC231 Pattern Grading + 3

Restricted Electives: None.

CONTACT: Ms. C. Brandom
(602) 285.7287 and/or
char.brandom@phoenixcollege.edu

**Pattern Design, Level II
Certificate of Completion — CCL 5949**

35-41 Credits

The Certificate of Completion (CCL) in Pattern Design, Level II enhances skills for advanced flat pattern design, draping pattern drafting, computer-assisted pattern making, and pattern making for industry.

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

Admission Criteria: None

Program Prerequisites: None.

Required Courses: 35-41 Credits

The following courses are required and included in CCL/5947 Pattern Design, Level I (17-23 credits):

TEC110 Beginning Apparel Construction (3)
OR
permission of Program Director.....0-3

TEC111 Intermediate Apparel Construction +
(3) OR
permission of Program Director.....0-3

TEC112AQ Pattern Alteration and Fit + 2
TEC122 Sewing with Knits + 3
TEC124 Advanced Apparel Construction + 3
TEC225 Pattern Design I + 3
TEC226 Draping for Fashion Design + 3
TEC231 Pattern Grading + 3

The following courses are required and included in CCL/5949 Pattern Design, Level II (18 credits):

TEC224 Pattern Drafting +2
TEC228 Advanced Draping for Fashion Design
+ 3
TEC230 Pattern Design II +3
TEC233 Computer-Assisted Pattern Making + ..3
TEC234 Vintage Fashion Design +3
TEC238 Industry Patternmaking Standards +1
TEC270 Design Studio +3

Restricted Electives: None.

CONTACT: Ms. J. Laffoon, Coordinator,
Photography Studies:
(602) 285-7280 and/or
dana.belmonte@phoenixcollege.edu

Photography

**Associate in Applied Science — AAS 3195
61-67 Credits**

The Associate in Applied Science (AAS) in Photography program is designed for the student who wishes to pursue a career in photography, either commercial or fine arts. Students will study digital and traditional film-based (darkroom) media, content and image selection, and the theory and practice of visual communication.

Program Notes: Students must earn a grade of C or better for all courses required within the program. There will be costs for supplies and equipment in this program.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 27-31 Credits

ARH101 Art from Prehistory Through Middle
Ages (3) OR
ARH102 Art from Renaissance
to Modernism (3).....3

ARH115 History of Photography3
AVC100 Introduction to Digital Arts.....1
ART112 Two-Dimensional Design3
ART113 Color3

ART131	Photography I	3
ART132	Photography II +	3
AVC142	Introduction to Digital Photography	3
AVC143	Intermediate Digital Photography +	3
ART255	Art Marketing (3) OR	
ART255AB	The Portfolio (1)	1-3
FYE101	Introduction to College, Career and Personal Success (1) OR	
FYE103	Exploration of College, Career and Personal Success (3)	1-3

Restricted Electives: 8-20 Credits

Complete all courses in the specialization below that best aligns with your academic and professional goals.

Specialization I: Commercial Photography (13-20 credits)

AVC138	Commercial Photography I +	3
AVC139	Commercial Photography II +	3
AVC140	Portrait Photography + (3) OR	
AVC237	Fashion Photography + (3)	3
SBS200	Small Business Operations	2
MKT110	Marketing and Social Networking (3) OR	
MKT263	Advertising Principles (3) OR	
MKT271	Principles of Marketing (3) OR	
SBS204	Small Business Marketing and Advertising (2)	2-3

In consultation with advisor or program coordinator, choose up to six (6) credits of coursework from the following list to best fulfill goals and complete a minimum of 60 credits required for the AAS.

AVC169	2D Media Design +	3
AVC177	Digital Photographic Imaging I +	3
ART111	Drawing I	3
ART116	Life Drawing I	3
ART137	Alternative Photographic Processes	3
AVC178	Digital Arts Studies +	3
AVC181	Graphic Design I +	3
ART234	Color Photography +	3
AVC270	Digital Photographic Imaging II +	3

ART290AC	Studio Art +	3
ART290EC	Studio Art: Photography +	3
ART290MC	Studio Art: Digital Photography +	3
ART295DA	Art Workshop/Seminar: Photography +	1
ART295DB	Art Workshop/Seminar: Photography +	2
ART295DC	Art Workshop/Seminar: Photography +	3
AVC297AA	Commercial Art Internship (1) OR	
AVC297AB	Commercial Art Internship (2) + ...	1 -2

FMP108	Video Production	3
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Specialization II: Fine Art Photography (8-15 credits)

ART133	Photography III +	3
ART137	Alternative Photographic Processes	3

Select 2-9 credits from the following:

AVC169	2D Media Design +	3
AVC177	Digital Photographic Imaging I +	3
ART111	Drawing I	3
ART116	Life Drawing I	3
ART134	Photography IV +	3
AVC178	Digital Arts Studies +	3
ART234	Color Photography +	3
ART250	Introduction to Printmaking +	3
AVC270	Digital Photographic Imaging II +	3
AVC274	Digital Photographic Imaging III +	3
ART290AC	Studio Art +	3
ART290EC	Studio Art: Photography +	3
ART290MC	Studio Art: Digital Photography +	3
ART295DA	Art Workshop/Seminar: Photography +	1
ART295DB	Art Workshop/Seminar: Photography +	2
ART295DC	Art Workshop/Seminar: Photography +	3
AVC297AA	Commercial Art Internship +	1
SBS200	Small Business Operations	2
SBS204	Small Business Marketing and Advertising	2

General Electives: 0-7 Credits

Select courses 100-level or higher to complete a minimum of 60 semester credits but no more than a total of 64 semester credits. Consult with the Program Director or an Academic Advisor.

Recommend that students interested in transferring to a four-year institution to earn a bachelor's degree take courses that fulfill any unmet Arizona General Education Curriculum (AGEC) requirements.

General Education: 19-25 Credits

CORE: 12-18 Credits

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:

- COM100 Introduction to Human Communication (3) OR
- COM110 Interpersonal Communication (3) OR
- COM225 Public Speaking + (3) OR
- COM230 Small Group Communication (3)..... 3

Critical Reading:

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

Mathematics:

- MAT140 College Mathematics + (5) OR
- MAT141 College Mathematics + (4) OR
- MAT142 College Mathematics + (3) OR
- MAT145 College Mathematics with Review + (5) OR
- MAT146 College Mathematics with Review (6) OR
- Any approved general education course in the Mathematical Applications [MA] area (3-6).....3-6

DISTRIBUTION: 7 Credits

Humanities, Arts and Design:

Met by ARH101 OR ARH102 OR ARH115 OR ART131 in Required Courses0

Social-Behavioral Sciences:

Any approved general education course in the Social-Behavioral Sciences [SB] area.....3

Natural Sciences:

Any approved general education course in the Natural Sciences (Quantitative) [SQ] area or the Natural Sciences (General) [SG] area4

CONTACT: Mr. E. Erspamer, Coordinator, Graphic Arts Studies: (602) 285-7171 and/or dana.belmonte@phoenixcollege.edu

Sequential Art

Certificate of Completion — CCL 5177

40 Credits

The Certificate of Completion (CCL) in Sequential Art develops knowledge and skills in the area of sequential art, including but not limited to comics, graphic novels, anime, children's books, self-publishing, digital illustration, and storyboarding for digital media. Students will develop diverse narratives that reflect cultural, historical, and social diversity. The program provides the student with an understanding of writing for sequential art, illustration techniques, and digital media tools for illustration, layout and publication. This certificate prepares students for employment and upgrades the skills of persons employed in occupations such as illustrator, comic book artist, storyboarder, cartoonist, penciler, inker, colorist, letterer, production artist, game designer, and comic book writer. An Associate in Applied Science (AAS) in Illustration and Sequential Art is also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 40 Credits

AVC169	2D Media Design +	3
AVC177	Digital Photographic Imaging I +	3
AVC289	Computer Illustration +	3
AVC100	Introduction to Digital Arts	1
ART111	Drawing I	3
ART113	Color (3) OR	
AVC114	Digital Color (3)	3
ART116	Life Drawing I	3
AVC119	Penciling for Comic and Sequential Art	3
AVC120	Inking for Comic and Sequential Art... 3	
AVC178	Digital Arts Studies +	3
AVC219	Coloring, Toning and Lettering for Comic and Sequential Art	3
AVC220	Publishing for the Comic Industry	3
AVC221	Comics Creation	3
CRW172	Introduction to Comic Book Writing (3) OR	
CRW176	Writing Narrative for Video Games (3)	3

Restricted Electives: None.

CONTACT: Dr. C. Marín, Program Director:
(602) 285.7303 and/or
christina.marin@phoenixcollege.edu

Technical Theatre

**Certificate of Completion — CCL 5462
21-48 Credits**

The Certificate of Completion (CCL) in Technical Theatre is designed to prepare students for a wide range of careers within theatre operations and production. The curriculum includes a foundation of applied skills within technical theatre including backstage personnel skills, as well as hands-on experience working on live theatre productions and events. Students may select from a choice of specializations in audio, costuming, group/solo cosplay, hair and makeup, lighting, properties, puppetry, and set/scenic construction. Program graduates can directly enter the workforce into positions such as cosplay actor, puppeteer, sound engineer, lighting technician, carpenter, scenic

painter, stage crew, stage management, wardrobe crew, costume stitcher, costume crafts apprentice, and hair/makeup artist in a range of settings including live theatre, television and film, conferences and events, attractions and shows.

Students can earn an embedded Certificate of Completion (CCL) in Stage Crew along with one additional area: Audio Technician, Costuming, Group/Solo Cosplay, Hair and Makeup, Lighting, Properties, Puppetry, and Set/Scenic construction. An Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre is also available for students interested in university transfer.

Program Notes: Students must earn a grade of C or better for all courses required within the program. Students should select an area of specialization based on their personal, academic, and professional goals. Students should speak to a program director or academic advisor for details.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 14-23 Credits

ENG101	First Year Composition +	0-3
Students who intend to take THE220 must take ENG101.		
THE111	Introduction to Theatre	3
THE220	Modern Drama + (3) OR	
THO225	Visual Script Analysis (3) OR	
THP291AC	Summer Conservatory: Script Analysis (ACT) + (1)	1-3
THP201AB	Theatre Production II (2) OR	
THO203	Technical Theatre Production (3.....)	2-3
THP213	Introduction to Technical Theatre	4
THO251	Safety Practices in Theatre and Film Production	1
THO266	Production Careers in Technical Theatre	1

THO269 Technical Theatre Portfolio
Development..... 1
THP296++Cooperative Education +..... 1-4

Restricted Electives: 7-25 Credits

Students must also select and complete one of the following specialization areas in Technical Theatre based on their personal, academic, and professional goals. Speak to a program director or academic advisor for details.

Specialization 1: Audio Technician (10-11 credits)

MUC122 Sound Design I +..... 3
MUC197 Live Sound Reinforcement I..... 3
MUC198 Live Sound Reinforcement II +..... 3

THP201AATheatre Production I (1) OR
THP201ABTheatre Production II (2) OR
THP202 Theatre Production Projects (1) OR
THO202ABTheatre Production I Electrics (1)... 1-2

Specialization 2: Cosplay I (12-13 credits)

TEC111 Intermediate Apparel Construction (3)
OR
THP206 Introduction to Costume Construction
for Theatre (4)..... 3-4

THF115 Makeup for Stage and Screen..... 3
THO208 Costume Play Solo Performance
Practicum 3
THO250 Stage Properties 3

Specialization 3: Cosplay II (24-25 credits)

CIS103 Introduction to Social Media (3) OR
MKT110 Marketing and Social Networking (3).. 3

TEC111 Intermediate Apparel Construction (3)
OR
THP206 Introduction to Costume Construction
for Theatre (4)..... 3-4

THF115 Makeup for Stage and Screen..... 3
THO215 Advanced Makeup Techniques for
Stage and Screen + 3
THO216 Wig and Hair Production for Theatre
and Film 3

THO208 Costume Play Solo Performance
Practicum 3
THO209 Costume Play Group Performance
Practicum 3
THO250 Stage Properties..... 3

Specialization 4: Costuming (8-9 credits)

THP201AATheatre Production I (1) OR
THP201ABTheatre Production II (2) OR
THO202ACTheatre Production I
Costume Shop (1) 1-2

THP206 Introduction to Costume Construction
for Theatre 4

Students should work with their program advisor to select 3 credits that align with the academic/career goals and further their development in the area of Costuming.

TEC113 Textiles: Dyeing (1) AND
TEC114 Textiles: Block Printing/Silk Screening
(1) AND
TEC115 Textiles: Hand Painting (1) OR
TEC225 Pattern Design I (3) OR
THF115 Makeup for Stage and Screen (3)..... 3

Specialization 5: Hair and Makeup (10-11 credits)

THF115 Makeup for Stage and Screen 3
THO215 Advanced Makeup Techniques for
Stage and Screen + 3
THO216 Wig and Hair Production for Theatre
and Film 3

THP201AATheatre Production I (1) OR
THP201ABTheatre Production II (2) OR
THO202ACTheatre Production I
Costume Shop (1) 1-2

Specialization 6: Lighting (7-8 credits)

THP201AATheatre Production I (1) OR
THP201ABTheatre Production II (2) OR
THO202ABTheatre Production I Electrics (1)... 1-2

THO218 Beginning Stage Lighting 3
THO263 Entertainment Industry Drafting I:
2D CAD 3

Specialization 7: Properties (7-9 credits)
 THP201A Theatre Production I (1) OR
 THP201B Theatre Production II (2) OR
 THO202A Theatre Production I Scene Shop (1)
 OR
 THO202AC Theatre Production I
 Costume Shop (1)..... 1-2

THP206 Introduction to Costume Construction
 for Theatre (4) OR
 THO267 Painting Techniques for Film, TV and
 Theatre + (3) 3-4

THO250 Stage Properties 3

Specialization 8: Puppetry (14-15 credits)
 THP112 Acting I (3) OR
 THP151 Theatre for Youth (3) 3

THP201A Theatre Production I (1) OR
 THP201B Theatre Production II (2) OR
 THO202A Theatre Production I Scene Shop (1)
 OR
 THO202AC Theatre Production I
 Costume Shop (1)..... 1-2

THP206 Introduction to Costume Construction
 for Theatre 4
 THO219 Introduction to Puppetry 3
 THO250 Stage Properties 3

Specialization 9: Set/Scenic Construction (10-11
 credits)
 ARC141 Architectural CAD I: Introduction (3)
 OR
 CAD100 Fundamentals of 2D AutoCAD (3) 3

THP201A Theatre Production I OR (1)
 THP201B Theatre Production II (2) OR
 THO202A Theatre Production I
 Scene Shop (1) 1-2

THO263 Entertainment Industry Drafting I:
 2D CAD 3

THO267 Painting Techniques for Film, TV and
 Theatre + (3) OR
 WLD102 Basic Welding Metal Sculpture (3) 3

CONTACT: Dr. C. Marín, Program Director:
 (602) 285.7303 and/or
 christina.marin@phoenixcollege.edu

**Technical Theatre: Audio Technician
 Certificate of Completion — CCL 5077N
 11-12 Credits**

The Certificate of Completion (CCL) in Technical Theatre: Audio Technician is designed to prepare students to apply live sound reinforcement in theatre productions. Classes include instruction in live sound reinforcement, setting up equipment, and sound design for theatrical productions. A Certificate of Completion (CCL) in Technical Theatre and the Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre are also available.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better for all courses required within the program.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 11-12 Credits

MUC122	Sound Design I +	3
MUC197	Live Sound Reinforcement I.....	3
MUC198	Live Sound Reinforcement II +	3

THP201A Theatre Production I (1) OR
 THP201B Theatre Production II (2) OR
 THP202 Theatre Production Projects (1) OR
 THO202AB Theatre Production I Electrics (1)... 1-2

THO251 Safety Practices in Theatre and Film
 Production 1

Restricted Electives: None.

CONTACT: Dr. C. Marín, Program Director:
 (602) 285.7303 and/or
 christina.marin@phoenixcollege.edu

**Technical Theatre: Costuming
 Certificate of Completion — CCL 5090N
 8-9 Credits**

The Certificate of Completion (CCL) in Technical Theatre: Costuming is designed to provide students with skills in the acquisition, construction, alteration, and maintenance of costumes for theatrical performances. Courses include instruction in costume construction, theory and period styles. A Certificate of Completion (CCL) in Technical Theatre and the Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre are also available.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better for all courses required within the program.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 5-6 Credits

- THP201AATheatre Production I (1) OR
- THP201ABTheatre Production II (2) OR
- THO202ACTheatre Production I
 Costume Shop (1)..... 1-2
- THP206 Introduction to Costume Construction
 for Theatre 4

Restricted Electives: 3 Credits

Students should select courses for a total of 3 credits based on their career goal. Speak to a Program Director for additional information.

- TEC113 Textiles: Dyeing 1
- TEC114 Textiles: Block Printing/Silk Screening 1
- TEC115 Textiles: Hand Painting 1
- TEC225 Pattern Design I..... 3
- THF115 Makeup for Stage and Screen..... 3

CONTACT: Dr. C. Marín, Program Director:
 (602) 285.7303 and/or
 christina.marin@phoenixcollege.edu

**Technical Theatre: Lighting
 Certificate of Completion — CCL 5095N
 12-13 Credits**

The Certificate of Completion (CCL) in Technical Theatre: Lighting is designed to provide students with skills in lighting for theatrical performances. Courses Include instruction in basic circuiting and dimmer application, lighting plots, programming, hanging and focus of lighting instruments, light board operation, and safety in the theatre. A Certificate of Completion (CCL) in Technical Theatre and the Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre are also available.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better for all courses required within the program.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 12-13 Credits

- THP201AATheatre Production I (1) OR
- THP201ABTheatre Production II (2) OR
- THO202ABTheatre Production I Electrics (1)... 1-2
- THP213 Introduction to Technical Theatre.....4
- THO218 Beginning Stage Lighting3
- THO251 Safety Practices in Theatre and Film
 Production 1
- THO263 Entertainment Industry Drafting I:
 2D CAD3

Restricted Electives: None.

CONTACT: Dr. C. Marín, Program Director:
(602) 285.7303 and/or
christina.marin@phoenixcollege.edu

**Technical Theatre: Properties
Certificate of Completion — CCL 5098N
12-14 Credits**

The Certificate of Completion (CCL) in Technical Theatre: Properties is designed to provide students with skills in the acquisition, construction, alteration, maintenance, and repair of properties for theatrical performances. Courses include instruction in prop construction, sewing, use of tools, and creation and maintenance of production paperwork. A Certificate of Completion (CCL) in Technical Theatre and the Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre are also available.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better for all courses required within the program.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 12-14 Credits

- THP201AA Theatre Production I (1) OR
- THP201AB Theatre Production II (2) OR
- THO202AA Theatre Production I
Scene Shop (1) OR
- THO202AC Theatre Production I
Costume Shop (1)..... 1-2

- THP206 Introduction to Costume Construction
for Theatre (4) OR
- THO267 Painting Techniques for Film, TV and
Theatre + (3)..... 3-4

- THP213 Introduction to Technical Theatre 4
- THO250 Stage Properties 3
- THO251 Safety Practices in Theatre and Film
Production 1

Restricted Electives: None.

CONTACT: Dr. C. Marín, Program Director:
(602) 285.7303 and/or
christina.marin@phoenixcollege.edu

**Technical Theatre: Puppetry
Certificate of Completion — CCL 5148N
15-16 Credits**

The Certificate of Completion (CCL) in Technical Theatre: Puppetry is designed to provide students with skills in puppetry for theatrical performances. Courses include instruction in the creation and operation of puppets in performance. A Certificate of Completion (CCL) in Technical Theatre and the Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre are also available.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better for all courses required within the program.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 15-16 Credits

- THP112 Acting I (3) OR
- THP151 Theatre for Youth (3).....3

- THP201AA Theatre Production I (1) OR
- THP201AB Theatre Production II (2) OR
- THO202AA Theatre Production I.....
- Scene Shop (1) OR
- THO202AC Theatre Production I
Costume Shop (1)1-2

- THP206 Introduction to Costume Construction
for Theatre.....4
- THO219 Introduction to Puppetry3
- THO250 Stage Properties.....3
- THO251 Safety Practices in Theatre and Film
Production 1

Restricted Electives: None.

CONTACT: Dr. C. Marín, Program Director:
(602) 285.7303 and/or
christina.marin@phoenixcollege.edu

**Technical Theatre: Set/Scenic Construction
Certificate of Completion — CCL 5096N
9-10 Credits**

The Certificate of Completion (CCL) in Technical Theatre: Set/Scenic Construction is designed to provide students with skills in the construction of sets for theatrical performances. Courses include instruction in theatrical set and scene construction, use of scene shop tools, materials and hardware. Plan reading and safety for set and scenic construction are also emphasized. A Certificate of Completion (CCL) in Technical Theatre and the Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre are also available.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better for all courses required within the program.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 9-10 Credits
THP201AATheatre Production I (1) OR
THP201ABTheatre Production II (2) OR
THO202AATheatre Production I
Scene Shop (1) 1-2

THP213 Introduction to Technical Theatre 4
THO251 Safety Practices in Theatre and Film
Production 1

THO267 Painting Techniques for Film, TV and
Theatre + (3) OR
WLD102 Basic Welding Metal Sculpture (3)..... 3

Restricted Electives: None.

CONTACT: Dr. C. Marín, Program Director:
(602) 285.7303 and/or
christina.marin@phoenixcollege.edu

**Technical Theatre: Stage Crew Technician
Certificate of Completion — CCL 5099
6-7 Credits**

The Certificate of Completion (CCL) in Technical Theatre: Stage Crew Technician is designed to provide students with skills to work on theatrical productions as part of the stage crew. The courses include instruction in general theatre knowledge and safety and provide opportunities for hands-on theatrical production experience. A Certificate of Completion (CCL) in Technical Theatre and the Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre are also available.

Program Notes: This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better for all courses required within the program.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 6-7 Credits
THP201AATheatre Production I (1) OR
THP201ABTheatre Production II (2) OR
THO202AATheatre Production I
Scene Shop (1) OR
THO202ABTheatre Production I Electrics (1)... 1-2

THP213 Introduction to Technical Theatre.....4
THO251 Safety Practices in Theatre and Film
Production 1

Restricted Electives: None.

CONTACT: Mr. E. Erspamer, Coordinator,
Graphic Arts Studies:
(602) 285-7171 and/or
dana.belmonte@phoenixcollege.edu

**Time-Based Media
Certificate of Completion — CCL 5170
40 Credits**

The Certificate of Completion (CCL) in Time-Based Media develops knowledge and skills in the area of time-based media, including but not limited to the production of still and time-based media, media production techniques, compositing, motion graphics, and interactive design. The curriculum is designed to provide the student with an understanding of media and photographic techniques, use of production equipment, media production terminology, media and interactivity applications, and industry practices. This certificate prepares students for employment and upgrades the skills of persons employed in occupational areas such as media production, marketing, publishing, motion graphics, photography, freelance artist designer, and web and interactivity design. An Associate in Applied Science (AAS) in Animation and Time-Based Media is also available.

Program Notes: Students must earn a grade of C or better for all courses required within the program. This CCL is designed for individuals who already have a degree or relevant experience in the field or who are currently employed in the field.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 28 Credits

- AVC169 2D Media Design + (3) OR
- AVC178 Digital Arts Studies + (3) 3

- AVC177 Digital Photographic Imaging I + 3
- AVC/
- MMT184 Digital Animation I + 3
- AVC100 Introduction to Digital Arts 1
- AVC142 Introduction to Digital Photography 3

- ART111 Drawing I (3) OR
- ART116 Life Drawing I (3) 3

- ART/
COM/
- STO150 Digital Storytelling (3) OR
- FMT121 Story Theory for Film, Television and Media (3) OR
- JRN213 Writing for Online + (3) 3

- AVC202 Media Productions I + (3) OR
- FMP108 Video Production (3) 3

- AVC279 Media Productions II + (3) OR
- FMP215 Digital Video Effects + (3) 3

- MUC191 Electronic Music I (3) OR
- MUC122 Sound Design I (3) 3

Restricted Electives: 12 Credits

Complete twelve (12) credits from courses not already selected in the Required Courses area. Students may choose from one emphasis or from among multiple emphasis areas according to their occupational needs.

Photography Focus Area

- ART131 Photography I 3
- AVC138 Commercial Photography I + 3
- AVC140 Portrait Photography + 3
- AVC143 Intermediate Digital Photography + 3
- AVC270 Digital Photographic Imaging II + 3

Audio Focus Area

- FMP114 Audio Production + 3
- MUC191 Electronic Music I 3
- MUC192 Electronic Music II + 3
- MUC122 Sound Design I 3
- MUC195 Studio Music Recording I 3
- MUC222 Sound Design II + 3

Media Production Focus Area

ART/ COM/ STO145	Digital Storybook.....	1
AVC/ MMT190	Art of Web Site Design +.....	3
AVC192	Advanced Web Presentation Design +.	3
AVC/ THO246	Digital Fabrication.....	3
CIS133DA	Internet/Web Development Level I.....	3
FMP204	Advanced Video Production +.....	3
FMP215	Digital Video Effects +	3
FMT151	TV and New Media Production +.....	3

Motion Graphics Focus Area

ART116	Life Drawing I.....	3
ART174	Electronic Color Principles +	1
AVC/ MMT185	3D Modeling and Animation I +.....	3
AVC200	Animation and Interactivity.....	3
AVC240	Cinematography and Directing for 2D/3D Animation +.....	3
AVC273AC	Special Topics: Multimedia Arts +....	3
AVC287	3D Character Animation +	3
FMP215	Digital Video Effects +	3

Bachelor's Degree Programs

Maricopa Community Colleges is excited to launch our first-ever bachelor's degree programs!

- [Behavioral Sciences \(Bachelor of Science\)](#)
- [Data Analytics and Programming \(Bachelor of Applied Science\)](#)
- [Early Childhood Education–Dual Language \(Bachelor of Arts\)](#)
- [Elementary and Special Education \(Bachelor of Arts\)](#)
- [Information Technology \(Bachelor of Applied Science\)](#)
- [Nuclear Medicine Technology and Computed Tomography \(Bachelor of Applied Science\)](#)
- [Public Safety Administration \(Bachelor of Applied Science\)](#)

If you're thinking about getting your bachelor's degree, this is an excellent time to do it.

Our programs are affordable, convenient, and high quality—offering personalized support, small class sizes, and flexible schedules to guarantee your success. Up to 90 credits may be taken at any of the 10 Maricopa Community Colleges toward your degree completion.

A bachelor's degree is a great investment in your future—providing you with the skills and education you need to be well prepared for a career in a fast-growing field with higher annual earnings, greater job security, and more opportunities for advancement.

Learn more about our [bachelor's degree opportunities](#).

HONORS PROGRAM

CONTACT: Honors Program Office (602)
285.7305

Honors opportunities at Maricopa Community Colleges provide academically outstanding students a way to achieve the maximum benefit of their educational services. These learning opportunities include Honors courses, Honors scholarships, the Honors Forum Lecture Series, Phoenix Symphony performances, and Districtwide co-curricular activities.

The Phoenix College Honors Program provides opportunities for bright and talented students to make the most of their higher education through access to small classes, outstanding faculty, campus involvement, community service, travel, and interaction with other like-minded students. We promote intellectual, social, and personal development to help prepare you for an increasingly complex world.

There are two pathways into the Honors Program. Recent high school graduates may qualify by graduating with a 3.25 GPA or higher. Current Phoenix College students qualify once they have earned at least 12 college-level Maricopa credits and carry a cumulative GPA of 3.25 or higher. See the application for complete eligibility requirements. Qualified students must apply for the Program in the Honors office (Room HB-111).

To graduate with Honors Program designation, Honors students must complete at least 15 semester hours of Honors courses at Phoenix College and earn a cumulative GPA of 3.5. Call 602.285.7305 for more information.

Honors offerings vary from semester to semester: check with the Honors Office to verify.

MILITARY SCIENCE

CONTACT: Mr. B. Williams (602) 285.7234

Reserve Officers Training Corps (ROTC) — Aerospace Studies/Military Science
Through an arrangement with Arizona State University at Tempe, students at Phoenix College can take freshman and sophomore year classes in ROTC. Students register for the classes at Phoenix College and take the courses at Arizona State University. The goal of the ROTC classes is to provide a foundation of military knowledge and skills needed by junior officers in the military. Students may take ROTC credit in (Army) Military Science or (Air Force) Aerospace Studies. For further information, see below or contact Army ROTC at (480) 965.3318 or Air Force ROTC at (480) 965.3181.

AEROSPACE (AIR FORCE)

Purpose: The Department of Aerospace Studies curriculum consists of the general military course and history for freshmen and sophomores (AES 101, 102, 201, 202) and the Professional Officer Course for juniors and seniors (AES 301, 302, 401, 402).

General Qualifications: A man or woman entering Air Force Reserve Officer Training Corps (AFROTC) must be the following: (1) a citizen of the United States (noncitizens may enroll, but must obtain citizenship before commissioning); (2) of sound physical condition; and (3) at least 17 years of age for scholarship appointment or admittance to the Professional Officer Course (POC).

Additionally, scholarship recipients must be able to fulfill commissioning requirements by age 25. If designated for flying training, the student must be able to complete all commissioning requirements prior to age 26 and a half; other categories must be able to complete all commissioning requirements before age 30.

Four-Year Program (GMC and POC). A formal application is not required for students entering the four-year program. A student may enter the program by simply registering for one of the

general military course (GMC) classes at the same time and in the same manner as other courses. GMC students receive two semester hours of credit for each AES 100 and 200 class completed a total of eight semester hours. GMC students not on AFROTC scholarship incur no military obligation. Each candidate for commissioning must pass an Air Force aptitude test and a physical examination and be selected by a board of Air Force officers. If selected, the student then enrolls in the POC the last two years of the Air Force ROTC curriculum. Students attend a four-week field training course at an Air Force base normally between the sophomore and junior year. Upon successful completion of the POC and the college requirements for a degree, the student is commissioned in the U.S. Air Force as a second lieutenant. The new officer then enters active duty or may be granted an educational delay to pursue graduate work.

Two-Year Program (POC). The basic requirement for entry into the two-year program is that the student have two academic years of college work remaining, either at the undergraduate or graduate level. Applicants seeking enrollment in the two-year program must pass an Air Force aptitude and medical examination and be selected by a board of Air Force officers. After successfully completing a six-week field training course at an Air Force base, the applicant may enroll in the professional officer course in the AFROTC program. Upon completion of the POC and the college requirements for a degree, the student is commissioned.

Qualifications for Admittance to the Professional Officer Course (POC). (1) The four-year student must successfully complete the general military course and the four-week field training course. (2) The two-year applicant must complete a six-week field training course. (3) All students must pass the Air Force Officer Qualifying Test (AFOQT). (4) All students must pass the Air Force physical examination. (5) All students must maintain the minimum GPA required by the college.

Pay and Allowances. POC members in their junior and senior years receive \$200 per month for a maximum of 20 months of POC attendance. Students are also paid to attend field training. In addition, uniforms, housing, and meals are provided during field training at no cost to the

student. Students are reimbursed for travel to and from field training.

Scholarships. AFROTC offers scholarships annually to outstanding young men and women on a nationwide competitive basis. Scholarships cover full college tuition for resident and non-resident students and provide an allowance for books, fees, supplies, and equipment, and a monthly tax-General allowance of \$200. Scholarships are available on a four-, three, and two-year basis. To qualify for the four-year scholarship, a student must be a U.S. citizen and submit an application before December 1 of the senior year in high school. Interested students should consult their high school counselors or call AFROTC at ASU for application forms to be submitted to: HQ. AFROTC, Maxwell AFB, Alabama 36112-6633. Male and female students enrolled in AFROTC at ASU are eligible for three- and two-year scholarships. Those students interested must apply through the Department of Aerospace Studies. Consideration is given to academic grades, the score achieved on the AFOQT, and physical fitness. A board of officers considers an applicant's personality, character and leadership potential.

Flight Screening Program (FSP). A cadet designated to enter U.S. Air Force Undergraduate Pilot Training after graduation participates in FSP after the junior year in college. This program trains and motivates pilot candidates.

MILITARY SCIENCE (ARMY)

Purpose: The Department of Military Science, or Army ROTC (Reserve Officers' Training Corps), is a four-year or two-year program that consists of the basic and the advanced courses. It is one of the best leadership courses in the country and is part of a student's college curriculum. The curriculum prepares students with the tools, training, and experiences that will help them succeed in any competitive environment. During classes and field training, students learn firsthand what it takes to lead others and motivate groups and how to conduct missions as an officer in the U.S. Army. Upon successful completion of the advanced course and college graduation, students will earn a commission in the U.S. Army as a second lieutenant and become a leader for life. In addition

to the military science curriculum, courses in national defense studies are both an integral and parallel source of the department's program.

GENERAL INFORMATION

Basic Course. Any student who is enrolled in ASU (or approved by the professor of military science) can enroll in military science basic courses. The basic course (MIS 101, 102, 201, and 202) takes place during the first two years in college as elective courses. Each course includes a lab each semester. Students learn basic military skills and the fundamentals of leadership and begin the groundwork toward becoming an Army leader. Students may enroll in basic course classes without a military commitment.

Leader's Training Course (Two-Year Program). Scholars who want to achieve something even greater than a college degree and aspire to be leaders may join the Army ROTC program by attending a four-week summer Leader's Training Course (LTC) that consists of intense classroom and field training. This course is an accelerated version of the two-year basic course listed above and qualifies students for enrollment in the advanced course provided they have two years of college remaining (undergraduate or graduate). Students who attend this course receive a stipend; transportation to and from Fort Knox, Kentucky; housing; and meals. Those who want to receive four semester hours credit for this course may enroll in the ASU summer program, MIS 205 Leader's Training Course. Students who attend this course may also qualify for a two-year scholarship upon successful completion.

Advanced Course. The advanced course takes place during a student's last two years in college as elective courses (MIS 301, 302, 401, and 402). Each course includes a lab each semester plus a summer leadership camp. Students learn advanced military tactics and gain experience in team organization, planning, and decision making. To benefit from the leadership training in the advanced course, all students must have completed either the basic course (four-year program) or have attended the LTC (two-year program). Students must meet the following qualifications to be enrolled in the advanced course:

- be a citizen of the United States;

- be of sound physical condition and pass the U.S. Army physical fitness test;
- meet the required professional military educational requirements;
- be at least 17 years of age for entrance into the advanced course and be able to complete all commissioning requirements before age 30 (which can be waived to age 32); and
- commit to accept a commission and serve as an officer in the U.S. Army on Active Duty or in a Reserve Component (U.S. Army Reserve or Army National Guard) upon college graduation.

Leadership Development and Assessment Course (Advanced Course Program). Every ROTC cadet who enters into the Advanced Course attends the Leader Development and Assessment Course. It is a four-week summer course designed to evaluate and train all Army ROTC cadets. This course normally takes place between the junior and senior years of college and is conducted at Fort Lewis, Washington. Students who attend this course receive a stipend, transportation to and from camp, housing, and meals. Those who want to receive four semester hours credit for this course may enroll in the ASU summer program, MIS 303 National Advanced Leadership Camp.

The Commitment. Army ROTC cadets who receive an Army ROTC scholarship or enter the Army ROTC Advanced Course must commit to being commissioned a second lieutenant in the U.S. Army and to completing a period of service with the Army. Students may serve full-time on active duty, part-time in either the U.S. Army Reserve or the Army National Guard, or a combination of full-time and part-time.

Scholarship Programs. Students who accept an Army ROTC scholarship must also commit to accepting a commission and serving as an Officer in the U.S. Army on Active Duty or in a Reserve Component (U.S. Army Reserve or Army National Guard) upon college graduation. Scholarships provide either 100 percent costs for tuition, labs, and fees; or, costs for room and board up to the amount of tuition costs. In addition, scholarship students receive a book stipend of \$450 per semester. Army ROTC offers two-, three-, and

four-year scholarship programs to outstanding young men and women based on the time remaining to complete a degree.

Scholarships are awarded based on a student's merit and grades, not financial need.

High School four-year: The national high school four-year, active-duty scholarship is for high school students planning on attending a four-year college program. Applications should be submitted by November 15. Applications submitted past that date are considered; however, late applications may not be as competitive due to selection time frames. Applications may be obtained at armyrotc.com/edu/azstate/index.htm.

- College four-year: These active-duty scholarships are for college freshmen in their First-Year of a five-year undergraduate plan. Contact the department for more information.

- College three- and two-year: These active-duty scholarships are for students already enrolled in a college or university with three or two academic years remaining.

- Guaranteed Reserve Forces Duty: These reserve component, two- and three-year scholarships are strictly dedicated for those students desiring to serve in the U.S. Army Reserve or Army National Guard.

- Living Expenses. Scholarship and all Advanced Course students also receive a monthly, nontaxable living allowance for each school year. The amount depends on a student's level in the ROTC curriculum: freshman: \$300; sophomore: \$350; junior: \$450; senior: \$500 per month.

Simultaneous Membership Program. Under this program, ROTC students may simultaneously be members of the Army Reserve or the National Guard. The combination of advanced course living

allowance and pay for Army Reserve or National Guard participation can provide between \$550 and \$1,000 per month.

Graduate and Professional Studies Programs. Graduate students may also enroll in the ROTC program. Outstanding students who desire to earn graduate or professional degrees may request and receive an educational, active-duty delay of up to four years.

Nurse Program. By joining Army ROTC, nursing students can enhance their leadership skills and critical-thinking abilities while obtaining financial support. Besides great scholarship opportunities, Army ROTC nurse cadets may also qualify for cash bonuses. In addition, nurse cadets have an opportunity for a unique summer nursing experience. The paid, three-week Nurse Summer Training Program assigns cadets to Army hospitals throughout the U.S. and Germany. This program is designed to introduce nurse cadets to the Army Medical Department and to the roles and responsibilities of an Army nurse. Cadets work under the supervision of an Army nurse and obtain hands-on experience. This one-on-one clinical experience allows students to hone their clinical skills, develop their problem-solving techniques, and become comfortable with developing their professional skills as a member of the U.S. Army Healthcare Team.

Being an Army nurse provides opportunities not found in the civilian world. Army nurses also have the opportunity to train and serve in a variety of specialties.

Academic Departments

Biosciences	BIO	Anil Kapoor, Department Chair 602-285-7108 https://www.phoenixcollege.edu/academicsdepartments/biosciences
Associate in Science, Emphasis in Biochemistry, Associate in Science, Emphasis in Biological Sciences		
Business & CIT	ACC, BPC, CIS, CLD, CNT, EPS, GBS, HIM, IBS, ITS, LDR, MGT, MKT, MST, PAD, SBS, SBU	Dawson Dopp, Department Chair. 602-285-7387 https://www.phoenixcollege.edu/business
<p>Accounting, Administrative Professional, Amazon Web Services Cloud Associate, Amazon Web Services Cloud Practitioner, Amazon Web Services Cloud Specialist, Android App Development, Arizona General Education Curriculum (AGEC-B), Associate in Business, General Requirements (ABUS-GR), Associate in Business, Special Requirements (ABUS-SR), Banking and Finance, Business Administration Fastrack, Certified Bookkeeping, Cisco Network Administration: CCNA, Cisco Network Administration: CCNP, Commercial Baking and Pastry, Computer System Configuration and Support; Computer System Configuration and Support, Linux; Computer System Configuration and Support, Network; Computer System Configuration and Support, Security; Cross-Platform App Development, Cyber Engineering, Cybersecurity, Cybersecurity Fundamentals, Desktop Support, Enrolled Agent, Entrepreneurial Studies Level I, Entrepreneurial Studies Level II, Esports, Fashion Merchandising, Foundations of Mobile App Development, General Business, Health Information Technology, Health Information: Long Term Care Settings, Human Resources Management, Information Technology, iOS App Development, Linux Associate, Linux System Administration, Management, Marketing, Marketing and Sales, Microsoft Desktop Associate, Microsoft Office Professional, Microsoft System Administration, Mobile App Development, Native Mobile App Development, Network and Systems Administration, Organizational Leadership, Organizational Management, Programming and Systems Analysis, Programming and Systems Analysis Level I, Programming and Systems Analysis Level II, Red Hat Linux Administrator, Red Hat Linux Engineer, Retail Management, Securities Industry Essentials, Security Industry Essentials: Pre-licensure, Small Business Management Level I, Small Business Management Level II, Social Media Marketing</p>		
Transfer Options – Consult with academic advisement.		

<p>Communication & World Languages</p>	<p>ASL, COM, FRE, HON, IPP, NAV, SPA</p>	<p>Amy MacPherson, Department Chair</p> <p>IPP/ASL: 602-285-7190 amanda.westphal@phoenixcollege.edu</p> <p>COM & LANGUAGES: 602-285-7319 norma.pina@phoenixcollege.edu</p>
<p>Associate in Arts, Emphasis in Communication, Associate in Arts, Emphasis in Information Studies and eSociety, Associate in Arts, Emphasis in Japanese, Associate in Arts, Emphasis in Journalism and New Media Studies, Associate in Arts, Emphasis in Spanish, Deaf Studies, Interpreter Preparation</p> <p>Transfer Options – Consult with academic advisement.</p>		
<p>Counseling</p>	<p>AAA, BHS, CPD, CWE, FYE</p>	<p>Roberto Villegas-Gold, Department Chair 602-285-7392 https://www.phoenixcollege.edu/students/counseling</p>
<p>Associate in Arts, Emphasis in Counseling and Applied Psychological Science</p>		
<p>Dental and Allied Health</p>	<p>CUL, DAE, DHE, FON, HCC, HES, HST, LBA, MAS, MDL, PED, PLB, REC, WED</p>	<p>Rebecca Horton, Department Chair 602-285-7323</p>
<p>Associate in Arts, Emphasis in Community Health; Associate in Arts, Emphasis in Exercise Science; Associate in Arts, Emphasis in Food Science and Technology; Associate in Arts, Emphasis in Nutritional Science; Associate in Arts, Emphasis in Speech and Hearing Science; Basic Phlebotomy, Clinical Medical Assisting, Clinical Phlebotomy, Dental Assisting, Dental Hygiene, Histologic Technology, Laboratory Assisting, Massage Therapy, Medical Administrative Assisting, Medical Assisting, Medical Billing and Coding: Physician-Based, Medical Coding: Hospital-Based, Medical Laboratory Science</p> <p>Transfer Options – Consult with academic advisement.</p>		
<p>Honors</p>	<p>(Selected Subjects)</p>	<p>Kenny Miller, Program Director 602-285-7305</p>
<p>Honors offerings may change each semester. Contact the Honors Office for more information.</p>		

Liberal Arts and Social Sciences	AFR, AHU, AIS, ASB, ASM, CCS, CFS, ECH, ECN, EDU, EED, HIS, HUM, ITD, NVH, PHI, POS, PSY, REL, SOC, SPH, SSH, STO, SWU, WST	Steve Thorpe, Department Chair 602-285-7651
<p>Adolescent Studies, American Indian Studies, Arizona General Education Curriculum - A , Associate in Arts, Associate in Arts, Elementary Education, Associate in Arts, Emphasis in American Indian Studies, Associate in Arts, Emphasis in Anthropology, Associate in Arts, Emphasis in Early Childhood Education, Associate in Arts, Emphasis in Economics, Associate in Arts, Emphasis in Educational Studies Early Childhood, Associate in Arts, Emphasis in Family Life Education, Associate in Arts, Emphasis in History, Associate in Arts, Emphasis in Humanities, Associate in Arts, Emphasis in Philosophy, Associate in Arts, Emphasis in Political Science, Associate in Arts, Emphasis in Psychology, Associate in Arts, Emphasis in Religious Studies, Associate in Arts, Emphasis in Secondary Education, Associate in Arts, Emphasis in Social Work, Associate in Arts, Emphasis in Sociology, Associate in Arts, Emphasis in Sustainability and Environmental Studies, Associate in Arts, Emphasis in Women and Gender Studies, Associate in General Studies, Associate in Science, Emphasis in Secondary Education, Chicana and Chicano Studies, Early Childhood Education, Environmental and Natural Resource Stewardship, Foundations of Early Childhood Education, International Studies, Southwest Studies</p>		
Transfer Options – Consult with academic advisement.		
Library	None	Christine Moore 602-285-7454
Supports students and instructional programs; provides access to information in many formats		
Mathematics	CSC, MAT	Diane Hirsch, Department Chair 602-285-7151
Associate in Science, Emphasis in Computer Science, Associate in Arts, Emphasis in Mathematics		
Nursing	HCR, NCE, NUR	Constance Powers, Department Chair
Nursing, Practical Nursing		
Transfer Options – Consult with academic advisement.		
Physical Sciences	AST, CHM, CON, ECE, EEE, ELE, GCU, GIS, GLG, GPH, GTC, MNT, PHS, PHY, PPT	Chemistry: (602) 285-7138 Other Physical Sciences: (602) 285-7350
Associate in Arts, Emphasis in Geography, Arizona General Education Curriculum – S, Associate in Science, Associate in Science, Emphasis in Astronomy, Associate in Science, Emphasis in Chemistry, Associate in Science, Emphasis in Engineering, Associate in Science, Emphasis in Geography – Meteorology, Associate in Science, Emphasis in Geology, Associate in Science, Emphasis in Physics, Clean Energy Management		
Transfer Options – Consult with academic advisement.		

Reading and English	ALT, CRE, CRW, ENG, ENH, ESL, RDG	Pam Duty, Department Chair 602-285-7694 or 602-285-7807
Associate in Arts, Emphasis in English (Creative Writing); Associate in Arts, Emphasis in English (Literature); Creative Writing		
Visual and Performing Arts	ARC, ARH, ART, AVC, CAD, DAH, DAN, FMP, FMT, INT, MHL, MMT, MTC, MUC, MUE, MUP, TEC, THE, THF, THO, THP	Karl Schindler, Department Chair 602-285-7277 dana.belmonte@ phoenixcollege.edu
<p>Alteration Specialist, Animation, Animation and Time-Based Media, Apparel Construction, Associate in Arts, Fine Arts (AAFA), Associate in Arts, Fine Arts, Emphasis in Art, Associate in Arts, Fine Arts, Emphasis in Dance, Associate in Arts, Fine Arts, Emphasis in Music, Associate in Arts, Fine Arts, Emphasis in Musical Theatre, Associate in Arts, Fine Arts, Emphasis in Theatre, Audio Production Technologies, Commercial and Freelance Photography, Costume Design and Production, Level I; Costume Design and Production, Level II; Digital Media Arts, Fashion Design, Fashion Design: Entrepreneur, Fashion Design, Level I; Fashion Design, Level II; Fashion Illustration, Graphic Design, Illustration, Illustration and Sequential Art, Industrial Sewing, Interior Design, Interior Design Kitchen and Bath, Interior Design Technology, Interior Design Upholstery and Soft Goods Production, Interior Merchandising and Home Staging, Music Business I, Music Business II, Music Industries: Music Business, Pattern Design, Level I; Pattern Design, Level II; Photography, Sequential Art, Technical Theatre, Technical Theatre: Audio Technician, Technical Theatre: Costuming, Technical Theatre: Lighting, Technical Theatre: Properties, Technical Theatre: Puppetry, Technical Theatre: Set/Scenic Construction, Technical Theatre: Stage Crew Technician, Time-Based Media</p>		
Transfer Options – Consult with academic advisement.		

Course Descriptions



**PHOENIX COLLEGE
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Subject..... Title

AAA – Advancing Academic Achievement
 ACC – Accounting
 AES – Aerospace Studies
 AFR – African American Studies
 AHU – Arabic Humanities
 AIS – American Indian Studies
 AJS – Administration of Justice Studies
 ALT -- Academic Literacy
 ARC – Architecture
 ARH – Art Humanities
 ART – Art
 ASB, ASM – Anthropology
 ASL – American Sign Language
 AST – Astronomy
 AVC – Art and Visual Communication
 BIO – Biology
 BPC – Business-Personal Computers
 CAD – Computer-Aided Drafting
 CCS – Chicana and Chicano Studies
 CFS – Child/Family Studies
 CHM – Chemistry
 CIS – Computer Information Systems
 CLD – Cloud Computing
 CNT – Cisco Network Technology
 COM – Communication
 CON – Construction
 CPD – Counseling and Personal Development
 Course Subject List
 CRE – Critical Reading
 CRW – Creative Writing
 CSC – Computer Science
 CUL – Culinary Arts
 CWE –Career Work Experience
 DAE – Dental Assisting Education
 DAH – Dance Humanities
 DAN – Dance
 DHE – Dental Hygiene Education
 ECE – Engineering Science
 ECH – Early Childhood Education
 ECN – Economics
 EDU – Education
 EED – Early Education
 EEE – Electrical Engineering
 ELE – Electronic
 EMT – Emergency Medical Technology
 ENG – English
 ENH – English Humanities
 EPS – Entrepreneurial Studies
 ESL – English As a Second Language
 FMP – Film and Media Production
 FMT – Film, Media, and Theatre
 FON – Food and Nutrition

FOR – Forensic Science
 FRE – French
 FSC – Fire Science Technology
 FYE – First Year Experience
 GBS – General Business
 GCU – Cultural Geography
 GIS – Geographic Information Science
 GLG – Geology
 GPH – Physical Geography
 HCC – Health Core Curriculum
 HCR – Health Care Related
 HES – Health Science
 HIM – Health Information Management
 HIS – History
 HST – Histologic Technology
 HUM – Humanities
 IBS – International Business
 INT – Interior Design
 IPP – Interpreter Preparation Program
 ITS – Information Technology Security
 LAS – Paralegal Studies
 LBA – Laboratory Assisting
 LDR – Leadership
 MAS – Medical Assisting
 MAT – Mathematics
 MDL – Medical Laboratory Science
 MGT – Management
 MHL – Music: History/Literature
 MIS – Military Science
 MKT – Marketing
 MMT – Multimedia Technology
 MNT – Micro and Nano Technology
 MST – Microsoft Technology
 MTC – Music: Theory/Composition
 MUC – Music: Commercial/Business
 MUE – Music Education
 MUP – Music: Performance
 NAV – Navajo
 NUR – Nursing Science: Basic
 NVH – Navajo Humanities
 PAD – Public Administration
 PED – Physical Education
 PHI – Philosophy
 PHS – Physical Science
 PHY – Physics
 PLB – Phlebotomy
 PME –Paramedicine
 POS – Political Science
 PSA – Public Safety Administration
 PSY – Psychology
 RDG – Reading
 REC – Recreation
 REL – Religious Studies

RPM – Recreation Program Management
SBS – Small Business Management
SBU – Society and Business
SOC – Sociology....
SPA – Spanish
SPH – Spanish Humanities
SPT – Sports
SSH – Sustainability/Social Sciences and
Humanities
SWU – Social Work
TEC – Textiles and Clothing
THE – Theatre
THF – Theatre and Film
THO – Theatre Occupational
THP – Theatre Performance/ Production
WED – Wellness Education
WST – Women’s Studies

All courses listed in this catalog are not offered every semester. Check in the Class Schedule for current course offerings. On the web, go to <https://classes.sis.maricopa.edu/>

AAA–Advancing Academic Achievement

AAA/CPD115

Creating College Success

1 credit(s) 1 period(s) lecture

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.

AAA/CPD150

Strategies for College Success

3 credit(s) 3 period(s) lecture

Focus on increasing student success through college orientation and personal growth, study skills development, and educational and career planning. **Prerequisites:** None.

AAA/CPD150AA

College Orientation/Personal Growth

1 credit(s) 1 period(s) lecture

Emphasis on increasing student success through college orientation, identification of learning style and the use of time management, goal-setting, and interpersonal communication strategies. **Prerequisites:** None.

AAA/CPD150AB

Study Skills Development

1 credit(s) 1 period(s) lecture

Emphasis on increasing student success through the use of study strategies including materials organization, note-taking, reading, test-taking, memory and critical and creative thinking. **Prerequisites:** None.

AAA/CPD150AC

Educational and Career Planning

1 credit(s) 1 period(s) lecture

Emphasis on increasing student success through educational and career planning.

Prerequisites: None

ACC – Accounting

ACC105

Payroll, Sales and Property Taxes

3 credit(s) 3 period(s) lecture

Tax reporting for payroll, sales, and personal property. **Prerequisites:** None.

ACC111

Accounting Principles I

3 credit(s) 3 period(s) lecture

Fundamental theory of accounting principles and procedures. **Prerequisites:** None.

ACC112

Accounting Principles II

3 credit(s) 3 period(s) lecture

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

Computerized Accounting

3 credit(s) 3 period(s) lecture + lab

Understanding of fundamental accounting principles and mastery of an accounting information systems including the general ledger, accounts receivable, accounts payable and payroll. **Prerequisites:** None.

ACC121

Individual Tax Preparation

3 credit(s) 3 period(s) lecture + lab

Theory and practice of accounting for individual taxation. **Prerequisites:** None.

ACC211 ACC 2201 SUN**Financial Accounting****3 credit(s) 3 period(s) lecture**

Introduction to theory and practice in the preparation and interpretation of general-purpose financial statements. **Prerequisites:** None

ACC212 ACC 2202 SUN**Managerial Accounting****3 credit(s) 3 period(s) lecture**

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).

ACC216**Fraud Examination****3 credit(s) 3 period(s) lecture**

Fundamental theory of fraud examination methodology to detect and prevent accounting fraud. **Prerequisites:** A grade of C or better in (ACC230 or ACC112 or ACC211) or permission of Department or Division.

ACC219**Intermediate Accounting I****3 credit(s) 3 period(s) lecture**

Continuation of the theory and practice of financial accounting, applicable to assets, liabilities, equity related problems of income determination and financial reporting. **Prerequisites:** A grade of C or better in ACC212 or ACC240 or permission of Department or Division.

ACC220**Intermediate Accounting II****3 credit(s) 3 period(s) lecture**

Continuation of the theory and practice of financial accounting, applicable to assets, liabilities, equity determination of asset values, liabilities, and related problems of income determination, special topics and financial reporting. **Prerequisites:** A grade of C or better in ACC219 or permission of Department or Division.

ACC221**Tax Accounting****3 credit(s) 3 period(s) lecture**

Theory and practice of accounting for personal, corporate, and non-corporate taxation. **Prerequisites:** A grade of C or better in ACC111 or ACC211 or permission of Department or Division.

ACC260**Certified Bookkeeper (CB) Preparation****3 credit(s) 3 period(s) lecture**

Fundamental accounting practices including accrual and deferral adjustments, correcting common transaction recording errors, bank reconciliations and adjusting entries. Includes payroll accounting and related Federal and State payroll law requirements. Accounting for depreciation for financial and tax accounting purposes covered. Inventory valuation methods. Includes calculating, recording, and reporting under generally accepted accounting principles (GAAP). Preventive internal control procedures to detect organizational fraud, theft, and embezzlement covered. **Prerequisites:** A grade of C or better in ACC111, or ACC211, or (bookkeeping experience and permission of Instructor).

ACC270AA**Accounting Internship****1 credit(s) 1 period(s) lab**

Accounting work experience in a business or industry. Eighty hours of designated work per credit per semester. **Prerequisites:** Permission of Department or Division. **Course Notes:** ACC270AA may be repeated for a total of four (4) credits.

ACC270AB**Accounting Internship****2 credit(s) 2 period(s) lab**

Accounting work experience in a business or industry. Eighty hours of designated work per credit totaling 160 hours per semester. **Prerequisites:** Permission of Department or Division. **Course Notes:** ACC270AB may be repeated for a total of four (4) credits

ACC270AC**Accounting Internship****3 credit(s) 3 period(s) lab**

Accounting work experience in a business or industry. Eighty hours of designated work per credit totaling 240 hours per semester. **Prerequisites:** Permission of Department or Division. **Course Notes:** ACC270AC may be repeated for a total of six (6) credits.

ACC298AA-AC**Special Projects****1-3 credit(s) 1-3 period(s) lab**

Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. **Prerequisites:** None.

AES – Aerospace Studies**AES101****Heritage and Values I****2 credit(s) 2 period(s) lecture and lab**

Survey course designed to introduce students and cadets to the Department of the Air Force (DAF) and the Air Force Reserve Officer Training Corps (AFROTC). The course allows students and cadets to examine general aspects of the DAF, leadership fundamentals, service benefits, and opportunities for officers. The course also lays the foundation for becoming an Airman or Guardian by outlining our heritage and values. As a foundational course, this course provides a historical perspective such as lessons on war and US military, DAF operations, principles of war, and airpower. **Prerequisites:** None.

AES103**Heritage and Values II****2 credit(s) 2 period(s) lecture and lab**

Survey course designed to introduce students and cadets to the Department of the Air Force (DAF) and the Air Force Reserve Officer Training Corps (AFROTC). The course allows students and cadets to examine general aspects of the DAF, leadership fundamentals, service benefits, and opportunities for officers. The course also lays the foundation for becoming an Airman or Guardian by outlining our heritage and values. As a foundational course, this course provides a historical perspective such as lessons on war and US military, DAF operations, principles of war, and airpower. **Prerequisites:** None

AES201**Team and Leadership Fundamentals I****2 credit(s) 2 period(s) lecture and lab**

A survey course designed to provide a fundamental understanding of both leadership and team building. Students and cadets will learn that there are many layers to leadership, including aspects that do not always come to mind. Such things include listening, understanding themselves, being a good follower, and problem solving efficiently. Students and cadets will apply these leadership perspectives when completing team building activities and discussing things like conflict management. Students and cadets should demonstrate basic verbal and written communication skills. **Prerequisites:** None.

AES203**Team and Leadership Fundamentals II****2 credit(s) 2 period(s) lecture and lab**

A survey course designed to provide a fundamental understanding of both leadership and team building. Students and cadets will learn that there are many layers to leadership, including aspects that do not always come to mind. Such things include listening, understanding themselves, being a good follower, and problem solving efficiently. Students and cadets will apply these leadership perspectives when completing team building activities and discussing things like conflict management. Students and cadets should demonstrate basic verbal and written communication skills. **Prerequisites:** None.

AES294**Air Force Physical Fitness****1 credit(s) 3 period(s) lecture + lab**

Physical training component of Air Force ROTC. Covers topics of immediate or special interest to a faculty member and students.

Prerequisites: None. **Course Notes:**

AES294 may be repeated for credit. AES294 must be taken concurrently with AES101, AES103, AES201 and AES203.

AFR – African American Studies**AFR/ASB/CCS202****Ethnic Relations in the United States****3 credit(s) 3 period(s) lecture**

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.

AHU – Arabic Humanities**AHU245****Arabic Culture and Islam****3 credit(s) 3 period(s) lecture**

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****Survey of American Indian Issues****3 credit(s) 3 period(s) lecture**

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.

AIS/SOC105**Introduction to American Indian Studies****3 credit(s) 3 period(s) lecture**

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**Navajo Government****3 credit(s) 3 period(s) lecture**

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.

AIS/SOC112**American Indian Policy****3 credit(s) 3 period(s) lecture**

Reviews United States government policies and their impact on American Indian sovereignty. Examines historic, legal, economic, and social issues regarding Indian policies and how they impact Indian Nations and individual Indians. Studies historical as well as contemporary policies created by the Federal Government that define the trust relationship between the United States government and Indian Nations.

Prerequisites: None.

AIS/HIS140**American Indian History****3 credit(s) 3 period(s) lecture**

Survey of American Indian history with emphasis on the last 200 years. Focuses on cultural, economic, political and social continuity and changes. Topics include how federal policies impacted and were shaped by Indigenous peoples and how Indigenous individuals, communities, and nations have maintained cultural identity and sovereignty.

Prerequisites: None.

AIS/SOC141**Sovereign Indian Nations****3 credit(s) 3 period(s) lecture**

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 government, other current issues, and contemporary social problems.

Prerequisites: None

AIS/SOC160**American Indian Law****3 credit(s) 3 period(s) lecture**

Analyzes the legal system of the United States Government as it applies to American Indian Nations. Examines how United States legal institutions have impacted Indian sovereignty. Units of analysis include the development of Indian law, United States Supreme Court decisions, Congressional Acts, treaty rights and the development of tribal governments. Focuses on legal institutions that have abridged the property rights of Indian Nations.

Prerequisites: None.

AIS/HIS170**American Indian History of the Southwest
3 credit(s) 3 period(s) lecture**

Covers history of American Indian Peoples of the Southwestern United States from pre-European contact era to the present. Includes historical events, the development and implementation of non-Indigenous policies and their impact on American Indian Peoples in these areas, and contemporary issues of importance. **Prerequisites:** None.

AIS213 /REL203**American Indian Religions
3 credit(s) 3 period(s) lecture**

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:** A grade of C or better in ENG101 or ENG107 or equivalent.

AIS298AA-AC**Special Projects
1-3 credit(s) 1-3 period(s) lab**

Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. **Prerequisites:** None.

**AJS – Administration of Justice
Studies****AJS101 AJS 1101 SUNG****Introduction to Criminal Justice
3 credit(s) 3 period(s) lecture**

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**Patrol Procedures
3 credit(s) 3 period(s) lecture**

Specialized areas of the patrol function, including responding to crowds, riots, bomb threats, intoxication, hazardous materials, fires, and domestic disputes. Partially fulfills Arizona POST requirements for proficiency skills academy attendance. **Prerequisites:** None.

AJS109**Substantive Criminal Law
3 credit(s) 3 period(s) lecture**

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. **Prerequisites:** None.

AJS110**Law and Legal Review I****3 credit(s) 3 period(s) lecture**

In-depth study of the Arizona laws governing arrest by peace officers, as well as an intensive study of the Arizona substantive criminal law code (ARS Title 13). Focuses on specific sections of ARS Title 4 and ARS Title 8, as they apply to peace officers in Arizona. Partially fulfills the Arizona POST Board requirements for Proficiency Skills Academy attendance. **Prerequisites:** None.

AJS113**Criminal Justice Crime Control Policies and Practices****3 credit(s) 3 period(s) lecture**

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, and crime prevention through environmental design. **Prerequisites:** None.

AJS119**Computer Applications in Justice Studies**

3 credit(s) 4 period(s) lecture + lab 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**Ethics and the Administration of Justice****3 credit(s) 3 period(s) lecture**

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. Explores issues of how media/social media shape ethics. Encourages critical thinking and value decision making in criminal justice system situations. **Prerequisites:** None.

AJS124**Correctional Institutions****3 credit(s) 3 period(s) lecture**

An examination of correctional institutions with an emphasis on personnel and security measures, care and treatment programs and institutional planning. The criminal justice system and matters of custody and treatment. Inmate subcultures, and organized crime in correctional institutions and jails. **Prerequisites:** None.

AJS131**Police Management Techniques I 3 credit(s) 3 period(s) lecture**

Police supervisory techniques for planning, organization coordination, reporting, budgeting and handling related personnel problems. **Prerequisites:** None.

AJS/FSC148**Fundamentals of Emergency Management 3 credit(s) 3 period(s) lecture**

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.

AJS150**Defensive Tactics****1 credit(s) 1 period(s) lecture**

Skills in the protection against persons armed with dangerous and deadly weapons, demonstration and drill in a limited number of holds and come-a longs, and restraint of prisoners and the mentally ill. May be repeated twice for credit. **Prerequisites:** None.

AJS162**Domestic Violence****3 credit(s) 3 period(s) lecture**

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.

AJS192**Serial Killers and Mass Murderers****3 credit(s) 3 period(s) lecture**

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**Special Topics in the Administration of Justice****1 credit(s) 1 period(s) lecture**

Explores special topics related to the administration of justice with an emphasis on current issues. **Prerequisites:** None. **Course Note:** AJS198AB may be repeated for a total of nine (9) credit hours.

AJS200**Current Issues in Criminal Justice****3 credit(s) 3 period(s) lecture**

Examines current issues, techniques, and trends in the Criminal Justice System. **Prerequisites:** None.

AJS201**Rules of Evidence****3 credit(s) 3 period(s) lecture**

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, recordings and electronic surveillance; corpus delicti; opinion evidence, circumstantial evidence, evidential privileges.

Prerequisites: None.

AJS205**Effective Communication and Report Writing in Criminal Justice****3 credit(s) 3 period(s) lecture**

Overview of effective communication for criminal justice agencies. Covers the communication process and flow. Written communication emphasized with report writing, including 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.

AJS210**Constitutional Law****3 credit(s) 3 period(s) lecture**

An examination of the U. S. Constitution as it relates to the law enforcement function. Includes statutory law and judicial decisions governing the areas of arrest, search and seizure, interrogations and confessions, self-incrimination and other constitutional guarantees. Required in AJS curriculum.

Prerequisites: None.

AJS212**Juvenile Justice Procedures****3 credit(s) 3 period(s) lecture**

Examines the nature and extent of juvenile delinquency to the present. Including but not limited to the history, jurisdictions, terminology, procedures, and institutions of the juvenile justice system. **Prerequisites:** None.

AJS213**Evidence Technology: Fingerprints****3 credit(s) 3 period(s) lecture**

Covers the fundamental principles of fingerprints, including the history of fingerprint classification, the biology of friction ridge skin, pattern analysis, comparison, and identification as well as their application in significant court cases. Also includes techniques for obtaining inked prints and developing and preserving latent prints. **Prerequisites:** None.

AJS214**Evidence Technology/Photography****3 credit(s) 3 period(s) lecture**

The use of photography and other aids in identification and preservation of evidence such as fingerprints, footprints and impressions. Techniques in crime scene and traffic accident photography. **Prerequisites:** None.

AJS215**Criminalistics: Physical Evidence****3 credit(s) 3 period(s) lecture**

The scientific analysis and examination of physical evidence with emphasis on scientific investigation, recognition, collection, and preservation of evidence. Discussion topics include fingerprints, shoe prints, tool marks, firearms identification, paint chips and arson. **Prerequisites:** None.

AJS216**Criminalistics: Biological Evidence****3 credit(s) 3 period(s) lecture**

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**Transnational Organized Crime****3 credit(s) 3 period(s) lecture**

The study of organized crime on a domestic and global scale. Examines the history, structure, and activities of domestic and transnational organized crime groups. Explores domestic and global responses to transnational organized crime, along with accompanying challenges and future implications. **Prerequisites:** None.

AJS223**Forensic Pathology: Death Investigation****3 credit(s) 3 period(s) lecture**

An examination of the medical investigation of sudden, unnatural, unexplained or violent deaths. Explains the legal and medical roles of death investigators and medical examiners. Additional topics include the autopsy, documenting and evaluating the body, routine and special investigative techniques, and death event reconstruction. **Prerequisites:** None

AJS225**Criminology****3 credit(s) 3 period(s) lecture**

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 crimes and categories of offenders. Required in the AJS curriculum. **Prerequisites:** None.

AJS230**The Police Function****3 credit(s) 3 period(s) lecture**

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**The Correction Function****3 credit(s) 3 period(s) lecture**

Examines the history and development of correctional theories and institutions.

Prerequisites: None.

AJS260**Procedural Criminal Law****3 credit(s) 3 period(s) lecture**

Concerned with the understanding of procedural criminal law. Examines the processes and procedures followed by law enforcement, attorneys, and the courts in the apprehension and prosecution of criminal offenders. Examines the rationale underlying major court holdings impacting the criminal justice process, the procedural requirements that stem from these holdings and their effect on the daily operations of the criminal justice system. **Prerequisites:** None.

AJS270**Community Relations**

3 credit(s) 3 period(s) lecture 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**Criminal Investigation I****3 credit(s) 3 period(s) lecture**

Introduction to the theory of criminal investigation. Examines crime scene procedures, case preparation, interviewing, and basic investigative techniques. **Prerequisites:** None.

AJS/FSC276**Terrorism Liaison****4 credit(s) 4 period(s) lecture + lab**

Provides knowledge and skills required for the Terrorism Liaison Officer (TLO) role to coordinate and communicate with various fire, police, and military agencies in managing threat vulnerability and other emergency disasters. **Prerequisites:**

Permission of Program Director. **Course**

Note: AJS/FSC276 is not open to the public.

AJS/FSC277**Threat Vulnerability Assessment****1 credit(s) 1 period(s) lecture + lab**

Provides a historical perspective of threats and the activities and methods used by first responders to identify and mitigate future threats. Introduces and examines threat vulnerability of critical infrastructure within jurisdictions. Provides assessment techniques for responding agencies. **Prerequisites:**

Permission of Program Director. **Course Note:**

AJS/FSC277 is not open to the public.

AJS/FSC278**Hostile Intent and Intervention Training****2 credit(s) 2 period(s) lecture + lab**

Provides knowledge and skills required to detect and anticipate terrorist activities as a member of a Hostile Intent and Intervention Team (HIIT). **Prerequisites:** Permission of Program Director. **Course Note:** AJS/FSC278 is not open to the public.

AJS/FSC279**Field Intelligence Team Training****3 credit(s) 3 period(s) lecture + lab**

Provides knowledge and skills required for situational awareness of suspicious activities and the deployment of first responders for mitigation and investigation for the Field Intelligence Team (FIT). **Prerequisites:** Permission of Program Director. **Course Note:** AJS/FSC279 is not open to the public.

AJS/FSC280**Terrorism Hazmat First Responder Training**

4 credit(s) 4 period(s) lecture + lab Provides knowledge and skills to understand the chemistry of reactive and unstable hazardous materials, the toxicology of dangerous chemicals, and the measures taken to protect the safety of responders, the community, and the environment of chemical accidents. Also includes an introduction to field sampling of unknown substances for the Field Intelligence Team (FIT) and the Hostile Intent and Intervention Team (HIIT). **Prerequisites:** Permission of Program Director. **Course Note:** AJS/ FSC280 is not open to the public.

AJS290 Courses

Course topics presented are selected from a variety of subjects designed to meet the needs and interests of persons desiring in-service education and training. AJS290 courses may be repeated for credit provided it is not a repeat of the same topic. Courses may not transfer to other colleges and universities.

AJS290AU**Child Abuse Investigation****1 credit(s) 1 period(s) lecture**

Definition and investigation of the causes and effects of child abuse. **Prerequisites:** None.

AJS290AW**Narcotics and Dangerous Drugs****1 credit(s) 1 period(s) lecture**

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.**AJS290AZ****Police Interrogation Techniques****1 credit(s) 1 period(s) lecture**

Proper interview and interrogation techniques, including a discussion of the constitutional rights of the defendant and applicable court decisions. **Prerequisites:** None.

AJS290BN**Courtroom Testimony Seminar****1 credit(s) 1 period(s) lecture**

Courtroom demeanor and protocol. Role and primary functions of witness and legal counsels. **Prerequisites:** None.

AJS290BU**Family Violence****1 credit(s) 1 period(s) lecture**

Family violence issues as they relate to the criminal justice response. **Prerequisites:** None.

AJS290BV**Victim Assistance****1 credit(s) 1 period(s) lecture**

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.

ALT – Academic Literacy

ALT100

Academic Literacy Through Integrated Reading and Writing

4 credit(s) 4 period(s) lecture

Develops academic language skills and critical reading skills for organizing, analyzing, and retaining material through complementary reading and writing assignments. Prepares students for college level reading and writing intensive courses as well as career-related reading and writing tasks. **Prerequisites:** An appropriate District placement.

ARC – Architecture

ARC121

Introduction to Architectural Drafting: Manual

3 credit(s) 6 period(s) lecture and lab

Emphasis on basic techniques and principles of manual architectural drafting. Includes hand lettering, line work, dimensioning, multi-view projection, work in plan, section, and elevation views, design standards, wall details, office procedures, and portfolio development.

Prerequisites: None.

ARH – Art Humanities

ARH100

Introduction to Art

3 credit(s) 3 period(s) lecture

Understanding and enjoyment of art and visual culture through study of two-dimensional and three-dimensional works of art, design elements, media and processes, and cultural contexts. Emphasis on contemporary topics and cultural diversity in the arts. **Prerequisites:** None.

ARH101 ART 1101

Art from Prehistory Through Middle Ages

3 credit(s) 3 period(s) lecture

History of art from the Paleolithic period through the Middle Ages. **Prerequisites:** None.

ARH102 ART 1102

Art from Renaissance to Modernism

3 credit(s) 3 period(s) lecture

History of art from the Renaissance through Modernism. **Prerequisites:** None.

ARH109

History of American Art

3 credit(s) 3 period(s) lecture

Development and variety of American art. Presentation of architecture, sculpture, painting and decorative objects. **Prerequisites:** None.

ARH112

History of Modern Art

3 credit(s) 3 period(s) lecture

Development of and significant aspects of modern art since the mid-nineteenth century. Emphasis on modern art's relationship to socio-political and aesthetic developments, new media and the rise of mass culture **Prerequisites:** None.

ARH115

History of Photography

3 credit(s) 3 period(s) lecture

Survey of history of photography from beginning to present. Emphasizes the reciprocal relationship between the medium's development and reception, society, and other visual arts. Technical developments, photographic practices, and sociocultural themes are studied. **Prerequisites:** None.

ARH118**Introduction to Chinese Art****3 credit(s) 3 period(s) lecture + lab**

Explores Chinese philosophy, symbolism, history and religions that underlie the choice of subject matter and life forms in Chinese art. Uses Chinese bamboo brush, ink and rice paper to study Chinese calligraphy and traditional subjects for painting. **Prerequisites:** None.

ARH145**History of American Indian Art****3 credit(s) 3 period(s) lecture**

Survey of American Indian Art from precontact to present. Reviews the impact of these art forms on contemporary American society, other world societies and on the visual arts. Explores characteristics, cultural influences and concerns represented in various art forms past and present. Features field trips to galleries and collections. **Prerequisites:** None.

ARH201**Art of Asia****3 credit(s) 3 period(s) lecture**

Introduction to the origins and historic development of art in Asia, with emphasis on China, Japan, and India. **Prerequisites:** None.

ARH203**Art of Ancient Egypt****3 credit(s) 3 period(s) lecture**

The art and culture of ancient Egypt from prehistoric through the Greco-Roman period. **Prerequisites:** None.

ARH204**Roman Art and Architecture****3 credit(s) 3 period(s) lecture**

Detailed examination of the art and architecture of ancient Rome from the monarchical period to the late empire, with emphasis on the visual culture and artifacts of the civilization.

Prerequisites: None.**ARH216****Pre-Columbian Art History****3 credit(s) 3 period(s) lecture**

Art of the Americas prior to European contact, focusing on Mesoamerica and the Central Andean region and their respective adjoining areas, with some attention to the U.S. Southwest and Eastern Woodlands Mound Building cultures. **Prerequisites:** None.

ARH217**Mexican Art History****3 credit(s) 3 period(s) lecture**

Art of Mexico and related cultures, from the prehistoric to the contemporary period. **Prerequisites:** None.

ART - Art**ART106****Gallery Operations****3 credit(s) 6 period(s) lecture + lab**

Operation of an art gallery. Includes organization, publicity, evaluation of artwork, selection and installation of exhibits.

Prerequisites: Permission of Instructor.**Course Notes:** ART106 may be repeated for a total of six (6) credit hours.**ART110****Experimental Chinese Painting****1 credit(s) 2 period(s) lecture + lab**

Explores ancient Chinese techniques with rice paper and Chinese ink to create traditional and nontraditional designs. Emphasis on use of Chinese techniques in mixed media works.

Prerequisites: None. **Course Notes:** ART110 may be repeated for credit.**ART111****ART 111****Drawing I****3 credit(s) 6 period(s) lecture + lab**

Fundamental principles of drawing. Emphasis on composition and facility in objective and expressive representation, using variety of drawing media. **Prerequisites:** None.

ART112 **ART 1112** SUN ☼
Two-Dimensional Design
3 credit(s) 6 period(s) lecture + lab
 Study of fundamental elements and principles of two-dimensional design. **Prerequisites:** None.

ART113
Color
3 credit(s) 6 period(s) lecture + lab
 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 **ART 1115** SUN ☼
Three-Dimensional Design
3 credit(s) 6 period(s) lecture + lab
 Fundamental principles of three-dimensional design. **Prerequisites:** None.

ART116
Life Drawing I
3 credit(s) 6 period(s) lecture + lab
 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 credit(s) 6 period(s) lecture + lab
 Further study of form, structure, and anatomy of the draped and undraped human figure with emphasis on composition. **Prerequisites:** A grade of C or better in ART116.

ART122
Drawing and Composition II
3 credit(s) 6 period(s) lecture + lab
 Emphasis on composition and exploration of drawing media. **Prerequisites:** A grade of C or better in ART111.

ART131
Photography I
3 credit(s) 6 period(s) lecture + lab
 Basic photographic principles and techniques. Basic camera functions and controls. Experience in the image-making process by creating and editing photographs for various display environments. Introduction to the photographic aesthetic and photography's role in society. **Prerequisites:** None. **Course Note:** Camera required.

ART132
Photography II
3 credit(s) 6 period(s) lecture + lab
 Advanced camera and darkroom techniques. Aesthetic awareness with personal expression. **Prerequisites:** A grade of C or better in ART131, or permission of Instructor

ART133
Photography III
3 credit(s) 6 period(s) lecture + lab
 Refinement of aesthetic and technical aspects producing convincing images of highest quality. **Prerequisites:** A grade of C or better in ART132 or permission of Instructor.

ART134
Photography IV
3 credit(s) 6 period(s) lecture + lab
 Emphasis on personal statement and style. Related graphic art forms explored. Development of portfolio. **Prerequisites:** A grade of C or better in ART133 or permission of Instructor

ART137**Alternative Photographic Processes****3 credit(s) 6 period(s) lecture + lab**

This course focuses on the 19th-century photographic processes including new picture-making technologies. Discussing the history of photography in relation with techniques taught in class. Students encouraged to explore historical processes in combination with contemporary technologies. Through technical demonstrations, hands-on workshops, and technical assignments, students develop a working knowledge of a range of processes while developing their own visual language.

Prerequisites: None.**ART150****Digital Storytelling****3 credit(s) 6 period(s) lecture + lab**

Enables students to find and develop their personal stories. Emphasis on the use of digital technology to create, edit, produce and archive a digital story. **Prerequisites:** None.

ART151**Sculpture I****3 credit(s) 6 period(s) lecture + lab**

Exploration of sculptural form and expression in clay, plaster, stone, wood and metal.

Prerequisites: None.**ART152****Sculpture II****3 credit(s) 6 period(s) lecture + lab**

Continuation of ART151 with emphasis on control of sculptural media. **Prerequisites:** A grade of C or better in ART151.

ART155**Glass Fusing and Slumping I****3 credit(s) 6 period(s) lecture + lab**

Introduction to the basics involved in glass fusing and slumping. The concepts of glass, glass fusing, and glass slumping will be covered with hands-on experience using a variety of techniques to create finished glass projects such as jewelry, dishes, frames, and door bells. **Prerequisites:** None. **Course Notes:** ART155 may be repeated for a total of twelve (12) credits.

ART156**Glass Fusing and Slumping II****3 credit(s) 6 period(s) lecture + lab**

Further study in the area of glass fusing and slumping. Advanced techniques including Pate-de-Verre, Pattern Bars, watchbands, bracelets, and patterned dishes. **Prerequisites:** A grade of C or better in ART155. **Course Notes:** ART156 may be repeated for a total of twelve (12) credits.

ART161**Ceramics I****3 credit(s) 6 period(s) lecture + lab**

Introduction to ceramic materials and techniques of hand construction, decorating, glazing and throwing on potters' wheel.

Prerequisites: None.**ART162****Ceramics II****3 credit(s) 6 period(s) lecture + lab**

Major emphasis on wheel throwing, glaze making and decorating techniques.

Prerequisites: A grade of C or better in ART161.**ART165****Watercolor Painting I****3 credit(s) 6 period(s) lecture + lab**

Transparent and Gouache watercolor painting. **Prerequisites:** A grade of C or better in (ART111 and ART112) or permission of Instructor.

ART166**Watercolor Painting II****3 credit(s) 6 period(s) lecture + lab**

Painting in water soluble media. Emphasis on individual techniques and design.

Prerequisites: A grade of C or better in ART165.**ART167****Painting I****3 credit(s) 6 period(s) lecture + lab**

Exploration of technical and expressive possibilities of various media in painting.

Prerequisites: A grade of C or better in (ART111 and ART112) or permission of Instructor.**ART168****Painting II****3 credit(s) 6 period(s) lecture + lab**

Continued refinement of painting skills and investigation of new possibilities in painting.

Prerequisites: A grade of C or better in ART167 or permission of Instructor.**ART171****Jewelry I****3 credit(s) 6 period(s) lecture + lab**Fundamentals of jewelry making. Covers hand formed methods, including cutting, shaping, forging, soldering, and lost wax technique. **Prerequisites:** None.**ART172****Jewelry II****3 credit(s) 6 period(s) lecture + lab**Further refinement of personal expression using techniques and design concepts of ART171. **Prerequisites:** A grade of C or better in ART171.**ART234****Color Photography****3 credit(s) 6 period(s) lecture + lab**Basic principles of color theory, camera and input and output techniques using analog or digital photography. **Prerequisites:** A grade of C or better in ART131, or AVC142, or permission of Instructor. Course Note: Film or digital camera required.**ART250****Introduction to Printmaking****3 credit(s) 6 period(s) lecture + lab**

Introduction to concepts and techniques involved in Fine Art field of Printmaking. Deals with three most basic Printmaking modes of Serigraphy, Woodcut, and Monoprinting in first part of course. Overview of Etching, Lithography and Papermaking in second part of course.

Prerequisites: A grade of C or better in ART111 and ART113.**ART255****Art Marketing****3 credit(s) 3 period(s) lecture**

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.**ART255AA****Self-Promotion****1 credit(s) 1 period(s) lecture**

Career goals, presentation of artist, communication skills, keeping files and records, developing self-promotional materials.

Prerequisites: None.

ART255AB**The Portfolio****1 credit(s) 1 period(s) lecture**

Choosing the right pieces to include, presenting art work, developing the portfolio.

Prerequisites: None.**ART256****Glass Fusing and Slumping III****3 credit(s) 6 period(s) lecture + lab**

Further study in the area of glass fusing and slumping with emphasis on advanced techniques and design considerations, such as, plates designed using different techniques, weaving or strip glass, and combining previous techniques to create projects.

Prerequisites: A grade of C or better in ART156. **Course Notes:** ART256 may be repeated for a total of fifteen (15) credits.

ART257**Glass Fusing and Slumping IV****3 credit(s) 6 period(s) lecture + lab**

Further study of advanced glass fusing and slumping including problems, professional practices, personal expression and experimental research into various techniques. **Prerequisites:**

A grade of C or better in ART256. **Course Notes:** ART257 may be repeated for a total of fifteen (15) credits.

ART275**Lost Wax Casting I****3 credit(s) 6 period(s) lecture + lab**

Introduction to lost wax casting techniques for jewelry and small sculptures. Emphasis on design concepts as related to three-dimensional forms. **Prerequisites:** None.

ART276**Lost Wax Casting II****3 credit(s) 6 period(s) lecture + lab**

Advanced course in lost wax casting techniques for jewelry and small sculptures. Emphasis on the continuation of individual expression using the lost wax method.

Prerequisites: A grade of C or better in ART275.

ART/ADA283**Digital Graphic Arts II****3 credit(s) 6 period(s) lecture + lab**

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:** A grade of C or better in ADA/ART183 or permission of Instructor.

ART290AC**Studio Art****3 credit(s) 6 period(s) lecture + lab**

Studio course for art majors allowing continuation in a subject field. **Prerequisites:** Permission of Instructor. **Course Note:** ART290AC may be repeated for credit.

ART295DA, DB, and DC

Art Workshop/Seminar: Photography 1, 2, and 3 credit(s) 2, 4, and 6 period(s) lecture + lab

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/Division Chair

AVC – Art and Visual Communication

AVC100**Introduction to Digital Arts****1 credit(s) 2 period(s) lecture + lab**

Foundation course in digital arts and design, with emphasis in the production of art using the computer. **Prerequisites:** None.

AVC119**Penciling for Sequential Art****3 credit(s) 6 period(s) lecture + lab**

Development of observational skills as they apply to sequential art. Emphasis on techniques that showcase how characters interact with their environment and manipulate props and cartooning anatomy. Includes techniques on composing page layouts, adapting scripts and reference gathering. **Prerequisites:** None. ART111, or ART116, or previous drawing experience strongly recommended.

AVC120**Inking for Sequential Art****3 credit(s) 6 period(s) lecture + lab**

Development of inking materials and techniques used in sequential art. Emphasis on the types of tools used in the industry and the various means of employing them. Understanding the duties of the inker and the process of computer finishing. **Prerequisites:** None.

AVC135**Foundations of Photojournalism****3 credit(s) 6 period(s) lecture + lab**

Basic technical knowledge of photographic process as applied by mass media. **Prerequisites:** A grade of C or better in ART131 or permission of Instructor.

AVC138**Commercial Photography I****3 credit(s) 6 period(s) lecture + lab**

Basic techniques of lighting, camera work, and reproduction of commercial photography. Cooperation with commercial art community. **Prerequisites:** A grade of C or better in ART131, or AVC142, or permission of Instructor.

AVC139**Commercial Photography II****3 credit(s) 6 period(s) lecture + lab**

Continuation of AVC138. Advanced techniques with portfolio organization and presentation. **Prerequisites:** A grade of C or better in AVC138.

AVC140**Portrait Photography****3 credit(s) 6 period(s) lecture + lab**

Fundamentals of portrait photography. Basic techniques of lighting, posing, design, and digital workflows applicable to the industry. Theory and practices of a portrait photography business. **Prerequisites:** A grade of C or better in ART131 or AVC142 or permission of Instructor. **Course Notes:** Digital camera with manual settings required.

AVC142**Introduction to Digital Photography****3 credit(s) 6 period(s) lecture + lab**

Fundamentals of digital photography. Includes camera operations, exposure techniques, introduction to digital output, and theory of digital photography. **Prerequisites:** None. **Course Notes:** Digital camera required.

AVC143**Intermediate Digital Photography****3 credit(s) 6 period(s) lecture + lab**

Intermediate theory and techniques of digital photography. Aesthetic awareness and personal expression from image capture through intermediate techniques in the digital darkroom. Introduction to high-resolution digital output. **Prerequisites:** A grade of C or better in AVC142 or permission of Instructor. **Course Note:** Semi-adjustable, high-resolution digital camera is required.

AVC169**2D Media Design****3 credit(s) 6 period(s) lecture + lab**

Generation of two-dimensional (2D) images, designs, and media using digital and traditional methods of visual problem solving. Understanding digital and design-based techniques and workflows. **Requisites:** A grade of C or better required in all Prerequisites. **Prerequisites or Corequisites:** AVC100 or permission of Instructor.

AVC170**3D Computer Design****3 credit(s) 6 period(s) lecture + lab**

Artistic manipulation of computer images. Emphasis on color and three-dimensional (3D) design in production of these images. Existing software used to generate three-dimensional art. **Prerequisites:** A grade of C or better in AVC100 or AVC169 or permission of Instructor.

AVC173**Computer Art****3 credit(s) 6 period(s) lecture + lab**

Introduction to the multiple elements of paint software programs using the microcomputer. Basic foundation in the use of computer techniques including color paint programs for the production of computer images. Use of electronic input and output devices. **Prerequisites:** A grade of C or better in AVC100, or permission of Instructor.

AVC175**Electronic Publishing Design I****3 credit(s) 6 period(s) lecture + lab**

Introduction to the multiple elements of commercial publishing using the microcomputer. Basic foundation in the use of electronic page layout techniques. Emphasis on publication design layout and concepts. **Prerequisites or Corequisites:** A grade of C or better in AVC100 or permission of Instructor.

AVC177**Digital Photographic Imaging I****3 credit(s) 6 period(s) lecture + lab**

Introduction to multiple elements of digital imaging. Basic foundation in photographic manipulation of images, with special attention to aesthetic foundations underlying photographic composition. **Requisites:** A grade of C or better required in all Prerequisites. **Prerequisites or Corequisites:** AVC100 or permission of Instructor.

AVC179**Electronic Presentation Design****3 credit(s) 6 period(s) lecture + lab**

Introduction to the multiple elements of commercial-graphic presentation materials using the microcomputer and other advanced technologies. Basic foundation in the use of computer presentation software programs using presentation techniques. Special attention to aesthetic foundations underlying all presentation materials. **Prerequisites or Corequisites:** A grade of C or better in AVC100 or permission of Instructor.

AVC180**Designer's Tools Modules****1 credit(s) 2 period(s) lecture + lab**

Introduction to the multiple elements of a selected visual art software package using the microcomputer. Basic foundation in the use of electronic techniques including appropriate input and output production devices. **Prerequisites:** A grade of C or better in AVC100, or permission of Instructor.

AVC180AC**Designer's Tools: QuarkExpress****AVC180AD****Designer's Tools: Adobe Illustrator**

AVC180AI
Designer's Tools: 3-D Studio Textures

AVC180AJ
Designer's Tools: 3-D Special Effects

AVC180AK
Designer's Tools: Adobe Premiere

AVC180AL
Designer Tools: Character Studio

AVC181
Graphic Design I
3 credit(s) 6 period(s) lecture + lab
 Basic understanding of design principles and the stages of graphic design, with an emphasis on final product and presentation.
Prerequisites: A grade of C or better in AVC100 or permission of Instructor.

AVC182
Graphic Design II
3 credit(s) 6 period(s) lecture + lab
 Utilizing graphic design essentials of typography, contrast and layout to develop design solutions to problems in consumer advertising, typography and structure.
Prerequisites: A grade of C or better in AVC181 or permission of Instructor.

AVC183
Digital Graphic Arts I
3 credit(s) 6 period(s) lecture + lab
 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.
Requisites: A grade of C or better required in all Prerequisites. **Prerequisites or Corequisites:** AVC100 or permission of Instructor.

AVC/MMT184
Digital Animation I
3 credit(s) 6 period(s) lecture + lab
 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:** A grade of C or better in (ART111 or ART116) or permission of Instructor. **Corequisites:** AVC100 or permission of Instructor.

AVC/MMT185
3D Modeling and Animation I
3 credit(s) 6 period(s) lecture + lab
 Basic concepts of 3D modeling. Anatomy of computer geometry; basic elements that make computer models—curves, surfaces, non-uniform rational basis spline (NURBS), and polygons. 3D translation, shading, materials, and rendering. **Requisites:** A grade of C or better required in all Prerequisites. **Prerequisites or Corequisites:** AVC100 or permission of Instructor.

AVC/MMT190
Art of Web Site Design
3 credit(s) 6 period(s) lecture + lab
 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:** A grade of C or better in AVC100, or permission of Instructor. CIS133DA recommended.

AVC190AA**Art of Website Design I****1 credit(s) 2 period(s) lecture + lab**

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, digital text, and graphics.

Prerequisites: A grade of C or better in AVC100, or permission of Instructor. CIS133DA recommended.

AVC190AB**Art of Website Design II****1 credit(s) 2 period(s) lecture + lab**

Producing Web site pages, using design and Hyper Text digital text and graphics. Discussion of color, proportion, typography and Web-specific design principles. **Prerequisites:**

A grade of C or better in AVC100 and AVC190AA, or permission of Instructor. CIS133DA recommended.

AVC190AC**Art of Website Design III****1 credit(s) 2 period(s) lecture + lab**

Producing Web sites using artistic form and content. Emphasizes design of cross-browser compatible interfaces that optimize usability, accessibility and browser interoperability. **Prerequisites:** A grade of C or better in AVC100 and AVC190AB, or permission of Instructor. CIS133DA recommended.

AVC191**Storyboarding and Layout****2 credit(s) 4 period(s) lecture + lab**

Introduction to storyboarding including film storytelling and scene presentation.

Prerequisites: A grade of C or better in ART111 or AVC187.

AVC192**Advanced Web Presentation Design****3 credit(s) 6 period(s) lecture + lab**

Advanced interactive application and training for Web designers and graphic artists using Quark, Illustrator, Photoshop, HTML Flash, Dreamweaver and Digital Video site optimization techniques. Development of design concepts for web pages that communicate and deliver Web content creatively. **Prerequisites:** A grade of C or better in AVC/MMT190 or permission of Instructor. AVC180AM and AVC180AN suggested but not required.

AVC210**Design Tools for Imagery, Production, and Publishing****3 credit(s) 6 period(s) lecture + lab**

Industry standard development of image manipulation, digital production, digital negatives, typography, and desktop publishing. New techniques using integrated software with multiple platform applications. Emphasis on alternative processes including: technique, aesthetics and creative imagery. **Prerequisites:** A grade of C or better in AVC100 and [AVC169 or (ADA/AVC180AD, ADA/AVC180AE, and AVC180AS)] and AVC181, or permission of Instructor.

AVC215**Advanced Electronic Publishing****3 credit(s) 6 period(s) lecture + lab**

Advanced use of electronic page layout techniques including in-depth styles; typography; technical documents and digital publishing interactivity. **Prerequisites:** A grade of C or better in AVC175.

AVC219**Coloring, Toning and Lettering for Sequential Art****3 credit(s) 6 period(s) lecture + lab**

Understanding of the digital rules and programs used in coloring, toning and lettering comics, and the problems presented therein within the sequential narrative.

Emphasis on rules and guidelines within the industry, and digital coloring and lettering.

Prerequisites: A grade of C or better in (AVC100 and AVC119) or permission of Instructor. AVC120 recommended.

AVC220**Publishing for the Comic Industry****3 credit(s) 6 period(s) lecture + lab**

Understanding of the comics industry. Includes researching, marketing, packaging, and distributing comics. Emphasis on selling and submitting to comic publishers, how to develop comics for self-publishing, promotional materials, and understanding contracts and copyrights involved in the process of publishing comics. **Prerequisites:** A grade of C or better in AVC100 or permission of Instructor.

AVC221**Comics Creation****3 credit(s) 3 period(s) lecture + lab**

Development of a complete sequential comic, using all comics skills from beginning to end. Process includes scripting, penciling, inking, coloring or toning, lettering, and printing for publication. **Prerequisites:** A grade of C or better in (AVC100 and AVC219) or permission of Instructor.

AVC237**Fashion Photography****3 credit(s) 6 period(s) lecture + lab**

Practical application of photographic techniques within the fashion industry. Includes the photographing of models, garments, and accessories. **Prerequisites:** A grade of C or better in (ART131 or AVC142) or permission of Instructor. **Course Notes:** Digital Single Lens Reflex (DSLR) camera required. AVC237 may be repeated for credit.

AVC/THO246**Digital Fabrication****3 credit(s) 6 period(s) lecture + lab**

Introduction to concepts and application of computer visualization, modeling, and rapid prototyping for interdisciplinary arts. Students will design sculptures applying 3D computer modeling techniques, rapid prototyping, and other available digital output devices to produce solid models. **Prerequisites:** None.

AVC270**Digital Photographic Imaging II****3 credit(s) 6 period(s) lecture + lab**

Intermediate digital photographic imaging techniques. Refinement of aesthetic awareness and personal expression.

Requisites: A grade of C or better required in all Prerequisites. **Prerequisites or Corequisites:** AVC177.

AVC273AC**Special Topics: Multimedia Arts****3 credit(s) 6 period(s) lecture + lab**

Multimedia art studio course examining new and/or current topics in media and/or multimedia arts. **Prerequisites:** Permission of Instructor. **Course Note:** AVC273AC is designed to offer special topics and/or specialized training for students in multimedia arts. Activities may also be appropriate for portfolio enhancement.

AVC/MMT285**3D Modeling and Animation II****3 credit(s) 6 period(s) lecture + lab**

Advanced techniques for 3D modeling and computer animation. Creating and applying 2D background and 3D model textures, creating and applying special effects to models and animation, designing, modeling, and animating a digital 3D character from a character study. **Prerequisites:** A grade of C or better in AVC/MMT185.

AVC289**Computer Illustration****3 credit(s) 6 period(s) lecture + lab**

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 input and output devices. **Prerequisites or Corequisites:** A grade of C or better in AVC100 or permission of Instructor.

AVC291**Digital Prepress****3 credit(s) 6 period(s) lecture + lab**

Introduction to fundamental concepts of digital prepress necessary for the designer to create digital documents for accurate output and reproduction. **Prerequisites:** A grade of C or better in AVC100 or permission of Instructor.

AVC297AB**Commercial Art Internship****2 credit(s) 2 period(s) lecture + lab**

Digital design, development, and photographic imaging work experience in a business or industry. 160 hours of designated work.

Prerequisites: Permission of Department or Division.

AVC298AA-AC**Special Projects****1-3 credit(s) 1-3 period(s) lab**

Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. **Prerequisites:** None.

ASB, ASM – Anthropology**ASB102****Introduction to Cultural Anthropology****3 credit(s) 3 period(s) lecture**

Principles of cultural anthropology, with illustrative materials from a variety of cultures. The nature of culture; social, political, and economic systems; religion, aesthetics and language. **Prerequisites:** None.

ASB/AFR/CCS202**Ethnic Relations in the United States****3 credit(s) 3 period(s) lecture**

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**Women in Other Cultures****3 credit(s) 3 period(s) lecture**

Cross-cultural analysis of the economic, social, political, and religious factors that affect women's status in traditional and modern societies. **Prerequisites:** None.

ASB214**Magic, Witchcraft and Healing: An Introduction to Comparative Religion****3 credit(s) 3 period(s) lecture**

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.

ASB222**Buried Cities and Lost Tribes: Old World**

3 credit(s) 3 period(s) lecture 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**Buried Cities and Lost Tribes: New World****3 credit(s) 3 period(s) lecture**

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 fragment societies. Examples drawn from North American, Central America, and South America. **Prerequisites:** None.

ASB235**Southwest Archaeology****3 credit(s) 3 period(s) lecture**

Anthropological perspective and comparative study of the cultures of prehistoric native peoples of the North American southwest. **Prerequisites:** None.

ASB245**Indians of the Southwest****3 credit(s) 3 period(s) lecture**

Comparative study of the cultures, including the histories and present status, of Indians of the Southwest. **Prerequisites:** None.

ASM104**Bones, Stones, and Human Evolution****4 credit(s) 5 period(s) lecture + lab**

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.

ASM/FOR275**Forensic Anthropology****4 credit(s) 5 period(s) lecture + lab**

Survey of the role of forensic anthropologists, from the crime scene to the courtroom.

Course focuses on how skeletal analysis can aid in medicolegal investigations, especially by identifying aspects of the life history of unknown individuals and by reconstructing events that took place at crime scenes.

Covers both the legal aspects of forensic practice and the underlying biological basis for evidence obtained from skeletal remains.

Examines applications of forensic anthropology in mass disasters, human rights investigations, and the deciphering of historic cases. Lab activities designed to illustrate techniques and principles central to the discipline.

Prerequisites: None.

ASL – American Sign Language

Also see Interpreter Preparation, IPP.

ASL090AA**Speedy American Sign Language I****1 credit(s) 1 period(s) lecture**

Introduction of techniques for communicating with deaf people using American Sign Language (A.S.L.). Expressive and receptive sign skills, manual alphabet, numbers, and basic sign vocabulary. **Prerequisites:** None. ASL103 suggested but not required. **Course Notes:**

ASL090AA may be repeated for a total of five (5) credit hours.

ASL090AB**Speedy American Sign Language II****1 credit(s) 1 period(s) lecture**

Use American Sign Language (A.S.L.) to converse about feelings, family members, other people, clothing, events according to proper tense, and to count to one hundred.

Prerequisites: A grade of C or better in ASL090AA. Completion of prerequisites within the last three years is required. **Course Notes:** ASL090AB may be repeated for a total of five (5) credit hours.

ASL101**American Sign Language I****4 credit(s) 4 period(s) lecture**

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. ASL103 suggested as a corequisite but not required.

ASL102**American Sign Language II****4 credit(s) 4 period(s) lecture**

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: A grade of C or better in ASL101 or permission of Department or Division. Completion of prerequisites within the last three years is required.

ASL103**Introduction to the Deaf Community****1 credit(s) 1 period(s) lecture**

History and development of American Sign Language (ASL) 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.

ASL110**Fingerspelling****3 credit(s) 3 period(s) lecture**

Introduction to fingerspelling techniques. Focus on methods, theory, and applications on receptive and expressive skills including manual alphabet production and numbers. In addition, skill development in speed, dexterity, clarity, and lexicalized fingerspelling, numeric incorporation, prefixes, suffixes, and polysyllabic words. **Prerequisites:** A grade of C or better in ASL101 or permission of Department or Division. Completion of prerequisites within the last three years is required.

ASL200**Issues and Resources****3 credit(s) 3 period(s) lecture**

Implications of laws pertaining to educational choices and rights of deaf, deaf-blind, and hard of hearing individuals. Local, state, and national organizations, activities, and agencies affecting the deaf community. **Prerequisites:** A grade of C or better in ASL102 or permission of Department or Division. Completion of prerequisites within the last three years is required.

ASL201**American Sign Language III****4 credit(s) 4 period(s) lecture**

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:** A grade of C or better in ASL102 or permission of Department or Division. (ENG101 or ENG107) and (CRE101 or equivalent as indicated by assessment) suggested but not required. Completion of prerequisites within the last three years is required.

ASL202**American Sign Language IV****4 credit(s) 4 period(s) lecture**

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:** A grade of C or better in ASL201 or permission of Department or Division. (ENG101 or ENG107), ASL200, and (CRE101 or equivalent as indicated by assessment) suggested but not required. Completion of prerequisites within the last three years is required.

ASL203**American Sign Language V****4 credit(s) 4 period(s) lecture**

Advanced study of vocabulary, classifiers, use of space, and grammatical features of American Sign Language (ASL). Includes evaluation of changes that occur in ASL as a living language. Advanced use of ASL in demonstrations, reports, and presentations. **Prerequisites:** A grade of C or better in ASL202. Completion of prerequisites within the last three years is required.

ASL204**Comparative Linguistics: ASL/English****3 credit(s) 3 period(s) lecture**

A variety of topics about linguistics of American Sign Language (ASL) and English including phonology, morphology, lexicon, syntax, discourse, and language acquisition. Aspects of using sign language and how visual languages differ and are similar to spoken language. **Prerequisites:** A grade of C or better in ASL202. **Corequisites:** ASL203.

Completion of prerequisites within the last three years is required.

ASL212**Deaf Culture****3 credit(s) 3 period(s) lecture**

Linguistic, social, educational, and political issues in deaf culture. Values and group identity issues as related to heritage and literature. Special emphasis on the cultural and philosophical attitudes shared with other minority groups. **Prerequisites:** A grade of C or better in ASL202 or permission of Department or Division. Completion of prerequisites within the last three years is required.

AST– Astronomy**AST101****Survey of Astronomy****4 credit(s) 6 period(s) lecture and lab**

Survey of astronomy for the non-technical student. The history, contents, and evolution of the solar system and the universe in general. Astronomical principles and instrumentation. The planets, moons, sun, comets, stars and star formation, galaxies, and cosmology

Prerequisites: None.

AST102**Survey of Astronomy Laboratory****1 credit(s) 3 period(s) lab**

Astronomical observations and exercises designed to familiarize students with the sky, telescopes, and methods used in astronomy.

Prerequisites: A grade of C or better in AST101 and permission of Instructor or Department or Division. **Course Notes:** AST102 is a legacy course intended for those students who have previously completed the corresponding lecture course. Current MCCC students should enroll in AST101 only.

AST/GLG106**Life in the Universe****4 credit(s) 6 period(s) lecture and lab**

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: A grade of C or better in MAT090, MAT091, or MAT092, or completion of higher-level mathematics course, or satisfactory placement.

AST/GLG107**Life in the Universe Laboratory****1 credit(s) 3 period(s) lab**

Astronomy, Biology, and Planetary Science laboratory. **Prerequisites:** A grade of C or better in AST/GLG106 and permission of Instructor or Department or Division. **Course Notes:** AST107 is a legacy course intended for those students who have previously completed the corresponding lecture course. Current MCCC students should enroll in AST106 only.

AST111**Introduction to Solar System Astronomy
4 credit(s) 6 period(s) lecture and lab**

Introduction to astronomy for the non-science major. The scientific method, properties of light, astronomical instruments, our Solar System and solar systems around other stars. Includes hands-on astronomical observations and laboratory exercises.

Prerequisites: A grade of C or better in MAT092 or higher, or satisfactory district placement.

AST112**Introduction to Stars, Galaxies, and Cosmology****4 credit(s) 6 period(s) lecture and lab**

Introduction to astronomy for the non-science major. Structure and evolution of stars; supernovae, black holes, and quasars; nebulae; star clusters; galaxies; cosmology, including the birth and death of the universe.

Prerequisites: A grade of C or better in MAT092 or higher, or satisfactory district placement. **Course Notes:** Note that AST111 is not a prerequisite for this course.

AST113**Introduction to Solar System Astronomy Laboratory****1 credit(s) 3 period(s) lab**

Hands-on astronomical observations and exercises to supplement AST111.

Prerequisites: A grade of C or better in AST111 and permission of Instructor or Department or Division. **Course Notes:** AST113 is a legacy course intended for those students who have previously completed the corresponding lecture course. Current MCCC students should enroll in AST111 only.

AST114**Introduction to Stars, Galaxies, and Cosmology Laboratory****1 credit(s) 3 period(s) lab**

Hands-on astronomical observations and exercises to supplement AST112.

Prerequisites: A grade of C or better in AST112 and permission of Instructor or Department or Division. **Course Notes:** AST114 is a legacy course intended for those students who have previously completed the corresponding lecture course. Current MCCC students should enroll in AST112 only.

BIO – Biology**BIO100****Biology Concepts****4 credit(s) 6 period(s) lecture and lab**

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. **Course Notes:** Field trips may be required at students' expense.

BIO105**Environmental Biology****4 credit(s) 6 period(s) lecture and lab**

Fundamentals of ecology and their relevance to human impact on natural ecosystems. Field trips may be required at students' expense.

Prerequisites: None.

BIO108**Plants and Society****4 credit(s) 6 period(s) lecture and lab**

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.

BIO145**Marine Biology****4 credit(s) 6 period(s) lecture and lab**

A survey of marine environments and their biotic communities with emphasis on the natural history of marine organisms.

Prerequisites: None.**BIO156****Introductory Biology for Allied Health****4 credit(s) 6 period(s) lecture and lab**

An introductory biology course for allied health majors with an emphasis on humans. Topics include fundamental concepts of cell biology, histology, microbiology, and genetic.

Prerequisites: A grade of C or better in RDG100, or RDG100LL, or higher, or eligibility for CRE101. One year of high school or one semester of college level chemistry is strongly recommended.

BIO160**Introduction to Human Anatomy and Physiology****4 credit(s) 6 period(s) lecture and lab**

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 BIO 1181 SUN☞**General Biology (Majors) I****4 credit(s) 6 period(s) lecture and lab**

The study and principles of structure and function of organisms at the molecular and cellular levels. A detailed explanation of the chemistry of life, the cell, and genetics.

Prerequisites: A grade of C or better in RDG100, or RDG100LL, or higher, or eligibility for CRE101. One year of high school or one semester of college-level biology and chemistry is strongly recommended.

BIO182 BIO 1182 SUN☞**General Biology (Majors) II****4 credit(s) 6 period(s) lecture and lab**

The study and principles of structure and function of living things at cellular, organismic, and higher levels of organization. A detailed exploration of the mechanisms of evolution, biological diversity, biology of organisms, and ecology. **Prerequisites:** A grade of C or better in BIO181, or BIO181XT, or permission of Department or Division.

BIO201 BIO 2201 SUN☞**Human Anatomy and Physiology I****4 credit(s) 6 period(s) lecture and lab**

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 (RDG100, or RDG100LL, or higher, or eligibility for CRE101). CHM130 or higher or one year of high school chemistry suggested but not required.

BIO202 BIO 2202 SUN☞**Human Anatomy and Physiology II****4 credit(s) 6 period(s) lecture and lab**

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 or BIO201XT.

BIO205 BIO 2205**Microbiology****4 credit(s) 6 period(s) lecture and lab**

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 (RDG100, or RDG100LL, or higher, or eligibility for CRE101). CHM130 or higher or one year of high school chemistry suggested but not required.

BIO296WA, WB, WC**Cooperative Education****1-3 credit(s) 5-15 period(s) lab**

Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome related to the career objectives of the students. **Prerequisites:**

Completion of at least twelve (12) college credits minimum 2.6 grade point average and be able to obtain a position related to student's academic or career goals (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.

BIO298AA, AB, AC**Special Projects****1-3 credit(s) 1-3 period(s) lab**

Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. **Prerequisites:** None.

BPC – Business–Personal Computers**BPC101****Introduction to Computers****3 credit(s) 4 period(s) lecture + lab**

Computer software applications for the personal computer, including electronic spreadsheet and word processing, keyboarding review, a desktop environment, database management, computer graphics and operating system commands. Individualized advanced applications of software selected to solve specific problems on the personal computer.

Prerequisites: None.

BPC110**Computer Usage and Applications****3 credit(s) 4 period(s) lecture + lab**

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.

BPC/OAS111AA**Computer Keyboarding I****1 credit(s) 1.7 period(s) lecture + lab**

Mastery of essential microcomputer keyboarding skills. Emphasis on touch typing of alphabetic and numeric keys and symbols. **Prerequisites:** None.

BPC170**A+ Exam Prep: Computer Hardware Configuration and Support****3 credit(s) 4 period(s) lecture + lab**

Explore technical aspects of personal computers, including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis placed on hardware installation, maintenance, mobile devices, and hardware troubleshooting. Helps prepare students for the CompTIA A+ examinations.

Prerequisites: None.

BPC171**Recycling Used Computer Technology****1 credit(s) 2 period(s) lecture + lab**

Use of hardware maintenance knowledge and skills to refurbish used computers.

Prerequisites or Corequisites: BPC170 orpermission of Instructor **Course Notes:**

BPC171 may be repeated for a total of three (3) credit hours.

BPC270**A+ Exam Prep: Operating System****Configuration and Support****3 credit(s) 4 period(s) lecture + lab**

Explore advanced technical aspects of maintaining and servicing computers.

Emphasis placed on OS installation, maintenance, mobile devices, security, software troubleshooting, and on proper usage of tools, safety procedures, and professionalism. Helps prepare students for the CompTIA A+ examinations. **Prerequisites:** A grade of C or better in CIS105 or permission of Instructor.

CAD – Computer-Aided Drafting**CAD100****Fundamentals of 2D AutoCAD****3 credit(s) 6 period(s) lecture + lab**

Utilize AutoCAD software to generate two-dimensional (2-D) drawings and components in a generic installation. Apply basic AutoCAD commands and properties to format, draw, edit, layer, dimension, import/ export, and manage drawing files. Creation, manipulation, and hardcopy production of 2-D drawing files from major AutoCAD command and display environments and plot option. **Prerequisites:** None.

CCS – Chicana and Chicano Studies**CCS101****Chicana and Chicano Studies****3 credit(s) 3 period(s) lecture**

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: A grade of C or better in ENG101, or ENG107, or equivalent.**CCS/ASB/AFR202****Ethnic Relations in the United States****3 credit(s) 3 period(s) lecture**

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.**CCS282AA****Volunteerism for Chicana and Chicano Studies: A Service-Learning Experience****1 credit(s) 1 period(s) lab**

Service-learning field experience within private/public agencies such as museums and libraries, and citizen volunteer groups. May be repeated for a total of six (6) CCS282 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.

CCS298AA-AC**Special Projects****1-3 credit(s) 1-3 period(s) lab**

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: None.

CFS – Child/Family Studies**CFS101AH****Art Activities for the Young Child****1 credit(s) 1 period(s) lecture** *(Not offered every semester)*

The creative use of art media and techniques at appropriate developmental levels.

Prerequisites: None.

CFS101AP**Science Activities for the Young Child****1 credit(s) 1 period(s) lecture** *(Not offered every semester)*

Interpreting the study of science in early childhood education as a part of a dynamic growth process offered by the child's daily life experiences. **Prerequisites:** None.

CFS106**Stress Management in the Family****1 credit(s) 1 period(s) lecture** *(Not offered every semester)*

Impact of stress factors on the family. Managing time and stress in the home. Options for coping with anxiety. **Prerequisites:** None.

CFS109**Parent/Child Communication****1 credit(s) 1 period(s) lecture** *(Not offered every semester)*

Communication between parents and children. Developing self-esteem, responsibility and empathic listening. Pitfalls to communication.

Prerequisites: None.

CFS114**Working With the Hyperactive Child****1 credit(s) 1 period(s) lecture** *(Not offered every semester)*

Causes of hyperactivity in children; focus on the family's role in identification, treatment and school/community support. **Prerequisites:** None.

CFS116**Discipline and Guidance****3 credit(s) 3 period(s) lecture** *(Not offered every semester)*

Age-appropriate principles for disciplining and guiding young children's behavior in child care settings, including interpersonal and environmental strategies. Observational opportunities provided. **Prerequisites:** None.

CFS121AA**Single Parent Family-Adjustment****1 credit(s) 1 period(s) lecture** *(Not offered every semester)*

Overview of issues facing single parent families. Examination of adjustment issues with emphasis on relationships. Methods of adapting family life to meet the needs and variations of one-parent families. **Prerequisites:** None.

CFS125**Safety in Early Childhood Settings**

1 credit(s) 1 period(s) lecture (*Not offered every semester*)

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.

CFS130**Demystifying Adolescence**

1 credit(s) 1 period(s) lecture (*Not offered every semester*)

A holistic overview of the physical, social, and emotional development of adolescents.

Emphasis on effective skills necessary for working with adolescents and their families.

Prerequisites: None.

CFS157**Marriage and Family Life**

3 credit(s) 3 period(s) lecture

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.

CFS/ECH176**Child Development**

3 credit(s) 3 period(s) lecture

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.

CFS177**Parent-Child Interaction**

3 credit(s) 3 period(s) lecture (*Not offered every semester*)

Positive methods to strengthen relationships and resolve conflicts with children. Focus on effective interpersonal skills and guidance techniques. **Prerequisites:** None.

CFS178**Survey of Early Childhood Education**

3 credit(s) 3 period(s) lecture (*Not offered every semester*)

Orientation to basic concepts of day care and nursery programs. History and philosophy of child care services including state regulations governing those services. Observation opportunities provided. **Prerequisites:** None.

CFS182**Parenting the Early Adolescent: Ages Ten to Fourteen**

1 credit(s) 1 period(s) lecture (*Not offered every semester*)

Emphasis on the early adolescent developmental period, ages ten to fourteen, and the importance of the parent-child relationship, as well as strategies to ensure successful teen years. **Prerequisites:** None.

CFS183**Contemporary Issues in Adolescence**

3 credit(s) 3 period(s) lecture (*Not offered every semester*)

Current issues that impact adolescent development and behavior explored. Comprehensive and specific strategies for addressing these issues as parents or professionals working with teens emphasized. Issues related to adolescent sexuality, abuse, mental health, violence, and risk behaviors included. **Prerequisites:** None.

CFS205**Human Development**

3 credit(s) 3 period(s) lecture (*Not offered every semester*)

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.

CFS242**Curriculum Planning for Diversity**

3 credit(s) 3 period(s) lecture (*Not offered every semester*)

Practical early childhood classroom applications for a diverse population, including integration of cultures, generations, genders, and races into the classroom, facilitation of second language acquisition, and practical teaching strategies which are also developmentally appropriate. **Prerequisites:** A grade of C or better in CFS/ECH176.

CFS256**Management in the Family**

3 credit(s) 3 period(s) lecture (*Not offered every semester*)

Management as a means to the realization of individual and family values and goals; creation, allocation, and use of resources. Focus on decision making. **Prerequisites:** None.

CFS257**Working with Families with Diverse Needs**

3 credit(s) 3 period(s) lecture (*Not offered every semester*)

A collaborative approach to working with families with diverse needs. Examines the effect of specific challenges on the family system. Presents techniques for those working with families to facilitate stress management, conflict resolution, and utilization of community and personal resources to aid in the strengthening of the family unit. **Prerequisites:** None.

CFS263**Child and Family Studies Seminar**

1 credit(s) 1 period(s) lecture

Classroom portion of Child and Family Studies Internship. Emphasizes the blend of job-related activities including career exploration, employment procedures, human relations, and on-the-job problems. **Prerequisites:** Departmental approval. **Corequisites:** CFS264AA or CFS264AB or CFS264AC, initial enrollment in internship module.

CFS264AA**Child and Family Studies Internship**

1 credit(s) 5 period(s) lab

Laboratory portion of Child and Family Studies Internship. Five hours of work weekly. Supervision and evaluation by a coordinator. May be repeated for a total of six (6) credits. **Prerequisites:** Departmental approval. **Corequisites:** CFS263, when initially enrolled in CFS264AA or CFS264AB or CFS264AC module.

CFS264AB**Child and Family Studies Internship**

2 credit(s) 10 period(s) lab

Laboratory portion of Child and Family Studies Internship. Ten hours of work weekly. Supervision and evaluation by a coordinator. May be repeated for a total of six (6) credits. **Prerequisites:** Departmental approval. **Corequisites:** CFS263, when initially enrolled in CFS264AA or CFS264AB or CFS264AC module.

CFS264AC**Child and Family Studies Internship**

3 credit(s) 15 period(s) lab

Laboratory portion of Child and Family Studies Internship. Fifteen hours of work weekly. Supervision and evaluation by a coordinator. May be repeated for a total of six (6) credits. **Prerequisites:** Departmental approval. **Corequisites:** CFS263, when initially enrolled in CFS264AA or CFS264AB or CFS264AC module.

CFS/ECH271**Arranging the Environment**

1 credit(s) 1 period(s) lecture *(Not offered every semester)*

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.

CFS/ECH275**Literacy Development and the Young Child**

1 credit(s) 1 period(s) lecture *(Not offered every semester)*

Literacy from birth through the early childhood years. Focus on developmentally appropriate ways to encourage speaking, listening, writing, and reading in the home and classroom.

Prerequisites: None.

CFS277**Adult-Adolescent Interaction**

3 credit(s) 3 period(s) lecture *(Not offered every semester)*

Prepares social service workers, teachers, and parents to interact effectively with teenagers. Develops understanding of the interaction between adolescents and their families. Teaches practical strategies to deal with specific problem areas. **Prerequisites:** None.

CFS281**Adolescent School Success**

1 credit(s) 1 period(s) lecture *(Not offered every semester)*

An overview of factors that contribute to adolescent school success, including family-school interactions, special needs adolescents, and problem areas. Emphasis on strategies and resources to facilitate school success.

Prerequisites: None.

CFS283**Multicultural Early Child Education**

1 credit(s) 1 period(s) lecture *(Not offered every semester)*

Practical early childhood classroom applications for a diverse ethnic population, including integration of multiculturalism into the classroom, facilitation of a second language acquisition, and practical teaching strategies which are also developmentally appropriate.

Prerequisites: A grade of C or better in CFS/ECH176.

CFS/ECH287**Professional Development in Early Childhood Education**

1 credit(s) 1 period(s) lecture *(Not offered every semester)*

Emerging professionalism within the field of early childhood education. Consideration of job responsibilities, rewards, ethics and current issues facing practitioners. Includes assessment and career planning. **Prerequisites:** None.

CFS290AA**Child Abuse: Identification and Reporting in Child Care Settings**

1 credit(s) 1 period(s) lecture *(Not offered every semester)*

Identification, recording, and reporting by child care providers of sexual abuse, physical abuse, or neglect of young children. **Prerequisites:** None.

CHM – Chemistry**CHM100****Preparation for Fundamental Chemistry**

1 credit(s) 1 period(s) lecture

A preparatory course designed to review fundamental math and chemistry principles for students inexperienced or insecure with these concepts. Stresses individualized instruction. Designed to prepare students for CHM130.

Prerequisites: None.

CHM107 and 107LL**Chemistry and Society and Lab****4 credit(s) 6 period(s) lecture and lab**

LEC: A survey of chemistry and its impact on the environment. Completion of CHM107LL is required to meet the Natural Science requirement. **Prerequisites:** None.

LAB: Laboratory experience in support of CHM107. **Prerequisites or Corequisites:** CHM107.

CHM130 and 130LL CHM 1130 **Fundamental Chemistry and Lab****4 credit(s) 6 period(s) lecture and lab**

LEC: 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 higher-level mathematics course, or satisfactory math placement) and (RDG100, or RDG100LL, or higher, or eligibility for CRE101 as indicated by appropriate reading placement)], or permission of the Instructor, or Department or Division Chair. **Course Notes:** Students may receive credit for only one of the following: CHM130 and CHM130LL, or CHM130AA.

LAB: Laboratory experience in support of CHM130. **Prerequisites or Corequisites:** A grade of C or better in CHM130. **Course Notes:** Students may receive credit for only one of the following: CHM130 and CHM130LL, or CHM130AA.

CHM130AA**Fundamental Chemistry with Lab****4 credit(s) 6 period(s) lecture and lab**

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 [(CHM100, or MAT090, or MAT091, or MAT092, or higher-level mathematics course, or satisfactory math placement) and (RDG100, or RDG100LL, or higher, or eligibility for CRE101 as indicated by appropriate reading placement)], or permission of the Instructor, or Department or Division Chair. **Course Notes:** Student may receive credit for only one of the following: CHM130 and CHM130LL, or CHM130AA.

CHM138 and 138LL**Chemistry For Allied Health and Lab****4 credit(s) 6 period(s) lecture and lab**

LEC: Elements of fundamental and organic chemistry. Includes the general chemical behavior of inorganic matter and the structure of organic and biochemical systems. This course is designed for specific allied health programs at MCCC. It may not be applicable to other allied health programs or transferable.

Prerequisites: A grade of C or better in (CHM100 or MAT090 or MAT091 or MAT092 or higher or satisfactory math placement), or one year of high school chemistry taken within the last five years with a grade of C or better, or permission of the Instructor, or Department or Division Chair. **LAB:** Laboratory experience in support of CHM138, Chemistry for Allied Health. **Prerequisites:** None. **Corequisites:** CHM138.

CHM150**General Chemistry I****4 credit(s) 4 period(s) lecture**

Detailed study of principles of chemistry for science majors and students in pre- professional curricula. **Prerequisites:** A grade of C or better in [(CHM130 and CHM130LL), or CHM130AA, or one year of high school chemistry taken within the last five years] and (a grade of C or better in MAT151 or higher level mathematics course, or satisfactory placement), or permission of the Instructor, or Department or Division Chair. **Course Notes:** Completion of all prerequisites within the last two years is recommended. Student may receive credit for only one of the following: CHM150 and CHM151LL, or CHM151 and CHM151LL, or CHM150AA, or CHM151AA.

CHM151 and 151LL**CHM 1151** SUN**General Chemistry I and Lab****4 credit(s) 6 period(s) lecture and lab**

LEC: Detailed study of principles of chemistry for science majors and students in pre-professional curricula. **Prerequisites:** A grade of C or better in [(CHM130 and CHM130LL), or CHM130AA, or one year of high school chemistry taken within the last five years] and (a grade of C or better in MAT151 or higher-level mathematics course, or satisfactory placement), or permission of the Instructor, or Department or Division Chair. **Course Notes:** Completion of all prerequisites within the last two years is recommended. Students may receive credit for only one of the following: CHM150 and CHM151LL, or CHM151 and CHM151LL, or CHM150AA, or CHM151AA. **LAB:** Laboratory experience in support of CHM150 or CHM151. **Prerequisites:** A grade of C or better in CHM150 or CHM151 or **Corequisites:** CHM150 or CHM151. **Course Notes:** Student may receive credit for only one of the following: CHM150 and CHM151LL, or CHM151 and CHM151LL, or CHM150AA, or CHM151AA.

CHM152 and 152LL**CHM 1152** SUN**General Chemistry II and Lab****4 credit(s) 6 period(s) lecture and lab**

LEC: A study of the chemical properties of the major groups of elements, equilibrium theory, thermodynamics, electrochemistry, and other selected topics. **Prerequisites:** A grade of C or better in [(CHM150 or CHM151) and CHM151LL], or CHM150AA, or CHM151AA, or permission of the Instructor, or Department or Division Chair. **Course Notes:** Completion of prerequisites within the last two years recommended. 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. **LAB:** Laboratory experience in support of CHM152. **Prerequisites:** A grade of C or better in CHM152 or **Corequisites:** CHM152. **Course Notes:** Student may receive credit for only one of the following: CHM152 and CHM152LL, or CHM152AA.

CHM230 and 230LL**CHM 2230** SUN**Fundamental Organic Chemistry and Lab****4 credit(s) 6 period(s) lecture and lab**

LEC: Chemistry of representative groups of organic compounds, emphasizing biological applications. **Prerequisites:** A grade of C or better in (CHM130 and CHM130LL) or (CHM150 or CHM151 and CHM151LL), or permission of the Instructor, or Department or Division Chair. **Course Notes:** Completion of prerequisites within the last two years recommended. 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. **LAB:** Laboratory experience in support of CHM230. **Prerequisites:** A grade of C or better in CHM130LL or CHM151LL or equivalent or **Corequisites:** CHM230. **Course Notes:** Students may receive credit for only one of the following: CHM230 and CHM230LL, or CHM230AA.

CHM235 and 235LL CHM 2235 **General Organic Chemistry I and Lab
4 credit(s) 7 period(s) lecture and lab 5**

LEC: 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 permission of the Instructor, or Department or Division Chair. **Course Notes:** Completion of prerequisites within the last two years recommended. **LAB:** Laboratory experience in support of CHM235.

Prerequisites: A grade of C or better in CHM235 or **Corequisite:** CHM235. Completion of prerequisites within the last two years recommended.

CHM236 and 236LL CHM 2236 **General Organic Chemistry IIA and Lab
4 credit(s) 7 period(s) lecture and lab**

LEC: 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 or CHM235AA, or permission of the Instructor, or Department or Division Chair. **Course Notes:** Students may receive credit for only one of the following: CHM236 and CHM236LL, or CHM236AA. Completion of prerequisites within the last two years recommended. **LAB:** Laboratory experience in support of CHM236. **Prerequisites:** A grade of C or better in CHM236 or **Corequisite:** CHM236. Completion of prerequisites within the last two years recommended.

CHM298AA-AC**Special Projects****1-3 credit(s) 1-3 period(s) lab**

Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. **Prerequisites:** None.

CIS – Computer Information Systems**CIS102DA****Customer User Support****3 credit(s) 4 period(s) lecture + lab**


Examines skills, tools and strategies necessary for becoming a computer help-desk or end-user support professional.

Prerequisites: None.

CIS103**Introduction to Social Media****3 credit(s) 4 period(s) lecture + lab**

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:** The student must be 13 years or older.

CIS105 **CIS 1120** 
Survey of Computer Information Systems
3 credit(s) 4 period(s) lecture + lab
 Overview of computer technology, concepts, terminology, and the role of computers in business and society. Discussion of social and ethical issues related to computers. Use of word processing, spreadsheet, database, and presentation software. Includes uses of application software and the Internet for efficient and effective problem solving. Exploration of relevant emerging technologies.
Prerequisites: None.

CIS111
Ethics in Information Technology
3 credit(s) 3 period(s) lecture
 Ethical issues that arise as a result of increasing use of computers, and the responsibilities of those who work with computers, either as computer science professionals or end users. Critical inquiry and review of ethical challenges in information technology business, including professional and corporate responsibility, government regulation, fiduciary responsibilities of information, infringement of intellectual property, security risk assessment, Internet crime, identity theft, employee surveillance, privacy, compliance, social networking, and the ethics of IT corporations. **Prerequisites:** None.

CIS113DE
Microsoft Word: Word Processing
3 credit(s) 4 period(s) lecture
 Using word processing software to create, name and manage files, edit text, format, apply themes and styles, create and modify tables, apply desktop publishing features, and print a variety of types of documents. **Prerequisites:** None.

CIS114AE
Excel: Level I
1 credit(s) 2 period(s) lecture + lab
 Computer spreadsheet skills for solving business problems using Excel, including calculations, forecasting and projections.
Prerequisites: None.

CIS114DE
Excel Spreadsheet
3 credit(s) 4 period(s) lecture + lab
 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. **Course Notes:** CIS114DE may be repeated for a total of nine (9) credit hours.

CIS117DM
Microsoft Access: Database Management
3 credit(s) 4 period(s) lecture + lab
 Introduction to Microsoft Access. Emphasis on features, design, and database management.
Prerequisites: None. **Course Notes:** CIS117DM combines the contents of CIS117AM, CIS117BM and CIS117CM. CIS117DM may be repeated for a total of nine (9) credit hours.

CIS118AB
PowerPoint: Level I
1 credit(s) 2 period(s) lecture + lab
 Use of Powerpoint software to produce professional-quality presentation visuals.
Prerequisites: None.

CIS119DO**Introduction to Oracle: SQL****3 credit(s) 4 period(s) lecture+ lab**

Use of Oracle tools and methodologies to fulfill real-world business information requirements.

Hands-on exercises for designing, creating, and maintaining database structures to store, retrieve, update, and display data in a relational database using the SQL programming language. Creating and maintaining database objects.

Advanced retrieval techniques. **Requisites:** A grade of C or better required in all

Prerequisites. **Prerequisites or Corequisites:**

CIS105 or permission of Instructor.

CIS120DC**Introduction to Adobe Animate****3 credit(s) 4 period(s) lecture + lab**

Focuses on entry-level skill expectations for digital animation using Adobe Animate.

Covers basic animation techniques used in the creation, manipulation, and editing of animation graphics. Prepares students for the Adobe certifications related to Adobe

Animate. **Prerequisites:** None.

CIS120DF**Introduction to Adobe Photoshop****3 credit(s) 4 period(s) lecture + lab**

Focuses on entry-level skills and knowledge for digital imaging using Adobe Photoshop.

Prepares students for the Adobe Certifications related to Photoshop. **Prerequisites:** None.

CIS121AE**Windows Operating System: Level I****1 credit(s) 2 period(s) lecture + lab**

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**Mac Operating System****1 credit(s) 2 period(s) lecture + lab**

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.

CIS126DL**Linux Operating System****3 credit(s) 4 period(s) lecture + lab**

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.

CIS126RH**Red Hat System Administration I****3 credit(s) 4 period(s) lecture + lab**

Introduction to core administration skills needed to manage a Red Hat Enterprise Linux system. This Red Hat Academy course helps prepare for the Red Hat certification exams using a hands-on, task-focused curriculum.

Prerequisites: None.

CIS133AA**Internet/Web Development Level I-A****1 credit(s) 2 period(s) lecture + lab**

Overview of the Internet and its resources.

Hands-on experience with various Internet communication tools. **Prerequisites:** None.

CIS133DA**Internet/Web Development Level I****3 credit(s) 4 period(s) lecture + lab**

Overview of the Internet/ World Wide Web (WWW) and its resources. Hands-on experience with various Internet/ WWW resource discovery, information retrieval, and social media tools. Design and development of multi-page websites using current HTML (Hyper Text Markup Language) and CSS (Cascading Style Sheets) standards.

Prerequisites: None.**CIS136****Content Management Systems: WordPress****3 credit(s) 4 period(s) lecture + lab**

Overview of WordPress Content Management System. Includes hands-on design and creation of web pages and blogs for the World Wide Web. Designed to cover best practices for web site/blog creation. **Prerequisites:** None.

CIS150**Programming Fundamentals****3 credit(s) 4 period(s) lecture + lab**

Structured program design and logic tools. Use of computer problems to demonstrate and teach concepts using appropriate programming language. **Requisites:** A grade of C or better required in all Prerequisites. **Prerequisites or Corequisites:** CIS105 or permission of Instructor.

CIS150AB**Object-Oriented Programming Fundamentals****3 credit(s) 4 period(s) lecture + lab**

Structured and Object-Oriented design and logic tools. Use of computer problems to demonstrate and teach concepts using an appropriate programming language. **Requisites:** A grade of C or better required in all Prerequisites. **Prerequisites or Corequisites:** CIS105 or permission of Instructor.

CIS156**Python Programming: Level I****3 credit(s) 4 period(s) lecture + lab**

Introduction to Python programming. Includes 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:** A grade of C or better in CIS105 or permission of Instructor.

CIS159**Visual Basic Programming I****3 credit(s) 4 period(s) lecture + lab**

Use of the Visual Basic programming language to solve problems using suitable examples from business or other disciplines. **Prerequisites:** A grade of C or better in CIS105, or permission of Instructor.

CIS162AD**C#: Level I****3 credit(s) 4 period(s) lecture + lab**

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:** A grade of C or better in CIS105 or permission of Instructor.

CIS163AA**Java Programming: Level I****3 credit(s) 4 period(s) lecture + lab**

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:** A grade of C or better in CIS105 or permission of Instructor.

CIS165**Introduction to iOS Application Development****3 credit(s) 4 period(s) lecture + lab**

Introduction to iOS device programming utilizing the XCode application, and the programming languages Objective-C and/or Swift, utilizing various iOS frameworks. Understand iOS hardware and feature basics. Go through the entire design process from concept to final product delivery.

Prerequisites: A grade of C or better in CIS150++, or CIS156, or CIS159, or CIS162++, or CIS163AA, or permission of Instructor.

CIS166AA**Introduction to JavaScript****3 credit(s) 4 period(s) lecture + lab**

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:** A grade of C or better in CIS133DA, or permission of Instructor.

CIS166AE**Web Scripting with PHP: Hypertext Preprocessor (PHP)****3 credit(s) 4 period(s) lecture + lab**

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: A grade of C or better in CIS133DA, or permission of Instructor.

CIS190**Introduction to Networking****3 credit(s) 4 period(s) lecture + lab**

Overview of networks. Emphasis on the elements of a network, current issues and products, and use of a network. Includes terminology, hardware and software components, connectivity, resource monitoring and sharing, electronic mail and messaging, and security issues. Helps prepare students for the CompTIA Network+ examination.

Prerequisites: None. **Corequisites:** CIS105 or permission of Instructor

CIS224**Project Management Microsoft Project for Windows****3 credit(s) 4 period(s) lecture + lab**

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.

CIS227**Assembly Language****3 credit(s) 4 period(s) lecture + lab**

Concepts and use of the Assembly programming language, including basic arithmetic operations, flow control, and memory management. **Prerequisites:** A grade of C or better in CIS162++ or permission of Instructor.

CIS233DA**Internet/Web Development Level II****3 credit(s) 4 period(s) lecture + lab**

Plan, design and create web sites using HTML and Advanced Cascading Style Sheets (CSS). Expedite the development process using CSS frameworks and libraries. Enhance user experience and web site functionality using supporting technologies. Exploration of User Interface (UI) and User Experience (UX), best practices, accessibility, strategies, and careers in web design and development.

Prerequisites: A grade of C or better in CIS133DA or permission of Instructor.

CIS235**e-Commerce****3 credit(s) 4 period(s) lecture + lab**

Introduction to Electronic Commerce on the Internet. Designing an electronic storefront including web page content and development, e-commerce site marketing, advertisement, legal and security considerations, credit card and other debit transaction covered. Also includes current issues in e-commerce. **Prerequisites:** A grade of C or better in CIS133DA or permission of Instructor.

CIS238DL**Linux System Administration****3 credit(s) 4 period(s) lecture + lab**

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 CompTIA Linux+, the Red Hat Certified System Administrator (RHCSA), the Red Hat Certified Engineer (RHCE) and the Linux Professional Institute (LPIC-1).

Prerequisites: A grade of C or better in CIS126DL or CIS126RH or permission of Instructor.

CIS239DL**Linux Shell Scripting****3 credit(s) 4 period(s) lecture + lab**

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:** A grade of C or better in CIS238DL or CIS238RH or permission of Instructor.

CIS240DL**Linux Network Administration****3 credit(s) 4 period(s) lecture + lab**

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 CompTIA Linux+, the Red Hat Certified System Administrator (RHCSA), the Red Hat Certified Engineer (RHCE) and the Linux Professional Institute (LPIC-1). **Prerequisites:** A grade of C or better in CIS238DL or permission of Instructor.

CIS250**Management of Information Systems****3 credit(s) 4 period(s) lecture + lab**

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: A grade of C or better in CIS105.

CIS259**Visual Basic Programming II****3 credit(s) 4 period(s) lecture + lab**

Use of the Visual Basic programming language to identify and solve advanced problems using suitable examples from business or other disciplines. **Prerequisites:** A grade of C or better in CIS159 or permission of Instructor.

CIS262AD**C# Level II****3 credit(s) 4 period(s) lecture + lab**

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:** A grade of C or better in CIS162AD, or permission of Instructor.

CIS263AA**Java Programming: Level II****3 credit(s) 4 period(s) lecture + lab**

Intermediate Java programming. Includes features needed to construct object-oriented programming, multithreading, multimedia, files, streams and data structure. **Prerequisites:** A grade of C or better in CIS163AA or permission of Instructor.

CIS265**Advanced iOS Application Development****3 credit(s) 4 period(s) lecture + lab**

Advanced iOS device programming utilizing the Swift/XCode application, and the programming languages Objective-C and/or Swift, utilizing various iOS frameworks. Understand iOS hardware and feature basics. Go through entire design process from concept to final product delivery.

Prerequisites: A grade of C or better in CIS150++ and CIS165, or permission of Instructor.

CIS270**Essentials of Network and Information Security****3 credit(s) 4 period(s) lecture + lab**

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:** A grade of C or better in BPC270 or CIS190 or CNT140AB or MST150++ or permission of Instructor.

CIS271DL**Linux Security****3 credit(s) 4 period(s) lecture + lab**

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:** A grade of C or better in CIS240DL or Permission of Instructor.

CIS275DL**Linux Capstone****3 credit(s) 4 period(s) lecture + lab**

The Linux Capstone course aggregates the skills, knowledge, communication, and critical thinking skills from the Linux Program. This course is to emulate a production environment that prepares students to work as a Linux Systems Administrator. The course helps to prepare students for Linux Industry certification exams. **Prerequisites:** A grade of C or better in CIS240DL, or CIS240RH, or permission of Instructor.

CIS276DA**MySQL Database****3 credit(s) 4 period(s) lecture + lab**

A broad overview of the MySQL database. Includes Structured Query Language (SQL) instruction for data definition, data manipulation, and data retrieval. Develops knowledge and skills required to install MySQL, model and create new databases, manage users, authentication, and stored procedures, and develop backup/restore strategies. **Prerequisites:** A grade of C or better in CIS105, or CIS117DM, or permission of Instructor.

CIS290AA, AB, and AC**Computer Information Systems Internship
1, 2, and 3 credit(s) 6, 12, and 18 period(s)
lab**

Work experience in business or industry.

Prerequisites: Permission of Instructor.

CIS298AA, AB, and AC**Special Projects****1, 2, and 3 credit(s) 1, 2, and 3 period(s) lab**

Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. **Prerequisites:** None.

CIS324**Information Technology Project
Management****3 credit(s) 3 period(s) lecture**

Covers the general aspects of project management and emphasizes the important special considerations which apply to information technology projects. Covers principles for managing multiple IT projects and project portfolios, including use of waterfall and agile methodologies. Explores best practices for project management in information technology departments. Includes analysis of budgets, risk management, and cost estimation / justification techniques.

Prerequisites: A grade of C or better in CIS224.

CIS350**Advanced Information Technology
Management****4 credit(s) 4 period(s) lecture**

Course expands upon fundamental concepts and focuses on management of information technology systems in organizations. Explores management processes and procedures for planning, implementation, and operation of information systems with an emphasis on operational management. Examines real world successes and failures of technology management. Equips students with knowledge of current information technology management and decision support systems. **Prerequisites:** A grade of C or better in CIS250.

CIS360**Data Analysis****4 credit(s) 4 period(s) lecture**

Introduces processes of obtaining, preparing, analyzing and presenting visualized data using appropriate software. Provides an understanding of data interpretation and its practical application in a business. Introduces data governance strategies ensuring data quality throughout the complete lifecycle of the data. Covers data analytics and mining techniques within the context of supporting data-driven decision making. **Prerequisites:** A grade of C or better in CIS156, CIS215, and ((MAT140 or MAT141 or MAT142 or MAT145 or MAT146), or higher-level mathematics course, or appropriate district placement).

CIS376**Database Management and Security****4 credit(s) 4 period(s) lecture**

Overview of the functional areas, concepts and techniques of database management and security. Topics include business and regulatory requirements, database architecture and design, access control, retrieval concepts, data auditing, incident response and optimal database system performance, security and availability. Explores new directions in database management and security.

Prerequisites: A grade of C or better in CIS119DO, or CIS276DA, or CIS276DB.

CIS390**Network Management****4 credit(s) 4 period(s) lecture**

Course explores principles of network management architecture within the Information Technology (IT) life cycle, including network management principles; network design and optimal performance; network maintenance, common problems and solutions; business practices in network management; and effective stakeholder communication. Students will work individually and in teams to evaluate and design network systems and solutions to address business problems and end user needs. **Prerequisites:** A grade of C or better in CIS105, and (CNT140AB or CIS190).

CIS411**Ethics, Regulations, and Legal Issues in Information Technology****3 credit(s) 3 period(s) lecture**

Covers ethical and regulatory issues in information technology (IT) and creates a foundation for analyzing and addressing evolving legal concerns. Provides an overview of laws concerning computer and network security, business policy, and legal boundaries for systems authorization. Examines ethical, legal, and professional ramifications on leadership practices in an organization's technology environment. **Prerequisites:** A grade of C or better in CIS111 or ITS120.

CIS470**Enterprise Cyber Security****4 credit(s) 4 period(s) lecture**

Provides overview of various concepts and principles in information technology (IT) security and the management of IT security plans to mitigate information security (IS/IT) related security risks. Covers evaluation of cybersecurity plans and policies and the impact of laws, regulations, and codes of professional behavior with respect to cybersecurity. Includes preparation of responses to cybersecurity incidents and overview of various concepts of IT security. **Prerequisites:** A grade of C or better in CIS270.

CIS475**Emerging Trends in Information Technology****4 credit(s) 4 period(s) lecture**

Course focuses on identification of and research in the emerging trends in Information Technology (IT). Selected topics could be within the areas of Kubernetes, Edge Computing, Ethics in Artificial Intelligence (AI), Blockchain, Automation and AI, Telehealth Solutions, Internet of Things (IoT), Augmented Reality, Hyperautomation, Development Operations (DevOp), 5G, and/or other emerging issues. Course includes discussion of contemporary topics, research in selected areas, and course projects related to student interests. **Prerequisites:** A grade of C or better in (CIS190 or CNT140AB) and CIS270.

CLD – Cloud Computing**CLD110****Amazon Web Services Cloud Foundations****3 credit(s) 4 period(s) lecture + lab**

Provides a detailed overview of cloud concepts, Amazon Web Services (AWS) core services, security, architecture, pricing, and support. Intended for students who seek an overall understanding of cloud computing concepts, independent of specific technical roles. Helps to prepare students for the AWS Certified Cloud Practitioner exam.

Prerequisites: None. CIS105 suggested but not required.

CLD120**Amazon Web Services Cloud Architect Associate****3 credit(s) 4 period(s) lecture + lab**

Fundamentals of building IT infrastructure on Amazon Web Services (AWS). Focus on how to optimize use of the AWS Cloud by understanding AWS services and best practices for the AWS Cloud and how they fit into cloud-based solutions. Covers design patterns for architecting optimal IT solutions on AWS, as well as strategies and services implemented on AWS. **Prerequisites:** A grade of C or better in CLD110 or permission of Instructor.

CNT – Cisco Network Technology

CNT140AB

Introduction to Networks

4 credit(s) 6 period(s) lecture + lab

Focus on the architecture, structure, functions, components, and models of the Internet and other computer networks. Principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced. Students will build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. Preparation for Cisco certification examination.

Prerequisites: None.

CNT150AB

Switching, Routing, and Wireless Essentials

4 credit(s) 6 period(s) lecture + lab

Focus on configuring switches and routers for use in small and medium size networks. Including Virtual Local Area Networks (VLANs), VLAN trunking, Inter-VLAN routing, Spanning Tree Protocol (STP), EtherChannel, Dynamic Host Configuration Protocol (DHCP), First Hop Redundancy, Local area Network (LAN) and Switch security, and Static routing. Knowledge and skills needed to implement a Wireless Local Area Network (WLAN) is also covered. Preparation for Cisco certification examination.

Prerequisites: A grade of C or better in CNT140AB or permission of Instructor.

CNT160AB

Enterprise Networking, Security, and Automation

4 credit(s) 6 period(s) lecture + lab

Focus on the configuration of routers and switches within small and medium size networks for advanced functionality including Open Shortest Path First (OSPF), Network security, Access Control Lists (ACLs), Network Address Translation (NAT), Wide Area Network (WAN) concepts, Virtual Private Networks (VPNs), Quality of Service (QOS), network management, design, troubleshooting, virtualization, and automation. Preparation for Cisco certification examination.

Prerequisites: A grade of C or better in CNT150AB or permission of Instructor.

CNT202

Cisco Secure Firewall Appliance Configuration

4 credit(s) 5 period(s) lecture + lab

Applications of Cisco Networking technologies in designing and implementing security solutions to reduce risk of revenue loss and vulnerability. Hands-on experience and skills in security policy design and management, security technologies, products and solutions, secure firewall design, installation, configuration and maintenance, Authentication, Authorization, and Accounting (AAA), Failover, and Virtual Private Network (VPN) implementation using firewalls.

Prerequisites: A grade of C or better in CNT160AB or permission of Instructor.

CNT205**Cisco Certified Network Associate Security
4 credit(s) 6 period(s) lecture + lab**

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:** A grade of C or better in CNT160AB, or Cisco Certified Network Associate (CCNA) certification, or permission of Instructor.

COM – Communication**COM100 COM 1100 ****Introduction to Human Communication
3 credit(s) 3 period(s) lecture**

Introduces the theory and practice of human communication. Surveys communication topics related to interpersonal, small group, and public communication. **Prerequisites:** None.

COM110 COM 1110 **Interpersonal Communication
3 credit(s) 3 period(s) lecture**

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.

COM181**Conflict Mediation****3 credit(s) 3 period(s) lecture**

Develop communication skills necessary to conduct mediation in formal and informal settings. Applies principles and theories of message production and responding, listening, questioning, source and receiver factors, and emotion to conflict management communication. Emphasis on respecting diversity and empowering joint problem solving throughout. **Prerequisites:** None.

COM207**Introduction to Communication Inquiry****3 credit(s) 3 period(s) lecture**

Overview of theory and methodological practice in communication with particular attention to scholarly writing skills. Emphasis on development of critical thinking skills through active participation in the research process.

Prerequisites: A grade of C or better in ENG101 or ENG107 or equivalent, and COM100 or equivalent, or permission of Instructor. **Course Notes:** COM207 is recommended for the communication major.

COM222**Argumentation****3 credit(s) 3 period(s) lecture**

Discussion and practice of the use of evidence, applied reasoning, recognition of fallacies, selection of arguments, and methods of analyzing issues. **Prerequisites:** A grade of C or better in ENG101 or ENG107 or equivalent.

COM225**Public Speaking****3 credit(s) 3 period(s) lecture**

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:** A grade of C or better in ENG101 or ENG107, or equivalent.

COM230 COM 2271 

Small Group Communication 3 credit(s) 3 period(s) lecture
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.

COM/THP241**Oral Interpretation of Literature****3 credit(s) 3 period(s) lecture**

The study, analysis, and preparation for performance of prose, poetry, and dramatic literature. Preparation of material for public audiences. **Prerequisites:** A grade of C or better in ENG101 or ENG107.

COM250**Introduction to Organizational Communication****3 credit(s) 3 period(s) lecture**

Introduction to the study of communication in organizations including identification of variables, roles and patterns influencing communication in organizations.

Prerequisites: None.

COM259**Communication in Business and Professions**

3 credit(s) 3 period(s) lecture Interpersonal, organizational, intercultural, group, and public communication in business and professional organizations. Emphasis on oral communication and the effective use of technology and new media. **Prerequisites:** A grade of C or better in ENG101 or ENG107 or equivalent.

COM263**Elements of Intercultural Communication****3 credit(s) 3 period(s) lecture**

Diverse cultural contexts are explored through basic concepts, principles, and theories of intercultural communication. Discovering effective interaction and appropriate communication in a global community is emphasized. **Prerequisites:** None.

COM/THP271**Voice and Diction****3 credit(s) 3 period(s) lecture**

Exercises and techniques to free the voice and improve projection, resonance, and articulation. Covers international phonetic alphabet and standard stage speech. **Prerequisites:** None.

COM281AB**Communication Activities****3 credit(s) 5 period(s) lecture + lab**

Designed to provide students with competence and confidence in a variety of speech situations beyond the classroom setting. May include presentations at speech competitions or at community organizations.

Prerequisites: None. **Course Notes:**

COM281AB may be repeated for a total of six (6) credit hours.

COM298AA-AC**Special Projects****1-3 credit(s) 1-3 period(s) lab**

Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. **Prerequisites:** None.

CON – Construction**CON101****Construction and Culture****3 credit(s) 3 period(s) lecture**

The cultural context of construction, emphasizing the evolution and expansion of constructed environments as expressions of ethical and historical value systems.

Prerequisites: None

CPD – Counseling and Personal Development

CPD101

Personal Development

2 credit(s) 2 period(s) lecture

Designed to assist students in developing confidence in making personal, social, and educational decisions. Examination and assessment of individual needs, interests, abilities, and values to develop and strengthen interpersonal communication, enhance transitional skills, and identify realistic life planning goals. **Prerequisites:** None.

CPD102 Counseling Topics

Counseling courses offered as special topics for students. Emphasis on skill development in areas of personal concern.

CPD102AA

Assertiveness Training

2 credit(s) 2 period(s) lecture

Designed to help students differentiate assertive, non-assertive and aggressive behavior, overcome blocks to acting assertively, establish boundaries, and develop effective verbal and nonverbal assertive behavior. Group discussion, role playing, and videotape feedback are used to enable students to express feelings, beliefs, and opinions in a direct, appropriate manner. **Prerequisites:** None.

CPD102AB

Career Exploration

2 credit(s) 2 period(s) lecture

Designed to assist students make informed career decisions. Focuses on current occupational trends and outlook. Explores career-related interests, values, needs, preferences, skills, and strengths with the use of various assessments. Aids in the development of individualized educational/ career goals and action plan. **Prerequisites:** None. **Course Notes:** CPD102AB may be repeated for a total of six (6) credit hours.

CPD102AD

Growth and Transformation Strategies

2 credit(s) 2 period(s) lecture

Designed to help students adopt a growth mindset within a holistic framework in order to transform patterns that prevent them from achieving their goals. **Prerequisites:** None.

CPD102AH

Stress Management

2 credit(s) 2 period(s) lecture

Reviews the sources of stress, the physiological effects and the psychological impact of stress on the individual. Provides strategies to manage and reduce stress. Helps students develop and understand behaviors to create a healthy balance in their lives by studying the biological, psychological, physiological, and social aspects of stress and wellness. **Prerequisites:** None.

CPD102AN

Anger Management

2 credit(s) 2 period(s) lecture

Provides an understanding of the emotion of anger, explores the types, origins and typical reactions to anger. Covers stress and the need for stress management in relation to anger. Examines personal anger patterns and feelings, and the use of effective interpersonal communications in effective anger management. **Prerequisites:** None.

CPD102AR**Relaxation Training****1 credit(s) 1 period(s) lecture**

Emphasis on specific relaxation techniques to alleviate dysfunctional tension. Use of progressive relaxation methods to reduce stress. Discussion of other modalities of relaxation.

Prerequisites: Permission of Instructor.

CPD102AS**Conflict Resolution****2 credit(s) 2 period(s) lecture**

Developing new skills for dealing effectively with everyday conflict and improving quality of one's own life. Opportunity to discuss issues and seek cooperative resolutions.

Prerequisites: None

CPD102AT**Building Self-Esteem****2 credit(s) 2 period(s) lecture**

Practice in specific methods for building and keeping self-esteem. Personal assessment of attitudes, values, support systems, and goals.

Prerequisites: None.

CPD103 Counseling Groups

Counseling courses offered to meet the needs of special groups of students. Emphasis on self-assessment to increase students' confidence and potential.

CPD103BA**Women in Transition****2 credit(s) 2 period(s) lecture**

Designed to assist and support women who are experiencing life transitions. Emphasis on assessing self-potential, increasing self-confidence, managing life change, and exploring educational/ career/life options in terms of the realities of roles for women today.

Prerequisites: None.

CPD103BC**African American Cultural Pride and Awareness****2 credit(s) 2 period(s) lecture**

Develop an awareness of cultural roots, history, and traditions with emphasis on the shaping of personal identity, social, career, and educational decisions.

Prerequisites: None.

CPD103BD**Latino/Hispanic American Pride and Awareness****2 credit(s) 2 period(s) lecture**

Develop an awareness of cultural roots, history, and traditions with emphasis on the shaping of personal identity, social, career, and educational decisions.

Prerequisites: None.

CPD103BE**Native American Cultural Pride and Awareness****2 credit(s) 2 period(s) lecture**

Develop an awareness of cultural roots, history, and traditions with emphasis on the shaping of personal identity, social, career, and educational decisions.

Prerequisites: None.

CPD104**Career and Personal Development****3 credit(s) 3 period(s) lecture**

An overview of the holistic process of career/life planning through self-awareness and understanding of the world of work.

Exploration and application of behavioral, social, and cultural factors leading to college, career, and personal success with emphasis on assessment, applied behavior management, motivation, self-care, and career development.

Prerequisites: None.

CPD108**Personal Money Management for College Students****1 credit(s) 1 period(s) lecture**

Designed to assist students in examining values related to spending, borrowing and saving money. Identify financial priorities and responsibilities associated with debt. Develop and follow a personal budget plan and learn strategies for maintaining a financially balanced personal life. **Prerequisites:** None.

CPD/AAA115**Creating College Success****1 credit(s) 1 period(s) lecture**

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.

CPD/AAA150**Strategies for College Success****3 credit(s) 3 period(s) lecture**

Focus on increasing student success through college orientation and personal growth, study skills development, and educational and career planning. **Prerequisites:** None.

CPD160**Introduction to Multiculturalism****3 credit(s) 3 period(s) lecture**

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:** A grade of C or better in ENG101, or ENG107, or permission of Instructor

CRE – Critical Reading

Please Note: For additional Reading courses, see RDG.

CRE101**College Critical Reading and Critical Thinking****3 credit(s) 3 period(s) lecture**

Develop and apply critical thinking skills through critically reading varied and challenging materials. Includes analysis, evaluation, interpretation, and synthesis through at least two substantial writing and/ or speaking task. **Prerequisites:** A grade of C or better in [(ENG101 or ENG107) and (RDG095, or RDG100, or RDG100LL, or RDG111, or RDG112, or RDG113)], or a grade of B or better in ALT100, or an appropriate district placement, or permission of Instructor.

CRW – Creative Writing**CRW120****Introduction to Writing Children's Literature****3 credit(s) 3 period(s) lecture**

Overview of writing children's literature. Emphasis on genres and standards for quality. Development of techniques in reading, evaluating, writing, revising, and editing literature written for children. **Prerequisites:** None. ENH291 suggested but not required.

CRW150**Introduction to Creative Writing****3 credit(s) 3 period(s) lecture**

Introduction to the basic aesthetics and techniques in contemporary creative writing within a variety of genres. Introduction to the analytical concepts and terminology necessary to understand, interpret, and enact contemporary creative writing. Facilitation of writing practices and evaluation. Introduction to literature's role in society. **Prerequisites:** None.

CRW160**Introduction to Writing Poetry****3 credit(s) 3 period(s) lecture**

Prewriting (invention and discovery); writing; analyzing and evaluating (in workshop); and revising to practice manipulating various elements of poetry, critique one's own and the poetry of others, and produce a portfolio of finished, marketable poems. **Prerequisites:** None. CRW150 recommended but not required.

CRW170**Introduction to Writing Fiction****3 credit(s) 3 period(s) lecture**

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. **Prerequisites:** None. CRW150 recommended but not required.

CRW172**Introduction to Comic Book Writing****3 credit(s) 3 period(s) lecture**

Introduction to elements and techniques of comic book writing in its specific form; teaches terminology and concepts needed for the successful participation in writing workshops; focuses on proposal outline, planning, structure facilitates writing practice (including character study) and evaluation; offers individual suggestions in the student's development in this genre. **Prerequisites:** None.

CRW180**Introduction to Writing Nonfiction****3 credit(s) 3 period(s) lecture**

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**Introduction to Screenwriting****3 credit(s) 3 period(s) lecture**

Overview of screenwriting elements; introduction to screenwriting techniques. **Prerequisites:** None. CRW150 recommended but not required.

CRW200**Readings for Writers****1 credit(s) 1 period(s) lab**

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. **Prerequisites:** A grade of C or better in CRW150, or permission of Instructor. **Course Notes:** CRW200 may be repeated for a total of six (6) credits.

CRW201**Portfolio****1 credit(s) 1 period(s) lab**

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.

Course Notes: CRW201 may be repeated for a total of two (2) credit hours.

CRW202**The Writer As Witness****3 credit(s) 3 period(s) lecture**

Studio course focusing on writing with the writer as witness of the world: prewriting, writing, analysis, evaluation, and writing of monologue and dialogue in various formats.

Prerequisites: A grade of C or better in CRW150, or permission of Instructor.

CRW203**Dialogue****3 credit(s) 3 period(s) lecture**

Studio course focusing on writing dialogue in a variety of genres; prewriting, writing, analysis, evaluation, and revision of monologue and dialogue in various formats. **Prerequisites:** A grade of C or better in CRW150 or permission of Instructor.

CRW220**Intermediate Writing Children's Literature****3 credit(s) 3 period(s) lecture**

Application of techniques in writing literature for children. Emphasis on independent writing, self-evaluation, and revision. Includes completion of a major writing project of marketable quality. **Prerequisites:** A grade of C or better in CRW120, or permission of Instructor

CRW260**Intermediate Poetry Writing****3 credit(s) 3 period(s) lecture**

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 workshopping. **Prerequisites:** A grade of C or better in CRW160 or permission of Instructor.

CRW261**Topics in Writing: Poetry****3 credit(s) 3 period(s) lecture**

Analysis, writing, and revision of genre or element within poetry. **Prerequisites:** A grade of C or better in CRW150 or permission of Instructor.

CRW270**Intermediate Fiction Writing****3 credit(s) 3 period(s) lecture**

Writing original short stories; analysis of works of fiction; concentration on revising students' fiction through intensive workshopping.

Prerequisites: A grade of C or better in CRW170 or permission of Instructor.

CRW271**Topics in Writing: Fiction****3 credit(s) 3 period(s) lecture**

Analysis, writing, and revision of genre or element within fiction. **Prerequisites:** A grade of C or better in CRW150 or permission of Instructor.

CRW272**Planning and Structuring the Novel****3 credit(s) 3 period(s) lecture**

Focus on planning, structuring, and beginning a novel; prewriting, writing, analysis, evaluation, and revision of novel plans and excerpts.

Prerequisites: A grade of C or better in CRW150 or permission of Instructor

CRW273**Writing the Novel****3 credit(s) 3 period(s) lecture**

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:** A grade of C or better in CRW272 or permission of Instructor.

CRW274**Revising the Novel****3 credit(s) 3 period(s) lecture**

Studio course workshop format. Requires a complete novel finished, in manuscript, ready for revision and polishing. **Prerequisites:** A grade of C or better in CRW273 or permission of Instructor.

CRW281**Topics in Writing: Non-Fiction****3 credit(s) 3 period(s) lecture**

Analysis, writing, and revision of genre or element within non-fiction. **Prerequisites:** A grade of C or better in CRW150 or permission of Instructor

CRW290**Intermediate Screenwriting****3 credit(s) 3 period(s) lecture**

Drafting and revision of original screenplay; overview of marketing a screenplay.

Prerequisites: A grade of C or better in CRW190 or permission of Instructor.

CRW291**Topics in Writing: Plays****3 credit(s) 3 period(s) lecture**

Analysis, writing, and revision of genre or element within plays and/or motion picture screenplays. **Prerequisites:** A grade of C or better in CRW150 or permission of Instructor.

CSC – Computer Science**CSC110****Introduction to Computer Science (Java)****3 Credit(s) 3 Periods lecture + lab**

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.

Requisites: Prerequisites: A grade of C or better in MAT095, or MAT096, or MAT114, or MAT115, or MAT12+, or an appropriate District placement for MAT15+ or higher, or permission of Instructor or Department/Division Chair.

CSC120**Digital Design Fundamentals****4 Credit(s) 6 Period(s) lecture + lab**

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, Read Only Memory (ROMs), Programmable Logic Device (PLDs), synchronous and asynchronous sequential circuits, and state reduction techniques. Building physical circuits.

Requisites: Prerequisites: None. Corequisites: CSC100 or CSC110 or Permission of Instructor or Division or Department Chair.

CSC205**Object Oriented Programming and Data Structures****3 Credit(s) 3 Period(s) lecture + lab**

Covers Object-Oriented design and programming; elementary data structures; arrays; lists; stacks; queues; binary trees; recursion; searching and sorting algorithms.

Requisites: Prerequisites: A grade of C or better in CSC110, or permission of Instructor.

CSC205AB**Object Oriented Programming and Data Structures****4 Credit(s) 4 Period(s) lecture + lab**

Covers Object-Oriented design and programming; elementary data structures; arrays; lists; stacks; queues; binary trees; recursion; searching and sorting algorithms.

Requisites: Prerequisites: A grade of C or better in CSC110, or permission of Instructor.

CSC230**Computer Organization and Assembly Language****4 Credit(s) 4 Period(s) lecture + lab**

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. **Requisites:** Prerequisites: A grade of C or better in [(CSC100 or CSC110) and CSC/EEE120], or permission of Instructor or Division or Department Chair. **Cross-References:** EEE230

CSC240**Introduction to Different Programming Languages****3 Credit(s) 5 Period(s) lecture + lab**

Introduction to procedural (C/C++), applicative (LISP), and declarative (Prolog) languages.

Requisites: Prerequisites: A grade of C or better in CSC205 or permission of Instructor.

CUL – Culinary Arts**CUL113****Commercial Baking Techniques****3 credit(s) 5 period(s) lecture + lab**

Principles and techniques for preparation, storage, and serving of bakery products.

Includes breads, cakes, pies, pastry, cookies, fillings, and icings. Emphasis on practical experiences in a commercial bakery. **Prerequisites:** None. **Course Notes:**

Students must have or obtain a current Maricopa County Arizona Food Handler's Certificate prior to food handling activities to successfully participate in the course.

Recommend students complete this prior to the start of the course.

CUL115**Food Service Sanitation, Safety and Stewarding****2 credit(s) 2 period(s) lecture**

Focuses on the theory and practice of food service safety and sanitation. Emphasis on understanding and applying the Hazard Analysis Critical Control Points (HACCP) concept. Reviews legal elements of food service sanitation based on requirements and recommendations of Maricopa County Health Department. Focuses on stewarding as an important kitchen support service with emphasis on appropriate practices and principles of receiving food and product rotation. **Prerequisites:** None

CUL119**Baking Theory and Retail Operations****3 credit(s) 3 period(s) lecture**

Baking principles to include detailed study of ingredients, heat transfer, and recipe conversions. Basic business operations for a retail bakery including bakery product line and floor plan design. **Prerequisites:** None.

CUL127**Classical Desserts****3 credit(s) 5 period(s) lecture + lab**

Advanced principles and techniques in commercial baking and dessert preparation. Focus on fine pastries with European flair and on desserts served in better hotels, restaurants, and resorts. Preparation of macaroons, tarts, puff pastries, specialty cakes, and desserts such as Bavarian creams, mousses, custards, soufflés, crepe desserts, and flammeries. Preparation and use of sauces, techniques for using nuts and chocolate, and exploration of new recipes.

Prerequisites: A grade of C or better in CUL113, or permission of Program Director.

CUL137**Breads and Breakfast Pastry****3 credit(s) 5 period(s) lecture + lab**

The preparation of classical and artisan breads using advanced production techniques and skills. Classic breakfast pastry, with the production of laminated doughs, sweet doughs, and rich yeast doughs to include Danish, croissant, puff pastry, brioche, and other international classics. Completion of edible centerpieces made out of various styles of bread. **Prerequisites:** None. **Course Notes:** Students must have or obtain a current Maricopa County Arizona Food Handler's Certificate prior to food handling activities to successfully participate in the course.

Recommend students complete this prior to the start of the course.

CUL215**Advanced Pastry Arts****3 credit(s) 5 period(s) lecture + lab**

Advanced pastry arts and decorative work as applied to showpieces and special occasion cakes. Includes sugar work such as pulled, blown, and poured as well as the use of tempered and modeling chocolate. Design and execution of a three-tier wedding cake as well as work on a special occasion and team wedding cake using gum paste, pastillage, chocolate, or marzipan. Includes desserts for special diets and spa desserts. **Prerequisites:** A grade of C or better in CUL113 or permission of Program Director. **Course Notes:** CUL215 may be repeated for a total of six (6) credit hours.

CUL217**Wedding Cake Production****3 credit(s) 5 period(s) lecture + lab**

Basic and advanced execution for special occasion, wedding, and groom's cakes to include initial design work, baking, icing, and advanced finishing techniques to include the use of fondant and gum paste. Enhancement of cakes to include basic sugar, pastillage, and chocolate decoration. **Prerequisites:** A grade of C or better in CUL113 or permission of Program Director.

CUL219**Professional Pastry Techniques**

3 credit(s) 5 period(s) lecture + lab Advanced production techniques for plated desserts, frozen desserts, modern and classical gateaux, petits fours, and chocolates.

Prerequisites: A grade of C or better in CUL113 or permission of Program Director.

CWE – Career Work Experience

CWE198AC

Career/Work Experience

3 credit(s) 3 period(s) lecture and lab

Participation in a work experience, gaining on-the-job training, and/or exploring a career or field of choice. Helps students relate their education to the real work world. Resume writing and interviewing skills. Development of employability skills. **Prerequisites:** None.

DAE – Dental Assisting Education

DAE112

Dental Assisting I

7 credit(s) 17 period(s) lecture and lab

Introduction to general dentistry, dental sciences, and basic preclinical dental assisting theory and skills. Topics include dental anatomy, recording oral conditions, infection control, patient preparation, communication, patient safety and comfort, emergency management, four-handed dentistry concepts and the use and maintenance of dental equipment, and development of professional behaviors.

Prerequisites: Acceptance into the Dental Assisting Program or permission of Program Director.

DAE124

Dental Radiography

2 credit(s) 2 period(s) lecture

Physics of radiography, theory of radiation production, exposure techniques, radiation protection, digital image production, film processing, mounting, and interpretation of radiographs. **Prerequisites:** A grade of C or better in DAE156 or permission of Program Director. **Corequisites:** DAE131 or permission of Program Director.

DAE131

Dental Radiography Laboratory

2 credit(s) 6 period(s) lab

Radiation safety and infection control procedures for operator and patient. Image receptor placement, exposure, processing, mounting, and evaluation of dental radiographs. Operation and maintenance of x-ray and processing equipment. Interpretation of radiographic findings. **Prerequisites:** A grade of C or better in DAE156 or permission of Program Director. **Corequisites:** DAE124 or permission of Program Director.

DAE140

Dental Issues Seminar

1 credit(s) 1 period(s) lecture

Examination of legal and ethical responsibilities of dental team members. Review and analysis of clinical procedures in general and specialty practices. Includes professional and career development strategies and certification information and processes. **Prerequisites:** A grade of C or better in DAE156 or permission of Program Director. **Corequisites:** (DAE224, DAE225, DAE226, DAE227, and DAE228) or permission of Program Director.

DAE156**Dental Assisting II****7 credit(s) 17 period(s) lecture and lab**

Intermediate dental assisting skills, with an emphasis in treatment provided in general dentistry, including an introduction to dental diseases and their prevention, and preparing for and assisting in general dental restorative procedures, including the use of local anesthetics, dental materials, and pharmacological agents for procedures. Introduction to ethics and the legal aspects of dental practices. **Prerequisites:** A grade of C or better in DAE112 or permission of Program Director.

DAE212**Dental Assisting III****2 credit(s) 4 period(s) lecture and lab**

Advanced dental assisting skills, with an emphasis in assisting for dental specialty procedures, including pediatrics, endodontics, periodontics, orthodontics, prosthodontics, and oral and maxillofacial surgery. Additional emphasis will be on expanded functions procedures performed by the dental assistant, as well as patient records management and pharmacology related to dental treatment procedures. **Prerequisites:** A grade of C or better in DAE156 or permission of Program Director.

DAE224**General Clinical Practice****1 credit(s) 5 period(s) lab**

Placement of students in general practice dental facilities for supervised practical experience. **Prerequisites:** DAE112 and DAE156, or Permission of Program Director. **Corequisites:** A grade of C or better in DAE140 or permission of Program Director.

DAE225**Pediatric Clinical Practice****1 credit(s) 5 period(s) lab**

Placement of students in pediatric practice dental facilities for supervised practical experience. **Prerequisites:** A grade of C or better in DAE112 and DAE156, or Permission of Program Director. **Corequisites:** DAE140 or permission of Program Director.

DAE226**Periodontal Clinical Practice****1 credit(s) 5 period(s) lab**

Placement of students in periodontal practice dental facilities for supervised practical experience. **Prerequisites:** A grade of C or better in DAE112 and DAE156, or Permission of Program Director. **Corequisites:** DAE140 or permission of Program Director.

DAE227**Orthodontic Clinical Practice****1 credit(s) 5 period(s) lab**

Placement of students in orthodontic practice dental facilities for supervised practical experience. **Prerequisites:** A grade of C or better in DAE112 and DAE156, or Permission of Program Director. **Corequisites:** DAE140 or permission of Program Director.

DAE228**Oral and Maxillofacial Surgery Clinical Practice****1 credit(s) 5 period(s) lab**

Placement of students in oral and maxillofacial surgical facilities for supervised practical experience. **Prerequisites:** A grade of C or better in DAE112 and DAE156, or Permission of Program Director. **Corequisites:** DAE140 or permission of Program Director.

DAE256**Dental Assisting IV****2 credit(s) 4 period(s) lecture and lab**

Advanced dental assisting sciences, with an emphasis in the recognition of oral pathologies, use of technology in dentistry, intermediate dental office management skills, and legal considerations for the practice of dentistry. Additional emphasis will be placed on coronal polishing and community oral health. **Prerequisites:** A grade of C or better in DAE212 or permission of Program Director.

DAE298AA-AC**Special Projects****1-3 credit(s) 1-3 period(s) lab**

Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. **Prerequisites:** None.

DAH – Dance Humanities**DAH100****Introduction to Dance****3 credit(s) 3 period(s) lecture**

Overview of the field of dance focusing on origins, historical development, and cultural characteristics of the various styles of dance. **Prerequisites:** None.

DAN – Dance**DAN129****Musical Theatre Dance I****3 credit(s) 3 period(s) lecture + lab**

Introduction to the theory and practice of musical theatre dance at the beginning level. Development of movement quality and performance skills. **Prerequisites:** None. **Course Notes:** DAN129 may be repeated for credit

DAN132**Modern Dance I****3 credit(s) 3 period(s) lecture + lab**

Introduction to the theory and practice of modern dance at the beginning level. Development of movement quality and performance skills. **Prerequisites:** None. **Course Notes:** DAN132 may be repeated for credit.

DHE – Dental Hygiene Education**DHE110****Pharmacology****3 credit(s) 3 period(s) lecture**

Study of the principles of pharmacology and drugs affecting oral health and dental treatment. Topics include drug interactions, oral manifestations, drugs used in dentistry and alternative medicine. **Prerequisites:** Admission to the Dental Hygiene Program or permission of Instructor.

DHE112**Oral Pathology****3 credit(s) 3 period(s) lecture**

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**Emergency Medicine****2 credit(s) 2 period(s) lecture**

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**Dental Radiography****2 credit(s) 2 period(s) lecture**

Physics of radiography, theory of radiation production, exposure techniques, radiation protection, image processing, mounting, and interpretation of radiography. Course activities include multimedia resources. **Prerequisites:** Admission to the Dental Hygiene Program or permission of Program Director

DHE119**Head and Neck Anatomy****3 credit(s) 3 period(s) lecture**

Study of the structures of the head and neck relevant to dental hygiene. Topics include: osteology, musculature, vascular supply, lymph and 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**Pre-Clinical Dental Hygiene****6 credit(s) 12 period(s) lecture + lab**

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**Dental Anatomy, Embryology and Histology****2 credit(s) 3 period(s) lecture + lab**

Includes the histology and embryology of oral tissues; developmental disturbances of the face, oral cavity, and related structures; tooth composition and morphology including anomalies; eruption patterns and occlusal evaluation. Use of skulls, models and multimedia resources also covered.

Prerequisites: Admission to the Dental Hygiene Program.

DHE125**Dental Radiography Laboratory****1 credit(s) 3 period(s) lab**

Radiation safety and infection control procedures for operator and patient. Image receptor placement, exposure, processing, mounting and evaluation of dental radiographs. Operation and maintenance of X-ray and processing equipment. Interpretation of radiographic findings. **Requisites:** A grade of C or better required in all Prerequisites.

Prerequisites or Corequisites: (DHE117 and admission to the Dental Hygiene Program) or permission of Program Director.

DHE127**Prevention of Dental Disease****3 credit(s) 3 period(s) lecture**

Introduction to preventive aids, agents, and coaching to help patients achieve optimum oral health, reduce incidence of disease, and minimize risk of oral injury. Instills critical thinking in etiologic agents, cariology, fluorides, sealants, nutrition, and their oral and systemic implications. **Prerequisites:**

Admission to the Dental Hygiene Program or permission of Instructor.

DHE132**Dental Hygiene Theory I****3 credit(s) 5 period(s) lecture + lab**

Study of the dental hygiene process of care with emphasis on assessment, planning and implementation. Topics include instrumentation, adjunct dental hygiene services, instrument sharpening, computer technology, dental specialties and professional accountability. **Prerequisites:** A grade of C or better in (DHE120 and admission to the Dental Hygiene Program) or permission of Instructor. **Corequisites:** DHE133.

DHE133**Dental Hygiene Clinic I****3 credit(s) 9 period(s) lab**

Application of the dental hygiene process of care with emphasis on assessment, planning, and implementation. Introduction to evaluation of dental hygiene therapy. **Prerequisites:** A grade of C or better in DHE120 and admission to the Dental Hygiene Program. **Corequisites:** DHE132 and current CPR card.

DHE201**Dental Materials****2 credit(s) 2 period(s) lecture**

Composition, properties and criteria for use of dental materials. Principles of manipulation of restorative, preventive, and laboratory dental materials. **Prerequisites:** Admission to the Dental Hygiene Program or permission of Program Director/Chair. **Corequisites:** DHE202.

DHE202**Dental Materials Laboratory****1 credit(s) 3 period(s) lab**

Manipulate permanent and temporary restorative materials, impression materials/systems, cements, bases and liners. Fabricate mouth protectors, tooth whitening appliances and study models. Laboratory proficiency in margination of permanent restorative materials.

Prerequisites: Admission to the Dental Hygiene Program or permission of Program Director/Chair. **Corequisites:** DHE201.

DHE212**Dental Hygiene Theory II****2 credit(s) 3 period(s) lecture + lab**

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:** A grade of C or better in DHE132 and DHE133 and admission to the Dental Hygiene Program. **Corequisites:** DHE213.

DHE213**Dental Hygiene Clinic II****5 credit(s) 15 period(s) lab**

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:** A grade of C or better in DHE132 and DHE133 and admission to the Dental Hygiene Program. **Corequisites:** DHE212.

DHE219**Practice Management****2 credit(s) 2 period(s) lecture**

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**Periodontics****3 credit(s) 3 period(s) lecture**

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 multi-media resources are used extensively. **Prerequisites:** Admission to the Dental Hygiene Program or permission of Instructor

DHE227**Dental Anesthesia****2 credit(s) 5 period(s) lecture and lab**

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, electronic recordkeeping, patient management, and hands-on experience administering local anesthetics and nitrous oxide in a clinical setting. **Prerequisites:** A grade of C or better in DHE119.

DHE229**Community Oral Health****3 credit(s) 3 period(s) lecture**

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**Dental Hygiene Theory III****2 credit(s) 2 period(s) lecture + lab**


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:** A grade of C or better in (DHE212 and DHE213), and admission to the Dental Hygiene Program.


Corequisites: DHE233.

DHE233**Dental Hygiene Clinic III****5 credit(s) 15 period(s) lab**

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:** A grade of C or better in (DHE212 and DHE213), and admission to the Dental Hygiene Program. **Corequisites:** DHE232.

ECE – Engineering Science

ECE102 EGR 1102 
Engineering Analysis Tools and Techniques
2 credit(s) 4 period(s) lecture + lab
 Learning culture of engineering, engineering use of computer tools, and computer modeling as applied to engineering analysis and design. **Prerequisites:** A grade of C or better in MAT15+ or higher-level mathematics course, or permission of Instructor or Division or Department Chair.

ECE103 EGR 1102 
Engineering Problem Solving and Design
2 credit(s) 4 period(s) lecture + lab
 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:** A grade of C or better in ECE102 or permission of instructor or Division or Department Chair. **Course Notes:** Student may receive credit for only one of the following: ECE103 or ECE103EP.

ECE105
MATLAB Programming
1 credit(s) 2 period(s) lecture + lab
 Use MATLAB to solve engineering problems. An overview of programming, including matrices, structures, strings, functions, control flow, file management, data analysis, graphing capabilities, and mathematical calculations. **Prerequisites:** A grade of C or better in [(MAT150 or MAT151 or MAT152 or MAT155 or MAT156) and MAT182] or MAT187 or higher-level mathematics course or permission of Instructor or Division or Department Chair.

ECE111
Bioengineering Systems
3 credit(s) 3 period(s) lecture
 Introduction to biological concepts and application of engineering to biological and earth systems. Analysis of materials, structures, fluid mechanics, bioelectricity, and dynamics as applied to biological and environmental systems. **Prerequisites:** None

ECE211
Engineering Mechanics - Statics
3 credit(s) 5 period(s) lecture and lab
 Modeling of static equilibrium in particles and rigid bodies through analysis of forces and mechanical properties. **Prerequisites:** A grade of C or better in PHY115 or PHY121 or permission of Instructor or Division or Department Chair. **Corequisites:** MAT230 or MAT231 or permission of Instructor or Division or Department Chair.

ECE212
Engineering Mechanics – Dynamics
3 credit(s) 5 period(s) lecture and lab
 Kinematics and kinetics of particles, translating and rotating coordinate systems, rigid body kinematics, dynamics of systems of particles and rigid bodies, and energy and momentum principles. **Requisites:** A grade of C or better required in all Prerequisites. **Prerequisites:** [ECE211 and (PHY115 or PHY121)] or permission of Instructor or Division or Department Chair. **Prerequisites or Corequisites:** MAT240 or MAT241 or permission of Instructor or Division or Department Chair.

ECE215**Mechanics of Materials****3 credit(s) 5 period(s) lecture and lab**

Designed to provide students with a strong fundamental foundation in the mechanics of solids. Includes the concepts of stress and strain applied to the analysis and design of members subjected to axial and torsional loads and members subjected to shear and bending, applications and transformation of plane stress and plane strain, deformation of beams, and elastic buckling of columns. **Prerequisites:** A grade of C or better in ECE211 or ECE214 or permission of Instructor or Division or Department Chair.

ECE230**Introduction to the Chemical Engineering Process****3 credit(s) 5 period(s) lecture + lab**

Introduces fundamental skills and principles needed to analyze the industrial processes of importance to the chemical engineering profession. **Prerequisites:** A grade of C or better in CHM152 and MAT231. **Course Notes:** ECE230 course is designed for chemical engineering students.

ECE231**Introduction to Fluid Transport Phenomena****3 credit(s) 5 period(s) lecture + lab**

Fundamental skills and principles of fluid transport on both macroscopic and microscopic scales using mass balances, momentum balances and energy balances to analyze and/or design fluid systems of interest in the chemical engineering profession. **Prerequisites:** A grade of C or better in PHY121.

ECH – Early Childhood Education**ECH/CFS176****Child Development****3 credit(s) 3 period(s) lecture**

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.**ECH236****Learning Materials for Young Children****1 credit(s) 1 period(s) lecture** (*Not offered every semester*)

Design aspects of traditional early childhood play materials examined for teaching/ learning potential. Includes design, production, and field-testing of teacher- made devices.

Prerequisites: None.**ECH270****Observing Young Children****1 credit(s) 1 period(s) lecture** (*Not offered every semester*)

Introduction to techniques of observing young children. Recording methods, interpretation and use of collected information including legal and ethical implications. **Prerequisites:** None.

ECH/CFS271**Arranging the Environment****1 credit(s) 1 period(s) lecture** (*Not offered every semester*)

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.

ECH274**Books and Verse For the Young Child**

1 credit(s) 1 period(s) lecture (*Not offered every semester*)

Introduction to verse, storytelling, books and bookmaking for infants, toddlers, and preschoolers. Information as well as storybooks considered. **Prerequisites:** None.

ECH/CFS275**Literacy Development and the Young Child**

1 credit(s) 1 period(s) lecture (*Not offered every semester*)

Literacy from birth through the early childhood years. Focus on developmentally appropriate ways to encourage speaking, listening, writing, and reading in the home and classroom.

Prerequisites: None.

ECH281**Movement/Music for the Young Child**

1 credit(s) 1 period(s) lecture (*Not offered every semester*)

Consideration of motor development in the toddler through the 8-year-old and exploration of age-appropriate rhythmic, musical and creative movement methods. **Prerequisites:** None.

ECH/CFS287**Professional Development in Early Childhood Education**

1 credit(s) 1 period(s) lecture (*Not offered every semester*)

Emerging professionalism within the field of early childhood education. Consideration of job responsibilities, rewards, ethics and current issues facing practitioners. Includes assessment and career planning. **Prerequisites:** None.

ECH288**Community Resources and Referral**

1 credit(s) 1 period(s) lecture (*Not offered every semester*)

Survey of current community agencies, resources, and support groups for a variety of child and family needs. Considers appropriate procedures for referral, handling of information, confidentiality and follow up.

Prerequisites: None.

ECN – Economics**ECN211 ECN 2201** **Macroeconomic Principles**

3 credit(s) 3 period(s) lecture

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.

ECN212 ECN 2202 **Microeconomic Principles**

3 credit(s) 3 period(s) lecture 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.

ECN263**The Economics of Natural Resources, Population and the Environment****3 credit(s) 3 period(s) lecture**

Applies economic analysis to both the causes and possible remedies of the problems of environmental deterioration and natural resource depletion. Includes discussion of the economic problems of urban communities and the relationship between population and economic growth and the depletion of natural resources and environmental pollution.

Prerequisites: A grade of C or better in ECN100, or ECN211, or ECN212.

EDU - Education**EDU220****Introduction to Serving English Language Learners (ELL)****3 credit(s) 3 period(s) lecture**

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/Dual Language Immersion (DLI). Includes SEI, ESL, and bilingual/DLI strategies.

Prerequisites: None. **Course Notes:** Approved school-based practicum is required. EDU220 incorporates the 45-clock hour curricular framework for SEI endorsement through the Arizona Department of Education.

EDU221**Introduction to Education****3 credit(s) 3 period(s) lecture**

Overview of the historical, political, economic, social, and philosophical factors that influence education and make it so complex. Opportunity for students to assess their interest and suitability for teaching. **Prerequisites:** None.

Course Note: Requires minimum of 30 hours of field experience in elementary or secondary classroom environment.

EDU222**Introduction to the Exceptional Learner****3 credit(s) 3 period(s) lecture**

Overview of the exceptional learner with emphasis on factors relating to current practices, identification, characteristics, and educational adaptations. Issues related to mild disabilities, severe disabilities, emotional and behavioral disorders, intellectual disabilities, and students who are gifted. **Prerequisites:** None.

Course Notes: EDU222 requires an approved field experience.

EDU230**Cultural Diversity in Education****3 credit(s) 3 period(s) lecture**

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 in-service) to offer an equal educational opportunity to students of all cultural groups.

Prerequisites: None.

EDU250**Teaching and Learning in the Community College****3 credit(s) 3 period(s) lecture**

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.

EDU/ENH291**Children's Literature****3 credit(s) 3 period(s) lecture**

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.

EDU/HUM/STO292**The Art of Storytelling****3 credit(s) 3 period(s) lecture**

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.

EED – Early Education**EED215****Early Learning: Health, Safety, Nutrition and Fitness****3 credit(s) 3 period(s) lecture**

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.

EEE – Electrical Engineering**EEE202****Circuits and Devices****5 credit(s) 7 period(s) lecture and lab**

Introduction to circuits and devices. Component models, transient analysis, steady state analysis, Laplace transform, and active and passive filter networks.

Prerequisites: A grade of C or better in PHY116 or PHY131 or permission of Instructor or Division or Department Chair.

Corequisites: MAT276 or permission of Instructor or Division or Department Chair.

ELE – Electronic**ELE111****Circuit Analysis I****4 credit(s) 6 period(s) lecture + lab**

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: MAT120, or MAT121, or MAT122, or equivalent.

ELE112**Circuit Analysis II****4 credit(s) 6 period(s) lecture + lab**

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: A grade of C or better in ELE111.

EMT – Emergency Medical Technology

EMT101

Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers

0.5 credit(s) 0.5 period(s) lecture + lab

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). **Prerequisites:** None. **Course Notes:** EMT101 may be repeated for credit.

EMT104

Emergency Medical Technology

10 credit(s) 10 period(s) lecture

Designed as the Emergency Medical Technician (EMT) lecture to prepare students for scope of practice and standard of care with comprehensive assessment, diagnostic technology, patient advocacy, ethical and professional behaviors, critical thinking, decision-making, and patient management of medical and trauma emergencies and non-emergencies. **Prerequisites:** 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.

Course Notes: Students must meet National Registry of EMT requirements for certification. Additional information available at nremt.org. EMT104 may be repeated for credit.

EMT/FSC104AB

Applied Practical Studies for Emergency Medical Technology

0.5 credit(s) 0.5 period(s) lab

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 operate in outside, scenario-based environments.

Prerequisites: None. **Corequisites:** EMT104.

Course Notes: EMT/FSC104AB may be repeated for credit.

EMT104LL

Emergency Medical Technology Practicum

2 credit(s) 3.5 period(s) lab

Designed as the simulated Emergency Medical Technician (EMT) practicum in which the student synthesizes standard of care and scope of practice with comprehensive assessment and diagnostic technology, patient advocacy, ethical and professional behaviors, critical thinking, decision-making, and patient management of medical and trauma emergencies. Provides scenario-based learning applied to the techniques of emergency medical care in accordance with national and state curriculum. **Prerequisites:** A grade of C or better in EMT104 or permission of Instructor or **Corequisites:** EMT104. **Course Notes:** EMT104LL may be repeated for credit. Students must meet National Registry of EMT requirements for certification. Additional information available at nremt.org.

EMT106**Ambulance Operations****2 credit(s) 2 period(s) lecture + lab**

Practical application of rules and regulations governing care and transport of patient. Inventory, methods of disinfection, and charge procedures covered. Practical and defensive techniques and maintenance of the ambulance demonstrated and practiced, according to the U.S. Department of Transport (DOT) National Highway Traffic Safety Administration (NHTSA).

Prerequisites: EMT at any level of certification.

EMT116**Emergency Medical Communications (EMD)****1.5 credit(s) 1.8 period(s) lecture + lab**

Designed to educate and train individuals as the emergency link among the community, health care providers, and law enforcement agencies. Comprehensive program to educate and train in procedures of communications, interrogation, assessment, and deployment. Includes interactive computer lab and scheduled observation with assignment at a dispatch center. **Prerequisites or**

Corequisites: A grade of C or better in EMT101, or any current American Red Cross, or CPR for the Professional Rescuer, or American Heart Association Basic Life Support Health Care Provider validation.

EMT120**Spanish for Emergency-Care Providers****1 credit(s) 1 period(s) lecture**

Participative course for prehospital and other emergency-care providers. Vocabulary, pronunciations, voice inflections, phrases, conversational terms, and methods of interviewing the ill or injured victim. Cultural information to facilitate approach and interaction with the victim, family, and/or significant other. Documentation of the interview content on the prehospital encounter form. **Prerequisites:** Certified EMT or licensed medical personnel.

EMT165**Pediatric Education for Prehospital Providers: Basic****2 credit(s) 2.87 period(s) lecture + lab**

An interactive, scenario-based course designed for Basic EMTs who are not yet practicing in the field. Enables these EMTs to perform a rapid assessment of sick and injured children in a variety of different circumstances. Includes use of pediatric assessment triangle, developmental differences, injury prevention, basic airway management techniques, recognition of medical emergencies such as pediatric trauma, mechanism of injury, submersion events, children with special health care needs, abuse and neglect, child and family interactions, use of specialized equipment, and special issues in pediatric transportation.

Treatment to children is in accordance with recommendations of the American Academy of Pediatrics. **Prerequisites:** A grade of C or better in EMT104, or permission of Instructor.

EMT200**Refresher Course for Certified EMTs****2 credit(s) 2.7 period(s) lecture + lab**

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. **Course Notes:** EMT200 may be repeated for credit.

EMT200AA**EMT Certification Renewal Challenge****0.6 credit(s) 0.6 period(s) lecture**

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).

EMT201**Interactive Basic EMT Refresher****1 credit(s) 2.2 period(s) lecture + lab**

Designed to contribute to Arizona Department of Health Services recertification requirements for Emergency Medical Technicians (EMT) according to the US Department of Transportation (DOT) EMT-Basic National Curriculum and the Arizona Basic EMT Refresher Curriculum Guidelines. Enhances the knowledge base of the EMT. Updates a wide variety of subjects including respiratory and cardiac emergencies, and interaction with advanced life support providers.

Prerequisites: (Current EMT Basic certification in the state of Arizona or proof of current registry with the National Registry of Emergency Medical Technicians [NREMT]) and validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer.

EMT230**Advanced Concepts for EMTs****1.5 credit(s) 1.5 period(s) lecture + lab**

Designed to meet Arizona Department of Health Services recertification requirements for EMTs. Enhances the knowledge base of the Emergency Medical Technician (EMT) and incorporates new information into daily practice. Updates a wide variety of subjects including medical and trauma emergencies, cardiac life support, interaction with advanced life support providers, and emergency scene management.

Prerequisites: Current EMT certification in the state of Arizona.

EMT/FSC238**Vehicular Extrication and Patient Stabilization****2 credit(s) 2 period(s) lecture**

Participative course designed for the Emergency Medical Technicians (EMT). Incorporates new knowledge and skills necessary to access, extricate, and care for 1 victims of crash incidents. Provides exposure to scene management, including size-up, disentanglement, victim stabilization for single and multi-victim situations, hazardous materials incidents, integration of local emergency medical services (EMS) for patient assessment and management, and standard operating procedures to selected victim scenarios. **Prerequisites:** Basic EMT certification, current enrollment in EMT Basic program, nurse with emergency department experience, or law enforcement personnel, or permission of Instructor.

EMT245**Trauma Management I****2 credit(s) 3.5 period(s) lecture + lab**

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.

EMT260**Advanced Airway Management for EMTs****2 credit(s) 2 period(s) lecture + lab**

Designed to instruct emergency care personnel in the critical skills necessary to establish and maintain an airway of the traumatized or medically compromised patient. Airway skills include oxygen therapy with all adjuncts, administration of pharmaceuticals via the endotracheal (ET)/pharyngeal tracheal lumen airway (PTLA), management of the airway as a route for medications, and invasive airway procedures. Content concurrent with Department of Transportation Guidelines

and the American College of Surgeons Division on Trauma Standards of Care.

Prerequisites: Certified EMT, or licensed registered nurse with emergency department experience; EMT or emergency department licensed registered nurse with Medical Control physician supervision according to Arizona Department of Health Services (A-DHS) Bureau of Emergency Medical Services (B-EMS).

ENG – English**ENG101 ENG 1101 SUN ☼****First-Year Composition****3 credit(s) 3 period(s) lecture**

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, or WAC101), or (a grade of B or better in ALT100), or (a grade of C in ALT100 and **Corequisites:** ENG101LL, or ENG107LL, or WAC101, or ENG100A+), or (a grade of C or better in ESL202 and **Corequisites:** ENG101LL, or ENG107LL, or WAC101, or ENG100A+).

ENG102 ENG 1102 SUN ☼**First-Year Composition****3 credit(s) 3 period(s) lecture**

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**First-Year Composition for ESL****3 credit(s) 3 period(s) lecture**

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, or WAC101), or (a grade of B or better in ALT100), or (a grade of C in ALT100 and **Corequisites:** ENG101LL, or ENG107LL, or WAC101, or ENG100A+), or (a grade of C or better in ESL202 and **Corequisites:** ENG101LL, or ENG107LL, or WAC101, or ENG100A+).

ENG108**First-Year Composition for ESL****3 credit(s) 3 period(s) lecture**

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**Technical and Professional Writing****3 credit(s) 3 period(s) lecture**

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**Reading and Writing About Literature****3 credit(s) 3 period(s) lecture**

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:** A grade of C or better in ENG102.

ENG213**Introduction to the Study of Language****3 credit(s) 3 period(s) lecture**

Study of language as code; phonetics, phonology, morphology, syntax, semantics; language acquisition; historical and socio-linguistics. **Prerequisites:** ENG102 or ENG111, with a grade of C or better, or permission of Instructor.

ENG215**Strategies of Academic Writing****3 credit(s) 3 period(s) lecture**

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**Persuasive Writing on Public Issues****3 credit(s) 3 period(s) lecture**

Advanced course in techniques of analyzing and writing persuasive arguments addressing topics of current public interest. Papers research based. **Prerequisites:** A grade of C or better in ENG102.

ENG217**Personal and Exploratory Writing****3 credit(s) 3 period(s) lecture**

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:** A grade of C or better in ENG101 or ENG107 or equivalent.

ENG235**Magazine Article Writing****3 credit(s) 3 period(s) lecture**

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. **Course Notes:** ENG235 may be repeated for a total of six (6) credit hours.

ENH – English Humanities**ENH110****Introduction to Literature****3 credit(s) 3 period(s) lecture**

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.

ENH112**Chicano Literature****3 credit(s) 3 period(s) lecture**

Introduction to the works of Mexican-American writers of the southwest. Samples poetry, fiction, and essays viewed in their relationship to American cultural heritage and to contemporary culture. **Prerequisites:** None.

ENH114**African-American Literature****3 credit(s) 3 period(s) lecture**

Survey of major African-American writers from Colonial period through the present; analysis of trends and movements within African-American literary history; analysis of literary types and selected works. **Prerequisites:** None.

ENH117**Rap Literature: The Oral Tradition****3 credit(s) 3 period(s) lecture**

Survey of selected rap poetry looking at the oral tradition of Africa, the Caribbean, and the United States as precursors to East Coast, West Coast, Southern, North Central, and International development of the genre. Investigation of cultural environments, historical events, competitions (the "battles"), artists' biographies, and parallel art forms as they relate to the analysis of the genre and its themes. **Prerequisites:** None.

ENH190**Introduction to US Ethnic Literature****3 credit(s) 3 period(s) lecture**

Introduction to the US 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.

ENH204**Introduction to Contemporary Literature****3 credit(s) 3 period(s) lecture**

Examines the work of major writers in poetry, fiction and drama from 1945 to the present. Examines important movements that have developed within these genre since 1945. **Prerequisites:** None.

ENH214**Poetry Study****3 credit(s) 3 period(s) lecture (Spring only)**

Involves reading, discussing, and analyzing poetry of various forms and from selected periods. **Prerequisites:** None.

ENH221**Survey of English Literature Before 1800****3 credit(s) 3 period(s) lecture** (*Fall only*)

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: A grade of C or better in (ENG101 or ENG107) or equivalent.

ENH222**Survey of English Literature After 1800****3 credit(s) 3 period(s) lecture** (*Spring only*)

Emphasizes the social and political backgrounds as well as the form and content of English literature in the nineteenth and twentieth centuries. **Prerequisites:** A grade of C or better in (ENG101 or ENG107) or equivalent.

ENH230**Introduction to Shakespeare****3 credit(s) 3 period(s) lecture**

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**Survey of Gothic Literature****3 credit(s) 3 period(s) lecture**

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**American Literature Before 1860** **3 credit(s) 3 period(s) lecture** (*Fall only*)

Includes literature written prior to 1860 in the United States. **Prerequisites:** A grade of C or better in ENG101.

ENH242**American Literature After 1860****3 credit(s) 3 period(s) lecture** (*Spring only*)

Includes literature written after 1860 in the United States. **Prerequisites:** None.

ENH251**Mythology****3 credit(s) 3 period(s) lecture**

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.

ENH253**Contemporary Global Literature and Film****3 credit(s) 3 period(s) lecture**

Characteristics of literary and cinematic mediums. Challenges of adapting literature to film. Global examination of historical, religious, socioeconomic, political, and colonial/post-colonial themes depicted in Western and non-Western literature and film (e. g., Africa, Asia, and Latin America) outside the United States. Use of narrative in each medium and how it translates various global/international perspectives and cultural assumptions. Specific genres present in literature and film. Cultural metaphors and symbols used in literature and film.

Prerequisites: A grade of C or better in ENG101.

ENH254**Literature and Film****3 credit(s) 3 period(s) lecture**

Presents works of literature and their film versions and analyzes distinguishing techniques of each medium. **Prerequisites:** A grade of C or better in ENG101, or ENG107, or equivalent.

ENH255**Contemporary U.S. Literature and Film****3 credit(s) 3 period(s) lecture**

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: A grade of C or better in ENG101.

ENH256**Shakespeare on Film****3 credit(s) 3 period(s) lecture**

Presents cinematic versions of Shakespeare's plays and explains and analyzes how the dramatist's major tragedies, comedies, histories and romances have been presented on film.

Prerequisites: None.

ENH259**American Indian Literature**

3 credit(s) 3 period(s) lecture Contemporary American Indian forms of literary expression. Selected oral traditions of American Indians. Trends and movements within American Indian literary history. **Prerequisites:** None.

ENH260**Literature of the Southwest****3 credit(s) 3 period(s) lecture**

Investigates major themes in Southwestern American literature including the Western myth, minority roles in the region's literature, control of nature versus primacy of nature, and growth. Both prose and poetry are examined with an emphasis on contemporary Southwestern writing. **Prerequisites:** None.

ENH280**Topics in American Literature****3 credit(s) 3 period(s) lecture**

Exploration of selected topic(s) in American Literature. Focuses on a theme, genre, era, technique, or critical approach. Includes reading and interpretation of literature from a variety of cultures within the United States.

Prerequisites: A grade of C or better in (ENG101 or ENG107) or permission of Instructor. **Course Note:** ENH280 may be repeated for a total of nine (9) credit hours.

ENH/WST285**Contemporary Women Writers****3 credit(s) 3 period(s) lecture**

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.

ENH/EDU291**Children's Literature****3 credit(s) 3 period(s) lecture**

Review of folk and modern literature, including application of literary criteria to folk and modern literature for children. **Prerequisites:** None.

EPS – Entrepreneurial Studies**EPS150****Introduction to Entrepreneurship****3 credit(s) 3 period(s) lecture**

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.

EPS160**New Venture Creation****2 credit(s) 2 period(s) lecture**

Process of starting a new venture including evaluating specific business opportunities identifying financing alternatives, and defining start-up issues. **Prerequisites:** None.

EPS161**New Venture Law and Finance****3 credit(s) 3 period(s) lecture**

Introduction to the principles of legalization and capitalization of a new business venture. Includes the processes required to organize, register, finance, launch and protect a business. **Prerequisites:** None.

EPS162**Introduction to Social Entrepreneurship****3 credit(s) 3 period(s) lecture**

Introduction to the history, theory, and emerging activities of social entrepreneurship. Includes management skills for social entrepreneurial organizations, scaling of social impact, and social performance measurement. Emphasis on social capital, microfinance, and evaluation of social entrepreneurial opportunities. **Prerequisites:** None.

EPS165**New Venture Feasibility Analysis****2 credit(s) 2 period(s) lecture**

Introduction to the industry's market and competitive structure. Includes the technical skills to develop a competitive strategy for entry into the business segment. Covers the market potential evaluation, niche identification, analysis of competition, and development of customer profiles. Also involves development of a marketing strategy and sales projections for new business ventures. **Prerequisites:** None.

EPS180**Technology Business Planning****3 credit(s) 3 period(s) lecture**

Fundamentals of identifying new technologies and innovations for profitable commercial feasibility. Determination of capabilities, resources, and interests of the entrepreneur. Evaluation and selection of technology opportunities. Creation of business concept and plan. Customer development and business models. Finances, venture capital and accounting. Marketing and sales. Legal formation and intellectual property. Operations and resource management. Growth, harvest and success. **Prerequisites:** None.

EPS195**Business Start-Up and Planning****2 credit(s) 2 period(s) lecture**

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.

ESL – English As a Second Language**ESL010****English as a Second Language I: Grammar****3 credit(s) 3 period(s) lecture**

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. **Prerequisites:** Appropriate ESL placement test score. **Course Notes:** ESL010 may be repeated for a maximum of six (6) credits. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog.

ESL011**English as a Second Language I: Listening and Speaking****3 credit(s) 3 period(s) lecture**

Emphasis on listening and speaking skills involving survival skills. Asking and answering questions related to work, shopping, and personal safety. **Prerequisites:** Appropriate ESL placement test score or a grade of C or better in ESL002. **Course Notes:** ESL011 may be repeated for a maximum of six (6) credits.

ESL012**ESL I-Writing with Oral Practice****3 credit(s) 3 period(s) lecture**

Emphasis on basic conventions of writing in English. Includes introduction to the alphabet, capitalization, punctuation, and simple sentence structure. **Prerequisites:** Approximate ESL placement test score or permission of Instructor. **Course Notes:** ESL012 may be repeated for a maximum of six (6) credits.

ESL013**Vocabulary for ESL I****1 credit(s) 1 period(s) lecture + lab**

Emphasis on the acquisition of basic English vocabulary including identifying and pronouncing words related to people, medical/dental care, occupations and other activities. **Prerequisites:** Appropriate ESL placement test score or permission of Instructor. **Course Notes:** ESL013 may be repeated for a maximum of two (2) credits.

ESL020**English as a Second Language II: Grammar**
3 credit(s) 3 period(s) lecture

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. **Prerequisites:** Appropriate ESL placement test score, or a grade of P or C or better in ESL010. **Course Notes:** ESL020 may be repeated for a maximum of six (6) credits. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog.

ESL021**English as a Second Language II: Listening and Speaking****3 credit(s) 3 period(s) lecture**

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. **Prerequisites:** Appropriate ESL placement test score or a grade of C or better in ESL010 or ESL011 or ESL012 or ESL016. **Course Notes:** ESL021 may be repeated for a maximum of six (6) credits.

ESL022**ESL II-Writing with Oral Practice****3 credit(s) 3 period(s) lecture**

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.

ESL023**Vocabulary for ESL II****1 credit(s) 1 period(s) lecture + lab**

Emphasis on the acquisition of basic English vocabulary including identifying and pronouncing words related to people, medical/dental care, occupations and other activities. **Prerequisites:** Appropriate ESL placement test score or permission of Instructor. **Course Notes:** ESL023 may be repeated for a maximum of two (2) credits.

ESL030**English as a Second Language III: Grammar**
3 credit(s) 3 period(s) lecture

Third level of English as a Second Language (ESL). Emphasis on sentence structure and paragraph building. Extensive grammar study and writing practice. **Prerequisites:** Appropriate ESL placement test score, or a grade of P or C or better in ESL020. **Course Notes:** ESL030 may be repeated for a maximum of six (6) credits. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog.

ESL031**English as a Second Language III: Listening and Speaking****3 credit(s) 3 period(s) lecture**

Emphasis on listening and speaking skills related primarily to academic environment. Asking questions, working in small groups, using college resources, informal oral presentation. **Prerequisites:** Appropriate ESL placement test score or a grade of C or better in ESL020 or ESL021 or ESL022 or ESL026.

Course Notes: ESL031 may be repeated for a total of six (6) credit hours.

ESL032**ESL III-Writing with Oral Practice****3 credit(s) 3 period(s) lecture**

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.

ESL033**Vocabulary for ESL III****1 credit(s) 1 period(s) lecture + lab**

Emphasis on the acquisition of basic English vocabulary including identifying and pronouncing words related to people, medical/dental care, occupations and other activities. **Prerequisites:** Appropriate ESL placement test score or permission of Instructor. **Course Notes:** ESL033 may be repeated for a maximum of two (2) credits.

ESL040**English as a Second Language IV: Grammar**
3 credit(s) 3 period(s) lecture

Fourth level of English as a Second Language (ESL). Continued emphasis on sentence structure and paragraph building. Extensive grammar study and writing practice.

Prerequisites: Appropriate ESL placement test score, or a grade of P or C or better in ESL030. **Course Notes:** ESL040 may be repeated for a maximum of six (6) credits. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog.

ESL041**English as a Second Language IV —
Listening and Speaking****3 credit(s) 3 period(s) lecture**

Emphasis on academic skills. Listening to lectures, notetaking, peer interaction, accessing and using media resources, formal oral presentations. **Prerequisites:** Appropriate ESL placement test score or a grade of C or better in ESL030 or ESL031 or ESL032 or ESL036.

Course Notes: ESL041 may be repeated for a maximum of six (6) credits.

ESL042**ESL IV-Writing with Oral Practice****3 credit(s) 3 period(s) lecture**

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.

ESL050**Review Grammar For ESL****3 credit(s) 3 period(s) lecture**

Review of grammatical concepts for ESL (English as a Second Language) students who have some previous experience in reading and writing English. Appropriate for students who want to practice sentence skills in English. May be repeated for a total of six (6) credits.

Prerequisites: Appropriate ESL course placement score, or a grade of C or better in ESL040, or permission of Instructor.

ESL050AA**Basic Review Grammar For ESL
1 credit(s) 1 period(s) lecture + lab**

Review of the use of English verbs and word placement in sentences for ESL (English as a Second Language) students who have some previous experience in reading and writing English Appropriate for students who want to practice sentence skills in English.

Prerequisites: Appropriate ESL placement test score, or a grade of C or better in ESL010, or permission of Instructor. **Course Notes:** ESL050AA may be repeated for a total of two (2) credit hours.

ESL050AB**Intermediate Review Grammar For ESL
1 credit(s) 1 period(s) lecture + lab**

Review of auxiliary verbs and the comparative and superlative for ESL (English as a Second Language) students who have some previous experience in reading and writing English Appropriate for students who want to practice sentence skills in English.

Prerequisites: Appropriate ESL placement test score, or a grade of C or better in ESL020, or permission of Instructor. **Course Notes:** ESL050AB may be repeated for a total of two (2) credit hours.

ESL050AC**Advanced Review Grammar For ESL
1 credit(s) 1 period(s) lecture + lab**

Review of verbals and gerunds for ESL (English as a Second Language) students who have some previous experience in reading and writing English Appropriate for students who want to practice sentence skills in English.

Prerequisites: Appropriate ESL placement test score, or a grade of C or better in ESL030, or permission of Instructor. **Course Notes:** ESL050AC may be repeated for a total of two (2) credit hours.

ESL051**Pronunciation Improvement for ESL Speakers****3 credit(s) 3 period(s) lecture**

Individualized pronunciation practice and drills for English as a Second Language (ESL) speakers. **Prerequisites:** Appropriate ESL course placement score, or a grade of C or better in (ESL020 or ESL021 or ESL022 or ESL026), or permission of Instructor. **Course Notes:** ESL051 may be repeated for a total of six (6) credits.

ESL054**American Culture****3 credit(s) 3 period(s) lecture**

Reading and writing about American culture including history, institutions and sports, and entertainment. **Prerequisites:** Appropriate ESL placement test score, or a grade of C or better in ESL040 or ESL046 or permission of Instructor. **Course Notes:** ESL054 may be repeated for a total of six (6) credit hours.

ESL054AA**American Culture: History****1 credit(s) 1 period(s) lecture + lab**

Reading and writing about American history. **Prerequisites:** Appropriate ESL placement test score or a grade of C or better in ESL040 or ESL046 or permission of Instructor. **Course Notes:** ESL054AA may be repeated for a total of two (2) credit hours.

ESL054AB**American Culture: Institutions and Customs****1 credit(s) 1 period(s) lecture + lab**

Reading and writing about American cultural institutions and customs. **Prerequisites:** Appropriate ESL placement test score or a grade of C or better in ESL040 or ESL046 or permission of Instructor. **Course Notes:** ESL054AB may be repeated for a total of two (2) credit hours.

ESL054AC**American Culture: Sports and Entertainment****1 credit(s) 1 period(s) lecture + lab**

Reading and writing about American sports and entertainment. **Prerequisites:** Appropriate ESL placement test score or a grade of C or better in ESL040 or ESL046, or permission of Instructor. **Course Notes:** ESL054AC may be repeated for a total of two (2) credit hours.

ESL071**Advanced Pronunciation and Oral Reading for ESL****3 credit(s) 3 period(s) lecture**

Pronunciation practice and review, spelling of English sounds, and oral reading for stress and intonation patterns in English.

Prerequisites: A grade of C or better in ESL051, or permission of Instructor. **Course Note:** May be repeated for a total of six (6) credit hours.

ESL087**Preparatory Academic Writing II for ESL****3 credit(s) 3 period(s) lecture**

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 grade of C or better in ESL077 or ENG071, or permission of Department or Division.

ESL097**Preparatory Academic Writing III for ESL****3 credit(s) 3 period(s) lecture**

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 score, or a grade of C or better in ESL087 or ENG081, or permission of Department or Division.

FMP – Film and Media Production

FMP114

Audio Production

3 credit(s) 5 period(s) lecture and lab

Focus on audio in the production of media projects. Emphasis on location-based, studio and sound room for corporate, cable and broadcast applications. Concepts covered include: microphones and audio recording equipment; audio production techniques using shotgun microphones or lavaliers while in the field; audio recording in the sound room, multi-track recording, and mixdown; audio editing using a non-linear computer program; music libraries; sound effects; and editing in audio post-production. **Prerequisites:** A grade of C or better in FMP105 or FMP108.

FMT – Film, Media, and Theatre

FMT100

Introduction to Production

3 credit(s) 3 period(s) lecture + lab

Introduction to the major production components of a multimedia project.

Prerequisites: None.

FMT/MUC120

Introduction to Sound Design for Film and Video

3 credit(s) 3 period(s) lecture

Basic principles of recording and mixing sound for film and video. Includes voice over, automatic dialog replacement (ADR), foley, ambience, special effects and music. Emphasis on analog and digital recording techniques in the field as well as in a controlled environment.

Prerequisites: A grade of C or better in (FMT100 and FMT136) or permission of Instructor.

FMT/MUC220

Advanced Sound Design for Film and Video

3 credit(s) 5 period(s) lecture and lab

Explores techniques and advanced applications used in designing sound using original student footage on a non-linear editing system.

Prerequisites: A grade of C or better in FMT/MTC120 or permission of Instructor.

FMT242

Professional Portfolio for Film, TV, and Media

2 credit(s) 4 period(s) lecture + lab

Explores techniques and applications used in editing an individual project on an editing system. **Prerequisites:** A grade of C or better in FMT241 or permission of Instructor. **Course Notes:** Students must have previously created production footage from other course work or independent work for use in the class projects. FMT242 may be repeated for a total of six (6) credit hours.

FMT283

Advanced Non-Linear Editing Techniques

4 credit(s) 6 period(s) lecture + lab

Explores techniques and advanced applications used in creating and editing an advanced project on a non-linear editing system.

Prerequisites: A grade of C or better in FMT241 or permission of Instructor.

FON – Food and Nutrition

FON100

Introductory Nutrition

3 credit(s) 3 period(s) lecture

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

Certification in Food Service Safety and Sanitation

1 credit(s) 1 period(s) lecture

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.

FON142AB

Science of Food

3 credit(s) 5 period(s) lecture + lab

Exploration and Application of Scientific Principles of Food; experiences with ingredient functionality and application in cooking techniques. **Prerequisites:** None.

FON241

Principles of Human Nutrition

3 credit(s) 3 period(s) lecture

Scientific principles of human nutrition. Emphasis on scientific literacy and the study of nutrients for disease prevention. Includes macronutrients and micronutrients, human nutrient metabolism and nutrition's role in the health of the human body throughout the life cycle. Addresses nutrition principles for prevention of nutrition-related health conditions. **Prerequisites:** None.

FON241LL

Principles of Human Nutrition Laboratory

1 credit(s) 3 period(s) lab

Self-evaluative laboratory experience to complement FON241, Principles of Human Nutrition using anthropometric, biochemical, clinical, and dietary analysis. Includes the use of qualitative and quantitative methodology to determine nutritional status and evaluate methodological applications.

Prerequisites: A grade of C or better in FON241 or **Corequisites:** FON241.

FOR – Forensic Science

FOR105

Forensic Science: Physical Evidence

4 credit(s) 6 period(s) lecture + lab

Scientific analysis and examination of physical evidence for forensic purposes. Covers fingerprints, shoe prints, tool marks, glass, soil and mineral evidence, firearms identification, paint chips, and arson and explosive evidence. Includes the history of forensic science, functions of the crime lab and criminalist career specialties. **Prerequisites:** None.

FOR106**Forensic Science: Biological Evidence****4 credit(s) 6 period(s) lecture + lab**

Scientific analysis and examination of biological evidence for forensic purposes. Covers blood, bloodstains, other biological fluids and stains, hair, DNA, toxicological evidence, controlled substances and alcohol. Includes the history of forensic science, functions of the crime lab, and criminalist career specialties. **Prerequisites:** None.

FOR/ASM275**Forensic Anthropology****4 credit(s) 5 period(s) lecture + lab**

Survey of the role of forensic anthropologists, from the crime scene to the courtroom. Course focuses on how skeletal analysis can aid in medicolegal investigations, especially by identifying aspects of the life history of unknown individuals and by reconstructing events that took place at crime scenes. Covers both the legal aspects of forensic practice and the underlying biological basis for evidence obtained from skeletal remains. Examines applications of forensic anthropology in mass disasters, human rights investigations, and the deciphering of historic cases. Lab activities designed to illustrate techniques and principles central to the discipline.

Prerequisites: None.**FOR286****Principles of Forensic Science****4 credit(s) 7 period(s) lecture and lab**

This course examines the diverse disciplines and techniques used by forensic scientists in the major sections recognized by the American Academy of Forensic Sciences (AAFS), which include anthropology, criminalistics, digital and multimedia services, general, engineering and applied sciences, jurisprudence, odontology, pathology/biology, psychiatry, and behavioral science, questioned documents and toxicology. Students will participate in laboratory activities that demonstrate best practices and applications in these disciplines, including ethical practices and experiences in case reporting and providing expert testimony. **Prerequisites:** A grade of C or better in (BIO181 or BIO181XT) and [(CHM150 or CHM151) and CHM151LL], or CHM150AA, or CHM151AA, or permission of the Instructor, or Department or Division Chair.

FRE – French**FRE101 FRE 1101 SUN ☼****Elementary French I****4 credit(s) 4 period(s) lecture**

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 FRE 1102 SUN ☼**Elementary French II****4 credit(s) 4 period(s) lecture**

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:** A grade of C or better in FRE101, or FRE101AA, or permission of Department or Division. Completion of prerequisites within the last three years is required.

FSC – Fire Science Technology

FSC101

Introduction to Fire Service Selection and Entry

4 credit(s) 5 period(s) lecture + lab

Overview of the application and selection processes used by various fire departments and fire service organizations. Focus on the skills and abilities required for entry-level positions in the fire department, including oral and written communication skills, mathematical and mechanical skills, problem-solving skills, and physical agility and stamina. 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. **Prerequisites:** None.

FSC102

Fire Department Operations

11 credit(s) 19.6 period(s) lecture + lab

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. Satisfies minimum standards for certification testing set forth by the current Arizona State Training and Certifying Authority. **Prerequisites:** A grade of C or better in FSC105, FSC130, and permission of Instructor. **Corequisites:** (FSC134 or FSC234) and FSC174.

FSC/EMT104AB

Applied Practical Studies for Emergency Medical Technology

0.5 credit(s) 0.5 period(s) lab

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 operate in outside, scenario-based environments.

Prerequisites: None. **Corequisites:** EMT104.

Course Notes: EMT/FSC104AB may be repeated for credit.

FSC105

Hazardous Materials Awareness and Operations

3 credit(s) 3 period(s) lecture + lab

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. Satisfies minimum standards for certification testing set forth by the current ProBoard and/or Arizona State Training and Certifying Authority. **Prerequisites:** None.

FSC106**Introduction to Fire Protection****3 credit(s) 3 period(s) lecture**

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 firefighting. Also includes emergency medical services and fire prevention. **Prerequisites:** None.

FSC108**Fundamentals of Fire Prevention****3 credit(s) 3 period(s) lecture**

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.

FSC112PS**Public Safety Emergency Telecommunications****3 credit(s) 3 period(s) lecture + lab**

In-depth coverage of established techniques and procedures for handling routine and emergency public safety telephone calls and radio (contact) communications. Nationally recognized procedures for processing 9-1-1 emergency calls, field unit safety, injury scenarios, and demonstrating positive public relations. Fundamental skills and responsibilities for fire, emergency medical, and law enforcement complaint report processing as well as federal laws regarding proper processing, retention, and dissemination of security information. Definitions of terms unique to fire suppression, emergency medical, and law enforcement situations common within the public safety sector. **Prerequisites:** None.

FSC113**Introduction to Fire Suppression****3 credit(s) 4 period(s) lecture and lab**

Introduction to the characteristics and behavior of fire, fire hazard properties of ordinary materials, extinguishing agents, firefighter safety fire suppression organization and equipment, and basic firefighting tactics. **Prerequisites:** None.

FSC114**Hazardous Materials First on the Scene/Awareness Level****0.5 credit(s) 0.5 period(s) lecture**

Designed to assist first responders involved in potential hazardous materials incident. Provides an overview of capabilities and limitations of first responders in the recognition and detection of hazardous materials, safety considerations, and pre-emergency planning. **Prerequisites:** None.

FSC117**Fire Apparatus****3 credit(s) 3 period(s) lecture**

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**Fire Hydraulics****3 credit(s) 3 period(s) lecture**

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 pumpers. **Prerequisites:** None.

FSC119**Introduction Fire Service Ethics****3 credit(s) 3 period(s) lecture**

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.**FSC131****Introduction to Urban Technical Rescue****3 credit(s) 3 period(s) lecture + lab**

Practical application of safe rescue practices for urban technical rescue. Includes ropes and rope systems, trench rescue, confined- space rescue, swiftwater rescue, and rescue from collapsed structures. **Prerequisites:** None.

FSC134**Fitness and Conditioning for Firefighters****3 credit(s) 4.6 period(s) lecture + lab**

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 firefighting tasks; individual conditioning strategies, nutritional guidelines, protective clothing concepts, and basic exercise principles. Pre- employment, evaluation, and lifelong fitness and conditioning. **Prerequisites:** None.

FSC/EMT136**Women Firefighter Preparation****2 credit(s) 2.87 period(s) lecture + lab**

Designed for women firefighting candidates. Includes firefighting techniques and procedure, physical/mental conditioning, health concerns, occupational opportunities, and mentorship programs. **Prerequisites or Corequisites:** A grade of C or better in FSC134 or permission of Instructor.

FSC/AJS139**Emergency Response to Terrorism****3 credit(s) 3 period(s) lecture**

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.**FSC/AJS147****Emergency Preparedness****3 credit(s) 3 period(s) lecture**

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.**FSC/AJS148****Fundamentals of Emergency Management****3 credit(s) 3 period(s) lecture**

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.

FSC/AJS149**Hazard Mitigation****3 credit(s) 3 period(s) lecture**

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.

FSC152**Engine Company Officer****1 credit(s) 1 period(s) lecture**

Overview of all aspects of engine company operations including the activities and responsibilities performed by the captain as well as mechanisms for developing a personal supervisory style. Designed for the aspiring company officer or anyone having the opportunity for the role of a company officer.

Prerequisites: None.

FSC202**Supervisory Training for Firefighters****3 credit(s) 3 period(s) lecture**

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**Firefighting Tactics and Strategy****3 credit(s) 3 period(s) lecture**

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:** A grade of C or better in FSC113 or permission of Instructor or current employment as a firefighter and/or Firefighter I and II Certification and/or related experience as determined by the Program Director.

FSC205**Command Strategies for Major Emergencies****3 credit(s) 3 period(s) lecture**

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: A grade of C or better in FSC204.

FSC208**Firefighter Safety and Building Construction****3 credit(s) 3 period(s) lecture**

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:** A grade of C or better in FSC113 or permission of Instructor or current employment as a firefighter and/ or Firefighter I and II Certification and/or related experience as determined by the Program Director.

FSC209**Fire Investigation I****3 credit(s) 3 period(s) lecture**

Methods of determining point of fire origin, path of fire travel, and fire cause. Includes recognizing and preserving evidence; interviewing witnesses; arson laws and types of arson fires; and court testimony, reports, and records. **Prerequisites:** None.

FSC214**Human Resource Management in Fire Service**

3 credit(s) 3 period(s) lecture Management of fire service personnel functions. Includes selection procedures, employee discipline, performance ratings, elements of supervision. Labor relations and related personnel responsibilities. **Prerequisites:** A grade of C or better in FSC202 or four years in the fire service.

FSC215**Customer Service in the Public Sector****3 credit(s) 3 period(s) lecture**

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.

FSC221**Ladder Company Officer****1 credit(s) 1 period(s) lecture**

Overview of all aspects of ladder company operations including activities, expectations, and responsibilities required of the ladder captain. Designed for the company officer who aspires to the role of ladder company officer. **Prerequisites:** None.

FSC/EMT238**Vehicular Extrication and Patient Stabilization**

2 credit(s) 2 period(s) lecture Participative course designed for the Emergency Medical Technicians (EMT). Incorporates new knowledge and skills necessary to access, extricate, and care for victims of crash incidents. Provides exposure to scene management, including size-up, disentanglement, victim stabilization for single and multi-victim situations, hazardous materials incidents, integration of local emergency medical services (EMS) for patient assessment and management, and standard operating procedures to selected victim scenarios. **Prerequisites:** Basic EMT certification, current enrollment in EMT Basic program, nurse with emergency department experience, or law enforcement personnel, or permission of Instructor.

FSC/AJS/EMT258**Victimology and Crisis Management in Public Safety****3 credit(s) 3 period(s) lecture**

Victimology, the criminal justice system, techniques of crisis intervention and management, and the importance of a multicultural and global perspective. Includes violent crimes, sexual assault, family violence, post-traumatic stress disorder, the role of substance abuse, developing effective coping skills of victims and responders, appropriate community resources, and the cultural responsiveness of the justice system. **Prerequisites:** None.

FSC/AJS276**Terrorism Liaison****4 credit(s) 4 period(s) lecture + lab**

Provides knowledge and skills required for the Terrorism Liaison Officer (TLO) role to coordinate and communicate with various fire, police, and military agencies in managing threat vulnerability and other emergency disasters. **Prerequisites:** Permission of Program Director. **Course Note:** FSC/AJS276 is not open to the public.

FSC/AJS277**Threat Vulnerability Assessment****1 credit(s) 1 period(s) lecture + lab**

Provides a historical perspective of threats and the activities and methods used by first responders to identify and mitigate future threats. Introduces and examines threat vulnerability of critical infrastructure within jurisdictions. Provides assessment techniques for responding agencies. **Prerequisites:** Permission of Program Director. **Course Note:** FSC/AJS277 is not open to the public.

FSC/AJS278**Hostile Intent and Intervention Training**

2 credit(s) 2 period(s) lecture + lab Provides knowledge and skills required to detect and anticipate terrorist activities as a member of a Hostile Intent and Intervention Team (HIIT).

Prerequisites: Permission of Program Director. **Course Note:** FSC/ AJS278 is not open to the public.

FSC/AJS279**Field Intelligence Team Training****3 credit(s) 3 period(s) lecture + lab**

Provides knowledge and skills required for situational awareness of suspicious activities and the deployment of first responders for mitigation and investigation for the Field Intelligence Team (FIT). **Prerequisites:** Permission of Program Director. **Course Note:** FSC/AJS279 is not open to the public.

FSC/AJS280**Terrorism Hazmat First Responder Training****4 credit(s) 4 period(s) lecture + lab**

Provides knowledge and skills to understand the chemistry of reactive and unstable hazardous materials, the toxicology of dangerous chemicals, and the measures taken to protect the safety of responders, the community, and the environment of chemical accidents. Also includes an introduction to field sampling of unknown substances for the Field Intelligence Team (FIT) and the Hostile Intent and Intervention Team (HIIT).

Prerequisites: Permission of Program Director. **Course Note:** FSC/ AJS280 is not open to the public.

FYE – First Year Experience**FYE101****Introduction to College, Career and Personal Success****1 credit(s) 1 period(s) lecture**

Focus on student success through exploration of academic, career and life skills. Includes study of goal-setting/success strategies, academic mindset and financial literacy. Develop an education/career plan utilizing career assessments and other college resources.

Prerequisites: None.**FYE103****Exploration of College, Career and Personal Success****3 credit(s) 3 period(s) lecture**

Focus on student success through exploration of academic, career, and life skills. Includes study of goal-setting/success strategies, academic mindset, interpersonal skills, financial literacy, self-care strategies, diverse perspectives, and campus tools and resources. Develop an education/career plan utilizing career assessments and other college resources.

Prerequisites: None.

GBS – General Business

GBS103

Principles of Banking

3 credit(s) 3 period(s) lecture

History, characteristics and significance of American banking system, includes types of accounts, banking services and the relationship of commercial banks to their depositors.

Prerequisites: None.

GBS110

Human Relations in Business and Industry

3 credit(s) 3 period(s) lecture

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.

GBS120

Workplace Communication Skills

3 credit(s) 3 period(s) lecture + lab

Reviews planning, organization, development, and evaluation of written and oral communication in business settings, including informative and persuasive messages.

Prerequisites: None.

GBS126

Writing Resumes

1 credit(s) 1.7 period(s) lecture + lab

Planning, organizing, and writing a professional resume. Focus on presentation skills including format and language.

Prerequisites: None.

GBS131

Business Calculations

3 credit(s) 3 period(s) lecture

Review of basic arithmetic and application of mathematics to business problems, includes percentage, interest, discount, and markups.

Prerequisites: None.

GBS132

Personal and Family Financial Security

3 credit(s) 3 period(s) lecture

Principles and practices of personal and family financial planning, includes savings, budgeting, credit, buying versus renting, and general principles of consumerism. **Prerequisites:**

None. Cross-References: HEC132.

GBS151

Introduction to Business

3 credit(s) 3 period(s) lecture

Characteristics and activities of current local, national, and international business. An overview of economics, marketing, management and finance. **Prerequisites:**

None.

GBS205

Legal, Ethical, and Regulatory Issues in Business

3 credit(s) 3 period(s) lecture

Legal theories, ethical issues and regulatory climate affecting business policies and decisions. **Prerequisites:** None.

GBS206

Business Law (UCC)

3 credit(s) 3 period(s) lecture

Legal and ethical aspects of contracts, sales, commercial paper, secured transactions, documents of title, letter of credit, bank deposits, and collections. **Prerequisites:** None.

GBS207

Business Law (General Corporate)

3 credit(s) 3 period(s) lecture

Legal and ethical aspects of agency, partnerships, corporations, bankruptcy, antitrust, securities, and other regulations of business. **Prerequisites:** None.

GBS220**Quantitative Methods in Business****3 credit(s) 3 period(s) lecture**

Business applications of quantitative optimization methods in operations management decisions. **Prerequisites:** (A grade of C or better in MAT150 or MAT151 or MAT152) or satisfactory District math placement.

GBS221**BUS 2201****Business Statistics****3 credit(s) 3 period(s) lecture**

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: A grade of C or better in GBS220 or MAT217 or MAT218.

GBS233**Business Communication****3 credit(s) 3 period(s) lecture**

Internal and external business communications, including verbal and nonverbal techniques.

Prerequisites: ENG101 or ENG107 with grade of C or better, or permission of department/division.

GBS261**Investments I****3 credit(s) 3 period(s) lecture**

Evaluation of various investment forms including study of inflation, taxation, government securities, stocks and bonds, real estate and retirement plans. Securities industry knowledge and skills for individuals to prepare for careers in Financial Services. Includes capital markets, types of products and their risks, trading, customer accounts, prohibited activities, and regulatory agencies and their functions. Helps to prepare students for the Financial Industry Regulatory Authority (FINRA) Securities Industry Essentials (SIE) Examination required for entry-level positions in the security industry. **Prerequisites:** None. **Corequisites:** Concurrent enrollment in GBS261LL recommended but not required. **Course Notes:** Students interested in taking the Financial Industry Regulatory Authority (FINRA) Securities Industry Essentials (SIE) Examination should also enroll in the GBS261LL Securities Industry Essentials (SIE) Exam Prep course.

GBS261LL**Securities Industry Essentials (SIE) Exam Prep****1 credit(s) 1 period(s) lecture + lab**

Helps to prepare students for the Financial Industry Regulatory Authority (FINRA) Securities Industry Essentials (SIE) Examination required for prospective securities industry professionals. Focuses on reviewing key concepts, practicing skills, and preparing to successfully demonstrate existing knowledge on the SIE certification exam. The course is designed to provide an overview of exam topics and study and test-taking strategies. It also will include structured study time, group discussions, and the use of practice exams to assess test readiness. **Prerequisites:** None.

Corequisites: Concurrent enrollment in GBS261 recommended but not required.

Course Notes: GBS261 is recommended for students who are not already employed in the financial services industry and need more in-depth content related to the SIE exam.

GBS270AA**Business Internship****1 credit(s) 1 period(s) lab**

General business work experience in a business or industry. Eighty hours of designated work per credit per semester. Maximum of 3 credits allowed. **Prerequisites:** Permission of Department.

GBS270AB**Business Internship****2 credit(s) 2 period(s) lab**

General business work experience in a business or industry. Eighty hours of designated work per credit totaling 160 hours per semester. Maximum of 3 credits allowed. **Prerequisites:** Permission of Department.

GBS294**Consumer Credit****3 credit(s) 3 period(s) lecture**

Consumer lending by financial institutions. **Prerequisites:** None.

GBS298AA-AC**Special Projects****1-3 credit(s) 1-3 period(s) lab**

Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. **Prerequisites:** None.

GCU – Cultural Geography**GCU102****Introduction to Human Geography****3 credit(s) 3 period(s) lecture**

Systematic study of human use of the earth. Spatial organization of economic, social, political, and perceptual environments.

Prerequisites: None.

GCU/POS113**United States and Arizona Social Studies****3 credit(s) 3 period(s) lecture**

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.

GCU121**World Geography I: Eastern Hemisphere****3 credit(s) 3 period(s) lecture**

Description and analysis of spatial variations in culture, social, economic, and political phenomena in major world regions. Emphasis on the major cultural realms of Europe, North Africa, and Asia. **Prerequisites:** None.

GCU122**World Geography II: Western Hemisphere****3 credit(s) 3 period(s) lecture**

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.**GCU221****Arizona Geography****3 credit(s) 3 period(s) lecture**

The historical to modern development of Arizona. The interplay between the physical, cultural and economic factors affecting Arizona today. **Prerequisites:** None.

GIS – Geographic Information Science**GIS205****Geographic Information Technologies****3 credit(s) 3 period(s) lecture**

Introduces modern geographic information technologies, including cartography, Geographic Information System (GIS), remote sensing, global positioning systems, and statistical analyses. **Prerequisites:** None.

GIS211**Geographic Information Science I****4 credit(s) 4 period(s) lecture**

Introduces students to digital map creation including vector and raster data, map elements, and design, symbology, and the geo database using Environmental Systems Research Institute (ESRI) desktop and online mapping environments. **Prerequisites:** A grade of C or better in GIS205 or permission of Instructor.

GLG – Geology**GLG101 GLG 1101 SUN****Intro to Geology I - Physical Lecture****3 credit(s) 3 period(s) lecture**

Introduction to Earth's materials, surface and internal geologic processes, plate tectonics and geologic time. **Prerequisites:** None. **Course**

Notes: Students may receive credit for only one of the following: GLG101 or GLG101IN.

GLG102 GLG 1102 SUN**Intro to Geology II - Historical Lecture****3 credit(s) 3 period(s) lecture**

The origin and history of the Earth, its dynamic geographic and climatic changes. Evolution and sequence of life recorded in the fossil record; tectonic evolution of major continents through time. **Prerequisites:** None. **Course Notes:**

Students may receive credit for only one of the following: GLG102 or GLG102IN.

GLG103 GLG 1101 SUN**Intro to Geology I - Physical Lab****1 credit(s) 3 period(s) lab**

Includes practical experience in rock and mineral identification, topographic maps, and applied problems in geology. **Prerequisites:**

None. **Course Notes:** May accompany GLG101. Students may receive credit for only one of the following: GLG103 or GLG101IN.

GLG104 GLG 1104 SUN**Intro to Geology II - Historical Lab****1 credit(s) 3 period(s) lab**

The study of minerals, rocks, fossils, geologic maps and structures. **Prerequisites:** None.

Course Notes: May accompany GLG102.

Students may receive credit for only one of the following: GLG104 or GLG102IN.

GLG105**Introduction to Planetary Science****4 credit(s) 6 period(s) lecture and lab**

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.**GLG/AST106****Life in the Universe****4 credit(s) 6 period(s) lecture and lab**

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: A grade of C or better in MAT090, MAT091, or MAT092, or completion of higher-level mathematics course, or satisfactory placement.

GLG/AST107**Life in the Universe Laboratory****1 credit(s) 3 period(s) lab**

Astronomy, Biology, and Planetary Science laboratory. **Prerequisites:** A grade of C or better in GLG/AST106 and permission of Instructor or Department or Division. **Course Notes:** GLG107 is a legacy course intended for those students who have previously completed the corresponding lecture course. Current MCCC students should enroll in GLG106 only.

GLG110**Geological Disasters and the Environment****3 credit(s) 3 period(s) lecture**

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 earthquakes, volcanoes, floods and landslides. Examines environmental impact and use of mineral and energy resources.

Prerequisites: None. **Course Notes:** Students may receive credit for only one of the following: GLG110 or GLG110IN.

GLG111**Geological Disasters and the Environment Lab****1 credit(s) 3 period(s) lab**

Introduction to geological processes and concepts. Application of basic geologic knowledge to evaluate, interpret and propose solutions for a variety of current and past geology-related environmental disasters and hazards. **Prerequisites:** None. **Course Notes:** May accompany GLG110. Students may receive credit for only one of the following: GLG111 or GLG110IN.

GLG121**Geology of the Grand Canyon****1 credit(s) 2 period(s) lab**

Introduction to the physiography and geology of the Grand Canyon. Includes a hiking field trip to the Grand Canyon. **Prerequisites:** None. GLG103 suggested but not required.

GLG140**Introduction to Oceanography****3 credit(s) 3 period(s) lecture**

Investigates the marine environment in terms of basic scientific concepts. Emphasizes the impact of ocean pollutants, climate fluctuations, and resources from the sea.

Prerequisites: None.

GLG280**Geology of Arizona Lecture****3 credit(s) 3 period(s) 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.

GLG281**Geology of Arizona Lab****1 credit(s) 3 period(s) lab**

May accompany GLG280. Examples of specific geologic processes and local areas. May require field trips. **Prerequisites:** None.

GPH – Physical Geography**GPH111****Introduction to Physical Geography Lecture****3 credit(s) 3 period(s) lecture**

Earth's physical processes and impacts on human environments via the atmosphere, biosphere, lithosphere and hydrosphere. Topics include severe weather, climate change, biomes and ecosystems, landform processes; mountain building and erosion by rivers, glaciers, waves and wind. **Prerequisites:** None.

GPH112**Introduction to Physical Geography Lab****1 credit(s) 3 period(s) lab**

Earth's physical processes and impacts on the human environment via the atmosphere, biosphere, lithosphere and hydrosphere. Practical experiences include earth-sun relationships, weather, climate, biomes, landform processes; mountain building and erosion by rivers, glaciers, waves and wind, topographic maps. **Prerequisites:** A grade of C or better in GPH111 or **Corequisites:** GPH111.

GPH113**Introduction to Physical Geography****4 credit(s) 6 period(s) lecture + lab**

Earth's physical processes and impacts on human environments via the atmosphere, biosphere, lithosphere and hydrosphere. Topics and practical experiences include severe weather, climate change, biomes and ecosystems, landform processes; mountain building and erosion by rivers, glaciers, waves and wind, topographic maps. **Prerequisites:** None.

GPH211**Landform Processes****4 credit(s) 6 period(s) lecture + lab**

Geographic characteristics of landforms and earth surface processes emphasizing erosion, transportation, deposition and implications for human management of the environment.

Prerequisites: None.**GPH212****Introduction to Meteorology I****3 credit(s) 3 period(s) lecture**

Atmospheric processes and elements. General and local circulation, heat exchange and atmospheric moisture. **Prerequisites:** None.

GPH213**Climate and Weather****3 credit(s) 3 period(s) lecture**

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**Introduction to Meteorology Laboratory I****1 credit(s) 3 period(s) lab**

Basic meteorological and climatological measurements. **Prerequisites:** None. **Corequisites:** GPH212.

GPH215**Climate and Weather Laboratory****1 credit(s) 3 period(s) lab**

A mathematical, statistical, and spatial analysis of climatological phenomena. **Prerequisites:** None. **Corequisites:** GPH213.

HCC – Health Core Curriculum**HCC130****Fundamentals in Health Care Delivery****3 credit(s) 3 period(s) lecture**

Overview of current and recent development of 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 inter-professional 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.

HCC145**Medical Terminology for Health Care Professionals****3 credit(s) 3 period(s) lecture**

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.

HCC145AA**Medical Terminology for Health Care Professionals I****1 credit(s) 1 period(s) lecture**

Introduction to medical terms used in health care. Body systems approach to selected terms related to structures, functions, diseases, procedures, and diagnostic tests. Building and analyzing selected terms using basic word parts. Selected medical abbreviations and symbols and term spelling. **Prerequisites:** None.

HCC146**Common Medical Terminology for Health Care Professionals****2 credit(s) 2 period(s) lecture**

Common medical terms used in health care. Body systems approach to common terms related to structures, functions, diseases, procedures, and diagnostic tests. Building and analyzing common terms using word parts. Common medical abbreviations and symbols and term spelling. **Prerequisites:** None.

HCC164**Pharmacology for Allied Health****0.5 credit(s) 0.5 period(s) lecture**

Chemical, generic, and trade names for drugs. Use of drug references. Pharmacological principles of drugs. Routes of drug administration. Federal and Arizona regulations. Classification of drugs. Abbreviations and symbols for drug measurement, administration, and prescription.

Prerequisites: A grade of C or better in HCC130 or (HCC130AA, HCC130AB, HCC130AC, HCC130AD, HCC130AE and HCC130AF), or equivalent course education as evaluated by the Health Core Curriculum Coordinator.

HCC204**Clinical Pathophysiology****3 credit(s) 3 period(s) lecture**

Causes of disease and their impact on the human body. Common physiologic effects of disease on body systems. Roles of the multidisciplinary health care team in the diagnosis and treatment of disease. Cultural implications in prevention and treatment of disease. **Prerequisites:** A grade of C or better in HCC130 or (HCC130AA, HCC130AB, HCC130AC, HCC130AD, HCC130AE and HCC130AF), or equivalent and (BIO160 or BIO201).

HCC208**Health Care Leadership****1 credit(s) 1 period(s) lecture**

Introduction to concepts and skills required of health care leaders. Discussion of leadership styles and conflict management. Application of motivation, delegation, and communication techniques to teamwork and leadership.

Prerequisites: A grade of C or better in HCC130 or (HCC130AA, HCC130AB, HCC130AC, HCC130AD, HCC130AE and HCC130AF), or equivalent.

HCR – Health Care Related**HCR210****Clinical Health Care Ethics****3 credit(s) 3 period(s) lecture**

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: A grade of C or better in ENG102 or ENG108 or permission of Instructor.

HCR220**Introduction to Nursing and Health Care Systems****3 credit(s) 3 period(s) lecture**

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.

HCR230**Culture and Health****3 credit(s) 3 period(s) lecture**

Relation between cultures of diverse groups and health/illness. Emphasis on cross-cultural communication, including awareness of own cultural influences and indigenous and complementary healing practices.

Prerequisites: None.

HCR240**Human Pathophysiology****4 credit(s) 4 period(s) lecture**

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:** A grade of C or better in BIO202 or BIO205, or permission of Instructor.

HES – Health Science**HES100****Healthful Living****3 credit(s) 3 period(s) lecture**

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.

HES201**Substance Abuse and Behavior****3 credit(s) 3 period(s) lecture**

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.

HES210**Cultural Aspects of Health and Illness****3 credit(s) 3 period(s) lecture**

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.

HIM – Health Information Management**HIM101****Introduction to Health Information Management****3 credit(s) 4 period(s) lecture**

Provides detailed investigation of the history, development, and evolution of the health information management (HIM) profession. Topics include health care delivery systems, HIM career paths, HIM functions, and HIM in acute and alternative care settings.

Prerequisites: Acceptance into the Health Information Technology program and permission of Program Director.

HIM105**Computers in Healthcare and Health Record Systems****2 credit(s) 2 period(s) lecture**

Introduction to computer applications in healthcare settings including electronic health records, health record content, structure, and origin of clinical information for various healthcare settings. A basic review of federal, state, and organizational documentation guidelines. Legal and ethical issues applicable to health information documentation and coding practices.

Prerequisites: (Acceptance into either the (CCL/5092) Medical Coding: Hospital-Based or the (CCL/5014) Medical Billing and Coding: Physician-Based program) and a grade of C or better in HCC130 or permission of Program Director.

HIM106**Legal and Ethical Aspects of Health Information Management****3 credit(s) 3 period(s) lecture**

Overview of legal and ethical principles in health care and health information management. Topics include federal and state court systems; legal terminology; health care law; privacy, confidentiality, and security; release of information guidelines; ethics, bioethics, and ethical dilemmas. **Prerequisites:** Acceptance into the Health Information Technology program and permission of Program Director.

HIM180**Introduction to Medical Billing and Reimbursement****2 credit(s) 2 period(s) lecture**

Overview of the medical billing profession, the revenue management process, and federal billing guidelines. Topics include Medicare, Medicaid, third party payers, management care models, and national insurance schemes.

Prerequisites: Permission of Program Director.

HIM181**Medical Claims Processing****3 credit(s) 5 period(s) lecture + lab**

Provides in depth analysis of the medical claims process in ambulatory care settings. Topics include electronic data interchange, claims management, confidentiality, data retention, and the claims review and appeals process.

Requisites: A grade of C or better required in all Prerequisites. **Prerequisites:** (BPC110 and HIM180) or permission of Program Director. **Prerequisites or Corequisites:** HIM208 or permission of Program Director.

HIM182**Human Diseases for Coding in Long Term Care Settings****2 credit(s) 2 period(s) lecture**

Overview of diseases commonly treated in long term, home health, and hospice settings. Systems approach to causes, signs, symptoms, manifestations, diagnosis, and treatment of these diseases as required for accurate diagnostic coding. **Prerequisites:** A grade of C or better in (BIO160 and HCC146) or permission of Program Director.

HIM183**Diagnostic Coding in Long Term Care Settings****4 credit(s) 6 period(s) lecture and lab**

Introduction to the International Classification of Diseases (ICD) in long term care, home health and hospice settings. Topics include principles for diagnostic coding, standards of ethical coding, and diagnostic coding for reimbursement and coding compliance.

Requisites: A grade of C or better required in all Prerequisites. **Prerequisites:** (BIO201 and HCC145) or permission of Program Director. **Prerequisites or Corequisites:** HIM200 or permission of Program Director.

HIM203**Healthcare Statistics and Data Analytics****3 credit(s) 4 period(s) lecture + lab**

Emphasizes the role of Health Information Management professionals in calculating, mining, and reporting healthcare statistics for data analytics, research, quality assurance, financial, and other purposes. Topics include health statistics, morbidity, mortality, quality resource management, and research design.

Prerequisites: A grade of C or better in (HIM160 and MAT112) or permission of Program Director.

HIM205**Managing Health Information in Long Term Care Settings****2 credit(s) 4 period(s) lecture + lab**

Provides an in-depth analysis of the health information management function in Long Term Care (LTC) settings. Topics include long term care health record systems; LTC regulatory compliance standards and guidelines; common technologies used in LTC; and statistical and data analytics in LTC. **Prerequisites:** A grade of C or better in HIM103. **Corequisites:** BPC110 or permission of Program Director.

HIM207**Health Information Organizational Resource Management****3 credit(s) 3 period(s) lecture**

Provides an overview of principles and practices essential to the efficient use of human, financial, and physical resources within health information management services. Topics include team building, planning, leading, organizing, directing, and controlling. **Prerequisites:** A grade of C or better in (HIM101 and HIM106) or permission of Program Director.

HIM208**ICD-CM Diagnostic Coding****2 credit(s) 4 period(s) lecture + lab**

Introduction to the International Classification of Diseases, Clinical Modification (ICD-CM) coding system. Topics include application of current ICD-CM guidelines and conventions for symptoms, signs, and abnormal clinical and laboratory findings, diseases, conditions, and external causes of morbidity in inpatient and outpatient settings. **Requisites:** A grade of C or better required in all Prerequisites. **Prerequisites:** (BIO202, HCC145, and HIM200) or permission of Program Director. **Prerequisites or Corequisites:** HIM180 or permission of Program Director.

HIM209**Procedural Coding Systems for Non- Coders**
3 credit(s) 6 period(s) lecture + lab

Surveys major procedural coding systems used in acute, ambulatory, and alternative care settings. Structure, content, and guidelines for the current International Classification of Diseases, Procedure Coding System (ICD-PCS), Current Procedural Terminology (CPT), and Healthcare Common Procedure Coding System (HCPCS) classification systems are explored. Topics include purpose and function of procedural coding; coding guidelines and conventions; and coding accuracy, totality, and sequencing. A grade of C or better required in all Prerequisites. **Prerequisites:** HIM200 and BIO202. **Prerequisites or Corequisites:** HIM208 or permission of Program Director.

HIM210**ICD-PCS Coding and ICD Applications****2 credit(s) 4 period(s) lecture + lab**

Introduction to the International Classification of Diseases, Procedure Coding System (ICD-PCS). Topics include application of the current ICD-PCS guidelines and conventions for procedures in inpatient settings and coding technologies. **Requisites:** A grade of C or better required in all Prerequisites. **Prerequisites:** BIO202 and HIM200. **Prerequisites or Corequisites:** HIM208 or permission of Program Director.

HIM211**Advanced Applications of Coding and Reimbursement****4 credit(s) 6 period(s) lecture + lab**

Provides foundation for advanced coding application including the use of references, source documents, and technology. Topics include Uniform Hospital Discharge Data Set; diagnostic-related groups; federal regulations for hospital-based settings; coding conventions for home health, long term care, rehabilitation, and other health care settings; and the use of codes for administrative, reimbursement, marketing, and regulatory purposes. **Prerequisites:** A grade of C or better in (HIM208 and HIM210) or permission of Program Director.

HIM213**CPT and HCPCS Coding****3 credit(s) 6 period(s) lecture + lab**

Provides students with the foundation for using the Current Procedural Terminology (CPT) and the Healthcare Common Procedure Coding System (HCPCS). Topics include coding guidelines, healthcare reimbursement, coding technologies, ethical coding, and compliance issues. **Prerequisites:** A grade of C or better in BIO202, HCC145, HIM200, and HIM208.

HIM215**Physician-Based Billing and Coding Seminar****1 credit(s) 1 period(s) lecture**

Guidance in the development of physician-based billing and coding compliance programs. A grade of C or better required in all Prerequisites. **Prerequisites:** HIM213 or permission of Program Director. **Prerequisites or Corequisites:** HIM211 and current CPR at BLS Healthcare Provider Level through the American Heart Association and permission of Program Director. **Corequisites:** HIM216 or permission of Program Director.

HIM216**Professional Practice in Physician-Based Billing and Coding****1 credit(s) 5 period(s) lab**

Practical application of billing and coding guidelines, conventions, and regulations under the supervision of a preceptor in an ambulatory care setting. A grade of C or better required in all Prerequisites. **Prerequisites:** HIM213 or permission of Program Director. **Prerequisites or Corequisites:** HIM211 and current CPR at BLS Healthcare Provider Level through the American Heart Association and permission of Program Director. **Corequisites:** HIM215 or permission of Program Director.

HIM219**Health Information Management Systems****3 credit(s) 3 period(s) lecture + lab**

Overview of the fundamental concepts, terminology, and structure of health information systems with an emphasis on applications used to manage electronic health information. Topics include health informatics; health information systems; electronic claims processing; electronic health records; electronic data interchange; and privacy, security, and confidentiality. **Prerequisites:** A grade of C or better in HIM160, and (BPC110 or CIS105).

HIM221**Medical Coding Seminar****1 credit(s) 1 period(s) lecture**

Guides students in the development of hospital-based coding compliance programs. Explores career development tools for medical billers and coders. A grade of C or better required in all Prerequisites. **Prerequisites:** HIM213 or permission of Program Director. **Prerequisites or Corequisites:** HIM211 or permission of Program Director. **Corequisites:** HIM222 or permission of Program Director.

HIM222**Professional Practice in Medical Coding
1 credit(s) 5 period(s) lab**

Practical application of coding guidelines, conventions, and regulations under the supervision of a preceptor in an acute care setting. A grade of C or better required in all Prerequisites. **Prerequisites:** HIM213 or permission of Program Director. **Prerequisites or Corequisites:** HIM211 and current CPR at BLS Healthcare Provider Level through the American Heart Association and permission of Program Director. **Corequisites:** HIM221 or permission of Program Director.

HIM225**Health Data Analytics
3 credit(s) 4 period(s) lab**

Provides students with integral tools and skills to analyze data commonly used in healthcare provision. Topics include data analysis, organization, and preparation tools; statistical techniques and variables; study design; benchmarking; and quality and performance improvement. **Prerequisites:** A grade of C or better in (CIS114DE and HIM203).

HIM231**Health Data Management Seminar
1 credit(s) 3 period(s) lecture**

Designed for students pursuing skills and knowledge in health data management. Topics include career development, team building, health data systems management and preparation for the professional certification exam. **Prerequisites:** A grade of C or better in CIS114DE, HIM203, HIM208, and HIM209. **Corequisites:** HIM232. **Course Notes:** Student must participate in the PPE (Professional Practice Experience) Orientation. Consult with Program Director or Instructor.

HIM232**Health Data Management Professional Practice****1 credit(s) 5 period(s) laboratory**

Practical application of health data management knowledge and skills under the supervision of a preceptor in an acute, ambulatory, and/or alternative care setting.

Prerequisites: A grade of C or better in CIS114DE, HIM203, HIM208, HIM209 and current CPR certification at Basic Life Support (BLS) Healthcare Provider level through the American Heart Association. **Corequisites:** HIM231. **Course Notes:** Student must participate in the PPE (Professional Practice Experience) Orientation. Consult with Program Director or Instructor.

HIM233**Revenue Cycle Management Seminar
1 credit(s) 3 period(s) lecture**

Prepares students for the workforce in the field of revenue cycle management. Topics include strategies for team building, project collaboration, career development, and preparation and review for professional exam.

Prerequisites: A grade of C or better in (HIM208 and HIM210) or permission of Program Director. **Corequisites:** HIM234 and permission of Program Director. **Course Notes:** Student must participate in the PPE (Professional Practice Experience) Orientation. Consult with Program Director or Instructor.

HIM234**Revenue Cycle Data Management
Professional Practice****1 credit(s) 5 period(s) lab**

Practical application of revenue cycle management knowledge and skills under the supervision of a preceptor in an acute, ambulatory, and/or alternative care setting.

Prerequisites: A grade of C or better in (HIM208 and HIM210) or permission of Program Director, and CPR at BLS Healthcare Provider level through the American Heart Association. **Corequisites:** HIM233 and permission of Program Director. **Course Notes:** Current CPR certification at BLS Healthcare Provider Level through the American Heart Association required prior to placement. Student must participate in the PPE (Professional Practice Experience) Orientation. Consult with Program Director or Instructor.

HIM298AA-AC**Special Projects****1-3 credit(s) 1-3 period(s) lab**

Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. **Prerequisites:** Permission of Program Director or Instructor.

HIS – History**HIS100****History of Western Civilization to Middle Ages****3 credit(s) 3 period(s) lecture**


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**History of West Civilization Middle Ages to 1789****3 credit(s) 3 period(s) lecture**

Survey of the history of the Western world from the emergence of Western civilization in the Middle Ages to the start of the French Revolution. **Prerequisites:** None.

HIS102**History of Western Civilization 1789 to Present****3 credit(s) 3 period(s) lecture**

Survey of the history of the Western world from the French Revolution to the present. **Prerequisites:** None.

HIS103**HIS 1131** 

United States History to 1865 3 credit(s) 3 period(s) lecture

The political, economic, and social development of the United States from the Pre-Columbian period through the end of the Civil War (1865). **Prerequisites:** None.

HIS104**HIS 1132** 

United States History 1865 to Present 3 credit(s) 3 period(s) lecture

The political, economic, and social development of United States from 1865 to the present time. **Prerequisites:** None.

HIS105**Arizona History****3 credit(s) 3 period(s) lecture**

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**Southwest History****3 credit(s) 3 period(s) lecture**

Historical survey of the American Southwest including ecological/environment, political, economic, religious and social developments. Includes the unique role of the region in national and global events. **Prerequisites:** None.

HIS108**United States History 1945 to the Present****3 credit(s) 3 period(s) lecture**

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.

HIS109**Mexican-American History and Culture****3 credit(s) 3 period(s) lecture**

Examination of origins and development of the Spanish-American and Mexican- American peoples and their contribution to the culture, history and development of United States. Emphasis on Mexican- American War and its impact on educational, social, and economic conditions of the Mexican-Americans of the southwest. **Prerequisites:** None.

HIS145**History of Mexico****3 credit(s) 3 period(s) lecture**

Survey of the major forces that shaped the history of Mexico and its culturally diverse communities from pre-Columbian times to the present. Also examines how these historical forces continue to shape contemporary Mexican society and its place within the world. **Prerequisites:** None.

HIS/AIS170**American Indian History of the Southwest****3 credit(s) 3 period(s) lecture**

Covers history of American Indian Peoples of the Southwestern United States from pre-European contact era to the present. Includes historical events, the development and implementation of non-Indigenous policies and their impact on American Indian Peoples in these areas, and contemporary issues of importance. **Prerequisites:** None.

HIS190**Environmental History****3 credit(s) 3 period(s) lecture**

Survey of the environmental history of the world from hunter-gatherer societies to the present including but not limited to social groups, natural resources, and physical environments and impacts on the Earth.

Prerequisites: None.

HIS203**African-American History to 1865****3 credit(s) 3 period(s) lecture**

History and cultural heritage of African-Americans from their beginnings in Ancient Africa through the experience of chattel slavery in the Americas to their eventual emancipation and participation in the American Civil War.

Prerequisites: None.

HIS/AFR204**African-American History 1865 to Present****3 credit(s) 3 period(s) lecture**

The multifaceted history and cultural heritage of African-American communities since the Civil War, presented within the broader context of U.S. history. This course explores the social, economic, political, and cultural history of African-American communities, including the historical and cultural impacts of slavery and discrimination, and the collective struggle for freedom, equality, and self-determination throughout U.S. history. **Prerequisites:** None.

HIS209**The Chicana/o in 20th and 21st Century America****3 credit(s) 3 period(s) lecture**

Analysis of the 20th and 21st century Chicano experience. Interdisciplinary approach to contemporary Mexican American history and culture in the borderlands. **Prerequisites:** None.

HIS242**Latin American Civilization in the Post-Colonial Period****3 credit(s) 3 period(s) lecture**

A survey of the political, economic, and social forces which molded Latin American civilization in the period of the development of Republics. **Prerequisites:** None.

HST – Histologic Technology**HST180****Overview of Histology (Anatomic)****Laboratory****2 credit(s) 2 period(s) lab**

Overview of anatomic laboratory services, anatomic laboratory professionals, and the role of the histology technician. Emphasis on certification, accreditation, and regulatory agencies. Application of process improvement, quality control, laboratory mathematics, infection control, sharps/ mechanical hazards, documentation, medico-legal implications, and chemical hygiene principles. Includes information management in anatomic laboratories. Importance of management and supervision leadership principles and professional growth and ethical conduct.

Prerequisites: Admission to Histologic Technology Program or permission of Program Director.

HST181**Chemistry of Fixation****3 credit(s) 3 period(s) lecture + lab**

Principles of fixation and fixative solutions. Anatomic laboratory instrumentation and specimen handling, identification, and tracking protocols. Emphasis on gross examination processes, tissue processing protocols, and specialized processing techniques. **Prerequisites:** Admission to Histologic Technology Program or permission of Program Director, and a grade of C or better in HST180.

HST182**Microtomy****5 credit(s) 4 period(s) lecture + lab**

Emphasis on decalcification techniques, ergonomic safety practices for microtomy, and frozen section techniques. Application of embedding orientation by tissue type.

Procedures for paraffin embedding station, cryostat and rotary microtome set-up and maintenance, and sharps safety practices for the microtome. Includes techniques for microtomy, specialized microtomy, frozen section, and cytology specimen preparation.

Prerequisites: A grade of C or better in HST181.

HST183**Practicum: Chemistry of Fixation****1 credit(s) 4.5 period(s) lab**

Practicum in histology techniques performed in an anatomic laboratory. Application of clinical skills for specimen handling, identification, and tracking protocols. Use of anatomic laboratory instrumentation. Study of gross examination protocols. Demonstration of fixation techniques, paraffin processing protocols, and specialized processing techniques. Performance of clerical and computer functions using medico-legal guidelines for documentation. Use of professional and ethical conduct in all interpersonal communications. **Prerequisites:** A grade of C or better in HST181 or permission of Program Director.

HST184**Practicum: Microtomy****1 credit(s) 4.5 period(s) lab**

Practicum in histology techniques performed in an anatomic laboratory. Use of decalcification and frozen section techniques. Includes embedding orientation by tissue type and ergonomic safety practices for microtomy.

Procedures for the paraffin embedding station, cryostat and rotary microtome set-up and maintenance, and sharps safety practices for the microtome. Emphasis on techniques for microtomy, specialized microtomy, frozen section, and cytology specimen preparation.

Prerequisites: A grade of C or better in HST182.

HST185**Cellular Biological Staining****5 credit(s) 4 period(s) lecture + lab**

Recognition of basic cellular structure.

Identification of carbohydrates classification, pigments, minerals, and lipids in tissues and connective tissue structures. Explanation of chemical staining theory. Stain principles and procedures for nuclear and cytoplasmic structures, carbohydrates and lipids, connective tissue, and tissue pigments and minerals stains. **Prerequisites:** A grade of C or better in HST182. **Corequisites:** HST187.

HST186**Cellular Biological and Immunohistochemical Staining****5 credit(s) 4 period(s) lecture + lab**

Identification of pathologic organisms and neurological structures. Use of stains for microorganisms and neurological structures. Explanation of theories of histochemical and immunohistochemical staining. Procedures for histochemical and immunohistochemical stains. Overview of specimens for electron microscopy and autopsy procedures. Emphasis on assessing histology workflow processes, laboratory procedure manuals, and workload and productivity recording and monitors. **Prerequisites:** A grade of C or better in HST185.

HST187**Practicum: Cellular Biological Staining****1 credit(s) 4.5 period(s) lab**

Practicum in histology techniques performed in an anatomic laboratory. Recognition of basic cellular structure, carbohydrate structures, connective tissue, lipid structures, and pigments and minerals in tissues. Application of chemical staining. Emphasis on stains for nuclear and cytoplasmic structures, carbohydrates and lipids, connective tissue, and tissue pigments and minerals stains.

Prerequisites: A grade of C or better in HST185.

HST188**Practicum: Cellular Biological and Immunohistochemical Staining****1 credit(s) 4.5 period(s) lab**

Practicum in histology techniques performed in an anatomic laboratory. Identification of pathologic organisms and neurological structures. Use of stains for microorganisms and neurological structures. Application of histochemical and immunohistochemical stains. Observation of electron microscopy and autopsy procedures. Emphasis on histology workflow processes, laboratory procedure manuals, and workload and productivity recording and monitors. **Prerequisites:** A grade of C or better in HST186.

HUM – Humanities**HUM108****Contemporary Humanities****3 credit(s) 3 period(s) lecture**

An exploration of human expression in contemporary arts and sciences. **Prerequisites:** None.

HUM120**Cultural Viewpoints in the Arts****3 credit(s) 3 period(s) lecture**

Introduction to the influence of culture and ethnicity on the artist, including factors such as race, religion, gender, class, sexual preference, age, and region. Lecture and discussion on various art forms, including literature, visual arts, music, dance, film, and theater.

Prerequisites: None.

HUM190AA-AI**Honors Forum****1 credit(s) 1 period(s) lecture**

Interdisciplinary studies of selected issues confronting the individual and society. Formal lectures followed by informal discussions with outstanding scholars and social leaders. Supplemented by readings and pre- and post-forum discussion and critique. Varied content from module to module due to changing forum themes and issues.

Prerequisites: Admission to the College Honors Program or permission of Instructor.

HUM202**Humanities: Universal Themes****3 credit(s) 3 period(s) lecture**

The hero/heroine; fool; the social world, and the future as themes in the humanities.

Prerequisites: None.

HUM/THF205**Introduction to Cinema****3 credit(s) 3 period(s) lecture**

Survey of the history and development of the art of motion pictures, including criticism of aesthetic and technical elements.

Prerequisites: None.

HUM/WST209**Women and Films****3 credit(s) 3 period(s) lecture**

Analysis of images of women in films from both historical and contemporary perspectives.

Prerequisites: None.

HUM/THF210**Contemporary Cinema****3 credit(s) 3 period(s) lecture**

A study of contemporary films, directors, and critics with emphasis on evaluating films as an art form. **Prerequisites:** None.

HUM212**Documentary Film****3 credit(s) 3 period(s) lecture**

Survey of documentary or non-fiction film. Emphasis on the interplay between form, subject, cultural context and filmmaker perspective. Focuses on primary types of documentary film, such as poetic, observational, expository reflexive, participative, and performative. Analyzes what distinguishes documentary film from fiction film. **Prerequisites:** A grade of C or better in ENG101 or ENG107.

HUM213**Hispanic Film****3 credit(s) 3 period(s) lecture**

Analysis of Hispanic film as art form and as social commentary. **Prerequisites:** None.

HUM250**Ideas and Values in the Humanities: Early Civilizations to the Renaissance****3 credit(s) 3 period(s) lecture**

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:** A grade of C or better in ENG101.

HUM251**Ideas and Values in the Humanities: Renaissance to the Contemporary World****3 credit(s) 3 period(s) lecture**

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:** A grade of C or better in ENG101.

HUM260**Intercultural Perspectives****3 credit(s) 3 period(s) lecture**

Cultural, literary, and artistic expressions of Native, Hispanic, and African Americans. Includes traditional and modern work and contribution to American civilization.

Prerequisites: None.**HUM/EDU/STO292****The Art of Storytelling****3 credit(s) 3 period(s) lecture**

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****Introduction to International Business****3 credit(s) 3 period(s) lecture**

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.

INT – Interior Design**INT100****Interior Design Drafting****3 credit(s) 6 period(s) lecture + lab**

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**Introduction to Interior Design****3 credit(s) 3 period(s) lecture**

Overview of interior design and related professions, including the design process, elements and principles of design, and basic concepts of space planning and furniture layout. Development of design vocabulary relative to architectural details, furnishings, and finishes.

Prerequisites: None.**INT115****Historical Architecture and Furniture****3 credit(s) 3 period(s) lecture**

Historical survey of the development of architecture, interiors, furniture, and decorative arts from antiquity to the Industrial Revolution.

Prerequisites: None.**INT120****Modern Architecture and Furniture****3 credit(s) 3 period(s) lecture**

Survey of the development of architecture, interiors, furniture, and decorative arts from the Industrial Revolution to the present. Emphasis is on modern architects and designers.

Prerequisites: None.

INT122**Digital Visualization for Design****3 credit(s) 6 period(s) lecture + lab**

Introduction to raster based rendering techniques utilizing interior design and landscape drawings. Comparison of raster-based rendering to vector-based rendering and presentation techniques utilizing leading industry software such as Adobe Photoshop and Adobe Illustrator. **Prerequisites:** None.

INT/TEC126**Sewing for the Home****3 credit(s) 3 period(s) lecture**

Provides students systemic skills and knowledge to plan and construct draperies, shades, pillows, bedding and other home furnishings through instructional projects. Emphasizes techniques used in producing textile goods for the home. **Prerequisites:** None. **Course Notes:** Basic sewing skills recommended. INT/TEC126 may be repeated for a total of nine (9) credit hours.

INT140**Introduction to CAD for Interior Design****3 credit(s) 6 period(s) lecture + lab**

This class focuses on the development of two-dimensional and three-dimensional spatial development through the use of Computer-Aided Design (CAD), computer-aided design for interior design following American Institute of Architects (AIA) guidelines. **Prerequisites:** None.

INT145**Drawing and Rendering****3 credit(s) 6 period(s) lecture + lab**

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:** None.

INT150**Color and Design****3 credit(s) 6 period(s) lecture + lab**

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.

INT156**Furniture Upholstery I****3 credit(s) 5 period(s) lecture + lab**

Techniques of general furniture upholstery, operations of webbing, springing, stuffing, trimming, sewing and cushion making on approved student-selected projects.

Prerequisites: None. **Course Notes:** INT156 may be repeated for a total of nine (9) credit hours. Students must provide the furniture piece.

INT157**Furniture Upholstery II****3 credit(s) 5 period(s) lecture + lab**

Application and use of modern materials and tools, button tufting, channel construction, and special trim effects. **Prerequisites:** A grade of C or better in INT156 or permission of Department or Division. **Course Notes:** INT157 may be repeated for a total of nine (9) credit hours. Students must provide the furniture piece.

INT158**Furniture Upholstery III****3 credit(s) 5 period(s) lecture + lab**

Advanced techniques in upholstering of furniture and other needle-trade items; time and money saving shortcuts in layout; fabric cutting and sewing. **Prerequisites:** A grade of C or better in INT157 or permission of Department or Division. **Course Notes:** INT158 may be repeated for a total of nine (9) credit hours. Students must provide the furniture piece.

INT159**Furniture Upholstery IV****3 credit(s) 5 period(s) lecture + lab**

Advanced techniques of furniture upholstery for students interested in entering the upholstery trade; modern production techniques for sewing; stuffing; and finishing; job estimating; equipment selection and maintenance. **Prerequisites:** A grade of C or better in INT158. **Course Notes:** INT159 may be repeated for credit. Students must provide the furniture piece.

INT160**Fabrics for Interiors****3 credit(s) 3 period(s) lecture**

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 credit(s) 6 period(s) lecture + lab**

Properties, performance, maintenance, sustainability and general characteristic of interior finishes, furnishings, and equipment. Emphasis on building a resource file of interior finishes, furnishings, and equipment sources. **Prerequisites:** A grade of C or better in INT105 or permission of Instructor.

INT175**Custom Design****3 credit(s) 6 period(s) lecture + lab**

Custom design for interiors. Creative problem-solving using design theory and process to the custom design of interiors. Emphasis on visualization of concepts through sketching, shop drawings, and basic specifications. **Prerequisites:** A grade of C or better in [INT105 and (ARC141 or INT140) and INT122 and (INT145 or (INT145AA and INT145AB))] or permission of Instructor.

INT190**Space Planning****3 credit(s) 6 period(s) lecture + lab**

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. Considerations for space utilization including anthropometrics and ergonomics. **Requisites:** A grade of C or better required in all Prerequisites. **Prerequisites:** INT105. **Prerequisites or Corequisites:** ARC141 or INT140.

INT211**Interior Materials and Specifications****3 credit(s) 6 period(s) lecture + lab**

Properties, performance, maintenance, sustainability and general characteristics of interior finishes. Emphasis on selection, basic estimating, and writing specifications.

Requisites: A grade of C or better required in all Prerequisites. **Prerequisites:** ARC141, or INT140, or permission of Instructor.

Prerequisites or Corequisites: INT222 or [INT240 or (INT240AA and INT240AB)].

INT215**Professional Practices****3 credit(s) 6 period(s) lecture + lab**

Marketing, business processes, and ethical issues in the interior design industry. Create materials for use in the profession including a portfolio, resume, and online presence. Includes hands-on experiences within the interior design field. **Prerequisites:** A grade of C or better in INT190 or permission of Instructor.

INT230**Presentation Techniques****3 credit(s) 6 period(s) lecture + lab**

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. **Requisites:** A grade of C or better required in all Prerequisites.

Prerequisites: [INT145 or (INT145AA and INT145AB)] and (INT140 or ARC141).

Prerequisites or Corequisites: INT122 or ARC142.

INT240**Kitchen and Bath Design****3 credit(s) 6 period(s) lecture + lab**

Exploration into the specific requirements associated with kitchen and bath design.

Emphasis on the design process and computer-based tools for interior design.

Requisites: A grade of C or better required in all Prerequisites. **Prerequisites:** INT190 and (ARC141 or INT140).

Prerequisites or Corequisites: INT211 or (INT211AA and INT211AB).

INT268**Lighting Design****3 credit(s) 6 period(s) lecture + lab**

Study of interior lighting design and its impact on the health, safety and welfare of the public.

Prerequisites: AAS Degree in Interior Design or permission of Department or Division.

INT271AA**Interior Design Internship****1 credit(s) 5 period(s) lab**

Interior design work experience in the interiors industry. Required to work 80 hours.

Supervised and evaluated by a coordinator.

Prerequisites: Permission of Department or Division. **Course Note:** May be repeated for a total of four (4) credits with department permission.

INT271AB**Interior Design Internship****2 credit(s) 10 period(s) lab**

Interior design work experience in the interiors industry. Required to work 160 hours.

Supervised and evaluated by a faculty coordinator. **Prerequisites:** Permission of Department or Division. **Course Note:** May be repeated for a total of four (4) credits with department permission.

INT271AC**Interior Design Internship****3 credit(s) 15 period(s) lab**

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.

INT274AA**Interior Design Study Tour****1 credit(s) 5 period(s) lab**

A tour of the interior design industry outside of the metropolitan Phoenix area. Includes a variety of experiences and activities to enhance knowledge about this multi-faceted career.

Prerequisites: Permission of Department or Division.

INT274AB**Interior Design Study Tour****2 credit(s) 10 period(s) lab**

A tour of the interior design industry outside of the metropolitan Phoenix area. Includes a variety of experiences and activities to enhance knowledge about this multi-faceted career.

Prerequisites: Permission of Department or Division.

INT274AC**Interior Design Study Tour****3 credit(s) 15 period(s) lab**

A tour of the interior design industry outside of the metropolitan Phoenix area. Includes a variety of experiences and activities to enhance knowledge about this multi-faceted career.

Prerequisites: Permission of Department or Division.

INT285**Design Portfolio Development****1 credit(s) 1.5 period(s) lab**

Design, produce, and present a professional portfolio appropriate to the field of Interior Design. Includes material selection and techniques, customer focus, contents and organization, presentation formats, and presentation boards to represent a variety of technical and aesthetic areas of design.

Prerequisites: A grade of C or better in INT240 or (INT240AA and INT240AB) or permission of Program Director.

IPP – Interpreter Preparation Program

Also see American Sign Language, ASL.

IPP198**Careers in Deaf Studies: Observation****1 credit(s) 1 period(s) lecture + lab**

Provides experience through observation to the world of work of a professional interpreter. Observation of professional interpreters in a variety of work settings, including but not limited to professional principles, standards and ethics applied to everyday interpreting settings. **Prerequisites:** A grade of C or better in IPP205 or permission of Department or Division. Completion of prerequisites within the last three years is required. **Course Notes:** IPP198 may be repeated for a total of three (3) credits.

IPP205**Introduction to Interpreting****3 credit(s) 3 period(s) lecture**

Theories of role, function, responsibilities, and communication strategies of the American Sign Language (ASL)/English interpreter. Covers application and implementation of the National Registry of Interpreters for the Deaf (R.I.D.) and National Association of the Deaf (N.A.D.) Code of Professional Conduct. Additional topics addressed include interpreters functioning as advocates, moral systems vs. ethical systems, standard business practices, and perceptions of consumers. **Prerequisites:** A grade of C or better in ASL201 or permission of Department or Division. Completion of prerequisites within the last three years is required. **Course Notes:** IPP205 may be repeated for a total of nine (9) credit hours.

IPP208**Advanced American Sign Language Discourse****4 credit(s) 4 period(s) lecture (Spring only)**

Advanced study of terminology and discourse in various fields such as medical, judicial, technological, as well as financial and business transactions. Use of specialized terminology/concepts in dialogues, discussions, and narratives. Advanced use of classifiers, structuring of space, and grammatical features of American Sign Language (ASL).

Prerequisites: A grade of B or better in ASL203. Completion of prerequisites within the last three years is required.

IPP215

ASL to English Consecutive Interpreting
2 credit(s) 3 period(s) lecture + lab (*Fall only*)

Sequential development of consecutive interpreting skills from American Sign Language (ASL) to English. Source language analysis and target language equivalents emphasized. Analysis of texts and contexts of naturally occurring monologues, guidance for discovering personal filters, practice of skills, techniques for self and peer evaluations, and application of theoretical models.

Prerequisites: (Acceptance into the Interpreter Preparation Program or permission of Department or Division) and IPP211 with a grade of "B" or better.

IPP216

ASL to English Simultaneous Interpreting
3 credit(s) 4 period(s) lecture + lab (*Spring only*)

Sequential development of simultaneous interpreting skills from American Sign Language (ASL) to English. Source language analysis and target language equivalents emphasized. Analysis of texts and contexts of naturally occurring monologues from different genres with increasing length and difficulty, practice of skills, techniques for self and peer evaluations, and application of theoretical models. **Prerequisites:** A grade of B or better in IPP215 and permission of Program Director.

Course Notes: IPP216 must be completed with a grade of B or better to graduate from the Associate in Applied Science (AAS) and Certificate of Completion (CCL) in Interpreter Preparation programs. Students must acknowledge the Interpreter Preparation Exit Requirements prior to enrollment in IPP216 and should consult with an advisor for guidance.

IPP218

English to ASL Consecutive Interpreting
2 credit(s) 3 period(s) lecture + lab (*Fall only*)

Sequential development of consecutive interpreting skills from English to American Sign Language (ASL). Source language analysis and target language equivalents emphasized. Analysis of texts and contexts of naturally occurring monologues, guidance for discovering personal filters, practice of skills, techniques for self and peer evaluations, and application of theoretical models.

Prerequisites: (Acceptance into the Interpreter Preparation Program or permission of Department or Division) and IPP211 with a grade of "B" or better. IPP215 suggested but not required.

IPP219

English to ASL Simultaneous Interpreting
3 credit(s) 4 period(s) lecture + lab (*Spring only*)

Sequential development of simultaneous interpreting skills from English to American Sign Language (ASL). Source language analysis and target language equivalents emphasized. Analysis of texts and contexts of naturally occurring monologues from differing genres with increasing length and difficulty, practice of skills, techniques for self and peer evaluations, and application of theoretical models. **Prerequisites:** A grade of B or better in IPP218, and permission of Program Director. Completion of prerequisites within the last three years is required. **Course Notes:** IPP219 must be completed with a grade of B or better to graduate from the Associate in Applied Science (AAS) and Certificate of Completion (CCL) in Interpreter Preparation programs. Students must acknowledge the Interpreter Preparation Exit Requirements prior to enrollment in IPP219 and should consult with an advisor for guidance.

IPP220**Interactive Interpreting I**

3 credit(s) 4 period(s) lecture + lab (*Fall only*)

Sequential development of interactive interpreting skills from English to American Sign Language (ASL) and from ASL to English. Perform source language analysis, apply cognitive processing techniques, and produce target language equivalents. Analysis of texts and contexts of naturally occurring dialogues, practice of skills, techniques for self and peer evaluations, and application of theoretical models. **Prerequisites or Corequisites:** A grade of B or better in IPP211 or permission of Department or Division. Completion of prerequisites within the last three years is required.

IPP221**Interactive Interpreting II**

3 credit(s) 4 period(s) lecture + lab (*Spring only*)

Continued development of interactive interpreting skills from English to American Sign Language (ASL) and from ASL to English. Perform source language analysis, apply cognitive processing techniques, and produce target language equivalents. Analysis of texts and contexts of naturally occurring dialogues, practice of skills, techniques for self and peer evaluations, and application of theoretical models. **Prerequisites:** A grade of B or better in IPP220, and permission of Program Director. Completion of prerequisites within the last three years is required. **Course Notes:** IPP221 must be completed with a grade of B or better to graduate from the Associate in Applied Science (AAS) and Certificate of Completion (CCL) in Interpreter Preparation programs. Students must acknowledge the Interpreter Preparation Exit Requirements prior to enrollment in IPP221 and should consult with an advisor for guidance.

IPP229**Interpreter Preparation Internship Seminar**
1 credit(s) 1 period(s) lecture

(*Spring only*)

Classroom portion of the Interpreter Preparation Program internship. Emphasizes the blend of job-related activities including career exploration, employment application procedures, interpersonal skills, and on-the-job problems. **Prerequisites:** Acceptance into the Interpreter Preparation Program and/or program director approval. **Corequisites:** IPP230AA or IPP230AB. **Course Notes:** IPP229 may be repeated for a total of four (4) credit hours.

IPP230AA**Interpreter Preparation Program Internship**
1 credit(s) 5 period(s) lab (*Spring only*)

Laboratory portion of the Interpreter Preparation Program seminar. Eighty (80) clock hours of work required. Practical experience in settings such as educational, rehabilitation, community service centers, and agencies serving children, adolescents, and/or adults who are deaf or hard of hearing. Designed to provide students with the opportunity to synthesize practical and academic experiences gained during the in-classroom portion of the program. Site, supervision, and plan of activity mutually agreed upon by the student and instructor. Capstone experience for Associate in Applied Science (AAS) degree students.

Prerequisites: Acceptance into the Interpreter Preparation Program and Program Director approval. **Corequisites:** IPP229. **Course Notes:** IPP230AA must be completed with a grade of B or better to graduate from the Associate in Applied Science (AAS) and Certificate of Completion (CCL) in Interpreter Preparation programs. IPP230AA may be repeated for a total of four (4) credit hours. Students must acknowledge the Interpreter Preparation Exit Requirements prior to enrollment in IPP230AA and should consult with an advisor for guidance.

IPP230AB**Interpreter Preparation Program Internship**
2 credit(s) 10 period(s) lab (*Spring only*)

Laboratory portion of the Interpreter Preparation Program Seminar. One hundred sixty (160) clock hours of work required. Practical experience in settings such as educational, rehabilitation, community service centers, and agencies serving children, adolescents and/or adults who are deaf or hard of hearing. Designed to provide students with the opportunity to synthesize practical and academic experiences gained during the in-classroom portion of the program. Site, supervision, and plan of activity mutually agreed upon by the student and instructor. Capstone experience for Associate in Applied Science (AAS) degree students. **Prerequisites:** Acceptance into the Interpreter Preparation Program and Program Director approval. **Corequisites:** IPP229. **Course Notes:** IPP230AB must be completed with a grade of B or better to graduate from the Associate in Applied Science (AAS) and Certificate of Completion (CCL) in Interpreter Preparation programs. IPP230AB may be repeated for a total of four (4) credit hours. Students must acknowledge the Interpreter Preparation Exit Requirements prior to enrollment in IPP230AB and should consult with an advisor for guidance.

IPP242**Educational Interpreting Skills****1 credit(s) 2 period(s) lecture + lab**

Skill development and application of techniques used specifically in educational (K-12) interpreting and transliterating. Covers sign systems, technical signs, and methods of non-standard sign incorporation. **Prerequisites:** A grade of B or better in (IPP209 and IPP211) and permission of Program Director. **Course Notes:** IPP242 must be completed with a grade of B or better to graduate from the Associate in Applied Science (AAS) and Certificate of Completion (CCL) in Interpreter Preparation programs. IPP242 may be repeated for a total of four (4) credit hours. Students must acknowledge the Interpreter Preparation Exit Requirements prior to enrollment in IPP242 and should consult with an advisor for guidance.

IPP250AA**Special Topics: Interpreter Preparation****1 credit(s) 1 period(s) lecture + lab**

Explores a special topic related to interpreter preparation. Topics vary and include concepts relevant to those pursuing career in (American Sign Language) ASL/English Interpreting and Transliterating.

Prerequisites: Acceptance into the Interpreter Preparation Program or permission of Program Director. **Course Note:** IPP250AA may be repeated for credit.

IPP250AB**Special Topics: Interpreter Preparation****2 credit(s) 2 period(s) lecture + lab**

Explores a special topic related to interpreter preparation. Topics vary and include concepts relevant to those pursuing career in (American Sign Language) ASL/English Interpreting and Transliterating. **Prerequisites:**

Acceptance into the Interpreter Preparation Program or permission of Program Director.

Course Note: IPP250AB may be repeated for credit.

IPP250AC**Special Topics: Interpreter Preparation
3 credit(s) 3 period(s) lecture + lab**

Explores a special topic related to interpreter preparation. Topics vary and include concepts relevant to those pursuing career in (American Sign Language) ASL/English Interpreting and Transliterating.

Prerequisites: Acceptance into the Interpreter Preparation Program or permission of Program Director. **Course Note:** IPP250AC may be repeated for credit.

**ITS – Information Technology
Security****ITS110****Information Security Fundamentals****3 credit(s) 4 period(s) lecture + lab**

Fundamental concepts of information technology security. Topics include authentication methods, access control, cryptography, Public Key Infrastructure (PKI), network attack and defense methods, hardening of operating systems and network devices, securing remote access and wireless technologies and securing infrastructures and topologies. Emphasis on hands-on labs in both the Windows and Linux environments. Builds on thorough understanding of Transmission Control Protocol/Internet Protocol (TCP/IP) and security concepts and Microsoft (MS) Windows and Linux Administration.

Prerequisites: A grade of C or better in CIS126DL, or CIS126RH, or permission of Program Director. Corequisites: BPC270 or MST150++.

ITS120**Legal, Ethical and Regulatory Issues
3 credit(s) 3 period(s) lecture**

Exploration of legal and ethical issues unique to information security. Analysis of professional ethical codes and their application to information security practitioners. Federal and state laws as they relate to information security.

Prerequisites: None.

ITS240**Ethical Hacking and Network Defense
3 credit(s) 4 period(s) lecture + lab**

Preparation for the EC-Council Certified Ethical Hacking examination. In-depth exploration of how to effectively protect computer networks from risks ranging from malicious infiltration to cyber-warfare. Includes examination of ethical hacking, relevant tools and methodologies, and its importance to network security. Resources to identify new computer network vulnerabilities and counter security strategies will be discussed as well as an overview of relevant computer crime laws and penalties. **Prerequisites:** A grade of C or better in ITS110, or CNT205, or CIS270, or CIS271DB, or CIS272DB, or permission of Instructor.

ITS291**Computer Forensics Foundations****4 credit(s) 5 period(s) lecture + lab**

Development of foundational computer forensic skills. Introduction to preserving, identifying, extracting, interpreting, and documenting computer data as part of a forensically sound analysis. Examination of the physical and logical structure of hard drives. Study of the logical structure of Windows-based file systems and common applications. Introduction to the logical structure of Unix/Linux-based file systems and common applications of commercial forensic tools.

Prerequisites: A grade of C or better in BPC170 and ITS110 or permission of Instructor.

ITS292**Advanced Computer Forensics****4 credit(s) 5 period(s) lecture + lab**

Advanced computer forensics analysis techniques with commercial tools. Introduction to open-source forensic tools. Emphasis on data recovery from complex applications and media types. Study of the logical structure of Unix/Linux-based file systems. Advanced search techniques. Analysis of unallocated space, compound files, and NTFS artifacts. **Prerequisites:** A grade of C or better in ITS291 or permission of Instructor.

LAS – Paralegal Studies**LAS101****Introduction to Law****3 credit(s) 3 period(s) lecture**

Legal terminology and basic legal principles in the areas of tort, contract, and criminal law. Interrelationships among lawyers, the court system, and law enforcement and administrative agencies. Development of a case for trial, adjudication, and post-verdict procedures in the civil and criminal systems.

Prerequisites: None.

LAS107**The Paralegal Profession****3 credit(s) 3 period(s) lecture**

Focus on the role, responsibilities, and ethical standards of a paralegal. Provides an overview of the legal system and the role of the paralegal in the legal system. Emphasis on professional development and job-search strategies.

Prerequisites: None.

LAS109**Civil Procedures I****3 credit(s) 3 period(s) lecture**

Pretrial procedural issues in both Arizona and the federal system. Emphasis on Arizona Rules of Civil Procedure 1-37, 41, 55, 56, and 72-76. Coverage of applicable time limits, filing requirements, and proficiency in locating appropriate provisions in the Arizona Rules of Civil Procedure. Drafting of pleadings and motions and the application of procedural rules pertinent to the early stages of civil litigation.

Prerequisites: Acceptance into the Paralegal Studies program. A grade of C or better required in all Prerequisites. **Prerequisites or Corequisites:** LAS101 and LAS107 and (BPC110 or CIS105 or permission of Program Director).

LAS110**Civil Procedures II****3 credit(s) 3 period(s) lecture**

Application of the procedural aspects of discovery, trial preparation, and post-trial work as part of a litigation team. Emphasis on practical concerns, such as interviewing of witnesses; preparation of discovery documents, exhibits, and transmittal memoranda; summarizing and indexing depositions; organization of files; preparation of trial notebooks; and participation in a mock trial.

Prerequisites: A grade of C or better in LAS109 and (BPC110 or CIS105 or permission of Program Director).

LAS115**Criminal Trial Procedure****3 credit(s) 3 period(s) lecture**

Procedural aspects of the criminal trial process in Arizona state courts from preliminary proceedings through trial. Emphasis on application of the rules of criminal procedure and preparation of common trial documents by paralegals. Documents include the charging instrument, pre-trial motions, and jury instructions. **Prerequisites:** A grade of C or better in LAS109 and (BPC110 or CIS105 or permission of Program Director).

LAS131**Legal Writing****3 credit(s) 3 period(s) lecture**

The use of proper grammar, punctuation, and spelling in the construction of sentences and the development of paragraphs. Use of case briefs to study effective writing and analytical techniques. Analysis and application of the writing process to produce well-written documents commonly used in the practice of law. **Requisites:** A grade of C or better required in all Prerequisites. **Prerequisites or Corequisites:** LAS109 and (BPC110 or CIS105 or permission of Program Director).

LAS203**Ethics and Professional Practice****3 credit(s) 3 period(s) lecture**

Rules of professional responsibility and ethical requirements with an emphasis on their application to legal assistants. Sources of power to regulate the practice of law. Issues related to unauthorized practice of law. Examination of professionalism in the legal profession. **Prerequisites:** A grade of C or better in LAS131 and (BPC110 or CIS105 or permission of Program Director).

LAS204**Contract Law**

3 credit(s) 3 period(s) lecture Examination of contracts and their regulation by the Uniform Commercial Code. Review and drafting of basic agreements. **Prerequisites or Corequisites:** A grade of C or better in LAS109 and (BPC110 or CIS105 or permission of Program Director).

LAS208**Probate****3 credit(s) 3 period(s) lecture**

Emphasis on various ways in which property can be held and passed on. Requirements for valid wills and trusts. Steps involved in estate administration and appropriate forms to be used. Includes drafting basic wills and simple trusts. **Prerequisites:** A grade of C or better in LAS109 and (BPC110 or CIS105 or permission of Program Director).

LAS211**Legal Research****3 credit(s) 3 period(s) lecture**

Use of print and electronic media to locate public documents, statutes, administrative regulations, and cases from county, state, and federal jurisdictions. Reading and interpreting research results. Shepardizing. Use of proper citation forms. **Prerequisites or Corequisites:** A grade of C or better in LAS109 and (BPC110 or CIS105 or permission of Program Director).

LAS212**Tort Law****3 credit(s) 3 period(s) lecture**

Basic elements of negligence, strict liability, intentional torts; defenses; damages; insurance coverage. Evaluation of records and personal injury claims; review of insurance policies; settlement brochure; preparation of case intake memorandum. **Prerequisites:** A grade of C or better in LAS109 and (BPC110 or CIS105 or permission of Program Director).

LAS214**Business Organizations****3 credit(s) 3 period(s) lecture**

Analysis and evaluation of business organizations with practical application of the law to analyze the utility, form, and function of Sole Proprietorships, General Partnerships, Limited Partnerships, Limited Liability Companies, and Corporations. Preparation of documents to create the most effective and feasible business organization under a given set of circumstances. **Prerequisites:** A grade of C or better in LAS109 and (BPC110 or CIS105 or permission of Program Director).

LAS217**Family Law****3 credit(s) 3 period(s) lecture**

Legal analysis of marriage, dissolution of marriage, parental rights and duties; pleading and practice. **Prerequisites:** A grade of C or better in LAS109 and (BPC110 or CIS105 or permission of Program Director).

LAS220**Paralegal Internship Seminar****1 credit(s) 1 period(s) lecture**

Coordinates on-the-job experiences with interpersonal relations, communications, time-management, and case-management skills. Provides opportunity to discuss problems encountered during internship. **Prerequisites:** A grade of C or better in LAS203, LAS211, (LAS204 or LAS212), and (BPC110 or CIS105 or permission of Program Director). **Corequisites:** LAS221AB.

LAS221AB**Paralegal Internship****2 credit(s) 10 period(s) lab**

Field work through placement at a law firm or other law-related organization where student will gain experience working in a legal setting. Supervision and evaluation by on-the-job supervisor as well as college program director. **Prerequisites:** Permission of Program Director. **Corequisite:** LAS220. **Course Notes:** LAS221AB requires a minimum of 160 hours of field experience in a legal setting.

LAS225**Legal Research, Analysis, and Writing****3 credit(s) 3 period(s) lecture**

Integration and further development of legal research and writing skills with an emphasis on critical thinking, issue analysis, and motion practice. Focus on integrating research, writing, and legal argument development.

Prerequisites: A grade of C or better in LAS131 and LAS211 and (BPC110 or CIS105 or permission of Program Director).

LAS229**Litigation Technologies****3 credit(s) 3 period(s) lecture**

Use of presentation software; use of timekeeping, calendaring, and docketing software; use of litigation support software to organize case files; use of electronic trial presentation software in an electronic courtroom; ethical issues. **Prerequisites:** A grade of C or better in LAS110 and (BPC110 or CIS105 or permission of Program Director).

LAS261**Bankruptcy****3 credit(s) 3 period(s) lecture**

Examination of bankruptcy laws and procedures and the role of paralegals in bankruptcy practice, including the commencement of a case, preparation of common forms, review of bankruptcy litigation including contested matters and adversary proceedings, and debtors' and creditors' rights and obligations. **Prerequisites:** A grade of C or better in LAS109 and (BPC110 or CIS105 or permission of Program Director).

LAS265**Regulatory Compliance**

3 credit(s) 3 period(s) lecture Examination of, and requirements for, organizations maintaining compliance with regulatory schemes. Emphasis on federal regulations and the role of non-lawyer personnel, such as paralegals, in obtaining, organizing, analyzing, and presenting recommendations for acting on factual information and legal research related to regulatory requirements. **Prerequisites:** A grade of C or better in LAS109 and (BPC110 or CIS105 or permission of Program Director).

LAS280**Paralegal Studies Portfolio Capstone****1 credit(s) 1 period(s) lecture**

Demonstration of acquired skills and knowledge through review, revision, and supplementation of electronic portfolio containing evidence of program competencies; preparation, revision, and review of work product samples to facilitate the transition from student to entry-level paralegal. **Requisites:** A grade of C or better required in all Prerequisites. **Prerequisites:** LAS110, LAS203, LAS204, LAS214 and (BPC110 or CIS105 or permission of Program Director). **Prerequisites or Corequisites:** (LAS225 and LAS229) or permission of Program Director.

LBA – Laboratory Assisting**LBA155****Laboratory Assisting: Principles and Procedures**

5 credit(s) 5 period(s) lecture + lab Overview of laboratory services, laboratory professionals, and the role of a laboratory assistant. Principles and procedures for pre-analytical processing of laboratory specimens. Performance of specimen processing, pre-analytical processes, and point-of-care testing. Application of quality assurance, quality control, quality management principles, infection control, and laboratory safety. Use of laboratory supplies, instrumentation, and information systems. Performing clerical and computer functions using medico-legal guidelines for documentation. **Prerequisites:** (Acceptance into the Laboratory Assisting program), (a grade of C or better in PLB109 and PLB111), and permission of Program Director.

LBA158**Laboratory Assisting Practicum****2 credit(s) 9 period(s) lab**

Practicum in laboratory assisting based in healthcare facilities or reference laboratories. Performance of clinical skills for pre-analytical processing of laboratory specimens, initial testing phases, and point-of-care testing using laboratory instrumentation, information systems, and supplies. Application of quality assurance, quality control, infection control, and laboratory safety. Performance of clerical and computer functions using medico-legal guidelines for documentation. Use of professional and ethical conduct in all interpersonal communications. **Prerequisites:** A grade of C or better in LBA155 and permission of Program Director.

LDR – Leadership

LDR101

Emerging Leaders I

2 credit(s) 2 period(s) lecture

Concepts and application of leadership skills and service learning to promote social change and value clarification. Development of organizational leadership skills through experiential learning. **Prerequisites:** None.

LDR102

Emerging Leaders II

2 credit(s) 2 period(s) lecture

Focus on implementing collaborative practices and organizational leadership skills to promote positive social change. Apply value-based leadership behavior in diverse settings.

Prerequisites: A grade of C or better in LDR101 or permission of Instructor.

MAS – Medical Assisting

MAS101

Introduction to Medical Assisting

3 credit(s) 3 period(s) lecture

Introduction to professional skills required in the field of medical assisting. Development of professional behaviors and expectations; in addition to but not limited to communication and mathematical calculations used.

Prerequisites: None. **Course Notes:** Students must meet all the competencies to continue the Medical Assisting program.

MAS102

Fundamentals of Administrative Medical Assisting

6 credit(s) 6 period(s) lecture

Explores fundamental administrative procedures in ambulatory healthcare settings, such as appointment scheduling, telephone etiquette, and patient rights. Emphasis on a basic understanding of medical law and ethics and Health Insurance Portability and Accountability Act (HIPAA) regulations.

Provides a basic overview of insurance, coding, billing, and electronic health records (EHR) as they relate to medical assisting. **Prerequisites:** A grade of C or better in MAS101.

MAS103

Basic Anatomy, Physiology, and Medical Terminology

3 credit(s) 3 period(s) lecture

Provides an overview of medical terminology and the word parts used in building and analyzing terms used in healthcare, including abbreviations and symbols. A body-systems approach is used for terms relating to anatomy, physiology, and pathophysiology.

Prerequisites: None.

MAS104

Medical Administrative Assisting Practicum

4 credit(s) 4 period(s) lab

Students will apply the medical administrative concepts learned in previous program courses.

Prerequisites: A grade of C or better in HCC145 or MAS103. **Course Notes:** All health and safety documents must remain current and in good standing, especially TB screening and CPR BLS provider, throughout the MAS104 Practicum.

MAS200**Medical Conversions and Calculations for Medical Assisting****2 credit(s) 2 period(s) lecture**

Introduction to mathematical calculations specific to the clinical practice of medical assistants. Application of skills include conversions of measurements in the metric system, temperature conversions, military-standard time conversions, and medication dosage equivalents and calculations.

Prerequisites: A grade of C or better in MAS104. **Course Notes:** MAS104 is graded using the Pass/Fail (P/Z) grading. Students must meet all the competencies to continue the Medical Assisting program. MAS200 may be repeated for a total of four (4) credit hours.

MAS201**Fundamentals of Clinical Medical Assisting****6 credit(s) 7.5 period(s) lec + lab**

Provides a foundation for clinical lab skills related to medical assisting. This hands-on course will explore surgical procedures, vital signs, sterilization, electrocardiogram (EKG), and emergency situations in the ambulatory setting. Includes a review of the steps involved in basic first aid and healthcare provider cardiopulmonary resuscitation (CPR).

Prerequisites: A grade of C or better in MAS200 and acceptance into the Clinical Medical Assisting or Medical Assisting program.

MAS202**Laboratory Testing in Ambulatory Healthcare Settings****6 credit(s) 7.5 period(s) lec + lab**

Introduction to basic Point of Care Testing (POCT), specimen collection, and handling. Theory and practice of basic phlebotomy and application of fundamental phlebotomy procedures and techniques in a clinical ambulatory healthcare setting.

Prerequisites: A grade of C or better in MAS201. **Course Notes:** Students must pass all lab competencies and the clinical final exam with a minimum of 85% to pass the course. (MAERB Policy 215)

MAS203**Medical Assisting Pharmacology****6 credit(s) 7.5 period(s) lec + lab**

Explores principles of basic pharmacology and medication administration. Focus on responsibility and appropriate medication protocols as they relate to medical assisting.

Prerequisites: A grade of C or better in MAS201 and MAS202. **Course Notes:** Students must pass all dosage calculation tests and the clinical final exam with a 100% to pass the course.

MAS204**Clinical Medical Assisting Practicum****4 credit(s) 9 period(s) lab**

Application of clinical medical assisting concepts while interacting with patients at a clinical practicum site. **Prerequisites:** A grade of C or better in MAS203. **Course Notes:** All health and safety documents must remain current and in good standing, especially TB screening and CPR BLS provider, throughout the MAS204 Practicum.

MAS205**Medical Assisting Program Review****2 credit(s) 2 period(s) lecture**

Prepares students to apply for the clinical credentialing examination and for entry into the medical assisting industry. **Prerequisites:** A grade of C or better in MAS203.

MAT – Mathematics

The following courses require a graphing calculator: MAT112, MAT121, MAT141, MAT142, MAT151, MAT152, MAT182, MAT187, MAT206, MAT212, MAT213, MAT217, MAT218, MAT220, MAT221, MAT225, MAT230, MAT231, MAT240, MAT256, MAT257, and MAT276.

MAT103

College Mathematics Prep

3 credit(s) 3 period(s) lecture

Foundational knowledge of topics necessary for success in College Mathematics. Emphasis on understanding mathematical concepts and their applications. Topics include number sense, proportional reasoning, numerical and algebraic expressions, linear equations, and representations of data. **Prerequisites:** None.

Course Notes: MAT103 students may receive credit for only one of the following: (MAT052 and MAT053 and MAT055) or MAT103. This course is designed for students that do not qualify for MAT141 or MAT142, but intend to complete MAT14+ College Mathematics for their degree path. This course covers topics from basic arithmetic and introductory algebra.

MAT108

Tutored Mathematics

2 credit(s) 2 period(s) lecture

Structured tutorial assistance and math study skills to help students achieve success in a mathematics course in which they are concurrently enrolled. Mathematics study skills emphasized. **Prerequisites:** None.

Corequisites: MAT051 or higher OR MAT15+, OR permission of Department or Division Chair.

MAT112

Mathematical Concepts and Applications

3 credit(s) 3 period(s) lecture

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: A grade of C or better in each of the following courses: (MAT051 and MAT052 and MAT053), OR a grade of C or better in MAT08+, OR an appropriate district placement.

MAT114

College Algebra Prep

4 credit(s) 4 period(s) lecture

Proper use of function notation, average rate of change of functions, and evaluating arithmetic and algebraic expressions. Analysis of linear and quadratic equations, and their applications; graphs of linear and quadratic functions; operations on polynomial expressions.

Prerequisites: None. **Course Notes:** MAT114 students may receive credit for only one of the following: MAT114, OR MAT115.

MAT121

Intermediate Algebra

4 credit(s) 4 period(s) lecture

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.

Prerequisites: A grade of C or better in each of the following courses: (MAT055 and MAT056 and MAT057), OR a grade of C or better in MAT09+, OR an appropriate district placement. **Course Note:** MAT121 students may receive credit for only one of the following: MAT120, OR MAT121, OR MAT122 OR MAT126.

MAT141 MAT 1142 SUN ☼**College Mathematics****4 credit(s) 4 period(s) lecture**

Working knowledge of college-level mathematics and its applications to real-life problems. Emphasis on understanding mathematical concepts and their applications. Topics include proportional reasoning, modeling, finance, probability, and statistics.

Prerequisites: An appropriate District placement, or a grade of C or better in (MAT052, MAT053, and MAT055), or (MAT055, MAT056, and MAT057), or MAT085, or MAT09+, or MAT103, or MAT114, or MAT115, or MAT12+. **Course Notes:** MAT141 students may receive credit for only one of the following: MAT140, MAT141, MAT142, MAT145, or MAT146. Students do not need to take all MAT classes in numerical order; please consult with an advisor for the appropriate math sequence for student educational goals.

MAT142 MAT 1142 SUN ☼**College Mathematics****3 credit(s) 3 period(s) lecture**

Working knowledge of college-level mathematics and its applications to real-life problems. Emphasis on understanding mathematical concepts and their applications. Topics include proportional reasoning, modeling, finance, probability, and statistics.

Prerequisites: An appropriate District placement, or a grade of C or better in (MAT052, MAT053, and MAT055), or (MAT055, MAT056, and MAT057), or MAT085, or MAT09+, or MAT103, or MAT114, or MAT115, or MAT12+. **Course Notes:** MAT142 students may receive credit for only one of the following: MAT140, MAT141, MAT142, MAT145, or MAT146. Students do not need to take all MAT classes in numerical order; please consult with an advisor for the appropriate math sequence for student educational goals.

MAT145 MAT 1142 SUN ☼**College Mathematics with Review****5 credit(s) 5 period(s) lecture**

Working knowledge of college-level mathematics and its applications to real-life problems. Emphasis on understanding mathematical concepts and their applications.

Topics include proportional reasoning, modeling, finance, probability, and statistics, along with review of arithmetic and introductory algebra, as needed. **Prerequisites:** None. **Course Notes:** MAT145 students may receive credit for only one of the following: MAT140, MAT141, MAT142, MAT145, or MAT146. This course is designed for students that do not qualify for MAT141 or MAT142, but intend to complete MAT14+ College Mathematics for their degree path. Review of Basic Arithmetic and Introductory Algebra as needed.

MAT151 MAT 1151 SUN ☼**College Algebra/Functions****4 credit(s) 4 period(s) lecture**

Analysis and interpretation of the behavior and nature of functions including linear, quadratic, higher-order polynomials, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, using multiple methods including matrices, and modeling and solving real world problems. **Prerequisites:** A grade of C or better in MAT095, or MAT096, or MAT114, or MAT115, or MAT12+, OR an appropriate district placement for MAT15+, OR permission of Department or Division Chair. **Course Notes:** Students may receive credit for only one of the following: MAT150, OR MAT151, OR MAT152, OR MAT155, OR MAT156.

MAT152 MAT 1151 **College Algebra/Functions****3 credit(s) 3 period(s) lecture**

Analysis and interpretation of the behavior and nature of functions including linear, quadratic, higher-order polynomials, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, using multiple methods including matrices, and modeling and solving real world problems. **Prerequisites:** A grade of C or better in MAT095, or MAT096, or MAT114, or MAT115, or MAT12+, OR an appropriate district placement for MAT15+, OR permission of Department or Division Chair. **Course Notes:** Students may receive credit for only one of the following: MAT150, OR MAT151, OR MAT152, OR MAT155, OR MAT156.

MAT155 MAT 1151 **College Algebra/Functions with Review****5 credit(s) 5 period(s) lecture**

Analysis and interpretation of the behavior and nature of functions including linear, quadratic, higher-order polynomials, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, using multiple methods including matrices, and modeling and solving real world problems. **Prerequisites:** A grade of C or better in (MAT055, MAT056, and MAT057), or MAT09+, or MAT114, or MAT115, or an appropriate district placement for MAT120 or MAT121 or MAT122, or permission of Department/Division Chair. **Course Notes:** Students may receive credit for only one of the following: MAT150, OR MAT151, OR MAT152, OR MAT155, OR MAT156. This course is designed for students that do not qualify for MAT150 or MAT151 or MAT152, but intend to complete MAT15+ College Algebra for their degree path. Review of MAT12+ Intermediate Algebra as needed.

MAT182**Plane Trigonometry****3 credit(s) 3 period(s) lecture**

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. **Prerequisites:** A grade of C or better in MAT15+, OR an appropriate district placement. **Corequisites:** MAT15+. **Course Notes:** MAT182 students may receive credit for only one of the following: MAT182 or MAT187.

MAT187 MAT 1187 **Precalculus****5 credit(s) 5 period(s) lecture**

Topics in algebra and trigonometry in preparation for calculus. **Prerequisites:** A grade of C or better in MAT 15+, OR an appropriate district placement. **Course Notes:** Students may receive credit for only one of the following: MAT182 OR MAT187.

MAT206 MAT 1160 **Elements of Statistics****3 credit(s) 3 period(s) lecture**

Basic concepts and applications of statistics, including data description, estimation and hypothesis tests. **Prerequisites:** A grade of C or better in MAT14+, or MAT15+, or MAT187, or equivalent, or satisfactory District placement, or permission of Department or Division Chair.

MAT212 MAT 2212 **Brief Calculus****3 credit(s) 3 period(s) lecture**

Introduction to the theory, techniques and applications of the differential and integral calculus of functions with problems related to business, life, and the social sciences.

Prerequisites: A grade of C or better in MAT15+, or MAT187, or an appropriate District placement. **Course Notes:** Students may receive credit for only one of the following: MAT212 or MAT213.

MAT213 MAT 2212

Brief Calculus**4 credit(s) 4 period(s) lecture**

Introduction to the theory, techniques, and applications of the differential and integral calculus **Prerequisites:** A grade of C or better in MAT15+, or MAT187, or an appropriate District placement. **Course Note:** Students may receive credit for only one of the following: MAT212 or MAT213.

MAT217**Mathematical Analysis for Business****3 credit(s) 3 period(s) lecture**

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:** A grade of C or better in MAT212, or MAT213, or MAT220, or MAT221. **Course Notes:** Students may receive credit for only one of the following: MAT217 or MAT218.

MAT218**Mathematical Analysis for Business****4 credit(s) 4 period(s) lecture**

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:** A grade of C or better in MAT212, or MAT213, or MAT220, or MAT221. **Course Notes:** Students may receive credit for only one of the following: MAT217 or MAT218.

MAT220 MAT 2220 SUN☼**Calculus with Analytic Geometry I****5 credit(s) 5 period(s) lecture**

Limits, continuity, differential and integral calculus of functions of one variable.

Prerequisites: A grade of C or better in MAT187, or an appropriate District placement.

Course Note: Students may receive credit for only one of the following: MAT220 or MAT221.

MAT221 MAT 2220 SUN☼**Calculus with Analytic Geometry I****4 credit(s) 4 period(s) lecture**

Limits, continuity, differential and integral calculus of functions of one variable.

Prerequisites: A grade of C or better in MAT187, or an appropriate District placement.

Course Notes: Students may receive credit for only one of the following: MAT220 or MAT221.

MAT225**Elementary Linear Algebra****3 credit(s) 3 period(s) lecture**

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 MAT 2227 SUN☼**Discrete Mathematical Structures****3 credit(s) 3 period(s) lecture**

Course emphasizes discrete mathematics connections to computer science by exposing students to foundational concepts of set theory, logic, counting, induction, proof techniques, graph theory, and algorithms. **Prerequisites:** A grade of C or better in MAT212, or MAT213, or MAT220, or MAT221, or permission of Department/ Division Chair.

MAT230 MAT 2230 SUN ☼**Calculus with Analytic Geometry II
5 credit(s) 5 period(s) lecture**

Techniques of integration for both proper and improper integrals with applications to the physical and social sciences, elements of analytic geometry, and the analysis of sequences and series. **Prerequisites:** Grade of C or better in MAT220 or MAT221 or equivalent. **Course Note:** Student may receive credit for only one of the following: MAT230 or MAT231.

MAT231 MAT 2230 SUN ☼**Calculus with Analytic Geometry II
4 credit(s) 4 period(s) lecture**

Techniques of integration for both proper and improper integrals with applications to the physical and social sciences, elements of analytic geometry, and the analysis of sequences and series. **Prerequisites:** Grade of C or better in MAT220 or MAT221 or equivalent. **Course Note:** Student may receive credit for only one of the following: MAT230 or MAT231.

MAT241 MAT 2241 SUN ☼**Calculus with Analytic Geometry III
4 credit(s) 4 period(s) lecture**

Multivariate calculus including vectors, vector-valued functions, partial differentiation, multiple integration, and an introduction to vector fields. **Prerequisites:** Grade of C or better in MAT230 or MAT231. **Course Note:** Student may receive credit for only one of the following: MAT240 or MAT241.

MAT256**Investigating Quantity: Number, Operations and Numeration Systems****4 credit(s) 4 period(s) lecture**

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 (MAT15+ or higher), or (MAT12+ and MAT14+), or [MAT14+ and (MAT114 or MAT115)], or (MAT14+ and an appropriate District placement into MAT150, MAT151, or MAT152), or permission of Department/ Division Chair. **Course Notes:** MAT256 is designed to meet requirements for prospective elementary education teachers.

MAT257**Investigating Geometry, Probability and Statistics****4 credit(s) 4 period(s) lecture**

Explores geometry, measurement, probability and statistics. Uses visualization, technologies, problem solving, reasoning and proof to develop a conceptual understanding of these topics. **Prerequisites:** A grade of C or better in MAT256 OR permission of Department/ Division Chair. **Course Notes:** MAT257 is designed to meet the requirements for prospective elementary education teachers.

MAT276 MAT 2262 SUN ☼**Modern Differential Equations****4 credit(s) 4 period(s) lecture**

Introduces differential equations, theoretical and practical solution techniques with applications. Problem solving using MATLAB. **Prerequisites:** A grade of C or better in MAT230 or MAT231 or permission of Department/Division Chair. **Course Notes:** Students may receive credit for only one of the following: MAT276 or MAT277.

MAT298AA-AC**Special Projects****1-3 credit(s) 1-3 period(s) lab**

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 Department/ Division Chair. **Course Notes:** MAT298AC may be repeated for a total of six (6) credit hours.

MDL – Medical Laboratory Science**MDL190****Clinical Laboratory Operations****2 credit(s) 2 period(s) lecture**

Overview of laboratory services, laboratory professionals, and the role of a medical laboratory technician (clinical laboratory technician). Understanding of health care reform, reimbursement, cost analysis, coding, credentialing, accreditation, and regulatory agencies. Emphasis on process improvement, laboratory mathematics, statistics, documentation, medico-legal implications, education, management and personnel, and specimen integrity. Application of pre-analytical, analytical, and post-analytical principles, infection control, and laboratory safety. Recognition of acceptable quality control and quality management principles, phlebotomy principles, and lab equipment, glassware, labware, and water purification. Includes information systems and information management in laboratories. Importance of professional growth, communicating with the patient and public, and ethical conduct.

Prerequisites: Acceptance into the Medical Laboratory Science program and permission of Program Director.

MDL240**Clinical Urinalysis and Body Fluid Analysis****3 credit(s) 5 period(s) lecture + lab**

Examines anatomy and physiology of the renal system, renal diseases, and renal function tests. Emphasis on interpretation, evaluation, and reporting of urinalysis and body fluid results, urine and body fluid collection techniques, types, specimen handling and preservation, and instrument calibration, maintenance, and quality control. Application of body fluid analyses, and chemical and microscopic analysis of urine.

Prerequisites: A grade of C or better in MDL190, acceptance into the Medical Laboratory Science program, and permission of the Program Director.

MDL241**Practicum: Clinical Urinalysis and Body Fluid Analysis****1 credit(s) 6 period(s) lab**

Practicum experience in clinical urinalysis and body fluid analysis based in healthcare facilities or reference laboratories. Assessment of anatomy and physiology of the renal system, renal diseases, and renal function tests. Performance of interpretation, evaluation, and reporting of urinalysis and body fluid results, urine and body fluid collection techniques, types, specimen handling and preservation, and instrument calibration, maintenance, and quality control. Performance of body fluid analyses and chemical and microscopic analysis of urine.

Prerequisites: A grade of C or better in MDL240, acceptance into the Medical Laboratory Science program, and permission of the Program Director.

MDL242**Clinical Hematology and Hemostasis****6 credit(s) 9 period(s) lecture + lab**

Examines the anatomy and physiology of the hematopoietic and hemostasis systems, hematology and hemostasis case studies, anemia categories, and thrombocyte, hemostatic, and malignant and nonmalignant leukocyte disorders. Emphasis on interpreting, evaluating, and reporting hematology and hemostasis results, anticoagulant therapy, morphology, peripheral smear correlation with analyzer results and patient condition, erythrocyte indices, collection techniques, specimen handling, calibration, and quality control. Methods of analysis on hematology and hemostasis analyzers, and preventive maintenance. **Prerequisites:** A grade of C or better in MDL240, acceptance into the Medical Laboratory Science program, and permission of the Program Director.

MDL243**Practicum: Clinical Hematology and Hemostasis****1 credit(s) 6 period(s) lab**

Practicum experience in clinical hematology and hemostasis based in healthcare facilities or reference laboratories. Assessment of the anatomy and physiology of the hematopoietic and hemostasis systems, hematology case studies, anemia categories, and thrombocyte, malignant and nonmalignant leukocyte disorders. Application of interpreting, evaluating, and reporting hematology results, morphology, peripheral smear correlation with analyzer results, erythrocyte indices, collection techniques, specimen handling, calibration, and quality control. Emphasis on hematology and hemostasis analyzers, and preventive maintenance. Perform hematology and hemostasis analyses. **Prerequisites:** A grade of C or better in MDL242, acceptance into the Medical Laboratory Science program, and permission of the Program Director.

MDL244**Clinical Immunohematology and Immunology****6 credit(s) 9 period(s) lecture + lab**

Principles of immunity and immunologic testing. Causes of disorders of the immune system. Study of blood group antigens, antibodies, and genetics. Understanding of donor blood collection, component preparation, and transfusion therapies. Performance of testing techniques and evaluation of data.

Prerequisites: A grade of C or better in MDL242, acceptance into the Medical Laboratory Science program, and permission of the Program Director.

MDL245**Practicum: Clinical Immunohematology and Immunology****1 credit(s) 6 period(s) lab**

Practicum in immunohematology and immunology in healthcare facilities or reference laboratories. Performance of clinical skills in immunity and immunologic testing, testing for disorders of the immune system, blood group antigens, antibodies, and genetics. Observation of donor blood collection, - component preparation, and transfusion therapies. Performance of testing techniques and evaluation of data. **Prerequisites:** A grade of C or better in MDL244, acceptance into the Medical Laboratory Science program, and permission of the Program Director.

MDL246**Clinical Microbiology****6 credit(s) 9 period(s) lecture + lab**

Emphasis on microbial infectious and bioterrorism agents, classification, morphology, phenotyping, diseases, biotechnology and molecular technology, quality assurance and quality control, epidemiological significance, and regulatory standards. Application of antimicrobial, biochemical, and differential testing, drug resistance, selection, inoculation and incubation of culture media, isolation techniques, cell culture and viral detection tests, and macroscopic and microscopic evaluation. Emphasis on staining, rapid and commercial testing methods, safety precautions, specimen collection, handling, storage, and disposal of biological material, pretreatment, decontamination, and concentration techniques, specimen type, source, and common microbial flora, specimen acceptability, and instrumentation.

Prerequisites: A grade of C or better in MDL244, acceptance into the Medical Laboratory Science program, and permission of the Program Director.

MDL247**Practicum: Clinical Microbiology****1 credit(s) 9 period(s) lab**

Practicum experience in clinical microbiology based in healthcare facilities or reference laboratories. Emphasis on microbial infectious and bioterrorism agents, classification, morphology, phenotyping, diseases, biotechnology and molecular technology, quality assurance and quality control, epidemiological significance, and regulatory standards. Application of antimicrobial, biochemical, and differential testing, drug resistance, selection, inoculation and incubation of culture media, isolation techniques, cell culture and viral detection tests, and macroscopic and microscopic evaluation. Procedures for staining, rapid and commercial testing methods, safety precautions, specimen collection, handling, storage, and disposal of biological material, pretreatment, decontamination, and concentration techniques, specimen type, source, and common microbial flora, specimen acceptability, and instrumentation. **Prerequisites:** A grade of C or better in MDL246, acceptance into the Medical Laboratory Science program, and permission of the Program Director.

MDL248**Clinical Chemistry****6 credit(s) 9 period(s) lecture + lab**

Principles and procedures of clinical chemistry and testing for diseases of protein, nonprotein nitrogen compounds, lipid, glucose, bilirubin, liver disease, cardiac and endocrine function, toxicology, therapeutic drug monitoring, acid base balance, electrolytes, and trace elements. Emphasis on quality assurance, quality control, mathematics and statistical analysis, specimen collection, and preanalytical processes. Study of immunoassays, nucleic acid probes, viral and tumor markers, automation of analytical techniques, spectrophotometry, genetic diseases and inborn errors of metabolism, and point-of-care testing. Use of reagents, equipment, supplies, and units of measure. **Prerequisites:** A grade of C or better in MDL246, acceptance into the Medical Laboratory Science program, and permission of the Program Director.

MDL249**Practicum: Clinical Chemistry****1 credit(s) 9 period(s) lab**

Practicum in clinical chemistry based in healthcare facilities or reference laboratories. Performance of clinical skills in clinical chemistry and testing for diseases of protein, nonprotein nitrogen compounds, lipid, glucose, bilirubin, liver disease, cardiac and endocrine function, toxicology, therapeutic drug monitoring, acid base balance, electrolytes, genetic diseases and inborn errors of metabolism, and trace elements. Application of quality assurance, quality control, mathematics and statistical analysis, specimen collection, and preanalytical processes. Performance of immunoassays, nucleic acid probes, viral and tumor markers, automation of analytical techniques, spectrophotometry, and point-of-care testing. Use of reagents, equipment, supplies, and units of measure. **Prerequisites:** A grade of C or better in MDL248, acceptance into the Medical Laboratory Science program, and permission of Program Director.

MDL252**Clinical Preparation I****0.5 credit(s) 2.5 period(s) lecture + lab**

Examines clinical laboratory testing in a simulated laboratory environment. Emphasis on interpretation, evaluation, and reporting of a variety of laboratory results, and includes instrument calibration, maintenance, and quality control. **Prerequisites:** A grade of C or better in MDL244, acceptance into the Medical Laboratory Science program, and permission of Program Director.

MDL263**Clinical Preparation II****0.5 credit(s) 2.5 period(s) lecture + lab**

Continuation of examination of clinical laboratory testing in a simulated laboratory environment. Emphasis on interpretation, evaluation, and reporting of a variety of laboratory results, and includes instrument calibration, maintenance, and quality control. **Prerequisites:** A grade of C or better in MDL248, acceptance into the Medical Laboratory Science program, and permission of Program Director.

MDL291**Medical Laboratory Science Program Capstone****1 credit(s) 1 period(s) lecture**

Preparation for the professional practice national examinations. Topics include methodologies, techniques, and problem solving relative to urinalysis; body fluids, hematology, hemostasis, immunohematology, immunology, microbiology, and chemistry. Development of personalized test taking strategies and examination study plan.

Prerequisites: (A grade of C or better in MDL247 and MDL249), acceptance into the Medical Laboratory Science program and permission of Program Director.

MDL295AA**Special Topics: Medical Laboratory Science****1 credit(s) 2 period(s) lecture + lab**

Explores a special topic related to medical laboratory science. Topics vary and include concepts relevant to those advancing or pursuing careers in medical laboratory science. **Prerequisites:** Permission of Program Director. **Course Note:** May be repeated for a total of three (3) credit hours.

MDL295AB**Special Topics: Medical Laboratory Science****2 credit(s) 3 period(s) lecture + lab**

Explores a special topic related to medical laboratory science. Topics vary and include concepts relevant to those advancing or pursuing careers in medical laboratory science. **Prerequisites:** Permission of Program Director. **Course Note:** May be repeated for a total of six (6) credit hours.

MDL295AC**Special Topics: Medical Laboratory Science****3 credit(s) 4 period(s) lecture + lab**

Explores a special topic related to medical laboratory science. Topics vary and include concepts relevant to those advancing or pursuing careers in medical laboratory science. **Prerequisites:** Permission of Program Director. **Course Note:** May be repeated for a total of six (6) credit hours.

MGT – Management

MGT126

Customer Service Skills and Strategies

3 credit(s) 3 period(s) lecture + lab

Explores strategies to help improve job performance and develop a service-oriented philosophy. Uses practical training concepts and techniques to demonstrate how superior customer service can lead to competitive advantage and profitability in business. Focuses on both internal and external customers, interactions among people, processes, and systems within the organization and how to integrate these areas into a total quality delivery program. **Prerequisites:** None.

MGT147

Supply Chain Management

3 credit(s) 3 period(s) lecture

Supply chain management, including basic concepts and underlying principles of logistics and inventory management. **Prerequisites:** None.

MGT175

Business Organization and Management

3 credit(s) 3 period(s) lecture

Covers basic principles of managing quality and performance in organizations. Covers management functions: planning, organizing, leading, and controlling. Emphasizes continual improvement, ethics, and social responsibility. **Prerequisites:** None.

MGT229

Management and Leadership I

3 credit(s) 3 period(s) lecture

Covers management concepts and applications for business, industry, and government organizations. **Prerequisites:** None.

MGT230

Management and Leadership II

3 credit(s) 3 period(s) lecture

Includes practical applications of activities, issues and problems related to current managerial and supervisory skills and talents.

Prerequisites: A grade of C or better in MGT229 or permission of Department or Division.

MGT251

Human Relations in Business

3 credit(s) 3 period(s) lecture

Analysis of motivation, leadership, communications, and other human factors. Cultural differences that may create conflict and affect morale within organizations.

Prerequisites: None. MGT101, or MGT175, or MGT229 suggested but not required.

MGT253

Owning and Operating a Small Business

3 credit(s) 3 period(s) lecture

Starting, organizing, and operating a small business, including location, finance management processes, advertisement and promotion, credit, inventory control and ethics. **Prerequisites:** None.

MGT270AA

Management Internship

1 credit(s) 1 period(s) lecture + lab

Management work experience in a business or industry. 80 hours of designated work per credit. **Prerequisites:** Permission of Department or Division. **Course Notes:** MGT270AA may be repeated for a total of three (3) credit hours.

MGT270AB

Management Internship

2 credit(s) 2 period(s) lecture + lab

Management work experience in a business or industry. 80 hours of designated work per credit. **Prerequisites:** Permission of Department or Division. **Course Notes:** MGT270AB may be repeated for a total of six (6) credit hours.

MGT270AC**Management Internship****3 credit(s) 3 period(s) lecture + lab**

Management work experience in a business or industry. 80 hours of designated work per credit. **Prerequisites:** Permission of Department or Division. **Course Notes:** MGT270AC may be repeated for a total of six (6) credits.

MGT276**Human Resources Management****3 credit(s) 3 period(s) lecture**

Human resource planning, staffing, training, compensating, and appraising employees in organizations. **Prerequisites:** None. MGT101 or MGT175 or MGT229 suggested, but not required. **Course Notes:** MGT101 or MGT175 or MGT229 suggested but not required.

MGT286**Human Resource Employment Management****3 credit(s) 3 period(s) lecture**

Techniques and methodology for coordinating and monitoring effective employment selection practices. Includes description of employment functions, staffing analysis, employment recruitment and advertising, applicant screening, interviewing and reference checking, employee selection and placement within a human resources division. **Prerequisites:** A grade of C or better in MGT276 or permission of department.

**MHL – Music: History/
Literature****MHL140****Survey of Music History****3 credit(s) 3 period(s) lecture**

Study of composers, compositions, styles, and periods in music history. **Prerequisites:** None.

MHL143**Music in World Cultures****3 credit(s) 3 period(s) lecture**

Non-European musical traditions including the study of music in rituals, musical instruments and the impact of cultures on musical styles.

Prerequisites: None.**MHL145****American Jazz and Popular Music****3 credit(s) 3 period(s) lecture**

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****Survey of Broadway Musicals****3 credit(s) 3 period(s) lecture**

Survey of Broadway musicals traced from their origins to the present viewed in their cultural, political, and socioeconomic contexts.

Emphasis on stylistic periods, composers, lyricists, directors, and choreographers.

Prerequisites: None.**MHL153****Rock Music and Culture****3 credit(s) 3 period(s) lecture**

History of Rock music and how cultural, social, political, and economic conditions have shaped its evolution. **Prerequisites:** None.

MHL155**Survey of American Music****3 credit(s) 3 period(s) lecture**

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.

MHL194**Music and Culture****3 credit(s) 3 period(s) lecture**

Introduction to the study of multicultural music in its social, cultural, historical and economic contexts. Performance of music using percussion, rhythm, and the human body. Historical and social aspects of global cultures' musical expressions. **Prerequisites:** A grade of C or better in MTC101 or a higher level MTC course; or **Corequisites:** MTC105 and MTC106 or permission of Instructor.

MHL204**Hip-Hop Music and Culture****3 credit(s) 3 period(s) lecture**

A history of Hip-Hop's musical and artistic elements and how cultural, social, political, and economic conditions have shaped its evolution. **Prerequisites:** A grade of C or better in ENG101, or ENG107, or permission of Instructor.

MHL241**Music History and Literature to 1750****3 credit(s) 3 period(s) lecture**

In-depth study of music history from the primitive era through the Baroque period.

Prerequisites or Corequisites: A grade of C or better in MTC155 and MTC156, or permission of Instructor.

MHL242**Music History and Literature 1750 to Present****3 credit(s) 3 period(s) lecture**

In-depth study of music history from the Classical period through the Contemporary period. **Prerequisites:** A grade of C or better in MHL241 or permission of Instructor.

MIS – Military Science**MIS101****Introduction to the United States Army****4 credit(s) 5 period(s) lecture and lab (Fall only)**

Introduces the personal challenges and competencies that are critical for effective leadership and communication. Students learn how the personal development of life skills such as cultural understanding, goal setting, time management, stress management and comprehensive fitness relate to leadership, officership and the Army profession. Focuses on developing basic knowledge and comprehension of Army leadership dimensions, attributes and core leader competencies while gaining an understanding of the Army ROTC program, its purpose in the Army, and its advantages for the student. Includes physical training assessments, tactical training, as well as lecture-based instruction. **Prerequisites:** None.

MIS102**Foundation of Agile and Adaptive Leadership****4 credit(s) 5 period(s) lecture and lab (Spring only)**

Introduces the professional challenges and competencies that are needed for effective execution of the profession of arms and Army communication. Through this course, students learn how ethics and values shape the Army and the specific ways that these ethics are inculcated into Army culture. Explores the seven Army values and the warrior ethos, investigate the profession of arms and Army leadership as well as an overview of the Army, and gains practical experience using critical communication skills. Includes physical training assessments, tactical training, as well as lecture-based instruction. **Prerequisites:** A grade of C or better in MIS101.

MIS201**Army Leadership and Decision Making****4 credit(s) 5 period(s) lecture and lab** (*Fall only*)

Academically challenging course where students study, practice and apply the fundamentals of Army leadership, officership, Army values and ethics, personal development and small-unit tactics at the platoon level. Requires the student to demonstrate writing skills and present information briefings as preparation for development in becoming a successful future officer. Includes reading assignments, homework assignments, small group assignments, briefings, case studies, practical exercises, a mid-term exam and final exam. Also includes physical training assessments, tactical training, as well as lecture-based instruction. **Prerequisites:** A grade of C or better in MIS102.

MIS202**Army Doctrine and Team Development****4 credit(s) 5 period(s) lecture and lab** (*Spring only*)

Academically challenging course where students study, practice and apply the fundamentals of the leadership, officer skills, Army values and ethics, personal development and tactics at the small-unit level. Focuses on cross-cultural competencies as they relate to Army doctrine and how they apply in a combatant commander's engagement strategies. Stresses Army values, teamwork and warrior ethos and their relationship to the law of land warfare and philosophy of military service. Covers the ability to lead and follow through team building exercises in small units up to squad level. Requires the student to demonstrate writing skills and present information briefings as preparation for development in becoming a successful future officer. Also includes physical training assessment, tactical training, as well as lecture-based instruction. **Prerequisites:** A grade of C or better in MIS201.

MKT – Marketing**MKT101****Introduction to Public Relations****3 credit(s) 3 period(s) lecture**

Emphasizes public relations techniques used both within and outside the business organization, including operation of a PR counseling firm. **Prerequisites:** None.

MKT/TEC109**Introduction to Fashion Merchandising****3 credit(s) 3 period(s) lecture**

Explores the various levels and specialized segment of the fashion industry, the principles of fashion, the fundamentals of merchandising apparel, consumers' influence on demand and marketing activities. **Prerequisites:** None.

MKT110**Marketing and Social Networking****3 credit(s) 3 period(s) lecture**

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 social media campaigns. **Prerequisites:** None.

MKT111**Applied Marketing and Social Networking****3 credit(s) 4 period(s) lecture + lab**

Examination of the strategic use of digital and social media marketing platforms and tools for global communication and networking, including analysis of various digital and social media platforms and tools for developing brands, creating professional networks and creating engaging content. Hands-on use of social media platforms and tools to conduct research, develop strategies for creating, integrating, and evaluating social media marketing campaigns, and development of metrics to measure effectiveness. **Prerequisites:** A grade of C or better in MKT110.

MKT/TEC151**Display and Visual Merchandising****3 credit(s) 4 period(s) lecture + lab**

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.

MKT/TEC200**Retail Buying****3 credit(s) 3 period(s) lecture**

Examines management/buyer role in investment, pricing, planning, controlling sales and inventories. **Prerequisites:** None. Any BPC/CIS spreadsheet course recommended.

MKT263**Advertising Principles****3 credit(s) 3 period(s) lecture**

Introduces the advertising function within business, including media study, creative strategies, and advertising campaigns.

Prerequisites: None. MKT271 suggested, but not required.

MKT267**Principles of Sales****3 credit(s) 3 period(s) lecture**

Analyzes and applies the steps and techniques used in personal selling. Highlights the role of the professional sales representative and his/her functions as they relate to the company's mission and customer expectations.

Prerequisites: None.

MKT268**Merchandising****3 credit(s) 3 period(s) lecture**

Survey's structure and operation of retail organizations. Emphasizes merchandising to include price, location, time promotion and quantity. **Prerequisites:** None. MKT271 suggested but not required.

MKT271**Principles of Marketing****3 credit(s) 3 period(s) lecture**

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.

MKT/TEC274AC**Fashion Merchandising Study Tour****3 credit(s) 15 period(s) lab**

A tour of the retail merchandising industry outside the metropolitan Phoenix area. Includes a variety of experiences and activities to enhance awareness of this multifaceted career.

Prerequisites: Department approval.

MKT280AA**Marketing Internship****1 credit(s) 1 period(s) lecture + lab**

Marketing work experience in a business or industry. 80 hours of designated work per credit. **Prerequisites:** Permission of

Department or Division. **Course Notes:** MKT280AA may be repeated for a total of four (4) credits.

MKT280AB**Marketing Internship****2 credit(s) 2 period(s) lecture + lab**

Marketing work experience in a business or industry. 80 hours of designated work per credit. **Prerequisites:** Permission of Department or Division. **Course Notes:** MKT280AB may be repeated for a total of four (4) credits.

MKT280AC**Marketing Internship****3 credit(s) 3 period(s) lecture + lab**

Marketing work experience in a business or industry. 80 hours of designated work per credit. **Prerequisites:** Permission of Department or Division. **Course Notes:** MKT280AC may be repeated for a total of six (6) credits.

MMT – Multimedia Technology**MMT/AVC184****Computer Animation****3 credit(s) 6 period(s) lecture + lab**

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:** A grade of C or better in AVC100, or ART111, or ART116, or permission of Instructor.

MMT/AVC185**3D Modeling and Animation I****3 credit(s) 6 period(s) lecture + lab**

Basic concepts of 3D modeling. Anatomy of computer geometry; basic elements that make computer models—curves, surfaces, non-uniform rational basis spline (NURBS), and polygons. 3D translation, shading, materials, and rendering. **Requisites:** A grade of C or better required in all Prerequisites. **Prerequisites or Corequisites:** AVC100 or permission of Instructor.

MMT216**Multimedia Project Management****3 credit(s) 6 period(s) lecture + lab**

Interactive video and multimedia project management including defining, analyzing, designing, and validating interactive/multimedia applications; building and managing development and production teams; planning, budgeting, and scheduling; interactive/multimedia authoring; project implementation; and writing RFP's (Request For Proposal). **Prerequisites:** None.

MNT – Micro and Nano Technology**MNT110****Nanotechnology: What It Is and Why It Matters****3 credit(s) 3 period(s) lecture**

Designed to provide students with a strong fundamental understanding of the scientific principles, processing, and applications of nanotechnology. Includes the concepts of chemical bonding, quantum mechanics, and microstructure applied to various nanomaterials and their use in electronic devices, composites, computing, and various other biological, medical, energy-related, and current consumer applications. Introduces analytical techniques used in nanotechnology, as well as possible societal applications. **Prerequisites:** None.

MNT201**Materials, Safety, and Equipment for Nanotechnology**

3 credit(s) 4 period(s) lecture + lab Safety procedures and equipment used in the micro and nanotechnology industries. Covers chemical, biological, and energy safety protocol as well as infrastructure facilities and systems. Also includes an overview of the structural, chemical, and physical classification of materials. **Prerequisites:** None.

MNT210**Basic Nanotechnology Processes**

3 credit(s) 4 period(s) lecture + lab

Introduction to basic nanotechnology processes and a comparison of top-down and bottom-up manufacturing processes. Covers characteristics of plasma and its application to additive and subtractive processes. Also includes basic pattern transfer processes, laser ablation, and chemical and physical vapor deposition.

Prerequisites: None.

MNT220**Materials in Nanotechnology**

3 credit(s) 4 period(s) lecture + lab

Examination of material used in the field of nanotechnology. Covers colloids, nanoparticles, oxides, and quantum dots in addition to self-assembly applications. Also includes biocompatibility and the dry etch material fabrication process. **Prerequisites:** None.

MST – Microsoft Technology**MST150EI****Configuring Windows 8**

3 credit(s) 4 period(s) lecture + lab

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 maintain Windows clients and backup and recovery. Designed to prepare students for the Microsoft Windows 8 certification examination (70- 687).

Prerequisites: None. MST140, or CNT140++ recommended.

MST150SV**Microsoft Windows 7 Configuration**

3 credit(s) 4 period(s) lecture + lab

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.

MST150WT**Installing and Configuring Microsoft Windows 10**

3 credit(s) 4 period(s) lecture + lab

In-depth exploration of how to effectively install and configure Windows 10. Includes features of Windows 10, virtualization improvements, network connectivity, access to resources, monitor and maintain Windows clients and backup and recovery. Designed to prepare students for the Microsoft Windows 10 certification examination. **Prerequisites:** None. CIS190 or CNT140AB suggested but not required.

MST155DC**Installation, Storage, and Compute with Windows Server****4 credit(s) 5 period(s) lecture + lab**

This course focuses primarily on the installation, storage, and compute features and their functionality that is available within Windows Server. As Information Technology pushes towards more cloud-based solutions and makes our classic approach obsolete, this course will help students prepare for a career within an Information Technology enterprise and help distinguish themselves in today's competitive job market. This course covers various topics like Windows Server installation, Hyper-V deployments and storage options in relation to this new cloud-based reality. **Prerequisites:** A grade of C or better in MST150++ or permission of Instructor.

MST157DC**Networking with Windows Server****4 credit(s) 5 period(s) lecture + lab**

This course focuses on the networking features and their functionality available within Windows Server. It builds upon the skills from the Installation, Storage, and Compute with Windows Server course (MST155DC) and will develop skills related to Software-Defined Networking (SDN) solutions within Hyper-V, remote connectivity with VPN and Direct Access, and providing Internet connectivity with Domain Name System (DNS), Dynamic Host Configuration Protocol (DHCP), and Internet Protocol Address Management (IPAM). This course helps prepare for the 70 - 741 industry certification test. **Prerequisites:** A grade of C or better in MST155DC or permission of Instructor.

MST158DC**Identity Management with Windows Server 2016****4 credit(s) 5 period(s) lecture + lab**

Prepares students to manage Windows Server 2016 tasks. Configure and manage multiple services, such as Identity Management and Active Directory. Learn how to install and configure domain controllers and create and manage users, groups, and computers within Organizational Units. Prepares students for the Microsoft exam, Identity with Windows Server 2016- 70-742. **Prerequisites:** A grade of C or better in MST157DC.

MTC – Music: Theory/Composition**MTC101****Introduction to Music Theory****3 credit(s) 3 period(s) lecture**

Designed to develop written and aural skills necessary for advanced study of music theory and skills. Recommended for music majors.

Prerequisites: None.**MTC103****Introduction to Aural Perception****1 credit(s) 2 period(s) lecture + lab**

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 four (4) credit hours.

Prerequisites: None. **Course Notes:** MTC103 may be repeated for a total of two (2) credit hours.

MTC105**Music Theory I****3 credit(s) 3 period(s) lecture**

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:** A grade of C or better in MTC101 or permission of Instructor. **Corequisites:** MTC106.

MTC106**Aural Perception I****1 credit(s) 2 period(s) lecture + lab**

The development of listening and performing skills through dictation, sight singing and keyboard harmony. **Prerequisites:** None. **Corequisite:** MTC105.

MTC155**Music Theory II****3 credit(s) 3 period(s) lecture**

A continuation of Music Theory I with emphasis on harmony and part-writing procedures. **Prerequisites:** A grade of C or better in MTC105. **Corequisites:** MTC156.

MTC156**Aural Perception II****1 credit(s) 2 period(s) lecture + lab**

A continuation of Aural Perception I, including harmonic practices. **Prerequisites:** A grade of C or better in MTC106. **Corequisites:** MTC155.

MTC180**Computer Literacy for Musicians****3 credit(s) 4 period(s) lecture + lab**

Instruction in basic computer literacy, including generic applications and music-specific programs with hands-on experience. Ability to read music notation required. **Prerequisites:** A grade of C or better in MTC101, or MTC105, or **Corequisites:** MTC105, or permission of Instructor.

MTC205 MUS 2222 SUN**Music Theory III****3 credit(s) 3 period(s) lecture**

The study of chromatic harmony and melody, modulation techniques and expanded chords. The analysis of formal structure. **Prerequisites:** A grade of C or better in MTC155. **Corequisites:** MTC206.

MTC206 MUS 2222 SUN**Aural Perception III****1 credit(s) 2 period(s) lecture + lab**

A development of listening and performing skills, including an introduction of chromatic harmonic techniques and concepts of style. **Prerequisites:** A grade of C or better in MTC156. **Corequisites:** MTC205.

MTC240**Composition****3 credit(s) 0.6 period(s) lecture + lab**

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:** A grade of C or better in (MTC105 and MTC106, or equivalent), and permission of Instructor.

MTC255 MUS 2223 SUN**Music Theory IV****3 credit(s) 3 period(s) lecture**

A continuation of Music Theory III, including 20th century theories and techniques. **Prerequisites:** A grade of C or better in MTC205. **Corequisites:** MTC256.

MTC256 MUS 2223 SUN**Aural Perception IV****1 credit(s) 2 period(s) lecture + lab**

A continuation of Aural Perception III, including extended chords. **Prerequisites:** A grade of C or better in MTC206. **Corequisites:** MTC255.

MUC – Music: Commercial/ Business

MUC109

Music Business: Content Creation and Copyright

3 credit(s) 3 period(s) lecture

Designed to provide an overview of content creation and copyright considerations within the Music Industry. Topics include songwriting and music creation, copyright, publishing and licensing, studio production, media applications of music, business ownership and operations, and emerging technologies. **Prerequisites:** None.

MUC110

Music Business: Marketing and Monetization

3 credit(s) 3 period(s) lecture

Designed to provide an overview of the marketing and monetization of music. Topics include music label operations; contracts; marketing, promotion, and merchandising; agents, managers, and attorneys; concert promotion and touring; and unions and guilds. **Prerequisites:** None.

MUC111

Digital Audio Workstation I (DAW I)

3 credit(s) 5 period(s) lecture + lab

Use of digital mixing and automation software in conjunction with editing and recording. Includes computer operation, troubleshooting, and file management. **Prerequisites:** A grade of C or better in MUC195, or MUC195AA, or FMP105, or permission of Instructor.

MUC112

Digital Audio Workstation II (DAW II)

3 credit(s) 5 period(s) lecture + lab

Use of digital mixing and automation software in conjunction with editing and recording. Includes computer operation, troubleshooting, and file management. **Prerequisites:** A grade of C or better in MUC111, and (MUC195 or MUC195AA).

MUC/FMT120

Introduction to Sound Design for Film and Video

3 credit(s) 3 period(s) lecture

Basic principles of recording and mixing sound for film and video. Includes voice over, automatic dialog replacement (ADR), foley, ambience, special effects and music. Emphasis on analog and digital recording techniques in the field as well as in a controlled environment. **Prerequisites:** A grade of C or better in (FMT100 and FMT136) or permission of Instructor.

MUC122

Sound Design I

3 credit(s) 5 period(s) lecture + lab

Introduction to Sound Design and Audio Post-Production for Multimedia. Includes creating and editing Sound Effects, ADR, Foley, Music, and Ambience, 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:** None.

MUC191

Electronic Music I

3 credit(s) 4 period(s) lecture + lab

An introduction to creating music with computers, utilizing the Musical Instrument Digital Interface (MIDI) protocol, synthesizers, digital audio software/ hardware, and MIDI controllers. **Prerequisites:** None.

MUC192**Electronic Music II****3 credit(s) 4 period(s) lecture + lab**

Continued study of creating music with computers, utilizing the Musical Instrument Digital Interface (MIDI) configurations, audio editing, and music software/hardware at the intermediate level. Emphasis on more complex configurations and their applications in compositions. **Prerequisites:** A grade of C or better in MUC191.

MUC193**Computer-Based Sound Synthesis****3 credit(s) 4 period(s) lecture + lab**

Principles of sound synthesis using computer-based methods. Synthesis methods include subtractive, additive, frequency modulation, sample and synthesis, and hybrid. Emphasis on synthesis techniques for use in electronic music. **Prerequisites:** A grade of C or better in MUC191 or permission of Instructor.

MUC194**Audio Mixing Techniques****3 credit(s) 4 period(s) lecture + lab**

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: A grade of C or better in MUC111 and MUC196, or permission of Instructor.

MUC195**Studio Music Recording I****3 credit(s) 5 period(s) lecture + lab**

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**Studio Music Recording II****3 credit(s) 5 period(s) lecture + lab**

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: A grade of C or better in MUC195 or MUC195AA.

MUC197**Live Sound Reinforcement I****3 credit(s) 4 period(s) lecture + lab**

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**Live Sound Reinforcement II****3 credit(s) 4 period(s) lecture + lab**

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:** A grade of C or better in MUC197.

MUC209**Music Industry Entrepreneurship****3 credit(s) 3 period(s) lecture**

Operation, scope, and career opportunities in the music business. Focuses on music in the areas of entrepreneurship, visionary development and the collaboration process.

Prerequisites: A grade of C or better in MUC109 and MUC110 or permission of Instructor.

MUC/FMT220**Advanced Sound Design for Film and Video**
3 credit(s) 5 period(s) lecture and lab

Explores techniques and advanced applications used in designing sound using original student footage on a non-linear editing system. **Prerequisites:** A grade of C or better in FMT/MUC120 or permission of Instructor.

MUC222**Sound Design II****3 credit(s) 5 period(s) lecture + lab**

Intermediate level Sound Design and Audio Post-Production for Multimedia. **Requisites:** A grade of C or better required in all Prerequisites. **Prerequisites:** MUC122. **Prerequisites or Corequisites:** MUC111, or MUC191, or permission of Instructor.

MUC281**Electronic Music III****3 credit(s) 4 period(s) lecture + lab**

Continued study of the production of music using electronic processes. Emphasis on more complex configurations and their applications in live performance or studio use.

Prerequisites: A grade of C or better in MUC192.

MUC290AA**Music Business Internship****1 credit(s) 1 period(s) lecture + lab**

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. **Prerequisites:** Permission of Department or Division. **Course Notes:** MUC290AA may be repeated for a total of twelve (12) credit hours.

MUC292**Sound Design III****3 credit(s) 6 period(s) lecture + lab**

Advanced Sound Design Production for Multimedia: Designed to provide an atmosphere of team research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment available for student use.

Prerequisites: A grade of C or better in MUC222, or permission of Instructor.

MUC293**Self-Promotion for Music****1 credit(s) 1 period(s) lecture**

Designed to provide the skills and knowledge required for effective self-promotion. Focus on career goal development, market analysis, communication and networking skills, and the development of a self-promotional campaign.

Prerequisites: None.

MUC295**Studio Music Recording III****3 credit(s) 6 period(s) lecture + lab**

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:** A grade of C or better in MUC196 and (MUC111 or permission of Instructor).

MUC297AA**Audio Production Internship****1 credit(s) 1 period(s) lecture + lab**

Music Internship work experience in a business or industry. Eighty (80) hours of designated work per credit. **Prerequisites:** Permission of Department or Division. **Course Notes:** MUC297AA may be repeated for a total of twelve (12) credit hours.

MUE – Music: Education

MUE240

Introduction to Choral Methods

1 credit(s) 3 period(s) lecture + lab

Overview of techniques, methods, materials, style characteristics, and repertoire used in directing choral music at the secondary level including simulated teaching, conducting, and the demonstration of vocal and choral performance practices. **Prerequisites:** None.

MUP – Music: Performance

MUP101, MUP151, MUP201, MUP251

Private Instruction

1 credit(s) 0.6 period(s) lecture + lab

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, euphonium, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp. May be repeated for credit. **Prerequisites:** None.

MUP102, MUP152, MUP202, MUP252

Private Instruction

2 credit(s) 1.2 period(s) lecture + lab

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, euphonium, tuba, flute, oboe, , clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp. May be repeated for credit. **Prerequisites:** None.

MUP123AB

Studio Class/Voice

0.5 credit(s) 0.5 period(s) lecture + lab

Performance and laboratory class for students enrolled in private voice instruction. Emphasis on demonstration and discussion of specific vocal problems. **Prerequisites:** None. **Corequisites:** Private Voice Instruction. **Course Notes:** MUP123AB may be repeated for credit.

MUP123AD

Studio Class: Instrumental

0.5 credit(s) 0.5 period(s) lecture + lab

Performance and laboratory class for students enrolled in private instrumental instruction. Emphasis on demonstration and discussion of specific instrumental problems. **Prerequisites:** None. **Corequisites:** Private Instrumental Instruction. **Course Notes:** MUP123AD may be repeated for credit.

MUP127

Class Guitar I

1 credit(s) 3 period(s) lecture + lab

Emphasis on note-reading and folk-style harmonic accompaniment. Includes finger-style playing. Stresses development of efficient practicing techniques and proper sitting and hand positions. **Prerequisites:** None.

MUP128**Class Guitar II****1 credit(s) 3 period(s) lecture + lab**

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: A grade of C or better in MUP127 or permission of Instructor.

MUP130**Introduction to Class Piano****1 credit(s) 3 period(s) lecture + lab**

Basic introduction to piano techniques and fundamentals of music including hand position, sight-reading of both melodic and harmonic materials, and the introduction of scale patterns.

Designed for those with little or no piano experience. **Prerequisites:** None.

MUP131**Class Piano I****1 credit(s) 3 period(s) lecture + lab**

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**Class Piano II****1 credit(s) 3 period(s) lecture + lab**

Continuation of Piano I with emphasis on elementary piano techniques including major and minor scales, transposition, improvisation, and sight reading. **Prerequisites:** A grade of C or better in MUP131 or permission of Instructor.

MUP133**Class Voice I****1 credit(s) 3 period(s) lecture + lab**

Introduction to the fundamentals of vocal production. Emphasis on breathing techniques, tone production and performances in class of solo vocal literature. **Prerequisites:** None.

MUP134**Class Voice II****1 credit(s) 3 period(s) lecture + lab**

Continuation of Class Voice I including the elements of stage presence and diction.

Prerequisites: A grade of C or better in MUP133 or permission of Instructor.

MUP150**Community Chorus****1 credit(s) 3 period(s) lecture + lab**

A mixed chorus with emphasis on college/ community participation and preparation of a variety of choral literature for public performance. Auditions may be required. May be repeated for credit. **Prerequisites:** None.

MUP153**Concert Choir****1 credit(s) 5 period(s) lecture + lab**

A mixed choir designed to emphasize choral techniques and performance of all styles of choral literature. Public performances are scheduled each semester. **Prerequisites:** None. **Course Notes:** Auditions may be required. MUP153 may be repeated for credit.

MUP155**Handbell Choir (Bell Canto)****1 credit(s) 3 period(s) lecture + lab**

Emphasis on practical and performing skills in bell ringing. Preparation of all styles of bell literature. Scheduled public performances during the year. **Prerequisites:** None. **Course Notes:** MUP155 may be repeated for credit.

MUP157**Treble Choir****1 credit(s) 3 period(s) lecture + lab**

A high voice chorus designed to emphasize choral technique and performance of all styles of appropriate choral literature. Public performances are scheduled during the year. Auditions may be required. **Prerequisites:** None. **Course Notes:** MUP157 may be repeated for credit.

MUP159**Community Orchestra****1 credit(s) 3 period(s) lecture + lab**

Emphasis on college/community participation and the preparation of orchestral literature for public performance. **Prerequisites:** None. **Course Notes:** MUP159 may be repeated for credit. Auditions may be required.

MUP161**Community Band****1 credit(s) 3 period(s) lecture + lab**

Emphasis on college/community participation and the preparation of wind literature for public performance. **Prerequisites:** None. **Course Notes:** MUP161 may be repeated for credit. Auditions may be required.

MUP163**Jazz Ensemble****1 credit(s) 3 period(s) lecture + lab**

Practical and performance experience in various jazz styles. **Prerequisites:** None. **Course Notes:** MUP163 may be repeated for credit. Open to all students on the basis of auditions. Auditions may be required.

MUP164**Jazz Improvisation I****2 credit(s) 3 period(s) lecture + lab**

Theoretical and performance skills in many styles of jazz improvisation. **Prerequisites:** None. **Course Notes:** MUP164 may be repeated for a total of six (6) credit hours.

MUP165**Jazz Improvisation II****2 credit(s) 3 period(s) lecture + lab**

Intermediate theoretical and performance skills in many styles of jazz improvisation. May be repeated for a total of six (6) credit hours. **Prerequisites:** A grade of C or better in MUP164 or permission of Instructor.

MUP181**Chamber Music Ensembles****1 credit(s) 2 period(s) lecture + lab**

Practical and performance experience in instrumental, vocal, and mixed ensembles. **Prerequisites:** None. **Course Notes:** MUP181 may be repeated for credit.

MUP182**Chamber Singers****1 credit(s) 3 period(s) lecture + lab**

Practical and performance experience in various styles of vocal music. **Prerequisites:** None. **Course Notes:** MUP182 may be repeated for credit. Open to all students on the basis of auditions. Auditions may be required.

MUP190**Percussion Ensemble****1 credit(s) 3 period(s) lecture + lab**

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. **Course Notes:** MUP190 may be repeated for credit.

MUP209**Elements of Conducting****2 credit(s) 2 period(s) lecture**

Essentials of conducting techniques used in choral and instrumental ensembles including terminology, interpretation, and styles.

Prerequisites: None.**MUP227****Class Guitar III****1 credit(s) 3 period(s) lecture + lab**

Additional fingerboard positions. Ensemble techniques and performance. **Prerequisites:** A grade of C or better in MUP128 or permission of Instructor.

MUP228**Class Guitar IV****1 credit(s) 3 period(s) lecture + lab**

Advanced fingerboard positions. Duet and trio performances. Advanced ensemble techniques. **Prerequisites:** A grade of C or better in MUP227 or permission of Instructor. **Course Notes:** MUP228 may be repeated for credit.

MUP231**Class Piano III****1 credit(s) 3 period(s) lecture + lab**

Development of intermediate piano techniques including selected solo literature, transposition of harmonic patterns, and secondary dominants. **Prerequisites:** A grade of C or better in MUP132 or permission of Instructor.

MUP232**Class Piano IV****1 credit(s) 3 period(s) lecture + lab**

Continuation of Piano III including modulation techniques, improvisation of piano accompaniments, advanced chromatic harmony, and sight reading of advanced literature. **Prerequisites:** A grade of C or better in MUP231 or permission of Instructor.

Course Notes: MUP232 may be repeated for credit.**MUP233****Class Voice III****1 credit(s) 3 period(s) lecture + lab**

Interpretive singing through a closer examination of coloring, tone production, dynamics, and tempo indications.

Prerequisites: A grade of C or better in MUP134.**MUP234****Class Voice IV****1 credit(s) 3 period(s) lecture + lab**

Emphasis on the preparation of solo vocal literature for the purpose of evaluation and the integration of the music with the drama of the music. **Prerequisites:** A grade of C or better in MUP233 or permission of Instructor.

Course Notes: MUP234 may be repeated for credit.**MUP250AB****Survey of Diction for Singers (Italian/ Latin)****1 credit(s) 2 period(s) lecture + lab**

Introduction to the use of phonetics in the study of Italian/Latin song literature.

Prerequisites: None.**MUP250AC****Survey of Diction for Singers (German)****1 credit(s) 2 period(s) lecture + lab**

Introduction to the use of phonetics in the study of German song literature. **Prerequisites:** None.

NAV – Navajo**NAV101****Elementary Navajo I****4 credit(s) 4 period(s) lecture**

Basic grammar, pronunciation, and vocabulary of the Navajo language. Practice of listening, speaking, reading, and writing skills. Includes the study of the Navajo culture with participation in an off-campus Navajo cultural event.

Prerequisites: None.

NAV102**Elementary Navajo II****4 credit(s) 4 period(s) lecture**

Continued study of grammar, pronunciation, and vocabulary of the Navajo language. Emphasis on listening, speaking, reading, and writing skills. **Prerequisites:** A grade of C or better in NAV101 or permission of department. Completion of prerequisites within the last three years is required. **Course Note:** Includes the study of the Navajo culture with participation in an off-campus Navajo cultural event.

NUR – Nursing Science: Basic**NUR152****Nursing Theory and Science I****9 credit(s) 20.88 period(s) lecture and lab**

Introduction of Nurse of the Future competencies as a foundational framework for development of the professional nurse. Basic care concepts, the nursing process, and clinical reasoning are utilized to meet the needs of adult and older adult patients. **Prerequisites:** Admission into the Nursing Program.

NUR172**Nursing Theory and Science II****9 credit(s) 17.31 period(s) lecture and lab**

Utilization of Nurse of the Future competencies and clinical judgment measures to develop knowledge, skills, and attitudes to provide safe, quality patient care across the wellness-illness continuum in selected medical-surgical and mental health patients. **Prerequisites:** A grade of C or better in (BIO202 and NUR152) or permission of Nursing Department Chair.

NUR252**Nursing Theory and Science III****9 credit(s) 17.31 period(s) lecture and lab**

Application of critical thinking strategies and clinical judgment measures related to holistic care of the newborn and childbearing patients. Integration of concepts related to holistic care of adults and older adult patients with selected acute and chronic alterations in health. Integration of professional nursing standards in role development. Utilization of previous knowledge of physical, biologic, psycho-social sciences, and the cultural, spiritual aspects of nursing care. Integration of concepts of nutrition, pharmacology, communication, health promotion, and pathophysiology into nursing care. **Prerequisites:** A grade of C or better in (CRE101 and NUR172 and PSY101) or permission of Nursing Department Chair.

NUR283**Nursing Theory and Science IV****9 credit(s) 17.31 period(s) lecture and lab**

Applies Nurse of the Future competencies and clinical judgment measures to practice and manage care for the child/family unit and adults requiring complex care throughout the wellness/illness continuum, and prepare for transition from student to professional nurse. **Prerequisites:** A grade of C or better in (BIO205 and NUR252) or permission of Nursing Department Chair.

NVH – Navajo Humanities**NVH245****Navajo Culture and Heritage****3 credit(s) 3 period(s) lecture**

Survey of the Navajo people, including their history, culture/aesthetics, education, spirituality, and language. **Prerequisites:** None.

PAD – Public Administration

PAD100

21st Century Public Policy and Service 3 credit(s) 3 period(s) lecture

Introduction to topics pertaining to public policy and public service in the 21st century. Includes formation, implementation, and evaluation procedures for public policy, as well as roles and agendas of policy makers and public administrators. Also covers careers in public service/administration and an evaluation of essential skills necessary for a career in public service. **Prerequisites:** None.

PAD200

Public Affairs Economics 3 credit(s) 3 period(s) lecture

Introduction to the use of macroeconomic and microeconomic principles concerning public affairs and social issues. Includes the role of economics in societal development and public policies in addition to the effects of unemployment and inflation. Also covers measurement of, causes for and societal responses to poverty. **Prerequisites:** A grade of C or better in PAD100 or permission of Instructor.

PED – Physical Education

PED101s

Physical Activities: Basic 1 credit(s) 2 period(s) lecture + lab

Individual, dual, or team sports activities at the basic level. **Prerequisites:** None. **Course Note:** PED101 may be repeated for credit.

PED115

Lifetime Fitness

2 credit(s) 4 period(s) lecture + lab

Increase personal fitness, strength, and vitality. Current principles of cardiovascular exercise, weight training, flexibility, and balance exercises applicable to lifetime fitness goals. Personalized fitness plans developed and implemented with support of highly trained fitness professionals. Techniques to make sessions more effective and enjoyable.

Prerequisites: None. **Course Note:** PED115 may be repeated for a total of eight (8) credit hours.

PED116

Cardiovascular Fitness

2 credit(s) 4 period(s) lecture + lab

Blends an effective warm-up, challenging cardiovascular and strength/endurance training strategies and a relaxing cool-down. Tailored by certified fitness professionals to personal goals. **Prerequisites:** None.

Course Note: PED116 may be repeated for a total of eight (8) credits.

PED117

Weight Training for Wellness

2 credit(s) 4 period(s) lecture + lab

Strength training and muscular fitness activity to help develop a lifetime of regular exercise and muscular strength maintenance. Development of full body strength and stability of the body's core musculature, translating to increased power, balance, and functional movement ability including assessment of current strength and goal-specific program design to increase strength and muscular fitness. **Prerequisites:** None.

Course Note: PED117 may be repeated for a maximum of eight (8) credits.

PHI – Philosophy

PHI101 PHI 1101 SUN

Introduction to Philosophy

3 credit(s) 3 period(s) lecture

General consideration of human nature and the nature of the universe. Knowledge, perception, freedom and determinism, and the existence of God. **Prerequisites:** None.

PHI103 PHI 1103 SUN

Introduction to Logic

3 credit(s) 3 period(s) lecture

Informal logic, logical fallacies, elementary symbolic logic, analysis of argument forms, and construction of proofs for validity.

Prerequisites: A grade of C or better in ENG101 or ENG107 or equivalent.

PHI105 PHI 1105 SUN

Introduction to Ethics

3 credit(s) 3 period(s) lecture

A survey of ethical theory in Western Philosophy, including the major normative theories and selected metaethical theories.

Prerequisites: None.

PHI212

Contemporary Moral Issues

3 credit(s) 3 period(s) lecture

Philosophical consideration of such moral issues as civil disobedience, preferential treatment, abortion, privacy, sexual morality, and poverty and hunger. **Prerequisites:** None.

PHI213

Medical and Bio-Ethics

3 credit(s) 3 period(s) lecture

A philosophical consideration of moral problems that arise in relation to medicine and biology, e.g., death, patient rights and biological experimentation. **Prerequisites:** None.

PHI216

Environmental Ethics

3 credit(s) 3 period(s) lecture

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.

PHI218

Philosophy of Sexuality

3 credit(s) 3 period(s) lecture

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:** A grade of C or better in ENG101 or ENG107 or permission of Instructor. **Course Notes:** Course may contain adult content. All students under 18 years old are required to have a signed parental consent form on file, which is on the back of the "Students Under The Age of 18" Enrollment Form.

PHS – Physical Science

PHS110

Fundamentals of Physical Science

4 credit(s) 6 period(s) lecture and lab Survey of the principles of physics and chemistry.

Prerequisites: A grade of C or better in MAT090 or higher-level mathematics course or eligibility for MAT120 or higher as indicated by appropriate placement.

PHY – Physics

PHY101

Introduction to Physics

4 credit(s) 6 period(s) lecture and lab

A survey of physics emphasizing applications of physics to modern life. **Prerequisites:** A grade of C or better in MAT090 or higher-level mathematics course or eligibility for MAT120 or higher as indicated by appropriate placement.

Course Note: Students may receive credit for only one of the following: PHY101 or PHY101AA.

PHY111 PHY 1111 SUN ☞

General Physics I

4 credit(s) 6 period(s) lecture and lab

Includes motion, energy, and properties of matter. **Prerequisites:** A grade of C or better in MAT182 or MAT187 or MAT220 or MAT221 or eligibility for MAT220 as indicated by appropriate placement or one-year high school Trigonometry with a grade of C or better or permission of Department or Division.

Course Note: PHY111 is recommended for preprofessional and suggested for certain other majors. Students may receive credit for only one of the following: PHY111 or PHY111AA.

PHY112 PHY 1112 SUN ☞

General Physics II

4 credit(s) 6 period(s) lecture and lab

Includes electricity, electromagnetism, and modern physics. **Prerequisites:** A grade of C or better in PHY111.

PHY121 PHY 1121 SUN ☞

University Physics I: Mechanics

4 credit(s) 6 period(s) lecture and lab

Kinematics, Newton's laws, work, energy, momentum, conservation laws, dynamics of particles, solids, fluids, mechanical waves, and sound. **Prerequisites:** A grade of C or better in MAT220, or MAT221, or permission of Department or Division. One year of High School physics or PHY111 and PHY112 suggested but not required.

PHY131 PHY 1131 SUN ☞

University Physics II: Electricity and Magnetism

4 credit(s) 6 period(s) lecture and lab

Electric charge and current, electric and magnetic fields in vacuum and in materials, and induction. AC circuits, displacement current, and electromagnetic waves. **Prerequisites:** A grade of C or better in MAT230, or MAT231, or permission of Department or Division, and a grade of C or better in PHY121. **Corequisites:** MAT241 or permission of Department or Division.

PLB – Phlebotomy

PLB109

Phlebotomy: Basic Skills

2 credit(s) 4 period(s) lecture + lab

Theory and practice of basic phlebotomy including laboratory test codes, equipment, and procedures. **Prerequisites:** (Acceptance into the Laboratory Assisting or Phlebotomy program or permission of Instructor) and permission of Program Director.

PLB110**Practicum: Fundamental Phlebotomy Skills****0.5 credit(s) 3 period(s) lab**

Application of fundamental phlebotomy techniques in a clinical laboratory setting or health care environment. **Prerequisites:** A grade of C or better in PLB109, submit to a drug screening and demonstrate negative results, and acceptance into the Medical Assisting or Phlebotomy program, or permission of Program Director. **Course Notes:** PLB110 may be repeated for credit.

PLB110AA**Practicum: Basic Phlebotomy: Training for Law Enforcement Officers****2.0 credit(s) 6.0 period(s) lab**

Application of basic phlebotomy techniques in a clinical laboratory setting or health care environment for law enforcement purposes.

Prerequisites: Certified Law Enforcement Officer or permission of Program Director.

Corequisites: PLB109.

PLB111**Specimen Processing and Advanced Techniques in Phlebotomy Procedures****2 credit(s) 4 period(s) lecture + lab**

Theory and practice of advanced techniques in phlebotomy and specimen processing including laboratory test codes, equipment, and procedures. **Prerequisites:** A grade of C or better in PLB109 and permission of Program Director.

PLB112**Practicum: Specialized Phlebotomy Techniques****0.5 credit(s) 3 period(s) lab**

Application of specialized phlebotomy techniques in a clinical laboratory setting or health-care environment. **Prerequisites:** A grade of C or better in PLB109 and PLB110.

Corequisites: PLB111 and PLB121, or permission of Instructor.

PLB114**Refresher Course for Phlebotomists****1 credit(s) 1 period(s) lecture + lab**

Review of phlebotomy theory and practices including equipment, procedures, and special considerations. Reinforces and updates basic skills and competencies of phlebotomy techniques for individuals who have not worked in the field for between 6 months and 24 months and for those who have completed a formal structured phlebotomy training program but have not worked in the field. **Prerequisites:** (Must provide proof of 2 years employment as a phlebotomist within the last 4 years or completion of a formal structured phlebotomy training program within the last 2 years with proof of a minimum of 100 successful venipunctures) and permission of Program Director. **Course Note:** PLB114 may be repeated for credit.

PLB115**Developmental Skills for Law Enforcement Phlebotomy****1 credit(s) 1 period(s) lecture + lab**

Provides an update for specific law enforcement phlebotomy. Includes phlebotomy theory and practices including equipment, procedures, and special considerations of phlebotomy techniques. **Prerequisites:** Permission of Program Director. **Course Note:** PLB115 may be repeated for credit.

PLB121**Practicum: Basic Specimen Processing****2 credit(s) 8 period(s) lab**

Application of specimen processing techniques in a clinical laboratory setting or health care environment. **Prerequisites:** A grade of C or better in PLB109 and PLB110. **Corequisites:** PLB111 and PLB112 or permission of Program Director. **Course Notes:** PLB121 supports Medical Assisting program completers seeking the Certificate of Completion in Phlebotomy and requires formal acceptance into the program.

PLB122**Practicum: Phlebotomy and Specimen Processing****3 credit(s) 12 period(s) lab**

Application of phlebotomy and specimen processing techniques in a clinical laboratory setting or health care environment.

Prerequisites: A grade of C or better in PLB109 or permission of Program Director.

Prerequisites: A grade of C or better in PLB111 or **Corequisites:** PLB111 or permission of Program Director.

PME – Paramedicine**PME190****Introduction to ECG Rhythm Analysis and Interpretation for EMS Professionals****3 credit(s) 3 period(s) lecture**

Designed to provide an overview of the anatomy and physiology of the cardiovascular system and electrophysiology of the cardiac conduction system for Emergency Medical Service (EMS) professionals. Basic electrocardiograph (ECG) multi-lead acquisition, analysis, and interpretation of various dysrhythmias and cardiovascular conditions. **Prerequisites:** None.

PME191**Introduction to Pharmacology for EMS Professionals****3 credit(s) 3 period(s) lecture**

Designed to provide an overview of the principles of pharmacology and pharmacologic agents utilized in patient management plans. Includes pharmacokinetics, pharmacodynamics, physiology of pharmacology, calculating drug dosages, and drug profiles. **Prerequisites:** None.

PME201**Advanced Cardiac Life Support (ACLS) Initial Provider in Paramedicine****1 credit(s) 2 period(s) lecture + lab**

Designed to provide the knowledge and skills needed to recognize and manage cardiopulmonary arrest, acute dysrhythmia, stroke, and acute coronary syndromes according to current emergency cardiovascular care (ECC) guidelines. Integrates knowledge of basic electrocardiographic rhythm interpretation, pharmacologic agents, and other interventions used in advanced cardiac life support. **Prerequisites:** Admission into the Paramedic Education Program.

PME202**Pediatric Advanced Life Support (PALS) Initial Provider in Paramedicine****1 credit(s) 1.5 period(s) lecture + lab**

Designed to provide the knowledge and skills needed to recognize and manage an infant, child or adolescent in respiratory compromise, circulatory compromise, or cardiopulmonary arrest according to current Pediatric Advanced Life Support (PALS) and emergency cardiovascular care (ECC) guidelines. Integrates knowledge of basic electrocardiographic rhythm interpretation, pharmacologic agents, and other interventions used in pediatric emergencies. **Prerequisites:** Admission into the Paramedic Education Program.

PME203**Pediatric Emergencies for Prehospital Professionals (PEPP) Initial Provider in Paramedicine****1 credit(s) 1.5 period(s) lecture + lab**

Designed to provide the knowledge and skills needed to recognize and manage an infant, child or adolescent in respiratory compromise, circulatory compromise, or cardiopulmonary arrest according to current Pediatric Emergencies for Prehospital Professionals (PEPP) and emergency cardiovascular care (ECC) guidelines. Integrates knowledge of basic electrocardiographic rhythm interpretation, pharmacologic agents, and other interventions used in pediatric emergencies. **Prerequisites:** Admission into the Paramedic Education Program.

PME204**Neonatal Resuscitation Provider (NRP) in Paramedicine****0.5 credit(s) 1.5 period(s) lecture + lab**

Designed to provide the knowledge and skills needed to recognize and manage a neonate with respiratory compromise, circulatory compromise, or cardiopulmonary arrest according to current American Academy of Pediatrics (AAP) and emergency cardiovascular care (ECC) guidelines. Integrates knowledge of basic electrocardiographic rhythm interpretation, pharmacologic agents, and other interventions used in neonatal resuscitation. **Prerequisites:** Admission into the Paramedic Education Program.

PME205**Advanced Medical Life Support (AMLS) Initial Provider in Paramedicine****1 credit(s) 1.5 period(s) lecture + lab**

Designed to provide the knowledge and skills needed to recognize and manage various medical conditions according to the National Association of EMTs (NAEMT) Advanced Medical Life Support (AMLS) guidelines. Skills are sequenced and synthesized into simulations. **Prerequisites:** Admission into the Paramedic Education Program.

PME206**International Trauma Life Support (ITLS) Provider/Pre-Hospital Trauma Life Support (PHTLS)****1 credit(s) 1.5 period(s) lecture + lab**

Designed to provide the knowledge and skills needed to recognize and manage various trauma conditions and environmental injuries according to the International Trauma Life Support (ITLS) or Provider/ Pre-Hospital Trauma Life Support (PHTLS) guidelines. Skills are sequenced and synthesized into simulations. **Prerequisites:** Admission into the Paramedic Education Program.

PME240**Pharmacology in Paramedicine****3 credit(s) 5 period(s) lecture + lab**

Designed to provide an overview of the pathophysiologic principles of pharmacology, pharmacologic agents in the Paramedic scope of practice, and the practice of medication administration. Develops psychomotor skills in the paramedic scope of practice through sequenced lab simulations. Prepares students to integrate comprehensive knowledge of the pathophysiologic principles of pharmacology and pharmacologic agents to formulate a differential diagnosis and to implement a management plan for medical emergencies and trauma. **Prerequisites:** Admission into the Paramedic Education Program.

PME245**Airway and Ventilatory Management in Paramedicine****3 credit(s) 4 period(s) lecture + lab**

Designed to prepare students to integrate knowledge of the respiratory system, comprehensive assessment practices, and pharmacologic agents to formulate a differential diagnosis and implement airway and ventilatory management plans for medical emergencies and trauma. Develops psychomotor skills in the paramedic scope of practice through sequenced lab simulations. Prepares students to perform comprehensive assessment and techniques in the paramedic scope of practice for assuring airway patency, adequate mechanical ventilation, and respiration for all age groups. **Prerequisites:** Admission into the Paramedic Education Program.

PME250**Comprehensive Patient Assessment in Paramedicine**

1 credit(s) 3 period(s) lecture + lab Designed to provide an overview of comprehensive patient assessment. Develops psychomotor skills in the paramedic scope of practice. Integrates the pathophysiological significance of comprehensive assessment findings to formulate a differential diagnosis and implement a management plan for medical emergencies and trauma. **Prerequisites:** Admission into the Paramedic Education Program.

PME251**Medical Emergencies in Paramedicine I
4 credit(s) 8 period(s) lecture + lab**

Designed to provide an overview of pathophysiologic principles, epidemiology, comprehensive assessment, differential diagnosis, and pharmacology for respiratory and cardiovascular emergencies. Develops psychomotor skills in the paramedic scope of practice through sequenced lab simulations. Prepares students to implement a management plan in the Paramedic scope of practice for respiratory and cardiovascular emergencies. **Prerequisites:** Admission into the Paramedic Education Program.

PME252**Medical Emergencies in Paramedicine II
4 credit(s) 6 period(s) lecture + lab**

Designed to provide an overview of pathophysiologic principles, epidemiology, comprehensive assessment, differential diagnosis, and pharmacology for various medical emergencies. Develops psychomotor skills in the paramedic scope of practice through sequenced lab simulations. Prepares students to implement a management plan in the Paramedic scope of practice for various medical emergencies. **Prerequisites:** Admission into the Paramedic Education Program.

PME253**Medical Emergencies in Paramedicine III
4 credit(s) 4 period(s) lecture + lab**

Designed to provide an overview of pathophysiologic principles, epidemiology, comprehensive assessment, differential diagnosis, and pharmacology for various medical conditions. Develops psychomotor skills in the paramedic scope of practice through sequenced lab simulations. Prepares students to implement a management plan in the Paramedic scope of practice for gynecologic, obstetric, pediatric, and geriatric emergencies, neonatal care, and patients with special challenges. **Prerequisites:** Admission into the Paramedic Education Program.

PME254**Technical Operations in Paramedicine****2.5 credit(s) 3 period(s) lecture + lab**

Designed to provide an overview of transport operations, incident management, multi-casualty incidents, extrication, special rescue, hazardous materials incidents, terrorism incidents, and disaster response. Examines the Paramedic's operational roles and responsibilities. **Prerequisites:** Admission into the Paramedic Education Program.

PME260**Trauma Patient Management in Paramedicine****2 credit(s) 2 period(s) lecture + lab**

Designed to provide an overview of pathophysiologic principles, epidemiology, comprehensive assessment, differential diagnosis, and pharmacology for various trauma conditions. Develops psychomotor skills in the paramedic scope of practice through sequenced lab simulations. Prepares students to implement a management plan in the Paramedic scope of practice for hemorrhage, soft tissue trauma, burns, face and neck trauma, head and spine trauma, chest trauma, abdominal and genitourinary trauma, orthopedic trauma, and environmental emergencies. **Prerequisites:** Admission into the Paramedic Education Program.

PME270**Immersive Total Patient Management Experience (ITPME)****2 credit(s) 2 period(s) lecture + lab**

Designed to provide immersive-simulated live patient interactive out-of-hospital scenarios. This course creates an environment which facilitates incident stress inoculation and interdisciplinary collaboration. **Prerequisites:** Admission into the Paramedic Education Program.

PME280**Preparation for Paramedicine Practicum****1 credit(s) 1 period(s) lecture**

Designed to provide an overview of Emergency Medical Service (EMS) systems, safety and wellness, resiliency, health, medical/legal and ethical issues, EMS communications, documentation, and crime scene awareness. Examines the Paramedic's roles and responsibilities to assure personal, patient, and public health and safety in the provision of professional emergency care. **Prerequisites:** Admission into the Paramedic Education Program.

PME281**Paramedicine Clinical Practicum: Comprehensive****2 credit(s) 15 period(s) lecture + lab**

Designed as the precepted Paramedicine clinical practicum in which the student synthesizes standard of care and scope of practice with comprehensive assessment and diagnostic technology, patient advocacy, ethical and professional behaviors, critical thinking, decision-making, and patient management of medical emergencies and trauma in a clinical setting. **Prerequisites:** Admission into the Paramedic Education Program.

PME281AA**Paramedicine Clinical Practicum: Phase I****1 credit(s) 7.5 period(s) lecture + lab**

Designed as the precepted Paramedicine clinical practicum in which the student synthesizes standard of care and scope of practice with comprehensive assessment and diagnostic technology, patient advocacy, ethical and professional behaviors, critical thinking, decision-making, and patient management of medical emergencies and trauma in a clinical setting. **Prerequisites:** Admission into the Paramedic Education Program.

PME281AB**Paramedicine Clinical Practicum: Phase II****1 credit(s) 7.5 period(s) lecture + lab**

Designed as the precepted Paramedicine clinical practicum in which the student synthesizes standard of care and scope of practice with comprehensive assessment and diagnostic technology, patient advocacy, ethical and professional behaviors, critical thinking, decision-making, and patient management of medical emergencies and trauma in a clinical setting. **Prerequisites:** Admission into the Paramedic Education Program.

PME288**Paramedicine Comprehensive Field Internship Practicum****5 credit(s) 34 period(s) lecture + lab**

Designed as the precepted Paramedicine field internship in which the student synthesizes standard of care and scope of practice with comprehensive assessment and diagnostic technology, patient advocacy, ethical and professional behavior, critical thinking, decision-making, and patient management of medical emergencies and trauma in the out-of-hospital setting. **Prerequisites:** Admission into the Paramedic Education Program.

PME289**Preparation for Paramedic National Credentialing****2 credit(s) 3 period(s) lecture + lab**

Designed to provide preparation for the national cognitive and psychomotor examinations, and other credentials required for national and state Paramedic certification/licensure. **Prerequisites:** Admission into the Paramedic Education Program.

POS – Political Science**POS110 POS 1110** **American National Government****3 credit(s) 3 period(s) lecture**

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 credit(s) 3 period(s) lecture**

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:** A grade of C or better in ENG101 or ENG107 or equivalent.

POS120 POS 1120 **World Politics****3 credit(s) 3 period(s) lecture**

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.

POS125**Issues in World Politics****3 credit(s) 3 period(s) lecture**

Contemporary issues and factors in international relations. Stress conditions in civil order, trade and international institutions. May be repeated for a total of six (6) credit hours. **Prerequisites:** None.

POS130**State and Local Government****3 credit(s) 3 period(s) lecture**

Survey of state and local government in the United States. Special attention on Arizona State Government. **Prerequisites:** None.

POS140 POS 2204 **Comparative Government****3 credit(s) 3 period(s) lecture**

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 credit(s) 3 period(s) lecture + lab**

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 credit(s) 3 period(s) lecture**

Leading political ideas and belief systems, e.g., Marxism, liberalism, conservatism, theories of democracy, and alternative futures.

Prerequisites: None.

POS220**U.S. and Arizona Constitution****3 credit(s) 3 period(s) lecture**

Examination of the United States Constitution and the constitution and government of the State of Arizona. **Prerequisites:** None.

POS221**Arizona Constitution****1 credit(s) 1 period(s) lecture**

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 credit(s) 2 period(s) lecture**

Examination of the United States Constitution. Equivalent to the first part of

POS220. May not enroll in POS220 and POS222 concurrently. **Prerequisites:** None.

POS223**Civil Rights and Liberties****3 credit(s) 3 period(s) lecture**

The historic background and current status of major civil rights and civil liberties issues in the United States. **Prerequisites:** None.

POS281AB**Public Policy/Service Internship****3 credit(s) 3 period(s) lab**

Field experience in community service, public policy or public service. May be repeated for a total of nine (9) POS281 credit 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.

Prerequisite: A grade of C or better in POS280 or **Corequisite:** POS280.

POS282AA**Volunteerism for Political Science: A Service-Learning Experience****1 credit(s) 1 period(s) lab**

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**Political Issues and Public Policy****3 credit(s) 3 period(s) lecture + lab**

Introduction to public policy, how policy is made, and how public policy decisions are affected. **Prerequisites:** None.

PSA – Public Safety Administration

PSA301**Foundations of Public Safety Administration****3 credit(s) 3 period(s) lecture**

Foundation in the principles and study of public safety administration including legal, political, and social factors. Overview of organizational theory and management, human capital management, resource management, leadership, and ethics that guide administration of diverse public safety organizations.

Prerequisites: None.**PSA305****Communication Strategies for Public Safety Professionals****3 credit(s) 3 period(s) lecture**

Overview of communication and public relations for public safety professionals. Topics include organization's internal and external environment and identifying and addressing public relations situations that emerge in these environments including the use of social media and other news media channels. Emphasis on developing, implementing, and evaluating public relations plans and strategies.

Prerequisites: A grade of C or better in [(COM100, or COM110, or COM230, or COM225) and (ENG102 or ENG108)] or permission of Program Director or Department/Division.

PSA310**Research Methods for Public Safety Administration**

4 credit(s) 6 period(s) lecture + lab Overview of research methods and presentation of research results for public safety administration. Introduction to quantitative and qualitative methods including statistics for conducting and analyzing discipline-specific research within the fields of public safety. **Prerequisites:** A grade of C or better in [(ENG102 or ENG108), and (MAT14+, or MAT15+, or equivalent), and [MAT206, or PSY230, or (PSY230 and PSY231), or PSY230WL]], or permission of Instructor or Program Director or Department/Division Chair.

PSA315**Public Policy and Public Safety Organizations****3 credit(s) 3 period(s) lecture**

Overview of public policy as it relates to the administration and management of public safety organizations. Topics include the political environment, laws and regulations, and the interrelationship among law, regulations, budget and finance, and public policy. Focus on current issues surrounding public administration and bureaucracy, as well as how public constituencies can affect public policy decision-making. **Prerequisites:** A grade of C or better in [PAD100 and (ENG102 or ENG108)], or permission of Instructor or Program Director or Department/Division Chair.

PSA320**Human Capital Management for Public Safety Organizations****3 credit(s) 3 period(s) lecture**

Examination of the role and functions of human capital management in public safety organizations including recruitment, hiring, retention, and training. Focus on the impact and intersections of strategic planning, employee benefits and compensation, personnel issues, performance management, employment laws, labor relations, and responding to internal and external inquiries as it relates to the administration of public safety organizations.

Prerequisites: None.

PSA401**Public Safety Leadership****3 credit(s) 3 period(s) lecture**

Examines the nature and roles of leadership in public safety, including concepts of organizational culture, leadership principles, and management strategies unique to public safety organizations. **Prerequisites:** None.

PSA405**Public Safety Finance and Budget****3 credit(s) 3 period(s) lecture**

Overview of the public finance system at all levels of government as it relates to the development of a budget for a public safety department. Topics include state and local budget process, revenue and funding sources involving taxes and revenue forecasting, as well as capital planning, projects, and budgets related to public safety. The course will consider alternative sources of public safety funding available to local government entities and stewardship of funds. **Prerequisites:** None.

PSA410**Program Planning and Evaluation for Public Safety Organizations****3 credit(s) 3 period(s) lecture**

Focus on knowledge and skills required of public safety leaders in strategic planning for the design, development, implementation, and evaluation of social intervention initiatives related to public safety, health, and disaster management. Exploration of theories related to public services considered in the development of programs, the application of evaluation findings, and prioritization of community concerns and resources. **Prerequisites:** A grade of C or better in PSA310 or permission of Instructor or Program Director or Department/Division Chair.

PSA439**Critical Incident Management for Public Safety Professionals****3 credit(s) 3 period(s) lecture**

In-depth examination of the process of critical incident management for supervisors, encompassing a variety of events that impact public safety organizations. Focus on the four phases of emergency management in relation to critical incident management. **Prerequisites:** A grade of C or better in (AJS/ FSC147 and AJS/FSC148), or permission of Program Director or Department/Division Chair. **Prerequisites or Corequisites:** AJS/ FSC149 or permission of Program Director or Department/Division Chair.

PSA449**Strategic Hazard Mitigation****3 credit(s) 3 period(s) lecture**

In-depth examination of the process of strategic hazard mitigation for supervisors, encompassing a variety of events that impact Public Safety Organizations. Focus on mitigation planning to address community risks and vulnerabilities including the stakeholders involved and strategies employed to improve community resilience.

Prerequisites: A grade of C or better in PSA439 or permission of Program Director or Department/Division Chair.

PSA450**21st Century Public Safety Practices****3 credit(s) 3 period(s) lecture**

Examination of emerging trends in public safety administration and organizational responsiveness through policy and practice. Topics include an overview of public safety administration, components of ethical leadership, sustainable and evolving practices, internal and external influences on policy, technology, effective data collection, and strategic planning to address societal and cultural changes in the community and workforce. **Prerequisites:** None.

PSA460**Crime Scene Coordination for Public Safety Professionals****3 credit(s) 3 period(s) lecture**

Overview of the crime scene logistics needed to effectively coordinate the work of law enforcement officers, police dispatch, forensic science services personnel, emergency medical personnel, and others present during crime scene investigations. **Prerequisites:** A grade of C or better in AJS275, or LET225, or permission of Program Director or Department/Division Chair.

PSA470**Administrative Law for Public Safety Professionals****3 credit(s) 3 period(s) lecture**

Introduction to the basic principles of administrative law for public safety professionals including the structure of federal, state, and local administrative institutions.

Topics include the sources of law for administrative agencies, the basic procedures for administrative rulemaking, adjudication, and compliance, as well as judicial review of agency action. **Prerequisites:** None.

PSA490**Public Safety Administration Capstone****3 credit(s) 4 period(s) lecture + lab**

Completion of a professional project within the field of public safety administration applying concepts covered throughout the program.

Students will demonstrate the steps for issue identification, related research, analysis, and presentation of information. Project topics will follow an instructor approval process.

Prerequisites: Permission of Program Director or Department/Division Chair.

PSY – Psychology**PSY101 PSY 1101 ****Introduction to Psychology****3 credit(s) 3 period(s) lecture**

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.

PSY132**Psychology and Culture****3 credit(s) 3 period(s) lecture**

Presents current knowledge about human diversity in behavior and culture using examples from a variety of contexts within western and global societies. Highlights topics in cross-cultural psychology, such as intergroup relations, diverse cognitive styles, ethnocentrism, gender, personality, emotion, language, communication, work and health. The role of enculturation throughout the lifespan will be explored to increase awareness of how behavioral and cognitive principles affect interactions in a multicultural world.

Prerequisites: None.

PSY143**Psychology of Sexual Orientation and Gender Identity****3 credit(s) 3 period(s) lecture**

Introduction to the psychological study of sexual orientation and gender identity. Focus on psychological, developmental, social, biological, historical, and cultural aspects. Includes topics related to the recognition and development of sexual orientation and gender identity throughout the lifespan and lived experiences of LGBTQIA+ individuals and communities. Examines prejudice, discrimination, family dynamics, contributions, and current issues impacting LGBTQIA+ individuals, their allies, and communities.

Prerequisites: None.

PSY215**Introduction to Sport Psychology****3 credit(s) 3 period(s) lecture**

Application of the psychological, 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.

PSY218**Health Psychology****3 credit(s) 3 period(s) lecture**

Behavioral and mental foundations of health, wellness, illness, and disease, and psychological dimensions of medical intervention. **Prerequisites:** PSY101 with a grade of C or better, or permission of Instructor

PSY230**Introduction to Statistics****3 credit(s) 3 period(s) lecture**

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:** (A grade of C or better in PSY101 and MAT092 or higher MAT course) or (a grade of C or better in PSY101 and eligibility for MAT112 or higher as indicated by appropriate mathematics placement test score) or permission of Instructor.

PSY231**Laboratory for Statistics****1 credit(s) 2 period(s) lab**

Applications of inferential and descriptive statistics to computers in the field of psychology. **Prerequisites:** None.

Corequisites: PSY230.

PSY240**Developmental Psychology****3 credit(s) 3 period(s) lecture**

Human development from conception through death. Includes biological, physical, cognitive, emotional, and sociocultural development across various ages. **Prerequisites:** A grade of C or better in PSY101 or permission of Instructor. **Course Notes:** Recommended for students majoring in nursing, education, behavioral, pre-med, and psychology.

PSY250**Social Psychology****3 credit(s) 3 period(s) lecture**

The scientific study of how people's thoughts, feelings, and behaviors are influenced by other people and situations. Includes how we think about ourselves and others, persuasion and influence, sexual and romantic attraction, friendship and helping others, aggression and prejudice. **Prerequisites:** PSY101 with a grade of 'C' or better or permission of the Instructor.

PSY266**Psychological Disorders****3 credit(s) 3 period(s) lecture**

Distinguishes between healthy psychological functioning and psychological disorders. Includes topics in psychopathology such as problems with anxiety and depression, eating disorders, substance-use, schizophrenia, sexuality, and personality. Also covers causes and treatments of psychological disorders. **Prerequisites:** A grade of C or better in PSY101 or permission of Instructor.

PSY277**Psychology of Human Sexuality****3 credit(s) 3 period(s) lecture**

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:** A grade of C or better in PSY101. **Course Notes:** PSY277 course may contain adult content. All students under the age of 18 are required to have a signed parental consent form on file, which is on the back of the Under the Age of 18 Enrollment Form.

PSY290AB PSY 2290**Research Methods****4 credit(s) 6 period(s) lecture and lab**

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. **Requisites:** A grade of C or better required in all Prerequisites.

Prerequisites: ENG101 or ENG107.

Prerequisites or Corequisites: PSY230 or permission of Instructor.

PSY298**Special Projects****1-3 credit(s) 1-3 period(s) lab**

Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. **Prerequisites:** None.

RDG – Reading

In college, most courses involve reading and studying. Thus it is critical for students to know and apply appropriate skills that will enhance academic progress and success. The Reading Department offers a wide variety of reading/study-based courses at different levels. These courses have been designed to develop and improve students' skills so that they can attain personal and/or academic goals. Please Note: See CRE (Critical Reading) courses.

RDG100

Successful College Reading

3 credit(s) 3 period(s) lecture

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 ALT100, or RDG081, or appropriate reading placement or permission of Instructor. **Corequisites:** Any 100-level course in another content area or permission of Instructor. **Course Notes:** RDG100 satisfies RDG091 requirement. RDG100 may be repeated for a total of twelve (12) credit hours.

RDG100LL

Disciplinary Literacy Lab

1 credit(s) 3 period(s) lab

Supplemental instruction for college-level discipline courses. Focus on developing effective reading processes to address a range of literacy needs including reading, writing, digital, numerical, financial and informational literacies. **Prerequisites:** None. **Corequisites:** Any 100-level course in another content area or permission of Instructor.

REC – Recreation

REC120

Leisure and the Quality of Life

3 credit(s) 3 period(s) lecture

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.

REC210

Leisure Delivery Systems

3 credit(s) 3 period(s) lecture

Systematic study of Delivery of Leisure Services in public, commercial, and independent sectors; particular emphasis placed on the urban setting. **Prerequisites:** None.

REL – Religious Studies

REL100 REL 1101

World Religions

3 credit(s) 3 period(s) lecture

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.

REL203/AIS213**American Indian Religions****3 credit(s) 3 period(s) lecture**

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:** A grade of C or better in ENG101 or ENG107 or equivalent.

REL205**Religion and the Modern World****3 credit(s) 3 period(s) lecture**

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:** A grade of C or better in ENG101, or ENG107, or equivalent.

REL212**Introduction to Islam****3 credit(s) 3 period(s) lecture**

Introduction to history, scriptures, practices and impact of Islam. **Prerequisites:** None.

REL270**Introduction to Christianity****3 credit(s) 3 period(s) lecture**

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.

RPM – Recreation Program Management**RPM150AA****Outdoor Adventure Skills Field Experience****1 credit(s) 2 period(s) lab**

Practical application of camping and outdoor skills including camping, equipment selection and use, cooking, fire building, camp programs, backpacking, and safety. **Prerequisites:** None.

Course Note: Course may be repeated for a total of four (4) credits.

SBS – Small Business Management**SBS200****Small Business Operations****2 credit(s) 2 period(s) lecture**

In-depth analysis of and individual plan development for the day-to-day problems encountered in the operation of a small business. Includes the development of an individual business operations plan including finance, purchasing, production scheduling, maintenance, shipping/receiving, personnel management and insurance/risk management requirements. Investigation of daily problems related to inventory control and business expansion. **Prerequisites:** None.

SBS202**Small Business Bookkeeping and Tax Preparation****1 credit(s) 1 period(s) lecture**

Introduces accounting and recordkeeping with emphasis on practical use of financial data for the successful management of a small business.

Develops an understanding of the accounting cycle and preparation of financial statements.

Includes section on tax consequences and preparation for small business owners.

Designed for the non-financially oriented owner/manager of a small business.

Prerequisites: None.

SBS203**Financing and Cash Management For a Small Business****1 credit(s) 1 period(s) lecture**

Planning for and meeting the financial needs of the small business including cash flow

planning, identification of financial needs and sources, equity and debt financing, and

preparation of loan packages. Participants complete a financial plan for their individual

company, with emphasis on cost controls, sales revenue projection, expense allocation, and

inventory cost control. Day-to-day operational budgeting also included. **Prerequisites:** None.

SBS204**Small Business Marketing and Advertising****2 credit(s) 2 period(s) lecture**

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(s) 1 period(s) lecture**

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(s) 1 period(s) lecture**

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.

SBS216**Planning for a Small Business****2 credit(s) 2 period(s) lecture**

Relates business management issues to a specific small business through development

of an individual study plan. Provides on-site review of business operation by trained

Instructor. **Prerequisites:** A grade of C or better in (SBS200 and SBS204) or

SBS220 or permission of Instructor.

SBS217**Starting/Managing a Home Business****1 credit(s) 1 period(s) lecture**

Analysis of the successful operation of a home-based business. Includes study of economic feasibility, practicality, and adjustments for the family. Analysis of the advantages/disadvantages of operating a home-based business, versus a "store-front" business. Review of current trends in home business opportunities and franchises. Descriptions of home businesses that have succeeded in local, national, and international markets.

Prerequisites: None.

SBS220**Internet Marketing for Small Business****2 credit(s) 2 period(s) lecture**

Focuses on e-Commerce doing business on the Internet and planning a website. Topics include: how the Internet can help growth and success of business; examples of successful marketing on the Internet; availability of Internet services; necessary hardware and software for marketing on the Internet; determining products/services appropriate for Internet marketing; budget constraints and on-going operations of the Internet site. **Prerequisites:** None.

SBS230**Financial and Tax Management for Small Business****2 credit(s) 2 period(s) lecture**

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 credit(s) 3 period(s) lecture**

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.

SOC – Sociology**SOC101****SOC 1101****Introduction to Sociology****3 credit(s) 3 period(s) lecture**

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.

SOC110**Drugs and Society****3 credit(s) 3 period(s) lecture**

Provides a sociological understanding of drug use and policy. Examines social-cultural factors contributing to use and abuse and effects of commonly used drugs on the individual and society. Reviews current theories and research relating to drug use. Introduces extensive coverage of various methods and statistics for measuring drug use. Explores prevention, intervention, and treatment. Examines public policies concerning drug related issues.

Prerequisites: None.

SOC157**Sociology of Families and Relationships****3 credit(s) 3 period(s) lecture**

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.

SOC/AIS160**American Indian Law****3 credit(s) 3 period(s) lecture**

Analyzes the legal system of the United States Government as it applies to American Indian Nations. Examines how United States legal institutions have impacted Indian sovereignty. Units of analysis include the development of Indian law, United States Supreme Court decisions, Congressional Acts, treaty rights and the development of tribal governments. Focuses on legal institutions that have abridged the property rights of Indian Nations.

Prerequisites: None.

SOC180**Social Implications of Technology****3 credit(s) 3 period(s) lecture**

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.

SOC212**Gender and Society****3 credit(s) 3 period(s) lecture**

A sociological analysis 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. **Prerequisites:** None.

SOC241**SOC 2215****Race and Ethnic Relations****3 credit(s) 3 period(s) lecture**

Examines how the social construction of race shapes social interaction and social institutions. Explores the consequences of power, privilege and oppression among major ethnic and racial groups in the United States. **Prerequisites:** None.

SOC245**Social Deviance****3 credit(s) 3 period(s) lecture**

A sociological analysis of social deviance including a review of theories, individual and social implications of deviant labeling, and relevant aspects of social control.

Prerequisites: None.

SOC251**SOC 2250****Social Problems****3 credit(s) 3 period(s) lecture**

A systematic and in-depth survey of selected social problems and inequalities from a sociological perspective, including what is known about the problem, recent trends, their causes and consequences, individual and societal responses to them, and possible remedies or policies that could address these issues. Issues to be examined may include issues in health care, dependencies, crime/violence, inequalities in race/class/gender/region/age, family, education, work, the economy, population migration/immigration, the environment, war and global insecurity.

Prerequisites: None.

SOC265**Sociology of Aging****3 credit(s) 3 period(s) lecture**

Examination of the aging process from post adolescence through old age from interdisciplinary and multicultural perspectives. Emphasis on positive participation in major social institutions and the amelioration of age-related problems.

Prerequisites: None.

SOC266**Sociology Through Film****3 credit(s) 3 period(s) lecture**

Examines movie-going and the experience of spectatorship. Studies how motion pictures reflect, influence, and are influenced by American culture and societal institutions. Explores the role of the movie industry as a vehicle for social commentary, analysis, and criticism. **Prerequisites:** None.

SPA – Spanish**SPA101 SPA 1101 SUN****Elementary Spanish I****4 credit(s) 4 period(s) lecture**

Basic grammar, pronunciation and vocabulary of the Spanish language. Includes the study of Spanish-speaking cultures. Practice of listening, speaking, reading, and writing skills.

Prerequisites: None.**SPA102 SPA 1102 SUN****Elementary Spanish II****4 credit(s) 4 period(s) lecture**

Continued study of grammar and vocabulary of the Spanish language and study of 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.

SPA103**Elementary Spanish for Spanish Speakers I****4 credit(s) 4 period(s) lecture**

Review of basic Spanish grammar and pronunciation. Emphasis on reading and writing skills in Spanish. For native speakers needing review of essential language skills.

Prerequisites: Spanish-speaking or departmental approval.

SPA104**Elementary Spanish for Spanish Speakers II****4 credit(s) 4 period(s) lecture**

Continued review of grammatical problems in speaking and writing and reading in Spanish.

Prerequisites: A grade of C or better in SPA103 or equivalent or departmental approval. Completion of prerequisites within the last three years is required.

SPA115**Beginning Spanish Conversation I****3 credit(s) 3 period(s) lecture**

Basic pronunciation, vocabulary, sentence structures, and cultural awareness, necessary to develop speaking and listening skills in Spanish. **Prerequisites:** None.

SPA116**Beginning Spanish Conversation II****3 credit(s) 3 period(s) lecture**

Continued study of basic pronunciation, vocabulary, sentence structures, and a cultural awareness necessary to develop speaking and listening skills in Spanish. **Prerequisites:** A grade of C or better in SPA115, or SPA115AA, or permission of Department or Division. Completion of prerequisites within the last three years is required.

SPA117**Health Care Spanish I****3 credit(s) 3 period(s) lecture**

Basic conversational Spanish for health care workers or students. Emphasis on basic sentence structure, pronunciation and vocabulary used in health care settings.

Prerequisites: None.

SPA118**Health Care Spanish II****3 credit(s) 3 period(s) lecture**

Basic conversational Spanish for health care personnel or students. Emphasis on basic sentence structure, pronunciation, and vocabulary used in health care settings.

Prerequisites: A grade of C or better in SPA117 or permission of Department or Division. Completion of prerequisites within the last three years is required.

SPA119**Spanish for Educational Settings I****3 credit(s) 3 period(s) lecture**

Basic conversational Spanish for teachers, counselors, administrators and other school ed in educational settings. **Prerequisites:** None.

SPA201**SPA 2201** SUN ☼**Intermediate Spanish I****4 credit(s) 4 period(s) lecture**

Continued study of essential Spanish grammar and Spanish-speaking cultures. Continued practice and development of reading, writing, and speaking skills in Spanish. Emphasis on fluency and accuracy in spoken Spanish.

Prerequisites: Grade of C or better in SPA102, or SPA111, or permission of Department or Division. Completion of prerequisites within the last three years is required.

SPA202**SPA 2202** SUN ☼**Intermediate Spanish II****4 credit(s) 4 period(s) lecture**

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**Spanish for Spanish-Speaking Students I****4 credit(s) 4 period(s) lecture**

Designed for Spanish-speaking students.

Emphasis on written composition, grammar review, punctuation and spelling, literature and conversation. May be taken in lieu of SPA201.

Prerequisites: Permission of Instructor or Department Chair.

SPA204**Spanish for Spanish-Speaking Students II****4 credit(s) 4 period(s) lecture**

Designed for Spanish-speaking students.

Advanced study of Spanish grammar, composition, literature, and conversation. May be taken in lieu of SPA202. **Prerequisites:** A grade of C or better in SPA203, or SPA201, or permission of Department or Division.

Completion of prerequisites within the last three years is required. **Course Notes:** SPA204 may be taken in lieu of SPA202.

SPA206**Spanish for Medical Interpretation II****3 credit(s) 3 period(s) lecture**

Continuation of Spanish interpretation for medical interpreters. Medical vocabulary relating to human anatomy and physiology emphasized.

Prerequisites: A grade of B or better in SPA205 or permission of Department or Division. Completion of prerequisites within the last three years is required.

SPH – Spanish Humanities**SPH245****Hispanic Heritage in the Southwest****3 credit(s) 3 period(s) lecture**

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.

SPT – Sports

SPT271

Sports Medicine Foundations

3 credit(s) 3 period(s) lecture

Introduction to sports medicine knowledge, techniques, and careers. Exploration of current trends in athletic injury prevention, management and rehabilitation including wound care, taping, wrapping, bracing, splinting and protective equipment.

Prerequisites: None.

SPT273

Athletic Training: Advanced Wrapping and Taping Techniques

2 credit(s) 2 period(s) lecture

Expands and enhances practical uses of basic taping and wrapping skills. Hands-on experience in the use of braces, athletic taping, and elastic wraps to care for athletic injuries.

Prerequisites: A grade of C or better in SPT271 or permission of Instructor.

SSH – Sustainability/ Social Sciences and Humanities

SSH111

Sustainable Cities

3 credit(s) 3 period(s) lecture

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.

SWU – Social Work

SWU130

Addictions and Substance Use Disorders

3 credit(s) 3 period(s) lecture

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 Work

3 credit(s) 3 period(s) lecture

Analysis of contemporary social welfare services and professional social work.

Prerequisites: None.

SWU225

Statistics for Social Research/Justice and Government

3 credit(s) 3 period(s) lecture

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:** A grade of C or better in MAT092 or completion of higher-level mathematics course.

SWU250**Mindfulness for Stress Management****3 credit(s) 3 period(s) lecture**

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, a Social Services Perspective****3 credit(s) 3 period(s) lecture**

A social work response to victimology, working with the criminal justice system, evidence-based techniques in crisis intervention, and the importance of a multicultural and global perspective. Includes a therapeutic approach to topics such as sexual assault, family violence, post-traumatic stress disorder, stress management, natural disasters, effective coping skills, appropriate community resources, and the responsiveness of the justice system. **Prerequisites:** None.

SWU275AA**Case Report Writing I****1 credit(s) 1 period(s) lecture**

Documentation skills for human service helpers. Includes privacy and legal issues. **Prerequisites:** None.

SWU282AA-AC**Volunteerism for Social Work: A Service-Learning Experience****1-3 credit(s) and 1-3 period(s) lab**

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.

SWU285**Social Services Seminar****1 credit(s) 1 period(s) lecture**

Special topics in social services with an emphasis on current issues not covered in other Social Work courses. **Prerequisites:** None.

Course Note: May be repeated for a total of four 4 credit hours.

SWU291**Social Service Delivery Systems****3 credit(s) 3 period(s) lecture**

Purposes, structures, and delivery systems of human service agencies. Includes 40 Hours of volunteer experience in local human service agencies. **Prerequisites:** A grade of C or better in SWU171, or permission of Department or Division or **Corequisites:** SWU171.

SWU295**Effective Helping in a Diverse World****3 credit(s) 3 period(s) lecture**

Introduction to professional helper communication skills with respect to cross-cultural practice and diversity issues, in a social work setting. **Prerequisites:** None. SWU171 suggested but not required.

TEC – Textiles and Clothing

TEC103

Developing Your Fashion Business

2 credit(s) 2 period(s) lecture

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

Cultural Aspects of Clothing

3 credit(s) 3 period(s) lecture

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

History of Fashion

3 credit(s) 3 period(s) lecture Consideration of historic factors influencing fashion and fashion change with special emphasis on historic costume. **Prerequisites:** None.

TEC108

Flat-Pattern Design

3 credit(s) 4 period(s) lecture + lab

Beginning flat-pattern design techniques. Introductory work with pattern accuracy, markings, style variations, seams, and garment features to create basic designs. **Prerequisites:** A grade of C or better in TEC110 or permission of Instructor. **Course Notes:** TEC108 may be repeated for a total of six (6) credit hours.

TEC110

Beginning Apparel Construction

3 credit(s) 5 period(s) lecture + lab

Basic apparel construction techniques. Use of commercial patterns and sewing machine in the construction of basic garments. **Prerequisites:** None.

TEC111

Intermediate Apparel Construction

3 credit(s) 5 period(s) lecture + lab

Intermediate clothing construction techniques. Emphasis on fit and construction details of commercial patterns. **Prerequisites:** A grade of C or better in TEC110 or permission of Instructor. **Course Notes:** TEC111 may be repeated for a total of twelve (12) credit hours with Permission of Instructor. If student has no previous sewing experience, TEC110 should be taken prior to and not during this course.

TEC112AQ

Pattern Alteration and Fit

2 credit(s) 3 period(s) lecture + lab

Structural features of patterns and altering patterns to achieve proper fit. Includes figure irregularities, pattern style variations, fashion, and individual figure problems.

Prerequisites: A grade of C or better in TEC111 or permission of Instructor. **Course Notes:** TEC112AQ may be repeated for a total of six (6) credit hours with Instructor permission.

TEC112AU

Sewing Clothing Accessories

3 credit(s) 5 period(s) lecture + lab (*Not offered every semester*)

Construction of clothing accessories for personal or professional use. Includes overview of accessories, principles of design, selection of fabrics and trims, use of commercial patterns, creation of custom patterns, construction techniques, and evaluation of accessories.

Prerequisites: A grade of C or better in TEC111 or permission of Instructor. **Course Note:** TEC112AU may be repeated for a total of twelve (12) credit hours.

TEC113**Textiles: Dyeing**

1 credit(s) 1.5 period(s) lecture + lab (*Not offered every semester*)

Demonstrations and projects emphasizing skills and techniques in creating textile designs on fabric for fashion and interior design applications. Fabric dyeing techniques through hands-on practices such as tie dyeing, shibori dyeing and batik dyeing.

Prerequisites: None. **Course Notes:**

TEC113 may be repeated for a total of three (3) credits.

TEC114**Textiles: Block Printing/Silk Screening**

1 credit(s) 2 period(s) lecture + lab (*Not offered every semester*)

Block printing and silk-screening techniques used to create designs on fabric for apparel and interiors. **Prerequisites:** None. **Course Notes:**

TEC114 may be repeated for a total of three (3) credits.

TEC115**Textiles: Hand Painting**

1 credit(s) 1.5 period(s) lecture + lab (*Not offered every semester*)

Techniques used to hand paint designs on textiles for fashion and interior design.

Techniques include water color and ombre, marbleizing, stenciling, stamping and various resist methods such as gutta and taping.

Includes color theory and design

development. **Prerequisites:** None. **Course**

Notes: TEC115 may be repeated for a total of three (3) credits.

TEC116**Textiles: Stitchery and Embellishment**

1 credit(s) 1.5 period(s) lecture + lab (*Not offered every semester*)

Materials and techniques used for stitchery and embellishment on textiles. Includes color schemes and design development.

Prerequisites: None. **Course Note:** TEC116

may be repeated for a total of three (3) credits.

TEC120**Specialty Apparel Construction**

3 credit(s) 5 period(s) lecture + lab

Application of specialty fabrics in clothing construction. Emphasis on improved construction quality and garment fit.

Prerequisites: A grade of C or better in TEC111, or THP206, or permission of Instructor. **Course Notes:** TEC120 may be repeated for a total of nine (9) credit hours with permission of Instructor.

TEC121**Creative Sewing Machine Use**

3 credit(s) 3 period(s) lecture + lab

Use of the sewing machine for other than construction of garments or household items.

Emphasis on decorative uses of the sewing machine on items made or purchased by the user. **Prerequisites:** A grade of C or better in TEC110 or permission of Instructor.

TEC122**Sewing with Knits**

3 credit(s) 5 period(s) lecture + lab (*Not offered every semester*)

Skills and techniques used in the construction of garments made from knit fabrics.

Prerequisites: A grade of C or better in TEC111, or THP206, or permission of Instructor.

TEC124**Advanced Apparel Construction**

3 credit(s) 5 period(s) lecture + lab

Advanced garment construction techniques.

Emphasis on lined jacket construction and working with patterned and specialty

fabrics. **Prerequisites:** A grade of C or better in TEC111, or THP206, or permission of

Instructor. **Course Notes:** TEC124 may be repeated for a total of twelve (12) credit hours with permission of Instructor.

TEC125**Fashion Design****3 credit(s) 3 period(s) lecture**

Overview of the fashion design industry.

Includes terminology, fashion trends, elements and principles of design, sources of inspiration, fabric selection, sketching and costing a collection, an introduction to pattern making techniques, and global fashion centers' design and manufacturing specialties.

Prerequisites: None.**TEC/INT126****Sewing for the Home****3 credit(s) 3 period(s) lecture**

Provides students systemic skills and knowledge to plan and construct draperies, shades, pillows, bedding and other home furnishings through instructional projects.

Emphasizes techniques used in producing textile goods for the home. **Prerequisites:**None. **Course Notes:** Basic sewing skills recommended. TEC/INT126 may be repeated for a total of nine (9) credit hours.**TEC128****Home Upholstery****3 credit(s) 5 period(s) lecture + lab**Demonstration and application of knowledge and skills involved in upholstering stools, chairs, headboards, and other home furnishings. Includes measuring and cutting upholstery fabric and sewing outdoor/indoor cushions. **Prerequisites:** None. **Course****Notes:** TEC128 may be repeated for credit.**TEC129****Sewing with a Serger****3 credit(s) 5 period(s) lecture + lab** (*Not offered every semester*)Operation of a home serger. Use in constructing, finishing, and decorating garments and home decorations. Home serger required. **Prerequisites:** A grade of C or better in TEC110 or permission of Instructor.**TEC133****Fashion Illustration: Croquis****2 credit(s) 4 period(s) lecture + lab**Techniques for working with female and male croquis. Applications for illustrating clothing on croquis and preparing a fashion layout. **Prerequisites:** None. **Course****Notes:** TEC133 may be repeated for a total of six (6) credit hours.**TEC134****Fashion Illustration I****3 credit(s) 5 period(s) lecture + lab**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.**Course Notes:** TEC134 may be repeated for a total of nine (9) credits.**TEC135****Fashion Illustration II****3 credit(s) 5 period(s) lecture + lab**Intermediate-level 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:** A grade of C or better in TEC134 or permission of Instructor. **Course Notes:** TEC135 may be repeated for a total of nine (9) credits.**TEC136****Fashion Illustration III****3 credit(s) 5 period(s) lecture + lab** (*Not offered every semester*)Advanced-level study of proportions and techniques used in drawing fashion figures, clothing, and flats. Continued study of illustrative styles for garments, fabric textures and patterns. Further development of skills in portfolio presentation. **Prerequisites:** A grade of C or better in TEC135 or permission of Instructor. **Course Notes:** TEC136 may be repeated for a total of nine (9) credits.

TEC138**Fashion Illustration: Menswear****3 credit(s) 5 period(s) lecture + lab**

Study of proportions and techniques used in drawing menswear fashion figures, clothing, accessories, and flats. Focus on the male physique and specific fitting variations of clothing. Introduction of traditional menswear fabrications and poses for tailored clothing and sportswear. **Prerequisites:** A grade of C or better in TEC134 or permission of Instructor. **Course Notes:** TEC138 may be repeated for a total of nine (9) credit hours.

TEC139**Fashion Illustration: Children's Wear****3 credit(s) 5 period(s) lecture + lab**

Study of proportions and techniques used in drawing children's wear fashion figures, clothing, and flats from infants through teenagers. Introduction of body and feature characteristics unique to the various ages of growth for children. Includes emphasis on common clothing styles, fabrics, effects, and details. **Prerequisites:** A grade of C or better in TEC134 or permission of Instructor.

TEC143**Industrial Sewing I****2 credit(s) 3 period(s) lecture + lab**

Introduction to industrial sewing machine usage with emphasis on techniques, applications, and stitching control. Basic methods used in constructing, finishing, and decorating apparel. **Prerequisites:** A grade of C or better in TEC111 or permission of Instructor. **Course Notes:** TEC143 may be repeated for a total of six (6) credit hours.

TEC144**Industrial Sewing II****2 credit(s) 3 period(s) lecture + lab**

Use of standard industrial sewing machines with emphasis on techniques, applications, speed, and stitching control. Expanded methods in intermediate and advanced construction, finishing, and decorating apparel.

Prerequisites: A grade of C or better in TEC143 or permission of Instructor. **Course**

Notes: TEC144 may be repeated for a total of six (6) credit hours.

TEC150**Fashion Show Production****3 credit(s) 4 period(s) lecture + lab**

Students will learn and experience real-time production techniques and skills of a fashion show.

Includes but not limited to, budget planning, project management, marketing, staffing, décor, staging, and production. **Prerequisites:**

None. **Course Notes:** TEC150 may be repeated for a total of six (6) credit hours.

TEC221**Computer-Assisted Fashion Design****3 credit(s) 5 period(s) lecture + lab** (*Not offered every semester*)

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:** A grade of C or better in (TEC125 and TEC134) or permission of Instructor.

TEC222**Textiles****3 credit(s) 4 period(s) lecture + lab**

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**Tailoring****3 credit(s) 6 period(s) lecture + lab**

Principles of tailoring as applied in the construction of a coat or suit. Alteration of patterns and fitting techniques. **Prerequisites:** A grade of C or better in TEC124 or permission of Instructor. **Course Note:** TEC223 may be repeated for a total of 12 credit hours with permission of Instructor.

TEC224**Pattern Drafting****2 credit(s) 3 period(s) lecture + lab** (*Not offered every semester*)

Draft patterns from measurements of dress forms and human figures. Development of slopers and garment patterns. Design and produce an original garment using pattern drafting techniques. **Prerequisites:** A grade of C or better in TEC111 or permission of Instructor. **Course Notes:** TEC224 may be repeated for a total of six (6) credit hours.

TEC225**Pattern Design I****3 credit(s) 5 period(s) lecture + lab**

Creation of pattern designs by flat pattern methods. Produce a variety of styles. Production of an original pattern design and garment. **Prerequisites:** A grade of C or better in TEC111, or THP206, or permission of Instructor. **Course Note:** TEC225 may be repeated for a total of twelve (12) credits.

TEC226**Draping for Fashion Design****3 credit(s) 5 period(s) lecture + lab***(Not offered every semester)*

Manipulation of fabrics on a dress form and/ or live figure to create designs and patterns. Use of woven fabrics to create basic and intermediate designs. Introduction of knitwear draping. Drape and construct an original design. **Prerequisites:** A grade of C or better in TEC111, or THP206, or permission of Instructor. **Course Notes:** TEC226 may be repeated for a total of nine credits.

TEC227**Couture Sewing****3 credit(s) 5 period(s) lecture + lab** (*Not offered every semester*)

Construction techniques used in couture sewing. Includes fabric selection, fabric preparation, hand sewing, garment shaping, edge finishes, embellishments, and closures. Emphasis on fitting and couture construction techniques used to construct skirts, pants, blouses, dresses, sleeves, pockets, jackets, coats, and evening wear. **Prerequisites:** A grade of C or better in TEC111, or THP206, or permission of Instructor. **Course Note:** TEC227 may be repeated for a total of twelve (12) credit hours with permission of Instructor.

TEC228**Advanced Draping for Fashion Design****3 credit(s) 5 period(s) lecture + lab** (*Not offered every semester*)

Advanced draping techniques for fashion design. Includes draping jackets/coats, shorts/pants, dresses/gowns and other woven fabrics. Also includes draping swimwear/leotards and other garments in knit fabrics. Drape and construct an original design. **Prerequisites:** A grade of C or better in TEC226 or permission of Instructor. **Course Notes:** TEC228 may be repeated for a total of nine (9) credits.

TEC230**Pattern Design II**

3 credit(s) 5 period(s) lecture + lab (*Not offered every semester*)

Practical application in designing clothing/patterns using flat pattern method. Principles of flat pattern and use of sloper reviewed. Includes creation of woven and knit original designs.

Prerequisites: A grade of C or better in TEC225 or permission of

Instructor. **Course Note:** TEC230 may be repeated for a total of twelve (12) credits.

TEC231**Pattern Grading**

3 credit(s) 5 period(s) lecture + lab (*Not offered every semester*)

Grading patterns to change sizes. Includes grading terminology, grading methods, figure types, grading charts, types of grade, even and uneven grades, and grading basic and intermediate designs. **Prerequisites:** A grade of C or better in TEC111 or permission of

Instructor. **Course Notes:** TEC231 may be repeated for a total of six (6) credit hours.

TEC232**Costume Construction**

3 credit(s) 5 period(s) lecture + lab (*Not offered every semester*)

Costume construction techniques applied to period reproduction, vintage, fantasy and anime; stage and dance costumes. Includes alteration of commercial patterns, drafting of original patterns, and fitting techniques.

Prerequisites: A grade of C or better in TEC111 and (TEC224, or TEC225, or TEC226, or permission of Instructor). **Course Notes:** TEC232 may be repeated for a total of twelve (12) credit hours with permission of Instructor.

TEC233**Computer-Assisted Pattern Making**

3 credit(s) 5 period(s) lecture + lab (*Not offered every semester*)

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:** A grade of C or better in TEC225 or permission of Instructor. **Course Notes:** TEC233 may be repeated for a total of twelve (12) credit hours with permission of Instructor.

TEC234**Vintage Fashion Design**

3 credit(s) 5 period(s) lecture + lab Research

of 20th-century fashions from the 1920s through the 1990s influencing vintage garment styles. Analysis of vintage era and revival trends. Development and construction of an original vintage garment/ ensemble including design, fabric selection, and commercial pattern use with flat-patternmaking and/or draping variations. **Prerequisites:** A grade of C or better in (TEC225 or TEC226) or permission of Instructor. **Course Notes:** TEC234 may be repeated for a total of twelve (12) credit hours.

TEC235**Custom Tailored Pants**

2 credit(s) 3 period(s) lecture + lab

Designed for the home sewing enthusiast or dressmaker who desires a perfectly fitted pant pattern. Pattern adjustments, selecting proper size, and fitting procedures for a personalized pant. Fabric draft of the basic pant to be fitted on each student. **Prerequisites:** A grade of C or better in TEC111 or equivalent.

TEC236**Portfolio Development**

1 credit(s) 3 period(s) lab (*Not offered every semester*)

This course is designed to assist students in the preparation and presentation of an original professional portfolio. Students will design, produce, and present artistic sketches and illustrations of fashion figures wearing designs, flats for garment designs, and fabric swatches/samples selected for designs.

Including but not limited to using computer-assisted design software, presentation boards, and other required components in the field of portfolio development. **Prerequisites:** A grade of C or better in TEC134 and permission of Department or Division. TEC221 is recommended. **Course Notes:** TEC236 may be repeated for a total of three (3) credits.

TEC237**Intermediate Computer-Assisted Fashion Design**

3 credit(s) 5 period(s) lecture + lab

Intermediate-level study in the use of computer hardware and software in the fashion design industry. Draw fashion figures, create textile designs, develop and illustrate an original portfolio collection.

Prerequisites: A grade of C or better in (TEC134 and TEC221) or permission of Instructor.

TEC238**Industry Patternmaking Standards**

1 credit(s) 2 period(s) lecture + lab

Study of patternmaking techniques for industry. Specifications for production patterns, labeling methods, and direction cards. **Prerequisites:** A grade of C or better in TEC225 or permission of Instructor. **Course Notes:** TEC238 may be repeated for a total of three (3) credit hours.

TEC240**Apparel Production Management**

2 credit(s) 3 period(s) lecture + lab

Overview of apparel production management for the global marketplace examining component details of the technical package, tech-pack, which include specifications and costing in the most time-efficient manner.

Prerequisites: None. **Course Notes:** TEC240 may be repeated for a total of six (6) credit hours.

TEC241**Advanced Computer-Assisted Fashion Design**

3 credit(s) 5 period(s) lecture + lab

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:** A grade of C or better in TEC124 and TEC237.

TEC244**Industrial Sewing III**

2 credit(s) 3 period(s) lecture + lab

Mastery study of industrial sewing machine usage for straight stitch, zigzag, overlock, cover stitch and blind hem machines. Use in detailed or complex constructing, finishing, and decorating apparel and home decor.

Prerequisites: A grade of C or better in TEC144 or permission of Instructor. **Course Notes:** TEC244 may be repeated for a total of six (6) credit hours.

TEC245**Wardrobe Strategies**

3 credit(s) 3 period(s) lecture

Methods of clothing selection, coordination, evaluation, and planning to meet men's and women's wardrobe needs. **Prerequisites:** None.

TEC270**Design Studio****3 credit(s) 4 period(s) lab**

Design and production of original garments for a line/collection. Includes design inspirations, sketches/illustrations, fabric/ materials selection, pattern development, construction and fit. **Prerequisites:** A grade of C or better in (TEC225 or TEC226) or permission of Instructor. **Course Notes:** TEC270 may be repeated for a total of twelve (12) credit hours.

TEC271AA**Fashion Design Internship****1 credit(s) 5 period(s) lab**

Work experience in fashion design business or industry. Work hours are coordinated for a minimum of 80 hours per semester. Supervision and evaluation by internship coordinator. **Prerequisites:** Permission of Department or Division. **Course Notes:** TEC271AA may be repeated for a total of three (3) credit hours.

TEC274AA**Fashion Merchandising Study Tour****1 credit(s) 5 period(s) lab**

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.

TEC278AA**Costume Design and Production Internship****1 credit(s) 1 period(s) lab**

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, 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**THE111 THE 1100 ****Introduction to Theatre****3 credit(s) 3 period(s) lecture**

A survey of theatre, including basic elements and principles of production, styles, and/or historical perspectives of theatre, dramatic literature, and criticism. **Prerequisites:** None.

THE118**Playwriting****3 credit(s) 3 period(s) lecture + lab**

Practice and study of theories and techniques of writing for the stage; creating characters, dialogue, and plot for monodramas, scenes, and plays. **Prerequisites:** None.

THE220 THE 2220 **Modern Drama****3 credit(s) 3 period(s) lecture (Spring only)**

Analysis of dramatic literature studied within political, historical, and cultural contexts and examined from the perspective of the playwright's structure and style. **Prerequisites:** A grade of C or better in ENG101 or ENG107 or equivalent.

THE274AC**Theatre Study Tour****3 credit(s) 15 period(s) lab**

A tour that focuses on theatre production outside of the metropolitan Phoenix area. Includes a variety of experiences and activities to enhance knowledge about theatre production. **Prerequisites:** Department approval.

THE298AA-AC**Special Projects****1-3 credit(s) 1-3 period(s) lab**

Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. **Prerequisites:** None.

THF – Theatre and Film**THF115****Makeup for Stage and Screen****3 credit(s) 4 period(s) lecture + lab**

Purposes, materials, and techniques of makeup for stage and screen. **Prerequisites:** None.

THF130**Combat for Stage and Screen****3 credit(s) 4 period(s) lecture + lab**

Fundamental techniques and terminology of staged combat with and without weapons. Analysis and performance of safely choreographed violence that tells a story for stage and screen. **Prerequisites:** None.

Course Notes: THF130 may be repeated for a total of twelve (12) credit hours.

THF/HUM205**Introduction to Cinema****3 credit(s) 3 period(s) lecture**

Survey of the history and development of the art of motion pictures, including criticism of aesthetic and technical elements.

Prerequisites: None.

THF209**Acting for the Camera****3 credit(s) 4 period(s) lecture + lab**

Special technical aspects of acting before a camera. **Prerequisites:** A grade of C or better in THP112 or permission of Instructor.

THF/HUM210**Contemporary Cinema****3 credit(s) 3 period(s) lecture**

A study of contemporary films, directors and critics with emphasis on evaluating film as an art form. **Prerequisites:** None.

THF219**Advanced Acting for the Camera****3 credit(s) 4 period(s) lecture + lab**

Focuses on special technical aspects of advanced acting before a camera.

Prerequisites: A grade of C or better in THF209 or permission of Instructor.

THO – Theatre Occupational**THO203****Technical Theatre Production****3 credit(s) 6 period(s) lab**

Designed to give college credit to the technical production crews of college theatre productions. **Prerequisites:** None. **Course Note:** THO203 may be repeated for up to a maximum of nine (9) credits.

THO215**Advanced Makeup Techniques for Stage and Screen****3 credit(s) 4 period(s) lecture + lab**

Advanced character analysis and makeup design for stage and screen. Technical application of makeup for stage and screen. **Prerequisites:** A grade of C or better in THF115.

THO218**Beginning Stage Lighting****3 credit(s) 4 period(s) lecture + lab**

Basic theories of stage lighting for all production types. Emphasis on technical/theoretical facts, artistic/ design concept development, and "teamwork" structure of theatre. Examines stage lighting optics, instrument selection and application, color theory, circuiting and control systems, and basic design. **Prerequisites:** A grade of C or better in THP213 or permission of Instructor.

THO219**Introduction to Puppetry****3 credit(s) 4 period(s) lecture + lab**

Use of different types of puppets in a variety of performance settings. Practical experience with diverse audiences. **Prerequisites:** None.

THO225**Visual Script Analysis****2 credit(s) 2 period(s) lecture**

Theory and practice in analysis of dramatic literature for the technician and designer. Emphasis on techniques of script analysis for visual information. **Prerequisites:** None.

THO226**Theatrical Design: Costuming****3 credit(s) 4 period(s) lecture + lab**

Basic techniques involved in researching and designing costumes for the stage.

Prerequisites: None.**THO/AVC246****Introduction to Digital 3D Fabrication Tools****3 credit(s) 6 period(s) lecture + lab**

Introduction to concepts and application of computer visualization, modeling, and rapid prototyping for interdisciplinary arts. Students will design sculptures applying 3D computer modeling techniques, rapid prototyping, and other available digital output devices to produce solid models. **Prerequisites:** None.

THO250**Stage Properties****3 credit(s) 4 period(s) lecture + lab**

Introduction to stage properties including design, construction and maintenance features. Provides skills in property design and construction using an assortment of standard materials. **Prerequisites:** None.

THO260**Theatrical Design: Rendering****2 credit(s) 4 period(s) lecture + lab**

Provides experience and explores multiple illustration techniques used to communicate ideas in entertainment production. Provides basic skills including pictorial drawing and sketching. **Prerequisites:** None.

THO261**Previsualization Modeling****2 credit(s) 4 period(s) lecture + lab**

Provides experience and explores basic previsualization methods used to communicate ideas in entertainment preproduction. Provides basic models skills. **Prerequisites:** None.

THO263**Entertainment Industry Drafting I: 2D CAD****3 credit(s) 6 period(s) lecture + lab**

Introduction to Computer Aided Drafting (CAD) for the Entertainment industry, including stage, screen and television venues, using CAD software. Includes basic set-ups, formats, two-dimensional drawing and editing commands, dimensions, text, and plotting typical to entertainment industries. **Prerequisites:** None.

THO265**Introduction to Stage Management****3 credit(s) 6 period(s) lecture + lab**

The focus of this course is the role of the stage manager. Topics include all aspects of preparation and implementation of rehearsals and performances for the stage manager position. **Prerequisites:** None.

THO266**Production Careers in Technical Theatre**
1 credit(s) 2 period(s) lecture + lab

Provides the continuing design, stage management and technical student with opportunities to explore the versatility of the job opportunities within the Tech Theatre industry. Emphasis on presenting the work and talent both in person and on paper. Development of a professional resume and vita.
Prerequisites: None.

THO267**Painting Techniques for Film, TV and Theatre****3 credit(s) 4 period(s) lecture + lab**

Theory and skills in scenic artistry. Techniques of painting two-dimensional and three-dimensional scenery, tools, and the use of color. **Prerequisites:** A grade of C or better in THP213.

THO269**Technical Theatre Portfolio Development**
1 credit(s) 1 period(s) lab

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.

THO/MUP270**Musical Theatre Workshop****2 credit(s) 5 period(s) lecture + lab**

Workshop in the study and performance of Musical Theatre repertoire. Includes audition techniques, stage directions, character role development, rehearsal techniques, vocal acting styles and vocal technique, stage movement, crew roles, and performance.

Prerequisites: None. **Course Notes:** THO/MUP270 may be repeated for credit.

THP – Theatre Performance/Production**THP112****Acting I****3 credit(s) 4 period(s) lecture + lab**

Fundamental techniques and terminology of acting through physical and vocal expression, improvisation, and monologue and scene work. Emphasis on characterization.

Prerequisites: None.

THP131**Stage Movement****3 credit(s) 4 period(s) lecture + lab**

Movement skills for the actor to develop a flexible, expressive physical instrument. Includes pantomime, physical isolation, and awareness exercises. **Prerequisites:** None.

THP151**Theatre for Youth****3 credit(s) 4 period(s) lecture + lab**

Principles and techniques of selecting plays, adapting stories, playwriting, directing, designing, producing, and acting in theatre for youth. The course will provide the opportunity to analyze and experience the production process from creating a script to performing a theatre production for a youth audience. **Prerequisites:** None. **Course Notes:** THP151 may be repeated for a total of six (6) credit hours.

THP201AB**Theatre Production II****2 credit(s) 4 period(s) lab**

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.

THP211**Creative Drama****3 credit(s) 3 period(s) lecture**

Theory and practice of creative drama, including improvisation, storytelling, puppetry, and script and program development in drama, and their application to elementary and secondary school levels. **Prerequisites:** None.

THP212**Acting II****3 credit(s) 4 period(s) lecture + lab**

Fundamental techniques of acting through script analysis, rehearsal, and performance.

Prerequisites: A grade of C or better in THP112 or departmental approval.

THP213**Introduction to Technical Theatre****4 credit(s) 6 period(s) lecture**

Procedures of technical theatre production and demonstration. Topics include design and construction of scenery; lighting and properties.

Prerequisites: None.

THP214**Directing Techniques****3 credit(s) 4 period(s) lecture + lab**

Contemporary theory and practice in directing, the evolution of present-day directing procedures, and a sampling of scripts for directing practice. Principles of script analysis, blocking, casting, rehearsing, and performing. **Prerequisites:** A grade of C or better in THP112 or THE220, or permission of Instructor.

THP217**Introduction to Design Scenography****3 credit(s) 4 period(s) lecture + lab**

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.

THP/COM271**Voice and Diction****3 credit(s) 3 period(s) lecture**

Exercises and techniques to free the voice and improve projection, resonance, and articulation. Covers international phonetic alphabet and standard stage speech. **Prerequisites:** None.

THP/STO285**Creating/Performing Solo/Collaborative Works****3 credit(s) 3 period(s) lecture**

Developing, rehearsing, and performing solo and collaborative works for fringe festivals and other storytelling and theatre venues.

Prerequisites: None.

THP296WC**Cooperative Education****3 credit(s) 15 period(s) lab**

Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome related to the career objectives of the students. **Prerequisites:** Completion of at least twelve (12) college credits, minimum 2.6 grade point average, and be able to obtain a position related to student's academic or career goals (student's present job may qualify); or permission of Instructor.

Corequisites: Must be concurrently enrolled in at least one class which is related to student's major or career interest or with permission of the Instructor.

WED – Wellness Education

WED120

Massage Therapy: Anatomy Refresher - Upper Body

1 credit(s) 1 period(s) lecture + lab

This course is designed for individuals in the field of massage therapy and provides a review of upper body musculature affecting the neck, shoulder, spine, elbow and wrist joints. Origins and insertions and resistive stretches included.

Prerequisites: None. **Course Notes:** WED120 may be repeated for a total of six (6) credit hours.

WED125

Reiki: Healing and Symbols

2 credit(s) 2 period(s) lecture + lab

Introduction to Reiki as a Japanese technique for stress reduction and relaxation that also promotes healing. Instruction in the Usui method of Reiki and its applications to personal health and everyday life.

Prerequisites: None. **Course Notes:** WED125 may be repeated for a total of ten credits.

WED145

Reflexology

1 credit(s) 1 period(s) lecture + lab

History and application of specific pressure points on the hands and feet that have correlation to different body organs and systems. Practice of micromovement techniques with the goal of creating a response throughout the body. **Prerequisites:** None. **Course Notes:** WED145 may be repeated for a total of six (6) credit hours.

WED151

Introduction to Alternative Medicine

3 credit(s) 3 period(s) lecture

Definition of health; exploration of mind-body-spirit connection in health; various therapeutic modalities; identification of strengths and limitations of alternative therapies. Also includes development of ability to critically review written material in the alternative therapy area. **Prerequisites:** None.

WED154

First Aid/ Cardiopulmonary Resuscitation

3 credit(s) 3 period(s) lecture

Cardiopulmonary Resuscitation (CPR) and first aid for the adult, child and infant patients includes Automated External Defibrillator (AED), rescue breathing, obstructed airway, and other first aid procedures. Designed to train citizen responders in skills and procedures required during emergency situation.

Prerequisites: None.

WED162

Meditation and Wellness

1 credit(s) 1 period(s) lecture

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

Overview of Massage Therapy

2 credit(s) 2 period(s) lecture

History of massage; overview of bodywork systems; benefits and indications of massage; legal requirements for practice in Arizona.

Prerequisites: None.

WED170

Principles of Homeopathy

1 credit(s) 1 period(s) lecture

Origins of homeopathy; key concepts; perceptions of disease; schools of homeopathy; scientific studies; preparation of remedies; case taking. **Prerequisites:** None.

WED172**Overview of Herbal Remedies****1 credit(s) 1 period(s) lecture**

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.

WED174**Myofascial Release****1 credit(s) 1 period(s) lecture + lab**

Introduction to myofascial release techniques and application. Myofascial Release (MFR) is a therapeutic modality that allows restricted fascia to release from a tightened state. MFR improves nerve conductivity and circulation of blood and lymph, which allows the healing powers of the body to flow to restricted tissues. The result is relief from chronic pain and the potential for healing injured tissue.

Prerequisites: None. **Course Notes:** WED174 may be repeated for credit. Counts as 13.3 continuing education units (CEUs).

WED176**Flower Essences****1 credit(s) 1 period(s) lecture**

Healing properties of Bach flower remedies; Bach's development of remedies and his philosophy of healing; use and preparation of a variety of flower essences. **Prerequisites:** None.

WED182**Health Conditions and Popular Herbs****2 credit(s) 2 period(s) lecture**

In-depth look at some of today's most popular herbs and their relationship to specific health conditions. Emphasis on research skills in relation to popular herbs. Includes the effects, uses, and application strategies of herbs.

Prerequisites: None. WED172 suggested but not required.

WED183**Introduction to Ayurvedic Principles****2 credit(s) 2 period(s) lecture + lab**

Introduction to Ayurveda: "the science of life"; a complete system of balancing the body, mind and spirit, originating from ancient India. Introduction to foundational Ayurvedic principles, health philosophy and self-assessment of basic constitution. Application of basic health and self-care practices such as food selection and preparation, exercise and movement, renewal and restoration activities, environmental influences to promote health and well-being. **Prerequisites:** None. **Course Notes:** WED183 may be repeated for a total of six (6) credits.

WED204**Establishing a Massage Practice****3 credit(s) 3 period(s) lecture**

Explore career options in therapeutic massage, including state licensing requirements, and determine how to lay the groundwork for a successful massage practice. **Prerequisites:** None.

WED210**Sports Massage****2 credit(s) 3 period(s) lecture + lab**

Purpose, benefits, and contraindications of sports massage; principles of sports physiology; massage techniques, applications, and procedures; treatment of injuries.

Prerequisites: A grade of C or better in WED165 and WED230, or permission of Program Director.

WED215**Self-Care for Health Care Professionals****2 credit(s) 5 period(s) lecture + lab**

Emphasis on mind-body methods for personal wellness through integration of physical, emotional, social, and spiritual dimensions of being. Development of a personal practice to achieve and sustain a balanced program to support personal health and well-being. **Prerequisites:** None.

WED218**Aromatherapy****1 credit(s) 1 period(s) lecture**

Physiology of aromatherapy; methods of use; preparation of oils; uses in sports, beauty care, massage, child care, healthcare, at work, and in the home. **Prerequisites:** None.

WED220**Gentle Touch for Individuals Living with Cancer****2 credit(s) 2 period(s) lecture + lab**

Introduction to the gentle-touch approach to massage for individuals who are living with or have survived cancer. Overview of cancer and principal cancer treatments. Clinical considerations, including practice guidelines and hands-on adjustments related to cancer and treatment side effects. Administrative considerations for client intake, treatment plans and session documentation. In addition, comprehensive practical application of massage. **Prerequisites:** None. **Course Notes:** Previous training in Swedish strokes and massage draping required. WED220 may be repeated for a total of eight (8) credit hours.

WED230**Therapeutic Massage Practices I****6 credit(s) 9 period(s) lecture + lab**

Principles of professionalism, ethics, and legalities. Includes use of terminology related to massage therapy. Applications, indications, and contraindications of the nine strokes of Swedish massage. Study of the human osseous and muscular structure. Emphasis on normal movement patterns, origins, insertions, and functions of the muscular system. **Prerequisites:** Acceptance into the Massage Therapy program or permission of Program Director.

WED231**Therapeutic Massage Practices II****6 credit(s) 9 period(s) lecture + lab**

Refined application of the nine strokes of Swedish massage and contraindications to avoid. Application of advanced principles and techniques of trigger point therapy, muscle energy technique, stretching, hydrotherapy protocols, hot and cold applications, reflexology, and corporate massage. Study of the human osseous and muscular structure. Emphasis on normal movement patterns and the origin, insertion, and function of the muscular system. **Prerequisites:** A grade of C or better in WED230.

WED232**Therapeutic Massage Practices III****6 credit(s) 10 period(s) lecture + lab**

Refinement and integration of technical skills, psychosocial competencies, and role identity. Exploration of techniques to assess and facilitate range of motion and function; purpose, benefits, indications, and contraindications of therapeutic massage for specific neuro-musculoskeletal disorders/injury and special populations. Application of massage techniques with therapist's pre- and post-client evaluations of the client. Adaptation of massage techniques for special populations. **Prerequisites:** A grade of C or better in WED231. **Corequisite:** WED250, or permission of Program Director.

WED250AB**Clinical Practicum: Part II****1.5 credit(s) 3 period(s) lab**

Continued application of fundamental massage techniques. **Prerequisites:** A grade of C or better in WED250AA

WED297AA-AC**Special Topics: Therapeutic Massage****1-3 credit(s) 1-3 period(s) lecture + lab**

Explores a special topic related to therapeutic massage. Topics vary and include concepts relevant to those pursuing career in the therapeutic massage. **Prerequisites:** None.

WST – Women’s Studies

WST100

Introduction to Women’s Gender Studies

3 credit(s) 3 period(s) lecture

Introduction to critical issues in women’s studies. **Prerequisites:** None.

WST120

Gender, Class, and Race

3 credit(s) 3 period(s) lecture

A feminist discussion of gender, class and race as basic and central social categories that determine how we see ourselves and others and how they circumscribe our opportunities and privileges in American society. **Prerequisites:** None.

WST128

Law and Violence Against Women

3 credit(s) 3 period(s) lecture

Covers cases and materials on systems of oppression particularly as related to women in our society. Areas covered include battering, sexual harassment, sexual assault, prostitution, and pornography as exemplified in present-day society. Designed to give students the ability to identify problem of violence against women and participate in current societal discourse on various ways to resolve them. **Prerequisites:** None.

WST160

Women and the Early American Experience

3 credit(s) 3 period(s) lecture

Introduction to American women's history, from the colonial period to suffrage in 1920, based on a feminist perspective. **Prerequisites:** None.

WST161

American Women Since 1920

3 credit(s) 3 period(s) lecture

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.

WST206

La Mujer

3 credit(s) 3 period(s) lecture

Analysis and discussion of critical issues for Latinas in America today. **Prerequisites:** None.

WST/AFR207

Black Women

3 credit(s) 3 period(s) lecture

Analysis and discussion of critical issues for Black women in America today. **Prerequisites:** None.

WST/HUM209

Women and Films

3 credit(s) 3 period(s) lecture

Analysis of images of women in films from both historical and contemporary perspectives. **Prerequisites:** None.

WST244

Women in Muslim Societies

3 credit(s) 3 period(s) lecture

Overview of Muslim women's religious and secular roles and rights. Relationship of the Qur'an and Hadiths' teachings on women to the interpretations of those teachings within the variegated cultural contexts of Islam.

Prerequisites: None.

WST/ENH285

Contemporary Women Writers

3 credit(s) 3 period(s) lecture

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.

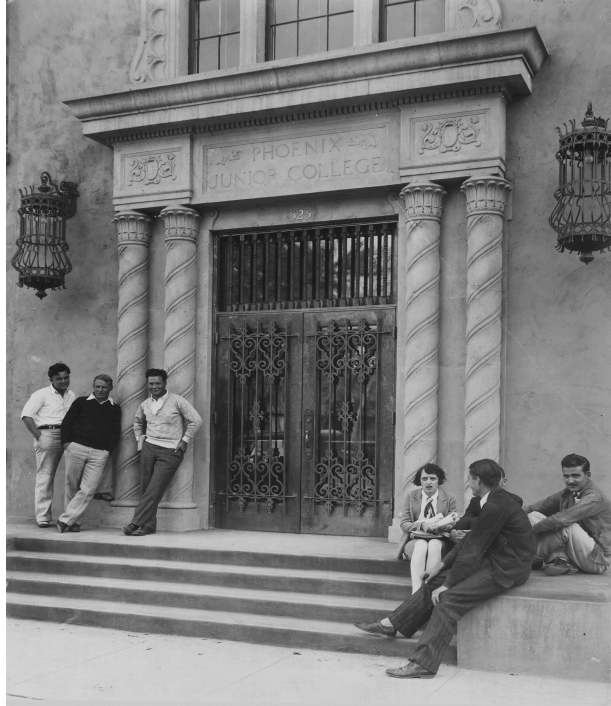
WST/REL290

Women and World Religions

3 credit(s) 3 period(s) lecture

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.

Maricopa County Community College District (MCCCD)



2023-2024 General Academic Policies for Associate Degrees Designed For University Transfer

2023-2024 General Academic Policies for Associate Degrees Designed For University Transfer

The following academic policies govern the associate degrees designed for university transfer: Associate in Arts (AA); Associate in Arts, Elementary Education (AAEE); Associate in Arts, Fine Arts (AAFA); Associate in Business-General Requirements (ABUS-GR); Associate in Business-Special Requirements (ABUS-SR); and Associate in Science (AS). *Note that academic policies that govern the Associate in General Studies (AGS) and Associate in Applied Science (AAS) degrees are listed separately, with the requirements for each of those degrees.*

- The graduation policies within the general catalog must be satisfied (administrative regulation 2.3.9). First Year Experience required (FYE101 or FYE103)
- Minimum semester credits for completion vary slightly by degree and specific emphasis (when applicable). Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums for individual degree programs.
- Credits completed toward these minimums must be in courses numbered 100 or above with a grade of “C” or better. These credits must include a minimum of 35* in satisfaction of the requirements of the Arizona General Education Curriculum (AGEC) along with a maximum of 6 credits towards MCCC’s Additional Requirements.
- Detailed degree requirements are maintained by the Center for Curriculum and Transfer Articulation (CCTA); refer to the program search at curriculum.maricopa.edu.

General Education Requirements:

- The AGEC requirements include a designated number of courses approved for each of the following areas:
 - First Year Composition [FYC]
 - Mathematical Applications [MA]
 - Computer/Statistics/Quantitative Applications [CS] (not required for Associate in Science)
 - Literacy and Critical Inquiry [L]
 - Humanities, Arts and Design [HU]
 - Social-Behavioral Sciences [SB]
 - Natural Sciences: Science Quantitative [SQ], Science General [SG]
 - Awareness Area: Cultural Diversity in the U.S. [C]
 - Awareness Area: Global [G] or Historical [H]
- Note that there are three different AGECs each aligning with a different subset of associate degrees--AGEC-A for the AA, AAEE, and AAFA

degrees; AGEC-B for the ABUS-GR and ABUS-SR degrees; and AGEC-S for the AS degree. For some types of AGECs/Associate degrees, students are allowed to choose from a broad list of courses; for others the courses are more restricted or even specified.

- A single course can simultaneously count toward one or more areas in the following. Awareness Areas of [C]; and/or [H]/[G] may be shared with AGEC requirements. MCCC Additional Requirements e.g. Oral Communication and Critical Reading may be shared with other AGEC requirements. For example, CRE101 may be used to satisfy both the MCCC Reading Requirement and [L] in the AGEC core. For some degree types, other lower division courses can be used to meet the degree requirements.
- While multiple requirements can be met with a single course, the credits are only counted one time toward the required minimum for the degree. Except for the AGEC-S, a single course cannot be used to satisfy more than one AGEC core requirement, with the exception of Awareness Areas. For example, a course cannot be used to satisfy [HU] and [SB], but a course can be used to meet [HU] and [C], [G] and/or [H].
- The AGEC-A and AGEC-B require a minimum of 35 credits* and the AGEC-S requires a minimum of 36 credits*; however, the AGEC credit count within the total credits for a degree may be under these minimums if courses are also applied toward Required Courses or Restricted Electives and the credits are counted in those areas. Awareness Areas and MCCC’s Additional Requirements may also be shared with AGEC Core Areas. Optimizing credits in this way is often recommended because some programs and universities limit transferable credits at 64.
- All MCCC courses applied to the AGEC must be completed with a grade of “C” or better. All MCCC courses applied to the AGEC must be accepted for transfer credit as a direct equivalent, departmental elective, or general elective credit at ASU, NAU, and UAZ according to the Course Equivalency Guide for the academic year in which the course was taken. Courses applied exclusively to the Bachelor of Applied Science are ineligible for inclusion in the AGEC.

Coursework beyond General Education

- For some degree types, the additional coursework required to complete the degree is specified while others offer the student more latitude. See degree checksheets for more complete description. Consultation with an academic advisor about course selection is always recommended.
- Oral Communication and Critical Reading are MCCC Additional Requirements required for Associate in Arts; Associate in Arts, Elementary Education; Associate in Arts, Fine Arts; and Associate in Science degrees. Refer to the Program (Degree) Search at curriculum.maricopa.edu for acceptable options to meet these requirements for individual degree programs.

- Within the Restricted Electives, course recommendations are made for specific transfer institutions. Students should select a transfer plan (group of courses) based on their intended transfer institution. However, not all transfer institutions are reflected in these recommendations. Therefore, students may instead meet the minimum number of Restricted Elective credits using a combination of courses from the transfer plans listed. Restricted Electives should be selected in consultation with an academic, faculty, or program advisor.
- Note that some majors require up to a 4th semester proficiency (202-course level) in a non-English language. Students should consult with an academic advisor to discuss options to complete these requirements.
- General Electives may need to be selected to meet the minimum total credits required for the degree. Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives, (e.g., HISELC for a history elective), or general electives (GENELC) that are numbered 100 level or higher, and completed with a grade of "C" or higher, may be applied in the elective area, regardless of potential transferability to other institutions. It is recommended, however, that students planning to transfer to a baccalaureate-granting institution meet these general elective requirements with courses that are transferable and applicable to their intended university degree. Transfer advisement information is accessible on the following websites: aztransfer.com/tools, curriculum.maricopa.edu, as well as those of individual universities. For appropriate course selection, students should consult with an academic advisor.
- Any course cross-referenced under another prefix(es) (for example ENH291/EDU291-Children's Literature) covers identical content and its credits can only be counted once toward requirements.

Transfer Credit from Institutions Outside of MCCCDC:

- Credits transferred from outside of MCCCDC must be at a grade of "C" (2.0 on a 4.0 scale) or better. Transfer credit graded pass/fail or pass/no credit may be used to satisfy AGECE requirements if documentation collected by the community college indicates that this was the only grading option available and that the Pass grade ("P") is equivalent to a "C" or better. External courses evaluated either as equivalent to an MCCCDC course or as elective credit

may be applied toward the minimum credits for degree completion.

The AGECE (Arizona General Education Curriculum) designations of courses completed at other Arizona public colleges or universities will be applied as listed on [AZTransfer's Course Equivalency Guide](#) (CEG) for the semester(s) in which the course(s) were completed. If a

transcript evaluation determines there is no MCCCDC direct equivalency to a course from another Arizona public college or university, applicability to AGECE and/or associate degree requirements will be based on the source institution's AGECE designation for the semester in which the course was completed.

- Courses from private, out-of-state, and/or online institutions (i.e., outside of the Arizona Transfer System composed of Arizona's public community colleges, tribal colleges and universities) will be applied toward AGECE and/or associate degree requirements based on the courses' evaluated MCCCDC equivalence. If courses are not directly equivalent, the credit may be articulated as a departmental elective, and if deemed appropriate, may have a general education designation applied to the course.
- Credit awarded at a Maricopa Community College through prior learning assessment is transferable to the other colleges in the district but is not necessarily transferable to other colleges and universities. No more than 20 such assessed semester credit hours may be applied toward AGECE, and no more than 30 credits (including up to 20 toward AGECE) may be applied toward a degree.

Completion and Transfer:

- Completion of the AGECE with a minimum Grade Point Average of at least 2.0 on a 4.0 scale for Arizona residents and 2.50 for non-residents meets Arizona public university general admission requirements. It does not ensure admission to specific university majors or programs with selective admission processes and/or limited enrollment.
 - While MCCCDC's associate degrees are designed to facilitate a seamless transfer to other Arizona institutions, courses may be transferable and/or meet associate degree requirements, but may not necessarily meet the specific requirements of a particular degree, major, or area of emphasis at another institution. Students planning to transfer to another college or university are urged to refer to university requirements and academic advisors from both institutions to be certain that all their selected coursework is applicable to the requirements of their intended transfer degree and within their allowed transferable credit limit. For some majors, the statewide Common Course matrix and AZTransfer Major Guides at aztransfer.com/tools/ and/or university transfer guides can also provide some guidance. For appropriate course selection, students should consult with an academic advisor.
- *Credit minimums may be lower if students have transfer credit from ASU, NAU or UAZ for a single course that meets First Year Composition in full. See notes on individual degree policies.

Maricopa County Community College District (MCCCD) 2023-2024 Bachelor of Arts (BA) Degree

Description

The Maricopa County Community College District Bachelor of Arts (BA) degree requires a minimum of 120 semester credits for the program of study; minimum total credits vary by specific major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums for individual degree programs. A minimum grade point average of 2.0 and course grades of C or higher are required to earn the degree.

The Bachelor of Arts degree includes the following components:

- I. Program Prerequisites (if applicable)
- II. Required Courses
- III. Restricted Electives
- IV. Arizona General Education Curriculum for Arts (AGEC-A)
- V. MCCCD Additional Requirements (Oral Communication)
- VI. General Electives (if needed to reach minimum credits for degree)

Purpose of the Degree

The Bachelor of Arts (BA) degree is an undergraduate college degree that requires students to complete a core of general education courses and then focus remaining coursework on a core and electives in a major such as fine arts and humanities, business, or education. The Bachelor of Arts degree prepares students to continue their education at the graduate level, complete requirements for disciplinary certification, and/or pursue a wide variety of careers.

Degree Requirements

The requirements for the Bachelor of Arts (BA) follow. No versions of the Bachelor of Arts require fewer than a minimum of 120 credits; however, minimum credits for a BA may vary by specific major. Additionally, a minimum of 30 credits of coursework must be completed at the upper-division (300/400 level). Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums by major.

The following websites identify the courses that apply to the different General Education Core and Awareness Areas: [AGEC-A](http://maricopa.edu) and the [AGEC matrix](http://maricopa.edu). Courses available for both Areas during a current or upcoming semester can also be found using the “[Find a Class](http://maricopa.edu)” tool on maricopa.edu and on each MCCCD college’s website.

Requirements

Credits

I. Program Prerequisites.....

Number Varies

Program prerequisites for the Bachelor of Arts degree vary by major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums by major.

II. Required Courses.....

Number Varies

Students who have not already earned an associate or higher degree, must complete FYE101 (1) OR FYE103 (3) and select the required courses for the specific major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums by major.

III. Restricted Electives.....

Number Varies

Restricted electives for the Bachelor of Arts degree vary by specific major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums by major.

IV. Arizona General Education Curriculum -- Arts (AGEC-A)

up to 44

The AGEC-A requires a minimum of 35 credits (32 if FYC is met by single transfer course*). However, prerequisite/required/restricted elective courses may also meet AGEC-A requirements but are only counted once toward the total credits for the degree. Therefore, the AGEC-A may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course) * as long as all requirements listed in this section (IV) are completed.

Courses applied to meet AGEC-A requirements vary by major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well other AGEC requirements, Required Course(s) or Restricted Elective(s). Courses may meet more than one requirement but are only counted once toward the total credits for the degree. AGEC designations are subject to change.

See [AGEC matrix](#) for each course's value(s) in the semester it is taken.

A. First-Year Composition FYC].....	6*
ENG101 OR ENG107.....	(3*)
AND	
ENG102 OR	(3*)
ENG108.....	3
B. Literacy and Critical Inquiry [L].....	
May be met by CRE101 among other courses	3-6
C. Mathematical Applications [MA].....	
Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or precalculus (MAT187) or higher [MA]-approved general education course.	3
D. Computer/Statistics/Quantitative Applications [CS].....	6
E. Humanities, Arts and Design [HU].....	6
Students are encouraged to choose course work from more than one discipline.	
F. Social-Behavioral Sciences [SB].....	8
Students are encouraged to choose course work from more than one discipline.	
G. Natural Sciences [SQ/SG]	
The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.	
H. Awareness Areas.....	0-6
Courses may be used to satisfy other AGECE requirements and one or more Awareness Area(s). (See AGEC matrix for current course values.)	
1. Cultural Diversity in the United States [C].....	(0-3)
2. Global Awareness [G] OR Historical Awareness [H].....	(0-3)

V. MCCCDC Additional Requirements 0-3
 As noted below, courses in this area may also be applied toward AGECE-A requirements.

A. Oral Communication	(0-3)
COM100 [SB] Introduction to Human Communication OR COM110 [SB] Interpersonal Communication OR COM225 [L] Public Speaking OR COM230 [SB] Small Group Communication (3 credits) OR COM100AA & COM100AB & COM100AC [SB] (3 credits) OR COM110AA & COM110AB & COM110AC [SB] (3 credits) OR COM263 [SB], [C], [G] Elements of Intercultural Communication (3 credits)	

VI. General Electives..... Number varies
 Select courses 100-level or higher if needed to complete a minimum of 120 semester credits. Ideally, students should select courses that meet requirements for their major/area of interest and graduate-level transfer institution.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC). For appropriate course selection, students should consult with an academic advisor.

TOTAL..... 120**
 *FYC may be met with fewer than 6 credits if a student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

**120 semester credits is the minimum of 120 credits; however, minimum credits for a BA may vary by specific major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums by major.

Maricopa County Community College District Awards (MCCCD) 2023-2024 Bachelor of Science (BS) Degree

Description

The Maricopa County Community College District Bachelor of Science (BS) degree requires a minimum of 120 semester credits for the program of study; minimum total credits vary by specific major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums for individual degree programs. A minimum grade point average of 2.0 and course grades of C or higher are required to earn the degree.

The Bachelor of Science degree includes the following components:

- I. Program Prerequisites (if applicable)
- II. Required Courses
- III. Restricted Electives
- IV. Arizona General Education Curriculum for Arts (AGEC-A) OR Arizona General Education Curriculum for Science (AGEC-S) (refer to the Program (Degree) Search at curriculum.maricopa.edu for the specific AGEC requirements by major)
- V. MCCCD Additional Requirements (Oral Communication)
- VI. General Electives (if needed to reach minimum credits for degree)

Purpose of the Degree

A Bachelor of Science (BS) is an undergraduate college degree that requires students to complete a core of general education courses and then includes remaining coursework on requirements and electives that have an emphasis on math and science. The Bachelor of Science prepares students to continue their education in pursuit of a graduate degree, complete requirements for disciplinary certification, and/or pursue careers in a variety of fields.

Degree Requirements

The requirements for the Bachelor of Science (BS) follow. No versions of the Bachelor of Science require fewer than a minimum of 120 credits; however, minimum credits for a BA may vary by specific major. Additionally, a minimum of 30 credits of coursework must be completed at the upper-division (300/400 level). Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums by major.

It is recommended that students select courses that meet more than one general education and/or awareness area requirement. Doing so will maximize the number of math and science electives the student can take as part of the student’s Bachelor of Science degree.

The following websites identify the courses that apply to the different General Education Core and Awareness Areas: [AGEC-A](#), [AGEC-S](#), and the [AGEC matrix](#). Courses available for both Areas during a current or upcoming semester can also be found using the “[Find a Class](#)” tool on maricopa.edu and on each MCCCD college’s website.

Requirements

Credits

I. Program Prerequisites..... Number varies

Program prerequisites for the Bachelor of Science degree vary by major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums by major.

II. Required Courses..... Number varies

Students who have not already earned an associate or higher degree, must complete FYE101 (1) OR FYE103 (3) and select the required courses for the specific major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums by major.

III. Restricted Electives..... Number varies

Restricted electives for the Bachelor of Science degree vary by specific major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums by major.

IV. Arizona General Education

Curriculum--Arts (AGEC-A) up to 44

The AGECA requires a minimum of 35 credits (32 if FYC is met by single transfer course*). However, prerequisite/required/restricted elective courses may also meet AGECA requirements but are only counted once toward the total credits for the degree. Therefore, the AGECA may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course) * as long as all requirements listed in this section (IV) are completed.

Courses applied to meet AGECA requirements vary by major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well other AGECA requirements, Required Course(s) or Restricted Elective(s). Courses may meet more than one requirement but are only counted once toward the total credits for the degree. AGECA designations are subject to change.

See [AGEC matrix](#) for each course's value(s) in the semester it is taken.

A. First-Year Composition [FYC]..... 6*
 ENG101 OR
 ENG107..... (3*)
 AND
 ENG102 OR
 ENG108..... (3*)

B. Literacy and Critical Inquiry [L]..... 3
 Students are strongly encouraged to choose an [L] course that also has [HU] or [SB] designation or to use COM225 from the Maricopa Additional Requirements Area to satisfy the [L] requirement. It may also have been approved to satisfy one or more Awareness Areas ([C], [G], [H]). (AGECA designations are subject to change. See [AGEC matrix](#) for each course's value(s) in the semester it is taken.)

C. Mathematical Applications [MA]..... 3-6
 Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or precalculus (MAT187) or higher [MA]-approved general education course.

D. Computer/Statistics/Quantitative Applications [CS]..... 3

E. Humanities, Arts and Design [HU]..... 6
 Students are encouraged to choose course work from more than one discipline.

F. Social-Behavioral Sciences [SB]..... 6
 Students are encouraged to choose course work from more than one discipline.

G. Natural Sciences [SQ/SG] 8
 The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.

H. Awareness Areas..... 0-6
 Courses may be used to satisfy other AGECA requirements and one or more Awareness Area(s). (See [AGEC matrix](#) for current course values.)

1. Cultural Diversity in the United States [C]..... (0-3)

2. Global Awareness [G] OR Historical Awareness [H]..... (0-3)

OR

IV. Arizona General Education

Curriculum--Science (AGEC-S) up to 56

The AGECS requires a minimum of 36 credits (33 if FYC is met by single transfer course*). However, prerequisite/required/restricted elective courses may also meet AGECS requirements and credits count once toward the total for the degree. Therefore, the AGECS may be met with fewer than 36 credits (33 if FYC is met by single transfer course) * as long as all requirements listed in this section (IV) are completed.

Courses applied to meet AGECS requirements vary by major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as other AGECA requirements, Required Course(s) or Restricted Elective(s). Courses may meet more than one requirement but are only counted once toward the total credits for the degree. AGECA designations are subject to change.

Special Academic Policies that Govern the AGEC-S

- The AGEC-S does not require a course with [CS] Computer/Statistics designation.
- Unlike the AGEC-A and AGEC-B, the same course is allowed to satisfy the ([L] and [HU]) or ([L] and [SB]) areas of the AGEC-S's Core Area. The credits for such a "shared" course are only counted one time toward the required minimum for the degree. See [AGEC matrix](#) for each course's value(s) in the semester it is taken.

A. First-Year Composition

[FYC].....

ENG101 OR ENG107

AND

ENG102 OR ENG108

6*
(3*)
(3*)

B. Literacy and Critical Inquiry

[L].....

Students are strongly encouraged to choose an [L] course that also has [HU] or [SB] designation or to use COM225 from the Maricopa Additional Requirements Area to satisfy the [L] requirement. It may also have been approved to satisfy one or more Awareness Areas ([C], [G], [H]). (AGEC designations are subject to change. See [AGEC matrix](#) for each course's value(s) in the semester it is taken.)

0-3**

C. Mathematical Applications

[MA].....

Requires the first semester of calculus courses designed for scientists and engineers (MAT220 or MAT221) or any other [MA] designated course for which Calculus I is a prerequisite.

4-5

D. Humanities, Arts and Design [HU].....

For the AGEC-S, a single course with both [HU] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area(s). (AGEC designations are subject to change. See [AGEC matrix](#) for each course's value(s) in the semester it is taken.)

6

E. Social-Behavioral Sciences [SB].....

For the AGEC-S, a single course with both [SB] and [L] designations may satisfy both Areas. Note that some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well as their respective Core Area(s). (AGEC designations are subject to change. See [AGEC matrix](#) for each course's value(s) in the semester it is taken.)

6

F. Natural Sciences [SQ/SG]

Students must complete eight (8) to ten (10) credits of General Chemistry, University Physics, General Biology for Majors, or Physical and Historical Geology. Consult with an academic advisor for specific requirements of university transfer majors for guidance.

8

[(CHM150 or CHM151) & CHM151LL] or CHM150AA or CHM151AA General Chemistry I AND

[CHM152 & CHM152LL] or CHM152AA General Chemistry II OR

PHY115 or PHY121 University Physics I AND

PHY116 or PHY131 University Physics II OR

BIO181 or BIO181XT General Biology (Majors) I AND

BIO182 or BIO182XT General Biology (Majors) II OR

GLG101IN Introduction to Geology I - Physical or GLG101 Introduction to Geology I - Physical Lecture and GLG103 Introduction to Geology I – Physical Lab AND

GLG102IN Introduction to Geology II – Historical or GLG102 Introduction to Geology II - Historical Lecture and GLG104 Introduction to Geology II – Historical Lab

G. Subject Options - Math/Science

Select six (6)- ten (10) additional math and/or science credits that meet requirements for the selected major.

8-10

Select Mathematics course(s) [MAT] above Calculus I and/or Computer Science course(s) [CSC] and/or Science courses from the following disciplines: Astronomy, Biology, Botany, Chemistry, Engineering, Environmental Science, Geology, Physical Geography, Physics, Zoology (MCCCD prefixes AST, BIO, CHM, ECE, EEE, ENV, GLG, GPH, and/or PHY)

6-10

H. Awareness Areas.....

Courses may be used to satisfy other AGEC requirements and one or more Awareness Area(s). (See [AGEC matrix](#) for current course values.)

0-6

- 1. Cultural Diversity in the United States [C]..... (0-3)
- 2. Global Awareness [G] OR Historical Awareness [H]..... (0-3)

V. MCCCDC Additional Requirements.....

As noted below, courses in this area may also be applied toward AGEC-A requirements. **0-3**

- A. Oral Communication (0-3)
 - COM100 [SB] Introduction to Human Communication OR
 - COM110 [SB] Interpersonal Communication OR
 - COM225 [L] Public Speaking OR
 - COM230 [SB] Small Group Communication (3 credits) OR
 - COM100AA & COM100AB & COM100AC [SB] (3 credits) OR COM110AA & COM110AB & COM110AC [SB] (3 credits) OR
 - COM263 [SB], [C], [G] Elements of Intercultural Communication (3 credits)

VI. General Electives..... **Number varies**

Select courses 100-level or higher if needed to complete a minimum of 120 semester credits. Ideally, students should select courses that meet requirements for their major/area of interest and graduate-level transfer institution.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC). For appropriate course selection, students should consult with an academic advisor.

TOTAL..... **120*****

*FYC may be met with fewer than 6 credits if a student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

** (0 only if shared with HU or SB)

***120 semester credits is the minimum of 120 credits; however, minimum credits for a BA may vary by specific major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums by major.

Maricopa County Community College District (MCCCDC) 2023-2024 Bachelor of Applied Science (BAS)

Description

The Maricopa County Community College District Bachelor of Applied Science (BAS) degree requires a minimum of 120 semester credits for the program of study; minimum total credits vary by specific major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums for individual degree programs. A minimum grade point average of 2.0 and course grades of C or higher are required to earn the degree.

The Bachelor of Arts degree includes the following components:

- I. Program Prerequisites (if applicable)
- II. Required Courses
- III. Restricted Electives
- IV. Arizona General Education Curriculum for Arts (AGEC-A)
- V. MCCCDC Additional Requirements (Oral Communication)
- VI. General Electives (if needed to reach minimum credits for degree)

Purpose of the Degree

A Bachelor of Applied Science is an undergraduate college degree that focuses on providing hands-on experiences and incorporating job-related skills into the classroom. It is designed to be flexible in order to accommodate and meet the unique demands of industry in specific workforce sectors. Bachelor of Applied Science degrees typically build on the curriculum requirements for an Associate of Applied Science (AAS) degree, meaning that all of the requirements for the AAS degree are either included in, or receive full recognition and credit within, the BAS program requirements. Students in the BAS take a majority of their courses in the applied sciences, specializing in a specific area and the degree is designed to prepare students for employment and career advancement, as well as can provide the foundation for graduate school.

Degree Requirements

The requirements for the Bachelor of Applied Science (BAS) follow. No versions of the Bachelor of Applied Science require fewer than a minimum of 120 credits; however, minimum credits for a BAS may vary by specific major. Additionally, a minimum of 30 credits of coursework must be completed at the upper-division (300/400 level). Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums by major.

The following websites identify the courses that apply to the different General Education Core and Awareness Areas: [AGEC-A](#) and the [AGEC matrix](#). Courses available for both Areas during a current or upcoming semester can also be found using the “[Find a Class](#)” tool

on maricopa.edu and on each MCCC college's website.

Requirements

I. Program

Prerequisites.....
 Program prerequisites for the Bachelor of Arts degree vary by major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums by major.

II. Required Courses.....

Students who have not already earned an associate or higher degree, must complete FYE101 (1) OR FYE103 (3) and select the required courses for the specific major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums by major.

III. Restricted Electives.....

Restricted electives for the Bachelor of Arts degree vary by specific major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific courses and credit minimums by major.

IV. Arizona General Education Curriculum--Arts (AGEC-A)

The AGEC-A requires a minimum of 35 credits (32 if FYC is met by single transfer course*). However, prerequisite/required/restricted elective courses may also meet AGEC-A requirements but are only counted once toward the total credits for the degree. Therefore, the AGEC-A may be met with fewer than 35 credits (fewer than 32 if FYC is met by single transfer course*) as long as all requirements listed in this section (IV) are completed.

Courses applied to meet AGEC-A requirements vary by major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for specific course requirements. Some courses may be met by Required Courses or Restricted Electives. Some of these courses also have Awareness Areas designations and can be used to satisfy [C], [G] and/or [H] requirement(s) as well other AGEC requirements, Required

Credits

Number varies

Number varies

Number varies

up to 44

Course(s) or Restricted Elective(s). Courses may meet more than one requirement but are only counted once toward the total credits for the degree. AGEC designations are subject to change.

See [AGEC matrix](#) for each course's value(s) in the semester it is taken.

A. First-Year Composition [FYC]..... **6***
 ENG101 OR ENG107 (3*)

AND
 ENG102 OR ENG108..... (3*)
 B. Literacy and Critical Inquiry [L]..... **3**
 May be met by CRE101 among other courses

C. Mathematical Applications [MA]..... **3-6**
 Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or precalculus (MAT187) or higher [MA]-approved general education course.

D. Computer/Statistics/Quantitative Applications [CS]..... **3**
6

E. Humanities, Arts and Design [HU]..... **6**
 Students are encouraged to choose course work from more than one discipline.

F. Social-Behavioral Sciences [SB]..... **8**
 Students are encouraged to choose course work from more than one discipline.

G. Natural Sciences [SQ/SG] **0-6**
 The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit. At least four credits must be designated as SQ-Science Quantitative. Eight credits of SG-Science General will not satisfy this requirement.

H. Awareness Areas.....
 Courses may be used to satisfy other AGEC requirements and one or more Awareness Area(s). (See [AGEC matrix](#) for current course values.)

1. Cultural Diversity in the United States [C]..... (0-3)

2. Global Awareness [G] OR Historical Awareness [H]..... (0-3)

V. MCCC Additional Requirements..... **(0-3)**

As noted below, courses in this area may also be applied toward AGEC-A requirements.

A. Oral Communication..... **0-3**
 COM100 [SB] Introduction to Human Communication OR COM110 [SB] Interpersonal Communication OR COM225 [L] Public Speaking OR

COM230 [SB] Small Group Communication (3 credits) OR
 COM100AA & COM100AB & COM100AC [SB] (3 credits) OR
 COM110AA & COM110AB & COM110AC [SB] (3 credits) OR
 COM263 [SB], [C], [G] Elements of Intercultural Communication (3 credits)

VI. General Electives.....Number varies

Select courses 100-level or higher if needed to complete a minimum of 120 semester credits. Ideally, students should select courses that meet requirements for their major/area of interest and graduate-level transfer institution.

Maricopa courses and external courses evaluated as Maricopa equivalents, departmental electives (e.g., HISELC for a history elective), or general electives (GENELC) and completed with a grade of C or higher, may be applied in the elective area, regardless of potential transferability to other institutions. For appropriate course selection, students should consult with an academic advisor.

TOTAL.....120**

*FYC may be met with fewer than 6 credits if a student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

**120 semester credits is the minimum of 120 credits; however, minimum credits for a BA may vary by specific major. Refer to the Program (Degree) Search at curriculum.maricopa.edu for credit minimums by major.

Maricopa County Community College District (MCCCD)

2023-2024 Arizona General Education Curriculum (AGEC) – A, B, S

Description

The Maricopa County Community College District Arizona General Education Curriculum (MCCCD AGEC) is a general education certificate that fulfills lower-division general education requirements for students planning to transfer to any Arizona public community college or university. Generally, the MCCCD AGEC transfers as a block without loss of credit. In most cases, all courses used to satisfy the MCCCD AGEC will apply to graduation requirements of the university major for which the AGEC was designed.

As described below, the AGECS are a component of most MCCCD associate degrees and comparable degrees at other Arizona public community colleges. The AGEC-A defines the general education requirements in the Associate in Arts (AA), Associate in Arts, Elementary Education (AAEE), and the Associate in Arts, Fine Arts (AAFA) degrees. The AGEC-B defines the general education requirements in the Associate in Business-General Requirements (ABUS-GR) and Associate in Business-Special Requirements (ABUS-SR) degrees. The AGEC-S defines the general education requirements in the Associate in Science (AS) degree.

As described in more detail below, all AGECS require designated courses in First Year Composition [FYC], Literacy and Critical Inquiry [L], Mathematical Studies [MA], Social-Behavioral Sciences [SB], Humanities, Design and Fine Arts [HU], and Natural Science [SQ/SG]. Students must satisfy two Awareness areas as well: Cultural Diversity in the U.S. and either Global Awareness or Historical Awareness. In addition, the AGEC-A and AGEC-B require a Computer/Statistics/Quantitative Applications course [CS] that is not required for students pursuing the AGEC-S.

Purpose of the AGECS

AGECS were designed to articulate with different academic majors at the state universities, and their particular requirements vary accordingly. In some major-specific pathways, students are allowed to choose from a broad list of courses to satisfy the AGEC requirements, and for others the courses are more restricted or even specified. Additional information on academic majors at the Arizona public universities can be accessed via the following website: aztransfer.com/tools

1. The **AGEC-A** is designed to satisfy General Education requirements in many liberal arts majors as well as other majors that articulate with an Associate in Arts degree (e.g., social sciences, fine arts, humanities, elementary education). AGEC-A requires a minimum of college mathematics or college algebra to satisfy the Mathematics [MA] requirement.
2. The **AGEC-B** is designed to satisfy requirements in business majors that articulate with the Associate in Business (ABUS-GR, ABUS-SR). AGEC-B requires a minimum of brief calculus to satisfy the Mathematics [MA] requirement.
3. The **AGEC-S** is designed to satisfy requirements in majors with more prescriptive mathematics and mathematics-based science requirements such as many in the sciences, technology, engineering and mathematics. AGEC-S requires a minimum of the first course in a calculus sequence to satisfy the Mathematics [MA] requirement, and a minimum of eight (8) credits of either university chemistry, university physics, general biology for majors, or physical and historical geology to satisfy

the Natural Sciences [SQ/SG] requirement. In addition, students must select six (6)- to ten (10) additional credits of Subject Options composed of math and/or science appropriate to their major.

Academic Policies that Govern the AGEC A, B, S

- Requires completion of at least 35 credit hours* (for AGEC-A and AGEC-B) and 36 credit hours* (for AGEC-S) in courses numbered 100 and above that have been approved for one or more AGEC designations; a minimum of 12 of those credits must be completed at one or any combination of the MCCCDColleges. See First Year Composition [FYC] notes in the following AGEC descriptions and footer for credit minimum exceptions*.
- All MCCCDCourses applied to the AGEC must be completed with a grade of “C” or better.
- All MCCCDCourses applied to the AGEC must be accepted for transfer credit as a direct equivalent, departmental elective, or general elective credit at ASU, NAU, and UAZ according to the [Course Equivalency Guide](#) for the academic year in which the course was taken. Courses approved for transfer exclusively toward the Bachelor of Applied Science are ineligible for inclusion in the AGEC.
- A single course can simultaneously count toward one or more Awareness Areas and other AGEC requirements. For example, an approved course in world geography may be used to satisfy [SB] and [G] requirements. While multiple requirements can be met with a single course, the credits for that course are only counted one time toward the required minimum total for the AGEC. Except as detailed below for the AGEC-S, a single course cannot be used to satisfy more than one AGEC requirement, with the exception of Awareness Areas. While multiple requirements can be met with a single course, the credits are only counted one time toward the required minimum for the degree. Except as detailed below for the AGEC-S, a single course cannot be used to satisfy more than one AGEC core requirement other than Awareness Areas. For example, for AGEC-A and AGEC-B, a single course cannot be used to satisfy both [HU] and [SB], but it could be used to meet [HU] and [C], [G] and/or [H].
- Awareness Areas and MCCCDC’s Additional Requirements may also be shared with other AGEC Requirements. Optimizing credits in this way is often recommended because some programs and universities limit transferable credits at 64.

Transfer Credit from Institutions Outside of MCCCDC

- Credits transferred from outside of MCCCDC must be completed with a grade of “C” (2.0 on a 4.0 scale) or better. Transfer credit graded pass/fail or pass/no credit may be used to satisfy AGEC requirements if documentation collected by the community college

indicates that this was the only grading option available and that the Pass grade (“P”) is equivalent to a “C” or better.

- The AGEC (Arizona General Education Curriculum) designations of courses completed at other Arizona public colleges or universities will be applied as listed on [AZTransfer’s Course Equivalency Guide](#) (CEG) for the semester(s) in which the course(s) were completed. If a transcript evaluation determines there is no MCCCDC direct equivalency to a course from another Arizona public college or university, applicability to AGEC and/or associate degree requirements will be based on the source institution’s AGEC designation for the semester in which the course was completed.
- Courses from private, out-of-state, and/or online institutions (i.e., outside of the Arizona Transfer System composed of Arizona’s public community colleges, tribal colleges and universities) will be applied toward AGEC and/or associate degree requirements based on the courses’ evaluated MCCCDC equivalence. If courses are not directly equivalent, the credit may be articulated as a departmental elective, and if deemed appropriate, may have a general education designation applied to the course.
- Credit awarded at a Maricopa Community College through prior learning assessment in a non-traditional setting is transferable to other colleges in the MCCCDC district but is not necessarily transferable to other colleges and universities outside of the MCCCDC system. No more than 20 such assessed semester credit hours may be applied toward AGEC.

Completion and Transfer

- Completion of the AGEC with a minimum grade point average of 2.0 for Arizona residents and 2.50 for non-residents (on a 4.0 scale) meets Arizona public university general admission requirements. It does not ensure admission to specific university majors or programs with selective admission processes and/or limited enrollment. Students planning to transfer to another college or university are urged to refer to university requirements and academic advisors from both institutions to be certain that all their selected coursework is applicable to the requirements of their intended transfer degree. For some majors, the statewide Common Course matrix, AZTransfer Pathway Guides and/or University Transfer Guides posted on the [AZTransfer website](#) can also provide some guidance. For appropriate course selection, students should consult with an academic advisor.

AGEC Requirements

Descriptions and definitions of the requirements for each of the three AGECS follow. The following website identifies the courses that apply to the different requirements within each AGECS for a given academic year:

[AGEC matrix](#). AGECS designations are subject to change. It is important to verify a course's AGECS value in the semester it is taken. For convenience, this information is provided for the current and upcoming semester in the "Find a Class" tool on maricopa.edu and on each MCCC college's website as well as in the AGECS matrix provided by [AZTransfer](#).

Note that for students pursuing an associate degree with a specific emphasis (for example: Associate in Arts, Emphasis in History; Associate in Arts, Fine Arts, Emphasis in Theatre; Associate in Science, Emphasis in Physics), the AGECS course requirements are usually more prescriptive. Students pursuing a major-specific pathway should consult the Program (Degree) Search at curriculum.maricopa.edu (click on Current Programs) for specific degree and AGECS requirements. Consultation with an academic advisor about course selection is always recommended.

Credits

Arizona General Education Curriculum--Arts (AGEC-A)

35

The AGECS-A requires a minimum of 35 credits (32 if [FYC] is met by single transfer course*); courses applied to meet AGECS-A requirements vary by emphasis.

(min .*)

Refer to the program (Degree) Search at curriculum.maricopa.edu (click on Current Programs) for specific course requirements. The Required Courses and/or Restricted Electives for some areas of Emphasis may also have AGECS designations including one or more of the Awareness Areas ([C], [G] and/or [H]). A single course may meet more than one requirement but its credits are only counted once toward the total for the degree. AGECS designations are subject to change. See [AGEC matrix](#) for each course's value(s) in the semester it is taken.

A. First-Year Composition [FYC]

ENG101 OR ENG107

AND

ENG102 OR ENG108.....

6*
(3*)

B. Literacy and Critical Inquiry [L]

(3*)

C. Mathematical Applications [MA]

3

Requires a course in college mathematics (MAT140, MAT141, MAT142, MAT145, MAT146) or college algebra (MAT150, MAT151, MAT152, MAT155, MAT156) or pre-calculus (MAT187) or higher [MA]-approved general education course.

3-6

D. Computer/Statistics/Quantitative

Applications [CS].....

E. Humanities, Arts and Design [HU]

3

Students are encouraged to choose course work from more than one discipline. **6**

F. Social-Behavioral Sciences [SB].....

Students are encouraged to choose course work from more than one discipline. **3-6**

G. Natural Sciences [SQ/SG]

The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credits. At least four (4) credits must be designated as SQ-Science Quantitative. Eight (8) credits of SG-Science General will not satisfy this requirement. **8**

H. Awareness Areas.....

The same course(s) may be used to satisfy one or more Awareness Area(s) as well as other AGECS requirements. (See [AGEC matrix](#) for current course values). Credits for such shared courses may only be counted once. **0-6**

1. Cultural Diversity in the United States

[C].....

2. Global Awareness [G] OR Historical

Awareness [H].....

(0-3)

*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full. **(0-3)**

Arizona General Education Curriculum - Business (AGEC-B)

35

The AGECS-B requires a minimum of 35 credits (32 if FYC is met by single transfer course*), **(min. *)**

The Required Courses and/or Restricted Electives for corresponding Associate's degree may also have AGECS designations including one or more of the Awareness Areas ([C], [G] and/or [H]). A single course may meet more than one requirement but its credits are only counted once toward the total for the degree.

A. First-Year Composition [FYC].....

ENG101 OR ENG107

AND

ENG102 OR ENG108.....

B. Literacy and Critical Inquiry [L].....

C. Mathematical Applications [MA].....

MAT212 Brief Calculus OR

MAT213 Brief Calculus OR

Higher [MA] designated

course.....

D. Computer/Statistics/Quantitative Applications [CS].....

[CS].....

6*

(3*)

(3*)

(3*)

3

3-5

(3)

(4)

(3-5)

(3-5)

3

CIS105 Survey of Computer Information Systems
 E. Humanities, Arts and Design [HU].....
 Students are encouraged to choose course work from more than one discipline.
 F. Social-Behavioral Sciences [SB].....
 ECN211 Macroeconomics AND ECN212 Microeconomics
 G. Natural Sciences [SQ/SG]
 The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four (4) credits. Credits for lecture and lab components may be combined or each may carry separate credit. At least four (4) credits must be designated as SQ-Science Quantitative. Eight (8) credits of SG-Science General will not satisfy this requirement.
 H. Awareness Areas.....
 The same course(s) may be used to satisfy one or more Awareness Area(s) as well as other AGEC requirements. (See [AGEC matrix](#) for current course values). Credits for such shared courses may only be counted once.
 1. Cultural Diversity in the United States [C].....
 2. Global Awareness [G] OR Historical Awareness [H].....

*FYC may be met with fewer than 6 credits if student has transfer credit from ASU, NAU or UAZ for a single course that meets FYC in full.

Arizona General Education Curriculum-- Science (AGEC-S)

The AGEC-S requires a minimum of 36 credits (33 if FYC is met by single transfer course*); courses applied to meet AGEC-S requirements vary by emphasis.

Refer to the program (Degree) Search at curriculum.maricopa.edu (click on Current Programs) for specific course requirements. The Required Courses and/or Restricted Electives for some areas of Emphasis may also have AGEC designations including one or more of the Awareness Areas ([C], [G] and/or [H]). A single course may meet more than one requirement but its credits are only counted once toward the total for the degree.

Some courses have been approved for more than one AGEC designation (see AGEC matrix). For the AGEC-S only, a single course with an [L] designation may be used to satisfy a second AGEC requirement (as well as any approved Awareness Areas). Only courses with [L] designations may be shared in this way.

	A. First-Year Composition [FYC].....	
	ENG101 OR	
6	ENG107.....	
	AND ENG102 OR	
	ENG108.....	
	B. Literacy and Critical Inquiry [L].....	
6	Students pursuing AGEC-S and/or AS degree are strongly encouraged to choose an [L] course that also has [HU] or [SB] designation or to use CRE101 or	6*
8	COM225 from the Maricopa Additional Requirements Area to satisfy the [L] requirement. The [L] course	(3*)
6	selected may also have been approved to satisfy one or more Awareness Areas ([C], [G], [H]). Thus, a	(3*)
	single [L] course could potentially meet another	0-
8	AGEC requirement as well as one or more Awareness	3**
	areas.	
	C. Mathematical Applications [MA]....	
0-6	Requires the first semester of calculus courses designed for scientists and engineers (MAT220 or	4-5
	MAT221) or any other [MA] designated course for which Calculus I is a prerequisite.	
	D. Humanities, Arts and Design [HU].....	
(0-3)	A single course approved for both [L] and [HU] designations may be used to satisfy both	6
	requirements. This policy is unique to AGEC-S and to [L] courses. A course approved for both [HU] and	
(0-3)	[SB] can be counted for one or the other designation, not both. AGEC designations are subject to	
	change. See AGEC matrix for each course's value(s) in the semester it is taken.	
	E. Social-Behavioral Sciences [SB].....	
	A single course approved for both [L] and [SB] designations may be used to satisfy both	6
	requirements. This policy is unique to AGEC-S and to [L] courses. A course approved for both [SB] and	
	[HU] can be counted for one or the other designation, not both. AGEC designations are subject to	
	change. See AGEC matrix for each course's value(s) in the semester it is taken.	
	F. Natural Sciences [SQ/SG].....	
	Students must complete eight (8) credits of General Chemistry, University Physics, General Biology for	8-10
	Majors, or Physical and Historical Geology. Consult specific requirements of university transfer major or	
	associate degree with corresponding emphasis. for guidance.	
	[(CHM150 or CHM151) & CHM151LL] or	
	CHM150AA or CHM151AA General Chemistry I	
	AND	
	[CHM152 & CHM152LL] or CHM152AA General	
	Chemistry II	
	OR	
	PHY115 or PHY121 University Physics I	
	AND	
	PHY116 or PHY131 University Physics II	
	OR	
	BIO181 or BIO181XT General Biology (Majors) I	
	AND	

Cred
its
36
(min
***)**

BIO182 or BIO182XT General Biology (Majors) II
OR
 GLG101IN Introduction to Geology I - Physical or
 GLG101 Introduction to Geology I - Physical Lecture
 and
 GLG103 Introduction to Geology I – Physical Lab
AND
 GLG102IN Introduction to Geology II – Historical or
 GLG102 Introduction to Geology II - Historical
 Lecture and
 GLG104 Introduction to Geology II – Historical Lab

G. Subject Options -
 Math/Science.....
 Students should refer to transfer resources, including
 academic advisement, transfer guides and/or
 requirements for associate degree with corresponding
 area of emphasis, to select six (6)-ten (10) additional
 math and/or science credits that meet requirements for
 selected major.

This Math/Science requirement can be met by
 selecting Mathematics course(s) [MAT] that require
 Calculus I as a prerequisite and/or
 Computer Science course(s) [CSC] and/or additional
 Science courses from the following disciplines:
 Astronomy, Biology, Botany, Chemistry,
 Engineering, Environmental Science, Geology,
 Physical Geography, Physics, Zoology (MCCCD
 prefixes AST, BIO CHM, ECE, EEE, ENV, GLG,
 GPH, and/or PHY)

H. Awareness Areas.....
 The same courses may be used to satisfy one or more
 Awareness Area(s) as well as other AGEC
 requirements (see [AGEC matrix](#) for current course
 values).

- 1. Cultural Diversity in the United States
 [C]..... (0-3)
 - 2. Global Awareness [G] OR
 Historical Awareness [H]..... (0-3)
- *FYC may be met with fewer than 6 credits if student has
 transfer credit from ASU, NAU or UAZ
 for a single course that meets FYC in full.

**0 only if shared with HU or SB

Description of AGEC Designations

First-Year Composition (FYC)

First-Year Composition courses emphasize skills
 necessary for college-level expository writing, including
 correct grammar and punctuation, logical organization of
 ideas, and identification of supporting documentation.

Literacy and Critical Inquiry [L]

In the [L] course, students typically at the sophomore
 level, express their findings in writing or speech. This
 course includes a series of graded written or spoken
 formal assignments.

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 [L] requirement sustains and extends
 students’ ability to thoughtfully use and critically analyze
 written and/or spoken language.

Mathematical Applications [MA]

The Mathematical Studies requirement is intended to
 ensure that students have requisite skill in mathematics
 appropriate for their discipline and can apply
 mathematical analysis in their chosen fields.

Computer/Statistics/Quantitative Applications [CS]

AGEC-A and AGECE-B require a course that emphasizes
 the use of statistics, other mathematical methods,
 computer programming languages and/or software in the
 interpretation of data and in describing and analyzing
 quantitative relationships.

Humanities, Arts and Design [HU]

The study of the humanities and the disciplines of art and
 design deepen awareness of the complexities of the
 human condition and its diverse histories and cultures.
 Courses in the humanities are devoted to the production
 of human thought and imagination, particularly in
 philosophical, historical, religious and artistic traditions.
 Courses with an emphasis in fine arts and design are
 devoted to the study of aesthetic experiences and the
 processes of artistic creation. They may also feature a
 design emphasis in which material culture is studied as a
 product of human thought and imagination.

Social-Behavioral Sciences [SB]

Social-Behavioral Sciences provide scientific methods of
 inquiry and empirical knowledge about human behavior,
 both within society and within individuals. This area of
 emphasis may include study of such disciplines as
 anthropology, economics, history, political science,
 psychology, or sociology. The courses in this area
 address the challenge of understanding the diverse
 natures of individuals and cultural groups who live
 together in a complex and evolving world.

Natural Sciences [SQ/SG]

In addition to an understanding of basic scientific
 principles and concepts, courses in the Natural Sciences
 are designed to help students appreciate, from firsthand
 laboratory and/or field research experience, the nature of
 science as a process that embraces curiosity, inquiry,
 testing, and communication to better understand natural
 phenomena. At least one of the two natural science
 courses must include an introduction to the fundamental
 behavior of matter and energy in physical or biological
 systems.

AWARENESS AREAS

Students must satisfy two Awareness areas: Cultural Diversity in the U.S. and either Global Awareness or Historical Awareness. Courses can satisfy other AGEC requirements and one or two Awareness areas simultaneously. Therefore, no additional semester credits are required to satisfy the two Awareness areas provided courses selected are approved for those designations (see [AGEC matrix](#)).

Cultural Diversity in the United States [C]

The contemporary “culture” of the United States involves the complex interplay of many different cultures that exist side by side in various states of harmony and conflict. U.S. history involves the experiences of European immigrants and their descendants, American Indians, Hispanic Americans, African Americans and Asian Americans--all of whom played significant roles in the development of contemporary culture and together shape the future of the United States. At the same time, the recognition that gender, class, and religious differences cut across all distinctions of race and ethnicity offers an even richer variety of perspectives from which to view one. Awareness of cultural diversity and its multiple sources can illuminate the collective past, present, and future and can help to foster greater mutual understanding and respect.

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

Global Awareness [G]

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

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

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

Historical Awareness [H]

The Historical Awareness Area option in the requirements aims to develop a knowledge of the past that can be useful in shaping the present and future. Because historical forces and traditions have created modern life and lie just beneath its surface, historical awareness is an aid in the analysis of present-day problems. Also, because the historical past is a source of social and national identity, historical study can produce intercultural understanding by tracing cultural differences to their origins. Even the remote past may have instructive analogies for the present.

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

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

Field of Interest Matrix 2023-2024

The Maricopa County Community College Field of Interest Matrix identifies all programs currently available for offering within the ten (10) community colleges and skill centers of the district. The programs are grouped under Field of Interest as requested by the colleges. For specific information regarding individual programs, contact the college(s) listed as participating institutions.

Applied Technology	
Air Conditioning and Electrical Accessories	GW
Air Conditioning/Refrigeration/Facilities	GW
Aircraft Maintenance Technology	CG
Aircraft Maintenance Technology-Airframe	CG
Aircraft Maintenance Technology-Powerplant	CG
Airway Science Technology, Flight Emphasis	CG
Applied Electrical Technologies	RS
Architectural and Civil CAD Technology	GC
Architectural Technology	SC
Automated Industrial Technology	EM MC
Automated Industrial Technology I	EM MC
Automated Industrial Technology II	EM MC
Automotive Automatic Transmission and Transaxle	GC GW MC
Automotive Brake Systems	GC GW MC
Automotive Chassis	GC GW MC
Automotive Drive Train	GC GW MC
Automotive Electrical, Heating, Ventilation and Air Conditioning Systems	GC GW MC
Automotive Electronic/Electrical Systems	GC GW MC
Automotive Engine and Operations Management	GC GW MC
Automotive Engine Management and Repair	GC GW MC
Automotive Engine Repair	GC GW MC
Automotive Heating, Ventilation and Air Conditioning Systems	GC GW MC

Automotive Maintenance and Light Repair	GC GW MC
Automotive Manual Drive Train and Axles	GC GW MC
Automotive Service	GC GW MC
Automotive Steering and Suspension	GC GW MC
Basic Automotive Maintenance	RS
Brakes, Alignment, Suspension and Steering	MC
Building Inspection	MC
Cable and Wire Harness Assembly	MC
CAD Application	GC
CAD Fundamentals	GC
Carpenter Apprenticeship	GW
Caterpillar Technician Training	MC
Certified Flight Instructor Instrument Airplane Rating	CG
Clean Energy Management	PC
CNC Machine Operator	GW MC
CNC Machining I	GW MC
CNC Machining II	GW MC
Collision Repair Technician	GW
Computer Aided Drafting	MC
Construction Building Codes	MC
Construction Management	MC
Construction Safety OSHA 30	MC
Construction Technology	MC SM
Construction Trades - Mechanical Trades: Pipefitting	GW
Construction Trades - Mechanical Trades: Plumbing	GW
Construction Trades - Mechanical Trades: Sheet Metal	GW
Construction Trades: Carpentry	GW MC RS SM
Construction Trades: Carpentry, Commercial and Residential	GW MC RS SM
Construction Trades: Construction Management	MC
Construction Trades: Electrical	GW MC RS SM

Construction Trades: Electrical, Commercial and Residential	GW MC RS SM
Construction Trades: Electricity	GW
Construction Trades: Heat and Frost Insulation	GW
Construction Trades: Ironworking	GW
Construction Trades: Millwrighting	GW
Construction Trades: Painting and Drywalling	GW
Construction Trades: Plumbing	GW MC RS SM
Construction Trades: Plumbing, Commercial and Residential	GW MC RS SM
Construction Trades: Pre-Apprenticeship	GW
Drafting and Design Technology	MC
Electrical Systems Technology	EM
Electrical Technology	GW
Electrical Technology - Commercial Wiring	GW
Electrical Technology - Industrial Wiring	GW
Electrical Technology: Residential Wiring	GW
Energy and Industrial Technology	EM
Engine Performance and Diagnosis	GW
Environmental Science and Water Resources Technologies	GW
Environmental Science Technology	GW
HVAC Commercial Installation and Service Technician	GW
HVAC Residential Installation and Service Technician	GW
Industrial Design Technology	GW
Industrial Design Technology: Design Specialist	GW
Industrial Sewing	PC
International Residential Code	MC
Introduction to Semiconductor Manufacturing	RS
J-STD Soldering Certification	MC
Lineman Technology Level I	RS
Lineman Technology Level II	RS
Lineman Technology Level III	RS
Lineman Technology Level IV	RS

Manufacturing Production Technology	MC
Mechanical Drafting	MC
Mechanical Systems Technology	EM
Millwrighting	GW
Nuclear Power Technology	EM
Precision Optics Level I	RS
Precision Optics Level II	RS
Quality Assurance	GW
Robotics Technology	EM MC
Salt River Project Relay Apprentice	MC
Semiconductor Manufacturing	RS
Unmanned Aircraft Systems	CG
Water and Wastewater Treatment	GW
Welding	MC
Welding: Fundamentals	GW MC
Welding: Gas Metal / Flux Cored Arc Welding (GMAW)/(FCAW)	MC
Welding: Gas Tungsten Arc Welding (GTAW) Ferrous	MC
Welding: Gas Tungsten Arc Welding (GTAW) Ferrous and Non-Ferrous	GW
Welding: Gas Tungsten Arc Welding (GTAW) Non-Ferrous	MC
Welding: Shielded Metal Arc Welding (SMAW)	GW
Welding: Shielded Metal Arc Welding (SMAW) Pipe	GW MC
Welding: Shielded Metal Arc Welding (SMAW) Plate	MC
Behavioral Science and Human Services	
Addictions and Substance Use Disorders	RS
Addictions and Substance Use Disorders Level I	RS
Addictions and Substance Use Disorders Level II	RS
Administration of Justice	CG EM GC MC PC PV RS SC SM
Administration of Justice Studies	CG EM GC MC PC PV RS SC SM
Adolescent Studies	PC

Advanced Behavioral Sciences	GC SM
Advanced Corrections and Detention	RS
Advanced Juvenile Corrections	RS
Associate in Arts, Emphasis in Counseling and Applied Psychological Science	CG EM GC GW MC PC PV RS SC SM
Associate in Arts, Emphasis in Criminal Justice	CG EM GC GW MC PC PV RS SC SM
Associate in Arts, Emphasis in Family Life Education	CG EM GC GW MC PC PV RS SC SM
Associate in Arts, Emphasis in Law and Policy	CG EM GC GW MC PC PV RS SC SM
Associate in Arts, Emphasis in Political Science	CG EM GC GW MC PC PV RS SC SM
Associate in Arts, Emphasis in Psychology	CG EM GC GW MC PC PV RS SC SM
Associate in Arts, Emphasis in Social Work	CG EM GC GW MC PC PV RS SC SM
Basic Corrections	RS
Basic Detention	RS
Behavioral Sciences	GC SM
Child and Family Organizations Management and Administration	GC RS
Community Emergency Response Team (CERT): Level I	PC
Corrections	CG EM GC MC PC PV RS SC SM
Corrections and Detention	RS
Crime Scene Investigation	CG GC MC PC SC SM
Developmental Disabilities Specialist	GC
Driver Operator	GC MC PC PV

Emergency Communications	RS
Emergency Communications and Deployment	PC
Emergency Management	GC MC PC PV
Fingerprint Identification and Photography	CG GC MC PC SC SM
Fire Science	GC MC PC PV
Fire Service Management	GC MC PC PV
Firearms	RS
Firefighter Operations	GC MC PC PV
Forensic Science	CG GC MC PC PV SC SM
Foundations of Behavioral Sciences	GC SM
Hazardous Materials Response	PC
Homeland Security	CG GC PC RS SM
Juvenile Corrections	RS
Law Enforcement	CG EM GC MC PC PV RS SC SM
Law Enforcement Field Training	RS
Law Enforcement Investigation	GC RS
Law Enforcement Training	CG GC RS
Law Enforcement Training Academy	CG GC RS
Leadership in Public Safety Organizations	CG GC PC RS
Legal Studies	CG EM GC MC PC PV RS SM
Non-Sworn Fire Service Professional	GC MC PC PV
Paralegal	RS
Paralegal Studies	PC
Professional Addictions Counseling	RS
Public Safety Administration	PC RS
Public Safety Leadership	RS
Public Safety Technology	RS

Search Warrant Preparation	RS
Substance Use Prevention and Interventions	RS
Terrorism Liaison Training: Level I	PC
Terrorism Liaison Training: Level II	PC
Victimology	CG GC MC PC PV RS SM
Workforce Development and Community Re-Entry	RS
Workforce Development: Foundations in Addictions and Substance Use Disorders	RS
Business, Entrepreneurialism, and Management	
Accounting	CG EM GC GW MC PC PV RS SC SM
Administrative Professional	EM GC GW MC PC PV SM
Advocate Driven Healthcare: Customer Service	RS
Aesthetician (24 Hours Per Week)	GW
Aesthetics Instructor	GW
Airline Operations	RS
Airline Operations: Reservations and Ticketing Services	RS
Apprentice Meat Cutter	GW
Associate in Business, General Requirements (ABUS-GR)	CG EM GC GW MC PC PV RS SC SM
Associate in Business, Special Requirements (ABUS-SR)	CG EM GC GW MC PC PV RS SC SM
Automobile Insurance Claims: Customer Service	RS
Automobile Insurance: Customer Service	RS
Automobile Insurance: Policy Services	RS
Automobile Insurance: Sales	RS
Automobile Insurance: Sales Service	RS
Bank Account Management: Customer Service	RS
Banking and Finance	GW PC

Beauty and Wellness	GW MC
Broadband Telecommunications	RS
Broadband Telecommunications: Field Operations	RS
Business Administration Fastrack	GC MC PC SC
Business Technology Specialist	GW
Business Technology: Customer Service	RS
Cannabis Business Administration and Management	SC
Cannabis Business Advanced Entrepreneurship	SC
Cannabis Business Fundamentals	SC
Certified Bookkeeping	GC PC PV RS SC
Commercial Baking and Pastry	EM PC SC
Commercial Real Estate	GC MC SC SM
Cosmetologist (32 Hours Per Week)	GW
Cosmetology Instructor	GW
Court Reporting: Judicial	GW
Credit Counseling: Customer Service	RS
Culinary Arts	EM SC
Culinary Arts I	EM SC
Culinary Arts II	EM SC
Culinary Fundamentals	SC
Debt Resolution: Customer Service	RS
Debt Resolution: Sales	RS
Enrolled Agent	CG GC MC PC PV RS SC SM
Entrepreneurial Studies Level I	GC GW MC PC PV RS SC SM
Entrepreneurial Studies Level II	GC GW MC PC RS SC SM
Esports	CG GC PC PV RS SM
Fashion Merchandising	MC PC
Financial Industry	GW

Financial Service	CG GC GW MC PC PV SC SM
Financial Services Retirement Accounts: Customer Service	RS
General Business	CG EM GC GW MC PC PV RS SC SM
Hair Stylist (32 Hours Per Week)	GW
Hospitality: Golf Management	SC
Hospitality: Hotel Management	SC
Hospitality: Meeting and Event Management	SC
Hospitality: Restaurant Management	SC
Hospitality: Spa and Wellness Center Management	SC
Hospitality: Tourism Development and Management	SC
Human Resources Management	GC GW MC PC RS SC SM
Insurance: Customer Service	RS
Licensed Residential Appraiser	MC
Loan Consolidation: Customer Service	RS
Management	CG GC MC PC PV RS SC SM
Marketing	GC GW MC PC PV SC SM
Marketing and Sales	GC GW MC PC PV SC
Massage Therapy (24 Hours Per Week)	GW
Nail Technician	GW
Nail Technician Instructor	GW
Organizational Leadership	CG EM GC GW MC PC PV RS SC SM
Organizational Management	CG EM GC GW MC PC PV RS SC

	SM
Prescription Prior Authorization: Customer Service	RS
Project Management	MC
Property Insurance: Customer Service	RS
Public Administration	RS
Quality Customer Service	RS
Real Estate: Prelicense	GC MC RS SC SM
Residential Appraisal Trainee	MC
Retail Management	CG EM GC GW MC PC RS SC SM
Retail Pharmacy: Customer Service	RS
Risk Management and Insurance	MC RS SC
Security Industry Essentials: Pre-licensure	CG GC GW PC SC
Small Business Management II	CG GC GW MC PC RS
Small Business Management Level I	CG EM GC GW MC PC RS
Small Business Start-Up	CG PV
Social Media Marketing	CG EM GC MC PC PV SC SM
State Service Leadership: ADOT Leads	GW
Telecommunications Collections: Customer Service	RS
Utilities: Customer Service	RS
Water Services: Customer Service	RS
Web Hosting: Customer Service	RS
Computer and Information Technology	
Adobe Foundations: Animation and Graphics Production	CG GC MC PV SM
Adobe Foundations: Audio and Video Production	MC SM
Amazon Web Services Cloud Associate	CG GC GW MC PC PV SC SM
Amazon Web Services Cloud Practitioner	CG GC GW MC PC PV

	SC SM
Amazon Web Services Cloud Specialist	CG GC GW MC PC PV SC SM
Android App Development	CG GW MC PC RS SM
Associate in Science, Emphasis in Computer Science	CG EM GC GW MC PC PV RS SC SM
Blockchain Technology	RS
Cisco Certified Network Professional: Enterprise	CG GC GW MC PV SC SM
Cisco Certified Network Professional: Enterprise Advanced Routing and Services	CG GC GW MC PV SC SM
Cisco Certified Network Professional: Enterprise Core	CG GC GW MC PV SC SM
Cisco Network Administration and Security	CG EM GC GW MC PV SC SM
Cisco Network Administration: CCNA	CG EM GC GW MC PC PV SC SM
Cisco Network Administration: CCNP	CG GC MC PC SC SM
CompTIA A+ Certification Prep	GW
CompTIA Security+ Certification Prep	GW
Computer Information Systems	GW
Computer Support Specialist	GW
Computer System Configuration and Support	CG EM GC GW MC PC PV RS SC SM
Computer System Configuration and Support, Linux	CG EM GC GW MC PC PV SC SM
Computer System Configuration and Support, Network	CG EM GC GW MC PC PV RS SC SM
Computer System Configuration and Support, Security	CG EM GC GW MC PC PV RS SC SM

Critical Infrastructure	EM GC
Cross Functional Design and Web Essentials	SC
Cross-Platform App Development	GW MC PC RS SM
Cyber Engineering	CG EM GC MC PC PV RS SC SM
Cyber Operations	CG GC GW MC PV SM
Cybersecurity	CG EM GC GW MC PC PV RS SC SM
Cybersecurity Fundamentals	CG EM GC GW MC PC PV RS SC SM
Data Analytics	CG EM GW MC PV RS SC
Data Analytics and Programming	MC
Database Development	EM MC SC
Desktop Support	CG EM GC GW MC PC PV RS SC SM
Foundations of Mobile App Development	MC PC RS SM
Information Security	GC
Information Security Technology	GC
Information Technology	CG EM GC GW MC PC PV RS SC SM
iOS App Development	CG GC GW MC PC PV RS SC SM
IT Security Associate	EM
Kubernetes Administration	CG MC
Kubernetes Application Development	CG MC
Kubernetes Security	CG MC
Linux Associate	CG EM GC GW MC PC PV SC SM

Linux System Administration	CG EM GC GW MC PC PV SC SM
Microsoft Desktop Associate	CG EM GC GW MC PC PV SC SM
Microsoft Office Professional	CG EM GC GW MC PC PV RS SC SM
Microsoft Office Specialist	CG GC GW MC PV RS SC SM
Microsoft System Administration	CG GC MC PC PV
Mobile App Development	MC PC PV RS SC SM
Native Mobile App Development	MC PC PV RS SM
Network and Cyber Fundamentals	GW
Network and Systems Administration	CG EM GC GW MC PC PV SC SM
Network Specialist	GW
Network Support Specialist	GW
Network Support Technician	GW
Oracle Database Operations	CG
Programming	RS SM
Programming and Systems Analysis	CG EM GC MC PC PV RS SC
Programming and Systems Analysis Level I	CG EM GC MC PC PV RS SC
Programming and Systems Analysis Level II	CG EM GC MC PC PV RS SC
Python Applications	CG MC SM
Red Hat Linux Administrator	CG EM GC GW MC PC PV SC SM
Red Hat Linux Engineer	CG EM GC GW MC PC PV SC SM
Security Specialist	GW
Video Game Production	GC MC PV

Video Game Production: Audio and Sound	GC MC PV
Video Game Production: Coding and Scripting	GC MC PV
Video Game Production: Game Art	GC MC PV
Video Game Production: Game Narrative	GC MC PV
VMware Foundations	EM GC GW MC PC SC
VMware Network Administrator	CG EM GC MC
VMware Systems Administrator	EM GC GW MC PC SC
Web App Development	CG GC GW MC PC PV RS SM SC
Web Design	CG EM GC MC PV RS SC SM
Web Design/Development	CG EM GC MC PC PV RS SC SM
Web Development	CG EM GC GW MC PC PV SC SM
Web Foundations	CG EM GC MC PC PV RS SC SM
Windows App Development	GW MC PC RS SM
Culture and Society	
African-American Studies	MC
American Indian Studies	MC PC SC
Applied Bilingual Spanish Language Skills	SM
Applied Storytelling	EM SM
Associate in Arts, Emphasis in American Indian Studies	CG EM GC GW MC PC PV SC SM
Associate in Arts, Emphasis in Anthropology	CG EM GC GW MC PC PV RS SC SM
Associate in Arts, Emphasis in Communication	CG EM GC GW MC PC PV RS SC SM

Associate in Arts, Emphasis in Economics	CG EM GC GW MC PC PV RS SC SM
Associate in Arts, Emphasis in English (Creative Writing)	CG EM GC GW MC PC PV RS SC SM
Associate in Arts, Emphasis in English (Literature)	CG EM GC GW MC PC PV RS SC SM
Associate in Arts, Emphasis in History	CG EM GC GW MC PC PV RS SC SM
Associate in Arts, Emphasis in Humanities	CG EM GC GW MC PC PV RS SC SM
Associate in Arts, Emphasis in Information Studies and eSociety	CG EM GC GW MC PC PV RS SC SM
Associate in Arts, Emphasis in Japanese	CG EM GC GW MC PC PV RS SC SM
Associate in Arts, Emphasis in Journalism and New Media Studies	CG EM GC GW MC PC PV RS SC SM
Associate in Arts, Emphasis in Philosophy	CG EM GC GW MC PC PV RS SC SM
Associate in Arts, Emphasis in Religious Studies	CG EM GC GW MC PC PV RS SC SM
Associate in Arts, Emphasis in Sociology	CG EM GC GW MC PC PV RS SC SM
Associate in Arts, Emphasis in Spanish	CG EM GC GW MC PC PV RS SC SM
Associate in Arts, Emphasis in Women and Gender Studies	CG EM GC GW MC PC PV RS SC

	SM
Chicana and Chicano Studies	CG GC PC
Communication Competence in the Workplace	GC MC
Communication Skills for Non-Native English Speakers	GC MC
Creative Writing	CG EM GC MC PC PV RS
Deaf Studies	PC
Foundations of Storytelling	EM SM
Global Citizenship	MC
International Studies	PC
Interpreter Preparation	PC
Journalism and New Media Studies	MC
Language and Literary Culture of the USA	RS
Language Studies	CG GC MC RS
Oral Communication Fluency for Non-Native English Speakers	GC MC
Public Relations	MC
Southwest Studies	PC
Spanish Language and Culture	CG MC RS
Sustainability and Ecological Literacy	EM RS SM
Sustaining and Advancing Indigenous Nations	SC
Traditional and Fact-Based Storytelling	EM SM
Women and Gender Studies	CG MC
Education	
Associate in Arts, Elementary Education (AAEE)	CG EM GC GW MC PC PV RS SC SM
Associate in Arts, Emphasis in Early Childhood Education	CG EM GC GW MC PC PV RS SC SM
Associate in Arts, Emphasis in Educational Studies Early Childhood	CG EM GC GW MC PC PV RS SC SM

Associate in Arts, Emphasis in Secondary Education	CG EM GC GW MC PC PV RS SC SM
Associate in Science, Emphasis in Secondary Education	CG EM GC GW MC PC PV RS SC SM
Early Childhood Education	CG GC MC PC PV RS
Early Childhood Education - Dual Language	MC
Early Childhood Education Management and Administration	PV RS
Elementary Education and Special Education	GC PV RS
Foundations of Early Childhood Education	CG EM GC MC PC PV RS
Gifted Education	EM
Infant and Toddler Development	GC PV RS
Instructional Assistance	MC SM
K-12 eLearning Design	RS
K-12 Online Teaching	RS
Health Sciences	
Accelerated Ophthalmic Medical Assistant	GW
Accelerated Pharmacy Technician	GW
Associate in Arts, Emphasis in Community Health	CG EM GC GW MC PC PV RS SC SM
Associate in Arts, Emphasis in Exercise Science	CG EM GC GW MC PC PV RS SC SM
Associate in Arts, Emphasis in Nutritional Science	CG EM GC GW MC PC PV RS SC SM
Associate in Arts, Emphasis in Speech and Hearing Science	CG EM GC GW MC PC PV RS SC SM
Basic Phlebotomy	GW PC
Clinical Data Coordination	PV
Clinical Medical Assisting	PC

Clinical Phlebotomy	PC
Clinical Research Coordination	PV
Community Health Paramedicine	GC MC PC PV
Community Health Work	PV SC
Computed Tomography	GW
Critical Care Paramedicine	GC MC PC PV
Dental Assisting	PC
Dental Hygiene	MC PC RS
Diagnostic Medical Sonography	GW
Electrocardiogram (ECG) Technician	GW
Electroneurodiagnostic (END) Technology	GW
Emergency Medical Services and Fire Preparatory Academy	GW
Emergency Medical Technology	CG GC GW MC PC PV RS
Emergency Medical Technology Comprehensive	CG GC MC PC PV
Endoscopy	GW
Exercise Science: Health, Fitness, and Sports Performance	CG GC MC PV SC SM
Fast Track Practical Nursing	GC GW MC
Foundations of Community Health Work	SC
Foundations of Recreation Management	SC
Foundations of Sports Medicine	RS
Health and Wellness Coaching	GC
Health Information Technology	PC
Health Information: Long Term Care Settings	PC
Health Science Education	GW
Health Services Management	GW
Healthcare Regulatory Compliance	GW
Healthcare Technology Systems	PV
Histologic Technology	PC
Hospital Central Service Technology	GW
Laboratory Assisting	PC

Law Enforcement Phlebotomy	GW
Law Enforcement Phlebotomy Refresher Course	GW
Magnetic Resonance Imaging	GW
Massage Therapy	PC
Medical Administrative Assisting	PC
Medical Assisting	GW PC
Medical Billing and Coding: Physician-Based	GW PC
Medical Coding: Hospital-Based	PC
Medical Interpreter - Spanish	GW
Medical Laboratory Science	PC
Musculoskeletal Sonography	GW
Nuclear Medicine Technology	GW
Nuclear Medicine Technology and Computed Tomography	GW
Nurse Assisting	GC GW MC PV SC
Nursing	CG EM GC GW MC PC PV SC
Nursing Refresher	GW MC
Nutrition and Dietetic Technology	PV
Nutrition for Personal Trainers and Coaches	SC
Occupational Therapy Assistant	GW
Operating Room Nursing	GW
Ophthalmic Medical Administrative Assistant Apprenticeship	GW
Ophthalmic Medical Assistant	GW
Ophthalmic Medical Assistant Apprenticeship	GW
Paramedicine	GC MC PC PV
Personal Training	CG GC MC PV SC SM
Personal Training: Advanced	CG GC MC PV SC SM
Pharmacy Technician	GW
Pharmacy Technician Apprenticeship	GW
Pharmacy Technology	GW PV SC
Phlebotomy	GW

Physical Therapist Assisting	GW
Practical Nursing	CG EM GC GW MC PC PV SC
Radiologic Technology	GW
Recreation Management	SC
Respiratory Care	GW
Sleep Medicine (Polysomnographic) Technology	GW
Spanish Interpreting for Healthcare Professionals	GW
Spanish Interpreting for Healthcare Professionals (6 hours/week)	GW
Speech Language Pathology Assistant	EM
Surgical Technology	GW
Sustainable Food Systems	RS
Sustainable Food Systems: Food Entrepreneur	RS
Sustainable Food Systems: Food Service	RS
Tactical Emergency Casualty Care	GC MC PC PV
Workforce Development: Introduction to Sustainable Food Systems	RS
Yoga Instruction	SC
Science, Technology, Engineering and Mathematics	
Artificial Intelligence and Machine Learning	CG EM
Associate in Arts, Emphasis in Geography	CG EM GC GW MC PC PV RS SC SM
Associate in Arts, Emphasis in Mathematics	CG EM GC GW MC PC PV RS SC SM
Associate in Arts, Emphasis in Sustainability and Environmental Studies	CG EM GC GW MC PC PV RS SC SM
Associate in Science, Emphasis in Astronomy	CG EM GC GW MC PC PV SC SM
Associate in Science, Emphasis in Biochemistry	CG EM GC GW MC PC PV RS SC SM

Associate in Science, Emphasis in Biological Sciences	CG EM GC GW MC PC PV RS SC SM
Associate in Science, Emphasis in Chemistry	CG EM GC GW MC PC PV RS SC SM
Associate in Science, Emphasis in Engineering	CG EM GC GW MC PC PV SC SM
Associate in Science, Emphasis in Geography - Meteorology	CG EM GC GW MC PC PV SC SM
Associate in Science, Emphasis in Geology	CG EM GC GW MC PC PV RS SC SM
Associate in Science, Emphasis in Physics	CG EM GC GW MC PC PV RS SC SM
Biomedical Equipment Technology	MC
Biotechnology and Molecular Biosciences	GC
Electronics Engineering Technology	MC
Electronics Technology	MC
Engineering Technology	CG EM GC PV SM
Environmental and Natural Resource Conservation	PC
Environmental and Natural Resource Stewardship	PC
Equine Science	SC
Food Science and Technology I	SM
Food Science and Technology II	SM
Geographic Information Science	PC
Geospatial Technologies	MC
Landscape Aide	MC
Landscape Horticulture	MC
Landscape Specialist	MC
Mortuary Science	CG
Sustainability	CG GC MC PV RS SC SM

Sustainable Agriculture	MC
Veterinary Assisting	MC
Veterinary Technology	MC
Visual and Performing Arts	
Alteration Specialist	MC PC
Animation	GC MC PC
Animation and Time-Based Media	GC MC PC
Apparel Construction	MC PC
Associate in Arts, Fine Arts	CG EM GC GW MC PC PV SC SM
Associate in Arts, Fine Arts, Emphasis in Art	CG EM GC GW MC PC PV SC SM
Associate in Arts, Fine Arts, Emphasis in Dance	CG GC GW MC PC PV SC SM
Associate in Arts, Fine Arts, Emphasis in Music	CG EM GC GW MC PC PV SC SM
Associate in Arts, Fine Arts, Emphasis in Musical Theatre	CG EM GC GW MC PC PV SC SM
Associate in Arts, Fine Arts, Emphasis in Theatre	CG EM GC GW MC PC PV SC SM
Audio Production Technologies	GC MC PC PV
Beginning Piano Pedagogy	MC
Ceramics	MC
Commercial and Freelance Photography	GC PC
Costume Design and Production, Level I	MC PC
Costume Design and Production, Level II	PC
Dance Performance and Technology	SC
Digital Arts: Digital Photography	CG MC
Digital Media Arts	GC PC
Disc Jockey Techniques	MC
Disc Jockey Techniques I	MC
Disc Jockey Techniques II	MC
Documentary Film Production	GC

Drawing and Painting	MC
Editing	SC
Fashion Design	MC PC
Fashion Design: Entrepreneur	PC
Fashion Design: Level I	MC PC
Fashion Design: Level II	PC
Fashion Illustration	PC
Film and Media Production	GC
Graphic Design	MC PC
Illustration	CG MC PC
Illustration and Sequential Art	CG MC PC
Image Consultant	MC
Interior Design	PC SC
Interior Design Kitchen and Bath	PC SC
Interior Design Professional	SC
Interior Design Technology	PC SC
Interior Design Upholstery and Soft Goods Production	PC
Interior Merchandising and Home Staging	PC SC
Intermediate Piano Pedagogy	MC
Motion Picture Production	SC
Motion Picture, Television, and New Media Production	SC
Music Business I	GC MC PC PV SM
Music Business II	GC MC PC PV SM
Music Industries: Music Business	GC MC PC PV SM
Pattern Design, Level I	PC
Pattern Design, Level II	PC
Photography	CG GC MC PC
Retail Sales Manager	MC
Screenwriting	SC
Sequential Art	CG MC PC
Stage Combat	PV

Technical Theatre	MC PC SC
Technical Theatre: Audio Technician	GC MC PC PV
Technical Theatre: Cosplay I	MC
Technical Theatre: Cosplay II	MC
Technical Theatre: Costuming	GC MC PC PV
Technical Theatre: Hair and Makeup	MC
Technical Theatre: Lighting	MC PC PV
Technical Theatre: Properties	MC PC PV SC
Technical Theatre: Puppetry	MC PC PV
Technical Theatre: Set/Scenic Construction	MC PC
Technical Theatre: Stage Crew Technician	GC MC PC PV SC
Textile and Apparel: Fashion Stylist	MC
Time-Based Media	MC PC
Visual Communication	SC
Visual Communication: Creative Branding	SC
Visual Communication: Design	SC
Visual Communication: Digital Process Management	SC

Administrative Regulations

With the adoption of Maricopa Governance, former Governing Board policies that once governed day-to-day operations of the Maricopa County Community Colleges are now administered by the Chancellor and are titled "administrative regulations."

This web site provides readers with information on the process for adopting, amending or deleting an administrative regulation; drafts of proposed regulations that employees of the Maricopa Community Colleges are invited to comment upon; and recently adopted regulations.

Administrative Regulations (Section 2 – Students)

2.1

General Regulation

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.

1. Outcomes Assessment

The mission of the Maricopa Community Colleges is "to create and continuously improve affordable, accessible, and effective learning environments for the lifelong educational needs of the diverse communities we serve." In order to evaluate how successfully the Maricopa County Community College District accomplishes this mission, student outcomes will be assessed as part of the continuous improvement process.

Students may be asked to participate in a variety of assessment activities at each college. Assessment results will be used to improve educational programs, services and student learning.

Admission/Registration/Enrollment (AR 2.2)

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. A community college in this state shall grant admission to any student who is under eighteen years of age and who achieves at least one of the following:
 - i. A composite score of 720 or more on the Preliminary Scholastic Aptitude Test (PSAT).
 - ii. A composite score of 720 or more on the Scholastic Aptitude Test (SAT).
 - iii. A composite score of twelve or more on the American College Test (ACT).
 - iv. A passing score on the relevant portions of the statewide assessment.
 - v. The completion of a college placement method 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. Students who enroll in vocational courses may be admitted on an individual basis with the approval of college officials if the students meets the established requirements of the courses for which the student enrolls and the college official determines that the student's admission is in the best interest of the student.
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 Non-immigrant 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) or apply online at <https://www.maricopa.edu/become-student/international-admissions>. When completed, the form(s) should be submitted 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 non-immigrant 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 non-immigrant students have graduated in the upper 50% of their secondary school (high school or equivalent) in order to ensure success in academic classes at this college. Applicants for admission to the college must have high school and college (if applicable) transcripts sent directly from the high school or college to the Admissions and Records Office/Office of Student Enrollment Services or designated office. In addition, it is the applicant's responsibility to have all transcripts translated into English and evaluated by a foreign credential evaluation service if necessary.

A. Admission to Academic Programs

Applicants who wish to enroll in an academic program at the college must present evidence of English language proficiency. If the Test of English as a Foreign Language (TOEFL) is used to satisfy this requirement, the applicant must attain a score of at least 500 (on the paper-based TOEFL) or 61 (on the internet-based TOEFL, known as the iBT). Some colleges may have a higher minimum score requirement for admission to specific academic programs. Students should contact their respective college for its English language proficiency requirements. 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 the Admissions and Records Office/Office of Student Enrollment Services or designee of the college may accept other proof of English language proficiency for admission purposes; including, but not limited to, the ACCUPLACER, ASSET, COMPASS and 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:

Financial Support

Tuition and Fees	\$9,115 (1)
Living Expenses	\$17,200 (2)
Books	\$1,104 (3)
Health Insurance	\$2,800 (4)
Total	\$30,219 (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.

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 2023-2024 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 estimated 2023-2024 insurance premium 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.*

AMENDED through the Administrative Regulation Process, June 12, 2023

2.2.2

Admission Information

Students must file a Student Information Form, online or in-person, 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 Classifications

Some financial aid programs have specific criteria based on the student’s classification (grade level). A student's classification does not necessarily correspond to the number of semesters or credits required to complete all degree requirements, as some degree programs require more than the standard 60 for associate’s or 120 for bachelor’s degrees. Classification includes MCCCD and accepted transfer credit.

Number Of Credits	Classification	Applies To
0-29	Freshman	Certificates Associate's Degrees Bachelor's Degrees
30-59	Sophomore	Certificates Associate's Degrees Bachelor's Degrees

Number Of Credits	Classification	Applies To
60+	Sophomore	And still in pursuit of a certificate Or Associate's Degree
60-89	Junior	Bachelor's Degrees
90 Or More	Senior	Bachelor's Degrees

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 Appendix S-1](#))

All students are classified for tuition purposes under one of the following residency classifications:

- . Maricopa County resident
 - A. Out-of-County resident
 - B. Out-of-State resident (including F-1 non-immigrant students and students on other non-immigrant visas)

4. **Residency Determination**

Residency for tuition purposes is determined in accordance with state law (ARS §§15-1801 et seq. and ARS §§15-1803) 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. An applicant must be eligible to attend post-secondary education in the United States prior to being eligible to register for classes and pay fees.

- ii. 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.
- iii. Enforcement of domicile requirements shall be the responsibility of the Chancellor of the Maricopa Community Colleges. The Chancellor has charged the Director of Admissions and Records or other designee at each college to make the initial domicile classification. In determining a student's classification, the college may consider all evidence, written or oral, presented by the student and any other information received from any source which is relevant to determining classification. The college may request written sworn statements or sworn testimony of the student.
- iv. 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 (10) 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 lives in Maricopa County and has lived in the state of Arizona for at least one year prior (365 days) to the first day of the semester (as published in the approved MCCCDCD academic calendar posted online at [Academic Calendars](#)) and who is a United States citizen

or in a lawful status. 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. Visa status must confer the ability to establish domicile in the United States in order to be classified as an in-state student
- 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.

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 applying for in-state tuition status may be required to provide supporting documentation for identification and residency classification.)
 - 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 a Maricopa

County resident 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 (spouse must be in an eligible status to qualify for in-state residency) has established domicile in this state for at least one year and has demonstrated intent and financial independence and is entitled to claim the student as an exemption for state and federal tax purposes or the person's spouse was temporarily out of state for educational purposes, but maintained a domicile in this state. If the person is a non-citizen, the person must be in an eligible visa status pursuant to federal law to classify as an in-state student for tuition purposes.
3. The domicile of an unemancipated person is that of such person's parent.

4. An unemancipated person who remains in this state when such person's parent, who had been domiciled in this state, removes from this state is entitled to classification as an in-state student until attainment of the degree for which currently enrolled, as long as such person maintains continuous attendance.
5. A person who is a member of the Armed Forces of the United States and who is stationed in this state pursuant to military orders or who is the spouse or a dependent child of a person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders is entitled to classification as an in-state student. The student does not lose in-state student classification while in continuous attendance toward the degree for which he or she is currently enrolled.
6. A person who is a member of the armed forces of the United States or the spouse or a dependent of a member of the armed forces of the United States is entitled to classification as an in-state student if the member of the armed forces has claimed this state as the person's state of home record for at least twelve consecutive months before the member of the armed forces, spouse or dependent enrolls in a university under the jurisdiction of the Arizona Board of Regents or a community college under jurisdiction of a community college district governing board. For purposes of this subsection, the requirement that a person be domiciled in this state for one year before enrollment to qualify for in-state student classification does not apply.
7. 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:

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.
2. A student using Chapter 30, 33, or 35 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, will be eligible for immediate classification as an in-state student if they provide the institution a current certificate of eligibility or ebenefits statement showing the student is eligible for chapter 30, 33, or 35 Veteran Affairs (VA), education benefits and documentation showing the student is residing within the state.

Students are required to submit the following:

1. Certificate of eligibility letter or ebenefits statement from the Veteran Affairs (VA) awarding Chapter 30, 33, or 35 benefits or the Fry Scholarship, or the Dept. of Defense document approving the transfer of CH. 33 benefits
2. Students must also provide at least one of the following to show presence within the state:
 - a. Registration to vote in this state.
 - 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.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

- 3. 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
- 4. A student using any VA educational benefits who does not otherwise qualify under items above 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 material of whatever kind or source relevant to domicile or residency status.
5. 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. Notwithstanding any other law, a student, other than a nonimmigrant alien as described in 8 United States code section 1101(A)(15), who meets both of the following requirements is eligible for in- state tuition at any community college as defined in ARS 15-1401:

Attended any public or private high school option or homeschool equivalent pursuant to ARS 15-802

while physically present in this state for at least two years.

Graduated from any public or private high school option or homeschool equivalent pursuant to ARS 15-802

while physically present in this state or obtained a high school equivalency diploma in this state.

3. Persons without lawful immigration status are eligible for in-state tuition pursuant to subsection 2 of this section
4. A student will be assessed out-of-state tuition until such time that documentation of status is received in the Office of Admissions and Records/Enrollment Services and (eligibility for) residency is 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.

5. In establishing domicile, the alien must not hold a visa that prohibits establishing domicile in the United States and this state. After meeting other domicile requirements, students holding valid, unexpired visas in the following categories may be classified as in-state students ([See Appendix S-1A](#)).
6. A student must verify U.S. citizenship, permanent residency, or other lawful immigration status. Lawful immigration status means they have legal authority to be in the United States and also have the authority to go to school while in the United States.
7. Students who hold a current or expired visa and have applied for a change of status will retain their immigration status based on their prior visa status and not the status or visa for which they are applying. Students will need to submit a copy of the new visa card with the updated status. The timeline for establishing domicile begins with the issue date on the current visa that allows for establishment of residency.
8. Please note: Two requirements must be met to qualify for instate tuition.
 1. A student must meet the domicile residency requirement of residing in the State of Arizona for one year preceding the official start of the semester.
 2. The student must have an immigration status that allows for the establishment of residency for one (1) year.
9. (Applicants applying for in- state tuition status will be required to provide supporting documentation for identification and residency classification) all applicants for in-state tuition may be required to provide a combination of the following documents:
10. An Arizona Driver's License issued after 1996 or an Arizona Non-operating Identification License or an Arizona Instruction Permit.
11. A birth certificate or delayed birth certificate issued in any state, territory, or possession of the United States (A hospital record/certificate is not acceptable. A certified abstract of birth with the official state seal and/or watermark is acceptable).
12. A United States Certificate of Birth Abroad.

13. A United States Passport.
14. A Foreign Passport with a United States Visa.
15. An 1-94 Form with a Photograph.
16. An appropriately designated United States Citizenship and Immigration Services Employment Authorization (Work Permit) or Refugee Travel Document [as listed on the Employee Authorization Document Chart]. (Additional documents may be required with an employee authorization card.)
17. A United States Permanent Resident Card.
18. A United States Certificate of Naturalization.
19. A United States Certification of Citizenship.
20. A Tribal Certificate of Indian Blood.
21. 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 documentation 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.

iii. **Presumptions Relating to Student Status**

Unless there is evidence to the contrary, the registering authority of the community college or university at which a student is registering will presume that:

1. No emancipated person has established a domicile in this state while attending any educational institution in this state as a full-time student, as such status is defined by the community college district governing board or the Arizona Board of Regents, in the absence of a clear demonstration to the contrary.
2. Once established, a domicile is not lost by mere absence unaccompanied by intention to establish a new domicile.

3. A person who has been domiciled in this state immediately before becoming a member of the Armed Forces of the United States shall not lose in-state status by reason of such person's presence in any other state or country while a member of the Armed Forces of the United States.
- iv. **Proof of Residency**
When a student's residency is questioned, the following proof will be required.
1. Establishing Domicile
 - a. An affidavit signed by the student must be filed with the person responsible for verifying residency.
 - b. A combination 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. Arizona Department of Children Services documents related to foster care placement
 14. Other relevant information

2. County Residency

A combination 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

C. Concurrent Enrollment in Arizona Public Institutions of Higher Education (ARS §15-1807)([See 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 through the Administrative Regulation Process, June 12, 2023

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. ([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 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 sent directly from the source institution to the college Admissions and Records Office/Office of Student Enrollment Services. The official transcripts may be sent via a secured website. Please contact the Admissions office of the Maricopa College you plan to attend to verify which secure websites may be valid. 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. Please contact the Admissions office of the Maricopa College you plan to attend for more information on preparing a home-schooled official transcript. 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](#))

5. **High Pressure Recruitment Tactics**

The Maricopa County Community College District prohibits its employees from engaging in high-pressure recruitment tactics or in providing to any person or entity engaged in student recruitment, admission activity, or in making decisions regarding the award of Title IV, HEA funds, any commissions, bonuses, or other incentive payments based, in any part, directly, or indirectly upon successfully securing enrollments or the awarding of financial aid. (34 CFR 668.14(a)(22)(i)).

2.2.4

Transfer Credit and Prior Learning Assessment Policy

TRANSFER CREDIT

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 or sent through an approved electronic transfer method directly from the source institutions to the Admissions and Records/Enrollment

Services Office of the receiving institutions. Hand-carried and emailed transcripts cannot be accepted for an official evaluation. Students should allow approximately 10 days before confirming with your Maricopa Community College that the transcript(s) was received. The Admissions and Records/Enrollment Services Office at the receiving institutions will complete course-by-course evaluations for all submitted transcripts upon student request. The award of transfer credit shall not express or imply that all transfer credit will be fully accepted or applied toward all Maricopa degree and certificate requirements.

The Maricopa Community Colleges will evaluate coursework from institutions listed in the *database of institutions and programs accredited by recognized U.S. accrediting organizations* at the time the coursework was taken. To be “recognized” means that the accreditors in the database have been reviewed by the Council For Higher Education Accreditation (CHEA) or by the U.S. Department of Education (USDE) or both and meet the quality standards of the respective organizations.

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 an approved international credential evaluation service to be translated into English (when applicable), evaluated on a course-by-course-basis, and sent directly to the receiving college(S). Contact your College Admissions and Records/Enrollment Services Office to obtain a list of recommended evaluation services.

CONDITIONS OF TRANSFER CREDIT:

- Credits transferred from outside of MCCCDC are graded on a plus/minus grading scale are converted based on the grading scale of the transferring institution. Only courses with a grade of "C" (2.0 on a 4.0 scale) or better are transferable. Course credit below 100 level, earned at an MCCCDC institution prior to August 2020 or at a sending institution, cannot be used to calculate grade level.
- Developmental coursework is accepted for the purpose of fulfilling course prerequisites. However, the credit does not apply toward a degree or certificate, and it does not transfer to another postsecondary institution. It does, however, get added to the transfer credit report as part of the evaluation.
- 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.
- Courses accepted as equivalent do not necessarily apply toward the requirements for the student's declared degree or certificate at MCCC.

REVERSE TRANSFER OF CREDIT

In an effort to assist former Maricopa students who have transferred to a university, the Maricopa Community Colleges offer reverse transfer of credit with participating universities. Former Maricopa students may use this opportunity to fulfill previously incomplete coursework requirements. Interested students at participating universities must meet university criteria to qualify for free transcript exchange when available. Participation in reverse transfer of credit does not guarantee coursework applicability or degree or certificate eligibility. Students participating in reverse transfer of credit must meet all curriculum and college requirements.

PRIOR LEARNING ASSESSMENT (PLA)

The Maricopa Community Colleges are committed to the idea that people deserve credit for verifiable college-level learning, no matter how it was acquired. Many people have developed learning outside of the traditional classroom. This evaluation of credit is referred to as Prior Learning Assessment, or PLA. Prior learning can be identified and assessed in a variety of ways to determine if college credit should be awarded. Credit is awarded only to certificate or degree seeking students who:

1. plan to enroll, and
2. are admitted and matriculated within the college awarding the credit.

Exceptions can be made for contractual agreements. One such exception includes evaluation of journeymen cards for apprentices from current or former apprenticeship partners, or other registered apprenticeship sponsors and intermediaries. Credits awarded for journeymen have a specific PLA evaluation process and separate fee policies.

PLA credit may be applied toward a degree program, certificate, general education requirements, concentration, and general electives that count toward the student's elected pathway. Some restrictions may apply depending on the specific program of study. PLA credit may satisfy prerequisite requirements using the same policy that applies to other

course equivalencies.

Associate degree seeking students may be awarded no more than 45 credit hours through prior learning assessment, unless required by a specific program of study within the Maricopa Community Colleges. Up to 60 credits earned through PLA can be applied to a Bachelor's degree. Evaluated credit from post-secondary institutions and military credit as indicated on Joint Service transcripts, Community College of the Air Force, and Air University are not included in this credit limitation. Evaluated credit and credit awarded for prior learning does not count as hours in residence for graduation requirements. Please refer to [2.3.9 General Graduation Requirements](#). Exceptions to this institutional policy must have prior written approval of the program director, department/division chair, or designee and documentation of rationale and approval included as part of the admission process and/or application to graduate. No more than 20 credit hours may be applied to the Arizona General Education Curriculum (AGEC). Please direct questions about Prior Learning Assessment at the Maricopa Community Colleges to the Admissions and Records/Enrollment Services Office.

PRIOR LEARNING ASSESSMENT FEE SCHEDULE

Transfer credit from nationally recognized institutions, international coursework that has been officially evaluated by a foreign evaluator service (such as Educational Credential Evaluators), standardized college-level exams (such as CLEP, AP, IB, DSST, CIE), GED exams, Military Transcripts, ACE (American Council On Education) transcripts, credit received through ORGANIZATIONS AND companies that offer nationally recognized credit evaluated by ACE, NCCRS, etc. (Straighterline, NOCTI, Study.Com, etc.), industry recognized credentials, industry/corporate training, Skill Center and clock hour transcripts. no fees assessed

Departmental Challenge Exam \$40 Administrative fee per exam request

Evaluation of journeymen cards for credit requires a specific evaluation process and a different fee schedule.

CREDIT BY EXAM (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 coursework as well as elective credit. 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.

Scores must be sent directly to the Admissions and Records/Enrollment Services Office from the specific testing companies before credit is awarded; equivalencies are subject to review and change. 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 research the Credit for Prior Learning Assessment policies at any college or university outside of the Maricopa Community Colleges to which they plan to transfer. Credit By Exam is awarded based on equivalencies in effect at the time of evaluation. Changes to exams and scores are determined by the respective Maricopa Instructional Councils (ICS) and/or Statewide Articulation Task Forces (ATFS).

Maricopa recognizes the following examinations:

- ❑ Advanced Placement (AP)
- ❑ American College Testing Proficiency Examination Program (ACT-PEP)
- ❑ Cambridge International Exams (CIE), A and AS LEVEL
- ❑ College-Level Examination Program (CLEP)
- ❑ Departmental Exams (also known as “CHALLENGE EXAMS”)
- ❑ Defense Activity For Non-Traditional Education Support [DANTES] Subject Standardized Tests (DSST)
- ❑ GED, College Ready + Scores
- ❑ International Baccalaureate (IB) Diploma/Certificate
- ❑ PEARSON VUE Exams

Fees for standardized exams are the responsibility of the student.

[Current list of exams and scores](#)

ADVANCED PLACEMENT (AP) CREDIT

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. Scores must be received

directly from CEEB to Admissions and Records/Enrollment Services before credit is awarded.

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 to Admissions and Records/Enrollment Services.

CAMBRIDGE INTERNATIONAL EXAMINATIONS (CIE) A AND AS LEVEL

Students who have taken a Cambridge International Examination may receive college credit. Scores must be received directly from CIE to Admissions and Records/Enrollment Services before credit is awarded.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Students who have taken a College Level Examination of the College Entrance Examination Board (CEEB) may receive college credit. Scores must be received directly to Admissions and Records/Enrollment Services from CEEB before credit is awarded.

Estrella Mountain Community College, Rio Salado College, Paradise Valley Community College, and Mesa Community College are CLEP test sites. For more information on registering for the CLEP examinations, contact the Testing Centers at these colleges.

DEPARTMENTAL EXAMS (Also known as CHALLENGE EXAMS)

Students may apply for Departmental Credit By Examination in certain courses by obtaining the appropriate form in the Admissions and Records/Enrollment Services, paying the required fee, and completing the examination and other requirements of the college. See fee schedule for appropriate fees. Students may not request:

- To challenge a course a second time;
- To challenge a course while currently enrolled in the course;
- To establish credit in a previously completed course; and
- To establish credit for a lower level of a course in which credit has been received.

Additionally:

- Exceptions may be granted at some of the Maricopa Community Colleges for their unique programs of study. Specialized programs may allow courses to be repeated

due to the student needing to have recent knowledge of the content in order to progress in the program.

- Academic 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.

DSST (Formerly DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATION SUPPORT or DANTEs)

The Maricopa Community Colleges may award credit for DSST Examination Program to individuals who meet or exceed the ACE recommended scores for awarding credit on the DSST Exams. The Maricopa Community Colleges do not award credit for ENG 102 through DSST Examination. Credit received through DSST 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 DSST test site. For additional information on registering for DSST Examinations, call (480) 517-8560.

Students who have taken a DSST Examination may receive college credit. Scores must be received directly from DSST before credit is awarded.

GED EXAMS

The Maricopa Community Colleges may award credit for GED subject area scores designated as College Ready + In Accordance with the ACE recommended scores. The transcript needs to be sent directly by the Department Of Education to the Admissions and Records Office /Enrollment Services in order to be awarded credit. Disclaimer: test scores are continually reviewed and may be updated at any time.

EDUCATIONAL EXPERIENCES IN THE ARMED SERVICES

The Maricopa Community Colleges may award credit for military experiences based on the ACE Guide To The Evaluation Of Educational Experiences In the Armed Services. A student may receive college credit if:

- Training parallels a discipline area offered through the Maricopa Community Colleges, and
- Credit meets a program requirement or is used as elective credit.

Upon request, individuals who have successfully completed basic training, four (4) credit hours in physical education will be awarded as indicated in the ACE Guide and the Community College of The Air Force Catalog. Official documentation of military training is required.

INTERNATIONAL BACCALAUREATE (IB) DIPLOMA/CERTIFICATE

Students who present an International Baccalaureate Diploma/Certificate may qualify for college credit. Maricopa grants credit for college-level courses only. Scores must be received directly from the institution where the exams were administered before credit is awarded.

CREDIT BY EVALUATION COLLEGE CREDIT RECOMMENDATION SERVICE

ACE evaluates training programs offered by business, industry, and government and publishes its credit recommendations in *The National Guide*. If a student has received training that appears in the guide, he or she may receive college credit if:

- Training parallels a discipline area offered through the Maricopa Community Colleges, and
- Credit meets a program requirement or is used as elective credit.

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 /Enrollment Services Office.

Some academic departments may have additional requirements that must be met before credit may be granted through Departmental Credit By Evaluation. When credit is granted 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. Students may not request:

- To challenge a course a second time;
- To challenge a course while currently enrolled in the course;

- To establish credit in a previously completed course; and
- To establish credit for a lower level of a course in which credit has been received.

PLA AND TRANSFER DISCLAIMER

If pursuing a transfer degree (AA, ABUS, AS, AAEE, AAFA, or Articulated Academic Degree Program), transfer credit and PLA will be granted for the purpose of satisfying Maricopa graduation requirements. Because credits may not transfer to all colleges or universities, contact your transferring institution to determine their transfer credit and PLA requirements and policies.

AMENDED through the Administrative Regulation Process, June 12, 2023

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 catalog in effect during subsequent terms of continuous enrollment. Students may maintain continuous enrollment whether attending a public community college and/or public university in the state of Arizona.

The rules for maintaining continuous enrollment are:

- A semester in which a student earns course credit will be counted toward continuous enrollment.
- Noncredit courses, audited courses, or courses from which the student withdraws do not count toward continuous enrollment.
- Failure to enroll in three consecutive regular (fall or spring) semesters breaks continuous enrollment; however, enrollment in the intervening summer terms may be used to maintain continuous enrollment status.
- If continuous enrollment is not maintained, the student must fulfill the requirements for graduation specified in the catalog in effect for the academic year in which they re-enroll or any subsequent catalog of their continuous enrollment.
- Students who initially enrolled or re-enrolled during a summer term must follow the annual catalog of the subsequent academic year or any subsequent catalog of their continuous enrollment.

Age of Credit

In areas of study in which the subject matter changes rapidly, material in courses taken long before graduation may become obsolete or irrelevant. Coursework that is more than ten years old is applicable to completion of certificate and degree requirements at the discretion of the designated individuals at the college. The college may accept such coursework, reject it, or request that the student revalidate its substance. The ten-year limit on coursework applies except when program accreditation agencies limit the life of coursework to less than eight years. Departments may also require students to satisfy current major requirements rather than major requirements in earlier catalogs, when completing earlier requirements is no longer possible or educationally sound.

**Please note that the above language is guided by statewide practices.*

2.2.6

Academic Advising and New Student Orientation

1. Academic Advising

Students who will be attending college for the first time, and intend to earn a degree or to transfer to a college/university, will be required to meet with an academic advisor 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. New Student Orientation

Students who will be attending college for the first time, and intend to earn a degree or to transfer to a college/university, will be encouraged to attend New Student Orientation 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.

AMENDED through the Administrative Regulation Process, June 12, 2023

2.2.7

Student Assessment and Course Placement

2020 Pandemic Response Revised Student Assessment and Placement

1. Course Placement

- A. Students who plan to register in English, Reading, or Math will be advised to enroll into courses based on valid District-approved placement methods.
- B. Students who place into course(s) that are below college-level (i.e., below 100-level) will be advised to enroll into the course(s) within the first two semesters.
- 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. The process may also be done electronically without a signature if supported by the attending college.
- D. Course placement will be determined utilizing the District placement options under any one of the following conditions:
 - i. The student is taking his or her first college credit English, reading and/or math course, or any college course for which English, reading or math is a prerequisite.
 - ii. The student is pursuing a degree or transfer pathway and does not have current valid District approved course placement 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 who is taking his or her first English as a Second Language class is required to take a test of English proficiency.
- E. Students will be exempt from the course placement process 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.
 - iv. The student who is exempt from the course placement process must still fulfill the minimum graduation requirements.

2. Determining Course Placement

Maricopa County Community Colleges use multiple placement options. In cases, when a course placement test is given, scores will be valid for two years. Other placement methods will also have limited time validity. For additional information, go to: [Placement](#).

- A. Reading placement test scores that indicate “exempt from CRE101” do not expire.
- B. Students will be permitted one re-test in English, Reading, or by Math level after 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.
- C. The Vice President of Student Affairs or designee may approve re-testing for students with special needs or circumstances. The re-test date will then serve as the date of record.

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 methods.
- B. All colleges shall adhere to the same approved placement scores.
- C. All colleges shall adhere to the approved limited time validity for each course placement method. For more information, go to: [Placement](#).
- D. Reading placement scores that indicate "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 www.maricopa.edu/students 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
 - o Exceptions are limited to
 - i. Courses requiring permission of instructor
 - ii. Courses requiring auditions or try-outs
 - iii. Courses for Special Populations or Cohorts
 - iv. Enrollment in an alternative section of a course taught by the same instructor
 - v. Enrollment in an alternative section of a course taught by a different instructor
 - vi. Course level changes
 - vii. Students dropped for non-payment during the 100% refund period may be reinstated if they attended since the first *DAY* class meeting.

- viii. Students dropped due to Human or system errors may be reinstated if they attended the first *DAY* class meeting.
- ix. Other exceptions may be granted after faculty consultation with the student.
- o Exceptions to class registration deadlines require permission of appropriate instructor(s) and approval of the appropriate department/division chair or designee.

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 Appendix S-3, Concurrent Enrollment in Arizona Public Institutions of Higher Education.)

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**

Current information can be found at <https://district.maricopa.edu/regulations/admin-regs/appendices/students/s-4>.

The following is a tuition and fees schedule 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](#)

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 designed for the extension of services provided that at least one of the following conditions are met:
 - i. MCCCCD staff verify that full payment has been made to another College;
 - ii. The College can deduct payment from a financial aid award made to the student (referring to student authorization guidelines for regulations on applying federal financial aid to debt balances);

- iii. A third party not related to the student, such as an employer or state agency, makes a verified payment directly to the College;
 - iv. It is determined and verified with the appropriate MCCCCD office that the hold resulted from a system error and the error is due to an activity that requires correction by the appropriate College or District personnel.
- E. Admission Criteria to Attend a College within the Maricopa Community College District (MCCCCD) is determined in accordance with state law (ARS §§15-1805.01 AND 15-1821) and regulations of the Maricopa Community Colleges Governing Board and the Chancellor. As such, participants enrolled in courses as part of third-party agreements are also subject to the same admissions criteria. This includes the participants resolving any current enrollment or administrative holds that are unrelated to the Third party in an existing student account, but that otherwise impact his/her eligibility to enroll in courses or participate in programs delivered by MCCCCD faculty or staff.

4. Discounted Fees and Waivers

- A. Citizens 62 years of age and older shall be issued ID cards that allow them the privilege of attending events at no cost and that allow them to use the library facilities.
- B. Employees, Dependents and Mandated Groups**

The Maricopa Community College District waives tuition and student activity fees for credit-hour courses for employees and their dependents, and for legislatively mandated groups. Special fees and fees for Non-credit/Special Interest Community Services courses are not waived.
- C. Tuition and Registration Fee Waiver for Members of the Pima-Maricopa Indian Community**

Tuition and fee waivers shall be funded through Auxiliary Fund Monies for college credit courses for the enrolled members of the Pima-Maricopa community who live on the Pima-Maricopa Reservation.

All other guidelines and procedures established for the purpose of administering waivers, affidavits and exemptions are outlined in the Maricopa County Community College District tuition waiver manual.

Refund Policy

1. Refund Policy for Credit/Clock Classes

Students who officially withdraw from credit/clock classes (in fall, spring, or summer) within the withdrawal deadlines listed below will receive a 100% refund for tuition, class and registration fees. Deadlines that fall on a weekend or a college holiday will advance to the next college workday except for classes fewer than 10 calendar days in length or as specified by the college. Calendar days include weekdays and weekends. Refer to individual colleges for withdrawal and refund processes. Never attending is not an allowable refund exemption or an excuse of the debt incurred through registration.

Length of Class	Official Withdrawal Deadlines for 100% Refund
1-9 calendar days	Prior to the class start date
10-19 calendar days	1 calendar day including the class start date
20-29 calendar days	2 calendar days including the class start date
30-39 calendar days	3 calendar days including the class start date
40-49 calendar days	4 calendar days including the class start date
50-59 calendar days	5 calendar days including the class start date
60-69 calendar days	6 calendar days including the class start date
70+ calendar days	7 calendar days including the class start date

**Course fees will be refunded only if the student qualifies for a 100% refund. Debts owed to any MCCCDC college must be satisfied before any refunds are paid to the student. Refunds for students receiving federal financial assistance are subject to federal guidelines. Requests for exceptions to the refund policy must be filed within one year from the semester in which the course was taken.*

2. Refund Policy for Non-Credit Classes

Unless otherwise specified, students must drop non-credit classes prior to the course start date to be eligible for a 100% refund.

3. Canceled Classes

When a class is canceled by the college, a 100% refund will be made.

4. Refund Exceptions

Students withdrawing from a college or from courses for one of the following reasons must submit a written request for a refund exception to the Admissions and Records Office/Office of Student Enrollment Services or designated college official:

- A. A student with a serious illness, verifiable by a doctor's written statement that the illness prevents the student from attending all classes for the semester. The doctor's statement must be on file with the college before a refund can be given.
- B. Serious illness or death of an immediate family member that prevents the student from attending all classes for the semester. Immediate family members include spouse/partner, father, mother, grandfather, grandmother, child, foster child, grandchild, stepchild, sibling, stepsibling, stepfather, stepmother, or spouse's/partner's father, mother, grandfather, grandmother, or in-laws in any one incident. Appropriate documentation must be provided before a refund can be given.
- C. Death of a student. Appropriate documentation must be provided before a refund can be given.
- D. A student in the Armed Forces or the Arizona National Guard who is called to active duty and assigned to a duty station, verifiable by a copy of the orders, will be allowed to withdraw and receive a 100% refund of tuition, provided courses have not been completed.

Requests for a total withdrawal from a college or courses for one of the above reasons may result in a partial prorated refund of tuition, provided courses have not been completed. All decisions made by the college are final.

Limitation: Never attending is not an allowable refund exception or an excuse of the debt incurred through registration

5. Refund Policy for Department of Defense Tuition Assistance Funds

Students who receive tuition assistance (TA) funds for a course or courses from the Department of Defense (DOD) may have a refund processed and returned to the student's DOD branch of service in the following situations. Refer to individual colleges for withdrawal and refund processes.

- A. Per Refund Exception D, a student who is called to active duty and assigned to a duty station, verifiable by a copy of the orders, will be allowed to withdraw, provided courses have not been completed. A 100% refund of TA funds will be issued to the student's DOD branch of service.

B. A student who withdraws for reasons other than those outlined above within the first 60% of the period for which funds were received will have the proportional amount of unearned TA funds returned to the student's DOD branch of service. Refer to individual colleges and DOD branch of service for potential student financial responsibility as a result of withdrawal.

Requests for refund should be referred directly to the College of Enrollment.

AMENDED through the Administrative Regulation Process, June 12, 2023

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](#).

S-5 Student Financial Assistance

Additional Information about Financial Aid may be found at www.maricopa.edu/students website.*

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. Under Arizona state law, undocumented students may qualify for Maricopa

County Community College District (MCCCD) scholarships if they meet the terms outlined under Proposition 308.

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 [Federal Student Aid](#). 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 [Scholarship Application](#) 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-6 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 at www.maricopa.edu/students. 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 at www.maricopa.edu/students. If, following verification, the institution discovers evidence of student aid fraud (including identity theft), waste or abuse of US Department of Education funds, such evidence may be referred to the Office of Inspector General of the US Department of Education.

Award Amount and Level of Enrollment

Award amount is determined, in part, on the level of enrollment. A reduction in course load after financial aid has been awarded may result in an adjusted financial aid award. Federal student aid recipients are advised to register at the same time for all classes they intend to take during a semester to maximize award. Some federal aid may not be awarded for classes added at a later date. Contact the college Office of Student Financial Aid for more information.

Repeated Coursework and Financial Aid Enrollment Status

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

Maricopa Community Colleges Standards of Satisfactory Academic Progress (SAP) for Financial Aid Eligibility

Federal regulations (CFR 668.32(f) and 668.34) require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid. Specific requirements for academic progress for financial aid recipients are applied differently than Scholastic Standards. Federal regulations state that Academic Progress Standards must include a review of all periods of enrollment, regardless of whether or not aid was received. Students will be evaluated using the standards described below. Failure to meet any of these minimum standards will result in loss of Title IV, HEA program (federal financial aid) eligibility.

To remain eligible for federal and state aid programs, students must meet ALL of MCCCDC's Satisfactory Academic Progress (SAP) standards regardless of whether a student has received financial aid in the past or not. These standards apply to a student's entire academic records at any MCCCDC college, including transfer credit hours accepted by the college.

1. Definitions and Terminology Pertaining to this Policy

1. **Summer:** Enrollment in the summer semester includes all courses scheduled within the summer enrollment period with all coursework counted in the SAP evaluation.
2. **Non-Standard Session / Clock Hour:** Sessions that do not follow the traditional start and end dates for the semester.
3. **Attempted Credit:** Any credit for which a grade of A, B, C, D, F, I, IP, N, P, W, Y, or Z is received and courses not yet graded.
4. **CGPA [Cumulative Grade Point Average]:** The MCCCDC grading policy is published in the administrative regulations at 2.3.3. The CGPA does not include credits accepted in transfer.
5. **Financial Aid Warning:** status assigned to an eligible payment period for the next enrolled semester after failing SAP GPA (2.0) and/or Completion Pace ($\frac{2}{3}$). Students not meeting maximum timeframe evaluation are not eligible for a warning period.
6. **Appeal:** A process by which a student who is not meeting the institution's satisfactory academic progress standards is eligible to appeal the institution for reconsideration of the student's eligibility for Title IV, HEA program assistance based on extenuating circumstances.
7. **Extenuating Circumstance:** A one-time (not on-going) circumstance that is beyond the reasonable control of the student. Examples of extenuating circumstances may include, but not limited to:

1. Documented medical condition or serious illness that prevented you from performing certain life tasks
 2. Documented illness of a family member that required your presence for a significant amount of time
 3. Death of immediate family member which impacted you significantly enough to affect participation in your courses
 4. Involuntary call to active military duty
 5. Documented involuntary change in employment conditions that prevented you from attending classes
 6. Any other extraordinary/emergency circumstances, such as a natural disaster
-
8. **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.
 9. **Academic Plan –** A plan developed through the SAP Appeal Process which will lead a student to qualify for further Title IV, HEA program funds and complete the program within 150% of published program length.
 10. **Financial Aid Suspension –** The status assigned upon failing to meet the minimum SAP standards or the terms of probationary status. Students in this status are not eligible to receive Title IV, HEA assistance.
2. Federal regulations (CFR 668.32(f) and 668.34) require institutions of higher education to evaluate Satisfactory Academic Progress (SAP) using qualitative (GPA) and quantitative (pace of progression) standards.
 3. Qualitative and quantitative measures of SAP are required to ensure students receiving Federal Student Aid are progressing towards the completion of a degree or certificate within an eligible program.
 4. Specific requirements for academic progress for Federal Student Aid recipients are applied differently than Scholastic Standards. Federal regulations state that SAP Standards must include a review of all periods of enrollment, regardless of whether or not aid was received. Standards are applicable for all enrolled payment periods, including all levels of enrollment (full-time or part-time enrollment). Students will be evaluated using the standards described below.
 5. Failure to meet any of the minimum standards outlined below will result in a student's loss of HEA, Title IV Federal Student Aid.

Evaluation Period

1. Standards of Satisfactory Academic Progress (SAP) will be evaluated at the end of each payment period. For credit hour programs, a payment period is a semester (Fall, Spring, and Summer). For clock hour programs, a payment period / evaluation will depend on the hours required in the program.
2. Standards of Satisfactory Academic Progress (SAP) are evaluated based on qualitative (GPA), quantitative (pace of progression), and maximum timeframe. Failure to meet any of these standards may result in the loss of eligibility for financial aid. Grades of F, I, N, W, Y, Z, and courses not yet graded are considered attempted, but not completed in evaluating SAP. Late grades will be recalculated and may change eligibility.
 1. **Grade Point Average Qualitative Measurement:** Students must maintain a 2.0 cumulative Grade Point Average in order to meet SAP GPA requirements.
 2. **Pace of Progression Quantitative Measurement:** Students must successfully complete 2/3 (66.67%) of all attempted course work. For clock hour programs, please refer to program attendance requirements.
 3. **Maximum Time Frame Measurement:** Students must be able to complete their program within 150% of the published program length. Once students have attempted 150% of the published program length, they are no longer eligible for Federal Student Aid. For example, a 16-credit certificate program will allow up to 24 credit hours to complete the program. A 60 credit Associate's degree will allow up to 90 credit hours to complete the program. A 120 credit Bachelor's degree will allow up to 180 credit hours to complete the program.
3. Courses included in SAP evaluation:
 1. All attempted coursework, regardless of enrollment status
 2. Courses funded through a Consortium Agreement
 3. All attempted remedial credits, including English as a Second Language (ESL) courses.
 4. Repeated course work
 5. All transferred coursework
 6. Grades attempted, but not completed (F, I, N, W, Y, Z)
4. Course work included in the Maximum Time Frame evaluation:
 1. All of those included in the Pace of Progression evaluation
 2. Any Bachelor's degree (or higher) earned will be considered to have exhausted maximum timeframe eligibility
 3. All coursework forgiven through the Academic Renewal Process
5. Course work not included in SAP evaluation:
 1. Audited courses

2. Non-credit courses
3. Credit by examination
4. Credit for prior learning option (as outlined in the college general catalog)

Notification

Students who have applied for Federal Student Aid, but are not meeting Satisfactory Academic Progress requirements, will be notified via email of their FA Warning or ineligibility for financial aid. The notification will direct students to information regarding available college resources during the Warning Period and the appeal process in cases of extenuating circumstances.

Financial Aid Warning

Students are allowed a warning period upon failing Qualitative and/or Quantitative SAP standards. The warning period allows one (1) payment period (semester) of Federal Student Aid eligibility upon failing SAP. The warning period will follow the semester for which SAP was not met, meaning the next semester for which the student registers for classes. In order to receive the Warning period, students must be meeting Maximum Timeframe requirements.

SAP Appeal

Any student who has lost federal student aid eligibility due to a resolved, one-time extenuating circumstance may appeal to have their financial aid reinstated by completing a Satisfactory Academic Progress Appeal Form. The form must address:

1. what caused the student's work to fall below acceptable standards--specific explanations must be provided, including any supporting documentation,
2. each incomplete/failed course,
3. how the extenuating circumstance has been resolved, and
4. how the student will maintain good academic standards and progress toward the degree if the appeal is granted.

The outcome of the appeal will depend upon:

1. the nature of the extenuating circumstances (if the stated circumstance qualifies as such),
2. the quality of the documentation provided, and
3. how well the student has demonstrated the ability to progress towards degree completion within a reasonable time period.

All documentation submitted is confidential. All decisions are final and cannot be appealed. For assistance in completing the SAP appeal paperwork, including examples of supporting documentation, visit your college Financial Aid Office.

Students will be notified of the results of their appeal within ten (10) days of filing the appeal. Notification will include any restrictions or conditions pertaining to their appeal. The outcome of an appeal may include a probationary period. Appeals granted longer than one (1) payment period must include an academic plan, which must be followed. Failure to follow an approved academic plan will result in immediate suspension of Federal Student Aid. Students are responsible for any and all debt incurred as a result of this adjustment to financial aid.

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. Transfer coursework taken at other colleges will be considered for reinstatement purposes.

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

POLICY SUMMARY STATEMENT

To provide guidance on the treatment of federal student aid (Title IV) funds when a student withdraws from a Maricopa College.

DEFINITIONS

Date of Determination – The date of determination is the date in which the school determines that a student ceased attendance or completely withdrew from school. This may be the date that the institution becomes aware that the student ceased attendance, or the date that the student begins the official withdrawal process at the school.

Earned Aid Calculation – A formula used to determine the amount of Title IV aid the student earned for the payment period. To calculate the amount of Title IV aid earned by the student multiply the percentage of Title IV aid earned by the student, by the total amount of Title IV aid disbursed (including that which could have been disbursed to the student or on behalf of the student), for the payment period as of the student’s withdrawal date.

Official Withdrawal - The process by which a student begins the school’s official withdrawal process or provides official notification to the school of his or her intent to withdraw. The student’s approach to his or her withdrawal directly impacts the school’s date of determination for which the student ceased attendance, and is used in the return of Title IV funds calculation.

To officially withdraw, the student will need to notify a designated office; this office for most MCCCDC colleges is the Admissions and Records department. The designated office staff will assist the student to complete the withdrawal process. Schools will utilize a change in student status or comparable form to record a student’s withdrawal, official or unofficial (see “unofficial withdrawal” definition). The school registrar will determine the last date of attendance based on federal and institutional policy and the school’s date of determination. The date of determination is either the date that the student began the prescribed withdrawal process, or the date that the student provided the school with an official notification of his or her intent to withdraw, whichever is later. If the student is present, the student will sign and date the change in status or comparable form. Designated office staff will also sign and date the form, and retain it in the student’s file at the school.

Order Of Return of Title IV Funds - A federally prescribed order for returning Title IV FUNDS required as a result of a return of Title IV funds calculation. Unearned funds, returned by either the institution or the student, are credited to the programs from which the student received the aid from during the payment period, up to the net amount disbursed from each program. Funds will be returned based on the following order:

1. Unsubsidized Federal Direct Stafford Loans
2. Subsidized Federal Direct Stafford Loans
3. Federal Direct Plus Loans
4. Federal Pell Grants
5. Iraq and Afghanistan Service Grants

6. FSEOG
7. Teach Grants

Percentage of Title IV Aid Earned – Definitions for term, and modular programs below, in accordance with ED regulations:

Title IV Credit Balance - A Title IV credit balance occurs whenever the amount of Title IV Funds credited to a student's account for a payment period exceeds the allowable charges associated with the semester (payment period). All Title IV federal student aid credit balances are disbursed directly to the student and refunded to the method selected in the student center. Refunds are generally processed within 3 business days but no later than 14 days of when credit balance occurred.

STANDARD TERM PROGRAMS

Upon the withdrawal, the District Office Student Financial Services (DOSFS) will calculate the percentage and amount of awarded federal student aid funds that the student has earned in the payment period. In some cases and depending upon the withdrawal date and percentage of completion, the student may earn 100 percent of the FSA funds, the calculation will still be completed as required and the amount earned will be based on the percentage of the term or payment period that was completed in days up to and including the last date of attendance or eligible academic activity, with scheduled attendance locked at census / Pell recalculation. To calculate the amount earned, DOFA will determine the percentage by dividing the number of calendar days completed in the term/payment period up to and including the last date of attendance by the total number of calendar days in the term/payment period. The number of days a student is scheduled to attend during a payment period is determined based on the start and end date of the scheduled term / payment period. All scheduled breaks during the term / payment period are excluded from the calculation.

MODULES

A program that is offered in modules is a program that consists of course(s) in the program that do not span the entire length of the payment period or period of enrollment. ***Regulatory change effective July 1, 2021: a program is offered in modules if the program uses a standard-term or non-standard term academic calendar, is not a subscription-based program, and a course or courses in the program do not span the entire length of the payment period or period of enrollment.*** The DOSFS will calculate the percentage and amount of awarded federal student aid that the student earned within the payment period. If the student has completed more than 49 percent of the payment period, *or* has completed all of the degree requirements from his/her program before completing the days/hours in the

period that he/she was scheduled to complete, *or* if the student completes coursework equal to or greater than the coursework required for the institution's definition of a half-time student for the payment period, *or* the school receives written notification that the student will attend a module that begins in the same payment period or period of enrollment, the student is not considered to have withdrawn, and a Return of Title IV Funds (R2T4) is not required and will not be calculated.

When a student withdraws from the payment period before completing 49 percent of the payment period, the amount of federal student aid the student earned is determined based on a specific formula. The number of days a student is scheduled to attend during a payment period is determined based on the start and end date of the scheduled term / payment period, with scheduled attendance locked at census / Pell recalculation. Scheduled breaks are excluded from the calculation. The amount of assistance the student earned is determined on a rate-of-progression basis.

Post-Withdrawal Disbursement- If, as of the date of the institution's determination that the student withdrew the amount of Title IV aid that the student earned is more than the amount of Title IV aid disbursed to the student or on behalf of the student, the difference between these amounts is considered earned aid, and must therefore be applied to outstanding charges on the student's account and/or directly disbursed to the student.

Return of Title IV Funds (R2T4) - When a recipient of Title IV aid withdraws from an institution during a payment period or period of enrollment in which the recipient began attendance, the school must calculate the amount of earned and unearned Title IV aid and compare this to the amount of aid disbursed at the date of determination, to determine how to proceed.

If it is determined that the amount of Title IV aid disbursed exceeds the amount of Title IV aid earned, a return of Title IV funds is due, and both the school and the student may have a responsibility for returning the unearned portion of the funds. The school must return the unearned portion of Title IV aid for which the school is responsible for and notify the student of the unearned portion of Title IV aid that the student is responsible for and therefore must return.

If it is determined that the amount of earned Title IV aid exceeds the amount of Title IV aid disbursed, the student may be eligible for the amount of aid not yet disbursed, in the form of a post-withdrawal disbursement. A post-withdrawal disbursement must be made within 180 days of the date the institution determined that the student withdrew. The amount of a post-withdrawal disbursement is determined by following the requirements for calculating earned Title IV aid and has no relationship to incurred educational costs. All Title IV federal student

aid credit balances are disbursed directly to the student and refunded to the method selected in the student center. Refunds are generally processed within 3 business days but no later than 14 days of when credit balance occurred.

TITLE IV LOANS

For unearned funds calculated to be returned by the school:

It is policy, as part of the R2T4 process, to provide notification to the student indicating the loan type(s) and amount(s) calculated as needing to be returned and, thus, the date returned by the school. The school must return the lesser of the amount of Title IV funds not earned, or the amount of institutional charges that the student incurred for the payment period multiplied by the percent of funds not earned.

For unearned Title IV funds calculated to be returned by the student:

If there is a remaining balance of unearned Title IV aid which needs to be returned, after the school has returned its portion of unearned Title IV aid, the student (or the parent for plus loan) is responsible for returning this amount. While the student must return or repay any unearned Title IV loan amount in accordance with the terms of the loan, the student must repay any unearned Title IV grant funds as an overpayment of the grant. The student's portion is calculated by subtracting the amount of unearned Title IV aid that the institution is required to return from the total amount of unearned Title IV aid required to be returned. If it is calculated that unearned loan(s) need to be returned by the student, the center will notify the lender or servicer of the student's last date of attendance; the student will not need to repay the loan(s) immediately, but will repay the loans based on the terms of the promissory note. The lender or servicer will notify the student or parent, per the terms of the promissory note.

TITLE IV GRANTS

For unearned funds calculated to be returned by the school or student:

It is policy, as part of the R2T4 process, to provide notification to the student indicating the grant type(s) and amount(s) calculated as needing to be returned and, thus, the date returned by the school.

Return of Unearned Aid - If, as of the date of the institution's determination that the student withdrew the amount of Title IV aid that the student earned is less than the amount of Title IV aid disbursed to the student or on behalf of the student, the difference between these amounts is considered unearned aid, and must therefore be returned to the Title IV program in a specified order, by either the school, the student, or both.

Unofficial Withdrawal (also known as an "administrative" withdrawal) - A student who did not begin the official withdrawal process or provide notification of his or her intent to withdraw; the date of the school's determination that the student withdrew would be the date that the school becomes aware that the student ceased attendance. See "official withdrawal" definition above.

A student who does not notify the school that s/he is withdrawing but ceases attending, is administratively withdrawn by the school within 14 days of non-attendance; this is otherwise known as an unofficial withdrawal. A student is administratively withdrawn from school when the student violates the school's published attendance policy, which adheres to state licensing and accreditation requirements. Please see the school's catalog for its current attendance policy.

Withdrawal Date (also known as the "last date of attendance") - The date that the student begins the school's withdrawal process or the date that the student provides official notification of intent to withdraw, whichever comes earlier. If the student does not provide any official notification of intent to withdraw, the withdrawal date will be determined by the school, and depend upon the student's circumstances.

FEDERAL TITLE IV REFUND POLICY

If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the school must perform a Return of Title IV funds (R2T4) calculation to determine the amount of Title IV federal student aid funds earned by the student. If the calculation determines that the amount of Title IV aid disbursed to the student is greater than the amount the student earned, the unearned Title IV funds must be returned to the program. If it is determined that the amount of Title IV aid disbursed to the student is less than the amount the student earned (and for which the student is otherwise eligible for), the student may be eligible for a post-withdrawal disbursement for the earned Title IV funds not yet disbursed to the student.

The R2T4 calculation is required if a student receiving Title IV federal student aid ceases attendance or completely withdraws from all courses without completing the semester (payment period).

The school must determine the amount of Title IV aid earned by the student, as of the withdrawal date. Once the earned portion is calculated, the unearned portion is calculated to determine if funds must be returned to the program or a post-withdrawal disbursement is necessary. Federal policy is followed to determine the amount of Title IV aid earned on a case-by-case basis. The R2T4 calculation is always required when a student fully withdraws or ceases attendance prior to the scheduled end of the semester, the calculation may determine that the student earned 100% of Title IV funds and will not be required to return funds. A return of Title IV funds worksheet is calculated when a student ceases attendance in all courses within the scheduled semester (payment period), i.e. withdrawal.

WITHDRAWAL PROCEDURE OVERVIEW:

Policy Disclaimer

This policy serves as a guideline for the refund of Title IV and tuition procedure with the understanding that it does not cover every possible scenario. As a result, complex areas may arise where certain refund procedures may need to be addressed on a case-by-case basis.

Party(ies) Responsible for Policy Training

MCCCD District Office of Financial Aid Compliance and Operations / Office of General Council. District Director of Financial Aid Operations and Compliance. The policy owner is responsible to determine the method, means and frequency of training on this policy.

Exceptions

Requests for an exception to this policy should be addressed to the policy owner as outlined in the procedure for requesting a policy exception.

Policy Review/Update and Audit

This policy will be reviewed annually. Compliance with this policy is audited on a random basis by Internal Audit.

AMENDED through the Administrative Regulation Process, June 12, 2023

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.

2.2.13

University Transfer

The Maricopa Community Colleges have developed formal agreements to facilitate the transfer of credit to other bachelor degree awarding [colleges and universities](#). This is accomplished through the development of course and program articulation agreements. The Maricopa Community Colleges articulate with accredited private, public, and international baccalaureate granting institutions. 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.

Articulated Transfer Programs and pathways between the Maricopa Community Colleges and other institutions [such as the MyPath2ASU™, the UA Bridge Program, 2NAU and 90/30 transfer agreements] are official, recognized programs of study that fulfill degree requirements at both institutions. These articulated programs and pathways are designed to aid in a smooth transition for a student planning to transfer to a college or university by identifying the required, transferable, and applicable coursework for that student's specific program of study. A complete list of MyPath2ASU™ requirements by major and catalog year is maintained on ASU'S website, at [Transfer](#).

ARIZONA PUBLIC COMMUNITY COLLEGES AND UNIVERSITIES

Maricopa is a participant in the Arizona statewide transfer system. [AZTRANSFER.COM](#) is the official source of information for the statewide articulation agreements between the Arizona public community colleges and universities (Arizona State University, Northern Arizona University, and University of Arizona). Included on [AZTRANSFER.COM](#) is the Course Equivalency Guide (CEG), which shows transfer course equivalencies between Arizona's 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 programs of study. [AZ Transfer Course Equivalency Guide](#)

(U.S.) AND INTERNATIONAL INSTITUTIONS

The Maricopa Community Colleges have transfer agreements with accredited U.S. universities and colleges as well as international institutions that have been approved by the Ministry of Education. These partnerships are formalized through District-wide memorandums of understanding and articulation agreements, and are designed to help students maximize the applicability of transfer credit at the transfer institution. To access a list of institutions with which Maricopa has established articulation agreements, visit: [Maricopa University Partner List](#)

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.

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 may still transfer to other Arizona public institutions with a direct equivalent as per the course equivalency guide on [AZTRANSFER.COM](#). The SUN system does not address the applicability of courses. Students are encouraged to work with an Academic Advisor on course selections. To access a list of SUN courses, visit [SUN](#)

AMENDED through the Administrative Regulation Process, June 12, 2023

Scholastic Standards (AR 2.3)

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.

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-6](#) for Withdrawal Procedures).

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.

1. Official Absences

- A. Official absences are those that occur when students are involved in an official activity of the college, i.e., field trips, tournaments, athletic events, and present an official absence excuse form. Absences for such events shall not count against the number of absences allowed by an instructor or department. Students who must miss a class for an official reason must obtain an official absence verification card from the appropriate vice president or designee and present it to the appropriate instructor(s) before the absence. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.
- B. Other official absences include jury duty and subpoenas. Appropriate documentation will be required. Prior arrangements must be made with each instructor for makeup work. If prior arrangements have been made, the student will not be penalized.
- C. In the event of military commitments. Absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. The student is required to provide appropriate documentation of the specific orders, length of assignment and location. Prior notification must be initiated with each instructor to discuss make-up work. If the length of the absence will be longer than one week, the instructor and the student will determine whether there is sufficient opportunity for the student to make up the

work. If it is determined that the length of absence for the military commitment provides an undue hardship on the student's ability to make up the assignments, he or she will be provided an opportunity to request an incomplete grade or drop the class or, in the case of open-entry classes, the opportunity to request an extension.

D. In the event of the death of an immediate family member, absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. Students should contact instructor(s) as soon as possible to arrange for make-up work. Appropriate documentation will be required (for example, a copy of the obituary or funeral program). In specialized programs that require clinical rotations, this regulation may not apply.

2. Religious Holidays

Students shall have the right to observe major religious holidays without penalty or reprisal by any administrator, faculty member or employee of the Maricopa Community Colleges. Absences for such holidays shall not count against the number of absences allowed by an instructor or department, provided the student has utilized the Religious Accommodation Procedure outlined in ND-4 of the Administrative Regulations Appendices. The Procedure and Religious Accommodation Form may be found at [ND-4](#). As outlined in the ND-4 Religious Accommodation Procedure, to the extent possible, requests must be made at least two (2) weeks before the requested absence from class due to religious holiday or day of observance by providing the faculty member with the [Religious Accommodation Request Form](#). Once a religious accommodation is granted, the student must make arrangements with each instructor for make-up work.

3. Excused Military Absences

A member of the National Guard of this state or any other state or of the United States Armed Forces Reserves who is a student at an institution of higher education in this state and who is ordered to either state or federal reserve component duty or a person who is the spouse of a member of the National Guard of this state or any other state or the United States Armed Forces Reserves, who is a student at an institution of higher education in this state and whose spouse is ordered to either state or federal reserve component duty, whether the member or spouse is attending class in person or online and whether the member is stationed in or outside of this state, may do any of the following:

A. Withdraw from one or more courses for which tuition and fees have been paid. The tuition and fees must be credited to the student's account at the institution. Any refunds are subject to the requirements of the state or federal financial aid programs of origin. The student may not receive credit for the courses and may not receive a failing grade, an incomplete or another negative annotation on the student's record and the student's grade point average may not be altered or affected in any manner because of the student's withdrawal under this subsection.

- B. Depending on when the member is ordered to either state or federal reserve component duty and depending on the individual student's needs, receive a grade of incomplete and be allowed to complete the course if the course is being offered at the time to other students on release from reserve component duty under the institution's standard practice for completion of incompletes.
- C. In accordance with any academic unit or institution of higher education requirements or in compliance with accreditation or certification standards, when applicable, continue and complete the course for full credit. Class sessions the student misses due to state or federal reserve component duty must be counted as excused absences and may not be used in any way to adversely impact the student's grade or standing in the class. Any student who selects this option is not automatically excused from completing assignments due during the period the student or student's spouse is performing state or federal reserve component duty. A letter grade or a grade of pass may be awarded only if the faculty member teaching the course determines that the student has completed a sufficient amount of work and has demonstrated sufficient progress toward meeting course requirements to justify the grade.
- D. Withdraw and be readmitted with the same academic status and enrolled as a student at the institution, without penalty or redetermination of admission eligibility, within one year after the release of the student or student's spouse from state or federal reserve component duty.
 - 1. A member of the National Guard of this state or any other state or of the United States Armed Forces Reserves who is a student at an institution of higher education in this state, who is ordered to either state or federal reserve component duty and as a result of that service or follow-up medical treatment for an injury incurred during that service, misses any test, examination, laboratory, presentation or class day on which a written or oral assignment is due or other event on which a course grade or evaluation is based may make up the test, examination, laboratory, presentation, class or event without prejudice to the final course grade or evaluation. The makeup activity must be scheduled after the student's return from reserve component duty and after a reasonable amount of time for the student to prepare for the test, examination, laboratory, presentation, class or event.
 - 2. For class sessions a student described in subsection a of this section misses due to state or federal reserve component duty, the institution of higher education shall excuse the student's absences and not use these

excused absences in any way to adversely impact the student's grade or standing in class.

3. If the faculty member teaching the course determines that the student has completed a sufficient amount of work and has demonstrated sufficient progress toward meeting course requirements to justify the grade without making up the test, examination, laboratory, presentation, class or event, a grade may be awarded without the makeup activity and the missed test, examination, laboratory, presentation, class or event may not be used in any way to adversely impact the student's grade or standing in the class.
4. The protections in this section may be invoked as follows:
 - a. If the state or federal reserve component duty is known in advance, the student must submit evidence documenting the state or federal reserve component duty to the faculty member teaching the course early in the semester or as soon as practicable before the missed class, assignment or examination.
 - b. If the state or federal reserve component duty is not known in advance, the student is responsible for providing evidence of the state or federal reserve component duty to the faculty member teaching the course as soon as practicable after the missed class, assignment or examination.
 - c. The student or an appropriate officer from the military organization in which the student or student's spouse will be serving must give written notice that the student or student's spouse is being or has been ordered to reserve component duty as prescribed in this section.
 - d. On written request from the institution of higher education, the student shall provide written verification of service.
5. To readmit a person with the same academic status means that the institution admits the student to the same program to which the student was last admitted by the institution or, if that exact program is no longer offered, the program that is most similar to that program, unless the student requests or agrees to admission to a different program, per CFR 34 668.18 (a)(2)(iii)(A).

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

GRADE	VALUE	GRADES CALCULATED IN GPA	CONSIDERED AN ATTEMPT	MAY BE REPEATED
A	4.0 - EXCELLENT	YES	YES	NO
B	3.0 - ABOVE AVERAGE	YES	YES	YES
C	2.0 - AVERAGE	YES	YES	YES
D	1.0 - BELOW AVERAGE	YES	YES	YES
F	0.0 - FAILING	YES	YES	YES
I	INCOMPLETE	NO	NO	N/A
IP	COURSE IN PROGRESS	NO	NO	N/A
N	AUDIT	NO	NO	N/A
W	WITHDRAWN, PASSING	NO	NO	N/A
Y	WITHDRAWN, FAILING	YES	YES	YES
P*	CREDIT	NO	YES	YES

GRADE	VALUE	GRADES CALCULATED IN GPA	CONSIDERED AN ATTEMPT	MAY BE REPEATED
Z	NO CREDIT	NO	YES	YES

*A "P" is judged to be equivalent to a grade of "C" or higher.

ATTEMPT DEFINITION: A student is enrolled in a class and receives a grade of A, B,C,D,F, Y, P, or Z.

Students who wish to attempt a course after the fourth time will need assistance from the Admissions & Records/Enrollment Services Office to enroll.

If a student has been awarded financial aid, veterans benefits, or other military tuition assistance programs, scholarships, or grants they should check with those offices about repeating classes.

The student is responsible for any tuition and fees associated with each attempt.

NOTE: Grading errors discovered after the sixty (60) day expiration date can be corrected if they have been researched by the Director of A&R/Enrollment Services and the Instructor of Record or the Department/Division Chair.

2. Incomplete Grade

1. 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.
2. 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.
3. A student's eligibility for financial aid may be jeopardized by an incomplete grade. Refer to the [Standards of Satisfactory Academic Progress](#) for details.

3. Repeating a Course/Improving a Grade

Students who wish to improve their GPA may repeat a course within the Maricopa Community Colleges up to three times after the initial attempt. (A “W” 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, the student must submit a request for the lower-graded course to be excluded from the GPA. The request can be submitted to the admissions and records office at any of the Maricopa Community Colleges that the student attended. 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. An official student transcript is a permanent academic record issued by the College Registrar. It displays all courses taken for credit within the Maricopa Community Colleges District and includes all grades received. Unlike an unofficial transcript, it is signed and dated by the College Registrar and displays the college seal of the Maricopa College issuing the official transcript. Check individual courses and programs for exceptions.

4. Credit/No Credit Courses (P/Z)

1. 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).
2. 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"](#).
3. 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.
4. 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.
5. 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

1. 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.
 2. The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly and appear in the "[Important Deadlines for Students](#)".
6. [Important Deadlines for Students](#)

AMENDED through the Administrative Regulation Process, June 12, 2023

2.3.4

Academic Standing, Warning, and Probation

Academic standing is defined by the student's GPA. The GPA is calculated by dividing the number of grade points earned in courses that assign letter grades by the number of credits attempted.

The purpose for the academic standing, warning and probation policies is to establish a formal process through which the faculty, staff, and administration at the Maricopa Community Colleges may identify and provide support to students who experience academic difficulty and fall below a cumulative grade point average (GPA) of 2.0. The combined cumulative GPA includes computation of grades for both Maricopa and posted transfer courses. It is not intended to discourage or penalize students. rather, this process reflects the commitment of the college's faculty, staff, and administration to provide students with assistance and support to ensure success in achieving their educational goals.

Academic Good Standing

Students in academic good standing have a GPA of 2.0 or higher.

Academic Warning

Students who do not achieve a minimum cumulative GPA of 2.0 after completion of their first term of study are placed on academic warning. If a student does not achieve the minimum cumulative GPA of 2.0 after one semester on academic warning, the student will be placed on probation for at least one additional term.

Academic Probation

If a student's minimum cumulative GPA falls below 2.0 in a term that is not the student's first term, the student will be placed on probation. Students on academic probation may take no more than twelve (12) credit hours per semester unless approved by a college counselor and the designated academic dean.

A student on academic probation who fails to raise the cumulative grade point average 2.0 will be placed on continued probation and may be limited to taking six (6) credit hours.

Students who receive an academic warning or who are placed on academic probation may be required to meet with an academic advisor or other designated intervention team members or engage in other intervention strategies prior to enrolling in courses to discuss an academic improvement plan which may include referrals to academic support, tutoring, and/or student support services to help them achieve good standing. Students using federal financial aid, VA education benefits, or active-duty tuition assistance should contact their financial aid office and veterans' services office to review possible impacts to their funding. [See S-5 Student Financial Assistance](#).

Also See:

[2.3.11 ACADEMIC MISCONDUCT](#)

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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](#).

2.3.6

Withdrawal

The Office of Admissions and Records/Office of Student Enrollment Services provides information about the withdrawal process. To withdraw from a course or courses from the college, students must follow approved procedures as outlined below. The official date of withdrawal is the date the withdrawal is received in the Admissions and Records Office/Office of Student Enrollment Services. Withdrawal from a course (or courses) does not automatically qualify for a refund of tuition and fees. Tuition and fee refunds will be calculated based on [2.2.10 Refund Policy](#) or reviewed under the refund appeal process. Never attending is not an allowable refund exception or an excuse of the debt incurred through registration.

TYPES OF WITHDRAWALS

STUDENT WITHDRAWAL: Is a change in the student's course schedule where one or more courses are withdrawn before the end of the term.

FACULTY WITHDRAWAL: Occurs when a faculty member withdraws a student.

COMPASSIONATE WITHDRAWAL: Is considered when a sudden emergency or severe change in personal circumstances, result in an inability to continue/complete courses. The student provides a written statement of their situation and any documentation to support this request if applicable (e.g. death certificate, accident report, etc.).

MEDICAL WITHDRAWAL: Is considered when there is an unexpected serious illness or injury that prevents the student from continuing with their course or courses. The medical withdrawal policy covers physical health and mental health difficulties.

All applications for compassionate and medical withdrawal that are submitted by the student, or on their behalf, require thorough and credible documentation. An approved medical/compassionate withdrawal request will result in a special note line indicating the nature of the withdrawal on the student's official transcript. Medical and compassionate withdrawal applications and supporting documents are retained for at least five years and filed securely. If a request for refund has also been made, further assessment is done to determine eligibility.

LEAVE OF ABSENCE: Assists and encourages students to return and graduate after an absence due to military deployment, service on an official church mission, or with a foreign aid service of the federal government. If your absence is due to this or any other reason, you

may be eligible to return to a Maricopa College through a quick re-entry process, which permits students to enroll without submitting a new application if they previously attended a Maricopa College. If the leave of absence is due to military commitments, students should also reference [Administrative Regulation 2.2.3\(3\)](#).

Withdrawing can have implications for certificate or degree completion, future registration, financial aid eligibility, and return of financial aid funds. 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 courses during a semester. This could affect a student's ability to receive financial aid in the future at Maricopa or any school.

Prior to submitting a request for any withdrawal or leave of absence, students are encouraged to meet with a college advisor about the potential impact related to the student's academic progress. Students using financial aid, VA education benefits, or active-duty tuition assistance should contact their Financial Aid and Veterans Services offices to review possible impacts to their funding.

Withdrawal Procedures

Withdrawal from Specific Courses

A student may officially withdraw from specific courses in the following ways:

- The prescribed time limits are for full semester courses. Time limits for courses 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. Tuition and fee refunds will be processed based on the [2.2.10 Refund Policy](#).
- 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.
- 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.

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](#).

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](#).

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](#)). A grade of W (withdrawn passing - not computed in GPA) or a grade of Y (withdrawn failing - 0 grade points per credit hour) may be assigned in accordance with the course syllabus.

Faculty members electing to withdraw students must record the withdrawal through the online system, including last date of attendance and withdrawal code. Students withdrawn for excessive absences may be reinstated only with the approval of the faculty member. Any impact on attendance that is protected by the exercise of students' rights under ADA/504, Title IX, Title VI, or other recognized law or policy do not count as unexcused absences for the purposes of instructor-initiated withdrawals for lack of attendance/participation. Requests for withdrawals should be referred directly to the college of enrollment.

Also See: [2.2.10 Refund Policy](#)

AMENDED through the Administrative Regulation Process, June 12, 2023

2.3.7

Academic Renewal ("Academic Forgiveness")

The Maricopa Community Colleges recognize that a student's academic record may contain grades that are not reflective of more recently demonstrated academic success. Academic renewal (or academic forgiveness) is defined as the process by which a student's previously recorded substandard credit coursework is excluded from the student's cumulative grade point average. Through this regulation, a student may request that grades and credits for all courses in which they earned a grade of D, F, or Y are disregarded from the cumulative GPA. Courses earned with a grade of A, B, and C will not be excluded and will be calculated into the GPA and total credits completed. A maximum of 24 credits taken at Maricopa are eligible to be disregarded under this policy. The academic renewal policy may be used only once and cannot be revoked once approved.

To apply for academic renewal the student must:

1. Complete the academic renewal request form, attaching unofficial transcripts.
2. Meet with academic advisor to discuss the petition, previous coursework, and educational plan.
3. Submit the completed form to the Admissions and Records/Enrollment Services Office.

Upon approval, courses with a grade of D, F, or Y will be annotated on the student's official transcript as excluded from the calculation of their cumulative GPA by academic renewal. All courses will remain on the student's permanent record to reflect an accurate academic history.

Academic renewal at one of the Maricopa Community Colleges does not guarantee that colleges outside the Maricopa Colleges will accept this action. Acceptance of the adjusted GPA (post academic renewal) is at the discretion of the receiving institution.

Financial Aid/Veteran Benefits and Satisfactory Academic Progress (SAP)

The academic renewal policy can improve a student's GPA, while reducing their earned credit hours towards degree and certificate requirements, so students must be aware of all consequences before pursuing academic renewal. If interested in financial aid and/or veteran benefits, students are required to meet the financial aid standards of academic progress (SAP) as academic renewal does not replace or override the SAP requirement. Students should follow financial aid SAP appeal procedures outlined in [section 2.9 Veteran Services](#) satisfactory progress standards for regaining aid eligibility.

Additionally, students are encouraged to speak with the financial aid and the veteran services offices if they have questions about how fresh start may affect their aid and benefit eligibility. [For More Information on SAP.](#)

Also See:

[2.3.4 Academic Standing, Warning, and Probation](#)

[2.3.6 Withdrawal](#) (Medical/ Compassionate Withdrawal)

[2.3.11 Academic Misconduct](#)

[More on Financial Aid](#)

AMENDED through the Administrative Regulation Process, June 12, 2023

2.3.8

Honors Opportunities & Recognition

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 requirements and available scholarships, including the Chancellor's, Foundation's, President's Scholarships, and Honors Achievement Award.

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. This is a distinct acknowledgement of academic achievement not related to participation in the honors program.

Graduation With Honors

[See General Graduation Requirements \(AR 2.3.9\)](#). This is a distinct acknowledgement of academic achievement tied to graduation. This is a distinct acknowledgement of academic achievement not related to participation in the honors program.

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2.3.9

General Graduation Requirements

Note: Also see Catalog Under Which a Student Graduates (AR 2.2.5)

Earning a Certificate or Degree

The Maricopa Community Colleges offers certificates and degrees in a variety of areas. Each certificate and degree has specified program requirements for graduation. See certificate and degree information for specific program requirements. It is the student's responsibility to be aware of these requirements.

Candidates for graduation must satisfy the following requirements:

- Complete the minimum number of credits required for the certificate or degree and residency requirements as follows:
 - For Bachelor's degrees, at least 30 credits applicable to the degree must be completed at the awarding college.
 - For Associate's degrees, at least 15 credits applicable to the degree must be completed at the awarding college.
 - For certificates that are 15 or more credits, at least 6 credits applicable to the certificate must be completed at the awarding college.
 - For certificates that are 14 or fewer credits, at least a quarter of the credits applicable to the certificate must be completed at the awarding college.
- All new to Maricopa students who declare a degree, or intend to transfer to a college/university, will be required to successfully complete a first-year experience course (FYE101 or FYE103) within the first two semesters at a MCCCDC college.
- Meet the general education, program requirements, and electives for the certificate or degree required. Requirements can be satisfied by MCCCDC coursework, prior learning assessment, and transfer credit. Transfer credit from outside of MCCCDC or from Maricopa Community Colleges not awarding the degree or certificate and prior learning assessment does not count as hours in residence for graduation requirements.
- Earn a minimum grade point average (GPA) of 2.0 on a four-point grading scale in the coursework (100-level and above) used to satisfy degree or certificate

requirements completed in residence and accepted in transfer) Some awards may specify additional GPA requirements.

- Remove all deficiencies (e.g. incomplete grades, missing transcripts, national test results, etc.) on the record to use those courses toward program completion.
- Fulfill any financial obligations with the college.
- File a Petition for Graduation with the Admissions, Records, & Registration/Enrollment Services office with the exception of auto award programs as outlined further in this policy.
- The following information outlines the Maricopa Community College District standards for awarding certificates and degrees:
 - Students can only earn one bachelor's degree of any type in the Maricopa Community Colleges
 - Students can only earn one Associate of Arts (AA) with or without emphasis in the Maricopa Community Colleges
 - Students can only earn one Associate of Arts, Elementary Education (AAEE) in the Maricopa Community Colleges
 - Students can only earn one Associate of Business (ABUS) either General Requirements (GR) or Special Requirements (SR) in the Maricopa Community Colleges
 - Students can only earn one Associate of Arts, Fine Arts (AAFA) with an emphasis in the Maricopa Community Colleges
 - Students can only earn one Associate of Science (AS) with or without emphasis in the Maricopa Community Colleges
 - Students cannot earn Academic Certificates (AC), Certificates of Completion (CCL), Certificates of Competency (CCT), and Associate of Applied Science (AAS), and other certificate or degree types with the same academic plan code in the Maricopa Community Colleges

- Students can only earn one type of AGECE (A, B, and S) with the same academic plan code in the Maricopa Community Colleges

Appeals to this institutional policy may be considered prior to the admission process and/or petition to graduate. See the Admissions, Records, & Registration/Enrollment Services office for a copy of the appeals process.

AutoAward Policy: MCCCDC has an auto-award program that identifies some students who have completed a degree or certificate and never submitted a Petition for Graduation (e.g. [Reverse Transfer](#)). However, this program is limited and students should not depend on it for graduation. The Petition for Graduation should always be submitted when a student is intending to graduate.

Maricopa Nursing Program

For the Maricopa Nursing program, the cumulative GPA for awarding purposes is calculated based on courses required for the degree or certificate taken at any Maricopa campus and includes pre-requisites, co-requisites, and nursing blocks. Students must apply for graduation from the college where they have successfully completed Block 4 of the Associate in Applied Science in Nursing.

Graduation with Honors

All courses used to fulfill graduation and degree requirements, including courses from other institutions are used in the grade point average calculation (GPA) at graduation. Degree-seeking students who have distinguished themselves with GPAs 3.50 and higher are recognized with the following graduation honors:

- 3.50 to 3.69 graduation “with distinction”
- 3.70 to 3.89 graduation “with high distinction” 3.90 to 4.0 graduation “with highest distinction”

Certificate programs are not eligible for institutional honors.

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2.3.10

Transcripts for Transfer

An official student transcript is a permanent academic record issued by the College Registrar. It displays all courses taken for credit within the Maricopa Community College District and includes all grades received. Unlike an unofficial transcript, it is signed and dated by the College Registrar and displays the college seal of the Maricopa College issuing the official transcript.

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.

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

A faculty member may remove a student from one (1) class meeting for disciplinary reasons. For involuntary removal from more than one (1) class period, the faculty member should invoke the procedures outlined in AR 2.5.2.

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.

- A. 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.
- B. 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.)
- C. 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 and Consequences for Academic Misconduct.

Students can appeal academic consequences by following the [instructional grievance process](#). (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.

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](#)

2.3.13

Course Substitutions

Course substitutions should only be made in a consistent and transparent manner, according to Administrative Regulation 2.2.4 (Transfer Credit and Prior Learning Assessment Policy), academic policies, and the following guidelines:

Students may seek to have course(s) requirements (including required courses, restricted electives, and prescribed general education requirements) in their declared bachelor's, associate in applied science or certificate program substituted.

Because a substituted course may not be accepted by a transfer institution or meet transfer degree requirements, no course substitutions are allowed in any of the required course areas of the associate in arts or associate in science degrees with emphasis, Associate In Business - Gr, Associate Of Business - Sr, Associate In Arts, Elementary Education, or the Associate In Arts, Fine Arts.

The course being used as a substitution must meet the content and/or spirit of the substituted course in the student's pathway plan (or for date status petitions by reason of disability). If the pathway course satisfies an Arizona General Education Curriculum (AGEC-A, B, or S) requirement, the course substitution must meet that same requirement. Considerations for substitutions should also include impact to satisfying transfer pathway, industry requirements. Substituted courses should provide the skills and knowledge specified by the pathway learning outcomes.

Course substitutions should not be processed for students who have earned fewer than 15 credits (at Maricopa or elsewhere).

To pursue a course substitution, students must obtain a course substitution petition from the Admissions and Records office or Academic Advisor. Substitutions must be approved by the Program Department Chair, Program Division Chair, Academic/Occupational Program Director, or designee and the appropriate Instructional Dean. The Department Chair, Division Chair, or Academic/Occupational Program Director will work with other departments as needed for courses outside of the discipline.

If the credits of a substituted course are fewer than the original requirement, the missing credit hours are not granted by a substitution. Students must complete the minimum credit hours required by the award.

Students are encouraged to seek substitutions prior to enrollment in an intended substitute course. Requests for course substitutions and supporting documentation should be submitted as soon as possible when transcripts are reviewed. For assistance, students should meet with an Academic Advisor specific to the declared transfer emphasis. Students seeking Title IV

financial aid and veteran benefits for a course substitution must have the substitution approved and processed prior to registering for the substitute course.

See also, Administrative Regulation [3.5 Course Substitution for Students With Documented Disabilities](#).

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College Environment (AR 2.4)

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 the [EEO/AA Section](#) of the Administrative Regulations.

2.4.3

Equal Opportunity Statement

See the [EEO/AA Section](#) of the Administrative Regulations.

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.

1. Copyright Policy
See the [INSTRUCTION](#) Section of the Administrative Regulations.
2. Taping of Faculty Lectures
See the [INSTRUCTION](#) Section of the Administrative Regulations.
3. What Students Should Know About Copyright ([Online Brochure](#))

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.

2.4.7

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

1. 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. Use of Alcoholic Beverages

[See Section 4.13 of the Administrative Regulations](#)

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 a faculty member, knowledge of the condition should be transmitted to the appropriate vice president or designee who will make the determination if the information should be further disseminated. It should be remembered that mere exposure to the person in a classroom does not constitute a need to know the diagnosis. It is, therefore, unnecessary to document in a student's file the fact that he or she has AIDS unless the

information is to be used for accommodation reasons. Sharing confidential information without consent may create legal liability.

Students are encouraged to contact the Office of Disabled Resources and Services and/or the vice president of student affairs or designee for the types of services available in the district or community on matters regarding AIDS or the HIV virus.

2.4.8

Petition Signature Solicitation

1. This regulation shall govern access to college premises by representatives who wish to solicit signatures on petitions for the purpose of submission of a ballot proposition to voters, or nomination of a candidate for elective office, in a city-, county-, or state-wide election.
2. Each college president shall designate general hours of accessibility for solicitation and a location on college premises where all representatives on behalf of any candidate or ballot proposition may solicit signatures. The location shall be in a common area where the solicitation will not serve as an obstruction to student activities or otherwise disrupt the college environment.
3. All solicitation must take place in designated areas. Standard space may include one or two tables and chairs. Campus restrictions regarding amplification will apply. Representatives may not distribute or make available to students, employees, or college visitors any tangible item, except for informational literature about the proposed candidate or ballot initiative.
4. Representatives shall notify the designated official at each college or center for their intent to be present on college premises no fewer than three working days prior to soliciting signatures. Upon obtaining authorization, representatives shall be provided a written version of this regulation.

Specific procedures on how to implement the Petition Signature regulation can be found in appendix [S-14](#).

2.4.9

Use of College Grounds by Non-MCCCD-Affiliated Users

In contrast to traditional public forums such as a public square, park, or right of way, Maricopa's campuses are dedicated by law to the purpose of formal education. They are, and have been since their creation, for the use and benefit of prospective and enrolled students, the Maricopa employees who serve them, and those who are invited to campus by members of the College community to attend or participate in sponsored events. The Maricopa County Community College District (MCCCD) has a long history of regulating the time, place, and manner in which expressive activities are conducted on campuses, for the purposes of avoiding disruption or interference with its educational activities, and protecting the rights of the members of the campus community and their invited guests to express themselves and access information. While members of the general community always have been welcome to share their ideas with the campus community, they are subject to reasonable, content-neutral

regulation of the time, place and manner of the event and to the institution's mission-based priorities – including but not limited to the need to provide an environment conducive to teaching and learning.

POLICY

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

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

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

Permit Application:

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

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

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

Designated Areas:

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

Use Fees and Proof of Insurance:

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

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

Permits:

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

Priorities and Criteria for Approval of Permits:

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

Scheduling Priorities (in order)

1. The use of facilities and grounds for the operations of the College. For example, there are times when the college is unusually crowded by members of the campus community, such as registration and orientation at the beginning of the semester. Other uses may reasonably be precluded during those times.
2. Activities and events sponsored by the College administration.
3. Activities and events sponsored by MCCCDC student organizations or employee groups.
4. Activities of non-MCCCDC-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 MCCCDC 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. MCCCDC is committed to working with its employees to maintain an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

Policy

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

Prohibited Behavior

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

- direct threats or physical intimidation
- implications or suggestions of violence
- stalking
- assault of any form
- physical restraint, confinement

- ❑ dangerous or threatening horseplay
- ❑ loud, disruptive, or angry behavior or language that is clearly not part of the typical work environment
- ❑ blatant or intentional disregard for the safety or well-being of others
- ❑ commission of a violent felony or misdemeanor on MCCCCD 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 MCCCCD, 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 MCCCCD. 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.

2.4.14

Use of College Grounds by Affiliated Users

Introduction

The colleges of the Maricopa County Community College District (“MCCCD”) are dedicated by law to the purpose of formal education. They are, and have been since their creation, for the educational use and benefit of prospective and enrolled students, the MCCCD employees who serve them, and those who are invited on location by members of the college community to attend or participate in sponsored events. The MCCCD has a long history of supporting expressive activities that are conducted on campuses. For the purposes of avoiding disruption or interference with its educational activities, while protecting the rights of the members of the campus community and their invited guests to express themselves and access information, this administrative regulation governs the use of college grounds by Affiliated Users (as defined in Section 1) for Expressive Activity. Expressive Activity is defined as:

- Meetings and other group activities by registered students and student organizations
- Non-commercial speeches, performances, demonstrations, rallies, vigils and other events that are organized by students or student clubs and organizations.
- Non-commercial leafleting and pamphleting
- Any other student expression that is protected by the First Amendment to the U.S. Constitution

Outdoor campus areas are venues for free expression by Affiliated Users, including speeches, demonstrations, and the distribution of literature, subject to the reasonable time, place and manner restrictions set forth in this regulation.

This regulation will be administered in a manner that is content and viewpoint neutral and seeks to protect the free expression of ideas.

1. Definitions

a. MCCCD Affiliated Users

Affiliated Users are: 1) individuals employed by MCCCD except when engaging in a commercial activity; 2) individuals contracted by MCCCD who are acting on behalf of or for MCCCD purposes; 3) individuals enrolled via the registrar as students within the MCCCD system; and 4) external entities and/or individuals invited by student clubs and organizations to participate on behalf of the club or organization in an event that is related to the club or organization’s purpose.

b. Non-Affiliated Users

Non-Affiliated Users are organizations, groups or individuals that are not Affiliated Users. Use of MCCCD grounds or facilities by Non-

Affiliated Users is governed by Administrative Regulations 1.5 and 2.4.9.

c. **Substantial Interference**

Substantial Interference includes, but is not limited to, activity that: 1) disrupts instruction, lecture, studying or other academic pursuits; 2) disrupts MCCCDC administrative activities; 3) blocks access to buildings or structures; 4) obstructs passageways for vehicles or pedestrians; 5) disrupts previously scheduled events; 6) impairs the health and safety of the college community; 7) is unlawful; and/or 8) otherwise presents a threat to public safety.

The mere potential for Substantial Interference is not sufficient to prohibit or limit Expressive Activity. Instead, it must be reasonably determined that the activity presents a significant likelihood of creating Substantial Interference before Expressive Activity may be prohibited or limited in accordance with this regulation.

d. **Planned Expressive Activity**

Planned Expressive Activity is when participants seek to reserve space for an established point in time and/or use tables, chairs, amplification or other audio-visual equipment and/or temporary structures such as tents or awnings.

2. **Reservation of Campus Space for Planned Expressive Activity**

Affiliated Users may reserve outdoor and indoor campus space, as defined below, for Planned Expressive Activity. Reservations are to be made through the respective college's Office of Student Life and Leadership no less than one business day before the activity is intended to occur. Such reservations will be approved on a first come, first served basis unless the Office of Student Life and Leadership determines, without regard to the content of the proposed Expressive Activity, that the activity constitutes Substantial Interference. If the Office of Student Life and Leadership determines an Expressive Activity constitutes Substantial Interference it will work with the Affiliated User in an effort to find an alternative, if any exists, that allows the Expressive Activity to occur without such interference.

- a. **Outdoor Space** – outdoor space available for reservation by Affiliated Users does not include: parking lots, athletic facilities, meditation or peace gardens, areas designated as outdoor study zones, and child care facilities.
- b. **Indoor Space** – indoor space is available for reservation by Affiliated Users if the space is determined by the college to be a common area that is publicly accessible. Buildings, housing, classrooms and/or administrative offices are not available for reservation.

3. **Spontaneous Expression**

MCCCD recognizes that Expressive Activity may occur in both structured and organic forms. Spontaneous expression by Affiliated Users may be undertaken in outdoor or indoor space, as defined above, without prior reservation as long as the activity does not constitute Substantial Interference.

2.4.15

Campus Sex Crimes Prevention Act

Federal legislation requires that the MCCCD establish notification procedures concerning the presence of registered sex offenders enrolled either as students or those working for the institution. The [Registered Sex Offender Notification Procedure is outlined in Appendix item S-18](#).

Student Rights and Responsibilities (AR 2.5)

2.5.1

Conduct Standards and Authority

Disciplinary Probation and Suspension Standards

According to the laws of the State of Arizona, jurisdiction and control over the Maricopa County Community College District (MCCCD) are vested in the MCCCD Governing Board. The MCCCD Governing Board and its agents-the Chancellor, administration, and employees are granted authority to regulate student behavior subject to basic standards of reasonableness.

In developing responsible student conduct, the MCCCD prefers mediation, guidance, and admonition. However, when these means fail to resolve problems of student conduct and responsibility, appropriate disciplinary procedures will be followed. The MCCCD reserves the right to levy discipline rather than attempt mediation and guidance, based on the severity of the conduct.

2.5.2

Student Conduct Code

The purpose of this Student Code of Conduct is to help ensure a productive and safe environment for students, employees, and visitors. This conduct code is not a stand-alone policy. This code is subject to the provisions outlined in AR 5.1.16, generally known as the Title IX policy, and AR 6.24, generally known as the Free Expression policy, and AR 5.1, generally known as the Non-Discrimination policy. There are other policies that may intersect with other administrative regulations.

Article I: Definitions

The following are definitions of terms or phrases contained within this Code:

1. "**College**" means a Maricopa County Community College District (MCCCD) College or center/site.
2. "**College premises**" means all land, buildings, facilities and other property in the possession of or owned, used, or substantially controlled by the college or MCCCD.

3. "**College official**" means any person employed by the college or MCCCDC, performing assigned administrative or professional responsibilities pursuant to this Student Conduct Code. The college President shall designate the college/center official who is responsible for the administration of the Student Conduct Code.
4. "**Complainant**" means any person who submits a complaint alleging that a student violated this Student Conduct Code. When a student believes they have been a victim of another student's misconduct, the student who believes they have 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 complaint itself.
5. "**Day**" means business day when college is in session, and shall exclude weekends and college/MCCCDC holidays.
6. "**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/facility, which includes educational or professional internships, clinical placements, or other experiential learning opportunities. Disruptive behavior also includes conduct that materially interferes with or obstructs college business operation.
7. "**District**" means the Maricopa County Community College District (MCCCDC).
8. "**Faculty member**" means any person hired by the college or MCCCDC to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of the faculty in credit / non-credit courses and clock hour courses and programs.
9. "**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/site. A person's status in a particular situation shall be determined by the college President.
10. "**Organization**" means any number of persons who have complied with the formal requirements for college recognition.
11. "**Policy**" is defined as the written regulations of the college and/or MCCCDC as found in, but not limited to, this Student Conduct Code and MCCCDC Governing Board policy.
12. "**Respondent**" means any student accused of violating MCCCDC's Student Conduct Code. Respondents enjoy the presumption of innocence until such time as the Respondent is adjudicated to have violated the Student Conduct Code.
13. "**Student**" means any individual who is currently admitted or registered in credit or non-credit college programs on a full or part time basis, or who participates in a college function (such as orientation, in anticipation of enrollment) or who was enrolled in the immediate previous term or is registered for a future term, including college employees so admitted, registered, or enrolled.
14. "**Student Conduct Administrator**" means a college official authorized 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.

15. “**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. Decisions made by a Student Conduct Administrator shall be final, pending the normal appeal process.
2. Matters pertaining to sexual harassment must always be referred first to the college Title IX Coordinator for review under AR 5.1.16. Conduct that does not meet the definition of sexual harassment as outlined in AR 5.1.16, or otherwise do not meet the definition of an educational program or activity, do not occur against a person within the United States, or are otherwise dismissed either under the mandatory or discretionary dismissal provisions will be referred by the Title IX Coordinator back to the college’s respective Student Conduct Administrator for investigation and adjudication under the Student Conduct Code.

Article III: Prohibited Conduct

1. Jurisdiction

The Student Conduct Code shall apply to conduct that occurs on any college or MCCCDCD premises, or at any center/site or MCCCDCD-sponsored event or activity that adversely affects the college community and/or the pursuit of its objectives.

- A. Jurisdiction may be applied against student behavior conducted online, via email, or other electronic medium provided that it meets the criteria listed above. Further, jurisdiction under this policy applies to any person who is currently admitted or in credit or non-credit college programs or who participates in a college function (such as orientation, in anticipation of enrollment) or who was enrolled in the immediate previous term or is registered for a future term, including college employees so admitted, registered, or enrolled.
- B. 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. Title IX Sexual Harassment

Matters pertaining to sexual harassment/misconduct that do not meet the definition of sexual harassment as outlined in Administrative Regulation 5.1.16 or otherwise do not meet the definition of an educational program or activity and do not occur against a person within the United States will be referred by the Title IX Coordinator to the college’s respective Student Conduct Administrator for investigation and adjudication under the Student Conduct Code.

3. **Disruptive Behavior In Class (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. (Academic Misconduct AR 2.3.11). If the student refuses to leave after being requested to do so, college police may be summoned to provide assistance. For involuntary removal from more than one (1) class period, the faculty member should invoke the procedures outlined below.

4. **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. Knowingly furnishing false information to any college official or officer (including filing a false report or complaint), including during an official investigation (i.e. Title IX, conduct, or campus police investigation).
 - ii. Forgery, alteration or misuse of any college document, record or instrument of identification, even if there is no reliance on the forged or altered document in the posting of grades or other academic/financial benefit.
 - iii. Tampering with the election of any college- recognized student organization.
 - iv. Financial aid fraud or corresponding behaviors that would allow a student to receive a monetary benefit for which they are not eligible.
 - v. Misrepresentation of one's identity (see also Identity Theft Red Flag and Security Incident Reporting AR 6.11).
 - vi. Misuse of the colleges copyrighted content and trademark (Copyright Act Compliance AR 2.4.5).
 - vii. Knowingly filing a false report (Title IX, conduct, or campus police investigation) to a college official or campus police.
- B. Obstruction or disruption 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.
- C. Conduct that intentionally or recklessly causes physical harm or that otherwise threatens or endangers the health or safety of any person.

- i. Physical abuse – hitting, pushing, use of a weapon, beating or other such activity resulting in or, intended to cause physical harm.
 - ii. Making a threat(s) of violence (including verbal, written, or virtual communication) that does or could cause(s) a reasonable expectation of harm to the health or safety of a specific person.
 - iii. Substantial or repeated acts and/or harassment directed at a person or group of people that would cause a reasonable person to feel fearful and/or find intimidating, hostile, or offensive, including but not limited to, bullying, stalking, and hazing (Hazing Prevention Regulation AR 2.6) as defined in Article I.
 - iv. Any form of retaliation towards a Complainant or any participant in an investigation or conduct process.
- D. Attempted or actual theft of, damage to, or unauthorized use of property of the college or property of a member of the college community or other personal or public property.
- E. Trespassing or unauthorized access to physical or virtual/cyber property or services of the college.
- F. Having an animal in a campus building, other than in accordance with MCCCDCD policy (Domesticated Animals on Campus AR 3.9 and Guidelines for Service Animals on Campus) and ADA laws, such as permitted service animals individually trained to perform tasks for the benefit of an individual with a disability.
- G. Failure to comply with direction of college officials or law enforcement officers in the performance of their duties and/or failure to properly identify oneself to these persons when requested to do so.
- H. Unauthorized possession, duplication or use of keys to any college premises, or unauthorized entry to or use of college premises.
- I. Violation of any college or MCCCDCD policy, rule or regulation published in hard copy or online, such as a college catalog, handbook, etc. or available electronically on the college's or MCCCDCD's website.
- J. Violation of federal, state or local law.
- K. Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law, unless such use is prohibited due to a program of study for fields that are deemed safety sensitive positions. (Abuse-Free Environment AR 2.4.7, S-16 statement on the Arizona Medical Marijuana Act Proposition 203).
- L. Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.
- M. Smoking tobacco products, using e-cigarettes, or any other violation of the Smoke-Free/Tobacco-Free Environment policy (AR 4.12).

- N. 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 (Weapons policy AR 4.6).
- O. 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.
- P. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions.
- Q. 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 MCCCDCD premises without their prior knowledge, or without their 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.
- R. Engaging in individual conduct that materially and substantially infringes on the rights of other persons to engage in or listen to expressive activity is subject to discipline under this conduct code. (Free Expression policy AR 6.24).
- S. Attempted or actual theft or other abuse of technology facilities or resources, including but not limited to:
 - i. Unauthorized entry into a file, to use, read or change the contents or for any other purpose
 - ii. Unauthorized transfer of a file
 - iii. Unauthorized use of another individual's identification and/or password
 - iv. Use of technology facilities or resources to interfere with the work of another student, faculty member or college official
 - v. Use of technology facilities or resources to send obscene or abusive messages
 - vi. Use of technology facilities or resources to interfere with normal operation of the college technology system or network
 - vii. Use of technology facilities or resources in violation of copyright laws (Copyright Act Compliance AR 2.4.5)
 - viii. Any violation of the MCCCDCD's technology resource standards (Technology Resource Standards AR 4.4)
 - ix. Use of technology facilities or resources to illegally download files

- x. Unauthorized use of intellectual property (Intellectual Property policy)
- T. Abuse of the Student Conduct system, including but not limited to:
 - i. Falsification, distortion or misrepresentation of information before a Student Conduct Official.
 - ii. Invoking a Student Conduct Code proceeding with malicious intent or under false pretenses
 - iii. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct system
 - iv. Attempting to influence the impartiality of the member of a judicial body prior to, and/or during the course of, the Student Conduct proceeding
 - v. Harassment, either verbal or physical, and/or intimidation of a Student Conduct Administrator prior to, during and/or after a Student Conduct proceeding
 - vi. Failure to comply with the sanctions imposed under this Student Conduct Code
 - vii. Influence or attempting to influence another person to commit an abuse of the Student Conduct Code system
 - viii. Failure to obey the notice from a Student Conduct or college official to appear for a meeting or hearing as part of the Student Conduct system.
- U. Engaging in irresponsible social media conduct. All Student Conduct policies apply to social networking platforms.
- V. Attempt to bribe a college or MCCCCD employee.
- W. Stalking behavior, which occurs if a student intentionally or knowingly maintains visual or physical proximity toward another person on two (2) or more occasions over a period of time and such conduct would cause a reasonable person to fear for their safety.
- X. Sexual misconduct, including but not limited to:
 - i. 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.
 - ii. Explicit sexual comments by one (1) or more students about another student, or circulating drawings or other images depicting a student in a sexual manner.
 - iii. 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.

- iv. Harassment based on sex, pregnancy, gender identity, gender expression, or sexual orientation that creates a hostile environment. A hostile environment exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the MCCCED education programs and/or activities. The existence of a hostile environment is to be judged both objectively (meaning a reasonable person would find the environment hostile) and subjectively (meaning the impacted individual felt the environment was hostile).

Y. Sexual Exploitation

- i. Taking non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited. Examples of behavior that could rise to the level of Sexual Exploitation include:
 - a. Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation;
 - 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 their genitals;
 - h. Possessing, distributing, viewing or forcing others to view obscenity.

5. 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 civil or criminal litigation. If a criminal investigation and/or prosecution results from the same factual situation, 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 their status as a student. If the alleged offense is also being processed under this Student Conduct Code, however, the college may advise external law enforcement and other 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.
- C. The Student Code of Conduct may apply to off-campus behavior that affects a substantial interest of the college. A substantial college interest means:
 - i. Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of themselves or others; and/or
 - ii. Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
 - iii. Any situation that is detrimental to the educational mission and/or interests of the college, unless it is protected by a student's constitutional right to free expression.

Article IV: Student Conduct Code Procedures

1. Allegations and Resolution Options

- A. Any member of the college community may file a complaint against a student for violations of this Student Conduct Code. A complaint may be in writing or verbally given to the Student Conduct Administrator. Once the complaint has been made, it shall be put in writing and a notice of allegation should be submitted to the Respondent. A Respondent must receive written notice of the allegations before a meeting is held with the Respondent regarding the conduct. The notice of allegations should outline the particulars of the complaint, the presumption of innocence, an outline of the Respondent's due process rights, and the contact information for the Student Conduct Administrator.
- B. There is no statute of limitations for bringing a complaint under the Student Conduct Code, but it is advisable to bring a complaint as soon after the conduct being reported

occurred.

- C. Both the Complainant and the Respondent shall have the right to be assisted by an advisor of their choosing. 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 meeting with the party. Advisors may not be an attorney. Both the Complainant and the Respondent are responsible for presenting their own information during the course of the meeting. Advisors are not permitted to speak or participate directly in any Student Conduct meeting or proceeding and can be removed from proceedings by not abiding by these parameters.
- D. Misconduct that would fall under the jurisdiction of AR 5.1.16, meaning it alleges sexual harassment, discrimination, sexual assault, dating/domestic violence, or stalking should be forwarded to the Title IX Coordinator for a jurisdictional review. In such cases where the conduct alleged does not meet the definition of sexual harassment, as outlined in the Title IX Regulations (and MCCCDC policy AR 5.1.16) or is otherwise subject to mandatory or discretionary dismissal, the alleged conduct will be referred back to the Student Conduct Code for investigation and adjudication.
- E. After receiving information on alleged violations of the Student Conduct Code, the Student Conduct Administrator will review the information, gather facts, and make a determination on the appropriate next steps. Documentation regarding the aforementioned steps must be maintained. Next steps are:
 - i. Dismiss the case due to insufficient evidence, lack of jurisdiction, or the alleged behavior, even if proven true, would not violate the code.
 - ii. Proceed with a full, thorough, and impartial investigation with formal disciplinary proceedings.
 - iii. Initiate an informal resolution outside of formal disciplinary proceedings provided involved parties mutually agree and the Student Conduct Administrator determines this option is appropriate given the nature of the allegations. An informal resolution can also be an option when the Respondent accepts responsibility for the behavior.
 - iv. If the informal resolution option is initiated, the determination with regard to responsibility and sanctions is final and cannot be appealed.

2. Informal Resolution Options

- A. Informal resolution options include, but are not limited to: administrative dispositions, mediation, facilitated dialogue, and restorative justice practices.
- B. Determinations regarding the type of informal resolution offered in a particular case will be made in consultation with the Student Conduct Administrators, other MCCCDC

leadership, as necessary, and the students at issue. Staff outside of the Student Conduct Administrator's office may be involved in facilitating the agreed upon option.

- C. Informal resolutions can result in the same sanctions and institutional responses as are reserved for matters that have been addressed through a full investigation.
- D. The Student Conduct Administrator will make the determination with regard to responsibility.
- E. Should new facts come forward during the informal resolution process that significantly alter the nature of the allegations, the Student Conduct Administrator has the discretion to initiate a full investigation. If one of the involved parties decides that the informal resolution option is not appropriate, they may request a full investigation. This request must be submitted to the Student Conduct Administrator before the conclusion of the informal resolution process. If this action is taken, the Student Conduct Administrator will document the end of the informal resolution process and shall initiate a formal investigation.
- F. Both the Complainant and the Respondent must sign an agreement to engage in the informal resolution process.

3. Interim Actions

- A. If the Student Conduct Administrator is in receipt of information indicating that the Respondent poses a threat of harm or substantial disruption, the Student Conduct Administrator may take administrative action(s) to restrict, suspend, or alter the rights of a student for a temporary period. The interim action(s) will be communicated in writing to involved parties and will remain in place until a final decision on the pending allegations has been made or until the Student Conduct Administrator believes the reason(s) for issuing the interim action(s) no longer exists. These administrative actions are not designed to be punitive, and they are not issued as sanctions.
- B. A student who is restricted from campus or suspended due to interim action(s) may appeal the interim action(s) in writing to the Dean or Vice President of Student Affairs (VPSA) who is over the Student Conduct Administrator, and in the case that a VPSA is the Student Conduct Administrator, to the President of the college, no later than five (5) business days following the effective date of the interim action(s). This person will determine, within five (5) business days of receipt of the appeal, if the interim action(s) should remain in place, be modified, or lifted.
- C. Examples of interim actions include, but are not limited to, no contact directives, removal from a class or classes or specific MCCC locations, administrative removal from campus, administrative/enrollment holds, and temporary suspension.
- D. Factors considered before issuing interim actions include, but are not limited to, individual safety, community safety, and the need to maintain an academic and work environment free from disruption. If the interim action is temporary suspension or removal from campus, the Student Conduct Administrator will consult with the college's behavioral assessment team as part of the decision-making process.

4. Notice of Allegations and Investigations

- A. The notice of allegations letter sent to the Respondent will also be sent to the Complainant. The notice of allegation should specify that the investigation will be done to determine, under the preponderance of the evidence standard, if a violation of the policy has taken place. The notice of allegations should outline the particulars of the complaint, the presumption of innocence, an outline of the Respondent's due process rights, and the contact information for the Student Conduct Administrator.
- B. Investigations will be conducted in a fair and impartial manner. Respondents are treated with a presumption of innocence until such time as it has been adjudicated that a violation of the Student Conduct Code has taken place.
- C. If during the investigation additional allegations are presented or if allegations outlined in the original notice of allegations have been retracted, the Respondent must receive an amended notice of allegations and shall be allowed to address the new allegations.

5. Investigation Process

- A. At the beginning of the investigation interview, the Student Conduct Administrator will review with the party being interviewed: the Student Conduct Code, the investigation process, how determinations are made, possible sanction(s), the prohibition against retaliation, and appeal options.
- B. Students are expected to comply with requests and directives issued by the Student Conduct Administrator performing duties connected to an investigation. Should a student choose to not participate in the conduct process, the Student Conduct Administrator will proceed with the investigation and make determinations without gaining input from the non-participating student.
- C. After the investigative interview, Respondents will be given up to five (5) days to reflect upon and respond to the allegations(s) in writing. The written response should be delivered to the Student Conduct Administrator within that time period. Likewise, Complainants and witnesses will be given up to five (5) days to reflect upon and respond to the information presented and outlined during the investigative interview. The Student Conduct Administrator does not need to provide interview notes or additional information to the student to facilitate this process.
- D. A student can have an advisor present in all conduct proceedings, but the advisor cannot speak on the student's behalf.
- E. Involved parties can identify witnesses who have information relevant to the investigation. These witnesses will be contacted by the Student Conduct Administrator who will assess the relevance of the witnesses and conduct interviews as appropriate.
- F. Complainants and Respondents will be notified in writing when an investigation has concluded and the investigative report has been completed, which will encompass all information except for a final determination.

6. Determinations

- A. The Student Conduct Administrator will determine whether it is more likely than not that a student and/or student organization violated the Student Conduct Code.
- B. The Student Conduct Administrator will consider any mitigating or aggravating factors and determine the appropriate sanctions.
- C. Within five (5) business days of the determination, the Student Conduct Administrator will provide the parties a written decision. The written decision will indicate whether or not the charge(s) was substantiated and, if the charge(s) was/were substantiated, will outline the remedial action(s) taken including sanctions if applicable, to be issued by the college. The determination letter will summarize the investigation and outline the determination made regarding the allegations outlined in the complaint, as well as state any issued sanction(s) based on a finding of responsibility.
- D. Respondent will be informed of the right to appeal the determination and will be given instructions on how to do so in the decision letter.

7. Appeals

- A. The Respondent must submit a written appeal request to the supervising Dean of Students or Vice President of Student Affairs (VPSA), or in the case that the Student Conduct Administrator is the VPSA, the President, no later than five (5) days from the date of the written determination.
- B. If no appeal is filed within the five (5) day window, the determination regarding responsibility for a violation under this policy and sanctions is final.
- C. Pending the filing of a timely appeal request, the decision by the Dean of Students or VPSA will delay the effective date of the disciplinary sanction.
- D. The grounds for an appeal are restricted to the following:
 - i. Procedural irregularity that affected the outcome of the matter, and
 - ii. New evidence that was not reasonably available at the time determinations regarding responsibility was made, or that could affect the outcome of the matter.
- E. The Dean of Students or VPSA will notify the involved parties of a decision regarding the appeal within five (5) days of receiving the appeal request. Both parties to the original investigation will be notified of the appeal decision.
 - i. If the appeal is denied, the decision by the Student Conduct Administrator shall be considered final and binding upon all concerned.
 - ii. If the appeal is granted, the rationale for the decision will be outlined in the decision letter as will the next steps in the process.
 - a. The appellate body has discretion upon granting an appeal to refer the matter back to the Student Conduct Administrator for re-consideration, or alter the sanction(s) only (including issuing more severe sanctions).

8. **Matters Related to Infringement of the Right to Free Expression**

- A. As outlined in Arizona Revised Statute 15-1866, any student who engages in individual conduct that materially and substantially infringes on the rights of other persons to engage in or listen to expressive activity is subject to discipline under this conduct code.
- B. In all disciplinary proceedings involving students, including proceedings involving expressive conduct, a student is entitled to a disciplinary hearing under published procedures that include, at a minimum, all of the following:
 - i. The right to receive advanced written notice of the allegations.
 - ii. The right to review the evidence in support of the allegations.
 - iii. The right to confront witnesses who testify against that student.
 - iv. The right to present a defense.
 - v. The right to call witnesses.
 - vi. A decision by an impartial person or panel.
 - vii. The right to appeal.
 - viii. If either a suspension of more than thirty (30) days or expulsion is a potential consequence of a disciplinary proceeding under this section, the right to active assistance of counsel.

9. **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. **Disciplinary 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 which can include, but is not limited to, eligibility for some leadership roles, scholarships, membership in college-affiliated organizations, programs, and activities, and restricted access to college premises.

- 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 community, apology letters, educational programs, or other related discretionary assignments. (Such assignments must have the prior approval of the Student Conduct Administrator and will have specific due dates.)
 - vi. **Behavioral Requirement** - engagement with services or programs designed to address behaviors of concern through education and skill-building.
 - vii. **College Suspension** - separation of the student from all the colleges in MCCCDC for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. Suspension from ONE college means a suspension from ALL colleges in MCCCDC.
 - viii. **College Expulsion** - permanent separation of the student from all the colleges in MCCCDC. Expulsion from one college means expulsion from all MCCCDC colleges.
 - ix. **Degree/Certificate Revocation** - permanent revocation of a student's degree and/or certificate.
 - x. **Other Sanctions** - additional or alternative sanctions may be created and designed as deemed appropriate to the offense with the approval of the Student Conduct Administrator.
- B. More than one of the sanctions listed above may be imposed for any single violation.
- C. Disciplinary sanctions are part of a student's educational record.

10. Miscellaneous

A. Administrative Hold

The Student Conduct Administrator may place a temporary administrative hold preventing a student's registration, transcript release, or graduation if it is necessary to secure the student's cooperation in the investigation or compliance with an administrative direction. This hold is not a sanction but a necessary step to resolve the complaint promptly.

B. 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. In such cases, 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 college officials charged with the administration of the Student Conduct Code.

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 college's 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. Records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional, if the records are used *only* for treatment of a student or made available only to those persons providing treatment.
 - v. 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 rights annually by electronic mail in a FERPA Annual Notification. Students' rights may also be provided via the following means: FERPA Annual Notification placement on the college website, publication in the college catalog and/or the student handbook:

Individuals requesting admission or enrollment at any of the Maricopa County 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 MCCCCD offers.

5. 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. (FERPA defines an "eligible student" as a student who has reached 18 years of age or is attending a postsecondary institution at any age). 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.*

1. Students should submit to the Admissions & Records Office/Enrollment Services written requests that identify the record(s) they wish to inspect. The form to do so may be found [here](#). 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.
2. There may be occasions when a record may not be copied, especially if doing so may compromise another student or faculty member's privacy. The college or District may deny access to the following records:
 - a. Parents' financial statements;
 - b. Letters of recommendation, if the student has waived his or her right of access;
 - c. Records filed before January 1, 1975; or
 - d. Records not included in the FERPA definition of educational records.
3. The Maricopa County Community College District and its associated colleges reserve the right to deny copies of records, including transcripts, in any of the following situations:
 - a. The student has an unpaid financial obligation to the college or District;
 - b. There is an unresolved disciplinary action against the student; or
 - c. The educational record requested is an exam or set of standardized test questions.

B. *The right to request the amendment of the student's education records that the student believes is inaccurate, or misleading.*

1. 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. A proper request to correct a student education record must:
 - a. Be written to the College Registrar;
 - b. Clearly identify the part of the record they want to be changed; and
 - c. Specify why the record is inaccurate or misleading.

2. Any written request which does not include the required information will not be considered. The requestor will be notified in writing that their request was not properly submitted and they will receive directions on how to resubmit it.

3. 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 MCCCCD 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.*

1. With the exception of directory information and the various FERPA authorized disclosures without consent, the Maricopa County Community College District or its associated colleges must receive written consent from students before disclosing any personally identifiable information from educational records. The FERPA release of information consent may be found [here](#).

CONDITIONS OF DISCLOSURE WITHOUT CONSENT

FERPA permits the disclosure of personally identifiable information (PII) from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA Regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

1. To other school officials, including instructions, administrators, supervisors, Governing Board members, academic or support staff, law enforcement and health staff, within the MCCCCD 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 MCCCDC or an agent of the college has disclosed information contrary to the provisions outlined in this section may submit a grievance via the non-instructional complaint resolution process. The process is posted at: [S-8 Non-Instructional Complaint Resolution](#)

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

E. 2012 FERPA Amendment: As of January 3, 2012, The U.S. Department Of Education’s FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records—including social security number, grades, or other private information—may be accessed without student consent. for more information on this amendment, please see: [FERPA](#)

F. Student Directory Information

1. A Maricopa County 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 Admission & Records Office/Enrollment Services.

A. Students should consider very *carefully* the consequences of a decision to withhold directory information. A privacy block will call for the college or District to not release this directory information. Therefore, any future requests for such information from non-institutional persons or organizations will be refused.

2. Students may request their college to withhold the sharing of directory information by filing out a [request to withhold directory information](#) form and submitting that form to the college Admission & Records Office/Enrollment Services.

3. Directory information is considered public information. At any Maricopa County Community College, directory information is defined as a student's:

- A. Name
- B. Address
- C. Phone Number
- D. MCCCCD Email Address
- E. Photograph/Electronic Image
- F. Place of Birth
- G. Major Field of Study
- H. Current Enrollment Status
- I. Participation in Officially Recognized Activities
- J. Dates of Attendance
- K. Degrees Awarded
- L. Awards and Academic Honors Received/Dean's List Selection
- M. Previous Institutions Attended
- N. Program and promotional materials on participants in various sports and similar public activities, including weight and height of athletic team members.

G. 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.

RELEASE OF DIRECTORY (PUBLIC) INFORMATION

At its discretion, the college or District may provide *directory information* in accordance with the provisions of FERPA. Types of information considered as *directory information* are listed below. Additional information may be found at: DISTRICT.MARICOPA.EDU under Consumer Information.

BLOCKING THE RELEASE OF DIRECTORY (PUBLIC) INFORMATION

By default, a college or District may release a student's directory information. Students may prohibit (or block) the public disclosure of directory information by completing a [PRIVACY BLOCK](#) form. Students should consider *very carefully* the consequences of a decision to withhold directory information. A privacy block will call for the college or District to not release this *directory information*.

Therefore, any future requests for such information from non-institutional persons or organizations will be refused.

Although the college or District will honor a student's request to withhold directory information, it cannot *assume responsibility* to contact the student for subsequent permission to release this information. Regardless of the effect upon the student, the college or District assumes no liability as a result of honoring a student's instructions to withhold such information.

ADDITIONAL INFORMATION:

- If a student blocks directory information, it still may be inspected by those MCCCDC officials authorized by law to inspect education records without consent.
- If a student chooses to block directory information, it cannot be released to friends, family, prospective employers, the news media, advisors, student activities, and honors societies.
- Some reasons for considering a privacy block on directory information include harassment or the advice of a legal or medical professional.
- If a student wishes to keep public data private but release information so it can be published in commencement programs and honors lists, contact the office of admissions & records/enrollment services at the appropriate college(s).

If a student wishes to remove the privacy block, he or she must rescind the previous block. The college and District cannot assume responsibility to contact students for subsequent permission to release this information. It is the sole responsibility of the student to initiate the release of blocked information.

USING SOCIAL SECURITY NUMBERS

Due to identity theft concerns and privacy issues, students will no longer be asked to provide a social security number as a personal identifier. Instead, students will be assigned a student id number upon enrollment that can be used to access education records, as needed.

2.5.4

Student Employment

1. District Student Employees

A. Introduction

Students may be employed by the college as student help. District regulations require that students be hired in essential jobs and that they be properly trained and supervised.

B. Philosophy and Workload for Student Employees

- i. It shall be the philosophy of Maricopa Community College District that a student may work to augment college and living expenses, however, the scholastic endeavor should be foremost. Sufficient time should be allotted for classroom attendance, homework, out-of-class study and participation in activities.
- ii. A workload of twenty (20) hours per week should be established as the maximum number of hours a student employee may work on campus. All student employees shall be enrolled in a minimum of three (3) semester credit hours. Any combination of day and evening hours would meet this requirement. Any student

employee having special reasons to work over 20 hours per week or having dropped below three (3) credit hours should request his/her immediate supervisor to obtain approval from the College president or his/her designee.

- iii. During the summer sessions, students may be eligible for employment if they were enrolled for a minimum of three (3) semester credit hours at the end of the spring semester, or if they have been accepted for admission for 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 student affairs.

E. **Student Compensation**

The hourly rate of pay for student employees shall coincide with the policies of the District Salary Schedule.

F. **Employee Contracts and Forms** ([See Appendix FM-3](#))

G. **Student Employee Grievance Procedure**

Part-time student employees working for one of the Maricopa Community Colleges may wish to file a grievance relating to certain working conditions or violation of student employment regulation. Please refer to the [Non-Instructional Complaint Resolution Process](#) (AR 2.3.12)

2. **Student Security Guards**

A. **Introduction and Philosophy**

Students may be employed by the college as student help. If student guards do not come from the ranks of Administration of Justice classes, they must undergo appropriate training to qualify them as student guards. This training program is outlined in the regulation.

B. **Workload of Student Security Guards**

- i. Student security guards shall be enrolled for a minimum of three (3) semester hours.
- ii. Student security guards shall be limited to 20 hours per week when the workweek starts at 7:00 a.m. on Monday and concludes at 11:00 p.m. on Friday. Additional hours may be worked if guards are assigned special duty at games or activities

held on campus during the weekend, or if guards are assigned a shift on Saturday and Sunday, between 7:00 a.m. and 11:00 p.m.

C. **Students not in Administration of Justice Program**

- i. Use of student other than those in Administration of Justice Program:
 1. Selection of the student must be personally approved by the vice president of student affairs and chief of security.
 2. Selection of a student should not extend beyond one semester without the approval of the vice president of student affairs.
 3. Selected student must undergo a special training program directed by the chief of security and approved by the vice president of student affairs.
- ii. Recommended program for students other than those in Administration of Justice programs: Students employed by campus security who are not majors in the Administration of Justice program should be given at least twenty (20) hours of training with pay before being allowed to function independently as a campus security guard. This training should include, but not be limited to instruction in:
 1. Wearing of the uniform, general appearance, and demeanor
 2. The use of the various security report forms and how to properly complete them to provide requested information; General report writing methods
 3. Public relations methods used on the campus
 4. Crime prevention methods used on the campus; Patrol methods used in buildings and grounds.
 5. Basic techniques for interviewing students, faculty and visitors relative to the incidents
 6. Laws and regulations governing the actions of campus security personnel concerning rendering of assistance to students, faculty and visitors on the campus
 7. Basic first aid

D. **Student Security Guards Employee Benefits**

As student employees there are not entitlements to employee benefits; i.e., vacation retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.

E. **Student Employment Records**

The student security guard's employment records will be maintained at the office of the chief of security and reviewed periodically by the vice president of student affairs.

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, the Maricopa Community Colleges Governing Board Policies and the Chancellor's Administrative Regulations. Since Rio Salado Community College is a countywide non-campus college, the president shall ensure that opportunities exist for student involvement.

College student constitutions should be reviewed annually by student governance. The appropriate vice president or designee of each college shall be responsible for submitting any changes to the president of the college for transmittal to the Governing Board General Counsel.

1. Officers/Members

All reference in this document to positions will designate whether the position is an officer position or a member position.

Each student governance constitution shall define which of its elected positions (maximum of 5) within its structure shall be designated as officers. The persons filling those positions shall be referred to, in this document, as officers. Persons filling all other positions, elected or appointed, shall be referred to as members (excluding non-voting committee members).

All positions filled by election shall be considered as elected positions, even though the person filling the position may have been appointed to fill an unexpired term of another individual.

2. Designation

Colleges with two (2) student governments shall designate the governments as "day" or "evening." Colleges with one (1) government shall be considered day students, for the purposes of this document.

3. Eligibility for Office

All student governance constitutions shall prescribe that all persons elected or appointed as officers shall be enrolled in and maintain a minimum of six (6) credit hours for day student governments, three (3) credit hours for evening student governments. Officers shall have and maintain a minimum cumulative grade point average of 2.50 and be in good standing (not on probation) according to the written district policy. Convicted felons shall be ineligible for office (ARS § 13-904). The constitution may, however, set more rigid requirements, if so desired by college student governance.

4. **Tenure of Position**

Tenure in any student governance position shall be determined by the respective student governance constitutions. In no case shall any student be allowed to serve in any combination of officer/member positions beyond a total of ten (10) semesters. Tenure in any combination of officer positions shall be limited to four (4) semesters.

5. **Removal from Office**

Provisions shall be made in all student governance constitutions for removal for cause of individuals from elected or appointed student governance positions.

6. **Remuneration Limitations**

- A. Student body officers may receive financial support and/or a letter grade in a leadership class during their terms of office as authorized in their respective student governance constitutions. Student body officers (maximum 5) may receive up to twenty (20) hours per week in financial support and/or up to six (6) credit hours in leadership classes per semester. Remuneration shall be for services rendered and not for merely holding the office.
- B. For qualifying students, Federal Work Study (FWS) funds may be used in accordance with Federal guidelines.
- C. The allowance for awarding honorariums or scholarships for executive student officers is a maximum of \$200.00.
- D. Compensation may be received for both honorariums/scholarships and college employment in the same semester.

7. **Amending Student Constitutions**

College student constitutions should be reviewed annually by student governance. The appropriate vice president or designee of each college shall be responsible for submitting any constitutional changes to the President of the college for transmittal to the Governing Board General Counsel.

8. **Student Governance Advisors**

College organization advisors will be provided for in each student governance constitutions. Such advisors shall be full-time or part-time employees of the Maricopa Community Colleges.

Recommendations for appointment of an advisor may be submitted to the appropriate vice president or college president. Recommendations for dismissal of an advisor with just cause may be submitted to the appropriate vice president or college president.

9. **Legal/Fiscal/Financial Matters**

Authority and responsibility beyond the scope specifically covered in student policies, or interpretation of such matters within laws, board policies, etc. shall rest with the offices of General Counsel and Chancellor, respectively.

10. **Final Authority**

In the event of a complete breakdown of the governance body, the college president will serve as the final authority.

Student Clubs and Organizations

In addition to student governing bodies, student clubs and organizations may be formed that fall under the operational direction of the Office of Student Life and Leadership and the administrative direction of the Vice President of Student Affairs at each college. Student clubs and organizations are generally interest-based in nature (such as for a particular program, discipline, or college activity) and are considered to be an important part of the total college experience. Each college shall outline the requirements necessary to establish the formation of an interest-based student club and organization (i.e., mission/purpose, size, structure, advisors). Club advisors shall be employees of the Maricopa County Community College District.

In most instances, student clubs and organizations shall be open to all students who are enrolled in credit courses at a Maricopa Community College. Pursuant to ARS §15-1863, religious or political student organizations may determine that the organization's internal affairs, selecting the organization's leaders and members, defining the organization's doctrines, and resolving the organization's disputes are part of the organization's religious or political mission and that only persons committed to that mission should conduct such activities. For religious and political organizations, state statute recognizes the role that viewpoint serves in the mission and purpose of the organization's operations. Thus, such groups may elect to select members based upon organizational doctrine. The MCCCCD may not deny recognition or any privilege or benefit to a religious or political student organization or group that exercises its rights pursuant to the statute.

Whereas ARS §15-1863 allows religious and political organizations to determine their internal affairs and the selection of their leaders and members, the MCCCCD non-discrimination policy is applicable to all other aspects of these student clubs and organizations.

Hazing Prevention Regulation (AR 2.6)

Hazing Prevention Regulation

The Maricopa County Community College District (MCCCD) strives to exceed the changing expectations of our many communities for effective, innovative, student-centered, flexible and lifelong educational opportunities. Our employees are committed to respecting diversity, continuous quality improvement and the efficient use of resources. We are a learning organization guided by our shared values of: education, students, employees, excellence, diversity, honesty and integrity, freedom, fairness, responsibility and public trust. Central to the vitality and dignity of our community of learners is an environment that produces broadly educated responsible citizens, who are prepared to serve and lead in a free society. Academic instruction, co-curricular activities and community involvement come together to meet this goal. All members of the MCCCD 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 MCCCD is prohibited.
2. "Hazing" is defined as any intentional, knowing or reckless act committed by a student or other person in any MCCCD college or affiliated educational setting, whether individually or in concert with other persons, against another student, and in which both of the following apply:
 - A. The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any club/organization that is affiliated with MCCCD; and
 - B. The act contributes to a substantial risk of potential physical injury, mental harm or personal degradation, or causes physical injury, mental harm or personal degradation.
3. Any solicitation to engage in hazing is prohibited.
4. Aiding and abetting another person who is engaged in hazing is prohibited.
5. Victim consent is not a defense for violation of the Maricopa Community Colleges Hazing Prevention Regulation.
6. All students, faculty and staff must take reasonable measures within the scope of their individual authority to prevent violations of the MCCCD 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.

Any MCCCDC faculty or staff member who knowingly permitted, authorized or condoned the alleged hazing activity is subject to disciplinary action in accordance with college and MCCCDC policies, and local and state laws.

10. If the vice president of student affairs' office receives a report or complaint of an alleged hazing activity involving physical injury, threats of physical injury, intimidation, harassment or property damage, or any other conduct that appears to violate Arizona state law, the college will report such conduct to the appropriate college safety office. The said college safety office will investigate, respond to and report on the alleged hazing activity in accordance with all college, district, local, state and federal guidelines, policies and laws.
11. Should the proceedings outlined above substantiate an occurrence of hazing activity-where students or student organizations knowingly permitted, authorized or condoned the hazing activity-the college can recommend the following sanctions against student clubs/organizations:
 - A. CENSURE: Censure can include the required completion of a program designed with the intent of eliminating the hazing activity. The programs will be devised with the cooperation of all involved parties and monitored by the vice president of student affairs' office.
 - B. PROBATION: The student club(s)/organization(s) will be placed on probation for a specified period of time. Conditions of probation will be determined by the vice president of student affairs' office and outlined in writing to the student club(s)/organization(s). The probationary term will be monitored by the vice president of student affairs.
 - C. SUSPENSION: The student club(s)/organization(s) will be suspended. The terms of the suspension can be defined in the sanction, including criteria the student club(s)/organization(s) must meet within a specified time to be considered for admission or renewal of college recognition status.

- D. REVOCATION: The student club(s)/organization(s) will have its status revoked, with the loss of all college associations, recognitions and privileges. The national or international office of an organization, if so affiliated, will be requested to revoke the charter of an organization.
12. The MCCCCD 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 MCCCCD.
 - 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 MCCCCD hazing prevention regulation:
"Organization" is defined as an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with MCCCCD, whose membership consists primarily of students enrolled at MCCCCD and that may also be classroom-related or co-curricular in nature.

Students with Disabilities (AR 2.8)

2.8.1

Eligibility for Accommodations & Required Disability Documentation

This policy is intended to specify the disability documentation required that will qualify Maricopa County Community College District (MCCCCD) students for reasonable and appropriate academic adjustments through each college's Disability Resources and Services (DRS) office.

Only accommodations granted by the respective college DRS office and communicated to faculty through a Faculty Notification Letter (FNL) will be recognized by the District as approved accommodations for students with disabilities.

Faculty are not required to provide reasonable accommodations/academic adjustments to students with disabilities unless the student has registered with DRS and engages in the interactive process.

I. General Eligibility Requirements

1. To receive services from the DRS, a student must be admitted and enrolled as an MCCC CD student.
2. The student must provide the DRS office with documentation of a qualifying disability that verifies the nature and extent of the disability prior to receiving any accommodation or academic adjustment.
 - a. Any of the following submitted by an individual seeking admission to MCCC CD is sufficient to establish that the individual is an individual with a disability:
 1. Documentation that the individual has had an individualized education program in accordance with Section 614(d) of the Individuals with Disabilities Education Act, including an individualized education program that is not current on the date of the determination that the individual has a disability. MCCC CD may ask for additional documentation from an individual who had an individualized education program but who was subsequently evaluated and determined to be ineligible for services under the Individuals with Disabilities Education Act, including an individual determined to be ineligible during elementary school.
 2. Documentation describing services or accommodations provided to the individual pursuant to a Section 504 plan as defined in Section 15-731.
 3. A plan or record of service for the individual from a private school, a local education agency, a state educational agency or an institution of higher education provided in accordance with the Americans with Disabilities Act of 1990.
 4. A record or evaluation from a relevant licensed professional finding that the individual has a disability.
 5. A plan or record of disability from another institution of higher education.
 6. Documentation of a disability due to service in the uniformed services.
 - b. If a student does not have documentation, they are still required to follow the application and intake process, which includes meeting with a DRS representative and participating in the interactive process. Additional documentation may be required to establish the need for an academic adjustment/accommodation after a student has been identified as a student with disabilities (see Section IV(f)).
 - c. Provisional accommodations may be granted to a student by DRS to assist students while they collect appropriate documentation to support their eligibility for accommodations/academic adjustments. Such provisional accommodations must not exceed thirty (30) days, unless such extensions are

granted due to extenuating circumstances. In these cases, an additional thirty (30) days of provisional accommodations may be granted. Any extension request beyond the additional thirty (30) days must be reviewed by the District ADA/504 Coordinator. Such extension must be based on extenuating circumstances beyond the control of the requesting student, and is not guaranteed.

II. Who is Eligible for Services

1. To be eligible for DRS support services, a student must have a disability as defined by federal law (Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA)).
2. An individual with a disability is a person who has a physical or mental impairment which substantially limits one or more major life activities. These persons are protected by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Individuals with a record of such an impairment and individuals who are regarded as having such an impairment are also protected by these federal laws.
3. The definition of “disability” in Section 504 and the ADA should be interpreted to allow for broad coverage.

III. Definitions

1. **Academic Adjustment** means: a modification of a non-essential academic requirement, an examination, or an institutional rule that is necessary to provide access to the academic and educational environment. Academic adjustments may include changes in the length of time permitted for 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. Academic adjustments may not substantially or materially alter the course modality, curriculum, competencies or degree requirements.
2. **Accommodation** means: an alteration of environment, curriculum format, or equipment that allows a student with a disability to gain access to content and/or complete assigned tasks. Accommodations allow students with disabilities to pursue a regular course of study. Since accommodations do not alter what is being taught, instructors should be able to implement the same grading scale for students with disabilities as they do for students without disabilities.

Examples of accommodations include, but are not limited to, sign language interpreters for students who are hearing impaired, computer text-to-speech, computer-based systems for students with visual impairments or dyslexia; extended time for students with fine motor limitations, visual impairments, or learning disabilities, and large-print books and worksheets for students with visual impairments.

3. **Current Documentation** means: documentation of a diagnosed physical or mental impairment that is dated within 5-7 years. Adult norms must be used for all testing provided as documentation.
4. **Major Life Activities** include, but are not limited to: functions such as caring for one's self, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working. Major life activities also include major bodily functions such as functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive function.
5. **Mental Impairment** means: any mental or psychological disorder, including but not limited to, intellectual disabilities (intellectual developmental disorder), organic brain syndrome, emotional or mental illness, specific learning disabilities, post-traumatic stress disorder, depression and bipolar disorder. The phrase substantially limits must be interpreted without regard to the ameliorative effects of mitigating measures, other than ordinary eyeglasses or contact lenses. Mitigating measures are things like medications, prosthetic devices, assistive devices, or learned behavioral or adaptive neurological modifications that an individual may use to eliminate or reduce the effects of an impairment. These measures cannot be considered when determining whether a person has a substantially limiting impairment. An impairment that is episodic or in remission is a disability if, when in an active phase, it would substantially limit a major life activity. For example, a student with bipolar disorder would be covered if, during manic or depressive episodes, the student is substantially limited in a major life activity (e.g., thinking, concentrating, neurological function, or brain function).
6. **Physical Impairment** means: a physiological disorder or condition, a cosmetic disfigurement, or an anatomical loss, that affects one or more of the following body systems: neurological; musculoskeletal; special sense organs (which would include speech organs that are not respiratory such as vocal cords, soft palate, tongue, etc.);

respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary; hemic and lymphatic; skin; and endocrine. Examples include, but are not limited to, orthopedic, visual, speech, and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, Diabetes, HIV (symptomatic or asymptomatic), tuberculosis, drug addiction, and alcoholism.

IV. Procedures

1. General Procedures

- a. The DRS office alone is responsible for evaluating documentation and determining eligibility and reasonable academic adjustments/ accommodations.
- b. Any instructor, academic staff member, or support staff (i.e., admissions of financial aid employees) who receives a request from a student for accommodations/academic adjustments due to a disability must refer the student to the college's DRS office.
- c. All requests for academic adjustments/accommodations shall be considered on an individual, case-by-case basis and all reasonable and appropriate requests for academic adjustments/accommodations from eligible students shall be considered by DRS. DRS may exercise its right to require additional documentation in support of a request for academic adjustment/accommodation.
- d. Academic adjustments/accommodations are determined by the DRS Office through an interactive exchange (the interactive process) with the eligible student. The interactive exchange may continue during the course of the year and may involve faculty members' input regarding the terms and conditions of the course or program of study. Accommodations/academic adjustments in the classroom environment shall require participation of course faculty.
- e. MCCCCD is not required to provide "best" or "most desired" accommodations, but rather a reasonable accommodation sufficient to provide the eligible student equal access to the educational environment/activities.
- f. MCCCCD shall continue the interactive process to establish a reasonable accommodation for an individual pursuant to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 until it finds an accommodation or accommodations that meet the needs of the individual and

do not impose an undue burden on college/district.

2. Material Alteration of class or certification requirement
 - a. If a faculty member believes the DRS approved academic adjustment/accommodation would alter an essential academic course competencies, curriculum, or a licensing requirement, the instructor shall meet with the DRS office as part of the interactive process. In the event this issue was not previously addressed in the interactive process, a conversation with DRS should take place within five (5) days of the faculty member's receipt of the Faculty Notification Letter outlining the approved academic adjustment/accommodation. The Parties will attempt to resolve the concern.
 - b. If the faculty member's concerns are not resolved after the meeting with the DRS Manager, the faculty member and the DRS Manager will meet with the Chief Academic Officer, or designee, and the District ADA/504 Coordinator to resolve the concern. This meeting should take place within three (3) days of the meeting between the DRS Manager and the faculty member. The Chief Academic Officer's decision is final.
 - c. Any change in the DRS Office's initial recommendation resulting from the meeting with the Chief Academic Officer will be communicated to the student by the DRS Office and the interactive process will continue in an effort to provide reasonable and appropriate academic adjustments/accommodations.

V. Rights and Responsibilities

1. Students served by Disability Resources and Services have the right:
 - a. to an equal opportunity to access course information and materials
 - b. to an equal opportunity to participate in and benefit from the college community
 - c. to choose whether or not to disclose the nature of their disability to their professor(s). The information the student provides to DRS is protected by FERPA.
 - d. to request reconsideration of accommodation determinations if dissatisfied with the granted accommodations because they believe their disability(ies) is/are not being properly accommodated or if they believe they have been discriminated

against during the interactive process.

2. Students served by Disability Resources and Services Responsibilities:
 - a. Self-identify to DRS as having a disability and provide accurate, recent, and timely documentation.
 - b. Check MCCC CD email and/or DRS Connect portal for updates and announcements.
 - c. Request accommodations each semester in a timely manner and understand that a late request does not constitute retroactive adjustments.
 - d. Notify DRS if classes are dropped or added.
 - e. Ensure that instructors have received the Faculty Notification Letter once it has been issued through DRS Connect.
 - f. Communicate directly with DRS regarding exam accommodations, such as taking exams in the testing center, and stay in communication about the time and place for such exams.
 - g. Contact DRS in a timely manner if having any difficulty securing or arranging accommodations.
 - h. Promptly return any borrowed or assigned equipment (as an accommodation) to DRS when it is no longer needed.
 - i. If approved for note taking or audio recording services, understand that these services are for personal use only and may not be shared. In addition, the student must understand that you must be present in class to receive these services.
 - j. Understand that requesting accommodations does not mean that the student's request will be approved.
 - k. Meet the same standards—academic, technical, performance, and behavioral—expected of all Maricopa County Community College students.
 - l. Accommodations may be granted on a provisional basis (30 days). This may be based on the need for additional documentation. In these cases, the student will need to update their documentation to receive accommodations beyond the 30

days. The student must understand that approval will be based on a review of the new documentation and there is no guarantee that the provisional (or any) accommodations will be approved.

- m. Understand that faculty are not required to provide any accommodation that fundamentally alters the nature of their course or lowers the academic standards.

VI. General Disability Documentation Guidelines

Physical Disabilities

Maricopa County Community College District, Disability Resources and Services will accept current diagnoses of 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, psychologists, neuropsychologists, audiologists).

Learning Disabilities

Maricopa County Community College District, Disability Resources and Services will accept diagnoses of specific learning disabilities that are based on comprehensive, age-appropriate, psychoeducational evaluations that demonstrate current functional limitations of the disability.

The assessment must be administered by a trained and qualified (i.e., certified and/or licensed) professional (e.g., psychologist, school psychologist, neuropsychologist, educational diagnostician) who has had direct experience with adolescents and adults with learning disabilities, including all battery scores in addition to evaluative notes.

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

Maricopa County Community College District, Disability Resources and Services will accept current diagnoses of ADHD that are based on age-appropriate, diagnostic evaluations, administered by trained and qualified (i.e., certified or licensed) professionals (e.g., psychiatrists, psychologists, or neuropsychologists). Submitted documentation must demonstrate current functional limitations of the disability.

Psychiatric Disabilities

Maricopa County Community College District, Disability Resources and Services will accept current diagnoses of psychiatric disabilities that are based on comprehensive and appropriate diagnostic evaluations completed by trained and qualified (i.e., licensed or certified) professionals (e.g., psychologists, psychiatrists, neuropsychologists, school psychologists).

Submitted documentation must demonstrate current functional limitations of the disability.

VII. Additional Documentation Guidelines and Resources

The Maricopa County Community College District, Disability Resources and Services can provide a “Disability Verification Form” that can be completed by a trained and qualified professional, or the professional may choose to submit a letter. The letter must be on letterhead, with date and signature (including license number, if applicable), and must include the following:

1. a diagnostic statement identifying the disability (including the date of the diagnosis)
2. current severity/impact of the disability (mild/moderate/severe)
3. an assessment of major life activities that are impacted by the disability (e.g., learning, concentration, class attendance, social interactions, reading, walking, etc.) and
4. specific recommendations for accommodations. The DRS office alone is responsible for evaluating documentation and determining eligibility and reasonable academic adjustments/accommodations.

VIII. Request for Reconsideration and Grievance Procedure

1. Request for Reconsideration
 - a. If a student is unsatisfied with either the academic adjustments/accommodations granted by the DRS office or the denial of academic adjustments/accommodations, the student should submit **in writing** to the respective college DRS manager/director the specific reason(s) they are unsatisfied and the redress they seek. The DRS manager/director will respond to this communication within five (5) business days. The communication should outline the manager/director’s response as well as if there has been a determination that an adjustment or change of accommodation status is warranted.
 - b. If the student is still dissatisfied with their academic accommodations or the denial of their accommodations, the student may submit a formal request for

reconsideration of accommodation to the accommodation review committee (ARC).

1. The request for reconsideration must be made in writing within ten (10) business days of the mailing of the DRS response to the initial request for reconsideration.
 2. This written request should be delivered to the district ADA/504 coordinator and must include a statement of desired outcome. In reviewing a request for reconsideration, the ARC will rely on the documentation available to the DRS at the time of the initial decision in making accommodation determinations.
 3. The ARC shall consist of two (2) DRS managers from colleges unaffiliated with the student, and one equal opportunity & title IX regional program director.
- c. The ARC will respond to students within ten (10) business days of the district ADA/504 coordinator receiving the request for reconsideration.
- d. **The ARC may uphold the original accommodation determination or may return the matter to the granting college's DRS team to revisit the interactive process.** The decision of the ARC shall be final. Any changes to accommodations will be communicated **to the student by the DRS office.** Accommodations are not retroactive.

2. Grievance Procedure

- a. If a student believes they have been subject to unlawful discrimination based on their disability, the student may file a complaint under the [Discrimination Complaint Procedures for Students](#).

AMENDED through the Administrative Regulation Process, June 12, 2023

2.8.2

Eligibility of Students Taking Reduced Course Loads

Although any student may register for fewer than twelve credit hours, a student with a disability may request a reduced academic load as a reasonable and appropriate accommodation. A college Disability Resource Services (DRS) professional may certify that a student who is afforded a reduced academic load as an accommodation for a disability shall nevertheless be deemed a full-time student. Such certification shall be solely to enable the student to seek eligibility for health insurance benefits and to seek eligibility to comply with mandates of the National Junior College Athletic Association. The college DRS professional will certify that a student may be deemed a full-time student as provided under this regulation only on a semester-by-semester basis.

The appropriate college offices will receive documentation of the DRS professional's certification from the professional or the student. An incoming student may apply for such certification upon acceptance to the college. Requests for certification must be made prior to the beginning of each semester. Every attempt will be made to accommodate these requests.

The following criteria also apply:

1. Students taking a reduced course load must register for at least 6 credit hours (based on DRS approval) during the regular fall and spring semesters. It is recommended that students register for at least three (3) credit hours during the summer to offset the impact of academic eligibility.
2. Students taking a reduced course load must maintain satisfactory academic progress standards as defined by the College catalog.
3. The reduced credit load may result in an adjusted financial aid package. ***There may be additional ramifications including, but not limited to, extra time to complete college, insurance coverage, Vocational Rehabilitation funding, etc.***
4. Eligibility for Federal Stafford Loans may be reduced according to the total number of credit hours taken in the full academic year. A student, taking a reduced course load, must be at least half time in a semester (6 credits) in order to receive a Stafford Loan.
5. The amount of Federal Financial Aid (Title IV) awarded is based on the actual number of credit hours taken.
6. Requirements for continuation of funding through Vocational Rehabilitation may differ. The student must contact his/her VR counselor to determine how a reduced course load will impact their funding.
7. The National Junior College Athletic Association (NJCAA) has published standards in regard to the designation of Certified Disabled Student-Athlete in Article V Section J of the NJCAA bylaws. This procedure addresses the NJCAA criteria for reduced course loads.

Application Process

1. Applications for reduced course loads must be submitted to the Disability & Services professional with supporting documentation. **Requests must be made prior to the beginning of each semester.**
2. Supporting documentation must include a diagnostic evaluation from an appropriate professional. The documentation must meet the guidelines set forth by the Maricopa Community College District's Documentation Policy in order to evaluate the current impact of the disability in regards to the request. Students are required to complete an application form for this status every semester, but do not need to re-submit their documentation. Continuation of this status is not automatic. Each case will be re-evaluated at the end of the semester to determine if this accommodation is still appropriate.
3. Students requesting a reduced course load should consult with their academic advisor regarding the consequences of this status for making progress toward graduation requirements and eligibility for various academic distinctions and designations.
4. Students registered in occupational and/or academic programs that have specific block formats will not be considered for reduced course loads.
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.

2.8.3

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.

Veterans Services (2.9)

The Maricopa Community Colleges' veterans' services offices act as liaisons with the Department of Veterans Affairs (VA) and the state approving agency. Each program must be approved by the state approving agency. 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, tutoring, and priority enrollment 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.

Prior to enrolling, eligible service members receiving tuition assistance must speak with an Education Services Officer (ESO) or counselor within their military service branch/organization.

Veteran's benefits available:

- ❑ Chapter 30 - Montgomery GI Bill®
- ❑ Chapter 31 - Veteran Readiness and Employment (VR&E)
- ❑ Chapter 32 - VEAP Program
- ❑ Chapter 33 - Post 9/11 GI Bill® & Transfer of Eligibility to Dependents (TOE)
- ❑ Chapter 35 - Survivors and dependents of deceased/100% disabled veterans
- ❑ Chapter 1606 - Montgomery GI Bill®, Selected Reserve
- ❑ Chapter 1607 - REAP Reserve Educational Assistance Program

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

Covered individuals (as defined in 38 U.S.C. § 3679) utilizing Chapter 33 or Chapter 31 VA education benefits may attend or participate in a program of study during the period beginning on the date the individual provides the educational institution a Certificate of Eligibility (COE), a Statement of Benefits obtained from eBenefits, or a purchase order for Chapter 31, and ending on the earlier of the following dates:

1. The date upon which payment from the VA is made to the institution;
2. 90 days after the date the institution certified tuition and fees following the receipt of the Certificate of Eligibility.

No penalty, including the assessment of late fees, and/or the denial of access to classes or other institutional facilities will be imposed on the individual due to the delayed disbursement funding from VA under Chapter 31 or 33.

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

Department of Veterans Affairs regulations require that all persons using any type of veteran educational assistance program make satisfactory academic progress toward achievement of their educational objective (program of study). A student who does not meet the minimum standards of 2.0 upon completion of 12 or more credit hours will be placed on probation, at which point the student will have no more than two semesters in which to improve academic standing to acceptable. At this point, if satisfactory academic progress has not been demonstrated, veteran educational benefits 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.

Distance Learning:

The course content and competencies for distance learning classes are the same as courses offered in-person or in a hybrid format. The courses offered in this format lead to completion of MCCC degrees and/or certificates of completion.

Colleges use Learning Management Systems (LMS) like Canvas and RioLearn for online offerings. These portals are used for both hybrid and online classes. Students must use their Maricopa Enterprise ID and password to access the portal. The link to the portal is provided on the college home page and on www.maricopa.edu/students, the district's website for student access to Maricopa tools. Maricopa-assigned student email addresses are used for communicating with students within the tools. Students are also able to communicate with the instructor through the LMS, via Maricopa e-mail or by phone.

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 Community College's District – Center for Curriculum and Transfer Articulation website, located at: <https://asa.maricopa.edu/departments/center-for-curriculum-transfer-articulation>.

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.

AR 2.10

Parking and Traffic Regulations

Traffic Control

The College Safety Department at each district/college facility shall be responsible for the safe and orderly movement of traffic, including pedestrian, bicycle and motorized and non-motorized vehicular.

1. Introduction

The operation and parking of a motorized or non-motorized vehicle on campus is a privilege granted by the District Governing Board and is revocable at any time. The Maricopa County Community College District assumes no responsibility for damage

to any vehicle and/or for any loss to any vehicle while it is being operated or parked on college property.

1. **College Regulatory:** The State of Arizona provides the Governing Board, the authority to adopt rules and regulations for the control of motorized or non-motorized vehicles on college property.
2. **Authority of Enforcement:** The enforcement of all rules and regulations governing the operation of motorized or non-motorized vehicles shall be carried out by the College Safety Department under the direction of the Director of College Safety.
3. On special occasions and in emergencies, parking limitations and restrictions may be imposed or removed as required. The College Safety Department reserves the right to impose any changes as warranted by a particular situation.
4. Lack of familiarity with these rules and regulations does not constitute a defense for failure to comply. It is the responsibility of the operator and/or that person responsible for the vehicle to operate the vehicle safely in full compliance with these regulations. For college locations that require a parking permit, it shall be presumed that a permit holder has a complete understanding of these regulations.

2. **Vehicle Registration**

A college employee or student who operates or parks a motorized vehicle on college property may be required to register the vehicle and secure and display on the vehicle a current college parking permit for a designated parking area. A college president may choose to issue parking permits to only certain classifications of drivers utilizing the campus.

An out-of-state/out-of-county student or college employee who operates or parks a motor vehicle on college property must sign an affidavit at the time of registration specifying that the vehicle complies with ARS 49-542 relating to vehicle emission testing. Vehicles that do not comply with ARS 49-542 will not be granted a permit.

The college may issue color-coded parking permits on the basis of classifications of the registrant. The color of the parking permit indicates the area in which the vehicle may be parked. The permit does not ensure the availability of a parking space, but grants the privilege of parking in a specified area when space is available. A college president may choose not to designate separate parking for employees and students.

Students attending a college with unrestricted parking shall be so notified upon receipt of the parking permit.

The college reserves the right to deny the issuance of a vehicle parking permit to any person who owes money to the college/district until the indebtedness is paid in full. Such person shall be denied the privilege of operating and parking his motor vehicle on college property. The action, however, does not relieve any person of any sanctions contained in this publication.

3. Parking Regulations

- A. Parking may be restricted to vehicles displaying the appropriate permit, seven (7) days a week, twenty-four (24) hours per day.
- B. An area posted with short-term parking limits from ten to forty-five minutes may be used for the purpose of conducting short-term business in the facility it primarily services.
- C. Parking a vehicle in a designated parking space that displays a disabled parking sign, a painted disabled insignia or both, without a current disabled parking permit issued by the State of Arizona is prohibited. These areas are reserved twenty-four (24) hours daily.
- D. Red curbs are no-parking zones. Parking in Red zones, entrances to buildings, driveways, in front of garbage dumpsters, barricades, fire lanes and fire hydrants is prohibited.
- E. Driving into and parking in any area not designated for use or closed by the use of barricades, chains, or other vehicle control devices is prohibited.
- F. Parking a vehicle on or blocking pedestrian paths, sidewalks, crosswalks, striped safety zones, and on bicycle paths is prohibited.
- G. Parking a vehicle in such a manner as to impede or obstruct properly parked/moving vehicles is prohibited.
- H. Parking a bicycle or motorized cycle in areas other than those designated for such parking is prohibited.
- I. Where parking stall lines are marked, operators must park their vehicles within the stall lines. Parking outside such stall lines is prohibited. In diagonal spaces, vehicles must be parked facing the center line. No pulling through or backing into spaces is permitted.

- J. Temporary absence of a sign at the entrance of a parking area does not signal the removal of restrictions or reservations upon the area. If reservation hours are altered or restrictions are changed, notices will be posted and the change will be effective immediately.

4. Permits

- A. Multiple Vehicles: Employees or students who use more than one vehicle must obtain a permit for each vehicle, if permits are issued for the college/location that they are attending.
- B. Service Vehicles: College service vehicles are defined as those owned or recognized by the college and properly designated.
 - i. Service vehicles are restricted to those parking stalls designated by signs. In an extenuating service situation or unavailability of a service parking area, service vehicles may park in any non-reserved parking stall or outside such space as not to obstruct pedestrian walkways or vehicular movement or cause unnecessary damage or destruction of college property (sidewalks, vegetation, etc.). Vendors that park in areas not designated for general parking are responsible for contacting college safety for prior written or verbal approval.
 - ii. It is prohibited for any college service vehicle to park in or block any disabled access or parking space at any time unless it is on a bona-fide emergency basis.

5. Visitors

Visitors must park their vehicles in a designated visitor parking area if such parking area is available. Vehicles that bear a valid college permit may not park in visitor parking areas. Employees attending other colleges or the district office for business purposes are not considered to be visitors.

Visitor's parking in authorized areas or in an unauthorized manner will be warned or cited regarding their violation. Continued violation may result in the vehicle being towed and impounded and a fee charged for the cost of impoundment and storage.

6. Permit Display

College parking permits, if issued, must be affixed to vehicles in the following manner:

A. Regular Permits:

- i. On autos/trucks, all permanently affixed permits shall be placed on either the lower left front windshield (driver's side) or lower left back windshield (driver's side). On motorized cycles, the permit shall be affixed where it can be seen without difficulty on the front fender.

B. Temporary Permits:

- i. Temporary permits shall be placed on the dashboard so they may be easily viewed from the outside.

7. Removal/Replacement/Exchange Permits

- A. A parking permit, if issued, must be replaced if the original becomes mutilated or obliterated.
- B. A parking permit is not transferable to another vehicle or another person.
- C. Parking permits must be removed from a motor vehicle under the following conditions:
 - i. Change of ownership.
 - ii. Termination of association of the owner and college.
 - iii. Termination of the period for which permit is issued.
 - iv. Receipt of a parking permit superseding a prior one.
 - v. Change of vehicle requiring a permit replacement.

8. Traffic Regulations

- A. Except for college service vehicles, driving motor vehicles, motorized cycles, and bicycles on pedestrian paths and sidewalks is prohibited.
- B. The maximum speed limit in all college parking lots is 15 mph.
- C. All accidents involving vehicles that occur on college property must be reported to the College Safety Department office.
- D. All state laws governing the movement and operation of motor vehicles are adopted by the Governing Board for control of vehicles on college property.

9. Bicycle Regulations

- A. Bicycle parking is restricted to the racks provided.
- B. A bicycle parked on a sidewalk or at an entrance to or in a building, or secured to a tree, light pole, sign post, or any other unauthorized area shall be subject to impoundment.
- C. Bicycles must comply with Arizona traffic laws and campus traffic regulations. Every bicycle used from dusk to dawn must be equipped with a white headlight and a rear reflector (ARS §28-817). The college maintains the right to cut locks, chains, and/or cables for the purpose of impounding any bicycle parked or stored in violation of these regulations at the owner's expense.

10. Other Non-Pedestrian Device Regulations

Each college reserves the right to limit or prohibit the use of skateboards, skates, rollerblades, horses or other transportation Devices.

11. Sanctions

Parking Fines (Parking fines are adopted as part of the Tuition and Fee Schedule and are incorporated here by reference. Fee amounts are subject to change upon adoption of the schedule for the new fiscal year.)

Sanction	Fine
Displaying an altered or substituted permit.	\$50.00
Falsifying information on registration application.	\$50.00
Parking in Fire Lane.	\$50.00
Violating disabled parking stall or access.	\$50.00
Failure to register a vehicle and display a parking permit.	\$30.00
Parking in an unauthorized parking area	\$25.00
Removing barricade or failure to obey vehicle control device	\$25.00
Obstructing a properly parked/moving vehicle	\$15.00
Parking beyond posted time limit	\$15.00
Parking by a college employee or student in a visitor area	\$15.00
Parking on or blocking a pedestrian path	\$15.00
Parking outside stall lines.	\$15.00
Pulling through or backing into an angled parking space	\$15.00
Expired parking permit	\$15.00
Improper display of permit (i.e., not affixed to window)	\$15.00

All fines are doubled if not paid within 15 working days.

- A. Additional Sanctions: Employees and students violating traffic regulations are also subject to institutional discipline, vehicle towing and impoundment, withdrawal or suspension of parking privileges, encumbrances of records, or both, and oral or written reprimand. *All fines are doubled if not paid within fifteen (15) working days*
- B. Habitual or Aggravated Violations: Habitual or flagrant disregard of vehicle control regulations by students is grounds for suspension or expulsion from the institution. Habitual or flagrant continued disregard of parking regulations by a college employee may affect the individual's salary and continuation of employment (ARS §15-1449C). If a person fails to respond to a notice of violation of a parking and traffic regulation, a report may be sent to the

appropriate Dean or Director for action. A report may also be sent to the Arizona department of revenue debt setoff program and the student or employee's Arizona tax refund may be garnished.

12. Procedures for Hearings and Appeals

When a notice of violation of the parking and traffic regulations is issued, the recipient shall either pay the penalty directly to the cashier's office, or file a written appeal with the college safety department.

- A. Payment: All monetary penalties shall be paid to the cashier in the college business office. Payment may be made by mail or in person. Mailing instructions and penalties are listed on the citation. No violation will be considered cleared until the correct amount has been paid. If a violator loses the copy of the citation, information concerning the citation must be obtained from the College Safety Department office.
- B. Unpaid Citations: A citation unpaid after fifteen (15) working days following the day the notice was issued shall be considered delinquent and doubled, unless a written appeal has been made to the college safety department office within this time period.

The Maricopa County Community College District utilizes a registration hold system to enforce academic and fiscal responsibilities. A hold prevents a student with unpaid citations from registering for classes and from receiving copies of transcripts and records. This hold is released only upon payment of delinquent citations at the college business office. Delinquent citations held by a college employee may affect salary and continued employment (ARS §15-1449C). If a person fails to respond to a notice of violation of a parking and traffic regulation, a report may be sent to the appropriate Dean or Director for action.

All citations issued to a vehicle will be charged against the student, employee, or the registered owner of the vehicle.

- C. Appeal: A person who receives a college parking or traffic violation notice may appeal the citation in the following manner:

A party wishing to appeal a citation must do so within 15 working days from the date of the citation, or the citation fine will be doubled and all rights of appeal will be lost.

Step 1: if the party wishes to appeal, the citation or a copy of the citation must be attached to the completed written appeal form. The parking and traffic appeals officer will review all appeals. Appeal forms are available at the college safety department. If the citation is appealed and the citation is upheld,

payment must be received within twenty-one (21) working days of the appeals letter notification date or doubling of the citation amount will occur.

Step 2: if the party receives an unfavorable decision from the parking and traffic appeals officer and wishes to appeal further to the college appeals board, the written appeal, the appeals officer's decision, a paid receipt equal to the amount of the penalty, and all enclosures must be returned to the college safety department

Step 3: appeals board. The above enclosures will be held for the next appeals board. The appeals board is composed of representatives of faculty, staff and students. The parking and traffic appeals officer will schedule a hearing with notice to the party to appear and be heard if he/she so chooses. At the hearing, the board may either approve, reverse or modify the decision of the parking and traffic appeals officer. If the party fails to appear for the hearing, the original decision will stand. A refund of the payment in accordance with the decision will be processed for the party by the college business office

- D. Judicial Review: Any person who has received an unfavorable administrative ruling from the appeals board has the right to have the ruling reviewed by the Maricopa County Superior Court in accordance with the provisions of Title 12, Chapter 7, Article 6 of the Arizona Revised Statutes. The Maricopa County Community College District reserves the right to amend the regulations at any time to promote and ensure fair and safe usage of the property and facilities under the control and jurisdiction of the college.

Notices of change (s) will be published in the local campus media and effective immediately.

Copyright Regulations (AR 3.2)

1. It is the intent of the Governing Board of the Maricopa County Community College District to adhere to the provisions of the U.S. Copyright Law (Title 17, United States Code Section 101 et seq.). Though there continues to be controversy regarding interpretation of the Copyright Law, this policy represents a sincere effort by the Board to operate legally within the District.
2. The Governing Board directs the Chancellor or his designee(s) to develop and distribute to employees' guidelines that (1) clearly discourage violation of the Copyright Law and (2) inform employees of their rights and responsibilities under the Copyright Law.

3. Each college president or provost and the Chancellor shall name an individual(s) at each district location who will assume the responsibilities of distributing copyright guidelines, act as a resource person regarding copyright matter and provide training programs on current copyright laws.
4. Employees are prohibited from copying materials not specifically allowed by the (1) copyright Law, (2) fair use guidelines, (3) Licenses or contractual agreements, or (4) other permission.
5. The Governing Board disapproves of unauthorized duplication in any form. Employees who willfully disregard this Board policy and/or the aforementioned copyright guidelines do so at their own risk and assume all liability for their actions.
6. In order to assist employees and students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

AR 3.4

Recording of Faculty Lectures

1. MCCCDCD acknowledges that faculty members are, by law, afforded copyright protection in their classroom lectures and, therefore, may limit the circumstances under which students may record (audio/visual) their classes.
2. Each faculty member shall inform their students in the course syllabus or other course introductory material of their policy with regard to recording of class lectures. Failure to do so will accord students the right to record lectures. A lecture is defined as anything upon which a student is tested or that is part of the curriculum or course content whether in person, virtual, or pre-recorded. A restriction on recording does not apply if the recording is allowed under another policy.
 - a. Students, regardless of whether they have permission or not from the faculty member to record class lectures, may not reproduce or otherwise share and/or distribute all or part of recorded class lectures and/or activities taking place during class time, without the written consent of the faculty member. (Reproducing includes, but is not limited to, posting any pre-recorded or real time recording of a class lecture—in whole or in part—to any social media platform (TikTok, Twitter, Facebook, Instagram, YouTube, etc.)).
 - b. Any violation of AR 3.4 (2)(a) may constitute "academic misconduct" prohibited by AR 2.3.11 Academic Misconduct.

3. Students with disabilities that render them unable to take adequate lecture notes are entitled to reasonable accommodation – subject to engagement in the interactive process and a determination of functional limitation as outlined in AR 2.8 Students with Disabilities – to remedy this inability. Approved accommodation may require a faculty member to modify their recording policy for the affected student.

In accordance with Subpart E of Section 504 of the Rehabilitation Act of 1973, a student with a qualifying disability which adversely affects the student's ability to take or read notes may be permitted to audio record class lectures as a reasonable academic accommodation.

In an effort to address faculty concerns for privacy and protection of copyright while still assuring the availability of recording classroom lectures as a reasonable accommodation for students, use of this accommodation is subject to the following conditions:

- a. The faculty member must have received the Disability Resource Services (DRS) Faculty Notification Letter specifying the recording of classroom lectures as a granted reasonable accommodation.
- b. Such recordings of class lectures are only for the student's personal use in study and preparation related to class.
- c. The student must comply with a faculty request to stop recording during discussions, demonstrations, presentations, guest speakers, and situations of a sensitive nature. The faculty member should provide as much notice of these situations as possible in order for the student to coordinate with the faculty member and DRS to have notes taken on the substantive parts of the lecture.
- d. The student may not share classroom lecture, or any other recordings made during class time with any other person or in any media or on a public or private platform without the written consent of the faculty member.
- e. Information contained in the authorized audio recorded lectures, and any other recordings whether authorized or unauthorized, may be protected under federal copyright laws and may not be published or quoted without the written consent of the faculty and without giving proper identity and credit to speakers, this includes publication via any social media platform, emails, or text messages.
- f. The student may not use the authorized recorded lectures, and any other recordings whether authorized or unauthorized, against the faculty member, other instructors, or students whose classroom comments are recorded as part

of the class activity. This provision is subject to the protections under policy and the law.

- g. The student will erase all recorded class lectures when they are no longer needed for academic work. Upon written request from the faculty member, the student will return all class recordings to the faculty member for erasure. Faculty members should provide DRS with a copy of the aforementioned written request. Likewise, students are not permitted to post the lectures on any social media platform, website, or learning management system without the instructor's written consent except for communications to the instructor of record.
- h. Students who wish to keep recordings beyond the end of the course for future review must obtain written permission from the faculty member.
- i. Audio, or any other recordings outside of the aforementioned lectures (including fieldwork, internships, etc.) may be discussed on a case-by-case basis in collaboration with the faculty member, program of study, site manager, and DRS. In clinical/experiential learning placements, the recording of any discussions, lectures, or conversations are never permitted.
- j. Students, regardless of whether they have permission or not from the faculty member to record class lectures or any other part of the classroom/class time experience, may not post all or part of recorded class lectures or any other recordings made during class time to any social media platform (TikTok, Twitter, Facebook, Instagram, YouTube, etc.), or otherwise reproduce, share and/or distribute to any other person or party.
- k. Any violation of AR 3.4(3) may constitute "academic misconduct" prohibited under AR 2.3.11 Academic Misconduct.

AR 3.5

Course Substitution for Students with Documented Disabilities

The Governing Board recognizes the need to accommodate students with documented disabilities to the greatest degree possible without compromising the disabled student's course of study or the integrity of any student's degree. The Governing Board authorizes the concept of course substitutions as a means of accommodation under limited circumstances and directs the establishment of an ADA Academic Council to be named by the Chancellor or his/her designee for the purpose of considering course substitutions for students with documented disabilities. Further, the Board directs the Chancellor or his/her designee to develop procedures that address the circumstances under which a disabled student may request a course substitution and the process for requesting same.

AR 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.

[See also 4.21 Breathe Easy Tobacco Free | Smoke Free](#)

AR 4.13

Alcoholic Beverages - Usage Regulation

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.

1. **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 8.
2. **No Service or Sale of Alcoholic Beverages.** The law of the state of Arizona strictly regulates the service, sale, distribution and consumption of alcoholic beverages. In light of that law, the District does not permit alcoholic beverages to be served, sold or distributed on or in the premises owned by the District or leased or rented by the

Maricopa Community Colleges for District-approved educational, fund-raising or other community purposes, except as provided in Paragraphs 3 and 7.

3. **Service at District Events on District-owned Property.** The Chancellor has the sole authority to approve the service, but not the sale or other distribution, of wine or beer at District events on district-owned property that the Chancellor either sponsors or approves. The only District employees authorized to request the Chancellor's approval are the College Presidents and the Vice Chancellors. Additionally, the law strictly limits the service of wine or beer by the District on District-owned property, and those restrictions are specified in Paragraph 5. Unless approved by the Chancellor in compliance with the law and this regulation, alcoholic beverages may not be served on District-owned property.
4. **Event Form Required.** A College President or Vice Chancellor who wishes to obtain the Chancellor's approval for the service of wine or beer at a District-sponsored event on District-owned property shall forward a completed written request to the Chancellor no later than 30 days before the event. The request form is available at: [AS-6 - Agreement to Serve Alcohol Part I](#). 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.
5. **Service restrictions required by law.** An event approved under Paragraph 4 must, by law, comply with the all of the following restrictions: Additionally, beer and wine may only be served by a beverage service contractor whose liquor license with the state of Arizona is in good standing, except as provided in Paragraph 6. The contractor must provide all of the beverages served and well as the servers or bartender. Before the event, the contractor must provide a certificate of insurance that meets the requirements of the District's Risk Manager and that adds the District as an additional insured. The contractor must also agree in writing to indemnify the District regarding the service of the beverages.
 - A. 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;
 - B. The gathering must be by invitation only, and not open to the public;
 - C. The gathering may not exceed 300;
 - D. Invitees may not be charged any fee for either the event or the beer or wine; and

- E. The consumption may only take place between noon and 10:00 p.m.
6. **Culinary Institutes.** The Chancellor may sponsor or approve an event at one of the District's culinary institutes. Students may serve wine and beer at the event as part of their class requirements, subject to the limitations of Paragraph 5. Any student serving those beverages must, by law, be 19 years or older.
7. **Third-Party Event.** The Maricopa County Community College District Foundation and the Friends of Public Radio Arizona may, with the approval of the Chancellor, sponsor an event on District-owned property under this regulation. The City of Phoenix and the Friends of the Phoenix Public Library may also do so, with the approval of the Chancellor, at the joint library on the campus of South Mountain Community College. These third-party, non-district entities are solely responsible for determining the steps that they are required to take to comply with Arizona's alcoholic beverages laws. Additionally, they must comply with the following steps:
- A. 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;
 - B. The entity completes the form available at [AS-7 - Agreement to Serve Alcohol Part II](#). 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;
 - C. 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;
 - D. The entity agrees in writing to indemnify the District from any claims of any kind arising out of the event;
 - E. 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;
 - F. The contractor provides all of the beverages served and well as the servers or bartenders;
 - G. 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
 - H. The contractor agrees in writing to indemnify the District regarding the service of the beverages.

8. **Receipt of beverages; storage.** It is not permissible to store wine or beer on premises owned, leased or rented by MCCCDC, except as provided in this paragraph. Alcoholic beverages purchased for use in cooking in District culinary courses must be stored in such a way that it is inaccessible to anyone except the Director or designee of the culinary program. For wine and beer to be used for receptions at the district's culinary institutes, as authorized by this administrative regulation, the following storage requirements apply:
 - A. Wine and beer to be served may only be brought to MCCCDC property no sooner than four hours prior to the event, and remain there no longer than four hours after the event; and
 - B. Once the wine and beer arrives on MCCCDC property, the Director the culinary program shall assign an MCCCDC employee to ensure that it is not stolen or that it is not opened until ready to be served.
9. **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).
10. **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.
11. **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.
12. **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.

AR 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.

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 [The *Annual Acknowledgement and Disclosures* form may be found in the [Employee Learn Center](#). Employee credentials are needed to enter secure site].
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.

AR 5, Non-Discrimination

AR 5.1.1

Maricopa County Community College District (Maricopa EEO Policy)

It is the policy of the Maricopa County Community College District (MCCCD), (consisting of [Chandler-Gilbert Community College](#), the District Office, [Estrella Mountain Community College](#), [GateWay Community College](#), GateWay Community College - Central City, [Glendale Community College](#), [Mesa Community College](#), [Paradise Valley Community College](#), [Phoenix College](#), [Rio Salado Community College](#), [Scottsdale Community College](#), [South Mountain Community College](#), and all affiliated locations) to:

1. 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 against any applicant or employee, on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.
2. Administer 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 be administered without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, veteran status or genetic information.
3. 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.
4. Maintain an educational environment that does not discriminate or tolerate discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, or veteran status in federally funded programs, activities and MCCCD sponsored events.
5. Hold each level of academic and student life management responsible for ensuring that all academic environments and activities are in full compliance with all applicable federal, state, and local non-discrimination laws.

AR 5.1.2 Maricopa EEO Policy

The Maricopa County Community College District (MCCCD) Equal Employment Opportunity (EEO) Policy Statement or EEO Clause appears in all major publications distributed to employees, students, and applicants. Copies of these documents are available at each of the colleges, at the District Office, and at the EEO/Affirmative Action (AA) Office.

In accordance with all applicable federal, state, and local regulations, MCCCD will maintain and update its Affirmative Action Plans (AAPs) on an annual basis. Copies of the AAP will be distributed to the Governing Board and CEC members by December 31st of each year. They include the AAP for Minorities and Females, the AAP for Individuals with Disabilities, and the AAP for Special Disabled Veterans, Vietnam Era Veterans, and Other Eligible Veterans.

AR 5.1.3 EEO Policy Statement

It is the policy of the Maricopa County Community College District (MCCCD) to promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student because of race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, pregnancy, 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, pregnancy, 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.

Appendix S-1 Residency for Tuition Purposes

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 and students on other non-immigrant visas)

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.

Implementation

1. An applicant must be eligible to attend post-secondary education in the United States prior to being eligible to register for classes and pay fees.
2. 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.
3. Enforcement of domicile requirements shall be the responsibility of the Chancellor of the Maricopa Community Colleges. The Chancellor has charged the Director of Admissions and Records or other designee at each college to make the initial domicile classification. In determining a student's classification, the college may consider all evidence, written or oral, presented by the student and any other information received from any source which is relevant to determining classification. The college may request written sworn statements or sworn testimony of the student.
4. 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 (10) 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.

Definitions

1. "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.

2. "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.
3. "Maricopa County resident" means an individual who lives in Maricopa County and has lived in the state of Arizona for at least one year prior (365 days) to the first day of the semester (as published in the approved MCCCDC Academic Calendar posted online at [ACADEMIC CALENDARS](#)) and who is a United States citizen or in a lawful status. In-state residency must be established prior to county residency for those moving from other states. Refer to [AR 2.2.2.3](#) Section C for guidelines.
4. "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. Visa status must confer the ability to establish domicile in the United States in order to be classified as an in-state student.
5. "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.
6. "Full-time student" means one who registers for at least twelve (12) credit hours per semester.
7. "Part-time student" means one who registers for fewer than twelve (12) credit hours per semester.
8. "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.

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.
3. The domicile of an unemancipated person is that of such person's parent.
4. An unemancipated person who remains in this state when such person's parent, who had been domiciled in this state, removes from this state is entitled to classification as an in-state student until attainment of the degree for which currently enrolled, as long as such person maintains continuous attendance.
5. A person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders or who is the spouse or a dependent child of a person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders is entitled to classification as an in-

state student. The student does not lose in-state student classification while in continuous attendance toward the degree for which he or she is currently enrolled.

6. A person who is a member of the armed forces of the United States or the spouse or a dependent of a member of the armed forces of the United States is entitled to classification as an in-state student if the member of the armed forces has claimed this state as the person's state of home record for at least twelve consecutive months before the member of the armed forces, spouse or dependent enrolls in a university under the jurisdiction of the Arizona Board of Regents or a community college under jurisdiction of a community college district governing board. For purposes of this subsection, the requirement that a person be domiciled in this state for one year before enrollment to qualify for in-state student classification does not apply.
7. Per federal law, beginning July 1, 2015, immediate classification as an in-state student shall be granted to a Veteran using benefits under Post-9/11 GI bill® and Montgomery GI bill-active duty, or the Veteran's spouse or child using transferred Post-9/11 GI bill benefits who lives in Arizona (regardless of his/her formal state of residence) and enrolls in the school within 3 years of the transferor's discharge from a period of active-duty service of 90 days or more.
8. Per federal law, beginning July 1, 2015, immediate classification as an in-state student shall be granted to a spouse or child using benefits under the Marine Gunnery sergeant John David Fry Scholarship who lives in Arizona (regardless of his/her formal state of residence) and enrolls in the school within three years of the service member's death in the line of duty following a period of active-duty service of 90 days or more.
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
10. A student using any VA educational benefits who does not otherwise qualify under items above 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 material of whatever kind or source relevant to domicile or residency status.
11. 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.

Alien In-State Student Status

1. An alien is entitled to classification as an in-state refugee student if such person has been granted refugee status in accordance with all applicable laws of the United States and has met all other requirements for domicile.
2. In accordance with the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (P.L. 104-208; 110 Stat. 3009-546), a person who was not a citizen or legal resident of the United States or who is without lawful immigration status is not entitled to classification as an in-state student pursuant to ARS §15-1802 or entitled to classification as a county resident pursuant to ARS §15-1802.01. A student will be assessed out-of-state tuition until such time that documentation of status is received in the Office of Admissions and Records/Enrollment Services and (eligibility for) residency is confirmed. Documentation must be provided prior to the end of the term in which residency classification is being requested. Documentation received after the end of term will be used for residency determination in subsequent terms.
3. In establishing domicile, the alien must not hold a visa that prohibits establishing domicile in the United States and this state. After meeting other domicile

requirements, students holding valid, unexpired visas in the following categories may be classified as in-state students (See [Appendix S-1A](#)):

- 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
 - H H1B and H4
 - K Spouse or Child of Spouse of a U.S. Citizen, Fiancé or Child of Fiancé of U.S. Citizen
 - L Intracompany Transferee, or Spouse or Child
 - N6 NATO-6
 - U, T Victim of Criminal Activity
 - V Spouses and Dependent Children of Lawful Permanent Residents
4. Students who hold a current visa and have submitted an I-485 to U.S. Citizenship and Immigration Services (USCIS), 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 USCIS Notice of Action letter (I-797) confirming application for permanent resident status provided their prior visa status is one that allows the visa holder to establish domicile in the United States. Students must provide required residency documentation in addition to the (I-797) Notice of Action for residency consideration. In establishing domicile, the alien must be in a status that does not prohibit establishing domicile in this state for at least one year immediately preceding the official starting date of the semester. In the event that an alien student's parent is domiciled in this state and is allowed to claim the student as an exemption for state or federal tax purposes (3.c.i.2.a), the student's parent, in order to establish domicile, must hold a valid, unexpired visa in one of the categories listed in section 3 above.
5. Students who hold a current or expired visa and have applied for a change of status will retain their immigration status based on their prior visa status and not the status or visa for which they are applying.

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

Proof of Residency

When a student's residency is questioned, the following proof will be required.

1. In-State Residency
 1. An affidavit signed by the student must be filed with the person responsible for verifying residency.
 2. A combination of the following may be used in determining a student's domicile in Arizona:
 - i. Arizona income tax return
 - ii. Arizona Voter registration
 - iii. Arizona Motor Vehicle registration
 - iv. Arizona Driver's license
 - v. Employment history in Arizona
 - vi. Place of graduation from high school
 - vii. Source of financial support
 - viii. Dependency as indicated on federal income tax return
 - ix. Ownership of real property
 - x. Notarized statement of landlord and/or employer

- xi. Transfer of major banking services to Arizona
- xii. Change of permanent address on all pertinent records
- xiii. Arizona Department of Children Services documents related to foster care placement
- xiv. Other relevant information

2. County Residency

- 1. A combination of the following may be used to determine a student's county residency:
 - i. Notarized statements of landlord and/or employer
 - ii. Source of financial support
 - iii. Place of graduation from high school
 - iv. Ownership of real property
 - v. Bank accounts
 - vi. Arizona income tax return
 - vii. Dependency as indicated on a Federal income tax return
 - viii. Other relevant information

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official [U.S. government](https://www.usa.gov).

Appendix S-3

S-3 Concurrent Enrollment In Arizona Public Institutions of Higher Education

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 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.

Appendix S-4
FY 2022-2023 [Tuition and Fee Schedule](#)

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. If the grade issue is the final grade, [Article 20.7.6](#) of the Faculty Agreement governs.

This instructional grievance process should not be utilized in a case in which a student feels he/she has experienced discrimination. If the student feels that he/she has experienced discrimination on the basis of race, color, religion, sex, gender identity, 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.

2.11 Student-Athlete Name, Image, Likeness Activity

The purpose of this regulation is to define the institutional guidelines and limitations relating to Maricopa County Community College District (MCCCD) student-athletes who use their name, images, or likenesses (NIL) for monetary compensation.

Regulation

1. **Scope and Definition** – For the purpose of this regulation, an “NIL activity” is any business activity in which a student-athlete is compensated in any way by a third party (not related to the Maricopa County Community College District) for the use of the student-athlete’s name, image, or likeness.
2. **Permissible NIL Activities** – Student-athletes may be compensated for participation in NIL activities so long as those activities are permissible under NJCAA and MCCCD/college policies and regulations, federal regulations, and comply with Arizona law.

3. **Student-Athlete Disclosure of NIL Activities** – Student-athletes must disclose the details of any NIL inquiry to their respective college’s Athletic Director prior to entering into any agreement. Once an NIL agreement is signed, a copy of the agreement must be given to the student-athlete’s Athletic Director for recordkeeping purposes. Any modifications to an existing agreement must be reported to the Athletics Director prior to the change being implemented and a copy of the signed, modified agreement must be delivered to the student athlete’s Athletic Director for recordkeeping purposes.
4. **No Impermissible Recruitment or Benefits through NIL Activities** – NIL activities may not be used by MCCCDC or any of its representatives to recruit prospective student-athletes to MCCCDC or for the purposes of compensating student-athletes for their athletic performance. Among other things, this means:
 - a. Compensation for NIL activities must be commensurate with the going rate for similar services in the relevant market.
 - b. Student-athlete staff members, including active outside consultants, may not assist student-athletes in the development, operation, or promotion of NIL activities.
 - c. Athletics staff members may not provide apparel or gear to student-athletes for purposes of NIL activities.
 - d. Student-athlete access to MCCCDC resources and facilities for purposes of NIL activities is provided at the same level of availability and cost as to the public.
5. **Restrictions on Types of Businesses or Activities** – Student-athletes may not engage in NIL activities with people, institutions, businesses, or other entities in the following categories:
 - a. Alcohol and alcohol products;
 - b. Casinos, gambling, and sports betting/wagering;
 - c. Cannabis and marijuana in any form, along with associated products, dispensaries, or paraphernalia;
 - d. Firearms and other weapons;
 - e. Gentlemen’s clubs, adult entertainment, and/or escort services;

- f. NJCAA banned substances;
 - g. Political purposes or causes;
 - h. Post-Secondary educational institutions or online educational organizations;
 - i. Pharmaceuticals;
 - j. Sexually explicit materials; and/or
 - k. Tobacco products.
6. **NIL Activities while Participating as a Student-athlete** – Student-athlete may not engage in NIL activities during required team activities or while representing MCCCDC in any capacity, including during travel related to MCCCDC athletics competition(s).

Student-athlete may not miss class to participate in NIL activities.

Student-athlete may not sell items provided by MCCCDC and/or the NJCAA until the student-athlete has exhausted all team eligibility. “Items,” for purposes of this regulation includes jerseys, gear, apparel, equipment, or awards. After the student has exhausted their eligibility, the student-athlete may sell items that are not required to be returned to the college, the NJCAA, or the college’s athletics department.

7. **Professional Service Providers** – Student-athletes may use professional service providers (e.g., marketing agents, brand managers) to assist with the management and procurement of NIL activities and to review NIL agreements. Such providers’ engagement must be limited to NIL activities and may not be used to secure opportunities as professional athletes. Professional services providers must be duly licensed as per state law requirements.
8. **Use of Institutional Marks** – Student-athletes may not use MCCCDC and college-specific intellectual property in connection with NIL activities without permission. Permission to use such intellectual property may be requested via the Individual Use of Intellectual Property Request Form (see [Appendix S-19](#)). Student-athletes must request the use of protected marks at least five (5) days before the activity is scheduled to occur. Student-athletes cannot resell institutional marks (such as apparel) or copyrighted material that belongs to the college, district, or NJCAA.

9. **Review** – The respective college Athletics Director will review NIL activities for conflict with this regulation and NJCAA regulation. Neither the Athletics Director, nor any other MCCCDC entity will perform a legal review of the student-athlete NIL agreement.
10. **International Student-Athletes** – International student-athletes are not eligible to receive compensation for NIL agreements in the United States due to their visa status and lack of work authorization. International student-athletes should consult with MCCCDC’S District Compliance office to discuss whether they are eligible to receive NIL compensation from a United States company when the student-athlete is in their home country.
11. **Violations** – Violations of this regulation may result in a variety of penalties depending on the nature and type of regulation deviation. The most egregious deviations (i.e., proof that an NIL activity was used to compensate a student-athlete for performance or to induce a prospect to attend) may lead to termination of employment for staff members, booster dissociation, and student-athlete scholarship and athletic participation modification. Violations of NJCAA regulation will be reported to NJCAA and could result in additional NJCAA-mandated penalties. Penalties for student-athletes who violate this regulation will be commensurate with the nature and type of regulation deviation and will be addressed via the Student Code of Conduct.
12. The terms of this regulation may be modified at the discretion of the MCCCDC.

ADOPTED by Direct Chancellor Approval, September 14, 2022

Appendices

- [S-1 Residency for Tuition Purposes](#)
- [S-1A Visa Chart - Residency](#)
- [S-2 Transfer Articulation Guidelines](#)
- [S-3 Concurrent Enrollment In Arizona Public Institutions of Higher Education](#)
- [S-4 Tuition and Fee Schedule](#)
- [S-5 Student Financial Assistance](#)
- [S-6 Instructional Grievance Process](#)
- [S-8 Non-Instructional Complaint Resolution](#)
- [S-9 Teacher Education Options Available to Students](#)
- [S-10 Application Process for Reduced Course Loads](#)
- [S-11 Procedures for Lost or Stolen Student Records](#)
- [S-12 Important Deadline for Students](#)
- [S-13 The Maricopa Community Colleges Allied Health or Nursing Program](#)
- [S-14 Procedure for Petition Signature Solicitation](#)
- [S-15 Procedure for Use of College Grounds](#)
- [S-16 Statement on the Arizona Medical Marijuana Act \(Proposition 203\)](#)
- [S-17 FERPA Appeal Process](#)
- [S-18 Maricopa County Community College District Registered Sex Offender Notification Procedure](#)
- [S-19 Individual Use of Intellectual Property Request Form](#)

Faculty and Administration

ABEYTA, REBECCA (2019)

Communication, Reading, ASL, and Education
 –B.S., Northern Illinois University; M.S., Southern Connecticut State University; Certification in School Administration, Sacred Heart University; Arizona Teaching Certificate-Hearing Impaired (K-12).

ALCORDO, ORLANDO (2021) Criminal Justice, Emergency Response, and Legal Studies

–C.C.L., Phoenix College; C.C.L., Central Arizona College; C.C.L., Glendale Community College.

ALOE, BENJAMIN (2018) Library

–B.A., University of Michigan; M.A., M.L.S., Indiana University.

AMADOR, FRED L. (2000) Counseling

–B.A., M.C., Arizona State University.

AMBROSICH, KORY (1997) Mathematics

–B.A., Evergreen State College; M.A.T., Northern Arizona University.

BAILEY, TIFFANY (2014) Fine and Performing Arts

–M.F.A., Arizona State University.

BARKOCZY, INGRID (2019) English

–B.S., M.Ed., Arizona State University; M.A., Northern Arizona University.

BARRETT, RHONDA (2021) English

–A.A., Solano Community College; B.A., California State University; M.Ed., Grand Canyon University,

BELL, AMY (2013) Biosciences

–B.S., University of Arizona; M.Ed., Arizona State University.

BERGE, ERIC D. (2011) English

–B.S.Ed., Northern Arizona University; M.F.A., Lesley University.

BERRY, TYNISA (2018) Nursing

–B.S.N., Grand Canyon University; M.S.N., University of Phoenix.

BRANDOM, CHARLYNN (2017) Applied Technology, Family and Consumer Sciences

–A.A., B.F.A., M.S., Arizona State University.

BROMLEY, RAYMOND (1991) Liberal Arts

–B.A., M.A., Ph.D., University of California at Los Angeles.

BRYAN, TIMOTHY M. (1990) Mathematics

–B.S., California State University, San Bernardino; M.A., California State University, Long Beach.

CARNAHAN, DARRELL (1998) Business

–A.A.S., Salt Lake City Community College; B.A., University of Utah; M.S., Arizona State University.

CARRILLO, JENNIFER (2017) Mathematics

–B.S., University of Scranton; M.S., Northern Arizona University.

CATANA, ANDREEA (2018) Dental

–A.A.S., Eastern International College; B.Sc., M.Sc., Southern New Hampshire University.

CHAPMAN, AMANDA S. (2011) Biosciences
–B.S., M.P.H., University of Arizona; Ph.D.,
University of Phoenix.

CHAVEZ, ANALICIA (2020) Library
–A.S. Garden City Community College; B.S.,
Arizona State University; M.L.I.S., San Jose
State University.

CHI, KOYUN (2020) Counseling
–M.S., Ph.D., Palo Alto University.

CORBY, MARCIA (2017) Mathematics
–B.A., M.A., Arizona State University.

CORNELL, VICTOR (2006) Mathematics
–M.Ed., Arizona State University.

COTTER, ROBIN L. (2005) Biosciences
–B.A., DePauw University; Ph.D., University of
Nebraska Medical Center.

DARROW, LaQUERA (2014) Dental
–B.S., University of Minnesota-St. Paul; M.Ed.,
Northern Arizona University.

DAVIS, BRYCE (2019) Physical Sciences
–B.S., North Carolina State University; Ph.D.,
Arizona State University.

DEELA, KRISTINA J. (2016) Dental
–A.A.S., Rio Salado College; B.S., Northern
Arizona University; M.H.A., Grand Canyon
University; C.D.A., C.P.F.D.A., C.R.F.D.A.

DeISORDI, NICHOLAS A. (2019)
Behavioral Sciences
–B.S., M.A., Ph.D., Arizona State University.

DOPP, GEORGE DAWSON (2010) Business
–B.S., Arizona State University; M.Ed.,
Northern Arizona University.

DOUGLAS, JONATHAN M. (2020)
Biosciences
–B.A., University of Chicago; M.S., Arizona
State University.

DUTY, PAMELA (2017) English
–B.S., Texas Tech University; M.A., University
of Phoenix; M.Ed., Grand Canyon University.

DWORK, JESSICA (2009) Nursing
–A.S., Scottsdale Community College; B.S.N.,
Grand Canyon University; M.S.N., University
of Phoenix.

ELDOT, JEFF (2005) English
–B.A., University of Wisconsin; M.A., Northern
Arizona University.

ERSPAMER, ERIK S. (2017) Fine and
Performing Arts
–B.A., Grand Canyon University; M.S., Arizona
State University.

ETCHART, MARTIN (1995) English
–B.A., M.F.A., Arizona State University; Ph.D.,
The Union Institute.

FINKENSTADT, PATRICIA M. (2005)
Biosciences
–B.S., Southeast Missouri State University;
Ph.D., Johns Hopkins University School of
Medicine.

FRENCH, ROSE MARIE (2018) Fine and
Performing Arts
–B.S., B.M., Duquesne University; M.M.,
D.M.A., Arizona State University.

GALLUCCI, MATTHEW J. (2015)
Biosciences
–B.S., M.S., University of Arizona.

GENNA, IGNAZIO E. (EDDIE) (2006) Liberal Arts
–B.A., B.S., Arizona State University; M.A., City University of New York Graduate Center; J.D., Boalt Hall School of Law, University of California, Berkeley.

GIBNEY, ROBERT M. (2012) English
–B.A., University of Arizona; M.A., Northern Arizona University; Ph.D., University of Nebraska-Lincoln.

GOMPERT, SCOTT A. (2017) Physical Sciences
–B.S., University of Arizona; B.S., M.P.A., M.Ed., Arizona State University.

GREEN, STEPHANIE S. (2017) Applied Technology, Family and Consumer Sciences
–B.S., University of Texas Southwestern School of Health Professions; M.Ed., Northern Arizona University.

HAGAN, MIRANDA (2022) Health Professions, Fitness and Wellness
–B.S., University of Arizona; M.B.A., Grand Canyon University.

HAMDAN, ABEER M. (2015) Physical Sciences
B.S., MAS-GIS, M.A., Ph.D., Arizona State University.

HARDIN, JAY M. (2015) Fine and Performing Arts
B.F.A., University of Arizona; M.F.A., Arizona State University.

HAUERT, SCOTT A. (1998) Criminal Justice, Emergency Response, and Legal Studies
–B.S., Embry-Riddle University; M.B.A., University of New Mexico; M.S.Ed., Duquesne University; M.S., Walden University; J.D., University of Dayton.

HELMINSKI, ROCHELLE T. (2005) Health Professions, Fitness and Wellness
–B.S., Arizona State University; M.S., University of Alabama, Birmingham.

HILDER, KAY (1999) Communication, Reading, ASL, and Education
–B.S., University of Nebraska; M.S., Western Maryland College; M.A., Arizona State University; CI/CT, Registry of Interpreters for the Deaf.

HIRSCH, DIANE J. (2016) Mathematics
–B.A., Fort Lewis College; M.A., Northern Arizona University; M.A., Ottawa University.

HOLT, MISTY (2020) Mathematics
–A.A., Phoenix College; B.A., M.Ed., Arizona State University.

HORTON, REBECCA (2020) Dental
–B.S., M.Ed., Northern Arizona University; R.D.H., B.S.D.H.

IDRIS, RAMI (2020) Computer and Information Technology
–M.A., University of Detroit.

JEW, GILBERT (2020) Counseling
–B.A., University of Pennsylvania; M.A., University of Minnesota; Ph.D., Arizona State University.

JOHN, HERSHMAN R. (1999) Liberal Arts
–B.A., M.F.A., Arizona State University.

JOSPITRE, MARYSE (2021) Applied Technology, Family and Consumer Sciences
–A.A., Miami Dade Community College; B.S., Florida Agricultural & Mechanical University; M. Arch., Polytechnic Institute, Washington-Alexandria Architecture Consortium.

KAPOOR, ANIL (2014) Biosciences
B.S., Pace University; M.S., California State University, Chico; M.B.A., California State University, San Bernardino.

KILDUFF, JOSIAH R. (2017) English
–B.A., M.A., Arizona State University.

KIMBUENDE, JOSEPH (2000) English
B.A., National University of Zaire; M.A., M.Ed., Ed.D., Northern Arizona University.

KLINGER, ROBERT J. (2020) Physical Sciences
–B.S., Pennsylvania State University; M.S., University of Illinois.

LAFFOON, JENNIFER (2006) Fine and Performing Arts
–B.F.A., The Museum School of Fine Arts, Boston/Tufts University; M.F.A., University of Arizona.

LAMBERT, AMY (2012) Mathematics
B.S., University of Nebraska; M.Ed., Northcentral University.

LEAL, SANDRA (2004) Behavioral Sciences
–B.A., Howard Payne University; M.S.S.A., Case Western Reserve University.

LEE, SEUNG-JOO (1997) Physical Sciences
–B.S., M.S., Kyung-Hee University; Ph.D., Arizona State University.

LEWALLEN, SARAH (2015) Dental
–A.A.S., Rio Salado Community College; B.S., Northern Arizona University.

LITTLE, BRET (2003) Criminal Justice, Emergency Response, and Legal Studies
–B.S., Weber State University; M.Ed., Northern Arizona University.

LOGVINENKO, DMITRI (2006) Mathematics
–B.S., Moscow State University; M.A., Arizona State University.

LOPEZ, VIOLETTA (2019) Counseling
–B.A., Northern Arizona University; M.A., Argosy University; Ed.D., Arizona State University.

MacPHERSON, AMY (2004) Communication, Reading, American Sign Language, and Education
–A.A., Phoenix College; B.A., M.Ed., Arizona State University.

MARFAI, FRANK (2013) Mathematics
–B.A., Occidental College; M.A., California State University; Ph.D., Arizona State University.

MARIN, AMY J. (1995) Behavioral Sciences
–B.A., University of California, Irvine; M.A., Ph.D., Arizona State University.

MARÍN, CHRISTINA (2017) Fine and Performing Arts
–B.S., Northwestern University; Ph.D., Arizona State University.

MARTÍ-SUBIRANA, ANNA (2001) Biosciences
–B.S., Ministry of Education and Science, Spain; M.S., Ph.D., Universitat Autònoma de Barcelona, Spain.

MAYNARD, BRENDA (2006) Business
–A.A.S., Alpena Community College; B.S., Ferris State University; M.A., Washington University; SPHR.

MEEKS, LINDA (MICHELLE) (2020) Communication, Reading, ASL, and Education
–B.S., Northern Arizona University; M.A., University of Phoenix.

MIHALJEVIC, JANA (2014) Health Professions, Fitness, and Wellness
–A.A.S., Cuyahoga Community College.

MILLER, DIANNE L. (2005) Health Professions, Fitness and Wellness
–B.A., Arizona State University; M.Ed., Northern Arizona University; Ed.D., Nova Southeastern University.

MILLER, JR., KENNETH (2011) Fine and Performing Arts
–B.M., M.M., D.M.A., Arizona State University.

MILLER, PAMELA (2001) Mathematics
–B.A., University of California at Santa Cruz; M.A., Ed.D., Northern Arizona University.

MONAHAN, MICHELLE J. (2014) Communication, Reading, ASL, and Education
–M.L.S., Arizona State University.

MOORE, CHRISTINE (2002) Library
–B.A., Claremont McKenna College; M.A., University of Arizona.

MYERS, JULIE A. (2018) Communication, Reading, ASL, and Education
–B.S., Northern Arizona University; M.M.C., Arizona State University.

NAVARRO, RUDOLPH R. (2017) Fine and Performing Arts
–M.A., M.S.W., Arizona State University; Ph.D., Stanford University.

NEUENFELDT, JAMES (2004) Biosciences
–B.S., M.S., University of Wisconsin; M.Ed., Northern Arizona University; M.B.A., Colorado State University.

NGALE, KENNETH N. (2020) Physical Sciences
–M.B.A., Ph.D., University of North Dakota.

NORTHWAY, DONALD D. (DOUGLAS) (2016) Business
–B.S., M.B.A., Western International University; M.S.A., University of Phoenix.

OLSEN, BRAD. (2002) Computer and Information Technology
–A.A.S., A.G.S., Phoenix College; B.S., M.Ed., Northern Arizona University.

ONG, EDDIE W. (2002) Physical Sciences
–B.S., Ph.D., Arizona State University.

ORTIZ, ELENA (2005) Biosciences
–B.A., University of California, Santa Cruz; M.S., Universidad de Puerto Rico, Rio Piedras; Ph.D., Arizona State University.

PERRY, RITA H. (2001) Dental
–A.A.S., Phoenix College; B.S., M.P.A., Arizona State University; R.D.H., C.D.A.

PINEDA, DAVID (1995) English
–B.A., M.F.A., Arizona State University; Ph.D., The Union Institute.

POWERS, CONSTANCE (2014) Nursing
–A.S., Mesa-Boswell Community College; B.S.N., M.S.N., Grand Canyon University.

QUERRY, ROSA (2020) Dental
–A.A.S., Phoenix College; B.S., M.Ed., Northern Arizona University.

REDENDO, ANTHONY P. (2001) Business
–A.O.S., Culinary Institute of America, B.S., University of Phoenix.

RICHARDSON, DONALD J. (1971) English
–B.A., M.A., Fort Hays State University.

RIOS, KRISTIN (2017) Nursing
–A.A.S., Phoenix College; B.S.N., M.S.N., Chamberlain College of Nursing.

ROBBINS, JOANNA (2018) English
–B.A., Arizona State University; M.F.A.,
University of California, Riverside.

ROSATI, MARK A. (1993) Biosciences
–B.S., M.S., Eastern Michigan University.

ROSELLE, ANN M. (2001) Library
–B.A., University of Vermont; M.A.,
Northwestern University; M.L.S., University of
Illinois.

ROUSE, NICOLAS (1997) Computer and
Information Technology
–B.S., Arizona State University; M.Ed.,
Northern Arizona University.

SANDOVAL, TRINO (1996) Liberal Arts
–B.A., California State University at Chico;
M.A., Ph.D., Arizona State University.

SCHAMPEL, JOHN (2006) Biosciences
–B.S., University of Wisconsin; M.S.,
University of Minnesota.

SCHINDLER, KARL W. (2005) Fine and
Performing Arts
–B.M., M.M., University of North Texas;
D.M.A., Arizona State University.

SCHWARTZ, BEN L. (2019) Physical
Sciences
–B.S., Arizona State University; M.S.,
University of Vermont; Ph.D., University of
Illinois at Chicago.

SERGEANT, KRISTIN (2017) Counseling
–B.A., Arizona State University; M.Ed., Ph.D.,
Washington State University.

SHEHORN, CARI (2015) Criminal Justice,
Emergency Response, and Legal Studies
A.A., The American Institute; B.A., B.S.,
Arizona State University; J.D., Phoenix School
of Law.

SHIVELY, CYNTHIA J. (2020) Mathematics
B.A., Arizona State University; M.S., Grand
Canyon University.

SIMS, RACHEL A. (2018) English
B.A., M.A., Arizona State University.

SINNER, JAMES E. (2012) Biosciences
–A. P.-M., Olney Community College; B.L.S.,
University of Missouri-Rolla; B.S., National
University of Health Sciences; D.C., National
College of Chiropractic.

SKEEN, CHRISTY L. (2016) English
B.S., West Virginia University; M.A., Northern
Arizona University.

SOUSA, JAMES (2002) Mathematics
–B.A., Sonoma State University; M.S.,
California State University at Hayward.

SPEXARTH, KATRINA A. (2017)
Communication, Reading, ASL, and Education
B.S., Northern Arizona University; M.Ed.,
Concordia University.

STEPHENSON, ROBERT (2002) Criminal
Justice, Emergency Response, and Legal
Studies
–B.A., Arizona State University.

STONE, SERENA T. (2017) Communication,
Reading, ASL, and Education
–B.A., M.A., Gallaudet University.

SUMPTER, RASHEL M. (2012) Physical
Sciences
–Ph.D., University of North Dakota.

TAGART, WALLACE (2019) Computer and
Information Technology
–A.A., National University; B.S., Arizona State
University.

THOMAS-BROGAN, TERINICKA (2019)
Health Professions, Fitness, and Wellness
–B.S., Augusta University; M.S., DrPH,
Capella University.

THORPE, STEVE G. (2001) Liberal Arts
–B.A., M.A., Ph.D., University of Colorado,
Boulder.

TORRES-SIERRA, MARILYN E. (2017)
Nursing
–A.D.N., GateWay Community College;
B.S.N., M.S.N., Chamberlain College of
Nursing.

TOVAR-NOVASAD, MARIA T. (2001)
Criminal Justice, Emergency Response, and
Legal Studies
–B.S., Grand Canyon University.

TRAINOR, GLENN (2010) Criminal Justice,
Emergency Response, and Legal Studies
–A.A.S., Phoenix College; A.A.S., GateWay
Community College; A.A.S., Phoenix College.

USSERY, JENNIFER (2014) Communication,
Reading, American Sign Language, and
Education
B.A., California State University, San
Bernardino; M.A., California State University,
Fullerton; and M.A., Arizona State University.

VALDIVIA, KATHERINE (2013)
Communication, Reading, ASL, and Education
–B.A., Arizona State University; M.Ed.,
Northern Arizona University.

VAZQUEZ, JULIAN (1999) Liberal Arts
–B.A., M.A., Ph.D., Arizona State University.

VILLEGAS-GOLD, ROBERTO Y. (2016)
Counseling
–B.A., Ph.D., Arizona State University; M.A.,
John Jay College of Criminal Justice.

WANG, YUN DAN (2016) Physical Sciences
–B.S., M.S., St. John's University.

WEBSTER, DEBORAH A. (2012)
Behavioral Sciences
–B.A.M., M.A., M.Ed., Psy.D., Argosy
University.

WEDDLE, JAMISON B. (2017) Fine and
Performing Arts
–Hiring Qualification with Equivalent
Experience.

WELBORN, TY (2018) Liberal Arts
–A.A.S., Houston Community College; B.A.,
M.A., Ph.D., University of Houston

WHITE, JAMES J. (2004) Physical Sciences
–B.A., Idaho State University; M.S., Ph.D.,
University of Arizona.

WILBURN, JANET (1995) Dental
–A.S., San Diego Mesa College; B.S., Texas
Woman's University; C.D.A.

WILLIAMS, WILLIAM (2004) Criminal
Justice, Emergency Response, and Legal
Studies
–A.A.S., Phoenix College; B.S., Northern
Arizona University.

WINTERS, GENEVIEVE (2001) English
B.A., University of Arizona; M.P.A., Arizona
State University; M.A., Northern Arizona
University.

ZAHAROPOULOS, DOULA (2005)
Business
–B.S.B.A., M.B.A., University of Wisconsin;
Ph.D., Grand Canyon University.

Emeritus Faculty (Years of Service to MCCC)

- ALNUTT, JOHN C.** (1954-1978) English, Mathematics
- ANDERSON, KRISTIN** (1981-2008) Dental Hygiene
- ANDERSON, MARILYN A.** (1987-2008) Business
- ANDERSON, WILLIAM N.** (1962-2002) Physics, Geology, Astronomy, Engineering
- AWE, FLORETTA S.** (1960-1983) District Director, Allied Health & Nursing
- BAILEY, LOWELL, JR.** (1965-1989) Physical Education
- BAIZ, LUIS** (1970-2001) Art
- BENHAM, MILFORD J.** (1946-1983) Physics, Geology
- BOGUE, JAMES W.** (1960-1982) Library
- BOSCHULT, J. M.** (1973-2004) English
- BOUTELLE, KATHERINE M.** (1966-1989) English
- BRATT, MARION** (1976-1989) English
- BRUCE, SHIRLENE M.** (1976-1997) Applied Business
- BRUNDAGE, JOE R.** (1946-1973) Engineering Technology
- BURSH, EULA RILEY** (1980-2006) Mathematics
- BUZZARD, CHARLES E.** (1965-1989) Mass Communications
- CAÑEZ, OFELIA** (2001-2007) Education
- CARPENTER, AFTON J.** (1963-1983) Reading
- CHRISTEN, KAREN** (1980-2003) Dental Hygiene
- CLIFTON, LORAYNE** (1961-1983) Nursing
- COFFEEN, CLIFF G.** (1962-1987) Social Science
- COLE, DALE L.** (1961-1989) Physics, Engineering
- CULMER, CARITA M.** (1971-1999) Library
- CUPS, RICHARD** (1982-2014) Physical Sciences
- DAMERON, LOGAN D.** (1966-1992) Library
- DECKER, JESSE SMITH** (1946-1973) Chemistry
- DILLARD, GEORGIA** (1973-1999) Library
- DIMAS, PETE** (1990-2007) History
- DORR, DEBRA** (1996-2015) Applied Technology, Family and Consumer Sciences
- DRISCOLL, JOHN EDWARD** (1970-1990) English
- DUTTON, ALLEN A.** (1961-1982) Art, Photography
- EROE, GEOFFREY M.** (1976-2017) Fine and Performing Arts

ESCALANTE, DELIA P. (1976-2016) Liberal Arts

EVANS, SETH PARKER (1958-1989) Business

FERNIE, ROBERT W. (1975-2002) Psychology

FIELDEN, JOHN R. (1961-1986) Social Science

FITZGERALD, EUGENIA (1982-2002) Mathematics

FOSTER, VIRGINIA R. (1968-2006) Foreign Language

FROST, CHALMA R. (1965-1989) Music

GOLDBERG, RICHARD B. (1964) Social Science

GREEN, KATHRYN (1977-2005) Applied Business

HANSON, JOHN C. (1973-1995) Counseling

HATLEY, J. T. (1965-1989) English

HODGKINS, ANNE V. (1994-2016) Mathematics

HOLTFRERICH, MAURICE D. (1966-1992) Mathematics

HOWARD, WILLARD W. (1961-1989) Social Science

HUARD, DONALD V. (1963-1989) Psychology

HUNGERFORD, ROBERT D. (1963-1983) Business

INGRAHAM, JAMES A. (1968-1992) Business

JAMESON, BRENT L. (1972-2006) Foreign Language

JAMIESON, GAIL M. (1968-1992) Art

JOHNS, SYLVIA (1989-2002) American Sign Language

JOHNSON, ANN (retired 1972) Psychology

JONES, A. LOUISE (1971-1992) Nursing

KACZUR, PAUL (1971-1997) Mathematics

KASS, EMIL L. (1965-1989) Counseling

KING, JACK L. (1965-1988) Business

KURTH, LINDA A. (1984-2008) Applied Business

LUCAS, STEVEN R. (1987-2009) Reading

MACIAS, MARGARET (1993-2008) Counseling

MARICH, MARTIN (1960-1983) Physical Education

MARKS, JOYCE LYNN (1976-2008) Library

MARSHALL, PAUL E. (1951-1978) Business

McGILVRA, MARTHA A. (1963-1983) Business

McINTYRE, PATRICIA E. (1991-2013) Counseling

McLAIN, JOYCE D. (1966-1989) Physical Education

MERCER, JOHN (1982-2003) Photography

MILLER, RICHARD B. (1966-1986) English

MILLS, GILBERT (1947-1983) Physics,
Geology, Engineering

MONROE, MARSHALL (1940-1966) Foreign
Languages

NAPLES, DOROTHY J. (1963-1984) Physical
Education

NAUMOFF, HAROLD (1966-1995)
Psychology

NICHOL, JOHN S. (1967-2000) Counseling

NOBLE, VIRGINIA L. (1966-1989)
Counseling

NUNEZ, TONY (1970-1992) Counseling

O'BRIEN, ELIZABETH (1990-2017)
Communication, Reading, ASL, and Education

OEHMKE, ANN (1962-1986) Physical
Education

ORMAN, ARTHUR (1965-1987) English

PFEFFERBAUM, ROSE L. (1972-2012)
Liberal Arts

POLICHINO, LOUIS M. (1956-1977) Speech

POORE, KATHLEEN G. (1973-1992) Music

POWELL, CONRAD D. (1963-1983)
Counseling

REPP, ANN (1972-1992) Physical Education

REYES, ROMAN P. (1978-2006) Art

ROE, WILLIAM (1984-2014) Behavioral
Sciences

ROWE, RICHARD F. (1964-1997)
Geography, Geology

SHARPE, CHARLES K. (1948-1977)
Audiovisual Services

SHAVER, FRED W. (1966-1989) Technology

SHEEHAN, DENNIS (1995-2014) Business

SHINDLER, ANNE W. (1959-1983) Business

SODERMAN, EDLYN A. (1987-2008) Legal
Studies

SOLLER, LARRY S. (1971-1997)
Communication/Theatre Arts

SPRAGUE, MILDRED (1970-1997) Nursing

SUEYOSHI, JOE (1991-2022) Mathematics

TADANO, MARIAN Y. (1973-2004) Clinical
Laboratory Sciences, Chemistry

TANKERSLEY, CATHERINE M. (1985-
2006) Phlebotomy

TATE, PHILIP (1984-2008) Biology

VAN SITTERT, BARBARA C. (1962-1998)
English

VILLEGAS, AMALIA VALLE (1990-2016)
Counseling

WALDRON, WILFRED R. (1966-1989)
Foreign Language

WALTERS, JAMES D. (1975-2002) Learning
Technologies and Development

WEISS, ELMA STECK (1961-1983) Physical Education

WESLER, WARREN (1963-1983) Social Science

WESTENBERG, CAMILLA (1986-2013) English

WILF, SELMA (1975-1996) Reading

WILSON, RICHARD (2000-2022) Criminal Justice, Emergency Response, and Legal Studies

Emeritus Administration (Years of Service to MCCC)

WALLACE, WILLIAM B. (1961-1989) Dean of Administrative Services

Retired Faculty (Years of Service to MCCC)

ADAMSON, THOMAS (1990-2013) Mathematics

AGIN, AVIS (1966-1981) Reading

ARLE, JOHN F. (1993-2006) Biology

ARNOLD, CATHERINE L. (1965-1973) Home Economics

ARQUETTE, JEANNE (1994-2014) Physical Sciences

AVILA, ELZA S. (1973-1992) Counseling

BARNES, VIRGINIA (1989-2002) Anthropology, Religious Studies

BANKHEAD, HUGH L., JR. (1965-1983) Technology

BEDNAREK, SALINA M. (2008-2020) Nursing

BOBROW, MOJDEH K. (2010-2019) Criminal Justice, Emergency Response, and Legal Studies

BOLTON, CAROL J. (1991-2014) Communication, Reading, ASL, and Education

BOND, MINYON L. (1984-2011) Biosciences

BROUCH, VIRGINIA (1998-2002) Art

BROWN, ALMA (1977-1987) Home Economics

BRUNER, BEVERLY (2005-2014) Communication, Reading, ASL, and Education

BUGH, GINNEY (1996-2000) Communication/ Theatre Arts

BURGESS, GERALD (1999-2014) Fine and Performing Arts

BUTTERFIELD, ALISON J. (2005-2013) Criminal Justice, Emergency Response, and Legal Studies

CELOZA, ALBERT (1988-2023) Liberal Arts

CHAMBERS, KURT (1998-2015) Center for Teaching, Learning, and Technology

CHAVEZ, ENRIQUETA (1984-2018) Counseling

CIPRIANO, CHERYL (2010-2014) Nursing

CLARK, LOMAN B. (1994-2020) Counseling

CLOUD, CINDY L. (1989-2020) Business

COOK, NANCY (2010-2018) Nursing

CRANDALL, JEWELL (retired 1979) Home Economics

CROSS, KATHERYN A. (2003-2017)
English

DENNIS, DEBORAH S. (1983-2008) Health Information Management

DeWITT, PAMELA K. (2004-2017) Nursing

DOLPHIN, HARRIET (1977-1989) Art

DOMINO, TRACY L. (2011-2019) Health Professions, Fitness, and Wellness

DOUBLEDAY, DALE (2003-2017) Fine and Performing Arts

DOWD, LINDA (2000-2015) English

DRUDING, C. EDWIN (1965-1983)
Psychology

DYER-HURDON, MICHELLE M. (2002-2018) Library

ENCISO, MARIA D. (1991-2018) Liberal Arts

ERMOIAN, DEBORAH (1999-2019)
Mathematics

EWALD, BONNIE (2001-2009) Nursing

EYGENDAAL, JAN (1978-2001) Dental Assisting

FARRINGTON, ROSEMARIE (1968-1986)
Dental Assisting

FAWCETT, IRENE M. (1998-2013) Nursing

FLADHAMMER, DANA (1997-2007)
Applied Business

GALLAGHER, RAYMOND T. (1968-1982)
English, Journalism

GALLOWAY, LAURA (1987-2018)
Communication, Reading, ASL, and Education

GARCIA, LINDA (1991-2007) Dental Hygiene

GEDDIS, DIANNE (2002-2019) Health Professions, Fitness and Wellness

GEDDIS, SCOTT (1984-2019) Health Professions, Fitness and Wellness

GIBNEY, MARIAN (1983-2016) Behavioral Sciences

HAAG, AUDREY (2011-2020) Nursing

HABERMAN, JUDITH G. (1990-2006)
English

HACKLEMAN, RANDOLPH (1963-1976)
Technology

HATHY, SANDRA (2001-2011) Business

HAUGEN, VIVIAN K. (1973-1983) Medical Records Technology

HERRERA, VERONICA (2006-2016)
Mathematics

HOLDER, DANIEL (2012-2023) Mathematics

HOLMES, LUCILLE (retired 1966)
Communications, English

HOPKINS, MARSHA ANN (1973-2011)
Behavioral Sciences

HOUSER, HELEN J. (2001-2010) Health
Care Education

HUGHES, BILLIE J. (1990-1999, 2005-2008)
Learning Technologies and Development

HUGHES, J. EDMUND (1990-2003) Music

HUGHLING, WALLACE C. (1968-1981)
Administration of Justice

JAMISON, JUANITA (1955-1973) English

JENKINS, BEVERLY (2001-2015) Business

JENNINGS, VIOLET MAY (1956-1973)
Mathematics

JOFFE, IRWIN L. (1965-1983) Reading

KAPPES, DEBORAH (1998-2014) Dental

KEENAN, CHARLES (1974-1988)
Emergency Medical Technology

KETCHAM, SHARYN (2006-2015) Health
Professions, Fitness and Wellness

KISIEL, LUCIA M. (2000-2015)
Mathematics

LaVOY, KATHLEEN (2013-2020) Dental

LEWIS, KATHRYN M. (1988-2005)
Emergency Medical Technology

LOGAN, ELIZABETH (1998-2019) Health
Professions, Fitness and Wellness

LOSICKI, DEBRA A. (2010-2016) Nursing

LI, SUI-LIN (1989-2015) Mathematics

LOWE, MONICA (1984-2013) Counseling

MACKLIN, LAURA (1961-1973) English

MAHER, MARY S. (1965-1978) English

MARLETT, ROBERT (1978-1983)
Technology

McCLYMONDS, MARIANNA E. (1982-
2009) Mathematics

McGIRR, CLARENCE (1980-1986)
Research & Development

McKENZIE, ALVERTA (2005-2021) Applied
Technology, Family and Consumer Sciences

MEYERS, NANCY (2002-2012) English

MILLER, LISA (1981-2015) English

MIRELES, JESSE (1987-2014) Applied
Technology, Family and Consumer Sciences

MOYER, PATRICIA H. (1978-1993)
Chemistry

NAVARRETE, NANCY (1987-2017)
Counseling

NELSON, LEXA J. (2010-2020) Nursing

OSBORN, APRIL (1977-1997) Dental
Hygiene

OZZ, ROBIN L. (2006-2019) English

PARKER, CYNTHIA J. (2005-2020) Applied
Technology, Family and Consumer Sciences

PARKER, VERONIQUE M. (2004-2022)
Health Professions, Fitness and Wellness

PEPE, PHILIP (1984-2009) Biosciences

PETERSON, EULA (retired 1973) Nursing

PETTERSON, BONNIE J. (1993-2011)
Health Professions, Fitness and Wellness

PHILLIPS, SYLVIA A. (1975-2017) Applied
Technology, Family and Consumer Sciences

PHILLIPS, VIVIAN (1965-1975) Business

PRATHER, MARIANNE (1991-2004)
Reading

RAFIEEL, NOSHIN (2017-2021) Liberal Arts

RANDON, RODY (2002-2023)
Communication, Reading, ASL, and Education

RASSAS, SARA LEYVA (2003-2016) English

REINKEN, HARRISON F. (1978-1997)
Business

ROBERTS, KEN (1990-2017) Applied
Technology, Family and Consumer Sciences

ROE, CRISTIE E. (1990-2020) English

ROGERS, PAMELA K. (1998-2010) English

RUSSELL, R. KEITH (1961-1980) Physics,
Engineering

SAMSON, PATRICK (1983-1993) Medical
Records Technology

SANDOVAL, RALPH (2000-2014)
Communication, Reading, ASL, and Education

SHEER, PATRICIA (1970-1989) Nursing

SHUMAN, SUSAN E. (1988-2004) Business

SIMPSON, GREG (2004-2019) Business

SOLAND, LINDA R. (2004-2018) Library

SOLLER, SARA THORNHILL (1990-2008)
Communication and Theatre

SPEED, DON (1985-2017) Physical Sciences

STARK, DIANE (1997-2019) Business

SUNG, HSIAO-HUA (1986-2012)
Mathematics

TETTING, DANIEL W. (1990-2000) Nursing

TRAMEL, LINDA (1990-2001) Applied Arts
and Human Sciences

VANDE PUTTE, SUZANNE (1990-2013)
Nursing

VAN ZANTEN, WILLIAM G. (1962-1978)
Chemistry

VASQUEZ, KARA (2010-2018)
Communication, Reading, ASL, and Education

VELLENGA, DOROTHY (1963-1975)
English

VIERA, CYNTHIA L. (1991-2016) Behavioral
Sciences

WALKER, ROLAND McALLEN (1999-
2021) Liberal Arts

WALSH, JUDY (1991-2002) English

WEAVER, LETA (retired 1971) Library

WEINGART, CARMEL ANN (2007-2019)
Dental

WELLS, SANDRA (1995-2011) Center for
Teaching, Learning, and Technology (CTLT)

WELTER, MARTIN (2006-2023) Health
Professions, Fitness and Wellness

WESTCOT, MABEL (retired 1968) Home Economics

WICH, SARAH J. (1968-1986) Nursing

WITHINGTON, HENRY (retired 1979) Social Science

WILSON, MICHAEL (1997-2017) Liberal Arts

YOES, MILAS W. (1999-2018) Fine and Performing Arts

ZACCARDO, PATRICIA (2000-2011) English

Retired Administration (Years of Service to MCCC)

ARCHIBALD, EILEEN (2002-2015) Director, Institutional Advancement

BINDER, JAN (1995-2017) Director, Planning, Research, and Institutional Effectiveness

HALFORD, SHARON (2004-2016) Dean, Industry and Public Service

HARRISON, MYRNA (1988-1993) President

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Community Liaison Laura Pastor, M.P.A.

Maricopa County Community

Colleges District Governing

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term expires 12/2026

Dr. Tom Nerini, Secretary
term expires 12/2024

Ms. Kelli Butler
term expires 12/2026

Ms. Donna Davis
term expires 12/2026

Ms. Jacqueline V. Smith, J.D.
term expires 12/2024

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term expires 12/2024

Dr. Linda Thor
term expires 12/2024

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TBD

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Chancellor

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Janice Falkenberg, J.D.

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Charles Coolidge, B.S.

Chief Financial Officer
Gary Yaquinto, M.S., M.B.A.

Chief Human Resources Officer
Georgetta Kelly, Ed.D.

Chief Information Officer, Information
Technology, Interim
Matt Reeves, B.S.

Acting Vice Chancellor and Provost of
Academic and Student Affairs, Interim
Bettina Celis, M.S.

Chief Workforce and Economic Development
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Rey Rivera, Ed.D.

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Kate Smith, Ed.D.

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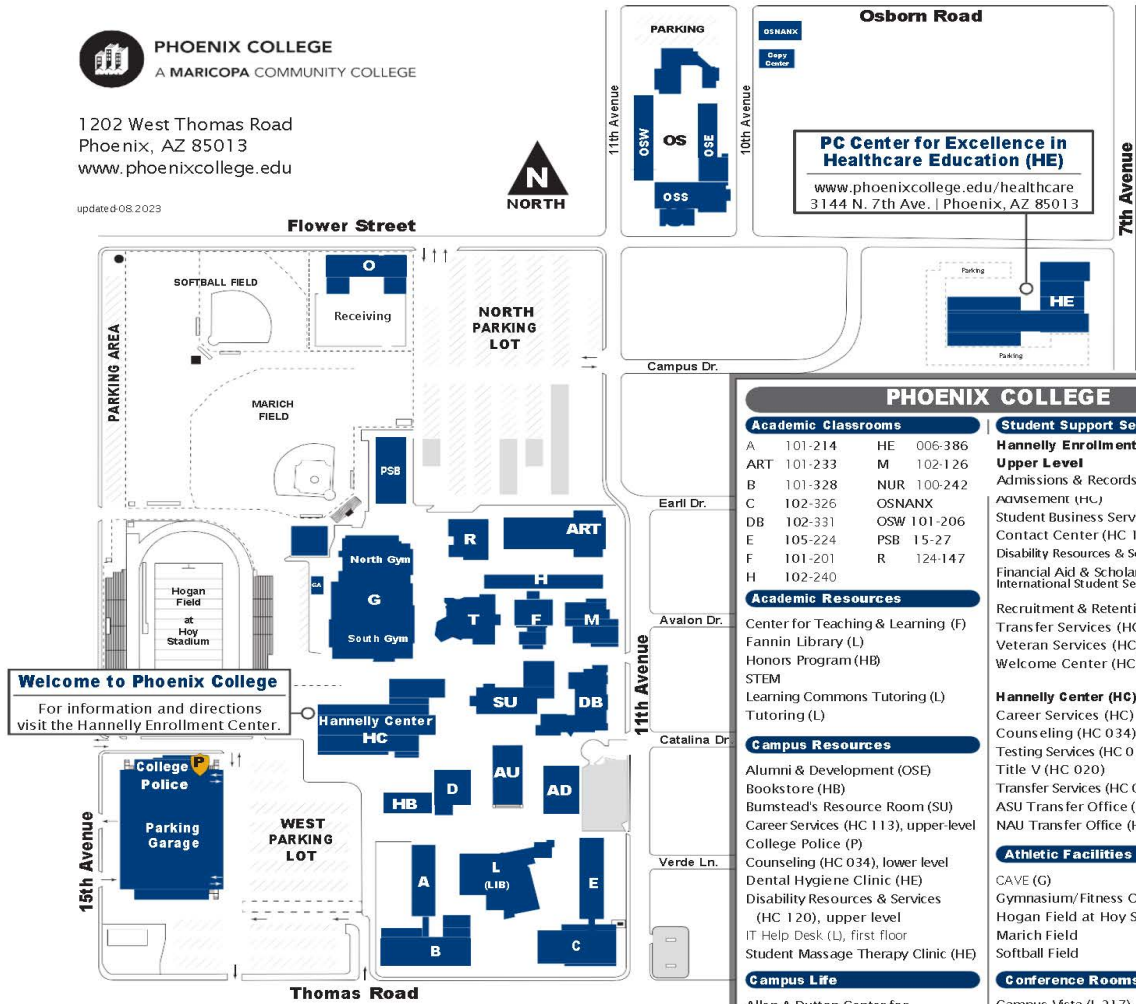
South Mountain Community College
Richard C. Daniel, Ph.D.

Campus Maps



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Phoenix, AZ 85013
www.phoenixcollege.edu

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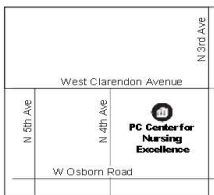


Welcome to Phoenix College
For information and directions visit the Hannelly Enrollment Center.

PHOENIX COLLEGE	
Academic Classrooms A 101-214 HE 006-386 ART 101-233 M 102-126 B 101-328 NUR 100-242 C 102-326 OSNANX DB 102-331 OSW 101-206 E 105-224 PSB 15-27 F 101-201 R 124-147 H 102-240	Student Support Services Hannelly Enrollment Center (HC), Upper Level Admissions & Records (HC) Assessment (HC) Student Business Services (HC) Contact Center (HC 127) Disability Resources & Services (HC 120) Financial Aid & Scholarships (HC) International Student Services (HC 127) Recruitment & Retention (HC) Transfer Services (HC) Veteran Services (HC) Welcome Center (HC)
Academic Resources Center for Teaching & Learning (F) Fannin Library (L) Honors Program (HB) STEM Learning Commons Tutoring (L) Tutoring (L)	Hannelly Center (HC), Lower Level Career Services (HC) Counseling (HC 034) Testing Services (HC 012) Title V (HC 020) Transfer Services (HC 007) ASU Transfer Office (HC) NAU Transfer Office (HC)
Campus Resources Alumni & Development (OSE) Bookstore (HB) Bumstead's Resource Room (SU) Career Services (HC 113), upper-level College Police (P) Counseling (HC 034), lower level Dental Hygiene Clinic (HE) Disability Resources & Services (HC 120), upper level IT Help Desk (L), first floor Student Massage Therapy Clinic (HE)	Athletic Facilities CAVE (G) Gymnasium/Fitness Center (G) Hogan Field at Hoy Stadium Marich Field Softball Field
Campus Life Allen A Dutton Center for Photography (ART) Bear's Brew Coffee Bar (SU) Bulpitt Auditorium (AU) Cafeteria-Bear Cave Café (HC 100) Eric Fischl Gallery (ART) John Paul Theatre (T) Sessions Music Hall (M) Student Life and Leadership (SU)	Conference Rooms Campus Vista (L 217) Dome Conference Room (OSS 101) Hacienda Conference Room (F 121) Student Life (SU 117) Willo Conference Room (OSS 110)
Early Outreach Resources ACE (SU) Hoop of Learning (SU) Phoenix College Preparatory Academy Osborn Site (OSS/OSE/OSW)	Other Administration (AD) Copy Services Center (OSNANX) Event & Fleet Services (G, south) Information Technology (D) Operations (O)

Off Campus Locations

Phoenix College Center for Nursing Excellence (NUR)
www.phoenixcollege.edu/nursing
3700 N. Third Ave.
Phoenix, AZ 85013



Phoenix College IT Institute
www.phoenixcollege.edu/iti
640 N 1st Ave.
Phoenix, AZ 85003



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