Whether you are looking to express your interests, explore your options, or find your focus, Phoenix College can help you realize your dreams.

Phoenix College is Arizona’s original two-year institution of higher learning. Situated in the heart of a great city, we are a designated Hispanic Serving Institution and our historic campus has been the starting point for the pursuit of educational, professional, and personal goals for over 87 years.

With a comprehensive array of 200 educational programs and over 2,000 courses, you can explore several options as you prepare for a career, earn a certificate or a degree, update your skills, or pursue your passions. All of this can be done on your schedule, whether you prefer mornings, afternoons, evenings, or weekends. Our flexible delivery formats include fast track/short term, hybrid, and online/distance learning. Or, if you prefer, you can experience traditional classes on a campus that offers the finest in support services, including academic advisement, personal and career counseling, tutoring, financial aid, and on-site child care.

Both inside and outside the classroom, opportunities for leadership and personal growth abound. With a warm, collegiate atmosphere, our campus is a hub of activity where you can enjoy numerous extra curricular activities including student government, internet radio, campus newspaper, championship intercollegiate athletics, performing groups in theatre, dance, and music, and more than 30 student clubs. Our diverse student body represents over 100 countries and more than 50 languages, contributing a broad range of ideas, passions, skills, and talents, all of which help to create the rich tapestry of Phoenix College.

I invite you to visit our campus and discover for yourself why Phoenix College has served as a premier provider of learning opportunities since 1920. Our uniquely talented and dedicated faculty, administrators, and staff share a commitment to the highest academic standards and are ready to encourage you to go far, close to home.

Warm regards,

Anna Solley, Ed.D.
President
Phoenix College
2007-2008 General Catalog

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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.

Visit us on the Web at www.phoenixcollege.edu
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, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, 800.621.7440 or 312.263.0456.

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

- The American Bar Association (ABA), Standing Committee on Paralegals, 321 N. Clark St., Mail Stop 19.1, Chicago, IL 60610-4714

- The American Dental Association's Commission on Dental Accreditation, 211 E. Chicago Ave., Chicago, IL 60611-2678

- The Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM), c/o the American Health Information Management Association (233 N. Michigan Avenue, Suite 2150, Chicago, IL, 60601-5800).

- The National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, 33rd Floor, New York, NY 10006
### Academic Calendar 2007 – 2008

#### SUMMER SCHOOL (2007)

- **Note: Subject to the 2007-2008 Catalog**
- Observance of Memorial Day ............ May 28
- First 5-Week Day & 8-Week Evening
- Sessions begin .......................... June 4
- Observance of Independence Day ..... July 4
- First 5-Week Day Session ends ......... July 5
- Second 5-Week Day Session begins  .. July 9
- 8-Week Evening Session ends ........... July 26
- Second 5-Week Day Session ends ....... August 9

#### FALL SEMESTER (2007)

- Classes begin ........................... August 18
- New Student Orientation : 8:00 am-noon, August 18
- Observance of Labor Day ............... September 3
- Apply for December 2007 Graduation on or before .......................... October 5
- Last day for withdrawal without instructor’s signature .......................... October 5
- Observance of Veterans’ Day .......... November 12
- Thanksgiving holiday ................... November 22-25
- Last day withdrawal accepted from student with instructor’s signature .... November 26
- Last day of regular classes ............ December 9
- Final Exams* ............................ December 10-13
- Mid-Year Recess begins (students) .. December 14
- Fall semester ends ......................... December 14

#### SPRING SEMESTER (2008)

- Classes begin ........................... January 12
- Observance of M. L. King Birthday  .. January 21
- Observance of Presidents’ Day ........ February 18
- Apply for May 2008 Graduation on or before .......................... February 29
- Last day for withdrawal without instructor’s signature .......................... February 29
- Spring Break ............................. March 10-16
- Last day withdrawal accepted from student with instructor’s signature ........ April 21
- Last day of regular classes .............. May 4
- Final Exams* .............................. May 5-8
- Commencement ............................ May 9
- Spring semester ends ...................... May 9
- Observance of Memorial Day .......... May 26

*See the appropriate semester schedule of classes.

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**PCXPRESS — May 12 through May 29, 2008**

**Summer School classes begin on June 2, 2008**

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Phoenix College Schedules are on the web at www.phoenixcollege.edu
HOW TO USE YOUR CATALOG

This catalog was developed for you.
It includes information about Phoenix College (PC) programs, courses, degree and certificate requirements, policies, procedures, resources, and student support services.

The focus of this catalog is on your success.
It provides you with the information to be a successful student. It is your responsibility to review the information and use your catalog.

We recommend that you use your catalog in the following ways.

- Use your catalog to help you with your plans to be a successful college student. Review the Academic Calendar, Graduation Requirements, and PC Programs. Prior to selecting your courses, make certain you have the time to meet the course requirements.

- Use your catalog to learn about courses, certificate and degree requirements. Knowing what the course is about and how it will fit into your program or academic goals is one of the main requirements for proper course selection. Course Descriptions begin on page 265. Whether your goal is to complete one course or an Associate Degree, Course Descriptions will provide valuable information. If you are working on completing an Associate Degree, you will need to become familiar with the General Education Degree Requirements. Degree information begins on page 80. Degree checksheets to help you keep track of your progress are available in the Advisement Center. If you are planning on completing a degree, or selecting courses prior to transferring to a four-year college or university, you will find information on the Transfer Process (pages 122-132) very helpful.

- Use your catalog to learn where and how to get things done. The catalog will help you locate resources and assist you in becoming familiar with college policies and procedures. Information is available about resources which can help you, such as Academic Advisement, Admissions and Records, Counseling and Career Services, Special Services, Financial Aid, the Learning Center, and the Library. The College Information section begins on page 8.

- Use your catalog to explore educational and career options available to you. The Counseling Department faculty will help you learn more about your interests, work skills, and personal goals.
Notes
College Information
PHOENIX COLLEGE

Information

ACADEMIC ADVISEMENT CENTER
(602.285.7110)
www.pc.maricopa.edu

The Academic Advisement Center is a central advising, referral and information unit to assist students in developing a course of study. The Center provides advising services to prospective, decided, and undeclared students who need assistance in program planning, course selection, and class scheduling. Appointments and walk-in times are available for students who would like to meet with an academic advisor.

Advisement is highly recommended for all students and required for students who are:

1. Receiving financial aid or veterans’ benefits.
2. Registering for EMT, FSC, LAS, and special permission classes

For more information on the Academic Advisement Center, visit:

For more information on the Advisement department’s Transfer Center, visit:

ACCIDENT INSURANCE (602.285.7231)
www.pc.maricopa.edu

All day and evening students who are enrolled in an approved credit and/or non-credit class, or who are engaged in school-sponsored, supervised, approved and calendared activities in a college of the District are covered by a school accident insurance policy with certain benefit limitations. The premium is included in student fees.

The school policy covers accidents occurring only while the eligible student is attending class during the hours when the college is in session, traveling for regular class sessions directly to or from home, and the college other than by motorized vehicle, or participating in or attending an activity exclusively sponsored, supervised, approved and calendared by the college. Details of coverage eligibility and of limited benefits are included in a brochure available in the Office of Student Life and Leadership.

In addition, an accident and sickness insurance plan is available for purchase. Brochures outlining the policy are available in the Office of Student Life and Leadership.

All injuries should be reported immediately to the Public 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.

ACHIEVING A COLLEGE EDUCATION (A.C.E.) (602.285.7391)
www.pc.maricopa.edu

The Phoenix College ACE Program is a 2+2+2 model program, where high school juniors and seniors take college courses on Saturdays during the Summer, Fall, and Spring semesters of their last two years of high school. This program enables high school students to earn up to 24 college credits while in high school. If you are a high school sophomore, you are eligible to apply for the Phoenix College ACE Program. Please contact the Phoenix College ACE Office.

ADMISSIONS AND RECORDS
(602.285.7502)
www.pc.maricopa.edu

The Admissions and Records Office is located in the Admissions and Records Building. This office provides information and services for the following: admissions, registration, athletic eligibility, enrollment verification, graduation, refunds, residency, schedule changes and transcripts. Additional information can be found on the PC Web site at: http://www.pc.maricopa.edu. Select Student Services and then select the Admissions and Records link.

A photo ID is required for all in-person transactions.

ADULT BASIC EDUCATION
(480.517.8030, 480.517.8110)

These classes are offered throughout Maricopa County and are free of charge. Books and materials are provided for in-class use. For more information about class locations and schedules, call the numbers above.

The ABE, ESOL, and GED/ASE programs are made possible through funding from the Arizona Department of Education/Division of Adult Education.

Adult Basic Education (ABE) - Classes, for persons 16 years of age or older who are not enrolled in public school classes, help the individual develop or improve basic skills in reading, writing, and math.

General Educational Development (GED) & Adult Secondary Education (ASE)

GED/ASE classes help students 18 years of age or older prepare to take the GED (High School Equivalency Diploma) test. Students prepare in the areas of reading, writing, math, social studies, and science. Students can also prepare to take the GED (High School Equivalency Diploma) test via an online class.

English for Speakers of Other Languages (ESOL) - Classes are designed for individuals who do not speak English as their first language, and range from beginning to advanced. Classes are for students 16 years of age or older who are not enrolled in public school classes, and who need to improve listening, speaking, reading, and written communication skills in the English language.
ALUMNI, DEVELOPMENT, AND SCHOLARSHIP RELATIONS, OFFICE OF / PHOENIX COLLEGE ALUMNI ASSOCIATION (PCAA) (602.285.7666 or 602.285.7337 or 602.285.7667) www.pc.maricopa.edu

The Office of Alumni, Development, and Scholarship Relations provides an array of support services including Alumni Relations, Development, and Scholarship Relations. The department is home to the Phoenix College Alumni Association (PCAA) and its affiliated groups, like the Half-Century Club, which celebrates alumni who graduated or attended the college fifty or more years ago, as well as all Alumni Chapters. The PCAA provides excellent opportunities throughout the year for alumni to maintain or rekindle ties to Phoenix College. Signature events include "Phoenix College History Makers," the Annual Alumni Hall of Fame Induction Dinner and Auction. Volunteers are the lifeblood of the PCAA; whether it is mentoring students, fundraising for scholarships, or serving on the board of directors, alumni are regularly sought for their involvement throughout the year. For more information, or to sign up to receive the free alumni newsletter, Bear Connection, please call the office or visit the PCAA Web site at www.pc.maricopa.edu/alumni.

The department also supports Development and Scholarship and Donor Relations for the college. To establish a scholarship, provide funding for program support, or for general information about giving opportunities, please call the office. Phoenix College collaborates with the Maricopa Colleges Foundation, a 501(c)(3) corporation, as determined and defined by the IRS, for the purposes of receiving charitable contributions designated for Phoenix College and its affiliated programs, departments, and organizations.

Students seeking scholarships are encouraged to visit the scholarship board located inside Hannelly Center on the main campus for a listing of current scholarships, or call or visit the department at the Osborn campus, Room OSE-106, for more information. Students may also access the downloadable Phoenix College Scholarship Booklet online at www.pc.maricopa.edu/scholarships.

ATHLETICS (602.285.7175) www.pc.maricopa.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, Men's and Women's Cross Country, Football, Men's and Women's Golf, Men's and Women's Soccer, Women's Fast Pitch Softball, Men's and Women's Track, and Women's Volleyball.

BOOKSTORE (602.285.7489) www.phoenix bkstr.com

Students are able to purchase all books and most supplies through the Bookstore located on campus. Texts may also be ordered online at www.phoenix bkstr.com. Note that the Bookstore policies listed below are subject to change without notice.

Payment
Students may use VISA, MasterCard, Discover, American Express, checks, and cash to make purchases. Imprinted personal checks from Arizona banks may be written for the amount of purchase with these criteria:
1. Name, address and telephone number are printed on the check.
2. Checks are made payable to the PC Bookstore
3. Two IDs are provided: a current driver’s license or Arizona ID and a second form of ID.

Refund Policy
Refunds are given to the Bookstore customer with sales receipts, consistent with the following:
1. Merchandise is accompanied by sales receipt.
2. Books are unmarked if purchased new.
3. Textbooks may be returned for full refund or exchange 2 weeks from and including the official start of the Fall and Spring semesters.
4. Summer Sessions - textbooks may be returned for full refund or exchange 7 days from the official start of classes.
5. All non-text items may be returned, in original condition, for full refund or exchange 10 days from the date of purchase.
6. Refund or exchanges will be subject to the discretion of store personnel.
7. No refund or exchanges will be made on shrinkwrapped textbooks which have been opened.
8. No refunds will be made for textbooks purchased during the last week of classes or during examination periods.

Buyback Policy
Cash is paid for used books throughout the year. Prices paid depend on future class use at Phoenix College and Bookstore inventory levels. Up to 50% is paid on all textbook editions which have been adopted for the next term (as long as the demand equals or exceeds the supply). NOTE: Picture ID is required to sell your books.

As an additional Bookstore service, non-adopted textbooks which are current editions will be purchased at the current market value based upon a national college textbook market guide. The Bookstore will buy back books at any time during the year whether they are used on this campus or not, based on market value. In the best interests of students, the Bookstore advises that textbooks be sold as soon after your last class as possible for maximum value.

CAREER SERVICES (602.285.7420)
www.pc.maricopa.edu
Are you looking for a career – or maybe you need some career planning direction? Are you exploring various career possibilities or researching a specific career? Whether at the end or the beginning of your college studies, if you are wondering where to start or what to do with what you have, Career Services may be able to help. Career Services is located on the main level of Hannelly Center, in Room HC-126.

Career Services provides resources to help you make informed career decisions and services to prepare you for a job search, including:
- Career interest assessments
- Current labor market information, including job descriptions, salaries, qualifications needed, and job outlooks
- Resume preparation information
- Interviewing techniques
- Job search strategies
- On- and off-campus job listings
- Computer lab for job search and career planning
- Career Fairs
- Virtual Career Center at http://www.pc.maricopa.edu/careercenter
- Maricopa Career Network, an on-line job listing service at http://www.maricopa.edu/careers

COUNSELING CENTER (602.285.7392)
www.pc.maricopa.edu
The Counseling Department is located on the upper level of the Hannelly Center. Its primary purpose is to support your aspirations. It offers unique instruction and individual counseling to meet your academic, career, and personal development needs.

Appointments are available for students who would like to meet with a counselor. Walk-ins are also welcome. Counselors can help in many ways, including:

Services
- Counseling to help with personal or academic issues that affect your success
- Career counseling to help choose a major, make a career decision, and create an educational plan
- Academic counseling to develop and improve study skills
- Classes to help you improve communication skills, cope with and manage stress better, build confidence and self-esteem, and learn about yourself and others.

Resources Available
- Career assessments and career information
- Information on community resources
- Study skills resources for time management; test taking strategies; stress management; coping with test anxiety; note taking; and much more.

Hours
Fall and Spring semesters:
Monday - Thursday: 8:00 a.m. - 7:00 p.m.
Friday: 8:00 a.m. - 4:00 p.m.
Summer semesters:
Monday - Thursday: 8:00 a.m. - 6:00 p.m.
Friday: Closed
CUSTOM TRAINING AND EDUCATION
(602.285.7603)
www.pc.maricopa.edu/cte/

The Custom Training and Education (CTE) Division of Phoenix College was created to coordinate and deliver quality workforce development programs to public and private sector businesses and their employees. CTE provides flexible and customizable training solutions, as well as continuing and professional education. A variety of courses, workshops, and seminars are offered, all of which can be held at the site of your choice. CTE’s support from Phoenix College means you get expert instruction from top-notch faculty – at a fraction of the cost of other training specialists. And because it’s the kind of knowledge and skills employees value, your company benefits from a motivated and empowered workforce.

A VARIETY OF SOLUTIONS:
• Leadership
• Management
• Communication
• Computer Applications
• Spanish and other Foreign Languages
• Cultural Workshops
• Customer Service
• On-line classes

TRAINING AND EDUCATION SERVICES:
• Needs Assessment
• Assessments of Basic Skills
• Credit and Non-Credit Solutions
• Unique Course Delivery Options
• Training Evaluations and Feedback Collections
• Educational Consultation
• ESL courses
• GED courses

DISABILITY RESOURCE CENTER (DRC)
(602.285.7477 Voice, 602.285.7709 TDD)
http://www.pc.maricopa.edu/drc

The Disability Resource Center provides student support services for registered students with a disability. To receive services, students must register with the Disability Resource Center and provide appropriate documentation supporting reasonable requested accommodations (please call or visit the website for any questions regarding documentation).

The staff in the Disability Resource Center 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, ASL interpreters, and adaptive technology. All services are determined on a case-by-case basis each semester.

DISCRIMINATION COMPLAINT
(602.285.7689)
www.maricopa.edu/legal/harassment/depstudent.htm

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

Complaints may be brought under this procedure for discrimination based on race, color, religion, national origin, sex (including pregnancy discrimination and sexual harassment), sexual orientation, age, Vietnam-era veteran status, and physical or mental disability.

Students who believe they are experiencing sexual harassment may utilize the Report process (as described below) in addition to the Informal and Formal Resolution processes.

All deadlines prescribed for Report, Informal Resolution and Formal Resolution processes may be extended by the Vice President of Student Affairs for good reason, such as (but not limited to) when classes are not in session or upon mutual agreement by the parties.

Information related to MCCCD’s Discrimination Complaint Procedure for Students is also available from the Office of General Counsel at 480-731-8876.

Informal Resolution of Discrimination Complaints
Before filing a formal complaint under this procedure, a student may attempt to resolve the problem through informal discussions with the person claimed to have engaged in discriminatory conduct and that person’s supervisor or department head. The student may choose to ask the Vice President of Student Affairs to assist in the informal resolution process. The Vice President of Student Affairs may designate an employee to provide such assistance. The Vice President of Student Affairs may modify or reject an informal resolution of a complaint of discriminatory conduct under this process if, in the judgment of the Vice President, the resolution that is proposed is not in the best interests of both the student and the institution. The Vice President shall take such action no later than fifteen (15) calendar days after receiving notice of the informal resolution.
Attempts to informally resolve alleged discrimination should occur within ninety (90) calendar days of the most recent alleged discriminatory act. For complaints dealing with alleged discrimination beyond the 90-day timeframe, a student must submit a written complaint under the formal resolution procedure of this policy.

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

**Formal Resolution of Discrimination Complaints**

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

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

The complaint must identify the action, decision, conduct, or other basis that constituted an alleged act or practice of unlawful or MCCCD-prohibited discrimination. The complaint must also allege that the action, decision, or occurrence was taken or based on the complainant’s race, color, religion, sex, sexual orientation, national origin, citizenship, age disability, Vietnam-era veteran status, or any other unlawful discriminatory grounds.

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

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

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

After accepting a complaint, the Vice President of Student Affairs will designate a complaint investigator to conduct a fact-finding investigation, which will include, at a minimum, a review of written evidence (including the complaint and response), and interviews with appropriate employees and students. The Vice President of Student Affairs may serve as complaint investigator. Within ninety (90) calendar days following receipt of the complaint, the complaint investigator shall deliver to the Vice President of Student Affairs the investigator’s written findings and the results of the investigation, including summaries of all interviews and all documents received as part of the investigation. Within ten (10) working days following receipt of the results of the investigation from the complaint investigator, the Vice President of Student Affairs will submit to the President or Provost the investigator’s written findings and the Vice President’s recommendations as to the disposition of the complaint.

The president or provost will accept, reject, or modify the recommendations and will provide a written notification of his or her action to the complainant and respondent within fifteen (15) calendar days of receiving the written findings and recommendations from the Vice President of Student Affairs. When the investigation confirms the allegations, appropriate corrective action will be taken. Evidence which is collateral to the allegations of discrimination and/or sexual harassment which was obtained during an investigation may be used in subsequent grievance or disciplinary procedures.

**MCCCD Administrative Review Process:**

**Request for Reconsideration**

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

**Maintenance of Documentation**

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

**Right to Assistance**

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

**Confidentiality of Proceedings**

Every effort will be made by the college and MCCCD 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 MCCCD’s legal obligation to investigate and resolve issues of discrimination.
Retaliation Prohibited
Retaliation against a person who has filed a complaint or against any witness questioned during an investigation is strictly prohibited. Any retaliatory action by instructors, supervisors, managers, academic professionals, administrators, or other employees who have the authority to take adverse action against a complainant or witness is prohibited and may be grounds for disciplinary action.

False Statements Prohibited
Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge will be subject to appropriate discipline.

Filing a Report of Sexual Harassment
A student who believes that he or she is, or has been, the victim of sexual harassment as prohibited by MCCC policy may Report (either orally or in writing) the harassment to the Vice President of Student Affairs at each college or center. The Report should be made within 180 calendar days of the most recent alleged incident of sexual harassment.

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

External Filing of Discrimination Complaint
MCCC encourages students to use the MCCC 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

DRESS CODE
(602.285.7689)
www.pc.maricopa.edu

Students are expected to dress appropriately and in good taste at all times while on campus, in the classroom, or in the Student Center. Students are required to wear some type of shirt in addition to other normal apparel. State Health Department laws and college policy require that all students wear shoes. 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.

FAMILY CARE AND HEAD START CENTER
(602.285.7291)
www.pc.maricopa.edu

The Phoenix College Family Care and Head Start Center offers quality early childhood programs for children 2 to 5 years of age. Parents must be currently enrolled in a minimum of 3 credits at Phoenix College. A minimum daily attendance of 3 hours is required. The Head Start class meets Monday through Friday, 8:00 a.m. to 12:00 p.m.

The center is accredited by the National Academy of Early Childhood Programs, licensed by the Arizona Department of Health Services, and accepts child care assistance from the Department of Economic Security.

Please call the above number for further information and registration dates.

Hours
Fall and Spring semesters:
Monday - Friday: For hours, call the telephone number listed above.

Summer semesters:
Closed.

FINANCIAL AID  (602.285.7410)
www.pc.maricopa.edu

Philosophy
The role of the Financial Aid Office is to assist students in obtaining resources to help pay education costs. The basic philosophy is that you, your parents, and/or spouse are primarily responsible for providing for your postsecondary education expenses.

General Information
Financial aid is intended to help pay for tuition/fees, books and supplies, room and board, transportation, miscellaneous, and other education-related expenses for the student. Federal, State, and local agencies provide for and regulate the awarding and distribution of funds. The Financial Aid Office is located in the Hannelly Center. Please call for additional information.
Hours
Fall and Spring semesters:
  Monday - Thursday: 7:30 a.m. - 7:00 p.m.
  Friday: 7:30 a.m. - 3:00 p.m.

Summer semesters:
  Hours may vary.

The four basic types of aid are grants, scholarships, loans and employment. To apply for Federal grants, loans and employment, students must complete and submit the Free Application for Federal Student Aid or the Renewal Application to the federal processor for each academic year. As funds are limited, the application should be submitted in January or February for the coming academic year. Students who apply later will be considered for any available funds. Contact the Financial Aid Office for application forms and further information.

Eligibility Requirements
To be considered to receive federal financial aid funds, students must have a high school diploma, G.E.D. certificate, or pass a test approved by the U.S. Department of Education; 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 - an entitlement program for needy students. The amount awarded is based on the determination of eligibility, the cost of education at the institution attended, and a payment schedule issued by the U.S. Office of Education.
  Federal Supplemental Educational Opportunity Grant - for students with exceptional need (those with the lowest expected family contribution) will be considered priority to be awarded. Funding is limited.
  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.

Scholarships
Funds are made available by Phoenix College or outside sources and are not required to be repaid. These awards may be based on financial need, grade point average, athletic performance, program of study or any other criteria. Current scholarship application criteria and deadline information is posted on the scholarship board located at the north end of the Hannelly Center. Announcements on the board change as scholarships become available, so it is best to check the board regularly.

Employment
  Federal Work Study - provides jobs for students with financial need to work when not in class, and earn money to help pay education expenses. Pay is biweekly, and based on the hours actually worked. The program also includes community service work positions. Funding is limited.

  Budget Employment - similar to the Federal Work Study program in that it provides the opportunity for students to work and earn money to help pay education expenses. It is, however, NOT based on financial need. Information may be obtained from the Phoenix College Job Placement office.

Loans
  Federal Perkins Loan - a low-interest loan for students with exceptional financial need. The school is the lender and the loan is made with government funds. Repayment begins after the student is no longer enrolled in 6 credit hours. Funding is limited.
  Federal Stafford 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 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.

  Short Term Loans - The Financial Aid Office does NOT have funds available to make short term loans.
INFORMATION CENTER (602.285.7800) 
www.pc.maricopa.edu

The Information Center is located in the lobby area of Admissions and Records. The primary purpose is to assist students and the public with information regarding campus events, programs, and enrollment.

Services
- Provide students with basic information and instructions to facilitate the registration process.
- Provide information on most upcoming events.
- Provide assistance to Spanish-speaking individuals.
- Notary Service.
- Mail catalogs and schedules to students upon request.

Materials
- ASSET/CELSA Test Schedules
- Brochures and flyers from academic and student services departments
- Final Exam Schedules
- PC Catalogs
- PC Class Schedules
- Student Information & Registration Forms

Hours
Fall and Spring semesters:
  Monday-Thursday: 7:30 a.m. to 7:00 p.m.
  Friday: 8:00 a.m. to 4:30 p.m.
Summer semesters:
  Monday-Thursday: 7:30 a.m. to 7:00 p.m.
  Friday: Closed

LEARNING CENTER (LC Building) 
(602.285.7486) 
www.pc.maricopa.edu/lc

The Learning Center provides learning coaching, tutoring, and other support services for all PC students to help develop learning skills essential for success in college. Our goal is to provide a friendly environment where students can work with Learning Coaches, meet with classmates, and attend workshops while strengthening the skills and behaviors they will use throughout a lifetime of learning.

To meet with a Learning Coach or tutor, a student must be enrolled at Phoenix College and have a PC Cub Card. Please stop by or call and ask about our coaching hours, resources, workshops, software, and ESL Conversation Circles. Tutoring is available for many PC courses and Learning Coaches are available for any class offered at Phoenix College. There are many resources available in the Learning Center for improving your study strategies, time management skills, and English listening/speaking/writing skills.

All of our services are FREE.

Hours
Fall and Spring semesters:
  Monday-Thursday: 8:00 a.m. to 7:00 p.m.
  Friday: 8:00 a.m. to 4:30 p.m.
Summer semesters:
  Hours will be posted.

INTERNATIONAL STUDENT CENTER 
(602.285.7424) 
www.pc.maricopa.edu

The International Student Center, located in HC-2, provides services to students from diverse countries, cultures, and languages. The staff of the International Student Center 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
- TOEFL information

Hours
Fall and Spring semesters:
  Monday-Thursday: 7:30 a.m.-6:00 p.m.
  Friday: 8:00 a.m.-4:30 p.m.

Summer semesters:
  Monday-Thursday: 7:30 a.m.-6:00 p.m.

LEARNING COMMUNITIES 
(602.285.7110) 
www.pc.maricopa.edu

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 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 the Academic Advisement Center.

LIBRARY (602.285.7600) 
www.pc.maricopa.edu

The Phoenix College Library supports the instructional program of the college. It provides reference services to all students by assisting them in research for term papers and other class assignments. Library faculty also perform information literacy instruction sessions upon instructor request. These sessions can be geared specifically toward student research projects or can consist of a basic library orientation and/or tour. One-on-one student appointments for research assistance with a librarian can also be scheduled.
The Library provides access to information in many formats – books, periodicals, newspapers, videos and DVDs, and on-line databases – as well as instruction on the use of these resources. Books and some audiovisual materials may also be borrowed for checkout through the PC Library. Copy machines and printers are available for self-service copying and printing. The Library homepage is the gateway to information about the services provided and the materials available. The address is: http://www.pc.maricopa.edu/library

To access available magazine and newspaper databases from home, it is necessary to have a current Library card. The Student Identification Card, validated for the current term, serves as the library card when the proper barcode label has been applied. It must be updated once each semester at the Circulation Desk.

No food or drink may be brought into the library, nor may tobacco be used within the building.

**Hours**

Fall and Spring semesters:
- Monday - Thursday: 7:30 a.m. - 10:00 p.m.
- Friday: 7:30 a.m. - 4:30 p.m.
- Saturday: 9:00 a.m. - 5:00 p.m.

Summer semesters:
- Hours will be posted.

**Library contact numbers:**
- Circulation 602.285.7473
- Computer Commons 602.285.7285
- Reference 602.285.7470
- Secretary 602.285.7457

**LIFELONG LEARNING PROGRAM**

(602.285.7191)

Formerly Senior Adult

www.pc.maricopa.edu/ete/lifelong.htm

The Lifelong Learning Program was established to provide programs and services of particular interest or benefit to the mature adult on campus and in the community. All activities are open to anyone interested, regardless of age.

Lectures, workshops, and non-credit classes of varying length and one-time special events are sponsored by the program utilizing the talents and skills of faculty, students, community professionals and retired persons. Other features of the program include informal discussions, with emphasis on sharing experiences and friendships. Programs are available in the community as well as on campus. A Lifelong Learning Advisory Committee of interested faculty, students and community members guides the program.

**MATH + SCIENCE CENTER**

(602.285.7907)

www.pc.maricopa.edu/msc

The Math + Science Center, located on the upper level of Fannin Library, provides free support to help in the development of academic skills essential to successful learning. Resources, workshops, special events, and learning support services are customized for math, science, and healthcare curricula. Additionally, it is the aim of the Center to maintain a friendly, supportive, and non-threatening learning environment. To receive assistance from a Learning Coach or a tutor, a student must be enrolled at Phoenix College in the math, science, or health care class for which the service is requested and own a Cub Card. The Center is open Monday through Saturday. Current hours of operation, up-to-date tutoring schedules, and a complete inventory of resources are available at: http://www.pc.maricopa.edu/msc

**Math.Zone (602.285.7151)**

www.pc.maricopa.edu

The Math.Zone, located in the Liberal Arts building (Room A-232, 2nd floor of the “A” Building) provides mathematics assistance to ALL Phoenix College students. In the Math.Zone, you will have access to five computers with math software, and free tutoring. In addition, we can help you prepare for the Mathematics Course Placement Test by visiting the following Web site:

http://www.pc.maricopa.edu/ Mathematics

Click on “ASSET Test Practice,” and select the Beginning Algebra, Intermediate Algebra, or College Algebra practice tests. We also suggest you consult with an academic advisor.

**What test should I take?** Be sure to study before taking the Placement Test. Here are some general suggestions you may wish to follow. If you have never taken an algebra course, you are encouraged to take the Numerical Skills test; sorry, no practice test is available – please visit us in the Math.Zone. If you have recently completed one or two years of high school algebra, begin by taking the Elementary Algebra test. If you have recently completed 3-4 years of high school algebra, begin by taking the Intermediate Algebra test. If you have recently completed high school calculus, begin with the College Algebra test.

**Hours**

Fall and Spring semesters:
- Monday - Thursday: 8:00 a.m. - 8:00 p.m.
- Friday: 8:00 a.m. - 4:00 p.m.

Summer semesters:
- Hours will be posted.
MEDIA SERVICES  (602.285.7479)
www.pc.maricopa.edu

The Media Services department’s primary responsibility is the support of classroom instruction. This is performed in a variety of ways, the most common is setting up and instructing faculty on the use of technology equipment available for classroom instruction (i.e., data projection and laptop computer for PowerPoint or other presentation software applications).

The media department is also a resource tool for technology equipment selection, demonstration, acquisition, and installation for classroom instruction. A wide range of services are provided to faculty, staff, and the community. For detailed information, please visit our website at:

http://www.pc.maricopa.edu/departments/media/index.html

Public address systems are available for student clubs and organizations through the Student Life and Leadership Office for on-campus use. For assistance with other audio-visual needs, please ask your club advisor to contact the Media Office. Equipment for student groups is available on an “as available” basis. A completed facility request form must be submitted to the Facilities Office by the faculty advisor and approved by the Student Life and Leadership Office.

OFFICE HOURS AT PHOENIX COLLEGE
www.pc.maricopa.edu

Service hours vary per department. Contact offices for specific hours of service. Full-time faculty maintain office hours. Contact instructional departments for faculty schedules. All contact telephone numbers are in the 602 area code. See pages 134-136.

PUBLIC SAFETY  (602.285.7911)
www.pc.maricopa.edu

Report theft, accident, injury or any suspicious activity occurring on the Phoenix College campus to the Public Safety Office. Vehicle parking decals (see following item #1) are required and are available at all times. There is no fee for parking decals.

Lost and Found
Articles found on the campus and left with Lost and Found will be held at least 90 days, during which time they may be claimed by the owner. You may stop by or call Public Safety.

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 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. Student parking stickers will be required. Cars will be identified by license plate number. All faculty and staff members are required to register their vehicles and obtain a proper decal. Decals can be obtained in the Public Safety Office. Any vehicle parked in a faculty or staff space without a decal will 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. Public safety 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.

5. 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, poles, etc. will be impounded by public safety personnel and a citation will be issued.

6. Any car parked in such a manner as to obstruct traffic will be subject to removal by public safety and driver will be cited.

7. Public safety 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.

8. 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 ON PAGE 41.
Please note the following cautions:
1. Vehicles parked in handicapped spaces are required to have Arizona Handicapped plates or the handicap placard. Vehicles without a valid permit will receive a $50.00 penalty and will be subject to towing, at the owner’s expense.
2. All penalties not paid within fifteen working days will be doubled.
3. All accidents are to be immediately reported to the Public Safety Office.
4. Vehicles parked in violation of parking regulations will be towed away at the owner’s expense.
5. Abandoned vehicles will be towed away after 72 hours.

REACH/TRiO (602.285.7741)
www.pc.maricopa.edu

The REACH program at Phoenix College is a federally funded TRiO program designed to assist first generation low-income students, and/or students with disabilities. REACH students have a goal of graduating from Phoenix College and transferring to a four-year institution. REACH provides individual tutoring, scholarship information, skill-building workshops, financial aid resources, college and university tours, college transfer assistance, and cultural activities. If you are a United States citizen or permanent resident and eligible for federal financial aid, please contact the REACH office at 602.285.7741, or by e-mail, amy.torgerson@pcmail.maricopa.edu, for more information.

STUDENT ID CARDS (602.285.7231)
www.pc.maricopa.edu

All students are required to have the Phoenix College Cub Card, the college’s student photo identification card. Cards can be obtained in the Office of Student Life and Leadership, located in lower level of the Hannelly Center. To obtain an identification card, individuals must be enrolled in the current semester, and present either a photo ID from a government agency or another form of identification as proof of identity. Cardholders are responsible for picking up cards in person. The first card is free; replacement cards are $5.00, and must be paid for at the Cashier’s Office. Cards are valid for three years, and do not need to be updated each semester.

STUDENT LIFE AND LEADERSHIP (602.285.7231)
www.pc.maricopa.edu/studentlife

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, cultural events, and other special events. Students interested in becoming part of any Phoenix College activity may inquire at the Office of Student Life and Leadership, located in the lower level of Hannelly Center.

Hours
Fall and Spring semesters:
Monday-Thursday: 7:30 a.m.-7:00 p.m.
Friday: 7:30 a.m.-4:00 p.m.

Summer semesters and holiday hours:
May vary.

TESTING SERVICES (602.285.7844)
www.pc.maricopa.edu

The Testing Center, located in the Learning Center building, is open Monday-Thursday, 7:30 a.m.-7:00 p.m., and on Friday, 7:30 a.m.-4:30 p.m. The Center is closed on Fridays in the Summer. Instructor-based makeup tests, course placement tests, and numerous other tests are offered during normal business hours. General Education Diploma (GED) tests are offered Monday - Thursday from 1:00 - 5:00 p.m. For additional testing information, please call 602.285.7844, or, by e-mail, contact pctestcenter@pcmail.maricopa.edu.

TITLE V (602.285.7871)
www.pc.maricopa.edu

In Fall 2000, Phoenix College joined more than 100 colleges and universities nationwide when it was named a Hispanic-Serving Institution and received Title V funding in the form of a capacity building grant. The funding is designed to strengthen existing college systems in order to better serve underrepresented minorities and low-income students. For more information, please contact Mary Graci, Director, Grants Development and Management, at (602) 285-7134.
TRANSCRIPTS (602.285.7502)  
www.pc.maricopa.edu

Transcripts are issued upon written request. Official transcripts will not be issued for students who have outstanding debts to any of the Maricopa Community Colleges. Students may also request transcripts via the Web at http://www.phoenixcollege.edu. Select “Get Grades” to link to the online services. E-mail inquiries may be sent to: dl-pc-info@pcmail.maricopa.edu.

For an evaluation of transcripts from other colleges, students must:

1. Request an official transcript from the previous school(s) attended to be mailed, not faxed, directly to Phoenix College, Admissions and Records.
2. Contact the Admissions Office at Phoenix College to verify receipt of the transcript, to request that it be evaluated, and that the results be sent to the student. [The evaluation process will take approximately three weeks.]
3. Contact an advisor for a review of the evaluation and degree requirements.
4. Please contact the Admissions and Records Office if the transcript to be evaluated is from a foreign institution.

VETERANS INFORMATION (602.285.7504)  
www.pc.maricopa.edu

The Veterans Service Office is located in the Admissions and Records Building and offers all veterans assistance with educational benefits, registration and transcript information, tutorial assistance, referral for personal, career and academic counseling and other miscellaneous veterans information.

The Phoenix College Veteran’s Services Office has been approved to certify eligible veterans for educational benefits. The following information is provided to assist the student in understanding Department of Veteran’s Affairs certification requirements.

The student must notify the VA 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 Veteran’s 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 eight to ten weeks to receive your first educational benefit check. Veterans wishing to receive advance pay should apply with the Veteran’s Services Office at least 45 days prior to the first day of classes.  
**Continuing students are not eligible for advanced pay.** Tuition deferments may be available for veterans/dependents using educational benefits.

The VA will pay for courses that do not meet for the entire semester (short-term courses), but funding is only for the duration of the class. The payment of benefits may change as short term courses begin or end. Any questions regarding short term courses should be referred to the Veteran’s Services Office.

Every veteran is responsible for notifying the Veteran’s Services Office of any change in his/her schedule during the drop/add period and throughout the semester in order to ensure appropriate funding based on the student’s enrollment.

VA regulations state that veterans who drop classes after the drop/add period may be liable for overpayment back to the beginning of the semester. Veterans who receive a grade of “Z” (no credit), “W” (withdrawal), or “Y” (withdrawal failing) may be responsible for repayment of funds.

VA regulations require the college to have official copies of transcripts from every college/university attended if the veteran is applying for educational benefits. All transcripts must be requested by the student and should be sent directly to the Admissions and Records Office at Phoenix College.

PC BASICS  
phoenixcollege.edu/pcbasics

Seek and act on opportunities for creative improvement.  
Celebrate our historical and cultural legacy while building our future.

Listen, connect, and provide real-time solutions. Be accessible.  
Be your best self.

Find joy in what you do and be 100% present.  
Own the moment and pursue to the optimal conclusion.

Create a WOW experience; good enough is not enough.  
Listen, lead and guide the student and each other.

Treat each other and our students with value and dignity.  
Each person contributes to a safe and successful learning environment through support of the college mission.
### IMPORTANT NUMBERS

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<thead>
<tr>
<th>SERVICE</th>
<th>CONTACT</th>
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<tr>
<td>Academic Advisement Center</td>
<td>(602) 285-7110&lt;br&gt;www.pc.maricopa.edu</td>
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<tr>
<td>Accident Insurance</td>
<td>(602) 285-7231&lt;br&gt;www.pc.maricopa.edu</td>
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<tr>
<td>Achieving a College Education (A.C.E.)</td>
<td>(602) 285-7391&lt;br&gt;www.pc.maricopa.edu</td>
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<tr>
<td>Admissions and Records</td>
<td>(602) 285-7502&lt;br&gt;www.pc.maricopa.edu</td>
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<tr>
<td>Adult Basic Education</td>
<td>(480) 517-8030, (480) 517-8110</td>
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<tr>
<td>Office of Alumni, Development, and Scholarship</td>
<td>(602) 285-7666 or (602) 285-7337 or (602) 285-7667&lt;br&gt;www.pc.maricopa.edu</td>
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<tr>
<td>Athletics</td>
<td>(602) 285-7175&lt;br&gt;www.pc.maricopa.edu</td>
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<tr>
<td>Bookstore</td>
<td>(602) 285-7489&lt;br&gt;www.phoenix.bkstr.com</td>
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<td>Career Services</td>
<td>(602) 285-7420&lt;br&gt;www.pc.maricopa.edu</td>
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<td>Counseling Center</td>
<td>(602) 285-7392&lt;br&gt;www.pc.maricopa.edu</td>
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<td>Custom Training and Education (CTE)</td>
<td>(602) 285-7603&lt;br&gt;www.pc.maricopa.edu</td>
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<td>Disability Resource Center</td>
<td>(602) 285-7477 (Voice); (602) 285-7709 (TDD);&lt;br&gt;www.pc.maricopa.edu/drc</td>
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<td>Discrimination Complaint</td>
<td>(602) 285-7689&lt;br&gt;www.maricopa.edu/legal/harassment/dcpstudent.htm</td>
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<td>(602) 285-7689&lt;br&gt;www.pc.maricopa.edu</td>
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<td>Family Care and Head Start Center</td>
<td>(602) 285-7291&lt;br&gt;www.pc.maricopa.edu</td>
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<td>Financial Aid</td>
<td>(602) 285-7410&lt;br&gt;www.pc.maricopa.edu</td>
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<td>Information Center</td>
<td>(602) 285-7800&lt;br&gt;www.pc.maricopa.edu</td>
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<td>International Student Center</td>
<td>(602) 285-7424</td>
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<td><a href="http://www.pc.maricopa.edu">www.pc.maricopa.edu</a></td>
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<td>Learning Center (LC)</td>
<td>(602) 285-7486</td>
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<td>Learning Communities</td>
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<td>Library</td>
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<td>(602) 285-7191</td>
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<td>Math + Science Center</td>
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<td><a href="http://www.pc.maricopa.edu/msc">www.pc.maricopa.edu/msc</a></td>
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<td>Math Zone</td>
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<td><a href="http://www.pc.maricopa.edu">www.pc.maricopa.edu</a></td>
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<td>Media Services</td>
<td>(602) 285-7479</td>
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<td><a href="http://www.pc.maricopa.edu">www.pc.maricopa.edu</a></td>
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<td>Public Safety</td>
<td>(602) 285-7911</td>
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<td><a href="http://www.pc.maricopa.edu">www.pc.maricopa.edu</a></td>
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<td>REACH/TRiO</td>
<td>(602) 285-7741</td>
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<td><a href="mailto:amy.torgerson@pc.maricopa.edu">amy.torgerson@pc.maricopa.edu</a></td>
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<tr>
<td>Student ID Cards</td>
<td>(602) 285-7231</td>
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<td><a href="http://www.pc.maricopa.edu">www.pc.maricopa.edu</a></td>
</tr>
<tr>
<td>Student Life and Leadership</td>
<td>(602) 285-7231</td>
</tr>
<tr>
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<td><a href="http://www.pc.maricopa.edu/studentlife">www.pc.maricopa.edu/studentlife</a></td>
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<tr>
<td>Testing Services</td>
<td>(602) 285-7844</td>
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<td><a href="mailto:pctestingcenter@pc.maricopa.edu">pctestingcenter@pc.maricopa.edu</a></td>
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<tr>
<td>Title V</td>
<td>(602) 285-7271</td>
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<td><a href="http://www.pc.maricopa.edu">www.pc.maricopa.edu</a></td>
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<tr>
<td>Transcripts</td>
<td>(602) 285-7502</td>
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<td><a href="http://www.pc.maricopa.edu">www.pc.maricopa.edu</a></td>
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<tr>
<td>Transfer Center</td>
<td>(602) 285-7110</td>
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<td><a href="http://www.pc.maricopa.edu">www.pc.maricopa.edu</a></td>
</tr>
<tr>
<td>Veterans Information</td>
<td>(602) 285-7504</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.pc.maricopa.edu">www.pc.maricopa.edu</a></td>
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</tbody>
</table>
Maricopa County
Community College District

The following are a portion of the Administrative Regulations used in managing the day-to-day operations of the Maricopa County Community College District (MCCCD) and are subject to change. Administrative Regulations are amended, adopted or deleted as necessary and are subject to a formal approval process. Administrative Regulations are referenced as ‘AR’ followed by a regulation number, which corresponds with the regulations on the MCCCD web site:

http://www.dist.maricopa.edu/gvpolicy/adminregs/adminregs_toc.htm

Some regulations include reference to Arizona Revised Statutes from the State of Arizona and are noted as “A.R.S.” followed by a reference number.

General Statement (AR 2.4.1)
The Maricopa Community Colleges are dedicated to providing a healthy, comfortable and educationally productive environment for students, employees and visitors.

Nondiscrimination Policy (AR 2.4.2)
It is the policy of the Maricopa Community Colleges (consisting of Chandler-Gilbert Community College, the District Office, Estrella Mountain Community College, Gateway Community College, Glendale Community College, Maricopa Skill Center, Southwest Skill Center, Mesa Community College, Paradise Valley Community College, Phoenix College, Rio Salado College, Scottsdale Community College, and South Mountain Community College) to promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Additionally, it is the policy of the Maricopa Community Colleges to provide an environment for each job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual’s race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status.

This nondiscrimination policy covers all aspects of the employment relationship and admission to, access to, and treatment of students in the Maricopa Community Colleges’ programs and activities including vocational education. This policy also prohibits discrimination on the basis of sexual orientation in the admission and treatment of students in the Maricopa Community Colleges’ programs and activities and in the hiring, treatment, promotion, evaluation, and termination of employees.

Equal Opportunity Statement (AR 2.4.3)
It is the policy of the Maricopa Community Colleges to promote equal employment opportunities through a positive continuing program. This means that Maricopa will not discriminate, nor tolerate discrimination, against any applicant or employee because of race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status.

Additionally, it is the policy of the Maricopa Community Colleges to provide an environment for each job applicant and employee that is free from sexual harassment, as well as harassment and intimidation on account of an individual’s race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status.

AFFIRMATIVE ACTION STATEMENTS

Affirmative Action Policy Statement for Individuals with Disabilities
In conformance with the provisions of Section 503 of the Rehabilitation Act of 1973, as amended, and the implementing regulations, 41 CFR 60-741.5 (a), as amended, Maricopa Community College District will not discriminate, or tolerate discrimination, against any applicant or employee because of physical or mental disability in regard to any position for which the known applicant or employee is qualified. Maricopa agrees to take affirmative action to employ, advance in employment and otherwise treat known qualified individuals with disabilities without regard to their physical or mental disability in all human resources section and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. Maricopa will also continue to administer these practices without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Additionally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

Affirmative Action Policy Statement for Other Eligible Veterans, Special Disabled Veterans, and Vietnam Era Veterans
In conformance with the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998, and the implementing regulations, 41 CFR 60-250(k), Maricopa Community College District will not discriminate, or tolerate discrimination, against any applicant or employee because he or she is a special disabled veteran or Vietnam era veteran in regard to any position for which the known applicant or employee is qualified. Maricopa agrees to take affirmative action to employ, advance in employment, and otherwise treat known qualified special disabled veterans and Vietnam era veterans without discrimination based upon their disability or veteran status in all human resources section and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. Maricopa will continue to administer these practices without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or veteran status. Additionally, Maricopa agrees to post all suitable job openings at the local office of the State employment service where the job opening occurs. This includes full-time, temporary greater than 3 days’ duration, and part-time employment. Finally, all applicants, employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.
Notice of Americans with Disabilities Act (ADA)/Section 504 of the Rehabilitation Act/Title IX Coordinator

Mr. Jesse De Anda, Vice President of Student Affairs, ADA/504/Title IX Coordinator Phoenix College, 1202 West Thomas Road, Phoenix, AZ 85013, 602.285.7228. Under the ADA and Section 504, the District and its colleges recognize the obligation to provide overall program accessibility throughout its locations for persons with disabilities. The designated ADA/504/Title IX Coordinator at each college will provide information as to the existence and location of services, activities and facilities that are accessible to and usable by persons with disabilities. Requests for accommodation should be addressed to the coordinator. Likewise, under Title IX, there is an obligation to provide services and program accessibility in a gender-neutral manner.

Students with disabilities may request catalog information in an alternative format from the college ADA/504 Coordinator.

Póliza de No Discriminación

Es la póliiz de los Colegios Comunitarios del Condado de Maricopa (The Maricopa Community Colleges) que consisten del Centro de Apoyo del Distrito, los colegios comunitarios de Chandler-Gilbert, Estrella Mountain, Gateway, Glendale, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, South Mountain y el Centro de Capacitación de Maricopa, proveer igualdad en las oportunidades de empleo mediante un programa continuo positivo. Esto significa que Maricopa no discriminará o tolerará discriminación en contra de ningún aplicante o empleado debido a su raza, color, religión, sexo, orientación sexual, nacionalidad, edad, incapacidad o por ser veterano incapacitado. Así mismo, es la póliiz de los Colegios Comunitarios proveer para cada aplicante y empleado un ambiente libre de acoso sexual como también de acoso intimidación referente a raza, color, religión, sexo, orientación sexual, nacionalidad, edad o estado de veterano de cualquier individuo.

Esta póliiz de no discriminación cubre todos los aspectos de contratación del empleado, ingreso, acceso a, y tratamiento de alumnos en los Colegios Comunitarios de Maricopa los cuáles incluyen también programas de educación vocacional. Esta póliiz también prohíbe discriminación en base de orientación sexual en la admisión y tratamiento de estudiantes, en sus programas y actividades y en la contratación, tratamiento, promoción/ascensos, evaluación y despido de empleados.

Declaración de Igualdad de Oportunidad

Es la póliiz de los Colegios Comunitarios del Condado de Maricopa proveer igualdad en las oportunidades de empleo mediante un programa continuo positivo. Esto significa que Maricopa no discriminará o tolerará discriminación en contra de ningún aplicante o empleado debido a su raza, color, religión, sexo, orientación sexual, nacionalidad, edad, incapacidad o por ser veterano incapacitado. Agregando, es la póliiz de los Colegios Comunitarios proveer para cada aplicante y empleado un ambiente libre de acoso sexual como también de acoso e intimidación referente a la raza, color, religión, sexo, orientación sexual, nacionalidad, edad y condición de veterano de cualquier individuo.

DECLARACIÓN DE ACCIÓN AFIRMATIVA

Póliza y Declaración de Acción Afirmativa para Individuos con Incapacidades

De acuerdo a lo que provee la Sección 503 de la Ley de Rehabilitación de 1973, como enmienda, y las leyes de implementación, 41 CFR 60-741.5 (a), declara que el Distrito de Colegios Comunitarios de Maricopa no discriminarán o tolerarán discriminación en contra ningún aplicante o empleado debido a su desabilidad/incapacitación física o mental referente a cualquier posición para la cual el aplicante o empleado ha calificado. Maricopa promete tomar acción afirmativa para emplear, dar ascenso en empleo y tratar a dichos individuos con incapacidades sin hacer incapice en sus incapacidades físicas o mentales en la selección de recursos humanos y practicas decisivas como son las siguientes: anuncios, beneficios, compensación, disciplina (incluyendo período de prueba, suspensión, y/o terminación de empleo por causa de paro forzoso), facilidades para empleados, evaluación de trabajo, recrutamiento, programas sociales/recreacionales y entrenamiento. Maricopa continuará llevando a cabo éstas practicas de no descriminar por razones de raza, color, religión, sexo, orientación sexual, nacionalidad, edad, incapacidad o estado de veterano. Así mismo, todo los aplicantes y empleados están protegidos en contra de coacción, intimidación, interferencia o descriminación por quejas o por ayudar en una investigación cubierta bajo éste Acto.

Declaración de Póliza de Acción Afirmativa para Otros Veteranos Elegibles, Veteranos con Incapacitación Especial y Veteranos de la Era Vietnamita

Conforme a la ley de Reajuste y Asistencia para los Veteranos de la Era Vietnamita de 1974, acta de Oportunidades de Empleo para Veteranos de 1998 y reglamentos de implementación, 41 CFR 60-250(k), el Distrito de Colegios Comunitarios del Condado de Maricopa no discriminará ni tolerará descrimnación en contra de ningún aplicante o empleado veterano o veterano de la Era Vietnamita con desabilidad/incapacitación especial referente a cualquier posición la cual dicho aplicante o empleado califique. Maricopa promete aplicar acción afirmativa para emplear, ascender en empleo y tratar a dichos veteranos incapacitados y de la Era Vietnamita que califiquen sin descriminar base a su desabilidad/incapacitación o condición de veterano en todas las áreas de recursos humanos y decisiones como son las siguientes: anuncios, beneficios, compensación, disciplina (incluyendo período de prueba, suspensión, y/o despido por causa o paro forzoso), facilidades para empleados, evaluación de trabajo, recrutamiento, programas sociales/recreacionales y entrenamiento. Maricopa continuará llevando a cabo estas prácticas sin descriminar por razones de raza, color, religión, sexo, orientación sexual, nacionalidad, edad, incapacidad o condición de veterano. Maricopa promete anunciar todas las oportunidades de empleo disponibles en la oficina local del servicio de empleo del Estado donde el empleo esté disponible. Esto incluye empleo de tiempo completo, temporal de más de tres días de duración y empleo de tiempo medio. Finalmente, todos los aplicantes y empleados están protegidos en contra de coacción, intimidación, interferencia o descriminación por quejas o por ayudar en una investigación cubierta sobre este Acto.
MCCCD Common Policies

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

Sr. Jesse De Anda, Vice President of Student Affairs, ADA/504/Coordinador del Título IX, Phoenix College, 1202 West Thomas Road, Phoenix, AZ 85013, 602.285.7228. De acuerdo a ADA y a la sección 504, el distrito y sus colegios reconocen la obligación de proveer acceso a programas en todas sus localidades a personas incapacitadas. El coordinador designado de ADA/504/Título IX proveerá información tocante a la existencia y localidad de servicios, actividades y facilidades que son accesibles y de utilidad a personas incapacitadas. Solicitudes para acomodación deben ser dirigidas al coordinador. Del mismo modo, bajo el Título IX, hay obligación de proveer acceso a servicios y programas de una manera imparcial según el género.

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

VISION
A Community of Colleges...Colleges for the Community
... working collectively and responsibly to meet the life-long learning needs of our diverse students and communities.

MISSION
The Maricopa Community Colleges provide access to higher education for diverse students and communities. We focus on learning through:

University Transfer Education
General Education
Developmental Education
Workforce Development
Student Development Services
Continuing Education
Community Education
Civic Responsibility
Global Engagement

VALUES
The Maricopa Community Colleges are committed to:

Community
We value all people – our students, our employees, their families, and the communities in which they live and work. We value our global community of which we are an integral part.

Excellence
We value excellence and encourage our internal and external communities to strive for their academic, professional and personal best.

Honesty and integrity
We value academic and personal honesty and integrity and believe these elements are essential in our learning environment. We strive to treat each other with respect, civility and fairness.

Inclusiveness
We value inclusiveness and respect for one another. We believe that team work is critical, that each team member is important and we depend on each other to accomplish our mission.

Innovation
We value and embrace an innovative and risk-taking approach so that we remain at the forefront of global educational excellence.

Learning
We value lifelong learning opportunities that respond to the needs of our communities and are accessible, affordable, and of the highest quality. We encourage dialogue and the freedom to have an open exchange of ideas for the common good.

Responsibility
We value responsibility and believe that we are each accountable for our personal and professional actions. We are responsible for making our learning experiences significant and meaningful.

Stewardship
We value stewardship and honor the trust placed in us by the community. We are accountable to our communities for the efficient and effective use of resources as we prepare our students for their role as productive world citizens.

GENERAL REGULATION (AR 2.1)
A. Compliance With Policies, Rules, Regulations
Every student is expected to know and comply with all current published policies, rules and regulations as printed in the college catalog, class schedule, and/or student handbook. Copies are available at each college.

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 Community Colleges Vision, Mission and Values that are featured in the Common Pages are a part of approve 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.

**B. 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 Maricopa Community Colleges accomplish this mission, student outcomes will be assessed as part of the continuous improvement process.

Students may be asked to participate in a variety of assessment activities at each college. Assessment results will be used to improve educational programs, services and student learning.

**ADMISSION/REGISTRATION/ENROLLMENT**

**ADMISSION POLICY (AR 2.2.1)**

Persons meeting the admissions criteria may attend any Maricopa Community College of their choice. Falsification of any admission materials or official college records may be cause for denial or cancellation of admission. Exceptions to the admissions policies may be requested through the Admissions and Standards Committee.

**ADMISSION CLASSIFICATIONS**

**A. 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:

1. 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.
2. Has a high school certificate of equivalency.
3. Is 18 years of age or older and demonstrates evidence of potential success in the community college.
4. Is a transfer student in good standing from another college or university.

**B. Admission of Students Under 18 Years of Age**

1. Admission to the community colleges in Arizona shall be granted to any student who is under age 18 and who achieves the following test scores:
   a. Scholastic Aptitude Test (SAT) composite (verbal and math)
      - SAT I - 930 or more, or
      - SAT II - 500 or more, or an
   b. American College Test (ACT) composite of 22 or more.

2. A student shall not be denied admission because of age, lack of a high school diploma or high school certificate of equivalency, grade in school, lack of permission of school officials or lack of concurrent enrollment in a public or private school, if the student has achieved at least the test scores specified in paragraph 1, subparagraphs a or b of this subsection.

3. A student admitted under this subsection is not guaranteed admission to a specific degree program or to all courses offered by the community college.

4. A community college may limit the number of credit hours in which the student may enroll to no fewer than six (6) credit hours.

The colleges reserve the right to enroll students in courses. The final decision for admission to any class for students admitted under section B or C will be determined by the designated college administrator in consultation with the department chairperson.

**C. Admission of Students in Special Status**

Students not meeting any of the provisions stated above may be admitted on an individual basis with the approval of college officials, so long as the students meet the established requirements of the courses for which they enroll and the college officials determine that such admission is in the best interest of the students.

The status of ‘Special Admissions’ may be granted to a student who:

1. Is beyond the age of compulsory high school attendance and has met the established requirements for the courses for which he or she plans to enroll based on the college assessment examinations, or

2. Is under the age of 18 and has taken the appropriate college assessment tests in order to demonstrate the knowledge of the necessary academic skill level to benefit from the course. Departments may have additional requirements to register for a course. (Signature of parent or guardian is required for students under 18), or

3. Is a participant in a special program sponsored by the admitting college.

The colleges reserve the right to enroll students in courses. The final decision for admission to any class for students admitted under section B or C will be determined by the designated college administrator in consultation with the department chairperson.

**D. Specialized Vocational/Training Program**

If Districts are granted authority for specialized curricula, local District boards shall adopt guidelines to determine admissibility of students for such programs.

**E. 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, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming) and meet the eligibility requirements, pay 150 percent of the regular resident tuition plus fees. Students must mark prominently on the Student Information Form that they seek admission as WUE students. Students may not apply as out-of-state students and expect to receive the WUE tuition rate after admitted. Once admitted as WUE students, students may not petition for in-state residency. Further information may be obtained from the Office of Admissions and Records.
F. Admission of F-1 Nonimmigrant Students

Prospective students should contact the Office of Admissions and Records or designated office for the necessary student information form(s). When completed, the form(s) should be returned to the Office of Admissions and Records or designated office with all requested supporting documents. After the file has been reviewed, a notice will be sent indicating either acceptance or denial of admission.

To be guaranteed consideration for admission, all application materials must be received by July 1 for the fall semester and November 1 for the spring semester.

Prospective students seeking admission based on F-1 nonimmigrant status must provide proof of secondary school with documentation comparable to a United States high school diploma or higher degree. It is recommended that F-1 nonimmigrant students have graduated in the upper 50% of their secondary school (high school or equivalent) in order to ensure success in academic classes at this college. Applicants for admission to the college must present evidence of English 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 traditional TOEFL) or 173 (on the computer-based test) or 61 (on the internet-based TOEFL, known as the iBT). If the International Language Testing System (IELTS) is used to satisfy this requirement, an IELTS overall Band Score of 5.5 or better is required, and a minimum IELTS individual Band Score of 5.0 on each module is recommended. The dean or director of admission and records of the college may accept other proof of English language proficiency for admission purposes, such as the ASSET test, COMPASS or CELSA tests.

Questions about the TOEFL should be directed to the Educational Testing Services at the following address: TOEFL Services PO. Box 6151 Princeton, NJ 08543-6151

1. 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 traditional TOEFL) or 173 (on the computer-based test) or 61 (on the internet-based TOEFL, known as the iBT). If the International Language Testing System (IELTS) is used to satisfy this requirement, an IELTS overall Band Score of 5.5 or better is required, and a minimum IELTS individual Band Score of 5.0 on each module is recommended. The dean or director of admission and records of the college may accept other proof of English language proficiency for admission purposes, such as the ASSET test, COMPASS or CELSA tests.

2. Admission to the Intensive English Program

An applicant for admission to the Intensive English Program must provide evidence of at least intermediate command of English by one or more of the following criteria:

a. At least six years of English language instruction as shown by the applicant’s school transcript(s);

b. A minimum TOEFL score of 400 (on the traditional TOEFL) or 97 (on the computer-based test) or 23 (on the internet-based test, known as the iBT);

c. 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;

d. Other credentials, test scores, interview results, or evidence accepted by the coordinator of the intensive English program or the college’s responsible designee.

Students admitted to the 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.

e. Foreign students under certain types of visas may need special permission to enroll and should contact the appropriate college official.

3. 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 the student’s average costs for 10 months to be:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Tuition and fees</td>
<td>$ 6,400.00</td>
</tr>
<tr>
<td>Living Expenses</td>
<td>$ 8,700.00</td>
</tr>
<tr>
<td>Books</td>
<td>$ 800.00</td>
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<tr>
<td>Health Insurance</td>
<td>$ 950.00</td>
</tr>
<tr>
<td>Total</td>
<td>$16,850.00</td>
</tr>
</tbody>
</table>

4. Dependent Financial Guarantee

Evidence of financial support for dependents of F-1 students (spouse and dependent children) is also required: $5,000 for the first dependent and $2,500 for each additional dependent.

5. Health Insurance

All F-1 students who have an I-20 issued by one of the Maricopa Community Colleges are required to purchase the Maricopa Community Colleges’ international student health insurance plan. Health insurance coverage for dependents of F-1 students is highly recommended. The Maricopa Community Colleges contracts with an insurance provider annually to offer a health insurance plan for F-1 students. For more information contact the college office of Admissions and Records or designated international student office.

Footnotes:
(1) Based on 2005-2006 tuition and fee schedule.
(2) Based on estimated living expenses for 2 semesters (10 months).
(3) Based on average new and used textbook prices. Assumes books are sold at the end of the semester.
ADMISSION INFORMATION (AR 2.2.2)

Students must file a Student Information Form with the Office of Admissions and Records at the college of attendance. There is no charge for this service.

A. Student Status

1. Freshman - A student who has completed fewer than 30 credit hours in 100-level courses and above.
2. Sophomore - A student who has completed 30 credit hours or more in 100-level courses and above.
3. Unclassified - A student who has earned an associate degree or higher.

B. Student Identification Number

Disclosure of the social security number is voluntary, and an alternate student identification number may be requested (A.R.S. §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.

C. Declaration of Previous College Attendance

Students who have attended other colleges are required to give the names of those colleges when they apply for admission to one of the Maricopa Community Colleges. If this is not done, enrollment in the college may be canceled.

Transfer students who do not meet the minimum grade point averages listed under Scholastic Standards may be admitted on academic probation.

D. 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)
4. Unclassified, Out-of-County, Out-of-State (1-6 credit hours system-wide)

Residency for tuition purposes is determined in accordance with state law (A.R.S. §§15-1801 et. sec) and regulations of the Maricopa Community Colleges Governing Board. State law now requires that a person who is 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 A.R.S. §15-1802 or entitled to classification as a county resident pursuant to A.R.S. §15-1802.01.* All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their residency should contact the Office of Admissions and Records for clarification.

*La ley ahora requiere que una persona que no sea ciudadana/a o residente legal de los Estados Unidos o que esté sin estado de inmigración legal, no tiene derecho a

Implementation

1. 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.
2. 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.
3. A request for review of the initial classification may be made to a District review committee. The request must be in writing, signed by the student and accompanied by a sworn statement of all facts relevant to the matter. The request must be filed with the admissions officer of the college within ten days of receipt of notification of classification as a non-resident. Failure to properly file a request for review within the prescribed time limit constitutes a waiver of review for the current enrollment period. The decision of the review committee shall be final.

Definitions

“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 association administration, the national guard, and any military reserve unit of any branch of the armed forces of the United States.

“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.

“County resident” means an individual who has lived in the county for at least fifty (50) days before the first day of classes of the semester.

“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.

“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.
“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 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 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

In-State Student Status
A. 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.

B. A person is not entitled to classification as an in-state student until he or she 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:

1. The person’s parent’s domicile is in this state and his parent is allowed to claim him or her as an exemption for state and federal tax purposes.

2. The person is an employee of an employer which transferred him or her to this state for employment purposes or he or she is the spouse of such employee.

3. 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, he or she 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 his or her family is eligible for classification as an in-state student if he or she is eligible for classification as an in-state student pursuant to this paragraph.

4. 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.

C. The domicile of an unemancipated person is that of such person’s parent.

D. 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.

E. 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.

F. 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.

G. A person who is honorably discharged from the armed forces of the United States shall be granted immediate classification as an in-state student on honorable discharge from the armed forces and, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification if the person has met all of the following requirements:

1. Declared Arizona as the person’s legal residence with the person’s branch of service at least one year prior to discharge from the armed forces.

2. 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:
   a. An Arizona driver license.
   b. Arizona motor vehicle registration.
   c. Employment history in Arizona.
   d. Arizona voter registration.
   e. Transfer of major banking services to Arizona.
   f. Change of permanent address on all pertinent records.
   g. Other materials of whatever kind or source relevant to domicile or residency status.

3. Filed an Arizona income tax return with the department of revenue during the previous tax year.
H. 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
A. An alien shall be classified as an in-state student if the alien can establish that on or before the official starting date of the semester the alien meets one of the following situations:
   1. Has been domiciled in the state for at least one year immediately preceding the official starting date of the semester.
   2. Is domiciled in this state and:
      a) The domicile of the alien’s parent is in this state, and
      b) The parent is entitled to claim the alien as an exemption for federal and state tax purposes.
   3. The alien is domiciled in this state and the alien is:
      a) An employee of an employer which transferred the alien to this state for employment purposes,
      or
      b) The spouse of such an employee.
   4. Qualifies as an in-state refugee student by virtue of having been granted refugee status in accordance with all applicable laws of the United States and having met all other requirements for domicile in this state.

B. In establishing domicile, the alien must not hold a visa that prohibits establishing domicile in this state. After meeting other residency requirements, students holding valid, unexpired visas in the following categories may be classified as in-state students:
   A. Foreign Government Official
   E. Treaty Trader
   G. Principal Resident Representative of Recognized Foreign Government to International Staff
   K. Fiancé or Child of Fiancé of U.S. Citizen
   L. Intracompany Transferee
   N. Parent or Child Accorded Special Immigrant Status
   O. Workers of “Extraordinary” Ability in Sciences, Arts, Education, Business, or Athletics
   P. “Internationally Recognized” Entertainers & Athletes, “Reciprocal Exchange” or “Culturally Unique” Artists & Entertainers
   Q. Cultural Exchange Visitors
   V. Spouses and Dependent Children of Lawful Permanent Residents
   I-688 Employment Authorization

C. Students who hold visas as listed in section B above, or who were issued a visa of a type other than those listed in section B, above and have submitted an I-485 to Citizenship and Immigration Services (CIS), may establish domicile by complying with paragraphs A1, A2 or A3 above. 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 a student who is not a United States citizen intends to establish domicile under paragraphs A.2.a. (dependent of parent — parent domiciled in Arizona), the student’s parent, in order to establish domicile, must hold a valid, unexpired visa in one of the categories listed in paragraph B. above. To be eligible to establish domicile, the parent must hold a valid visa of a type as listed in paragraph B.

D. 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.

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:

A. 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.

B. Once established, a domicile is not lost by mere absence unaccompanied by intention to establish a new domicile.

C. 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:

A. In-State Residency
   1. An affidavit signed by the student must be filed with the person responsible for verifying residency.
   2. Any of the following may be used in determining a student’s domicile in Arizona:
      a) Income tax report
      b) Voter registration
      c) Automobile registration
      d) Driver’s license
      e) Place of graduation from high school
      f) Source of financial support
      g) Dependency as indicated on federal income tax return
      h) Ownership of real property
      i) Notarized statement of landlord and/or employer
j) Bank accounts  
k) Other relevant information

B. County Residency

1. An affidavit signed by the student must be filed with the person responsible for verifying domicile to prove continuous residency in a county for fifty (50) days, and
2. Any of the following may be used to determine a student’s county residency:
   a) Notarized statements of landlord and/or employer
   b) County voter registration
   c) Source of financial support
   d) Place of graduation from high school
   e) Ownership of real property
   f) Bank accounts
   g) Other relevant information

CONCURRENT ENROLLMENT IN ARIZONA PUBLIC INSTITUTIONS OF HIGHER EDUCATION (A.R.S. §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 credit hour enrollment of more than six (6) credit hours without payment of non-resident tuition at one of such institutions.

Any non-resident student desiring to enroll concurrently in two or more public institutions of higher education in this state including any university or community college for a combined total of more than six (6) credit hours who is not subject to non-resident tuition at any of such institutions shall pay the non-resident tuition at the institution of his choice in an amount equivalent to non-resident tuition at such institution for the combined total of credit hours for which the non-resident student is concurrently enrolled.

OTHER ADMISSION INFORMATION (AR 2.2.3)

A. 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 year’s service in the Armed Forces of the United States. Students admitted or re-admitted to the community college under this statute are subject to progression, retention, graduation and other academic regulations and standards. (Also see Withdrawal.)

B. Ability to Benefit - Classifications

Federal guidelines require that students without a high school diploma or certificate of equivalency who are applying for financial aid must demonstrate the ability to benefit. Evaluation during the admission process results in the student being admitted to the college with the status of REGULAR, REGULAR WITH PROVISIONAL REQUIREMENTS or SPECIAL.

“REGULAR” status, for the purpose of 2.2.3 B, is granted to an individual admitted to the college who is a high school graduate or has a GED certificate. A student without a high school diploma or GED certification and beyond the age of compulsory high school attendance may be a regular status student if the student has been assessed to benefit from college instruction by receiving qualifying scores on approved assessment instruments. All regular status students must be pursuing a degree/certificate or be in an eligible program.

“REGULAR WITH PROVISIONAL REQUIREMENTS” status, for the purpose of 2.2.3 B, is granted to a student admitted to the college who is not a high school graduate, does not have a GED certificate, and is beyond the age of compulsory high school attendance but has been assessed to benefit from college instruction requiring developmental/remedial coursework and is pursuing a degree/certificate or be in an eligible program.

“SPECIAL” status, for the purpose of 2.2.3 B, 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.

C. Transcripts

The Maricopa Community Colleges reserve the right to require transcripts for clarification or admission to specific programs, for verification of course requisites, for determination of academic standing and eligibility, and for participation in official athletic events. When an official transcript is required, the transcript must be sent directly to the college Office of Admissions and Records. It is the student’s responsibility to ensure that transcripts have been received and are complete.

Students entering as high school graduates may be required to submit high school transcripts. Students entering as GED recipients may be required to present a copy of the high school equivalency certificate or official report of qualifying GED scores.

D. Educational Assessment

All students are encouraged to undergo an educational assessment to determine course placement. Prospective students who do not possess a high school diploma or GED equivalence certificate are required to complete an educational assessment to determine their ability to benefit from college instruction. See Student Course Placement Process (AR 2.2.7).

CREDIT FOR PRIOR LEARNING (AR 2.2.4)

The Maricopa Community Colleges recognize that learning takes place in a variety of situations and circumstances. Many students have significant, demonstrable learning from experiences outside the traditional academic environment. Therefore, prior learning, not life experience, is the basis for the award of college credit.

Students may be awarded no more than 30 credit hours, unless required by a specific program of study, within the Maricopa Community Colleges using one or more of the following assessment methods recommended by the Council
for Adult and Experiential Learning (CAEL) and the American Council on Education (ACE):
- Articulated Programs
- Credit By Evaluation
- College-Level Equivalency Examinations.

Credit awarded for prior learning does not count as hours in residence for graduation requirements. Exceptions may be granted at some MCCCD colleges for their unique programs of study. No more than 20 semester credit hours may be applied to AGEC. Credit received through Prior Learning Assessment is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. Therefore, students are strongly advised to meet with a program advisor or contact the college or university they plan to attend.

For further information on Prior Learning Assessment, contact the Office of Admissions and Records.

A. Credit by Evaluation

The Maricopa Community Colleges offer credit by evaluation. The American Council on Education (ACE) evaluates military training and experiences as well as non-collegiate sponsored training programs and recommends credit awards based on this evaluation.

The number of credits listed in the ACE guide are recommendations only. A college is not required to grant a student the number of credits recommended. The credits are included on a student’s transcript.

1. 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:
   a. training parallels a discipline area offered through the Maricopa Community Colleges, and
   b. 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.

2. College Credit Recommendation Service (CREDIT)

ACE evaluates training programs offered by business, industry, and government and publishes its credit recommendations in The National Guide to Educational Credit for Training Programs. If a student has received training which appears in the guide, he or she may receive college credit if:
   a. training parallels a discipline area offered through the Maricopa Community Colleges, and
   b. credit meets a program requirement or is used as elective credit.

3. Departmental Credit By Evaluation

Students may apply for Departmental Credit By Evaluation in certain courses by obtaining the appropriate form in the Office of Admissions and Records, and completing applicable paperwork and other requirements of the college, including payment of required fee. See fee schedule for appropriate fee. Fees are not refundable if a student fails to obtain credit.

Students may not request:
   a. the evaluation of a course a second time;
   b. the evaluation of a course while currently enrolled in the course;
   c. to establish credit in a previously completed course; and
   d. to establish credit for a lower level of a course in which credit has been received. Exceptions may be granted at some MCCCD colleges for their unique programs of study.

Certain departments have additional requirements which must be met before credit may be granted through departmental credit by evaluation.

When credit is granted as outlined above, a notation of “credit by evaluation,” and the number of credits will appear on the student’s transcript. These credits are not used in computing the grade point average. Credit by evaluation is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.

B. College-Level Equivalency Examinations

ACE has published credit recommendations for a number of national standardized examinations such as the ones listed below in the Guide to Educational Credit By Examination.

The Maricopa Community Colleges use these recommendations as guidelines to award credit for equivalent Maricopa Community Colleges coursework as well as elective credit. Scores must be sent directly to the Office of Admissions and Records from the specific testing company(s) before credit is awarded.

All equivalency is subject to future review and possible catalog change.

1. Advanced Placement Examinations

Students who have taken an advanced placement course of the College Entrance Examination Board (CEEB) in their secondary school and who have taken an Advanced Placement Examination of the CEEB may receive course credit with a score of 3, 4, or 5. Scores must be received directly from CEEB before credit is awarded.

English AP Recommendation:

<table>
<thead>
<tr>
<th>Exam</th>
<th>Score</th>
<th>Credit Hours/Equivalency</th>
</tr>
</thead>
<tbody>
<tr>
<td>English-Language and Composition</td>
<td>4 or 5</td>
<td>6 credit hrs/ENG101, ENG 100AA, AC, AD eligible for Honors ENG 102</td>
</tr>
<tr>
<td>English-Literature and Composition</td>
<td>4 or 5</td>
<td>6 credit hrs/ENG 101 ENH 110 eligible for Honors ENG 102</td>
</tr>
</tbody>
</table>
At the discretion of the individual college, an oral exam at the 202 level may be administered.

3. Defense Activity for Non-traditional Education Support Examination Program
The Maricopa Community Colleges may award credit for the Defense Activity for Non-traditional Education Support (DANTES) Examination Program to individuals who meet or exceed the American Council on Education (ACE) recommended scores for awarding credit on the DANTES subject examinations. The Maricopa Community Colleges do not award credit for ENG102 through DANTES examination. Credit received through DANTES is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.

The Assessment Center at Rio Salado College is a national test site. For additional information on registering for DANTES examinations, call (480) 517-8560.

4. 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.

5. Departmental Credit By Examination
Students may apply for Departmental Credit By Examination in certain courses by obtaining the appropriate form in the Office of Admissions and Records, paying the required fee, and completing the examination and other requirements of the college. See fee schedule for appropriate fees. Students may not request:

a. to challenge a course a second time;

b. to challenge a course while currently enrolled in the course;

c. to establish credit in a previously completed course; and

d. to establish credit for a lower level of a course in which credit has been received.

Exceptions may be granted at some MCCCD colleges for their unique programs of study.

Certain departments may have additional requirements which 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 transcript.

---

### Table: Math AP Recommendation

<table>
<thead>
<tr>
<th>Exam</th>
<th>Score</th>
<th>Credit for Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math-Calculus AB</td>
<td>3, 4 or 5</td>
<td>MAT 220 or MAT 221</td>
</tr>
<tr>
<td>Math-Calculus BC</td>
<td>3</td>
<td>MAT 220 or MAT 221</td>
</tr>
<tr>
<td>Math-Calculus BC</td>
<td>4 or 5</td>
<td>MAT 220 or MAT 221, and MAT 230 or MAT 231 upon completion of MAT 241</td>
</tr>
<tr>
<td>Computer Science</td>
<td>4 or 5</td>
<td>CSC 100</td>
</tr>
</tbody>
</table>

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### Table: College Level Examinations

2. **College Level Examination Program** *(See page 34)*
   - The Maricopa Community Colleges may award credit to individuals who have received a score of 500 or more for the 1986 version of the College Level Examination Program (CLEP) General Examinations (610 on the 1978 version) and who meet or exceed the American Council on Education (ACE) recommended scores for awarding credit on the CLEP subject examinations. The ACE credit-granting score recommendation will be 50 (on the 20-80 scale) for all CLEP computer-based exams beginning July 1, 2001.

Credit received through CLEP is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.

Rio Salado College and Paradise Valley Community College are national CLEP test sites. For more information on registering for CLEP examinations, contact Rio Salado College or Paradise Valley Community College.

**English Composition:**
Students pursuing credit for ENG101 must take the English Composition with Essay. The Maricopa Community Colleges do not award credit for ENG102 through CLEP examination.

**Foreign Languages:**
Credit earned through CLEP examination for French, German, and Spanish meets the language proficiency requirements of the Maricopa Community Colleges.

For CLEP examinations taken prior to July 1, 2001, the Maricopa Community Colleges will grant credit based on the scaled scores indicated below:

<table>
<thead>
<tr>
<th>Course</th>
<th>Spanish</th>
<th>French</th>
<th>German</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>102</td>
<td>50-54</td>
<td>49-53</td>
<td>46-50</td>
<td>8 (101, 102)</td>
</tr>
<tr>
<td>201</td>
<td>55-61</td>
<td>54-62</td>
<td>51-59</td>
<td>12 (101, 102, 201)</td>
</tr>
<tr>
<td>202</td>
<td>62-80</td>
<td>63-80</td>
<td>60-80</td>
<td>16 (101, 102, 201, 202)</td>
</tr>
<tr>
<td>Examination</td>
<td>Score</td>
<td>MCCCD</td>
<td>Sem.Hrs.</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>-------</td>
<td>--------------------------------------------</td>
<td>----------</td>
<td></td>
</tr>
<tr>
<td>Art – History</td>
<td>5 or 4</td>
<td>ARH101, ARH102</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>ARH101 or ARH102</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Art – Studio – Drawing</td>
<td>5</td>
<td>ART111, ART112</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>ART111</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Art – Studio – General</td>
<td>5</td>
<td>ART111, ART112</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>ART112</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Biology</td>
<td>5 or 4</td>
<td>BIO181, BIO182</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>BIO100 or equivalent</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Chemistry</td>
<td>5 or 4</td>
<td>CHM151/CHM151LL &amp; CHM152/CHM152LL or</td>
<td>8 or 9</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CHM154/CHM154LL</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>CHM151, CHM151LL</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Computer Science A</td>
<td>5 or 4</td>
<td>CSC100</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>5 or 4</td>
<td>CSC100</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Economics – Introductory Macroeconomics</td>
<td>5 or 4</td>
<td>ECN211</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Economics – Introductory Microeconomics</td>
<td>5 or 4</td>
<td>ECN212</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>English – Language &amp; Composition</td>
<td>5 or 4</td>
<td>ENG100AA, ENG100AC, ENG100AD, &amp; ENG101</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>English – Literature &amp; Composition</td>
<td>5 or 4</td>
<td>ENG101 &amp; ENH110</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Environmental Science</td>
<td>5 or 4</td>
<td>No Credit</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>French – Language</td>
<td>5, 4, or 3</td>
<td>FRE101, FRE102, FRE201, FRE202</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>French – Literature</td>
<td>5, 4, or 3</td>
<td>FRE101, FRE102, FRE201, FRE202</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>German – Language</td>
<td>5, 4, or 3</td>
<td>GER101, GER102, GER201, GER202</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>German – Literature</td>
<td>5, 4, or 3</td>
<td>GER101, GER102, GER201, GER202</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td>History – American</td>
<td>5 or 4</td>
<td>HIS103, HIS104</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>History – European</td>
<td>5 or 4</td>
<td>HIS101, HIS102</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Latin – Language</td>
<td>5</td>
<td>LAT101, LAT102, LAT201, LAT202</td>
<td>16</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>LAT101, LAT102, LAT201</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>LAT101, LAT102</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Mathematics – Calculus AB</td>
<td>5, 4 or 3</td>
<td>MAT220 or MAT221</td>
<td>4 or 5</td>
<td></td>
</tr>
<tr>
<td>Mathematics – Calculus BC</td>
<td>5 or 4</td>
<td>MAT220 or MAT221 &amp; MAT230 or</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>MAT231 upon completion of MAT241</td>
<td>8-10</td>
<td></td>
</tr>
<tr>
<td>Music</td>
<td>5 or 4</td>
<td>MTC105</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Physics B</td>
<td>5</td>
<td>PHY111, PHY112</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Physics C – Electricity &amp; Magnetism</td>
<td>5</td>
<td>PHY116 – with calculus &amp; laboratory course work or</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>PHY112 – with laboratory course work</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Physics C – Mechanics</td>
<td>5</td>
<td>PHY115 – with calculus &amp; laboratory course work or</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>PHY111 – with laboratory course work</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Political Science – American Government</td>
<td>5 or 4</td>
<td>POS110</td>
<td>3</td>
<td></td>
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<tr>
<td>Political Science – Comparative Government &amp; Politics</td>
<td>5 or 4</td>
<td>POS140</td>
<td>3</td>
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<tr>
<td>Psychology</td>
<td>5 or 4</td>
<td>PSY101</td>
<td>3</td>
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<tr>
<td>Spanish – Language</td>
<td>5, 4, or 3</td>
<td>SPA101, SPA102, SPA201, SPA202</td>
<td>16</td>
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</tr>
<tr>
<td>Spanish – Literature</td>
<td>5, 4, or 3</td>
<td>SPA101, SPA102, SPA201, SPA202</td>
<td>16</td>
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<tr>
<td>Statistics</td>
<td>5, 4, or 3</td>
<td>MAT206</td>
<td>3</td>
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## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

<table>
<thead>
<tr>
<th>Examination</th>
<th>Score</th>
<th>Sem. Hrs.</th>
<th>Equivalency</th>
</tr>
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<tbody>
<tr>
<td><strong>General</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>English Composition</td>
<td>50 (July 1, 2001 or later), 600 (1986 version), 500 (1978 version)</td>
<td>3</td>
<td>With essay qualifies for ENG101</td>
</tr>
<tr>
<td>Humanities</td>
<td>50 (July 1, 2001 or later), 500 (prior to July 1, 2001)</td>
<td>6</td>
<td>Elective Credit</td>
</tr>
<tr>
<td>Mathematics</td>
<td>50 (July 1, 2001 or later), 500 (prior to July 1, 2001)</td>
<td>3</td>
<td>MAT122</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>50 (July 1, 2001 or later), 500 (prior to July 1, 2001)</td>
<td>8</td>
<td>Elective Credit *</td>
</tr>
<tr>
<td>Social Sciences &amp; History</td>
<td>50 (July 1, 2001 or later), 500 (prior to July 1, 2001)</td>
<td>5</td>
<td>Elective Credit</td>
</tr>
<tr>
<td><strong>Subject</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting, Principles of</td>
<td>ACE Score</td>
<td>6</td>
<td>ACC Elective credit</td>
</tr>
<tr>
<td>American Government</td>
<td>50</td>
<td>3</td>
<td>POS110</td>
</tr>
<tr>
<td>American Literature</td>
<td>ACE Score</td>
<td>6</td>
<td>ENH241, ENH242</td>
</tr>
<tr>
<td>Analyzing &amp; Interpreting Literature</td>
<td>ACE Score</td>
<td>3</td>
<td>Elective Credit</td>
</tr>
<tr>
<td>Biology</td>
<td>ACE Score</td>
<td>8</td>
<td>BIO Elective credit *</td>
</tr>
<tr>
<td>Calculus (Calculus with Elementary Functions)</td>
<td>ACE Score</td>
<td>4</td>
<td>MAT221</td>
</tr>
<tr>
<td>Chemistry</td>
<td>ACE Score</td>
<td>9</td>
<td>CHM Elective credit *</td>
</tr>
<tr>
<td>College Algebra (1993) (replaces College Algebra [1979])</td>
<td>ACE Score</td>
<td>3</td>
<td>MAT152</td>
</tr>
<tr>
<td>College Algebra - Trigonometry</td>
<td>ACE Score</td>
<td>3</td>
<td>MAT152</td>
</tr>
<tr>
<td>English Literature</td>
<td>ACE Score</td>
<td>3</td>
<td>Elective credit</td>
</tr>
<tr>
<td>French Language</td>
<td>50-54</td>
<td>4</td>
<td>FRE101</td>
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<tr>
<td>French Language</td>
<td>55-61</td>
<td>8</td>
<td>FRE101, FRE102</td>
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<tr>
<td>French Language</td>
<td>62-65</td>
<td>12</td>
<td>FRE101, FRE102, FRE201</td>
</tr>
<tr>
<td>French Language</td>
<td>66-80</td>
<td>16</td>
<td>FRE101, FRE102, FRE201, FRE202</td>
</tr>
<tr>
<td>Freshman College Composition</td>
<td>ACE Score</td>
<td>3</td>
<td>With essay ENG101</td>
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<tr>
<td>German Language</td>
<td>39-45</td>
<td>4</td>
<td>GER101</td>
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<tr>
<td>Human Growth &amp; Development</td>
<td>ACE Score</td>
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<td>No Credit</td>
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<tr>
<td>Information Systems &amp; Computer Applications</td>
<td>ACE Score</td>
<td>3</td>
<td>CIS Elective Credit</td>
</tr>
<tr>
<td>Intro to Educational Psychology</td>
<td>ACE Score</td>
<td>3</td>
<td>GBS Elective Credit</td>
</tr>
<tr>
<td>Introductory Business Law</td>
<td>ACE Score</td>
<td>3</td>
<td>GBS Elective Credit</td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>50</td>
<td>3</td>
<td>PSY101</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>ACE Score</td>
<td>3</td>
<td>SOC101</td>
</tr>
<tr>
<td>Mathematics, College</td>
<td>ACE Score</td>
<td>3</td>
<td>MAT142</td>
</tr>
<tr>
<td>Principles of Macroeconomics (replaces</td>
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<tr>
<td>Introductory Macroeconomics</td>
<td>ACE Score</td>
<td>3</td>
<td>ECN211</td>
</tr>
<tr>
<td>Management, Principles of</td>
<td>ACE Score</td>
<td>3</td>
<td>MGT Elective Credit</td>
</tr>
<tr>
<td>Marketing, Principles of</td>
<td>ACE Score</td>
<td>3</td>
<td>MGT271</td>
</tr>
<tr>
<td>Principles of Microeconomics (replaces</td>
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<td></td>
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<tr>
<td>Introductory Microeconomics</td>
<td>ACE Score</td>
<td>3</td>
<td>ECN212</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>50-54</td>
<td>4</td>
<td>SPA101</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>55-65</td>
<td>8</td>
<td>SPA101, SPA102</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>66-67</td>
<td>12</td>
<td>SPA101, SPA102, SPA201</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>68-80</td>
<td>16</td>
<td>SPA101, SPA102, SPA201, SPA202</td>
</tr>
<tr>
<td>Trigonometry</td>
<td>ACE Score</td>
<td>3</td>
<td>MAT182</td>
</tr>
<tr>
<td>U.S. History I - Early Colonization to 1877</td>
<td>ACE Score</td>
<td>3</td>
<td>HIS103</td>
</tr>
<tr>
<td>U.S. History II - 1865 to the Present</td>
<td>ACE Score</td>
<td>3</td>
<td>HIS104</td>
</tr>
<tr>
<td>Western Civilization I - Ancient Near East to 1648</td>
<td>ACE Score</td>
<td>6</td>
<td>HIS100, HIS101</td>
</tr>
<tr>
<td>Western Civilization II - 1648 to the Present</td>
<td>ACE Score</td>
<td>3</td>
<td>HIS102</td>
</tr>
</tbody>
</table>

*Note: The General Studies requirement in Natural Sciences (SQ & SG) and Literary & Critical Inquiry (L) are not satisfied by CLEP.*
6. **International Baccalaureate Diploma/Certificate** See Table below.
Students who present an International Baccalaureate Diploma/Certificate may qualify for college credit. Maricopa Community Colleges grant credit for college-level courses only. A grade of 5 qualifies a student to receive credit for one introductory course. No credit is awarded for English B (English as a Second Language). Credit is awarded according to the “International Baccalaureate Diploma/Certificate Credit” table.

C. **Health Care Integrated Educational System (HCIES) Credit for Prior Learning**

National/Regional Credential Recognition
Students who have recognized credentials related to health care may request an evaluation for course competency equivalence on a case-by-case basis through the Integrated Competency Assessment Network (ICAN). For more information contact the ICAN office at (480) 731-8924 or by email at ican@domail.maricopa.edu. Web site: http://healthcare.maricopa.edu/healthcarecourses.php

When national or regional credentials are determined to be equivalent to the competencies demonstrated in corresponding courses, the recognition of external credentials will fulfill graduation credit requirements for the identified courses through Credit by Evaluation.

**Credit by Examination and Credit by Skills Demonstration Assessment**
Health care students may apply for credit for prior learning in certain courses. Specific information and required forms can be found on http://healthcare.maricopa.edu/healthcarecourses.php Credit by Examination in the HCIES is determined through the use of HCIES Competency Assessment Tests (CATs) and/or Skills Demonstration Assessment under the direction of the HCIES Integrated Competency Assessment Network (ICAN). Students may apply for HCIES Health Care Pathway/Program Advanced Placement in certain courses by obtaining the appropriate form(s) in the Office of Admissions and Records, paying the required fee(s), and

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**INTERNATIONAL BACCALAUREATE DIPLOMA/CERTIFICATE CREDIT**

Students who present an International Baccalaureate Diploma/Certificate may qualify for college credit. Maricopa Colleges grant credit for college-level courses only. A grade of 5 qualifies a student to receive credit for one introductory course. No credit is awarded for English B (English as a Second Language). Credit is awarded according to the "International Baccalaureate Diploma/Certificate Credit" table.

* = No credit is awarded if the language is the student's native language.

<table>
<thead>
<tr>
<th>Examination</th>
<th>Score</th>
<th>Sem. Hrs.</th>
<th>Equivalency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art/Design</td>
<td>7, 6, or 5</td>
<td>6</td>
<td>ART111, ART112</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>3</td>
<td>ART112</td>
</tr>
<tr>
<td>Biology</td>
<td>7, 6, or 5</td>
<td>8</td>
<td>BIO181, BIO182</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>4</td>
<td>BIO181</td>
</tr>
<tr>
<td>Chemistry</td>
<td>7, 6, or 5</td>
<td>9</td>
<td>CHM151, CHM152</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>4</td>
<td>CHM151</td>
</tr>
<tr>
<td>Economics</td>
<td>7, 6, or 5</td>
<td>6</td>
<td>ECN211, ECN212</td>
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<td>4</td>
<td>3</td>
<td>ECN211</td>
</tr>
<tr>
<td>English A</td>
<td>7, 6, or 5</td>
<td>6</td>
<td>ENG101, ENG100AB, ENG100AC, ENG100AD</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>3</td>
<td>ENG100AB, ENG100AC, ENG100AD</td>
</tr>
<tr>
<td>English B</td>
<td>No credit</td>
<td></td>
<td>None</td>
</tr>
<tr>
<td>Foreign Language A or B*</td>
<td>7, 6, or 5</td>
<td>8</td>
<td>Foreign Language 101, 102</td>
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<td>4</td>
<td>4</td>
<td>Foreign Language 101</td>
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<tr>
<td>History – American</td>
<td>7, 6, or 5</td>
<td>6</td>
<td>HIS103, HIS104</td>
</tr>
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<td></td>
<td>4</td>
<td>3</td>
<td>HIS103</td>
</tr>
<tr>
<td>History – European</td>
<td>7, 6, or 5</td>
<td>6</td>
<td>HIS101, HIS102</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>3</td>
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<tr>
<td>Human Geography</td>
<td>5, 4, or 3</td>
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<td>GCU102</td>
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<td>Mathematics</td>
<td>7, 6, 5, or 4</td>
<td>4</td>
<td>MAT221</td>
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<tr>
<td>Physics</td>
<td>7, 6, or 5</td>
<td>8</td>
<td>PHY111, PHY112</td>
</tr>
<tr>
<td></td>
<td>4</td>
<td>4</td>
<td>PHY111</td>
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</tbody>
</table>
E. Servicemen’s Opportunity College
The Maricopa Community Colleges recognize the unique educational problems confronting many active duty military personnel in attaining their educational goals. The colleges have, therefore, established themselves as Servicemen’s Opportunity Colleges. This means that the colleges recognize the peculiar needs of military personnel in that they provide courses on the various military bases located in Maricopa County and provide opportunities to complete courses through non-traditional means when education is interrupted by military obligations. Maricopa Community Colleges maintain liberal entrance requirements, offer maximum credit for educational experiences obtained in the Military Services, and follow residency statutes applicable to the special needs of servicemen. Maricopa Community Colleges follow the recommendations established by the American Council on Education. If, for any reason, Maricopa Community Colleges’ status as a Servicemen’s Opportunity College District is discontinued, it will nonetheless maintain its commitment to students previously enrolled. In addition, the option to enter into a “contract for a degree” allows the community college, as the college of record, to grant a degree upon completion of twelve (12) credit hours at the college and the satisfaction of graduation requirements.

F. Transfer Articulation Guidelines
Transfer Articulation with Secondary Institutions, the Maricopa Skills Center, and the Southwest Skill Center
Students who have participated in programs articulated with Maricopa Community Colleges District programs may be granted credit for prior learning as provided for in the respective articulation agreements. No fees will be assessed for credits for prior learning granted through articulation. Articulated program credit is transferable within MCCC, but is not necessarily transferable to other colleges or universities. For proper placement in an articulated program, students should obtain a program of study from an academic advisor. Once the course requirements are completed, students must provide the valid documentation of articulated credits to the Office of Admissions and Records to place credits on their academic record.

Transfer Articulation from Arizona Public Community College Districts and Universities into the Maricopa Community Colleges
Any course that meets general education requirements at any Arizona public community college district or university will be accepted in transfer to meet comparable general education requirements at any of the Maricopa Community Colleges provided the courses were completed with a grade of C or better. Acceptance of courses other than general education requirements is determined by individual Maricopa Community Colleges.
A student transcript with the completed block of courses included in the Arizona General Education Curriculum (AGEC-A, AGEC-B, or AGEC-S) will transfer as a block and fulfill the requirements for the corresponding AGEC at the Maricopa Community Colleges.

Maricopa Community Colleges Transfer Associate Degrees

The Maricopa Community Colleges offers three transfer Associate degrees: Associate in Arts (AA), Associate in Business (ABUS), and Associate in Science (AS). Each degree articulates with specific majors offered by Arizona's public universities. In addition, the degrees are recognized and transfer based on articulation agreements with several other baccalaureate degree-granting institutions. The three transfer Associate degrees transfer as a "block" and include groups or blocks of courses, e.g., the Arizona General Education Curriculum (AGEC), and the Common Lower-Division Courses. Completed blocks are treated as whole; the components are not examined separately to determine transferability. All credits are accepted and applied toward the designated/appropriate baccalaureate degree.

The Maricopa Community Colleges also offer Associate in Transfer Partnership (ATP) Degrees for specific majors at identified public and universities. These degrees may not be available at all of the Maricopa Community Colleges. Maricopa's Associate degrees are accessible on the web at:

http://www.dist.maricopa.edu/academic/curric/advisorresources.php

Select Matrix of MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC-S.

Transfer Articulation from the Maricopa Community Colleges to Baccalaureate Degree-Granting Institutions

The Maricopa Community Colleges have transfer articulation agreements with private, public and international baccalaureate degree-granting institutions that have achieved full accreditation or candidacy status with a regional accreditation commission such as the North Central Association of Colleges and Schools. Maricopa Community Colleges transfer articulation 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 enter into an articulation agreement. Additionally, the articulation agreements require that all Associate Degrees awarded by Maricopa will transfer to participating institutions as a block. As mentioned above, these blocks transfer as a whole.

Transfer Options for Maricopa Community Colleges Associate in Applied Science Degrees

The Maricopa Community Colleges Associate in Applied Science (AAS) degrees are recommended for students who want to gain a depth of technical expertise leading to employment through the completion of an occupational program. Some students may want to pursue a baccalaureate degree as well. The AAS degrees transfer as a "block" to the Bachelor of Applied Science at Arizona State University (East and West), and Northern Arizona University.

Course Acceptability and Applicability

Transfer articulation to Arizona's public baccalaureate degree-granting institutions is communicated in terms of "acceptability" and "applicability" of community college courses and programs.

To determine "acceptability" of Maricopa Community Colleges courses, refer to the Course Equivalency Guide (CEG) on the Arizona Courses Applicability System (AZCAS). The AZCAS CEG is online at:

http://www.az.transfer.org/cas/

Effective Fall 2000, the course evaluation and/or the general education designation as listed in AZCAS is valid for the term in which credits are earned and appear on the transcript. A course evaluation and/or university general education designation may be subject to change. Given that curriculum is dynamic at both the Maricopa Community Colleges and the institutions to which Maricopa Community College students transfer, students have the option to petition for equivalencies and/or general education designations.

To determine "applicability" of Maricopa Community Colleges courses and transfer associate degrees to university-specific degree requirements, refer to the Maricopa Community Colleges’ Associate in Transfer Partnership degrees, the AZCAS Transfer Planning Aids, or the university transfer guides, described below.

University Transfer Guides

Each of Arizona’s public universities have developed University Transfer Guides to show how Maricopa Community College courses apply to specific baccalaureate degree requirements. The transfer guides are useful both for students pursuing Associate in Transfer Partnership Degrees, as well as for students who want to transfer to Arizona's public universities to pursue degrees for which the Maricopa Community Colleges do not have Associate in Transfer Partnership Degrees. University Transfer Guides are accessible at the following web sites:

- Arizona State University Main or Arizona State University East
  http://www.asu.edu/provost/articulation/
- Arizona State University West
  http://www.west.asu.edu/tranguid/
STUDENT COURSE PLACEMENT PROCESS (AR 2.2.7)
The Maricopa Community Colleges are committed to providing students with opportunities for successful academic experiences. Student academic achievement is directly related to the proper initial course placement. Students are strongly urged to enroll in the courses indicated by their course placement tests. Initial course placement should be discussed with an advisor or counselor who is skilled in assessing the student's needs and factors that affect student success.

A. Testing for Course Placement
   1. Students will be required to complete a course placement test under any one of the following conditions:
      - 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.
      - The student is pursuing a degree and does not have current valid District approved course placement scores on file or does not have previous college credit in English, reading and math.
      - The student does not have a high school diploma or GED, and is applying for federal financial aid.
      - The student for whom English is not the primary language and is taking his or her first English as a Second Language class is required to take a test of English proficiency. College may determine additional conditions under which students would be required to complete course placement testing. Contact the college for additional conditions.
   2. Students will be strongly encouraged to complete a course placement test under any one of the following conditions:
      - The student is taking a math course and has a college-level prerequisite on file that is more than five (5) years old.
      - The student is taking a college course for which English, reading or math is a prerequisite, and such credit is more than five (5) years old.

3. Students MAY* be exempt from a course placement test if at least one of the following conditions apply:
   - The student has earned an associate or higher degree.
   - The student has earned college credits from a regionally accredited college in English, reading, and math with a grade of C or higher, and such credit is no more than five (5) years old.
   - The student has currently valid District approved course placement scores on file.

Note: Being exempt from taking a course placement test does not exempt the student from fulfilling the minimum graduation requirements.

B. Course Placement
   • Students will be advised for specific course enrollment based on highest test or retest scores.
   • Students with test scores that fall into the range described as a “decision zone” must receive advisement to select appropriate course(s).
   • Students will be permitted one re-test in English, reading or by math level after at least a 24-hour waiting period. An additional re-test is permitted one year from the date of student’s original or re-test at any course placement testing site.
   • 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.
   • Students may request a Course Placement Waiver from the appropriate department/division chair or college designee. The signed waiver will be noted on the student’s record and will be kept on file in the Office of Admissions and Records.

C. Implementation of Policy
To ensure consistency of the course placement process within the Maricopa Community Colleges:
   • All colleges shall accept the same approved course placement instruments.
   • All colleges shall adhere to the same approved cut-off scores.
• Course placement scores, with the exception of the reading exemption, will be valid for two years from the date of the original or re-test.

D. 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.

ACADEMIC ADVISING (AR 2.2.8)
Academic advising assists students in the formation of educational plans and goals. This is an ongoing process of clarification, evaluation, re-clarification, and re-evaluation.

The ultimate responsibility for making decisions about life goals and educational plans rests with the student. The academic advisor helps to identify and assess alternatives and consequences.

The academic advisor also serves as a resource for accurate information. The advisor is knowledgeable about institutional policies, procedures, programs and resources and assists students in making use of printed and online materials.

Advisors are in a position to help students identify their learning-related needs. Feedback received from advisors could be beneficial and should be used in policy-making decisions at all levels of the institutional administration. With the help of an academic advisor, students will:
• gain an understanding of their academic abilities and interests.
• be reinforced in their successes.
• be provided information regarding the nature and purpose of higher education.
• be referred to counselors and other resources to explore their interests, skills, abilities, and values.
• define and refine educational goals and objectives and understand the consequences of alternative courses of action.
• consider alternative careers through counselors, workshops, seminars, and other resources.
• make course, certificate, and/or degree selections.
• understand and utilize placement test results.
• be encouraged to be active participants in their educational planning and college life.
• be informed of support services that are available and how to make an appointment, if appropriate.
• be aware of transfer articulation arrangements.
• be informed about research results and general perceptions of student experiences at the institution.
• receive accurate printed materials on academic majors, minors, and other degree and program requirements.
• be encouraged to use the technology which supports the academic advising process.

REGISTRATION (AR 2.2.8)
Students must register according to the dates indicated and in the manner described in the college class schedule. To be eligible for registration, students must have completed the appropriate steps listed under the Admissions section. The college may allow early or priority registration. Tuition and fees must be paid or payment arrangements made by the due date to secure class enrollment. Students may not attend a class for which they are not registered.

EMISSIONS CONTROL COMPLIANCE (AR 2.4.6)
Pursuant to A.R.S. §15-1444 C. no vehicle shall be allowed to park in any college parking lot unless it complies with A.R.S. §49-542 (the vehicle emissions inspection program). At the time of course registration, every out-of-county and out-of-state students will be required to sign an affidavit stating that the student’s vehicle meets the requirements of A.R.S. §49-542. Vehicles which are not in compliance are subject to being towed at the owner's expense.

TRANSCRIPTS FOR TRANSFER (AR 2.3.10)
The transcript is issued upon written request only. Those students who want to transfer to other institutions of higher education, including other Maricopa Community Colleges, must request their transcripts be sent from the Office of Admissions and Records. 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 section). There is no charge for unofficial transcripts, or for official transcripts sent between Maricopa Community Colleges. See the Tuition and Fees Schedule for charges for other official transcripts.

TUITION AND FEES (AR 2.2.9)
Tuition and fees are public monies within the jurisdiction and responsibility of the Maricopa Community Colleges Governing Board under the laws and regulations of the State of Arizona and must be administered by the Governing Board. The Governing Board reserves the right to change tuition and fee charges when necessary without notice.

All students are classified for tuition purposes under one of the following residency classifications:
1. Maricopa County resident
2. Out-of-County resident
3. Out-of-State resident (including F-1 non-immigrant students)
4. Unclassified, Out-of-County, Out-of-State (1-6 credit hours system-wide)
Residency for tuition purposes is determined in accordance with state law (A.R.S. §15-1801 et. sec.) and regulations of the Maricopa Community Colleges Governing Board. State law now requires that a person who is 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 A.R.S. §15-1802 or entitled to classification as a county resident pursuant to A.R.S. §15-1802.01.* All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their residency should contact the Office of Admissions and Records for clarification.

*La ley ahora requiere que una persona que no sea ciudadano/a o residente legal de los Estados Unidos o que esté sin estado de inmigración legal, no tiene derecho a clasificarse como estudiante dentro del estado de acuerdo a la sección A.R.S. 15-1802 o derecho a clasificación como residente del condado de acuerdo a la sección A.R.S. 15-1802.01.

Students attending more than one Maricopa Community College will be assessed fees for their enrollment at each of the Maricopa Community colleges/centers. (Students who are considered to be out-of-state residents for tuition and fees purposes should refer to the Concurrent Enrollment in Arizona Public Institutions of Higher Education policy under the Residency section of this publication.)

### A. 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.

#### B. Tuition and Fees Schedule (effective July 1, 2006 for Fall, Spring and Summer Sessions)

The following is a tuition and fees schedule for 2006-2007 (See Table, below) and is provided for reference.

These tuition and fees are subject to change. Consult the college’s Office of Admissions and Records for fees in effect at the time you intend to register.

Students from the following counties are considered out-of-state due to a reciprocal arrangement with that county.

* According to A.R.S. §15-1802F, "A person who is a member of an Indian tribe recognized by the US Department of the Interior whose reservation lies in this state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student." Therefore, unclassified and out-of-state surcharges do not apply to such students.

** According to ARS §15-1429, community college districts are excluded from counting as FTSE those students who reside out of the state but are taking an AZ community college district distance learning course or a classroom based credit course.

---

<table>
<thead>
<tr>
<th>2006-2007 Tuition and Fees Schedule - Student Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>County Resident - Resident Rate</strong> - per credit hour</td>
</tr>
<tr>
<td>General Tuition: $63.50 plus Fees: $1.50</td>
</tr>
<tr>
<td>2. <strong>County Resident - Audit Rate</strong> - per credit hour</td>
</tr>
<tr>
<td>Audit Fee Surcharge: $25.00 plus General Tuition: $63.50 plus Fees: $1.50</td>
</tr>
<tr>
<td>3. <strong>Out-of-County Resident</strong> (7 &amp; more credit hours system-wide) - per credit hour</td>
</tr>
<tr>
<td>Out-of-County Surcharge: $186.00 (Applies only to counties with no community college) plus General Tuition: $63.50 plus Fees: $1.50</td>
</tr>
<tr>
<td>4. <strong>Out-of-State Resident</strong> (including F-1 Non-immigrants - 7 &amp; more credit hours system-wide) - per credit hour</td>
</tr>
<tr>
<td>Out-of-State Surcharge: $215.00 (tentative) plus General Tuition: $63.50 plus Fees: $1.50</td>
</tr>
<tr>
<td>5. <strong>Unclassified Student - Out-of-State, Out-of-County</strong> (less than 7 credit hours system-wide) - per credit hour</td>
</tr>
<tr>
<td>Unclassified Student Surcharge: $25.00 plus General Tuition: $63.50 plus Fees: $1.50</td>
</tr>
<tr>
<td>6. <strong>Out-of-State students participating in Western Undergraduate Exchange Program</strong> (any number of credit hours) - per credit hour</td>
</tr>
<tr>
<td>WUE Out-of-State Surcharge: $32.50 plus General Tuition: $63.50 plus Fees: $1.50</td>
</tr>
<tr>
<td>7. <strong>Courses offered out of Arizona, including distance learning, to non-resident out-of-state students</strong></td>
</tr>
<tr>
<td>Total tuition per credit hour</td>
</tr>
<tr>
<td>8. <strong>Corporate Tuition Rate - Out-of-State</strong> (any number of credit hours) for out-of-state employees of companies in training contracts with Maricopa - per credit hour</td>
</tr>
<tr>
<td>Out-of-State Surcharge: $76.00 plus General Tuition: $63.50 plus Fees: $1.50</td>
</tr>
<tr>
<td>9. <strong>Corporate Contract - Out-of-State Non-Resident</strong> Total tuition per credit hour</td>
</tr>
<tr>
<td><strong>$125.00</strong></td>
</tr>
<tr>
<td>10. <strong>Skill Center Tuition Rates</strong></td>
</tr>
<tr>
<td>Hourly Tuition:</td>
</tr>
<tr>
<td>Nursing Asst &amp; Practical Nursing Programs:</td>
</tr>
<tr>
<td>11. <strong>Credit by Examination &amp; Credit by Evaluation</strong> - per credit hour - excludes HCIES courses</td>
</tr>
<tr>
<td>Regular Rate:</td>
</tr>
<tr>
<td>Contract Testing Rate:</td>
</tr>
</tbody>
</table>
### SPECIAL FEES

The following fees are in addition to applicable tuition and fees:

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Returned from Bank</td>
<td>$15.00</td>
</tr>
<tr>
<td>Child Care Fees: (per clock hour)</td>
<td></td>
</tr>
<tr>
<td>GCC</td>
<td></td>
</tr>
<tr>
<td>- Drop in</td>
<td>1.75</td>
</tr>
<tr>
<td>- For each 15 minutes of late pick-up</td>
<td>2.00</td>
</tr>
<tr>
<td>- Registration per semester - Students</td>
<td>6.00</td>
</tr>
<tr>
<td>GWCC — Students</td>
<td></td>
</tr>
<tr>
<td>- Staff &amp; Faculty</td>
<td>2.00</td>
</tr>
<tr>
<td>- For each minute of late pick-up</td>
<td>3.00</td>
</tr>
<tr>
<td>- Registration per semester</td>
<td>10.00</td>
</tr>
<tr>
<td>MCC — Students</td>
<td></td>
</tr>
<tr>
<td>- Faculty and staff</td>
<td>2.99</td>
</tr>
<tr>
<td>- Drop in</td>
<td>3.00</td>
</tr>
<tr>
<td>- Registration per semester — Students</td>
<td>20.00</td>
</tr>
<tr>
<td>- Registration per semester — Staff &amp; Faculty</td>
<td>25.00</td>
</tr>
<tr>
<td>- For each 15 minutes of late pick-up</td>
<td>5.00</td>
</tr>
<tr>
<td>- For every week payment is late</td>
<td>5.00</td>
</tr>
<tr>
<td>PC</td>
<td></td>
</tr>
<tr>
<td>- For each 15 minutes of late pick-up</td>
<td>15.00</td>
</tr>
<tr>
<td>- Late Pick Up (after closing time)</td>
<td>$1.00/ min.</td>
</tr>
<tr>
<td>- Registration per semester</td>
<td>20.00</td>
</tr>
<tr>
<td>PVCC</td>
<td></td>
</tr>
<tr>
<td>- Registration per semester</td>
<td>3.00</td>
</tr>
<tr>
<td>- Supply Fees</td>
<td>10.00</td>
</tr>
<tr>
<td>- For each 15 minutes of late pick-up</td>
<td>5.00</td>
</tr>
<tr>
<td>SCC — Students</td>
<td></td>
</tr>
<tr>
<td>- Staff &amp; Faculty</td>
<td>3.50</td>
</tr>
<tr>
<td>- Overtime fee — Student</td>
<td>3.75</td>
</tr>
<tr>
<td>- Overtime fee — Faculty &amp; Staff</td>
<td>4.75</td>
</tr>
<tr>
<td>- Registration per semester — Students</td>
<td>25.00</td>
</tr>
<tr>
<td>- Registration per semester — Staff &amp; Faculty</td>
<td>40.00</td>
</tr>
<tr>
<td>- Contract Changes (2+)</td>
<td>5.00</td>
</tr>
<tr>
<td>- For each 15 minutes of late pick-up</td>
<td>5.00</td>
</tr>
<tr>
<td>- For every week payment is late</td>
<td>5.00</td>
</tr>
<tr>
<td>SMC — Students</td>
<td></td>
</tr>
<tr>
<td>- From 9 am to 12 pm Preschool per week</td>
<td>1.75</td>
</tr>
<tr>
<td>- Staff &amp; Faculty</td>
<td>2.25</td>
</tr>
<tr>
<td>- From 9 am to 12 pm per week</td>
<td>26.25</td>
</tr>
<tr>
<td>- Registration per semester</td>
<td>33.75</td>
</tr>
<tr>
<td>- For each 15 minutes of late pick-up</td>
<td>10.00</td>
</tr>
<tr>
<td>All other colleges</td>
<td>1.75</td>
</tr>
<tr>
<td>College Level Examination Program (CLEP)</td>
<td></td>
</tr>
<tr>
<td>(Paradise Valley)</td>
<td>$15.00</td>
</tr>
<tr>
<td>Course Materials Fee:</td>
<td>Actual cost</td>
</tr>
<tr>
<td>Dental Hygiene Skills Enhancement</td>
<td></td>
</tr>
<tr>
<td>(Rio Salado)</td>
<td>$160.00</td>
</tr>
<tr>
<td>- 4 hour block</td>
<td>$320.00</td>
</tr>
<tr>
<td>Distance Learning Fees</td>
<td>Actual cost</td>
</tr>
<tr>
<td>Electronic Health Record Student Access Fee</td>
<td>Actual cost</td>
</tr>
<tr>
<td>Emergency Medical Technology (EMT)</td>
<td>Actual cost,</td>
</tr>
<tr>
<td>- 8 hour block</td>
<td>not to exceed</td>
</tr>
<tr>
<td>Excessive Laboratory Breakage</td>
<td>Actual cost</td>
</tr>
<tr>
<td>Field Studies</td>
<td>Actual cost</td>
</tr>
<tr>
<td>Field Trips &amp; Out-of-County/Country Tours</td>
<td>Actual cost</td>
</tr>
<tr>
<td>Fitness Center</td>
<td>20.00</td>
</tr>
<tr>
<td>GED - First Test</td>
<td>50.00</td>
</tr>
<tr>
<td>- Test repeat (per section)</td>
<td>10.00</td>
</tr>
<tr>
<td>Graduation Fees:</td>
<td></td>
</tr>
<tr>
<td>- Application/Recording/Issuance Fee (Degrees/</td>
<td></td>
</tr>
<tr>
<td>Certificates - 25 or more credits) non refundable</td>
<td>0.00</td>
</tr>
<tr>
<td>- Commencement Fee (One time fee refundable up to 2</td>
<td></td>
</tr>
<tr>
<td>weeks prior to graduation)</td>
<td>25.00</td>
</tr>
<tr>
<td>HCIES Skills Demonstration Assessment Fee</td>
<td>Actual cost</td>
</tr>
<tr>
<td>HESI-PN Practical Nurse for Advance Placement</td>
<td>Actual cost</td>
</tr>
<tr>
<td>Library Fines - lost materials</td>
<td>List price + 5.00</td>
</tr>
<tr>
<td>NET - Nursing Entrance Test</td>
<td>Actual cost</td>
</tr>
<tr>
<td>Nursing</td>
<td></td>
</tr>
<tr>
<td>-Nursing 111, 121, 231, 241</td>
<td>70.00</td>
</tr>
<tr>
<td>-Nursing 119, 129, 239, 249</td>
<td>30.00</td>
</tr>
<tr>
<td>-Nursing 117, 267</td>
<td>40.00</td>
</tr>
<tr>
<td>-Nursing 157</td>
<td>30.00</td>
</tr>
<tr>
<td>-NCE214OP Orientation to Nursing Program</td>
<td>25.00</td>
</tr>
<tr>
<td>Parking Fines:</td>
<td></td>
</tr>
<tr>
<td>(All fines are doubled if not paid within 15 working</td>
<td></td>
</tr>
<tr>
<td>days.) (Fees are subject to change upon adoption of</td>
<td></td>
</tr>
<tr>
<td>the schedule for the new fiscal year. For current</td>
<td></td>
</tr>
<tr>
<td>fee amounts, please contact Public Safety or visit:</td>
<td></td>
</tr>
<tr>
<td><a href="http://www.dist.maricopa.edu/gvpolicy/adminregs/">http://www.dist.maricopa.edu/gvpolicy/adminregs/</a></td>
<td></td>
</tr>
<tr>
<td>students2_10.htm)</td>
<td></td>
</tr>
<tr>
<td>-Displaying an altered or substituted permit</td>
<td>50.00</td>
</tr>
<tr>
<td>-Failure to register a vehicle and display a parking</td>
<td></td>
</tr>
<tr>
<td>permit</td>
<td>30.00</td>
</tr>
<tr>
<td>-Falsifying information on vehicle registration</td>
<td>50.00</td>
</tr>
<tr>
<td>-Improperly displaying a parking permit (i.e., not</td>
<td></td>
</tr>
<tr>
<td>affixed to window)</td>
<td>15.00</td>
</tr>
<tr>
<td>-Obstructing a properly parked/moving vehicle</td>
<td>15.00</td>
</tr>
<tr>
<td>-Parking in an unauthorized parking area</td>
<td>25.00</td>
</tr>
<tr>
<td>-Parking by a college employee or student in a visitor</td>
<td></td>
</tr>
<tr>
<td>area</td>
<td>15.00</td>
</tr>
<tr>
<td>-Parking in a Fire Lane</td>
<td>50.00</td>
</tr>
<tr>
<td>-Parking on or blocking a pedestrian path</td>
<td>15.00</td>
</tr>
<tr>
<td>-Parking outside stall lines</td>
<td>15.00</td>
</tr>
<tr>
<td>-Parking beyond posted time limit</td>
<td>15.00</td>
</tr>
<tr>
<td>-Removing a barricade or failure to obey vehicle</td>
<td></td>
</tr>
<tr>
<td>control device</td>
<td>25.00</td>
</tr>
<tr>
<td>- Violating disabled parking stall or access</td>
<td>50.00</td>
</tr>
<tr>
<td>PED Special Course Charge</td>
<td>Actual cost</td>
</tr>
<tr>
<td>Private Music Lessons</td>
<td></td>
</tr>
<tr>
<td>Music Majors</td>
<td></td>
</tr>
<tr>
<td>- First 1/2 hr per wk/per semester</td>
<td>0.00</td>
</tr>
<tr>
<td>- Each additional 1/2 hr per wk/per semester</td>
<td>90.00</td>
</tr>
<tr>
<td>Non-Music Majors</td>
<td></td>
</tr>
<tr>
<td>- First 1/2 hr per wk/per semester</td>
<td>320.00</td>
</tr>
<tr>
<td>- Each additional 1/2 hr per wk/per semester</td>
<td>320.00</td>
</tr>
<tr>
<td>Registration Processing Fee - (assessed on a per</td>
<td></td>
</tr>
<tr>
<td>student, per semester, per college basis)</td>
<td></td>
</tr>
<tr>
<td>- Refundable only if the student drops all credit</td>
<td></td>
</tr>
<tr>
<td>classes at a particular college during the 100%</td>
<td></td>
</tr>
<tr>
<td>refund period</td>
<td>15.00</td>
</tr>
<tr>
<td>*Skills Centers Materials Fee - (Specific clothing &amp;</td>
<td></td>
</tr>
<tr>
<td>headwear issued to students — prorated for course of</td>
<td></td>
</tr>
<tr>
<td>program less than 21 days)</td>
<td>250.00</td>
</tr>
<tr>
<td>Transcript Fee</td>
<td>5.00</td>
</tr>
</tbody>
</table>
**MCCCD Common Policies**

*Skill Centers Material Fee*

The Skill Centers do not operate bookstores. Instead, a standard Books/Lab/Materials Fee of $250 per section covers all books/lab cost, materials, and job-specific clothing and headwear issued to students. The standard $250 fee is prorated for students enrolled in a course of program less than 21 days long. The average training length of 5-7 months includes many courses in which the first $250 fee covers all books and materials. The additional assessment of the $250 fee for courses with high books and material costs is assessed as students pass into advance sections with new books and materials. It is also prorated when the cost are less than $250. Due to open-entry/open-exit scheduling and the changing costs of textbooks, the individual course totals for books/lab/materials are listed in campus and program-specific materials.

**College Specific Fees:**

Please check with your College Admissions & Records or Cashier’s Office

Students may incur expenses beyond the established fees in certain courses.

**Non-Credit Courses/Seminars/Workshops/Community Services**

Fees for these courses are determined by the length and type of each course and will cover total costs.

**PHOENIX COLLEGE-SPECIFIC FEES**

*(not inclusive)*

Administration of Justice

AJS 198AB - Special Topics/Admin of Justice 10.00
AJS 198AC - Special Topics/Admin of Justice 10.00
AJS 198AD - Special Topics/Admin of Justice 10.00
AJS 198AE - Special Topics/Admin of Justice 10.00
AJS 198AF - Special Topics/Admin of Justice 10.00
AJS 213 - Evidence Technology/Fingerprints 20.00
AJS 215 - Criminalistics: Physical Evidence 20.00
AJS 216 - Criminalistics: Biological Evidence 20.00
AJS 241 - Police Photography 20.00
AJS 271 - Special Populations 1 10.00
AJS 289++ (Each module) 10.00
AJS 290 - Criminal Justice Seminars (Each module) 10.00

Business-Personal Computers

BPC 005 - Brief Introduction to Computers 1.25
BPC 100AA - Business-Personal Computers I .50
BPC 100DD - Internet & Computing Fundamentals 15.00
BPC 101AA - Introduction to Computers I 5.00
BPC 101BA - Introduction to Computers II 5.00
BPC 101CA - Introduction to Computers III 5.00
BPC 102AD - Using Windows: Level I 5.00
BPC 102BD - Using Windows: Level II 5.00
BPC 103AD - Using WordPerfect: Level I 5.00
BPC 103BD - Using WordPerfect: Level II 5.00
BPC 103AD - Using WordPerfect: Level III 5.00
BPC 103AK - Using Word: Level I 5.00
BPC 103BK - Using Word: Level II 5.00
BPC 103CK - Using Word: Level III 5.00
BPC 104AD - Using Excel: Level I 5.00
BPC 104BD - Using Excel: Level II 5.00
BPC 104CD - Using Excel: Level III 5.00
BPC 107AH - Using Access: Level I 5.00
BPC 107BH - Using Access: Level II 5.00
BPC 110 - Computer Usage and Applications 15.00
BPC 111AA - Computer Keyboarding I 5.00
BPC 114AE - Excel: Level I 5.00
BPC 114BE - Excel: Level II 5.00
BPC 114CE - Excel: Level III 5.00
BPC 115AA - Pers Fin Software: Quicken-Level I 5.00
BPC 117AM - Database Mgt: Microsoft Access-Lev I 5.00
BPC 117BM - Database Mgt: Microsoft Access-Lev II 5.00
BPC 117CM - Database Mgt: Microsoft Access-Lev III 5.00
BPC 118AB - PowerPoint: Level I 5.00
BPC 118BB - PowerPoint: Level II 5.00
BPC 118CB - PowerPoint: Level III 5.00
BPC 120AF - Adobe Photoshop: Level I 5.00
BPC 120BF - Adobe Photoshop: Level II 5.00
BPC 120CF - Adobe Photoshop: Level III 5.00
BPC 121AB - Microsoft Command Line Operations 5.00
BPC 121AE - Windows Operating System: Level I 5.00
BPC 122AE - Windows Operating System: Level II 5.00
BPC 28 - Introduction to Desktop Publishing 5.00
BPC 128AF - Intro to Desktop Publ: MS Publisher 5.00
BPC 130DK - Beginning Word 5.00
BPC 131DK - Intermediate Word 5.00
BPC 133AA - Internet/Web Development Level I-A 5.00
BPC 133BA - Internet/Web Development Level I-B 5.00
BPC 133CA - Internet/Web Development Level I-C 5.00
BPC 133DA - Internet/Web Development Level I 5.00
BPC 135DK - Word: Level I 10.00
BPC 138AA - Windows Desktop Design & Publ 15.00
BPC 170 - Computer Maintenance I: A+ Prep 15.00
BPC 229 - Autom Comp Sys for Med Office Mgt 10.00
BPC 235DD - WordPerfect: Level II 10.00
BPC 235DK - Word: Level II 10.00

**Art**

ART 131 - Photography I 35.00
ART 132 - Photography II 35.00
ART 138 - Commercial Photography I 35.00
ART 139 - Commercial Photography II 35.00

**Biology**

BIO 119 - Intro to Geospatial Tech for Env Sci 50.00
BIO 205 - Microbiology 50.00
BIO 219 - Geospatial Tech for Env Sci I 50.00
BIO 247 - Applied Biosciences: Biotechnology 50.00
BIO 273 - Geospatial Tech for Env Sci II 50.00
BIO 295 - Geospatial Tech for Env Sci Projects 50.00
ENV 230 - Foundations of Environmental Sci 50.00
ENV 280 - Phys & Chem Processes in the Envrmnt 50.00

**Child/Family Studies**

CFS 107 - Men and Children: Strengthening the Bond 5.00
CFS 112 - Personal Growth and Family Relations 5.00
CFS 114 - Working with the Hyperactive Child 5.00
CFS 125 - Safety in Early Childhood Settings 5.00
CFS 130 - Demystifying Adolescence 5.00
CFS 157 - Marriage and Family Life 5.00
CFS 159 - The Modern Family 5.00
CFS 176 - Child Development 5.00
CFS 182 - Parenting the Early Adolescent: Ages Ten to Fourteen 5.00
CFS 183 - Contemporary Issues in Adolescence 5.00
CFS 205 - Human Development 5.00
CFS 242 - Curriculum Planning for Diversity 5.00
CFS 257 - Working with Families with Diverse Needs 5.00
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFS 263</td>
<td>Child and Family Studies Seminar</td>
<td>5.00</td>
</tr>
<tr>
<td>DAE 101</td>
<td>Pre-Clinical Dental Assisting</td>
<td>35.00</td>
</tr>
<tr>
<td>DAE 102</td>
<td>Pre-Clinical Dental Assisting Lab</td>
<td>75.00</td>
</tr>
<tr>
<td>DAE 104</td>
<td>Preventive Dentistry</td>
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**Drafting Technology**

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<td>Landscape Architectural Drafting</td>
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**Early Childhood Education**

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**Emergency Medical Technology**

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<td>Refresher Course for Certified EMTs</td>
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<td>EMT 201</td>
<td>Interactive Basic EMT Refresher</td>
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**English**

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<td>ENGL 100AA</td>
<td>American-English Spelling System</td>
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**Field Trips and Out-of-Country Tours**

(Special assessment directly related to actual cost of trip or tour.) actual cost

**Food and Nutrition**

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<td>FON 142AB</td>
<td>Applied Food Principles</td>
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<td>FON 143</td>
<td>Food and Culture</td>
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<td>FON 179</td>
<td>Garde Manger</td>
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<td>FON 180</td>
<td>Principles and Skills for Professional Cooking</td>
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<td>French Cuisine</td>
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<td>Commercial Baking: Classical Desserts</td>
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**General Technology**

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**Health Care Education**

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<td>Phlebotomy: Basic Skills</td>
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<td>Practicum: Fundmnt Phlebotomy Skills</td>
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<td>Specmn Proc &amp; Adv Techniques Phlebo</td>
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<td>Phlebotomy Practicum</td>
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<td>Practicum: Basic Specimen Processing</td>
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<td>Lab Assisting: Principles &amp; Procedures</td>
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<td>HCE 162</td>
<td>Aseptic Techniques</td>
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<td>Lab Testing/Patient Care Service Centers</td>
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<td>Histology Techniques Level 1</td>
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<td>Clinical Urinalysis &amp; Body Fluid Analysis</td>
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<td>Applied EKG</td>
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### Mathematics

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<td>Elements of Statistics</td>
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<td>Brief Calculus</td>
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<td>Differential Equations</td>
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<td>Multimedia Project Management</td>
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### Music: Theory/Composition

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<td>Electronic Music I</td>
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<td>MUC 195</td>
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### Paralegal Studies

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<td>Introduction to Sport Psychology</td>
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<td>Health Psychology</td>
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<td>PSY 230</td>
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<td>Research Methods</td>
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### Textiles and Clothing

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<td>Textiles: Block Printing/Silk Screening</td>
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<td>Creative Sewing Machine Use</td>
<td>10.00</td>
</tr>
<tr>
<td>TEC 124</td>
<td>Advanced Clothing Construction</td>
<td>10.00</td>
</tr>
<tr>
<td>TEC 125</td>
<td>Fashion Design</td>
<td>5.00</td>
</tr>
<tr>
<td>TEC 127</td>
<td>Computer-Assisted Fashion Design</td>
<td>10.00</td>
</tr>
<tr>
<td>TEC 134</td>
<td>Fashion Illustration I</td>
<td>5.00</td>
</tr>
<tr>
<td>TEC 135</td>
<td>Fashion Illustration II</td>
<td>10.00</td>
</tr>
<tr>
<td>TEC 136</td>
<td>Fashion Illustration III</td>
<td>10.00</td>
</tr>
<tr>
<td>TEC 222</td>
<td>Textiles</td>
<td>5.00</td>
</tr>
<tr>
<td>TEC 223</td>
<td>Tailoring</td>
<td>10.00</td>
</tr>
<tr>
<td>TEC 225</td>
<td>Pattern Design I</td>
<td>10.00</td>
</tr>
<tr>
<td>WLD 101</td>
<td>Welding I</td>
<td>150.00</td>
</tr>
<tr>
<td>WLD 106</td>
<td>Arc Welding</td>
<td>150.00</td>
</tr>
<tr>
<td>WLD 150</td>
<td>Welding Blueprint Reading</td>
<td>25.00</td>
</tr>
<tr>
<td>WLD 201</td>
<td>Welding II</td>
<td>150.00</td>
</tr>
<tr>
<td>WLD 206</td>
<td>Adv Welding - Heliarc and Wire Feed</td>
<td>150.00</td>
</tr>
<tr>
<td>WLD 208</td>
<td>Adv Arc Welding - Certification</td>
<td>150.00</td>
</tr>
<tr>
<td>WED 172</td>
<td>Overview of Herbal Remedies</td>
<td>20.00</td>
</tr>
<tr>
<td>WED 176</td>
<td>Flower Essences</td>
<td>24.00</td>
</tr>
<tr>
<td>WED 215</td>
<td>Self-Care for Health Care Providers</td>
<td>25.00</td>
</tr>
<tr>
<td>WED 218</td>
<td>Aromatherapy</td>
<td>25.00</td>
</tr>
<tr>
<td>WED 230</td>
<td>Therapeutic Massage Practices I</td>
<td>40.00</td>
</tr>
<tr>
<td>WED 231</td>
<td>Therapeutic Massage Practices II</td>
<td>40.00</td>
</tr>
<tr>
<td>WED 232</td>
<td>Therapeutic Massage Practices III</td>
<td>40.00</td>
</tr>
<tr>
<td>WED 250</td>
<td>Clinical Practicum</td>
<td>40.00</td>
</tr>
<tr>
<td>WED 264</td>
<td>Acupressure/Shiatsu II</td>
<td>25.00</td>
</tr>
</tbody>
</table>

* = pending Governing Board approval

Note: Students may incur expenses beyond the established fees in certain courses.

**Non-Credit Courses/Seminars/Workshops/Community Services**

Fees for these courses are determined by the length and type of each course and will cover total costs.

## C. 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:

1. The college fiscal agent is responsible for:
   - verifying the student’s Districtwide debt,
   - notifying the student of the debt,
   - attempting to collect the debt, and
   - notifying credit reporting organizations of the debt.
2. All Maricopa Community College services will be withheld pending payment of debt at college fiscal office with cash, certified check or money order. Student may be withdrawn from classes.
3. If other attempts fail, the Maricopa Community Colleges District Office will either collect or use other means available, including:

## D. Discounted Fees and Waivers

1. 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.

2. Employees, Dependents and Mandated Groups
   - The Maricopa Community Colleges waives tuition and student activity fees for employees and their dependents, for legislative mandated groups. Special fees and fees for Non-Credit/Special Interest Community Services courses are not waived.

3. 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 Indian 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 Community Colleges tuition waiver manual.

**REFUND POLICY (AR 2.2.10)**

### A. Refund Policy for Credit Classes

Students who officially withdraw from credit classes (in fall, spring, or summer) within the withdrawal deadlines listed below will receive a 100% refund for tuition, class and registration processing fees. Deadlines that fall on a weekend or a college holiday will advance to the next college workday except for classes fewer than 10 calendar days in length or as specified by the college. Calendar days include weekdays and weekends. Refer to individual colleges for withdrawal and refund processes.
Records or designated college official:

Students withdrawing from a college or from courses prior to the course start date to be eligible for a 100% refund. Requests for a total withdrawal from a college or courses for one of the above reasons may result in a partial refund of tuition, provided courses have not been completed.

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.

**STUDENT FINANCIAL ASSISTANCE (AR 2.2.11)**
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. According to state law, a person who is not a citizen of the United States, who is without lawful immigration status, and who is enrolled at any community college under the jurisdiction of an Arizona community college district is not entitled to tuition waivers, fee waivers, grants, scholarship assistance, financial aid, tuition assistance or any other type of financial assistance that is subsidized or paid in whole or in part with state monies.

*De acuerdo a la ley estatal, una persona que no sea ciudadano/a de los Estados Unidos, que esté sin estado legal de migración, y que esté inscrito/a en cualquier colegio de la comunidad bajo la jurisdicción de un distrito de colegio comunitario de Arizona, no tiene derecho a renuncia de matrícula, renuncia de cuotas, dádivas, asistencia a becas, ayuda financiera, ayuda a matrícula, o cualquier otro tipo de ayuda financiera que reciba subsidio o sea pagado por completo o en parte con fondos estatales.

How to Apply for Federal Financial Aid
New students must complete the Free Application for Federal Student Aid (FAFSA) or FAFSA on the web at: [http://www.fafsa.ed.gov/](http://www.fafsa.ed.gov/)

Caution: Other web sites may charge a fee. Each academic year, continuing students must reapply by completing a FAFSA, Renewal FAFSA, or FAFSA on the web. Scholarships require separate applications. Specific information regarding financial assistance, including application deadlines or priority dates, may be obtained from the college Office of Student Financial Aid.

**Types of Aid**
Grants, loans, student employment, and scholarship funds may be available from federal, state, and/or private sources.

The Maricopa Community Colleges Foundation offers a variety of scholarship opportunities. Scholarship opportunities are available year round. However, most scholarships are posted mid-January and most deadlines are the last week of March. Options are available at [www.maricopa/resdev/scholarships/apply.php](http://www.maricopa/resdev/scholarships/apply.php) or by calling 480-731-8400.
Distribution of Aid
Criteria by which aid is distributed among eligible financial aid applicants are available on request at the college Office of Student Financial Aid.

Rights and Responsibilities
Students should read all information provided in the process of applying for federal financial aid in order to gain a greater knowledge of all the rights as well as responsibilities involved in receiving that assistance.

Satisfactory Academic Progress
Specific requirements for academic progress for financial aid recipients are applied differently than scholastic standards. In addition to scholastic standards which are explained elsewhere in this catalog, financial aid recipients are also subject to the following Standards of Satisfactory Academic Progress. Specific information is available at the college Office of Student Financial Aid.

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. The student must meet the following minimum standards in order to receive financial aid.

I. Evaluation of Financial Aid Eligibility
A. Standards of Satisfactory Academic Progress (SAP) are applied once per year, beginning on or about June 1st to determine the eligibility for the following academic year.
B. The evaluation period will be based on attendance in the immediate prior Spring, Fall, Summer term (example: for 2007-2008 academic year, academic progress will be evaluated on Spring 2007, Fall 2006, and Summer 2006).
C. Credits evaluated will include credits attempted at the evaluating school and courses funded through consortium agreement.
D. Students who do not meet the SAP will be notified. The student may follow the appeal process or the reinstatement procedures as outlined in V and VI.

II. Eligibility
A. Students must meet the following criteria:
1. Students who have attempted at least 6 credit hours in the last evaluation period must complete with a passing grade 2/3 of all credits attempted within that evaluation period, OR
2. Students who have NOT attempted at least 6 credit hours in the last evaluation period must complete with passing grades 2/3 of ALL credits attempted.

AND
B. All students must meet the following minimum credit hour/cumulative GPA requirement:

<table>
<thead>
<tr>
<th>Credits Attempted*</th>
<th>Min GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-15</td>
<td>1.60</td>
</tr>
<tr>
<td>16-30</td>
<td>1.75</td>
</tr>
<tr>
<td>31-45</td>
<td>1.90</td>
</tr>
<tr>
<td>46 +</td>
<td>2.00</td>
</tr>
</tbody>
</table>

*for which grade points are computed.

Note: Grades of F, I, N, W, X, Y, Z, and courses not yet graded are considered attempted but not meeting progress standards for the purpose of financial aid.

III. Maximum Time Frame Eligibility
A. Students who have attempted more than 150% of the credits required for their program of study are not considered to be making Satisfactory Academic Progress and, therefore, are ineligible for financial aid funds.
B. All evaluated transfer credits will be included when determining Maximum Time Frame Eligibility.
C. A student with a Bachelor’s degree or higher will be considered to have exhausted Maximum Time Frame Eligibility. An exception to this rule occurs if the student is enrolled in a state-approved teacher certification program.
D. A student may appeal as outlined in V.
E. Reinstatement procedures as outlined in V are not applicable to Maximum Time Frame Eligibility.

IV. Repeated, Audited, Consortium, Remedial Courses, Summer Sessions
A. Financial aid may be used to cover the cost of repeated courses.
B. Audited courses, non-credit courses, credit by examination, and any credit for prior learning option (as outlined in the catalog) are excluded when determining eligibility for financial aid.
C. Courses funded through a consortium agreement are included in determining academic progress.
D. All attempted remedial credits will be included when evaluating SAP (A maximum of 30 remedial credit hours, excluding ESL courses, may be funded.)
E. Enrollment in any or all summer sessions within the same calendar year will be considered one term.

V. Appeal Process
A. Students who have lost financial aid eligibility due to extenuating circumstances may appeal.

1. Extenuating circumstances that may be considered include: personal illness or accident, serious illness or death within immediate family, or other circumstances beyond the reasonable control of the student.
B. All appeals must be in writing to the Financial Aid Office where the student is applying for aid and include appropriate documentation.
C. Examples of documentation could include an obituary notice, divorce decree, or a letter from a physician, attorney, social services agency, parole officer, etc.
VI. Reinstatement of Financial Aid Eligibility
A. A student who has lost financial aid eligibility may be reinstated after the student has taken (without federal funds) at least six credit hours in a semester, passed all attempted credit hours, and meets minimum cumulative GPA requirements.
B. If the student attempts more than six hours, the student will be evaluated on all attempted credit hours within that term.
C. Classes taken at other colleges will not be taken into consideration for reinstatement purposes.
D. It is the student’s responsibility to notify the Office of Student Financial Aid when this condition has been met.

For more information, please contact the 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 page 53 for Withdrawal procedures.

Award Amount and Level of Enrollment
Award amount is determined, in part, on the level of enrollment. Federal student aid recipients are advised to register at the same time for all classes they intend to take during a semester to maximize award. Some federal aid may not be awarded for classes added at a later date. Contact the college Office of Student Financial Aid for more information.

Veteran’s benefits available:
- Chapter 30 - Montgomery GI Bill
- Chapter 31 - Vocational Rehabilitation (separately served through the local VA office)
- Chapter 32 - VEAP Program
- Chapter 35 - Survivors and dependents of deceased/100% disabled veterans
- Chapter 1606 - Montgomery GI Bill, Selected Reserve

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

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

| Academic Progress Policy for Students Receiving Veteran’s Educational Benefits |
|-------------------|-------------------|-------------------|
| Credit Hours for Which Grade | Points are Computed at Resident | Minimum Grade Point |
| (A, B, C, D, F and Y) | Maricopa Community College | Average Required |
| 12-15 | 1.60 |
| 16-30 | 1.75 |
| 31-45 | 1.90 |
| 46+ | 2.00 |

Department of Veterans Affairs regulations require that all persons using any type of veteran educational assistance program be making satisfactory academic progress toward achievement of their educational objective (program of study). A student who does not meet the minimum standards (see above) will be placed on probation for a maximum of two (2) consecutive semesters. At this point, if satisfactory academic progress has not been demonstrated, veteran educational benefits will be terminated. Benefits may be resumed when the student raises the cumulative grade point average to the required minimum standards or demonstrates the ability to meet these standards through the approval of a written appeal. For appeal procedures, contact the office that serves veterans at your campus.

For additional details and information regarding veteran’s educational benefits, contact the office that serves veterans at your campus.

VETERANS SERVICES (AR 2.9)
The Maricopa Community Colleges’ veterans services offices act as liaisons with the Department of Veterans Affairs. Each program must be approved by the State of Arizona Department of Veterans’ Services. Students may be eligible to receive educational benefits if they are registered in courses that apply to the student’s approved program. Application forms, counseling, advisement and tutoring are available for students who are eligible for veteran’s educational benefits. Students applying for veteran’s educational benefits should allow eight to ten weeks before receiving benefits. The amount of benefits awarded is determined by the Department of Veterans Affairs, and is based on the number of credit hours or clock hours for which a student is enrolled and the length of the enrollment period for each course.

SCHOLASTIC STANDARDS

ACADEMIC LOAD (AR 2.3.1)
The following guidelines are for institutional purposes. Rules regarding academic load for financial aid eligibility, veteran benefits and athletic eligibility may be defined differently.

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 Office of Admissions and Records for clarification.
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 (5) or eight (8) 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 class (See withdrawal policy on page 53).

**ATTENDANCE (AR 2.3.2)**

Only persons who are registered for a class at any of the Maricopa Community Colleges may attend that class.

Attendance requirements are determined by the course instructor. Students who do not meet the attendance requirement as determined by the course instructor may be withdrawn.

Students who fail to attend the first scheduled class meeting, or to contact the instructor regarding absence before the first scheduled class meeting may, at the option of the instructor, be withdrawn.

At the beginning of each course, each faculty member will provide students with written attendance requirements. It is the student’s responsibility to consult with the instructor regarding official or unofficial absences. Absences begin to accumulate with the first scheduled class meeting.

Students bear the responsibility of notifying the Office of Admissions and Records when they discontinue studies in a course or at the college. Please refer to the Withdrawal Procedures.

**A. Official Absences**

Official absences are those which occur when students are involved in an official activity of the college (e.g., 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.

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.

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.

**B. Religious Holidays**

Students shall have the right to observe major religious holidays without penalty or reprisal by any administrator, faculty member or employee of the Maricopa Community Colleges. Absences for such holidays shall not count against the number of absences allowed by an instructor or department. At least one week before the holiday, students shall submit to their instructor(s) a written statement which includes both the date of the holiday and the reason why class attendance is impossible. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.

**GRADING (AR 2.3.3)**

**A. 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 websites.

**Grade Key**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>Points per Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>Not computed</td>
</tr>
<tr>
<td>IP</td>
<td>Course In Progress</td>
<td>Not computed</td>
</tr>
<tr>
<td>N</td>
<td>Audit</td>
<td>Not computed</td>
</tr>
<tr>
<td>P</td>
<td>Credit</td>
<td>Not computed</td>
</tr>
<tr>
<td>P*</td>
<td>Credit</td>
<td>Not computed</td>
</tr>
</tbody>
</table>
F. IMPORTANT DEADLINES FOR STUDENTS

Deadlines are based on calendar days and begin with the first day of class. Deadlines that fall on a weekend or holiday advance to the next college workday.

<table>
<thead>
<tr>
<th>Class Length</th>
<th>Deadline for Students to Withdraw with Guaranteed Grade of W</th>
<th>Deadline for Students to Withdraw from a Course (instructor signature req.)</th>
<th>Deadline for Students to Request Complete Withdrawal</th>
<th>Deadline to Change Type of Grading (A-F to P/Z, or P/Z to A-F)</th>
<th>Deadline to Change from Audit Grade to Credit Grade</th>
<th>Deadline to Change from Credit Grade to Audit Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Week or less (1-7 days)</td>
<td>1st Day of Class</td>
<td>1st Day of Class or prior to last Day of Class</td>
<td>1st Day of Class or prior to last Day of Class</td>
<td>1st Day of Class</td>
<td>1st Day of Class</td>
<td>1st Day of Class</td>
</tr>
<tr>
<td>Two Weeks (8-14 days)</td>
<td>3rd Calendar Day</td>
<td>6th Calendar Day</td>
<td>1st Day of Class</td>
<td>1st Day of Class</td>
<td>3rd Calendar Day</td>
<td></td>
</tr>
<tr>
<td>Three Weeks (15-21 days)</td>
<td>6th Calendar Day</td>
<td>12th Calendar Day</td>
<td>2nd Calendar Day</td>
<td>1st Day of Class</td>
<td>5th Calendar Day</td>
<td></td>
</tr>
<tr>
<td>Four Weeks (22-28 days)</td>
<td>9th Calendar Day</td>
<td>17th Calendar Day</td>
<td>3rd Calendar Day</td>
<td>2nd Calendar Day</td>
<td>7th Calendar Day</td>
<td></td>
</tr>
<tr>
<td>Five Weeks (29-35 days)</td>
<td>12th Calendar Day</td>
<td>23rd Calendar Day</td>
<td>4th Calendar Day</td>
<td>2nd Calendar Day</td>
<td>9th Calendar Day</td>
<td></td>
</tr>
<tr>
<td>Six Weeks (36-42 days)</td>
<td>14th Calendar Day</td>
<td>29th Calendar Day</td>
<td>5th Calendar Day</td>
<td>3rd Calendar Day</td>
<td>11th Calendar Day</td>
<td></td>
</tr>
<tr>
<td>Seven Weeks (43-49 days)</td>
<td>17th Calendar Day</td>
<td>35th Calendar Day</td>
<td>5th Calendar Day</td>
<td>3rd Calendar Day</td>
<td>12th Calendar Day</td>
<td></td>
</tr>
<tr>
<td>Eight Weeks (50-56 days)</td>
<td>20th Calendar Day</td>
<td>41st Calendar Day</td>
<td>6th Calendar Day</td>
<td>3rd Calendar Day</td>
<td>15th Calendar Day</td>
<td></td>
</tr>
<tr>
<td>Nine Weeks (57-63 days)</td>
<td>23rd Calendar Day</td>
<td>46th Calendar Day</td>
<td>7th Calendar Day</td>
<td>4th Calendar Day</td>
<td>17th Calendar Day</td>
<td></td>
</tr>
<tr>
<td>Ten Weeks (64-70 days)</td>
<td>26th Calendar Day</td>
<td>52nd Calendar Day</td>
<td>8th Calendar Day</td>
<td>4th Calendar Day</td>
<td>19th Calendar Day</td>
<td></td>
</tr>
<tr>
<td>Eleven Weeks (71-77 days)</td>
<td>29th Calendar Day</td>
<td>58th Calendar Day</td>
<td>9th Calendar Day</td>
<td>5th Calendar Day</td>
<td>21st Calendar Day</td>
<td></td>
</tr>
<tr>
<td>Twelve Weeks (78-84 days)</td>
<td>32nd Calendar Day</td>
<td>63rd Calendar Day</td>
<td>10th Calendar Day</td>
<td>5th Calendar Day</td>
<td>23rd Calendar Day</td>
<td></td>
</tr>
<tr>
<td>Thirteen Weeks (85-91 days)</td>
<td>35th Calendar Day</td>
<td>70th Calendar Day</td>
<td>10th Calendar Day</td>
<td>5th Calendar Day</td>
<td>25th Calendar Day</td>
<td></td>
</tr>
<tr>
<td>Fourteen Weeks (92-98 days)</td>
<td>38th Calendar Day</td>
<td>76th Calendar Day</td>
<td>11th Calendar Day</td>
<td>6th Calendar Day</td>
<td>27th Calendar Day</td>
<td></td>
</tr>
<tr>
<td>Fifteen Weeks (99-105 days)</td>
<td>41st Calendar Day</td>
<td>82nd Calendar Day</td>
<td>12th Calendar Day</td>
<td>6th Calendar Day</td>
<td>28th Calendar Day</td>
<td></td>
</tr>
<tr>
<td>Sixteen Weeks (106 days +)</td>
<td>End of the 7th Week</td>
<td>Two Wks before Last Class Period</td>
<td>Two Wks before Last Class Period</td>
<td>Within 14 days including 1st Week of Class</td>
<td>Within 1st Five Weeks</td>
<td></td>
</tr>
</tbody>
</table>
B. Incomplete Grade

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 contract, how the course will be completed. The contract will be filed with the Office of Admissions and Records.

Students must complete the requirements within the time period agreed to - maximum time allowed is seven (7) months from the last date of class in which the grade of incomplete was assigned. Students who do not complete the requirements within seven (7) months will have their grade recorded in accordance with the written contract. Students should NOT reregister for the course to complete the contract.

C. Repeating a Course/Improving a Grade

To improve a previously earned grade, students may repeat the course up to three times after the initial attempt to improve a grade. (A "W" or "Y" is not considered an attempt.) Students planning to enroll in a course for the third time should seek advisement prior to enrolling. All enrollments in a course will appear on the transcript and will be included in calculating the grade point average. The student may request in writing that the course(s) with the lower grade(s) be excluded during the grade point average calculation. The written request must be submitted to the Office of Admission and Records at the Maricopa Community College where the course with the lower grade was taken. Check individual courses and programs for exceptions.

D. Credit/No Credit Courses (P/Z)

Some courses may be taken under a credit/no credit grading system. These courses carry grades of P (credit, equivalent to a grade of C or higher) or Z (no credit) and are not computed in the student’s grade point average. Credits earned with a grade of P may be counted toward graduation with the exception of AGEC (Arizona General Education Curriculum).

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.” (See page 50)

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 Office of Admissions and Records.

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 Office of Admissions and Records within fourteen (14) days including the day of the first class meeting.

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.

E. Audit Courses

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.

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.” (See page 50)

F. Important Deadlines For Students

[See Table on page 50]

ACADEMIC PROBATION (PROGRESS) (AR 2.3.4)

A. Probation

A student will be placed on academic probation under the following conditions:

1. If, after completion of twelve (12) or more credit hours, the student’s cumulative grade point average is less than:

<table>
<thead>
<tr>
<th>Credit Hours For Which Grade</th>
<th>Minimum Grade Point Average Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>12-15</td>
<td>1.60</td>
</tr>
<tr>
<td>16-30</td>
<td>1.75</td>
</tr>
<tr>
<td>31-45</td>
<td>1.90</td>
</tr>
<tr>
<td>46 +</td>
<td>2.00</td>
</tr>
</tbody>
</table>

(Students should also be aware that graduation requires a cumulative minimum grade point average of 2.00).

(Note: Some PC programs require higher grade point averages. Consult with Academic Advisement.)
2. If, in transferring from any accredited institution of higher education, the student’s cumulative grade point average from other colleges and universities does not meet the requirements listed above.

Students on academic probation may take no more than twelve (12) credit hours per semester unless approved by the Admissions and Standards Committee.

B. Continued Probation
A student on academic probation who fails to raise the cumulative grade point average to the required minimum standards (see above) will be placed on continued probation and may be limited to taking six (6) credit hours.

Regulations regarding continued probation do not apply to the summer session. Credit hours earned in summer sessions will be included in the cumulative grade point average.

C. Admission of Suspended Students
Transfer students who do not meet the minimum grade point average listed under Scholastic Standards may be admitted on academic probation.

INSTRUCTIONAL GRIEVANCE PROCESS (AR 2.3.5)
A student who feels that he or she has been treated unfairly or unjustly by a faculty member with regard to an academic process such as grading, testing, or assignments, has the right to appeal according to the approved procedures. The appeal process for grades expires one year from the date the grade was issued.

Steps for students to take:
1. Discuss the issue with the faculty member involved. The student should request this conference within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.

2. If, within ten (10) working days of the request for the conference with the faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing a written complaint with the department/division chairperson and appropriate administrative officer at the college/center. This written complaint must be filed within ten (10) working days following the previous deadline. The written complaint will be given to the faculty member five (5) days before any official meetings are convened.

3. Upon receipt of a written complaint, the department/division chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. The faculty member may ask that the college faculty senate president be in attendance. Every attempt will be made to maintain confidentiality during this process. A faculty member will not be required to respond to a complaint which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written complaint will be made available to the faculty member.

4. If the grievance is not resolved at this level within ten working days, the student should forward to vice president of academic affairs or designee, a copy of the original written complaint with an explanation regarding action taken at each prior level. The vice president of academic affairs or designee will meet with the student, faculty member, the college faculty senate president if requested by the faculty member, and department/division chairperson and attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.

5. 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 expedite a timely examination of the issues and will issue a final written determination in the grievance process.

NON-INSTRUCTIONAL (outside the classroom) COMPLAINT RESOLUTION PROCESS
A student who feels that he or she has been treated unfairly or unjustly by any employee with regard to a non-instructional process such as a student or administrative services has the right to file a formal and written complaint according to the approved procedures.

Steps for students to take:
1. Discuss the issue with the employee involved. The student should request this conference within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.

2. If, within ten (10) working days of the request for the conference with the employee, the problem is not resolved or the employee has been unable to meet with the student, the student may continue the process by filing a written complaint with the appropriate supervisor of the employee where authority exists to take corrective action. This written complaint must be filed within ten (10) working days following the previous deadline. The written complaint will be given to the employee five (5) working days before any official meetings are convened.

3. Upon receipt of a written complaint, the appropriate supervisor will work with the parties in an attempt to resolve the conflict. Every attempt will be made to maintain confidentiality during this process. An employee will not be required to respond to a complaint which is not in writing and which, when appropriate, does not have specific documentation including dates, times, actions, supporting documents, etc. The written complaint will be made available to the employee.

4. If the complaint is not resolved at this level within ten (10) working days, the student should forward to the or appropriate college/center vice president or designee, a copy of the original written complaint with an explanation regarding action taken at each prior level. The vice president or designee will meet with the student, the employee, and the relevant supervisor and attempt to resolve the issues.
5. If the vice president or designee do not resolve the complaint, the student may forward it in writing to the college president for final resolution. The college president or designee will issue a final written determination in the complaint process.

WITHDRAWAL (AR 2.3.6)

To withdraw from a course or courses from the college, students must follow approved procedures. The Office of Admissions and Records provides information about the withdrawal process.

The official date of withdrawal is the last date of attendance as determined by the student’s withdrawal or as reported by the instructor. The official date of withdrawal determines refunds.

Never attending is not a guarantee for a refund or an excuse of the debt incurred through registration. Please see the refund policy. (See page 45.)

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.” (See page 50.) Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees.

WITHDRAWAL PROCEDURES

A. Withdrawal from Specific Courses

Students may be officially withdrawn from specific courses in the following ways:

1. Through the 7th week, a student may initiate an official withdrawal from any course by submitting a course withdrawal form with the required signatures to the Office of Admissions and Records in accordance with the published deadlines. 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) will be assigned.

2. After the 7th week, a student may initiate a withdrawal. The faculty member will sign the form and assign a grade of W or Y. The form is then to be returned to the Office of Admissions and Records. (See the college academic calendar for student deadline date.)

3. A faculty member has the option of withdrawing a student who has accumulated unofficial absences in excess of the number of times a class meets per week. Students withdrawn for excessive absences may be reinstated only with the approval of the faculty member. A grade of W will be assigned through the 7th week. After the 7th week, a grade of W or Y will be assigned. Faculty members electing to withdraw students must file the withdrawal form, including the last date of attendance, with the Office of Admissions and Records.

Failure to file an official withdrawal form may result in failing grades.

B. Complete Withdrawal from College

Students electing to withdraw from the college must contact the Office of Admissions and Records 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).

C. Withdrawal of Financial Aid Students

In accordance with federal regulations (CFR 668.22), a student may be required to repay federal financial aid funds if they completely withdraw or are withdrawn, or fail to earn a passing grade from all classes during a semester. Further information is available at the college Office of Student Financial Aid. This could affect a student’s ability to receive Financial Aid in the future at any school.

ACADEMIC RENEWAL (AR 2.3.7)

Students who are returning after a separation of five (5) years or more from the Maricopa Community College District, may petition for academic renewal. The request must be in writing and submitted to the Office of Admissions and Records at the college where the grades were earned.

Academic renewal at one of the Maricopa Community Colleges does not guarantee that colleges outside the Maricopa Colleges will accept this action. Acceptance of academic renewal is at the discretion of the receiving institution.

A. Prior to petitioning for academic renewal, the student must demonstrate renewed academic performance by earning a minimum of twelve (12) credit hours and a cumulative grade point average of 2.5 or higher within Maricopa Colleges after reenrollment.

B. Upon approval, all courses taken prior to reenrollment with a grade of “A,” “B,” “C,” “D,” “F” and “Y” will be annotated as academic renewal on the student’s permanent record. All course work affected by academic renewal will not be computed in the grade point average. Courses with grades “A,” “B,” or “C” will have the associated credit hours counted in the total credit hours earned. Such credit will not be computed in the grade point average.

C. All course work will remain on the student’s permanent academic record, ensuring a true and accurate academic history.

D. The academic renewal policy may be used only once at each college and cannot be revoked once approved.

E. Students who have been granted Academic Renewal must also meet the Financial Aid Standards of Academic Progress if they wish to receive financial aid.

HONORS PROGRAM (AR 2.3.8)

Each of the Maricopa Community Colleges has an honors program. Interested students should contact the college honors coordinator for information about the program and available scholarships, including the Chancellor’s, Foundation’s, and President’s Scholarships.
**PRESIDENT’S HONOR LIST**
The President’s Honor List for each college consists of all students who complete twelve (12) or more credit hours in residence in courses numbered 100 or higher in a given semester with a college semester grade point average of 3.75 or higher.

**GENERAL GRADUATION REQUIREMENTS (AR 2.3.9)**
Note: Also see “Catalog Under Which a Student Graduates “ (AR 2.2.5)
All students are required to complete the degree and/or certificate requirements as approved by the Maricopa Community Colleges Governing Board. The college reserves the right to make necessary course and program changes in order to meet current educational standards. In addition, students must:

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

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

2. have earned a minimum of 12 semester credit units toward the degree or certificate at the District college granting the degree or certificate. In cases where the certificate requires fewer than 12 credit units, a minimum of six credit units must be completed at the college awarding the certificate.

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

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

4. have a minimum cumulative grade point average of 2.000 at the college granting the degree.

5. have a minimum cumulative grade point average of 2.000 in all courses used to fulfill degree requirements.

   Some specific programs have higher grade requirements. It is the student’s responsibility to be aware of these program requirements.

6. have removed, thirty (30) days after the anticipated graduation date, all deficiencies on the record to use those courses toward program completion.

7. have removed any indebtedness to any MCCCD college/center.

8. have paid required degree or certificate application fee. See special fee schedule for charges.

**Graduation with Honors**
All courses used to fulfill graduation requirements, including courses from other accredited institutions, will be entered in the grade point average calculation for honors designations.

Students who have the following grade point averages will graduate with the following distinctions:

- 3.50 to 3.69 “with distinction”
- 3.70 to 3.89 “with high distinction”
- 3.90 to 4.0 “with highest distinction”

**Graduation - Honors Program**
Students who meet all the requirements of the Honors program at the District college granting the degree will be designated as Honors Program Graduates.

**CERTIFICATES/DEGREES**
The Maricopa Community Colleges offer Certificates of Completion as well as Associate Degrees, one of which is conferred on each student who has completed a program of study. These certificates and degrees are as follows:

   1. Certificate of Completion (Career Program Specified)
   2. Academic Certificate
   3. General Education Certificate
   4. Associate in Arts
   5. Associate in Science
   6. Associate in Business
   7. Associate in General Studies
   8. Associate in Transfer Partnership
   9. Associate in Applied Science (Career Program Specified)

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

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

**GRADUATE GUARANTEE POLICY**
The Governing Board believes so strongly in the quality of its colleges’ occupational training programs that it guarantees graduate competence.

1. Graduation from an Associate in Applied Science (AAS) is designed to prepare a person for entry-level employment in a specific career field. A graduate’s ability to perform approved program competencies will be judged by employers. Should the employer of a graduate who has earned an AAS degree find the employee lacking in the technical skills normally expected of an entry-level employee in the specific career field for which that graduate prepared, the District will provide the graduate with up to the equivalent of twelve (12) credit hours of retraining for no additional tuition.
2. Because technical occupations change rapidly, initial employment in an AAS degree-related field must occur within one year of graduation from the AAS degree program in question. Retraining needs to occur as cost effectively as possible. The graduate's employer must present a list of the graduate's skill deficiencies to the appropriate vice president or designee at the graduate's alma mater. All retraining will be completed in a reasonable time as agreed to by the employer, the student, and the college.

**LICENSURE DISCLAIMER**

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

**MCCCD GENERAL EDUCATION STATEMENT**

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

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

- Build self-awareness, self-respect, and self-confidence
- Recognize and respect the beliefs, traditions, abilities, and customs of all people and all cultures
- Consider the local, global, and environmental impacts of personal, professional, and social decisions and actions
- Access, evaluate, analyze, synthesize, and use information wisely
- Communicate effectively personally, socially, and professionally

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

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

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

**GENERAL EDUCATION DESIGNATIONS**

*example: [FYC], [SB], [HU], etc.*

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

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

**CATALOG UNDER WHICH A STUDENT GRADUATES (AR 2.2.5)**

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

1. A semester in which a student earns course credit will be counted toward continuous enrollment. Non-credit courses, audited courses, failed courses, or courses from which the student withdraws do not count toward the determination of continuous enrollment for catalog purposes.
3. Students admitted or readmitted to a public Arizona community college or university during a summer term must follow the requirements of the catalog in effect the following fall semester or of any single catalog in effect during subsequent terms of continuous enrollment.

4. Students transferring among Arizona public higher education institutions must meet the admission requirements, residency requirements, and all curricular and academic requirements of the degree-granting institution.

TEACHER EDUCATION: MARICOPA COMMUNITY COLLEGE DISTRICT-WIDE OFFERINGS
See pages 108-112.

University Department Time Limit for Coursework
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 eight years old is applicable to completion of degree requirements at the discretion of the student’s major department. Departments may accept such coursework, reject it, or request that the student revalidate its substance. The eight-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.

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

COLLEGE ENVIRONMENT

SEXUAL HARASSMENT POLICY (AR 2.4.4 & 5.1.8-17)
The policy of the Maricopa Community Colleges is to provide an educational, employment, and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by local, state, and federal law.

Sexual harassment by and between employees, students, employees and students, and campus visitors and students or employees is prohibited by this policy.

Violations of this policy may result in disciplinary action up to and including termination of employees, sanctions up to and including suspension or expulsion of students, and appropriate sanctions against campus visitors.

This policy is subject to constitutionally protected speech rights and principles of academic freedom. Questions about this policy may be directed to the Maricopa Community Colleges Equal Employment Opportunity/ Affirmative Action (EEO/AA) Office.
Examples of Policy Violations (AR 5.1.9)

It shall be a violation of Maricopa Community College’ Sexual Harassment Policy for any employee, student or campus visitor to:

A. Make unwelcome sexual advances to another employee, student or campus visitor;
B. Make unwelcome requests for sexual favors, whether or not accompanied by promises or threats with regard to the employment or academic relationship;
C. Engage in verbal or physical conduct of a sexual nature with another employee, student or campus visitor, that may threaten or insinuate, either explicitly or implicitly, that the individual’s submission to, or rejection of, the sexual advances will in any way:
   1. Influence any personnel decision regarding that person’s employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development; or
   2. Influence his or her grades, participation in or access to academic programs, class standing or other educational opportunities;
D. Engage in verbal or physical conduct of a sexual nature that:
   1. Has the purpose or effect of substantially interfering with an employee’s ability to do his or her job; or with a student’s ability to learn or participate in a class; or
   2. Which creates an intimidating, hostile or offensive work or academic environment;
E. Commit any act of sexual assault or public sexual indecency against any employee or student whether on Maricopa Community Colleges property or in connection with any Maricopa Community Colleges-sponsored activity;
F. Continue to express sexual interest in another employee, student or campus visitor after being informed or on notice that the interest is unwelcome (reciprocal attraction is not considered sexual harassment);
G. Engage in other sexually harassing conduct in the workplace or academic environment, whether physical or verbal, including, but not limited to, commentary about an individual’s body (or body parts), sexually degrading words to describe an individual, sexually offensive comments, sexually suggestive language or jokes, innuendoes, and sexually suggestive objects, books, magazines, computer software, photographs, cartoons or pictures.

Additional Policy Violations (AR 5.1.10)

Supervisors, managers, administrators and faculty who disregard or fail to report allegations of sexual harassment (whether reported by the person who is the subject of the sexual harassment or a witness) are in violation of this policy.

Responsibility for Policy Enforcement (AR 5.1.11)

Every Maricopa Community Colleges employee and student must avoid offensive or inappropriate sexual and/or sexually harassing behavior at work or in the academic environment.

Employees and students are encouraged (but not required) to inform perceived offenders of this policy that the commentary/conduct is offensive and unwelcome.

Amorous Relationships (AR 5.1.12)

An amorous relationship that might be appropriate in other circumstances may be 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 instruction, counseling, advisement or supervision. An element of power is often present in such a context and it is incumbent upon those with authority not to abuse that power.

Complaints (AR 5.1.13)

A. Employees

Employees who experience sexual harassment at work (by a supervisor, co-employee, student or visitor) are urged to report such conduct to the direct attention of their supervisor their college president or to the Maricopa Community Colleges Equal Employment Opportunity/Affirmative Action Office (480-731-8885). If the complaint involves the employee’s supervisor or someone in the direct line of supervision, or if the employee for any reason is uncomfortable in dealing with his or her immediate supervisor, the employee may go directly to the Maricopa Community Colleges EEO/AA Office.

B. Students

Students who experience sexual harassment in the academic environment (by a faculty member, administrator, campus visitor or other student) are urged to report such conduct to the vice president of student affairs or designee at each individual campus. A student may also contact the Maricopa Community Colleges EEO/AA Office to obtain the name and phone number of the college official designated to respond to sexual harassment complaints.

C. General - Applicable to Both Employees and Students

Complaints will be investigated according to procedures established by the Maricopa Community Colleges EEO/AA Office. Copies of these procedures may be obtained in the college president’s office, Office of the Vice President of Student Affairs and the Maricopa Community Colleges EEO/AA Office. The college/center/MCCCD will investigate all complaints as professionally and expeditiously as possible.

Where investigation confirms the allegations, appropriate responsive action will be taken by the college/center/MCCCD.

Confidentiality (AR 5.1.14)

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

Violations of Law (AR 5.1.15)

An employee or student may be accountable for sexual harassment under applicable local, state, and/or federal law, as well as under Maricopa Community Colleges policy. Disciplinary action by Maricopa Community Colleges may proceed while criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.
False Statements Prohibited (AR 5.1.16)
Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge, will be subject to appropriate disciplinary action, up to and including, employment termination or academic dismissal.

Retaliation Prohibited (AR 5.1.17)
Retaliation against an employee or student for filing a sexual harassment complaint, or participating in the investigation of a complaint, is strictly prohibited. Maricopa Community Colleges will take appropriate disciplinary action, up to and including employment termination or academic dismissal if retaliation occurs.

PETITION SIGNATURE SOLICITATION (AR 2.4.8)
A. 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.

B. 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.

C. 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.

D. Representatives shall notify the designated official at each college or center of their intent to solicit 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.

SOLICITATION (AR 2.4.9)
A. Definitions
A “solicitor” is any non-Maricopa Community Colleges-affiliated entity that would, on the premises of any Maricopa Community College or Center, purport to sell or promote any product, service, or idea, but does not include such an entity that would enter the premises for the purposes of promoting, opposing, or soliciting petition signatures in connection with any political candidate or initiative, or referendum ballot.

A “special event” is a college-sponsored event conducted on college premises for the benefit of students that is based on a particular theme, and for which the college has deemed it essential to invite the participation of solicitors whose products, services or ideas are pertinent to the special event’s theme.

B. Requirements
1. A solicitor must notify the designated official at each college or center of their intent to solicit on college or center premises. A solicitor who would purport to sell any product or service is responsible for obtaining any necessary tax licenses and must submit to the designated official a certificate of commercial liability insurance and pay to the college or center, in consideration for the opportunity for solicitation, a fee in the amount of $50 per day or $125 per full week.

2. Campus restrictions regarding location, time, date, and use of amplification may apply. All requests for space shall be granted on a first-come, first-served basis only upon completion of the requirements contained in this regulation.

3. All solicitation must take place at tables in designated areas. Standard space will be one or two tables and chairs. Solicitors may be limited to no more than fifty (50) hours of solicitation activity per semester at each college or center.

By requesting the opportunity for solicitation on the premises of a college or center, a solicitor warrants that it may lawfully sell or promote its product, service or idea and that such activity does not violate any law, and does not violate any trademark, copyright, or similar proprietary interest. The activity of any solicitor may not violate any existing Maricopa contract.

The president of every college or center shall establish such location restrictions governing the activities of solicitors. Such restrictions shall supplement, but shall not replace or waive, this regulation.

A college may waive the fee prescribed in this regulation for any solicitor’s participation in a special event if the college determines that such participation will be of particular educational benefit to the interests of that college’s students; the participation is sponsored by a club, organization, or academic division; and the participation is approved by the college’s Student Life and Leadership department. A college may waive both the fee and the insurance certificate requirements prescribed in this regulation for a student purporting to sell or promote a product or service at a special event, provided that:

a. Such product or service presents low risk of harm to a potential user;

b. The product or service is not food or food-related and;

c. The student is soliciting solely on his or her own behalf and not pursuant to any sales agreement, commission agreement, or similar affiliation or contractual relationship with another entity.

4. Any solicitor who violates this regulation may be deemed a trespasser on college or center premises, and therefore subject to appropriate prosecution within the discretion of the College Safety department and other responsible officials at the college or center. The Maricopa County Community College District, its colleges and centers, assume no responsibility - financial or otherwise - for the acts or omissions of any vendor whose presence on college premises pursuant to this regulation is approved by any college official.
CHILDREN ON CAMPUS (AR 2.4.10)
Children (younger than 18) may not attend any class unless they are officially registered for the class.

Children will not be allowed on campus unless participating in an authorized college program or under the supervision of an adult.

CRIME AWARENESS AND CAMPUS SECURITY ACT (AR 2.4.11)
Federal legislation requires the college to maintain data on the types and number of crimes on college property as well as policies dealing with campus security. To obtain additional information on this subject, contact the college Safety and Security Department.

WORKPLACE VIOLENCE PREVENTION (AR 2.4.12)
It is the policy of the Maricopa Community Colleges to promote a safe environment for its employees, students, and visitors. The Maricopa Community Colleges are committed to working with its employees to maintain an environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior.

Violence, threats, harassment, intimidation, and other disruptive behavior in our facilities will not be tolerated, and it is the responsibility of all members of the Maricopa Community Colleges to report any occurrence of such conduct. Every employee, student and visitor on Maricopa Community College District property is encouraged to report threats or acts of physical violence of which he/she is aware. All reports will be taken seriously and will be dealt with appropriately. Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.

This policy applies to employees and students, as well as independent contractors and other non-employees doing business with the Maricopa Community Colleges. Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action, criminal penalties, or both. The Chancellor is hereby instructed to enact all administrative regulations necessary to implement this policy.

STUDENT RIGHT TO KNOW (AR 2.4.13)
Under the terms of the Student Right To Know Act, the college must maintain and report statistics on the number of students receiving athletically related student aid reported by race and sex, the graduation rate for athletes participating in specific sports reported by race and sex, the graduation rate for students in general, reported by race and sex and other similar statistics. To obtain copies of these reports, contact the Office of Admissions and Records.

STUDENT RIGHTS AND RESPONSIBILITIES

COPYRIGHT ACT COMPLIANCE (AR 2.4.5)
Students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping. In order to assist students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

Copyright Regulation (AR 3.2)
A. 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.

B. 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.

C. 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 matters and provide training programs on current copyright laws.

D. 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.

E. 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.

F. In order to assist employees and students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials.

What Students Should Know About Copyright

What is copyright?
Copyright is a protection afforded under federal law for various types of creative works. A work is copyrightable if it is an original work of authorship fixed in a tangible medium of expression. Copyrightable works include literary, musical or dramatic works; motion pictures and other audiovisual works; choreographic works and pantomimes; sound recordings; and architectural works.

The owner of a copyright in a particular work has the exclusive right to copy, display, perform, distribute, and create a derivative version of the work. Generally, then this means that you may not duplicate, show or perform a copyrighted work unless it is expressly allowed under the Copyright Act or you have the prior permission of the copyright holder.

A copyright exists in a work at the time it becomes fixed in some tangible medium of expression. Neither registration of the copyright with the federal government nor a copyright notice on the work itself is required for copyright protection.
What is copyright infringement?
Generally, copyright infringement occurs when you copy, display, perform, distribute or create a derivative version of a copyrightable work either without the permission of the copyright holder or when such activity is not otherwise allowed under an exception provided by federal copyright law. The penalties for infringement include significant damages—potentially in excess of $100,000 for each work infringed.

How does copyright law affect information I obtain off the Internet?
Copyright law covers works in both traditional and new media, including digital media. Copyrightable materials are often available on the Internet without any indication of their copyrighted status. As a rule of thumb, you should assume that everything you find on the Internet is copyrighted, unless otherwise noted. Even popular activities, such as file swapping or copying software, or pictures from the Internet, may be copyright infringement and should be avoided.

The Digital Millennium Copyright Act, which Congress enacted in 2000, affords greater protection for copyright holders of digital works. Generally, then, even if a work appears solely in a digital form, it is likely subject to copyright law protections.

New technology has made many creative works widely available through the Internet. For example, the technology known as Peer to Peer (P2P) allows for the transmission of music, videos, movies, software, video games and other materials—most of which is subject to copyright protection.

Remember that a copyright exists in a work at the time it becomes fixed in some tangible medium of expression. That means that an image you have downloaded from the Internet, as well as a video or musical performance is almost certainly subject to copyright protection. When you download these works, transfer them to a disk or other medium, or send them to a friend, you are infringing on the rights of the copyright holder. Trafficking in such material without the permission of the copyright holder, then, violates copyright law. This includes unauthorized music file sharing over the Internet.

According to a statement recently issued by representatives of the motion picture, recording and songwriting industries, uploading and downloading copyrighted works over the Internet is theft: “It is no different from walking into the campus bookstore and in a clandestine manner walking out with a textbook without paying for it.”

Why is it important for a student to be aware of copyright law?
Copyright infringement is expressly prohibited by the U.S. Copyright Act. Anyone who infringes another’s copyright in a creative work is subject to liability, and could be required to pay large sums in damages.

In addition, as the law clearly prohibits copyright infringement, using any college resources—such as photocopiers, desktop and laptop computers, printers, central computing facilities, local-area or college-wide networks, Internet access, or electronic mail—for the purpose of infringing a copyright in any work may be grounds for student discipline. According to Maricopa Community College District administrative regulation, “students are expected to comply with the provisions of the Copyright Act of 1976 pertaining to photocopying of printed materials, copying of computer software and videotaping.”

Moreover, under the Maricopa Community Colleges Computing Resource Standards, a student is prohibited from the “use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally-recognized protection of intellectual property rights.” The Standards also prohibit “transmitting, storing, or receiving data, or otherwise using computing resources in a manner that would constitute a violation of state or federal law . . . .”

A student who violates these policies, then, can be disciplined at any of the Maricopa Community Colleges. This discipline could include suspension or even expulsion.

Does copyright law allow me to download files from a college web site?
Thanks to recent changes to copyright law colleges and universities are allowed to transmit copyrighted images, recordings, and other materials over the Internet in connection with distance learning offerings. These changes allow for the performance of non-dramatic literary works or musical works, as well as the display of “reasonable and limited portions” of any work in an amount comparable to that typically displayed in a live classroom setting. Use of the works must, however, be “an integral part” of the distance-learning class session, and available solely to students enrolled in the class. In addition, the transmission of the copyrighted works must be under the direction or actual supervision of a faculty member.

Even though the college does not hold the copyright to these works, or even have the express permission of the copyright holder, they may be delivered over the Internet to students in distance learning classes.

The fact that the law authorizes such use of copyrighted materials, though, does not allow a student in these classes to freely download, copy, or re-transmit the works. They are intended solely for use by the institution in connection with distance instruction; any other use would likely constitute a violation of copyright law.

To learn more about copyright, go to: [http://www.dist.maricopa.edu/legal/](http://www.dist.maricopa.edu/legal/) and click on “Intellectual Property.” While you’re there, you should read the Maricopa Community Colleges’ Copyright Guidelines. You should also review the complete text of the Computer Resource Standards which can be found under the “Information Technology” link. The Standards also appear in college catalogs and student handbooks.
TAPPING OF FACULTY LECTURES (AR 3.4)
The Maricopa Community Colleges acknowledge that faculty members are, by law, afforded copyright protection in their classroom lectures and, therefore, may limit the circumstances under which students may tape (audio/visual) their classes.

Each faculty member shall inform his/her students within the first week of classes to his/her policy with regard to taping. Failure to do so will accord students the right to tape lectures.

Students with disabilities that render them unable to take adequate lecture notes are entitled to reasonable accommodation to remedy this inability. Accommodation may require a faculty member to exempt a student from his/her taping policy.

TECHNOLOGY RESOURCE STANDARDS (AR 4.4)
Introduction
The Maricopa County Community Colleges District (MCCCD) provides its students and employees access to information resources and technologies. Maricopa recognizes that the free exchange of opinions and ideas is essential to academic freedom, and the advancement of educational, research, service, operational and management purposes, is furthered by making these resources accessible to its employees and students.

At Maricopa, technological resources are shared by its users; misuse of these resources by some users infringes upon the opportunities of all the rest. As Maricopa is a public institution of higher education, however, the proper use of those resources is all the more important, Maricopa requires users to observe Constitutional and other legal mandates whose aims is are to safeguard and appropriately utilize technology resources that are acquired and maintained with public funds.

General Responsibilities
Technology resources (including, but not limited to, desktop and laptop systems, printers, central computing facilities, District-wide or college-wide networks, local-area networks, access to the Internet, electronic mail and similar electronic information) of the Maricopa County Community Colleges District are available only to authorized users, and any use of those resources is subject to these Standards. All users of Maricopa’s technology resources are presumed to have read and understood the Standards. While the Standards govern use of technology resources District-wide, an individual community college or center may establish guidelines for technology resource usage that supplement, but do not replace or waive these Standards.

Acceptable Use
Use of Maricopa’s technology resources, including websites created by employees and students, is limited to educational, research, service, operational, and management purposes of the Maricopa County Community College District and its member institutions. Likewise, images and links to external sites posted on or transmitted via Maricopa’s technology resources are limited to the same purposes.

It is not Maricopa’s practice to monitor the content of electronic mail transmissions, files, images, links or other data stored on or transmitted through Maricopa’s technology resources. The maintenance, operation and security of Maricopa’s technology resources, however, require that network administrators and other authorized personnel have access to those resources and, on occasion, review the content of data and communications stored or transmitted through those resources. A review may be performed exclusively by persons expressly authorized for such purpose and only for cause. To the extent possible in the electronic environment and in a public setting, a user’s privacy will be honored. Nevertheless, that privacy is subject to Arizona’s public records laws and other applicable state and federal laws, as well as policies of Maricopa’s Governing Board all of which may supersede a user’s interests in maintaining privacy in information contained in Maricopa’s technology resources.

Frequently, access to Maricopa’s technology resources can be obtained only through use of a password known exclusively to the user. It is the user’s responsibility to keep a password confidential. While Maricopa takes reasonable measures to ensure network security, it cannot be held accountable for unauthorized access to its technology resources by other users, both within and outside the Maricopa community. Moreover, it cannot guarantee users protection against loss due to system failure, fire, etc.

Much of the data contained in Maricopa records that are accessible through use of technology resources is confidential under state and federal law. That a user may have the technical capability to access confidential records does not necessarily mean that such access is authorized. A user of Maricopa’s technology resources is prohibited from the unauthorized access to, or dissemination of, confidential records.

Violation of any provision of the Standards could result in immediate termination of a user’s access to Maricopa’s technology resources, as well as appropriate disciplinary action. A violation of the Standards should be reported immediately to the appropriate administrator.

Prohibited Conduct
The following is prohibited conduct in the use of Maricopa’s technology resources:

1. Posting to the network, downloading or transporting any material that would constitute a violation of Maricopa County Community College District contracts.

2. Unauthorized attempts to monitor another user’s password protected data or electronic communication, or delete another user’s password protected data, electronic communications or software, without that person’s permission.

3. Installing or running on any system a program that is intended to or is likely to result in eventual damage to a file or computer system.

4. Performing acts that would unfairly monopolize technology resources to the exclusion of other users, including (but not limited to) unauthorized installation of server system software.

5. Hosting a website that violates the .EDU domain request.
6. Use of technology resources for non-Maricopa commercial purposes, including to advertise personal services, whether or not for financial gain.

7. Use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally-recognized protection of intellectual property rights.

8. Activities that would constitute a violation of any policy of Maricopa's Governing Board, including, but not limited to, Maricopa's non-discrimination policy and its policy against sexual harassment.

9. Transmitting, storing, or receiving data, or otherwise using technology resources in a manner that would constitute a violation of state or federal law, or MCCCD policy or administrative regulation including, but not limited to, obscenity, defamation, threats, harassment, and theft.

10. Attempting to gain unauthorized access to a remote network or remote computer system.

11. Exploiting any technology resources system by attempting to prevent or circumvent access, or using unauthorized data protection schemes.

12. Performing any act that would disrupt normal operations of computers, workstations, terminals, peripherals, or networks.

13. Using technology resources in such a way as to wrongfully hide the identity of the user or pose as another person.

14. Allowing any unauthorized access to Maricopa's technology resources.

Disclaimer
The home page of a website must display, or link to, the following disclaimer in a conspicuous manner:
All information published online by MCCCD is subject to change without notice. MCCCD is not responsible for errors or damages of any kind resulting from access to its Internet resources or use of the information contained therein. Every effort has been made to ensure the accuracy of information presented as factual; however errors may exist. Users are directed to countercheck facts when considering their use in other applications. MCCCD is not responsible for the content or functionality of any technology resource not owned by the institution.

The statements, comments, or opinions expressed by users through use of Maricopa's technology resources are those of their respective authors, who are solely responsible for them, and do not necessarily represent the views of the Maricopa County Community College District.

Complaints and Violations
Complaints or allegations of a violation of these standards will be processed through Maricopa's articulated grievance procedures or resolution of controversy.

Upon determination of a violation of these standards, Maricopa may unilaterally delete any violative content and terminate the user's access to Maricopa's technology resources. It is the user's responsibility to demonstrate and/or establish the relevance of content in the event that a content complaint is made official. Users retain the right to appeal through Maricopa's grievance procedures or resolution of controversy.

HAZING PREVENTION REGULATION (AR 2.6)
The Maricopa County Community College District (MCCCD) strives to exceed the changing expectations of our many communities for effective, innovative, student-centered, flexible and lifelong educational opportunities. Our employees are committed to respecting diversity, continuous quality improvement and the efficient use of resources. We are a learning organization guided by our shared values of: education, students, employees, excellence, diversity, honesty and integrity, freedom, fairness, responsibility and public trust.

Central to the vitality and dignity of our community of learners is an environment that produces broadly educated responsible citizens, who are prepared to serve and lead in a free society. Academic instruction, co-curricular activities and community involvement come together to meet this goal. All members of the Maricopa Community Colleges' community, through the best of their abilities, must be provided the opportunity to contribute in a safe, orderly, civil and positive learning environment. One factor that inhibits the achievement of the above stated purpose is the practice of hazing.

1. Hazing by any student, employee or other person affiliated with the Maricopa Community Colleges is prohibited.

2. “Hazing” is defined as any intentional, knowing or reckless act committed by a student or other person in any MCCCD college or affiliated educational setting, whether individually or in concert with other persons, against another student, and in which both of the following apply:
   a. The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any club/organization that is affiliated with Maricopa Community Colleges; and,
   b. The act contributes to a substantial risk of potential physical injury, mental harm or personal degradation, or causes physical injury, mental harm or personal degradation.

3. Any solicitation to engage in hazing is prohibited.

4. Aiding and abetting another person who is engaged in hazing is prohibited.

5. Victim consent is not a defense for violation of the Maricopa Community Colleges Hazing Prevention Regulation.

6. All students, faculty and staff must take reasonable measures within the scope of their individual authority to prevent violations of the Maricopa Community Colleges Hazing Prevention Regulation.

7. Hazing activities and situations include, but are not limited to, the following:
   a. Pre-pledging, illegal pledging or underground activities.
   b. Acts of mental and physical abuse, including, but not limited to: paddling, slapping, kicking, pushing, yelling, biting, duck-walking, line-ups, tuck-ins, belittling, excessive exercise, beating or physical abuse of any kind, and the potentially
forced consumption of any food or beverage that contributes to or causes physical injury, mental harm or personal degradation.

c. Sleep deprivation (activities that deprive prospective and/or current students and/or members of the opportunity of a minimum of six hours sufficient sleep each day).

d. Encouraging or forcing use of alcohol or drugs.

e. Any type of student club/organization scavenger hunt, quest, road trip or activity that would physically or psychologically endanger prospective and/or current students and/or members or others.

f. Stroking or physically touching in an indecent or inappropriate manner. See Sexual Harassment policy 5.1.8

g. Student club/organization activities that subject prospective and/or current students and/or members or others to public nuisance or spectacle.

h. Aiding or abetting theft, fraud, embezzlement of funds, destruction of public, personal or private property, or academic misconduct.

i. Being required to wear odd or look-alike apparel that contributes to or causes physical injury, mental harm or personal degradation.

j. Personal services that contribute to or cause physical injury, mental harm or personal degradation.

8. Alleged violations of this regulation by students or student organizations can be reported to the vice president of student affairs’ office for investigation by any member of the college community. The vice president of student affairs’ office will investigate the complaint in accordance with the student disciplinary code, all other college and Maricopa Community Colleges policies, and local and state laws.

Alleged violations of the Maricopa Community Colleges hazing prevention regulation or interference with an investigation under this regulation by students or student organizations are subject to sanctions under the student disciplinary code.

The student disciplinary code shall govern all proceedings involving such a complaint. Decisions arrived at as outcomes of the proceedings shall be final, pending the normal appeal process.

9. Alleged violations of the Maricopa Community Colleges hazing prevention regulation by any faculty or staff member can be reported to the vice president of student affairs’ office for investigation by any member of the college community. The vice president of student affairs’ office will investigate the complaint in accordance with college and Maricopa Community Colleges policies, and local and state laws.

Any Maricopa Community Colleges faculty or staff member who knowingly permitted, authorized or condoned the alleged hazing activity is subject to disciplinary action in accordance with college and Maricopa Community Colleges policies, and local and state laws.

10. If the vice president of student affairs’ office receives a report or complaint of an alleged hazing activity involving physical injury, threats of physical injury, intimidation, harassment or property damage, or any other conduct that appears to violate Arizona state law, the college will report such conduct to the appropriate college safety office. The said college safety office will investigate, respond to and report on the alleged hazing activity in accordance with all college, District, local, state and federal guidelines, policies and laws.

11. Should the proceedings outlined above substantiate an occurrence of hazing activity – where students or student organizations knowingly permitted, authorized or condoned the hazing activity – the college can recommend the following sanctions against student clubs/organizations:

a. Censure: Censure can include the required completion of a program designed with the intent of eliminating the hazing activity. The programs will be devised with the cooperation of all involved parties and monitored by the vice president of student affairs’ office.

b. Probation: The student club(s)/organization(s) will be placed on probation for a specified period of time. Conditions of probation will be determined by the vice president of student affairs’ office and outlined in writing to the student club(s)/organization(s). The probationary term will be monitored by the vice president of student affairs’ office.

c. Suspension: The student club(s)/organization(s) will be suspended. The terms of the suspension can be defined in the sanction, including criteria the student club(s)/organization(s) must meet within a specified time to be considered for admission or renewal of college recognition status.

d. Revocation: The student club(s) /organization(s) will have its status revoked, with the loss of all college associations, recognitions and privileges. The national or international office of an organization, if so affiliated, will be requested to revoke the charter of an organization.

12. The Maricopa Community Colleges hazing prevention regulation is not intended to prohibit or sanction the following conduct:

a. Customary athletic events, contests or competitions that are sponsored by any of the Maricopa Community Colleges.

b. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate co-curricular experience or a legitimate military training program.

13. For the purposes of the Maricopa Community Colleges hazing prevention regulation: “Organization” is defined as an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with Maricopa Community Colleges, whose membership consists primarily of students enrolled at Maricopa Community Colleges and that may also be classroom-related or co-curricular in nature.
ABUSE-FREE ENVIRONMENT (AR 2.4.7)

A. Substance Abuse/Misuse Statement

Drug abuse and misuse has become a national issue and is receiving national attention, particularly in the academic community. The insidious effects of the abuse of these agents are also felt by all walks of life and economic levels. Therefore, as an education providing institution, we are responsible to provide knowledge and guidelines about prevention, control, and treatment of the abuse/misuse of alcohol, illegal and legal drug uses and misuses. This policy statement has been constructed on the belief that higher education has a responsibility to face safety and health factors of substance abuse/misuse issues forthrightly and innovatively. We believe that the community college needs to adapt programs applicable to their community as well as to our individual student’s needs. The policy statements should be comprehensive, understood by those expected to comply, realistic and enforceable, consistently applied, and cover foreseeable dangers.

Construction of this statement has been founded on concerns of individual safety, educational quality, and legal liability. It is recognized that each individual is responsible for his/her actions and must be afforded an opportunity to develop knowledge, skills and talent, and be willing to share community responsibilities. The Maricopa Community College District has an equal “duty to care” responsibility and a commitment to substance abuse/misuse education for all students and employees.

The Maricopa Community College District shall:
1. Visibly demonstrate a performance of the Maricopa Community College District “duty to care”.
2. Comply with requirements for federal funds.
3. Describe what the college does about substance abuse/misuse (alcohol, drugs, anabolic steroids).
4. Inform/educate members of the academic community of adverse effects of these substances.
5. Inform/educate the academic community about the policies concerning substance misuse and abuse.
7. Provide individual and group counseling.
8. Provide assistance and guidance to obtain treatment and rehabilitation of any identified problem.

To achieve these objectives, the program must provide an environment capable of:
1. Developing and implementing substance misuse/abuse prevention programs.
2. Providing educational training and prevention programs for the college and community it serves.
3. Providing timely and accurate information dissemination.
4. Establishing supportive counseling programs as needed.
5. Establishing a strong on-going evaluation of services.
6. Providing assistance to obtain treatment and rehabilitation of substance abuse/misuse.
7. Clarifying the college regulations for control of alcohol and drug use.
8. Providing procedures that the college will follow to correct and stabilize emergency situations.

Each college will identify key people to provide emergency services and to contact and work with outside agencies.

The Maricopa Community College District is committed to establishing a preventative substance abuse program at each college designed to affect positively the problems of irresponsible use of alcohol and the use and abuse of illegal substances. A main focus of the program will be on education of the campus community and assistance to individuals.

The Maricopa Community College District 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.

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

1. Introduction and Purpose

The recent adoption by Congress of the Drug-Free Schools and Communities Act amendments 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 Maricopa Community Colleges. Based upon that concern, it is intended that this program on prevention of alcohol and drug abuse on college campuses will go beyond the strict dictates of the law and will serve as a comprehensive educational and resource tool.

The Maricopa Community Colleges are committed to maintaining learning environments that enhance the full benefits of a student’s educational experience. The Maricopa Community College District will make every effort to provide students with optimal conditions for learning that are free of the problems associated with the unauthorized use and abuse of alcohol and drugs. Part of the educational mission of Maricopa Community Colleges, in conjunction with this program, is to educate students about positive self-development, the benefits of a healthy lifestyle and the health risks associated with substance abuse.

The purpose of this program is to:

a. Ensure that the Maricopa Community Colleges working and learning environment for students and the public is safe, orderly and free of illegal activity.

c. Provide students with access to appropriate treatment and rehabilitation assistance for problems associated with substance use or abuse.

2. 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:

a. Drinking or possession of alcoholic beverages on the college campus.
b. Misuse of narcotics or drugs.

3. Sanctions for Violation of Standards of Conduct
Disciplinary actions include, but are not limited to:

a. Warning,
b. Loss of privileges,
c. Suspension, or
d. Expulsion.

4. Legal Consequences of Alcohol and Other Drugs
a. Laws Governing Alcohol
   The State of Arizona sets twenty-one as the ‘legal drinking age.’ An underage person who buys, receives, possesses or consumes alcoholic beverages is guilty of a misdemeanor and may be subject to a fine and imprisonment for up to six months.

   The Uniform Act Regulating Traffic on Highways prohibits driving while under the influence of intoxicating liquor or drugs (DWI). Drivers charged with DWI who refuse to be tested face suspension of their licenses or permits to drive for twelve months. A driver whose test results show a blood or breath alcohol concentration of 0.08 or more will have his/her license or permit to drive suspended or denied for not less than ninety consecutive days. The punishment for DWI ranges from not less than twenty-four consecutive hours in jail and a fine of not less that $250 for a first offense to a minimum of six months in jail and revocation of the driver’s license for three years upon a third offense.

b. Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance
   First conviction: Up to one year imprisonment and fined at least $1,000 but not more than $100,000, or both.

   After one prior drug conviction: At least fifteen days in prison, not to exceed two years and fined at least $2,500 but not more than $250,000, or both.

   After two or more prior drug convictions: At least ninety days in prison, not to exceed three years and fined at least $5,000 but not more than $250,000, or both.

   Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment. (See special sentencing provisions re: crack)

   Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

   Civil fine of up to $10,000 (pending adoption of final regulations).

   Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

   Ineligible to receive or purchase a firearm.

   Miscellaneous: Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

   Note: These are only Federal penalties and sanctions.

c. State Penalties and Sanctions
   Title Thirteen, Chapter 34 of the Arizona Revised Statutes lists drug offenses and their penalties. Following is list of drugs that are frequently misused with a description of the potential penalties attached to a conviction.

1) Marijuana: A first offense for possession or use of marijuana in an amount of less that one pound constitutes a class 6 felony and carries a possible prison term of one and one-half years and a fine of not less than seven hundred fifty dollars. The sale of marijuana in an amount of less that one pound constitutes a class 6 felony and carries a fine of at least seven hundred fifty dollars.

2) LSD: Possession, use and sale of LSD are felonies carrying sentences from four to five years and fines of not less that one thousand dollars.

3) Heroin and Cocaine: Possession, use and sale of heroin are felonies carrying sentences from four to seven years and a fine of not less that two thousand dollars.
C. Alcoholic Beverages - Usage Regulation (AR 4.13)
1. No alcoholic beverage is allowed on or in the premises owned by the State and/or leased/rented by the Maricopa Community Colleges for District-approved educational purposes, except as provided herein.
2. No purchase of alcoholic beverages is allowed from any funds under the jurisdiction of the Governing Board of the District.
3. 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.
4. 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.

D. 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, gymnasiurns, 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 Disability Resources and Services or the Office of Vice President of Student Affairs.

The Maricopa Community Colleges acknowledge the importance of privacy considerations with regard to persons with AIDS. The number of people who are aware of the existence and/or identity of students who have AIDS or a positive HIV antibody test should be kept to a minimum. When a student confides in a faculty member, knowledge of the condition should be transmitted to the appropriate vice president or designee who will make the determination if the information should be further disseminated. It should be remembered that mere exposure to the person in a classroom does not constitute a need to know the diagnosis. It is, therefore, unnecessary to document in a student’s file the fact that he or she has AIDS unless the information is to be used for accommodation reasons. Sharing confidential information without consent may create legal liability.

Students are encouraged to contact the Office of Disabled Resources and Services and/or the vice president of student affairs or designee for the types of services available in the District or community on matters regarding AIDS or the HIV virus.

DISABILITY RESOURCES & SERVICES - ELIGIBILITY FOR ACCOMMODATIONS & REQUIRED DISABILITY DOCUMENTATION (AR 2.8)

PURPOSE -- to specify the disability documentation requirements that will qualify (i.e., support current and essential needs) Maricopa County Community College District students for reasonable and appropriate accommodations through each college’s disability services office or designated professional. This regulation is implemented in accordance with the Americans with Disabilities Act.

GENERAL ELIGIBILITY REQUIREMENTS
Each applicant with a disability must meet MCCCD admissions requirements, or be enrolled as an MCCCD student, and must provide disability resource services (DRS) with required documentation verifying the nature and extent of the disability prior to receiving any accommodation. The disability services office coordinator/program advisor is responsible for evaluating documentation and determining accommodation eligibility.

SPECIFIC ELIGIBILITY REQUIREMENTS
PHYSICAL DISABILITIES -- REQUIRED DOCUMENTATION
The student must submit a written, current diagnostic report of any physical disabilities that are based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified and/or licensed) professionals (e.g., medical doctors, ophthalmologists, neuropsychologists, audiologists). Disability diagnosis categories include:
1. Orthopedic Disability
2. Blind or Visual Impairment
3. Deaf or Hard-of-Hearing
4. Traumatic Brain Injury
5. Other Health-Related/Systemic Disabilities

The Written Diagnostic Report Must Include:

a) A clear disability diagnosis, including a clinical history that establishes the date of diagnosis, last contact with the student, and any secondary conditions that might be present.
b) The procedures used to diagnose the disability.
c) A description of any medical and/or behavioral symptoms associated with the disability.
d) A discussion of medications, dosage, frequency, and any adverse side effects attributable to their use that the student has experienced.
e) A clear statement specifying functional manifestations (i.e., substantial limitations to one or more major life activities and degree of severity) due to the disability and/or medications for which the student may require accommodations.
f) A recommendation for accommodation, including rationale. If the accommodation recommendations are specific to limitations in learning (e.g., reading, mathematics, written expression), an appropriate psychoeducational or neuropsychological evaluation must be administered to document ability/achievement discrepancies.
Specific Learning Disabilities-Required Documentation
The student shall submit a written diagnostic report of specific learning disabilities that is based on current appropriate, comprehensive, psycho educational evaluations using adult normed instruments.

The assessment or evaluation which leads to the diagnosis must be administered by a trained and qualified (i.e., certified and/or licensed) professional (e.g., psychologist, school psychologist, neuropsychologist, or educational diagnostician) who has had direct experience with adolescents and adults with learning disabilities.

An Appropriate Psycho-Educational Evaluation Must Include Comprehensive Measures In Each Of The Following Areas:
1. Aptitude (the evaluation must contain a complete intellectual assessment, with all sub-tests and standard scores reported).
2. Academic achievement (the evaluation must contain a comprehensive achievement battery with all sub-tests and standard scores reported) the test battery should include current levels of functioning in the relevant areas, such as reading (decoding and comprehension), mathematics, and oral and written expression.
3. Information processing (the evaluation should assess specific information processing areas such as short- and long-term memory, sequential memory, auditory and visual perception/processing, processing speed, executive function, and motor ability).

Examples Of Measures
a) Wechsler Adult Intelligence Scale-Revised (WAIS-R)
b) Wechsler Adult Intelligence Scale-Third Edition
c) Stanford Binet Intelligence Scale-Fourth Edition
d) Woodcock-Johnson Psycho-Educational Battery-Revised: Tests Of Cognitive Ability
e) Kaufman Adolescent And Adult Intelligence Test

Achievement
a) Wechsler Individual Achievement Tests (WIAT)
b) Woodcock-Johnson Psycho-Educational Battery-Revised: Tests Of Achievement (W-Jr)
c) Stanford Test of Academic Skills (TASK)
d) Scholastic Abilities Test for Adults (SATA)

Information Processing
a) Subtests of The Wais-R Or Wais-Third Edition
b) Subtests on The Woodcock-Johnson Psycho-Educational Battery-Revised: Tests Of Cognitive Ability

Diagnostic Report
The diagnostic report must include the following information:
1. A diagnostic interview that addresses relevant historical information, past and current academic achievement, instructional foundation, past performance in areas of difficulty, age at initial diagnosis, and history of accommodations used in past educational settings and their effectiveness.
2. A list of all instruments used in the test battery.
3. Discussion of test behavior and specific test results.
4. A diagnostic summary statement with the following information:
   a) A clear and direct statement that a learning disability does or does not exist, including a rule-out of alternative explanations for the learning problems. Terms such as “appears,” “suggests,” or “probable” used in the diagnostic summary statement do not support a conclusive diagnosis.
   b) A clear statement specifying the substantial limitations to one or more major life activities.
   c) A psychometric summary of scores.
   d) A recommendation for accommodations, including rationale.

Diagnosis of specific learning disabilities that do not contain psycho-educational measures may not be used for determining eligibility for academic accommodations. For example, school plans such as individualized education plans (IEPS) or 504 plans are not adequate documentation; however, they can be included with the required evaluation. DRS reserves the right to request reassessment when questions regarding previous assessment or previous service provision arise.

Attention Deficit Hyperactivity Disorder (ADHD) / Attention Deficit Disorder (ADD) -- Required Documentation
The student shall submit a current diagnosis of attention deficit hyperactivity disorder (ADHD)/attention deficit disorder (ADD) that is based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified or licensed) professionals (e.g., psychiatrists, psychologists, or neuropsychologists).

The Diagnostic Report Must Include:
1. A diagnostic interview addressing relevant historical information, past and current academic achievement, age at initial diagnosis, discussion of medication, and history and effectiveness of accommodations in past educational settings.
2. The procedures used to diagnose the disability (including a list of all instruments used in the assessment).
3. Discussion of the testing results and behavior, including the symptoms that meet the criteria diagnosis. If the student was evaluated while on medication, the effect this may have had on performance must be noted.
4. DSM-IV diagnosis (including all five axes)
5. A diagnostic summary statement that includes the following information:
   a) A clear statement that ADHD/ADD does or does not exist, including a rule-out of alternative explanations for behaviors. Terms such as “appears,” “suggests,” or “has problems with” used in the diagnostic summary statement do not support a conclusive diagnosis.
   b) A clear statement specifying the substantial limitations to one or more major life activities and the degree of severity. If the limitations are in learning (e.g., reading, mathematics, and written expression), an appropriate psycho-educational evaluation must be administered to document ability/achievement discrepancies.
   c) A recommendation regarding medications or medical evaluation(s).
   d) A recommendation for accommodations, including rationale.
**Psychological Disabilities -- Required Documentation**

If the diagnostic report is more than one year old, a letter from a qualified professional that provides an update of the diagnosis with a description of the individual’s current level of functioning during the past year, and a rationale for the requested accommodations must be submitted.

The Diagnostic Report Must Include The Following:

1. A clinical interview, relevant historical information, age at initial diagnosis, duration and severity of the disorder.
2. Discussion of medications review of past and current academic achievement, and history of disability accommodations and their effectiveness.
3. The procedures used to diagnose the disability (include a list of all instruments used in the assessment and test scores as applicable).
4. Discussion of the assessment results.
5. DSM-IV diagnosis (include all five axes).
6. A diagnostic summary statement that includes the following:
   a) A clear statement that a disability does or does not exist. Terms such as “appears,” “probable,” and “suggests” used in the diagnostic summary statement do not support a conclusive diagnosis.
   b) A clear statement specifying the substantial limitations to one or more major life activities. If the limitations are in learning (e.g., reading, mathematics, and written expression), an appropriate psychoeducational evaluation must be administered to document ability/achievement discrepancies.
   c) A discussion of medications and their possible impact on academic functioning (e.g., concentration, attention, sedation)
   d) A recommendation for essential accommodations relative to the diagnosed disability, including rationale.
   e) The duration for which these accommodations should be provided based on the current assessment.
   f) A recommendation regarding reevaluation to determine ongoing need for disability accommodations (e.g., one semester, one year, two years).

Temporary Impairments

Some disabilities are temporary and may require accommodations for a limited time. Each case is considered individually. The following documentation is required:

1. Written correspondence on letterhead from a qualified professional stating diagnosis, functional limitations necessitating the accommodation, and the estimated length of time services will be needed.
2. Services may be provided for ten (10) working days pending receipt of documentation. If documentation is not received by that time, services will be cancelled.

**Special Considerations**

A requirement for documentation prescribed in this regulation may be considered at the discretion of each college’s disability services office or designated professional if, in the professional opinion of the responsible college’s disability services office or designated professional, such consideration is in the best interest of the student and will neither undermine the integrity of any college offering nor violate any mandate under state or federal law. All situations shall be considered on an individual, case-by-case basis. Reasonable accommodation is required for students with known disabilities. MCCCĐ will make every attempt to provide “preferred” accommodations, however, “the most effective and reasonable” accommodation may be determined to meet sufficient accessibility needs.

**ACADEMIC MISCONDUCT (AR 2.3.11)**

**A. Definitions**

1. Academic Misconduct - includes misconduct associated with the classroom, laboratory or clinical learning process. Some examples of academic misconduct are cheating, plagiarism, and excessive absences.
2. Cheating - includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, assessment tests or examinations; (b) dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; or (c) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.
3. Plagiarism - includes, but is not limited to, the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Information gathered from the internet and not properly identified is also considered plagiarism.

**B. Sanctions**

Any student found by a faculty member to have committed academic misconduct may be subject to the following sanctions: (Note: sanctions 1, 2, 3, and 4 may be imposed by a faculty member. The faculty member may recommend to the department chairperson and the vice president of academic affairs or designee that sanctions 5, 6, or 7 be imposed. College suspension or expulsion will be imposed only by the vice president of academic affairs or designee.)

1. Warning - A notice in writing to the student that the student has violated the academic code.
2. Grade Adjustment – Lowering of a score on a test or assignment.
3. Discretionary Sanctions - Additional academic assignments determined by the faculty member.
4. Course Failure - Failure of a student in the course where academic misconduct occurs.
5. 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.
6. 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.)

7. 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.)

C. Appeal of Sanctions for Academic Misconduct
Students can appeal sanctions imposed for academic misconduct by following the instructional grievance process (AR 2.3.5).

DISCIPLINARY STANDARDS
A. Disciplinary Probation and Suspension (AR 2.5.1)
According to the laws of the State of Arizona, jurisdiction and control over the Maricopa Community Colleges are vested in the District Governing Board. The Governing Board and its agents—the chancellor, administration and faculty—are granted broad legal authority to regulate student life subject to basic standards of reasonableness.

In developing responsible student conduct, the Maricopa Community Colleges prefer mediation, guidance, admonition and example. However, when these means fail to resolve problems of student conduct and responsibility, appropriate disciplinary procedures will be followed.

Misconduct for which students are subject to disciplinary action falls into the general areas of:
1. Cheating on an examination, assessment tests, laboratory work, written work (plagiarism); falsifying, forging or altering college records.
2. Actions or verbal statements which threaten the personal safety of any faculty, staff, students, or others lawfully assembled on the campus, or any conduct which is harmful, obstructive, disruptive to, or interferes with the educational process or institutional functions.
3. Violation of Arizona statutes, and/or college regulations and policies.
4. Use of college computer resources such as the internet in violation of Technology Resource Standards (AR 4.4) which may result in notification of law enforcement authorities.

B. Disciplinary Removal from Class
A faculty member may remove a student from class meetings for disciplinary reasons. If a faculty member removes a student for more than one class period, the faculty member shall notify the department/division chair and the appropriate vice president or designee in writing of the problem, action taken by the faculty member, and the faculty member’s recommendation. If a resolution of the problem is not reached between the faculty member and the student, the student may be removed permanently pursuant to due process procedures.

STUDENT CONDUCT CODE (AR 2.5.2)
Purpose
The purpose of this Code is to help ensure a healthy, comfortable and educationally productive environment for students, employees and visitors.

Article I: Definitions
The following are definitions of terms or phrases contained within this Code:

A. ‘Accused student’ means any student accused of violating this Student Conduct Code.
B. ‘Appellate boards’ means any person or persons authorized by the college president to consider an appeal from a Student Conduct Board’s determination that a student has violated this Student Conduct Code or from the sanctions imposed by the Student Conduct Administrator. The college president may act as the appellate board.
C. ‘College’ means a Maricopa Community College or center.
D. ‘College premises’ means all land, buildings, facilities and other property in the possession of or owned, used or controlled by the college or District.
E. ‘College official’ means any person employed by the college or District, performing assigned administrative or professional responsibilities pursuant to this Student Conduct Code. The college president shall designate the college or center official to be responsible for the administration of the Student Conduct Code.
F. “Complainant” means any person who submits a charge alleging that a student violated this Student Conduct Code. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Student Conduct Code as are provided to the complainant, even if another member of the college community submitted the charge itself.
G. “Day” means calendar day at a time when college is in session, and shall exclude weekends and holidays.
H. “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.
I. “District” means the Maricopa County Community College District.
J. ‘Faculty member’ means any person hired by the college or District to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of faculty.
K. ‘May’ is used in the permissive sense.
L. ‘Member of the college community’ means any person who is a student, faculty member, college official or any other person employed by the college or center. A person’s status in a particular situation shall be determined by the college president.
M. ‘Organization’ means any number of persons who have complied with the formal requirements for college recognition.
N. “Policy” is defined as the written regulations of the college and/or District as found in, but not limited to, this Student Conduct Code and Governing Board policy.

O. “Shall” is used in the imperative sense.

P. “Student” means any person taking courses at the college whether full-time or part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the college are considered “students.”

Q. “Student Conduct Administrator” means a college official authorized on a case by case basis by the college official responsible for administration of the Student Conduct Code to impose sanctions upon students found to have violated this Student Conduct Code. A Student Conduct Administrator may serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of a Student Conduct Board. The college official responsible for administration of the Student Conduct Code may authorize the same Student Conduct Administrator to impose sanctions in all cases.

R. “Student Conduct Board” means any person or persons authorized by the college president to determine whether a student has violated this Student Conduct Code and to recommend sanctions that may be imposed when a violation has been committed.

S. “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**

A. The college official responsible for administration of the Student Conduct Code shall determine the composition of Student Conduct Board and determine which Student Conduct Administrator, Student Conduct Board, and appellate board shall be authorized to hear each case.

B. The college official responsible for administration of the Student Conduct Code shall develop procedures for the administration of the judicial program and rules for the conduct of hearings that are consistent with provisions of this Student Conduct Code.

C. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.

**Article III: Prohibited Conduct**

A. **Jurisdiction of the College**

The Student Conduct Code shall apply to conduct that occurs on college or District premises, or at college- or District-sponsored activities that adversely affects the college community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of admission through the actual awarding of a degree, certificate, or similar indicator of completion of a course of study, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Conduct Code shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending.

B. **Temporary Removal of Student**

Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to a faculty member’s appropriate classroom rules or instructions, or interferes with the normal operations of the college. Students who engage in disruptive behavior or threatening behavior may be directed by the faculty member to leave the classroom or by the college official responsible for administration of the Student Conduct Code to leave the college premises. If the student refuses to leave after being requested to do so, College Safety may be summoned. For involuntary removal from more than one class period, the faculty member should invoke the procedures prescribed in the Student Conduct Code.

C. **Conduct - Rules and Regulations**

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

1. Acts of dishonesty, including but not limited to the following:
   a. Furnishing false information to any college official, or office.
   b. Forgery, alteration or misuse of any college document, record or instrument of identification.
   c. Tampering with the election of any college-recognized student organization.

2. Obstruction of teaching, research, administration, disciplinary proceedings or other college activities, including its public service functions on campus, in clinical settings or other authorized non-college activities, when the conduct occurs on college premises a faculty member may remove a student from a class meeting for disciplinary reasons. If a faculty member removes a student for more than one class period, the faculty member shall notify the college official responsible for administration of the Student Conduct Code in writing of the problem, action taken by the faculty member, and the faculty member’s recommendation. If a resolution of the problem is not reached, the student may be removed permanently pursuant to appropriate due process procedures.

3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, conduct which threatens or endangers the health or safety of any person, and/or disruptive behavior as defined in Article II-B. above.

4. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.
5. Failure to comply with direction of college officials or law enforcement officers in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

6. Unauthorized possession, duplication or use of keys to any college premises, or unauthorized entry to or use of college premises.

7. Violation of any college or District policy, rule or regulation published in hard copy such as a college catalog, handbook, etc., or available electronically on the college’s or District’s website.

8. Violation of federal, state or local law.

9. Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law.

10. Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.

11. 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, causes fear to others, or property damage.

12. 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.

13. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college sponsored or supervised functions.

14. Conduct that is disorderly, lewd or indecent; breach of the peace; or aiding, abetting or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices or to make an audio or video record of any person while on college or District premises without his/her prior knowledge, or without his/her effective consent or when such a recording is likely to cause injury or distress. This includes, but is not limited to, secretly taking pictures of another person in a gym, locker room, or restroom.

15. Attempted or actual theft or other abuse of technology facilities or resources, including but not limited to:
   a. Unauthorized entry into a file, to use, read or change the contents or for any other purpose
   b. Unauthorized transfer of a file
   c. Unauthorized use of another individual’s identification and/or password
   d. Use of technology facilities or resources to interfere with the work of another student, faculty member or college official
   e. Use of technology facilities or resources to send obscene or abusive messages

f. Use of technology facilities or resources to interfere with normal operation of the college technology system or network

16. Abuse of the Student Conduct System, including but not limited to:
   a. Falsification, distortion or misrepresentation of information before a Student Conduct Board.
   b. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
   c. Invoking a Student Conduct Code proceeding with malicious intent or under false pretenses.
   d. Attempting to discourage an individual’s proper participation in, or use of, the Student Conduct System.
   e. Attempting to influence the impartiality of the member of a judicial body prior to, and/or during the course of, the Student Conduct Board proceeding.
   f. Harassment, either verbal or physical, and/or intimidation of a member of a Student Conduct Board prior to, during and/or after a Student Conduct Board proceeding.
   g. Failure to comply with the sanctions imposed under this Student Conduct Code.
   h. Influence or attempting to influence another person to commit an abuse of the Student Conduct Code System.
   i. Failure to obey the notice from a Student Conduct Board or college official to appear for a meeting or hearing as part of the Student Conduct system.

17. Engaging in irresponsible social conduct.

18. Attempt to bribe a college or District employee.

19. Stalking behavior, which occurs if a student intentionally or knowingly maintains visual or physical proximity toward another person on two or more occasions over a period of time and such conduct would cause a reasonable person to fear for his or her safety.

D. Violation of Law and College Discipline

1. 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. 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.

2. When a student is charged by federal, state or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under this Student Conduct Code, however, the college may advise off campus authorities of the existence of this Student Conduct Code and of how such matters will be handled internally within the college community. The college will cooperate fully with the law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting within their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Article IV: Student Conduct Code Procedures

A. Charges and Student Conduct Board Hearings

1. Any member of the college community may file charges against a student for violations of this Student Conduct Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within thirty (30) days following the incident.

2. The Student Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator may later serve in the same matter as the Student Conduct Board or a member thereof. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).

3. All charges shall be presented to the accused student in written form. A time shall be set for a Student Conduct Board hearing, not less than five (5) nor more than fifteen (15) days after the student has been notified. Maximum time limits for scheduling of Student Conduct Board hearings may be extended at the discretion of the Student Conduct Administrator.

4. Hearings shall be conducted by a Student Conduct Board according to the following guidelines, except as provided by article IV.A.7 below:
   a. Student Conduct Board hearings normally shall be conducted in private.
   b. The complainant, accused student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board hearing at which information is received (excluding deliberations). Admission of any person to the hearing shall be at the discretion of the Student Conduct Board and/or its Student Conduct Administrator.
   c. In Student Conduct Board hearings involving more than one accused student, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Board hearing concerning each student to be conducted either separately or jointly.
   d. The complainant and the accused shall have the right to be assisted by any advisor they choose, at their own expense. The advisor must be a member of the college community and may not be an attorney. Both the complainant and the accused are responsible for presenting their own information and, therefore, advisors are not permitted to speak or participate directly in any Student Conduct Board hearing before a Student Conduct Board.
   e. The complainant, the accused student, and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The college will try to arrange the attendance of possible witnesses who are members of the college community, if reasonably possible, and who are identified by the complainant and/or accused student at least two days prior to the Student Conduct Board hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Conduct Board.
   f. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.
   g. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.
h. After the portion of the Student Conduct Board hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the accused student violated the section of this Student Conduct Code which the student is charged with violating.

i. The Student Conduct Board’s determination shall be made on the basis of whether it is more likely than not that the accused student violated this Student Conduct Code.

5. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board hearings before a Student Conduct Board (not including deliberations). The record shall be the property of the District.

6. No student may be found to have violated this Student Conduct Code because the student failed to appear before a Student Conduct Board. In all cases, the evidence and support of the charges shall be presented and considered.

7. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the college official responsible for administration of the Student Conduct Code.

B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Conduct Code:

a. Warning - a written notice to the student that the student is violating or has violated institutional rules or regulations.

b. 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 regulations during the probationary period.

c. Loss of Privileges - denial of specified privileges for a designated period of time.

d. Restitution - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

e. Discretionary Sanctions - work assignments, essays, service to the college, or other related discretionary assignments. (Such assignments must have the prior approval of the Student Conduct Administrator).

f. College Suspension - separation of the student from all colleges in the District for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

g. College Expulsion - permanent separation of the student from all the colleges in the District.

2. More than one of the sanctions listed above may be imposed for any single violation.

3. Other than college expulsion, disciplinary sanction shall not be made part of the student’s academic record, but shall become part of the student’s disciplinary record. Upon graduation, the student’s disciplinary record may be expunged of disciplinary actions upon the student’s application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than suspension or expulsion shall be expunged from the student’s confidential record five (5) years after final disposition of the case.

In situations involving both an accused student(s) or group or organization and a student(s) claiming to be the victim of another student’s conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the accused student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the college community of each may be impacted.

4. The following sanctions may be imposed upon groups or organizations:

a. Those sanctions listed above in Article IV B 1. a through d.

b. Loss of selected rights and privileges for a specified period of time.

c. Deactivation -loss of all privileges, including college recognition for a designated period of time.

5. In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Conduct Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board hearing, the Student Conduct Board and the Student Conduct Administrator shall advise the accused student, group and/or organization (and a complaining student who believes s/he was the victim of another student’s conduct) in writing of its determination and of the sanction(s) imposed, if any.

C. Emergency Suspension

If a student’s actions pose an immediate threat or danger to any member of the college community or the educational processes, a college official responsible for administering the Student Conduct Code may immediately suspend or alter the rights of a student pending a Student Conduct Board hearing. Scheduling the hearing shall not preclude resolution of the matter through mediation or any other dispute resolution process.
1. A decision reached by the Student Conduct Board
   harm. In imposing an emergency suspension, the college
   official responsible for administration of the Student
   Conduct Code may direct that the student immediately
   leave the college premises and may further direct the
   student not to return until contacted by that official. An
   accused student shall be in violation of this policy
   regardless of whether the person who is the object of
   the threat observes or receives it, as long as a
   reasonable person would interpret the communication,
   conduct or gesture as a serious expression of intent to
   harm.

   D. Appeals
   1. A decision reached by the Student Conduct Board
      judicial body or a sanction imposed by the Student
      Conduct Administrator may be appealed by accused
      students or complainants to an appellate board
      within five (5) days of receipt of the decision. Such
      appeals shall be in writing and shall be delivered to
      the Student Conduct Administrator.

   2. Except as required to explain on the basis of new
      information, an appeal shall be limited to the review
      of the verbatim record of the Student Conduct
      Board hearing and supporting documents for one or
      more of the following purposes:
      a. To determine whether the Student Conduct
         Board hearing was conducted fairly in light of the
         charges and information presented, and in
         conformity with prescribed procedures giving the
         complainant a reasonable opportunity to prepare
         and present information that the Student
         Conduct Code was violated, and giving the
         accused student a reasonable opportunity to
         prepare and to present a response to those
         allegations. Deviations from designated
         procedures will not be a basis for sustaining an
         appeal unless significant prejudice results.
      b. To determine whether the decision reached
         regarding the accused student was based on
         substantial information, that is, whether there
         were facts in the case that, if believed by the fact
         finder, were sufficient to establish that a violation
         of the Student Conduct Code occurred.
      c. To determine whether the sanction(s) imposed
         was appropriate to the violation of the Student
         Conduct Code which the student was found to
         have committed.
      d. To consider new information, sufficient to alter a
         decision, or other relevant facts not brought out
         in the original hearing, because such information
         and/or facts were not known to the person
         appealing at the time of the original Student
         Conduct Board hearing.

   3. If an appeal is upheld by the appellate board,
      the matter shall be returned to the original
      Student Conduct Board and Student Conduct
      Administrator for reopening of the Student
      Conduct Board hearing to allow reconsideration
      of the original determination and/or sanction(s).
      If an appeal is not upheld, the matter shall be
      considered final and binding upon all concerned.

   Article V: Interpretation and Revision
   Any question of interpretation regarding the Student
   Conduct Code shall be referred to the college official
   responsible for administration of the Student Conduct
   Code for final determination.

   STUDENT RECORDS (2.5.3)
   A. Definitions
   For the purposes of this policy, the Maricopa County
   Community College District has used the following
   definition of terms.
   1. College - includes all colleges, educational centers,
      skill centers and District office.
   2. Educational Records - 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:
      a. 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
      b. An employment record of an individual whose
         employment is not contingent on the fact that s/he
         is a student, provided the record is used only in
         relation to the individual's employment
      c. Records maintained by the colleges security unit,
         if the record is maintained solely for law
         enforcement purposes, is revealed only to law
         enforcement agencies of the same jurisdiction and
         the security unit does not have access to education
         records maintained by the community college
      d. 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.

   B. Annual Notification
   Students will be notified of their further rights annually by
   publication in the college catalog and/or the student
   handbook:
   Rights of Access to Educational Records
   The Family Educational Rights and Privacy Act (FERPA)
   affords students certain rights with respect to their
   education records. These rights are:
   1. The right to inspect and review the student’s
      education records within 45 days of the day the
      college receives a request for access.

     Students should submit to the college admissions and
     records department written requests that identify the
     record(s) they wish to inspect. The college official will
     make arrangements for access and notify the student
     of the time and place where the records may be
     inspected. If the records are not maintained by the
     college official to whom the request was submitted,
     that official shall advise the student of the correct
     official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes to be inaccurate or misleading.

Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the college or District in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the college or District has contracted (such as an attorney, auditor, or collection agent); a person serving on the Governing Board; or a person assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the college discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the US Department of Education concerning alleged failures by the college to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
US Department of Education
400 Maryland Ave., S.W.
Washington, DC 20202-4605

C. Student Directory
A Maricopa community college may release directory information about any student who has not specifically requested the withholding of such information. Students who do not want directory information released may so indicate during the admissions process or notify the Office of Admissions and Records.

At any Maricopa community college, directory information is defined as a student’s name, address, telephone number, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, dates of attendance, part-time or full-time status, most recent previous educational agency or institution attended by the student, college within the Maricopa Community Colleges where the student has been enrolled, photograph of student, and electronic mail address.

D. Use of Educational Records for Advisement Purposes
All colleges within the Maricopa Community Colleges have access to the computerized degree audit program. During the advisement process, each student may have his or her academic record reviewed for coursework taken at any of the District’s colleges or centers.

The institution retains the right to exercise discretion in determining the release of directory information.

E. Disclosure to Parents
In accordance with federal law, college officials may disclose educational records to parents of minors or to parents of a student who have established the student’s status as a dependent according to the Internal Revenue Code of 1986, section 152, without the written consent of the student.

HANDBOOK INFORMATION
STUDENT EMPLOYMENT (AR 2.5.4)
A. District Student Employees
1. 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.

2. Philosophy and Workload for Student Employees
   a. 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.

   b. 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.

   c. 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.
3. 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.

4. 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.

5. Student Compensation
   The hourly rate of pay for student employees shall coincide with the policies of the District Salary Schedule.

6. Employee Contracts and Forms
   Contact the Financial Aid Office and/or Placement Office.

7. 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 2.3.5).

**B. Student Security Guards**

1. 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.

2. Workload of Student Security Guards
   a. Student security guards shall be enrolled for a minimum of three (3) semester hours.
   b. 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.

3. Students not in Administration of Justice Program
   a. 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.
   b. 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

4. 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.

5. 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 (AR 2.5.5)**

Student governing bodies derive their authority from the Maricopa County Community College District Governing Board that exists in accordance with Arizona Revised Statutes. The administration of the District is vested in the Chancellor who delegates responsibility for each college to the college president who serves in a management and policy implementation capacity having the ultimate responsibility for all activities of the college. The president shall designate the administrator(s) (i.e., directors of student leadership) at each college who will be charged with the responsibility for working with the college student governing body(ies) in the development of college student activities and programs. A representative form of student governance may exist at each college/center as well as Districtwide 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. Since Río 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.
A. 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.

B. 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.

C. Eligibility for Office
All student governance constitutions shall prescribe that all persons selected 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.

D. 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.

E. 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.

F. Remuneration Limitations
1. 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.

2. For qualifying students, Federal Work Study (FWS) funds may be used in accordance with Federal guidelines.

3. The allowance for awarding honorariums or scholarships for executive student officers is a maximum of $200.00.

4. Compensation may be received for both honorariums/scholarships and college employment in the same semester.

G. 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.

H. 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, dean or college president. Recommendations for dismissal of an advisor with just cause may be submitted to the appropriate vice president, dean or college president.

I. 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.

J. Final Authority
In the event of a complete breakdown of the governance body, the college president will serve as the final authority.

DID YOU KNOW? . . .

According to the azcaringcareers.com Web site:

- 7 percent of Arizona’s total workforce is employed by the health sector

- Six of the 10 fastest growing occupations in the U.S. are in healthcare

- Health services employment in the U.S. grew by 52 percent from 1989-1998

PC has 21 allied health and nursing programs to meet the needs of the health services workforce!

For more information on PC’s Health Care programs, see pages 182-212.
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 lower level of the Hannelly Center, or visit www.pc.maricopa.edu/studentlife.

Club activities must be scheduled through the Office of Student Life and Leadership. Facilities request forms can be obtained in the Office of Student Life and Leadership.

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

- Adults Who Are Returning to Education (A.W.A.R.E.)
- American Society of Interior Design (A.S.I.D.)
- Amnesty International
- Asociacion Latina Estudiantil (A.L.E.)
- ASL PAH (American Sign Language)
- Black Student Union (B.S.U.)
- Chess Club
- Christian Fellowship Club
- Creative Eye Camera Club
- Dental Assisting Students’ Association (D.A.S.A.)
- Ebony and Ivory
- Emerging Leaders (leadership program)
- Future Teachers Club
- International Student Club
- John Paul Theatre Troupe
- Latin Dance Club
- Meriadoc Society
- Model United Nations
- Movimiento Estudiantil Chicano de Aztlan (M.E.Ch.A.)
- Native American Student Association (N.A.S.A.)
- PC Activities Club (P.C.A.C.)
- PC Pride
- PC Steppers
- Phi Theta Kappa Rho Pi
- Phoenix College Ambassadors (Recruitment and Retention Office)
- Phoenix College Student Representatives (Student Government)
- Pre-Pharmacy Club
- Rainbow Spectrum
- Student American Dental Hygienist Association (S.A.D.H.A.)
- Student Nurse Organization (S.N.O.)
- Students Helping Animals Club
- Ursa Majors Science Club
- Young Democrats
Maricopa Colleges
Degrees

PHOENIX COLLEGE
GO FAR, CLOSE TO HOME.
MCCCD Degrees
Maricopa County Community College District
(MCCCD) 2007-2008

CATALOG UNDER WHICH A STUDENT GRADUATES

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

1. A semester in which a student earns course credit will be counted toward continuous enrollment. Non-credit courses, audited courses, failed courses, or courses from which the student withdraws do not count toward the determination of continuous enrollment for catalog purposes.

EXAMPLE A:
Admitted & Earned Course Credit at a Public Community College or University
Fall '93 (Active)
Continued at a Public Community College
Spring '94, Fall '94 (Active)
Transferred to a University
Spring '95 (93 or Any Subsequent Catalog)

EXAMPLE B:
Admitted & Earned Course Credit at a Public Community College or University
Fall '92 (Active)
Enrolled But Earned All Ws, Zs, or Fs
Spring '93 (Inactive)
Enrolled in Audit Courses Only
Fall '93 (Inactive)
Nonattendance
Spring '94 (Inactive)
Transferred to a University
Fall '94 (94 or Any Subsequent Catalog)

2. Students who do not meet the minimum enrollment standard stipulated in No. 1 during three consecutive semesters (fall/spring) and the intervening summer term* at any public Arizona community college or university are no longer considered continuously enrolled, and must meet requirements of the public Arizona community college or university catalog in effect at the time they are readmitted or of any single catalog in effect during subsequent terms of continuous enrollment after readmission.

EXAMPLE A:
Admitted & Earned Course Credit at a Public Community College or University
Fall '92 (Active)
Nonattendance
Spring '93, Fall '93, Spring '94 (Inactive)

Readmitted & Earned Course Credit at a Public Community College
Fall '94 (Active)
Transferred to a University
Spring '95 (94 or Any Subsequent Catalog)

EXAMPLE B:
Admitted & Earned Course Credit at a Public Community College or University
Fall '92 (Active)
Nonattendance
Spring '93 (Inactive)
Readmitted & Earned Course Credit at a Public Community College
Summer '93 (Active)
Nonattendance
Fall '93, Spring '94 (Inactive)
Transferred to a University
Fall '94 (92 or Any Subsequent Catalog)

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

3. Students admitted or readmitted to a public Arizona community college or university during a summer term must follow the requirements of the catalog in effect the following fall semester or of any single catalog in effect during subsequent terms of continuous enrollment.

EXAMPLE:
Admitted & Earned Course Credit at a Public Community College or University
Summer '94 (Active)
Continued at a Public Community College
Fall '94, Spring '95 (Active)
Nonattendance
Fall '95 (Inactive)
Readmitted & Earned Course Credit at a Public Community College
Spring '96 (Active)
Transferred to a University
Summer '96 (94 or Any Subsequent Catalog)

4. Students transferring among Arizona public higher education institutions must meet the admission requirements, residency requirements, and all curricular and academic requirements of the degree-granting institution.

University Department Time Limit for Coursework
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 eight years old is applicable to completion of degree requirements at the discretion of the student’s major department. Departments may accept such coursework, reject it, or request that the student revalidate its substance. The eight-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.
The college reserves the right to make necessary course and program changes in order to meet current educational standards.

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

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

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

2. have earned a minimum of 12 semester credit units toward the degree or certificate at the district college granting the degree or certificate.
   - In cases where the certificate requires fewer than 12 credit units, a minimum of six credit units must be completed at the college awarding the certificate.

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

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

4. have a minimum cumulative grade point average of 2.000 at the college granting the degree.

5. have a minimum cumulative grade point average of 2.000 in all courses used to fulfill degree requirements

Some specific programs have higher grade requirements. It is the student’s responsibility to be aware of these program requirements.

6. have removed, thirty (30) days after the anticipated graduation date, all deficiencies on the record to use those courses toward program completion.

7. have removed any indebtedness to any MCCCD college/center.

8. have paid required degree or certificate application fee. See fee schedule (page 40) for charges.

See Graduation with Honors (page 54) for information on honors designation.

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

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

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

**GRADUATE GUARANTEE POLICY**
The Governing Board believes so strongly in the quality of its colleges’ occupational training programs that it guarantees graduate competence.

1. Graduation from an Associate in Applied Science (AAS) is designed to prepare a person for entry-level employment in a specific career field. A graduate’s ability to perform approved program competencies will be judged by employers. Should the employer of a graduate who has earned an AAS Degree find the employee lacking in the technical skills normally expected of an entry-level employee in the specific career field for which that graduate prepared, the District will provide the graduate with up to the equivalent of twelve (12) credit hours of retraining for no additional tuition.

2. Because technical occupations change rapidly, initial employment in an AAS Degree-related field must occur within one year of graduation from the AAS Degree program in question.

Retraining needs to occur as cost effectively as possible. The graduate’s employer must present a list of the graduate’s skill deficiencies to the appropriate vice president at the graduate’s alma mater. All retraining will be completed in a reasonable time as agreed to by the employer, the student, and the college.

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

**MCCCD GENERAL EDUCATION STATEMENT**

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

Through its general education requirements, the Maricopa County Community College District is committed to helping students develop qualities and skills that will serve them throughout their lives. General education opportunities encourage students to:
- Build self-awareness, self-respect, and self-confidence
- Recognize and respect the beliefs, traditions, abilities, and customs of all people and all cultures
- Consider the local, global, and environmental impacts of personal, professional, and social decisions and actions
- Access, evaluate, analyze, synthesize, and use information wisely
- Communicate effectively personally, socially, and professionally
- Think critically, make informed decisions, solve problems, and implement decisions
- Consider the ethical implications of their choices
- Value the learning process throughout their lives
- Integrate and connect ideas and events in a historical perspective, and see relationships among the past, the present, and the future
- Develop a personal sense of aesthetics
- Use technological resources appropriately and productively
- Work cooperatively and respectfully with others to serve their communities

The general education experience at MCCCD is composed of specific elements across the curriculum designed to provide the learner with essential knowledge and skills:
- Communication
- Arts and Humanities
- Numeracy
- Scientific Inquiry in the Natural and Social Sciences
- Information Literacy
- Problem-Solving and Critical Thinking
- Cultural Diversity

**General Studies Education Designations (example: FYC, SB, HU, etc.)**

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

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

**AGEC**

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

All credits used to satisfy the MCCCD AGEC will apply to graduation requirements of the university major for which the AGEC was designed, regardless of whether the credit was awarded for completion of course work or for prior learning. For additional information on credit awarded for prior learning assessment, see the policy on Credit for Prior Learning in the general catalog.

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

**Purpose of the AGECs**

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

http://www.az.transfer.org/cas/atass/

- Click on Student Information
- Select Degrees and Pathways
- Scroll down to the bottom of the page
- Select the letter of the major you’re interested in.

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

2. The **AGEC B** is designed to satisfy requirements in business majors that articulate with the Associate in Business. AGEC B requires a minimum of brief calculus to satisfy the Mathematics (MA) requirement.

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

**Academic Policies that Govern the AGEC A, B, S:**
- requires 35-38 semester credits in courses numbered 100 and above to be completed with a grade of “C” or better. Credit units transferred from outside of the district need to be at a grade of “C” or better. A grade of “C” equals 2.0 on a 4.0 grading scale or equivalent;

- uses the following policies to help students complete the required Core and Awareness Areas without exceeding the 35-38 semester credits
  1. Courses can satisfy a Core area and one or two Awareness areas simultaneously.
  2. A course cannot be used to satisfy more than one Core area requirement in the AGEC A and B.
  3. A course can be used to satisfy the L and SB or L and HU requirements simultaneously in the Core area for the AGEC S.

- follows the general education policy below:

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

- require courses that transfer as equivalent courses, departmental elective credit (XXXXDE), or general elective credit (Elective) at all Arizona public universities according to the Arizona CEG (Course Equivalency Guide). The course evaluation and/or general education designation as listed in AZCAS is valid for the term in which the student is awarded credit on the transcript;

- require that a minimum of 12 semester credits of course work be taken at any of the MCCCD colleges;

- include both courses and their modular equivalents, either the course or the modular equivalents will satisfy the AGEC;

- accept one of the courses that is cross-referenced with other courses;

- provide for exemption from Arizona university admission requirements for: Students who complete the AGEC A, AGEC B, or AGEC S with a minimum 2.0 on a 4.0=A scale, or students who complete an associate or higher degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0=A scale for Arizona residents and a minimum 2.5 on a 4.0=A scale for non-residents.

**AGEC Requirements**
The 35-38 semester credits required for each of the three AGECs follow. See the list entitled MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC A, AGEC B and/or AGEC S for specific course information via the following website:

http://www.dist.maricopa.edu/academic/curric/

- Click on the Resources tab
- Scroll down to: Matrix of MCCCD Courses That Can Be Used to Satisfy AGEC A, AGEC B, and/or AGEC S
- Click on the link

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

**Credits**

**A. Core Areas:**

1. First-Year Composition (FYC) 6
2. Literacy and Critical Inquiry [L] 0-3
   - AGEC A & AGEC B: Select a course that satisfies the [L] requirement (3)
   - AGEC S: Select a course that satisfies L and SB (Social and Behavioral Sciences) OR L and HU (Humanities and Fine Arts) requirements simultaneously (0-3)
3. Mathematical Studies [MA/CS] 4-6
   - The Mathematics [MA] requirement differs for AGEC A, AGEC B, and AGEC S.

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

**AGEC A requires:**

a. Mathematics [MA] (3 credits) AND
   - Requires a course in college mathematics (MAT142) or college algebra (MAT150, MAT151, MAT152) or pre-calculus (MAT187) or any other mathematics course designated with the MA general education value and for which college algebra is a prerequisite.)

b. Computer/Statistics/Quantitative Applications [CS] (3 credits)

**AGEC B requires:**

a. Mathematics [MA] (3 credits) AND
   - Requires a course in brief calculus (MAT212) or a higher level mathematics course (MAT216, MAT220, or MAT221, or any course for which these courses are prerequisites).

b. Computer/Statistics/Quantitative Applications [CS] (3 credits)
   - CIS105 Survey of Computer Information Systems
AGEC S requires;
  a. Mathematics [MA] (4 credits) AND
     (Requires a calculus course (MAT220 or MAT221)
     OR any course for which MAT220 or MAT221 are
     prerequisites, OR if pursuing a degree at ASU
     in Life Sciences, select MAT251 Calculus for
     Life Science.)
  b. Mathematics [MA] (4 credits) AND
     (Requires a calculus course (MAT220 or MAT221)
     OR any course for which MAT220 or MAT221 are
     prerequisites, OR if pursuing a degree at ASU
     in Life Sciences, select MAT251 Calculus for
     Life Science.)
4. Humanities and Fine Arts [HU] 6
AGEC A and AGEC B: Students are encouraged to choose
  courses from more than one discipline for a total of six
  semester credits.
AGEC S: Select a course that satisfies both L (Literacy and
  Critical Inquiry) and SB (Social and Behavioral Sciences) or
  L and HU (Humanities and Fine Arts) requirements
  simultaneously.
5. Social and Behavioral Sciences [SB] 6
AGEC A and AGEC B: Students are encouraged to choose
  courses from more than one discipline for a total of six
  semester credits.
AGEC S: Select a course that satisfies both L (Literacy and
  Critical Inquiry) and SB (Social and Behavioral Sciences) or
  L and HU (Humanities and Fine Arts) requirements
  simultaneously.
6. Natural Sciences [SQ/SQ] 8
To complete the Natural Sciences requirement:
AGEC A and AGEC B require four (4) semester credits of
[SQ] and four (4) semester credits of [SQ] for a total of eight
(8) semester credits, OR eight (8) semester credits of [SQ].
Students cannot take eight (8) semester credits of [SQ] to
meet the Natural Sciences requirement.

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

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

http://az.transfer.org/cas/students/index.html
  • Click on Course Equivalency Guide
  • Click on Maricopa Community College District
  • Click on subject/prefix
7. Subject Options (Subject based on major) (AGEC S) 6-8
Students completing AGEC S, through careful selection of
courses that meet the other major or prerequisite
requirements for Science degrees, will meet this
requirement. Using a transfer guide, select Mathematics
courses above Calculus, and/or Science courses from:
Astronomy, Biology, Botany, Chemistry, Environmental
Science, Geology, Physical Geography, Physics, Zoology.
http://az.transfer.org/cas/students/index.html
  • Click on Major Guides
  • Scroll to Transfer Guides
  • Select state university

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

AGEC Area Requirements Descriptions/Definitions

CORE AREAS

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

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

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

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

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

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

First, the acquisition of essential skill in basic mathematics
requires the student to complete a course in college algebra or
to demonstrate a higher level of skill by completing a course for
which college algebra is a prerequisite.
Second, the real-world application of mathematical reasoning requires the student to take a course in statistics or the use of quantitative analysis to solve problems of substance.

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

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

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

**Mathematics [MA] AGEC S**
The AGEC S Mathematics Core area requires the first course in the calculus sequence or any mathematics course for which that course is a prerequisite. MAT251 is required if transferring to a Life Sciences degree at Arizona State University (ASU).

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

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

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

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

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

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

**Natural Sciences [SQ/SG]**
Courses must be completed with a grade of “C” or better in the Natural Sciences Core area. Courses in the Natural Sciences Core area help the student to develop an appreciation of the scope and limitations of scientific capability to contribute to the quality of society. This Core area emphasizes knowledge of methods of scientific inquiry and mastery of basic scientific principles and concepts, in particular those that relate to matter and energy in living and non-living systems. Firsthand exposure to scientific phenomena in the laboratory is important in developing and understanding the concepts, principles, and vocabulary of science. At least one of the two laboratory courses required in the Natural Sciences Core area must include an introduction to the fundamental behavior of matter and energy in physical or biological systems.

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

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

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

- SQ = Natural Science-Quantitative
- SG = Natural Science-General

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

**Awareness Areas**
Students must satisfy two Awareness areas: Cultural Diversity in U.S. and either Global Awareness or Historical Awareness. Courses can satisfy a Core area and one or two Awareness areas simultaneously. Therefore, no additional semester credits are required to satisfy the two Awareness areas.
Cultural Diversity in the United States [C]
The contemporary “culture” of the United States involves the complex interplay of many different cultures that exist side by side in various states of harmony and conflict. U.S. history involves the experiences not only of different groups of European immigrants and their descendants, but also of diverse groups of American Indians, Hispanic Americans, African Americans and Asian Americans—all of whom played significant roles in the development of contemporary culture and together shape the future of the United States. At the same time, the recognition that gender, class, and religious differences cut across all distinctions of race and ethnicity offers an even richer variety of perspectives from which to view oneself. Awareness of cultural diversity and its multiple sources can illuminate the collective past, present, and future and can help to foster greater mutual understanding and respect.

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

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

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

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

Historical Awareness [H]
The Historical Awareness Area option in the requirements aims to develop a knowledge of the past that can be useful in shaping the present and future. Because historical forces and traditions have created modern life and lie just beneath its surface, historical awareness is an aid in the analysis of present-day problems. Also, because the historical past is a source of social and national identity, historical study can produce intercultural understanding by tracing cultural differences to their origins. Even the remote past may have instructive analogies for the present.

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

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

AA

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

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

II. General Electives

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

The semester credits used to satisfy the MCCC Associate in Arts will apply to university graduation requirements of the university major for which the Associate in Arts is designed. Information regarding the articulation of the Associate in Arts with majors at the Arizona public universities can be accessed via the following website:

http://az.transfer.org/cas/atass/student/modpath.html

Academic Policies that Govern the Associate in Arts Degree

• Completion of the Associate in Arts or the AGEC-A provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for non-residents.
• The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts degree.
• A minimum of 60 semester credits in courses numbered 100 and above to be completed with a grade of “C” or better;
• The General Education Requirements for AGEC-A may be completed in 35 semester credits with the following stipulations:
  • Courses can satisfy a Core Area and one or two Awareness Areas simultaneously
  • A course cannot be used to satisfy more than one Core Area
  • General Education Courses can satisfy multiple areas within the degree simultaneously (AGEC-A Core Area, AGEC Awareness Area, MCCCD Additional Requirements, or lower-division courses applicable to the major).
  • Effective Fall 2000, the course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
  • Courses completed at one of the Maricopa Community Colleges to meet AGEC-A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System (AZCAS), is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
• Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be listed in the Course Equivalency Guide within the Arizona Course Applicability System (AZCAS) as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course’s evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled MCCCD Courses That Can Be used to Satisfy AGEC-A, AGEC-B, and/or AGEC-S for specific course information via the following website:
  
  http://www.dist.maricopa.edu/academic/curric

  • Click on the Resources tab
  • Scroll down to: Matrix of MCCCD Courses That Can Be Used to Satisfy AGEC A, AGEC B, and/or AGEC S
  • Click on the link

• Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be listed in the Course Equivalency Guide within the Arizona Course Applicability System (AZCAS) as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. For appropriate course selection, students should consult with an advisor.
• Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGEC-A or Associate in Arts Degree.
• Courses and their modular equivalents will satisfy AGEC-A and Associate in Arts requirements.
• If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.

Degree Requirements
The 60-64 semester credits required for the Associate in Arts follow. See the list titled MCCCD Courses That Can Be used to Satisfy AGEC-A, AGEC-B, and/or AGEC-S for specific course information via the following website:

http://www.dist.maricopa.edu/academic/curric

• Click on the Resources tab
• Scroll down to: Matrix of MCCCD Courses That Can Be Used to Satisfy AGEC A, AGEC B, and/or AGEC S
• Click on the link

This list identifies the courses in alpha-order by prefix as well as the Core Areas and Awareness Areas where the course will apply. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and the AGEC requirements, an A, B, and/or S character may follow the [MA], [SO], [SG] general education designations and refers to the specific AGEC.

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

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

   To complete the Mathematical Studies requirement, select one course to satisfy Mathematics [MA] A and a second course from Computer/Statistics/Quantitative Applications [CS].
   1) Mathematics [MA] A (3 credits)
      Note: Requires a course in college mathematics (MAT142) or college algebra (MAT 150, MAT 151, MAT152) or precalculus (MAT 187) or any other mathematics course designated with the MA general education value and for which college algebra is a prerequisite.
      AND
   2) Computer/Statistics/Quantitative Applications [CS] (3 credits)
   d. Humanities and Fine Arts [HU] 6
      Students are encouraged to choose course work from more than one discipline for a total of six semester credits.
   e. Social and Behavioral Sciences [SB] 6
      Students are encouraged to choose course work from more than one discipline for a total of six semester credits.
   f. Natural Sciences [SQ/SG] 8
      To complete the Natural Sciences requirement: Select four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of eight (8) semester credits, OR eight (8) semester credits of [SQ]. Students cannot take eight (8) semester credits of [SQ] to meet the Natural Sciences requirement.

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

http://az.transfer.org/cas/students/index.html

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

**MCCCD Additional Requirements** 0-6

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

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

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

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

II. General Electives

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

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

The list of Common Courses for each major is included in the Arizona Transfer Pathway Guides. University Transfer Guides are also available for the Arizona public universities.

These guides, both statewide and institutional, are accessible on the following web site:

[http://az.transfer.org/cas/atass/index.html](http://az.transfer.org/cas/atass/index.html)

- Click on Student Information
- Click on Arizona Transfer Pathway Guides for current year
- Follow directions under Arizona Transfer Pathway Guides

Students must select MCCCD courses that are acceptable as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona CEG within the AZCAS. For appropriate course selection, students should consult with an advisor.

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

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

**Associate in Arts Total Credits:** 60-64

**AS**

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

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

II. General Electives

**Purpose of the Degree**

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

The semester credits used to satisfy the MCCCD Associate in Science will apply to university graduation requirements of the university major for which the Associate in Science is designed.
Information regarding the articulation of the Associate in Science with majors at the Arizona public universities can be accessed via the following website:

http://az.transfer.org/cas/atass/student/modpath.html

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

- Completion of the Associate in Science or the AGEC-S provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for non-residents.
- The General Education requirements for AGEC-S may be completed in 36-38 semester credits with the following stipulations:
  - Courses can satisfy a Core Area and one or two Awareness Areas simultaneously
  - A course cannot be used to satisfy more than one Core Area requirement in the AGEC A and B.
  - A course can be used to satisfy the L and SB or L and HU requirements simultaneously in the Core area for the AGEC S.

- General Education Courses can satisfy multiple areas within the degree simultaneously (AGEC-S Core Area, AGEC Awareness Area, MCCCD Additional Requirements, or lower-division courses applicable to the major).
- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS), is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGEC-S requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXDEC), or general elective credit (Elective) at all Arizona public universities. The course’s evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list of MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC S for specific course information via the following website:

  http://www.dist.maricopa.edu/academic/curric

  - Click on the Resources tab
  - Scroll down to: Matrix of MCCCD Courses That Can Be Used to Satisfy AGEC A, AGEC B, and/or AGEC S
  - Click on the link

This list identifies the courses in alpha-order by prefix as well as the Core Areas and Awareness Areas where the course will apply. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and the AGEC requirements, an A, B, and/or S character may follow the [MA], [SO], [SG] general education designations and refers to the specific AGEC.

**I. MCCCD General Education**

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

**MCCCD AGEC-S**

1. Core Areas:
   36-38
   a. First-Year Composition (FYC) 6
   b. Literacy and Critical Inquiry [L] 0-3
      Select a course that satisfies L (Literacy and Critical Inquiry) and SB (Social and Behavioral Sciences) OR L (Literacy and Critical Inquiry) and HU (Humanities and Fine Arts) requirements simultaneously.
   c. Mathematical Studies [MA] 4
      To complete the Mathematical Studies requirement, select one course to satisfy Mathematics [MA] S. 1) Mathematics [MA] S (4 credits)
      Select a calculus course MAT220 or MAT221, OR Any mathematics course for which MAT220 or MAT221 is a prerequisite, OR
      If pursuing a degree at ASU in Life Sciences, select MAT251 Calculus for Life Science.
d. Humanities and Fine Arts [HU] 6
   Students are encouraged to choose course work from more than one discipline for a total of six semester credits. Select a course that satisfies both L and HU requirements simultaneously.

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

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

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

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

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

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

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

The list of Common Courses for each major is included in the Arizona Transfer Pathway Guides. University Transfer Guides are also available for the Arizona public universities. These guides, both statewide and institutional, are accessible on the following web site: http://az.transfer.org/cas/students/transfer_guides.htm
   • Click on Student Information
   • Click on Arizona Transfer Pathway Guides for current year
   • Follow directions under Arizona Transfer Pathway Guides

Students must select MCCCD courses that are acceptable as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona CEG within the AZCAS. For appropriate course selection, students should consult with an advisor.

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

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

Description: The MCCCD Associate in Arts in Elementary Education (AAEE) requires the student to complete a total of 60-64 semester credits in the program of study. The degree has two major components:

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

II. Elementary Education Requirements
   Education Foundations
   Electives for Arizona Professional Teacher Standards

Purpose of the Degree
The AAEE is designed for the student who plans to transfer to an Elementary Education program at an Arizona public higher education institution and/or who plans to become a classroom instructional aide.

The degree transfers as a block without loss of credit to Arizona’s public universities. All semester credits applied to the MCCCD Associate in Arts in Elementary Education also apply to graduation requirements of the university major for which the AAEE was designed, regardless of whether the credit was awarded for completion of course work or for prior learning. (For additional information on credit awarded for prior learning assessment, see the policy on Credit for Prior Learning in the college catalog.)

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

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

- The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts degree.

- A minimum of 60-64 semester credits in courses numbered 100 and above to be completed with a grade of “C” or better;

- The General Education Requirements for AGEC-A may be completed in 35 semester credits with the following stipulations:
  - Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
  - A course cannot satisfy more than one Core Area.
  - Courses can satisfy an Elementary Education Requirement and one or more Awareness Areas simultaneously.
  - A course cannot satisfy both the Elementary Education Requirement and a Core Area Requirement simultaneously.
  - Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS), is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.

- Courses completed at one of the Maricopa Community Colleges to meet AGECA requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled MCCCD Courses That Can Be used to Satisfy MCCCD AGECA, AGEC-B, and/or AGEC-S for specific course information via the following Web site:
  http://www.dist.maricopa.edu/academic/curric/

  - Click on the Resources tab
  - Scroll down to: Matrix of MCCCD Courses That Can Be Used to Satisfy AGEC A, AGEC B, and/or AGEC S
  - Click on the link

- Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be listed in the Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS) as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. For appropriate course selection, student should consult with an advisor.

- Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGEC A or the Associate in Arts Elementary Education degree.

- Courses and their modular equivalents will satisfy AGEC-A and Associate in Arts in Elementary Education requirements.

- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.

Degree Requirements

I. MCCCD General Education Requirements

<table>
<thead>
<tr>
<th>Credits</th>
<th>35-38</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. MCCCD AGEC - A</td>
<td></td>
</tr>
<tr>
<td>1. Core Areas</td>
<td>6</td>
</tr>
<tr>
<td>a. First-Year Composition [FYC]</td>
<td>6</td>
</tr>
<tr>
<td>ENG101/102 OR ENG107/108</td>
<td></td>
</tr>
<tr>
<td>1. MAT142 [MA] College Mathematics, or higher (NOTE: MAT150, MAT151, MAT152, MAT156 and MAT157 are excluded)</td>
<td></td>
</tr>
<tr>
<td>AND</td>
<td></td>
</tr>
<tr>
<td>2. CIS105 [CS] Survey of Computer Information Systems, OR</td>
<td></td>
</tr>
<tr>
<td>BPC110 [CS] Computer Usage and Applications</td>
<td></td>
</tr>
<tr>
<td>c. Literacy and Critical Inquiry [L]</td>
<td>3</td>
</tr>
<tr>
<td>Select 3 semester credits from the following courses:</td>
<td></td>
</tr>
<tr>
<td>COM225 Public Speaking, or COM230 Small Group Communication</td>
<td></td>
</tr>
</tbody>
</table>
d. Humanities and Fine Arts [HU] 6
   1. Select (3) semester credits from the following courses:
      ARH100 Introduction to Art
      ARH101 Prehistoric through Gothic Art
      ARH102 Renaissance through Contemporary Art
   AND
   2. Select (3) semester credits from the following courses:
      ENH110 Introduction to Literature
      ENH241 American Literature Before 1860
      ENH242 American Literature After 1860
      EDU/ENH291 Children’s Literature
      HUM250 or HUM251 Ideas and Values in the Humanities
      THE111 Introduction to Theatre
      DAH100 Introduction to Dance
      DAH201 World Dance Perspectives

e. Social and Behavioral Sciences [SB] 6
   1. Select 3 semester credits from the following courses:
      HIS103 United States History to 1870
      HIS104 United States History 1870 to Present
   AND
   2. Select 3 semester credits from the following courses:
      PSY101 Introduction to Psychology
      GCU121 World Geography I: Eastern Hemisphere
      GCU122 World Geography II: Western Hemisphere
      ECN211 Macroeconomic Principles
      ECN212 Microeconomic Principles
      POS110 American National Government
      ECH/CFS176 Child Development

   To complete the Natural Sciences requirement, select a total of 8 semester credits from the following categories. At least 4 credits must be SQ courses. You can select 4 semester credits of SG and 4 semester credits of SQ for a total of 8 semester credits. Natural Sciences courses must include or be accompanied by the corresponding laboratory course. When the lecture and corresponding laboratory are awarded separate credit, both will be counted as equivalent to one course in that discipline.

   Select SQ (Life Science) and SG (Physical Sciences, Earth/Space Sciences) courses from the following categories:
   1. Life Sciences
   AND
   2. Physical Sciences
   OR
   3. Earth/Space Sciences

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

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

3. MCCCD Additional Requirements 0-3
   a. Oral Communication
      Satisfied by COM225 or COM 230 taken for Literacy and Critical Inquiry Requirement
   b. Critical Reading
      CRE101 or exemption by testing

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

   A. Education Foundations 15
      Complete the following courses to satisfy the Education Foundations requirements:
      EDU221 Introduction to Education
      EDU222 Introduction to the Exceptional Learner
      EDU230 Cultural Diversity in Education
      MAT156 Mathematics for Elementary Teachers I
      MAT157 Mathematics for Elementary Teachers II

   B. Electives for Arizona Professional Teacher Standards 10
      A total of 10 semester credits are required to satisfy the Electives for Arizona Professional Teacher Standards: 3 credits in an additional Education course and 7 credits in Content Area Electives.

      Courses must transfer to all public Arizona universities as Elective Credit, Departmental Elective, or Equivalent to a university course as indicated in the Arizona Course Equivalency Guide in effect when the course is taken. Courses identified as Non-transferable in the Arizona Course Equivalency Guide cannot be used to satisfy this requirement.

      1) Additional Education Course Requirement
         Select any EDU course (except EDU221, EDU222, EDU230 and 250) to satisfy this requirement.

      2) Content Area Electives
         Select 7 credits from the following:
         Any ARH, ART, CIS, BPC, ENG, ENH, GPH, HIS, MHL, MTC, POS, THE, THP prefixed course(s)
         Any EDU prefixed course(s) (except EDU250)
         Any MAT (courses numbered higher than 142 except MAT150, MAT151, MAT152, MAT156 and MAT157)
         Any Foreign Language course(s)
         Any Natural Science course(s)
         CFS/ECH176 Child Development

AAEE Total Credits: 60-64
AAFA — Dance

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

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

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

The semester credits used to satisfy the MCCCD Associate in Arts, Fine Arts - Dance degree will apply to university graduation requirements of the university major for which the degree is designed. Information regarding the articulation of the degree with majors at the Arizona public universities can be accessed via the following website: http://az.transfer.org/cas/atass/student/modpath.html

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

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

• The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts, Fine Arts - Dance degree.

• A minimum of 64 semester credits in courses numbered 100 and above to be completed with a grade of “C” or better;

• The General Education Requirements for AGEC-A may be completed in 35 semester credits with the following stipulations:
  o Courses can satisfy a Core Area and one or two Awareness Areas simultaneously
  o A course cannot be used to satisfy more than one Core Area

• General Education Courses can satisfy multiple areas within the degree simultaneously (AGEC-A Core Area, AGEC Awareness Area, MCCCD Additional Requirements, or lower-division courses applicable to the major).

• Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS), is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.

• Courses completed at one of the Maricopa Community Colleges to meet AGEC-A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (ELECTIVE) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled MCCCD Courses That Can Be used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC-S for specific course information via the following website: http://www.dist.maricopa.edu/academic/curric/  
  • Click on the Resources tab
  • Scroll down to: Matrix of MCCCD Courses That Can Be Used to Satisfy AGEC A, AGEC B, and/or AGEC S
  • Click on the link

• Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be listed in the Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS) as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (ELECTIVE) at all Arizona public universities. For appropriate course selection, students should consult with an advisor.

• Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGEC-A or Associate in Arts, Fine Arts-Dance Degree.

• Courses and their modular equivalents will satisfy AGEC-A and Associate in Arts, Fine Arts - Dance degree.

• If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.

Degree Requirements

The 64 semester credits required for the Associate in Arts, Fine Arts - Dance degree follow. See the list titled MCCCD Courses That Can Be used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC-S for specific course information via the following website: http://www.dist.maricopa.edu/academic/curric/  
  • Click on the Resources tab
  • Scroll down to: Matrix of MCCCD Courses That Can Be Used to Satisfy AGEC A, AGEC B, and/or AGEC S
  • Click on the link

This list identifies the courses in alpha-order by prefix as well as the Core Areas and Awareness Areas where the course will apply. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and the AGEC requirements, an A, B, and/or S character may follow the [MA], [SQ], [SG] general education designations and refers to the specific AGEC.
I. MCCCD General Education
The MCCCD General Education includes two areas: MCCCD AGEC-A and MCCCD Additional Requirements.

MCCCD AGEC-A
1. Core Areas: Credits: 35
   a. First-Year Composition (FYC): Credits: 6
   b. Literacy and Critical Inquiry [L]: Credits: 3
   c. Mathematical Studies [MA/CS]: Credits: 6
      To complete the Mathematical Studies requirement, select one course to satisfy Mathematics [MA] A and a second course from Computer/Statistics/Quantitative Applications [CS].
      1) Mathematics [MA] A (3 credits)
         Select a course in college mathematics or college algebra or pre-calculus or any other mathematics course for which college algebra is a prerequisite.
      AND
      2) Computer/Statistics/Quantitative Applications [CS] (3 credits)
   d. Humanities and Fine Arts [HU]: Credits: 6
      Students are encouraged to choose course work from more than one discipline for a total of six semester credits.
   e. Social and Behavioral Sciences [SB]: Credits: 6
      Students are encouraged to choose course work from more than one discipline for a total of six semester credits.
   f. Natural Sciences [SQ/SG]: Credits: 8
      To complete the Natural Sciences requirement:
      Select four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of eight (8) semester credits, OR eight (8) semester credits of [SQ]. Students cannot take eight (8) semester credits of [SG] to meet the Natural Sciences requirement.
      The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. The lecture and corresponding laboratory course(s) may carry separate credit.
      Students should consult with an advisor for appropriate course selection.
      Students should also access the AZ Course Equivalency Guide (CEG) within the AZ Course Applicability System (AZCAS) for information on equivalencies.
   Select from the following options to complete three credits:
   DAH100 Introduction to Dance 3
   DAH201 World Dance Perspectives 3
   e. Social and Behavioral Sciences [SB]: Credits: 6
      Students are encouraged to choose course work from more than one discipline for a total of six semester credits.
   Select from the following options to complete three credits:
   DAH100 Introduction to Dance 3
   DAH201 World Dance Perspectives 3
2. Awareness Areas: Credits: 0
   Students must satisfy two Awareness Areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed thirty-five semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously. Therefore no additional semester credits are required to satisfy the two Awareness Areas.
   Cultural Diversity in the United States [C]
   AND
   Global Awareness [G] OR
   Historical Awareness [H]

MCCCD Additional Requirements: Credits: 0-6
Students must satisfy Oral Communication and Critical Reading areas. However, it is not necessary for students to exceed the thirty-five semester credits required in order to complete the MCCCD Additional Requirements because courses can satisfy a Core Area and MCCCD Additional Requirements simultaneously. Therefore no additional semester credits are required to satisfy Oral Communication and Critical Reading.
   a. Oral Communication: Credits: 3
      A total of three (3) semester credits is required for Oral Communication. However, if students select a communication course that satisfies both the Oral Communication area and an area within the Core, then the Oral Communication requirement has been satisfied and additional electives may be taken.
      Select from the following options:
      COM100 [SB] (3 credits) OR
      COM100AA & COM100AB & COM100AC [SB] (3 credits) OR
      COM110 [SB] (3 credits) OR
      COM110AA & COM110AB & COM110AC [SB] (3 credits) OR
      COM225 [L] (3 credits) OR
      COM230 [L] [SB] (3 credits)
   b. Critical Reading: Credits: 3
      A total of three (3) semester credits is required for the Critical Reading area. However, if students complete CRE 101 and apply it to AGEC-A Core Requirements or if the students demonstrate proficiency through assessment, then the Critical Reading requirement has been satisfied and additional electives may be taken.
      Select from the following options to complete 3 credits:
      CRE101 [L] (3 credits) OR
      equivalent as indicated by assessment
II. **Fine Arts Requirements – Dance: Credits: 29**

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

**Part I: Credits: 11**

Select the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAN150</td>
<td>Dance Performance I</td>
</tr>
<tr>
<td>DAN210</td>
<td>Dance Production I</td>
</tr>
<tr>
<td>DAN221</td>
<td>Rhythmic Theory for Dance I</td>
</tr>
<tr>
<td>DAN264</td>
<td>Choreography I</td>
</tr>
<tr>
<td>DAN280</td>
<td>Dance Practicum</td>
</tr>
</tbody>
</table>

**Part II: Credits: 9**

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAN120++</td>
<td>World Dance (any module)</td>
</tr>
<tr>
<td>DAN129</td>
<td>Musical Theatre Dance I</td>
</tr>
<tr>
<td>DAN130</td>
<td>Musical Theatre Dance II</td>
</tr>
<tr>
<td>DAN131</td>
<td>Ballet I</td>
</tr>
<tr>
<td>DAN132</td>
<td>Modern Dance I</td>
</tr>
<tr>
<td>DAN133</td>
<td>Modern Jazz Dance I</td>
</tr>
<tr>
<td>DAN134</td>
<td>Ballet II</td>
</tr>
<tr>
<td>DAN135</td>
<td>Modern Dance II</td>
</tr>
<tr>
<td>DAN136</td>
<td>Modern Jazz Dance II</td>
</tr>
<tr>
<td>DAN229</td>
<td>Musical Theatre Dance III</td>
</tr>
<tr>
<td>DAN230</td>
<td>Musical Theatre Dance IV</td>
</tr>
<tr>
<td>DAN231</td>
<td>Ballet III</td>
</tr>
<tr>
<td>DAN231AA</td>
<td>Ballet III: Intensive</td>
</tr>
<tr>
<td>DAN232</td>
<td>Modern Dance III</td>
</tr>
<tr>
<td>DAN233</td>
<td>Modern Jazz Dance III</td>
</tr>
<tr>
<td>DAN234</td>
<td>Ballet IV</td>
</tr>
<tr>
<td>DAN234AA</td>
<td>Ballet IV: Intensive</td>
</tr>
<tr>
<td>DAN235</td>
<td>Modern Dance IV</td>
</tr>
<tr>
<td>DAN236</td>
<td>Modern Jazz Dance IV</td>
</tr>
<tr>
<td>DAN237</td>
<td>Ballet Pointe I</td>
</tr>
<tr>
<td>DAN290++</td>
<td>Dance Conservatory I (any module)</td>
</tr>
<tr>
<td>DAN291++</td>
<td>Dance Conservatory II (any module)</td>
</tr>
<tr>
<td>DAN292++</td>
<td>Dance Conservatory III (any module)</td>
</tr>
<tr>
<td>DAN298++</td>
<td>Special Projects (any module)</td>
</tr>
</tbody>
</table>

**Part III: Restricted Electives: Credits: 9**

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAH+++++</td>
<td>Any DAH prefixed course EXCEPT DAH100 or DAH201 if selected to satisfy the AGEC A Humanities and Fine Arts Area.</td>
</tr>
<tr>
<td>DAN115++</td>
<td>Contemporary Dance Trends (any module)</td>
</tr>
<tr>
<td>DAN120++</td>
<td>World Dance (any module)</td>
</tr>
</tbody>
</table>

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

**AAFA – Art**

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

I. **General Education:**

Arizona General Education Curriculum for Arts (AGEC-A)

MCCCD Additional Requirements

II. **Fine Arts Requirements – Art**

**Purpose of the Degree**

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

The semester credits used to satisfy the MCCCD Associate in Arts, Fine Arts - Art degree will apply to university graduation requirements of the university major for which the degree is designed. Information regarding the articulation of the degree with majors at the Arizona public universities can be accessed via the following website:

http://az.transfer.org/cas/atass/student/modpath.html

**Academic Policies that Govern the Associate in Arts, Fine Arts – Art Degree**

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

• The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts, Fine Arts - Art degree.

• A minimum of 63 semester credits in courses numbered 100 and above to be completed with a grade of “C” or better;

• The General Education Requirements for AGEC-A may be completed in 35 semester credits with the following stipulations:
  o Courses can satisfy a Core Area and one or two Awareness Areas simultaneously
  o A course cannot be used to satisfy more than one Core Area

• General Education Courses can satisfy multiple areas within the degree simultaneously (AGEC-A Core Area, AGEC Awareness Area, MCCCD Additional Requirements, or lower-division courses applicable to the major).

• Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS), is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.

• Courses completed at one of the Maricopa Community Colleges to meet AGEC-A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System (AZCAS) as an equivalent course, departmental elective credit (XXXDEC), or general elective credit (Elective) at all Arizona public universities. The course’s evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled MCCCD Courses That Can be Used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC-S for specific course information via the following website: http://www.dist.maricopa.edu/academic/curric/

• Click on the Resources tab
• Scroll down to: Matrix of MCCCD Courses That Can Be Used to Satisfy AGEC A, AGEC B, and/or AGEC S
• Click on the link

This list identifies the courses in alpha-order by prefix as well as the Core Areas and Awareness Areas where the course will apply. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and the AGEC requirements, an A, B, and/or S character may follow the [MA], [SQ], [SG] general education designations and refers to the specific AGEC.

I. MCCCD General Education

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

MCCCD AGEC-A

1. Core Areas: Credits: 35

   a. First-Year Composition (FYC): Credits: 6
   b. Literacy and Critical Inquiry [L]: Credits: 3
   c. Mathematical Studies [MA/CS]: Credits: 6
      To complete the Mathematical Studies requirement, select one course to satisfy Mathematics [MA] A and a second course from Computer/Statistics/Quantitative Applications [CS].
      1) Mathematics [MA] A (3 credits)
        Select a course in college mathematics or college algebra or pre-calculus or any other mathematics course for which college algebra is a prerequisite.
      AND
      2) Computer/Statistics/Quantitative Applications [CS] (3 credits)
   d. Humanities and Fine Arts [HU]: Credits: 6
      Students are encouraged to choose course work from more than one discipline for a total of six semester credits.
      Select the following:
      ARH101 Prehistoric Through Gothic Art 3
   e. Social and Behavioral Sciences [SB]: Credits: 6
      Students are encouraged to choose course work from more than one discipline for a total of six semester credits.
f. Natural Sciences [SQ/SG]: Credits: 8
To complete the Natural Sciences requirement:
Select four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of eight (8) semester credits, OR eight (8) semester credits of [SQ] and [SG]. Students cannot take eight (8) semester credits of [SQ] to meet the Natural Sciences requirement.

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

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

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

MCCCD Additional Requirements: Credits: 0-6
Students must satisfy Oral Communication and Critical Reading areas. However, it is not necessary for students to exceed the thirty-five semester credits required in order to complete the MCCCD Additional Requirements because courses can satisfy a Core Area and MCCCD Additional Requirements simultaneously. Therefore no additional semester credits are required to satisfy Oral Communication and Critical Reading.

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

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

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

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

II. Fine Arts Requirements – Art Credits: 28
A minimum of 28 credits are required to satisfy the Fine Arts Requirements – Art.

Foundations: Credits: 16
Select the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA/ART112</td>
<td>Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ADA/ART115</td>
<td>Three-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ARH102</td>
<td>Renaissance Through Contemporary Art</td>
<td>3</td>
</tr>
<tr>
<td>ART111</td>
<td>Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART113</td>
<td>Color</td>
<td>3</td>
</tr>
<tr>
<td>ART255AB</td>
<td>The Portfolio</td>
<td>1</td>
</tr>
</tbody>
</table>

Restricted Electives: Credits: 12
Select from the following options to complete a minimum of twelve semester credits:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART165</td>
<td>Watercolor Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART167</td>
<td>Painting I</td>
<td>3</td>
</tr>
</tbody>
</table>

Associate in Arts, Fine Arts – Art Total Credits: 63

AAFA — Theatre

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

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

II. Fine Arts Requirements – Theatre

Purpose of the Degree

The Associate in Arts, Fine Arts - Theatre degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors in the Fine Arts. The degree is designed to prepare students to meet selective admission criteria for programs such as the Bachelor of Fine Arts, which may require a portfolio or performance requirement.
The semester credits used to satisfy the MCCCD Associate in Arts, Fine Arts - Theatre will apply to university graduation requirements of the university major for which the degree is designed. Information regarding the articulation of the degree with majors at the Arizona public universities can be accessed via the following website:

http://az.transfer.org/cas/atass/student/modpath.html

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

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

- The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts, Fine Arts - Theatre degree.

- A minimum of 60 semester credits in courses numbered 100 and above to be completed with a grade of “C” or better;

- The General Education Requirements for AGEC-A may be completed in 35 semester credits with the following stipulations:
  - Courses can satisfy a Core Area and one or two Awareness Areas simultaneously
  - A course cannot be used to satisfy more than one Core Area

- General Education Courses can satisfy multiple areas within the degree simultaneously (AGEC-A Core Area, AGEC Awareness Area, MCCCD Additional Requirements, or lower-division courses applicable to the major).

- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS), is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.

- Courses completed at one of the Maricopa Community Colleges to meet AGEC-A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System (AZCAS) as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course’s evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled MCCCD Courses That Can Be Used to Satisfy AGEC-A, AGEC-B, and/or AGEC-S for specific course information via the following website:

http://www.dist.maricopa.edu/academic/curric/

- Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGEC-A or Associate in Arts, Fine Arts - Theatre Degree.

- Courses and their modular equivalents will satisfy AGEC-A and Associate in Arts, Fine Arts - Theatre requirements.

- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.

**Degree Requirements**

The 60-64 semester credits required for the Associate in Arts, Fine Arts - Theatre follow. See the list titled MCCCD Courses That Can Be used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC-S for specific course information via the following website: http://www.dist.maricopa.edu/academic/curric/

- Click on the Resources tab
- Scroll down to: Matrix of MCCCD Courses That Can Be Used to Satisfy AGEC A, AGEC B, and/or AGEC S
- Click on the link

This list identifies the courses in alpha-order by prefix as well as the Core Areas and Awareness Areas where the course will apply. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and the AGEC requirements, an A, B, and/or S character may follow the [MA], [SQ], [SG] general education designations and refers to the specific AGEC.

**I. MCCCD General Education**

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

**MCCCD AGEC-A**

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

AND

2. Awareness Areas: Credits: 0

   a. Historical Awareness [H]: Credits: 3
      Students must choose one course from each of the following areas: American History, Western Civilization, United States History, or International History.

   b. Oral Communication: Credits: 3
      Students must choose a course in Oral Communication. Courses may be selected from Speech Communication, Public Speaking, or a course that satisfies both the Oral Communication and Critical Reading requirement.

   c. Global Awareness [G]: Credits: 3
      Students must choose one course from each of the following areas: International Studies, Comparative Studies, or World Cultures.

   d. Cultural Diversity in the United States [C]: Credits: 3
      Students must choose one course from each of the following areas: Multicultural Studies, American Ethnic Studies, or American Women's Studies.

   e. Social and Behavioral Sciences [SB]: Credits: 6
      Students must choose four courses from the following areas: Psychology, Sociology, Anthropology, or Criminal Justice.

   f. Natural Sciences [SQ/SG]: Credits: 8
      Students must choose at least two courses from the following areas: Biology, Chemistry, Physics, or Environmental Science.

2. Awareness Areas: Credits: 0

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

   a. Mathematics: Credits: 3
      Students must choose a course in Mathematics. Courses may be selected from College Algebra, Pre-Calculus, or any other mathematics course.

   b. Computer/Statistics/Quantitative Applications [CS]: Credits: 3
      Students must choose one course from the following areas: Computer Science, Statistics, or Mathematics.

   c. Social and Behavioral Sciences [SB]: Credits: 6
      Students must choose four courses from the following areas: Psychology, Sociology, Anthropology, or Criminal Justice.

   d. Natural Sciences [SQ/SG]: Credits: 8
      Students must choose at least two courses from the following areas: Biology, Chemistry, Physics, or Environmental Science.

   e. Historical Awareness [H]: Credits: 3
      Students must choose one course from each of the following areas: American History, Western Civilization, United States History, or International History.

   f. Oral Communication: Credits: 3
      Students must choose a course in Oral Communication. Courses may be selected from Speech Communication, Public Speaking, or a course that satisfies both the Oral Communication and Critical Reading requirement.

   g. Global Awareness [G]: Credits: 3
      Students must choose one course from each of the following areas: International Studies, Comparative Studies, or World Cultures.

   h. Cultural Diversity in the United States [C]: Credits: 3
      Students must choose one course from each of the following areas: Multicultural Studies, American Ethnic Studies, or American Women's Studies.

   i. Critical Reading: Credits: 3
      Students must choose a course in Critical Reading. Courses may be selected from Literature, Writing, or any other course that satisfies both the Oral Communication and Critical Reading requirement.

   j. Computer/Statistics/Quantitative Applications [CS]: Credits: 3
      Students must choose one course from the following areas: Computer Science, Statistics, or Mathematics.

   k. Social and Behavioral Sciences [SB]: Credits: 6
      Students must choose four courses from the following areas: Psychology, Sociology, Anthropology, or Criminal Justice.

   l. Natural Sciences [SQ/SG]: Credits: 8
      Students must choose at least two courses from the following areas: Biology, Chemistry, Physics, or Environmental Science.

   m. Historical Awareness [H]: Credits: 3
      Students must choose one course from each of the following areas: American History, Western Civilization, United States History, or International History.

   n. Oral Communication: Credits: 3
      Students must choose a course in Oral Communication. Courses may be selected from Speech Communication, Public Speaking, or a course that satisfies both the Oral Communication and Critical Reading requirement.

   o. Global Awareness [G]: Credits: 3
      Students must choose one course from each of the following areas: International Studies, Comparative Studies, or World Cultures.

   p. Cultural Diversity in the United States [C]: Credits: 3
      Students must choose one course from each of the following areas: Multicultural Studies, American Ethnic Studies, or American Women's Studies.

   q. Critical Reading: Credits: 3
      Students must choose a course in Critical Reading. Courses may be selected from Literature, Writing, or any other course that satisfies both the Oral Communication and Critical Reading requirement.

   r. Computer/Statistics/Quantitative Applications [CS]: Credits: 3
      Students must choose one course from the following areas: Computer Science, Statistics, or Mathematics.

   s. Social and Behavioral Sciences [SB]: Credits: 6
      Students must choose four courses from the following areas: Psychology, Sociology, Anthropology, or Criminal Justice.

   t. Natural Sciences [SQ/SG]: Credits: 8
      Students must choose at least two courses from the following areas: Biology, Chemistry, Physics, or Environmental Science.

   u. Historical Awareness [H]: Credits: 3
      Students must choose one course from each of the following areas: American History, Western Civilization, United States History, or International History.

   v. Oral Communication: Credits: 3
      Students must choose a course in Oral Communication. Courses may be selected from Speech Communication, Public Speaking, or a course that satisfies both the Oral Communication and Critical Reading requirement.

   w. Global Awareness [G]: Credits: 3
      Students must choose one course from each of the following areas: International Studies, Comparative Studies, or World Cultures.

   x. Cultural Diversity in the United States [C]: Credits: 3
      Students must choose one course from each of the following areas: Multicultural Studies, American Ethnic Studies, or American Women's Studies.

   y. Critical Reading: Credits: 3
      Students must choose a course in Critical Reading. Courses may be selected from Literature, Writing, or any other course that satisfies both the Oral Communication and Critical Reading requirement.

   z. Computer/Statistics/Quantitative Applications [CS]: Credits: 3
      Students must choose one course from the following areas: Computer Science, Statistics, or Mathematics.
ABUS-GR

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

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

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

The degree transfers as a block without loss of credit to Arizona’s public universities and other institutions with district-wide articulation agreements. All semester credits used to satisfy the MCCCD Associate in Business General Requirements will apply to university graduation requirements of the university major for which the ABus GR was designed, regardless of whether the credit was awarded for completion of course work or for prior learning. For additional information on credit awarded for prior learning assessment, see the policy on Credit for Prior Learning in the general catalog.

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

• Requires 62-63 semester credits in courses numbered 100 and above to be completed with a grade of “C” or better
• Uses the following policies to help students complete the required Core and Awareness Areas in AGEC B without exceeding the 35 semester credits
• Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
• A course cannot be used to satisfy more than one Core Area requirement.
• Uses the following policies to help students complete the program requirements at a minimum of 62 semester credits but not more than 63 semester credits:
• Courses can satisfy multiple areas within the degree simultaneously (AGEC B Core Area, AGEC B Awareness Area, and/or Common Lower Division Program Requirements)
• Follows the general education policy below:

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

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

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

Degree Requirements
The 62-63 semester credits required for the Associate in Business General Requirements follow. See the list entitled MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC A, AGEC B and/or AGEC S for specific course information via the following website:

http://www.dist.maricopa.edu/academic/curric

• Select tab labeled, “Curriculum Procedures Handbook-Programs:”
• Select “Academic Programs.”
• Select “AGEC Course Matrix.”

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

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

To complete the Mathematical Studies requirement select one course to satisfy Mathematics [MA] B and a second course from Computer/Statistics/Quantitative Applications [CS].

1) Mathematics [MA] B (3 credits)
   MAT212, Brief Calculus, or a higher level mathematics course
   AND

Note: Students are encouraged to select GBS221 or CIS105 to satisfy [CS].

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

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

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

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

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

Students must select courses that are acceptable as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS). For appropriate course selection, students should consult with an advisor.

ABus GR Degree Total Credits: 62-63
ABUS - SR

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

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

Purpose of the Degree
The ABus SR degree is designed for Computer Information Systems majors who plan to transfer to Arizona’s public universities and for students who plan to complete lower division course work toward a baccalaureate program at another degree granting institution. Currently the pathway for accountancy majors is a Transfer Guide Pathway (TG-XR). The Associate in Business General Requirements (ABus GR) is designed for all other business majors. Additional information on academic majors at the Arizona public universities can be accessed via the following web site:
http://www.abor.asu.edu/4_special_programs/atass/index.html

- Click on Student Information
- Degrees and Pathways
- Scroll down to the bottom of the page
- Select the letter of the major you’re interested in.

The Associate in Business Special Requirements transfers as a block without loss of credit to Arizona’s public universities and other institutions with district-wide articulation agreements. All semester credits used to satisfy the MCCCD Associate in Business Special Requirements will apply to university graduation requirements of the university major for which the ABus SR was designed, regardless of whether the credit was awarded for completion of course work or for prior learning. For additional information on credit awarded for prior learning assessment, see the policy on Credit for Prior Learning in the general catalog.

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

- requires 62-63 semester credits in courses numbered 100 and above to be completed with a grade of ‘C’ or better
- uses the following policies to help students complete the required Core and Awareness Areas in AGEC B without exceeding the 35 semester credits
  - Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
  - A course cannot be used to satisfy more than one Core Area requirement.
- uses the following policy to help students complete the program requirements at a minimum of 62 semester credits but not more than 63 semester credits.

Courses can satisfy multiple areas within the degree simultaneously (AGEC B Core Area, AGEC B Awareness Area, and/or Common Lower Division Program Requirements)

- follows the general education policy below:

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

- requires courses that transfer as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona Course Equivalency Guide (CEG).
- follows the graduation policies within the general catalog
- includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Associate in Business Special Requirements
- accepts one of the courses that is cross-referenced with other courses
- provides for exemption from Arizona university admission requirements for students who complete the ABus SR degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0=A scale for Arizona residents and a minimum 2.5 on a 4.0=A scale for non-residents.

Degree Requirements
The 62-63 semester credits required for the Associate in Business Special Requirements follow. See the list entitled, MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC A, AGEC B and/or AGEC S for specific course information via the following website:

http://www.dist.maricopa.edu/academic/curric

- Select tab labeled, “Curriculum Procedures Handbook-Programs.”
- Select “Academic Programs.”
- Select “AGEC Course Matrix.”

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

I. MCCCD General Education

A. MCCCD AGEC B

<table>
<thead>
<tr>
<th>Credits</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Core Areas:</td>
<td>35</td>
</tr>
<tr>
<td>a. First-Year Composition (FYC)</td>
<td>6</td>
</tr>
<tr>
<td>b. Literacy and Critical Inquiry [L]</td>
<td>3</td>
</tr>
<tr>
<td>c. Mathematical Studies [MA/CS]</td>
<td>6</td>
</tr>
</tbody>
</table>

To complete the Mathematical Studies requirement select one course to satisfy the Mathematics [MA] B and a second course from Computer/Statistics/Quantitative Applications [CS]
1) Mathematics [MA] (3 credits)  
MAT212, Brief Calculus, or a higher level mathematics course  
AND  
2) Computers/Statistics/Quantitative Applications)  
[CS] (3 credits)  
CIS105 Survey of Computer Information Systems  
d. Humanities and Fine Arts [HU]  
Students are encouraged to choose course work from more than one discipline for a total of six semester credits.  
e. Social and Behavioral Sciences [SB]  
Students are encouraged to choose course work from more than one discipline for a total of six semester credits  
f. Natural Sciences [SQ/SG]  
To complete the Natural Sciences requirement:  
Select four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of eight (8) semester credits, OR eight (8) semester credits of [SQ]. Students cannot take eight (8) semester credits of [SQ] to meet the Natural Sciences requirement.  
The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. The lecture and corresponding laboratory course(s) may carry separate credit. Students should consult with an advisor for appropriate course selection. Students should also access the AZ Course Equivalency Guide (CEG) within the A2 Course Applicability System (AZCAS) for information on equivalencies.  

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

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

**II. Common Lower Division Program Requirements: 27-28**  
A total of 27-28 credits is required for the Common Lower Division Program Requirements. Common courses meeting general education areas are noted with the general education designations encased in brackets.  
Complete the following:  
Accounting:  
* ACC111 Accounting Principles I  
ACC230 Uses of Accounting Information I  
ACC240 Uses of Accounting Information II  
OR  
* ACC211 Financial Accounting  
ACC212 Managerial Accounting 6-7  

* MCCCD ACC250 or ACC211 may be taken in lieu of ACC111.  
** MCCCD ACC111 and ACC112 together are equivalent to ACC211.  

**III. General Electives 0-6**  
Select courses to complete a minimum of 62 semester credits but no more than a total of 63 semester credits for the program. General Electives semester credits may be necessary if courses selected for the degree satisfy multiple areas. For appropriate course selection, students should consult an advisor.  

Students must select courses that are acceptable as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS). For appropriate course selection, students should consult with an advisor.  

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

**ATP**  

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

The Associate in Transfer Partnership degree is an articulated academic program of study established among the student, the accredited baccalaureate degree-granting institution selected by the student, and the primary Maricopa Community College the student attends. The program of study will "parallel" the student’s four-year degree as designated by the baccalaureate degree-granting institution. That is, the courses and number of credit hours in the degree will consist of the Freshman and Sophomore lower division course degree requirements of the major as jointly planned and agreed on with the community college and the accredited institution to which the student plans to transfer.
The ATP degree requires a core of general education credits in the following general education categories: First-Year Composition (6 credits); Mathematics (3 credits); Natural Sciences (4 credits); and Humanities and Fine Arts/Social and Behavioral Sciences or related area general education requirements (6 credits). Also included in the ATP degree are the general education and major requirements to meet the lower division requirements of the major at the baccalaureate degree-granting institution. The ATP degree must consist of at least a minimum of 60 credit hours. The ATP degrees are accessible on the following web site:

http://www.dist.maricopa.edu/academic/curric/

- Click on “Degrees and Certificates Offered by the Maricopa Colleges.”
- Click on “Phoenix College.”
- Click on “Associate in Transfer Partnership (ATP) Degree Information.”

Exemption From Arizona University Admission Requirements

The Associate in Transfer Partnership degree provides for exemption from Arizona university admission requirements for students who complete the degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0=A scale for Arizona residents and a minimum 2.5 on a 4.0=A scale for non-residents.

The ATP degree does not assure admission to the specific program at the baccalaureate degree-granting institution. Students participating in the ATP degree will be treated as "native" students by the upper division institution in terms of course evaluation and course changes.

Advising is a critical element of the transfer partnership degree, and students must work closely with a community college academic advisor prior to entering into a transfer partnership agreement. Once a transfer partnership agreement has been initiated by the student, approved and signed off by a community college academic advisor and university authorized official, the student is responsible for periodic meetings with the community college advisor and, if/when determined necessary, with the appropriate baccalaureate degree-granting institution academic advisor. Upon completion of 36 hours, the student must receive formal advising at a Maricopa Community College before the remainder of their classes can be scheduled.

**ELEMENTS OF THE ASSOCIATE IN TRANSFER PARTNERSHIP (ATP) DEGREE**

<table>
<thead>
<tr>
<th>ELEMENT</th>
<th>CREDITS</th>
</tr>
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<tbody>
<tr>
<td>MCCCQ General Studies Education Core</td>
<td>19</td>
</tr>
<tr>
<td>Approved Lower Division Transfer Courses</td>
<td>Variable</td>
</tr>
<tr>
<td>(Major dependent with maximum to be determined by receiving baccalaureate degree granting institution)</td>
<td></td>
</tr>
</tbody>
</table>
includes both courses and their modular equivalents; either the course or the modular equivalents will satisfy the Associate in General Studies;
accepts one of the courses that is cross-referenced with other courses;
provides for exemption from Arizona university admission requirements for students who complete the Associate in General Studies degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0=A scale for Arizona residents and a minimum 2.5 on a 4.0=A scale for non-residents.

DEGREE REQUIREMENTS
GENERAL EDUCATION CORE
(16 credits - grade of “C” or better)

First-Year Composition (6 credits)
ENG English [101/107] & [102/108]

Oral Communication (3 credits)
COM Communication 100/100AA & 100AB & 100AC/110/110AA & 110AB & 110AC/225/230

Critical Reading (3 credits)
CRE Critical Reading 101/Equivalent as indicated by assessment

Mathematics (3 credits)
MAT Mathematics 102/105/120/121/122/122AA/
122AB/122AC/126/140/141/142/150/151/
151AA/151AB/151AC/151AD/152/156/
172/182/187/206/212/216/220/221/
equivalent course
Satisfactory completion of a higher level Mathematics course.

GBS General Business 220

Computer Usage (1 credit)
Computer-related course or demonstration of comparable computer skills. Additional courses may be approved by individual colleges. Students should contact their advisor for college-specific courses satisfying the requirement.

ACC Accounting 115/115AA/115AB/115BA/115BB
ADAA Advertising Arts 169/170/170AA/170AB/173/
173AA/173AB/173AC/175/175AA/175AB/177/
177AA/177AB/any 180 modules/183/183AA/
183AB/183AC/183D/183DA/183DB/183DC/
289/289AA/289BAB/289AC

AGBA Accounting 139

AJA Administration of Justice Studies 111/119/205

ARC Architecture 243/244/245

ART Art 100/109/170/170AA/170AB/173/173AA/
173AB/173AC/175/175AA/175AB/177/177AA/
177AB/179/179AA/179AB/any 180 module/
183/183AA/183AB/183AC/283/283AA/283AB/
283AC/289/289AA/289AB/289AC

BIO Biology 119/219

BPC Business-Personal Computers Any BPC Course(s)

CFS Child/Family Studies 180

CIS Computer Information Systems Any CIS Course(s)
(except 163AA, 169, 259)

CSC Computer Science Any CSC Course(s) (except 183)

CTR Court Reporting 101/102

DFT Drafting Technology 103/105/any 105 module/
150/251/any 251 module/253/
any 253 module/any 254 module/any 256 module

ECE Engineering Science 102/102AA/103/103AB/139

ECH Early Childhood Education 238

EEE Electrical Engineering 120

ELC Electronic 115/131/150/181/241/243/245/281

ELT Electronic Technology 131/131AA/131AB/
241/243/249/273/281/282

ENG English 100AE

FON Food & Nutrition 100/100AA/100AB/100AC/100AD/140BC

GPH Physical Geography 217/219

HRM Hotel Restaurant Management 126

JAS Justice & Government Agencies Admin 225

JRN Journalism 133

LAS Paralegal Studies 229

LBT Library Technology 106

MAT Mathematics 206

MET Manufacturing Technology 105AA/264

MTC Music Theory/Composition 191

NET Networking Technology 181/181AA/181AB/247

OAS Office Automation Systems 111AA/111AB/113/
113AA&113AB/119/130/any 130 module/any 135
module/any 235 module

PSY Psychology 230

QCT Quality Control Technology 274

SBS Small Business 211

SMT Semiconductor Manufacturing Technology 131/
131AA/131AB/150

SWU Social Work 225

TCM Telecommunications 106

TCL Travel Agent Technology 203/205

VPT Video Production Technology 106

GENERAL EDUCATION DISTRIBUTION AREAS (28-29 credits)

Humanities and Fine Arts (9 credits)
Students are encouraged to choose courses from more than one discipline. Select nine (9) credits from the following:

AIS American Indian Studies 213
AJJ Administration of Justice Studies 123
ARH Art Humanities Any ARH Course(s)
ASB Anthropology 211/220/222/223
COM Communication 241
DAB Dance Humanities 100/201
EDU Education 291/292/294
ENG English 200
ENH English Humanities Any ENH Course(s)
FRE French 265/266
HCR Health Care Related 210
HIS History 101/102/103/109/111/243/253
HUM Humanities Any HUM course(s) (Except 203, 207)
INT Interior Design 115/120/225
LAT Latin 201/202
MHL Music: History/Literature 140/143/145/146/
153/155
PHI Philosophy Any PHI Course(s) (EXCEPT 113)
REL Religious Studies Any REL Course(s)
SPA Spanish 241/242/268/266
SPH Spanish Humanities 245
STO Storytelling 292/294
TCL Telecommunication 145
THE Theater 111/205/206/210/260
THP Theater/Performance/Production 241
WST Women's Studies 209/284/285/290

Social and Behavioral Sciences (9 credits)
Students are encouraged to choose courses from more than one discipline.
AFR African American Studies 110/202/203/204
AIS American Indian Studies 101/105/140/141/160/170
AJS Administration of Justice Studies 101/119/200/225
259/270
ASB Anthropology 100/102/202/211/214/220/222/230/235/238/245
ASM Anthropology 104
CFS Child/Family Studies 157/159/176/205/259
COM Communication 100/100AA&100AB&100AC/110/110AA&110AB&110AC/230/250/263
ECH Early Childhood Education 176
ECN Economics Any ECN Course(s)
EDU Education 221/222
EMT Emergency Medical Technology 258
FSC Fire Science 258
FUS Future Studies 101
GBS General Business 280
GCU Cultural Geography 102/121/122/141/221/253
HES Health Science 100
HIS History any HIS Course(s)
IBS International Business 109
MCH Mass Communications 120
PHI Philosophy 243
POS Political Science Any POS course(s)
REC Recreation 120/160
REL Religious Studies 243
SBU Society and Business 200
SOC Sociology Any SOC course(s) (EXCEPT 242)
SWU Social Work 102/171/258/292
TEC Textiles and Clothing 106
WED Wellness Education 100/110
WST Women's Studies 100/105/110/120/160/161
YAQYaqui Indian History & Culture 100

Natural Sciences (7-8 credits)
Two lecture courses and one corresponding laboratory course are to be selected. The lecture and corresponding laboratory course(s) may carry separate credit. For appropriate course selection students should consult an advisor.
AGS Agricultural Science 164,183
ASB Anthropology 231
ASM Anthropology 104,265
AST Astronomy 101/102/111/112/113/114
BIO Biology 100/101/102/105/107/108/109/145
FON Food and Nutrition 241 & 241LL
FOR Forensic Science 105/106
GLG Geology Any GLG course(s)
GPH Physical Geography 111/112/113/210/211/212/214/213/215
ISS Interdisciplinary Science Studies 111/112
PHS Physical Science 110/120
PHY Physics 101/111/112/115/116/121/131/252
PSY Psychology 290AB/290AC

Literacy & Critical Inquiry (3 credits)
AIS American Indian Studies 213
COM Communication 207/222/225/230/241
CRE Critical Reading 101
DAH Dance Humanities 201
ENG English 111/200/213/215/216/217/218
ENH English Humanities 254/255
FON Food & Nutrition 206
GBS General Business 233
GPH Physical Geography 211
HCR Health Care Related 220
HUM Humanities 250/251
IFS Information Studies 101
IGS Integrated Studies 290AA&290AB/291/293
JRN Journalism 201/212/234
MCH Mass Communications 220
PHI Philosophy 103/106/225
POS Political Science 115
PSY Psychology 290AB/290AC
REL Religious Studies 101/203/205/225
THP Theater 220
THP Theater Performance/Production 241

Elective Courses (15-16 credits)
May select courses from prefixes already chosen for General Education Distribution requirements in order to develop depth in one or more subject areas.

AAS Requirements

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

Academic Policies that Govern the AAS degree:
• requires 60 or more credits numbered 100 or above and includes credits or the equivalent in the General Education Core areas and credits in the Distribution areas. AAS degree requirements follow with the use of a diagonal character (/) between course numbers to signify options. An asterisk (*) following the course number defines requirements with an effective begin term of spring;
• requires grades as listed for specific areas such as the General Education Core where a minimum grade of “C” is required. See specific AAS occupational degree for specific program grade requirements;
• follows the graduation policies within the general catalog;
• includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Associate in Applied Science requirements.
• requires at least 12 semester credit hours earned at the college awarding the AAS degree. The 12 hours in the AAS degree curricula may be in the Required Courses area and/or Restricted Electives courses. Courses from the General Education Core and Distribution area are excluded.
Shared Programs are programs offered at multiple colleges but not available at all colleges. The requirements are identical at all the colleges offering the program.

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

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

- requires completion of General Education courses as indicated in the General Education Requirements for the Associate in Applied Science degree from the Maricopa County Community College District, or completion of a curriculum as stated in the catalog;
- accepts one of the courses that is cross-referenced with other courses;
- provides for exemption from Arizona university admission requirements for students who complete the Associate in Applied Science (AAS) degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0=A scale for Arizona residents and a minimum 2.5 on a 4.0=A scale for non-residents.

### GENERAL EDUCATION CORE
(15 credits - grade of “C” or better)
Demonstrate college-level skills in the following areas:

#### First-Year Composition (6 credits)
ENG English [101/107] & [102/108/111]

#### Oral Communication (3 credits)
COM Communication 100/100AA & 100AB & 100AC/110/110AA & 110AB & 110AC/225/230

#### Critical Reading (3 credits)
CRE Critical Reading 101/111/ Equivalent as indicated by assessment

#### Mathematics (3 credits)

GBS General Business 220

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

#### Humanities and Fine Arts (2-3 credits)
Students are encouraged to choose courses from more than one discipline.

- AIS American Indian Studies 213
- AJS Administration of Justice Studies 123
- ARH Art Humanities Any ARH Course(s)
- ASB Anthropology 211/220/222/223
- COM Communication 241
- DAH Dance Humanities 100/201
- EDU Education 291/292/294
- ENG English 200
- ENH English Humanities Any ENH Course(s)
- FRE French 265/266
- HCR Health Care Related 210
- HIS History 101/102/103/111/243/253
- HUM Humanities Any HUM course(s) (EXCEPT 203, 207)
- INT Interior Design 115/120/225
- LAT Latin 201/202
- MHL Music: History/Literature 140/143/145/146/ 153/155
- PHI Philosophy Any PHI Course(s) (EXCEPT 113)
- REL Religious Studies Any REL Course(s)
- SPA Spanish 241/242/265/266
- SPM Spanish Humanities 245
- STO Storytelling 292/294
- TCM Telecommunication 145
- THE Theater 111/205/206/210/260
- TPH Theater/Performance/Production 241
- WST Women’s Studies 209/284/285

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

- AFR African American Studies 110/202/203/204
- AIS American Indian Studies 101/105/140/141/160/170
- AJS Administration of Justice Studies 101/200/258/259/270
- ASB Anthropology 100/102/202/211/214/220/222/223/230/ 235/238/245
- ASM Anthropology 104
- CFS Child/Family Studies 157/159/176/205/259
- COM Communications 100/100AA & 100AB & 100AC/ 110/110AA & 110AB & 110AC/230/250/263
- ECH Early Childhood Education 176
- ECO Economics Any ECO course(s)
- EDU Education 221/222
- EMT Emergency Medical Technology 258
- FSC Fire Science 258
- FUS Future Studies 101
- GBS General Business 280
- GCU Cultural Geography 102/121/122/141/221/223/253
- HES Health Science 100
- HIS History Any HIS course(s)
- IBS International Business 109
- MCO Mass Communications 120
- PHI Philosophy 243
- POS Political Science Any POS course(s)
- REC Recreation 120/160
- REL Religious Studies 243
Natural Sciences (4 credits)
The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. The lecture and corresponding laboratory course(s) may carry separate credit. Students should consult with an advisor for appropriate course selection.

- AGS Agricultural Science 164
- ASB Anthropology 231
- ASM Anthropology 104/265
- AST Astronomy 101/102/111/112/113/114
- FOR Forensic Science 105/106
- GLG Geology Any GLG course(s) (EXCEPT 140/251MC/275)
- GPH Physical Geography 111/112/113/212 & 214/213/215
- ISS Interdisciplinary Science Studies 111/112
- PHS Physical Science 110/120
- PHY Physics 101/111/112/115/116/121/131/252
- PSY Psychology 290AB/290AC

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

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

TEACHER EDUCATION: MARICOPA COMMUNITY COLLEGE DISTRICT-WIDE OFFERINGS

In direct response to the ever growing need for highly qualified P-12 teachers and in support of the many communities it serves, the Maricopa Community College District has made a strong commitment to contributing to the recruitment and training of early childhood, elementary, secondary, and special education school teachers. With quality curriculum and excellent instruction as the primary focus of its faculty, the Maricopa colleges are well positioned to provide state and national leadership in the quality and nature of instruction thus helping students to become excellent teachers through the offering of current and responsive teacher education course work.

The District also supports professional development for certified teachers through the offering of course work, seminars, workshops and specialized training. This includes Bilingual Education, Computer Science, English as a Second Language (ESL), Math Specialist, Middle School, Reading Specialist, and Structured English Immersion (SEI).

In support of this commitment, the Maricopa Community College District offers teacher education course work, degrees, and/or programs at all 10 Maricopa Colleges.*

Teacher Education Options Available To Students

Instructional Aide/Associate/Paraprofessional Preparation
- Associate in Arts in Elementary Education (AAE): designed for the student who plans to transfer to an Elementary Education program (also Special Education) at any partner institution and/or who plans to become a classroom instructional aide. The degree transfers as a block without loss of credit to Arizona’s public universities. (Offered at all 10 Maricopa Community Colleges)
- Associate in Applied Science (AAS) in Teacher Assisting: prepares students for employment as an assistant to the classroom teacher in grades K-12. It provides foundation work, which will allow the aide to pursue a higher degree in the field of education. (Offered at EMCC & GWCC)

- Associate of Applied Science (AAS) in Instructional Assistance: prepares students to work as instructional assistants. The program emphasizes the philosophical, cultural, and linguistic processes involved in teaching children. Students develop knowledge and skills required of the instructional assistant through a combination of courses in methodology and practicum experience (Offered at MCC & PC)
• **Associate in Transfer Partnership (ATP) in K-12 Classroom Instructional Support:** designed for students planning on becoming an Instructional Associate/Paraprofessional in K-12. Transfers as a block without loss of credit to Charter Oak State College. (Offered at EMCC, MCC, and RSC)

• **Certificate of Completion (CCL) in Instructional Assistance:** provides coursework which focuses on meeting the educational needs of learners. All Certificate Program requirements can be used toward completion of the Instructional assistance AAS Program. (Offered at MCC & PC)

**Elementary Education Teacher Preparation**

• **Associate in Arts in Elementary Education (AAEE):** designed for the student who plans to transfer to an Elementary Education program (also Special Education) at any partner institution and/or who plans to become a classroom instructional aide. The degree transfers as a block without loss of credit to Arizona’s public universities. (Offered at all 10 Maricopa Community Colleges)

• **Associate in Transfer Partnership (ATP) in Elementary Education:** designed for students planning to transfer into Elementary Education at Arizona State University West Campus. Transfers as a block without loss of credit. (Offered at all 10 Maricopa Community Colleges)

• **Baccalaureate Partnership Program with Charter Oak State College:** designed for students in elementary education who will transfer to Charter Oak State College after completing 90 credits at the community college. (Offered at RSC)

**Elementary and Special Education Teacher Preparation**

• **Associate in Arts in Elementary Education (AAEE):** designed for the student who plans to transfer to an Elementary Education program and Special Education at any partner institution and/or who plans to become a classroom instructional aide. The degree transfers as a block without loss of credit to Arizona’s public universities. (Offered at all 10 Maricopa Community Colleges)

**Elementary, Secondary & Special Education Teacher Preparation**

• **Aztec/Education:** housed in the Office of Program Articulation, this program assists and supports students throughout the first two years of their bachelor’s degree in elementary, secondary, or special education. (Offered at GCC)

• **Dynamic Learning Teacher Education Program:** a four-semester cohort model designed to prepare future teachers to transform inner city schools. It is based on current research on teaching and learning and utilizes a team-taught interdisciplinary curriculum with strong partnerships with community schools and Arizona State University. (Offered at SMCC)

• **inspire.teach:** a program that supports and encourages the choice of teaching as a profession. It reflects a commitment among secondary, community college, and university partners to inspire students from under-represented groups to explore, pursue and excel in teaching careers. (Offered at EMCC)

• **The Teacher Connection:** designed to identify, connect, and support individuals as they work toward careers in teaching. It reflects a commitment among Cave Creek Unified School District, Paradise Valley Unified School District, Paradise Valley Community College, and ASU West’s College of Education to inspire a diverse population of students to explore, pursue, and excel in teaching careers. (Offered at PVCC)

• **Teaching and Learning Communities (TLC) Education Program:** a student support program structured in a 4-semester plan with courses selected to enhance students’ knowledge of teaching as a career and to prepare for certification. (Offered at MCC)

• **Teachers Today and Tomorrow (T3):** this two-semester interdisciplinary learning community combines English, Education, and Technology. After two semesters, education courses along with technology courses designed for teacher education majors compliment the general education courses required for university transfer. (Offered at CGCC)

• **General Studies and Subject Matter Courses:** designed to fulfill lower division general education requirements for students planning to transfer to public or private community colleges or universities. (Offered at all Maricopa Community Colleges)

• **Post Baccalaureate Teacher Prep Programs:** prepares students with a baccalaureate degree to become a certified Elementary (K-8), Secondary (7-12), or Special Education (K-12) teacher. The programs are approved by the Arizona Department of Education. (All programs offered online at RSC; elementary (K-8) offered on campus at SCC).

• **Urban Teacher Corps:** a teacher development program that supports urban classified school district employees in Phoenix to successfully complete a bachelor’s degree in Education and return to their school districts as teachers. After completion of lower division courses, UTC participants transfer to the initial Teacher Certification program at Arizona State University, Tempe. (Offered at PC)

**Master’s Degree Partnerships for Students who complete the Rio Salado College and Scottsdale Community College Teacher Prep Programs**

• **Master’s Degree Partnership with North Central University:** 18 credits of the post baccalaureate teacher prep program can be applied toward the 36 credits required for an online MS in Education Degree. (Offered at RSC)

• **Master’s Degree Partnership with Plymouth State University:** 18 credits of the post baccalaureate teacher prep program can apply toward the 33 credits required for an online MS in Education Degree. (Offered at RSC, SCC)
• Master’s Degree Partnership with Walden University:
  Up to 12 credits of the post baccalaureate teacher prep
  program can apply toward the 30 credits required for an online
  MS in Education Degree. (Offered at RSC, SCC)

Professional Development for Certified Teachers

• Certificate of Completion (CCL) in Bilingual
  Endorsement: designed for certified teachers pursuing
  bilingual endorsement. Includes all coursework required
  for state issued Bilingual Endorsement as specified by the
  Arizona Department of Education. Valid Arizona teaching
  certificate is required for state endorsement. (Offered at
  MCC, PC)

• Certificate of Completion (CCL) in English as a Second
  Language (ESL) Endorsement: designed for certified
  teachers pursuing ESL endorsement. Includes all coursework
  required for state issued English as a Second Language
  Endorsement as specified by the Arizona Department of
  Education. Valid teaching certificate is required for state
  endorsement. (Offered at MCC, PC)

• Certificate of Completion (CCL) in Reading Specialist
  Endorsement: qualifies certified teachers for the Reading
  Specialist Endorsement as specified by the Arizona
  Department of Education. Includes all coursework required
  for those with valid Arizona teaching certificates to qualify for
  the Reading Specialist Endorsement in Arizona. (Offered at
  MCC)

• Professional Development Endorsement Courses for
  K-12 Teachers: courses have been designed and are
  accepted by the Arizona Department of Education and lead
  to endorsements in Computer Science, Structured English
  Immersion (SEI), English as a Second Language (ESL), Math
  Specialist, Reading Specialist, and Middle School. (All
  courses offered online at RSC; MCC offers Reading, ESL, SEI
  and Middle Grade on campus; SCC offers Reading, ESL, and
  SEI on campus.)

• Note: (1) Refer to specific college catalog for degree,
  program and course information. (2) Students are
  strongly encouraged to seek academic advisement
  prior to enrolling.

Early Childhood Education & Family Studies Options
Available To Students

It is important to note that there is a wide range of difference in
educational requirements for early childhood education teachers
both locally and nationally. Given this, it is important that you
check with the contact person at the college you are planning to
attend prior to enrolling in course work.

Associate Degrees

• Associate of Applied Science (AAS) in Early Childhood
  Education: prepares individuals to work with children in
  early childhood programs, with a specialization in either
  center-based, family childcare, or administration of early
  childhood programs. Courses are scheduled to accommodate
  those who are already working in the field. (Offered at GCC)

• Associate in Applied Science (AAS) in Early Childhood
  Education: 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.
  (Offered at PVCC)

• Associate in Applied Science (AAS) in Early Childhood
  Development: designed to meet the needs of individuals
  who are interested in working in early childhood. The
  program emphasizes working with multi-linguistic and multi-
  cultural children. Upon completion students will be
  equipped to work effectively with children and families in
  both school and home environments and also initiate upward
  career movement or improve existing skills. (Offered at
  SMCC)

• Associate in Applied Science (AAS) in Early Childhood
  Development: prepares individuals to assume entry-level
  positions within nursery schools, pre-schools, and day care
  centers. (Offered at SCC)

• Associate in Applied Science (AAS) in Early Care and
  Education: The Early Care and Education program is
  based upon an inclusive vision of high-quality services for all
  children. Provided area a sequence of lively, interactive
  classes and a variety of field experiences, which greatly
  expand the student’s understanding of children. Unique
  student teaching opportunities are offered in the Evelyn H.
  Warren Child Development Lab, a multi-age preschool that is
  accredited by the National Association for the Education of
  Young Children. (Offered at MCC)

• Associate in Applied Science (AAS) in Family Life
  Education: prepares individuals to enter the family life
  education, human development, or child and family
  organizations field at the paraprofessional level. (Offered at
  GCC, MCC, SCC)

• Associate in Applied Science (AAS) in Family
  Development: prepares students to work with families,
  identify needs, and acquire resources that strengthen family
  functioning. Includes skills in assessing and controlling
  needed resources, decision making, problem solving,
  communication, parenting, and child development education.
  (Offered at PC)

• Associate in Transfer Partnership (ATP) in Early
  Childhood Education: designed for students planning
  on becoming a certified teacher in Early Childhood
  Education (Birth through 3rd grade). Transfers as a block
  without loss of credit to Northern Arizona University.
  (Offered at GCC, MCC, RSC, and SCC)

Post Baccalaureate Programs

• Post Baccalaureate Early Childhood Teacher
  Education Program: designed for individuals with a
  baccalaureate degree who want to become an early
  childhood teacher. The program enables students to obtain
  an Arizona Department of Education (ADE) early childhood
teaching certificate that meets Arizona requirements to teach in a public school program, including children from birth through third grade.

- **Early Childhood Endorsement:** designed for individuals who have a current elementary or special education teaching certificate, or are about to receive one. This program enables students to obtain an early childhood Endorsement that meets Arizona requirements to teach in a public school program, including children from birth through third grade.

**Certificates of Completion**

- **Certificate of Completion (CCL) in Early Childhood Education:** designed for those who are interested in studying and working with young children. It prepares individuals to work with children in early child programs, with a specialization in either center-based or family child care. Courses are scheduled to accommodate those who are already working in the field. (Offered at GCC)

- **Certificate of Completion (CCL) in Early Childhood Education:** 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. (Offered at PVCC)

- **Certificate of Completion (CCL) in Early Childhood Development:** prepares individuals to assume entry-level positions within nursery schools, pre-schools, and day care centers. (Offered at SCC)

- **Certificate of Completion (CCL) in Early Childhood Development:** designed to meet the needs of individuals who are interested in working in early childhood. Emphasis on working with multi-linguistic and multi-cultural children. Upon completion students will be equipped to work effectively with children and families in both school and home environments and also initiate upward career movement or improve existing skills. (Offered at SMCC)

- **Certificate of Completion (CCL) in Early Care Specialist:** The Early Care curriculum prepares students for entry level position in early childhood programs. The sequence of coursework is designed to increase understanding of education and care of young children. (Offered at MCC)

- **Certificate of Completion (CCL) in Early Childhood Classroom Management:** designed for understanding infants, toddlers & preschool children and managing their early childhood classroom settings. Focuses on key areas related to early childhood. (Offered at PC)

- **Certificate of Completion (CCL) in Family Support:** designed to enhance the education and career of individuals interested in working with families or in agencies that provide services to families, or in agencies that provide services to families, or those who are presently involved with families or their supporting agencies. (Offered at PC)

- **Certificate of Completion (CCL) in Infant Toddler Development:** prepares individuals to serve children from birth through age three years and their families. (Offered at SCC)

- **Certificate of Completion (CCL) in Parent Education:** prepares individuals to enter the family life education with a focus on parent education. (Offered at GCC, MCC, SCC)

- **Certificate of Completion (CCL) in Adolescent Studies:** designed to prepare individuals preparing to work or those who are employed in professions that require interaction with adolescents and/or adolescent-related issues such as school personnel, parents, health educators, etc. (Offered at PC)

**Note:** (1) Refer to specific college catalog for degree, program and course information. (2) Students are strongly encouraged to seek academic advisement prior to enrolling.

**College Contact Information**

Chandler Gilbert Community College (CGCC)
—Teacher Education: Sharon Fagan (Pecos Campus)  
sharon.fagan@cgcmail.maricopa.edu  480-732-7124;
—Early Childhood Education: Jennifer Peterson (CGCC)  
jennifer.peterson@cgcmail.maricopa.edu  
480-654-7555

Estrella Mountain Community College (EMCC)
—Teacher Education: Marsha Carlen  
marsha.carlen@emcmail.maricopa.edu  623-935-8479
—Early Childhood Education: Marsha Carlen  
marsha.carlen@emcmail.maricopa.edu  623-935-8479

Glendale Community College (GCC)
—Teacher Education: Nancy Oreshack  
nancy.oreshack@gcmail.maricopa.edu  623-845-3265
—Early Childhood Education: Dr. Carlos Nunez  
623-845-3178

Mesa Community College (MCC)
—Teacher Education: Transfer Services  
480-461-7452, or 480-654-7600
Dr. Richard Malena (Red Mountain Campus)  
480-461-7890

Richard.malena@mcmaricopa.edu
Nora Reyes (MCC Campus)  
nora.reyes@mcmaricopa.edu  480-461-7781
—Early Childhood Education: Dr. Christine Osgood  
christine.osgood@mail.mc.maricopa.edu  
480-461-7938

Paradise Valley Community College (PVCC)
—Teacher Education: Debbie Voll  
debbie.voll@pvmail.maricopa.edu  602-787-6659
—Early Childhood Education: Christie Colunga  
christie.colunga@pvmail.maricopa.edu  
602-787-7731

Phoenix College (PC)
—Teacher Education: Ofelia Canez  
602-285-7657
—Early Childhood Education: Alverta McKenzie  
602-285-7292
Teacher Education Scholarship Availability

The National Center for Teacher Education (NCTE) has created scholarships for teacher education students attending the Maricopa Community Colleges. Currently there are four (4) $500 scholarship awards available for each of the 10 Maricopa colleges. Visit http://www.dist.maricopa.edu/academic/teachered/scholarship.html for additional information.

The National Association of Community College Teacher Education Programs (NACCTEP) has a national scholarship program. The purpose of the NACCTEP National Scholarship Program is to provide financial assistance to community college students who are studying to become teachers. This scholarship is promoted through the National Association of Community College Teacher Education Programs and is facilitated by the National Center for Teacher Education. Awards are $1000 over the course of two semesters and will be made available through college financial aid institutions. Visit http://www.nacctep.org/Scholarship/05-06scholarship.php for additional information.

The Professional Career Pathway Project (PCPP) is sponsored by the Arizona Department of Economic Security Child Care Administration. This program offers Family Child Care and Center-based caregivers the opportunity to apply for funding to cover the cost of the tuition/fees for college coursework. The PCPP offers students a seamless pathway to meet the requirements for the Child Development Associate (CDA) Credential, the National Association for Family Child Care (NAFCC) Accreditation, and the Certificate of Completion. (EMCC, GCC, MCC, PVCC, SCC, SMCC).

Early Childhood Education Scholarship Opportunities

Information is available at each college. Make contact with the designated college Early Childhood contact person directly. Scholarship opportunities vary with each program.

PC HAS NEW WIRELESS NETWORK!

The BearNet wireless network is available to current Phoenix College students and employees.

This network provides hotspot-style Internet access in several campus locations. It was designed to be easy to use, and mirrors the experience found in many public venues.

Your PCLAN account (student or employee computer access) and password will be used when you log on to BearNet.

More information may be found at http://www.pc.maricopa.edu/wireless.

If you have any questions, please contact the PC Help Desk athelpdesk@pcmail.maricopa.edu or (602) 285-7200. Please note that Phoenix College is not able to provide hardware support for student or employee personal computers.
### MCCCD Occupational Programs Matrix – 2007-2008

#### DESCRIPTION

The Maricopa County Community College Occupational Program Matrix identifies all programs currently available for offering within the 10 community colleges and two skill centers of the district. The programs are grouped under broad occupational areas as requested by the colleges. For specific information regarding individual programs, contact the college(s) listed as participating institutions.

<table>
<thead>
<tr>
<th>Areas/Programs</th>
<th>Colleges</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AGRICULTURE</strong></td>
<td></td>
</tr>
<tr>
<td>Agribusiness Sales and Service</td>
<td>MC</td>
</tr>
<tr>
<td>Pest Management Aide</td>
<td></td>
</tr>
<tr>
<td><strong>Agricultural Production and Management</strong></td>
<td></td>
</tr>
<tr>
<td>Agribusiness</td>
<td>GC, MC</td>
</tr>
<tr>
<td>(See Agribusiness Sales and Service and Horticulture sections for additional programs and related areas)</td>
<td></td>
</tr>
<tr>
<td>Ranch and Livestock Management Aide</td>
<td>MC</td>
</tr>
<tr>
<td>Ranch and Livestock Management Specialist</td>
<td>MC</td>
</tr>
<tr>
<td>Urban Horticulture</td>
<td>GC, MC</td>
</tr>
<tr>
<td>(See Horticulture section for additional programs and related areas)</td>
<td></td>
</tr>
<tr>
<td><strong>Equine Training and Management</strong></td>
<td></td>
</tr>
<tr>
<td>Equine Science</td>
<td>SC</td>
</tr>
<tr>
<td>Veterinary Technology/Animal Health</td>
<td>MC</td>
</tr>
<tr>
<td><strong>Horticulture</strong></td>
<td></td>
</tr>
<tr>
<td>Landscape Aide</td>
<td>MC</td>
</tr>
<tr>
<td>Landscape Design and Installation</td>
<td>GC</td>
</tr>
<tr>
<td>Landscape Management</td>
<td>GC</td>
</tr>
<tr>
<td>Landscape Specialist</td>
<td>MC</td>
</tr>
<tr>
<td>Nursery Operations</td>
<td>GC</td>
</tr>
<tr>
<td>(See Agricultural Production and Management section for additional programs and related areas)</td>
<td></td>
</tr>
<tr>
<td><strong>BUSINESS</strong></td>
<td></td>
</tr>
<tr>
<td>Accounting</td>
<td></td>
</tr>
<tr>
<td>Accounting</td>
<td>PC</td>
</tr>
<tr>
<td>Accounting - Specialized Para-Professional</td>
<td>PC, PV</td>
</tr>
<tr>
<td>Bookkeeping</td>
<td>SC</td>
</tr>
<tr>
<td>Bookkeeping/Accounting</td>
<td>GW</td>
</tr>
<tr>
<td>Microcomputer Accounting</td>
<td>GW, PC, PV</td>
</tr>
<tr>
<td>(See Business Administration for additional programs and related areas)</td>
<td></td>
</tr>
<tr>
<td>Paraprofessional Accounting</td>
<td>GC</td>
</tr>
<tr>
<td><strong>Business Administration</strong></td>
<td></td>
</tr>
<tr>
<td>Business</td>
<td></td>
</tr>
<tr>
<td>Business (Fastrack)</td>
<td>SC, PC, PV</td>
</tr>
<tr>
<td>General Business</td>
<td>CG, GC, GW</td>
</tr>
<tr>
<td>(See Management and Finance section for additional programs and related areas)</td>
<td></td>
</tr>
</tbody>
</table>

#### Areas/Programs

**Business Administration (continued)**
- Import/Export Trade
- International Business
- International Trade

**Computer Science**
- Computer Applications Technology
- Computer Applications: Microsoft Office Specialist/Advanced
- Computer Applications: Microsoft Office Specialist/Basic
- Computer Hardware and Desktop Support
- Computer Hardware and Network Support
- Computer Information Systems
- Computer Networking Technology
- Computer Programming and Analysis
- Computer Systems Maintenance
- Computer Technology
- Computer Usage and Applications
- Database Development
- Desktop Publishing
- Education Technology
- Geographic Information Systems
- Helpdesk Specialist
- Information Assurance
- Information Security
  - Information Security Administration
  - Information Security Technology
  - Information Security Wireless Networks
  - Information Technology
  - Internet Design and Development
  - Web Developer
  - Linux Associate
  - Linux Networking Administration
  - Linux Professional
  - Linux Systems Administration
- Microcomputer Applications
  - (See Office Occupations section for additional programs and related areas)

#### COLLEGE ACRONYMS & NAME:

- **CG**: Chandler Gilbert Community College
- **EM**: Estrella Gilbert Community College
- **GC**: Glenendale Community College
- **GW**: GateWay Mountain Community College
- **MC**: Mesa Community College
- **PC**: Phoenix College
- **PV**: Paradise Valley Community College
- **RS**: Rio Salado College
- **SC**: Scottsdale Community College
- **SM**: South Mountain Community College
### MCCCD Programs

**Computer Science (continued)**

- **Microcomputer Applications: Office Specialist/ Core Level**
  - CG
- (See Office Occupations section for additional programs and related areas)
- **Microcomputer Applications: Office Specialist/ Expert Level**
  - CG
- (See Office Occupations section for additional programs and related areas)
- **Microcomputer Business Applications**
  - CG, GC
- (See Office Occupations section for additional programs and related areas)
- **Microsoft Applications Specialist**
  - SM
- **Microsoft Database Administration**
  - CG
- **Microsoft Desktop Support Technology**
  - CG, EM, GC, GW, MC, PV, SC
- **Microsoft Networking Technology**
  - CG, EM, GC, GW, PV, SC
- **Microsoft Product Specialist**
  - CG, EM, GC, GW, PV, SC
- **Microsoft Applications Development**
  - CG, GW, MC, PV, SC
- **Microsoft Systems Administration**
  - CG, EM, GC, GW, PV, SC, SM
- **Microsoft Systems Engineer**
  - CG, EM, GC, GW, PV, SC
- **Network Administration**
- **Network Administration: CISCO**
  - MC
- **Network Associate**
  - MC
- **Network Administration: CISCO**
- **Network Professional**
  - MC
- **Network Administration: Microsoft Windows NT**
  - MC
- **Network Administration: Microsoft Windows**
  - MC
- **Network Administration: Novell**
  - MC
- **Network Administration: UNIX-Solaris**
  - MC
- **Network Professional**
  - RS
- **Network Security**
  - MC
- **Networking**
  - RS
- **Networking Administration: Cisco**
  - CG, EM, GC, GW, SM
- **Networking System Administration**
  - MC
- **Networking Technology: Cisco**
  - CG, EM, GC, GW, SM
- **Oracle Database Administrator**
  - GC
- **Oracle Database Operations**
  - CG
- **Personal Computer Applications**
  - SC
- **Programming and System Analysis**
  - CG, EM, GC, GW, MC, PC, PV, SC, SM

#### COLLEGE ACRONYMS & NAME:

- **CG**: Chandler Gilbert Community College
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- **RS**: Rio Salado College
- **SC**: Scottsdale Community College
- **SM**: South Mountain Community College

### Areas/Programs

#### COLLEGES

**Computer Science (continued)**

- **Programming Methodology**
  - MC
- **Programming**
  - RS
- **Software Development**
  - SC
- **Technology Helpdesk Support**
  - RS
- **Technology Troubleshooting and A+ Preparation**
  - RS
- **Web Design**
  - GC, GW, PV, SC
- **Web Designer Associate**
  - MC
- **Web Designer**
  - MC
- **Web Developer**
  - GC, GW, MC, PC, PV, EM
- **Web Development**
  - SC
- **Web Master**
  - RS
- **Web Server Administrator**
  - MC
- **Web Technology**
  - MC
- **Banking and Finance**
  - PC
- **General Business – Insurance Level I**
  - PC
- **General Business – Insurance Level II**
  - PC
- **General Business – Insurance**
  - PC
- **Real Estate**
  - GC, MC
- **Real Estate: Prelicense**
  - PC
- **Home Inspection**
  - MC
- **Home Inspection: Basic Inspector**
  - PC
- **Home Inspection: Business Owner**
  - PC
- **Operator Inspector**
  - PC
- **Business Management**
  - SM
- **Credit Union Management**
  - PC
- **General Business**
  - PC
- **Management I**
  - PC
- **Management II**
  - PC
- **Management**
  - PC, MC, SC
- **Middle Management**
  - GC, PV
- **Military Leadership**
  - RS
- **Public Administration**
  - RS
- **Public Administration: Legal Services**
  - RS
- **Public Relations**
  - GC
- **Project Management**
  - MC
- **Retail Management**
  - MC
- **Retail Management and Marketing**
  - SC
- **Retail Sales Manager**
  - MC
- **Small Business Entrepreneurship**
  - GC, SM
- **Small Business Management**
  - EM, SC
- **Small Business**
  - MC
- **Supervision and Management I**
  - SM
- **Supervision and Management II**
  - SM
- **Supervision**
  - GC
- **Supply Chain and Operations Management**
  - GW
- **Tribal Development**
  - SC
- **Marketing**
  - PC, SC
- **Marketing I**
  - PC
- **Marketing II**
  - PC
- **Salesmanship**
  - MC
### Areas/Programs

#### Media Technology

<table>
<thead>
<tr>
<th>Program</th>
<th>Colleges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animation: Advanced Imaging and Animation</td>
<td>GC</td>
</tr>
<tr>
<td>Animation: Drawing for Animation</td>
<td>GC</td>
</tr>
<tr>
<td>Animation: Imaging and Design Foundation</td>
<td>SC</td>
</tr>
<tr>
<td>Broadcast Production</td>
<td>PC</td>
</tr>
<tr>
<td>Digital Photography</td>
<td>GC</td>
</tr>
<tr>
<td>Editing</td>
<td>SC</td>
</tr>
<tr>
<td>Film Analysis and Criticism</td>
<td>SC</td>
</tr>
<tr>
<td>Film Production</td>
<td>GC</td>
</tr>
<tr>
<td>Journalism</td>
<td>GC, MC, PC, PV, SC, SM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program</th>
<th>Colleges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Media Arts: Computer Art/Illustration</td>
<td>PV</td>
</tr>
<tr>
<td>Media Arts: Desktop Publishing</td>
<td>MC, PC</td>
</tr>
<tr>
<td>Media Arts: Digital Animation</td>
<td>MC, PC</td>
</tr>
<tr>
<td>Media Arts: Digital Imaging</td>
<td>CG, MC, PC</td>
</tr>
<tr>
<td>Media Arts: Web Page Design</td>
<td>SC</td>
</tr>
<tr>
<td>Motion Picture/Television Production</td>
<td>GC</td>
</tr>
<tr>
<td>Multimedia</td>
<td>SC</td>
</tr>
<tr>
<td>Screenwriting</td>
<td>GC</td>
</tr>
<tr>
<td>Video Production Technology</td>
<td>GC</td>
</tr>
<tr>
<td>Web Publishing Design: Foundation</td>
<td>GC</td>
</tr>
<tr>
<td>Web Publishing Design: Design and Authoring</td>
<td>GC</td>
</tr>
</tbody>
</table>

#### Middle Management

<table>
<thead>
<tr>
<th>Program</th>
<th>Colleges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Relations</td>
<td>MC</td>
</tr>
</tbody>
</table>

(See Management section for additional programs and related areas)

#### Office Occupations

<table>
<thead>
<tr>
<th>Program</th>
<th>Colleges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Service / Information Professional</td>
<td>PV</td>
</tr>
<tr>
<td>Administrative Office Coordinator</td>
<td>GC</td>
</tr>
<tr>
<td>Computer Applications</td>
<td>PC</td>
</tr>
<tr>
<td>Computer Software Applications</td>
<td>PV</td>
</tr>
<tr>
<td>Customer Service Agent</td>
<td>GC</td>
</tr>
<tr>
<td>Data Entry Clerk</td>
<td>EM, GC</td>
</tr>
<tr>
<td>General Office Secretary</td>
<td>EM, GC</td>
</tr>
<tr>
<td>Paralegal Studies</td>
<td>GC</td>
</tr>
<tr>
<td>Legal Secretarial</td>
<td>GC</td>
</tr>
<tr>
<td>Medical Office Support</td>
<td>PC</td>
</tr>
<tr>
<td>Medical Office Support: Basic Clerical</td>
<td>PC</td>
</tr>
<tr>
<td>Medical Office Support: Basic Transcription</td>
<td>PC</td>
</tr>
<tr>
<td>Administrative Office Professional</td>
<td>PV</td>
</tr>
<tr>
<td>Office Automation Systems</td>
<td>GC, SC, SM</td>
</tr>
<tr>
<td>Office Coordinator</td>
<td>GC</td>
</tr>
<tr>
<td>Office Fundamentals</td>
<td>SC</td>
</tr>
<tr>
<td>Technology Support Analyst Level I</td>
<td>MC</td>
</tr>
<tr>
<td>Technology Support Analyst Level II</td>
<td>MC</td>
</tr>
<tr>
<td>Office Specialist: Computer Applications</td>
<td>GW</td>
</tr>
<tr>
<td>Office Support I</td>
<td>PC, PC, GW</td>
</tr>
<tr>
<td>Office Support II</td>
<td>PC, PC, GW</td>
</tr>
<tr>
<td>Office Support</td>
<td>PC</td>
</tr>
<tr>
<td>Realtime Reporting Scoping</td>
<td>GW</td>
</tr>
<tr>
<td>Realtime Reporting-Broadcast Captioning</td>
<td>GW</td>
</tr>
<tr>
<td>Realtime Reporting-CART</td>
<td>GW</td>
</tr>
<tr>
<td>Realtime Reporting-Judicial</td>
<td>EM, GC</td>
</tr>
<tr>
<td>Receptionist</td>
<td>SC</td>
</tr>
<tr>
<td>Word Processing</td>
<td>PC</td>
</tr>
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#### Total Quality Management

<table>
<thead>
<tr>
<th>Program</th>
<th>Colleges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automobile Insurance: Customer Service</td>
<td>RS</td>
</tr>
<tr>
<td>Automobile Policy: Customer Service</td>
<td>RS</td>
</tr>
<tr>
<td>Credit Counseling: Customer Service</td>
<td>RS</td>
</tr>
</tbody>
</table>

(See Management section for additional programs and related areas)

### Areas/Programs

#### Total Quality Management (continued)

<table>
<thead>
<tr>
<th>Program</th>
<th>Colleges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Service Management</td>
<td>EM</td>
</tr>
<tr>
<td>Digital Telecommunications: Customer Service</td>
<td>RS</td>
</tr>
<tr>
<td>Human Services - Assistance: Customer Service</td>
<td>RS</td>
</tr>
<tr>
<td>Human Services-Long Term Care: Customer Svc</td>
<td>RS</td>
</tr>
<tr>
<td>Human Services-Specialist: Customer Service</td>
<td>RS</td>
</tr>
<tr>
<td>Insurance-Customer Service</td>
<td>RS</td>
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<tr>
<td>Insurance Claims and Losses: Customer Service</td>
<td>RS</td>
</tr>
<tr>
<td>Organizational Leadership</td>
<td>CG, EM, GW, MC, PV, RS</td>
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<table>
<thead>
<tr>
<th>Program</th>
<th>Colleges</th>
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</thead>
<tbody>
<tr>
<td>Organizational Management</td>
<td>CG, EM, GW, MC, PV, RS</td>
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</table>

<table>
<thead>
<tr>
<th>Program</th>
<th>Colleges</th>
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<tbody>
<tr>
<td>Pharmacy Benefits Management: Customer Service</td>
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<td>Pharmacy: Customer Service</td>
<td>RS, SM</td>
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<td>Quality Customer Service</td>
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<td>Quality Process Leadership</td>
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<td>Telecommunications: Customer Service</td>
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<td>Travel Agency: Customer Service</td>
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<td>Utilities Customer Service</td>
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#### HEALTH OCCUPATIONS

### Allied Health

<table>
<thead>
<tr>
<th>Program</th>
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<td>Advanced Behavioral Health Sciences</td>
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<td>Clinical Laboratory Sciences</td>
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<tr>
<td>Community Health Advocate, Diabetes</td>
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<tr>
<td>Developmental Disabilities Specialist</td>
<td>GC, CG</td>
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<td>Diagnostic Medical Ultrasound</td>
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<td>Direct Care Practice</td>
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<td>Donor Phlebotomy</td>
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<td>Electroneurodiagnostics</td>
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<td>Health Information Technology</td>
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<td>Health Information</td>
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<td>Health Unit Coordinating</td>
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<td>Histologic Technology</td>
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<td>Hospital Central Service Technology</td>
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<td>Laboratory Assisting</td>
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<tr>
<td>Computed Tomography</td>
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<td>Medical Assisting</td>
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<tr>
<td>Medical Billing</td>
<td>PC</td>
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<tr>
<td>Medical Coding: Hospital-Based</td>
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<td>Medical Coding: Physician Based</td>
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<td>Medical Front Office</td>
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<td>Medical Radiography</td>
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<td>Medical Transcription</td>
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<td>Nuclear Medicine Technology</td>
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<td>Respiratory Care</td>
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<td>Radiation Therapy</td>
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<td>Speech Language Pathology</td>
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<td>Surgical technologist First-Assisting</td>
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### Areas/Programs

<table>
<thead>
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<th>Colleges</th>
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<td>Advanced Clinical Dental Assisting</td>
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<td>Nutrition for Fitness and Wellness</td>
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<td>Advanced Emergency Medical Technology</td>
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<td>Advanced Professional Culinary Arts</td>
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<td>(Paramedic)</td>
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<td>Community Emergency Response Team (CERT): Level I</td>
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<td>Emergency Communications and Deployment</td>
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<td>(See Allied Health section for additional programs and related areas)</td>
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<td>Paramedicine</td>
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<td><strong>Nursing</strong></td>
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<td>Fast Track Practical Nursing</td>
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<td>Advanced Interior Design</td>
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<td>Nurse Assisting</td>
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<td>Costume Design and Production</td>
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<td>Adult Development and Aging</td>
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<td>Home Furnishings and Materials</td>
<td>GC, MC, PC</td>
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<td>Child and Family Organizations Management and Administration</td>
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<td>Curriculum for Young Children</td>
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<td>Early Childhood Development: Montessori</td>
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<td>Infant/Toddler Development</td>
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<td>Instructional Assistance</td>
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<td><strong>SERVICE OCCUPATIONS</strong></td>
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<td><strong>COLLEGE SYNONYMS &amp; NAME:</strong></td>
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<td>Administration of Justice</td>
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<td>CG: Chandler Gilbert Community College</td>
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<tr>
<td><strong>Administration of Justice-Comprehensive</strong></td>
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<td>EM: Estrella Mountain Community College</td>
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<tr>
<td>Administration of Justice-Fundamentals</td>
<td></td>
<td>GC: Glendale Community College</td>
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<tr>
<td>Administration of Justice Studies</td>
<td></td>
<td>GW: GateWay Community College</td>
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<tr>
<td>Advanced Corrections</td>
<td></td>
<td>MC: Mesa Community College</td>
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<tr>
<td>Basic Corrections</td>
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<td><strong>PC: Phoenix College</strong></td>
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<td>Corrections</td>
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<td>PV: Paradise Valley Community College</td>
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<tr>
<td></td>
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<td>RS: Rio Salado College</td>
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<td>SC: Scottsdale Community College</td>
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<td></td>
<td></td>
<td>SM: South Mountain Community College</td>
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</tr>
</tbody>
</table>

**MCCCD Programs**

- MC: Mesa Community College
- EM: Estrella Mountain Community College
- GW: GateWay Community College
- RS: Rio Salado College
- SC: Scottsdale Community College
- SM: South Mountain Community College
### Areas/Programs

**Administration of Justice (continued)**
- Crime and Accident Scene Photography
- Crime and Intelligence Analysis
- Crime Scene Investigation
- Crime Scene Technology
- Cyber Forensics Technician
- Detention Services
- Evidence Technology
- Fingerprint Classification and Identification
- Forensic Investigation
- Forensic Science
- Forensic Science: Crime Lab
- Global Citizenship
- Homeland Security
- Information Assurance
- Information Security Forensics

Judicial Studies
Justice and Government Agency Administration, Level I
Justice and Government Agency Administration, Level II
Justice and Government Agency Administration Justice Studies

**Law Enforcement Field Training**
- Law Enforcement Investigator
- Law Enforcement Technology
- Law Enforcement
- Law Enforcement Training Academy
- Police Academy Preparation Level I
- Police Science
- Police Supervision
- Public Safety Technology
- Victimology

**Fire Science**
- Basic Firefighter
- Driver Operator
- Emergency Management
- Fire Academy
- Fire Officer I
- Fire Science
- Fire Science Technology
- Recruit Firefighters
- Firefighter Operations

**Hospitality**
- Advanced Professional Culinary Arts
- Airline Operations
- Airline Operations: Ground Operations
- Airline Operations: Initial Flight Attendant
- Airline Operations: Passenger Services
- Airline Operations: Reservations
- Airline Operations: Reservations and Ticketing Operations
- Airline Operations: Vacations
- Culinary Arts

(See Food & Nutrition section for additional programs and related areas)

### Areas/Programs

**Hospitality (continued)**
- Hospitality and Tourism/Golf Management
- Hospitality and Tourism/Hotel Management
- Hospitality and Tourism/Restaurant Management
- Hospitality and Tourism/Spa and Wellness Center Management
- Hospitality and Tourism/Spa Management
- Hospitality/Hotel Management

**Library Media Technology**
- Library Information Technology
- Library Information Technology: Advanced
- Library Information Technology: Basic
- Library Information Technology: Practitioners
- Library Information Technology: School Library Media Center

**Mortuary Science**
- Mortuary Science

**Music**
- Audio Production Technologies
- Dance Technology
- Music Business

**Parks, Recreation, Leisure and Fitness Studies**
- Recreation Management

**Health and Physical Education/Fitness**
- Group Fitness Instructor
- Personal Trainer
- Strength, Nutrition and Personal Training

Teaching, Healing, Meditation and Stress Management
Therapeutic Massage
Yoga Instruction

**Social Sciences**
- Chemical Dependency Level I
- Chemical Dependency Level II
- Chemical Dependency
- Clinical Research Coordinating
- Interpreter Preparation
- Professional Addictions Counseling
- Deaf Studies

**Social Services**
- Assisted Living: Directed Care Services
- Assisted Living: Management
- Assisted Living: Personal Care Services
- Assisted Living: Personal Care Services for Certified Nursing Assistants
- Assisted Living: Personal Care Services
- Assisted Living: Supervisory Care Services
- Gerontology
- Gerontology: Aging Services Management
- Gerontology: Eldercare
- Gerontology: Foundations
- Gerontology: Generalist

### Colleges

- PC
- CG
- SC
- MC
- RS
- EM, GC, GW, SM
- MC
- PV, SC
- MC
- GC
- SC
- GC
- MC, SC
- GC
- SC
- GC
- SC
- MC
- PV, EM
- MC
- GC, GW, MC, PV, SM
- GC, SC
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- RS

- EM
- MC
- PC
- SC
- MC
- PC
- SC
- PC
- PC
- PC
- PC
- PC
- PC
### Areas/Programs

**Social Services (continued)**
- Gerontology: Program Development
- Human Services
- Social Service Aide
- Social Service Aide: Basic
- Social Service Aide: Intermediate

**TECHNOLOGY AND TRADE INDUSTRIAL**

**Air Conditioning and Refrigeration**
- Air Conditioning/Refrigeration/Facilities
- Residential and Light Commercial
- Air Conditioning

**Apprenticeship Related Instruction**
- Bricklaying
- Construction Management
- Construction Trades: Carpentry
- Construction Trades: Millwright
- Construction Trades: Painting
- Construction Trades: Sheet Metal
- Electricity
- Heat and Frost Insulation
- Ironworking
- Millwright
- Mechanical Trades: Plumbing
- Mechanical Trades: Heating, Ventilating and Air Conditioning
- Mechanical Trades: Sheet Metal
- Painting
- Piping/Refrigeration
- Plumbing
- Power Plant Technology
- Roofing
- Sheet Metal
- Steamfitting

**Aviation and Aeronautics**
- Aircraft Construction Technology
- Aircraft Maintenance Technology (Part 147)
- Aircraft Maintenance Technology
- Airframe Maintenance (Part 147)
- Airway Science Technology, Flight Emphasis
- Aviation Electronics Maintenance Technology
- Avionics Technology
- Composite Technology
- Flight Technology
- Powerplant Maintenance (Part 147)
- Sheet Metal Structures Technology

**Automotive Technology**
- Air Conditioning and Electrical Accessories
- Air Conditioning
- Automotive Chassis

**Areas/Programs**

**Colleges**

**Automotive Technology (continued)**
- Automotive Drive Trains
- Automotive Electrical Systems
- Automotive Engines and Drive Trains
- Automotive Engine Performance Diagnosis and Air Conditioning
- Automotive Performance Technology
- Automotive Suspension, Steering and Brakes
- Automotive Technology
- Brakes, Alignment, Suspension and Steering
- Caterpillar Technician Training
- Engine Performance and Diagnosis
- Transmissions and Power Trains

**Building and Construction**
- Building Inspection
- Building Safety Technology
- Building Safety and Construction Technology
- Carpentry
- Civil Engineering Technology
- Home Improvement Retail Operations: Flooring
- Home Improvement Retail Operations: Kitchen
- Home Improvement Retail Operations: Millworks
- Plan Review
- Pre-Contractor Licensing

**Commercial Art/Advertising Art**
- Computer Graphic Design

(See Media Technology section for additional programs and related areas)

**Drafting Technology**
- CAD Technology
- Architectural CADD Level III
- Architectural Detailing CADD Level III
- Architectural Drafting
- Architectural Technology
- Architecture
- Basic CAD
- CAD Application
- Computer Aided Drafting
- Computer Aided Design and Drafting
- CADD Level I
- Commercial Drafting CADD Level II
- Construction
- Construction Drafting I
- Construction Drafting II
- Construction Drafting III
- Construction Drafting CADD Level III
- Electro/Mechanical Drafting
- Manufacturing Productivity
- Manufacturing Productivity: Conventional Machines Level I
- Manufacturing Productivity: Conventional Machines Level II

### COLLEGE ACRONYMS & NAME:

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<thead>
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<th>COLLEGE NAME</th>
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<tbody>
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<td>CG</td>
<td>Chandler Gilbert Community College</td>
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<tr>
<td>EM</td>
<td>Estrella Mountain Community College</td>
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<td>GC</td>
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<tr>
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</tbody>
</table>
Areas/Programs | Colleges
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**Drafting Technology (continued)**
Manufacturing Productivity: Process Improvement | GW
Manufacturing Productivity: Team Leadership | GW
Manufacturing Productivity: Engineering Graphics | GW
Manufacturing Productivity: CNC CAD/CAM Programming | GW
Manufacturing Productivity: CNC Operation | GW
Manufacturing Productivity: Quality Assurance | GW
Graphic Design | GC, SC
Mechanical Drafting | MC
Micro Circuit Mask Design | MC
Microcomputer Servicing | GC
Residential Drafting CADD Level II | MC
Surveying and Civil Drafting CADD Level II | MC

**Electronics/Electrical Technology**
Computer and Networking Technology | GC
Electric Utility Technology | CG
Electrical Technology | GW
Electromechanical Automation Technology | MC
Electronics Engineering Technology | MC
Electronics Manufacturing Technology | GC
Electronics Technology | MC
Industrial Education | GC, MC
Industrial Operations Technology | EM, GW
Local Area Networks Servicing | GC
Telecommunications Technology | SM

**Environmental Technology**
Biotechnology | MC
Biotechnology and Molecular Biosciences | GC
Environmental Science Technology | GW
Geospatial Technology: Environmental Sciences | PC
Hazardous Materials Response | PC
Hydrologic Studies | GW
Occupational Safety and Health Technology | GW
Safety, Health and Environmental Studies | PV
Wastewater Treatment | GW
Water Distribution and Collection | GW
Water Purification Technology | GW
Water Technologies | GW
Water Treatment | GW

**Engineering**
Civil Engineering Technology | PC
Surveying Technology | PC

**Manufacturing**
Aerospace Manufacturing Technology | GW
Automated Manufacturing Systems | CG
Manufacturing CNC | MC
Manufacturing Engineering Technology | MC
Manufacturing Machining | MC
Manufacturing Management | MC
Manufacturing Welding | MC
(See Welding Technology section for additional programs and related areas)

**Machinist**
Machinist, Tool and Die | MC

Areas/Programs | Colleges
--- | ---
**Welding Technology**
Welding | PC, MC
(See Manufacturing section for additional programs and related areas)

**MARICOPA SKILL CENTER CERTIFICATES**
The Maricopa Skill Center (MSC), a division of GateWay Community College, offers entry-level courses and programs for hands-on job training at 1245 E. Buckeye Road, Phoenix. The more than 150 non-credit Maricopa Skill Center certificates are open-entry/open-exit, and self-paced (with the exception of nursing):

**Auto Body**
Auto Body Basic Refinishing and Metal Repair
Auto Body Metal Repair
Auto Body Basic Refinishing
Auto Body Repair Helper
Auto Body Special Projects
Industrial Spray Painter

**Computer Technology Programs**
ACCOUNTING
Accounting/Payroll Associate
Accounting/Payroll Clerk
Accounts Receivable/Payable Clerk
Accounts Receivable Clerk
Accounting Clerk
Introductory Accounting Skills

ADMINISTRATIVE ASSISTANT
Administrative Assistant
Administrative Assistant w/Prior Skills
Administrative Clerk
Introductory Administrative Skills

BANKING/RETAIL
Banking Operations Specialist
Banking Operations Clerk
Bank Teller
Cashier

COMPUTER AIDED DRAFTING
Drafting with AutoCAD Level 3 Advanced
Drafting with AutoCAD Level 2 Intermediate
Drafting with AutoCAD Level 1 Beginning
Drafting with AutoCAD Introduction
Computer Literacy with Microsoft Office Basics
Mechanical Drafting using AutoCAD
Architectural Drafting using AutoCAD
Civil Drafting using AutoCAD
MCCCD Programs

Computer Technology Programs (continued)

CUSTOMER SERVICE
Customer Service Specialist
Customer Service Representative
Call Center Operator

GRAPHIC COMMUNICATIONS
Digital Graphic Designer
Digital Pre-Press Technician
Desktop Publisher

INFORMATION PROCESSOR
Information Processor Specialist
Data Entry Operator
Data Input Clerk

REPAIR/NETWORKING
PC/Network Technician
PC Technician
Residential Structured Cable Installer

SPECIALIZED/INDIVIDUAL COURSES
Adobe Illustrator
Adobe In-Design
Adobe PageMaker
Adobe Photoshop
Business & Computer Technology Special Projects
Computer and Software Skills
Computer Literacy
Data Entry Upgrade
Internet Explorer
Keyboarding Skills
Macromedia Studio MX
Microsoft Access – Basic Level
Microsoft Access – Basic through Expert
Microsoft Access – Basic through Intermediate
Microsoft Excel – Basic Level
Microsoft Excel – Basic through Expert
Microsoft Excel – Basic through Intermediate
Microsoft FrontPage
Microsoft Office – Basic Level
Microsoft Office – Basic through Expert Level
Microsoft Office – Basic through Intermediate Level
Microsoft Outlook
Microsoft PowerPoint – Basic Level
Microsoft PowerPoint – Basic through Expert
Microsoft Publisher
Microsoft Word – Basic Level
Microsoft Word – Basic through Expert
Microsoft Word – Basic through Intermediate
Peachtree Accounting
Quark Xpress
Ten-Key Skills
Windows

TRAVEL
Travel & Tourism Specialist
Travel & Tourism Coordinator
Travel & Tourism Representative
SABRE/WorldSpan

Facilities Maintenance
Facilities Maintenance with Introduction to HVAC
Facilities Maintenance Worker II
Maintenance Electrician Worker with Introduction to HVAC
Facilities Maintenance Worker I
Maintenance Electrician Worker
Maintenance Carpenter Worker
Maintenance Plumbing Worker
Facilities Maintenance Overview/City of Phoenix
Facilities Maintenance Special Projects

Health Care Services
Health Core Curriculum
MEDICAL ADMINISTRATIVE ASSISTANT
Medical Administrative Assistant
Medical Transcriber
Medical Biller/Coder
MEDICAL ASSISTANT
Medical Assistant/Front & Back Office
Medical Assistant Back Office
Medical Assistant Front Office
Medical Insurance Billing and Coding
Medical Assistant Special Projects
NURSING
Nursing Assistant
Practical Nursing

Introduction to Culinary Arts
Cook’s Apprentice
Kitchen Helper
Baker’s Helper
Cook’s Helper
Pantry Goods (Salad) Maker

Machine Trades
Automated Manufacturing Program
CNC Turning and Machining Center Operator with FANUC Control
CNC Turning and Machining Center Operator
Manual Machine Operator
CNC Machining Center Operator
CNC Turning Center Operator
Manual Milling Machine Operator
Manual Lathe Operator
Drill Press Operator
Saw Operator
Machine Trades Special Projects
Upgrade to CNC

Meat Cutting
Apprentice Meat Cutter
Self-Service Meat Wrapper
Meat Department Helper
Meat and Deli Counter Person
Portion Control Cutter
Meat Room Cleanup
Meat Cutting Special Projects

Printing Trades
Advanced Press Operator
Offset Press Operator
Bindery/Finisher
Printing Trades Special Projects
Our programs are listed below and reference any certificate issued by that program:

**Business Technology Program (Certificate Programs)**
- Office Assistant
- Office Assistant w/ Microsoft Office Suite
- General Office Secretary
- Administrative Secretary

**Medical Assistant Program (Certificate Programs)**
- Medical Assistant Front/Back Office
- Medical Assistant Front Office
- Medical Assistant Back Office
- Phlebotomy

**Nursing Programs (Certificate Programs)**
- Nurse Assistant Program
- Practical Nurse Program

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**SOUTH WEST SKILL CENTER AT EMCC CERTIFICATES**

The SouthWest Skill Center at Estrella Mountain Community College, located at 3000 North Dysart Road, Avondale, offers entry-level courses and programs for hands-on job training.
### Arizona University Majors with Identified Transfer Pathways

The following list is provided as an advisement tool for transfer students. It is based on the Arizona Transfer Articulation Support System (ATASS) list of some Arizona university majors and transfer pathways. The complete list for 2007-08 is available at: <http://az.transfer.org/cas/atass/>. The ATASS web site provides additional transfer information and resources for students. Academic advisors are available to provide additional information about the transfer pathways and specific requirements. University transfer guides should be consulted for university majors not specifically listed below.

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### Arizona University Majors with Identified Transfer Pathways (continued)

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Academic advisors are available to provide additional information about the transfer pathways and specific requirements. Contact the Transfer Center at 602.285.7110.

NOTES:
# Phoenix College – 2007-2008

## AGEC Course Offerings

**(January 29, 2007)**

This list identifies the courses that currently meet AGEC (Arizona General Education Curriculum) General Education requirements that may be offered at Phoenix College. The general education designation is valid for the term in which credit is awarded. There are additional courses that meet AGEC requirements: the MCCCD Curriculum Web site at: &lt;http://www.maricopa.edu/academic/curric/newsres/index.php&gt; Click on Matrix of MCCCD Courses That Can Be Used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC-S or the Course Equivalency Guide Web site at &lt;http://az.transfer.org/cgi-bin/WebObjects/Admin_CEG&gt; Click on the Maricopa Community College District link.

Please note that General Education requirements for AAS, AGS and ATP degrees may vary. See the Phoenix College Catalog for complete information. It is available online at: &lt;http://www.pc.maricopa.edu&gt;
### Social and Behavioral Sciences (SB) Continued

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<td>POS115</td>
<td>Issues in American Politics (L or SB)</td>
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<td>POS120</td>
<td>World Politics (G)</td>
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<td>POS125</td>
<td>Issues in World Politics (G)</td>
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<td>POS140</td>
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<td>PSY132</td>
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<td>SOC101</td>
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<td>SOC212</td>
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<td>SOC251</td>
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<td>SWU102</td>
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<td>SWU232</td>
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<td>WST100</td>
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<td>WST105</td>
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<td>Women &amp; Gender: A Feminist Psychology</td>
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<td>BIO100</td>
<td>Biology Concepts (SQ/SG)</td>
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<td>BIO105</td>
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<td>Plants and Society and Lab (SQ/SG, G)</td>
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<td>Human Biology for Allied Health &amp; Lab (SQ)</td>
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<td>General Biology (Majors) II and Lab (SQ/SG)</td>
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<td>PHY131</td>
<td>Univ. Phys. II: Electricity &amp; Magnetism &amp; Lab (SQ/SG)</td>
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<td>AST101&amp;12</td>
<td>Survey of Astronomy and Lab (G)</td>
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<td>BIO109</td>
<td>Natural History of the Southwest</td>
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<td>BIO145</td>
<td>Marine Biology and Lab (SQ/SG)</td>
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<td>BIO160</td>
<td>Intro to Anatomy and Physiology &amp; Lab (SB or SG, G)</td>
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<td>BIO182</td>
<td>General Biology (Majors) II and Lab (SG)</td>
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<td>BIO201</td>
<td>Human Anatomy and Physiology I and Lab (SB or SG)</td>
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<td>BIO205</td>
<td>Microbiology and Lab (G)</td>
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<td>FON241</td>
<td>Principles of Human Nutrition and Lab (SB or SG)</td>
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<td>Research Methods and Lab (L or SG)</td>
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<td>BIO119</td>
<td>Intro to Geospatial Technology for Environ SCI</td>
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<td>BIO219</td>
<td>GIS &amp; GPS/Environmental Investigations</td>
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<td>CIS105</td>
<td>Survey of Computer Information Systems</td>
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<td>CIS159</td>
<td>Visual Basic Programming I</td>
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<td>CIS162AB</td>
<td>C++: Level I</td>
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<td>CIS183AA</td>
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<td>*ECE103</td>
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<td>QBS221</td>
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### Cultural Diversity Awareness (C)

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<td>Ethnic Relations in the United States (SB, C, H)</td>
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<td>AFR203</td>
<td>African-American History: The Slavery Experience (SB, C, H)</td>
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<td>To the Present (SB, C/H)</td>
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<td>Survey of American Indian Issues (SB, C/H)</td>
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<td>American Indian History of the Southwest (SB, C/H)</td>
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<td>AIS213</td>
<td>American Indian Religions (L or HU/C)</td>
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<td>Community Relations (SB, C)</td>
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<td>Southwest Archaeology (SB, C/H)</td>
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<td>African-American History I (SB, C/H)</td>
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<tr>
<td>HIS209</td>
<td>The Chicano in 20th Century America (SB, C/H) (Honors)</td>
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<tr>
<td>HUM120</td>
<td>Cultural Viewpoints in the Arts (C, H) (Honors)</td>
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<td>HUM208</td>
<td>Women and Films (HU, C/H)</td>
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<td>MHL145</td>
<td>American Jazz and Popular Music (HU, C)</td>
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<td>PSY132</td>
<td>Psychology &amp; Culture (SB, C/G)</td>
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<td>REL203</td>
<td>American Indian Religions (L or HU, C)</td>
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<td>REL205</td>
<td>Religion and the Modern World (L or HU, C)</td>
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<td>SOC140</td>
<td>Racial and Ethnic Minorities (SB, C)</td>
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<td>SOC212</td>
<td>Gender and Society (SB, C)</td>
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<td>SPH284</td>
<td>Hispanic Heritage in the Southwest (HU, C)</td>
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<td>SWU232</td>
<td>Effective Helping in a Diverse World (SB, C)</td>
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<td>WST100</td>
<td>Women and Society (SB, C)</td>
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<td>WST105</td>
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### Global Awareness [G]

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<tr>
<td>ARH101</td>
<td>Prehistoric through Gothic Art (HU, G/H)</td>
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<td>ARH102</td>
<td>Renaissance through Contemporary Art (HU, G/H)</td>
</tr>
<tr>
<td>ASB102</td>
<td>Intro to and Social Anthropology (SB, G)</td>
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<td>ASB214</td>
<td>Magie, Witchcraft and Healing (SB, G)</td>
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<td>Buried Cities &amp; Lost Tribes: Old World (HU or SB, G/H)</td>
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<td>ASB223</td>
<td>Buried Cities &amp; Lost Tribes: New World (HU or SB, G/H)</td>
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<td>BIO108</td>
<td>Plants and Society and Lab (SQ/SG, G)</td>
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<tr>
<td>CHM107</td>
<td>Chemistry and Society (SQ/SG, G)</td>
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<td>CNS101</td>
<td>Construction and Culture (HU, G/H)</td>
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<td>ENH251</td>
<td>Mythology (HU, G)</td>
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<td>Culture and Health (C, G)</td>
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<td>History of Western Civ 1789 to Present (SB, G/H)</td>
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<td>History of Mexico (SB, G/H)</td>
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<tr>
<td>HIS/PHI/REL243</td>
<td>World Religions (HU, G/H)</td>
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<tr>
<td>HUM213</td>
<td>Hispanic Film (HU, G)</td>
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<tr>
<td>IBS101</td>
<td>Intro to International Business</td>
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<td>IBS109</td>
<td>Cultural Dimension for International Trade (SB, G)</td>
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<td>ITA201</td>
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<td>Music in World Cultures (SB, G)</td>
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<tr>
<td>PHI104</td>
<td>World Philosophy (HU, G)</td>
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<td>POS120</td>
<td>World Politics (SB, G)</td>
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<td>POS125</td>
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<td>SPA241</td>
<td>Spanish and Spanish-American Film I (HU, G)</td>
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<td>Latin American Literature in Translation (HU, G)</td>
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### Historical Awareness (H)

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<td>AFR/ASB202</td>
<td>Ethnical Relations in the United States (SB, C, H)</td>
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<td>AFR203</td>
<td>African-American History: The Slavery Experience (SB, C, H)</td>
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<tr>
<td>AFR204</td>
<td>African-American History: Reconstruction To the Present (SB, C/H)</td>
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Historical Awareness (H) Continued

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<td>Survey of American Indian Issues (SB, C/H)</td>
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<td>AIS170</td>
<td>American Indian History of the Southwest (SB, C/H)</td>
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<tr>
<td>ARH110</td>
<td>Prehistoric through Gothic Art (HU, G/H)</td>
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<tr>
<td>ARH112</td>
<td>Renaissance through Contemporary Art (HU, G/H)</td>
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<tr>
<td>ARH217</td>
<td>Mexican Art History (HU, H)</td>
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<tr>
<td>ASB222</td>
<td>Buried Cities &amp; Lost Tribes: Old World (HU or SB, G/H)</td>
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<td>ASB223</td>
<td>Buried Cities &amp; Lost Tribes: New World (HU or SB, G/H)</td>
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<td>ASB235</td>
<td>Southwest Archaeology (SB, C/H)</td>
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<td>ASM104</td>
<td>Bones, Stones and Human Evolution (SB or SG, H)</td>
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<td>Construction and Culture (HU, G/H)</td>
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<td>Survey of English Literature After 1800 (HU, H)</td>
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<td>GCU221</td>
<td>Arizona Geography (SB, C/H)</td>
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<td>History of Women in America (SB, C/H)</td>
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<td>Rock Music and Culture (HU, H)</td>
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<td>SWU102</td>
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For additional information on PC program competencies, visit:

http://www.dist.maricopa.edu/academic/curric/progpc.php

For additional information on MCCCD course competencies, visit:

http://www.dist.maricopa.edu/academic/curric/cs.php
### Educational Planning Worksheet

**Name:** ____________________________________________  **Associate Degree:** ________________________________________

**Major:** ____________________________________________  **University:** ____________________________________________

**Projected graduation date:** ____________________________  **Apply for graduation:** ________________________________

**Projected transfer date:** ________________________________  **Apply to university:** _________________________________

#### Future Schedule Plan

<table>
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<tr>
<td>Total Credits:</td>
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**Notes:**

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*Please bring this worksheet and other materials with you whenever you visit with an advisor.*
Arizona Transfer Pathways

Arizona General Education Curriculum (AGEC)

A set of 35 general education credits that transfer as a block. Most university majors are matched to an AGEC:

AGEC A—For liberal studies majors
AGEC B—For business majors
AGEC S—For science and math-based majors

www.dist.maricopa.edu/academic/curric/ac/agec.html

Transfer Student Ombudsperson (TSO)

Provided at each community college and university campus, a designated representative to help students who are experiencing problems in admission/transfer to an Arizona university.

Contact the Advisement Center
(602) 285-7110

Transfer Articulation Support System (ATASS)

An all-inclusive web site providing information and links to support the Arizona Transfer Pathways Model:

- Arizona General Education Curriculum (AGEC)
  - List of university majors matched to each pathway
  - Links to Transfer Guides
  - Language requirements
  - Common Courses
  - TSO contacts

az.transfer.org/cas/atass/

Arizona Transfer Articulation Support System (ATASS)

An on-line advisement tool to assist in exploring your options and academic planning. Visit this user-friendly site for:

- Guided Tour for assistance in navigating CAS
- On-line Course Equivalency Guide (CEG) to determine general studies values and transfer rules
- Transfer Planning Aids—see how your courses apply to specific university majors
- Links to the Transfer Guides for Arizona universities
- Create a password-secured portfolio of your courses
- Save your personalized degree plan(s) for future reference
- Access course descriptions

az.transfer.org/cas/atass/student/model.html — see Pathways for Transfer

AZ Statewide Transfer Pathways

Each public university major is matched to a community college pathway:

- Maricopa Community College District degrees for designated majors:
  - Associate in Arts (AA)
  - Associate in Arts in Elementary Education (AAEE)
  - Associate in Business — General Requirements (ABus-GR)
  - Associate in Business — Special Requirements (ABus-SR)
  - Associate in Science (AS)

- Majors not matched to a degree:
  - Transfer Guide — Exceptional Requirements (TG-XR)

State of Arizona Universities & Community Colleges

Arizona Course Applicability System (CAS)

az.transfer.org/cas

Important!

Consult with an advisor for assistance in planning your courses and using these resources.

Advisement Center
Learning Center Building
(602) 285-7110

Visit the Transfer Center web site for convenient transfer links
www.pc.maricopa.edu/transfer
Maricopa Community Colleges Associate Degree Programs

Arizona Transfer Pathways, pages 122-126
Each public university major is matched to one of the following degree pathways

<table>
<thead>
<tr>
<th>Associate in Arts (AA), page 86</th>
<th>Associate in Business (ABus), p. 100</th>
<th>Associate in Science (AS), page 88</th>
<th>Associate in Arts in Elementary Education (AAEE), page 91</th>
<th>Transfer Guide – Exceptional Requirements (TG-XR)</th>
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<tr>
<td>✦ 60-64 credits</td>
<td>✦ 60-64 credits</td>
<td>✦ 60-64 credits</td>
<td>✦ 60-63 credits</td>
<td>Some majors are not matched to a degree pathway due to sequencing or major requirements. For these majors, refer to the Transfer Guides issued by each university.</td>
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<tr>
<td>✦ AGEC A-35 cr.</td>
<td>✦ AGEC S-35 cr.</td>
<td>✦ AGEC S-35 cr.</td>
<td>✦ AGEC S-35 cr.</td>
<td>For a complete list of university majors and the corresponding pathway, see: az-transfer.org/cas/etas/student/index.html</td>
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<td>✦ AAFA – Art</td>
<td>✦ AAFA – Dance</td>
<td>✦ General Electives – 06 cr.</td>
<td>✦ General Electives – 10 cr.</td>
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<td>✦ General Electives – cr. will vary</td>
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Associate in Transfer Partnership (ATP), p. 103
✦ Minimum of 60 cr.
✦ MCCCDD General Education Core, 19 cr.
✦ Approved Major-Specific Transfer Courses, cr. will vary
✦ For a complete list of ATP degrees & requirements, see: www.dist.maricopa.edu/academic/curric/atp

Associate in General Studies (AGS), p. 104
✦ Minimum of 60 cr.
✦ General Education Core Areas, 15 cr.
✦ General Education Distribution Areas, 9-10 cr.
✦ Required Courses, cr. will vary by program
✦ Restricted Electives, cr. will vary by program
✦ Transferable to BAS degree programs at ASU East, ASU West, and NAU

Associate in Applied Science (AAS), p. 106
✦ Minimum of 60 cr.
✦ General Education Core Areas, 15 cr.
✦ General Education Distribution Areas, 9-10 cr.
✦ Required Courses, cr. will vary by program
✦ Restricted Electives, cr. will vary by program
✦ Transferable to BAS degree programs at ASU East, ASU West, and NAU
Phoenix College
Programs
## INSTRUCTIONAL DEPARTMENTS

<table>
<thead>
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<th>DEPARTMENT NAME — CHAIRPERSON</th>
<th>PROGRAMS OFFERED</th>
<th>SUBJECTS/PREFIXES OFFERED</th>
<th>CONTACT INFORMATION</th>
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<tr>
<td>Applied Arts and Human Sciences — Sylvia Phillips</td>
<td>Adolescent Studies, Early Childhood Education and Administration, Early Childhood Classroom Management, Curriculum for Young Children, Family Development, Family Support, Fashion Design, Apparel Construction, Fashion Illustration, Pattern Design, Commercial Food Preparation, Commercial Baking, Culinary Studies, Food Service Administration, Professional Food and Beverage Service, Interior Design, Home Furnishings and Materials, Transfer Option in Elementary Education with an Early Childhood Education emphasis</td>
<td>CFS, ECH, EED, EEP, FON, INT, TEC</td>
<td>(602) 285-7287  <a href="mailto:sylvia.phillips@pcmail.maricopa.edu">sylvia.phillips@pcmail.maricopa.edu</a></td>
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<tr>
<td>Biology — Mark Rosati</td>
<td>Geospatial Technology: Environmental Sciences, Molecular Sciences/ Biotechnology, Transfer Option in Environmental Sciences</td>
<td>BIO, ENV</td>
<td>(602) 285-7100  <a href="mailto:mark.rosati@pcmail.maricopa.edu">mark.rosati@pcmail.maricopa.edu</a></td>
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<tr>
<td>Chemistry — Jeanne Arquette</td>
<td>Transfer Option in Chemistry</td>
<td>CHM</td>
<td>(602) 285-7138</td>
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<tr>
<td>Communication/American Sign Language/Theatre and Film — Liz O'Brien</td>
<td>Interpreter Preparation, Deaf Studies, Additional Transfer Options in Communication and Theatre, Associate in Fine Arts degree in Theatre</td>
<td>COM, IPP, SLG, STO, TCM, THE, THP</td>
<td>(602) 285-7319  <a href="mailto:liz.obrien@pcmail.maricopa.edu">liz.obrien@pcmail.maricopa.edu</a></td>
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<tr>
<td>Counseling — Queta Chavez</td>
<td>None — Instruction and individual counseling to meet your academic, career, and personal needs</td>
<td>AAA, CPD, LDR</td>
<td>(602) 285-7392</td>
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## INSTRUCTIONAL DEPARTMENTS

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<td>Cultural and Applied Social Sciences — Cynthia Viera</td>
<td>Administration of Justice, Crime and Accident Scene Photography, Evidence Technology, Fingerprint Classification and Identification, Justice and Government Agency Administration, Social Service Aide, Women's Studies, Justice Studies, Social Work</td>
<td>AFR, AJS, CHD, FOR, JAS, SOC, SWU, WST</td>
<td>(602) 285-7893</td>
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<tr>
<td>Dental Programs — Deb Kappes</td>
<td>Dental Assisting, Dental Hygiene, Dental Office Management</td>
<td>DAE, DHE</td>
<td>(602) 285-7320 <a href="mailto:connie.massie@pcmail.maricopa.edu">connie.massie@pcmail.maricopa.edu</a></td>
</tr>
<tr>
<td>English/Humanities — Nancy Matte</td>
<td>Creative Writing, Journalism</td>
<td>CRW, ENG, ENH, ESL, HUM, JRN, MCO</td>
<td>(602) 285-7694 or (602) 285-7807</td>
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<tr>
<td>Foreign Language — Delia Escalante</td>
<td>None — Offer a broad range of foreign language courses and Study Abroad programs</td>
<td>ARB, CHI, FRE, GER, GRK, HEB, ITA, JPN, LAT, NAV, POR, RUS, SPA, SPH</td>
<td>(602) 285-7845</td>
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<tr>
<td>Health Enhancement — Liz Ligon</td>
<td>Clinical Laboratory Sciences, Donor Phlebotomy, Histologic Technology, Laboratory Assisting, Medical Assisting, Medical Front Office, Patient Care Technician, Phlebotomy, Therapeutic Massage, Assisted Living IDirected Care Services, Personal Care Services, Management, Personal Care Services for Certified Nursing Assistants, Supervisory Care Services, Gerontology, Gerontology (Aging Services Management, Eldercare, Foundations, Generalist, Program Development), Recreation Management, Transfer Option in Physical Education</td>
<td>GRN, HCC, HCE, HES, PED, REC, WED</td>
<td>(602) 285-7295 <a href="mailto:marty.minton@pcmail.maricopa.edu">marty.minton@pcmail.maricopa.edu</a></td>
</tr>
<tr>
<td>Health Information Management — Bonnie Petterson</td>
<td>Health Information, Health Information Technology, Medical Billing, Medical Coding: Hospital-Based, Medical Coding: Physician-Based</td>
<td>HIM</td>
<td>(602) 285-7350 b. <a href="mailto:petterson@pcmail.maricopa.edu">petterson@pcmail.maricopa.edu</a></td>
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<th>DEPARTMENT NAME — CHAIRPERSON</th>
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<th>SUBJECTS/PREFIXES OFFERED</th>
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<tr>
<td>Legal Studies — Edlyn Soderman</td>
<td>Paralegal Studies</td>
<td>LAS</td>
<td>(602) 285-7216 <a href="mailto:mary.davison@pcmail.maricopa.edu">mary.davison@pcmail.maricopa.edu</a></td>
</tr>
<tr>
<td>Liberal Arts — Albert Celoza</td>
<td>Bilingual Endorsement, ESL Endorsement, Instructional Assistance, American Indian Studies, Chicana and Chicano Studies, International Studies, Southwest Studies, Transfer Options in Education, American Indian Studies, Liberal Arts and Sciences</td>
<td>AIS, CCS, ECN, EPD, EDU, HIS, PHI, POS, REL</td>
<td>(602) 285-7651 <a href="mailto:liberal.arts@pcmail.maricopa.edu">liberal.arts@pcmail.maricopa.edu</a></td>
</tr>
<tr>
<td>Library — Elizabeth Saliba</td>
<td>None — Supports students and instructional programs; provides access to information in many formats</td>
<td>IFS, LBS</td>
<td>(602) 285-7457</td>
</tr>
<tr>
<td>Mathematics — Deborah Ermoian</td>
<td>None — Delivery of mathematics courses at all levels. Provides free tutoring and math software to support learning.</td>
<td>MAT, CSC</td>
<td>(602) 285-7151</td>
</tr>
<tr>
<td>Nursing — Irene Fawcett</td>
<td>Nurse Assisting, Practical Nursing, Nursing, Transfer Option in Pre-Nursing</td>
<td>HCR, HLR, NCE, NUR</td>
<td>(602) 285-7121 <a href="mailto:adelina.armenta@pcmail.maricopa.edu">adelina.armenta@pcmail.maricopa.edu</a></td>
</tr>
<tr>
<td>Physics — Don Speed</td>
<td>Transfer Options in Engineering, Physics</td>
<td>AST, ECE, GCU, GLG, GPH, PHS, PHY</td>
<td>(602) 285-7350 <a href="mailto:d.speed@pcmail.maricopa.edu">d.speed@pcmail.maricopa.edu</a></td>
</tr>
<tr>
<td>Psychology/Honors — Marian Gibney</td>
<td>Honors Program, Transfer Options in Psychology</td>
<td>PSY</td>
<td>(602) 285-7259 <a href="mailto:marian.gibney@pcmail.maricopa.edu">marian.gibney@pcmail.maricopa.edu</a></td>
</tr>
<tr>
<td>Reading — Cindy Ortega</td>
<td>None — Offers a wide variety of reading and study-based courses to support learning.</td>
<td>CRE, RDG</td>
<td>(602) 285-7768 <a href="mailto:cindy.ortega@pcmail.maricopa.edu">cindy.ortega@pcmail.maricopa.edu</a></td>
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## Phoenix College Curriculum Office Mission Statement

The Phoenix College Curriculum Office is committed to the development and continuous improvement of curricular services and resources meeting the needs of students pursuing academic, occupational, developmental, and personal enrichment goals.
Program and Award Types Index

Your program and degree options are many and complex. It is important to obtain information related to your educational and career goals early. All students are strongly encouraged to work with an academic advisor and/or counselor. Advisement Center, 602.285.7110; Counseling Department, 602.285.7392

◆ Associate in Applied Science (AAS) Degree
The AAS degree programs prepare students to enter specific careers or occupations. Although these career programs are not designed as transfer programs, some transfer as a “block.” See page 106.

* Certificate of Completion (CCL)
The Certificate of Completion programs require fewer courses than degree programs and are a good choice if you seek immediate entry into the work force or on-the-job advancement. Certificate programs can lead to an Associate in Applied Science Degree; see the above information on the AAS degree.

** Academic Certificate (AC)
The Academic Certificate is a defined and coherent program of study that is recommended for students who wish to gain additional expertise in an academic area. While this program of study can result in proficiency in specified skills and competencies, as well as mastery of knowledge, it is not designed to prepare someone for employment in a specific occupation. See page 108.

● Transfer Options – AGEC, AA, AA in Fine Arts: Art, Dance, and Theatre, AS, AAEE, ABus/GR, ABus/SR, and ATP Degrees
If you plan to complete lower-division (freshman and sophomore levels) coursework at Phoenix College before transferring to a university, these degrees are designed for you. PC faculty and staff work closely with state universities to ensure maximum transfer of credits within your selected program. Information on these options starts on page 82.

■ Associate in General Studies (AGS) Degree
This degree is recommended for students whose educational goals require flexibility and a broader choice of classes. The AGS degree program is less appropriate if you intend to transfer to a university. AGS advisement is available to students. See page 104.

The courses contained in the following programs are listed alphanumerically by subject and number and begin on page 265. For the availability of specific courses, consult the current class schedule. Not all courses are offered each semester.

Occupational programs are listed alphabetically within occupational areas. See page 138 for these programs and the awards. For occupational programs for all MCCCDD colleges, see page 113.

Phoenix College welcomes inquiries from the Spanish speaking community. Please call 602.285.7110 for further information regarding liberal arts and occupational programs.

Phoenix College extiende una bienvenida a preguntas de la comunidad hispana. Para mas información tocante a los programas de artes, ciencias, y ocupaciones técnicas, favor de llamar al 602.285.7110.
Phoenix College Programs & Awards

The following programs/awards are listed alphabetically by title within
instructional/occupational areas. A list of
instructional departments is on pages 134-136.

Key: AAS [✪] CCL [♦] AC [✫] ATP [♠] Transfer [♣]  
-shared

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(Note: Consult with Academic Advisement for new programs available.)

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Key: AAS [◆] CCL [◆] AC [◆ ◆] ATP [■] Transfer [◆]
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Honors
Honors Program Page 240

The following academic departments have suggested transfer courses. Contact the appropriate department or the Phoenix College Transfer Center for information.

PROGRAMS
African-American Studies
Art
Business
Chemistry
Communication
Engineering
Environmental Sciences
Liberal Arts
Military
Physical Education
Physics
Pre-Professional
Psychology
Social Work
Sociology
Theatre
Women’s Studies

See page 122 for Arizona Transfer Pathways
APPLIED ARTS & HUMAN SCIENCES

APPLIED ARTS & HUMAN SCIENCES — CHILD & FAMILY STUDIES

Department Chairperson: Mrs. S. Phillips
Program Director: Ms. A. McKenzie
Contact: (602) 285-7287 and/or sylvia.phillips@pcmail.maricopa.edu

Adolescent Studies
Certificate of Completion — CCL 5357
12 Credits

The Certificate 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. Individuals who would be enhanced by the Certificate in Adolescent Studies include school personnel, organization leaders, law enforcement personnel, religious leaders, parks and recreational staff, case managers, health educators, outreach workers, and parents. This certificate may be expanded into an Associate in Applied Science (AAS) degree in Family Resources. See program director for advisement.

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

Required Courses: 12 Credits
CFS/PSY130 Demystifying Adolescence 1
CFS157 Marriage and Family Life 3
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

Department Chairperson: Mrs. S. Phillips
Program Director: Ms. A. McKenzie
Contact: (602) 285-7287 and/or sylvia.phillips@pcmail.maricopa.edu

Curriculum for Young Children
Certificate of Completion — CCL 5558
6 Credits

The Certificate of Completion (CCL) in Curriculum for Young Children focuses on developmentally appropriate methods and uses of creative art media; science skills and experiences; rhythm, music, and creative movement; language and literacy activities; math and logical thinking experiences; and multicultural/anti-bias activities.

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: 3 Credits
CFS/ECH176 Child Development (3) OR Permission of Program Director

Required Courses: 6 Credits
CFS101AH Art Activities for the Young Child 1
CFS101AP Science Activities for the Young Child 1
CFS283 Multicultural Early Childhood Education + 1
ECH273 Math for the Young Child 1
ECH275 Literacy Development and the Young Child 1
ECH281 Movement/Music for the Young Child 1

Restricted Electives: None.

Free Electives: None.

General Education: None.

Department Chairperson: Mrs. S. Phillips
Program Director: Ms. A. McKenzie
Contact: (602) 285-7287 and/or sylvia.phillips@pcmail.maricopa.edu

Early Childhood Classroom Management
Certificate of Completion — CCL 5019
9 Credits

The Certificate of Completion (CCL) in Early Childhood Classroom Management focuses on key areas related to early childhood, which include: overall knowledge of child development and developmentally appropriate practice, guiding children’s behavior, and preparing the environment to meet children’s individual needs. This certificate is designed for understanding and managing early childhood classroom settings.

Admission Criteria: None.

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

Program Prerequisites: None.

Required Courses: 9 Credits
CFS114 Working With the Hyperactive Child 1
CFS116 Discipline and Guidance 3
CFS/ECH176 Child Development 3
ECH270 Observing Young Children 1
ECH271 Arranging the Environment 1

Restricted Electives: None.

Free Electives: None.

General Education: None.
Early Childhood Education and Administration

Associate in Applied Science — AAS
3356

64 Credits

The Associate in Applied Science (AAS) in Early Childhood Education and Administration degree is designed to meet the needs of persons interested in pursuing careers in early childhood education or currently employed in preschools, child care centers, extended day programs, agencies, or other early-childhood care facilities. Students specializing in this area develop the abilities to administer all facets of an early childhood program, along with the knowledge of child development and early childhood education. Personal characteristics for entering this field are love of children, patience, creativity, and interest in techniques for enhancing interpersonal relationships with children and adults. A Certificate of Completion (CCL) is also available.

Program Notes: + indicates course has prerequisite and/or corequisite. ++ indicates any module.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 30 Credits

Students must earn a grade of “C” or better in each course in the Required Courses area.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFS116</td>
<td>Discipline and Guidance</td>
<td>3</td>
</tr>
<tr>
<td>CFS157</td>
<td>Marriage and Family Life</td>
<td>3</td>
</tr>
<tr>
<td>CFS/ECH176</td>
<td>Child Development</td>
<td>3</td>
</tr>
<tr>
<td>CFS178</td>
<td>Survey of Early Childhood Education</td>
<td>3</td>
</tr>
<tr>
<td>CFS/ECH212</td>
<td>Creative Activities for the Young Child +</td>
<td>3</td>
</tr>
<tr>
<td>CFS242</td>
<td>Curriculum Planning for Diversity +</td>
<td>3</td>
</tr>
<tr>
<td>CFS263</td>
<td>Child &amp; Family Studies Seminar +</td>
<td>1</td>
</tr>
<tr>
<td>CFS264AA</td>
<td>Child and Family Studies Internship + (1) OR</td>
<td>1</td>
</tr>
<tr>
<td>CFS264AB</td>
<td>Child and Family Studies Internship + (2) OR</td>
<td>1</td>
</tr>
<tr>
<td>CFS264AC</td>
<td>Child and Family Studies Internship + (3) OR</td>
<td>1</td>
</tr>
<tr>
<td>CFS283</td>
<td>Multicultural Early Childhood Education +</td>
<td>1</td>
</tr>
<tr>
<td>CFS285</td>
<td>Family-School Interaction+</td>
<td>3</td>
</tr>
<tr>
<td>ECH287</td>
<td>Professional Development in Early Childhood Education</td>
<td>1</td>
</tr>
<tr>
<td>FON100</td>
<td>Introductory Nutrition</td>
<td>3</td>
</tr>
</tbody>
</table>

Restricted Electives: 9 Credits

Students should select from the following courses in consultation with the program director.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFS+++++</td>
<td>Any CFS course(s) except CFS116, CFS157, CFS176, CFS178, CFS212, CFS242, CFS263, CFS264++, CFS283, and CFS285 +</td>
<td>1-9</td>
</tr>
<tr>
<td>ECH+++++</td>
<td>Any ECH course(s) except ECH287, ECH110, ECH111, ECH210, ECH211, ECH220, ECH221, ECH222, and ECH223 +</td>
<td>1-9</td>
</tr>
<tr>
<td>FON100AE</td>
<td>Child Nutrition</td>
<td>1</td>
</tr>
<tr>
<td>GBS151</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
</tbody>
</table>

Free Electives: None.

General Education Requirements: 25 Credits

CORE: 15 Credits

First-Year Composition: Any approved General Education course in the First-Year Composition area. 6

Oral Communication: Any approved General Education course in the Oral Communication area. 3

Critical Reading: Any approved General Education course in the Critical Reading area. 3

Mathematics:
MAT102 Mathematical Concepts/Applications (3) OR equivalent by assessment OR satisfactory completion of a higher level mathematics course. 3

DISTRIBUTION: 10 Credits

Humanities and Fine Arts
EDU/ENH291 Children’s Literature 3

Social and Behavioral Sciences:
ASB102 Introduction to Cultural & Social Anthropology (3) OR
PSY101 Introduction to Psychology (3) OR
SOC101 Introduction to Sociology (3) 3

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

Department Chairperson: Mrs. S. Phillips
Program Director: Ms. A. McKenzie
Contact: (602) 285-7287 and/or sylvia.phillips@pmail.maricopa.edu

Early Childhood Education and Administration

Certificate of Completion — CCL 5356
33 Credits

The Certificate of Completion (CCL) in Early Childhood Education and Administration is designed to meet the needs of persons interested in pursuing careers in early childhood education or currently employed in preschools, child care centers, extended day programs, agencies, or other early-childhood care facilities. Students specializing in this area develop the abilities to administer all facets of an early childhood program, along with the knowledge of child development and early childhood education. Personal characteristics for entering this field are love of children, patience, creativity, and interest in techniques for enhancing interpersonal relationships with children and adults. An Associate in Applied Science (AAS) degree is also available.

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

Admission Criteria: None.

Program Prerequisites: None.
MGT276 Personnel/Human Resource Management 3
consultation with the program director.
Students should select from the following courses in centers that provide services to families. A Certificate of decision making, problem solving, communication, parenting, include skills in assisting and controlling needed resources, and control over important aspects of family functioning which and acquire resources that strengthen family functioning. The degree prepares students to work with families, identify needs, The Associate in Applied Science (AAS) in Family Development
CFS290AA Child Abuse: Identification and Reporting
CFS256 Management in the Family 3
CFS177AC, CFS205, CFS256, CFS257,

CFS285 Family-School Interaction + 3
CFS283 Multicultural Early Child Education + 1
CFS285 Family-School Interaction + 3
ECH287 Professional Development in Early Childhood Education 1
FON100 Introductory Nutrition 3

Restricted Electives: 3 Credits
Students should select from the following courses in consultation with the program director. CFS+++++ Any CFS course(s) except CFS116, CFS157,
CFS176, CFS178, CFS212, CFS242, CFS263,
CFS264+, CFS283, and CFS285 + 1-9
ECH+++++ Any ECH course(s) except ECH287, ECH110,
ECH111, ECH210, ECH211, ECH220, ECH221,
ECH222, and ECH223 + 1-9
FON100AE Child Nutrition 1
GBS151 Introduction to Business 3
MGT175 Business Organization and Management 3
MGT229 Management and Leadership I 3
MGT251 Human Relations in Business 3
MGT253 Owning and Operating A Small Business 3
MGT276 Personnel/Human Resource Management 3
PSY240 Developmental Psychology + 3

Free Electives: None.

General Education: None.

Department Chairperson: Mrs. S. Phillips
Program Director: Ms. A. McKenzie
Contact: (602) 285-7287 and/or sylvia.phillips@pcmail.maricopa.edu

Family Development
Associate in Applied Science — AAS 3770 64 Credits
The Associate in Applied Science (AAS) in Family Development degree prepares students to work with families, identify needs, and acquire resources that strengthen family functioning. The Family Resources Specialist assists the family to gain mastery and control over important aspects of family functioning which include skills in assisting and controlling needed resources, decision making, problem solving, communication, parenting, and child development education. This degree is designed to meet the needs of persons interested in careers working with families in programs, agencies, organizations, and resource centers that provide services to families. A Certificate of Completion (CCL) is also available.

Program Notes: + indicates course has prerequisite and/or corequisite. ++ indicates any module.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 30 Credits
Students must earn a grade of “C” or better in each course in the Required Courses area. CFS112 Personal Growth and Family Relations 3
CFS157 Marriage and Family Life 3
CFS159 The Modern Family 3
CFS177 Parent/Child Interaction (3) OR
CFS177AA Parent/Child Interaction: Preschool Years (1) AND
CFS177AB Parent/Child Interaction: Elementary Years (1) AND
CFS177AC Parent/Child Interaction: Youth/ Pre-Teen (1)
CFS205 Human Development 3
CFS256 Management in the Family 3
CFS257 Working with Families with Diverse Needs 3
CFS263 Child & Family Studies Seminar + 1
CFS264AA Child & Family Studies Internship+ (1) OR
CFS264AB Child & Family Studies Internship+ (2) OR
CFS264AC Child & Family Studies Internship+ (3) Students must complete a total of three (3) credits of CFS264 courses.
CFS290AA Child Abuse: Identification and Reporting in Child Care Settings 1
ECH288 Community Resources and Referral 1
FON100 Introductory Nutrition 3

Restricted Electives: 9 Credits
Students should select from the following courses in consultation with the program director. CFS+++++ Any CFS Course(s) except CFS112, CFS157,
CFS159, CFS177, CFS177AA, CFS177AB,
CFS177AC, CFS205, CFS256, CFS257,
CFS263, CFS264AA, CFS264AB, CFS264AC
and CFS290AA + 1-9
ECH+++++ Any ECH Course(s) except ECH288, ECH110,
ECH111, ECH210, ECH211, ECH220, ECH221,
ECH222, and ECH223 + 1-9
PSY123 Psychology of Parenting 3
PSY240 Developmental Psychology + 3

Free Electives: None.

General Education Requirements: 25 Credits

CORE: 15 Credits
First-Year Composition: Any approved General Education course in the First-Year Composition area. 6
Oral Communication: Any approved General Education course in the Oral Communication area. 3
Critical Reading: Any approved General Education course in the Critical Reading area. 3
Mathematics: MAT 102 Mathematical Concepts/Applications (3) OR equivalent by assessment OR satisfactory completion of a higher level mathematics course. 3

++ = Any module + = Course requires a Pre-/Corequisite
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Applied Arts &
Human Sciences
DISTRIBUTION: 10 Credits

Humanities and Fine Arts
EDU/ENH291 Children’s Literature 3

Social and Behavioral Sciences:
PSY 101 Introduction to Psychology (3) OR 1
SOC 101 Introduction to Sociology (3) 3

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

Department Chairperson: Mrs. S. Phillips
Program Director: Ms. A. McKenzie
Contact: (602) 285-7287 and/or sylvia.phillips@pcmail.maricopa.edu

Family Development
Certificate of Completion — CCL 5787
33 Credits

The Certificate of Completion (CCL) in Family Development prepares students to work with families, identify needs, and acquire resources that strengthen family functioning. The Family Resources Specialist assists the family to gain mastery and control over important aspects of family functioning which include skills in assisting and controlling needed resources, decision making, problem solving, communication, parenting, and child development education. This certificate is designed to meet the needs of persons interested in careers working with families in programs, agencies, organizations, and resource centers that provide services to families. An Associate in Applied Science (AAS) degree is also available.

Program Note: + indicates course has prerequisite and/or corequisite.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 30 Credits
Students must earn a grade of “C” or better in each course in the Required Courses area.
CFS112 Personal Growth and Family Relations 3
CFS157 Marriage and Family Life 3
CFS159 The Modern Family 3
CFS177 Parent/Child Interaction (3) OR
CFS177AA Parent/Child Interaction: Preschool Years (1) AND
CFS177AB Parent/Child Interaction: Elementary Years (1) AND
CFS177AC Parent/Child Interaction: Youth/Pre-Teen (1) 3
CFS205 Human Development 3
CFS256 Management in the Family 3
CFS257 Working with Families with Diverse Needs + 3
CFS263 Child & Family Studies Seminar+ 1
CFS264AA Child & Family Studies Internship+ (1) OR
CFS264AB Child & Family Studies Internship+ (2) OR
CFS264AC Child & Family Studies Internship+ (3) Students must complete a total of three (3) credits of CFS264 courses. 3
CFS290AA Child Abuse: Identification and Reporting in Child Care Settings 1
ECH288 Community Resources and Referral 1
FON100 Introductory Nutrition 3

Restricted Electives: 3 Credits
Students should select from the following courses in consultation with the program director.
CFS++ Any CFS Course(s) except CFS112, CFS157, CFS159, CFS177, CFS177AA, CFS177AB, CFS177AC, CFS205, CFS256, CFS257, CFS263, CFS264AA, CFS264AB. CFS264AC and CFS290AA + 1-3
ECH+++ Any ECH Course(s) except ECH288, ECH110, ECH111, ECH210, ECH211, ECH220, ECH221, ECH222, and ECH223 + 1-3
PSY123 Psychology of Parenting 3
PSY240 Developmental Psychology + 3

Free Electives: None.

General Education: None.

Department Chairperson: Mrs. S. Phillips
Program Director: Ms. A. McKenzie
Contact: (602) 285-7287 and/or sylvia.phillips@pcmail.maricopa.edu

Family Support
Certificate of Completion — CCL 5022
9 Credits

The certificate in Family Support focuses on assisting the family unit in setting and achieving goals toward self-sufficiency. Knowledge of family life, communication, abuse, stress, crisis and community resources and referrals are examined. The certificate enhances the education and career of individuals interested in working with families or in agencies that provide services to families, or those who are presently involved with families and/or their supporting agencies.

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

Program Prerequisites: None.

Required Courses: 9 Credits
CFS157 Marriage and Family Life 3
CFS257 Working with Families with Diverse Needs + 3
CFS290AA Child Abuse: Identification and Reporting in Child Care Settings 1
ECH288 Community Resources and Referral 1
AJS2908U Community Violence 1

For additional information on MCCCD course competencies, visit:
http://www.dist.maricopa.edu/academic/curric/program.php
For additional information on PCC program competencies, visit:
http://www.dist.maricopa.edu/academic/curric/psoc.php
APPLIED ARTS & HUMAN SCIENCES — FASHION

Department Chairperson: Mrs. S. Phillips
Contact: (602) 285-7287 and/or sylvia.phillips@pcmail.maricopa.edu

Apparel Construction
Certificate of Completion — CCL 5953 20 Credits
The Certificate of Completion in Apparel Construction is designed for students with interest in apparel construction. Students will learn advanced tailoring and couture techniques appropriate for a variety of fabrics and designs, and fitting techniques for custom apparel. They will develop the ability to select appropriate fashion fabrics, interfacing, and lining materials for specific items of apparel.

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

Admission Criteria: None.

Program Prerequisites: 3 Credits
TEC111 Clothing Construction

Required Courses: 17 Credits
TEC112AQ Pattern Alteration and Fit 2
TEC124 Advanced Clothing Construction + 3
TEC222 Textiles 3
TEC223 Tailoring + 3
TEC225 Pattern Design I + 3
TEC227 Couture Sewing + 3

Restricted Electives: None.

Free Electives: None.

General Education: None.

Department Chairperson: Mrs. S. Phillips
Program Director: Mrs. S. Phillips
Contact: (602) 285-7287 and/or sylvia.phillips@pcmail.maricopa.edu

Fashion Design
Associate in Applied Science — AAS 3355 66 Credits

Program under revision at time of printing. Consult with Academic Adviser.
The Fashion Design Associate in Applied Science program is designed to prepare students for employment in the fashion industry. Students will develop skills in fashion illustration, apparel design, clothing construction, and pattern making. Graduates of the program will be able to illustrate and design apparel, draft patterns, and custom design apparel for individual clients. They can work in the fashion industry for apparel manufacturers and retailers.

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: 41 Credits
TEC105 Clothing Selection 3
TEC106 History of Fashion 3
TEC111 Clothing Construction 3
TEC113 Textiles: Dyeing (1) OR
TEC114 Textiles: Block Printing/Silk Screening (1) OR
TEC115 Textiles: Hand Painting (1) OR
TEC116 Textiles: Stitchery and Embellishment (1) 1
TEC124 Advanced Clothing Construction + 3
TEC125 Fashion Design 3
TEC134 Fashion Illustration I 3
TEC135 Fashion Illustration II + 3
TEC221 Computer-Assisted Fashion Design + 3
TEC222 Textiles 3
TEC223 Tailoring + 3
TEC225 Pattern Design I + 3
TEC226 Draping for Fashion Design + 3
TEC230 Pattern Design II + 3
TEC236 Portfolio Development + (1) OR
TEC271AA Fashion Design Internship + (1) 1

Restricted Electives: 3 Credits
Students should select TEC courses in consultation with a department advisor.
ART100 Introduction to Computer Graphic Art 1
ART116 Life Drawing 3
ART131 Photography I 3
ART180AC Designer’s Tools: QuarkXpress + 1
ART180AD Designer’s Tools: Adobe Illustrator + 1
INT105 Introduction to Interior Design 3
INT150 Color and Design + 3
MGT251 Human Relations in Business + 3
MGT253 Owning and Operating a Small Business 3
TEC++++ Any TEC course 1-5

General Education Requirements: 22 Credits
CORE: 15 Credits
First-Year Composition: Any approved General Education course in the First-Year Composition area. 6
Oral Communication: Any approved General Education course in the Oral Communication area. 3
Critical Reading: Any approved General Education course in the Critical Reading area OR equivalent by assessment. 3
Mathematics: MAT 102 Mathematical Concepts/Applications (3) OR equivalent course OR satisfactory completion of a higher level mathematics course. 3

DISTRIBUTION: 7 Credits
Humanities and Fine Arts: Any approved General Education course in the Humanities and Fine Arts area. 3
Social and Behavioral Sciences: Met by TEC105 in Required Courses area. 0
Natural Sciences: Any approved General Education course in the Natural Sciences area. 4
Fashion Design, Level I
Certificate of Completion — CCL 5355
20 Credits
The Certificates of Completion in Fashion Design provide students with skills at two distinct levels. Level I includes emphasis on historical fashions, illustration, sketching a line, and selecting appropriate fabrics for individual clients. Completers of this certificate will enter the fashion industry at entry-level positions.

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

Program Prerequisites: None.

Required Courses: 20 Credits
TEC105 Clothing Selection 3
TEC106 History of Fashion 3
TEC111 Clothing Construction 3
TEC125 Fashion Design+ 3
TEC127 Computer-Assisted Fashion Design+ 2
TEC134 Fashion Illustration I 3
TEC222 Textiles 3

Restricted Electives: None.

Fashion Design, Level II
Certificate of Completion — CCL 5939
15 Credits
The Certificates of Completion in Fashion Design provide students with skills at two distinct levels. Level II includes skills necessary to illustrate fashions, design patterns, and construct apparel. Emphasis is placed on the development of pattern making skills and grading patterns to change sizes. Completers of this certificate will enter the fashion industry at higher level positions and salary than those who complete the Level I certificate.

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

Program Prerequisites: 20 Credits
Certificate of Completion in Fashion Design, Level I (5355) (20 credits)

Required Courses: 15 Credits
TEC124 Advanced Clothing Construction+ 3
TEC135 Fashion Illustration II+ 3
TEC225 Pattern Design I+ 3
TEC226 Draping for Fashion Design+ 3
TEC231 Pattern Grading+ 3

Certificates may contain additional course requirements.

Fashion Illustration, Level I
Certificate of Completion — CCL 5941
13 Credits
The Certificates of Completion in Fashion Illustration allow students to attain skills at three distinct levels. Each level prepares the student for more advanced instruction in this field. Level I includes instruction in computer graphic art, life drawing, fashion illustration, apparel construction, and textiles.

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

Program Prerequisites: None.

Required Courses: 13 Credits
ART100 Introduction to Computer Graphic Art 1
ART116 Life Drawing I 3
TEC111 Clothing Construction 3
TEC134 Fashion Illustration I 3
TEC222 Textiles 3

Fashion Illustration, Level II
Certificate of Completion — CCL 5943
8 Credits
The Certificates of Completion in Fashion Illustration allow students to attain skills at three distinct levels. Each level prepares the student for more advanced instruction in this field. Level II continues instruction with fashion figures and media to illustrate different kinds of fabrics. Software using a microcomputer is applied to fashion illustration. Emphasis is placed on the advanced study of proportion and techniques used in drawing fashion figures and flats. Students develop skills in presentation drawing and portfolio design.

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

Program Prerequisites: 13 Credits
Certificate of Completion in Fashion Illustration, Level I (5941) (13 credits)
Required Courses: 8 Credits
ART180AC  Design +’s Tools: QuarkXPress+  1
ART180AD  Design +’s Tools: Adobe Illustrator+  1
ART180AE  Design +’s Tools: Adobe Photoshop+  1
TEC127    Computer-Assisted Fashion Design+  2
TEC135    Fashion Illustration II+  3

Certificates may contain additional course requirements.

Department Chairperson: Mrs. S. Phillips
Contact: (602) 285-7287 and/or
syliva.phillips@pcmail.maricopa.edu

**Fashion Illustration, Level III**

Certificate of Completion — CCL 5945
5-6 Credits

The Certificates of Completion in Fashion Illustration allow students to attain skills at three distinct levels. Each level prepares the student for more advanced instruction in this field. Level III includes an in-depth study of illustrative styles, silhouettes, and interpretations. The students are involved in advanced work with fabrics, textures, and patterns. Fashion illustration portfolios are completed.

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

Program Prerequisites: 21 Credits
Certificate of Completion in Fashion Illustration, Level I (5941) (13 credits) AND
Certificate of Completion in Fashion Illustration, Level II (5943) (8 credits)  21

Required Course: 3 Credits
TEC136  Fashion Illustration III+  3

Restricted Electives: 2-3 Credits
ART117  Life Drawing II+  3
TEC125  Fashion Design  3
TEC271AB Fashion Design Internship+  2

Certificates may contain additional course requirements.

Department Chairperson: Mrs. S. Phillips
Contact: (602) 285-7287 and/or
syliva.phillips@pcmail.maricopa.edu

**Pattern Design, Level I**

Certificate of Completion — CCL 5947
12 Credits

The Certificates of Completion in Pattern Design develop the skills needed to create patterns at two distinct levels. Level I introduces skills used in the flat pattern and draping methods of pattern making as well as pattern grading techniques used in industry.

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

Program Prerequisites: 3 Credits
TEC111  Clothing Construction  3

Required Courses: 9 Credits
TEC124  Advanced Clothing Construction+  3
TEC225  Pattern Design I+  3
TEC231  Pattern Grading+  3

Department Chairperson: Mrs. S. Phillips
Contact: (602) 285-7287 and/or
syliva.phillips@pcmail.maricopa.edu

**Pattern Design, Level II**

Certificate of Completion — CCL 5949
7 Credits

The Certificates of Completion in Pattern Design develop the skills necessary to create patterns at two distinct levels. At Level II, students apply advanced flat pattern techniques. Draping for fashion design and completion of original designs are emphasized.

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

Program Prerequisites: 12 Credits
Certificate of Completion in Pattern Design, Level I (5947) (12 credits)
TEC111  Clothing Construction  3
TEC124  Advanced Clothing Construction+  3
TEC225  Pattern Design I+  3
TEC231  Pattern Grading+  3

Required Courses: 7 Credits
TEC226  Draping for Fashion Design+  3
TEC230  Pattern Design II+  3
TEC270  Design Studio+  1

Certificates may contain additional course requirements.

**APPLIED ARTS & HUMAN SCIENCES — FOOD & NUTRITION**

Department Chairperson: Mrs. S. Phillips
Program Director: Chef S. Robinson
Contact: (602) 285-7287 and/or
syliva.phillips@pcmail.maricopa.edu

**Commercial Food Preparation**

Certificate of Completion — CCL 5732
13-14 Credits

The Certificate of Completion (CCL) in Commercial Food Preparation includes principles and hands-on training required for basic entry-level cooking positions.

Program Prerequisites: None.
Program Notes: + indicates course has prerequisites and/or corequisites.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 7 Credits
Students must earn a grade of “C” or better for each course listed in the “Required Courses” area.
FON104 Certification in Food Service Safety and Sanitation 1
FON118 Commercial Baking Techniques 3
FON180 Principles & Skills for Professional Cooking 3

Restricted Electives: 6-7 Credits
FON181 French Cuisine 3
FON182 American Regional Cuisine 3
FON183 International Cuisines 3
FON184 Pacific Rim Cuisine 3
FON190 Professional Cooking Practicum + 7

Free Electives: None.

General Education: None.

Department Chairperson: Mrs. S. Phillips
Program Director: Chef S. Robinson
Contact: (602) 285-7287 and/or sylvia.phillips@pcmail.maricopa.edu

Culinary Studies

Associate in Applied Science — AAS 3063
62 Credits

The Associate in Applied Science (AAS) degree in Culinary Studies is designed to teach basic cooking principles and techniques in a state-of-the-art setting. The emphasis is on skills needed for employment in a commercial food operation where food is prepared and served in volume. Instruction includes principles of professional cooking and baking, volume food production, food sanitation and safety, purchasing, menu planning, customer service, and basic nutrition concepts. A Certificate of Completion (CCL) is also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 32 Credits
Students who have earned credit for FON117 should consult with the Program Director.
FON102 Menu Planning 2
FON104 Certification in Food Service Safety and Sanitation 1
FON118 Commercial Baking Techniques 3
FON124 Customer Service Practicum + 4
FON179 Garde Manger 3
FON180 Principles and Skills for Professional Cooking 3

Students must select six (6) credits from the following courses:
FON181 French Cuisine (3) OR
FON182 American Regional Cuisine (3) OR
FON183 International Cuisines (3) OR
FON184 Pacific Rim Cuisine (3) OR
FON218 Commercial Baking: Classical Desserts (3) OR
FON220 Advanced Pastry Arts + (3) 6
FON190 Professional Cooking Practicum + 7
FON202 Purchasing for Food Service Systems 3

Restricted Electives: 6 Credits
ACC111 Accounting Principles I 3
BPC+++++ Any BPC Course(s). 1-3
CIS+++++ Any CIS Course(s). 1-3
FON+++++ Any FON Course(s) except courses used to satisfy Required Courses area. 3
GBS131 Business Calculations 3
GBS205 Legal, Ethical, and Regulatory Issues in Business 3
MGT229 Management and Leadership I 3

Commercial Baking

Certificate of Completion — CCL 5534
13 Credits

The Certificate of Completion (CCL) in Commercial Baking prepares students who want to specialize in the pastry aspect of the food service industry. Instruction includes principles and techniques such as chocolate techniques, rolled décor media, sugar work, special occasion, and wedding cakes, showpieces, and desserts for special diets.

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

Admission Criteria: None.

Program Prerequisites: 7 Credits
One year high school chemistry with grade of C or better (0) OR
CHM130 Fundamental Chemistry + (3) AND
CHM130LL Fundamental Chemistry Laboratory + (1) OR
Permission of Program Director 4

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

Required Courses: 13 Credits
FON104 Certification in Food Service Safety and Sanitation 1
FON118 Commercial Baking Techniques 3
FON218 Commercial Baking: Classical Desserts 3
FON220 Advanced Pastry Arts + 3
FON241 Principles of Human Nutrition + 3
MG152  Introduction to Psychology (3)  OR  FON241 Principles of Human Nutrition  +  3
ECN211 Macroeconomic Principles (3) OR  Any approved General Education course in the Mathematics area. 3-5
MKT271 Principles of Marketing  3

Free Electives: None.

General Education Requirements: 24-27 Credits
CORE:  15-17 Credits
First-Year Composition:
Any approved General Education course in the First-Year Composition area. 6
Oral Communication:
Any approved General Education course in the Oral Communication area. 3
Critical Reading:
Any approved General Education course in the Critical Reading area. 3
Mathematics:
Any approved General Education course in the Mathematics area. 3-5

DISTRIBUTION: 9-10 Credits
Humanities and Fine Arts:
Any approved General Education course in the Humanities and Fine Arts area. 2-3
Social and Behavioral Sciences:
ECN211 Macroeconomic Principles (3) OR  ECN212 Microeconomic Principles (3) OR  PSY101 Introduction to Psychology (3) OR  SOC101 Introduction to Sociology (3)  3
Natural Sciences:
FON241 Principles of Human Nutrition  +  3  FON241LL Principles of Human Nutrition Laboratory +  1

Restrict Electives: None.

Free Electives: None.

General Education: None.

Department Chairperson: Mrs. S. Phillips
Program Director: Chef S. Robinson
Contact: (602) 285-7287 and/or
sylvia.phillips@pcmail.maricopa.edu

Culinary Studies  •  Certificate of Completion — CCL 5516

Certificate of Completion — CCL 5516 35 Credits

The Certificate of Completion (CCL) in Culinary Studies is designed to teach basic cooking principles and techniques in a state-of-the-art setting. Emphasis is on skills needed for employment in a commercial food operation where food is prepared and served in volume. Instruction includes principles of professional cooking and baking, volume food production, food sanitation and safety, purchasing, menu planning, customer service, and basic nutrition concepts. 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: 18 Credits
Students who have earned credit for FON117 should consult with a department advisor.
FON102 Menu Planning  2
FON104 Certification in Food Service Safety and Sanitation  1

Food Service Administration
Associate in Applied Science — AAS 3368 61-64 Credits

The Food Service Administration Associate in Applied Science (AAS) Program offers excellent opportunities for training in the quantity foods industry. The curriculum is planned to train for beginning supervisory positions in industrial and school cafeterias, hospitals, long term care facilities, restaurants, hotels, and other operations where food is served in quantity. Instruction includes theory and practical application in nutrition, menu planning and analysis, food sanitation and safety, purchasing, management and supervision, and commercial food preparation. 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.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 35 Credits
Students who have earned credit for FON117 should consult with the Program Director.
FON102 Menu Planning  2
FON104 Certification in Food Service Safety and Sanitation  1
FON118 Commercial Baking Techniques  3
FON124 Customer Service Practicum  +  4
FON179 Garde Manger  3
FON180 Principles and Skills for Professional Cooking  3

Students must select six (6) credits from the following courses.
FON181 French Cuisine (3) OR  FON182 American Regional Cuisine (3) OR  FON183 International Cuisine (3) OR  FON184 Pacific Rim Cuisine (3) OR  FON218 Commercial Baking: Classical Desserts (3) OR  FON220 Advanced Pastry Arts + (3)  6
FON190 Professional Cooking Practicum +  7
FON202 Purchasing for Food Service Systems  3
FON241 Principles of Human Nutrition +  3

Food Service Administration
Associate in Applied Science — AAS 3368 61-64 Credits

The Food Service Administration Associate in Applied Science (AAS) Program offers excellent opportunities for training in the quantity foods industry. The curriculum is planned to train for beginning supervisory positions in industrial and school cafeterias, hospitals, long term care facilities, restaurants, hotels, and other operations where food is served in quantity. Instruction includes theory and practical application in nutrition, menu planning and analysis, food sanitation and safety, purchasing, management and supervision, and commercial food preparation. 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.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 18 Credits
Students who have earned credit for FON117 should consult with a department advisor.
FON102 Menu Planning  2
FON104 Certification in Food Service Safety and Sanitation  1
The Food Service Administration Certificate of Completion (CCL) Program offers excellent opportunities for training in the quantity foods industry. The curriculum is planned to train for beginning supervisory positions in industrial and school cafeterias, hospitals, long term care facilities, restaurants, hotels, and other operations where food is served in quantity. Instruction includes theory and practical application in nutrition, menu planning and analysis, food sanitation and safety, purchasing, management and supervision, and commercial food preparation. 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.

Required Courses: 21 Credits
Students who have earned credit for FON117 should consult with a department advisor.

- FON110 Menu Planning 2
- FON104 Certification in Food Service Safety & Sanitation 1
- FON118 Commercial Baking Techniques 3
- FON180 Principles & Skills for Professional Cooking 3
- FON202 Purchasing for Food Service Systems 3
- FON206 Food Service Management 3
- FON208 Supervisory Functions in Food Service 3
- FON241 Principles of Human Nutrition + 3
- FON241LL Principles of Human Nutrition Laboratory + 1

Restricted Electives: None.

Free Electives: None.

General Education: None.

Department Chairperson: Mrs. S. Phillips
Program Director: Chef S. Robinson
Contact: (602) 285-7287 and/or
sylvia.phillips@pcmail.maricopa.edu

Professional Food & Beverage Service Certificate of Completion — CCL 5364
15 Credits
The Certificate of Completion in Professional Food & Beverage Service is designed to prepare the student for employment as a professional food server in the finer dining establishments. Coursework emphasizes the theoretical and practical aspects of food and beverage service and includes food sanitation and safety, exposure to professional cooking, and basic nutrition concepts.

Program Prerequisites: None.

Required Courses: 15 Credits
Students must earn a grade of “C” or better in each course listed in the Required Courses area.

- FON100 Introductory Nutrition 3
- FON104 Certification in Food Service Safety & Sanitation 1
- FON122 Principles of Food and Beverage Service 3
APPLIED ARTS & HUMAN SCIENCES — INTERIOR DESIGN

Department Chairperson: Mrs. S. Phillips
Program Director: Mr. K. Roberts
Contact: (602) 285-7287 and/or sylvia.phillips@pcmail.maricopa.edu

(Moratorium status: Summer I 2007)

Advanced Interior Design
Certificate of Completion — CCL 5430
27 Credits

This advanced certificate provides a comprehensive program intended to prepare students for professional certification in the field of interior design. Additional interiors course work is done in support systems (lighting, acoustics, plumbing, heating, ventilation, and air conditioning [HVAC]), codes, Americans with Disabilities Act [ADA], advanced presentation skills, and additional studio problem solving.

Program Notes: + indicates course has prerequisites and/or corequisites.

Admission Criteria: Completion of Associate in Applied Science in Interior Design (3125) OR equivalent, or permission of program director.

Program Prerequisites: None.

Required Courses: 15 Credits
DFT122 Residential Architectural Drafting + (3) OR
CAD274 Residential Design CAD + (3) 3
INT245 Color Rendering + 3
INT260AB ADA Compliance + 1.5
INT260AC Interior Building Codes + 1.5
INT265 Residential Systems Design + 3
INT270 Commercial Design + 3

Restricted Electives: 12 Credits
General education courses listed in the Restricted Electives are needed to fulfill program requirements and certification guidelines.

ARH101 Renaissance Through Gothic Art 3
ARH102 Renaissance Through Contemporary Art 3
ASB102 Introduction to Cultural and Social Anthropology 3
ASB211 Women in Other Cultures 3
ASB235 Southwest Archaeology 3
CFS157 Marriage and Family Life 3
CFS159 The Modern Family 3
CFS176 Child Development 3
CFS205 Human Development 3
CFS259 Sexuality Over the Life Span + 3
ECN++++ Any Economics course. 3
ENH++++ Any English Humanities course. 3
HCR210 Clinical Health Care Ethics 3
HIS++++ Any History course. 3
HUM++++ Any Humanities course. 3
IBS109 Cultural Dimension and International Trade 3
MHL143 Music in World Cultures 3
MHL145 American Jazz and Popular Music 3
MHL146 Survey of Broadway Musicals 3
MHL147 Music of African-American Cultures 3
PHI++++ Any Philosophy course, except PHI113. 3
PSY125 Leadership and Group Dynamics 3
PSY218 Health Psychology + 3
PSY240 Developmental Psychology + 3
PSY250 Social Psychology + 3
REC120 Leisure and the Quality of Life 3
REC160 Leisure and Society 3
REL++++ Any Religious Studies course. 3
SBU200 Society and Business 3
SOC++++ Any Sociology course, except SOC242. 3
THE111 Introduction to Theatre 3
THE205 Introduction to Cinema 3
THE210 Contemporary Cinema 3
THE220 Modern Drama + 3

Department Chairperson: Mrs. S. Phillips
Program Director: Mr. K. Roberts
Contact: (602) 285-7287 and/or sylvia.phillips@pcmail.maricopa.edu

Home Furnishings and Materials
Certificate of Completion — CCL 5429
30 Credits

The Home Furnishings and Materials certificate is designed to provide the student with a working knowledge of the residential home furnishings industry, including basic design elements and principles, color theory, historical architecture and furniture, fabrics, and other materials used through the home environment. Elective coursework allows the student to take specific courses that will help them prepare for the particular segment of the industry they are most interested in pursuing.

Program Note: 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
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
INT170 Interior Materials + 3

Restricted Electives: 12 Credits
AGB140 Commercial Floral Design 3
AGS187 Indoor Foliage Plants 3
ARH100 Introduction to Art 3
ART100 Introduction to Computer Graphic Art 1
ASB251 Introduction to Museums 3
DFT126 Building Trades Blueprint Reading 3
GTC130 Furniture Construction I 3
GTC131 Furniture Construction II + 3
GTC144 Introduction to Cabinetmaking 3
GTC145 Advanced Cabinetmaking + 3
JRN234 Feature Writing + 3
MGT251 Human Relations in Business 3
MKT/TEC151 Display and Visual Merchandising 3
GTC138 Merchandising 3
TEC126 Sewing for the Home 3
TEC128 Home Upholstery 3
TQM101 Quality Customer Service 3

**Department Chairperson: Mrs. S. Phillips**
**Program Director: Mr. K. Roberts**
**Contact:** (602) 285-7287 and/or sylvia.phillips@pcmail.maricopa.edu

**Interior Design**

**Associate in Applied Science — AAS 3125**

**64-67 Credits**

The Associate in Applied Science (AAS) curriculum prepares students to work in an entry-level interior design position. The program provides both general education and interior design classes including basic design, color theory and application, architectural and furniture history, drafting, space planning, interior materials, rendering, and business procedures. Studio projects allow students to identify, research, solve, and present residential design problems. An integral part of the program is a design internship, which provides on-the-job experience under the supervision of a professional interior designer.

**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:** 45 Credits

DFT121 Introduction to Architectural Drafting 3
INT105 Introduction to Interior Design 3
INT115 Historical Architecture and Furniture 3
INT120 Modern Architecture & Furniture 3
INT140 Introduction to Architectural Desktop for Interior Design 3
INT145 Drawing and Rendering + 3
INT150 Color and Design 3
INT160 Fabrics for Interiors 3
INT170 Interior Materials + 3
INT175 Custom Design + 3
INT190 Space Planning + 3
INT210 Interior Sales and Marketing + 3
INT240 Kitchen and Bath Design + 3
INT280 Design Business Procedures + 3
INT271++ Interior Design Internship + Any module 3

**Restricted Electives:** None.

**Free Electives:** None.

**General Education:** 19 - 22 Credits

**CORE:** 12-15 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:** Any approved General Education course in the Critical Reading area (3) OR equivalent as indicated by assessment. 3

**Mathematics:** Any approved General Education course in the Mathematics area. 3

**DISTRIBUTION:** 7 Credits

**Humanities and Fine Arts:**
Met by INT115 AND INT120, in Required Courses area. 0

**Social and Behavioral Sciences:**
PSY101 Introduction to Psychology 3

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

**ARTS**

**Department Chairperson: Ms. D. Doubleday**
**Contact:** (602) 285-7277 and/or patricia.guss@pcmail.maricopa.edu

**Audio Production Technologies**

**Associate in Applied Science — AAS 3024**

**67 Credits**

The Associate in Applied Science (AAS) in Audio Production Technologies certificate and degree program offers students an opportunity to receive training on industry-standard equipment by instructors with real-world experience and professional resumes. Students learn the concepts and theory associated with recording arts technologies while applying them in lab settings appropriate to their skill levels. Students completing the degree in Audio Production Technologies will gain the knowledge base, competency, and confidence they need to enter the commercial music marketplace.

**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:** 39 Credits

MTC101 Introduction to Music Theory 3
MTC103 Introduction to Aural Perception 2
MTC180 Computer Literacy for Musicians (3) OR
MUC295 Studio Music Recording III + (3) 3
MTC191 Electronic Music I 3
MTC192 Electronic Music II + 3
MUC109 Music Business: Merchandising and the Law 3
MUC110 Music Business: Recording and Mass Media 3
MUC111 Digital Audio Workstation I (DAW I) + 3
MUC112 Digital Audio Workstation II (DAW II) + 3
MUC195 Studio Music Recording I (3) OR
MUC195AA Studio Music Recording I (3) 3
MUC196 Studio Music Recording I+ 3
MUC197 Live Sound Reinforcement I 3
MUC198 Live Sound Reinforcement II + 3
MUC297AA Music Internship + 1

General Education: 28 Credits
CORE: 15 Credits
First-Year Composition:
Any approved general education course in the First Year Composition Area. 6
Oral Communication:
Any approved general education course in the Oral Communication Area. 3
Critical Reading:
CRE101 Critical and Evaluative Reading I (3) OR
   Equivalent as indicated by assessment 3
Mathematics:
Any approved general education course in the Mathematics Area. 3

DISTRIBUTION: 13 Credits
Humanities and Fine Arts:
Any approved general education course in the Humanities and Fine Arts Area.
   MHL140 or MHL145 or MHL153 recommended. 6
Social and Behavioral Sciences:
Any approved general studies education in the Social and Behavioral Sciences Area. 3
Natural Sciences:
Any approved general studies education in the Natural Sciences Area. 4

Audio Production Technologies 39 Credits
Certificate of Completion — CCL 5334

The Certificate of Completion (CCL) in Audio Production Technologies certificate and degree program offers students an opportunity to receive training on industry-standard equipment by instructors with real-world experience and professional resumes. Students learn the concepts and theory associated with recording arts technologies while applying them in lab settings appropriate to their skill levels. Students completing the Audio Production program will gain the knowledge base, competency, and confidence they need to enter the commercial music marketplace.

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: 39 Credits
MTC101 Introduction to Music Theory 3
MTC103 Introduction to Aural Perception 2
MTC180 Computer Literacy for Musicians (3) OR
MUC295 Studio Music Recording III+ (3) 3
MTC191 Electronic Music I 3
MTC192 Electronic Music II + 3
MUC109 Music Business: Merchandising and the Law 3
MUC110 Music Business: Recording and Mass Media 3
MUC111 Digital Audio Workstation I (DAW I) + 3
MUC112 Digital Audio Workstation II (DAW II) + 3
MUC195 Studio Music Recording I (3) OR
MUC195AA Studio Music Recording I (3) 3
MUC196 Studio Music Recording I+ 3
MUC197 Live Sound Reinforcement I 3
MUC198 Live Sound Reinforcement II + 3
MUC297AA Music Internship + 1

Restricted Electives: None.
Free Electives: None.

General Education: None.

Department Chairperson: Ms. D. Doubleday
Contact: (602) 285-7277 and/or
   patricia.guss@pcmail.maricopa.edu

Computer Graphic Design
Associate in Applied Science — AAS 3684
64 Credits

This degree program is for students specializing in Computer Graphic Design. It aids in the development of skills in graphic design and layout using the computer and serves to reinforce art principles. This program provides for the development of personal interests, prepares individuals for employment and enables those already employed in this field to upgrade skills.

Occupations include illustrator, layout, paste-up, free-lance, video graphics, product designer, animator, photo-retoucher, art director, advertising designer, and others. Students desiring more intensive preparation may take courses beyond the 64 credit minimum requirement. This program is not designed for four-year transfers.

Required Courses: 34 Credits
Students must earn a grade of "C" or better in each course in the Required Courses area.
ADA/ART 112 Two-Dimensional Design 3
ART100 Introduction to Computer Graphic Art 1
ART111 Drawing I 3
ART113 Color + 3
ART169 Two-Dimensional Computer Design + 3
ART175 Electronic Publishing Design I + 3
ART177 Computer Photographic Imaging + 3
ART181 Graphic Design I + 3
ART183 Computer Aided Graphic Arts I + 3
ART283 Computer Aided Graphic Arts II + 3
ART289 Computer Illustration + 3
ART291 Digital Prepress + 3
Restricted Electives: 5 Credits
Students must earn a grade of "C" or better in each course in the Restricted Electives area. Students should select from the following courses in consultation with a department advisor:

- ADA113 Air Brush Techniques 3
- ADA114 Graphics Printing Processes 3
- ADA/ART180 Designer’s Tools + (any module) 1
- ART105 Art Beyond the Classroom 1
- ART116 Life Drawing I 3
- ART131 Photography I 3
- ART170 Three-Dimensional Computer Design + 3
- ART173 Computer Art + 3
- ART179 Electronic Presentation Design + (Recommended) 3
- ART182 Graphic Design II + 3
- ART184 Computer Animation + 3
- ART279 Silkscreen I + 3
- ART281 Graphic Design III + 3
- ART282 Graphic Design IV + 3
- ART/ADA/MMT284 Intermedia Animation + 3
- ART/ADA285 Multipresentation Graphics + 3
- ART286 Graphic Illustration I + 3
- ART290AC Studio Art + 3
- ART293 Print Cost Estimating 1
- ART294 Service Bureau 1
- BPC138AA Windows Desktop Design & Publishing (3) OR
- BPC138AB Macintosh Desktop Design & Publishing (3) 3
- JRN133 Development of Small Publications 3
- MGT253 Owning & Operating a Small Business 3
- MKT263 Advertising Principles 3

General Education Requirements: 25 Credits

CORE: 15 Credits
First-Year Composition: Any approved General Education course in the First-Year Composition area. 6
Oral Communication: Any approved General Education course in the Oral Communication area. 3
Critical Reading: Any approved General Education course in the Critical Reading area. 3
Mathematics: Any approved General Education course in the Mathematics area. 3

DISTRIBUTION: 10 Credits
Humanities and Fine Arts: ARH102 Renaissance Through Contemporary Art 3
Social and Behavioral Sciences: Any approved General Education course in the Social and Behavioral Sciences area. 3
Natural Sciences: Any approved General Education course in the Natural Sciences area. 4

Computer Graphic Design
Certificate of Completion — CCL 5684
35-40 Credits
Students whose personal interests and needs can be met by concentration on a core program of computer graphic design courses and who do not wish to earn an Associate in Applied Science degree may receive a certificate after completion of the 35-40 credits listed in the program.

Required Courses: 34 Credits
Students must earn a grade of "C" or better in each course in the Required Courses area.
- ADA/ART112 Two-Dimensional Design 3
- ART100 Introduction to Computer Graphic Art 1
- ART111 Drawing I 3
- ART113 Color+ 3
- ART169 Two-Dimensional Computer Design+ 3
- ART175 Electronic Publishing Design I+ 3
- ART177 Computer-Photographic Imaging 3
- ART181 Graphic Design I+ 3
- ART183 Computer Aided Graphic Arts I+ 3
- ART283 Computer Aided Graphic Arts II+ 3
- ART289 Computer Illustration+ 3
- ART291 Digital Prepress + 3

 Restricted Electives: 1-6 Credits
Students must earn a grade of "C" or better in each course in the Restricted Electives area.
- ADA113 Air Brush Techniques 3
- ADA114 Graphics Printing Processes 3
- ART105 Art Beyond the Classroom 1
- ART116 Life Drawing I 3
- ART131 Photography I 3
- ART/ADA170 Three-Dimensional Computer Design+ 3
- ART/ADA173 Computer Art+ 3
- ART179 Electronic Presentation Design+ (Recommended) 3
- ADA/ART180 Designer’s Tools+ 1
- ART182 Graphic Design II+ 3
- ART184 Computer Animation+ 3
- ART279 Silkscreen I+ 3
- ART281 Graphic Design III+ 3
- ART282 Graphic Design IV+ 3
- ART/ADA/MMT284 Intermedia Animation+ 3
- ART/ADA285 Multipresentation Graphics+ 3
- ART286 Graphic Illustration I+ 3
- ART290AC Studio Art + 3
- ART293 Print Cost Estimating 1
- ART294 Service Bureau 1
- BPC138AA Windows Desktop Design & Publishing (3) OR
- BPC138AB Macintosh Desktop Design & Publishing (3) 3
- JRN133 Development of Small Publications 3
- MGT253 Owning & Operating a Small Business 3
- MKT263 Advertising Principles 3

Department Chairperson: Ms. D. Doubleday
Contact: (602) 285-7277 and/or patricia.guss@pccmail.maricopa.edu
Digital Photography
Certificate of Completion — AAS 3080
64-67 Credits

The Associate in Applied Science (AAS) in Digital Photography is designed to prepare students to use artistic techniques to communicate ideas and information to business and consumer audiences effectively, and to record events and people through digital photography. It includes instruction in specialized camera and equipment operation and maintenance, applications to commercial and industrial needs, and photography operations. A Certificate of Completion (CCL) is also available.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 39-40 Credits
ART100 Introduction to Computer Graphic Art 1
ART131 Photography I 3
ART138 Commercial Photography I 3
ART139 Commercial Photography II + 3
ART140 Portrait Photography + 3
ART142 Introduction to Digital Photography 3
ART143 Intermediate Digital Photography + 3
ADA/ART169 Two-Dimensional Computer Design + 3
ADA/ART177 Computer-Photographic Imaging + (3) OR
ADA/ART177AA Computer-Photographic Imaging Part I + (1) AND
ADA/ART177AB Computer-Photographic Imaging Part II + (2) 3
ART234 Color Photography I + 3
ART255AA Self Promotion (1) AND
ART255AB The Portfolio + (1) OR
ART255 Art Marketing (3) 2-3
ART270 Intermediate Computer Photographic Imaging + 3
ART297AC Computer Graphic Design Internship + 3
COM230 Small Group Communication + 3

Restricted Electives: None.

Free Electives: None.

General Education: 25-27 Credits

CORE: 12-14 Credits

First Year Composition:
Any approved General Education courses in the First-Year Composition area. + 6

Oral Communication:
Met by COM230, Small Group Communication, in the Required Courses area. + 0

Critical Reading:
Any approved General Education course in the Critical Reading area. + 3

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

DISTRIBUTION: 13 Credits

Humanities and Fine Arts:
ARH102 Renaissance Through Contemporary Art 3
ARH115 History of Photography 3

Social and Behavioral Sciences:
Any approved General Education course in the Social and Behavioral Sciences area. 3

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

Department Chairperson: Ms. D. Doubleday
Program Director: Ms. J. Lafoon
Contact: (602) 285-7277 and/or patricia.guss@pcmail.maricopa.edu

Digital Photography
Certificate of Completion — CCL 5198
24 Credits

The Certificate of Completion (CCL) in Digital Photography is a program in the applied visual arts that prepares individuals to use artistic techniques to effectively communicate ideas and information to business and consumer audiences and to record events and people through digital photography. It includes instruction in specialized camera and equipment operation and maintenance, applications to commercial and industrial needs, and photography business operations. An Associate in Applied Science degree (AAS) 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: 24 Credits
ART100 Introduction to Computer Graphic Art 1
ART131 Photography I 3
ART138 Commercial Photography I 3
ART139 Commercial Photography II + 3
ART140 Portrait Photography + 2
ART142 Introduction to Digital Photography 3
ADA/ART169 Two-Dimensional Computer Design + 3
Media Arts: Computer Art/Illustration  ◊

Associate in Applied Science — AAS 3822

66 Credits

This program is designed for the student who wishes to develop an area of specialization in Computer Art/Illustration. The program acquaints students with art principles and assists students in developing their abilities to solve design and compositional problems as related to the art. 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 included in multimedia such as illustrator, artist, designer, paste-up artist, freelance artist-designer, graphic design artist, or multimedia artist.

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 Credits

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<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
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<td>ART100</td>
<td>Introduction to Computer Graphic Art</td>
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<tr>
<td>ART111</td>
<td>Drawing I</td>
<td>3</td>
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<tr>
<td>ART112</td>
<td>Two-Dimensional Design</td>
<td>3</td>
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<tr>
<td>ART116</td>
<td>Life Drawing I</td>
<td>3</td>
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<tr>
<td>ART169</td>
<td>Two-Dimensional Computer Design</td>
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<tr>
<td>ART173</td>
<td>Computer Art (3) or</td>
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<tr>
<td>ART177</td>
<td>Computer-Photographic Imaging + (3)</td>
<td>3</td>
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<tr>
<td>ART255AA</td>
<td>Self Promotion</td>
<td>1</td>
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<tr>
<td>ART255AB</td>
<td>The Portfolio +</td>
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<td>ART289</td>
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<td>ART297AB</td>
<td>Computer Graphic Design Internship +</td>
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<td>MMT140</td>
<td>Survey of Multimedia Technology +</td>
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<td>ELT/MMT292</td>
<td>Multimedia Update +</td>
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<td>COM259</td>
<td>Communication in Business &amp; Professions +</td>
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<td>ENG111</td>
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<td>MGT229</td>
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<td>MGT251</td>
<td>Human Relations in Business (3)</td>
<td>3</td>
</tr>
</tbody>
</table>

General Education: 28 Credits

CORE: 15 Credits

First-Year Composition:
Any approved General Education in the First-Year Composition area. 6

Oral Communication:
Any approved General Education in the Oral Communication area. 3

Critical Reading:
Any approved General Education course in the Critical Reading area. 3

Mathematics:
Any approved General Education course in the Mathematics area. 3

DISTRIBUTION: 13 Credits

Humanities and Fine Arts:
Students must select any combination for a total of 6 credits in area.

ARH102 Renaissance through Contemporary Art (3)
ARH100 Introduction to Art (3)
ARH115 History of Photography (3)
HUM108 Contemporary Humanities (3) 6

Social and Behavioral Sciences:
Any approved General Education course in the Social and Behavioral Sciences area. 3

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

Certificate of Completion — CCL 5881

16 Credits

This program is designed for the student who wishes to develop an area of specialization in Computer Art/Illustration. The program acquaints students with art principles and assists students in developing their abilities to solve design and compositional problems as related to the art. 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 included in multimedia such as illustrator, artist, designer, paste-up artist, freelance artist-designer, graphic design artist, or multimedia artist.

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: 16 Credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART100</td>
<td>Introduction to Computer Graphic Art</td>
<td>1</td>
</tr>
</tbody>
</table>
ART111  Drawing I  3
ART116  Life Drawing I  3
ART 169  Two-Dimensional Computer Design  3
ART173  Computer Art (3) or
ART177  Computer-Photographic Imaging + (3)  3
ART289  Computer Illustration +  3

Department Chairperson: Ms. D. Doubleday
Contact: (602) 285-7277 and/or
patricia.guss@pmail.maricopa.edu

Media Arts: Desktop Publishing  
Associate in Applied Science — AAS 3823  
66 Credits

This program, designed for the student who wishes to develop an area of specialization in Desktop Publishing. The program acquaints students with art principles and assists students in developing their abilities to solve graphic design and layout problems as related to the printing industry. 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 included in multimedia such as desktop publisher, pre-press designer, service bureau and customer service positions, artist, designer, layout artist, paste-up artist, freelance artist-designer, graphic design artist, and multimedia artist.

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 Credits

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART100</td>
<td>Introduction to Computer Graphic Art</td>
<td>1</td>
</tr>
<tr>
<td>ART112</td>
<td>Two Dimensional Design +</td>
<td>3</td>
</tr>
<tr>
<td>ART113</td>
<td>Color +</td>
<td>3</td>
</tr>
<tr>
<td>ART177</td>
<td>Computer-Photographic Imaging +</td>
<td>3</td>
</tr>
<tr>
<td>ART183</td>
<td>Computer Aided Graphic Arts I +</td>
<td>3</td>
</tr>
<tr>
<td>ART255AA</td>
<td>Self Promotion</td>
<td>1</td>
</tr>
<tr>
<td>ART255AB</td>
<td>The Portfolio +</td>
<td>1</td>
</tr>
<tr>
<td>ART283</td>
<td>Computer Aided Graphic Arts II +</td>
<td>3</td>
</tr>
<tr>
<td>ART291</td>
<td>Digital Prepress +</td>
<td>3</td>
</tr>
<tr>
<td>ART297AB</td>
<td>Computer Graphic Design Internship +</td>
<td>2</td>
</tr>
<tr>
<td>MMT140</td>
<td>Survey of Multimedia Technology +</td>
<td>2</td>
</tr>
<tr>
<td>ELT/MMT292</td>
<td>Multimedia Update +</td>
<td>1</td>
</tr>
<tr>
<td>COM259</td>
<td>Communication in Business &amp; Professions +</td>
<td>3</td>
</tr>
<tr>
<td>ENG111</td>
<td>Technical Writing +</td>
<td>3</td>
</tr>
<tr>
<td>MMT/VPT218</td>
<td>Multimedia Project Management</td>
<td>3</td>
</tr>
<tr>
<td>MGT229</td>
<td>Management and Leadership I (3) or</td>
<td>3</td>
</tr>
<tr>
<td>MGT251</td>
<td>Human Relations in Business (3)</td>
<td>3</td>
</tr>
</tbody>
</table>

General Education: 28 Credits

CORE: 15 Credits

First-Year Composition:
Any approved General Education in the First-Year Composition area.  6

Oral Communication:
Any approved General Education in the Oral Communication area.  3

Critical Reading:
Any approved General Education course in the Critical Reading area.  3

Mathematics:
Any approved General Education course in the Mathematics area.  3

DISTRIBUTION: 13 Credits

<table>
<thead>
<tr>
<th>Humanities and Fine Arts:</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARH102  Renaissance through Contemporary Art (3)</td>
<td></td>
</tr>
<tr>
<td>ARH100  Introduction to Art (3)</td>
<td></td>
</tr>
<tr>
<td>ARH115  History of Photography (3)</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Social and Behavioral Sciences:</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any approved General Education course in the Social and Behavioral Sciences area.</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Natural Sciences:</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any approved General Education course from the Natural Sciences Area.</td>
<td>4</td>
</tr>
</tbody>
</table>

Department Chairperson: Ms. D. Doubleday
Contact: (602) 285-7277 and/or
patricia.guss@pmail.maricopa.edu

Media Arts: Desktop Publishing  
Certificate of Completion — CCL 5883  
16 Credits

This program, designed for the student who wishes to develop an area of specialization in Desktop Publishing. The program acquaints students with art principles and assists students in developing their abilities to solve graphic design and layout problems as related to the printing industry. 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 included in multimedia such as desktop publisher, pre-press designer, service bureau and customer service positions, artist, designer, layout artist, paste-up artist, freelance artist-designer, graphic design artist, and multimedia artist.

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: 16 Credits

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
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</tr>
</thead>
<tbody>
<tr>
<td>ART100</td>
<td>Introduction to Computer Graphic Art</td>
<td>1</td>
</tr>
<tr>
<td>ART112</td>
<td>Two Dimensional Design +</td>
<td>3</td>
</tr>
<tr>
<td>ART177</td>
<td>Computer-Photographic Imaging +</td>
<td>3</td>
</tr>
<tr>
<td>ART183</td>
<td>Computer Aided Graphic Arts I +</td>
<td>3</td>
</tr>
<tr>
<td>ART283</td>
<td>Computer Aided Graphic Arts II + (3)</td>
<td>3</td>
</tr>
<tr>
<td>ART291</td>
<td>Digital Prepress +</td>
<td>3</td>
</tr>
</tbody>
</table>
Media Arts: Digital Animation
Associate in Applied Science — AAS 3046 66 Credits

This program is designed for the student who wishes to develop marketable skills in the area of digital animation. The program provides the student with an understanding of the equipment, operations, and knowledge of the terminology related to video and animation production. 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 included in video and multimedia fields, such as digital animator, media production, storyboard artist, and multimedia artist/designer.

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: 38 Credits
ADA/ART169 Two-Dimensional Computer Design+ 3
ADA/ART170 Three-Dimensional Computer Design+ 3
ADA/ART/MMT184 Computer Animation+ 3
ADA/ART/MMT284 Intermedia Animation+ 3
ART100 Introduction to Computer Graphic Art 1
ART111 Drawing I 3
ART116 Life Drawing I 3
ART117 Life Drawing II+ 3
ART122 Drawing and Composition II+ 3
ART177 Computer-Photographic Imaging+ 3
ART180AI Designer's Tools: 3-D Studio Textures+ 1
ART180AJ Designer's Tools: 3-D Special Effects+ 1
ART/MMT180AL Designer's Tools: Character Studio+ 2
ART/MMT185 3-D Modeling for Animation+ 3
ART/MMT191 Storyboarding and Layout+ 2
ART255AA Self Promotion (1) OR
ART255AB The Portfolio+ (1) 1

Restricted Electives: None.

Free Electives: None.

General Education: 28 Credits

CORE: 15 Credits
First-Year Composition:
Any approved General Education in the First-Year Composition area. 6
Oral Communication:
Any approved General Education in the Oral Communication area. 3

Critical Reading:
Any approved General Education course in the Critical Reading area. 3

Mathematics:
Any approved General Education course in the Mathematics area. 3

DISTRIBUTION: 13 Credits
Humanities and Fine Arts:
ARTH102 Renaissance through Contemporary Art (3) and
HUM108 Contemporary Humanities (3) 6
Social and Behavioral Sciences:
Any approved General Education course in the Social and
Behavioral Sciences area. 3
Natural Sciences:
Any approved General Education course in the Natural Sciences area. 4

Media Arts: Digital Animation
Certificate of Completion — CCL 5408 32 Credits

This program is designed for the student who wishes to develop marketable skills in the area of digital animation. The program provides the student with an understanding of the equipment, operations, and knowledge of the terminology related to video and animation production. 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 included in video and multimedia fields, such as digital animator, media production, storyboard artists, and multimedia artist/designer.

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: 32 Credits
ADA/ART169 Two-Dimensional Computer Design+ 3
ADA/ART170 Three-Dimensional Computer Design+ 3
ADA/ART/MMT184 Computer Animation+ 3
ADA/ART/MMT284 Intermedia Animation+ 3
ART100 Introduction to Computer Graphic Art 1
ART111 Drawing I 3
ART116 Life Drawing I 3
ART177 Computer-Photographic Imaging+ 3
ART180AI Designer's Tools: 3-D Studio Textures+ 1
ART180AJ Designer's Tools: 3-D Special Effects+ 1
ART/MMT180AL Designer's Tools: Character Studio+ 2
ART/MMT185 3-D Modeling for Animation+ 3
ART/MMT191 Storyboarding and Layout+ 2
ART255AA Self Promotion (1) OR
ART255AB The Portfolio+ (1) 1

Restricted Electives: None.

Free Electives: None.
Media Arts: Digital Imaging Associate in Applied Science — AAS 3784 66 Credits

This program, designed for the student who wishes to develop marketable skills in the area of photography and digital imaging, provides the student with an understanding of film, cameras, and film equipment; a knowledge of photography terminology; and digital imaging tools and processes. It prepares students for employment and upgrades the skills of persons already employed in this field. Knowledge and skills can be applied to such occupational areas as media production, marketing, graphic production, desktop publishing, multimedia, service bureau and customer service, and web page production. Sample job titles could be artist, photographer, designer, and freelance artist-designer.

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 Credits
ART100 Introduction to Computer Graphic Art 1
ART112 Two-Dimensional Design 3
ART131 Photography I 3
ART132 Photography II + 3
ART255AA Self Promotion 1
ART255AB The Portfolio + 1
ART270 Intermediate Computer Photographic Imaging + 3
ART274 Advanced Computer Photographic Imaging + 3
ART297AB Computer Graphic Design Internship + 2
ART177 Computer-Photographic Imaging + 3
COM259 Communication in Business & Professions + 3
ENG111 Technical Writing + 3
MMT140 Survey of Multimedia Technology + 2
ELT/MMT292 Multimedia Update + 1
MMT/VPT216 Multimedia Project Management 3
MGT229 Management and Leadership I (3) or MGT251 Human Relations in Business (3) 3

General Education: 28 Credits

CORE: 15 Credits
First-Year Composition: Any approved General Education in the First-Year Composition area. 6
Oral Communication: Any approved General Education in the Oral Communication area. 3
Critical Reading: Any approved General Education course in the Critical Reading area. 3
Mathematics: Any approved General Education course in the Mathematics area. 3

DISTRIBUTION: 13 Credits

Humanities and Fine Arts: Students must select any combination for a total of 6 credits in area. ARH102 Renaissance through Contemporary Art (3) or ARH100 Introduction to Art (3) or ARH115 History of Photography (3) or HUM108 Contemporary Humanities (3) 6

Social and Behavioral Sciences: Any approved General Education course in the Social and Behavioral Sciences area. 3

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

Certificate of Completion — CCL 5879 16 Credits

This program, designed for the student who wishes to develop marketable skills in the area of photography and digital imaging, provides the student with an understanding of film, cameras, and film equipment; a knowledge of photography terminology; and digital imaging tools and processes. It prepares students for employment and upgrades the skills of persons already employed in this field. Knowledge and skills can be applied to such occupational areas as media production, marketing, graphic production, desktop publishing, multimedia, service bureau and customer service, and web page production. Sample job titles could be artist, photographer, designer, and freelance artist-designer.

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: 16 Credits
ART100 Introduction to Computer Graphic Art 1
ART131 Photography I 3
Students must earn a grade of “C” or better.

Department Chairperson: Ms. D. Doubleday
Contact: (602) 285-7277 and/or patricia.guss@pcmail.maricopa.edu

Media Arts: Web Design

Associate in Applied Science — AAS 3081
Program under revision at time of printing. Consult with Academic Advisement.

Department Chairperson: Ms. D. Doubleday
Contact: (602) 285-7277 and/or patricia.guss@pcmail.maricopa.edu

Media Arts: Web Design
Certificate of Completion — CCL 5565
Program under revision at time of printing. Consult with Academic Advisement.

Department Chairperson: Ms. D. Doubleday
Program Director: Dr. K. Schindler
Contact: (602) 285-7555 and/or marsha.taylor@pcmail.maricopa.edu

Music Business

Associate in Applied Science — AAS 3017
65 Credits

The AAS (Associate in Applied Science) in Music Business program is an innovative curriculum designed to prepare students for today’s music industry. The certificate and degree with a music business emphasis are designed for both the performing musician and the business student with limited performing experience. This program combines a flexible curriculum with an emphasis in business and marketing, along with music industry related courses and experiences.

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

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 37 Credits
ACC109 Accounting Concepts (3) OR
ACC111 Accounting Principles I (3) 3
BPC128 Introduction to Desktop Publishing 1
CIS131AA Doing Business on the Internet 1
COM259 Communication in Business and Professions + 3
GBS151 Introduction to Business 3
MGT253 Owning and Operating a Small Business 3
MKT271 Principles of Marketing 3
MTC101 Introduction to Music Theory 3
MUC109 Music Business: Merchandising and the Law 3
MUC110 Music Business: Recording and Mass Media 3
MUC111 Digital Audio Workstation I (DAW I) + 3
MUC195 Studio Music Recording I 3
MUC295AA Self Promotion for Music 1
MUC297AB Music Internship + 2
SBS230 Financial and Tax Management for Small Business 2

Restricted Electives: 3 Credits
MHL+++ Any approved MHL prefixed course 3

Free Electives: None.

General Education Requirements: 25 Credits

CORE: 15 Credits
First-Year Composition:
ENG101 First-Year Composition (3) AND ENG102 First-Year Composition (3) 6
Oral Communication:
Any approved general education course in the Oral Communication Area. 3
Critical Reading:
Any approved general education course in the Critical Reading Area. 3
Mathematics:
Any approved general education course in the Mathematics Area. 3

DISTRIBUTION: 10 Credits
Humanities and Fine Arts:
Any approved general education course in the Humanities and Fine Arts Area. 3
Social and Behavioral Sciences:
Any approved general education course in the Social and Behavioral Sciences Area. 3
Natural Sciences:
Any approved general education course in the Natural Sciences Area. 4

Department Chairperson: Ms. D. Doubleday
Program Director: Dr. K. Schindler
Contact: (602) 285-7555 and/or marsha.taylor@pcmail.maricopa.edu

Music Business

Certificate of Completion — CCL 5258
40 Credits

The CCL (Certificate of Completion) in Music Business program is an innovative curriculum designed to prepare students for today’s music industry. The certificate and degree with a music business emphasis are designed for both the performing musician and the business student with limited performing experience. This program combines a flexible curriculum with an emphasis in business and marketing, along with music industry related courses and experiences.

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

Admission Criteria: None.
**Program Prerequisites:** None.

**Required Courses:** Credits: 37
- ACC109 Accounting Concepts (3) OR
- ACC111 Accounting Principles I (3)
- BPC128 Introduction to Desktop Publishing (1)
- CIS131AA Doing Business on the Internet (1)
- COM259 Communication in Business and Professions (3)
- GBS151 Introduction to Business (3)
- MGT253 Owning and Operating a Small Business (3)
- MKT271 Principles of Marketing (3)
- MTC101 Introduction to Music Theory (3)
- MUC109 Music Business: Merchandising and the Law (3)
- MUC110 Music Business: Recording and Mass Media (3)
- MUC111 Digital Audio Workstation I (DAW I) (3)
- MUC195 Studio Music Recording I (3)
- MUC295AA Self Promotion for Music (1)
- MUC297AB Music Internship + (2)
- SBS230 Financial and Tax Management for Small Business (2)

**Restricted Electives:** 3 Credits
- MHL++++++ Any approved MHL prefixed course (3)

**BIOLOGY**

**BIOLOGY — GEOSPATIAL TECHNOLOGY**

Department Chairperson: Mr. M. Rosati
Program Director: Dr. P. Pepe
Contact: (602) 285-7100 and/or mark.rosati@pcmail.maricopa.edu

**Geospatial Technology: Environmental Sciences**

Certificate of Completion — CCL 5520
16 Credits

Program under revision at time of printing. Consult with Academic Advisement.

The Geospatial Technology: Environmental Sciences Certificate of Completion program trains entry-level geospatial technicians. Geospatial Technicians collect, create, query, analyze, and present geographically-referenced and photogrammetric data that include characteristics of natural or constructed features and boundaries on, above, or below the earth’s surface.

Career opportunities include but are not limited to environmental, academic, agricultural, and forestry; hospital, biomedical, and pharmaceutical; utility, industrial, and engineering; and federal, state, and local government offices and laboratories.

**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:** 16 Credits
- BIO119 Introduction to Geospatial Technology for Environmental Sciences I (4)
- BIO219 Geospatial Technology for Environmental Sciences I + (4)
- BIO273 Geospatial Technology for Environmental Sciences II + (4)
- BIO295 Geospatial Technology for Environmental Sciences Projects + (4)

**Free Electives:** None.

**General Education:** None.

**BUSINESS**

**BUSINESS — ACCOUNTING**

Department Chairperson: Mrs. C. Cloud
Program Director: Ma. B. Jenkins
Contact: (602) 285-7387 and/or http://www.pc.maricopa.edu/business

**Accounting**

Associate in Applied Science — AAS 3133
66-68 Credits

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

**Program Notes:** Students are encouraged to speak with an accounting faculty member and/or an academic advisor to determine which accounting program best meets their educational goals.

**Admission Criteria:** None.

**Program Prerequisites:** 3 Credits
- CRE101 Critical and Evaluative Reading I + (3) OR Equivalent as indicated by assessment.

**Required Courses:** 41 Credits

Students must earn a grade of “C” or better in each course in the Required Courses area.

- ACC111 Accounting Principles I (3)
- ACC115 Computerized Accounting + (2)
- ACC219 Intermediate Accounting I + (3)
- ACC220 Intermediate Accounting II + (3)
- ACC221 Tax Accounting + (3)
- ACC230 Uses of Accounting Information I + (3)
- ACC240 Uses of Accounting Information II + (3)
- CIS105 Survey of Computer Information Systems (3)
- CIS114DE Excel Spreadsheet (3)
- CIS117DM Microsoft Access: Database Management (3)
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GSB151 Introduction to Business 3
GSB205 Legal, Ethical and Regulatory Issues in Business 3
GSB207 Business Law (General Corporate) 3
GSB233 Business Communication + 3

**Restricted Electives:** 2-3 Credits
Students should select from the following courses in consultation with a department advisor.
ACC121 Income Tax Preparation 2
ACC270AC Accounting Internship + 3
CIS117DM Microsoft Access: Database Management 3
GBS131 Business Calculations 3
GBS220 Quantitative Methods in Business + 3
GBS221 Business Statistics + 3
GBS261 Investments I 3
MGT253 Owning and Operating a Small Business 3

**Free Electives:** None.

**General Education Requirements:** 23-24 Credits

**CORE:** 13-14 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:**
COM100 Introduction to Human Communication (3) OR
COM230 Small Group Communication + (3) 3

**Critical Reading:**
Met by CRE101 OR
Equivalent as indicated by assessment in Program Prerequisites area.

**Mathematics:**
MAT150 College Algebra/Functions + (5) OR
MAT151 College Algebra/Functions + (4) OR
satisfactory completion of a higher level mathematics course. 4-5

**DISTRIBUTION:** 10 Credits

**Humanities and Fine Arts:**
Any approved General Education course in the Humanities and Fine Arts area. 3

**Social and 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

**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:** 35 Credits
ACC111 Accounting Principles I 3
ACC115 Computerized Accounting + 2
ACC230 Uses of Accounting Information I + 3
ACC240 Uses of Accounting Information II + 3
CIS105 Survey of Computer Information Systems 3
CIS114DE Excel Spreadsheet 3
CIS117DM Microsoft Access: Database Management 3
ENG101 First-Year Composition + (3) OR
ENG107 First-Year Composition for ESL + (3) 3
GBS131 Business Calculations 3
GBS151 Introduction to Business 3
GBS205 Legal, Ethical, and Regulatory Issues in Business 3
GBS233 Business Communication + 3

**Restricted Electives:** None.

**Free Electives:** None.

**General Education:** None.

**BUSINESS — COMPUTERS**

**Department Chairperson:** Mr. D. Sheehan
**Program Director:** Ms. D. Fladhammer

**Computer Applications**

**Certificate of Completion — CCL 5217**

**18 Credits**
This Certificate of Completion program is designed to provide the skills needed in the use of application software on a computer. Courses will train the student in areas such as keyboarding, word processing, spreadsheets, databases, desktop publishing, the Internet, and the Windows operating system.

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

**Program Prerequisites:** None.

**Required Courses:** 18 Credits
BPC101AA Introduction to Computers I (1) AND
BPC101BA Introduction to Computers II + (1) AND
BPC101CA Introduction to Computers III + (1) OR
BPC110 Computer Usage and Applications 3
BPC/CIS114D+ Electronic Spreadsheet (Or modular equivalents) 3
BPC/CIS117D+ Database Management (Or modular equivalents) 3

**Microcomputer Accounting**

**Certificate of Completion — CCL 5174**

**35 Credits**
The Certificate of Completion (CCL) in Microcomputer Accounting is designed for students whose personal interests and needs can be met by concentration on a core program of microcomputer accounting related courses and who do not wish to earn an Associate in Applied Science (AAS) degree.

**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:** 35 Credits
ACC111 Accounting Principles I 3
ACC115 Computerized Accounting + 2
ACC230 Uses of Accounting Information I + 3
ACC240 Uses of Accounting Information II + 3
CIS105 Survey of Computer Information Systems 3
CIS114DE Excel Spreadsheet 3
CIS117DM Microsoft Access: Database Management 3
ENG101 First-Year Composition + (3) OR
ENG107 First-Year Composition for ESL + (3) 3
GBS131 Business Calculations 3
GBS151 Introduction to Business 3
GBS205 Legal, Ethical, and Regulatory Issues in Business 3
GBS233 Business Communication + 3

**Restricted Electives:** None.

**Free Electives:** None.

**General Education:** None.
++ = Any module    += Course requires a Pre-/Corequisite

BPC/CIS118AB Powerpoint: Level I  1
BPC/CIS121AE Windows Operating System - Level I  1
BPC/CIS122AE Windows Operating System - Level II  1
BPC128 Introduction to Desktop Publishing  1
BPC/CIS133AA Internet/Web Development Level I-A  1
BPC/OAS135++ Word Processing Software +
    (Any Module)  2
OAS101AB Computer Typing I: Letters, Tables &
    Reports +  1
OAS/BPC111AA Computer Keyboarding I  1

Department Chairperson: Mrs. C. Cloud
Program Director: Ms. D. Stark
Contact: (602) 285-7387 and/or
http://www.pc.maricopa.edu/business

Certificate of Completion — CCL 5026

16-20 Credits

The Certificate of Completion in Computer Hardware and
Desktop Support is designed to provide training to work in an
entry-level computer maintenance and help-desk position.

Students will be provided the opportunity to apply technical
concepts, fundamentals, and interpersonal skills in a help-desk
environment through an internship.

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

Program Prerequisites: None.

Required Courses: 16-20 Credits
BPC110 Computer Usage and Applications (3) OR
CIS106 Survey of Computer Information Systems (3)  3
BPC/CIS121AB MS-DOS Operating System  1
BPC170 Computer Maintenance I: A+ Prep +  3
BPC171 Recycling Used Computer Technology  1
BPC270 Microcomputer Maintenance II +
CIS102 Interpersonal and Customer Service Skills
    for IT Professionals  1
CIS190 Introduction to Local Area Networks + (3) OR
CNT140 Cisco Networking Fundamentals (4) OR
MST140 Microsoft Networking Essentials (3 )  3-4
CIS290AA Computer Information Systems Internship + (1) OR
CIS290AB Computer Information Systems Internship + (2) OR
CIS290AC Computer Information Systems Internship + (3) OR
CIS296W+ Cooperative Education +
    (Any CIS296WA-D module.) (1-4)  1-4

Program Prerequisite area. 0
Equivalent as indicated by assessment in
Program Prerequisite area.

Department Chairperson: Mrs. C. Cloud
Contact: (602) 285-7387 and/or
http://www.pc.maricopa.edu/business

Computer Information Systems

Associate in Applied Science — AAS 3165

64-66 Credits

This degree program is designed to prepare students who are
planning to find employment using current computer
applications. Courses include Survey of Computer Information
Systems and a variety of operating systems, database
management, and popular programming languages.

Admission Criteria: None.

Program Prerequisites: 3 Credits
CRE101 Critical and Evaluative Reading I + (3) OR
CRE111 Critical Reading for Business and Industry + (3) OR
Equivalent by assessment  3

Required Courses: 30 Credits
Students must earn a grade of "C" or better in each course in the
Required Courses area.

ACC111 Accounting Principles I +  3
ACC230 Uses of Accounting Information I +  3
BPC125 Microcomputer Setup & Maintenance +  1
CIS105 Survey of Computer Information Systems  3
CIS121AE Windows Operating System: Level I  1
CIS126AA UNIX Operating System: Level I  1
CIS133DA The Internet/World Wide Web  3
CIS159 Visual Basic Programming I +  3
CIS162++ (Any C Programming Language course)  3
CIS190 Introduction to Local Area Networks +  3
CIS225 Business Systems Analysis and Design (3) + OR
CIS225AB Object-Oriented Analysis and Design (3) +  3
GBS233 Business Communication +  3

Restricted Electives: 12 Credits
Students should select from the following courses in
consultation with a department advisor.

BPC/CIS120DC Computer Graphics: Macromedia Flash  3
BPC/CIS120DF Computer Graphics: Adobe Photoshop  3
CIS117DM Microsoft Access: Database Management  3
CIS150 Programming Fundamentals  3
CIS163AA Java Programming: Level I +  3
CIS166++ (Any Web Scripting course) +  3
CIS233DA Web Design and Publishing +  3
CIS234 XML Application Development +  3
CIS235 E-Commerce +  3
CIS259 Visual Basic Programming II +  3
CIS262 C Programming II +  3
CIS290AC Computer Information Syst Internship +  3
GBS114 Principles of Quality Service  3

General Education Requirements: 22-24 Credits

CORE: 12-14 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 +  6

Oral Communication:
COM100 Introduction to Human Communication(3) OR
COM230 Small Group Communication (3) OR
COM259 Communication in Business & Professions (3)  3

Critical Reading: Met by CRE101 (3) OR CRE111 (3) OR
Equivalent as indicated by assessment in
Program Prerequisite area.  0

Mathematics:
MAT150 College Algebra/Functions+ (5) OR
MAT151 College Algebra/Functions + (4) OR
MAT152 College Algebra/Functions + (3) OR
equivalent by assessment OR satisfactory completion
of a higher level mathematics course.  3-5
DISTRIBUTION: 10 Credits

Humanities and Fine Arts:
Any approved General Education course in the Humanities and Fine Arts area. 3

Social and Behavioral Sciences:
ECN211 Macroeconomic Principles (3) OR
ECN212 Microeconomic Principles (3) OR
SBU200 Society and Business 3

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

Department Chairperson: Mrs. C. Cloud
Program Director: Ms. D. Stark
Contact: (602) 285-7387 and/or http://www.pc.maricopa.edu/business

Computer Information Systems
Certificate of Completion — CCL 5853
24 Credits

The Certificate in Computer Information Systems is designed to meet the needs of students who are planning to find employment using current computer applications. It is intended for students who may later want to pursue an Associate's Degree in Computer Information Systems, but who do not expect to go beyond the community college program. Courses include Survey of Computer Information Systems and a variety of operating systems, database management, and popular programming languages.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 18 Credits
Students must earn a grade of 'C' or better in all required courses.
BPC/CIS121AE Windows Operating System: Level I 1
BPC125 Microcomputer Set Up and Maintenance 1
BPC/CIS133DA The Internet/World Wide Web 3
CIS105 Survey of Computer Information Systems 3
CIS126AA UNIX Operating System: Level I 1
CIS159 Visual Basic Programming I + 3
CIS162++ Any C Programming Language course + 3
CIS190 Introduction to Local Area Networks + 3

Restricted Electives: 6 Credits
CIS117DM Microsoft Access: Database Management 3
CIS150 Programming Fundamentals + 3
CIS163AA Java Programming: Level I + 3
CIS259 Visual Basic Programming II + 3
CIS262A+ C Programming II + 3

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
Certificate of Completion: Information Security Technology (5347) 27

Restricted Electives: 12 Credits
Students should select 12 credits from the list below, of which 6 credits must be ITS prefix courses. 12
CIS162AB C++: Level I + (3) OR
CIS162AD C#: Level I + (3) OR
CIS163AA Java Programming: Level I + (3) 3
CIS238US UNIX Security + 3
CIS271DL Linux Security + 3
CNT160 Cisco Switching Basics and Intermediate Routing + 3
CNT170 Cisco Wide Area Networks (WAN) Technologies + 3
CNT182 Cisco Secure PIX Firewall Configuration + 4
CNT185 Cisco Network Security + 4
CNT186 Fundamentals of Wireless LANs + 4
ITS100 Information Security Awareness 2
ITS150 Building Trusted Networks in the Enterprise + 3
ITS160 Managing Trusted Networks in the Enterprise + 3
ITS170 Information Security Policy Development 1
ITS171 Information Security Risk Management + 1
ITS172 Viruses and Other Malicious Software 1
ITS230 Deploying Snort Intrusion Detection System (IDS) + 1
ITS231 Router Hardening + 1
ITS232 Layer 2 Attacks and Defenses + 3
ITS233 Wireless Network Security + 3
ITS290 Computer Security Incident Response + 3
ITS291 Computer Forensics Foundations + 4
ITS292 Advanced Computer Forensics + 4
ITS295AB Special Topics in Information Security + 1
ITS295AC Special Topics in Information Security + 2
ITS295AA Special Topics in Information Security + 3
ITS298AB Special Projects 2
ITS298AC Special Projects 3
MST152 Microsoft Windows Server + 4
MST259 Designing Windows Network Security + 3

Free Electives: None.
General Education: 25-27 Credits

CORE: Credits: 15-17

First-Year Composition
ENG101 First-Year Composition + (3) AND
ENG102 First-Year Composition + (3) OR
ENG107 First-Year Composition for ESL + (3) AND
ENG108 First-Year Composition for ESL + (3) 6

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

Critical Reading
CRE101 Critical and Evaluative Reading I +

Mathematics
+ MAT150 College Algebra/Functions + (5) OR
+ MAT151 College Algebra/Functions + (4) OR
+ MAT152 College Algebra/Functions + (3) 3-5

DISTRIBUTION: Credits: 10

Humanities and Fine Arts:
Any approved general education course from the Humanities and Fine Arts area. 3

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

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

Department Chairperson: Mr. D. Sheehan

Information Security Technology Certificate of Completion — CCL 5347

27 Credits

The Certificate of Completion (CCL) in Information Security Technology is designed to provide students with the knowledge and tools to understand how networks, operating systems and programs function, as well as, how to protect them. Emphasis is placed on developing the knowledge and skills to maintain security on mission-critical data and computer systems. The program is designed to meet the training needs of employees in both public and private sectors. The program covers a variety of information security disciplines that include both vendor-neutral and vendor-specific security training. The Information Security Technology program prepares students for internationally recognized industry certifications.

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

Admission Criteria: None.

Program Prerequisites:
BPC170 Computer Maintenance I: A+ Prep +
CIS105 Survey of Computer Information Systems

Required Courses: 27 Credits
CIS126DA UNIX Operating System (3) OR
CIS126DL Linux Operating System (3) 3
CNT140 Cisco Networking Basics 4
CNT150 Cisco Networking Router Technologies+ 4
ITS110 Information Security Fundamentals +
ITS120 Legal, Ethical and Regulatory Issues +
ITS130 Operating System Security +
ITS140 Network Security +
MST150 Microsoft Windows Professional (3) OR
MST150DA Microsoft Windows 2000 Professional (3) OR
MST150XP Microsoft Windows XP Professional (3) 3

Restricted Electives: None.

Free Electives: None.

Department Chairperson: Mrs. C. Cloud
Program Director: Ms. D. Stark
Contact: (602) 285-7387 and/or http://www.pc.maricopa.edu/business

Programming & System Analysis

Associate in Applied Science — AAS 3844

62-63 Credits

The Associate of Applied Science (AAS) program provides an in-depth exploration of different computer language and technical skills. Includes, but is not limited to the following: operating systems, local area networks, business communication, team roles, and dynamics.

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

Admission Criteria: None.

Program Prerequisites: 3 Credits
CRE101 Critical and Evaluative Reading I + (3) OR Equivalent by Assessment

Required Courses: 25-26 Credits
BPC/CIS117DM Microsoft Access:
   Database Management (3) OR
BPC/CIS117AM Database Management: Microsoft Access - Level I (1) AND
BPC/CIS117BM Database Management: Microsoft Access - Level II + (1) AND
BPC/CIS117CM Database Management: Microsoft Access - Level III + (1) 3

CIS105 Survey of Computer Information Systems 3
CIS121AB Microsoft Command Line Operations (1) OR
CIS121AE Windows Operating System: Level I (1) OR
CIS126AA UNIX Operating System: Level I (1) OR
CIS126AL Linux Operating System I (1) 1
CIS150 Programming Fundamentals + (3) OR
CIS150AB Object-Oriented Programming Fundamentals + (3) 3

CIS159 Visual Basic Programming I + 3

CIS162 C Programming I + OR
CIS162AA C: Level I + (3) OR
CIS162AB C++: Level I + (3) OR
CIS162AC Visual C++: Level I + (3) OR
CIS162AD C#: Level I + (3) 3
Business

166    Phoenix College 2007-2008 Catalog    + = Course requires a Pre-Corequisite ++ = Any module

CIS190  Introduction to Local Area Networks + (3) OR
CIS140  Cisco Networking Basics + (4) OR
CIS104  Microsoft Networking Essentials + (3)  3-4

CIS225  Business Systems Analysis and Design + (3) OR
CIS225AB Object-Oriented Analysis and Design + (3)  3

GBS233  Business Communication +  3

**Restricted Electives:** 15 Credits

CIS126D  UNIX Operating System  3
CIS163A  Java Programming: Level I +  3
CIS166  Web Scripting/Programming +  3
CIS166A  Introduction to JavaScripting +  3
CIS166AB  Web Scripting with Perl/CGI +  3
CIS166AC  Web Scripting with Active Server Pages (ASP.NET) +  3
CIS166AD  Web Scripting with Java Server Pages (JSP) +  3
CIS166AE  Web Scripting with PHP: HyperText Preprocessor (PHP) +  3
CIS169  Introduction to Visual Basic for Applications +  3
CIS224  Project Management Microsoft Project for Windows+3
CIS250  Management of Information Systems +  3
CIS259  Visual Basic Programming II +  3
CIS262C  Programming II +  3
CIS262AA  C: Level II +  3
CIS262AB  C++: Level II +  3
CIS262AC  Visual C++: Level II +  3
CIS263AA  Java Programming: Level II +  3
CIS290AC  Computer Information Systems Internship +  3

**Free Electives:** None.

**General Education:** 22 Credits

**CORE:** 12 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 in the Oral Communication area.  3

**Critical Reading:**
Met by CRE101 in Program Prerequisites area.  0

**Mathematics:**
MAT212  Brief Calculus  3

**DISTRIBUTION:** 10 Credits

**Humanities and Fine Arts:**
Any approved general education course in the Humanities and Fine Arts area.  3

**Natural Sciences:**
Any approved general education course in the Natural Sciences area.  4

**Social and Behavioral Sciences:**
ECN211  Macroeconomic Principles (3) OR
ECN212  Microeconomic Principles (3) OR
SBU200  Society and Business (3)  3

**Department Chairperson:** Mrs. C. Cloud
**Program Director:** Ms. D. Stark
**Contact:** (602) 285-7387 and/or http://www.pc.maricopa.edu/business

**Certificate of Completion — CCL 5048**

25-26 Credits

The program includes an in-depth exploration of different computer languages and technical skills. Also included in the program are operating systems, local area networks, business communication, team roles, and dynamics.

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

**Admission Criteria:** None.

**Program Prerequisites:** 3 Credits
ENG101  First-Year Composition + (3) OR
ENG107  First-Year Composition for ESL + (3) OR
Equivalent  3

**Required Courses:** 25-26 Credits
BPC/CIS117DM  Microsoft Access:
- Database Management (3) OR
BPC/CIS117AM  Database Management: Microsoft Access -
- Level I (1) AND
BPC/CIS117BM  Database Management: Microsoft Access -
- Level II + (1) AND
BPC/CIS117CM  Database Management: Microsoft Access -
- Level III + (1)  3

CIS105  Survey of Computer Information Systems  3
CIS121AB  Microsoft Command Line Operations (1) OR
CIS121AE  Windows Operating System: Level I (1) OR
CIS126AA  UNIX Operating System: Level I (1) OR
CIS126AL  Linux Operating System I (1)  1

CIS150  Programming Fundamentals + (3) OR
CIS150AB  Object-Oriented Programming Fundamentals (3)  3

Select 2 courses for a total of 6 credits:

CIS159  Visual Basic Programming I + (3) OR
CIS162  C Programming I + (3) OR
CIS162AA  C: Level I + (3) OR
CIS162AB  C++: Level I + (3) OR
CIS162AC  Visual C++: Level I + (3) OR
CIS162AD  C#: Level I + (3)
CIS163AA  Java Programming: Level I + (3)  6
CIS190  Introduction to Local Area Networks + (3) OR
CNT140  Cisco Networking Basics + (4) OR
MST140  Microsoft Networking Essentials + (3)  3-4

CIS225B  Business Systems Analysis and Design + (3) OR
CIS225AB  Object-Oriented Analysis and Design + (3)  3

**Restricted Electives:** None.

**Free Electives:** None.

**General Education:** None.
Web Developer
Certificate of Completion — CCL 5051
30 Credits
The certificate prepares a software developer to properly create and maintain web applications. In addition to web page development, this certificate prepares software developers to fully manage and develop corporate web systems using interactive applications. Developers will be able to write programs to manage corporate database via the web.

Program Notes: Students must earn a grade of “C” or better in each course listed in the ‘Required Courses’ area.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 30 Credits
CIS105 Survey of Computer Information Systems 3
BPC/CIS117DM Microsoft Access: Database Management 3
CIS120DC Computer Graphics: Macromedia Flash 3
BPC/CIS120DF Computer Graphics: Adobe Photoshop (3) OR
BPC/CIS120AF Computer Graphics: Adobe Photoshop: Level I (1) AND
BPC/CIS120BF Computer Graphics: Adobe Photoshop: Level II (1) AND
BPC/CIS120CF Computer Graphics: Adobe Photoshop: Level III (1)
CIS126AA UNIX Operating System: Level I 1
BPC/CIS133DA The Internet: World Wide Web 3
CIS166++ Any Module +
CIS233DA The Internet Web Publishing + 3
CIS234 XML Application Development + 3
CIS235 e-Commerce + 3
CIS298AB Special Projects (2) OR
CIS290AB Computer Information Systems Internship (2) OR
CIS296WB Cooperative Education (2) 2

BUSINESS — FINANCE

Associate in Applied Science — AAS 3138
65-66 Credits
To meet the changing image and many challenges of the world of finance, the role of the modern banker today demands specialized knowledge and flexible job performances. The Associate in Applied Science in Banking and Finance career program has been developed in cooperation with the Central Arizona Chapter of the American Institute of Banking and the Institute of Financial Education to prepare qualified men and women for entry or advancement in the banking profession.

Program Notes: + indicates course has prerequisite and/or corequisite.

Admission Criteria: None.

Program Prerequisites: 3 Credits
CRE101 Critical and Evaluative Reading I (3) OR
Equivalent as indicated by assessment.

Required Courses: 36 Credits
Students must earn a grade of “C” or better in each course in the Required Courses area.
ACC111 Accounting Principles I 3
ACC230 Uses of Accounting Information I + 3
ACC240 Uses of Accounting Information 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
GBS206 Business Law (UC) 3
GBS233 Business Communication + 3
GBS261 Investments I 3
GBS294 Consumer Credit + 3

Restricted Electives: 6 Credits
Students must earn a grade of “C” or better in each course in the Restricted Electives area. Students should select from the following courses in consultation with a department advisor. Credit will not be awarded for (ACC270AC and GBS270AC) or (MKT267 and MKT271) if selected within the Restricted Electives area.
ACC270AC Accounting Internship + 3
GBS270AC Accounting Internship + 3
CIS114DE Excel Spreadsheet 3
CIS117DM Microsoft Access: Database Management 3
GBS114 Principles of Quality Service 3
MKT267 Principles of Salesmanship 3
MKT271 Principles of Marketing 3

Free Electives: None.

General Education Requirements 23-24 Credits

CORE: 13-14 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) +
Oral Communication:
COM100 Intro to Human Communication (3) OR
COM230 Small Group Communication (3) + 3
Critical Reading:
Met by CRE101 in “Program Prerequisites” area OR
Equivalent by assessment, in “Program Prerequisites” area.
Mathematics:
MAT150  College Algebra /Functions (5) OR
MAT151  College Algebra/Functions (4) OR satisfactory completion of a higher level mathematics course.  4-5

DISTRIBUTION:  10 Credits

Humanities and Fine Arts:
Any approved General Education course in the Humanities and Fine Arts area.  3

Social and 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

BUSINESS — GENERAL

Department Chairperson: Mrs. C. Cloud
Program Director: Ms. M. Anderson
Contact: (602) 285-7387 and/or
http://www.pc.maricopa.edu/business

General Business

Associate in Applied Science — AAS 3050
63-64 Credits

This program meets the needs of students who wish a broad overview of business and desire not to enroll in a specialized curriculum in business. The program is designed to acquaint students with major subject areas of business, to improve the student’s business vocabulary, and to provide students with an understanding of influencing factors in business decision making and activities. In addition, this program could aid a student in recognizing a specific business field to be pursued in future studies. Although many courses will transfer to a four-year institution, some courses do not. This curriculum is not designed to meet the needs of students who wish to transfer to a four-year institution.

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

Program Prerequisites:  3 Credits
CRE101  Critical and Evaluative Reading I + (3) OR Equivalent by assessment.  3

Required Courses:  28 Credits
ACC111  Accounting Principles I  3
CIS105  Survey of Computer Information Systems  3
CIS114DE  Excel Spreadsheet  3
CIS118AB  Powerpoint:  Level I  1
GBS110  Human Relations in Business and Industry  3
GBS114  Principles of Quality Service  3
GBS131  Business Calculations  3
GBS151  Introduction to Business  3
GBS205  Legal, Ethical and Regulatory Issues in Business  3
GBS233  Business Communication+  3

Restricted Electives:  12 Credits
ACC230  Uses of Accounting Information I+  3
CIS117DM  Microsoft Access: Database Management  3
CIS133DA  The Internet/World Wide Web  3
CIS159  Visual Basic Programming I+  3
GBS206  Business Law (UCC)  3
GBS207  Business Law (General Corporate)  3
GBS220  Quantitative Methods in Business+  3
GBS221  Business Statistics+  3
GBS261  Investments I  3
GBS270AC  Business Internship  3
REA179  Real Estate Principles I  3

General Education Requirements:  23-24 Credits

CORE:  13-14 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:
COM100  Introduction to Human Communication (3) OR
COM230  Small Group Communication (3) +  3

Critical Reading:
Met by CRE101 in Program Prerequisites area.  0

Mathematics:
MAT150  College Algebra /Functions (5) + OR
MAT151  College Algebra/Functions (4) + OR satisfactory completion of a higher level mathematics course.  4-5

DISTRIBUTION:  10 Credits

Humanities and Fine Arts:
Any approved general education course in the Humanities and Fine Arts area.  3

Social and 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

Department Chairperson: Mrs. C. Cloud
Program Director: Ms. M. Anderson
Contact: (602) 285-7387 and/or
http://www.pc.maricopa.edu/business

General Business

Certificate of Completion — CCL 5951
25 Credits

The Certificate in General Business will provide business training for various entry-level positions in business. The courses include an introduction to business concepts, accounting and computer principles, and legal issues related to business.

Program Notes:  Students must earn a grade of “C” or better for all courses required within the program.
Program Prerequisites: 3 Credits
CRE 101 Critical and Evaluative Reading I + (3) OR Equivalent by assessment. 3

Required Courses: 16 Credits
ACC111 Accounting Principles I 3
CIS105 Survey of Computer Information Systems 3
CIS118AB Powerpoint: Level I 1
GBS131 Business Calculations 3
GBS151 Introduction to Business 3
GBS205 Legal, Ethical, and Regulatory Issues in Business 3

Restricted Electives: 9 Credits
ACC230 Uses of Accounting Information I + 3
CIS114DE Excel Spreadsheet 3
CIS17DM Microsoft Access: Database Management 3
CIS133DA The Internet/World Wide Web 3
GBS110 Human Relations in Business and Industry 3
GBS114 Principles of Quality Service 3
GBS233 Business Communication + 3
GBS270AC Business Internship + 3

BUSINESS — HOME INSPECTION

Department Chairperson: Mrs. C. Cloud
Program Director: Mr. O. Darrell Carnahan
Contact: (602) 285-7387 and/or
http://www.pc.maricopa.edu/business

Home Inspection: Basic Inspector
Certificate of Completion — CCL 5382
15 Credits

The Certificate of Completion (CCL) in Home Inspection: Basic Inspector program provides both relevant and required education along with practical, hands-on training in the occupational field of residential home inspecting under the direct supervision of a state-certified home inspector as mandated by state law. Since only state-certified home inspectors are permitted to carry out home inspections on behalf of their client, this program is aligned to provide both the education and practical experience demanded by the state’s certification requirements.

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

Admission Criteria: High school diploma OR GED OR equivalent. Current English and Reading Assessment reflecting eligibility for:
CRE 101 Critical and Evaluative Reading I OR Equivalent as indicated by assessment
ENG 101 First-Year Composition OR Equivalent
MAT 102 Mathematical Concepts/Applications OR Completion of higher level mathematics course

Program Prerequisites: None.

Required Courses: 15 Credits
HIP 101 ++ Home Inspection: Complete Standards, Requirements, and Procedures (7) OR modular equivalents 7
HIP 110 Home Inspection: Review and Examination + 1
HIP 201 Home Inspection Fieldwork (7) AND Home Inspection Indemnity Statement 7

Restricted Electives: None.

Free Electives: None.

General Education: None.

Department Chairperson: Mrs. C. Cloud
Program Director: Mr. O. Darrell Carnahan
Contact: (602) 285-7387 and/or
http://www.pc.maricopa.edu/business

Home Inspection: Business Owner Operator Inspector
Certificate of Completion — CCL 5386
30 Credits

The Certificate of Completion (CCL) in Home Inspection: Business Owner Operator Inspector program provides both the education and practical experience required by state certification requirements to become a state-certified home inspector. Additionally, this program includes courses in accounting, business, communications, and real estate to further enhance the professional expertise and small business success of a state-certified home inspector. State-certified home inspectors can operate their own home inspection business in the State of Arizona.

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

Admission Criteria: High school diploma OR GED OR equivalent. Current Reading Assessment reflecting eligibility for:
CRE 101 Critical and Evaluative Reading I OR Equivalent as indicated by assessment
MAT 102 Mathematical Concepts/Applications OR Completion of higher level mathematics course

Program Prerequisites: 3 Credits
ENG 101 First-Year Composition (3) + OR
ENG 107 First-Year Composition for ESL (3) + 3

Required Courses: 30 Credits
ACC 111 Accounting Principles I 3
GBS 151 Introduction to Business (3) OR
MGT 253 Operating a Small Business (3) 3
GBS 233 Business Communication + 3
HIP 101 Home Inspection: Complete Standards, Requirements, and Procedures (7) OR modular equivalents 7
HIP 110 Home Inspection: Review and Examination + 1
HIP201 Home Inspection Fieldwork + (7) AND Home Inspection Indemnity Statement 7
REA201 Real Estate Principles I and II 6

Restricted Electives: None.

Free Electives: None.

General Education: None.

B U S I N E S S — I N S U R A N C E

Department Chairperson: Mrs. C. Cloud
Program Director: Ms. M. Anderson
Contact: (602) 285-7387 and/or http://www.pc.maricopa.edu/business

General Business-Insurance
Associate in Applied Science — AAS 3033
62-63 Credits

The Associate in Applied Science (AAS) in General Business-Insurance will provide students with a broad overview of business and a foundation in the basic principles of property and liability insurance. Students in this program will also analyze both personal and commercial insurance coverages and loss exposures. This program will prepare students for various entry-level positions in the insurance industry or for further study in any specific business field. Although many courses will transfer to a four-year institution, some courses do not.

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

Program Prerequisites: 3 Credits
CRE101 Critical and Evaluative Reading I (3) + OR Equivalent by assessment. 3

Required Courses: 27 Credits
CIS105 Survey of Computer Information Systems 3
GBS114 Principles of Quality Service 3
GBS131 Business Calculations 3
GBS151 Introduction to Business 3
GBS205 Legal, Ethical and Regulatory Issues in Business 3
GBS233 Business Communication + 3
GBS258 Principles of Property and Liability Insurance 3
GBS263 Personal Insurance + 3
GBS264 Commercial Insurance + 3

Restricted Electives: 12 Credits
ACC111 Accounting Principles I 3
ACC230 Uses of Accounting Information I + 3
CIS114DE Excel Spreadsheet 3
CIS117DM Microsoft Access: Database Management 3
CIS133DA The Internet/World Wide Web 3
GBS110 Human Relations in Business and Industry 3
GBS206 Business Law (UCC) 3
GBS207 Business Law (General Corporate) 3
GBS220 Quantitative Methods in Business + 3
GBS221 Business Statistics + 3
GBS261 Investments I 3

GBS270AC Business Internship + 3
REA179 Real Estate Principles I 3

General Education Requirements: 23-24 Credits

CORE: 13-14 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:
COM100 Introduction to Human Communication (3) OR
COM230 Small Group Communication (3) + 3

Critical Reading:
Met by CRE101 in Program Prerequisites area. 0

Mathematics:
MAT150 College Algebra/Functions (5) + OR
MAT151 College Algebra/Functions (4) + OR satisfactory completion of a higher level mathematics course. 4-5

DISTRIBUTION: 10 Credits
Humanities and Fine Arts:
Any approved general education course in the Humanities and Fine Arts area. 3

Social and 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

Department Chairperson: Mrs. C. Cloud
Program Director: Ms. M. Anderson
Contact: (602) 285-7387 and/or http://www.pc.maricopa.edu/business

General Business-Insurance Level I
Certificate of Completion — CCL 5381
12 Credits

The Certificate of Completion (CCL) in General Business-Insurance Level I will provide business training and a foundation in the basic principles of property and liability insurance preparing students for various entry-level positions in the insurance industry or further study in business and insurance.

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

Program Prerequisites: 3 Credits
CRE101 Critical and Evaluative Reading I (3) + OR Equivalent by assessment. 3

Required Courses: 12 Credits
CIS105 Survey of Computer Information Systems 3
ENG101 First-Year Composition (3) + OR
ENG107 First-Year Composition for ESL (3) + 3
GBS114 Principles of Quality Service 3
GBS258 Principles of Property and Liability Insurance 3

**Restricted Electives:** None.

**Department Chairperson:** Mrs. C. Cloud
**Program Director:** Ms. M. Anderson
**Contact:** (602) 285-7387 and/or http://www.pc.maricopa.edu/business

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### General Business-Insurance Level II Certificate of Completion — CCL 5389

24 Credits

The Certificate of Completion (CCL) in General Business-Insurance Level II will provide business training and a foundation in the basic principles of property and liability, personal, and commercial insurance, preparing students for various entry-level positions in the insurance industry or further study in business.

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

**Program Prerequisites:** 15 Credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRE101</td>
<td>Critical and Evaluative Reading (I (3) + OR Equal by assessment.</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Certificate of Completion in General Business-Insurance Level I (5381)</td>
<td>12</td>
</tr>
</tbody>
</table>

**Required Courses:** 18 Credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>GBS131</td>
<td>Business Calculations</td>
<td>3</td>
</tr>
<tr>
<td>GBS154</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>GBS205</td>
<td>Legal, Ethical and Regulatory Issues in Business</td>
<td>3</td>
</tr>
<tr>
<td>GBS233</td>
<td>Business Communication +</td>
<td>3</td>
</tr>
<tr>
<td>GBS263</td>
<td>Personal Insurance +</td>
<td>3</td>
</tr>
<tr>
<td>GBS264</td>
<td>Commercial Insurance +</td>
<td>3</td>
</tr>
</tbody>
</table>

**Restricted Electives:** 6 Credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC111</td>
<td>Accounting Principles I</td>
<td>3</td>
</tr>
<tr>
<td>CIS114DE</td>
<td>Excel Spreadsheet</td>
<td>3</td>
</tr>
<tr>
<td>CIS117DM</td>
<td>Microsoft Access: Database Management</td>
<td>3</td>
</tr>
<tr>
<td>CIS133DA</td>
<td>The Internet/World Wide Web</td>
<td>3</td>
</tr>
<tr>
<td>GBS110</td>
<td>Human Relations in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>GBS261</td>
<td>Investments I</td>
<td>3</td>
</tr>
<tr>
<td>GBS270AC</td>
<td>Business Internship</td>
<td>3</td>
</tr>
</tbody>
</table>

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### BUSINESS — MANAGEMENT

**Department Chairperson:** Mr. D. Sheehan
**Program Director:** Ma. B. Maynard

**Credit Union Management**

Associate in Applied Science — AAS 3150

**66-69 Credits**

Credit Union Management is designed for those students selecting or seeking a career within the credit union industry. The courses provide a continuing professional training program for those desiring to prepare themselves for a credit union career and for those who wish to improve skills in their present occupation. Students may work toward a certificate, or they may earn an Associate in Applied Science (AAS) by meeting the graduation requirements of Phoenix College and following the course of study offered. This program was developed cooperatively by Phoenix College and the Arizona Credit Union League. Instructors will consist of College faculty and professional credit union personnel and staff.

**Program Notes:** + indicates course has prerequisites and/or corequisites.

**Program Prerequisites:** None.

**Required Courses:** 33 Credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC111</td>
<td>Accounting Principles I</td>
<td>3</td>
</tr>
<tr>
<td>GBS205</td>
<td>Legal, Ethical, and Regulatory Issues in Business</td>
<td>3</td>
</tr>
<tr>
<td>GBS233</td>
<td>Business Communication +</td>
<td>3</td>
</tr>
<tr>
<td>MGT119</td>
<td>Introduction to Credit Unions</td>
<td>3</td>
</tr>
<tr>
<td>MGT120</td>
<td>Credit Union Operations +</td>
<td>3</td>
</tr>
<tr>
<td>MGT/BTO148</td>
<td>Office Ethics and Culture</td>
<td>2</td>
</tr>
<tr>
<td>MGT229</td>
<td>Management and Leadership I</td>
<td>3</td>
</tr>
<tr>
<td>MGT230</td>
<td>Management and Leadership II</td>
<td>3</td>
</tr>
<tr>
<td>MGT250</td>
<td>Credit Union Financial Management +</td>
<td>3</td>
</tr>
<tr>
<td>MGT251</td>
<td>Human Relations In Business</td>
<td>3</td>
</tr>
<tr>
<td>MGT259</td>
<td>Management Seminar +</td>
<td>1</td>
</tr>
<tr>
<td>MGT260AA</td>
<td>Management Internship +</td>
<td>3</td>
</tr>
</tbody>
</table>

**Restricted Electives:** 6 Credits

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC112</td>
<td>Accounting Principles II +</td>
<td>3</td>
</tr>
<tr>
<td>ACC212</td>
<td>Managerial Accounting +</td>
<td>3</td>
</tr>
<tr>
<td>BPC110</td>
<td>Computer Usage and Applications (3) OR</td>
<td>3</td>
</tr>
<tr>
<td>BPC110AA</td>
<td>Computer Usage (1) AND</td>
<td>3</td>
</tr>
<tr>
<td>BPC110AB</td>
<td>Computer Applications + (2) OR</td>
<td>3</td>
</tr>
<tr>
<td>CIS105</td>
<td>Survey of Computer Information Systems (3)</td>
<td>3</td>
</tr>
<tr>
<td>ECN211</td>
<td>Macroeconomic Principles</td>
<td>3</td>
</tr>
<tr>
<td>ECN212</td>
<td>Microeconomic Principles</td>
<td>3</td>
</tr>
<tr>
<td>GBS221</td>
<td>Business Statistics +</td>
<td>3</td>
</tr>
<tr>
<td>MGT276</td>
<td>Personnel/Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>MKT271</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
</tbody>
</table>

**General Education:** 25 Credits

**CORE:** 15 Credits

**First-Year Composition:** Any approved General Education course in the First-Year Composition area.

**Oral Communication:** Any approved General Education course in the Oral Communication area.

**Critical Reading:** Any approved General Education course in the Critical Reading area.

**Mathematics:** Any approved General Education course in the Mathematics area.
DISTRIBUTION: 10 Credits

**Humanities and Fine Arts:**
Any approved General Education course in the Humanities and Fine Arts area. 3

**Social and Behavioral Sciences:**
Met by ECN211, Macroeconomic Principles (3) OR ECN212 Microeconomic Principles (3), if selected under Restricted Electives) OR
Any approved General Education course in the Social and Behavioral Sciences area. 3

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

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**Department Chairperson:** Mr. D. Sheehan  
**Program Director:** Ms. B. Maynard

**Credit Union Management**  
**Certificate of Completion — CCL 5149**  
**18 Credits**

Credit Union Management is designed for those students selecting or seeking a career within the credit union industry. The courses provide a continuing professional training program for those desiring to prepare themselves for a credit union career and for those who wish to improve skills in their present occupation. Students may work toward a certificate, or they may earn an Associate in Applied Science by meeting the graduation requirements of Phoenix College and following the course of study offered. This program was developed cooperatively by Phoenix College and the Arizona Credit Union League. Instructors will consist of College faculty and professional credit union personnel and staff.

**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

- MGT119 Introduction to Credit Unions 3
- MGT120 Credit Union Operations + 3
- MGT/BTO148 Office Ethics and Culture 2
- MGT250 Credit Union Financial Management + 3
- MGT251 Human Relations in Business/Industry 3
- MGT259 Management Seminar + 1
- MGT260AA Management Internship + 3

**Department Chairperson:** Mr. D. Sheehan  
**Program Director:** Ms. B. Maynard

**Management**  
**Associate in Applied Science — AAS 3070**  
**64-65 Credits**

The Associate in Applied Science Degree or Certificates of Completion in Management I and II meet students’ needs by providing skills necessary for management careers. These programs allow students the flexibility of completing a series of courses with an emphasis in management.

A student completing one of these programs with an emphasis in management will be better equipped to apply competencies needed for successful performance in management occupations in manufacturing, wholesaling, retailing, and service industries.

**Program Notes:** + indicates course has prerequisite and/or corequisite.

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 30 Credits

Students must earn a grade of “C” or better in each course in the Required Courses category.

- ACC111 Accounting Principles I 3
- GBS205 Legal, Ethical, and Regulatory Issues in Business 3
- MGT/BTO148 Office Ethics and Culture 2
- MGT229 Management and Leadership I 3
- MGT230 Management and Leadership II + 3
- MGT251 Human Relations in Business + 3
- MGT259 Management Seminar + 1
- MGT260AA Management Internship + 3
- MGT276 Personnel/Resource Management 3
- MKT271 Principles of Marketing 3

**Restricted Electives:** 9-10 Credits

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

- ACC112 Accounting Principles II + 3
- BPC110 Computer Usage and Applications 3
- BPC/CIS118AB PowerPoint: Level I 1
- MGT175 Business Organization and Management 3
- MGT253 Owning and Operating a Small Business 3
- OAS125 Introduction to the Professional Office 3
- SBS220 Internet Marketing for Small Business 2
- SPA101 Elementary Spanish I (4) OR 3
- SPA115 Beginning Spanish Conversation I (3) 3-4

**Free Electives:** None.

**General Education:** 25 Credits

**CORE:** 15 Credits

**First-Year Composition:**
Any approved General Education course from each of the two groups in the First-Year Composition area + 6

**Oral Communication:**
Any approved General Education course in the Oral Communication area 3

**Critical Reading:**
Any approved General Education course in the Critical Reading area. + 3

**Mathematics:**
Any approved General Education course in the Mathematics area. + 3

**DISTRIBUTION:** 10 Credits

**Humanities and Fine Arts:**
Any approved General Education course in the Humanities and Fine Arts area. 3
Students must earn a grade of "C" or better in each course with an emphasis in management occupations in manufacturing, wholesaling, retailing, and service industries.

A student completing one of these programs with an emphasis in management will be better equipped to apply competencies needed for successful performance in management occupations in manufacturing, wholesaling, retailing, and service industries.

Program Prerequisites: None.

**Required Courses:** 16 Credits
 Students must earn a grade of "C" or better in each course in the Required Courses category.
 MGT229 Management and Leadership I 3
 MGT230 Management and Leadership II + 3
 MGT251 Human Relations in Business 3
 MGT259 Management Seminar 1
 MGT260AA Management Internship + 3
 MGT276 Personnel/Human Resources Management + 3

**Department Chairperson:** Mr. D. Sheehan
**Program Director:** Ms. B. Maynard

**Management II**

**Certificate of Completion — CCL 5070**

**33 Credits**

The Associate of Applied Science Degree or Certificates of Completion in Management I and II meet students’ needs by providing skills necessary for management careers. These programs allow students the flexibility of completing a series of courses with an emphasis in management. A student completing one of these programs with an emphasis in management will be better equipped to apply competencies needed for successful performance in management occupations in manufacturing, wholesaling, retailing, and service industries.

**Program Notes:** ++ indicates any module or modular equivalents.

**Program Prerequisites:** 16 Credits
Certificate of Completion in Management I (5729) 16

**Required Courses:** 14 Credits
Students must earn a grade of "C" or better in each course listed in the Required Courses area.
 ACC111 Accounting Principles I 3
 GBS205 Legal, Ethical, and Regulatory Issues in Business 3
 GBS233 Business Communication + 3
 MGT/BTO148++ Office Ethics and Culture OR Modular equivalent 2
 MKT271 Principles of Marketing 3

**Restricted Electives:** 3 Credits
Students should select from the following courses in consultation with a department advisor:
 ACC112 Accounting Principles II 3
 BPC110 Computer Usage and Applications 3
 BPC118AB PowerPoint: Level I 1
 MGT175 Business Organization and Management 3
 MGT253 Owning and Operating a Small Business 3
 MGT259 Management Seminar + 1
 MGT260AA Management Internship + 3
 OAS125 Introduction to the Professional Office 3
 SBS220 Internet Marketing for Small Business 2
 SPA101 Elementary Spanish I (4) OR 4
 SPA115 Beginning Spanish Conversation I (3) 3

Certificates may contain additional course requirements.

**Department Chairperson:** Mr. D. Sheehan
**Program Director:** Ms. B. Maynard

**Retail Management**

**Associate in Applied Science — AAS 3048**

**64 Credits**

The Retail Management degree is designed to prepare individuals working in the retail management, food industry, and related fields, for the mid-level management position challenges of the future. The curriculum encompasses business essentials and also emphasizes the skill sets needed for effective management and communication in the work environment. Instruction will provide the background and knowledge necessary for students to develop the judgment skills they must exercise as business managers.

**Program Notes:** Students must earn a “C” or better in all courses within the program.

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 39 Credits
 ACC111 Accounting Principles I 3
 ACC230 Uses of Accounting Information I + 3
 ACC240 Uses of Accounting Information II + 3
 BPC110 Computer Usage & Applications (3) OR 3
 CISI05 Survey of Computer Information Systems (3) 3
 COM110 Interpersonal Communication (3) OR 3
 IND133 Speaking in Business (3) 3
The Retail Management Certificate of Completion is designed to prepare individuals working in the food industry, and related fields, for the management challenges of the future. The curriculum encompasses several business essentials and also emphasizes the skill sets needed for effective management and communication in the work environment.

**Program Notes:** Students must earn a “C” or better in all courses within the program.

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 33 Credits

- ACC111 Accounting Principles I 3
- BPC110 Computer Usage & Applications (3) OR
- CIS105 Survey of Computer Information Systems (3) 3
- ENG101 First-Year Composition + (3) OR
- ENG107 First-Year Composition for ESL + (3) 3
- GBS110 Human Relations in Business and Industry (3) OR
- GBS233 Business Communication + 3
- MST120 Mathematical Concepts/Applications + (3) 3
- MST231 Business Calculations (3) OR
- BPC110 Computer Usage & Applications (3) OR
- GBS110 Human Relations in Business and Industry (3) OR
- GBS233 Business Communication + 3
- MST120 Mathematical Concepts/Applications + (3) 3
- MST231 Business Calculations (3) OR
- MST233 Business Communication + 3
- COM230 Small Group Communication + 3
- CRE101 Critical and Evaluative Reading I + (3) OR
- Equivalent by assessment 3
- MAT102 Mathematical Concepts/Applications + (3) OR
- Satisfactory completion of a higher mathematics course. 3

**DISTRIBUTION:** 10 Credits

- **Humanities and Fine Arts:** Any approved general education course from the Humanities and Fine Arts area. 3
- **Social and Behavioral Sciences:** SBU200 Society and Business 3
- **Natural Sciences:** Any approved general education course from the Natural Sciences area. 4

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**BUSINESS — MARKETING**

**Department Chairperson:** Mr. D. Sheehan  
**Program Director:** Ms. L. Bush

**Fashion Merchandising**

**Associate in Applied Science — AAS 3266**

**64-66 Credits**

This Associate in Applied Science (AAS) in Fashion Merchandising program is designed to meet the needs of students who have interest and ability in fashion merchandising. A student completing this program develops competencies essential for success in a variety of occupations including retail buying, management, store planning, visual display, and wholesale merchandising. Sufficient flexibility in curriculum allows for development of individual interests. A Certificate of Completion is also available.

**Program Notes:** + indicates course has prerequisites and/or corequisites.

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 35 Credits

- BPC/CIS114AE Excel: Level I (1) OR
- BPC/CIS114BE Excel: Level II + (1) OR
- BPC/CIS114CE Excel: Level III + (1) 1
SPA101 Elementary Spanish I (4) OR completion of a higher level mathematics course. 3

Year Composition area. 3

Any approved general education course in Oral Composition area. 3

Critical Reading:
Any approved general education course in the Critical Reading area. 3

Mathematics:
Any approved general education course in the Mathematics area OR equivalent by assessment OR satisfactory completion of a higher level mathematics course. 3

DISTRIBUTION: 10 Credits

Humanities and Fine Arts:
Any approved general education course in the Humanities and Fine Arts area. 3

Social/Behavioral Sciences:
Any approved general education course in the Social and Behavioral Sciences area. 3

(Recommended PSY or SOC)

Natural Sciences:
Any approved general education course in the Natural Sciences area. 4

Restricted Electives: 4-6 Credits

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

GBS205 Legal, Ethical, and Regulatory Issues in Business 3

INT++++ Any INT Course + 3

MGT253 Owning and Operating a Small Business 3

MGT276 Personnel/Human Resource Management 3

MKT/TEC274AC Fashion Merchandising Study Tour + 3

SPA101 Elementary Spanish I (4) OR

SPA115 Beginning Spanish Conversation I (3) 3-4

Free Electives: None.

General Education Requirements: 25 Credits

CORE: 15 Credits

First-Year Composition:
Any approved general education course in the First-Year Composition area. 6

Oral Communication:
Any approved general education course in the Oral Communication area. 3

Critical Reading:
Any approved general education course in the Critical Reading area. 3

Mathematics:
Any approved general education course in the Mathematics area OR equivalent by assessment OR satisfactory completion of a higher level mathematics course. 3

DISTRIBUTION: 10 Credits

Humanities and Fine Arts:
Any approved general education course in the Humanities and Fine Arts area. 3

Social/Behavioral Sciences:
Any approved general education course in the Social and Behavioral Sciences area. 3

(Recommended PSY or SOC)

Natural Sciences:
Any approved general education course in the Natural Sciences area. 4

Department Chairperson: Mr. D. Sheehan
Program Director: Ma. L. Bush

Fashion Merchandising
Certificate of Completion — CCL 5266
35-38 Credits

This 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. A student completing this program develops 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: + indicates course has prerequisites and/or corequisites.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 32 Credits

BPC/CIS114AE Excel: Level I (1) OR
BPC/CIS114BE Excel: Level II + (1) OR
BPC/CIS114CE Excel: Level III + (1) 1

MGT229 Management and Leadership I 3
MGT251 Human Relations in Business 3
MGT259 Management Seminar + 1
MGT260AA Management Internship + 3
MKT109 Introduction to Fashion Merchandising 3
MKT151 Display and Visual Merchandising 3
MKT/TEC200 Retail Buying 3
MKT263 Advertising Principles 3
MKT267 Principles of Salesmanship 3
MKT271 Principles of Marketing 3

BPC/CIS114BE Excel: Level II + (1) OR

GBS205 Legal, Ethical, and Regulatory Issues in Business 3

INT++++ Any INT Course + 3

MGT230 Management and Leadership II + 3
MGT253 Owning and Operating a Small Business 3
MGT276 Personnel/Human Resource Management 3
MKT/TEC274AC Fashion Merchandising Study Tour + 3

SPA101 Elementary Spanish I (4) OR

SPA115 Beginning Spanish Conversation I (3) 3-4

Free Electives: None.

General Education: None.
Department Chairperson: Mr. D. Sheehan  
Program Director: Ms. B. Maynard

Marketing

Associate in Applied Science — AAS 3094  
66 Credits

The Associate in Applied Science or Certificate of Completion in Marketing programs meet students’ needs by providing skills necessary for marketing careers. These programs allow students the flexibility of completing a series of courses with an emphasis in marketing.

A student completing one of these programs with an emphasis in marketing develops competencies essential for success in a variety of marketing/management occupations including wholesaling, retailing, professional sales, and entrepreneurship.

Program Notes: + indicates course has prerequisites and/or corequisites.

Program Prerequisites: None.

Required Courses: 35 Credits
Students must earn a grade of ‘C’ or better in each course in the Required Courses area.

ACC111  Accounting Principles I  3
BPC110  Computer Usage and Applications  3
MGT/BTO148 Office Ethics and Culture  2
MGT229  Management and Leadership I  3
MKT230  Management and Leadership II +  3
MKT251  Human Relations in Business  3
MKT253  Owning and Operating a Small Business  3
MKT259  Management Seminar +  1
MKT260AA Management Internship +  3
MKT263  Advertising Principles  3
MKT267  Principles of Salesmanship  3
MKT271  Principles of Marketing  3
SBS220  Internet Marketing for Small Business  2

Restricted Electives: 6 Credits
Students should select from the following courses in consultation with a department advisor:

BPC/CIS118AB PowerPoint: Level I  1
MKT/TEC109 Introduction to Fashion Merchandising  3
MKT/TEC151 Display and Visual Merchandising  3
MGT276  Personnel/Human Resources Management  3
GBS205  Legal, Ethical, and Regulatory Issues in Business  3
GBS233  Business Communication +  3
SPA101  Elementary Spanish I (4) OR
SPA115  Beginning Spanish Conversation I (3)  3-4

General Education: 25 Credits

CORE:  15 Credits
First-Year Composition:
Any approved General Education course in the First-Year Composition area.  6
Oral Communication:
Any approved General Education course in the Oral Communication area.  3
Critical Reading:
Any approved General Education course in the Critical Reading area.  3

Mathematics:
Any approved General Education course in the Mathematics area.  3

DISTRIBUTION: 10 Credits

Humanities and Fine Arts:
Any approved General Education course in the Humanities and Fine Arts area.  3

Social/Behavioral Sciences:
Any approved General Education course in the Social and Behavioral Sciences area.  3

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

Certificate I

Department Chairperson: Mr. D. Sheehan  
Program Director: Ms. B. Maynard

Certificate of Completion — CCL 5094  
17 Credits

The Associate of Applied Science or Certificate of Completion in Marketing programs meet students’ needs by providing skills necessary for marketing careers. These programs allow students the flexibility of completing a series of courses with an emphasis in marketing.

A student completing one of these programs with an emphasis in marketing develops competencies essential for success in a variety of marketing/management occupations including wholesaling, retailing, professional sales, and entrepreneurship.

Program Prerequisites: None.

Required Courses: 17 Credits
Students must earn a grade of ‘C’ or better in each course in the Required Courses area.

BPC110  Computer Usage and Applications  3
MGT/BTO148 Office Ethics and Culture  2
MKT251  Human Relations in Business  3
MKT263  Advertising Principles  3
MKT267  Principles of Salesmanship  3
MKT271  Principles of Marketing  3

Restricted Electives: None.

Certificate II

Department Chairperson: Mr. D. Sheehan  
Program Director: Ms. B. Maynard

Certificate of Completion — CCL 5095  
35 Credits

The Associate of Applied Science or Certificate of Completion in Marketing programs meet students’ needs by providing skills necessary for marketing careers. These programs allow students the flexibility of completing a series of courses with an emphasis in marketing.

A student completing one of these programs with an emphasis in marketing develops competencies essential for success in a
variety of marketing/management occupations including wholesaling, retailing, professional sales, and entrepreneurship.

Program Notes: + indicates course has prerequisites and/or corequisites.

Program Prerequisites: 17 Credits
Certificate of Completion in Marketing I (5094) 17

Required Courses: 18 Credits
Students must earn a grade of “C” or better for each course listed in the Required Courses area.
ACC111 Accounting Principles I 3
MGT229 Management and Leadership I 3
MGT230 Management and Leadership II + 3
MGT253 Owning & Operating a Small Business 3
MGT259 Management Seminar + 1
MGT260AA Management Internship + 3
SBS220 Internet Marketing for Small Business 2

Restricted Electives: None.
Certificates may contain additional course requirements.

BUSINESS — MEDIA TECHNOLOGY

Department Chairperson: Dr. N. Matte
Program Director: Dr. N. Matte

Journalism

Certificate of Completion — CCL 5466
18 Credits

The Certificate of Completion (CCL) in Journalism prepares students to work in the publishing industry whether they have a bachelor’s degree in another discipline or are just beginning their career path in journalism. The CCL includes journalism courses required by journalism schools throughout the state and country and requires an internship in journalism and a juried portfolio of published articles to complete the certificate.

Program Notes: None.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 15 Credits
ENG101 First-Year Composition + 3
ENG235 Magazine Article Writing (3) OR
JRN234 Feature Writing + (3) 3
JRN201 News Writing + 3
JRN240AB Journalism Internship + 2
JRN298AA Special Projects: Portfolio of Published Clips 1
MCO120 Media and Society + 3

Restricted Electives: 3 Credits
JRN125 Photo Editing 3
JRN133 Development of Small Publications 3
JRN212 Broadcast Writing + 3
JRN215 News Production 3

BUSINESS — OFFICE OCCUPATIONS

Department Chairperson: Mr. D. Sheehan
Program Director: Ma. D. Fladhammer

Office Support

Associate in Applied Science — AAS 3680
65 Credits

The Office Support Associate in Applied Science degree curriculum is designed to provide training for various office support positions. These positions are generally identified as entry level (clerical), information processing, or advanced administrative support. The curriculum incorporates language, people, and technological skills essential for job success.

Program Notes: Students may choose to complete one or more certificates and/or the AAS degree. See an advisor for options. Students must earn a grade of “C” or better in all courses required within the program.

Admission Criteria: None.

Program Prerequisites: 3 Credits
Ability to type 35 wpm OR
OAS 101++Computer Typing I: Keyboarding and Formatting (3) OR
Modular equivalents OR
Permission of Program Director 3

Required Courses: 37 Credits
BPC101A Introduction to Computers I (1) AND
BPC101BA Introduction to Computers II + (1) AND
BPC101CA Introduction to Computers III + (1) OR
BPC110 Computer Usage and Applications 3
BPC/CIS14AE Excel: Level I 1
BPC/CIS17AM Database Management: Microsoft Access - Level I 1
BPC/CIS118AB PowerPoint: Level I 1
BPC/CIS121AE Windows Operating System: Level I 1
BPC128 Introduction to Desktop Publishing 1
BPC/CIS133AA Internet/ Web Development Level I-A 1
BTO/MGT148++ Office Ethics and Culture (2) OR
Modular equivalents 2
MGT251 Human Relations in Business 3
OAS102++ Computer Typing II: Document Production (3) + OR
Modular equivalents 3
OAS103++ Computer Typing: Skill Building (1) + (Any module) 1
OAS106++ Basic Machine Transcription (3) + OR
Modular equivalents 3
OAS108++ Business English (3) OR
Modular equivalents 3
OAS113++ Micro-Alphabetic Indexing (1) OR
Modular equivalents 1
OAS118++ 10-Key by Touch (1) OR
Modular equivalents 1
OAS121 Techniques of Proofreading 1
OAS125 Introduction to the Professional Office 3
OAS/BPC135DD WordPerfect: Level I 2
OAS201 Computer Typing III: Advanced Document Production + 3
OAS/BPC235DD WordPerfect: Level II 2
### Restricted Electives: 3 Credits

Students should select from the following courses in consultation with a department advisor. Credit will not be awarded for BPC101AA, BPC101BA, BPC101CA, BPC110, if selected within the Required Courses Area.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC109</td>
<td>Accounting Concepts</td>
<td>3</td>
</tr>
<tr>
<td>ACC111</td>
<td>Accounting Principles I</td>
<td>3</td>
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<tr>
<td>BPC101AA</td>
<td>Introduction to Computers I</td>
<td>1</td>
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<tr>
<td>BPC101BA</td>
<td>Introduction to Computers II</td>
<td>1</td>
</tr>
<tr>
<td>BPC101CA</td>
<td>Introduction to Computers III</td>
<td>1</td>
</tr>
<tr>
<td>BPC110</td>
<td>Computer Usage and Applications</td>
<td>3</td>
</tr>
<tr>
<td>BPC/CIS114BE</td>
<td>Excel: Level II</td>
<td>1</td>
</tr>
<tr>
<td>BPC/CIS114CE</td>
<td>Excel: Level III</td>
<td>1</td>
</tr>
<tr>
<td>BPC/CIS117BM</td>
<td>Database Management: Microsoft Access - Level II</td>
<td>1</td>
</tr>
<tr>
<td>BPC/CIS117CM</td>
<td>Database Management: Microsoft Access - Level III</td>
<td>1</td>
</tr>
<tr>
<td>BPC/CIS122AE</td>
<td>Windows Operating System- Level II</td>
<td>1</td>
</tr>
<tr>
<td>BPC/CIS133BA</td>
<td>The Internet/World Wide Web: Level II</td>
<td>1</td>
</tr>
<tr>
<td>BPC138AA</td>
<td>Windows Desktop Design &amp; Publishing</td>
<td>3</td>
</tr>
<tr>
<td>CIS183AA</td>
<td>Microsoft Works</td>
<td>3</td>
</tr>
<tr>
<td>MGT229</td>
<td>Management and Leadership I</td>
<td>3</td>
</tr>
</tbody>
</table>

### Free Electives: None.

### General Education: 25 Credits

#### CORE: 15 Credits

**First-Year Composition:** Any approved General Education course in the First-Year Composition area. 6

**Oral Communication:** Any approved General Education course in the Oral Communication area. 3

**Critical Reading:** Any approved General Education course in the Critical Reading area. 3

**Mathematics:** Any approved General Education course in the Mathematics area OR equivalent by assessment OR satisfactory completion of a higher level mathematics course. 3

#### DISTRIBUTION: 10 Credits

**Humanities and Fine Arts:** Any approved General Education course in the Humanities and Fine Arts area. 3

**Social and Behavioral Sciences:** Any approved General Education course in the Social and Behavioral Sciences area. 3

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

### Program Notes: Students should consult with an advisor before beginning the Office Support I program. Students must earn a grade of “C” or better in all courses required within the program.

### Program Prerequisites: 3 Credits

**OAS113++ Computer Typing I: Keyboarding and Formatting (3) OR Modular equivalents OR Permission of Program Director** 3

### Required Courses: 16 Credits

Students not meeting speed requirement for OAS102++ must take an appropriate OAS103++ Computer Typing: Skill Building module.

<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>BPC101AA</td>
<td>Introduction to Computers I</td>
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<tr>
<td>BPC101BA</td>
<td>Introduction to Computers II</td>
<td>1</td>
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<td>BPC101CA</td>
<td>Introduction to Computers III</td>
<td>1</td>
</tr>
<tr>
<td>BPC110</td>
<td>Computer Usage and Applications</td>
<td>3</td>
</tr>
<tr>
<td>BPC/CIS114BE</td>
<td>Excel: Level II</td>
<td>1</td>
</tr>
<tr>
<td>BPC/CIS114CE</td>
<td>Excel: Level III</td>
<td>1</td>
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<tr>
<td>BPC/CIS117BM</td>
<td>Database Management: Microsoft Access - Level II</td>
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<tr>
<td>BPC/CIS133BA</td>
<td>The Internet/World Wide Web: Level II</td>
<td>1</td>
</tr>
<tr>
<td>BPC138AA</td>
<td>Windows Desktop Design &amp; Publishing</td>
<td>3</td>
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<tr>
<td>CIS183AA</td>
<td>Microsoft Works</td>
<td>3</td>
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<td>MGT229</td>
<td>Management and Leadership I</td>
<td>3</td>
</tr>
</tbody>
</table>

### Department Chairperson: Mr. D. Sheehan

### Program Director: Ms. D. Fladhammer

### Office Support I

**Certificate of Completion — CCL 5677**

**16 Credits**

The Office Support I Certificate of Completion is designed to provide students with basic office skills needed for entry-level positions. This program is recommended for students with little or no office-related work experience or college experience.

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

**Program Prerequisites: 16 Credits**

**OAS102++ Computer Typing II: Document Production (3) OR Modular equivalents**

### Required Courses: 21 Credits

<table>
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>BPC/CIS114AE</td>
<td>Excel: Level I</td>
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</tr>
<tr>
<td>BPC/CIS117AM</td>
<td>Database Management: Microsoft Access - Level I</td>
<td>1</td>
</tr>
<tr>
<td>BPC/CIS118AB</td>
<td>PowerPoint: Level I</td>
<td>1</td>
</tr>
<tr>
<td>BPC/CIS121AE</td>
<td>Windows Operating System- Level I</td>
<td>1</td>
</tr>
<tr>
<td>BPC128</td>
<td>Introduction to Desktop Publishing</td>
<td>1</td>
</tr>
</tbody>
</table>

### Department Chairperson: Mr. D. Sheehan

### Program Director: Ms. D. Fladhammer

### Office Support II

**Certificate of Completion — CCL 5676**

**21 Credits**

The Office Support II program is designed to provide students continued office automation skill development. Students should have attained the skills identified in the Office Support I certificate. This program is recommended for individuals who need training to perform current job tasks, to qualify for advancement, or to enhance career opportunities.

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

**Program Prerequisites: 16 Credits**

**OAS113++ Micro-Alphabetic Indexing (1) OR Modular equivalents**

### Required Courses: 21 Credits

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<tr>
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</tr>
</thead>
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<td>BPC101AA</td>
<td>Introduction to Computers I</td>
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### Department Chairperson: Mr. D. Sheehan

### Program Director: Ms. D. Fladhammer
BTO/MGT148++ Office Ethics and Culture
(Any module) 2
MGT251 Human Relations in Business 3
OAS103++ Computer Typing: Skill Building +
(Any module) 1
OAS106++ Basic Machine Transcription
(Any module) 3
OAS/BPC135DD WordPerfect: Level I +
OAS201 Computer Typing III: Advanced Document
Production +
OAS/BPC235DD WordPerfect: Level I + 2

Restricted Electives: None.

Certificates may contain additional course requirements.

BUSINESS — REAL ESTATE

Department Chairperson: Mrs. C Cloud
Program Director: Ms. D. Zaharopoulos
Contact: (602) 285-7387 and/or
http://www.pc.maricopa.edu/business

Real Estate: Prelicense
Certificate of Completion — CCL 5139
6.5 Credits

Program under revision at time of printing. Consult with Academic Advisement.

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

Program Notes: Students must earn a grade of “C” or better for each course listed in the “Required Courses” area.

Admission Criteria: High school diploma or GED or equivalent. Current course placement tests reflecting eligibility for:
CPE101 Critical and Evaluative Reading I OR Equivalent
ENG101 First Year Composition OR Equivalent
MAT102 Mathematical Concepts/Applications OR Completion of higher level mathematics course

Program Prerequisites: None.

Required Courses: 6.5 Credits
REA201 Real Estate Principles I and II + 6
REA290AH Real Estate Seminar: Contract Writing + 0.5

Restricted Electives: None.

Free Electives: None.

General Education: None.

EDUCATION

For more information on Teacher Education: Maricopa Community College District-Wide Offerings, see pages 108-112.

Department Chairperson: Dr. A. Ceolza
Program Director: Ms. O. Cañez
Contact: (602) 285-7651 and/or liberal.arts@pcmail.maricopa.edu

Bilingual Endorsement Certificate of Completion — CCL 5127
29 Credits

The Certificate of Completion program is designed for certified teachers pursuing bilingual endorsement. The Bilingual Endorsement Certificate program provides background in the philosophical, cultural and linguistic processes involved in the education of English language learners. Instruction in methodology, as well as a practicum within a bilingual classroom setting are required for successful completion of the program. Includes all necessary coursework toward Bilingual Endorsement in the state of Arizona. Valid Arizona teaching certificate is required for state endorsement.

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: 29 Credits
EDU225 Foundations for Serving English Language Learners (ELL) 3
EDU230 Cultural Diversity in Education 3
EPD241 Methods for Teaching the Bilingual Student + 3
EPD242 Strategies for Bilingual Students + 3
EPD246 Assessment of Linguistically Diverse Learners + 3
EPD247 Practicum for ESL/Bilingual Teachers + 3
ENG213 Introduction to the Study of Language + 3
SPA103 Elementary Spanish for Spanish Speakers I + or higher 4
SPA104 Elementary Spanish for Spanish Speakers II + or higher 4

Department Chairperson: Dr. A. Ceolza
Program Director: Ms. O. Cañez
Contact: (602) 285-7651 and/or liberal.arts@pcmail.maricopa.edu

ESL Endorsement Certificate of Completion — CCL 5126
27 Credits

The Certificate of Completion (CCL) in ESL Endorsement prepares certified teachers to earn the English as a Second Language Endorsement in Arizona. The program emphasizes the philosophical, cultural, and linguistic processes involved in teaching English language learners. Students develop knowledge and skills required of teachers working with English language learners through a combination of courses in methodology and practicum experience in an ESL classroom.

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: 27 Credits
EDU225 Foundations for Serving English Language Learners (ELL) 3
EDU230 Cultural Diversity in Education 3
EDU231 Methods for Teaching English Language Learners 3
EDU242 Strategies for English Language Learners 3
EDU246 Assessment of English Language Learners 3
EDU247 Practicum for ESL/Second Language Teachers 3
ENG213 Introduction to the Study of Language 3
SPA103 Elementary Spanish for Spanish Speakers I + or higher 4
SPA104 Elementary Spanish for Spanish Speakers II + or higher 4

Department Chairperson: Dr. A. Ceolza
Program Director: Ms. O. Cañez
Contact: (602) 285-7651 and/or liberal.arts@pcmail.maricopa.edu
This program includes all coursework required for those with valid Arizona teaching certificates to qualify for SEI and ESL endorsement in Arizona.

**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:** 27 Credits
- EDU/EPD220 Introduction to Serving English Language Learners (ELL) + 3
- EDU230 Cultural Diversity in Education 3
- EDU/EPD233 Structured English Immersion (SEI) and English as a Second Language (ESL) Teaching Methods + Reading and Writing in SEI/ESL/Bilingual Settings + 3
- EPD244 Teaching and Assessment of English Language Learners (ELL) + 3
- EPD247 Practicum for English as a Second Language (ESL)/Bilingual Teachers + Introduction to the Study of Language + 3
- ENG213 Introduction to the Study of Language + 3
- ARB+++ any ARB/Arabic course OR
- FRE+++ any FRE/French course OR
- GER+++ any GER/German course OR
- ITA+++ any ITA/Italian course OR
- JPN+++ any JPN/Japanese course OR
- SPA+++ any SPA/Spanish course OR
- SLG+++ any SLG/Sign Language course 6

**Restricted Electives:** None.

**Free Electives:** None.

**General Education:** None.

**Department Chairperson:** Dr. A. Celoz
**Program Director:** Ms. O. Cañez
**Contact:** (602) 285-7651 and/or liberal.arts@pcmail.maricopa.edu

**Instructional Assistance**
**Associate in Applied Science — AAS 3119**
**64-66 Credits**
The Associate in Applied Science (AAS) in Instructional Assistance prepares students to work as instructional assistants. The program emphasizes the philosophical, cultural, and linguistic processes involved in teaching children. Students develop knowledge and skills required of the instructional assistant through a combination of courses in methodology and practicum experience.

**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:** 33-35 Credits
- CFS176 Child Development
- EDU221 Introduction to Education 3
- EDU225 Foundations for Serving English Language Learners (ELL) 3
- EDU230 Cultural Diversity in Education 3

**Select one of the following tracks:**

**Track I:** 21-23 Credits
- Teacher Assisting
- EDU161 Family Centered Services 3
- EDU222 Introduction to the Exceptional Learner 3
- EDU210 Methods for Working with the ESL Student + 3
- EDU292 The Art of Storytelling 3
- EDU296W Cooperative Education + 3
- ++++ Any Foreign Language course(s) or credit by examination 6-8

**Track II:** 21-23 Credits
- ESL Teacher Aide
- EDU210 Methods for Working with the ESL Student + 3
- EDU213 Reading and Writing Strategies in an ESL/Bilingual Setting + 3
- EDU216 Introduction to Assessment of Linguistically Diverse Learners + 3
- EDU245 Internship in Bilingual/ESL Education + 3
- ENG213 Introduction to the Study of Language + 3
- ++++ Any Foreign Language course(s) or credit by examination 6-8

**Track III:** 23 Credits
- Bilingual Teacher Aide
- Proficiency in Spanish is required for students taking Track III.
- EDU211 Methods for Working with the Bilingual Student + 3
- EDU212 English as a Second Language for Bilingual Students + 3
- EDU216 Introduction to Assessment of Linguistically Diverse Learners + 3
- EDU245 Internship in Bilingual/ESL Education + 3
- ENG213 Introduction to the Study of Language + 3
- SPA103 Elementary Spanish for Spanish Speakers I + 4
- SPA104 Elementary Spanish for Spanish Speakers II + 4

**Track IV:** 23 Credits
- Special Education Teacher Aide
- EDU161 Family Centered Services 3
- EDU206 Classroom Strategies for the Exceptional Learner 3
- EDU222 Introduction to the Exceptional Learner 3
- EDU270 Learning and the Brain 3
- EDU296W Cooperative Education + 3
- SLG101 American Sign Language I (4) OR Higher level course 4
- SLG102 American Sign Language II (4) + OR Higher level course 4

**Restricted Electives:** 4-6 Credits
- ARH217 Mexican Art History 3
- ASB222 Buried Cities and Lost Tribes: Old World (3) or
- ASB223 Buried Cities and Lost Tribes: New World (3) or
- ASB245 Indians of the Southwest (3) 3
- CFS116 Discipline and Guidance 3
- CFS/ECH212 Creative Activities for the Young Child 3
- CFS/ECH278 Early Childhood Education 3
CFS280 Children with Special Needs in Early Childhood Education 3
ECH274 Books and Verse for the Young Child 1
ECH275 Literacy Development for the Young Child 1
ECH277 Language and Literacy for the Bilingual Child + 1
ECH279 Early Childhood Curriculum Development 1
EDU160 Introduction to Developmental Disabilities 3
EDU260 Technology in Education Overview 3
EDU/HUM/STQ292 The Art of Storytelling 3
ENH112 Chicano Literature 3
HIS109 Mexican-American History and Culture 3
HIS145 History of Mexico 3
POS221 Arizona Constitution 1
SOC140 Racial & Ethnic Minorities 3
SOC142 Sociology of the Chicano Community 3
SVU171 Introduction to Social Welfare + 3
THP211 Creative Drama 3

Free Electives: None.

General Education: 25 Credits

CORE: 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 + (3) 6

Oral Communication:
COM225 Public Speaking (3) or
COM230 Small Group Communication (3) 3

Critical Reading:
CRE101 Critical and Evaluative Reading + (3) or
equivalent as indicated by assessment 3

Mathematics:
MAT102 Mathematical Concepts/Applications + (3) or
Higher level mathematics course. 3

DISTRIBUTION: 10 Credits
Humanities and Fine Arts:
EDU291 Children's Literature 3

Social and Behavioral Sciences:
POS110 American National Government 3

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

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: 28 Credits
CFS176 Child Development 3
EDU221 Introduction to Education 3
EDU225 Foundations for Serving English Language Learners (ELL) 3
EDU230 Cultural Diversity in Education 3
ENG101 First Year Composition + (3) OR
ENG107 First Year Composition for ESL + (3) 3

Students must select one of the following four (4) tracks.

Track I: Teacher Assisting: 13 Credits
EDU210 Methods for Working with the ESL Student + 3
EDU222 Introduction to the Exceptional Learner 3
EDU296WCCooperative Education + 3
Any Foreign Language course. 4

Track II: ESL Teacher Aide: 13 Credits
EDU210 Methods for Working with the ESL Student + 3
EDU245 Internship in Bilingual/ESL Education + 3
ENG213 Introduction to the Study of Language + 3
Any Foreign Language course. 4

Track III: Bilingual Teacher Aide: 13 Credits
Proficiency in Spanish is required for students taking Track III.
EDU211 Methods for Working with the Bilingual Student + 3
EDU245 Internship in Bilingual/ESL Education + 3
ENG213 Introduction to the Study of Language + 3
SPA103 Elementary Spanish for Spanish Speakers I + 4

Track IV: Special Education Teacher Aide: 13 Credits
EDU206 Classroom Strategies for the Exceptional Learner 3
EDU222 Introduction to the Exceptional Learner 3
EDU296WCCooperative Education + 3
SLG101 American Sign Language I (4) OR
Higher-level course. 4

Department Chairperson: Dr. A. Celoz
Program Director: Ms. O. Canez
Contact: (602) 285-7651 and/or
liberal.arts@pccmail.maricopa.edu

Instructional Assistance Certificate of Completion — CCL 5119
28 Credits

The Instructional Assistance Certificate curriculum provides coursework which focuses on meeting the educational needs of learners. Program requirements include coursework in foundations of education and language as well as practical application coursework, including a practicum within a classroom setting. All Certificate Program requirements can be used toward completion of the Instructional Assistance Associate in Applied Science (AAS) Program.

For additional information on PC program competencies, visit:
http://www.dist.maricopa.edu/academic/curric/progpc.php

For additional information on MCCCD course competencies, visit:
http://www.dist.maricopa.edu/academic/curric/cs.php
MCCCD Health Care Integrated Educational System (HCIES)

To respond to the dynamic changes occurring in health care arena and health professions’ practice, the MCCCD has integrated the curriculum of all allied health and nursing programs and identified common, shared, or program competencies for specific Health Care Pathways.

Notes:
1. Students are responsible for completing General Education coursework required for their particular Health Care Pathway.
2. All students must successfully demonstrate required reading, writing, and mathematics competencies. Academic remediation is available.
3. It may be possible for some students to meet Health Care Competency requirements for Level I and Level II common competencies through assessment of prior experience and/or education.
4. Completion of Level I and Level II does not guarantee admission into Level III Health Care Pathways.

Examples of Level II Health Care Pathways **

- Clinical Laboratory Sciences (PC)
- Community Health Advocates/Diabetes (MCC)
- Dental Office Management (PC)
- Direct Care Practice (MCC)
- Health Information Technology (PC)
- Health Unit Coordinating (GWCC)
- Hospital Central Service (GWCC)
- Laboratory Assisting (GWCC)
- Medical Coding: Hospital-Based (PC)
- Medical Transcription (GWCC, SWSC/EMCC)
- Nurse Assisting in EMC (GWCC, MCC, MSC, PC, PVCC, RSC, SCC, SWSC/EMCC)
- Perioperative Nursing (GWCC)
- Surgical Technician First Assistant (GWCC)
- Teaching Healing Meditation & Stress Management (PVCC)

** Subject to change

Examples of Level III Health Care Pathways **

- Clinical Laboratory Sciences (PC)
- Dental Assisting (MCC, PC, RSC)
- Diagnostic Medical Ultrasound (GWCC)
- Donor Phlebotomy (PC)
- Health Services Management (GWCC)
- Histologic Technology (PC)
- Laboratory Assisting (PC)
- Medical Billing (PC)
- Medical Coding: Physician-Based (PC)
- Nuclear Medicine Technology (GWCC)
- Patient Care Technician (PC)
- Phlebotomy (PC)
- Surgical Technology (GWCC)
- Therapeutic Massage (CGCC, PC)

** Subject to change

Chandler Gilbert (CGCC), Estrella Mountain (EMCC), GateWay (GWCC), Glendale (GCC), Mesa (MCC), Phoenix (PC), Paradise Valley (PVCC), Rio Salado College (RSC), Scottsdale (SCC), South Mountain (SMCC), the Maricopa Skill Center (MSC), and the Southwest Skill Center at EMCC (SWSC/EMCC) offer health care courses. Not all courses are offered at all sites. Please contact the specific college for more information regarding the availability of courses and course schedule information.
HEALTH CARE

THE MARICOPA COMMUNITY COLLEGES HEALTH CARE INTEGRATED EDUCATIONAL SYSTEM (HCIES)

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

HCIES Assumption of Risk/Release of Liability

Most of the program pathways of the HCIES 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 program pathways of the HCIES 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).

HCIES College of Attendance

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

Requirement of Background Check

Students enrolled in most of the HCIES pathways will be in clinical learning experiences, working with children, elderly persons, and other vulnerable populations. Arizona state law and healthcare agency policies require evidence of clear background checks prior to entering such learning experiences. Students seeking admission to some health programs will be required to provide a current Fingerprint Clearance Card at the time of application to or enrollment in clinical courses, according to program guidelines. The Fingerprint Clearance Card must remain in effect for the duration of time of program enrollment. It is advised that students carry proof of the clearance at all times during any agency learning experience.

Note: Even though the Fingerprint Clearance Card is valid for 6 years, certain State licensing boards may require a new background check or clearance card upon request for State licensure or certification.

Waiver of Licensure/Certificate Guarantee

Many of the HCIES 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 HCIES program does not guarantee the receipt of a license or certificate to practice in the field of study.

HEALTH CARE — ALLIED HEALTH

Department Chairperson: Ms. L. Ligon
Program Director: Ms. J. Stiak
Contact: (602) 285-7295 and/or marty.minton@pcmail.maricopa.edu

The AAS in Clinical Laboratory Sciences program is currently under revision. For more information, please contact the Program Director, Julie Stiak, at (602) 285-7735, and/or the Advisement Center at (602) 285-7110.

Clinical Laboratory Sciences

Associate in Applied Science — AAS 3028
68 Credits

The Associate in Applied Science (AAS) in Clinical Laboratory Sciences degree provides education and training for employment in various medical and bioscience laboratories. Clinical Laboratory Technicians (CLTs) 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 clinical laboratories in settings such as but not limited to hospitals, reference laboratories, clinics, and bioscience industries to physicians, pathologists, researchers, and other healthcare providers. Students in the Clinical Laboratory Sciences program may be exposed to potentially infectious blood, tissues, and body fluids. A Certificate of Completion (CCL) is also available. Individuals completing an associate’s degree often perform supervisory and management responsibilities.

Program Notes: Students must earn a grade of “C” or better in all courses within the program. Application to the Clinical Laboratory Sciences program can be obtained from a Health Professions Advisor, the Program Director, or via the Phoenix College Health Enhancement Web site.

Admission Criteria: High school diploma or GED equivalent. Completion of Program Prerequisites. Ability to fully participate in classroom, laboratory, or clinical setting program activities. Proof of current immunization: MMR (Measles, Mumps, and Rubella), TB (tuberculosis skin test), varicella, tetanus, diphtheria, and HEB (Hepatitis B 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. Submit current fingerprinting clearance card. Acceptance into the Clinical Laboratory Sciences Program.

**Program Prerequisites:** 11-15 Credits

**Option 1:** 0 Credits
Option 1 is available for students who have completed an Associate in Applied Science or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by Maricopa County Community College District.

**OR**

**Option 2:** 11 Credits
Option 2 is available for the student who has two or more years of documented work experience in a hospital or reference laboratory.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIO156</td>
<td>Introductory Biology for Allied Health</td>
<td>4</td>
</tr>
<tr>
<td>CHM130</td>
<td>Fundamental Chemistry + (3) AND CHM130LL</td>
<td>4</td>
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<tr>
<td>MAT102</td>
<td>Mathematical Concepts/Applications + (3) OR Equivalent course OR Satisfactory completion of a higher level mathematics course</td>
<td>3</td>
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<tr>
<td>HCE248</td>
<td>Clinical Chemistry +</td>
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<tr>
<td>HCE249</td>
<td>Practicum: Clinical Chemistry +</td>
<td>1</td>
</tr>
<tr>
<td>HCE290</td>
<td>Clinical Laboratory Technician Program Review +</td>
<td>1</td>
</tr>
</tbody>
</table>

**Restricted Electives:** None.

**Free Electives:** None.

**General Education:** 22 Credits

**CORE:** 12 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:**
Any approved General Education course in the Critical Reading area OR Equivalent as indicated by assessment. 3

**Mathematics:**
Met by MAT102 OR Equivalent course OR Satisfactory completion of a higher level mathematical course in the Program Prerequisites area. 0

**DISTRIBUTION:** 10 Credits

**Humanities and Fine Arts:**
Any approved General Education course in the Humanities and Fine Arts area. 3

**Social and Behavioral Sciences:**
Any approved General Education course in the Social and Behavioral Sciences area. 3

**Natural Sciences:**
BIO160 Introduction to Human Anatomy and Physiology 4

Department Chairperson: Ms. L. Ligon
Program Director: Ms. J. Stiak
Contact: (602) 285-7295 and/or marty.minton@pcmail.maricopa.edu

**Clinical Laboratory Sciences**

**Certificate of Completion — CCL 5493**

**35 Credits**

The Certificate of Completion (CCL) provides education and training for employment in various medical and bioscience laboratories. Clinical Laboratory Technicians (CLT’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 clinical laboratories in settings such as but not limited to hospitals, reference laboratories, clinics, and bioscience industries to physicians, pathologists, researchers, and other healthcare providers. Students in the Clinical Laboratory Sciences program may be exposed to potentially infectious blood, tissues, and
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students must earn a grade of “C” or better in all courses within the program. Application to the Clinical Laboratory Sciences program can be obtained from a Health Professions Advisor, the Program Director, or via the Phoenix College Health Enhancement Web site.

Admission Criteria: High school diploma or GED equivalent. Completion of Program Prerequisites. Ability to fully participate in classroom, laboratory, or clinical setting program activities. Proof of current immunization: MMR (Measles, Mumps, and Rubella), TB (tuberculosis skin test), varicella, tetanus, diphtheria, and HEB (Hepatitis B 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. Submit current fingerprinting clearance card. Acceptance into the Clinical Laboratory Sciences Program.

Program Prerequisites: 11-15 Credits

Option 1: 0 Credits
Option 1 is available for students who have completed an Associate in Applied Science or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by Maricopa County Community College District.

OR

Option 2: 11 Credits
Option 2 is available for the student who has two or more years of documented work experience in a hospital or reference laboratory.

BIO156 Introductory Biology for Allied Health 4
CHM130 Fundamental Chemistry + (3) AND CHM130LL Fundamental Chemistry Laboratory + (1) 4
MAT102 Mathematical Concepts/Applications + (3) OR Equivalent course OR Satisfactory completion of a higher level mathematics course 3

OR

Option 3: 15 credits
BIO156 Introductory Biology for Allied Health 4
CHM130 Fundamental Chemistry + (3) AND CHM130LL Fundamental Chemistry Laboratory + (1) 4
HCC130 Fundamentals in Health Care Delivery (3) OR HCC130AA Health Care Today (0.5) AND HCC130AB Workplace Behavior 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 Workers 1

MAT102 Mathematical Concepts/Applications + (3) OR Equivalent course OR Satisfactory completion of a higher level mathematics course 3

Required Courses: 35 Credits
HCE190 Clinical Laboratory Operations + 2
HCE240 Clinical Urinalysis and Body Fluid Analysis + 3
HCE241 Practicum: Clinical Urinalysis and Body Fluid Analysis + 1
HCE242 Clinical Hematology and Hemostasis + 6
HCE243 Practicum: Clinical Hematology and Hemostasis + 1
HCE244 Clinical Immunohematology and Immunology + 6
HCE245 Practicum: Clinical Immunohematology and Immunology + 1
HCE246 Clinical Microbiology + 6
HCE247 Practicum: Clinical Microbiology + 1
HCE248 Clinical Chemistry + 6
HCE249 Practicum: Clinical Chemistry + 1
HCE290 Clinical Laboratory Technician Program Review + 1

Restricted Electives: None.

Free Electives: None.

General Education: None.

Department Chairperson: Ms. L. Ligon
Program Director: Ms. R. Helmsinski
Contact: (602) 285-7295 and/or marty.minton@pcmail.maricopa.edu

Donor Phlebotomy
Certificate of Completion — CCL 5489
7.5-11.5 Credits

The Certificate of Completion (CCL) in Donor Phlebotomy program is designed to prepare individuals for entry-level positions in the area of donor phlebotomy in community blood donor centers. The phlebotomist performs general health screening, asks medical screening questions, obtains personal donor information, and documents the information on a donor record. Students in the Donor Phlebotomy program will be in contact with potentially infectious blood, tissues, and body fluids.

Upon completion of the program and task qualifications, students are qualified to work at a donor center, such as United Blood Services.

Program Notes: Students must earn a grade of “C” or better in all courses in the program. Orientation to the program and advisement are mandatory. For further information, contact the Program Advisor for Health Professions and Nursing in the Advisement Center.
Admission Criteria: 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). 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 fingerprinting clearance card. Acceptance into the Donor Phlebotomy program.

Program Prerequisites: None.

Required Courses: 75-11.5 Credits
Credit hours are subject to change depending on the student’s educational experience. Students must select one of the following three options.

OPTION I: 75 Credits
Option I is available 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.
HCE109 Phlebotomy: Basic Skills + 1
HCE110 Practicum: Fundamental Phlebotomy Skills + .5
HCE124 Donor Phlebotomy: Interviewing Techniques + 2
HCE125 Practicum: Donor Interviewing Techniques + 1.5
HCE126 Donor Phlebotomy: Basic Donor Collection + 1.5
HCE127 Practicum: Basic Donor Collection + 1

OPTION II: 75 Credits
Option II is available for the student who has one year or more of documented experience as an employee in a related health care environment.
HCE109 Phlebotomy: Basic Skills + 1
HCE110 Practicum: Fundamental Phlebotomy Skills + .5
HCE124 Donor Phlebotomy: Interviewing Techniques + 2
HCE125 Practicum: Donor Interviewing Techniques + 1.5
HCE126 Donor Phlebotomy: Basic Donor Collection + 1.5
HCE127 Practicum: Basic Donor Collection + 1

OPTION III: 11.5 Credits
HCC130 Fundamentals in Health Care Delivery 3
HCC145AA Medical Terminology for Health Care Workers I 1
HCE109 Phlebotomy: Basic Skills + 1
HCE110 Practicum: Fundamental Phlebotomy Skills + .5
HCE124 Donor Phlebotomy: Interviewing Techniques + 2
HCE125 Practicum: Donor Interviewing Techniques + 1.5
HCE126 Donor Phlebotomy: Basic Donor Collection + 1.5
HCE127 Practicum: Basic Donor Collection + 1

Restricted Electives: None.

Free Electives: None.

General Education: None.

Department Chairperson: Dr. B. Petterson
Contact: (602) 285-7350 and/or b.petterson@pcmail.maricopa.edu

Health Information
Certificate of Completion — CCL 5324
20.5-26.5 Credits
The Certificate of Completion (CCL) in Health Information prepares individuals for entry-level health information processing positions in various health-care facilities. Students will perform such duties as collecting, analyzing, assembling, releasing, and reporting patient information in both paper and electronic record systems. 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: Current English assessment reflecting eligibility for ENG101, First-Year Composition or ENG107, First-Year Composition for ESL OR Permission of program director AND High school diploma, OR GED OR Equivalent.

Program Prerequisites: None. College level reading skills are strongly recommended.

Required Courses: 20.5-26.5 Credits
The credit hour range is subject to change depending on the student’s educational experiences.

Students must select Option 1 or Option 2.

OPTION 1: 20.5 Credits
Option 1 is available 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 County Community College District.
BPC110 Computer Usage and Applications (3) OR
CIS105 Survey of Computer Information Systems (3) 3
HCC109 CPR for the Health Care Provider (.5) OR Current CPR certification at the health care provider or professional resucer level. 0.5
HIM101 Introduction to Health Information Management + 1
HIM106 Legal Aspects of Health Information Management + 3
HIM140 Acute Care Documentation and Standards + 2
HIM150 Health Care Data + 2
HIM180 Introduction to Medical Billing and Reimbursement + 2
HIM201 Health Information Statistics and Research + 2
HIM206 Health Information Management in Alternative Care Settings + 2
MAT102 Mathematical Concepts/Applications + 3

OPTION 2: 26.5 Credits
Option 2 is available for students who do not have an Associate in Applied Science degree or higher degree in a health science discipline.
BPC110 Computer Usage and Applications (3) OR
CIS105 Survey of Computer Information Systems (3) 3
++ = Any module  + = Course requires a Pre-/Corequisite

HCC109 CPR for the Health Care Provider (.5) OR
Current CPR certification at the health care provider or professional rescuer level. 0.5
HCC130 Fundamentals in Health Care Delivery 3
HCC145 Medical Terminology for Health Care Workers 3
HIM101 Introduction to Health Information Management + 1
HIM106 Legal Aspects of Health Information Management + 3
HIM140 Acute Care Documentation and Standards + 2
HIM150 Health Care Data + 2
HIM180 Introduction to Medical Billing and Reimbursement + 2
HIM201 Health Information Statistics and Research + 2
HIM206 Health Information Management in Alternative Care Settings + 2
MAT102 Mathematical Concepts/Applications + 3

Restricted Electives: None.

Free Electives: None.

Department Chairperson: Dr. B. Petterson
Contact: (602) 285-7350 and/or b.petterson@pcmail.maricopa.edu

Health Information Technology
Associate in Applied Science — AAS 3324
70 Credits

The Associate in Applied Science (AAS) in Health Information Technology program is designed to meet the increasing demands for professionally trained Health Information Technicians in health-care agencies such as clinics, hospitals, long-term care facilities, home health agencies, state health departments, and other organizations that compile or use health information such as large insurance agencies, medical research centers, and law firms. A Certificate of Completion (CCL) is also available.

The program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (233 N. Michigan Avenue, Suite 2150, Chicago, IL, 60601-5800). Graduates are eligible to apply to take the examination of the American Health Information Management Association for the designation RHIT — Registered Health Information Technician.

Program Notes: Students must earn a grade of “C” or better in all courses required within the program. Credit will not be awarded for both a course and its modular equivalent. Students in this program participate in mandatory professional placements in health care settings. Prior to practice placements students must provide documented proof of meeting current requirements for the following: CPR training, health and drug screenings, immunizations, and a fingerprint/background check. To obtain an application, contact the Program Director or the Health Professions and Nursing Advisor.

Admission Criteria: A high school diploma or GED equivalent. Formal application and admission to the program is required.

Program Prerequisites: 7-13 Credits

The credit hour range is subject to change depending on the student’s educational experiences.

Students must select Option 1 or Option 2.

OPTION 1: 7 Credits

Option 1 is available 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 County Community College District.

BIO156 Introductory Biology for Allied Health (4) (recommended) OR
BIO181 General Biology ( Majors) I (4) 4
ENG101 First Year Composition + (3) OR
ENG107 First-Year Composition for ESL + (3) 3

OPTION 2: 13 Credits

Option 2 is available for students who do not have an Associate in Applied Science degree or higher degree in a health science discipline.

BIO156 Introductory Biology for Allied Health (4) (recommended) OR
BIO181 General Biology ( Majors) I (4) 4
ENG101 First Year Composition + (3) OR
ENG107 First-Year Composition for ESL + (3) 3
HCC130 Fundamentals in Health Care Delivery 3
HCC145 Medical Terminology for Health Care Workers 3

Required Courses: 53 Credits

BIO201 Human Anatomy and Physiology I + 4
BIO202 Human Anatomy and Physiology II + 4
BPC110 Computer Usage and Application (3) OR
CIS105 Survey of Computer Information Systems (3) 3
HCC109 CPR for the Health Care Provider (.5) OR
Current CPR certification at the health care provider or professional rescuer level. 0.5
HCC164 Pharmacology for Allied Health + 0.5
HCC204 Clinical Pathophysiology + 3
HCC208 Health Care Leadership + 1
HIM101 Introduction to Health Information Management + 1
HIM106 Legal Aspects of Health Information Management + 3
HIM140 Acute Care Documentation and Standards + 2
HIM150 Health Care Data + 2
HIM180 Introduction to Medical Billing and Reimbursement + 2
HIM185 ICD Diagnostic Coding + 3
HIM201 Health Information Statistics and Research + 2
HIM206 Health Information Management in Alternative Care Settings + 2
HIM207 Health Information Organizational Resource Management + 2
HIM209 Inpatient ICD Coding Applications + 2
HIM211 Advanced Applications of Coding and Reimbursement + 3
HIM212 CPT Coding I + 2
Histologic Technology

**Associate in Applied Science — AAS 3021**

61 Credits

The Histologic Technology program provides education and training for employment in various medical and bioscience laboratories. Histology Technicians 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. Histology Technicians perform technically precise laboratory procedures using quality assurance and process improvement knowledge in compliance with appropriate regulatory guidelines for ensuring quality patient care, work safety, and medicolegal standards. Students in the Histologic Technology program will be in contact with potentially infectious blood, tissues, and body fluids.

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

**Admission Criteria:** High school diploma or GED. Completion of Program Prerequisites. Proof of current immunization: MMR (Measles, Mumps, and Rubella), TB (tuberculosis skin test), varicella, tetanus, diphtheria, and HEB (Hepatitis B vaccine). 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. Submit current fingerprinting clearance card. Formal application and admission to the Histologic Technology program is required. Applications can be obtained from a Health Professions Advisor or from the Phoenix College Web site.

**Program Prerequisites:** 11-15 Credits

The credit hour range is subject to change depending on the student’s educational experiences.

**OPTION 1:**

Option 1 is available 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.

**OPTION 2:** 11 Credits

Option 2 is available for the student who has two or more years of documented work experience in a hospital or reference laboratory.

**OPTION 3:** 15 Credits
Required Courses: 24 Credits

HCE170 Overview of Histology (Anatomic) Laboratory + 1
HCE171 Chemistry of Fixation + 2
HCE172 Practicum: Chemistry of Fixation + 3
HCE173 Microtomy + 3
HCE174 Practicum: Microtomy + 3
HCE175 Cellular Biological Staining + 3
HCE176 Practicum: Cellular Biological Staining + 3
HCE177 Cellular Biological and Immunohistochemical Staining + 3
HCE178 Practicum: Cellular Biological and Immunohistochemical Staining + 3

Restricted Electives: 4-16 Credits

Students should select 4-16 credits from the following courses in consultation with the Program Director.

Any approved BIO prefixed course EXCEPT BIO156 or BIO160 + 4

Any approved CHM prefixed course EXCEPT CHM130 and CHM130LL + 4

MAT120 Intermediate Algebra + (5) OR
MAT121 Intermediate Algebra + (4) OR
MAT122+++ Intermediate Algebra + (3) (any modules) OR
Higher level mathematics course 3-5
ARB+++ Any ARB/Arabic course (101, 102, 201, 202) (4-16) OR
CHI+++ Any CHI/Chinese course (101, 102, 201, 202) (4-16) OR
FRE+++ Any FRE/French course (101, 102, 201, 202) (4-16) OR
GER+++ Any GER/German course (101, 102, 201, 202) (4-16) OR
HEB+++ Any HEB/Hebrew course (101, 102, 201, 202) (4-16) OR
HBR+++ Any HBR/Hebrew course (101, 102, 201, 202) (4-16) OR
ITA+++ Any ITA/Italian course (101, 102, 201, 202) (4-16) OR
JPN+++ Any JPN/Japanese course (101, 102, 201, 202) (4-16) OR
LAT+++ Any LAT/Latin course (101, 102, 201, 202) (4-16) OR
NAV+++ Any NAV/Navajo course (101, 102, 201, 202) (4-16) OR
POR+++ Any POR/Portuguese course (101, 102, 201, 202) (4-16) OR
RUS+++ Any RUS/Russian course (101, 102, 201, 202) (4-16) OR
SPA+++ Any SPA/Spanish course (101, 102, 201, 202) (4-16) 4-16

Free Electives: None.

General Education: 22 Credits

CORE: 12 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:
Any approved General Education course in the Critical Reading area + OR Equivalent as indicated by assessment. 3

Mathematics:
Met by MAT102 + OR Equivalent course OR Satisfactory completion of a higher level mathematical course in the Program Prerequisites area. 0

DISTRIBUTION: 10 Credits

Humanities and Fine Arts:
Any approved General Education course in the Humanities and Fine Arts area. 3

Social and Behavioral Sciences:
Any approved General Education course in the Social and Behavioral Sciences area. 3

Natural Sciences:
BIO160 Introduction to Human Anatomy and Physiology 4

Department Chairperson: Ms. L. Ligon
Program Director: Ms. J. Stiak
Contact: (602) 285-7295 and/or marty.minton@pcmail.maricopa.edu

Histologic Technology
Certificate of Completion — CCL 5195

24 Credits

The Histologic Technology program provides education and training for employment in various medical and biocience laboratories. Histology Technicians 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. Histology Technicians perform technically precise laboratory procedures using quality assurance and process improvement knowledge in compliance with appropriate regulatory guidelines for ensuring quality patient care, work safety, and medico-legal standards. Students in the Histologic Technology Program will be in contact with potentially infectious blood, tissues, and body fluids.

Program Notes: Students must earn a grade of “C” or better in all courses required within the program.
Admission Criteria: High school diploma or GED. Completion of Program Prerequisites. Proof of current immunization: MMR (Measles, Mumps, and Rubella), TB (tuberculosis skin test), varicella, tetanus, diphtheria, and HEB (Hepatitis B vaccine). Formal application and admission to the Histologic Technology program is required. Applications can be obtained from a Health Professions Advisor or from the Phoenix College Web site. 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. Submit current fingerprinting clearance card.

Program Prerequisites: 11-15 Credits
The credit hour range is subject to change depending on the student’s educational experiences.

OPTIONS 1:
Option 1 is available 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.

OR

OPTIONS 2: 11 Credits
Option 2 is available for the student who has two or more years of documented work experience in a hospital or reference laboratory.

MAT102 Mathematical Concepts/Applications + (3) OR Equivalent course OR Satisfactory completion of a higher level mathematics course 3
BIO156 Introductory Biology for Allied Health (4) OR Equivalent. 4

CHM130 Fundamental Chemistry + (3) AND CHM130LL Fundamental Chemistry Lab + (1) OR Equivalent 4

OR

OPTIONS 3: 15 Credits
HCC130 Fundamentals in Health Care Delivery 3
HCC145AA Medical Terminology for Health Care Workers I + 1

MAT102 Mathematical Concepts/Applications + (3) OR Equivalent course OR Satisfactory completion of a higher level mathematics course 3
BIO156 Introductory Biology for Allied Health (4) OR Equivalent 4

CHM130 Fundamental Chemistry + (3) AND CHM130LL Fundamental Chemistry Lab + (1) OR Equivalent 4

Required Courses: 24 Credits
HCE170 Overview of Histology (Anatomic) Laboratory + 1
HCE171 Chemistry of Fixation + 2
HCE172 Practicum: Chemistry of Fixation + 3
HCE173 Microtomy + 3
HCE174 Practicum: Microtomy + 3
HCE175 Cellular Biological Staining + 3
HCE176 Practicum: Cellular Biological Staining + 3
HCE177 Cellular Biological and Immunohistochemical Staining + 3

Restricted Electives: None.
Free Electives: None.

General Education: None.

Department Chairperson: Ms. L. Ligon
Program Director: Ms. J. Stiak
Contact: (602) 285-7295 and/or marty.minton@pcmail.maricopa.edu

Laboratory Assisting Certificate of Completion — CCL 5134 6 Credits

The Laboratory Assisting Certificate of Completion (CCL) program provides education and training for employment in various laboratories. Laboratory Assistants perform pre-analytical processes, point-of-care testing, and initiate testing to provide clinical support for testing and reporting of laboratory tests. Professional duties throughout various areas in a laboratory include specimen processing, inventory management, conducting quality control and quality assurance activities, performing point-of-care testing, selecting laboratory tests, initiating testing on automated analyzers, and using computers to assist in testing and documenting laboratory activities. Students in the Laboratory Assisting Program will be in contact with potentially infectious blood, tissues, and body fluids.

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

Admission Criteria: High school diploma or GED. Completion of Program Prerequisites. Ability to fully participate in classroom, laboratory, or clinical setting program activities. Proof of current immunization: MMR (Measles, Mumps, and Rubella), TB (tuberculosis skin test), varicella, tetanus, diphtheria, and HEB (Hepatitis B 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. Submit current fingerprinting clearance card.
**Program Prerequisites:** 2.5-6.5 Credits
The credit hour range is subject to change depending on the student’s educational experiences.

**Option 1:** 6.5 Credits

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<th>Course Title</th>
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<td>Fundamentals of Health Care Delivery</td>
<td>3</td>
</tr>
<tr>
<td>HCC145AA</td>
<td>Medical Terminology for Health Care Workers I</td>
<td>1</td>
</tr>
<tr>
<td>HCE109</td>
<td>Phlebotomy: Basic Skills</td>
<td>+</td>
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<tr>
<td>HCE110</td>
<td>Practicum: Fundamental Phlebotomy Skills</td>
<td>+ 0.5</td>
</tr>
<tr>
<td>HCE111</td>
<td>Specimen Processing and Advanced Techniques in Phlebotomy Procedures</td>
<td>+ 1</td>
</tr>
</tbody>
</table>

**Option 2:** 2.5 Credits

HCC130 (3.0) and HCC145AA (1.0) are waived for students who have completed an Associate of 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.

**Option 3:** 0 Credits

HCC130, HCC145AA, HCE109, HCE110, and HCE111 may be waived by the Program Director for the student who has one or more years as a health care professional with documented phlebotomy experience.

**Required Courses:** 5 Credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCE150</td>
<td>Overview of Laboratory Assisting</td>
<td>+ 1</td>
</tr>
<tr>
<td>HCE152</td>
<td>Laboratory Assisting: Principles and Procedures</td>
<td>+ 2</td>
</tr>
<tr>
<td>HCE158</td>
<td>Laboratory Assisting Practicum</td>
<td>+ 2</td>
</tr>
</tbody>
</table>

**Restricted Electives:** None.

**Free Electives:** None.

**General Education:** None.

**Department Chairperson:** Ms. L. Ligon
**Program Director:** Ms. H. Houser
**Contact:** (602) 285-7295 and/or marty.mlinton@pcmail.maricopa.edu

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**Medical Assisting**

**Associate in Applied Science — AAS 3291**

**64 Credits**

The Associate of Applied Science (AAS) Medical Assisting program provides education and training for employment in physicians’ offices and group medical practices. Medical Assistants perform administrative and clinical duties. Duties may include management and maintenance of the office and treatment areas. Administrative duties include receiving patients and their family members, acting as an informational and educational resource for the patient, handling telephone and written communications, managing patient records, bookkeeping, filing, insurance processing, typing, appointment scheduling, and managing public relations. Clinical duties include preparing the patient for treatment, preparing and sterilizing instruments, maintaining a supply inventory, obtaining specimens for diagnostic evaluation, performing EKGs, and administering medications under the direction of the physician/clinician. Students in the Medical Assisting program will be in contact with potentially infectious blood, tissues, and body fluids.

**Program Notes:** Students must earn a grade of ‘C’ or better in all courses required within the program. Credit will not be awarded for both a course and its modular equivalency.

**Admission Criteria:** Must be a high school graduate or equivalent. 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 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 fingerprinting clearance card.

**Program Prerequisites:** None.

**Required Courses:** 25-31 Credits
The credit hour range is subject to change, depending on the student’s educational experiences.

**Option 1:** 25 Credits

HCC courses are waived for students who have completed an Associate of Applied Science degree or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by the Maricopa County Community Colleges.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCE102</td>
<td>Orientation to the Physiology and Psychology of Body Systems</td>
<td>+ 1</td>
</tr>
<tr>
<td>HCE109</td>
<td>Phlebotomy: Basic Skills</td>
<td>+ 1</td>
</tr>
<tr>
<td>HCE110</td>
<td>Practicum: Fundamental Phlebotomy</td>
<td>+ 0.5</td>
</tr>
<tr>
<td>HCE162</td>
<td>Aseptic Techniques</td>
<td>+ 1</td>
</tr>
<tr>
<td>HCE167</td>
<td>Laboratory Testing in Patient Care Service Centers</td>
<td>+ 1</td>
</tr>
<tr>
<td>HCE221</td>
<td>Administration of Medication</td>
<td>+ 3</td>
</tr>
<tr>
<td>HCE222</td>
<td>Clinical Procedures</td>
<td>+ 3</td>
</tr>
<tr>
<td>HCE226</td>
<td>Administrative Procedures</td>
<td>+ 3</td>
</tr>
<tr>
<td>HCE227</td>
<td>Insurance, Billing and Coding</td>
<td>+ 3</td>
</tr>
<tr>
<td>BPC/HCE229</td>
<td>Automated Computer System for Medical Office Management</td>
<td>+ 2</td>
</tr>
<tr>
<td>HCE251</td>
<td>Emergencies in the Medical Office</td>
<td>+ 1.5</td>
</tr>
<tr>
<td>HCE261</td>
<td>Applied EKG</td>
<td>+ 1</td>
</tr>
<tr>
<td>HCE274</td>
<td>Administrative Medical Assisting</td>
<td>+ 1</td>
</tr>
<tr>
<td>HCE275</td>
<td>Clinical Medical Assisting Externship</td>
<td>+ 2</td>
</tr>
<tr>
<td>HCE280</td>
<td>Medical Assisting Program Review</td>
<td>+ 1</td>
</tr>
</tbody>
</table>

**Option 2:** 31 Credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCC130</td>
<td>Fundamentals in Health Care Delivery</td>
<td>3</td>
</tr>
<tr>
<td>HCC145</td>
<td>Medical Terminology for Health Care Workers</td>
<td>3</td>
</tr>
<tr>
<td>HCE102</td>
<td>Orientation to the Physiology and Psychology of Body Systems</td>
<td>+ 1</td>
</tr>
<tr>
<td>HCE109</td>
<td>Phlebotomy: Basic Skills</td>
<td>+ 1</td>
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<td>HCE110</td>
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<td>+ 0.5</td>
</tr>
<tr>
<td>HCE162</td>
<td>Aseptic Techniques</td>
<td>+ 1</td>
</tr>
<tr>
<td>HCE167</td>
<td>Laboratory Testing in Patient Care Service Centers</td>
<td>+ 1</td>
</tr>
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<td>HCE221</td>
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</tr>
<tr>
<td>HCE226</td>
<td>Administrative Procedures</td>
<td>+ 3</td>
</tr>
<tr>
<td>HCE227</td>
<td>Insurance, Billing and Coding</td>
<td>+ 3</td>
</tr>
<tr>
<td>BPC/HCE229</td>
<td>Automated Computer System for Medical Office Management</td>
<td>+ 2</td>
</tr>
</tbody>
</table>
### Restricted Electives: 8-14 Credits
Courses to be selected in consultation with Program Director. Students meeting OPTION 1 in Required Courses must complete a total of 14 credits in the Restricted Electives area. Students meeting OPTION 2 in Required Courses must complete 8 credits in the Restricted Electives area.

BPC/CIS114++ Electronic Spreadsheet:
- Level I-III (any module) 1-3
- COM225 Public Speaking + 3
- COM230 Small Group Communication + 3
- COM259 Communication in Business & Professions + 3
- COM263 Elements of Intercultural Communication + 3
- FON100 Introductory Nutrition 3
- HES101 Healthful Living 3
- HES126 Women’s Health Issues 2
- MGT229 Management and Leadership I 3
- MGT251 Human Relations in Business + 3
- PED115 Lifetime Fitness 2
- PSY218 Health Psychology + 3
- SLG101 American Sign Language I 4
- SPA101 Elementary Spanish 4
- SPA115 Beginning Spanish Conversation 3
- SPA117AA Medical Spanish I 1
- SPA117AB Medical Spanish II + 1
- WED100 Personal Wellness 2
- WED151 Overview of Alternative Medicine 3
- WED162 Meditation and Wellness 1
- WED170 Principles of Homeopathy 2

### Free Electives: None.

### General Education: 25 Credits

**CORE:** 15 Credits

**First-Year Composition:**
- Any approved General Education courses from the First-Year Composition area. + 6

**Oral Communication:**
- COM110 Interpersonal Communication 3

**Critical Reading:**
- Any approved General Education course from the Critical Reading area. + 3

**Mathematics:**
- Any approved General Education course from the Mathematics area OR satisfactory completion of a higher mathematics course. + 3

**DISTRIBUTION:** 10 Credits

**Humanities and Fine Arts:**
- Any approved General Education course in the Humanities and Fine Arts area. 3

**Social and Behavioral Sciences:**
- PSY101 Introduction to Psychology 3

**Natural Sciences:**
- BIO160 Introduction to Human Anatomy and Physiology 4

### Medical Assisting Certificate of Completion — CCL 5291 25-31 Credits

The Certificate of Completion (CCL) Medical Assisting program provides education and training for employment in physician's offices and group medical practices. Medical Assistants perform administrative and clinical duties. Duties may include management and maintenance of the office and treatment areas. Administrative duties include receiving patients and their family members, acting as an informational and educational resource for the patient, handling telephone and written communications, managing patient records, bookkeeping, filing, insurance processing, typing, appointment scheduling, and managing public relations. Clinical duties include preparing the patient for treatment, preparing and sterilizing instruments, maintaining a supply inventory, obtaining specimens for diagnostic evaluation, performing EKG’s, and administering medications under the direction of the physician/clinician. Students in the Medical Assisting program will be in contact with potentially infectious blood, tissues, and body fluids.

**Program Notes:** Students must earn a grade of “C” or better in all courses required within the program. Credit will not be awarded for both a course and its modular equivalency.

**Admission Criteria:** Must be a high school graduate or equivalent. 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 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 fingerprinting clearance card.

**Program Prerequisites:** None.

**Required Courses:** 25-31 Credits

The credit hour range is subject to change, depending on the student’s educational experiences. Students must select Option 1 or Option 2.

**Option 1:** 25 Credits

HCC courses are 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 the Maricopa Community Colleges.

<table>
<thead>
<tr>
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<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCE102</td>
<td>Orientation to the Physiology and Psychology of Body Systems +</td>
<td>1</td>
</tr>
<tr>
<td>HCE109</td>
<td>Phlebotomy: Basic Skills +</td>
<td>1</td>
</tr>
<tr>
<td>HCE110</td>
<td>Practicum: Fundamental Phlebotomy Skills</td>
<td>0.5</td>
</tr>
<tr>
<td>HCE162</td>
<td>Aseptic Techniques +</td>
<td>1</td>
</tr>
<tr>
<td>HCE167</td>
<td>Laboratory Testing in Patient Care Service Centers +</td>
<td>1</td>
</tr>
<tr>
<td>HCE221</td>
<td>Administration of Medication +</td>
<td>3</td>
</tr>
<tr>
<td>HCE222</td>
<td>Clinical Procedures +</td>
<td>3</td>
</tr>
</tbody>
</table>

**Option 2:** 31 Credits

### Department Chairperson: Ms. L. Ligon
Program Director: Ms. H. Houser
Contact: (602) 285-7295 and/or martyr.minton@pcmail.maricopa.edu
HCE226 Administrative Procedures + 3
HCE227 Insurance, Billing and Coding + 3
HCE/BPC229 Automated Computer System for Medical Office Management + 2
HCE251 Emergencies in the Medical Office + 1.5
HCE261 Applied EKG + 1
HCE274 Administrative Medical Assisting Externship + 1
HCE275 Clinical Medical Assisting Externship + 2
HCE280 Medical Assisting Program Review + 1

**Option 2:**  31 Credits

HCC130 Fundamentals in Health Care Delivery 3
HCC145 Medical Terminology for Health Care Workers 3
HCE102 Orientation to the Physiology and Psychology of Body Systems + 1
HCE109 Phlebotomy: Basic Skills + 1
HCE110 Practicum: Fundamental Phlebotomy Skills + 0.5
HCE162 Aseptic Techniques + 1
HCE167 Laboratory Testing in Patient Care Service Centers + 1
HCE221 Administration of Medication + 3
HCE222 Clinical Procedures + 3
HCE226 Administrative Procedures + 3
HCE227 Insurance, Billing and Coding + 3
HCE/BPC229 Automated Computer System for Medical Office Management + 2
HCE251 Emergencies in the Medical Office + 1.5
HCE261 Applied EKG + 1
HCE274 Administrative Medical Assisting Externship + 1
HCE275 Clinical Medical Assisting Externship + 2
HCE280 Medical Assisting Program Review + 1

**Restricted Electives:** None.

**Free Electives:** None.

**General Education:** None.

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**Department Chairperson:** Dr. B. Petterson
**Program Director:** Dr. B. Petterson
**Contact:** (602) 285-7350 and/or b.petterson@pcmail.maricopa.edu

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**Medical Billing Certificate of Completion — CCL 5855**

**16.5-22.5 Credits**

The Medical Billing Certificate of Completion (CCL) Program prepares individuals to process and manage third party reimbursement in non-hospital health care settings. Physician practices, clinics, surgery centers, home health agencies, and other health related organizations, including private billing services and insurance companies, are all employment options.

**Program Notes:** Students must earn a grade of “C” or better in all courses required within the program. Credit will not be awarded for both a course and its modular equivalency.

**Admission Criteria:**
Current English assessment reflecting eligibility for ENG101, First-Year Composition + OR
ENG107, First-Year Composition for ESL+ OR
Permission of Program Director AND High school diploma, OR
GED OR Equivalent.

**Program Prerequisites:** None.
College level reading skills are strongly recommended.

**Required Courses:** 16.5-22.5 Credits

The credit hour range is subject to change depending on the student’s educational experiences.

Student must select Option 1 or Option 2.

**OPTION 1:**  16.5 Credits
Option 1 is available 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 County Community College District.

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

**BPC101AA Introduction to Microcomputers I: IBM (1) OR**
**BPC/CIS121AE Windows Operating System: Level I (1) 1**

**HCC109 CPR for the Health Care Provider (.5) OR**
Current CPR certification at the health care provider or professional rescuer level .5

**HIM105 Health Record Documentation for Allied Health Professionals + 1**

**HIM180 Introduction to Medical Billing and Reimbursement 2**

**HIM181 Medical Claims Processing 3**

**HIM185 ICD Diagnostic Coding 3**

**HIM212 CPT Coding I 2**

**OPTION 2:** 22.5 Credits
Option 2 is available for students who do not have an Associate in Applied Science degree or higher degree in a health science discipline.

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

**BPC101AA Introduction to Microcomputers I: IBM (1) OR**
**BPC/CIS121AE Windows Operating System: Level I (1) 1**

**HCC109 CPR for the Health Care Provider (.5) OR**
Current CPR certification at the health care provider or professional rescuer level .5

**HCC130 Fundamentals in Health Care Delivery 3**

**HCC145 Medical Terminology for Health Care Workers 3**

**HIM105 Health Record Documentation for Allied Health Professionals + 1**

**HIM180 Introduction to Medical Billing and Reimbursement 2**

**HIM181 Medical Claims Processing 3**

**HIM185 ICD Diagnostic Coding 3**

**HIM212 CPT Coding I 2**
Restricted Electives: None.

Free Electives: None.

General Education: None.

Department Chairperson: Dr. B. Petterson
Program Director: Ms. D. Dennis
Contact: (602) 285-7350 and/or b.petterson@pcmail.maricopa.edu

Medical Coding: Hospital-Based
Certificate of Completion — CCL 5092
29-39.5 Credits

The Medical Coding: Hospital-Based Certificate of Completion (CCL) program prepares individuals for diagnostic and procedural coding positions in hospitals and hospital-based settings such as outpatient clinics, emergency departments, and surgery centers, and includes a professional practice affiliation in an area health care setting. The program is approved by the American Health Information Management Association (233 N. Michigan Avenue, Suite 2150, Chicago, IL 60601-5800) and provides the foundation needed for comprehensive entry-level coding certification examinations.

Program Notes: Students must earn a grade of “C” or better in all courses required within the program. Credit will not be awarded for both a course and its modular equivalency. Students in this program participate in mandatory professional placements in health care settings. Prior to practice placements, students must provide documented proof of meeting current requirements for the following: CPR training, health and drug screenings, immunizations, and a fingerprint/background check.

Admission Criteria: Current English assessment reflecting eligibility for
ENG101, First-Year Composition OR
ENG107, First-Year Composition for ESL OR
Permission of Program Director AND High school diploma OR
GED OR Equivalent.

Program Prerequisites: None.

Required Courses: 29-39.5 Credits
The credit hour range is subject to change depending on the student’s educational experience.

Students must select Option 1 or Option 2.

Option 1: 29 Credits
Option 1 is available for students who have completed an Associate in Applied Science degree or higher degree in health science discipline from a regionally accredited institution of higher education recognized by Maricopa County Community College District.

BIO201 Human Anatomy and Physiology I + 4
BIO202 Human Anatomy and Physiology II + 4
HCC109 CPR for the Health Care Provider (0.5) OR Current CPR certification at the health care provider or professional rescuer level 0.5

HCC110 Fundamentals of Health Care Delivery 3
HCC145 Medical Terminology for Health Care Workers 3
HCC164 Pharmacology for Allied Health + 0.5
HCC204 Clinical Pathophysiology + 3
HIM105 Health Record Documentation for Allied Health Professionals + 1
HIM180 Introduction to Medical Billing and Reimbursement + 2
HIM185 ICD Diagnostic Coding + 3
HIM209 Inpatient ICD Coding Applications + 2
HIM211 Advanced Applications of Coding and Reimbursement + 3
HIM212 CPT Coding I + 2
HIM214 CPT Coding II + 2
HIM215 Hospital-Based Medical Coding Seminar + 0.5
HIM216 Professional Practice in Hospital-Based Medical Coding + 1

Restricted Electives: None.

Free Electives: None.

General Education: None.
Medical Coding: Physician-Based Certificate of Completion — CCL 5014
20.5-26.5 Credits

The Medical Coding: Physician-Based Certificate of Completion (CCL) Program prepares individuals for entry-level medical coding positions in ambulatory care treatment centers such as clinics, physician practices, managed care organizations, and surgery centers. The program includes a professional practice affiliation in an area health care setting and provides the foundation needed for ambulatory-based entry-level coding certification examinations.

**Program Notes:** Students must earn a grade of “C” or better in all courses required within the program. Credit will not be awarded for both a course and its modular equivalency. Students in this program participate in mandatory professional placements in health care settings. Prior to practice placements, students must provide documented proof of meeting current requirements for the following: CPR training, health and drug screenings, immunizations, and a fingerprint/background check.

**Admission Criteria:** Current English assessment reflecting eligibility for
ENG101, First-Year Composition OR
ENG107, First-Year Composition for ESL OR
Permission of Program Director AND High school diploma OR
GED OR Equivalent.

**Program Prerequisites:** None.
College level reading skills are strongly recommended.

**Required Courses:** 20.5-26.5 Credits
The credit hour range is subject to change depending on the student’s educational experiences.

Students must select Option 1 or Option 2.

**OPTION 1:** 20.5 Credits
Option 1 is available 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 County Community College District.

- BIO160 Introduction to Human Anatomy and Physiology 4
- BPC101AA Introduction to Microcomputers I: IBM (1) OR
  BPC/CIS121AE Windows Operating System: Level I (1) 1
- HCC109 CPR for the Health Care Provider (.5) OR
  Current CPR certification at the health care provider or professional rescuer level 0.5
- HCC164 Pharmacology for Allied Health + 0.5
- HCC204 Clinical Pathophysiology + 3
- HIM105 Health Record Documentation for Allied Health Professionals + 1
- HIM180 Introduction to Medical Billing and Reimbursement + 2
- HIM185 ICD Diagnostic Coding + 3
- HIM187 Physician-Based Medical Coding Seminar + 0.5
- HIM189 Professional Practice in Physician-Based Coding + 1
- HIM212 CPT Coding I + 2
- HIM214 CPT Coding II + 2

**OPTION 2:** 26.5 Credits
Option 2 is available for students who do not have an Associate in Applied Science degree or higher degree in a health science discipline.

- BIO160 Introduction to Human Anatomy and Physiology 4
- BPC101AA Introduction to Microcomputers I: IBM (1) OR
  BPC/CIS121AE Windows Operating System: Level I (1) 1
- HCC109 CPR for the Health Care Provider (.5) OR
  Current CPR certification at the health care provider or professional rescuer level 0.5
- HCC130 Fundamentals in Health Care Delivery 3
- HCC145 Medical Terminology for Health Care Workers 3
- HCC164 Pharmacology for Allied Health + 0.5
- HCC204 Clinical Pathophysiology + 3
- HIM105 Health Record Documentation for Allied Health Professionals + 1
- HIM180 Introduction to Medical Billing and Reimbursement + 2
- HIM185 ICD Diagnostic Coding + 3
- HIM187 Physician-Based Medical Coding Seminar + 0.5
- HIM189 Professional Practice in Physician-Based Coding + 1
- HIM212 CPT Coding I + 2
- HIM214 CPT Coding II + 2

**Restricted Electives:** None.

**Free Electives:** None.

**General Education:** None.

Medical Front Office Certificate of Completion — CCL 5295
9-15 Credits

The Medical Front Office program provides education and training for employment in physicians’ offices and group medical practices. Medical Front Office personnel perform administrative duties including management and maintenance of the office, receiving patients and their family members, acting as an informational and educational resource for the patient, handling telephone and written communications, managing patient records, bookkeeping, filing, insurance processing, typing, appointment scheduling and managing public relations.

Students in the Medical Front Office program may be in contact with potentially infectious blood, tissues, and body fluids.

**Program Notes:** Students must earn a grade of “C” or better in all courses required within the program.
**Program Prerequisites:** None.

**Admission Criteria:** Must be a high school graduate or equivalent. 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 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 fingerprinting clearance card.

**Required Courses:** 9-15 Credits
The credit hour range is subject to change depending on the student’s educational experiences.

**Option 1:** 9 Credits
HCC courses are 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 the Maricopa Community Colleges.

- HCE226 Administrative Procedures + 3
- HCE227 Insurance, Billing and Coding + 3
- HCE/BPC229 Automated Computer System for Medical Office Management + 2
- HCE274 Administrative Medical Assisting Externship + 1

**Option 2:** 15 Credits

- HCC130 Fundamentals in Health Care Delivery 3
- HCC145 Medical Terminology for Health Care Workers 3
- HCE226 Administrative Procedures + 3
- HCE227 Insurance, Billing and Coding + 3
- HCE/BPC229 Automated Computer System for Medical Office Management + 2
- HCE274 Administrative Medical Assisting Externship + 1

**Restricted Electives:** None.

**Free Electives:** None.

**General Education:** None.

**Department Chairperson:** Mr. D. Sheehan
**Program Director:** Ms. D. Fladhammer

**Medical Office Support**

**Associate in Applied Science — AAS 3214 60-61 Credits**
A nationwide shortage currently exists for well-trained medical office support personnel. This Associate in Applied Science (AAS) program is designed to provide specialized training for students desiring employment as either transcriptionist or clerical support personnel in medical clinics, hospitals, doctors' offices, and other health agencies. An individual pursuing this program enjoys learning about the medical field; applies basic skills in medical vocabulary, spelling, grammar, punctuation, and keyboarding; works independently and as a team member; and strives for quality and excellence.

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

**Admission Criteria:** None.

**Program Prerequisites:** 3 Credits
Ability to type 35 wpm OR
- OAS101 Computer Typing I: Keyboarding and Formatting (3) OR
- OAS101AA Computer Typing I: Keyboard Mastery (1) AND
- OAS101AB Computer Typing I: Letters, Tables and Reports + (1) AND
- OAS101AC Computer Typing I: Production and Manuscript + (1) OR Permission of Program Director. 3

**Required Courses:** 34-35 Credits
Students must select either the Transcription Track or the Clerical Track to complete the Required Courses area. Students selecting the Transcription Track should obtain advisement from the Applied Business Program Director.

**BIO160** Introduction to Human Anatomy and Physiology 4
- OAS102 Computer Typing II: Document Production + (3) OR
- OAS102AA Computer Typing II: Letters and Memos + (1) AND
- OAS102AB Computer Typing II: Manuscripts + (1) AND
- OAS102AC Computer Typing II: Tabulation + (1) 3
- OAS103AA Computer Typing: Skill Building I + 1
- OAS106 Basic Machine Transcription + (3) OR
- OAS106AA Basic Machine Transcription: Beginning + (1) AND
- OAS106AB Basic Machine Transcription: Development + (1) AND
- OAS106AC Basic Machine Transcription: Mastery + (1) 3
- OAS108 Business English (3) OR
- OAS108AA Plurals (.25) AND
- OAS108AB Possessives (.5) AND
- OAS108AC Pronouns (.5) AND
- OAS108AD Verbs (.5) AND
- OAS108AE Modifying/Connecting Words (.25) AND
- OAS108AF Punctuation (.5) AND
- OAS108AG Capitalization (.25) AND
- OAS108AH Number Rules (.25) 3
- OAS181 Medical Office: Vocabulary (3) OR
- OAS181AA Introduction to Medical Vocabulary (.25) AND
- OAS181AB Body Structure & Nerves Vocabulary + (.5) AND
- OAS181AC Genitourinary Vocabulary + (1) AND
- OAS181AD Internal Organs Vocabulary + (1) AND
- OAS181AE Sensory Organs Vocabulary + (.25) 3
- OAS201 Computer Typing III: Advanced Document Production + 3

**AND**

**Transcription Track:** 14 Credits
- HCC204 Clinical Pathophysiology + 3
- OAS/BPC135D+ Word Processing Software + (any D module) 2
  (Any word processing software)
**Clerical Track:** 15 Credits

- BPC/CIS121AE Windows Operating System: Level I + 1
- BPC/HCE229 Automated Computer System for Medical Office Management + 2
- BPC/OAS135DD WordPerfect: Level I + 2
- BPC/OAS235DD WordPerfect: Level II + 2
- BTO/MGT148 Office Ethics and Culture (2) OR
- BTO/MGT148AA Office Ethics (1) AND
- BTO/MGT148AB Office Culture (1) + 2
- MGT251 Human Relations in Business + 3
- OAS125 Introduction to the Professional Office + 3

**Restricted Electives:** 5 Credits

Selection of courses under Restricted Electives is dependent on the Track selected under Required Courses. If BPC/CIS121AE, BPC/HCE229, BPC/OAS235DD, BTO/MGT148, MGT251, OAS125, or OAS237 courses are taken under Required Courses, students should select from other courses listed in Restricted Electives area to meet the required 5 credit hours. Students should select from the following courses in consultation with a department advisor:

- BPC110 Computer Usage and Applications + 3
- BPC/CIS114A+ Electronic Spreadsheet: Level I (any A module) + 1
- BPC/CIS114B+ Electronic Spreadsheet: Level II (any B module) + 1
- BPC/CIS114C+ Electronic Spreadsheet: Level III (any C module) + 1
- BPC/CIS117AM Database Management: Microsoft Access Level I + 1
- BPC/CIS117BM Database Management: Microsoft Access Level II + 1
- BPC/CIS117CM Database Management: Microsoft Access Level III + 1
- BPC/CIS118AB PowerPoint: Level I + 1
- BPC/CIS121AE Windows Operating System: Level I + 1
- BPC/CIS122AE Windows Operating System: Level II + 1
- BPC/CIS133AA The Internet/World Wide Web: Level I + 1
- BPC/CIS133BA The Internet/World Wide Web: Level II + 1
- BPC/HCE229 Automated Computer System for Medical Office Management + 2
- BTO/MGT148 Office Ethics and Culture (2) OR
- BTO/MGT148AA Office Ethics (1) AND
- BTO/MGT148AB Office Culture (1) + 2
- HCC130AE Legal Issues in Health Care + 0.5
- HES100 Healthful Living + 3
- MGT251 Human Relations in Business + 3
- MGT253 Owning & Operating a Small Business + 3
- OAS103AB Computer Typing: Skill Building II + 1
- OAS103AC Computer Typing: Skill Building III + 1

- OAS/BPC113 Micro-Alphabetic Indexing (1) OR
- OAS/BPC113AA Basic Micro-Alphabetic Indexing (.5) AND
- OAS/BPC113AB Micro-Alphabetic Indexing in Directories (.5) + 1

- OAS121 Techniques of Proofreading + 1
- OAS125 Introduction to the Professional Office + 3
- OAS/BPC235D+ Level II Word Processing Software (any D module) OR
- OAS/BPC235D+ Word Processing Software + 2
- OAS2237 Medical Transcription I + 3
- OAS2246 Medical Transcription Internship + 1

**Free Electives:** None.

**General Education:** 21 Credits

- **CORE:** 15 Credits

- **First-Year Composition:** Any approved General Education course in the First-Year Composition area. + 6

- **Oral Communication:** Any approved General Education course in the Oral Communication area. + 3

- **Critical Reading:** Any approved General Education course in the Critical Reading area. + 3

- **Mathematics:** Any approved General Education course in the Mathematics area. + 3

**DISTRIBUTION:** 6 Credits

- **Humanities and Fine Arts:** Any approved General Education course in the Humanities and Fine Arts area. + 3

- **Social and Behavioral Sciences:** Any approved General Education course in the Social and Behavioral Sciences area. PSY101 is recommended. + 3

- **Natural Sciences:** Met by BIO160, in Required Courses area. + 0

**Department Chairperson:** Mr. D. Sheehan

**Program Director:** Ms. D. Fladhammer

**Medical Office Support: Basic Clerical Certificate of Completion — CCL 5206**

**29 Credits**

This Certificate of Completion (CCL) program is designed for the entry-level medical office support professional who needs general secretarial skills and medical terminology. Medical clinics, hospitals, doctors’ offices, and other health agencies offer various employment settings. An individual pursuing this program enjoys learning about the medical field; has basic skills in medical vocabulary, spelling, grammar, punctuation, and keyboarding; works independently and as a team member; and strives for quality and excellence.

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

**Admission Criteria:** None.
Program Prerequisites: 3 Credits
Ability to type 35 wpm OR
OAS101 Computer Typing I: Keyboarding and Formatting (3) OR
OAS101AA Computer Typing I: Keyboard Mastery (1) AND
OAS101AB Computer Typing I: Letters, Tables and Reports + (1) AND
OAS101AC Computer Typing I: Production and Manuscript + (1) OR
Permission of Program Director.

Required Courses: 29 Credits
BIO160 Introduction to Human Anatomy and Physiology 4
BPC/HCE229 Automated Computer System for Medical Office Management + 2
BPC/OAS135DD WordPerfect: Level I 2
BTO/MGT148 Office Ethics and Culture (2) OR
BTO/MGT148AA Office Ethics (1) AND
BTO/MGT148AB Office Culture (1) 2
OAS101 Computer Typing II: Document Production + (3) OR
OAS102 Computer Typing II: Letters and Memos + (1) AND
OAS102AB Computer Typing II: Manuscripts + (1) AND
OAS102AC Computer Typing II: Tabulation + (1) 3
OAS102AA Computer Typing: Skill Building I + (1) OR
OAS102AB Computer Typing: Skill Building II + (1) OR
OAS103AC Computer Typing: Skill Building III + (1) 1
OAS106 Basic Machine Transcription + (3) OR
OAS106AA Basic Machine Transcription: Beginning + (1) AND
OAS106AB Basic Machine Transcription: Development + (1) AND
OAS106AC Basic Machine Transcription: Mastery + (1) 3
OAS108 Business English (3) OR
OAS108AA Plurals (.25) AND
OAS108AB Possessives (.5) AND
OAS108AC Pronouns (.5) AND
OAS108AD Verbs (.5) AND
OAS108AE Modifying/Connecting Words (.25) AND
OAS108AF Punctuation (.5) AND
OAS108AG Capitalization (.25) AND
OAS108AH Number Rules (.25) 3
OAS125 Introduction to the Professional Office 3
OAS181 Medical Office: Vocabulary (3) OR
OAS181AA Introduction to Medical Vocabulary (.25) AND
OAS181AB Body Structure & Nerves Vocabulary + (.5) AND
OAS181AC Genitourinary Vocabulary + (1) AND
OAS181AD Internal Organs Vocabulary + (1) AND
OAS181AE Sensory Organs Vocabulary + (.25) 3
OAS201 Computer Typing III: Advanced Document Production 3

Restricted Electives: None.

Free Electives: None.

General Education: None.

Department Chairperson: Mr. D. Sheehan
Program Director: Ms. D. Fladhammer

Medical Office Support: Basic Transcription
Certificate of Completion — CCL 5229
31 Credits
This Certificate of Completion program is designed for the medical office support professional who types physician-dictated reports describing a patient’s medical care and condition. These reports include office chart notes, history and physical examinations, consultations, discharge summaries, laboratory tests and diagnostic studies. This professional may work in either general or specialized fields of medicine. Medical clinics, hospitals, doctors’ offices, private transcriptionist agencies, and home offices offer various employment settings. The medical office support transcriptionist enjoys learning about the medical field; possesses basic skills in medical vocabulary, spelling, grammar, punctuation, and keyboarding; works independently; and strives for quality and excellence.

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

Admission Criteria: None.

Program Prerequisites: 3 Credits
Ability to type 35 wpm OR
OAS101++ Computer Typing I: Keyboarding and Formatting (3) OR
Permission of Program Director.

Required Courses: 31 Credits
Students should obtain advisement from the Applied Business Program Director.
BIO160 Introduction to Human Anatomy and Physiology 4
HCC204 Clinical Pathophysiology + 3
OAS102++ Computer Typing II: Document Production + (Any module) 3
OAS103AA Computer Typing: Skill Building I + 1
OAS106++ Basic Machine Transcription + (Any module) 3
OAS108++ Business English (Any module) 3
OAS/BPC135D+ Word Processing Software + (Any OAS/BPC135D module) 2
OAS181++ Medical Office: Vocabulary (Any module) 3
OAS201 Computer Typing III: Advanced Document Production + 3
OAS237 Medical Transcription I + 3
OAS241 Medical Transcription II + 3

For additional information on PC program competencies, visit:
http://www.dist.maricopa.edu/academic/curric/progpc.php

For additional information on MCCCDD course competencies, visit:
http://www.dist.maricopa.edu/academic/curric/es.php
Patient Care Technician

Certificate of Completion — CCL 5794
4.5-8.5 Credits

The Patient Care Technician is a multi-skilled person responsible for direct patient care services under the supervision of a licensed nurse and/or caregiver who has appropriate certification. Responsibilities include performing personal care to patients and designated procedures and treatment, obtaining blood and urine specimens for testing and analyzing, documenting correctly, maintaining patient confidentiality, and recognizing legal and ethical commitments. The Patient Care Technician program prepares individuals for entry-level positions in hospitals or other health care settings. Students will be in contact with potentially infectious blood, tissues, and body fluids.

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

Admission Criteria: Must be a high school graduate or equivalent. Submit current/Valid Nursing Assistant Certificate from the state of Arizona required. 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 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 fingerprinting clearance card.

Program Prerequisites: 4 Credits
The credit hour ranges are subject to change depending on the students’ educational experiences. Students must select one of the following three options.

OPTION I:
HCC courses are 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 the Maricopa Community Colleges.

OPTION II:
HCC courses, HCC130 and HCC145AA, may be waived by the Program Director for the student who has one year or more of documented experience as a licensed or certified health care professional.

OPTION III: 4 Credits
HCC130 Fundamentals in Health Care Delivery 3
HCC145AA Medical Terminology for Health Care Workers I 1

Required Courses:

Required Courses: 4.5 Credits
HCE109 Phlebotomy: Basic Skills + 1
HCE110 Practicum: Fundamental Phlebotomy Skills + 0.5
HCE261 Applied EKG + 1
HCE271 Patient Care Technician Skills + 1
HCE272 Practicum: Patient Care Technician + 1

Restricted Electives: None.

Free Electives: None.

General Education: None.

Department Chairperson: Ms. L. Ligon
Program Director: Ms. R. Helminski
Contact: (602) 285-7295 and/or
marty.minton@pcmail.maricopa.edu

Phlebotomy

Certificate of Completion — CCL 5279
3.5-7.5 Credits

This Certificate of Completion (CCL) is designed to prepare a person to obtain blood specimens by skin puncture and venipuncture. The phlebotomist may find employment in hospitals, patient service centers, life insurance companies, doctors’ offices, outreach services, and donor centers. This program can be customized to accommodate the phlebotomy needs of any health care professional currently employed in the health care setting. Students in the 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.

Program Notes: Students must earn a grade of "C" or better in all courses within the program. Orientation to the program and advisement are mandatory. For further information, contact the Program Advisor for Health Professions and Nursing in the Advisement Center.

Admission Criteria: 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). 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 fingerprinting clearance card.

Program Prerequisites: None.

Required Courses: 3.5-7.5 Credits
Credit hours are subject to change depending on the student’s educational experience. Students must select one of the following three options.
OPTION I: 3.5 Credits
Option I is available for students who have completed an Associate in Applied Science degree or higher degree in a health science discipline from an regionally accredited institution of higher education recognized by the Maricopa County Community Colleges.

HCE109 Phlebotomy: Basic Skills + 1
HCE111 Specimen Processing and Advanced Techniques in Phlebotomy Procedures + 1
HCE122 Practicum: Phlebotomy and Specimen Processing + 1.5

OPTION II: 3.5 Credits
Option II is available for the student who has one year or more of documented experience as a licensed or certified health care professional.

HCE109 Phlebotomy: Basic Skills + 1
HCE111 Specimen Processing and Advanced Techniques in Phlebotomy Procedures + 1
HCE122 Practicum: Phlebotomy and Specimen Processing + 1.5

OPTION III: 7.5 Credits

HCC130 Fundamentals in Health Care Delivery 3
HCC145AA Medical Terminology for Health Care Workers I 1
HCE109 Phlebotomy: Basic Skills + 1
HCE111 Specimen Processing and Advanced Techniques in Phlebotomy Procedures + 1
HCE122 Practicum: Phlebotomy and Specimen Processing + 1.5

Restricted Electives: None.

Free Electives: None.

HEALTH CARE — DENTAL

Department Chairperson: Ms. D. Kappes
Program Director: Ms. R. Perry
Contact: (602) 285-7320 and/or connie.massie@pcmail.maricopa.edu

Dental Assisting 🌟
Associate in Applied Science — AAS 3055
64.5-68.5 Credits

The Associate in Applied Science (AAS) in Dental Assisting prepares students to perform a variety of skills including but not limited to exposing x-rays, assisting the dentist, performing laboratory procedures, and educating patients. A Certificate of Completion (CCL) is also available.

The Dental Assisting program is accredited by the Commission on Dental Accreditation of the American Dental Association (211 E. Chicago Ave., Chicago, IL 60611-2678; (312) 440-4653). Graduates are eligible to take the Dental Assisting National Board (216 E. Ontario St., Chicago, IL 60611) Certification Exams for the designation CDA – (Certified Dental Assistant), the Arizona State Certification in Radiation Health and Safety Exam, and the Arizona Coronal Polishing Certificate (AZCP).

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

Admission Criteria: A high school diploma or GED equivalency is required. Ability to fully participate in classroom, laboratory, or clinical setting program activities. Submit current CPR card for Health Care Provider and maintain current status throughout the program. Complete and submit the required proof of immunity and health declaration form signed by a licensed health care provider. Submit to a drug screening and demonstrate negative results. Submit current fingerprinting clearance card. Completion of program prerequisites with a grade of “C” or better. Submit unofficial copies of transcripts. Formal application and admission to the program is required.

Program Prerequisites: 75-11.5 Credits
The credit hour range is subject to change depending on the student’s educational experiences.

OPTION 1: 75 Credits
Option 1 is available 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 County Community College District.

BIO160 Introduction to Anatomy and Physiology 4
ENG101 First-Year Composition + (3) OR
ENG107 First-Year Composition for ESL + (3) 3
HCC109 CPR for Health Care Provider (.5) OR
Current CPR certification at the health care provider OR professional rescuer level. 0.5

OPTION 2: 11.5 Credits

BIO160 Introduction to Anatomy and Physiology 4
ENG101 First-Year Composition + (3) OR
ENG107 First-Year Composition for ESL + (3) 3
HCC109 CPR for Health Care Provider (.5) OR
Current CPR certification at the health care provider OR professional rescuer level. 0.5

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 Workers I + 1

Required Courses: 41 Credits

BIO162 Microbiology Concepts for Allied Health 2
DAE101 Preclinical Dental Assisting + 2
DAE102 Preclinical Dental Assisting Laboratory + 1
DAE104 Preventive Dentistry + 2
DAE106 Clinical Dental Assisting + 4
DAE107 Clinical Dental Assisting Laboratory + 2
DAE/DHE114 Emergency Medicine + 2
DAE/DHE122 Dental Anatomy, Embryology and Histology + 2
 restricted Electives: None.

Free Electives: 1 Credit
Any course at the 100 level or above. + 1

General Education: 15 Credits
CORE: 12 Credits
First-Year Composition:
Met by ENG101 or ENG107, in Program Prerequisites area AND
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

Critical Reading:
Any approved General Education course in the Critical Reading area. + 3

Mathematics:
MAT102 Mathematical Concepts/Applications OR
equivalent by assessment OR
satisfactory completion of a higher level mathematical course. + 3

Distribution: 3 Credits

Humanities and Fine Arts:
Any approved General Education course in the Humanities and Fine Arts area. 3

Social and Behavioral Sciences:
Met by PSY101 and SOC101, in the Required Courses area. 0

Natural Sciences:
Met by BIO160, in Program Prerequisites area. 0

Department Chairperson: Ms. D. Kappes
Program Director: Ms. R. Perry
Contact: (602) 285-7320 and/or connie.massie@pcmail.maricopa.edu

Dental Assisting

Certificate of Completion — CCL 5483
40.5-44.5 Credits

The Certificate of Completion (CCL) in Dental Assisting prepares students to perform a variety of skills including but not limited to exposing x-rays, assisting the dentist, performing laboratory procedures, and educating patients. An Associate in Applied Science is also available.

The Dental Assisting program is accredited by the Commission on Dental Accreditation of the American Dental Association (211 E. Chicago Ave., Chicago, IL 60611-2678; (312) 440-4653). Graduates are eligible to take the Dental Assisting National Board (216 E. Ontario St., Chicago, IL 60611) Certification Exams for the designation CDA – (Certified Dental Assistant), the Arizona State Certification in Radiation Health and Safety Exam, and the Arizona Coronol Polishing Certificate (AZCP).

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

Admission Criteria: A high school diploma or GED equivalency is required. Ability to fully participate in classroom, laboratory, or clinical setting program activities. Submit current CPR card for Health Care Provider and maintain current status throughout the program. Complete and submit the required proof of immunity and health declaration form signed by a licensed health care provider. Submit to a drug screening and demonstrate negative results. Submit current fingerprinting clearance card. Completion of program prerequisites with a grade of “C” or better. Submit unofficial copies of transcripts. Formal application and admission to the program is required.

Program Prerequisites: 75-115 Credits

OPTION 1: 75 Credits
Option 1 is available 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 County Community College District.

BIO160 Introduction to Anatomy and Physiology 4
ENG101 First-Year Composition + (3) OR
ENG107 First-Year Composition for ESL +(3) 3
HCC109 CPR for Health Care Provider (.5) OR
Current CPR certification at the health care provider OR professional rescuer level. 0.5

OPTION 2: 115 Credits
BIO160 Introduction to Anatomy and Physiology 4
ENG101 First-Year Composition + (3) OR
ENG107 First-Year Composition for ESL +(3) 3
HCC109 CPR for Health Care Provider + (.5) OR
Current CPR certification at the health care provider OR professional rescuer level. 0.5

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 Workers I + 1

Required Courses: 33 Credits
DAE102 Preclinical Dental Assisting + 2
DAE102 Preclinical Dental Assisting Laboratory + 1
Dental Hygiene

**Associate in Applied Science — AAS 3831**

92.5-96.5 Credits

The Associate in Applied Science (AAS) degree in Dental Hygiene prepares students to practice entry-level dental hygiene. Dental hygiene students will provide preventive and therapeutic services, and will develop a commitment to the community through extramural opportunities serving diverse populations. The program is a blend of academic and clinical coursework that requires attention to detail and motivation to complete tasks on a timeline. Graduates are employed in private dental offices, hospitals, schools, and clinics within their community.

The Commission on Dental Accreditation of the American Dental Association (211 E. Chicago Ave., Chicago, Ill. 60611-2678 (312) 440-4653) grants accreditation to the Phoenix College, Rio Salado, and Mesa 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.

Applicants who are accepted and enroll in a MCCCD Dental Hygiene program will be exposed to blood-borne and infectious diseases. The program strictly adheres to established policies and procedures regarding infection control as recommended by the Centers for Disease Control and Prevention, American Dental Association, The Organization for Safety and Asepsis Procedures, and the Occupational Safety and Health Administration.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>DAE104</td>
<td>Preventive Dentistry +</td>
<td>2</td>
</tr>
<tr>
<td>DAE106</td>
<td>Clinical Dental Assisting +</td>
<td>4</td>
</tr>
<tr>
<td>DAE107</td>
<td>Clinical Dental Assisting Laboratory +</td>
<td>2</td>
</tr>
<tr>
<td>DAE/DHE114</td>
<td>Emergency Medicine +</td>
<td>2</td>
</tr>
<tr>
<td>DAE/DHE122</td>
<td>Dental Anatomy, Embryology and Histology +</td>
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<tr>
<td>DAE/DHE124</td>
<td>Dental Radiography +</td>
<td>2</td>
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<tr>
<td>DAE131</td>
<td>Dental Radiography Laboratory +</td>
<td>2</td>
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<tr>
<td>DAE140</td>
<td>Dental Issues Seminar +</td>
<td>1</td>
</tr>
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<td>DAE144</td>
<td>Pharmacology +</td>
<td>1</td>
</tr>
<tr>
<td>DAE145</td>
<td>Oral Pathology +</td>
<td>2</td>
</tr>
<tr>
<td>DAE151</td>
<td>Survey of Dental Office Management +</td>
<td>2</td>
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<tr>
<td>DAE/DHE203</td>
<td>Dental Materials +</td>
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<td>DAE/DHE204</td>
<td>Dental Materials Laboratory +</td>
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<td>DAE224</td>
<td>General Clinical Practice +</td>
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<td>Pediatric Clinical Practice +</td>
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<td>DAE226</td>
<td>Periodontal Clinical Practice +</td>
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<td>DAE227</td>
<td>Orthodontic Clinical Practice +</td>
<td>1</td>
</tr>
<tr>
<td>DAE228</td>
<td>Oral and Maxillofacial Surgery Clinical Practice +</td>
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</tr>
</tbody>
</table>

**Restrict Electives:** None.

**Free Electives:** None.

**General Education:** None.

**Department Chairperson:** Ms. D. Kappes

**Program Director:** Ms. L. Garcia

**Contact:** (602) 285-7320 and/or connee.massie@pcmail.maricopa.edu

**Program Notes:** Students must earn a grade of "C" or better in all courses that will be applied toward the degree. All General Education requirements are met by program prerequisites as indicated. Students should consult with an advisor in selecting courses to meet the General Education areas.

**Admission Criteria:** A high school diploma or GED equivalency is required. Ability to fully participate in classroom, laboratory, or clinical setting program activities. Submit current CPR card for Health Care Provider and maintain current status throughout the program. Complete and submit the required proof of immunity and health declaration form signed by a licensed health care provider. Submit to a drug screening and demonstrate negative results. Submit current fingerprinting clearance card. Completion of program prerequisites. Formal application and admission to the program is required.

**Program Prerequisites:** 34.5-38.5 Credits

**OPTION 1:** 34.5 Credits

Option 1 is available 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 County Community College District.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>BIO162</td>
<td>Microbiology Concepts for Allied Health</td>
<td>2</td>
</tr>
<tr>
<td>CHM138</td>
<td>Chemistry for Allied Health +</td>
<td>3</td>
</tr>
<tr>
<td>CHM138LL</td>
<td>Chemistry for Allied Health Laboratory +</td>
<td>1</td>
</tr>
<tr>
<td>HCC109</td>
<td>CPR for Health Care Provider OR Current CPR certification at the health care provider or professional rescuer level</td>
<td>0.5</td>
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</table>

**General Education:** 28 Credits

**CORE:** 15 Credits

**First-Year Composition:**
Any approved general education courses in the First-Year Composition area. +

**Oral Communication:**
Any approved general education course in the Oral Communication area.

**Critical Reading:**
CRE101 Critical and Evaluative Reading + (3) OR Equivalent as indicated by assessment.

**Mathematics:**
MAT102 Mathematical Concepts/Applications + OR Equivalent course OR Satisfactory completion of a higher level mathematics course.

**DISTRIBUTION:** 13 Credits

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

**Natural Sciences:**
BIO160 Introduction to Human Anatomy and Physiology

**Social and Behavioral Sciences:**
PSY101 Introduction to Psychology (3) AND SOC101 Introduction to Sociology (3)

OR
### Option 2: 34.5 Credits

Option 2 is available for the student who has 6 months documented experience as a dental assistant or in other related dental patient care activities. Prospective students with health care licensure are also exempt from the HCC courses for the Dental Hygiene program.

- BIO162 Microbiology Concepts for Allied Health  2
- CHM138 Chemistry for Allied Health +  3
- CHM138LL Chemistry for Allied Health Laboratory +  1
- HCC109 CPR for Health Care Provider + OR Current CPR certification at the health care provider OR professional rescuer level  0.5

### General Education: 28 Credits

#### CORE: 15 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 Critical and Evaluative Reading + (3) OR Equivalent as indicated by assessment.  3

##### Mathematics:
MAT102 Mathematical Concepts/Applications OR Equivalent course OR Satisfactory completion of a higher level mathematics course.  3

### DISTRIBUTION: 13 Credits

#### Humanities and Fine Arts:
Any approved general education course in the Humanities and Fine Arts area.  3

#### Natural Sciences:
BIO160 Introduction to Human Anatomy and Physiology  4

#### Social and Behavioral Sciences:
PSY101 Introduction to Psychology (3) AND SOC101 Introduction to Sociology (3)  6

### Required Courses: 58 Credits

- DHE110 Pharmacology +  3
- DHE112 Oral Pathology +  3
- DAE/DHE114 Emergency Medicine +  2
- DHE119 Head and Neck Anatomy +  3
- DHE120 Preclinical Dental Hygiene +  6
- DAE/DHE122 Dental Anatomy, Embryology and Histology +  2
- DAE/DHE124 Dental Radiography +  2
- DHE125 Dental Radiography Laboratory +  1
- DHE127 Prevention of Dental Disease +  3
- DHE132 Dental Hygiene Theory I +  3
- DHE133 Dental Hygiene Clinic +  3
- DAE/DHE203 Dental Materials +  2
- DAE/DHE204 Dental Materials Laboratory +  1
- DHE212 Dental Hygiene Theory I +  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.

### Free Electives: None.
Critical Reading:
Met by CRE101 Critical and Evaluative Reading + (3) OR
Equivalent as indicated by assessment in Program
Prerequisites area.
0

Mathematics:
Met by MAT102 Mathematical Concepts/Applications OR
Equivalent course OR
Satisfactory completion of a higher level mathematics
course in Program Prerequisites area.
0

DISTRIBUTION: 0 Credits

Humanities and Fine Arts:
Met by any approved general education course in the
Humanities and Fine Arts area in the Program
Prerequisites area.
0

Natural Sciences:
Met by BIO160 Introduction to Human Anatomy and
Physiology+ in the Program Prerequisites area.
0

Social and Behavioral Sciences:
Met by PSY101 Introduction to Psychology (3) AND
SOC101 Introduction to Sociology (3)
In the Program Prerequisites area.
0

Department Chairperson: Ms. D. Kappes
Program Director: Ms. R. Perry
Contact: (602) 285-7320 and/or
connie.masse@pcmail.maricopa.edu

Dental Office Management
Associate in Applied Science — AAS 3268
75.5-79.5 Credits

The Dental Office Management Associate in Applied Science
program has been designed to offer students a combination of
chairside assisting and management skills. The program will
prepare students for the supervision of personnel, public
relations, budgets, accounts receivable and general business
office procedures. The result is an enriched program that
prepares students for expanded professional responsibilities in a
dental practice.

Program Notes: Students must earn a grade of "C" or better
in all courses within the program. Academic advisement is
critical to the successful completion of the program
prerequisites. Students with transferable credits are strongly
couraged to seek academic advisement.

Admission Criteria: None.

Program Prerequisites: 40.5-44.5 Credits
Certificate of Completion in Dental Assisting +(5483 40.5-44.5

Required Courses: 17 Credits
ACC109 Accounting Concepts (3) OR
ACC111 Accounting Principles I (3) 3
CIS105 Survey of Computer Information Systems (3) OR
BPC110 Computer Usage and Applications OR 3

BPC/CIS114A+ Any Electronic Spreadsheet:
Level I course (1) OR
BPC/CIS114B+ Any Electronic Spreadsheet:
Level II course + (1) OR
BPC/CIS114C+ Any Electronic Spreadsheet:
Level III course + (1) 1
BPC/CIS117A+ Any Database Management course (1) OR
BPC/CIS117B+ Any Database Management course + (1) OR
BPC/CIS117C+ Any Database Management course + (1) OR
BPC/CIS133AA Internet/Web Development Level I-A (1) OR
BPC/CIS133BA Internet/Web Development Level I-B + (1) OR
BPC/CIS133CA Internet/Web Development Level I-C + (1) 1

MGT229 Management and Leadership I 3
MGT230 Management and Leadership II + 3
OAS101 Computer Typing I: Keyboarding and
Formatting 3

Restricted Electives: None.

Free Electives: None.

General Education: 18 Credits

CORE: 12 Credits
First-Year Composition:
Met by ENG101 or ENG107, in Program Prerequisites
area.
0
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

Critical Reading:
Any approved General Education course in the
Critical Reading area.
3

Mathematics:
MAT102 Mathematical Concepts/Applications OR
equivalent by assessment OR satisfactory completion
of a higher mathematics course.
3

DISTRIBUTION: 6 Credits

Humanities and Fine Arts:
Any approved General Education course in the
Humanities and Fine Arts area.
3

Social And Behavioral Sciences:
PSY101 Introduction to Psychology
3

Natural Sciences:
Met by BIO160, in the Program Prerequisites area.
0

For additional information on PC program competencies, visit:
http://www.dist.maricopa.edu/academic/curric/progpc.php

For additional information on MCCCD course competencies, visit:
http://www.dist.maricopa.edu/academic/curric/cs.php
HEALTH CARE — EMERGENCY MEDICAL TECHNOLOGY

Department Chairperson: Mr. G. McDaniel
Program Director: Mr. G. McDaniel

Advanced Emergency Medical Technology (Paramedic) ♦

Associate in Applied Science — AAS 3065 63.5 Credits

The Associate in Applied Science (AAS) in Advanced Emergency Medical Technology (Paramedic) is designed to provide advanced techniques of emergency care, stabilization, and immobilization of victims of illness and injury. The techniques of emergency care include but are not limited to assessment, detailed physical examination, recognition and documentation of signs and symptoms of illness and injury, critical thinking and diagnosis intervention, and the evaluation of the interventions. The techniques of assessment include but are not limited to electrocardiograph rhythm identification, administration of oxygen, defibrillation, synchronized cardioversion, transcutaneous pacing, and advanced airway techniques. The techniques for immobilization of the victim include but are not limited to the use of specific immobilization devices, peripheral intravenous and central intravenous techniques, and preparation and care during transportation. 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.

Admission Criteria: Prior to being considered for and accepted into the program, students must complete specified exams and an oral interview with the EMT/FSC department. Additionally, students must have a recommendation from a referring agency. Finally, students should seek department advisement on completing program prerequisites prior to acceptance into the program.

Program Prerequisites: 25-42 Credits
Basic Emergency Medical Technology Certificate + (B) OR
Intermediate Emergency Medical Technology Certificate (25) 8-25
BIO201 Human Anatomy and Physiology I + 4
BIO202 Human Anatomy and Physiology II + 4
CRE101 Critical and Evaluative Reading I + (3) OR
CRE111 Critical Reading for Business and Industry + (3) OR
Equivalent as indicated by assessment 3
MAT102 Mathematical Concepts/Applications + (3) OR
Equivalent OR Satisfactory score on District placement exam 3
PSY101 Introduction to Psychology 3

Required Courses: 42.5 Credits
EMT235 Emergency Cardiac Care + 3
EMT236 Pharmacology in an Emergency Setting + 3
EMT/FSC238 Vehicle Extrication and Patient Stabilization + 2
EMT245 Trauma Management I + 2
EMT272AA Advanced Emergency Medical Technology + (12.5) AND
EMT272AB Advanced Emergency Medical Technology + (12.5) 25

Restrict Electives: 9 Credits
SPA101 Elementary Spanish I, recommended.
EMT116 Emergency Medical Communications (EMD) + 1.5
EMT120 Spanish for Emergency-Care Providers 1
EMT130 Advanced Life Support (ALS) Assist for Basic EMTs + 1
EMT215 Stress and Emergency Services Professionals + 3
EMT240 Advanced Cardiac Life Support + 2
EMT242 Pediatric Advanced Life Support + 1
EMT246 Trauma Management II + 4
PSY266 Abnormal Psychology + 3
SPA101 Elementary Spanish I + 4

Free Electives: None.

General Education: 12 Credits
CORE: 9 Credits
First-Year Composition:
Any approved General Education courses in the First-Year Composition area. 6
Oral Communication:
COM100 Introduction to Human Communication 3
Critical Reading:
Met by CRE101 or CRE111, in Program Prerequisites area. 0
Mathematics:
Met by MAT102, in Program Prerequisites area. 0

DISTRIBUTION: 3 Credits
Humanities and Fine Arts:
Any approved General Education course in the Humanities and Fine Arts area. 3
Social and Behavioral Sciences:
Met by PSY101, in Program Prerequisites area. 0
Natural Sciences:
Met by BIO201, in Program Prerequisites area. 0

Please Note: The Advanced Emergency Medical Technology (Paramedic) degree requires a G.P.A. of 2.5.

Department Chairperson: Mr. G. McDaniel
Program Director: Mr. G. McDaniel

Advanced Emergency Medical Technology (Paramedic) ♦

Certificate of Completion — CCL 5513 37.5 Credits

The Certificate of Completion (CCL) in Advanced Emergency Medical Technology (Paramedic) is designed to provide advanced techniques of emergency care, stabilization, and immobilization of victims of illness and injury. The techniques of emergency care include but are not limited to assessment, detailed physical examination, recognition and documentation of signs and symptoms of illness and injury, critical thinking and diagnosis intervention, and the evaluation of the interventions.
The techniques of assessment include but are not limited to electrocardiograph rhythm identification, administration of oxygen, defibrillation, synchronized cardioversion, transcutaneous pacing, and advanced airway techniques. The techniques for immobilization of the victim include but are not limited to the use of specific immobilization devices, peripheral intraosseous and central intravenous techniques, and preparation and care during transportation. An Associate in Applied Science (AAS) is also available.

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

Admission Criteria: Prior to being considered for and accepted into the program, students must complete specified exams and an oral interview with the EMT/FSC department. Additionally, students must have a recommendation from a referring agency. Finally, students should seek department advisement on completing program prerequisites prior to acceptance into the program.

Program Prerequisites: 8 Credits
Basic Emergency Medical Technology Certificate + (5268) 8

Required Courses: 34.5 Credits
EMT245 Trauma Management I + 2
EMT272AA Advanced Emergency Medical Technology + (12.5) AND
EMT272AB Advanced Emergency Medical Technology + (12.5) 25
EMT272LL Advanced Emergency Medical Technology Practicum + 75

Restricted Electives: 3-4 Credits
SPA101 Elementary Spanish I, recommended.
EMT120 Spanish for Emergency Care Providers 1
EMT165 Pediatric Education for Prehospital Providers: Basic + 2
EMT240 Advanced Cardiac Life Support + 2
EMT242 Pediatric Advanced Life Support + 1
EMT246 Trauma Management II + 4
SPA101 Elementary Spanish I + 4

Free Electives: None.

General Education: None.

Please Note: The Basic Emergency Medical Technology (Paramedic) certificate requires a G.P.A. of 2.5.

Department Chairperson: Mr. G. McDaniel

Emergency Communications & Deployment
Certificate of Completion — CCL 5775
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 required within the program.

Program Prerequisites: None.

Required Courses: 2 Credits
EMT/HLR101 CPR: Basic Cardiac Life Support 0.5
EMT/FSC116 Emergency Medical Communications (EMD)+ 1.5

Department Chairperson: Mr. G. McDaniel

Intermediate Emergency Medical Technology
Certificate of Completion — CCL 5271
25 Credits
The Certificate of Completion (CCL) in Intermediate Emergency Medical Technology is designed to provide advanced techniques of emergency care, stabilization, and immobilization of victims of illness and injury. The techniques of emergency care include
but are not limited to assessment, detailed physical examination, recognition and documentation of signs and symptoms of illness and injury, critical thinking and diagnosis intervention, and the evaluation of the interventions. The techniques of assessment include but are not limited to electrocardiographic rhythm identification, administration of oxygen, defibrillation, synchronized cardioversion, transcutaneous pacing, and advanced airway techniques. The techniques for immobilization of the victim include but are not limited to use of specific immobilization devices, peripheral intraosseous and central intravenous techniques, and preparation and care during transportation.

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

Admission Criteria:  Prior to being considered for and accepted into the program, students must complete specified exams and oral interview with the EMT/FSC department. Additionally, students must have a recommendation from a referring agency. Finally, students should seek department advisement on completing program prerequisites prior to acceptance into the program.

Program Prerequisites:  21 Credits
BIO160 Introduction to Human Anatomy & Physiology + 4
EMT/FSC104 Basic Emergency Medical Technology + 8
EMT235 Emergency Cardiac Care + 3
ENG101 First-Year Composition + (3) OR
ENG107 First-Year Composition for ESL + (3) OR
MAT102 Mathematical Concepts/Applications + (3) OR
Equivalent OR Satisfactory score on District placement exam. 3

Required Courses:  25 Credits
EMT208 Intermediate Emergency Medical Technology + 16
EMT208AA Intermediate Emergency Medical Technology Practicum + 2
EMT236 Pharmacology in an Emergency Setting + 3
EMT/FSC238 Vehicular Extrication and Patient Stabilization + 2
EMT245 Trauma Management I + 2

Restricted Electives:  None.

Free Electives:  None.

Please Note:  The Intermediate Emergency Medical Technology certificate requires a G.P.A. of 2.5.

Department Chairperson: Mr. G. McDaniel

Secondary Basic Emergency Medical Technology

Certificate of Completion — CCL 5341

9.25 Credits

This Certificate of Completion (CCL) in Secondary Basic Emergency Medical Technology program is designed for students attending one of the Phoenix Union High Schools who are interested in Basic Emergency Medical Technology and meets the training requirements of the Arizona Department of Health Services. Students develop the techniques of emergency care, stabilization, and immobilization of victims of illness and injury, recognition and documentation of the assessment, administration of oxygen, use of specific immobilization devices, and preparation of the victim/patient for transportation are included.

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

Admission Criteria:  Currently enrolled in the Phoenix Union High School District.

Program Prerequisites:  None.

Required Courses:  9.25 Credits
EMT/HLR101 Cardiopulmonary Resuscitation/Basic Cardiac Life Support 0.50
SEM104AA Secondary Basic Emergency Medical Technology: Patient Assessment 0.50
SEM104AB Secondary Basic Emergency Medical Technology: Basic Life Support and Airway Management + 0.50
SEM104AC Secondary Basic Emergency Medical Technology: Soft Tissue and Environmental Emergencies + 0.50
SEM104AD Secondary Basic Emergency Medical Technology: Head, Brain, Neck, and Spine + 0.50
SEM104AE Secondary Basic Emergency Medical Technology: Shock + 0.50
SEM104AF Secondary Basic Emergency Medical Technology: Head, Chest, and Abdomen + 0.50
SEM104AG Secondary Basic Emergency Medical Technology: Medical-Legal + 0.50
SEM104AH Secondary Basic Emergency Medical Technology: Pediatrics + 0.50
SEM104AI Secondary Basic Emergency Medical Technology: Respiratory, Behavioral, Environmental, and Diabetic + 0.50
SEM104AJ Secondary Basic Emergency Medical Technology: Gynecologic or Obstetrical Emergencies + 0.50
SEM104AK Secondary Basic Emergency Medical Technology: Musculoskeletal Extremity Injuries + 0.50
SEM104AL Secondary Basic Emergency Medical Technology: Patient Movement and Ambulance Equipment + 0.50
SEM104AM Secondary Basic Emergency Medical Technology: Triage Management + 0.50
SEM104AN Secondary Basic Emergency Medical Technology: Intravenous Fluids + 0.25
SEM104AO Secondary Basic Emergency Medical Technology: Evaluations + 0.50
SEM106 Secondary Vehicular Extrication and Patient Stabilization + 1
SEM108 Secondary Trauma Patient Management + 0.50

Restricted Electives:  None.

Free Electives:  None.

General Education:  None.
HEALTH CARE — NURSING

Department Chairperson: Ms. I. Fawcett
Program Director: Ms. I. Fawcett
Contact: (602) 285-7121 and/or
adelina.armenta@pcomaricopa.edu

NURSING

NURSING PROGRAM
Degree/Certificate:
Certificate of Completion in Nurse Assisting
Certificate of Completion in Practical Nursing
Associate in Applied Science Degree in Nursing

Program Description:
The Nursing Program is available at nine of the Maricopa Community Colleges. The nursing pathway provides multiple exit points for employment that begins with the Nurse-Assisting course and continues to the Practical Nurse Certificate and Registered Nurse Degree program. The nursing program provides eligibility for the students to seek certification and licensure through the Arizona State Board of Nursing. Licensing requirements are the exclusive responsibility of the Arizona State Board of Nursing.

The Nursing Program is approved by the Arizona State Board of Nursing and is accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway 33rd Floor, New York, New York 10006, 212.363.5555, ext. 153.

Program Offerings:
This program is offered at the following sites:
Chandler-Gilbert Community College Phone#-480-988-8880
Estrella Mountain Community College Phone#-623-935-8953
Gateway Community College Phone#-602-286-8686
Glendale Community College Phone#-623-845-3210
Mesa Community College Phone#-480-461-7106
Mesa Community College/Boswell Phone#-623-974-7356
Paradise Valley Community College Phone#-602-787-7284
Phoeni College Phone#-602-285-7110
Rio Salado College Phone#-480-517-8580
Scottsdale Community College Phone#-480-423-6225

Waiver of Licensure/Certification Guarantee:
Admission or graduation from the MCCCD Nursing Program does not guarantee obtaining a license or certificate to practice nursing. Licensure and certification requirements and the subsequent procedures are the exclusive right and responsibility of the Arizona State Board of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations, independently of any college of school requirements for graduation.

Pursuant to A.R.S. § 32-1606(B)(17), an applicant for professional or practical nurse license by examination is not eligible for licensure if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge must be received five or more years before submitting this application. If you cannot prove that the absolute discharge date is five or more years, the Board cannot process your application.

All nurse and nursing assistant applicants for certification and licensure will be fingerprinted to permit the Department of Public Safety to obtain state and federal criminal history information. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602-331-8111). All students must submit a copy of a fingerprint clearance card with their application for the Nursing Program.

Health Declaration:
It is essential that Nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients’ lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application.

Health & Safety Requirements for the Nursing Program:
1. Students must submit a completed Health and Safety Documentation Checklist and maintain current status throughout the program.
2. Students must submit a CPR card for Health Care Provider and maintain current status throughout the program.
3. Health Declaration Form signed by a licensed health care provider.
4. Negative urine drug screen.

Grade Requirements:
Student must obtain a C grade or better or pass in P/Z graded courses in all courses in program.

Course Fee Information:
Please see class schedule for course fees information.

University Transfer Students
For students planning a University Program
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.

NURSING PROGRAM REQUIREMENTS

THE NURSE ASSISTING PATHWAY
The nurse assisting pathway is designed to prepare students to complete the Nurse Assistant Certification through the Arizona State Board of Nursing to practice in a health care agency as a certified nurse assistant. Completion of the nurse assistant program of study provides job ready skills as a nursing assistant. Students may apply to the Nursing Program after completing the prerequisite courses and admission requirements.
Certificate of Completion in Nurse Assisting:  
8 Credits  Major Code: 5963  

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

Admission Criteria:  
Application and acceptance into the program, High School graduate or GED, current Health Care Provider CPR card required before beginning courses. All students must submit a copy of a fingerprint clearance card with their application for the Maricopa Community College District Nursing Program.  

Program Prerequisites: None.  

Required Courses: 8 Credits  
HCC130 Fundamentals of Health Care Delivery (3) OR  
HCC130AA Health Care Today (5) AND  
HCC130AB Workplace Behavior in Health Care (5) AND  
HCC130AC Personal Wellness and Safety (5) AND  
HCC130AD Communication and Team Work in the Health Care Organizations (5) AND  
HCC130AE Legal Issues in Health Care (5) AND  
HCC130AF Decision Making in Health Care Setting (5)  
HCC145AA Medical Terminology for Health Care Workers I  
NUR156 Nurse Assisting +  
NUR157 Nurse Assisting Lab  
Students must earn a grade of “C” or better in all courses required within the program.  

PRACTICAL NURSE PATHWAY  
Following completion of the practical nurse level program of study, the student is eligible to apply for licensure as a practical nurse. Licensed Practical Nurses (L.P.N.) are employed in acute, long-term, and community-based health care agencies under the direction of a registered nurse. Practical Nurses function within their legal scope of practice and use professional standards of care in illness care and health promotion activities for clients and families across the life span.  

Certificate of Completion in Practical Nursing:  
44-57 Credits  Major Code: 5957  

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

Admission Criteria:  
High School diploma or GED, application and acceptance into the nursing program.  

A reading score of 50% or higher and a math score of 50% or higher on the Nursing Entrance Exam (NET) must be achieved for admission. Retests can be taken only once in a 60 day period. The entire Nursing Entrance Exam (NET) must be taken on each retest. The test can be taken no more than 3 times in a 12 month period.  

The Health Education Systems, Inc. (HESI) test will be administered to all prospective advanced placement students seeking admission into Blocks 3 or 4. A score of 800 or higher is required in order to be granted advanced placement into either of these blocks. A score of less than 800 will result in placement into either Block 1 or 2. The final decision rests with the Nursing Program Chair at the College to which the student is accepted.  

All students must submit a copy of a fingerprint clearance card with their application for the Nursing Program.  

Program Prerequisites: 18-31 Credits  
The credit hour range is subject to change depending on the student’s educational experience.  
BIO156 Introductory Biology for Allied Health (4) OR  
BIO181 General Biology (Majors) I (4) OR  
One year of high school biology  
BIO201 Human Anatomy and Physiology I +  
BIO202 Human Anatomy and Physiology II +  
BIO205 Microbiology +  
HCC130 Fundamentals of Health Care Delivery (3) OR  
CHM130 Fundamental Chemistry + (3) AND  
CHM130LL Fundamental Chemistry Lab (1) OR  
One year of high school chemistry  
CRE101 Critical and Evaluative Reading I (3) + OR  
Equivalent by assessment  
ENG101 First-Year Composition (3) + OR  
ENG107 First-Year Composition for ESL (3)  
MAT120 Intermediate Algebra + (5) OR  
MAT121 Intermediate Algebra + (4) OR  
MAT122 Intermediate Algebra + (3) OR  
Higher Level Math Course  
PSY101 Introduction to Psychology  
3-5  

Required Courses: 26 Credits  
HCC145AA Medical Terminology for Health Care Workers I  
NUR111 Nursing Process/Critical Thinking I +  
NUR117 Pharmacology & Medication Administration I +  
NUR119 Nursing Science I +  
NUR121 Nursing Process/Critical Thinking II +  
NUR127 Pharmacology & Medication Administration II+  
NUR129 Nursing Science II +  
PSY101 Introduction to Psychology  

Restricted Electives: None.  

Free Electives: None.  

REGISTERED NURSE PATHWAY  

Associate in Applied Science in Nursing  
69-92 Credits  Major code: 3812  

The Associate in Applied Science (AAS) degree in Nursing Program 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, chronic and community based health care 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 within the program.
Admission Criteria:
High School diploma or GED, application and acceptance in the Nursing program. A reading score of 50% or higher and a math score of 50% or higher on the Nursing Entrance Exam (NET) must be achieved for admission. Retests can be taken only once in a 60 day period. The entire Nursing Entrance Exam (NET) must be taken on each retest. The test can be taken no more than 3 times in a 12 month period.

The Health Education Systems, Inc. (HESI) test will be administered to all prospective advanced placement students seeking admission into Blocks 3 or 4. A score of 800 or higher is required in order to be granted advanced placement into either of these blocks. A score of less than 800 will result in placement into either Block 1 or 2. The final decision rests with the Nursing Program Chair at the college to which the student is accepted.

All students must submit a copy of a fingerprint clearance card with their application for the Nursing Program.

Program Prerequisites: 18-31 Credits
The credit hour range is subject to change depending on student’s educational experience.

BIO156 Introductory Biology for Allied Health (4) OR
BIO181 General Biology (Majors) I (4) OR
One year of high school biology 0-4

BIO201 Human Anatomy and Physiology I + 4
BIO202 Human Anatomy and Physiology II + 4
BIO205 Microbiology + 4

CHM130 Fundamental Chemistry + (3) AND 4
CHM130LL Fundamental Chemistry Lab (1) OR
One year of high school chemistry 0-4

CRE101 Critical and Evaluative Reading I (3) + OR
Equivalent by assessment 0-3

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

MAT120 Intermediate Algebra + (5) OR
MAT121 Intermediate Algebra + (4) OR
MAT122 Intermediate Algebra + (3) OR
Higher Level Math Course 3-5

Required Courses: 46 Credits
HCC145AA Medical Terminology for Health Care Workers I 1
NUR111 Nursing Process/Critical Thinking I + 4
NUR117 Pharmacology & Medication Administration I + 2
NUR119 Nursing Science I + 5
NUR121 Nursing Process/Critical Thinking II + 4
NUR127 Pharmacology & Medication Administration II + 2
NUR129 Nursing Science II + 5
NUR231 Nursing Process/Critical Thinking III + 4
NUR237 Pharmacology & Medication Administration III + 1
NUR239 Nursing Science III + 5
NUR241 Nursing Process/Critical Thinking IV + 4
NUR249 Nursing Science IV + 6
PSY101 Introduction to Psychology 3

Restricted Electives: None.
Free Electives: None.

General Education Requirements: 5 Credits

CORE: 3 Credits

First-Year Composition
Met by ENG101 or ENG107 in Program Prerequisites area.
ENG102 First-Year Composition (3) + OR
ENG108 First-Year Composition for ESL (3) 3

Oral Communication
Waived 0

Critical Reading
Met by CRE101 + in Program Prerequisites area. 0

Mathematics
Met by MAT120 OR MAT121 OR MAT122 OR higher Level Math Course in Program Prerequisites area. 0

DISTRIBUTION: 2 Credits

Humanities and Fine Arts
Any approved course in the Humanities and Fine Arts area. 2

Natural Sciences
Met by BIO201 + AND BIO202 + in the Program Prerequisites area. 0

Social and Behavioral Sciences
Met by PSY101 in the Required Courses area. 0

HEALTH CARE — THERAPEUTIC MASSAGE

Department Chairperson: Ms. L. Ligon
Program Director: Ms. D. Geddes
Contact: (602) 285-7295 and/or marty.minton@pcmail.maricopa.edu

Therapeutic Massage Associate in Applied Science — AAS 3144 64-68 Credits

The Associate in Applied Science (AAS) program is designed to provide students with the philosophical foundation and technical skills required to perform therapeutic massage. Students are prepared to manage a private massage practice and/or work in collaboration with other health field professionals. Students who complete this degree program will be qualified to apply for licensure as massage therapists in the State of Arizona. Students in the Therapeutic Massage program may be exposed to potentially infectious blood, tissues, and body fluids. A Certificate of Completion (CCL) is also available.

Program Notes: Students must earn a grade of “C” or better in all courses within the program. Students must attend an orientation prior to making an application to the program and receive advisement from 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 Therapeutic Massage Program packet.

Admission Criteria: High school diploma or GED. Completion of Program Prerequisites courses with a grade of “C” or better.

Proof of current immunization: MMR (Measles, Mumps, and Rubella), TB (tuberculosis skin test), varicella, tetanus,
diphtheria, and HEB (Hepatitis B vaccine). 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. Submit current fingerprinting clearance card. Formal application and admission to the program is required.

Program Prerequisites: 11-15 Credits
Students must earn a grade of “C” or better in all courses in the Program Prerequisites area.

OPTION 1: 15 Credits
BIO160 Introduction to Human Anatomy and Physiology 4
HCC130 Fundamentals in Health Care Delivery 3
HCC145AA Medical Terminology for Health Care Workers I 1
WED151 Introduction to Alternative Medicine 3
WED165 Overview of Massage Therapy 2
WED215 Self-Care for Health Care Professionals 2

Required Courses: 24 Credits
MGT253 Owning and Operating a Small Business 3
WED230 Therapeutic Massage Practices I + 6
WED231 Therapeutic Massage Practices II + 6
WED232 Therapeutic Massage Practices III + 6
WED250 Clinical Practicum + 3

Restricted Electives: 8 Credits
Students must select a minimum of one (1) course from each category.

CATEGORY I: General
Select a minimum of one (1) course from Category I.
HES100 Healthful Living 3
HES271 Prevention and Treatment of Athletic Injuries 3
WED297AC Special Topics: Therapeutic Massage 3

CATEGORY II: Hands-on
Select a minimum of one (1) course from Category II. Permission of Program Director is required.
WED210 Sports Massage + 2
WED262 Acupressure/Shiatsu I + 2
WED264 Acupressure/Shiatsu II + 2
WED297AB Special Topics: Therapeutic Massage 2

CATEGORY III: Special Exploration
Select a minimum of one (1) course from Category III.
WED156 Humor and Play 1
WED162 Meditation and Wellness 1
WED170 Principles of Homeopathy 1
WED172 Herbal Remedies 1
WED176 Flower Essences 1
WED182 Health Conditions and Popular Herbs 2
WED218 Aromatherapy 1
WED297AA Special Topics: Therapeutic Massage 1

CATEGORY IV: Physical Activity
Select a minimum of one (1) course from Category IV.
PED101AO Aikido (1) OR
PED102AO Aikido (1) OR
PED201AO Aikido (1) OR
PED202AO Aikido (1) 1
PED101VR Tai Chi (1) OR
PED102VR Tai Chi (1) OR
PED201VR Tai Chi (1) OR
PED202VR Tai Chi (1) 1
PED101YJ Physical Activities: Yoga (1) OR
PED102YJ Physical Activities: Yoga (1) OR
PED201YJ Physical Activities: Yoga (1) OR
PED202YJ Physical Activities: Yoga (1) 1
PED/WED121 Physical Conditioning for Massage Therapists 1

Free Electives: None.

General Education: 21 Credits
CORE: 15 Credits
First-Year Composition:
Any approved General Education courses in the First-Year Composition area. + 6

Oral Communication:
COM110 Interpersonal Communication (3) OR
COM230 Small Group Communication + (3) 3

Critical Reading:
Any approved General Education course in the Critical Reading area. + 3

Mathematics:
Any approved General Education course in the Mathematics area. + 3

DISTRIBUTION: 6 Credits
Humanities and Fine Arts:
Any approved General Education course in the Humanities and Fine Arts Area. 3

Social and Behavioral Sciences:
REC120 Leisure and the Quality of Life 3

Natural Sciences:
Met by BIO160, in Program Prerequisites area. 0

For additional information on PC program competencies, visit:
http://www.dist.maricopa.edu/academic/curric/progpc.php

For additional information on MCCC course competencies, visit:
http://www.dist.maricopa.edu/academic/curric/co.php
Therapeutic Massage Program

Certificate of Completion — CCL 5144

39-43 Credits

The Certificate of Completion (CCL) program is designed to provide students with the philosophical foundation and technical skills required to perform therapeutic massage. Students are prepared to manage a private massage practice and/or work in collaboration with other health field professionals. Students who complete this certificate program will be qualified to apply for licensure as massage therapists in the State of Arizona. Students in the Therapeutic Massage program may be exposed to potentially infectious blood, tissues, and body fluids. An Associate in Applied Science (AAS) degree is also available.

Program Notes: Students must earn a grade of "C" or better in all courses within the program. Students must attend an orientation prior to making an application to the program and receive advisement from 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 Therapeutic Massage Program packet.

Admission Criteria: High school diploma or GED. Completion of Program Prerequisites courses with a grade of "C" or better. Proof of current immunization: MMR (Measles, Mumps, and Rubella), TB (tuberculosis skin test), varicella, tetanus, diphtheria, and HEB (Hepatitis B vaccine). 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. Submit current fingerprinting clearance card. Formal application and admission to the program is required.

Program Prerequisites: 11-15 Credits

Students must earn a grade of "C" or better in all courses in the Program Prerequisites area.

OPTION 1: 15 Credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO160</td>
<td>Introduction to Human Anatomy and Physiology</td>
<td>4</td>
</tr>
<tr>
<td>HCC130</td>
<td>Fundamentals in Health Care Delivery</td>
<td>3</td>
</tr>
<tr>
<td>HCC145AA</td>
<td>Medical Terminology for Health Care Workers I</td>
<td>1</td>
</tr>
<tr>
<td>WED151</td>
<td>Introduction to Alternative Medicine</td>
<td>3</td>
</tr>
<tr>
<td>WED165</td>
<td>Overview of Massage Therapy</td>
<td>2</td>
</tr>
<tr>
<td>WED215</td>
<td>Self-Care for Health Care Professionals</td>
<td>2</td>
</tr>
<tr>
<td>WED165</td>
<td>Overview of Massage Therapy</td>
<td>2</td>
</tr>
<tr>
<td>WED215</td>
<td>Self-Care for Health Care Providers</td>
<td>2</td>
</tr>
</tbody>
</table>

Required Courses: 24 Credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MGT253</td>
<td>Owning and Operating a Small Business</td>
<td>3</td>
</tr>
<tr>
<td>WED230</td>
<td>Therapeutic Massage Practices I +</td>
<td>6</td>
</tr>
<tr>
<td>WED231</td>
<td>Therapeutic Massage Practices II +</td>
<td>6</td>
</tr>
<tr>
<td>WED232</td>
<td>Therapeutic Massage Practices III +</td>
<td>6</td>
</tr>
<tr>
<td>WED250</td>
<td>Clinical Practicum +</td>
<td>3</td>
</tr>
</tbody>
</table>

Restricted Electives: 4 Credits

Students must select from different categories for a total of 4 credits. Students should select from the following categories in consultation with the Program Director.

CATEGORY I: General

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HES100</td>
<td>Healthy Living</td>
<td>3</td>
</tr>
<tr>
<td>HES271</td>
<td>Prevention and Treatment of Athletic Injuries</td>
<td>3</td>
</tr>
<tr>
<td>WED297AC</td>
<td>Special Topics: Therapeutic Massage</td>
<td>3</td>
</tr>
</tbody>
</table>

CATEGORY II: Hands-on

Permission of Program Director is required.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WED210</td>
<td>Sports Massage +</td>
<td>2</td>
</tr>
<tr>
<td>WED262</td>
<td>Acupressure/Shiatsu I +</td>
<td>2</td>
</tr>
<tr>
<td>WED264</td>
<td>Acupressure/Shiatsu II +</td>
<td>2</td>
</tr>
<tr>
<td>WED297AB</td>
<td>Special Topics: Therapeutic Massage</td>
<td>2</td>
</tr>
</tbody>
</table>

CATEGORY III: Special Exploration

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>WED156</td>
<td>Humor and Play</td>
<td>1</td>
</tr>
<tr>
<td>WED162</td>
<td>Meditation and Wellness</td>
<td>1</td>
</tr>
<tr>
<td>WED170</td>
<td>Principles of Homeopathy</td>
<td>1</td>
</tr>
<tr>
<td>WED172</td>
<td>Herbal Remedies</td>
<td>1</td>
</tr>
<tr>
<td>WED176</td>
<td>Flower Essences</td>
<td>1</td>
</tr>
<tr>
<td>WED182</td>
<td>Health Conditions and Popular Herbs</td>
<td>2</td>
</tr>
<tr>
<td>WED218</td>
<td>Aromatherapy</td>
<td>1</td>
</tr>
<tr>
<td>WED297AA</td>
<td>Special Topics: Therapeutic Massage</td>
<td>1</td>
</tr>
</tbody>
</table>

CATEGORY IV: Physical Activity

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PED101AO</td>
<td>Aikido (1) OR</td>
<td></td>
</tr>
<tr>
<td>PED102AO</td>
<td>Aikido (1) OR</td>
<td></td>
</tr>
<tr>
<td>PED201AO</td>
<td>Aikido (1) OR</td>
<td></td>
</tr>
<tr>
<td>PED202AO</td>
<td>Aikido (1) OR</td>
<td></td>
</tr>
<tr>
<td>PED101VR</td>
<td>Tai Chi (1) OR</td>
<td></td>
</tr>
<tr>
<td>PED102VR</td>
<td>Tai Chi (1) OR</td>
<td></td>
</tr>
<tr>
<td>PED201VR</td>
<td>Tai Chi (1) OR</td>
<td></td>
</tr>
<tr>
<td>PED202VR</td>
<td>Tai Chi (1) OR</td>
<td></td>
</tr>
<tr>
<td>PED101YJ</td>
<td>Yoga (1) OR</td>
<td></td>
</tr>
<tr>
<td>PED102YJ</td>
<td>Yoga (1) OR</td>
<td></td>
</tr>
<tr>
<td>PED201YJ</td>
<td>Yoga (1) OR</td>
<td></td>
</tr>
<tr>
<td>PED202YJ</td>
<td>Yoga (1) OR</td>
<td></td>
</tr>
<tr>
<td>WED/PED121</td>
<td>Physical Conditioning for Massage Therapists</td>
<td></td>
</tr>
</tbody>
</table>

Free Electives: None.

General Education: None.
HUMAN SERVICES

HUMAN SERVICES — ADMINISTRATION OF JUSTICE

Department Chairperson: Dr. C. Viera
Program Director: Mr. R. Wilson
Contact: (602) 285-7205 and/or richard.wilson@pcmail.maricopa.edu

Administration of Justice

Associate in Applied Science — AAS 3400 64-67 Credits
The Administration of Justice curriculum is designed to prepare students for careers in the fields of law enforcement, probation, parole, security, and related criminal justice fields along with related technical occupations. It provides practitioners in the Administration of Justice field with the opportunity for academic growth and development in their specialized fields and prepares them to continue their education at a four-year institution.

Program Notes: Students planning to transfer should contact the Transfer and/or Advisement Centers to obtain the requirements for the university for which you plan to attend.

Program Prerequisites: None.

Required Courses: 33 Credits
Students must earn a grade of “C” or better in each course in the Required Courses area.
AJS101 Introduction to Criminal Justice 3
AJS109 Substantive Criminal Law 3
AJS201 Rules of Evidence 3
AJS210 Constitutional Law 3
AJS212 Juvenile Justice Procedures 3
AJS225 Criminology 3
AJS230 The Police Function 3
AJS240 The Correction Function 3
AJS260 Procedural Criminal Law 3
AJS270 Community Relations 3
AJS275 Criminal Investigation I 3

Restricted Electives: 6 - 9 Credits
Notes: Students must earn a grade of “C” or better in each course in the Restricted Electives area. Any AJS courses other than the AJS courses listed in the program’s Required Courses area. SOC245 recommended.
AJS++ Any AJS course(s) 3-9
SOC++ Any SOC course(s), except SOC101 3-9
JAS++ Any JAS course(s) 3-9

General Education: 25 Credits
CORE: 15 Credits
First Year Composition: Any approved General Education course in the First-Year Composition area. 6
Oral Communication: Any approved General Education course in the Oral Communication area. 3
Critical Reading:
CRE101 Critical and Evaluative Reading I + OR Equivalent by assessment 3

Mathematics: Any approved General Education course in the Mathematics area. 3

DISTRIBUTION: 10 Credits
Humanities Fine Arts: Any approved General Education course in the Humanities and Fine Arts area. Recommend AJS123. 3
Social and Behavioral Sciences:
SOC101 Introduction to Sociology 3
Natural Sciences: Any approved General Education course in the Natural Sciences area. 4

Department Chairperson: Dr. C. Viera
Program Director: Mr. R. Wilson
Contact: (602) 285-7205 and/or richard.wilson@pcmail.maricopa.edu

Administration of Justice – Comprehensive Certificate of Completion — CCL 5008 18 Credits
The Certificate of Completion (CCL) in Administration of Justice - Comprehensive program is designed to provide students with a supplemental body of courses to broaden the preparation for a variety of positions in the justice fields. Students who have previously received a degree in different fields of study will be assisted in entering careers in the justice fields beyond the entry levels.

Program Notes: Additional programs are available in the Administration of Justice field. Contact the Advisement Center for details. Students must earn a grade of “C” or better in all courses required within the program.

Program Prerequisites: None.

Required Courses: 18 Credits
AJS201 Rules of Evidence 3
AJS212 Juvenile Justice Procedures 3
AJS225 Criminology 3
AJS260 Procedural Criminal Law 3
AJS270 Community Relations 3
AJS275 Criminal Investigation I 3

Department Chairperson: Dr. C. Viera
Program Director: Mr. R. Wilson
Contact: (602) 285-7205 and/or richard.wilson@pcmail.maricopa.edu

Administration of Justice – Fundamentals

Certificate of Completion — CCL 5007 16 Credits
The Certificate of Completion (CCL) in Administration of Justice - Fundamentals program is designed to provide students with a basic core of courses in the essential areas of the justice disciplines. Students who have previously received a degree in different fields of study will be assisted in entering careers in the justice fields.
Program Notes: Additional programs are available in the Administration of Justice field. Contact the Advisement Center for details. Students must earn a grade of "C" or better in all courses required within the program.

Program Prerequisites: None.

Required Courses: 16 Credits
AJS101 Introduction to Criminal Justice 3
AJS109 Substantive Criminal Law 3
AJS210 Constitutional Law 3
AJS230 The Police Function 3
AJS240 The Corrections Function 3
AJS271 Special Populations + (1) OR
AJS289++ Any module (1) OR
AJS290++ Any module (1) 1

Department Chairperson: Dr. C. Viera
Program Director: Mr. R. Wilson
Contact: (602) 285-7205 and/or richard.wilson@pcmail.maricopa.edu

AJS213 Evidence Technology /Fingerprints (3) OR
AJS123 recommended. 3

Any approved General Education course in the Humanities Education course in the First-Year Composition area. 6

Crime and Accident Scene Photography
Certificate of Completion — CCL 5012
10 Credits
This Certificate of Completion program is designed to prepare students for entry level positions in the field of crime and accident scene photography. Additional courses in the field of evidence technology can be taken to complete other programs.

Program Notes: Students must earn a grade of "C" or better in all courses required within the program. Additional options are available in the field of evidence technology. Consult catalog, Department Chair and/or the Advisement Center for details.

Program Prerequisites: None.

Required Courses: 10 Credits
AJS101 Introduction to Criminal Justice 3
AJS241 Photo Photography 3
AJS275 Criminal Investigation I 3
AJS290BN Courtroom Testimony Seminar 1

Department Chairperson: Dr. C. Viera
Program Director: Mr. R. Wilson
Contact: (602) 285-7205 and/or richard.wilson@pcmail.maricopa.edu

Evidence Technology
Associate in Applied Science — AAS 3404
64-67 Credits
The Evidence Technology Associate in Applied Science program is designed to prepare students for entry level positions in the fields of forensics technology. It provides practitioners in the field of evidence technology with the opportunity for academic growth and development in their specialized fields.

Program Notes: Students planning to transfer to a four-year college or university should contact the Advisement Center for specific information about the general education requirements.

Admission Criteria: None.

Required Courses: 31 Credits
Students must earn a grade of "C" or better in each course in the Required Courses area.
AJS101 Introduction to Criminal Justice 3
AJS109 Substantive Criminal Law 3
AJS201 Rules of Evidence 3
AJS210 Constitutional Law 3
AJS213 Evidence Technology /Fingerprints (3) OR
AJS213AB Fingerprint Classification I (1) AND
AJS213AC Fingerprint Classification II (1) AND
AJS213AD Latent Development and Identification (1) 3
AJS215 Criminalistics: Physical Evidence 3
AJS216 Criminalistics: Biological Evidence 3
AJS241 Police Photography + 3
AJS260 Procedural Criminal Law 3
AJS275 Criminal Investigation I 3
AJS290BN Courtroom Testimony Seminar 1

Restricted Electives: 8-11 Credits
Students must earn a grade of "C" or better in each course in the Restricted Elective Course area.
AJS++ Any AJS course(s) not listed in the Required Courses area 3-11
JAS++ Any JAS course(s) 3-11
SOC++ Any SOC course(s) 3-11

General Education: 25 Credits
Students planning to transfer to a four-year college or university should contact the Advisement Center for specific information about the general education requirements.

CORE: 15 Credits
First-Year Composition: Any approved General Education course in the First-Year Composition area. 6
Oral Communication: Any approved General Education course in the Oral Communication area. 3
Critical Reading:
CRE101 Critical and Evaluative Reading I + (3) OR equivalent by assessment 3
Mathematics: Any approved General Education course in the Mathematics area. 3

DISTRIBUTION: 10 Credits
Humanities and Fine Arts:
Any approved General Education course in the Humanities and Fine Arts area.
AJS123 recommended. 3
Social and Behavioral Sciences:
SOC101 Introduction to Sociology 3
Natural Sciences:
CHM130 Fundamental Chemistry 3
CHM130LL Fundamental Chemistry Lab + 1

For additional information on PC program competencies, visit:
http://www.dist.maricopa.edu/academic/curric/progrs.php

For additional information on MCCCD course competencies, visit:
http://www.dist.maricopa.edu/academic/curric/os.php
Department Chairperson: Dr. C. Viera  
Program Director: Mr. R. Wilson  
Contact: (602) 285-7205 and/or richard.wilson@pemail.mariopa.edu

Evidence Technology  
Certificate of Completion — CCL 5877  
19 Credits

The Evidence Technology Certificate of Completion (CCL) curriculum is designed to prepare students for careers in the fields of forensics technology. It provides practitioners in the Evidence Technology field with the opportunity for academic growth and development in their specialized fields.

Program Notes: Students must earn a grade of “C” or better in all courses required within the program. Additional options are available in the field of evidence technology. Consult catalog, Department Chair and/or the Advisement Center for details. Students planning to transfer to a four-year college or university should contact the Advisement Center for specific information about the general education requirements.

Program Prerequisites: None.

Required Courses: 19 Credits
AJS101 Introduction to Criminal Justice 3
AJS213 Evidence Technology/Fingerprints (3) OR
AJS213AB Fingerprint Classification I (1) AND
AJS213AC Fingerprint Classification II + (1) AND
AJS213AD Latent Development and Identification (1) 3
AJS215 Criminalistics: Physical Evidence 3
AJS216 Criminalistics: Biological Evidence 3
AJS241 Police Photography 3
AJS275 Criminal Investigation I 3
AJS290BN Courtroom Testimony Seminar 1

Department Chairperson: Dr. C. Viera  
Program Director: Mr. R. Wilson  
Contact: (602) 285-7205 and/or richard.wilson@pemail.mariopa.edu

Fingerprint Classification and Identification  
Certificate of Completion — CCL 5010  
10 Credits

The Certificate of Completion (CCL) in Fingerprint Classification and Identification is designed to prepare students for entry level positions in the field of fingerprint classification and identification.

Program Notes: Students must earn a grade of “C” or better in all courses required within the program. Additional options are available in the field of evidence technology. Consult catalog, Department Chair and/or the Advisement Center for details.

Program Prerequisites: None.

Required Courses: 10 Credits
AJS101 Introduction to Criminal Justice 3
AJS213 Evidence Technology/Fingerprints (3) OR
AJS213AB Fingerprint Classification I (1) AND
AJS213AC Fingerprint Classification II + (1) AND
AJS213AD Latent Development and Identification (1) 3
AJS275 Criminal Investigation I 3
AJS290BN Courtroom Testimony Seminar 1

Justice and Government Agency Administration &  
Associate in Applied Science — AAS 3833  
60-61 Credits

The Associate in Applied Science (AAS) in Justice and Government Agency Administration is designed to prepare students for careers in administrative support positions in justice and other governmental agencies. Further, it provides civil servants already in these fields with the opportunity for academic growth, personal and professional development in supervisory and managerial skills.

Program Notes: Students must earn a grade of “C” or better in all courses within the program. Students planning to transfer to a four-year college or university should contact the Advisement Center for specific information about the General Education requirement. The Justice and Government Agency Administration program also provides certificates in Justice and Government Agency Administration — Levels I and II.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 36 Credits
JAS101 Introduction to Justice and Government Agency Administration 3
JAS102 Principles of Management for Justice & Government Agencies I 3
JAS110 Basic Principles of Government Fiscal Administration + 3
JAS115 Basic Principles of Human Resources Mgt. for Justice & Government Agencies +3
JAS150 Organizational Behavior in Justice and Government Agencies + 3
JAS200 Principles of Management for Justice and Government Agencies II + 3
JAS225 Statistics for Social Research/Justice and Government + 3
JAS250 Managing Individuals in Groups for Justice and Government Agencies + 3
BPC110 Computer Usage and Applications 3
SOC101 Introduction to Sociology 3
SOC140 Racial and Ethnic Minorities 3
SOC251 Social Problems + 3
Restricted Electives: 2-3 Credits
CFS257 Working with Families with Diverse Needs 3
JAS284 Current Issues in Justice and Government 5.5-3
JAS285 Current Issues in Justice and Government 1.5-3
SOC157 Sociology of Marriage and Family 3
SOC245 Social Deviance + 3
SWU102 Introduction to Social Work 3
SWU171 Introduction to Social Welfare + 3
SWU291 Social Service Delivery Systems 3
WST100 Women and Society 3
WST105 Women of Color in America 3
WST120 Gender, Class, and Race 3

Free Electives: None.

General Education: 22 Credits
Students planning to transfer to a four-year college or university should contact the Advisement Center for specific information about the General Education requirements

CORE: 15 Credits

First Year Composition:
Any approved General Education course in the First-Year Composition area. + 6

Oral Communication:
Any approved General Education course in the Oral Communication area. 3

Critical Reading:
Any approved General Education course in the Critical Reading area. + 3

Mathematics:
Any approved General Education course in the Mathematics area. + 3

DISTRIBUTION: 7 Credits

Humanities and Fine Arts:
Any approved General Education course in the Humanities and Fine Arts area. AJ/S123 recommended. 3

Social and Behavioral Sciences:
Met by SOC101 in Required Courses area. 0

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

Program Notes: Students must earn a grade of "C" or better in all courses within the program. Students completing the CCL in Justice and Government Agency Administration – Level I, may take additional courses to complete the CCL in Justice and Government Agency Administration – Level II (5006) (18 credits) and the AAS in Justice and Government Agency Administration (3833) (60-61 credits).

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 18 Credits
JAS101 Introduction to Justice and Government Agency Administration 3
JAS102 Principles of Management for Justice and Government Agencies I 3
JAS150 Organizational Behavior in Justice and Government Agencies + 3
BPC110 Computer Usage in Justice and Government 3
SOC101 Introduction to Sociology 3
SOC140 Racial and Ethnic Minorities 3

Restricted Electives: None.

Free Electives: None.

General Education: None.

Department Chairperson: Dr. C. Viera
Program Director: Mr. R. Wilson
Contact: (602) 285-7205 and/or richard.wilson@pcmail.maricopa.edu

Justice and Government Agency Administration – Level II ★
Certificate of Completion — CCL 5006
18 Credits
The CCL in Justice and Government Agency Administration – Level II is designed to prepare students with a supplemented body of courses in administrative support topics to enhance the preparation for civil service positions in justice and other governmental agencies. Students who have previously received a degree in a different field of study will be facilitated in entering careers at first-line management and supervisory levels.

Program Notes: Students must earn a grade of "C" or better in all courses within the program. Students completing the CCL in Justice and Government Agency Administration – Level II, may take additional courses to complete the AAS in Justice and Government Agency Administration (3833) (60-61 credits).

Admission Criteria: None.

Program Prerequisites: 21 Credits
Completion of the Certificate of Completion in Justice and Government Agency Administration – Level I (5004) + 18 MAT102 Mathematical Concepts/Applications (3) OR equivalent as indicated by assessment OR satisfactory completion of a higher-level math course. 3
Required Courses: 18 Credits
JAS110 Basic Principles of Government Fiscal Administration + 3
JAS115 Basic Principles of Human Resources Mgt. for Justice and Government Agencies + 3
JAS200 Principles of Management for Justice and Government Agencies II + 3
JAS225 Statistics for Social Research/Justice and Government + 3
JAS250 Managing Individuals in Groups for Justice and Government Agencies + 3
SOC251 Social Problems + 3

Restricted Electives: None.

Free Electives: None.

General Education: None.

HUMAN SERVICES — AGING SERVICES/GERONTOLOGY

Assisted Living
The Assisted Living programs are currently under revision and will not be available until Fall, 2008. For more information, please contact the Program Director, Veronique Parker, at (602) 285-7760, or the Academic Advisement Center at (602) 285-7792, or visit:


Department Chairperson: Ms. L. Ligon
Program Director: Ms. V. Parker
Contact: (602) 285-7295 and/or marty.minton@pcmall.maricopa.edu

Gerontology
Associate in Applied Science — AAS 3769
61 Credits
The Associate in Applied Science in Gerontology provides an overview of the aging process from social, psychological, and biological perspectives. Normal aging along with common problems associated with aging are explored. The students gain experience in different settings/activities to enhance skills.

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: 15 Credits
Certificate of Completion in Gerontology: Foundations (5718) 12
BPC110 Computer Usage and Applications 3

Restricted Electives: 21 Credits
Students will choose one of the following for a total of 21 credits.
Certificate of Completion in Gerontology:
Eldercare/5306 (21)
OR
Certificate of Completion in Gerontology:
Program Development/5314 (21)
OR
Certificate of Completion in Gerontology:
Aging Services Management/5719 (21)
OR
Certificate of Completion in Gerontology:
Generalist/5320 (21)

General Education: 25 Credits
CORE: 15 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:
Any approved general education course in the Critical Reading area. 3
Mathematics:
Any approved general education course in the Mathematics area. 3

DISTRIBUTION: 10 Credits
Humanities and Fine Arts:
Any approved general education course in the Humanities and Fine Arts area. 3
Social and Behavioral Sciences:
Any approved general education course in the Social and Behavioral Sciences area. 3
Natural Sciences:
BIO160 Introduction to Human Anatomy and Physiology 4

Department Chairperson: Ms. L. Ligon
Program Director: Ms. V. Parker
Contact: (602) 285-7295 and/or marty.minton@pcmall.maricopa.edu

Gerontology: Aging Services Management
Certificate of Completion — CCL 5719
21 Credits
The Certificate of Completion in Gerontology: Aging Services Management provides practical in-depth consideration of management issues including strategies for personnel management; techniques for addressing executive management issues, and practice creating, interpreting, and using budgets. Addresses public policy and mechanisms for influencing it. Includes practical application in budget creation, interpretation, and use as well as preparation of written proposals for aging services.
Program Notes: Students must earn a grade of “C” or better in all courses required within the program. The same GRN prefixed course cannot be used to satisfy both the Required Courses and the Restricted Electives areas, EXCEPT GRN275++.

Admission Criteria: None.

Program Prerequisites: 12-21 Credits
GRN121 Psychosocial Aspects of Aging 3
GRN122 Overview of Aging Services 3
GRN123 Health and Biophysical Aspects of Aging 3
GRN124 Fundamentals of Service Delivery 3
MAT102 Mathematical Concepts/Applications + (3) OR Equivalent course 3

AND

Current English and Reading assessment reflecting eligibility for:
CRE101 Critical and Evaluative Reading I OR Equivalent course 3
ENG101 First-Year-Composition (3) OR Equivalent course 3
ENG107 First-Year-Composition for ESL (3) OR Equivalent course 3

OR

Permission of Program Director

Required Courses: 18 Credits
GRN236 Law and the Elderly+ 3
GRN240 Public Policy and Advocacy + 3
GRN242 Management and Supervision + 3
GRN246 Executive Management and Leadership in Aging Services + 3
GRN248 Fiscal Management and Fund Development + 3
GRN275C+ Practicum in Gerontology: Management + (1-3) (any module[s] for a total of 3 credits) 3

Restricted Electives: 3 Credits
GRN250AA, GRN250AB, and GRN260 may be repeated with change of topic/application.
FPA++++ Any approved FPA prefixed courses + 1-3
GRN++++ Any approved GRN prefixed courses + .5-3

Free Electives: None.

General Education: None.

Department Chairperson: Ms. L. Ligon
Program Director: Ms. V. Parker
Contact: (602) 285-7295 and/or marty.minton@pccmail.maricopa.edu

Gerontology: Eldercare Certificate of Completion — CCL 5306
21 Credits

The Certificate of Completion in Gerontology: Eldercare provides practical in-depth consideration of concerns associated with the therapeutic care of elders in the home, community, and institutional settings, including dementia care, activity programming, and legal issues. The students gain experience in different settings/activities to enhance skills.

Program Notes: Students must earn a grade of “C” or better in all courses required within the program. The same GRN course cannot be used to satisfy both the Required Courses and the Restricted Electives areas, EXCEPT GRN275A+. Students must complete a total of 21 credits to complete this program.

Admission Criteria: None.

Program Prerequisites: 12-18 Credits
GRN121 Psychosocial Aspects of Aging 3
GRN122 Overview of Aging Services 3
GRN123 Health and Biophysical Aspects of Aging 3
GRN124 Fundamentals of Service Delivery 3
AND

Current English and Reading assessment reflecting eligibility for:
CRE101 Critical and Evaluative Reading I OR Equivalent course 3
ENG101 First-Year-Composition (3) OR Equivalent course 3
ENG107 First-Year-Composition for ESL (3) OR Equivalent course 3

OR

Permission of Program Director

Required Courses: 15-19 Credits
Students must complete the appropriate number of credits in the Restricted Electives area to align with Required Courses Option pursued for a program total of 21 credits.

OPTION 1: 18.25-19.25 Credits
GRN102 Supervisory Care Services 1.25
GRN104 Personal Care Services + 2
GRN202 Activity Programming for Aging Services + 3
GRN226 Alzheimer’s Disease and Dementia + 3
GRN230 Therapeutic Environments for Dementia Care + 3
GRN236 Law and the Elderly + 3
GRN270 Caregiving in Assisted Living Facilities + (1) AND/OR GRN275A+ Practicum in Gerontology: Eldercare + (1-3) 3-4

OPTION 2: 17.25-18.25 Credits
Current Arizona Certified Nurse Assistant (CNA) certificate
GRN102 Supervisory Care Services 1.25
GRN104AA Personal Care Services for CNAs 1
GRN202 Activity Programming for Aging Services + 3
GRN226 Alzheimer’s Disease and Dementia + 3
GRN230 Therapeutic Environments for Dementia Care + 3
GRN236 Law and the Elderly + 3
GRN270 Caregiving in Assisted Living Facilities + (1) AND/OR GRN275A+ Practicum in Gerontology: Eldercare + (1-3) 3-4

OPTION 3: 15-16 Credits
Current Arizona Certified Nurse Assistant (CNA) certificate
GRN202 Activity Programming for Aging Services + 3
GRN226 Alzheimer’s Disease and Dementia + 3
GRN230 Therapeutic Environments for Dementia Care + 3
GRN236 Law and the Elderly + 3
GRN270 Caregiving in Assisted Living Facilities + (1) AND/OR GRN275A+ Practicum in Gerontology: Eldercare + (1-3) 3-4
OPTION 4: 19-20 Credits
NUR156 Nurse Assisting + (2) AND
NUR157 Nurse Assisting Lab + (2) OR
Equivalent courses from a regionally accredited institution of higher education recognized by Maricopa County Community College District. 4
GRN202 Activity Programming for Aging Services + 3
GRN226 Alzheimer’s Disease and Dementia + 3
GRN230 Therapeutic Environments for Dementia Care + 3
GRN236 Law and the Elderly + 3
GRN270 Caregiving in Assisted Living Facilities + (1) AND/OR
GRN275A+ Practicum in Gerontology: Eldercare + (1-3) 3-4

Restricted Electives: 2-6
Students must complete the appropriate number of credits in the Restricted Electives area to align with Required Courses Option pursued for a program total of 21 credits.
FPA+++++ Any approved FPA prefix courses + 1-3
GRN+++++ Any approved GRN prefix courses + 0.5-6
GRN250AA, GRN250AB, and GRN260 may be repeated with change of topic/application.

Department Chairperson: Ms. L. Ligon
Program Director: Ms. V. Parker
Contact: (602) 285-7295 and/or
marty.minton@pcmail.maricopa.edu

Gerontology: Generalist
Certificate of Completion — CCL 5320
21 Credits
The Certificate of Completion in Gerontology: Generalist provides practical in-depth consideration of a variety of issues in gerontology and the provision of aging services, including dementia care, activity programming, legal aspects of aging, and public policy and advocacy. The students gain experience in different settings/activities to enhance skills.

Program Notes: Students must earn a grade of “C” or better in all courses required within program. The same GRN prefix course cannot be used to satisfy both the Required Courses and the Restricted Electives areas, EXCEPT GRN275++.

Admission Criteria: None.

Program Prerequisites: 12-18 Credits
GRN121 Psychosocial Aspects of Aging 3
GRN122 Overview of Aging Services 3
GRN123 Health and Biophysical Aspects of Aging 3
GRN124 Fundamentals of Service Delivery 3
AND
Current English and Reading assessment reflecting eligibility for:
CRE101 Critical and Evaluative Reading I OR
Equivalent course 3
ENG101 First-Year Composition (3) OR
ENG107 First-Year Composition for ESL (3) OR
Equivalent course 3
OR
Permission of Program Director

Required Courses: 15 Credits
GRN202 Activity Programming for Aging Services+ 3
GRN226 Alzheimer’s Disease and Dementia + 3
GRN236 Law and the Elderly + 3
GRN240 Public Policy and Advocacy + 3
GRN275++ Practicum in Gerontology +
Any module[s] for a total of 3 credits 3

Restricted Electives: 6 Credits
EXCEPT courses used to satisfy that satisfy the Required Courses area.
FPA+++++ Any approved FPA prefix courses+ 1-3
GRN+++++ Any approved GRN prefix courses + 0.5–3

Department Chairperson: Ms. L. Ligon
Program Director: Ms. V. Parker
Contact: (602) 285-7295 and/or
marty.minton@pcmail.maricopa.edu

Gerontology: Program Development
Certificate of Completion — CCL 5314
21 Credits
The Certificate of Completion (CCL) in Gerontology: Program Development provides practical in-depth analysis of activity
Students must earn a grade of "C" or better in all courses required within the program. The same GRN course cannot be used to satisfy both the Required Courses and the Restricted Electives areas, EXCEPT GRN275B+.

**Admission Criteria:** None.

**Program Prerequisites:** 12-18 Credits
- GRN121 Psychosocial Aspects of Aging 3
- GRN122 Overview of Aging Services 3
- GRN123 Health and Biophysical Aspects of Aging 3
- GRN124 Fundamentals of Service Delivery 3

AND

Current English and Reading assessment reflecting eligibility for:
- CRE101 Critical and Evaluative Reading I OR Equivalent course 3
- ENG101 First-Year-Composition (3) OR 1st-Year-Composition for ESL (3) OR Equivalent course 3
- OR Permission of Program Director

**Required Courses:** 16 Credits
- GRN202 Activity Programming for Aging Services + 3
- GRN226 Alzheimer’s Disease and Dementia 3
- GRN230 Therapeutic Environments for Dementia Care + 3
- GRN242 Management and Supervision + 3
- GRN248AA Fiscal Management and Fund Development I + 1
- GRN275B+ Practicum in Gerontology: Program Development + Any module[s] for a total of 3 credits 3

**Restricted Electives:** 5 Credits
- FPA+++++ Any approved FPA prefix courses + 1-3
- GRN+++++ Any approved GRN prefix courses + 0.5-3

**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:** 1.5 Credits
- TDP110 Community Emergency Response Team (CERT): Level I 1.5

**Restricted Electives:** None.

**Free Electives:** None.

**General Education:** None.

**Department Chairperson:** Mr. G. McDaniel  
**Program Director:** Mr. D. Dodt

**Hazardous Materials Response Certificate of Completion — CCL 5682**  
35 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.

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 35 Credits
- EMT/FSC104 Basic Emergency Medical Technology 8
- FSC105 Hazardous Materials/First Responder 3
- FSC108 Fundamentals of Fire Prevention 3
- FSC113 Introduction to Fire Suppression 3
- FSC125 Hazardous Materials Emergency Scene Management 1
- FSC127 Codes/Regulations and Contingency Planning for Hazardous Materials Response 1
- FSC128 Hazardous Materials Air Monitoring/Breathing Protection 1
- FSC129 Physical Properties of Hazardous Materials 1
- FSC132 Personnel Protective Equipment for Emergency Spill Control at Hazardous Materials Incidents 1
- 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

**Restricted Electives:** None.

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**HUMAN SERVICES — EMERGENCY RESPONSE**

**Department Chairperson:** Mr. G. McDaniel  
**Program Director:** Mr. G. McDaniel

**Community Emergency Response Team (CERT): Level I**

**Certificate of Completion — CCL 5448**

1.5 Credits

*This program is currently under revision. Contact Academic Advisement at (602) 285-7110 for more information.*

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).
Free Electives: None.

General Education: None.

**HUMAN SERVICES — FIRE SCIENCE**

Department Chairperson: Mr. G. McDaniel
Program Director: Mr. D. Dodt

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

**Fire Science**

**Associate in Applied Science — AAS 3064**

64 Credits

The Associate in Applied Science (AAS) in Fire Science provides practical firefighting, hazardous materials, related operations, and fire service management emphasis in this program with history and theory used where necessary to assist professionals to cope with current challenges in the field. This curriculum is designed to (1) provide training for professional fire service personnel in order that they may most efficiently perform their duties, (2) prepare people for a career in Fire Service or a related field, and (3) provide people with a better understanding of fire and related hazards and challenges faced in providing public safety services. 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. If pursuing Bachelor’s degree program, contact department advisor.

Admission Criteria: None.

Program Prerequisites: None.

**Required Courses:** 21 Credits

- FSC105 Hazardous Materials/First Responder 3
- FSC108 Fundamentals of Fire Prevention 3
- FSC113 Introduction to Fire Suppression 3
- FSC131 Introduction to Urban Technical Rescue 3
- FSC202 Supervisory Training for Firefighters 3
- FSC204 Firefighting Tactics and Strategy + 3
- FSC208 Firefighter Safety and Building Construction + 3

**Restricted Electives:** 18 Credits

Students should select 18 credit hours from the following courses in consultation with a department advisor.

- ACC111 Accounting Principles I (3) AND
- ACC112 Accounting Principles II + (3) AND
- ACC212 Managerial Accounting + (3) OR
- ACC230 Uses of Accounting Information I + (3) AND
- ACC240 Uses of Accounting Information II + (3) 6
- EMT/FSC104 Basic Emergency Medical Technology + 8
- EMT/FSC238 Vehicular Extrication and Patient Stabilization + 2
- FSC101++ Introduction to Fire Service Selection (3) OR Modular equivalents 3
- FSC102 Fire Department Operations + 11
- FSC106 Introduction to Fire Protection 3

- FSC114 Hazardous Materials First on the Scene/Awareness Level 0.5
- FSC117 Fire Apparatus 3
- FSC118 Fire Hydraulics 3
- FSC130 Fitness for Firefighters/CPAT 1
- FSC134++ Fitness & Conditioning/Firefighters (3) OR Modular equivalents 3
- FSC135 Fire Service Information Management 3
- FSC152 Engine Company Officer 1
- FSC205 Command Strategies for Major Emergencies + 3
- FSC209 Fire Investigation 3
- FSC214 Human Resource Management in Fire Service + 3
- FSC221 Ladder Company Officer 1
- GBS206 Business Law (UCC) 3

**Free Electives:** None.

**General Education:** 25 Credits

**CORE:** 15 Credits

**First-Year Composition:** Any approved General Education courses in the First-Year Composition area. + 6

**Oral Communication:** COM100 Introduction to Human Communication 3

**Critical Reading:** Any approved General Education course in the Critical Reading area. + 3

**Mathematics:** Any approved General Education course in the Mathematics area. + 3

**DISTRIBUTION:** 10 Credits

**Humanities and Fine Arts:** Any approved General Education course in the Humanities and Fine Arts area. 3

**Social and Behavioral Sciences:** Any approved General Education course in the Social and Behavioral Sciences area. Recommend SOC101 OR SOC140 3

**Natural Sciences:** Any approved General Education course in the Natural Sciences area. + Recommend BIO101 OR CHM130 AND CHM130LL OR PHY1014

Department Chairperson: Mr. G. McDaniel
Program Director: Mr. D. Dodt

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**

25-26 Credits

The Certificate of Completion (CCL) in Firefighter Operations provides the opportunity for individuals who are not sponsored by a fire department or other agency to acquire the minimum standard firefighting skills needed in the field of firefighting and who are seeking employment in various firefighting settings.
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.

Admission Criteria: Completion of Program Prerequisites. Formal application and admission to the program is required.

Program Prerequisites: 11-12 Credits
- EMT/FSC104 Basic Emergency Medical Technology + 8
- FSC105 Hazardous Materials/First Responder 3
- FSC130 Fundamentals of Firefighter/CPAT (1) OR Permission of Program Director 1

Required Courses: 14 Credits
- FSC102 Fire Department Operations + 11
- FSC134 Fitness and Conditioning for Firefighters 3

Restricted Electives: None.

Free Electives: None.

General Education: None.

Department Chairperson: Mr. G. McDaniel
Program Director: Mr. D. Dodt

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

Fire Science

Certificate of Completion — CCL 5514
37 Credits

The Certificate of Completion (CCL) in Fire Science provides practical firefighting, hazardous materials, related operations and fire service management emphasis in this program with history and theory used where necessary to assist professionals to cope with current challenges in the field. This curriculum is designed to (1) provide training for professional fire service personnel in order that they may most efficiently perform their duties (2) prepare people for a career in Fire Service or related field, and (3) provide people with a better understanding of fire and related hazards and challenges faced in providing public safety services. An Associate in Applied Science (AAS) 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
- FSC105 Hazardous Materials/First Responder 3
- FSC108 Fundamentals of Fire Prevention 3
- FSC113 Introduction to Fire Suppression 3
- FSC131 Introduction to Urban Technical Rescue 3
- FSC202 Supervisory Training for Firefighters 3
- FSC204 Firefighting Tactics and Strategy + 3
- FSC208 Firefighter Safety and Building Construction + 3

Restricted Electives: 16 Credits
Students should select 16 credit hours from the following courses in consultation with a department advisor.

- EMT/FSC104 Basic Emergency Medical Technology + 8
- EMT/FSC238 Vehicular Extrication and Patient Stabilization + 2

- FSC101 Introduction to Fire Service Selection (3) OR
- FSC101AA Introduction to Fire Service Selection: Application Process (0.5) AND
- FSC101AB Introduction to Fire Service Selection: Selection Process and Resumes (0.75) AND
- FSC101AC Introduction to Fire Service Selection: Interview Process (0.75) AND
- FSC101AD Introduction to Fire Service Selection: Fire Station Culture/Observation (0.5) AND
- FSC101AE Introduction to Fire Service Selection: Lifelong Learning (0.5) 3
- FSC102 Fire Department Operations + 11
- FSC106 Introduction to Fire Protection 3
- FSC114 Hazardous Materials First on the Scene/Awareness Level 0.5
- FSC117 Fire Apparatus 3
- FSC118 Fire Hydraulics 3
- FSC130 Firefighter/CPAT 1
- FSC134 Fitness and Conditioning for Firefighters (3) OR
- FSC134AA Fitness and Conditioning for Firefighters: Physical Requirements (0.5) AND
- FSC134AB Fitness and Conditioning for Firefighters: Physical and Mental Principles (0.75) AND
- FSC134AC Fitness and Conditioning for Firefighters: Physical and Mental Performance (0.75) AND
- FSC134AD Fitness and Conditioning for Firefighters: Task Development (0.75) AND
- FSC134AE Fitness and Conditioning for Firefighters: Pre-Employment (0.25) 3
- FSC135 Fire Service Information Management 3
- FSC152 Engine Company Officer 1
- FSC205 Command Strategies for Major Emergencies + 3
- FSC209 Fire Investigation 3
- FSC214 Human Resource Management in Fire Service + 3
- FSC221 Ladder Company Officer 1
- GBS206 Business Law (UCC) 3

Free Electives: None.

General Education: None.

For additional information on PC program competencies, visit:
http://www.dist.maricopa.edu/academic/curric/progpc.php

For additional information on MCCC邓 course competencies, visit:
http://www.dist.maricopa.edu/academic/curric/cs.php
HUMAN SERVICES — INTERPRETER PREPARATION/SIGN LANGUAGE

The Interpreter Preparation and Deaf Studies programs are currently under revision.

Department Chairperson: Ms. E. O’Brien
Program Director: Mr. T. Riggs
Contact: (602) 285-7319 and/or liz.obrien@pcmail.maricopa.edu

Interpreter Preparation
Associate in Applied Science — AAS 3332
93-95 Credits

This degree program includes general education coursework as well as an emphasis of skills in American Sign Language (ASL) and spoken English. In addition, knowledge of Deaf culture, intercultural communication, ethics, laws, and professional behavior for interpreters is provided. Both theoretical and practical training prepares students for entrance into the field of interpreting, serving both deaf and hearing consumers in a variety of settings.

Program Notes: Admission into the Interpreter Preparation Program is available to a limited number of applicants. Students accepted into the program begin the following fall semester. See an academic advisor for application requirements and procedures.

Admission Criteria: Students must have a high school diploma, or GED, or equivalent. Students must complete program prerequisites and be accepted into the interpreting program. Application must be received by May 1 to be considered for acceptance into the interpreting program.

Program Prerequisites: 42 Credits
Certificate of Completion in Deaf Studies (5333) 42

Required Courses: 24-26 Credits

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Restricted Electives: 8 Credits

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Free Electives: None.

General Education: 19 Credits
CORE: 9 Credits

First-Year Composition:
Met by ENG101 or ENG107 in Program Prerequisites.
ENG102 First-Year Composition + (3) OR
ENG108 First-Year Composition for ESL + (3) 3

Oral Communication:
COM100 Introduction to Human Communication 3

Critical Reading:
Met by CRE101 + in Program Prerequisites 0

Mathematics:
MAT102 Mathematical Concepts/Applications + (3) OR
Equivalent as indicated by assessment) OR
Satisfactory completion of a higher level mathematical course. 3

DISTRIBUTION: 10 Credits

Humanities and Fine Arts:
Any approved general education course in the Humanities and Fine Arts area. 3

Social and Behavioral Sciences:
ASB102 Introduction to Cultural and Social Anthropology 3

Natural Sciences:
Any approved general education course in the Natural Sciences area. 4

Certificates may contain different course requirements.

Please Note: The Interpreter Preparation degree requires a G.P.A. of 2.5.

If you don’t find an Official Course Description within this catalog, go to:
http://www.dist.maricopa.edu/academic/currie/cs.php
Admission into the Interpreter Preparation Program requires a minimum of 30 hours of field experience in the general public. This program will not prepare the individual to serve deaf and hard of hearing individuals. It is primarily designed for individuals who are preparing for or are already employed in business, industry, or public service who have daily contact with the general public. This program will not prepare the individual as an interpreter; it will enhance the ability to provide services to many deaf individuals.

**Program Notes:** Students must earn a grade of “B” or better in CRE101, (ENG101 or ENG107), SLG120 (if chosen as a Restricted Elective), SLG202, SLG203, SLG204, and SLG205.

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

**Program Prerequisites:** None.

**Required Courses:** 40 Credits

- CRE101 Critical and Evaluative Reading I + (3) OR Exemption by assessment 3
- CWE198AA Career Work Experience 1
- ENG101 First-Year Composition + (3) OR ENG107 First-Year Composition for ESL + (3) 3
- SLG101 American Sign Language I 4
- SLG102 American Sign Language II + 4
- SLG103 Introduction to Deafness 1
- SLG200 Issues and Aspects of Deafness + 3
- SLG201 American Sign Language III + 4
- SLG202 American Sign Language IV + 4
- SLG203 American Sign Language V + 4
- SLG204 Comparative Linguistics: ASL/English + 3
- SLG205 Introduction to Interpreting + 3
- SLG212 Deaf Culture + 3

**Restrictive Electives:** 8 Credits

- COM110+ Intercultural Communication (3) OR Any module, OR 3
- EDU221 Introduction to Education 3
- EDU225 Foundations of Approaches to Serving English Language Learners 3
- HCC145 Medical Terminology for Health Care Workers (3) OR 3
- OAS181 Medical Office: Vocabulary (3) 3
- IPP229 Interpreter Preparation Internship Seminar + (1) AND
Restricted Electives:  2 Credits
SLG110  Fingerspelling I +  2
SLG120  Fingerspelling II +  2

Free Electives: None.

General Education: None.

Please Note: The Deaf Studies certificate requires a G.P.A. of 3.0.

HUMAN SERVICES — MILITARY SCIENCE

Contact: Ms. C. Kakar (602) 285-7732

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) 965-5318.

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-free 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:

1. be a citizen of the United States;
2. be of sound physical condition and pass the U.S. Army physical fitness test;
3. meet the required professional military educational requirements;
4. 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
5. 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 Leadership 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.

1. **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.
2. **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.
3. **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.
4. **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.

HUMAN SERVICES — RECREATION & LEISURE

Department Chairperson: Ms. L. Ligon
Program Director: Mr. M. Welker
Contact: (602) 285-7295 and/or
marty.minton@pcmail.maricopa.edu

Recreation Management

Associate in Applied Science — AAS 3053
60-64 Credits

The Associate in Applied Science (AAS) in Recreation Management is designed to prepare students for entry level positions in the recreation field and provides the first half of a four year undergraduate program of study in Recreation Management and/or Leadership. The program focuses on the positive application of play, recreation, and leisure across the life span. Along with required general education courses, the program includes foundational and practical experience in the programming and delivery of recreational services and the development of communication, group facilitation, management, leadership and technical skills.

Program Notes: A grade of “C” or better is required for all courses within the program.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 32-34 Credits
BPC110 Computer Usage and Applications (3) OR
CIS105 Survey of Computer Information Systems (3)  3

REC101PT Physical Activities: Mountain Biking the Southwest (1) OR
REC102PT Physical Activities: Mountain Biking the Southwest (1) OR
REC201PT Physical Activities: Mountain Biking the Southwest (1) OR
REC202PT Physical Activities: Mountain Biking the Southwest (1)  1

PEG101ER Physical Activities: Camping (1) OR
PEG102ER Physical Activities: Camping (1) OR
PEG201ER Physical Activities: Camping (1) OR
PEG202ER Physical Activities: Camping (1)  1

PEG101GF Physical Activities: Cycling (1) OR
PEG102GF Physical Activities: Cycling (1) OR
PEG201GF Physical Activities: Cycling (1) OR
PEG202GF Physical Activities: Cycling (1) OR
PEG203GF Physical Activities: Cycling (1)  1

PEG101LK Physical Activities: Hiking (1) OR
PEG102LK Physical Activities: Hiking (1) OR
PEG201LK Physical Activities: Hiking (1) OR
PEG202LK Physical Activities: Hiking (1) OR
PEG203LK Physical Activities: Hiking (1)  1

PEG101PT Physical Activities: Mountain Biking the Southwest (1) OR
PEG102PT Physical Activities: Mountain Biking the Southwest (1) OR
PEG201PT Physical Activities: Mountain Biking the Southwest (1) OR
PEG202PT Physical Activities: Mountain Biking the Southwest (1) OR
PEG203PT Physical Activities: Mountain Biking the Southwest (1)  1

PEG101RL Physical Activities: Recreational Sports (1) OR
PEG102RL Physical Activities: Recreational Sports (1) OR
PEG201RL Physical Activities: Recreational Sports (1) OR
PEG202RL Physical Activities: Recreational Sports (1) OR
PEG203RL Physical Activities: Recreational Sports (1)  1

PEG105++ Any recreational activity modules

Restricted Electives: 6 Credits
AIS/MGT113 Proposal Writing  3
ARH145 History of American Indian Art  3
COM263 Elements of Intercultural Communication  3
COM281 Communication Activities  1
CPD102AS Conflict Resolution  2
CPD103BL Dynamics of Leadership (2) OR
LDR101 Emerging Leaders I (2)  2
GBS120 Workplace Communication Skills  3
GCU221 Arizona Geography 3
HES100 Healthful Living 3
HIS105 Arizona History 3
HIS106 Southwest History 3
HRM110 Introduction to Hospitality and Tourism 3
PED265 Theory of Coaching 3

General Education: 22-24 Credits

CORE: 12-14 Credits
First-Year Composition:
Any approved general education course from the First-Year Composition area + 6
Oral Communication:
Met by COM100 or COM110 in the Required Courses area 0
Critical Reading:
CRE101 Critical and Evaluative Reading I + (3) OR equivalent as indicated by assessment 3
Mathematics:
Any approved general education course from the Mathematics area +. 3-5

DISTRIBUTION: 10 Credits
Humanities and Fine Arts:
Any approved general education course from the Humanities and Fine Arts area. 3
Natural Sciences:
Any approved general education course from the Natural Sciences area. 4
Social and Behavioral Sciences:
Any approved general education course from the Social and Behavioral Sciences area. 3

Department Chairperson: Ms. L. Ligon
Program Director: Mr. M. Welter
Contact: (602) 285-7295 and/or marty.minton@pcmail.maricopa.edu

Recreation Management ( Recreation Management )
Certificate of Completion — CCL 5469
39-43 Credits

The Certificate of Completion (CCL) in Recreation Management is designed to prepare students with entry level skills for the expanding field of recreation. The program provides a foundation for the positive application of play, recreation, and leisure across the life span. Through classroom and experiential learning activities, students gain knowledge of and practical experience in the programming and delivery of recreation services, and develop communication, group facilitation, management and leadership skills. Participation in recreation activity courses equips students with the technical skills necessary to plan, lead and facilitate safe outdoor recreation adventures and programs.

Program Notes: A grade of “C” or better is required for all courses within the program.

Admission Criteria: None.

Program Prerequisites: None.
++ = Any module + = Course requires a Pre-/Corequisite
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Human Services

HUMAN SERVICES — SOCIAL SERVICES

Department Chairperson: Dr. C. Viera
Program Director: Ms. S. Leal
Contact: (602) 285-7543 and/or sandra.leal@pcmail.maricopa.edu

Social Service Aide

Associate in Applied Science — AAS 3047
60-63 Credits

The Associate in Applied Science (AAS) in Social Service Aide curriculum prepares students for careers in the field of human services with public, private, and nonprofit community agencies. Social Service Aide is a broad term used to describe a variety of jobs, i.e., case aides, case management assistants, human service workers, community support workers, mental health aides, paraprofessionals, health aides, community outreach workers, residential treatment workers, etc. In addition to preparing students for employment, this curriculum also provides volunteer opportunities for students within the community.

Program Notes: Students must earn a grade of “C” or better in all courses required within the program. Students may choose to complete one or more certificates and/or the AAS degree. See an advisor for options.

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 28 Credits
BPC110 Computer Usage and Applications 3
SOC101 Introduction to Sociology 3
SOC140 Racial and Ethnic Minorities 3
SOC157 Sociology of Marriage and Family 3
SOC251 Social Problems + 3
SWU102 Introduction to Social Work + 3
SWU275AA Case Report Writing I 1
SWU291 Social Service Delivery Systems + 3
SWU292 Effective Helping in a Diverse World 3
WST100 Women and Society 3

Restricted Electives: 6 Credits
AIS/MGT113 Proposal Writing 3
ARH145 History of American Indian Art 3
COM263 Elements of Intercultural Communication 3
COM281 Communication Activities 1
CPD102AS Conflict Resolution 2
CPD103BL Dynamics of Leadership(2) OR
LDR101 Emerging Leaders I (2) 2
GCU221 Arizona Geography 3
GBS120 Workplace Communication Skills 3
HES100 Healthful Living 3
HIS105 Arizona History 3
HIS106 Southwest History 3
HRM110 Introduction to Hospitality and Tourism 3
PED265 Theory of Coaching 3

Restricted Electives: 7-10 Credits
Any combination of courses listed below to complete 7-10 credits.
AFR++++ Any AFR Course(s) 3
AIS++++ Any AIS Course(s) 3
CCS++++ Any CCS Course(s) 3
CHD++++ Any CHD Course(s) 3
PSY101 Introduction to Psychology 3
OR
Oral Communication area. 3
First-Year Composition area. + 6

WST++++ Any WST Course(s) except WST100 3
SWU++++ Any SWU Course(s) except
SWU102, SWU275AA, SWU291, SWU292 3

General Education: 25 Credits

CORE: 15 Credits
First-Year Composition:
Any approved general education course in the First-Year Composition area. + 6
Oral Communication:
Any approved general education course in the Oral Communication area. 3
Critical Reading:
CRE101 Critical and Evaluative Reading I + OR
Equivalent as indicated by assessment. 3
Mathematics:
Any approved general education course in the Mathematics area. + 3

DISTRIBUTION: 10 Credits

Humanities and Fine Arts:
Any approved general education course in the Humanities and Fine Arts area.
AJS123 is recommended but not required. 3
Social and Behavioral Sciences:
PSY101 Introduction to Psychology 3
Natural Sciences:
Any approved general education course in the Natural Sciences area. 4

If you don’t find an Official Course Description within this catalog, go to:
http://www.dist.maricopa.edu/academic/curric/cs.php
Students must earn a grade of “C” or better in all courses required within the program. Students may choose to complete one or more certificates and/or the AAS degree. See an advisor for options.

Program Notes:

Program Prerequisites: None.

Required Courses: 13 Credits
BPC110 Computer Usage and Applications 3
SOC101 Introduction to Sociology 3
SWU102 Introduction to Social Work + 3
SWU275AA Case Report Writing I 1
SWU291 Social Service Delivery Systems + 3

Restricted Electives: 3-4 Credits
AFR+++++ Any AFR Course(s) 3
AIS+++++ Any AIS Course(s) 3
CCS+++++ Any CCS Course(s) 3
CHD+++++ Any CHD Course(s) 3

SPA101 Elementary Spanish I (4) OR
SPA103 Elementary Spanish for Spanish Speakers I + (4) 4
SPA102 Elementary Spanish II + (4) OR
SPA104 Elementary Spanish for Spanish Speakers II + (4) 4
SPA201 Intermediate Spanish I + (4) OR
SPA203 Spanish for Spanish Speaking Students I + (4) 4
SOC+++++ Any SOC Course(s) except SOC101 3
SWU+++++ Any SWU Course(s) except SWU102, SWU275AA, SWU291 3
WST+++++ Any WST Course(s) 3

Free Electives: None.

General Education: None.

For additional information on PC program competencies, visit:
http://www.dist.maricopa.edu/academic/curric/progcc.php

For additional information on MxCCCD course competencies, visit:
http://www.dist.maricopa.edu/academic/curric/cs.php

Department Chairperson: Dr. C. Viera
Program Director: Ms. S. Leal
Contact: (602) 285-7543 and/or
sandra.leal@pcmail.maricopa.edu

Social Service Aide: Basic
Certificate of Completion — CCL 5412
16-17 Credits

The Certificate of Completion (CCL) in Social Service Aide: Basic prepares students in the field of human services with knowledge and skills necessary to work within the social service delivery system and with professionals within the field. Emphasis is on learning the social service delivery system, types of services provided, and basic case report writing.

Program Notes: Students must earn a grade of “C” or better in all courses required within the program. Students may choose to complete one or more certificates and/or the AAS degree. See an advisor for options.

Program Criteria: None.

Program Prerequisites: 16-17 Credits
Certificate of Completion in
Social Service Aide: Basic (5412)

Required Courses: 15 Credits
SOC140 Racial and Ethnic Minorities 3
SOC157 Sociology of Marriage and Family 3
SOC251 Social Problems + 3
SWU292 Effective Helping in a Diverse World 3
WST100 Women and Society 3

Restricted Electives: 3-4 Credits
AFR+++++ Any AFR Course(s) 3
AIS+++++ Any AIS Course(s) 3
CCS+++++ Any CCS Course(s) 3
CHD+++++ Any CHD Course(s) 3

SPA101 Elementary Spanish I (4) OR
SPA103 Elementary Spanish for Spanish Speakers I + (4) 4
SPA102 Elementary Spanish II + (4) OR
SPA104 Elementary Spanish for Spanish Speakers II + (4) 4
SPA201 Intermediate Spanish I + (4) OR
SPA203 Spanish for Spanish Speaking Students I + (4) 4
SOC+++++ Any SOC Course(s) except SOC101 3
SWU+++++ Any SWU Course(s) except SWU102, SWU275AA, SWU291 3
WST+++++ Any WST Course(s) 3

Free Electives: None.

General Education: None.
# LAW-RELATED

**Department Chairperson:** Ms. E. Soderman  
**Program Director:** Mr. S. Hauert  
**Contact:** (602) 285-7216 and/or mary.davison@pcmail.maricopa.edu

## Paralegal Studies

### Associate in Applied Science — AAS 3384

64 Credits

The Paralegal Studies Program prepares students for entry-level employment in law offices. 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. The curriculum provides students with practical legal skills enabling them to draft legal documents with minimum supervision. Students also are familiarized 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. Students also learn how to manage practical ethical dilemmas commonly encountered as working paralegals, including learning how to avoid the unauthorized practice of law by non-lawyers. Those students with no prior law-related experience are strongly encouraged to participate in the internship program to enhance their chances of securing employment upon graduation.

Students enrolled in the Paralegal Studies Program may earn a Certificate of Completion (CCL) or an Associate in Applied Science (AAS) degree. A Verification of Eligibility form is required to enroll in the program.

The Paralegal Studies Program is approved by the American Bar Association (ABA), Standing Committee on Paralegals, (321 N. Clark St., Mail Stop 19.1, Chicago, Illinois 60610 -4714).

### Program Notes:

A maximum of 15 credits will be accepted as transfer credit. Transfer of legal specialty courses will be accepted only from regionally accredited institutions that were approved by the American Bar Association (ABA) at the time the courses were completed and which were completed with a grade of "B" or higher. Students must complete a minimum of 18 credits in legal specialty courses as defined by the ABA. Some courses required by this program may not be valid if taken more than eight (8) years ago. Consult with the Paralegal Studies Program Advisor for complete information.

### Admission Criteria:

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 AND  
Must have current English and Reading course placement test reflecting eligibility for:  
ENG101 First-Year Composition + OR  
ENG107 First-Year Composition for ESL + AND  
CRE101 Critical and Evaluative Reading I + OR  
Completion of ENG101 First Year Composition + OR equivalent course AND  
CRE101 Critical and Evaluative Reading I + with a grade of "C" or better OR  
Equivalent as indicated by assessment. OR  
Permission of Department Chair or Program Director.

### Program Prerequisites:

3 Credits  
BPC110 Computer Usage and Applications (3) OR Equivalent OR  
Permission of Department Chair or Program Director.

### Required Courses:

27 Credits  
Students must earn a grade of "C" or better in all courses in the Required Courses area. Students must complete a minimum of 18 credits in legal specialty courses as defined by the ABA from the list that follows:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAS101</td>
<td>Introduction to Law</td>
<td>3</td>
</tr>
<tr>
<td>LAS109</td>
<td>Legal Procedures I +</td>
<td>3</td>
</tr>
<tr>
<td>LAS110</td>
<td>Legal Procedures II +</td>
<td>3</td>
</tr>
<tr>
<td>LAS131</td>
<td>Legal Writing I +</td>
<td>3</td>
</tr>
<tr>
<td>LAS203</td>
<td>Ethics and Professional Practice +</td>
<td>3</td>
</tr>
<tr>
<td>LAS204</td>
<td>Business Law for Paralegals +</td>
<td>3</td>
</tr>
<tr>
<td>LAS211</td>
<td>Legal Research +</td>
<td>3</td>
</tr>
<tr>
<td>LAS212</td>
<td>Insurance and Tort Law +</td>
<td>3</td>
</tr>
<tr>
<td>LAS229</td>
<td>Computerized Law Office and Litigation Support +</td>
<td>3</td>
</tr>
</tbody>
</table>

### Restricted Electives:

6 Credits  
Students must earn a grade of "C" or better in each course in the Restricted Electives area.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAS100</td>
<td>The Paralegal Profession</td>
<td>3</td>
</tr>
<tr>
<td>LAS115</td>
<td>Criminal Trial Procedure I +</td>
<td>3</td>
</tr>
<tr>
<td>LAS208</td>
<td>Probate +</td>
<td>3</td>
</tr>
<tr>
<td>LAS216</td>
<td>Real Estate Transactions +</td>
<td>3</td>
</tr>
<tr>
<td>LAS217</td>
<td>Family Law +</td>
<td>3</td>
</tr>
<tr>
<td>LAS218</td>
<td>Administrative Law +</td>
<td>3</td>
</tr>
<tr>
<td>LAS220</td>
<td>Paralegal Internship Seminar +</td>
<td>1</td>
</tr>
<tr>
<td>LAS221AA</td>
<td>Paralegal Internship (1) OR</td>
<td>3-6</td>
</tr>
<tr>
<td>LAS221AB</td>
<td>Paralegal Internship (2) OR</td>
<td>3</td>
</tr>
<tr>
<td>LAS221AC</td>
<td>Paralegal Internship (3)</td>
<td>3</td>
</tr>
<tr>
<td>LAS225</td>
<td>Legal Research, Analysis, and Writing +</td>
<td>3</td>
</tr>
<tr>
<td>LAS237</td>
<td>Legal Interviewing, Investigation, and Report Writing +</td>
<td>3</td>
</tr>
<tr>
<td>LAS261</td>
<td>Bankruptcy +</td>
<td>3</td>
</tr>
<tr>
<td>SPA237</td>
<td>Spanish Legal Terminology +</td>
<td>3</td>
</tr>
</tbody>
</table>

### Free Electives:

6 Credits

### General Education:

25 Credits  
**CORE:** 15 Credits  
**First Year Composition:** Any approved General Education courses in the First Year Composition area.

### Oral Communication:

Any approved General Education course in the Oral Communication area.

### Critical Reading:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRE101</td>
<td>Critical and Evaluative Reading I + OR</td>
<td>3</td>
</tr>
</tbody>
</table>

Equivalent as indicated by assessment.
Mathematics:
Any approved General Education course in the Mathematics area. 3

DISTRIBUTION: 10 Credits

Humanities and Fine Arts:
Any approved General Education course in the Humanities and Fine Arts area. 3

Social and Behavioral Sciences:
Any approved General Education course in the Social and Behavioral Sciences area. 3

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

Department Chairperson: Ms. E. Sodeman
Program Director: Mr. S. Hauert
Contact: (602) 285-7216 and/or mary.davison@pcmail.maricopa.edu

Paralegal Studies Certificate of Completion — CCL 5384
33 Credits

The Paralegal Studies Program prepares students for entry-level employment in law offices. 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. The curriculum provides students with practical legal skills enabling them to draft legal documents with minimum supervision. Students also are familiarized 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. Students also learn how to manage practical ethical dilemmas commonly encountered as working paralegals, including learning how to avoid the unauthorized practice of law by non-lawyers. Those students with no prior law-related experience are strongly encouraged to participate in the internship program to enhance their chances of securing employment upon graduation.

Students enrolled in the Paralegal Studies Program may earn a Certificate of Completion (CCL) or an Associate in Applied Science (AAS) degree. A Verification of Eligibility form is required to enroll in the program.

The Paralegal Studies Program is approved by the American Bar Association (ABA), Standing Committee on Paralegals, (321 N. Clark St., Mail Stop 19.1, Chicago, Illinois 60610 -4714).

Program Notes: Transfer of legal specialty courses will be accepted only from regionally accredited institutions that were approved by the American Bar Association at the time the courses were completed and which were completed with a grade of "B" or higher. Students must complete a minimum of 18 credits in legal specialty courses as defined by the American Bar Association (ABA). Some courses required by this program may not be valid if taken more than eight (8) years ago. Consult with the Paralegal Studies Program Advisor for complete information.

Admission Criteria: 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.

Completion of an Associate degree or higher degree from an accredited institution of higher education recognized by the US Department of Education.

Must have current English and Reading course placement test reflecting eligibility for:
+ ENG101 First-Year Composition + OR
+ ENGL107 First-Year Composition for ESL AND
+ CRE101 Critical and Evaluative Reading 1 OR

Completion of ENG101 First-Year Composition + OR equivalent course AND CRE101 Critical and Evaluative Reading 1+ with a grade of "C" or better OR Equivalent as indicated by assessment.

Program Prerequisites: 3 Credits
BPC110 Computer Usage and Applications (3) OR Equivalent OR Permission of Department Chair or Program Director. 3

Required Courses: 27 Credits
Students must earn a grade of "C" or better in all courses in the Required Courses area. Students must complete a minimum of 18 credits in legal specialty courses as defined by the ABA from the list that follows:

- LAS101 Introduction to Law 3
- LAS109 Legal Procedures I + 3
- LAS110 Legal Procedures II + 3
- LAS131 Legal Writing I + 3
- LAS203 Ethics and Professional Practice + 3
- LAS204 Business Law for Paralegals + 3
- LAS211 Legal Research + 3
- LAS212 Insurance and Tort Law + 3
- LAS229 Computerized Law Office and Litigation Support + 3

Restricted Electives: 6 Credits
Students must earn a grade of "C" or better in all courses in the Restricted Electives area.

- LAS100 The Paralegal Profession 3
- LAS115 Criminal Trial Procedure + 3
- LAS208 Probate + 3
- LAS216 Real Estate Transactions + 3
- LAS217 Family Law + 3
- LAS218 Administrative Law + 3
- LAS220 Paralegal Internship Seminar + 1
- LAS221AA Paralegal Internship + (1) OR
- LAS221AB Paralegal Internship + (2) OR
- LAS221AC Paralegal Internship + (3) 1-3
- LAS225 Legal Research, Analysis and Writing + 3
- LAS237 Legal Interviewing, Investigating, and Report Writing + 3
LAS261  Bankruptcy  +  3
SPA237  Spanish Legal Terminology  +  3

Free Electives: None.

General Education: None.

Department Chairperson: Mr. D. Sheehan  
Program Director: Mrs. D. Fladhammer

Legal Secretarial

Associate in Applied Science — AAS 3202  
61 Credits

Career opportunities for legal secretaries continue to grow and develop. New technology makes a great impact upon this career area. Today’s legal secretaries must be knowledgeable in various areas of law, document preparation, legal office procedures, and legal ethics, and be highly proficient in keyboarding, word processing, transcribing, and proofreading. The degree and certificate programs have been designed with the assistance of professional legal secretaries in our community to provide the educational background necessary for you to become a successful legal support professional.

Program Notes: Students must earn a grade of “C” or better in all courses within the program. Credit will not be awarded for both a course and its modular equivalency.

Admission Criteria: A high school diploma or GED equivalency is required. An application for admission to the Legal Secretarial Program can be obtained from the Legal Studies Advisor. Must have current English and Reading assessment reflecting eligibility for ENG101 or ENG107 and CRE101 OR a grade of “C” or better in ENG101 First-Year Composition or equivalent and CRE101 Critical and Evaluative Reading I OR Permission of Program Director

Program Prerequisites: 6 Credits
Ability to type 35 wpm OR
OAS101++ Computer Typing I: Keyboard and Formatting (3) OR Modular equivalents OR
Permission of Program Director AND 3
OAS106++ Basic Machine Transcription (3) OR Modular equivalents OR 3
Permission of Program Director.

Required Courses: 36 Credits
BPC110  Computer Usage and Applications  3
BPC/OAS135DK Word: Level I +  2
BPC/OAS235DK Word Level II +  2
LAS101  Introduction to Law  3
OAS102++ Computer Typing II: Document Production (3) + OR Modular equivalents 3
OAS103++ Computer Typing: Skill Building (1) + OR Modular equivalents 1
OAS108++ Business English (3) OR Modular equivalents 3
OAS121  Techniques of Proofreading +  1
OAS125  Introduction to the Professional Office  3
OAS201  Computer Typing III: Advanced Document Production +  3
OAS218  Law Office Procedures+  3
OAS220++ Professional Legal Secretary (4) OR + Modular equivalents 4
OAS225  Legal Document Preparation +  2
OAS238  Advanced Machine Transcription/Legal +  3

Restricted Electives: None.

Free Electives: None.

General Education: 25 Credits
CORE: 15 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:
Any approved General Education course in the Critical Reading area. 3
Mathematics:
Any approved General Education course in the Mathematics area. 3
DISTRIBUTION: 10 Credits
Humanities and Fine Arts:
Any approved General Education course in the Humanities and Fine Arts area. 3
Social and Behavioral Sciences:
Any approved General Education course in the Social and Behavioral Sciences area. 3
Natural Sciences:
Any approved General Education course in the Natural Sciences area. 4

Department Chairperson: Mr. D. Sheehan  
Program Director: Mrs. D. Fladhammer

Legal Secretarial

Certificate of Completion — CCL 5202  
36 Credits

Career opportunities for legal secretaries continue to grow and develop. New technology makes a great impact upon this career area. Today’s legal secretaries must be knowledgeable in various areas of law, document preparation, legal office procedures, and legal ethics, and be highly proficient in keyboarding, word processing, transcribing, and proofreading. The degree and certificate programs have been designed with the assistance of professional legal secretaries in our community to provide the educational background necessary for you to become a successful legal support professional.

Program Notes: Students must earn a grade of “C” or better in all courses required within the program. Credit will not be awarded for both a course and its modular equivalency.

Admission Criteria: A high school diploma or GED equivalency is required. An application for admission to the Legal Secretarial Program can be obtained from the Legal Studies Advisor. Must have current English and Reading assessment reflecting eligibility for ENG101 or ENG107 and...
CRE101 OR a grade of "C" or better in ENG101 First-Year Composition or equivalent and CRE101 Critical and Evaluative Reading OR Permission of Program Director.

**Program Prerequisites:** 6 Credits
- Ability to type 35 wpm OR
- OAS101++ Computer Typing I: Keyboarding and Formatting (3) OR Modular equivalents OR
  - Permission of Program Director, AND
  - OAS106++ Basic Machine Transcription (3) OR
  - Permission of Program Director

**Required Courses:** 36 Credits
- BPC110 Computer Usage and Applications 3
- BPC/OAS135DK Word: Level I 2
- BPC/OAS235DK Word: Level II 2
- LAS101 Introduction to Law 3
- OAS102++ Computer Typing II: Document Production (3) OR
  - Modular equivalents 3
- OAS103++ Computer Typing: Skill Building (1) + OR
  - Modular equivalents 1
- OAS108++ Business English (3) OR
  - Modular equivalents 3
- OAS121 Techniques of Proofreading + 1
- OAS125 Introduction to the Professional Office 3
- OAS201 Computer Typing III: Advanced Document Production + 3
- OAS218 Law Office Procedures + 3
- OAS220++ Professional Legal Secretary (4) + OR
  - Modular equivalents 4
- OAS225 Legal Document Preparation + 2
- OAS238 Advanced Machine Transcription/Legal 3

**Restricted Electives:** None.

**Free Electives:** None.

**General Education:** None.

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### TECHNOLOGY & TRADE INDUSTRIAL

**Department Chairperson:** Dr. J. Mireles  
**Program Director:** Ms. D. Dorr  
**Contact:** (602) 285-7350

**Architectural Drafting**

**Associate in Applied Science — AAS 3500 66-69 Credits**

The Architectural Drafting Associate of Applied Science (AAS) program provides students with the background, knowledge, and skills required to begin a career in architectural drafting and computer-aided design. Students gain on-the-board studio skills as well as computer-aided drafting skills. They develop the flexibility to adapt to constantly changing technologies which affect the architectural and building trades industry.

Program graduates have a variety of career possibilities, including positions with residential and commercial builders, construction companies, cost estimators, facilities-planning offices, architect's and designer's offices, building supply centers, the pre-engineered metal building industry, engineering firms, and structural steel detailing firms.

**Program Notes:** Students must earn a grade of “C” or better in all courses required within the program. Students planning to transfer to a four-year college or university should contact the Industrial Technology faculty or the Advisement Center for specific information on transfer requirements.

**Admission Criteria:** None.

**Program Prerequisites:** 1 Credit
- BPC/CIS121AE Windows Operating System: Level I (1) OR
- BPC/CIS121AG Windows 98 - Level I (1) OR
  - Equivalent, OR
  - Departmental Approval 1

**Required Courses:** 35-37 Credits
- CET211 Strength of Materials + 3
- MAT187 Precalculus+ (5) OR
- MAT151 College Algebra/Functions + (4) AND
- MAT182 Plane Trigonometry+ (3) 5-7
- DFT121 Introduction to Architectural Drafting+ 3
- DFT122 Residential Architectural Drafting+ 3
- DFT123 Commercial Architectural Drafting+ 3
- DFT221 Architectural Rendering: Pen & Ink, Technical Techniques+ 3
- DFT223 Structural Steel Detailing+ 3
- DFT224 Landscape Architectural Drafting+ 3
- DFT252AA Computer Aided Drafting I: AutoCAD+ 3
- DFT254AA Computer Aided Drafting II: AutoCAD+ 3
- DFT257AD Architectural CAD: Architectural Desktop+ 3

**Restricted Electives:** 9-10 Credits

Students should select from the following courses in consultation with a department advisor
- BLT120 Techniques of Building Inspection+ 3
- BLT124 Designing for the Americans with Disabilities Act (ADA) 3
- BLT130 Applied Building Codes+ 4
- BLT200 Construction Management: Field Operations+ 3
- CET101 Surveying I + 3
- CET171 Construction Contracts 3
- DFT126 Building Trades Blueprint Reading 3
- DFT131 Civil Drafting I+ 3
- DFT222 Architectural Rendering: Color, Freehand Techniques + 3
- DFT256AA Computer Aided Drafting III: AutoCAD+ 3
- GTC121 Construction Estimating I 3

**General Education:** 22 Credits

**CORE:** 12 Credits

**First-Year Composition:**
- Any approved General Education course in the First-Year Composition area.

**Oral Communication:**
- Any approved General Education course in the Oral Communication area.

3

6
Critical Reading:
Any approved General Education course in the
Critical Reading area OR Equivalent as indicated by assessment. 3

Mathematics:
Met by (MAT151+ AND MAT182+), or MAT187+ in
Required Courses area. 0

DISTRIBUTION: 10 Credits
Humanities and Fine Arts:
Any approved General Education course in the
Humanities and Fine Arts area. Recommended: ARH100 or ARH101 or INT115
or INT120. 3

Social and Behavioral Sciences:
Any approved General Education course in the
Social and Behavioral Sciences area. 3

Natural Sciences:
PHY101 Introduction to Physics + 4

Department Chairperson: Dr. J. Mireles
Program Director: Ms. D. Dorr
Contact: (602) 285-7350

Architectural Drafting
Certificate of Completion — CCL 5500
35-37 Credits

The Architectural Drafting program provides students with the
background, knowledge, and skills required to begin a career in
architectural drafting and computer-aided design. Students gain
on-the-board studio skills as well as computer-aided drafting
skills. They develop the flexibility to adapt to constantly changing
technologies which affect the architectural and building trades
industry.

Program completers have a variety of career possibilities,
including positions with residential and commercial builders,
construction companies, cost estimators, facilities-planning
offices, architect’s and designer’s offices, building supply
centers, the pre-engineered metal building industry, engineering
firms, and structural steel detailing firms.

Program Notes: Students planning to transfer to a four-year
college or university should contact the Industrial Technology
faculty or the Advisement Center for specific information on
transfer requirements. Students must earn a grade of “C” or
better in all courses required within the program.

Admission Criteria: None.

Program Prerequisites: 1 Credit
BPC/CIS121AE Windows Operating System: Level I (1) OR
BPC/CIS121AG Windows 98 - Level I (1) OR
Equivalent, OR Departmental Approval 1

Required Courses: 35-37 Credits
CET211 Strength of Materials + 3
MAT151 College Algebra/Functions + (4) AND
MAT182 Plane Trigonometry + (3) OR
MAT187 Precalculus + (5) 5-7

DFT110 Technical Drafting I (3) OR
DFT121 Introduction to Architectural Drafting (3) OR
Permission of Department Chair 3
GTC121 Construction Estimating I (3) OR
Permission of Department Chair 3

MAT120 Intermediate Algebra + (5) OR
MAT121 Intermediate Algebra + (4) OR
MAT122 Intermediate Algebra + (3) OR
Equivalent course OR
A satisfactory score on District placement exam 3-5

MAT150 College Algebra/Functions + (5) OR
MAT151 College Algebra/Functions + (4) OR
MAT152 College Algebra/Functions + (3) OR
Equivalent course OR
A satisfactory score on District placement exam 3-5

MAT187 Precalculus + (5) OR
A satisfactory score on District placement exam 5

Building Safety and Construction Technology
Associate in Applied Science — AAS 3832
64 Credits

The Associate of Applied Science (AAS) in Building Safety and
Construction Technology is designed to prepare students for
positions as building inspectors for local municipalities and
construction companies. The building inspector’s work involves
face-to-face relationships with building contractors, trades
people, architects, engineers, homeowners, and other
members of the general public. A thorough knowledge of
building codes and construction methods accompanied by good
communication and judgement skills is emphasized throughout
the program. 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. Students planning to
transfer to a four-year college or university should contact the
Industrial Technology faculty or the Advisement Center for
specific information on transfer requirements.

Admission Criteria: None.

Program Prerequisites: 17-21 Credits
DFT110 Technical Drafting I (3) OR
DFT121 Introduction to Architectural Drafting (3) OR
Permission of Department Chair 3
GTC121 Construction Estimating I (3) OR
Permission of Department Chair 3

MAT120 Intermediate Algebra + (5) OR
MAT121 Intermediate Algebra + (4) OR
MAT122 Intermediate Algebra + (3) OR
Equivalent course OR
A satisfactory score on District placement exam 3-5

MAT150 College Algebra/Functions + (5) OR
MAT151 College Algebra/Functions + (4) OR
MAT152 College Algebra/Functions + (3) OR
Equivalent course OR
A satisfactory score on District placement exam 3-5

MAT187 Precalculus + (5) OR
A satisfactory score on District placement exam 5
Building Safety and Construction Technology
Certificate of Completion — CCL 5432
42 Credits

The Certificate of Completion (CCL) in Building Safety and Construction Technology program is designed to prepare students for positions as building inspectors for local municipalities and construction companies. The building inspector’s work involves face-to-face relationships with building contractors, trades people, architects, engineers, homeowners, and other members of the general public. A thorough knowledge of building codes and construction methods accompanied by good communication and judgement skills is emphasized throughout the program. An Associate in Applied Science (AAS) is also available.

Program Notes: Students must earn a grade of “C” or better for all courses required within the program. Students planning to transfer to a four-year college or university should contact the Industrial Technology faculty or the Advisement Center for specific information on transfer requirements.

Admission Criteria: None.

Program Prerequisites: 17-21 Credits
DFT110 Technical Drafting I (3) OR
DFT121 Introduction to Architectural Drafting (3) OR
Permission of Program Director
MAT120 Intermediate Algebra + (5) OR
MAT121 Intermediate Algebra + (4) OR
MAT122 Intermediate Algebra + (3) OR
Equivalent course OR
A satisfactory score on District placement exam
MAT150 College Algebra/Functions + (5) OR
MAT151 College Algebra/Functions + (4) OR
MAT152 College Algebra/Functions + (3) OR
Equivalent course OR
A satisfactory score on District placement exam
MAT187 Precalculus + (5) OR
A satisfactory score on District placement exam

Required Courses: 42 Credits
BLT120 Techniques of Building Inspection 3
BLT121 Electrical Codes 3
BLT122 Basic Engineering for Building Inspectors and Contractors I + 3
BLT124 Designing for the Americans with Disabilities Act (ADA) 3
BLT126 Soil Mechanics + 3
BLT127 Plumbing Codes 3
BLT128 Mechanical Codes 3
BLT129 Materials of Construction 3
BLT263AK Building Codes: IBC 3
BLT263AL Building Codes: IRC 3
CIS105 Survey of Computer Information Systems 3
DFT126 Building Trades Blueprint Reading 3
DFT252AA Computer-Aided Drafting I: AutoCAD + 3
MAT182 Plane Trigonometry + 3

Restricted Electives: None.

Free Electives: None.

General Education: None.
Civil Engineering Technology

Associate in Applied Science — AAS 3308
70 Credits

The Associate in Applied Science (AAS) in Civil Engineering Technology is a program of study which provides a diverse knowledge of science, mathematics, surveying, construction methods and materials, and computer-aided drafting. Students in this program receive training that enables them to use CAD software to draw construction plans and prepare specifications, to estimate materials and costs, to use the transit, level, and other surveying instruments, to do construction and route staking, to prepare topographic maps, to inspect jobs, and to supervise construction. Program graduates are prepared for entry-level positions as civil engineering technicians, civil drafters, inspectors, surveyor’s aides, traffic engineering technicians, and highway design technicians. A Certificate of Completion is also available.

Program Notes: Students must earn a grade of “C” or better for all courses required within the program. Students planning to transfer to a four-year college or university should contact the Industrial Technology faculty or the Advisement Center for specific information on transfer requirements.

Admission Criteria: None.

Program Prerequisites: 14-18 Credits
DFT110 Technical Drafting I (3) OR
DFT121 Introduction to Architectural Drafting (3) OR Permission of Department Chairperson 3
MAT120 Intermediate Algebra + (5) OR
MAT121 Intermediate Algebra + (4) OR
MAT122 Intermediate Algebra + (3) OR Equivalent course OR Satisfactory score on District placement exam 3-5
MAT150 College Algebra/Functions + (5) OR
MAT151 College Algebra/Functions + (4) OR
MAT152 College Algebra/Functions + (3) OR Equivalent course OR Satisfactory score on District placement exam 3-5
MAT187 Precalculus + (5) OR Satisfactory score on District placement exam 5

Required Courses: 48 Credits
BLT126 Building Trades Blueprint Reading 3
BLT131 Civil Drafting I + 3
DFT252AA Computer Aided Drafting I: AutoCAD + 3
MAT182 Plane Trigonometry + 3

Restricted Electives: None.

Free Electives: None.

General Education: 22 Credits
CORE: 12 Credits
First-Year Composition:
Any approved General Education course in the First-Year Composition area. 6
Oral Communication:
Any approved General Education course in the Oral Communication area. 3
Critical Reading:
Any approved General Education course in the Critical Reading area OR Equivalent as indicated by assessment 3
Mathematics:
Met by MAT182 in Required Courses area. 0

DISTRIBUTION: 10 Credits
Humanities and Fine Arts:
Any approved General Education course in the Humanities and Fine Arts area. 3
Social and Behavioral Sciences:
Any approved General Education course in the Social and Behavioral Sciences area. 3
Natural Sciences:
PHY101 Introduction to Physics + 4

Civil Engineering Technology
Certificate of Completion — CCL 5297
48 Credits

The Certificate of Completion (CCL) in Civil Engineering Technology is a program of study which provides a diverse knowledge of science, mathematics, surveying, construction methods and materials, and computer-aided drafting. Students in this program receive training that enables them to use CAD software to draw construction plans and prepare specifications, to estimate materials and costs, to use the transit, level, and other surveying instruments, to do construction and route staking, to prepare topographic maps, to inspect jobs, and to supervise construction. Program graduates are prepared for entry-level positions as civil engineering technicians, civil drafters, inspectors, surveyor’s aides, traffic engineering technicians, and highway design technicians. 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. Students planning to transfer to a four-year college or university should contact the Industrial Technology faculty or the Advisement Center for specific information on transfer requirements.

Admission Criteria: None.
Program Prerequisites: 14-18 Credits
DFT110 Technical Drafting I (3) OR
DFT121 Introduction to Architectural Drafting (3) OR
   Permission of Department Chairperson

MAT120 Intermediate Algebra + (5) OR
MAT121 Intermediate Algebra + (4) OR
MAT122 Intermediate Algebra + (3) OR
   Equivalent course OR
   Satisfactory score on District placement exam 3-5

MAT150 College Algebra/Functions + (5) OR
MAT151 College Algebra/Functions + (4) OR
MAT152 College Algebra/Functions + (3) OR
   Equivalent course OR
   Satisfactory score on District placement exam 3-5

MAT187 Precalculus + (5) OR
   Satisfactory score on District placement exam 5

Required Courses: 48 Credits
BLT126 Soil Mechanics + 3
CET101 Surveying I + 3
CET102 Surveying II + 3
CET103 Construction Methods I 3
CET105 Highway Technology 3
CET171 Construction Contracts (3) OR
GTC121 Construction Estimating I (3) 3
CET201 Boundary Control and Legal Principles I + 3
CET202 Boundary Control and Legal Principles II + 3
CET211 Strength of Materials + 3
CET241 Fundamentals of Traffic Engineering 3
CIS105 Survey of Computer Information Systems 3
DFT121 Introduction to Architectural Drafting 3
DFT126 Building Trades Blueprint Reading 3
DFT131 Civil Drafting I + 3
DFT252AA Computer Aided Drafting I: AutoCAD + 3
MAT182 Plane Trigonometry + 3

Restricted Electives: None.

Free Electives: None.

General Education: None.

Department Chairperson: Dr. J. Mireles
Program Director: Ms. D. Dorr
Contact: (602) 285-7350

Computer-Aided Drafting
Certificate of Completion — CCL 5650
18 Credits

The Computer Aided Drafting (CAD) Certificate of Completion program is designed to develop two and three dimensional CAD skills along with competence in CAD customization and management.

Completion of the certificate prepares students for entry level positions as CAD drafters and offers career advancement opportunities for persons currently employed in design/drafting positions.

Program Notes: Students planning to transfer to a four-year college or university should contact the Industrial Technology faculty or the Advisement Center for specific information on transfer requirements. Students must earn a grade of “C” or better in all courses required within the program.

Program Prerequisites: 1 Credit
BPC/CIS121AE Windows Operating System: Level I (1) OR
BPC/CIS121AG Windows 98 - Level I (1) OR
Equivalent, OR
Departmental Approval

Required Courses: 18 Credits
DFT121 Introduction to Architectural Drafting 3
DFT122 Residential Architectural Drafting + 3
DFT252AA Computer Aided Drafting I: AutoCAD + 3
DFT254AA Computer Aided Drafting II: AutoCAD + 3
DFT256AA Computer Aided Drafting III: AutoCAD + 3
DFT257AD Architectural CAD: Architectural Desktop + 3

Department Chairperson: Dr. J. Mireles
Program Director: Ms. D. Dorr
Contact: (602) 285-7350

Construction Management
Certificate of Completion — CCL 5115
36 Credits

The Certificate of Completion (CCL) in Construction Management primarily prepares construction industry people to assume leadership and middle management positions within construction companies, architectural and engineering firms, and land developers. The program emphasizes hands-on skills in construction estimating, scheduling, communicating, supervising and managing construction personnel, equipment and documents. Completers are prepared for entry-level positions as estimators, project coordinators, project managers, construction superintendents, and job site administrators.

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

Admission Criteria: None.

Program Prerequisites: Credits: 12-17
DFT110 Technical Drafting I (3) OR
DFT121 Introduction to Architectural Drafting (3) OR
   Permission of Department Chairperson 3
DFT105AA Computer Aided Drafting I: AutoCAD (3) OR
DFT252AA Computer Aided Drafting I: AutoCAD + (3) AND
DFT121 Introduction to Architectural Drafting (3) OR
   Equivalent courses OR
   Permission of Department Chairperson 3-6
DFT122 Residential Architectural Drafting + 3
MAT150 College Algebra/Functions + (5) OR
MAT151 College Algebra/Functions + (4) OR
MAT152 College Algebra/Functions + (3) OR
   Equivalent course OR
MAT187 Precalculus + (5) OR
   Satisfactory score on District placement exam 3-5
Required Courses: 36 Credits
BLT120 Techniques of Building Inspection 3
BLT124 Designing for the Americans with Disabilities Act (ADA) 3
BLT200 Construction Management: Field Operations + 3
BLT201 Construction Management: Office Operations + 3
BLT263AK Building Codes: IBC 3
BLT263AL Building Codes: IRC 3
CET103 Construction Methods 3
CIS105 Survey of Computer Information Systems 3
DTF126 Building Trades Blueprint Reading 3
GTC121 Construction Estimating I 3
GTC123 Construction Estimating II 3
MAT182 Plane Trigonometry + 3

Restricted Electives: None.

Free Electives: None.

General Education: None.

Department Chairperson: Dr. J. Mireles
Program Director: Ms. D. Dorr
Contact: (602) 285-7350

Surveying Technology
Associate in Applied Science — AAS 3011
61 Credits

The Associate in Applied Science (AAS) in Surveying Technology is a program of study designed to provide students with skills for surveying positions of responsible charge in the field or office of local municipalities or consulting firms. Students in this program receive education and training that enables them to perform multiple surveying tasks related to boundaries, construction, and mapping. A Certificate of Completion is also available.

Program graduates are prepared for entry-level positions as survey instrument persons or survey technicians.

Program Notes: Students must earn a grade of "C" or better for all courses required within the program. Students planning to transfer to a four-year college or university should contact the Industrial Technology faculty or the Advisement Center for specific information on transfer requirements.

Admission Criteria: None.

Program Prerequisites: 7 Credits
MAT151 College Algebra/Functions + (4) OR Equivalent, or a satisfactory score on the District placement exam 4
GBS220 Quantitative Methods in Business + (3) 3

Required Courses: 39 Credits
CET101 Surveying I + 3
CET102 Surveying II + 3
CET150 Introduction to Geodesy and Map Projection + 3
CET201 Boundary Control and Legal Principles I + 3
CET202 Boundary Control and Legal Principles II + 3
CET205 Photogrammetry + 3
CET250 Public Land Surveying System + 3
CET257 Route and Construction Surveying + 3
DTF121 Introduction to Architectural Drafting 3
DTF131 Civil Drafting I + 3
DTF252AA Computer-Aided Drafting I: AutoCAD + 3
GBS221 Business Statistics 3
MAT182 Plane Trigonometry 3

Restricted Electives: None.

Free Electives: None.

General Education: 22 Credits
CORE: 12 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:
Any approved general education course in the Critical Reading area + OR 3
Equivalent as indicated by assessment.
Mathematics:
Met by MAT182 in Required Courses area. 0

DISTRIBUTION: 10 Credits
Humanities and Fine Arts:
Any approved general studies course in the Humanities and Fine Arts Area 3
Social and Behavioral Sciences:
Any approved general studies course in the Social and Behavioral Sciences Area 3
Natural Sciences:
PHY101 Introduction to Physics + 4

Department Chairperson: Dr. J. Mireles
Program Director: Ms. D. Dorr
Contact: (602) 285-7350

Surveying Technology
Certificate of Completion — CCL 5203
39 Credits

The Certificate of Completion (CCL) in Surveying Technology is a program of study designed to provide students with skills for surveying positions of responsible charge in the field or office of local municipalities or consulting firms. Students in this program receive education and training that enables them to perform multiple surveying tasks related to boundaries, construction, and mapping. An Associate in Applied Science degree is also available.
Program graduates are prepared for entry-level positions as survey instrument persons or survey technicians.

**Program Notes:** Students must earn a grade of “C” or better for all courses required within the program. Students planning to transfer to a four-year college or university should contact the Industrial Technology faculty or the Advisement Center for specific information on transfer requirements.

**Admission Criteria:** None.

**Program Prerequisites:** 7 Credits
MAT151 College Algebra/Functions + (4) OR Equivalent, or a satisfactory score on the District placement exam. 4
GBS220 Quantitative Methods in Business + (3) 3

**Required Courses:** 39 Credits
CET101 Surveying I + 3
CET102 Surveying II + 3
CET180 Introduction to Geodesy and Map Projection + 3
CET201 Boundary Control and Legal Principles I + 3
CET202 Boundary Control and Legal Principles II + 3
CET205 Photogrammetry + 3
CET250 Public Land Surveying System + 3
CET257 Route and Construction Surveying + 3
DFT121 Introduction to Architectural Drafting 3
DFT131 Civil Drafting I + 3
DFT252AA Computer-Aided Drafting I: AutoCAD + 3
GBS221 Business Statistics + 3
MAT182 Plane Trigonometry + 3

**Restricted Electives:** None.

**Free Electives:** None.

**General Education:** None.

**Department Chairperson:** Dr. M. Gibney
**Program Director:** Ms. D. Dorr
**Contact:** (602) 285-7350

**HONORS**

The Phoenix College Honors Program is dedicated to challenging its students with small classes, where active participation is expected. As much as possible, Phoenix College emphasizes the interdisciplinary approach, where connections are made across academic disciplines and across cultures. Phoenix College aims to educate the whole person, helping students to realize their potential by affording them opportunities for growth both in and outside of the classroom.

To enter the Honors Program is open both to incoming students who have recently graduated from high school, as well as continuing students who are currently enrolled at PC. Entering freshmen in the top 15% of their high school class are eligible to apply. Another pathway for incoming students is by achieving high scores on the ASSET tests (check with the Honors Office for details). A third pathway designed for current PC students requires a cumulative GPA of at least 3.25 for 12 or more credit hours in courses numbered 100 or above in the MCCCD system.

To graduate with Honors Program designation, Honors students must complete at least 15 semester hours of Honors courses at Phoenix College and maintain a cumulative GPA of 3.5. Call 602.285.7305 for more information.

**HONORS PROGRAM**

A partial listing of Honors courses follows. Honors offerings may change from year to year; check with the Honors Office to verify.
American Indian Studies
Academic Certificate — AC 6208
24 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, Chicana and Chicano 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.

The American Indian Studies Certificate 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: + indicates course has prerequisites and/or corequisites.

Admission Criteria: None.

Program Prerequisites: 6 Credits
ENG101 First-Year Composition + (3) OR ENG107 First-Year Composition for ESL + (3) 3
CRE101 Critical and Evaluative Reading I + (3) OR Equivalent as indicated by assessment 3

Required Courses: 12 Credits
AIS101 Survey of American Indian Issues 3
AIS/SOC160 American Indian Law 3
AIS/HIS170 American Indian History of the Southwest 3
AIS213/REL203 American Indian Religions + 3

Restricted Electives: 12 Credits
AIS+++++ Any AIS course + Except AIS101, AIS/SOC160, AIS/HIS170 and AIS213/REL203. 1-3
ASB235 Southwest Archaeology 3
BIO109 Natural History of the Southwest 4
ENH259 American Indian Literature 3
GCU221 Arizona Geography 3
HIS105 Arizona History 3
HIS106 Southwest History 3
HIS145 History of Mexico 3
NAV+++++ Any NAV course + 1-3
SPH245 Hispanic Heritage in the Southwest 3

Department Chairperson: Dr. A. Celzo
Program Director: Dr. P. Dimas
Contact: (602) 285-7651 and/or liberal.arts@pcmail.maricopa.edu

Chicana & Chicano Studies
Academic Certificate — AC 6207
24 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, Chicana and Chicano 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.

The Chicana and Chicano Studies Certificate 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: + indicates course has prerequisites and/or corequisites.

Admission Criteria: None.
Program Prerequisites: 6 Credits
ENG101 First-Year Composition + (3) OR ENG107 First-Year Composition for ESL + (3) 3
CRE101 Critical and Evaluative Reading I + (3) OR Equivalent as indicated by assessment 3

Required Courses: 15 Credits
CCS101 Chicano and Chicana Studies + 3
HIS103 United States History to 1870 (3) OR HIS104 United States History 1870 to Present (3) 3
HIS109 Mexican American History and Culture 3
HIS209 The Chicano in 20th Century America 3
SPH245 Hispanic Heritage in the Southwest 3

Restricted Electives: 9 Credits
BIO109 Natural History of the Southwest 4
CCS+----- Any CCS course except CCS101. 1-3
HIS105 Arizona History 3
HIS106 Southwest History 3
HIS145 History of Mexico 3
SOC142 Sociology of the Chicano Community 3
SOC242 Latino Community Organization + 3
SPA202 Intermediate Spanish II + Or equivalent 4

Department Chairperson: Dr. N. Matte
Program Director: Ms. K. Cross

Creative Writing
Academic Certificate — AC 5242
24 Credits
This 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 used to seek admittance to a bachelor’s or master’s level creative writing program, or that may include work to be submitted for publication. The program offers classes, workshops, and other activities such as readings and contests, which are accessible to writers of all levels regardless of academic or professional standing. The program serves many students, especially women, minorities, seniors, and working adults, who are under-represented in traditional creative writing programs because of cultural, dialect or language differences, scheduling difficulties, financial need, or lack of academic experience. Completion of the certificate does not lead to a particular degree program, but may aid students in their pursuit of a career in the writing professions, and in their continued enjoyment of writing for personal growth.

Program Notes: Students must earn a grade of “C” or better in 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) OR
CRW155 Bilingual Creative Writing (3) 3
CRW200 must be repeated for a total of two (2) credits.
CRW220 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
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.
CRW220 Intermediate Writing Children’s Literature + 3
CRW261 Topics in Writing: Poetry + 3
CRW270 Intermediate Fiction Writing + 3
CRW271 Topics in Writing: Fiction + 3
CRW272 Planning and Structuring the Novel + 3
CRW273 Writing the Novel + 3
CRW274 Revising the Novel + 3
CRW281 Topics in Writing: Non-Fiction + 3
CRW290 Intermediate Screenwriting + 3
CRW291 Topics in Writing: Plays + 3

Restricted Electives: 3 Credits
CRW+----- Any CRW course(s) except courses used to satisfy Required Courses Area 1-3
ENG217 Personal and Exploratory Writing + 3
ENG219 Life Stories + 3
ENG235 Magazine Article Writing 3
ENG236 Magazine Writer’s Workshop 3
ENG/TH260 Film Analysis 3
ENH+----- Any English Humanities course. 3
HUM/THE210 Contemporary Cinema 3
THE220 Modern Drama 3
COM/THP241 Performance of Literature 3
COM/THP243 Interpreters Theatre 3

Department Chairperson: Dr. A. Colozo
Program Director: Dr. A. Colozo
Contact: (602) 285-7651 and/or liberal.arts@pcmail.maricopa.edu

International Studies
Academic Certificate — AC 6213
34-35 Credits
Students enrolled in the International Studies Certificate will have 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:** 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:** 6 Credits

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

CRE101 Critical and Evaluative Reading I + (3) OR Equivalent as indicated by assessment 3

**Required Courses:** 25 Credits

His/PHI/REL243 World Religions 3

POS120 World Politics 3

POS125 Issues in World Politics (3) OR POS140 Comparative Government (3) 3

Any Foreign Language courses with prefixes ARB, CHI, FRE, GER, GRK, HEB, ITA, JPN, POR, RUS, SPA, OR Equivalent (Completion of one foreign language is recommended, e.g., SPA101 and SPA102, OR SPA101AA and SPA102AA) 8

Any advanced Foreign Language courses with prefixes ARB, CHI, FRE, GER, GRK, HEB, ITA, JPN, POR, RUS, SPA OR Equivalent (Completion of one foreign language is recommended, e.g., SPA201 and SPA202, OR SPA201AA and SPA202AA) 8

**Restricted Electives:** 9-10 Credits

Study abroad credit may replace courses identified as electives with the approval of the Program Director or Department Chairperson.

ASB102 Intro to Cultural and Social Anthropology 3

BIO105 Environmental Biology 4

COM263 Elements of Intercultural Communication 3

ECN111 Macroeconomics 3

ECN112 Microeconomics 3

GCU121 World Geography I: Eastern Hemisphere 3

GCU122 World Geography II: Western Hemisphere 3

GPH111 Introduction to Physical Geography 4

HIS101 History of Western Civilization Middle Ages to 1789 3

HIS102 History of Western Civilization 1789 to Present 3

HIS110 World History to 1500 3

HIS111 World History 1500 to the Present 3

HIS113 History of Eastern Civilization to 1850 3

HIS114 History of Eastern Civilization 1850 to Present 3

HIS145 History of Mexico 3

IBS101 Introduction to International Business 3

POS180 United Nations Study 3

**Free Electives:** None.

**General Education:** None.

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**Department Chairperson:** Ms. D. Doubleday

**Program Director:** Dr. K. Schindler

**Contact:** (602) 285-7555 and/or marsha.taylor@pcmail.maricopa.edu

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**Music Academic Certificate — AC 6205**

**44.5-45.5 Credits**

The Academic Certificate is intended for the student who would like to obtain acknowledgment for completion of music courses and is not designed to prepare students for employment. While the completion of the certificate does not lead to a particular degree, it does provide and enhance the development of musicianship for enjoyment and personal growth. This program provides the student with fundamental musical skills covering a variety of topics, including theory, performance, composition, and history. As students complete courses in the program, they will build a performance repertoire and/or portfolio of original compositions that may be used to seek admittance to a bachelor’s-level music program.

**Program Note:** Students must earn a grade of “B” or better in all courses within the program.

**Admission Criteria:** Prior approval of Music Department Director is mandatory.

**Program Prerequisites:** 2-3 Credits

MTC100 Fundamentals of Music (2) OR MTC101 Introduction to Music Theory (3) OR Permission of instructor 2-3

**Required Courses:** 40.5-41.5 Credits

MHL140 Survey of Music History (3) OR 3

MHL143 Music in World Cultures 3

MTC105 Music Theory I + (3) 3

MTC106 Aural Perception I + (1) 1

MTC155 Music Theory II + (3) 3

MTC156 Aural Perception II + (1) 1

MTC205 Music Theory III + (3) 3

MTC206 Aural Perception III + (1) 1

MTC255 Music Theory IV + (3) 3

MTC256 Aural Perception IV + (1) 1

MUP102++ Any MUP102 Private Instruction course. 2

MUP110 Concert Music 0.5

MUP131 Class Piano I (2) AND MUP132 Class Piano II + (2) AND 2

MUP231 Class Piano III + (2) AND MUP232 Class Piano IV + (2) OR 2

MUP133 Class Voice I (2) AND MUP134 Class Voice II + (2) AND 2

MUP233 Class Voice III + (2) AND MUP234 Class Voice IV + (2) OR 2

MUP225 Class Guitar I (2) AND MUP226 Class Guitar II (2) AND 2

MUP227 Class Guitar III + (2) AND MUP228 Class Guitar IV (2) 2

MUP152++ Any MUP152 Private Instruction course. 2

MUP153 A Cappella Choir + (2) OR 2

MUP162 Band (2) 2

MUP202++ Any MUP202 Private Instruction course. 2

MUP252++ Any MUP252 Private Instruction course. (2) OR 2

MTC240 Composition (3) 2.5
Restricted Electives: 4 Credits
Students should select courses in consultation with the program director. A course cannot be used to satisfy both Required Courses and Restricted Electives requirements.

- MHL++++ Any Music History/Literature course. 1-4
- MTC++++ Any Music Theory/Composition course. 1-4
- MUC++++ Any Music Commercial/Business course. 1-4
- MUP++++ Any Music: Performance course. 1-4

Please Note: The Music certificate requires a G.P.A. of 3.0.

Department Chairperson: Dr. A. Celoz
Program Director: Dr. P. Dlim
Contact: (602) 285-7851 and/or liberal.arts@pcmail.maricopa.edu

Southwest Studies

Academic Certificate — AC 6209

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

Admission Criteria: None.

Program Prerequisites: 6 Credits

- ENG101 First-Year Composition + (3) OR ENG107 First-Year Composition for ESL + (3) 3
- CRE101 Critical and Evaluative Reading + (3) OR Equivalent as indicated by assessment3

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

Women's Studies

Academic Certificate — AC 6225

15 Credits

The Women's Studies program, an intensive interdisciplinary liberal arts certificate program, provides students with tools and opportunities to discuss and critique historical and contemporary theories and practices of feminisms(s). The curriculum enables students to write well, think critically and analyze problems effectively. Students complete a variety of courses focusing on women's experiences and perspectives, exploring topics such as history, culture, class, race, ethnicity, sexuality and gender in order to help bring about equality, understanding, and peace. These courses are culturally responsive to the diversity of one half of the world's people, their work, and their impact on multicultural societies.

Program Notes: + indicates course has a prerequisite

Admission Criteria: None.

Program Prerequisites: None.

Required Courses: 3 Credits

- WST100 Women and Society 3

Restricted Electives: 12 Credits

- ASB211 Women in Other Cultures 3
- ENH/WST284 19th Century Women Writers 3
- ENH/WST285 Contemporary Women Writers 3
- HIS201 History of Women in America 3
- HLR/WST286 Women and Health: Body/Mind/Spirit/Connection 3
- HUM/WST209 Women and Films 3
- PSY235 Psychology of Gender Differences + 3
- PSY258 Domestic Problems and Crises + 3
- REL/WST290 Women and Religion 3
- SOC212 Gender and Society 3
- WST105 Women of Color in America 3
- WST110 Women and Gender: A Feminist Psychology 3
- WST120 Gender, Class, and Race 3
- WST128 Law and Violence Against Women 3
- WST160 Women and Early American Experience 3
- WST161 American Women Since 1920 3
- WST195 Preparation for Social Research in Women's Studies 3
- WST200 Essential Feminist Writing 3
- WST261 Native Women's Literature: The Americas 3

Free Electives: None.

General Education: None.
TRANSFER PROGRAMS/OPTIONS

The program to be followed at Phoenix College depends upon the requirements of the four-year institution to which the student plans to transfer and the specific major of the student. Students should consult the catalog of the institutions to which they expect to transfer. Faculty and academic advisors will assist students in their selection of courses for transfer.

Contact Ms. K. Harrison, PC Transfer Center.
Information: 602.285.7110
Appointments: 602.285.7862

See pages 122-126 for a brief list of transfer pathways to Arizona State University, Northern Arizona, and the University of Arizona.

Associate in Transfer Partnership

Associate in Transfer Partnership (ATP) degrees for Phoenix College are available in the following areas at the ASU campuses indicated. Contact the appropriate department for information.

<table>
<thead>
<tr>
<th>Department</th>
<th>ASU Campus/Major Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>Molecular Biosciences/ Biotechnology Major ASU - Main / 9208</td>
</tr>
<tr>
<td>Business</td>
<td>Accountancy ASU - Main / 9104 ASU - West / 9204</td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td>ASU - Main / 9105</td>
</tr>
<tr>
<td>General Business</td>
<td>ASU - Main / 9106</td>
</tr>
<tr>
<td>Global Business</td>
<td>ASU - West / 9207</td>
</tr>
<tr>
<td>Cultural &amp; Applied Social Sciences</td>
<td>ASU - Main / 9206</td>
</tr>
<tr>
<td>Social Work</td>
<td>ASU - Main / 9100 ASU - West / 9200</td>
</tr>
<tr>
<td>Health Enhancement</td>
<td>Exercise &amp; Wellness ASU -East / 9127 Kinesiology ASU -Main / 9109 Recreation (Therapeutic Recreation Emphasis) ASU -Main / 9122 Recreation (Community &amp; Urban Recreation Emphasis) ASU -Main / 9123</td>
</tr>
</tbody>
</table>

Department Chairperson: Dr. J. Mireles
Contact: (602) 285-7350

Construction

MCCCD/ASU Main

Associate in Transfer Partnership — ATP 9120 63 Credits

The courses below in bold print have prerequisites which must also be met. All courses must be completed with a grade of “C” or higher in order to transfer. A minimum 2.25 GPA is required from resident community college transfer students to be admitted to the professional program in Construction. See Ira A. Fulton School of Engineering for details. Participation in a summer field internship activity is required for all students between the second and third year of the program. See Del E. Web School of Construction for details.

NOTE: If the General Building Concentration student takes REA179 or REA180 at MCCCD in addition, the upper division credits remaining to be taken at ASU will be only 48 and the student will have to take an additional upper division Construction Technical Elective to meet the requirement of 50 upper division credits. The course evaluation as listed in the Course Equivalency Guide (CEG) is valid for the academic year in which the student satisfactorily completes the course. A course evaluation may be subject to changes in subsequent issues of the CEG due to changes in the university or community college curriculum. Thus, prior to registering for any...
Education courses are available for majors and for students exploring the field of Education. Courses such as EDU221 Introduction to Education provides the opportunity for field experience. EDU230 Cultural Diversity in Education provides the opportunity to explore learning in a multicultural setting. EDU222 Introduction to the Exceptional Learner provides the opportunity for observation in a setting with children with special needs.

EDU291 Children's Literature, ENG213 Introduction to the Study of Language, MAT156 and MAT157 Mathematics for Elementary Teachers I and II, are courses offered at Phoenix College that provide the opportunity for students to value literature, understand the development of the English language, and investigate mathematical principles and processes of various teaching methodologies in a classroom. EDU170 Disaster Management for Schools, and EDU225 Foundations of Approaches to Serving English Language Learners (ELL), are also offered.

ASSOCIATE IN TRANSFER PARTNERSHIP (ATP/9201) DEGREE

ELEMENTARY EDUCATION — ASU WEST

Students planning to major in Elementary Education at ASU West may follow requirements for the Associate in Transfer Partnership Degree program. This degree does not guarantee admission to the Elementary Education program at ASU West; however, it assures students that the program of study will parallel the lower division requirements for students. Advisement is an essential element of the ATP process and students are responsible for periodic meetings with their Phoenix College advisor and, if necessary, a university advisor. Advisors can assist students with the selection of courses that will meet lower division requirements at any four-year institution. See pages 103-104 for complete requirements.

Visit the following Web site for more information:

http://www.maricopa.edu/academic/curric/atp/west/elmed.html

For additional Transfer Options in Elementary Education, see pages 108-112.

Department Chairperson: Dr. J. Mireles
Contact: (602) 285-7350

Housing & Urban Development

MCCCD/ASU Main

Associate in Transfer Partnership — ATP 9108 60-64 Credits

Program Notes: Courses in bold print have prerequisites which must also be met. All courses must be completed with a grade of “C” or higher in order to transfer. The course evaluation as listed in the Course Equivalency Guide (CEG) is valid for the academic year in which the student satisfactorily completes the course. A course evaluation may be subject to changes in subsequent issues of the CEG due to changes in the university or community college curriculum. Thus, prior to registering for any community college course, students must always check the CEG to identify the current equivalency of the courses they are planning to take.

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ASSOCIATE IN TRANSFER PARTNERSHIP (ATP/9201) DEGREE

ELEMENTARY EDUCATION — ASU WEST

Students planning to major in Elementary Education at ASU West may follow requirements for the Associate in Transfer Partnership Degree program. This degree does not guarantee admission to the Elementary Education program at ASU West; however, it assures students that the program of study will parallel the lower division requirements for students. Advisement is an essential element of the ATP process and students are responsible for periodic meetings with their Phoenix College advisor and, if necessary, a university advisor. Advisors can assist students with the selection of courses that will meet lower division requirements at any four-year institution. See pages 103-104 for complete requirements.

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For additional Transfer Options in Elementary Education, see pages 108-112.

Department Chairperson: Dr. J. Mireles
Contact: (602) 285-7350

Housing & Urban Development

MCCCD/ASU Main

Associate in Transfer Partnership — ATP 9108 60-64 Credits

Program Notes: Courses in bold print have prerequisites which must also be met. All courses must be completed with a grade of “C” or higher in order to transfer. The course evaluation as listed in the Course Equivalency Guide (CEG) is valid for the academic year in which the student satisfactorily completes the course. A course evaluation may be subject to changes in subsequent issues of the CEG due to changes in the university or community college curriculum. Thus, prior to registering for any community college course, students must always check the CEG to identify the current equivalency of the courses they are planning to take.

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ASSOCIATE IN TRANSFER PARTNERSHIP (ATP/9201) DEGREE

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For additional Transfer Options in Elementary Education, see pages 108-112.

Department Chairperson: Dr. J. Mireles
Contact: (602) 285-7350

Housing & Urban Development

MCCCD/ASU Main

Associate in Transfer Partnership — ATP 9108 60-64 Credits

Program Notes: Courses in bold print have prerequisites which must also be met. All courses must be completed with a grade of “C” or higher in order to transfer. The course evaluation as listed in the Course Equivalency Guide (CEG) is valid for the academic year in which the student satisfactorily completes the course. A course evaluation may be subject to changes in subsequent issues of the CEG due to changes in the university or community college curriculum. Thus, prior to registering for any community college course, students must always check the CEG to identify the current equivalency of the courses they are planning to take.

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ASSOCIATE IN TRANSFER PARTNERSHIP (ATP/9201) DEGREE

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Visit the following Web site for more information:

http://www.maricopa.edu/academic/curric/atp/west/elmed.html

For additional Transfer Options in Elementary Education, see pages 108-112.

Department Chairperson: Dr. J. Mireles
Contact: (602) 285-7350

Housing & Urban Development

MCCCD/ASU Main

Associate in Transfer Partnership — ATP 9108 60-64 Credits

Program Notes: Courses in bold print have prerequisites which must also be met. All courses must be completed with a grade of “C” or higher in order to transfer. The course evaluation as listed in the Course Equivalency Guide (CEG) is valid for the academic year in which the student satisfactorily completes the course. A course evaluation may be subject to changes in subsequent issues of the CEG due to changes in the university or community college curriculum. Thus, prior to registering for any community college course, students must always check the CEG to identify the current equivalency of the courses they are planning to take.
### Molecular Biosciences/Biotechnology Major

**MCCC/ASU Main Associate in Transfer Partnership — ATP 9208 60 Credits**

Courses in **bold** print have prerequisites which must also be met. All courses must be completed with a grade of "C" or higher in order to transfer. The course evaluation as listed in the Course Equivalency Guide (CEG) is valid for the academic year in which the student satisfactorily completes the course. A course evaluation may be subject to changes in subsequent issues of the Course Equivalency Guide (CEG) due to changes in the university or community college curriculum. Thus, prior to registering for any community college course, students must always check the CEG to identify the current equivalency of the courses they are planning to take.

#### Prefix/No  Course Title/Cr  Trans Cr  ASU Equiv.

**bio181** General Biology (Majors) I (4)  4  MBB245(5SQ), MBB 246(5SQ), MBB 247 (3) and MBB 248 (1) and Elective Credit  

**bio212Aa** Biotechnology I (5)  5  MBB 244(3), MBB 244 (1) and Elective Credit (1) See ATP Notes #1  

**bio 247** Applied Biosciences: Biotechnology (4)  4-5  MBB 246 (1) and MBB 248 (1)  

**bio220** Biology of Microorganisms (4)  4  MIC 206 (1) and MIC 220 (3)  

**chm151** General Chemistry I (3)  3  CHM113 [SQ]  

**and**  

**chm151L** General Chemistry I Laboratory (1)  1  CHM113 [SQ]  

**ATP 9208 (continued)**  

**chm152** General Chemistry II (3)  3  CHM116 [SQ]  

**and**  

**chm152L** General Chemistry II Laboratory (1)  3  CHM116 [SQ]  

**or**  

**chm154** General Chemistry II with Qualitative (3)  3  CHM115 and CHM116 [SQ]  

**and**  

**chm154L** General Chemistry II with Qualitative Laboratory (2)  4-5  CHM115 and CHM116 [SQ]  

**eng101** First-Year Composition (3)  3  ENG104  

**eng107** First-Year Composition for ESL (3)  3  ENG104  

**eng108** First-Year Composition ESL (3)  3  ENG104  

**mat251** Calculus for Life Science (4)  3  MAT251 (MA) and (1) NT  

**mat220** Analytic Geometry and Calculus I (5)  5  MAT270 (4), NT (1), [MA]  

**mat221** Calculus with Analytic Geometry (4)  3  MAT270 (4), NT (1), [MA]  

**phi213** Medical and Bio-Ethics (3)  3  REL381(HU)  

**phy111** General Physics I  4  PHY111 (3) [SQ] and PHY113 (1) [SQ]  

**phy112** General Physics II  4  PHY112 (3) [SQ] and PHY114 (1) [SQ]  

**oral Communication**  

**com 100** (3)  3  COM100 (SB) or COM110 (SB) or COM225 (L)  

**or**  

**com 100A, - AB, and - AC** (3) Introduction to Human Communication  3  COM100 (SB) or COM110 (SB) or COM225 (L)  

**or**  

**com 110** Interpersonal Communication (3)  3  COM100 (SB) or COM110 (SB) or COM225 (L)  

**or**  

**com 225** Public Speaking (3)  3  COM100 (SB) or COM110 (SB) or COM225 (L)  

**or**  

**com230** Small Group Communication (3)  3  COM230 (SB or L)  

**or**  

**or**  

**Social and Behavioral Sciences or Literacy**  3  COM230 (SB or L)  

Consult with an MCCC ATP certified advisor to select courses to meet the following requirements and to complete the minimum 60 credits **but no more than a total of 64 credits**. To meet the different area requirements, select courses from the current CEG Course Equivalency Guide or the ASU General Studies Guide.

#### Cultural Diversity

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<thead>
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#### Historical Awareness

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#### Humanities & Fine Arts

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#### Literacy

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#### Natural Sciences

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#### Social Behavioral

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<th>Code</th>
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Electives

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#### GPA Requirement

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#### AP Calculus

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#### Pre-Requisites

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<td>ENG107</td>
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<td>ENG108</td>
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<tr>
<td>MAT140</td>
<td>College Mathematics</td>
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</tr>
<tr>
<td>MAT141</td>
<td>College Mathematics</td>
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<tr>
<td>MAT142</td>
<td>College Mathematics</td>
<td>3</td>
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<tr>
<td>STA10</td>
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#### Equivalencies

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<tr>
<td>HUM10</td>
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<tr>
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#### Transfer Credits

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<td>First-Year Composition</td>
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<tr>
<td>ENG107</td>
<td>First-Year Composition ESL</td>
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<tr>
<td>MAT140</td>
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<tr>
<td>MAT141</td>
<td>College Mathematics</td>
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<tr>
<td>SB10</td>
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</tbody>
</table>

#### Notes

- **#1:** ACC230 transfers to ASU as ACC230 for HUD AT. Majors only. MCCC must certify completion of AT on the transcript to ensure equivalency to ACC230 upon transfer.  
- **#2:** AGL100, DFT211 or DFT214 transfers to ASU as HUD161 for HUD AT Majors only. MCCC must certify completion of AT on the transcript to ensure equivalency to HUD161 upon transfer.  
- **#3:** Transferable as lower division credit only.  
- **#4:** The student may take any REA course, or module of REA courses, listed above equal to 3 credits.  
- **#5:** The following courses are required to satisfy [SB] and [SQ] requirements:  

  **SO REQUIREMENT**

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
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<td>ECN211 OR ECN212</td>
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<td>GPH112 AND GPH113</td>
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  **OR REQUIREMENT**  

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<td></td>
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  **OR REQUIREMENT**  

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<tr>
<td>GPH112</td>
<td></td>
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</table>

**Department Chairperson:** Mark Rosati  
**Contact:** (602) 285-7100 and/or mark.rosati@pccmail.maricopa.edu
Consult with an MCCCD ATP certified advisor to select courses to meet the following requirements and to complete the minimum 60 credits but no more than a total of 64 credits. To meet the different area requirements, select courses from the current CEG Course Equivalency Guide or the ASU General Studies Guide.

### Justice Studies

**MCCCD/ASU Main**

**Associate in Transfer Partnership — ATP 9206**

**Program Notes:** Courses in **bold** print have prerequisites which must also be met. Course prerequisites may be transferable and could count as elective credits. All courses must be completed with a grade of “C” or higher in order to transfer. The course evaluation as listed in the course equivalency guide (CEG) is valid for the academic year in which the student satisfactorily completes the course. A course evaluation may be subject to changes in subsequent issues of the CEG due to changes in the university or community college curriculum. Thus, prior to registering for any community college course, students must always check the CEG to identify the current equivalency of the courses they are planning to take.

<table>
<thead>
<tr>
<th>Prefix/No</th>
<th>Course Title/Cr</th>
<th>Trans Cr</th>
<th>ASU Eqv.</th>
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<tbody>
<tr>
<td>AJS101</td>
<td>Introduction To Criminal Justice</td>
<td>3</td>
<td>JUS100 (SB)</td>
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<tr>
<td>AJS119</td>
<td>Computer Applications in Justice Studies</td>
<td>3</td>
<td>JUS203 (SBS)</td>
</tr>
<tr>
<td>AJS123</td>
<td>Ethics and the Administration of Justice</td>
<td>3</td>
<td>JUS229 (SB)</td>
</tr>
<tr>
<td>AJS162</td>
<td>Domestic Violence</td>
<td>3</td>
<td>JUS335</td>
</tr>
<tr>
<td>OR</td>
<td>Organized Crime</td>
<td>3</td>
<td>JUS102 (SB)</td>
</tr>
<tr>
<td>AJS220</td>
<td>Current Issues in Criminal Justice</td>
<td>3</td>
<td>JUS200 (SB)</td>
</tr>
</tbody>
</table>

**ASU Equivalent:***

**Justice Studies**

- **AJS225** Criminology
- **AJS230** The Police Function
- **AJS258** Victimology and Crisis Management OR
- **AJS270** Community Relations
- **COM225** Public Speaking
- **COM230** Small Group Communication
- **ENGL101** First-Year Composition OR
- **ENGL107** First-Year Composition for ESL
- **ENGL108** First-Year Composition for ESL
- **GBUS211** Business Statistics
- **JUS225** Statistics Social Research/Justice and Environment OR
- **MAT206** Elements of Statistics OR
- **PSY230** Introduction to Statistics
- **MAT140** College Mathematics
- **MAT141** College Mathematics OR
- **MAT142** College Mathematics

**ATP Notes:**

1. Transferable as lower division only. Students must still meet the 45 hour requirement for upper division hours.
2. Highly recommended MCCCD POS110, PSY101, SOC101 or any AJS course that transfers to ASU as elective credits or DEC (LUSI)

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**Department Chairperson:** Dr. C. Viera

**Contact:** (602) 285-7205 and/or richard.wilson@pcmail.maricopa.edu

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**Nursing**

**MCCCD/ASU Main**

**Associate in Transfer Partnership — ATP 9107**

**Nursing (B.S.) Major**

(Not intended for Associate Degree RNs)

Courses in **bold** print have prerequisites which must also be met. All courses must be completed with a grade of “C” or higher in order to transfer. In order to graduate with a BSN degree in 120 credit hours, students may apply no more than 56 community college credit hours. Completion of the 56 credits listed in this ATP which includes the completion of AGEC, certified at time of transfer to ASU, and a minimum of 2.0 on a 4.0 scale for Arizona residents and a minimum 2.5 on a 4.0 scale for non-residents will exempt the student from Arizona State University admission requirements. The student should contact an ASU Nursing advisor during the student’s first semester at MCCCD. Completion of the Nursing ATP does not guarantee admission to ASU’s Professional Program in Nursing.
Students will need to apply to the Professional Nursing Program at ASU. See an ASU Nursing advisor for further information. To be eligible to receive the Nursing ATP, the student must take an additional four (4) credit hours of any transferable course work from a Maricopa college, or transfer four (4) credit hours from ASU or another nationally accredited institution of higher education to MCCCD for a degree total of 60 credits. Contact a MCCCD certified ATP advisor for additional information. The course evaluation as listed in the Course Equivalency Guide (CEG) is valid for the academic year in which the student satisfactorily completes the course. A course evaluation may be subject to changes in subsequent issues of the CEG due to changes in the university or community college curriculum. Thus, prior to registering for any community college course, students must always check the CEG to identify the current equivalency of the courses they are planning to take.

<table>
<thead>
<tr>
<th>Prefix/No.</th>
<th>Course Title/Cr.</th>
<th>Trans. or.</th>
<th>ASU Equiv.</th>
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</thead>
<tbody>
<tr>
<td>BIO201</td>
<td>Human Anatomy/Physiology I (4)</td>
<td>4</td>
<td>BIO201 [SG]</td>
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<tr>
<td>BIO202</td>
<td>Human Anatomy/Physiology II (4)</td>
<td>4</td>
<td>BIO202</td>
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<tr>
<td>BIO205</td>
<td>Microbiology (4)</td>
<td>4</td>
<td>MIC205 [SG] &amp; MIC206 [SG]</td>
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<tr>
<td>CHM130</td>
<td>Fundamental Chemistry (3) AND CHM130LL</td>
<td>4</td>
<td>CHM101 [SO]</td>
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<td>ENG101</td>
<td>First-Year Composition (3) AND ENG102</td>
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<td>ENG101</td>
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<td>ENG107</td>
<td>First-Year Composition (3) OR ENG108</td>
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<td>ENG107 &amp; ENG108</td>
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<tr>
<td>FON241</td>
<td>Principles of Human Nutrition (3)</td>
<td>3</td>
<td>NTR241</td>
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<td>HCR210</td>
<td>Clinical Health Care Ethics (3)</td>
<td>3</td>
<td>HCR210 (HU)</td>
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<td>HCR220</td>
<td>Health Care Organizations (3)</td>
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<td>HCR220 &amp; HSA220</td>
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<td>HCR230</td>
<td>Culture &amp; Health (3)</td>
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<td>Human Pathophysiology (4) OR HCR240AA</td>
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<td>MAT140</td>
<td>College Mathematics (5) OR MAT141</td>
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<td>MAT142</td>
<td>College Mathematics (3)</td>
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<td>PHI103</td>
<td>Introduction to Logic (3)</td>
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<td>PSY101</td>
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<td>Human Development (3)</td>
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<td>A course that satisfies either Humanities and Fine Arts (HU) or Social and Behavioral Sciences (SB) requirements</td>
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ATP Notes:
1. Through Fall 2005, MAT140 and MAT141 will transfer as full credit. Spring 2006 and beyond, only 3 credits will transfer (MAT140 has 1 credit non-transferable and MAT141 has two credits non-transferable).

Department Chairperson: Dr. M. Gibney
Contact: (602) 285-7259 and/or marian.gibney@pcmail.maricopa.edu

Psychology

MCCCD/ASU Main

Associate in Transfer Partnership (B.A.) — ATP 9102
Associate in Transfer Partnership (B.S.) — ATP 9103

MCCCD/ASU West

Associate in Transfer Partnership (B.A.) — ATP 9202
Associate in Transfer Partnership (B.S.) — ATP 9203

Associate in Transfer Partnership Degrees - Students planning to major in Psychology at ASU Main or ASU West have the option of enrolling in the Associate in Transfer Partnership Degree (ATP) program. The ATP does not assure admission to the psychology program at ASU Main or ASU West, however students participating in the ATP program will be treated in the same manner as students who have taken the equivalent courses at ASU campuses in terms of course evaluation and course changes. Students selecting this option must participate in a special advisement process and should contact Dr. Gibney in the Psychology Department or the Phoenix College Advisement Center for details.

To view the requirements for the ATPs in Psychology for ASU Main, visit:
http://asu.edu/provost/articulation/atp/06S/md/atp06SpesybaMD.htm
http://asu.edu/provost/articulation/atp/06S/md/atp06SpysysbMD.htm

To view the requirements for the ATPs in Psychology for ASU West, visit:
http://www.maricopa.edu/academic/curric/atp/west/psyba.html
http://www.maricopa.edu/academic/curric/atp/west/psybs.html

For Personal, Social & Occupational Development or for a Career in Psychology - Psychology courses are available day and evening. They are designed for students who wish to take psychology courses for their own personal, social, or occupational development or who wish to pursue an advanced degree. Psychology graduates do not qualify for immediate employment in psychology. Most courses transfer to universities as equivalent courses, General Education, elective credit, or departmental elective credit.

Careers in Psychology - Psychologists are concerned with the scientific study of behavior. Psychology is a beneficial major or minor for students interested in education, business, journalism, medicine, law, social work, management, or any of the human service fields such as nursing, child care, medical technology, law enforcement or real estate. Professional positions in the field of psychology require a master's or doctoral degree. Employment for individuals with graduate degrees will be growing in counseling, clinical and business settings. Related areas are personnel management, public relations, sports and
recreation, speech pathology, educational psychology, vocational rehabilitation, gerontology, business management, and computer science. Employment in colleges and universities remains competitive.

Psychology Majors - You may graduate from Phoenix College with an Associate in Arts (AA) or ATP degree, and major in psychology at a four year college or university. Psychology majors are strongly encouraged to consult with a psychology department faculty member for advisement. Transfer requirements for majors in Psychology differ at various colleges and universities. Accurate advisement now will reduce transfer problems later. In addition to specific psychology courses, psychology majors are usually required to take some courses in related areas such as mathematics, computer science, and a foreign language. General Education areas are always required. General Education areas are usually in English Composition, Oral Communication, Mathematics, Humanities and Fine Arts, Social and Behavioral Sciences, and Natural Sciences. There may be other requirements in addition to these. Contact the four year college or university for details.

Suggested Core Psychology Courses for Majors
PSY101 Introduction to Psychology 3
PSY230 Introduction to Statistics + 3
PSY231 Laboratory for Statistics + 1
PSY290 Research Methods + 4
Students majoring in Psychology should choose no more than 6 credit hours from the following list of electives.
PSY215 Introduction to Sport Psychology + 3
PSY218 Health Psychology + 3
PSY235 Psychology of Gender Differences + 3
PSY240 Developmental Psychology + 3
PSY250 Social Psychology + 3
PSY266 Abnormal Psychology + 3
PSY277 Psychology of Human Sexuality + 3

the college or university to which they plan to transfer. Entering students should always consult the catalog of the college or university to which they plan to transfer so they can determine the specific requirements and select courses accordingly. A student may find that the courses required for the Associate in Arts degree would not fulfill the requirements necessary for the program of study at the university. In that case, it would not be advisable to pursue such a degree.

For specific transfer information on the programs at the three Arizona universities, students should follow the AAFA-Art degree, refer to the respective university catalogs, and review the general transfer statements, see an art advisor, or visit the AZCAS Web site:
http://az.transfer.org/cas/students/index.html

AAFA — Art

Description: The Maricopa County Community College District Associate in Arts, Fine Arts - Art degree requires a minimum of 63 semester credits for the program of study. The degree includes the following components:
I. General Education: Arizona General Education Curriculum for Arts (AGEC-A)
MCCCD Additional Requirements
II. Fine Arts Requirements – Art

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

The semester credits used to satisfy the MCCCDD Associate in Arts, Fine Arts - Art degree will apply to university graduation requirements of the university major for which the degree is designed. Information regarding the articulation of the degree with majors at the Arizona public universities can be accessed via the following website:
http://az.transfer.org/cas/atass/student/modpath.html

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

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

• The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts, Fine Arts - Art degree.

• A minimum of 60 semester credits in courses numbered 100 and above to be completed with a grade of “C” or better,
++ = Any module  + = Course requires a Pre-/Corequisite

- The General Education Requirements for AGEC-A may be completed in 35 semester credits with the following stipulations:
  - Courses can satisfy a Core Area and one or two Awareness Areas simultaneously
  - A course cannot be used to satisfy more than one Core Area
- General Education Courses can satisfy multiple areas within the degree simultaneously (AGEC-A Core Area, AGEC Awareness Area, MCCCD Additional Requirements, or lower-division courses applicable to the major).
- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS), is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGEC-A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course’s evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled MCCCD Courses That Can Be used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC-S for specific course information via the following website: http://www.dist.maricopa.edu/academic/curric/

  Select tab labeled, “Resources.”
  Select “Advisor Resources.”
  Select “Matrix of MCCCD Courses That Can Be used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC-S.”
- Courses completed at one of the Maricopa Community Colleges to meet General Electives requirement must be listed in the Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS) as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. For appropriate course selection, students should consult with an advisor.
- Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGEC-A or Associate in Arts, Fine - Arts Degree.
- Courses and their modular equivalents will satisfy AGEC-A and Associate in Arts, Fine Arts – Art requirements.
- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.

### Degree Requirements

The 63 semester credits required for the Associate in Arts, Fine Arts - Art degree follow. See the list titled MCCCD Courses That Can Be used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC-S for specific course information via the following website: http://www.dist.maricopa.edu/academic/curric/

See above pathway directions.

This list identifies the courses in alpha-order by prefix as well as the Core Areas and Awareness Areas where the course will apply. For purposes of clarifying requirements in the Mathematics and Natural Sciences areas on the list and the AGEC requirements, an A, B, and/or S character may follow the [MA], [SQ], [SG] general education designations and refers to the specific AGEC.

## I. MCCCD General Education

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

### MCCCD AGEC-A

1. Core Areas: Credits: 35
   a. First-Year Composition (FYC): Credits: 6
   b. Literacy and Critical Inquiry \([L]\): Credits: 3
   c. Mathematical Studies \([MA/CS]\): Credits: 6
      To complete the Mathematical Studies requirement, select one course to satisfy Mathematics \([MA]\) A and a second course from Computer/Statistics/Quantitative Applications \([CS]\).
      1. Mathematics \([MA]\) A (3 credits)
         Select a course in college mathematics or college algebra or pre-calculus or any other mathematics course for which college algebra is a prerequisite.
      AND
      2. Computer/Statistics/Quantitative Applications \([CS]\) (3 credits)
   d. Humanities and Fine Arts \([HU]\): Credits: 6
      Students are encouraged to choose course work from more than one discipline for a total of six semester credits.
      Select the following:
      ARH101 Prehistoric Through Gothic Art 3
   e. Social and Behavioral Sciences \([SB]\): Credits: 6
      Students are encouraged to choose course work from more than one discipline for a total of six semester credits.
   f. Natural Sciences \([SQ/SG]\): Credits: 8
      To complete the Natural Sciences requirement: Select four (4) semester credits of \([SQ]\) and four (4) semester credits of \([SG]\) for a total of eight (8) semester credits, OR eight (8) semester credits of \([SQ]\). Students cannot take eight (8) semester credits of \([SG]\) to meet the Natural Sciences requirement.

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

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

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

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

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

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

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

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

**II. Fine Arts Requirements – Art Credits: 28**

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

**Foundations: Credits: 16**

Select the following:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADA/ART112 Two-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ADA/ART115 Three-Dimensional Design</td>
<td>3</td>
</tr>
<tr>
<td>ARH102 Renaissance Through Contemporary Art</td>
<td>3</td>
</tr>
<tr>
<td>ART111 Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART113 Color</td>
<td>3</td>
</tr>
<tr>
<td>ART255AB The Portfolio</td>
<td>1</td>
</tr>
</tbody>
</table>

**Restricted Electives: Credits: 12**

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART116 Life Drawing I</td>
<td>3</td>
</tr>
<tr>
<td>ART122 Drawing and Composition II</td>
<td>3</td>
</tr>
<tr>
<td>ART131 Photography I</td>
<td>3</td>
</tr>
<tr>
<td>ART132 Photography II</td>
<td>3</td>
</tr>
<tr>
<td>ART151 Sculpture I</td>
<td>3</td>
</tr>
<tr>
<td>ART161 Ceramics I</td>
<td>3</td>
</tr>
<tr>
<td>ART165 Watercolor Painting I</td>
<td>3</td>
</tr>
<tr>
<td>ART167 Painting I</td>
<td>3</td>
</tr>
</tbody>
</table>

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

Department Chairperson: Dr. A. Celozza
Contact: (602) 285-7651 and/or liberal.arts@pcmail.maricopa.edu

**AMERICAN INDIAN STUDIES**

**60-64 Credits Suggested**

**American Indian Studies**
The area of American Indian Studies (AIS) provides a multidisciplinary understanding of the history and present situation of the indigenous peoples of North America. AIS courses emphasize American Indian history, culture, language, literature, arts, philosophy, religion, politics, and sovereignty.

Students wishing to transfer to a four-year degree institution with a major and/or minor in American Indian Studies may enroll in transferrable general education and lower division AIS courses at Phoenix College. Students are advised to check with a Phoenix College academic advisor, as well as the transfer institution, before enrolling in any of the following courses.

**SUGGESTED COURSES:** 60-64 Credits

<table>
<thead>
<tr>
<th>Social and Behavioral Sciences: 9 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIS101 Survey of Native American Issues</td>
</tr>
<tr>
<td>AIS/SOC141 Sovereign Indian Nations</td>
</tr>
<tr>
<td>AIS170 American Indian History of the Southwest Humanities: 7 credits</td>
</tr>
<tr>
<td>ENH259 American Indian Literature</td>
</tr>
<tr>
<td>HUM105AB Cultural Perspectives: Native-American Ideas/Values</td>
</tr>
<tr>
<td>PHI/REL246Arm Indian Euroamerican Comparative World Views</td>
</tr>
</tbody>
</table>
The Department of Business offers curriculums of four general types:

A. That which provides the first two years of regular four-year college bachelor’s degree programs.
B. That which provides the business student with a broad general education with reference to business.
C. That which provides specialized two-year training in four areas:
   1. Accounting
   2. Banking and Finance
   3. Computer Information Systems
   4. General Business
D. That which provides courses for job upgrading in selected areas for adults.

Please see a Program Director or the Department Chair to ensure that you are completing the appropriate coursework.
upper-division business core at the three State universities must be completed at the degree-granting institution unless transferred from an accredited four-year school.

**SUGGESTED COURSES**
The following general pattern of courses is recommended for students completing their first two years' work in a community college and who plan to transfer to one of Arizona’s universities without loss of credit.

**Maximum pre-professional courses: 30 Credits**
- Accounting (6), Economics (6), Quantitative Analysis & Statistics (6), Business Law (3), Lower-Division Business Electives (9)

**Maximum General Education: 30-35 Credits**
- English, Mathematics, Science, Humanities, Communication, Social Sciences

Policy varies at the three State Universities: refer to respective university catalogs and review general transfer statements. Entering students should always consult their advisors and the catalog of the college or university to which they plan to transfer so they can determine the specific requirements of the four-year college or university of their choice. For specific transfer information, students planning to transfer to a state university should contact a business advisor for the proper course check sheet.

**PRE-LAW IN BUSINESS ADMINISTRATION**
A pre-law student may pursue a program of study in the field of liberal arts or in the field of BUSINESS ADMINISTRATION. Students planning to meet their pre-law requirements by taking a business administration curriculum should see both the pre-law advisor and the business administration advisor before completing enrollment.

**Department Chairperson: Ms. J. Arquette**
**Contact: (602) 285-7138**

**CHEMISTRY**
**Associate in Science — AS 8600**
The Chemistry Department suggests these courses for students preparing to pursue a bachelor of science degree in chemistry at a four-year institution. Successful completion of this curriculum satisfies the requirements of the Arizona Associate in Science (AS) Chemistry degree, and should qualify students to transfer with junior status, but specific requirements may vary. Students should seek advisement from any institution to which they intend to transfer.

**Recommended Courses:**
- CHM151 General Chemistry I + 3
- CHM151LL General Chemistry I Lab + 1
- CHM154 General Chemistry II with Qualitative Analysis + 3
- CHM154LL General Chemistry II with Qualitative Analysis Lab + 2
- CHM235 General Organic Chemistry I + 3
- CHM235LL General Organic Chemistry I Lab + 1
- CHM238 General Organic Chemistry II + 3
- CHM238LL General Organic Chemistry II Lab + 2
- MAT221 Calculus with Analytic Geometry I + 4
- MAT231 Calculus with Analytic Geometry II + 4
- MAT241 Calculus with Analytic Geometry III + 4
- MAT262 Differential Equations + 3
- PHY115 University Physics I + (5) 5
- PHY116 University Physics II + (5) 5

The Chemistry Department suggests students take the following course: CIS162 C: Level I+ (or equivalent course in programming to solve problems).

Students who wish to complete an AS are urged to consult with a Phoenix College academic advisor to plan an appropriate program of study. MCCCD degree and transfer options information is available beginning on page 80 of this catalog.

**Department Chairperson: Ms. E. O’Brien**
**Contact: (602) 285-7319 and/or liz.obrien@pcmail.maricopa.edu**

**COMMUNICATION**
**For Professional, Academic, or Personal Development**
Communication courses are available during the day, evening, and on weekends. Courses are designed to meet general education requirements for an Associate in Arts (AA) degree and/or equivalent transfer requirements for universities. Courses may also be taken for academic or personal development.

**Careers in Communication**
Communication majors today find high rates of employment in a wide variety of fields including public relations, law, teaching, consulting, human resources, mediation, and business. A communication degree provides a person with skills highly desired in today’s economy, which include writing, listening, and public speaking; critical thinking; research; and small group collaboration. Professional positions in communication usually require a Bachelor’s or post-graduate degree. The outlook for communication majors remains high in this age of information.

**Communication Majors**
A student may graduate with an AA Degree at Phoenix College. It is required, however, that communication majors transfer to a four-year college or university to obtain a bachelors degree in communication. Communication majors are strongly encouraged to meet with Doris Sleeper, Communication advisor at Phoenix College, in order to meet the requirement needs of your chosen four-year institution. Accurate advisement now will avoid transfer problems later. For details, contact Ms. Sleeper at 602.285.7861 in the Advisement Center.

**Associate in Arts— AA 8400**
**60-64 Credits**
**Common Lower Division/General Elective Recommendations:**
- COM259 Business Communication + 3
- COM271 Voice and Diction + 3
- COM281 Communication Activities 0-4
- PSY101 Introduction to Psychology 3
- SOC101 Introduction to Sociology 3
- Any Foreign Language (101,102,201,202) 8-16
General Education Requirements: 40-47 Credits

Core Areas: 38 Credits

First-Year Composition:
- ENG101 First Year Composition +
- ENG102 First Year Composition +

Literacy and Critical Inquiry
- COM225 Public Speaking (required)

Mathematical Studies
- MAT151 College Algebra/Functions + OR
- MAT142 College Mathematics +
- CIS105 Survey of Computer Information Systems (3)

Humanities and Fine Arts:
- THE111 Introduction to Theatre
- COM241 Performance of Literature (required)

Social and Behavioral Sciences:
- COM100 Introduction to Human Communication (required)
- COM230 Small Group Communication (required)

Natural Sciences: Any approved General Education course in the Natural Sciences area 8

Awareness Areas:
- STO/EDU/HUM292 The Art of Storytelling 3

MCCCD Additional Requirements:

Oral Communication:
- COM110 Interpersonal Communication 3

Critical Reading:
- CRE101 Critical and Evaluative Reading (3) OR equivalent by assessment 0-3

Department Chairperson: Dr. A. Celoz
Program Director: Ms. O. Cañez
Contact: (602) 285-7651 and/or liberal.arts@pcmail.maricopa.edu

EDUCATION

ASSOCIATE IN ARTS IN ELEMENTARY EDUCATION (AAEE)/8101 DEGREE

The AAEE is designed for the student who plans to transfer to an Elementary Education program at an Arizona public higher education institution and/or who plans to become a classroom instructional aide. The degree has two major components:

I. MCCCD General Education

- MCCCD General Education Curriculum for Arts (AGEC A)

II. Elementary Education Requirements

Department Chairperson: Mrs. S. Phillips
Contact: (602) 285-7287 and/or sylvia.phillips@pcmail.maricopa.edu

Early Childhood Education

Associate in Arts Transfer Pathway — AA 8400

61-64 Credits

This degree pathway prepares educators who wish to teach young children in child development centers, preschool and grades K-3 in elementary schools (birth through age eight). Being an early childhood teacher requires knowledge of how young children develop, a broad knowledge of subjects taught during these years, and a techniques for working effectively with children. Students completing a Bachelor of Arts in Education (B.A.E.) Degree with the emphasis in Early Childhood Education may be eligible for an early childhood teaching certificate. Birth-Age 8. The Associate in Arts is a recommended option for students planning to transfer to state universities in Arizona offering the B.A.E. Contact the Program Director or Advisement Center for specific Admission Criteria to the state universities’ programs/colleges.

Students must earn a “C” or better in each course. Overall program minimum GPA: 2.0 (a “C” grade). Contact the Program Director or Advisement Center for specific Admission Criteria to the state universities’ programs/colleges.

Required Early Childhood Education Courses: 26 Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFS123</td>
<td>Health in Early Childhood Settings</td>
<td>1</td>
</tr>
<tr>
<td>CFS125</td>
<td>Safety in Early Childhood Settings</td>
<td>1</td>
</tr>
<tr>
<td>CFS232</td>
<td>Child Development, Theory into</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Practice, Conception Through Age 4</td>
<td>3</td>
</tr>
<tr>
<td>CFS234</td>
<td>Child Development, Theory into</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Practice, Ages 5 Through 8, K-3 +</td>
<td>3</td>
</tr>
<tr>
<td>EDU221</td>
<td>Introduction to Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU222</td>
<td>Introduction to the Exceptional Learner</td>
<td>3</td>
</tr>
<tr>
<td>EDU230</td>
<td>Cultural Diversity in Education</td>
<td>3</td>
</tr>
<tr>
<td>EDU291</td>
<td>Children’s Literature</td>
<td>3</td>
</tr>
<tr>
<td>MAT156</td>
<td>Mathematics for Elementary School Teachers I+</td>
<td>3</td>
</tr>
<tr>
<td>MAT157</td>
<td>Mathematics for Elementary School Teachers II+</td>
<td>3</td>
</tr>
</tbody>
</table>

First Year Composition: 6 Credits

A grade of “B” or better for these two courses is required by some universities.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101</td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>ENG107</td>
<td>First Year Composition +</td>
<td>3</td>
</tr>
<tr>
<td>ENG102</td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>ENG108</td>
<td>First Year Composition +</td>
<td>3</td>
</tr>
</tbody>
</table>

Literacy and Critical Inquiry: 3-6 Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM230</td>
<td>Small Group Communication + OR</td>
<td></td>
</tr>
<tr>
<td>COM225</td>
<td>Public Speaking + OR</td>
<td></td>
</tr>
<tr>
<td>CRE101</td>
<td>Critical Reading + OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>equivalent by assessment</td>
<td>3</td>
</tr>
</tbody>
</table>

Mathematics: 6 Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT142</td>
<td>College Mathematics +</td>
<td>3</td>
</tr>
<tr>
<td>CIS105</td>
<td>Computer Information Systems OR</td>
<td></td>
</tr>
<tr>
<td>BPC110</td>
<td>Computer Usage and Applications</td>
<td>3</td>
</tr>
</tbody>
</table>

Transfer Options

Visit the following Web site for more information:

http://www.dist.maricopa.edu/academic/curric/curricrpts.ph
**Humanities and Fine Arts:** 6 Credits
Check with program advisor for additional courses that may apply.
ARH100  Introduction to Art OR
ARH101  Prehistoric Through Gothic Art OR
ARH102  Renaissance Through Contemporary Art  3
HIS243  World Religions  3

**Social and Behavioral Sciences:** 6 Credits
CFS157  Marriage and Family Life  3
HIS103  United States History to 1870 OR
HIS104  United States History to 1870 to Present  3

**Natural Sciences:** 8 Credits
BIO105  Environmental Biology OR
BIO108  Plants and Society  4
FON241  Principles of Human Nutrition (3) + AND
FON241LL  Principles of Human Nutrition Laboratory + (1)  4

**Department Chairperson:** Mr. D. Speed
**Contact:** (602) 285-7350 and/or d.speed@pcmall.maricopa.edu

**ENGINEERING**

Engineering is the profession in which a knowledge of the mathematical and natural sciences gained by study, experience, and practice is applied with judgment to develop ways to utilize, economically, the materials and forces of nature for the benefit of mankind. Engineering education requires four or more years of study to attain the skills required to become a member of this profession. Phoenix College offers the first two years of core courses along with additional prerequisites which may be transferred into engineering programs offered at four-year institutions. Phoenix College works directly with all of the Arizona universities to ensure that the lower division courses taken here will transfer directly into their engineering programs.

The basic mathematics and science requirements are rigidly prescribed in engineering curricula. Students attending Phoenix College for lower division courses should complete the courses listed below for transfer to a four-year engineering program. In addition, students may complete the lower division general education requirements.

**Suggested Courses:**  

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM151</td>
<td>General Chemistry I &amp; Lab+</td>
<td>4</td>
</tr>
<tr>
<td>CHM152</td>
<td>General Chemistry II &amp; Lab+</td>
<td>4</td>
</tr>
<tr>
<td>ECE102</td>
<td>Engineering Analysis Tools &amp; Techniques</td>
<td>2</td>
</tr>
<tr>
<td>ECE211</td>
<td>Engineering Mechanics-Statics+</td>
<td>3</td>
</tr>
<tr>
<td>ECE212</td>
<td>Engineering Mechanics-Dynamics+</td>
<td>3</td>
</tr>
<tr>
<td>ECN211</td>
<td>Macroeconomic Principles</td>
<td>3</td>
</tr>
<tr>
<td>ENG101</td>
<td>First Year Composition+</td>
<td>3</td>
</tr>
<tr>
<td>ENG102</td>
<td>First Year Composition+</td>
<td>3</td>
</tr>
<tr>
<td>MAT151</td>
<td>College Algebra/Functions +</td>
<td>4</td>
</tr>
<tr>
<td>MAT182</td>
<td>Plane Trigonometry+</td>
<td>3</td>
</tr>
<tr>
<td>MAT220</td>
<td>Analytic Geometry &amp; Calculus I+</td>
<td>5</td>
</tr>
<tr>
<td>MAT230</td>
<td>Analytic Geometry &amp; Calculus II+</td>
<td>5</td>
</tr>
<tr>
<td>MAT241</td>
<td>Calculus with Analytic Geometry III+</td>
<td>4</td>
</tr>
</tbody>
</table>

**PC Cub Card**

The PC Cub Card is the official Phoenix College ID card. It is the cardholder’s proof of affiliation with the college.

Students must have their PC Cub Card with them while at Phoenix College.

The Office of Student Life and Leadership will issue ID cards during regular business hours. You must have your ID card with you at Phoenix College if you wish to:

- Check out library materials and access databases from off campus
- Access learning centers and use their materials
- Print and copy in the library or computer labs (money must be added to the card in the library)
- Enter athletic and fine art events at student rates
- Use the Fitness Center upon registering for fitness courses
- Sell your used textbooks back to the bookstore
- Check out games or equipment in the Student Life and Leadership area

To obtain a PC Cub Card, individuals must be enrolled in the current semester and present a form of identification. Cardholders are responsible for picking up cards in person.
MAT262 Differential Equations+ 3
PHY111 General Physics I+ 4
PHY112 General Physics II+ 4
PHY121 University Physics I: Mechanics+ 4
PHY131 University Physics II: Electricity/Magnetism+ 4
• Civil Engineers should take ECE241 Plane Surveying+.
• Chemical and Metallurgical Engineering students should take CHM151, CHM154, CHM235, and CHM236.
• Mining and Petroleum Engineering students should take CHM151, CHM154, CHM235, CHM236 and GLG140.

It is suggested that students plan their engineering curriculum and general education electives in consultation with an engineering advisor.

Department Chairperson: Mr. M. Rosati
Program Director: Dr. P. Pepe
Contact: (602) 285-7100 and/or mark.rosati@pcmail.maricopa.edu

ENVIRONMENTAL SCIENCES
Associate in Science — AS 8600
64-71 Credits
For transfer to NAU's bachelor's degree program in Environmental Science.

Students planning to earn a Bachelor of Science in Environmental Science may obtain an Associate in Science (AS) degree after the first two years of coursework at Phoenix College. The Environmental Sciences program provides a technically rigorous introduction to the environmental sciences, preparing you for a career in research, industry, education, or government, and preparing you to compete successfully at the university and in professional schools.

AS in Environmental Science/AGEC-S Transfer Program
1. Core Areas (37 credits):
   a. First Year Composition (FYC): ENG101 & ENG102 or ENG107 & ENG108 (6 credits)
   b. Literacy and Critical Inquiry [L]: CRE101 or COM225 are recommended (3 credits)
   c. Mathematical Studies [MA]: MAT220 (required) (4 credits)
   d. Mathematical Studies [CS]: BIO119 or BIO219 (4 credits) or CIS105 (3 credits) are recommended
   e. Natural Sciences [SQ/SI]: BIO181 & BIO182 (required) (8 credits)
   f. Humanities and Fine Arts [H]: PHI213 & SPP245 [C] are recommended (6 credits)
   g. Social and Behavioral Sciences [SB]: COM100 and GCU221 [C/H] are recommended (6 credits)
   h. Choose [H] and [SB] courses from two Awareness Areas: [C], [I], [G], or [H]

2. MCCCD Requirements (6 credits):
   a. Oral Communication: COM100 [SB] or COM225 [L]
   b. Critical Reading: CRE101 [L]

3. Major Requirements (16 credits):
   a. CHM 151/151LL General Chemistry I & Lab (4 credits)
   b. CHM152/152LL General Chemistry II & Lab (4 credits)

   Environmental Sciences AS/8600 (continued)
   c. ENV230 Foundations of Environmental Science (4 credits)
   d. ENV280 Physical and Chemical Processes in the Environment: Air and Water

4. Additional Requirements by Emphasis Area (choose one emphasis area) (11-12 credits):
   Biology Emphasis (11 credits)
   a. BIO205 Microbiology or BIO220 Biology of Microorganisms (4 credits)
   b. CHM230/230LL Fundamental Organic Chemistry & Lab (4 credits)
   c. MAT206 Elements of Statistics (3 credits)

   Geology Emphasis (12 credits)
   a. GLG101/103 Introduction to Geology I - Physical Lecture & Lab (4 credits)
   b. GLG102/104 Introduction to Geology II - Historical Lecture & Lab (4 credits)
   c. MAT230 Calculus with Analytical Geometry II (4 credits)

   Chemistry Emphasis (12 credits)
   a. CHM235 General Organic Chemistry I & Lab (4 credits)
   b. CHM238 General Organic Chemistry IIB & Lab (4 credits)
   c. MAT230 Calculus with Analytic Geometry II (4 credits)

   Physics Emphasis (12 credits)
   a. MAT230 Calculus with Analytic Geometry II (4 credits)
   b. PHY121 University Physics I (4 credits)
   c. PHY131 University Physics II (4 credits)

   Math Emphasis (12 credits)
   a. MAT230 Calculus with Analytic Geometry II (4 credits)
   b. MAT240 Calculus with Analytic Geometry III (4 credits)
   c. MAT261 Differential Equations (4 credits)

Department Chairperson: Mr. G. McDaniel
Program Director: Mr. D. Dodt

FIRE SCIENCE
MCCCD TRANSFER TO OTTAWA UNIVERSITY
The Associate in Applied Science/3064 in Fire Science degree is recommended for those educational customers wishing to transfer to Ottawa University in the Bachelor of Arts in Fire Service Management program or to Arizona State University East. The 64 semester credit units for the degree include a) 25 credits in General Education, b) 18 credits in Restricted Electives, and c) 21 credits in the Required Core Courses for Fire Science.

Courses in General Education and Restricted Electives should be chosen carefully so the following prerequisites can be met.

   Fundamentals of Fire Prevention FSC108
   Supervisory Training for Firefighters FSC202
   Command Strategies for Major Emergencies FSC205
   Financial Accounting ACC211
   Managerial Accounting ACC212
   Business Law (UCC) GBS206
   Business Law (General Corporate) GBS207
   Computer (Any Fundamentals Course) BPC/CIS
Department Chairperson: Dr. A. Celoz
Contact: (602) 285-7651 and/or liberal.arts@pcmail.maricopa.edu

LIBERAL ARTS & SCIENCES

This option is suggested for those students planning for a Bachelor of Arts or a Bachelor of Science Degree. It is a four-year curriculum path, with the first two years (lower division) given at Phoenix College by completing either the Associate in Arts/8400 or the Associate in Science/8600 degree. The requirements for the Bachelor of Arts and Bachelor of Science degrees are similar in that both call for a considerable distribution of studies; yet they also permit specialization, and require sufficient emphasis in major fields to insure some degree of mastery. The distinction between the curriculums offered for the two degrees generally lies in the fact that for the Bachelor of Arts degree, emphasis is placed on a broader humanistic program, whereas for the Bachelor of Science, greater emphasis is placed on a special scientific field.

Upper-division work (last two years), which the student will begin on transferring to a four-year college/university, is usually concerned with mastery in the field of a student’s technical or professional interest. Major and minor requirements are usually made in reference to this field of concentration.

The Bachelor of Arts degree is granted usually to students who major in English, art, foreign language, social science, and similar subject fields; the Bachelor of Science degree is given for work in mathematics and sciences. Students should decide as soon as possible which degree they intend to work toward, since there may be significant differences in requirements. It would be equally valuable for students to decide on the college at which they would continue their upper-division work, and to carefully consult the catalog of that college, in order to conform with the specific requirements of the school to which they intend to transfer. Students should confer with an advisor prior to registering. Please see transfer information on pages 80 and 122-126.

Department Chairperson: Ms. D. Doubleday
Program Director: Dr. K. Schindler
Contact: (602) 285-7555 and/or marsha.taylor@pcmail.maricopa.edu

MUSIC

All courses in the Music Department are open to all students. One does not have to be a music major in order to take private lessons or take courses in the department. The faculty cordially invites every student of Phoenix College to take some music as an elective and to enjoy the benefits of recitals and concerts offered. Band, Choir and Orchestra Scholarships are available to music majors as well as non-music majors. Contact the Music Department for information. Music majors are entitled to some private instruction fee waivers — see Department Chairperson.

Department Chairperson: Ms. I. Fawcett
Program Director: Ms. I. Fawcett
Contact: (602) 285-7121 and/or adelina.armenta@pcmail.maricopa.edu

PHYSICAL EDUCATION

Phoenix College offers both a general and a transfer curriculum in Physical Education, Health and Recreation. Students who wish to transfer should see an advisor for easy transition to four-year institutions.

**Suggested Courses:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HES100 Healthful Living</td>
<td>3</td>
</tr>
<tr>
<td>PED200 Introduction to Exercise Science and Physical Education</td>
<td>3</td>
</tr>
<tr>
<td>PED101, 102, 201, 202 Physical Activities</td>
<td>10</td>
</tr>
<tr>
<td>WED110 Principles of Physical Fitness/Wellness</td>
<td>3</td>
</tr>
<tr>
<td>BIO201 Human Anatomy &amp; Physiology I</td>
<td>4</td>
</tr>
<tr>
<td>BIO202 Human Anatomy &amp; Physiology II</td>
<td>4</td>
</tr>
<tr>
<td>HES154 First Aid/Cardiopulmonary Resuscitation</td>
<td>3</td>
</tr>
<tr>
<td>HES271 Prevention and Treatment/Athletic Injuries</td>
<td>3</td>
</tr>
<tr>
<td>PED262 Sports Officiating (inquire about modules)</td>
<td>3</td>
</tr>
</tbody>
</table>

General Education Requirements must also be met. Students should select courses in consultation with a department advisor.

Department Chairperson: Mr. D. Speed
Contact: (602) 285-7350 and/or d.speed@pcmail.maricopa.edu

PHYSICS

The following curriculum is suggested for those students planning an advanced degree with a major in physics. It is designed to correlate with the lower division programs at four-year colleges and universities. Students should consult a department advisor regarding General Education Requirements.

**Suggested Courses for Physics majors:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHM151 General Chemistry I + Lab+</td>
<td>4</td>
</tr>
<tr>
<td>CHM154 General Chemistry with Qual + Lab+</td>
<td>4</td>
</tr>
<tr>
<td>MAT221 Calculus with Analytic Geometry I</td>
<td>4</td>
</tr>
<tr>
<td>MAT231 Calculus with Analytic Geometry II</td>
<td>4</td>
</tr>
<tr>
<td>MAT241 Calculus with Analytic Geometry III</td>
<td>4</td>
</tr>
<tr>
<td>MAT262 Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td>PHY121 University Physics I: Mechanics</td>
<td>4</td>
</tr>
<tr>
<td>PHY131 University Physics II: Electricity/Magnetism</td>
<td>4</td>
</tr>
</tbody>
</table>

Department Chairperson: Ms. I. Fawcett
Program Director: Ms. I. Fawcett
Contact: (602) 285-7121 and/or adelina.armenta@pcmail.maricopa.edu

PRE-NURSING

**For Students Planning a University Program**

Students who are planning to earn the Bachelor of Science in Nursing Degree may obtain much of their first two years of course work at Phoenix College. The following courses are suggested for meeting requirements for admission to a baccalaureate nursing program. Prospective students should check the catalog of the school to which they plan to transfer.
CAUTION: Frequent communication with an advisor is the best safeguard when selecting first and second year courses. Requirements may change from year to year.

Suggested Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO201</td>
<td>Human Anatomy &amp; Physiology I+</td>
<td>4</td>
</tr>
<tr>
<td>BIO202</td>
<td>Human Anatomy &amp; Physiology II+</td>
<td>4</td>
</tr>
<tr>
<td>BIO205</td>
<td>Microbiology +</td>
<td>4</td>
</tr>
<tr>
<td>CHM130</td>
<td>Fundamental Chem + &amp;</td>
<td></td>
</tr>
<tr>
<td>CHM130LL</td>
<td>Fundamental Chem Lab +</td>
<td>4</td>
</tr>
<tr>
<td>CHM230</td>
<td>Fundamental Organic Chem + &amp;</td>
<td></td>
</tr>
<tr>
<td>CHM230LL</td>
<td>Fund Organic Chem Lab +</td>
<td>4</td>
</tr>
<tr>
<td>ENG101</td>
<td>First Year Composition+ (3) OR</td>
<td></td>
</tr>
<tr>
<td>ENG107</td>
<td>First Year Composition for ESL**+ (3)</td>
<td>3</td>
</tr>
<tr>
<td>ENG102</td>
<td>First Year Composition+ (3) OR</td>
<td></td>
</tr>
<tr>
<td>ENG108</td>
<td>First Year Composition for ESL**+ (3)</td>
<td>3</td>
</tr>
<tr>
<td>FON241</td>
<td>Principles of Human Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>MAT150</td>
<td>College Algebra/Functions + (5) OR</td>
<td></td>
</tr>
<tr>
<td>MAT151</td>
<td>College Algebra/Functions + (4) OR</td>
<td>3-5</td>
</tr>
<tr>
<td>MAT152</td>
<td>College Algebra/Functions + (3)</td>
<td>3</td>
</tr>
<tr>
<td>PSY101</td>
<td>Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td>PSY240</td>
<td>Developmental Psychology</td>
<td>3</td>
</tr>
</tbody>
</table>

** U of A
● NAU

** ENG107 and ENG108 only accepted at NAU if embedded in AGEC.

ADVISEMENT NOTE: For Pre-Professional Programs, CHM130 is highly recommended as preparation for CHM151.

For information on Pre-Professional programs of study, contact the Phoenix College Advisement Center (602.285.7110)

PRE-PROFESSIONAL

A general curriculum is suggested for those students preparing to enter the fields of Dentistry, Medical Technology, Medicine, Optometry, Osteopathy, Pharmacy, Podiatry, and Physical Therapy.

The courses listed in the suggested curriculum include minimum requirements for students who wish to enter professional schools. Students should check the catalogs of each school they are interested in for specific entrance requirements, since there are differences among schools. Many professional schools will have additional requirements for admission to be taken during the student’s four years of undergraduate work, such as analytical or physical chemistry, genetics or embryology, calculus, etc.

The student should bear in mind that many professional schools, although not actually requiring a baccalaureate degree, rarely accept a student who has not already earned such a degree. The programs leading to such degrees have specific course requirements which must be met.

Pre-Medical Course Requirements

Suggested natural science courses include:

- BIO181, BIO182 General Biology (Majors) I-II+ 8
- CHM151 General Chemistry I and Lab I+ 4
- CHM152 General Chemistry II and Lab + OR (4)
- CHM154 General Chem II with Qual & Lab+ (5) 4-5
- CHM235 General Organic Chemistry I & Lab + 4
- CHM236 General Organic Chemistry IIA & Lab + 4
- PHY111, PHY112 General Physics I and II+ 8

Calculus and/or Biochemistry may be required at some medical schools.

Completion of a bachelor’s degree MAY require up to 16 credits of a foreign language. Other General Education Requirements must be met. Consult an advisor for degree requirements.

Pre-Pharmacy Course Requirements for Transfer to College of Pharmacy, University of Arizona

- BIO181, BIO182 General Biology (Majors) I-II + 8
- BIO205 Microbiology + 4
- CHM151 General Chemistry I and Lab I+ 4
- CHM152 General Chemistry II and Lab II + OR 4
- CHM154 General Chem II with Qual & Lab + 5
- CHM235 General Organic Chemistry I & Lab + 4
- CHM236 General Organic Chemistry IIA & Lab + 4
- ECN211 Macroeconomic Principles, or
- ECN212 Microeconomic Principles 3
- ENG101 & ENG102 First Year Composition + OR 6
- ENG107 & ENG108 First Year Composition for ESL + 3
- MAT212 Brief Calculus + 3
- PHY111 & PHY112 General Physics I & II + 8

There are additional General Education requirements. Consult an advisor for more information and other transfer options.

Pre-Pharmacy Course Requirements for Transfer to College of Pharmacy — Glendale, Midwestern University

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>English (composition)</td>
<td>6</td>
</tr>
<tr>
<td>Biology (with laboratory)</td>
<td>8</td>
</tr>
<tr>
<td>Anatomy, human or vertebrate</td>
<td>3</td>
</tr>
<tr>
<td>General Chemistry (with laboratory) (for majors)</td>
<td>8</td>
</tr>
<tr>
<td>Organic Chemistry (with laboratory) (for majors)</td>
<td>8</td>
</tr>
<tr>
<td>Physics (mechanic, heat, force, and motion must be included in the course)</td>
<td>3</td>
</tr>
<tr>
<td>Calculus</td>
<td>3</td>
</tr>
<tr>
<td>Speech (public speaking)</td>
<td>3</td>
</tr>
<tr>
<td>Economics (micro, macro, or general)</td>
<td>3</td>
</tr>
<tr>
<td>General Education Electives (divided among the social and behavioral sciences, humanities, fine arts, foreign language, business, or computer sciences)</td>
<td>14</td>
</tr>
<tr>
<td>(Science, math, physical education and health care courses are NOT acceptable)</td>
<td></td>
</tr>
</tbody>
</table>

Total Credit Hours 59
Pre-Physical Therapy
for transfer to Northern Arizona

1. Completion of a baccalaureate degree. There is no preference given to any particular major.
2. Completion of the required prerequisite science courses by the end of the spring semester (or quarter) prior to commencing the program.

These courses include:
- a. one year of laboratory and lecture-based anatomy and physiology courses (BIO201+ and BIO202+);
- b. one year of laboratory and lecture-based inorganic chemistry (CHM151/LL+ and CHM152/LL+);
- c. one year of laboratory and lecture-based college level physics (PHY111+ and PHY112+);
- d. one semester of organic chemistry (no lab requirement) (CHM235+);
- e. one semester of biochemistry (no lab requirement); (Combined survey courses of Organic and Biochemistry are not acceptable.);
- f. one semester of general psychology (PSY101).

Pre-Veterinary Course Requirements
Suggested courses below include minimum requirements only. Many schools have additional, special requirements, and students should check the catalog for each school in which they are interested. Although a bachelor of science degree is not required for admission to Colleges of Veterinary Medicine, it is rather unusual to be admitted after completing only the 90-96 semester hour requirement.

**General Course Requirements:**
- Biology – 8 hours - General Biology (Majors) I-II, Microbiology, Genetics, Embryology
- Chemistry – 18 hours - General, Organic, Biochemistry
- English – 6 hours
- Mathematics – variable, but may include up to 6 hours, including calculus
- Physics – 8 hours
- Electives – variable, but may include up to 9 hours in Humanities/Fine Arts & 9 hours in Social Sciences

**Suggested Courses:**
- BIO182 General Biology (Majors) II + 4
- CHM151 General Chemistry I and Lab + 4
- CHM152 General Chemistry II and Lab (4) + OR
- CHM154 General Chem II with Qual & Lab+ (5) 4-5
- CHM235 Organic Chemistry I and Lab + 4
- CHM236 Organic Chemistry II and Lab + 4
- ENG101 First Year Composition + 3
- ENG102 First Year Composition + 3
- Social Sciences or Humanities and Fine Arts Electives 6

Consult an advisor for more information and other transfer options.

Department Chairperson: Ms. E. O’Brien
Contact: (602) 285-7319 and/or liz.obrien@pcmail.maricopa.edu

THEATRE
The Theatre curriculum covers the following fields: acting, scenic design, lighting design, stage make-up, technical theatre, study of theatre history and the great playwrights and play production. Students who enroll in this curriculum do so for both cultural and vocational purposes.

Several plays are staged during the year in both traditional and experimental forms. Students desiring to work in these major productions should arrange their schedules so they will be free to rehearse at the times scheduled. Auditions are held for each production and all students in the College are eligible whether or not they are in drama classes. Plays are produced in conjunction with the John Paul Theatre Troupe, the College drama organization.

**Theatre Majors**
Students intending to transfer to a university to complete a degree in theatre arts should consult that university’s catalog to insure compliance with transfer requirements.

You may graduate from Phoenix College with an Associate in Arts/8400 Degree, and major in theatre at a four-year college or university. Theatre majors are strongly encouraged to consult with a theatre department faculty member for advisement. Transfer requirements for majors in theatre differ at various colleges and universities. Accurate advisement now will reduce transfer problems later.

It is highly recommended that all theatre majors complete the required courses as indicated for transfer to any of the three state universities, particularly ASU. Failure to complete the lower division required theatre courses may result in the student being denied entry into their major field of concentration until lower division course requirements are met. Theater majors must meet with Doris Sleeper, Theatre Advisor. Ms. Sleeper may be reached at 602.285.7861 or in the Advisement Center.

Department Chairperson: Ms. E. O’Brien
Contact: (602) 285-7319 and/or liz.obrien@pcmail.maricopa.edu

**Associate in Arts, Fine Art — Theatre**
**AAFA 8107**

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

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

**II. Fine Arts Requirements — Theatre**

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

The semester credits used to satisfy the MCCCD Associate in Arts, Fine Arts - Theatre will apply to university graduation requirements of the university major for which the degree is designed. Information regarding the articulation of the degree with majors at the Arizona public universities can be accessed via the following website:
http://az.transfer.org/cas/atass/student/modpath.html

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

- Completion of the Associate in Arts, Fine Arts - Theatre or the AGEC-A provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for non-residents.
- The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts, Fine Arts - Theatre degree.
- A minimum of 60 semester credits in courses numbered 100 and above to be completed with a grade of “C” or better;
- The General Education Requirements for AGEC-A may be completed in 35 semester credits with the following stipulations:
  - Courses can satisfy a Core Area and one or two Awareness Areas simultaneously
  - A course cannot be used to satisfy more than one Core Area
- General Education Courses can satisfy multiple areas within the degree simultaneously (AGEC-A Core Area, AGEC Awareness Area, MCCCD Additional Requirements, or lower-division courses applicable to the major).
- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS) is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGEC-A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. See the list titled MCCCD Courses That Can Be used to Satisfy MCCCD AGEC-A, AGEC-B, and/or AGEC-S for specific course information via the following website:
  http://www.dist.maricopa.edu/academic/curric/
- Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be listed in the Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS) as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. For appropriate course selection, students should consult with an advisor.
- Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGEC-A or Associate in Arts, Fine Arts - Theatre Degree.
- Courses and their modular equivalents will satisfy AGEC-A and Associate in Arts, Fine Arts - Theatre requirements.
- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.

Degree Requirements

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

I. MCCCD General Education

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

MCCCD AGEC-A

1. Core Areas: Credits: 35
   a. First-Year Composition (FYC): Credits: 6
   b. Literacy and Critical Inquiry [L]: Credits: 3
      Select the following: THE220 Modern Drama 3
   c. Mathematical Studies [MA/CS]: Credits: 6
      To complete the Mathematical Studies requirement, select one course to satisfy Mathematics [MA] A and a second course from Computer/Statistics/Quantitative Applications [CS].
      1) Mathematics [MA] A (3 credits)
         Select a course in college mathematics or college algebra or pre-calculus or any other mathematics course for which college algebra is a prerequisite.
      AND
      2) Computer/Statistics/Quantitative Applications [CS] (3 credits)
   d. Humanities and Fine Arts [HU]: Credits: 6
      Students are encouraged to choose course work from more than one discipline for a total of six semester credits.
Select the following:

THE205 Introduction to Cinema 3

2. Awareness Areas: Credits: 0

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

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

MCCCD Additional Requirements: Credits: 0-6

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

a. Oral Communication: Credits: 3

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

COM100 [SB] (3 credits) OR
COM100AA & COM100AB & COM100AC [SB] (3 credits) OR

b. Critical Reading: Credits: 3

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

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

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

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

Foundations: Credits: 13

Select the following:

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

Restricted Electives: Credits: 12-16

Students may choose from the following courses to specialize in Acting, Technical Theatre, Teacher Education, or Cinema. Students should consult with the theatre advisor for the restricted electives recommended for each specialization track. Select from the following options to complete a minimum of 12 semester credits:

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

Associate in Arts, Fine Arts - Theatre Total Credits: 60-64
Course Descriptions
<table>
<thead>
<tr>
<th>Subject</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAA</td>
<td>Advancing Academic Achievement</td>
<td>265</td>
</tr>
<tr>
<td>ACC</td>
<td>Accounting</td>
<td>265</td>
</tr>
<tr>
<td>ADA</td>
<td>Advertising Arts</td>
<td>265</td>
</tr>
<tr>
<td>AES</td>
<td>Aerospace Studies</td>
<td>266</td>
</tr>
<tr>
<td>AFR</td>
<td>African American Studies</td>
<td>266</td>
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<tr>
<td>AIS</td>
<td>American Indian Studies</td>
<td>266</td>
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<tr>
<td>AJS</td>
<td>Administration of Justice Studies</td>
<td>267</td>
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<td>ARB</td>
<td>Arabic</td>
<td>269</td>
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<td>ARC</td>
<td>Architecture</td>
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<td>270</td>
</tr>
<tr>
<td>ASB</td>
<td>Anthropology</td>
<td>274</td>
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<td>Anthropology</td>
<td>274</td>
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<tr>
<td>AST</td>
<td>Astronomy</td>
<td>275</td>
</tr>
<tr>
<td>BIO</td>
<td>Biology</td>
<td>275</td>
</tr>
<tr>
<td>BLT</td>
<td>Building Safety &amp; Construction Techn.</td>
<td>277</td>
</tr>
<tr>
<td>BPC</td>
<td>Business-Personal Computers</td>
<td>277</td>
</tr>
<tr>
<td>BTO</td>
<td>Business Technology for the Office</td>
<td>280</td>
</tr>
<tr>
<td>CCS</td>
<td>Chicana and Chicano Studies</td>
<td>280</td>
</tr>
<tr>
<td>CET</td>
<td>Civil Engineering Technology</td>
<td>280</td>
</tr>
<tr>
<td>CFS</td>
<td>Child/Family Studies</td>
<td>281</td>
</tr>
<tr>
<td>CHD</td>
<td>Chemical Dependency</td>
<td>284</td>
</tr>
<tr>
<td>CHI</td>
<td>Chinese</td>
<td>284</td>
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<tr>
<td>CHM</td>
<td>Chemistry</td>
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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 www.pc.maricopa.edu and click on Class Schedule.
AAA – Advancing Academic Achievement

AAA/CPT150
Strategies for College Success
3 credits 3 periods lecture
Focus on increasing student success through college orientation and personal growth, study skills development, and educational and career planning. Prerequisites: None.

AAA/CPT150AA
College Orientation/Pers onal Growth
1 credit 1 period 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/CPT150AB
Study Skills Development
1 credit 1 period lecture
Emphasis on increasing student success through the use of study strategies including materials organization, notetaking, reading, test-taking, memory and critical and creative thinking. Prerequisites: None.

AAA/CPT150AC
Educational & Career Planning
1 credit 1 period lecture
Emphasis on increasing student success through educational and career planning. Prerequisites: None.

ACC – Accounting

ACC111
Accounting Principles I
3 credits 3 periods lecture
Fundamental theory of accounting principles and procedures. Prerequisites: None.

ACC115
Computerized Accounting
2 credits 3 periods lecture + lab
Mastery of a microcomputer accounting system including the general ledger, accounts receivable, accounts payable and payroll. Prerequisites: ACC107 or higher level accounting course, or permission of instructor.

ACC121
Income Tax Preparation
2 credits 3 periods lecture + lab
Preparation of and practical experience in preparing returns. Prerequisites: None.

ACC219
Intermediate Accounting I
3 credits 3 periods lecture
Theory and practice applicable to determination of asset values, liabilities, and related problems of income determination. Prerequisites: ACC212 or ACC240 with a grade of ‘C’ or better, or permission of department/division.

ACC220
Intermediate Accounting II
3 credits 3 periods lecture
Continuation of the theory and practice applicable to liabilities and owner’s equity; special problems and financial reporting. Prerequisites: ACC219 with a grade of ‘C’ or better, or permission of department/division.

ACC221
Tax Accounting
3 credits 3 periods lecture
Preparation of and accounting procedures for individuals; introduction to partnerships and corporate tax structures. Prerequisites: ACC111 or ACC211 or permission of department/division.

ACC230
Uses of Accounting Information I
3 credits 3 periods lecture
Introduction to the uses of accounting information for internal and external purposes with emphasis on financial statement analysis. Prerequisites: Grade of ‘C’ or better in ACC111 or ACC211, or a grade of ‘C’ or better in (ENG101 and MAT151 and CRE101), or equivalent, or satisfactory score on District placement exam.

ACC240
Uses of Accounting Information II
3 credits 3 periods lecture
Introduction to the uses of accounting information for internal and external purposes with emphasis on analysis for use by management. Prerequisites: ACC230.

ACC270AA-AC
Accounting Internship
1-3 credits 1-3 periods lab
Accounting work experience in a business or industry. Eighty hours of designated work per credit per semester. Maximum of 3 credits allowed. Prerequisites: Departmental approval.

ADA – Advertising Arts

ADA113
Air Brush Techniques
3 credits 5 periods lecture + lab
Use of the artist’s air brush in illustration, photo retouching, vignetting, silhouetting, emphasizing. Photo retouching for reproduction purposes and technical illustration. Prerequisites: None.

ADA114
Graphics Printing Processes
3 credits 4 periods lecture + lab
Printing methods, skill development in planning and layout, composition methods, proofing and correction, color process, image carrier preparation. Prerequisites: None.

ADA180
Designer’s Tools (Modules)
1 credit 2 periods 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 or Corequisites: ART100, or permission of instructor.
AES– Aerospace Studies

AES101
Air Force Today I
2 credits 2 periods lecture & lab
Introduction to U.S. Air Force and AFROTC. Topics include: the Air Force mission and organization, customs and courtesies, officer opportunities, officership and professionalism. Prerequisites: None.

AES103
Air Force Today II
2 credits 2 periods lecture & lab
Further preparation of AFROTC candidate. Topics include: Air Force heritage and leaders, communication skills, ethics, leadership, quality Air Force, and values. Prerequisites: AES101 or ASU Department of Aerospace Studies approval.

AES201
Evolution of USAF Air & Space Power I
2 credits 2 periods lecture & lab
Further preparation of AFROTC candidate. Topics include: Air Force mission and organization, customs and courtesies, officer opportunities, officership, and professionalism. Prerequisites: AES201 or ASU Department of Aerospace Studies approval.

AES203
Evolution/USAF Air & Space Power II
2 credits 2 periods lecture & lab
Topics include: The Air Force mission and organization, customs and courtesies, officer opportunities, officership, and professionalism. Prerequisites: AES201 or ASU Department of Aerospace Studies approval.

AFR – African American Studies

AFR110
Introduction to African-American Studies
3 credits 3 periods lecture
Introduction to the study of the African-American experience. Interdisciplinary approach includes historical underpinnings; population and cultural characteristics; social, economic, and political issues; and implications for the future. Prerequisites: None.

AFR/ASB202
Ethnic Relations in the United States
3 credits 3 periods 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.

AFR203
African-American History: The Slavery Experience
3 credits 3 periods lecture
History and cultural heritage of African-Americans, including arrival in the Americas, chattel slavery experience, emancipation, and participation in the American Civil War. Presented from an Afro-centric perspective. Prerequisites: AFR110 or permission of instructor.

AIS – American Indian Studies

AIS101
Survey of American Indian Issues
3 credits 3 periods lecture
Introduction to critical issues related to Native Americans. Examines political, economic, and social issues. Focuses on contemporary issues and factors influencing American Indian communities. Prerequisites: None.

AIS110
Navajo Government
3 credits 3 periods 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 credits 3 periods 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/SOC141
Sovereign Indian Nations
3 credits 3 periods 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 credits 3 periods 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 credits 3 periods lecture
Covers history of Indian peoples in the southwestern United States from pre-Columbian era to the present. Includes historical events, the development and implementation of Spanish-Mexican and United States’ policies and their impact on Indian peoples in these areas, and current issues of importance to Indian peoples. Prerequisites: None.

AIS/MGT203
Fundamentals of Economic Development for Indigenous Nations
3 credits 3 periods lecture
Provides a practical understanding of the economic development process. Examines ways in which development can be initiated and financed. Focuses on how budget systems can be used as management tools. Reviews fundamentals of proposal writing and budget management for grants. Prerequisites: ACC230 or permission of instructor.

AIS213 /REL203
American Indian Religions
3 credits 3 periods lecture
Tribal traditions of the peoples native to North American, and pan-Indian religions in the twentieth century. Prerequisites: ENG101 or ENG107 or equivalent.

AIS/ENH/WST261
Native Women’s Literature: The Americas
3 credits 3 periods lecture
Explores contemporary native women’s (indigenous to the Americas) literature. Selected literature (oral tradition, poetry, fiction, nonfiction, and drama) focuses on themes relevant to native women. Examines the trends and movements within American Indian and women’s literary history. Prerequisites: ENG101.

AIS/ENH262
Navajo Literature: Words and Stories
3 credits 3 periods lecture
Explores the works of Navajo writers in American Indian literature, including selected writers of the Southwest. Samples oral tradition, chants/songs, poetry, fiction, and nonfiction, and their relationship to American Indian literature. Focuses on major themes relevant to understanding ideologies, trends, and movements within Navajo history and literature. Prerequisites: ENG101.

AJS – Administration of Justice Studies

AJS101
Introduction to Criminal Justice
3 credits 3 periods 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 credits 3 periods 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 credits 3 periods 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 definitions of crime, common defenses utilized. Includes specific offenses and the essential elements of each offense. Required in AJS curriculum. Prerequisites: None.

AJS110
Law and Legal Review I
3 credits 3 periods 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.

For additional information on MCCC course competencies, visit:
http://www.dist.maricopa.edu/academic/curric/cs.php

For additional information on PC program competencies, visit:
http://www.dist.maricopa.edu/academic/curric/progpc.php
AJS123  
Ethics & the Administration of Justice  
3 credits 3 periods 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. Encourages critical thinking and value decision making in criminal justice system situations. Prerequisites: None.

AJS124  
Correctional Institutions  
3 credits 3 periods 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.

AJS128  
Law and Violence Against Women  
3 credits 3 periods 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 problems of violence against women and participate in current societal discourse on various ways to resolve them. Prerequisites: None.

AJS131  
Police Management Techniques I  
3 credits 3 periods lecture  
Police supervisory techniques for planning, organization coordination, reporting, budgeting and handling related personnel problems. Prerequisites: None.

AJS150  
Defensive Tactics  
1 credit 1 period lecture  
Skills in the protection against persons armed with dangerous and deadly weapons, demonstration and drill in a limited number of holds and come-alongs, and restraint of prisoners and the mentally ill. May be repeated twice for credit. Prerequisites: None.

AJS200  
Current Issues in Criminal Justice  
3 credits 3 periods lecture  
Examines current issues, techniques, and trends in the Criminal Justice System. Prerequisites: None.

AJS201  
Rules of Evidence  
3 credits 3 periods 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, and recordings; corpus delicti; opinion evidence, circumstantial evidence, evidential privileges. Required in AJS curriculum. Prerequisites: None.

AJS205  
Criminal Justice Report Writing  
3 credits 3 periods lecture  
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 credits 3 periods 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 credits 3 periods lecture  
Examines the history and development of juvenile justice theories, procedures, and institutions. Prerequisites: None.

AJS213  
Evidence Technology/Fingerprints  
3 credits 3 periods lecture  
Fingerprint identification, interpretation, and classification. The fundamentals of fingerprinting and the problems in developing latent prints, preservation of evidence and the chain of evidence. Prerequisites: None.

AJS214  
Evidence Technology/Photography  
3 credits 3 periods 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 credits 3 periods 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 credits 3 periods 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.

AJS225  
Criminology  
3 credits 3 periods 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 credits 3 periods 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 credits 3 periods lecture  
Examines the history and development of correctional theories and institutions. Prerequisites: None.
AJS241  
Police Photography  
3 credits 3 periods lecture  
Emphasis on proper procedure for photographing crime scenes, accident scenes, and laboratory specimens. Discussion of photographic techniques, equipment, lighting techniques, aerial photography, video and motion pictures, macro and micro photography, filters, and preparation for court presentation using selected simulations. Prerequisites: None.

AJS260  
Procedural Criminal Law  
3 credits 3 periods lecture  
Concerned with the understanding of procedural criminal law. Examines the rationale underlying major court holdings, the procedural requirements that stem from these holdings, and their effect on the daily operations of the criminal justice system. Prerequisites: None.

AJS270  
Community Relations  
3 credits 3 periods 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.

AJS271  
Special Populations I  
1 credit 1 period lecture  
Recognition of non-psychotic and psychotic behaviors including personality disorders, substance abuse, and suicidal ideas. Recommended ways of dealing with these people and identification of appropriate community agencies that can provide assistance. Prerequisites: None.

AJS273  
Methods of Crisis Intervention  
1 credit 1 period lecture  
Use of appropriate conflict resolution techniques by police and correctional officers, including use of assertive communication, force, safety procedures, and referrals. Prerequisites: None.

AJS275  
Criminal Investigation I  
3 credits 3 periods lecture  
Introduction to the theory of criminal investigation. Examines crime scene procedures, case preparation, interviewing, and basic investigative techniques. Prerequisites: None.

AJS276  
Criminal Investigation II  
3 credits 3 periods lecture  
Focuses on investigating specific offenses, methods for identifying, collecting and preserving evidence. Establishing elements of crimes and connecting suspects to the crimes. Prerequisites: AJS275.

AJS289AJ  
Street Gangs I  
1 credit 1 period lecture  
Introduction to street gang identification, history, culture, and current trends, specifically in the western United States. Prerequisites: Certified officer or permission of instructor.

– AJS290 Criminal Justice Seminars –

Seminar topics presented by the Cultural and Applied Social Sciences Department are selected from a variety of subjects designed to meet the needs and interests of persons desiring in-service education and training. AJS290 may be repeated for credit provided it is not a repeat of the same topic. Seminars may not transfer to other colleges and universities.

AJS290AU  
Child Abuse Investigation  
1 credit 1 period lecture  
Definition and investigation of the causes and effects of child abuse. Prerequisites: None.

AJS290BL  
White Collar Crimes  
1 credit 1 period lecture  
Business-related criminal activities, including computer fraud, pyramid schemes and false and misleading advertising and security schemes. Prerequisites: None.

AJS290BN  
Courtroom Testimony Seminar  
1 credit 1 period lecture  
Courtroom demeanor and protocol. Role and primary functions of witness and legal counsels. Prerequisites: None.

AJS290BO  
Alcohol Abuse Seminar  
1 credit 1 period lecture  
Physiological and psychological effects of alcohol and symptoms of alcohol abuse. Emphasis on the detection and treatment of the alcoholic. Prerequisites: None.

AJS290BU  
Family Violence  
1 credit 1 period lecture  
Family violence issues as they relate to the criminal justice response. Prerequisites: None.

AJS290BV  
Victim Assistance  
1 credit 1 period 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.

ARB – Arabic

ARB101  
Elementary Arabic I  
4 credits 5 periods lecture + lab  
Introduction to the basic alphabet, grammar, pronunciation and vocabulary of the Arabic language. Listening, speaking, reading and writing skills. Prerequisites: None.

ARB102  
Elementary Arabic II  
4 credits 5 periods lecture + lab  
A continuation of ARB101. Continued study of grammar and vocabulary, with emphasis on pronunciation and speaking skills. Prerequisites: ARB101 or equivalent.

ARC – Architecture

ARC225  
Fundamentals of Architectural Detailing  
3 credits 6 periods lecture + lab  
Introduction to construction/architecture detailing. Examines functional, construction-related, and aesthetic applications of detailing. Prerequisites: CNS130, or CNS180, or permission of department.
ARH – Art Humanities

ARH100
Introduction to Art
3 credits 3 periods lecture
Understanding and enjoyment of art through study of painting, sculpture, architecture, design, photography, and decorative arts. Emphasis on contemporary topics and cultural diversity in the arts. Prerequisites: None.

ARH101
Prehistoric Through Gothic Art
3 credits 3 periods lecture
History of art from prehistoric through medieval period. Prerequisites: None.

ARH102
Renaissance Through Contemporary Art
3 credits 3 periods lecture
History of art from the Renaissance through contemporary period. Prerequisites: None.

ARH109
History of American Art
3 credits 3 periods lecture
Development and variety of American art. Presentation of architecture, sculpture, painting and decorative objects. Prerequisites: None.

ARH112
History of Modern Art
3 credits 3 periods lecture
Development and significant aspects of modern art, including comparisons of relationships in expressionism, abstractions, fantasy, and art since mid-century. Prerequisites: None.

ARH115
History of Photography
3 credits 3 periods lecture
Survey of history of photography from beginning to present. Emphasizes medium’s impact upon society and other visual arts. Technical developments, aesthetic concerns, and individual photographers studied. Prerequisites: None.

ARH118
Introduction to Chinese Art
3 credits 3 periods 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 credits 3 periods 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 credits 3 periods 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 credits 3 periods lecture
The art and culture of ancient Egypt from prehistoric through the Greco-Roman period. Prerequisites: None.

ARH216
Pre-Columbian Art History
3 credits 3 periods 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 credits 3 periods lecture
Art of Mexico and related cultures, from the prehistoric to the contemporary period. Prerequisites: None.

ART – Studio Art

ART100
Introduction to Computer Graphic Art
1 credit 2 periods lecture + lab
Conceptualization, visualization, and production of art using the computer. Prerequisites: None.

ART111
Drawing I
3 credits 6 periods lecture + lab
Fundamental principles of drawing. Emphasis on composition and facility in objective and expressive representation, using variety of drawing media. Prerequisites: None.

ART/ADA112
Two-Dimensional Design
3 credits 6 periods lecture + lab
Study of fundamental elements and principles of two-dimensional design. Prerequisites: None.

ART113
Color
3 credits 6 periods 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: ART112.

ART/ADA115
Three-Dimensional Design
3 credits 6 periods lecture + lab
Fundamental principles of three-dimensional design. Prerequisites: ART112.

ART116
Life Drawing I
3 credits 6 periods 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 credits 6 periods lecture + lab
Further study of form, structure, and anatomy of the draped and undraped human figure with emphasis on composition. Prerequisites: ART116.

ART122
Drawing and Composition II
3 credits 6 periods lecture + lab
Emphasis on composition and exploration of drawing media. Prerequisites: ART111.
ART150
Digital Storytelling
3 credits 6 periods 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 credits 6 periods lecture + lab
Exploration of sculptural form and expression in clay, plaster, stone, wood and metal. Prerequisites or Corequisites: ART115 or permission of instructor.

ART152
Sculpture II
3 credits 6 periods lecture + lab
Continuation of ART151 with emphasis on control of sculptural media. Prerequisites: ART151.

ART161
 Ceramics I
3 credits 6 periods lecture + lab
Introduction to ceramic materials and techniques of hand construction, decorating, glazing and throwing on potters’ wheel. Prerequisites: ART161.

ART162
 Ceramics II
3 credits 6 periods lecture + lab
Major emphasis on wheel throwing, glaze making and decorating techniques. Prerequisites: ART161.

ART165
 Watercolor Painting I
3 credits 6 periods lecture + lab
Transparent and Gouache watercolor painting. Prerequisites: ART111 and ART112 or permission of instructor.

ART166
 Watercolor Painting II
3 credits 6 periods lecture + lab
Painting in water soluble media. Emphasis on individual techniques and design. Prerequisites: ART165.

ART167
 Painting I
3 credits 6 periods lecture + lab
Exploration of technical and expressive possibilities of various painting media in easel painting. Prerequisites: ART111 and ART112 or permission of instructor.

ART168
 Painting II
3 credits 6 periods lecture + lab
Continued refinement of painting skills and investigation of new possibilities in painting. Prerequisites: ART167 or permission of instructor.

ART/ADA169
 Two-Dimensional Computer Design
3 credits 6 periods lecture + lab
Generation of electronic two-dimensional images and traditional methods of visual problem solving. Understanding of computer techniques and art presentation methods. Prerequisites or Corequisites: ART100 or permission of instructor.

ART/ADA170
 Three-Dimensional Computer Design
3 credits 6 periods lecture + lab
Artistic manipulation of computer images. Emphasis on color and three-dimensional design in production of these images. Existing software used to generate three-dimensional art. Prerequisites: ART100, ART169, or permission of instructor.

ART/ADA173
 Computer Art
3 credits 6 periods 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: ART100, or permission of instructor.

ART/ADA175
 Electronic Publishing Design I
3 credits 6 periods 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: ART100 or permission of instructor.

ART/ADA177
 Computer-Photographic Imaging
3 credits 6 periods lecture + lab
Introduction to the multiple elements of microcomputer-photographic imaging. Basic foundation in the use of the photographic manipulation of images using software programs. Special attention to aesthetic foundations underlying photographic composition. Prerequisites or Corequisites: ART100 or permission of instructor.

ART180 -- Designer's Tools Modules
1 credit 2 periods 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: ART100, or permission of instructor.

ART180A
Designer's Tools: Page Maker
ART180AC
Designer's Tools: QuarkExpress
ART180AD
Designer's Tools: Adobe Illustrator
ART180AE
Designer's Tools: Adobe Photoshop
ART180AF
Designer's Tools: Paint Software
ART180AH
Designer's Tools: Aldus Freehand
ART180AI
Designer's Tools: 3-D Studio Textures
ART180AJ
Designer's Tools: 3-D Special Effects
ART180AK
Designer's Tools: Adobe Premiere
ART180AL
Designer's Tools: Character Studio
ART181
Graphic Design I
3 credits 6 periods lecture + lab
Introduction to development of lettering and design skills through functional and aesthetic use of typography. Concentration on lettering for reproduction, type indication, historical development, type specification, and use of letter forms as design elements. Prerequisites: ART112 or permission of instructor.

ART182
Graphic Design II
3 credits 6 periods lecture + lab
Concept development and design solutions to problems in consumer advertising, sales promotion and public relations material. Interpreting art form and copy through creative graphic solutions. Pasteup and production processes. Prerequisites: ART181 or permission of instructor.

ART/ADA183
Computer Aided Graphic Arts I
3 credits 6 periods 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. Prerequisites/Corequisites: ART100 or permission of instructor.

ART/ADA/MMT184
Computer Animation
3 credits 6 periods 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: ART100, ART111, or ART116, or permission of instructor.

ART/MMT185
3-D Modeling for Animation
3 credits 6 periods lecture + lab
Basic concepts of 3-D modeling. Anatomy of computer geometry; basic elements that make computer models—curves, surfaces, nurbs, and polygons. 3-D translation, shading, materials, and rendering. Prerequisites: ART/MMT184, or ART/MMT184AC, or permission of instructor.

ART/MMT185AA
3-D Modeling for Animation I
1 credit 2 periods lecture + lab
Basic concepts of 3-D modeling. Anatomy of computer geometry; basic elements of compounding objects and Boolean operations. Prerequisites: ART/MMT184, or permission of instructor.

ART/MMT185AB
3-D Modeling for Animation II
1 credit 2 periods lecture + lab
Basic concepts of 3-D modeling. Creating shapes using line, polygonal object construction, and lofting objects. Prerequisites: ART/MMT185AA, or permission of instructor.

ART/MMT185AC
3-D Modeling for Animation III
1 credit 2 periods lecture + lab
Basic concepts of 3-D modeling and the use of lights, cameras, materials, and other modifiers. Prerequisites: ART/MMT185AB, or permission of instructor.

ART/MMT190
Art of Website Design I
3 credits 6 periods lecture + lab
Print vocabulary, relationships, and typographic style for HTML and World Wide Web publication. Discussion of color, proportion, and design emphasis. Producing Web sites using HyperText Markup Language (HTML), digital text, and graphics to produce artistic form and content for the Web. Prerequisites: ART180AB, or ART180AC, or ART180AE, or permission of instructor.

ART/MMT190AA
Art of Website Design II
1 credit 2 periods lecture + lab
Print vocabulary, relationships, and typographic style for HTML and World Wide Web publication. Designing with text from visual, technical, and motion aspects. Prerequisites: ART180AB or ART180AC or ART180AE or permission of instructor.

ART/MMT190AB
Art of Website Design II
1 credit 2 periods lecture + lab
Producing Web site pages, using design and HyperText digital text and graphics. Prerequisites: ART190AA or permission of instructor.

ART/MMT190AC
Art of Website Design III
1 credit 2 periods lecture + lab
Producing Web sites, using artistic form and content. Interactive multimedia applications for on-line design. Prerequisites: ART190AB or permission of instructor.

ART/MMT191
Storyboarding and Layout
2 credits 4 periods lecture + lab
Introduction to storyboarding including film storytelling and scene presentation. Prerequisites: ART111 or ART/MMT187 or ART/MMT188.

ART/MMT192AA
3-D Modeling for Digital Media I
1 credit 2 periods lecture + lab
Development of 3-D models for multimedia productions. Use of morphing and particle systems for rendered finished models. Prerequisites: ART/MMT184 or permission of instructor.

ART/MMT192AB
3-D Modeling for Digital Media II
1 credit 2 periods lecture + lab
Development of 3-D models for multimedia productions. Use of morphing and particle systems for rendered finished models. Prerequisites: ART/MMT192AA or permission of instructor.

ART/MMT192AC
3-D Modeling for Digital Media III
1 credit 2 periods lecture + lab
Development of 3-D models using advanced modeling and animation techniques. Prerequisites: ART/MMT192AB or permission of instructor.

ART250
Introduction to Printmaking
3 credits 6 periods 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: ART111 and ART113.
ART255AA
Self Promotion
1 credit 1 period lecture
Career goals, presentation of artist, communication skills, keeping files and records, developing self-promotional materials. Prerequisites: None.

ART255AB
The Portfolio
1 credit 1 period lecture
Choosing the right pieces to include, presenting art work, developing the portfolio. Prerequisites: ART255AA or permission of instructor.

ART259
Monoprinting
3 credits 6 periods lecture + lab
Introduction to concepts and techniques for Monoprint making. Deals with la prima technique used in painting in first part of course. Multi-plate printing and how method of printing relates to use of color and separation in second part of course. Prerequisites: ART111 and ART113.

ART270
Intermediate Computer
Photographic Imaging
3 credits 6 periods lecture + lab
Intermediate microcomputer-based photographic imaging techniques. Refinement of aesthetic awareness and personal expression. Prerequisites: ART177 or (ART177AA and ART177AB).

ART275
Lost Wax Casting I
3 credits 6 periods 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 credits 6 periods 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: ART275.

ART/ADA283
Computer Aided Graphic Arts II
3 credits 6 periods 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: ADA/ART183 or permission of instructor.

ART/ADA/MMT284
Intermedia Animation
3 credits 6 periods lecture + lab
Elements of electronic animation with interactive text graphics, photography, sound, film, and video construction. Prerequisites: ADA/ART/MMT184 or permission of instructor.

ART/ADA285
Multipresentation Graphics
3 credits 6 periods lecture + lab
Computer aided design and development of a company identity program; development of a videotape demonstrating market impact; preparation of a portfolio of completed art and graphics. Prerequisites: ART100, ART169, or permission of instructor.

ART/ADA289
Computer Illustration
3 credits 6 periods 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/Corequisites: ART100 or permission of instructor.

ART290AC
Studio Art
3 credits 6 periods lecture + lab
Studio course for art majors allowing continuation in a subject field. Prerequisites: Permission of instructor. Course Note: ART290AC students must have completed advanced courses in the subject field.

ART291
Digital Prepress
3 credits 6 periods lecture + lab
Introduction to multiple elements of digital prepress concepts and techniques using the microcomputer. Basic foundation in the use of trapping and stripping software for the desktop. Use of electronic page layout techniques including color separations, registration, spot colors, impositions, signatures, and output production devices. Emphasis on prepress concepts. Prerequisites: ART100 or permission of instructor.

ART295++
Art Workshop/Seminars
1, 2, 3 credits 2, 4, 6 periods 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.

ART297AB
Computer Graphic Design Internship
2 credits 2 periods lecture + lab
Computer graphic design work experience in a business or industry. 80 hours of designated work per credit. Maximum of 3 credits allowed. Prerequisites: Departmental approval.

ART298AA-AC
Special Projects
1-3 credits 1-3 periods 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.
ART– Photography

ART131
Photography I
3 credits 6 periods lecture + lab
Basic black and white photographic principles and techniques. Camera functions and controls. Darkroom experience in film processing and printmaking. Camera required. Prerequisites: None.

ART132
Photography II
3 credits 6 periods lecture + lab
Advanced camera and darkroom techniques. Aesthetic awareness with personal expression. Prerequisites: ART131, or permission of instructor.

ART133
Photography III
3 credits 6 periods lecture + lab
Refinement of aesthetic and technical aspects producing convincing images of highest quality. Prerequisites: ART132 or permission of instructor: ART111 and ART116 recommended but not required.

ART135
Photojournalism I
3 credits 6 periods lecture + lab
Basic technical knowledge of photographic process as applied by mass media. Prerequisites: ART131 or permission of instructor.

ART136
Photojournalism II
3 credits 6 periods lecture + lab
Continued development of technical approaches utilized by mass media. Prerequisites: ART135.

ART137
Alternative Photographic Processes
3 credits 6 periods lecture + lab
Emphasis on development of alternative photographic processes including technique, aesthetics, and creative imagery. Exploration of various types of non-silver photographic processes including cyanotype, Van Dyke, Polaroid imaging, and others. Prerequisites: None.

ART138
Commercial Photography I
3 credits 6 periods lecture + lab
Basic techniques of lighting, camera work, and reproduction of commercial photography. Cooperation with commercial art community. Prerequisites: None.

ART139
Commercial Photography II
3 credits 6 periods lecture + lab
Continuation of ART138. Advanced techniques with portfolio organization and presentation. Prerequisites: ART138.

ART140
Portrait Photography
2 credits 4 periods lecture + lab
Insight into the profession of Portrait Photography. Application of the principles of design and fine art in lighting, composition, and posing. Prerequisites: ART131 or permission of instructor.

ART142
Introduction to Digital Photography
3 credits 6 periods lecture + lab
Fundamentals of digital photography. Includes camera operations, exposure techniques, introduction to digital output, and theory of digital photography. Prerequisites: None. Course Note: Digital camera required.

ART143
Intermediate Digital Photography
3 credits 6 periods 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: ART142 or permission of instructor. Course Note: Semi-adjustable, high-resolution digital camera is required.

ART/ADA177
Computer-Photographic Imaging
3 credits 6 periods lecture + lab
Introduction to the multiple elements of microcomputer-photographic imaging. Basic foundation in the use of the photographic manipulation of images using software programs. Special attention to aesthetic foundations underlying photographic composition. Prerequisites or Corequisites: ART100 or permission of instructor.

ART234
Color Photography I
3 credits 6 periods lecture + lab
Basic principles of color theory, camera and input and output techniques using slide film or digital photography. Prerequisites: ART131 or ART142 or permission of instructor. Course Note: Film or digital camera required.

ART235
Color Photography II
3 credits 6 periods lecture + lab
Basic theories and techniques of color negative materials. Prerequisites: ART234 or permission of instructor.

ART295DA, DB, & DC
Art Workshop/Seminar: Photography
1, 2, & 3 credits 2, 4, & 6 periods 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.

ASB, ASM – Anthropology

ASB102
Intro to Cultural and Social Anthropology
3 credits 3 periods lecture
Principles of cultural and social anthropology, with illustrative materials from a variety of cultures. The nature of culture; social, political, and economic systems; religion, aesthetics and language. Prerequisites: None.

ASB/AFR202
Ethnic Relations in the United States
3 credits 3 periods 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 credits 3 periods 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 credits 3 periods 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 credits 3 periods 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 credits 3 periods 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 North American, Central America, and South America. Prerequisites: None.

ASB235
Southwest Archaeology
3 credits 3 periods 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 credits 3 periods 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 credits 5 periods 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.

AST– Astronomy

AST101
Survey of Astronomy
3 credits 3 periods lecture
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 3 periods lab
Astronomical observations and exercises designed to familiarize students with the sky, telescopes, and methods used in astronomy. Prerequisites: None. May accompany AST101.

AST111
Introduction to Astronomy I
3 credits 3 periods lecture
Introduction to astronomy for the non-science major. History of astronomy, properties of light, instruments, the solar system and nearby stars. Prerequisites: MAT092 or equivalent.

AST112
Introduction to Astronomy II
3 credits 3 periods lecture
Introduction to astronomy for the non-science major. Structure and evolution of stars; star clusters; galaxies; cosmology. Prerequisites: MAT092 or equivalent.

AST113
Astronomy I Laboratory
1 credit 3 periods lab
Astronomical observations and exercises to supplement AST111. Prerequisites or Corequisites: AST111.

AST114
Astronomy II Laboratory
1 credit 3 periods lab
Astronomical observations and exercises to supplement AST112. Prerequisites or Corequisites: AST112.

BIO – Biology

BIO101
General Biology (Non-Majors):
Selected Topics
4 credits 6 periods lecture & lab
Selected biological topics, including methods used by biologists to make discoveries and evaluate scientific data. Field trips may be required at students’ expense. Prerequisites: None.

BIO105
Environmental Biology
4 credits 6 periods lecture & lab
Fundamentals of ecology and their relevance to human impact on natural ecosystems. Field trips may be required at students’ expense. Prerequisites: None.

BIO107
Introduction to Biotechnology
4 credits 6 periods lecture & lab
Introduction to biotechnology and its global impact on society. Covers applications, laboratory techniques, limitations and the international economic benefits, risks, and legal and moral issues associated with biotechnology. Prerequisites: None.

BIO108
Plants and Society
4 credits 6 periods lecture & 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.

BIO109
Natural History of the Southwest
4 credits 6 periods lecture & lab
Study of the common plants and animals of the Southwest including their distribution, adaptation, behavior, and ecology. Introduction to basic field and laboratory techniques used in the study of natural history. Specific field problems presented dealing with plant and animal analysis and ecological interrelationships. Prerequisites: None. Course Note: Field trips may be required.
BIO119
Introduction to Geospatial Technology for Environmental Science
4 credits 4 periods lecture + lab
Introduction to geospatial technology concepts and applications including map reading, aerial photography interpretation, and remote sensing. Hands-on experience investigating the local environment with an air photo browser, remote imaging viewer, and a geographic information system. Prerequisites: None.

BIO145
Marine Biology
4 credits 6 periods lecture & lab
A survey of marine environments and their biotic communities with emphasis on the natural history of marine organisms. Prerequisites: None.

BIO148
Coral Reef Ecology
1 credit 1 period lecture
Introduction to ecology of coral reefs. Emphasis on reef environments, corals, reef fishes, and human impacts on reefs. Prerequisites: None.

BIO149
Field Biology Modules AF-AO
0.5-4 credits 3.5-28 periods lab
Field expeditions designed to study natural history of selected geographical locations. Field observations of behavior, distribution, and adaptations of organisms within natural communities emphasized. May be repeated for up to four hours of elective credit. Prerequisites: None.

BIO156
Introductory Biology for Allied Health
4 credits 6 periods lecture & lab
An introductory biology course for allied health majors with an emphasis on humans. Topics include fundamental concepts of cell biology, histology, microbiology, and genetics. Prerequisites: None. One year high school chemistry or one semester of college-level chemistry recommended.

BIO160
Introduction to Human Anatomy and Physiology
4 credits 6 periods lecture & 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.

BIO162
Microbiology Concepts for Allied Health
2 credits 3 periods lecture & lab
Types of microorganisms. Principles of growth and reproduction for specific types of microorganisms. Chain of disease transmission and defense mechanisms. Use of compound microscope. Safe handling and culturing of specific microbes. Methods of sterilization and use of disinfectants and chemotherapeutic agents. Prerequisites: None.

BIO181
General Biology (Majors) I
4 credits 6 periods lecture & lab
The study and principles of structure and function of organisms at the molecular and cellular levels. A detailed exploration of the chemistry of life, the cell, and genetics. Prerequisites: None. One year of high school or one semester of college-level biology and chemistry is strongly recommended.

BIO182
General Biology (Majors) II
4 credits 6 periods lecture & 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. Course Note: Field trips may be required.

BIO201
Human Anatomy and Physiology I
4 credits 6 periods lecture & lab
Study of structure and function of the human body. Topics include cells, tissues, integumentary system, skeletal system, muscular system, and nervous system. Prerequisites: (BIO156 or BIO181 with a grade of "C" or better) or (one year high school biology course with a grade of "C" or better). (CHM130 or higher numbered CHM prefixed course) or (one year of high school chemistry) suggested but not required.

BIO202
Human Anatomy and Physiology II
4 credits 6 periods lecture & 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.

BIO205
Microbiology
4 credits 6 periods lecture & lab
Study of microorganisms and their relationship to health, ecology, and related fields. Prerequisites: (BIO156 or BIO181 with a grade of "C" or better) or (one year high school biology with a grade of "C" or better). (CHM130 or higher numbered CHM prefixed course) or (one year of high school chemistry) suggested but not required.

BIO214
Biotechnology Internship
4 credits 4 periods lecture
Internship experience in a biotechnology laboratory. Requires 320 clock hours in the laboratory setting. Setting, achieving, and evaluating goals for hands-on learning experience in a biotechnology laboratory. Development of skills and knowledge needed to work in a biotechnology laboratory. Prerequisites: Permission of program director. Corequisites: BIO212AC.

BIO215
Biotechnology Internship
3 credits 3 periods lecture
Internship experience in a biotechnology laboratory. Requires 240 clock hours in the laboratory setting. Setting, achieving, and evaluating goals for hands-on learning experience in a biotechnology laboratory. Development of skills and knowledge needed to work in a biotechnology laboratory. Prerequisites: Permission of Program Director and (BIO212AA or BIO212BA). Course Note: May be taken repeated for a total of six (6) credits.

BIO219
Geospatial Technology for Environmental Sciences I
4 credits 4 periods lecture + lab
Hands-on experience using Geographic Information Systems (GIS), Remote Sensing (RS), and Global Positioning Systems (GPS) with applications using local environmental data. Prerequisites or Corequisites: BIO119 or permission of instructor.

BIO247
Applied Biosciences: Biotechnology
4 credits 6 periods lecture & lab
Applies concepts of molecular and cellular biology of bacteria, animals, and plants to real-world problems. Prerequisites: A grade of “C” or better in BIO181. One semester of college-level chemistry or equivalent recommended.
BIO273
Geospatial Technology for Environmental Sciences II
4 credits 4 periods lecture + lab
Advanced geospatial techniques including Geographic Information System (GIS) data integration, surface creation and analysis, 3D displays, and animation using local environmental data. Prerequisites: A grade of “C” or better in BIO219 or permission of instructor.

BIO295
Geospatial Technology for Environmental Sciences Projects
4 credits 4 periods lecture + lab
Completion of a self-paced geospatial technology project. Prerequisites: A grade of “C” or better in BIO273 or permission of instructor. Course Note: BIO295 must be completed before a student takes the Spatial Technology And Remote Sensing (STARS) exam for certification in geospatial technology.

BIO298AA, AB, AC
Special Projects
1-3 credits 1-3 periods 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.

BLT – Building Safety & Construction Technology

BLT120
Techniques of Building Inspection
3 credits 3 periods lecture
Theory and practice of zoning, foundation, structural, mechanical and electrical inspection in modern residential and commercial construction. Prerequisites: None.

BLT122
Basic Engineering for Building Inspectors and Contractors I
3 credits 3 periods lecture
Basic engineering mechanics, gravity loads, shears, bending moments, wood frame construction, deck joints, beams, columns, bracing and shear walls. Prerequisites: BLT120 and MAT187 or equivalent, or departmental permission.

BLT124
Designing for the Americans with Disabilities Act (ADA)
3 credits 3 periods lecture
In-depth analysis of federal standards described in the Americans with Disabilities Act(ADA). Reviews the state of Arizona’s enforcement document (AzDAAG). Focuses on helping designers, architects, and building officials create barrier-free buildings and facilities. Prerequisites: None.

BLT126
Soil Mechanics
3 credits 3 periods lecture
Soil conditions as related to modern building requirements. Topics include bearing value, classification and identification, exploration and samplings, behavior of fills, compaction, subsurface drainage, and field sampling. Prerequisites: MAT182 or MAT187.

BLT128
Mechanical Codes
3 credits 3 periods lecture
Code requirements and construction practices. Topics include duct work, conductors and fuel supply, insulation, and controls. Prerequisites: None.

BLT129
Materials of Construction
3 credits 3 periods lecture
Fundamental characteristics of modern construction materials and the effective use of these materials in construction. Prerequisites: None.

BLT130
Applied Building Codes
4 credits 4 periods lecture
Building and zoning code procedures and enforcement. Construction design for solving structural problems. Building code requirements for life safety. Application of building codes to single family residences. Prerequisites: None.

BLT131
Applied Electric Codes
4 credits 4 periods lecture
National Electric Code (NEC) administration and application. NEC requirements for safe installation of system control equipment and design of electric utilization systems. Identification of wiring systems and permitted uses. Application of NEC requirements for hazardous locations, specific occupancies, and special uses of electric equipment. Prerequisites: None.

BLT132
Applied Plumbing Codes
4 credits 4 periods lecture
Plumbing code administration. Application, design and installation of drainage/waste and venting systems in private and public buildings. Application of plumbing codes for design and installation of water systems. Prerequisites: None.

BPC – Business — Personal Computers

BPC005
Brief Introduction to Computers
0.25 credit 0.25 period lecture
Introductory course in fundamentals of computers, including hardware components, operating system characteristics, and basic software applications. Prerequisites: None.

BPC100AA
Business-Personal Computers I
0.5 credit 0.5 period lecture
Introduction to the use of personal computers in the business environment. Computer hardware components, operating system functions and concepts. Running application software. Prerequisites: None.

BPC100DD
Internet and Computing Fundamentals
3 credits 4 periods lecture + lab
Fundamental computer and Internet concepts and terminology for business and personal computers. Covers basic features of software applications. Prerequisites: None.

BPC101AA
Introduction to Computers I
1 credit 2 periods lecture
Computer software applications for the personal computer, including electronic spreadsheet and word processing, keyboarding review, and a desktop environment. Prerequisites: None.
BPC101BA
Introduction to Computers II
1 credit 1 period lecture
Computer software applications for the personal computer, including database management, computer graphics, electronic spreadsheet, and word processing, and operating system commands. Prerequisites: BPC101AA.

BPC101CA
Introduction to Computers III
1 credit 1 period lecture
Individualized advanced applications of software selected to solve specific problems on the personal computer. Prerequisites: BPC101BA or permission of instructor.

BPC102AD
Using Windows: Level I
0.5 credit 0.5 period lecture
Basic commands and methods associated with the Windows operating system. Prerequisites: None.

BPC103AK
Using Word: Level I
0.5 credit 0.5 period lecture
Use of Word to create, manipulate and print documents on a microcomputer. Prerequisites: None.

BPC104AD
Using Excel: Level I
0.5 credit 0.5 period lecture
Use of Excel to create, edit, save and print worksheets. Prerequisites: None.

BPC110
Computer Usage and Applications
3 credits 4 periods 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 1.7 periods lecture + lab
Mastery of essential microcomputer keyboarding skills. Emphasis on touch typing of alphabetic and numeric keys and symbols. Prerequisites: None.

BPC/CIS114AE
Excel: Level I
1 credit 2 period lecture + lab
Computer spreadsheet skills for solving business problems using Excel, including calculations, forecasting and projections. Prerequisites: None.

BPC/CIS114BE
Excel: Level II
1 credit 2 periods lecture + lab
Additional Excel spreadsheet techniques, including macro programming, database searching, extraction, and linking to obtain prescribed reports and graphs. Prerequisites: BPC/CIS114AE or permission of instructor.

BPC/CIS114CE
Excel: Level III
1 credit 2 periods lecture
Additional Excel spreadsheet techniques, including complex macros, statistics, and matrix manipulation. Project design using multiple, integrated spreadsheets. Prerequisites: BPC/CIS114BE or permission of instructor.

BPC115AA
Personal Finance Software:
Quicken – Level I
1 credit 2 periods lecture + lab
Introduction to the basic features of Quicken, a computerized personal finances software program. Prerequisites: None.

BPC/CIS117AM
Database Management:
Microsoft Access - Level I
1 credit 2 periods lecture + lab
Introduction to the basic elements of a current version of the Microsoft Access database management program, for casual and beginning users. Prerequisites: None.

BPC/CIS117BM
Database Management:
Microsoft Access - Level II
1 credit 2 periods lecture + lab
Exploration of additional components of the Microsoft Access database management program. Prerequisites: BPC117AM or CIS117AM or permission of instructor.

BPC/CIS117CM
Database Management - Microsoft Access - Level III
1 credit 1 period lecture + lab
Application of the features of the Microsoft Access program to some common database management problems. Prerequisites: BPC117BM or CIS117BM.

BPC/CIS118AB
PowerPoint: Level I
1 credit 2 periods lecture + lab
Use of PowerPoint software to produce professional-quality presentation visuals. Prerequisites: None.

BPC/CIS118BB
PowerPoint: Level II
1 credit 2 periods lecture + lab
Use of PowerPoint software add movement and sound to desktop presentations to enhance audience attention. Prerequisites: BPC/CIS118AB.

BPC/CIS118CB
PowerPoint: Level III
1 credit 1 period lecture + lab
Use of PowerPoint software for advanced desktop presentation techniques, including advanced animation and sound sequences. Prerequisites: BPC/CIS118BB.

BPC/CIS120AF
Computer Graphics: Adobe Photoshop: Level I
1 credit 2 periods lecture + lab
Provides students with the capability to use Adobe Photoshop graphics software on a computer. Basic foundation course in the use of electronic techniques to select, manipulate, and edit images, for graphic design and image correction. Prerequisites: None.

BPC/CIS120BF
Computer Graphics: Adobe Photoshop: Level II
1 credit 2 periods lecture + lab
Provides students with the capability to use Adobe Photoshop graphics software on a computer. Includes working with masks, channels and layers, and combining raster and vector graphics. Prerequisites: BPC/CIS120AF.

BPC120CF
Computer Graphics: Adobe Photoshop: Level III
1 credit 1 period lecture + lab
Provides students with the capability to use Adobe Photoshop graphics software on a computer. Includes color printing, color management, creation of graphics for the Web. Prerequisites: BPC/CIS120BF.

BPC/CIS121AB
Microsoft Command Line Operations
1 credit 2 periods lecture + lab
Use of the Microsoft command line within windows: basic concepts, internal and external commands, subdirectories, and editor. Prerequisites: None.
BPC/CIS121AE
Windows Operating System: Level I
1 credit 2 periods lecture + lab
Specific topics include booting and shutting down the computer, navigating the desktop, start button features, taskbar status, and receiving on-line help support. Exploring and managing folders and files, running programs, and learning about Wordpad and Paint application programs. Prerequisites: None.

BPC/CIS122AE
Windows Operating System: Level II
1 credit 2 periods lecture + lab
Additional capabilities of the Windows program that configure devices and customize the presentation of the operating system. System tools, control panel utilities, the My Computer, Network Neighborhood, and Microsoft Exchange desktop icons. Other helpful utilities presented. Prerequisites: BPC/CIS121AE or permission of instructor.

BPC125
Microcomputer Set Up & Maintenance
1 credit 1 period lecture + lab
How to install and maintain a microcomputer (personal computer). Steps used to set up a new or add options to a previously installed microcomputer. Installation of internal options (memory, graphics, modem, etc.), as well as external options and devices (printers, monitors, communications, etc.). Troubleshoot (identify and repair or have repaired) microcomputer problems. Prerequisites: None.

BPC128
Introduction to Desktop Publishing
1 credit 2 periods lecture + lab
Presents basic concepts of commercially prepared software used to do desktop publishing. Incorporates a combination of narrative and pictorial/graphic creation and presentation, including set-up, text entry, graphic generation, text and graphic merging, and other computer-based functions. Prerequisites: None.

BPC128AF
Introduction to Desktop Publishing: MS Publisher
1 credit 2 periods lecture + lab
Presents basic concepts of commercially prepared software used to do desktop publishing. Incorporates a combination of narrative and pictorial/graphic creation and presentation, including set-up, text entry, graphic generation, text and graphic merging, and other computer-based functions. Prerequisites: None.

BPC128AF
Introduction to Desktop Publishing: MS Publisher
1 credit 2 periods lecture + lab
Presents basic concepts of commercially prepared software used to do desktop publishing. Incorporates a combination of narrative and pictorial/graphic creation and presentation, including set-up, text entry, graphic generation, text and graphic merging, and other computer-based functions. Prerequisites: None.

BPC128AF
Introduction to Desktop Publishing: MS Publisher
1 credit 2 periods lecture + lab
Presents basic concepts of commercially prepared software used to do desktop publishing. Incorporates a combination of narrative and pictorial/graphic creation and presentation, including set-up, text entry, graphic generation, text and graphic merging, and other computer-based functions. Prerequisites: None.

If you don’t find an Official Course Description within this catalog, go to:
http://www.dist.maricopa.edu/academic/curric/cs.php

BPC170
Computer Maintenance I: A+ Prep
3 credits 4 periods lecture + lab
Technical aspects of the microcomputer, including system setup (hardware and software) and basic troubleshooting. Emphasis on basic troubleshooting, use of tools, hardware components and hardware/software interfacing. Prerequisites: CIS105 or BPC110 or permission of instructor.

BPC130
Applications
3 credits 4 periods lecture + lab
Advanced application of software for business and personal computers including word processing, spreadsheet, database, and presentation. Includes integration of applications and Internet. Prerequisites: BPC110, or permission of instructor.
BPC225  
**Computer Configuration and Enhancement**  
1 credit 2 periods lecture + lab  
Configuration and enhancement of a computer. Emphasis on configuration of hardware and software to optimize computer performance. Includes memory configuration and the identification and troubleshooting of configuration problems. **Prerequisites:** BPC125 or permission of instructor.

BPC/HCE229  
**Automated Computer System for Medical Office Management**  
2 credits 4 periods lecture + lab  
Principles and procedures in using an office automated computerized system for entering patient information and tracking patient billing, including basic computer navigation skills and use of accounting cycle from originating data to closing ledger entries. **Prerequisites:** None. **Corequisites:** HCC130, HCC145, or equivalent, or permission of program director.

BPC/OAS235DD  
**WordPerfect: Level II**  
2 credits 2 periods lecture  
Using WordPerfect word processing software features such as math, columns, macros, styles, graphics, sort, outlines, and table of contents. **Prerequisites:** BPC/OAS135DD or permission of instructor.

BPC/OAS235DK  
**Word: Level II**  
2 credits 2 periods lecture  
Using Word word processing software features such as math, columns, macros, styles, graphics, sort, outlines, and table of contents. **Prerequisites:** BPC/OAS135DD or permission of instructor.

BPC270  
**Microcomputer Maintenance II**  
3 credits 4 periods lecture + lab  
Advanced technical aspects of maintaining and servicing microcomputers. Emphasis placed on installation, periodic maintenance, diagnosis, and/or problem resolution of power system, motherboard, memory, storage devices, and network interface cards. Extensive use of software diagnostic and utility tools. **Prerequisites:** BPC170 with grade of C or better, or permission of instructor.

BTO – Business Technology for the Office

**BTO/MGT148  
Office Ethics and Culture**  
2 credits 2 periods lecture  
Ethical issues and standards in the office; making ethical choices. Relationships and attitudes in the office. Office politics. **Prerequisites:** None.

CCS – Chicana & Chicano Studies

**CCS101  
Chicana and Chicano Studies**  
3 credits 3 periods 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:** ENG101, or ENG107, or equivalent.

**CCS/ENH212  
The Mexican American Novel**  
3 credits 3 periods lecture  
A study of the social, historical, and cultural backgrounds as well as the form and content of the Mexican American novel. **Prerequisites:** ENG101, or ENH112 suggested but not required.

**CCS282AA-AC  
Volunteerism for Chicana and Chicano Studies: A Service Learning Experience**  
1-3 credits 1-3 periods 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.

CET – Civil Engineering Technology

**CET101  
Surveying I**  
3 credits 5 periods lecture & lab  
Fundamental surveying principles including theory and field work using the level and transit, horizontal measurement by tape or stadia, bench mark and profile leveling traverse surveys and computations, establishment of line and grade. Designed to develop semi-professional personnel working for private or government engineering agencies. **Prerequisites:** DFT107, or GTC108, or GTC161, or MAT182, or MAT187 or equivalent, or departmental permission.

**CET102  
Surveying II**  
3 credits 5 periods lecture & lab  
Surveying principles including triangulation, municipal and land surveys, topographic surveys, earthwork, state plane coordinate systems, stadia methods, practical astronomy, highway curves, superelevations and construction. **Prerequisites:** CET101 or departmental permission.

**CET103  
Construction Methods**  
3 credits 3 periods lecture  
Modern construction techniques: planning methods, critical path method (CPM), excavation and earthmoving practices, estimating and work scheduling, concrete design and placement practices. Includes reinforced concrete, prestressed concrete, carpentry, asphalt characteristics, proper proportioning of aggregate and important safety methods. Introduction to heavy construction equipment use. **Prerequisites:** None.
CET105  
Highway Technology  
3 credits 3 periods lecture  
Economics of highway locations, rights-of-way, curves, drainage problems, bridge structures, road building equipment, highway financing, and administrative problems at the state, county and city levels. **Prerequisites:** None.

CET150  
Introduction to Geodesy and Map Projections  
3 credits 3 periods lecture  
Coordinate frames used in geodesy, photogrammetry, surveying, and mapping. Cartesian, spherical, and ellipsoidal coordinates. Introduction to kinematics, gravity field, and size and shape of earth. Positioning in three dimensions. Introduction to map projections and associated coordinate systems. Theory and application of the plane coordinate systems with emphasis on Arizona. Development of projections from Global Positioning System (GPS) observations. **Prerequisites:** (CET102 and MAT182) or departmental permission.

CET171  
Construction Contracts  
3 credits 3 periods lecture  
Legal aspects of construction contracts, writing and interpretation of specifications, prequalifications, and use of performance bonds. **Prerequisites:** None.

CET201  
Boundary Control & Legal Principles I  
3 credits 3 periods lecture  
Principles of land surveying, boundary controls, ethical and legal principles, and office practices. **Prerequisites:** CET101 or departmental permission.

CET202  
Boundary Control & Legal Principles II  
3 credits 3 periods lecture  
Application of principles to actual case studies. Emphasis on proper form and clarity in legal description writing. Procedure for filing subdivision plats and preparation for land surveyors’ registration examinations. **Prerequisites:** CET201 or departmental permission.

CET205  
Photogrammetry  
3 credits 3 periods lecture  
An introduction to the study of aerial cameras, equipment, flight procedures, and interpretation of aerial photographs, including stereoscopic principles used in planimetric and topographic maps, map projections, grids, and forms. Practical applications of principles stressed. **Prerequisites:** CET102 or departmental permission.

CET211  
Strength of Materials  
3 credits 3 periods lecture  
A study of strength and application of the materials of engineering construction, including the mechanics of beams, shafts, and bolts and welded connections under various loading conditions. **Prerequisites:** DFT107 or ELT102, or (MAT151 and MAT182), or MAT187, or equivalent, or permission of department.

CET241  
Fundamentals of Traffic Engineering I  
3 credits 3 periods lecture  
Basic study of traffic movement, ordinances, mechanical controls, planning, street and highway design, parking, and traffic engineering organization. Training for personnel as civil engineer technicians. **Prerequisites:** None.

CET250  
Public Land Survey System  
3 credits 3 periods lecture  
Overview of unique requirements to determine land boundaries according to the Manual of Instructions for the Survey of Public Lands of the United States, including history of the system, lotted sections, proportioning, subdividing, and evidence analysis. Emphasis on rules in order to perform any boundary survey, particularly for Arizona. **Prerequisites:** CET102 and CET201.

CET257  
Route and Construction Surveying  
3 credits 3 periods lecture + lab  
Principles and field practice of route and construction surveying, including route control surveys, construction control, topographic mapping, highway curves, and computations for roadways, utilities, bridges, buildings, small commercial sites, and subdivisions. **Prerequisites:** CET102 or departmental permission.

CFS – Child & Family Studies & ECH – Early Childhood Education

CFS101AH  
Art Activities for the Young Child  
1 credit 1 period lecture  
(Not offered every semester)  
The creative use of art media and techniques at appropriate developmental levels. **Prerequisites:** None.

CFS105  
Stress Management in the Family  
1 credit 1 period 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.

CFS106  
Men and Children: Strengthening the Bond  
1 credit 1 period lecture  
(Not offered every semester)  
Overview of the relationship between fathers or significant male figures and children from the role perspective of the involved, nurturing male. Strategies for assessing and organizing successful male involvement programs examined. **Prerequisites:** None.

CFS107  
Parent/Child Communication  
1 credit 1 period lecture  
(Not offered every semester)  
Communication between parents and children. Developing self-esteem, responsibility and empathic listening. Pitfalls to communication. **Prerequisites:** None.

CFS109  
Working With the Hyperactive Child  
1 credit 1 period 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 credits 3 periods 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 1 period 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 1 period lecture
(Not offered every semester)
Fundamental concepts of safe practices and procedures for the early childhood setting, with emphasis on playground equipment and outdoor activities, transportation practices, poisons, medication management, fire safety, and written documentation basics. Prerequisites: None.

CFS/PSY130  Demystifying Adolescence
1 credit 1 period 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 credits 3 periods 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 credits 3 periods 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 credits 3 periods 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 credits 3 periods 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 1 period 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 credits 3 periods 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 credits 3 periods 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.

CFS212  Creative Activities for the Young Child
3 credits 3 periods lecture
(Not offered every semester)
Children’s development in play, creativity and the arts. Focus on learning environment for creative expression. Field experiences with children in groups required. Prerequisites: CFS176 or ECH176 or permission of instructor.

CFS242  Curriculum Planning for Diversity
3 credits 3 periods 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: CFS/ECH176.

CFS255  Management in the Family
3 credit 3 periods 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 credits 3 periods 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 & Family Studies Seminar
1 credit 1 period 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 & Family Studies Internship
1 credit 5 periods 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 & Family Studies Internship
2 credits 10 periods 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 & Family Studies Internship
3 credits 15 periods 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.

CFS277
Adult-Adolescent Interaction
3 credits 3 periods 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 1 period 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 1 period lecture
**Not offered every semester**
Practical early childhood classroom applications for a diverse ethnic population, including integration of multicultures into the classroom, facilitation of a second language acquisition, and practical teaching strategies which are also developmentally appropriate. **Pre-requisites:** CFS/ECH176.

CFS290AA
Child Abuse: Identification and Reporting in Child Care Settings
1 credit 1 period 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.

ECH182
Enhancing Toddler Development
1 credit 1 period lecture
**Not offered every semester**
Overview of the developmental needs of children from 15 through 30 months. Emphasis on the adult role in providing a safe, stimulating everyday environment where toddlers may explore, imitate and communicate with others. **Prerequisites:** None.

ECH236
Learning Materials for Young Children
1 credit 1 period 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 1 period 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.

ECH271
Arranging the Environment
1 credit 1 period 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 1 period lecture
**Not offered every semester**
Introduction to verse, storytelling, books and bookmarking for infants, toddlers, and preschoolers. Information as well as storybooks considered. **Prerequisites:** None.

ECH275
Literacy Development and the Young Child
1 credit 1 period 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 1 period 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.

ECH287
Professional Development in Early Childhood Education
1 credit 1 period 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 1 period 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.
**CHD – Chemical Dependency**

**CHD284**
Current CD Issues Seminar
0.5 credit 0.5 period lecture
Special topics in chemical dependency with an emphasis on current issues not covered in other chemical dependency courses. May be repeated for a total of three (3) credit hours. **Prerequisites:** None.

**CHD285**
Chemical Dependency Seminar
1 credit 1 period lecture
Special topics in chemical dependency with an emphasis on current issues not covered in other chemical dependency courses. **Prerequisites:** None. **Course Note:** May be repeated for a total of four (4) credit hours.

**CHI – Chinese**

**CHI101**
Elementary Chinese (Mandarin) I
5 credits 6 periods lecture + lab
Introduction to the basic grammar, pronunciation and vocabulary of the Mandarin Chinese language. Includes the study of Chinese culture, practice of listening, speaking, reading, and writing skills. **Prerequisites:** None.

**CHI102**
Elementary Chinese (Mandarin) II
5 credits 6 periods lecture + lab
Continued study of grammar and vocabulary along with the study of Chinese culture. Emphasis on pronunciation and speaking skills. **Prerequisites:** CHI101 or equivalent.

**CHI115**
Beginning Chinese Conversation I
3 credits 3 periods lecture
Introduction to Chinese sound system, basic grammar, and vocabulary necessary to develop speaking ability in Mandarin Chinese. Designed for students seeking speaking and listening ability with little emphasis on writing and reading Chinese characters. **Prerequisites:** None.

**CHI116**
Beginning Chinese Conversation II
3 credits 3 periods lecture
Continued development of speaking and listening skills for effective communication in Mandarin Chinese. Includes elements of Chinese culture. **Prerequisites:** CHI115 or equivalent.

**CHM – Chemistry**

**CHM090**
Preparation for Fundamental Chemistry
1 credit 1 period lecture
A developmental course designed to review basic math and chemistry principles for students deficient or insecure in these areas. Stresses individualized instruction and hands-on experience. Serves to prepare the student for CHM130. **Prerequisites:** None.

**CHM107/107LL**
Chemistry and Society & Lab
4 credits 6 periods lecture & lab
LEC: A survey of chemistry and its impact on the environment. Completion of CHM107/LL is required to meet the Natural Science requirement. **Prerequisites:** None. **LAB:** Laboratory experience in support of CHM107. **Prerequisites or Corequisites:** CHM107.

**CHM130/130LL**
Fundamental Chemistry & Lab
4 credits 6 periods lecture & lab
LEC: Elements of general chemistry for all students. Serves to prepare the student for CHM151 or CHM230. **Prerequisites:** Grade of "C" or better in CHM090, or MAT091, or MAT092, or MAT102, or satisfactory score on math placement exam. **LAB:** Laboratory experience in support of CHM130. **Prerequisites or Corequisites:** CHM130. **Course Notes:** Course content designed to meet the needs of students in such areas as agriculture, home economics, nursing, and physical education, among others.

**CHM138/138LL**
Chemistry For Allied Health & Lab
4 credits 6 periods lecture & 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 MCCCD. It may not be applicable to other allied health programs or transferable. **Prerequisites:** Grade of "C" or better in CHM090; or one year of high school chemistry with a grade of "C" or better; or MAT092 or MAT102 or satisfactory score on placement exam. **LAB:** Laboratory experience in support of CHM138, Chemistry for Allied Health. **Prerequisites:** None. **Corequisites:** CHM138.

**CHM150**
General Chemistry I
4 credits 4 periods lecture
A detailed study of the principles of chemistry. Completion of CHM151/LL required to meet the Natural Science requirement. **Prerequisites:** (CHM130 and CHM130LL), or (one year of high school chemistry with a grade of C or better taken within the last five years), and completion of intermediate algebra or equivalent. Completion of CHM130 and CHM130LL within the last two years is recommended. **Course Note:** CHM150 is designed for science majors and students in pre-professional curricula. Students may receive credit for only one of the following: CHM150 or CHM151.

**CHM151/151LL**
General Chemistry I & Lab
4 credits 6 periods lecture & lab
LEC: A detailed study of the principles of chemistry. Designed for science majors and students in pre-professional curricula. Completion of CHM151/LL required to meet the Natural Science requirement. **Prerequisites:** (CHM130 and CHM130LL) or (one year high school chemistry with a grade of C or better taken within the last five years), and completion of Intermediate Algebra or equivalent. Completion of CHM130 and CHM130LL within the last two years is recommended. **Course Note:** Students may receive credit for only one of the following: CHM150 or CHM151. **LAB:** Laboratory experience in support of CHM151. **Prerequisites:** CHM130/LL or permission of instructor. **Prerequisites or Corequisites:** CHM150 or CHM151.
CHM152/152LL  
General Chemistry II & Lab  
4 credits 6 periods lecture & lab  
LEC: A study of the chemical properties of the major groups of elements, equilibrium theory, thermodynamics, electrochemistry, and other selected topics. Completion of CHM152LL required to meet the Natural Science requirement. Prerequisites: CHM150 or CHM151 and CHM151LL. Completion of CHM150 or CHM151 and CHM151LL within the last two years recommended. LAB: Laboratory experience in support of CHM152. Prerequisites: CHM151LL or equivalent. Prerequisites or Corequisites: CHM152.

CHM154/154LL  
General Chemistry II with Qualitative Analysis & Lab  
5 credits 9 periods lecture & lab  
LEC: A study of the chemical properties of the major groups of elements, equilibrium theory, thermodynamics, kinetics, electrochemistry and other selected topics. Includes qualitative analysis. Prepares students for all sophomore chemistry courses. Completion of CHM154LL is required to meet the Natural Science requirement. Prerequisites: CHM150 or CHM151 and CHM151LL. Completion of CHM150 or CHM151 and CHM151LL within the last two years recommended. LAB: Laboratory experience in support of CHM154. Includes qualitative analysis. Prerequisites: CHM151LL or equivalent. Prerequisites or Corequisites: CHM154.

CHM230/230LL  
Fundamental Organic Chemistry & Lab  
4 credits 6 periods lecture & lab  
LEC: Chemistry of representative groups of organic compounds, emphasizing biological applications. Prerequisites: (CHM130 and CHM130LL), or (CHM151 and CHM151LL). LAB: Laboratory experience in support of CHM230. Prerequisites: (CHM130 and CHM130LL), or (CHM150 or CHM151 and CHM151LL). Completion of (CHM130 and CHM130LL) or (CHM150 or CHM151 and CHM151LL) within the last two years recommended. Course Note: CHM230 course content is designed to meet the needs of students in such areas as agriculture, home economics, nursing, pre-physician assistant, and physical education, among others.

CHM235/235LL  
General Organic Chemistry I & Lab  
4 credits 7 periods lecture & lab (Fall only)  
LEC: Rigorous introduction to chemistry of carbon-containing compounds. Reaction mechanisms and recent methods of synthesis emphasized. Prerequisites: CHM152 and CHM152LL, or CHM154 and CHM154LL. Completion of (CHM152 and CHM152LL) or (CHM154 and CHM154LL) within the last two years recommended. LAB: Laboratory experience in support of CHM235. Prerequisites: CHM152LL, or CHM154LL, or equivalent. Prerequisites or Corequisites: CHM235.

CHM236/236LL  
General Organic Chemistry IIA & Lab  
4 credits 7 periods lecture & lab (Spring only)  
LEC: Study of chemistry of carbon-containing compounds continued. Structural determination and additional reaction mechanisms and modern methods of synthesis emphasized. Prerequisites: CHM235 and CHM235LL. Completion of CHM235 and CHM235LL within the last two years recommended. LAB: Laboratory experience in support of CHM236. Prerequisites: CHM235LL or equivalent. Prerequisites or Corequisites: CHM236.

CHM238/238LL  
General Organic Chemistry IIB & Lab  
5 credits 9 periods lecture & lab (Spring only)  
LEC: Alternate to CHM236. Study of chemistry of carbon-containing compounds continued. Structural determination and additional reaction mechanisms and modern methods of synthesis emphasized. Recommended for chemistry, chemical engineering and mining engineering majors. Prerequisites: CHM235 and CHM235LL or equivalent. LAB: Laboratory experience in support of CHM238. Prerequisites: CHM235LL or equivalent. Prerequisites or Corequisites: CHM238.

CHM298AA-AC  
Special Projects  
1-3 credits 1-3 periods 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

CIS100  
Internet: A Tool For Learning  
0.5 credit 0.5 period lecture + lab  
Use of the Internet to promote learning. Focus on Internet services and access. Information provided on browsing, Internet addresses, naming conventions, search concepts and techniques, using bookmarks and capturing information. Prerequisites: None.

CIS102  
Interpersonal and Customer Service Skills for IT Professionals  
1 credit 1 period lecture  
Examines behaviors necessary to develop and support an effective client service organization. Focuses on methods of increasing the effectiveness of help-desk professionals when responding to a range of customer conditions. Prerequisites: None.

CIS103  
Using Help Desk Software  
2 credits 3 periods lecture + lab  
Help desk software applications for tracking calls, querying data, recording macros, and generating reports. Prerequisites: CIS105 or permission of instructor.

If you don’t find an Official Course Description within this catalog, go to:  
http://www.dist.maricopa.edu/academic/curric/cs.php
CIS/BPC117BM
Database Management: Microsoft Access – Level II
1 credit 2 periods lecture + lab
Exploration of additional components of the Microsoft Access database management program. Prerequisites: BPC117AM or CIS117AM or permission of instructor.

CIS/BPC117CM
Database Management: Microsoft Access – Level III
1 credit 1 period lecture + lab
Application of the features of the Microsoft Access program to some common database management problems. Prerequisites: BPC117BM or CIS117BM.

CIS/BPC117DM
Microsoft Access: Database Management
3 credits 5 periods lecture + lab
Introduction to the basic elements, exploration of additional components and common database management problems related to the Microsoft Access program. Prerequisites: None. Course Note: Combines the contents of BPC/CIS117AM and BPC/CIS117BM and BPC/CIS117CM.

CIS/BPC118AB
PowerPoint: Level I
1 credit 2 periods lecture + lab
Use of PowerPoint software to produce professional-quality presentation visuals. Prerequisites: None.

CIS/BPC120AF
Computer Graphics: Adobe Photoshop: Level I
1 credit 2 periods lecture + lab
Provides students with the capability to use Adobe Photoshop graphics software on a computer. Basic foundation course in the use of electronic techniques to select, manipulate, and edit images, work with masks, channels and layers; combine raster and vector graphics; print in color, manage color, and create graphics for the web. Prerequisites: None.

CIS/BPC120BF
Computer Graphics: Adobe Photoshop: Level III
1 credit 1 period lecture + lab
Provides students with the capability to use Adobe Photoshop graphics software on a computer. Includes color printing, color management, creation of graphics for the Web. Prerequisites: BPC/CIS120BF.

CIS/BPC120CF
Computer Graphics: Adobe Photoshop: Level IV
3 credits 4 periods lecture + lab
Provides students with the ability to use Macromedia Flash graphics software on microcomputers. Covers basic animation techniques used in the creation, manipulation, and editing of Flash animation graphics. Prerequisites: None.

CIS/BPC121AG
Windows Operating System: Level I
1 credit 2 periods lecture + lab
Use of the Microsoft command line within windows: basic concepts, internal and external commands, subdirectories, and editor. Prerequisites: None.

CIS/BPC121AE
Windows Operating System: Level II
1 credit 2 periods lecture + lab
Specific topics include booting and shutting down the computer, navigating the desktop, start button features, taskbar status, and receiving on-line help support. Exploring and managing folders and files, running programs, and learning about Wordpad and Paint application programs. Prerequisites: None.

CIS/BPC121AF
Windows 98 - Level I
1 credit 2 periods lecture + lab
Specific topics include booting and shutting down the computer, navigating the desktop, start button features, taskbar status, and receiving on-line help support. Exploring and managing folders and files, running programs, and learning about Wordpad and Paint application programs. Prerequisites: None.
CIS/BPC122AE
Windows Operating System: Level II
1 credit 2 periods lecture + lab
Additional capabilities of the Windows ‘95 program that configure devices and customize the presentation of the operating system. System tools, control panel utilities, the My Computer, Network Neighborhood, and Microsoft Exchange desktop icons. Other helpful utilities presented. Prerequisites: BPC/CIS121AE or permission of instructor.

CIS/BPC122AG
Windows 98 - Level II
1 credit 2 periods lecture + lab
Microsoft (MS) Windows 98 network software package. Covers enhanced features, user interface enhancements, maintenance and troubleshooting tools. Configuration emphasized. Prerequisites: BPC121AG or CIS121AG.

CIS124AA
Project Management Software: Level I
1 credit 1.7 periods lecture + lab
Utilization of Project Management software packages by managers and advanced business students to solve critical management planning tasks. Evaluation of management opportunities utilizing software packages to monitor project progress and resource allocation. Includes ‘what-if’ analysis, and preparation of management reports. Prerequisites: Permission of instructor or department.

CIS124BA
Project Management Software: Level II
1 credit 1.7 periods lecture + lab
Advanced use of project management software. Covers features and functions to solve critical management planning tasks. Project communications, scheduling, resource allocation, tracking processes and importing and exporting data also covered. Project consolidation emphasized. Prerequisites: CIS124AA or permission of instructor.

CIS126AA
UNIX Operating System: Level I
1 credit 2 periods lecture + lab
Use of the UNIX operating system: system components, built-in commands, files and directories, editors, and UNIX Shell and command lines. Prerequisites: None.

CIS126DA
UNIX Operating System
3 credits 4 periods lecture + lab
Use of a UNIX operating system including system components, built-in commands, files, and directories, editors, and UNIX shell and command lines. Installation, configuration, and maintenance of a UNIX operating system. Create scripts and batch files, and maintain system communications. Prerequisites: None.

CIS/BPC133AA
Internet/Web Development Level I-A
1 credit 2 periods lecture + lab
Overview of the Internet and its resources. Hands-on experience with various Internet communication tools. Prerequisites: None.

CIS/BPC133BA
Internet/Web Development Level I-B
1 credit 1 period lecture + lab
Exploration of additional Internet resources. Hands-on experience with a variety of resource discovery and information retrieval tools as well as enhancement of Web pages. Prerequisites: BPC/CIS133AA.

CIS/BPC133CA
Internet/Web Development Level I-C
1 credit 1 period lecture + lab
Web site development using the enhancement codes. Includes frames, style sheets and javascript as well as design principles and typography. Prerequisites: BPC/CIS133BA or permission of instructor.

CIS/BPC133DA
Internet/Web Development Level I
3 credits 4 periods lecture + lab
Overview of the Internet and its resources. Hands-on experience with various Internet communication, resource discovery and information retrieval tools. Prerequisites: None.

CIS150
Programming Fundamentals
3 credits 4 periods lecture + lab
Structured program design and logic tools. Use of computer problems to demonstrate and teach concepts using appropriate programming language. Prerequisites: CIS105, or permission of instructor.

CIS159
Visual Basic Programming I
3 credits 4 periods lecture + lab
Use of the Visual Basic programming language to solve problems using suitable examples from business or other disciplines. Prerequisites: CIS105, or permission of instructor.

CIS162AA
C: Level I
3 credits 4 periods lecture + lab
Beginning C programming. Includes features needed to construct programs, functions, pointers, input and output options, data types, structures, and unions, and disk file operations. Prerequisites: CIS105, or permission of instructor.

CIS162AB
C++: Level I
3 credits 4 periods 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: CIS105, or permission of instructor.

CIS162AC
Visual C++: Level I
3 credits 4 periods lecture + lab
Beginning C programming. Includes features needed to construct programs, functions, pointers, input and output options, data types, structures, and unions, and disk file operations. Prerequisites: CIS105, or permission of instructor.

CIS162AD
C#: Level I
3 credits 4 periods 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: CIS105, or permission of instructor.

CIS120
Introduction to C# Programming
3 credits 4 periods lecture + lab
Beginning C# programming. Includes features needed to construct programs, functions, pointers, input and output options, data types, structures, and unions, and disk file operations. Prerequisites: CIS105, or permission of instructor.
CIS163AA
Java Programming: Level I
3 credits 4 periods 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: CIS105, or permission of instructor.

CIS163AB
Java Programming for the AS/400
3 credits 4 periods lecture + lab
Introduction to VisualAge for Java and Borland's JBuilder. Writing applications and building graphical user interfaces for applications, using VisualAge programming paradigm. Prerequisites: (CIS105 and CIS122AB), or permission of instructor.

CIS166
Web Scripting/Programming
3 credits 4 periods lecture + lab
Software development for Web sites, including client-side script and Common Gateway Interface (CGI) scripting. Covers Web-based transaction processing and use of databases in conjunction with the Web. Includes security issues. Prerequisites: CIS133CA or CIS133DA or permission of instructor.

CIS166AA
Introduction to JavaScripting
3 credits 4 periods 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: CIS133CA or CIS133DA or permission of instructor.

CIS166AB
Web Scripting with Perl/CGI
3 credits 4 periods lecture + lab
Introduction to basic server-side programming using the common gateway interface (CGI) with the Perl programming language. Covers basic form development programming logic, Structured Query Language (SQL) and the Perl Database Interface (DBI) and CGI modules. Prerequisites: CIS133CA or CIS133DA or permission of instructor.

CIS169
Introduction to Visual Basic for Applications
3 credits 4 periods lecture + lab
Introduction to Visual Basic for Applications (VBA) using Microsoft Office environments. Includes Dynamic Data structures, VBA class modules and error trapping and handling. Creation of customized applications and network shares as well as multimedia techniques also covered. Prerequisites: CIS159 or permission of instructor.

CIS183AA
Microsoft Works
3 credits 4 periods lecture + lab
Utilization of the Microsoft Works integrated software program. Utilizing electronic spreadsheet, word processing, data base, telecommunication, and graphics components to solve business problems. Prerequisites: None.

CIS190
Introduction to Local Area Networks
3 credits 4 periods lecture + lab
Overview of local area networks. Emphasis on the elements of a local area network, current issues and products, and use of a local area network. Includes terminology, hardware and software components, connectivity, resource monitoring and sharing, electronic mail and messaging, and security issues. Prerequisites: CIS105, or permission of instructor.

CIS/BPC224
Project Management Microsoft Project for Windows
3 credits 4 periods 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.

CIS225
Business Systems Analysis and Design
3 credits 3 periods lecture
Investigation, analysis, design, implementation and evaluation of business computer systems. Prerequisites: Any programming language or permission of instructor.

CIS225AB
Object-Oriented Analysis and Design
3 credits 3 periods lecture
Methodologies and notations for fundamental object-oriented analysis and design including use cases, objects, classes, stereotypes, and relationships. Object-oriented iterative process for system development. A continuous application development exercise for applying the analysis and design concepts. Prerequisites: Any program language, or permission of instructor.

CIS233DA
Internet/Web Development Level II
3 credits 4 periods lecture + lab
Design and create pages on the World Wide Web with a variety of markup languages, programming languages, scripts, and multimedia. Hands-on experience authoring and preparing sophisticated web documents. Exploration of best practices/issued for web design and publishing and careers in web development and e-commerce. Prerequisites: BPC/CIS133CA or BPC/CIS133DA or permission of instructor.

CIS234
XML Application Development
3 credits 4 periods lecture + lab
The use of Extensible Markup Language (XML) to make documents smarter, simplify Web automation, and to communicate between databases, both within and between corporations. Includes techniques for XML generation, data extraction and sharing, and transformation and managing of XML files. Prerequisites: (CIS133CA or CIS133DA) and (CIS117DM or CIS119DO) or permission of the instructor.

CIS235
e-Commerce
3 credits 4 periods 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: CIS133CA, or CIS133DA, or permission of instructor.
CIS236
Web-Based Teaching and Learning I
2 credits 3 periods lecture + lab
Experience using a web-based learning environment from an online student's perspective. Use communication tools, submit assignments, use evaluation tools, create homepages, and navigate online-learning environment. Introduction to basics of online pedagogy. Hands-on experience with a web-based learning environment. Prerequisites: CIS133CA or CIS133DA, or permission of instructor.

CIS237
Web-Based Teaching and Learning II
2 credits 3 periods lecture + lab
Create an online or hybrid course using a web-based learning environment. Create, prepare, and manage content and resource files; locate and add resources; and manage a course homepage. Add, delete, and revise tools; create, maintain, and release quizzes and assignments; and manage a course. Track students, data, and revise student grades, submissions, and attendance. Hands-on experience with creating a course using a web-based learning environment. Prerequisites: CIS236, or permission of instructor.

CIS240
Local Area Network Planning & Design
3 credits 3 periods lecture
Analysis of the needs and requirements for a local area network. Emphasis on basic systems analysis and design for a local area network, selection of appropriate hardware and software components. Concepts to be covered include current and future issues, needs analysis, cost estimation, selection of connectivity and network components, and issues relating to access, security, and support. Prerequisites: CIS190 or MST140 or permission of instructor.

CIS250
Management of Information Systems
3 credits 4 periods lecture
The study of business information systems and its management, communication, e-business strategies, emerging technologies, database concepts, and project management. Overview of systems analysis and design. Learn about the competitive and strategic uses of information systems and how they are transforming organizations and their management. Prerequisites: CIS105.

CIS259
Visual Basic Programming II
3 credits 4 periods lecture
Use of the Visual Basic programming language to identify and solve advanced problems using suitable examples from business or other disciplines. Prerequisites: CIS159 or permission of instructor.

CIS262
C Programming II
3 credits 4 periods lecture + lab
Advanced level C programming. Programming with emphasis on data management, dynamic allocation, varied memory models, interfacing with the operating system, efficiency, and advanced debugging techniques. Prerequisites: CIS162 or permission of instructor.

CIS262AA
C: Level II
3 credits 4 periods lecture + lab
Advanced level C programming. Programming with emphasis on data management, dynamic allocation, varied memory models, interfacing with the operating system, efficiency, and advanced debugging techniques. Prerequisites: CIS162AA, or permission of instructor.

CIS262AB
C++: Level II
3 credits 4 periods lecture + lab
Advanced level C++ programming with emphasis on arrays, data management, dynamic memory allocation, object-oriented programming concepts, input/output operations, libraries, and debugging techniques. Includes overview of other advanced applications of C++. Prerequisites: Permission of instructor.

CIS262AC
Visual C++: Level II
3 credits 4 periods lecture + lab
Advanced-level C programming. Programming with emphasis on data management, dynamic allocation, varied memory models, interfacing with the operating system, efficiency, and advanced debugging techniques. Prerequisites: CIS162AC, or permission of instructor.

CIS263AA
Advanced C++
3 credits 4 periods lecture + lab
Advanced level C++ programming. Includes features needed to construct object-oriented programming, multithreading, multimedia, files, streams and data structure. Prerequisites: CIS163AA or permission of the instructor.

CIS290AA, AB, & AC
Computer Information Systems Internship
1, 2, & 3 credits 6, 12, & 18 periods lab
Work experience in business or industry. Prerequisites: Permission of instructor.

CIS298AA, AB, & AC
Special Projects
1, 2, & 3 credits 1, 2, & 3 periods 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.

COM – Communication

COM100
Intro to Human Communication
3 credits 3 periods lecture
Theory and practice of communication skills in public, small group, and interpersonal settings. Includes study of the speech communication process. Prerequisites: None.

COM110
Interpersonal Communication
3 credits 3 periods 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.
COM120 Pronunciation of American Speech  
3 credits 3 periods lecture  
Analysis of American speech production problems due to accents produced by another language, correction of misarticulated American speech sounds, critical listening to sound production, understanding American English speech patterns, practicing American idioms and expressions, and preparing and delivering group and individual speech presentations. Prerequisites: None.

COM207 Introduction to Communication Inquiry  
3 credits 3 periods 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: ENG101 or ENG107 or equivalent, and COM100 or equivalent, or permission of instructor. Course Note: Recommended for the communication major.

COM225 Public Speaking  
3 credits 3 periods 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: ENG101 or ENG107, or equivalent.

COM230 Small Group Communication  
3 credits 3 periods 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: ENG101, or ENG107, or equivalent.

COM/THP241 Performance of Literature  
3 credits 3 periods lecture  
The study, analysis, and preparation for performance of prose, poetry, and dramatic literature. Preparation of material for public audiences. Prerequisites: ENG101 or ENG107 or equivalent.

COM259 Communication in Business & Professions  
3 credits 3 periods lecture  
Interpersonal, group, and public communication in business and professional organizations. Emphasis on oral communication. Prerequisites: ENG101 or ENG107 or equivalent.

COM/THP271 Voice and Diction  
3 credits 3 periods lecture  
Exercises and techniques to free the voice and improve projection, resonance, and articulation. Covers international phonetic alphabet and standard stage speech. Prerequisites: None.

COM281 Communication Activities  
1 credit 3 periods lecture + lab  
Designed to provide students with competence and confidence in a variety of speech situations beyond the classroom setting. May include presentations to service organizations and/or competition at other colleges and universities. Prerequisites: None.

COM298AA-AC Special Projects  
1-3 credits 1-3 periods 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.

CPD101 Personal Development  
2 credits 2 periods 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 credits 2 periods 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 credits 2 periods lecture  
Designed to assist students making career choices. Focuses on self-assessment in terms of educational and career opportunities and reasonable possibilities in the world of work. Includes assessment for personal/career interests, values, needs, attitudes, skills, and other potential, and exploration of occupational information to establish career and educational goals. Prerequisites: None.

CPD102AD Eliminating Self-Defeating Behavior  
2 credits 2 periods lecture  
Designed to help students change behaviors that work against their potential, i.e., inferior feelings, shyness, nervousness, stage fright, underachievement, etc. Focus on identifying undesirable thoughts, emotions and behaviors, for the purpose of developing alternative, and more desirable thoughts, emotions, and behaviors. Prerequisites: None.
CPD102AH
Stress Management
2 credits 2 periods lecture
Reviews the sources of stress, the physiological effects and the psychological impact of stress on the individual. Provides strategies to reduce stress. Prerequisites: None.

CPD102AN
Anger Management
2 credits 2 periods 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 1 period 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 credits 2 periods 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 credits 2 periods lecture
Practice in specific methods for building and keeping self-esteem. Personal assessment of attitudes, values, support systems, and goals. Prerequisites: None.

CPD103 BA
Women in Transition
2 credits 2 periods 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 credits 2 periods 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 credits 2 periods 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 credits 2 periods 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.

CPD103BH
Male-Female Communication
2 credits 2 periods lecture
Designed to provide students with a better understanding of male-female characteristics and how that along with a renewed emphasis on basic communication skills will improve communication between the sexes. Prerequisites: None.

CPD103BL
Dynamics of Leadership
2 credits 2 periods lecture
Designed to provide strategies that may be used when assuming leadership roles. Focus on improving supervisory confidence through the development of appropriate competitive behaviors, problem-solving skills, and techniques of leadership. Prerequisites: None.

CPD104
Career and Personal Development
3 credits 3 periods lecture
An overview of the process of career/life planning through self-awareness and understanding. Focus on specific skill development such as dealing with change, decision making, goal setting and understanding lifestyles. Provides opportunity to evaluate interests, skills and values. Emphasis on the development of a comprehensive career search process which includes current occupational information, specific tools for researching the job market and acquiring employment. Prerequisites: None.

CPD/GBS126
Writing Resumes
1 credit 1.7 periods lecture + lab
Planning, organizing, and writing a professional resume. Focus on presentation skills including format and language. Prerequisites: None.

CPD/AAA150 Strategies for College Success
3 credits 3 periods 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 credits 3 periods 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. Skills for recognizing, analyzing, and mediating cultural and psychological factors impacting conflict and accord between diverse cultures. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. Prerequisites: None.
CRE – Critical Reading

Please Note: For additional Reading courses, see RDG, starting on page 360.

CRE101
Critical and Evaluative Reading I
3 credits 3 periods lecture
Emphasis on applying critical inquiry skills to varied and challenging reading materials. Includes analysis, synthesis, and evaluation through written discourse. Prerequisites: ENG101 and [reading placement test score of 41 or higher (ASSET), or grade of 'C' or better in RDG091, or permission of instructor.]

CRW – Creative Writing

CRW120
Introduction to Writing
Children’s Literature
3 credits 3 periods 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.

CRW141
Focused Topics in Writing: Journaling
1 credit 1 period lecture
Analysis, writing, and revision of genre or elements within journaling. Prerequisites: None. CRW150 suggested but not required. Course Note: May be repeated for a total of three (3) credit hours.

CRW150
Introduction to Creative Writing
3 credits 3 periods lecture
Introduces the student to elements and techniques of creative writing in a variety of genres; teaches terminology and concepts needed for successful participation in writing workshops; facilitates writing practice and evaluation; offers individual guidance on the student’s development as a writer. Prerequisites: None.

CRW155
Bilingual Creative Writing
3 credits 3 periods lecture
Introduction to bilingual creative writing. Examines the elements of writing bilingual literature, including authorial voice and aesthetic, and the role of culture, ethnicity, and dialect. Writing, analysis, evaluation, and revision of creative writing generated from a bilingual/bicultural perspective. Prerequisites: None.

CRW156
Introduction to Writing Fiction
3 credits 3 periods lecture
Practice in writing fiction through a process of prewriting (invention and discovery); writing; analyzing and evaluating (in workshop); and revising to practice manipulating various elements of fiction, critique one’s own and the poetry of others, and produce a portfolio of finished, marketable poems. Prerequisites: None. CRW150 recommended but not required.

CRW157
Introduction to Writing Poetry
3 credits 3 periods 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. ENH291, or permission of instructor.

CRW158
Introduction to Writing Plays
3 credits 3 periods lecture
Prerequisites: None. CRW150 suggested but not required. Course Note: May be repeated for a total of three (3) credit hours.

CRW160
Introduction to Writing Poetry
3 credits 3 periods 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 suggested but not required. Course Note: May be repeated for a total of three (3) credit hours.

CRW161
Focused Topics in Writing: Poetry
1 credit 1 period 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 suggested but not required. Course Note: May be repeated for a total of three (3) credit hours.

CRW164
Focused Topics in Writing: Plays
1 credit 1 period lecture
Prerequisites: None. CRW150 suggested but not required. Course Note: May be repeated for a total of three (3) credit hours.

CRW170
Introduction to Writing Fiction
3 credits 3 periods 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; production of marketable quality fiction. Prerequisites: None. CRW150 recommended but not required.

CRW171
Focused Topics in Writing: Fiction
1 credit 1 period lecture
Prerequisites: None. CRW150 suggested but not required. Course Note: May be repeated for a total of three (3) credit hours.

CRW180
Introduction to Writing Nonfiction
3 credits 3 periods 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.

CRW181
Focused Topics in Writing: Non-Fiction
1 credit 1 period lecture
Analysis, writing, and revision of genre or elements within non-fiction. Prerequisites: None. CRW150 suggested but not required. Course Note: May be repeated for a total of three (3) credit hours.

CRW190
Introduction to Screenwriting
3 credits 3 periods lecture
Overview of screenwriting elements; introduction to screenwriting techniques. Prerequisites: None. CRW150 recommended but not required.

CRW191
Focused Topics in Writing: Plays
1 credit 1 period lecture
Prerequisites: None. CRW150 suggested but not required. Course Note: May be repeated for a total of three (3) credit hours.

CRW200
Readings for Writers
1 credit 1 period lab
Analysis and evaluation of selected readings to raise an individual's level of writing using print and online reference materials and resources; selection of important texts and research techniques to compose and annotate a reading list in areas of interest. May be repeated for a total of six (6) credits. Prerequisites: CRW150, or permission of instructor.
CRW201
Portfolio
1 credit 1 period lab
Methods for selecting work and compiling a portfolio of creative writing.  Prerequisites: Acceptance to the Creative Writing program, completion of nine (9) credit hours of CRW course work, or permission of program director.

CRW202
The Writer As Witness
3 credits 3 periods 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 forms. Prerequisites: CRW150, or permission of instructor.

CRW203
Dialogue
3 credits 3 periods 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: CRW150 or permission of instructor.

CRW204
Journaling
3 credits 3 periods lecture
Studio course focusing on journal writing. Prerequisites: CRW150 or permission of instructor.

CRW220
Intermediate Writing
Children’s Literature
3 credits 3 periods 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: CRW120, or permission of instructor.

CRW240AA
Studio Workshop I: The Short Short Story
1 credit 1 period lecture
Studio course focusing on the short short story; prewriting, writing, analysis, evaluation, and revision of writing in that genre. Prerequisites: None.

CRW240AB
Studio Workshop I: Publishing Your Work
1 credit 1 period lecture
Studio course focusing on elements of publication including manuscript preparation, appropriate markets, query, and cover letters. Prerequisites: None.

CRW240AD
Writing Studio Workshop I: Magical Realism
2 credits 2 periods lecture
Studio course focusing on using magical realism in writing. Prewriting, writing, analysis, evaluation, and revision of magical realism, primarily in fiction. Prerequisites: None.

CRW240AF
Writing Studio Workshop I: Poetic Forms
3 credits 3 periods lecture
Studio course focusing on writing poetic forms; prewriting, writing in forms, analysis, scansion, evaluation, research, and revision of poetry in a variety of forms. Prerequisites: None.

CRW240AG
Writing Studio Workshop I: Dream Writing
2 credits 2 periods lecture
Studio course focusing on writing using dreams and dream imagery; prewriting, writing, analysis, evaluation, and revision of writing in several genres. Prerequisites: None.

CRW242AH
Writing Studio Workshop I: Musical Elements of Poetry
3 credits 3 periods lecture
Studio course focusing on the musical elements of poetry, including sounds and rhythms, rhyme, traditional rhetorical devices, line and stanza; examines relationship between the written and spoken poem; prewriting, writing, analysis, evaluation, and revision of poetry. Prerequisites: None.

CRW242AI
Writing Studio Workshop I: Cultural Viewpoints
2 credits 2 periods lecture
Studio course focusing on the influence of culture and ethnicity on the writer, including factors such as age, gender, race, region, class, and sexual preference. Prewriting, writing, analysis, evaluation, and revision of creative writing generated from an exploration of culture. Prerequisites: HUM120 or permission of instructor.
CRW242AJ
Writing Studio Workshop I: The Urban Experience
2 credits 2 periods lecture
Studio course focusing on the urban experience as subject, symbol, and influence in creative writing. Prerequisites: CRW272 or CRW273 or permission of instructor.

CRW252AC
Writing Studio Workshop II: Writing Revisionist Myths
2 credits 2 periods lecture
Studio course focusing on writing revisionist myths; prewriting, writing, analysis, evaluation, and revision of writing in several genres. Prerequisites: Acceptance to the Creative Writing program or permission of the program director.

CRW252AD
Writing Studio Workshop II: Creating the Multiple Self in Writing
2 credits 2 periods lecture
Studio course focusing on creating and writing through the use of the multiple self; prewriting, writing, analysis, evaluation, and revision of writing in several genres. Prerequisites: Acceptance to the Creative Writing program or permission of the program director.

CRW261
Topics in Writing: Poetry
3 credits 3 periods lecture
Analysis, writing, and revision of genre or element within poetry. Prerequisites: CRW150 or permission of instructor.

CRW270
Intermediate Fiction Writing
3 credits 3 periods lecture
Writing a series of original short stories; analysis of established works of fiction; concentration on revising students' fiction through intensive workshopping. Prerequisites: CRW170 or permission of instructor.

CRW271
Topics in Writing: Fiction
3 credits 3 periods lecture
Analysis, writing, and revision of genre or element within fiction. Prerequisites: CRW150 or permission of instructor.

CRW272
Planning and Structuring the Novel
3 credits 3 periods lecture
Focus on planning, structuring, and beginning a novel; prewriting, writing, analysis, evaluation, and revision of novel plans and excerpts. Prerequisites: CRW150 or permission of instructor.

CRW273
Writing the Novel
3 credits 3 periods 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: CRW272 or permission of instructor.

CRW274
Revising the Novel
3 credits 3 periods lecture
Studio course workshop format. Requires a complete novel finished, in manuscript, ready for revision and polishing. Prerequisites: CRW273 or permission of instructor.

CRW275
Writing the Mystery Story
3 credits 3 periods lecture
Introduces the student to the elements and techniques of writing the mystery story; reinforces terminology and concepts for successful participation in writing workshops; facilitates writing practice, evaluation, and revision in the writing of the mystery story; offers individual guidance on the student’s development as a writer. Prerequisites: CRW150, or permission of instructor.

CRW281
Topics in Writing: Non-Fiction
3 credits 3 periods lecture
Analysis, writing, and revision of genre or element within non-fiction. Prerequisites: CRW150 or permission of instructor.

CRW290
Intermediate Screenwriting
3 credits 3 periods lecture
Drafting and revision of original screenplay; overview of marketing a screenplay. Prerequisites: CRW190 or permission of instructor.

CRW291
Topics in Writing: Plays
3 credits 3 periods lecture
Analysis, writing, and revision of genre or element within plays and/or motion picture screenplays. Prerequisites: CRW150 or permission of instructor.
CWE – Career Work Experience

CWE 198AA
Career/Work Experience
1 credit 1 period lecture & 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

DAE101
Preclinical Dental Assisting
2 credits 2 periods lecture
Preclinical procedures in dentistry. Dental equipment operation and maintenance, infection control, sterilization, hazard control procedures, and four-handed concepts during clinical procedures. Prerequisites: Admission to the Dental Assisting Program or permission of instructor. Corequisites: DAE102, DAE104, DAE106, DAE/DHE114, DAE/DHE122, DAE/DHE203, DAE/DHE204, or permission of instructor.

DAE102
Preclinical Dental Assisting Laboratory
1 credit 3 periods lecture + lab
Practice of preclinical procedures including dental equipment operation and maintenance, infection and hazard control procedures, and four-handed dentistry concepts. Prerequisites: Admission to the Dental Assisting Program or permission of instructor. Corequisites: DAE101, DAE104, DAE106, DAE/DHE114, DAE122, DAE/DHE203, DAE/DHE204, or permission of instructor.

DAE104
Preventive Dentistry
2 credits 2 periods lecture
Educational and therapeutic techniques necessary for instructing diverse patients, nutritional counseling, fluorides, preventive dental procedures, development of individual programs, and techniques of patient motivation. Prerequisites: Admission to the Dental Assisting Program or permission of the instructor. Corequisites: DAE101, DAE102, DAE106, DAE107, DAE/DHE114, DAE/DHE122, DAE/DHE203, DAE/DHE204, or permission of instructor.

DAE106
Clinical Dental Assisting
4 credits 4 periods lecture
Dental Assisting profession's history, roles of the dental team members, ethical and legal standards. Operatory and patient preparation, assisting with General Dentistry and specialty procedures. Application of current concepts in Clinical Assisting. Prerequisites: Admission to the Dental Assisting Program or permission of instructor. Corequisites: DAE101, DAE102, DAE104, DAE107, DAE/DHE114, DAE/DHE122, DAE/DHE203, DAE/DHE204, or permission of instructor.

DAE107
Clinical Dental Assisting Laboratory
2 credits 6 periods lab
Introduction to specialty dental practices. Clinical assisting with diagnosis, preparation of patient, and specialty procedures. Prerequisites: Admission to the Dental Assisting Program or permission of instructor. Corequisites: DAE101, DAE102, DAE104, DAE106, DAE/DHE114, DAE/DHE122, DAE/DHE203, DAE/DHE204, or permission of instructor.

DAE108
Emergency Medicine
2 credits 2 periods 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 or Dental Assisting Programs.

DAE122
Dental Anatomy, Embryology & Histology
2 credits 3 periods lecture + lab
Includes the histology and embryology of oral tissues; developmental disturbances of the face, oral cavity, and related structures; tooth composition and morphology; eruption patterns and occlusal evaluation. Use of skulls, models and multi-media resources also covered. Prerequisites: Admission to the Dental Assisting or Dental Hygiene Programs.

DAE124
Dental Radiography
2 credits 2 periods lecture
Physics of radiography, theory of radiation production, exposure techniques, radiation protection, film processing, mounting, and interpretation of radiographs. Course activities include multi-media resources. Prerequisites: (Admission to the Dental Assisting or Dental Hygiene Programs) or permission of instructor.

DAE131
Dental Radiography Laboratory
2 credits 6 periods lab
Radiation safety and infection control procedures for operator and patient. Film placement, exposure, development, mounting, and evaluation of dental radiographs. Operation and maintenance of x-ray and processing equipment. Interpretation of radiographic findings. Prerequisites: Admission to the Dental Assisting Program, DAE/DHE122, or permission of the instructor. Corequisites: DAE/DHE124, or permission of instructor.

DAE140
Dental Issues Seminar
1 credit 1 period lecture
DAE144 Pharmacology  
1 credit 1 period lecture
Study of the principles of pharmacology, regulatory agencies, classification, uses, administration, and protocol for handling drugs used in dentistry. **Prerequisites:** Admission to the Dental Assisting Program or permission of instructor, DAE101, DAE102, DAE104, DAE106, DAE107, DAE/DHE114, DAE/DHE203, DAE/DHE204 or permission of instructor. **Corequisites:** DAE/DHE124, DAE131, DAE140, DAE145, DAE151, DAE224, DAE225, DAE226, DAE227, DAE228, or permission of the instructor.

DAE145 Oral Pathology  
2 credits 2 periods lecture
Emphasis on processes that are the basis of oral disease. Identifies the role of the Dental Assistant in the treatment of oral disease. **Prerequisites:** Admission to the Dental Assisting Program or permission of instructor, DAE101, DAE102, DAE104, DAE106, DAE107, DAE/DHE114, DAE/DHE203, DAE/DHE204, or permission of instructor. **Corequisites:** DAE/DHE124, DAE131, DAE140, DAE144, DAE151, DAE224, DAE225, DAE226, DAE227, DAE228, or permission of the instructor.

DAE151 Survey of Dental Office Management  
2 credits 2 periods lecture
Basic business procedures and office management skills related to the dental practice. **Prerequisites:** DAE101, DAE102, DAE104, DAE106, DAE107, DAE/DHE114, DAE/DHE122, DAE/DHE203, DAE/DHE204, or permission of instructor. **Corequisites:** DAE/DHE124, DAE131, DAE140, DAE144, DAE145, DAE224, DAE225, DAE226, DAE227, DAE228, or permission of instructor.

DAE/DHE203 Dental Materials Laboratory  
2 credits 2 periods lecture
Composition, properties and criteria for use of dental materials. Principles of mixing techniques of restorative, preventive, and laboratory dental materials. **Prerequisites:** Admission to the Dental Assisting or Dental Hygiene Programs or permission of instructor. **Corequisites:** DAE/DHE204.

DAE/DHE204 Dental Materials Laboratory  
1 credit 3 periods lab
Manipulate permanent and temporary restorative materials, impression material, dental waxes, cements, periodontal dressings, bases and liners. Fabricate mouth protectors, study models, and custom impression trays. Laboratory proficiency in margining of permanent restorative materials. **Prerequisites:** Admissions to the Dental Assisting or Dental Hygiene Programs or permission of instructor. **Corequisites:** DAE/DHE203.

DAE222 General Clinical Practice  
1 credit 5 periods lab
Placement of students in general practice dental facilities for supervised practical experience. **Prerequisites:** A grade of "C" or better in DAE101, DAE102, DAE104, DAE106, DAE107, DAE/DHE114, DAE/DHE122, DAE/DHE203, and DAE/DHE204. **Corequisites:** DAE/DHE124, DAE131, DAE140, DAE144, DAE145, DAE151, DAE225, DAE226, DAE227, and DAE228.

DAE225 Pediatric Clinical Practice  
1 credit 5 periods lab
Placement of students in pediatric practice dental facilities for supervised practical experience. **Prerequisites:** A grade of "C" or better in DAE101, DAE102, DAE104, DAE106, DAE107, DAE/DHE114, DAE/DHE122, DAE/DHE203, and DAE/DHE204. **Corequisites:** DAE/DHE124, DAE131, DAE140, DAE144, DAE145, DAE151, DAE225, DAE226, DAE227, and DAE228.

DAE226 Periodontal Clinical Practice  
1 credit 5 periods lab
Placement of students in periodontal practice dental facilities for supervised practical experience. **Prerequisites:** A grade of "C" or better in DAE101, DAE102, DAE104, DAE106, DAE107, DAE/DHE114, DAE/DHE122, DAE/DHE203, and DAE/DHE204. **Corequisites:** DAE/DHE124, DAE131, DAE140, DAE144, DAE145, DAE151, DAE224, DAE225, DAE227, and DAE228.

DDE277 Orthodontic Clinical Practice  
1 credit 5 periods lab
Placement of students in orthodontic practice dental facilities for supervised practical experience. **Prerequisites:** A grade of "C" or better in DAE101, DAE102, DAE104, DAE106, DAE107, DAE/DHE114, DAE/DHE122, DAE/DHE203, and DAE/DHE204. **Corequisites:** DAE/DHE124, DAE131, DAE140, DAE144, DAE145, DAE151, DAE224, DAE225, DAE226, and DAE228.

DAE288 Oral & Maxillofacial Surgery Clinical Practice  
1 credit 5 periods lab
Placement of students in oral and maxillofacial surgical facilities for supervised practical experience. **Prerequisites:** A grade of "C" or better in DAE101, DAE102, DAE104, DAE106, DAE107, DAE/DHE114, DAE/DHE122, DAE/DHE203, and DAE/DHE204. **Corequisites:** DAE/DHE124, DAE131, DAE140, DAE144, DAE145, DAE151, DAE224, DAE225, DAE226, and DAE227.

DJE298AA-AC Special Projects  
1-3 credits 1-3 periods 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.

**DFT – Drafting Technology**

DFT121 Introduction to Architectural Drafting  
3 credits 6 periods lecture + lab
Emphasis on basic drafting techniques and principles of architectural drafting. Use of basic drafting instruments. Includes lettering, line weights, dimensioning, multiview projection, floor plans, elevations, construction details, and portfolio development. **Prerequisites:** None.
DFT122
Residential Architectural Drafting
3 credits 6 periods lecture + lab
Principles of architectural design and residential construction. Development and use of schematics, sketches, elevations, plans, and details for designing residential structures using board and/or CAD (Computer Aided Drafting) skills. Prerequisites: (DFT105AA or DFT252AA) and DFT121, or equivalent, or departmental approval.

DFT123
Commercial Architectural Drafting
3 credits 6 periods lecture + lab
Architectural drafting practices, principles of design, and preliminary planning as applied to commercial architecture. Development and use of schematics, sketches, elevations, plans, and details for designing commercial structures using board and/or CAD (Computer Aided Drafting) skills. Application of local building codes, and architectural graphic standards and specifications. Prerequisites: DFT122 or equivalent or departmental approval.

DFT126
Building Trades Blueprint Reading
3 credits 3 periods lecture
Analysis and interpretation of technical drawings common to the construction industry and building trades. Prerequisites: None.

DFT131
Civil Drafting I
3 credits 6 periods lecture + lab
Preparation of land plats, topographic maps, plans, profiles and sections used in land subdivision, construction, hydrology, structural geology, mining and civil engineering. Photogrammetry, cut and fill calculations, and relationship of field survey work to the engineering office. Prerequisites: (DFT121 and DFT252AA) or departmental approval.

DFT221
Architectural Rendering:
Pen & Ink, Technical Techniques
3 credits 6 periods lecture + lab
Two and three dimensional drawing with shades/shadows, landscape, hardscape, finishes, human figures, and architectural entourage in pencil and ink media. Prerequisites: DFT121, or equivalent, or departmental approval.

DFT222
Architectural Rendering: Color, Freehand Techniques
3 credits 6 periods lecture + lab
Emphasis on color rendering of two and three dimensional drawings using a variety of color media. Prerequisites: DFT121, or equivalent, or departmental approval.

DFT223
Structural Steel Detailing
3 credits 6 periods lecture + lab
Study of the manufacture of structural steel and its application in the construction field. Includes study of plates, girders, roof trusses, latticed girders, and beams. Emphasis on drawing and detailing of erection plans and diagrams using board and/or CAD (Computer Aided Drafting) skills and techniques. Prerequisites: DFT122, or equivalent, or departmental approval.

DFT224
Landscape Architectural Drafting
3 credits 6 periods lecture + lab
Application of commercial design techniques to landscape architectural drafting. Selection of materials, awareness of problems, and emphasis on the production of site plan drawings using board and/or computer aided drafting (CAD) skills. Prerequisites: DFT122 or equivalent or departmental approval.

DFT225
Computer Aided Drafting II: AutoCAD
3 credits 6 periods lecture + lab
Advanced AutoCAD techniques in constructing three-dimensional objects and symbols, dimensioning and text; advanced techniques for projection, rotation, and translation of objects; advanced plotter use. Prerequisites: DFT105AA, or DFT252AA, or equivalent or departmental approval.

DFT226
Computer Aided Drafting III: AutoCAD
3 credits 6 periods lecture + lab
Use of industrial AutoCAD CAD equipment and programs; advanced concepts; customized CAD usage. Creation and use of three-dimensional components and symbols to design complex objects. File management techniques; file archival; custom command creation; use of macro programs to solve design problems. Prerequisites: CAD204 or DFT254AA or equivalent.

DFT227
Architectural CAD: Architectural Desktop
3 credits 6 periods lecture + lab
Emphasis on the architectural applications of computer aided drafting. Use of computer hardware and software to generate residential working drawings. Focus on floor and foundation plans, elevations, sections, details, schedules, and plotting. Prerequisites: DFT122, or equivalent or departmental approval.

DFT228
3D Architectural Animation
3 credits 6 periods lecture + lab
Creation of 3D architectural animations. Includes sketches, storyboards, animation techniques, and portfolio development. Prerequisites: DFT122, DFT254AA, or permission of the department.

DFT229
The Latest and Greatest for CAD
1 credit 2 periods lecture + lab
The exploration and comparative analysis of the newest software packages on the market designed to enhance or replace existing CAD (Computer Aided Drafting) software. Prerequisites: DFT105 and DFT254, or permission of the department.

For additional information on MCCCD course competencies, visit:
http://www.dist.maricopa.edu/academic/curric/progpc.php

For additional information on PC program competencies, visit:
http://www.dist.maricopa.edu/academic/curric/cs.php
DHE – Dental Hygiene Education

DHE110
Pharmacology
3 credits 3 periods lecture
Study of the principles of pharmacology and drugs affecting dental treatment. Topics include drug interactions, oral manifestations, drugs used in dentistry and complementary medicine. Prerequisites: Admission to the Dental Hygiene Program or permission of instructor.

DHE112
Oral Pathology
3 credits 3 periods 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. Multi-media resources are used extensively for identification of oral lesions. Prerequisites: Admission to the Dental Hygiene Program or permission of instructor.

DHE/DAE114
Emergency Medicine
2 credits 2 periods 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 or Dental Assisting Programs.

DHE119
Head and Neck Anatomy
3 credits 3 periods lecture
Study of the structures of the head and neck relevant to dental hygiene. Topics include: osteology, musculature, blood supply, glandular tissue, cranial nerves and routes of infection. Course activities include use of skulls, models and multi-media resources. Prerequisites: Admission to the Dental Hygiene Program or permission of instructor.

DHE120
Pre-Clinical Dental Hygiene
6 credits 12 periods 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.

DHE122
Dental Anatomy, Embryology and Histology
2 credits 3 periods lecture + lab
Includes the histology and embryology of oral tissues; developmental disturbances of the face, oral cavity, and related structures; tooth composition and morphology; eruption patterns and occlusal evaluation. Use of skulls, models and multi-media resources also covered. Prerequisites: Admission to the Dental Assisting or Dental Hygiene Programs.

DHE/DAE124
Dental Radiography
2 credits 2 periods lecture
Physics of radiography, theory of radiation production, exposure techniques, radiation protection, film processing, mounting, and interpretation of radiographs. Course activities include multi-media resources. Prerequisites: Admission to the Dental Assisting or Dental Hygiene Programs or permission of instructor.

DHE125
Dental Radiography Laboratory
1 credit 3 periods lab
Radiation safety and infection control procedures for operator and patient. Film placement, exposure, development, mounting and evaluation of dental radiographs. Operation and maintenance of X-ray and processing equipment. Interpretation of radiographic findings. Prerequisites or Corequisites: DAE/DHE124 and admission to the Dental Hygiene Program or permission of instructor.

DHE127
Prevention of Dental Disease
3 credits 3 periods lecture
Introduction of preventive concepts to help clients achieve control of oral diseases and injury. Topics include etiologic agents, caries process, nutrition, fluorides, sealants and patient/client motivation techniques. Multi-media resources used extensively. Prerequisites: Admission to the Dental Hygiene Program or permission of instructor.

DHE132
Dental Hygiene Theory I
1 credit 3 periods lecture
Continued 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: DHE120 and admission to the Dental Hygiene Program or permission of instructor. Corequisites: DHE133.

DHE133
Dental Hygiene Clinic I
3 credits 9 periods lab
Application of the dental hygiene process of care with emphasis on assessment, planning, and implementation. Introduction to evaluation of dental hygiene therapy. Prerequisites: DHE120 and admission to the Dental Hygiene Program. Corequisites: DHE132 and current CPR card.

DHE/DAE203
Dental Materials
2 credits 2 periods lecture
Composition, properties and criteria for use of dental materials. Principles of mixing techniques of restorative, preventive, and laboratory dental materials. Prerequisites: Admission to the Dental Assisting or Dental Hygiene Programs or permission of instructor. Corequisites: DAE/DHE204.
DHE/DAE204  
Dental Materials Laboratory  
1 credit 3 periods lab  
Manipulate permanent and temporary restorative materials, impression material, dental waxes, cements, periodontal dressings, bases and liners. Fabricate mouth protectors, study models, and custom impression trays. Laboratory proficiency in margining of permanent restorative materials.  
**Prerequisites:** (Admission to the Dental Assisting or Dental Hygiene Programs) or permission of instructor.  
**Corequisites:** DAE/DHE203.

DHE212  
Dental Hygiene Theory II  
2 credits 2 periods lecture  
Study of the dental hygiene process of care with emphasis on comprehensive care planning, case presentation, and clinical decision making. Introduction to advanced periodontal instrumentation.  
**Prerequisites:** DHE132 and DHE133 and admission to the Dental Hygiene Program.  
**Corequisites:** DHE213.

DHE213  
Dental Hygiene Clinic II  
5 credits 15 periods 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:** DHE132 and DHE133 and admission to the Dental Hygiene Program.  
**Corequisites:** DHE212.

DHE219  
Practice Management  
2 credits 2 periods 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 credits 3 periods 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 credits 4 periods lecture & 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, record keeping, patient management and hands on experience administering local anesthetics and nitrous oxide in a clinical setting.  
**Prerequisites:** DHE119 and current CPR certification.

DHE290  
Dental Hygiene Board Review  
1 credit 1 period lecture  
Condensed review of the sciences of the dental hygiene profession. Prepares student for the Dental Hygiene National Board Examination. Course employs case studies and administration of a mock written board.  
**Prerequisites:** DHE212.

DHE298AA-AC  
Special Projects  
1-3 credits 1-3 periods 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.

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**ECE – Engineering Science**

**ECE102**  
Engineering Analysis Tools/Techniques  
2 credits 4 periods lecture + lab  
Learning culture of engineering, engineering use of computer tools, and computer modeling as applied to engineering analysis and design.  
**Prerequisites:** Two years of high school algebra or MAT122 or departmental approval.  
**Corequisites:** MAT151 or MAT182 or MAT187.
ECE103 Engineering Problem Solving and Design
2 credits 4 periods lecture + lab
Proposed Description: Fundamentals of the design process: engineering modeling, communication, and problem-solving skills in a team environment. Emphasis on process-based improvements to the design process. Introduction to engineering as a profession. Prerequisites: ECE102, high school physics, or PHY111.

ECE211 Engineering Mechanics - Statics
3 credits 5 periods lecture & lab
Mathematical treatment of the basic physical principles of statics. Methods of vector algebra and vector calculus. Prerequisites: ECE103, (MAT230 or MAT231), and (PHY115 or PHY121). Corequisites: MAT241.

ECE212 Engineering Mechanics - Dynamics
3 credits 5 periods lecture & 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. Prerequisites: ECE211 and MAT241.

ECE241 Plane Surveying
3 credits 5 periods lecture + lab
Theory and field work in construction and land surveys. Includes use of the level and transit, horizontal measurement by tape and computation, establishment of line and grade. Prerequisites: Knowledge of right triangle trigonometry.

ECH – Early Childhood Education
For ECH courses, see CFS course listings, pages 281-283.

ECN – Economics

ECN211 Macroeconomic Principles
3 credits 3 periods 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 Microeconomic Principles
3 credits 3 periods 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. Selected issues examined. Prerequisites: None.

EDU – Education

EDU105 Substitute Teacher Training
2 credits 2 periods lecture + lab
Survey of issues important to substitute teaching in Arizona. Discussion of certification, professional behavior, and classroom techniques. In school practicum provides hands-on application of concepts. Prerequisites: None.

EDU160 Introduction to Developmental Disabilities
3 credits 3 periods lecture
Basic overview of causation, prevention and habilitation of developmentally disabled individuals. Historical development and influences affecting remediation and treatment of developmentally delayed or disabled individuals. Prerequisites: None.

EDU161 Family Centered Services
3 credits 3 periods lecture
Specific techniques and strategies available to families that enhance interactions with a special needs child. An overview of dynamics of family-child and parent-child relations. Legislation affecting children with special needs. Prerequisites: None.

EDU170 Disaster Management for Schools
3 credits 3 periods lecture
School preparedness planning for community disasters and major school crises. Addresses preparedness, response, and recovery. Creation of disaster/crisis management plan. Prerequisites: None.

EDU205 Self-Assessment for Teaching
3 credits 3 periods lecture
An exploratory course for students considering a teaching career. Examination of the field of education in the United States through field experiences, self-assessment activities, and career information. Prerequisites: None.

EDU206 Classroom Strategies For the Exceptional Learner
3 credits 3 periods lecture + lab
Practical experience with exceptional learners in the classroom. Understanding of and teaching strategies for exceptional learners with mild/moderate mental retardation, learning disabilities, emotional disabilities, physical disabilities, and/or other health-related impairments. Prerequisites: EDU222.

EDU210 Methods For Working With the ESL Student
3 credits 3 periods lecture
Strategies for working with the ESL student in language arts, science, math, social studies, and culture. Components of curriculum content and tutoring techniques emphasized. Designed for pre-baccalaureate students. Prerequisites: EDU225, or permission of instructor. Course Notes: Requires fifteen (15) hours of field experience in an elementary or secondary classroom environment.

For additional information on PC program competencies, visit:
http://www.dist.maricopa.edu/academic/crs/progpc.php

For additional information on MCCCD course competencies, visit:
http://www.dist.maricopa.edu/academic/crs/cs.php
EDU211
Methods For Working With the Bilingual Student
3 credits 3 periods lecture
Strategies for working with the bilingual student in language arts, science, math, social studies, and culture. Components of bilingual curriculum content and tutoring techniques emphasized. Designed for pre-baccalaureate students. Prerequisites: EDU225 and proficiency in Spanish. Course Notes: Requires fifteen (15) hours of field experience in an elementary or secondary classroom environment.

EDU212
English as a Second Language For Bilingual Students
3 credits 3 periods lecture
Techniques for working with English as a Second Language (ESL) students in bilingual settings. Covers multiple intelligences theory and second-language acquisition theories. Methods, materials and programs appropriate for bilingual students emphasized. Designed for pre-baccalaureate students. Prerequisites: EDU225.

EDU213
Reading and Writing Strategies in an ESL/Bilingual Setting
3 credits 3 periods lecture
Theories and terminology in English as a Second Language (ESL). Second-language acquisition and reading emphasized. Techniques, strategies, and learning activities as well as reading comprehension and writing strategies also covered. Designed for pre-baccalaureate students. Prerequisites: EDU225.

EDU216
Introduction to Assessment of Linguistically Diverse Learners
3 credits 3 periods lecture
Introduction to the assessment of Limited English Proficient (LEP) students and programs. Identification, exiting, and ongoing assessment of student learning as well as legal issues and historical perspectives covered. Connection between assessment and instruction included. State standards emphasized. Designed for pre-baccalaureate students. Prerequisites: EDU225.

EDU221
Introduction to Education
3 credits 3 periods 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 credits 3 periods lecture
Overview of the exceptional learner, one who differs from the average or normal, with emphasis on factors relating to current practices, identification, characteristics, and educational adaptations. Issues related to mildly disabled, severely disabled, emotionally and behaviorally disordered, mentally retarded, and gifted students. Includes school-based practicum. Prerequisites: None.

EDU225
Foundations for Serving English Language Learners (ELL)
3 credits 3 periods lecture
Rationale for and current educational and legal issues for 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. Prerequisites: None. Course Note: Approved school-based practicum is required.

EDU/EPD220
Cultural Diversity in Education
3 credits 3 periods 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 inservice) to offer an equal educational opportunity to students of all cultural groups. Prerequisites: None.

EDU233
Structured English Immersion (SEI) and English as a Second Language (ESL) Teaching Methods
3 credits 3 periods lecture
Methods of planning, developing, and analyzing lesson plans in all content areas using English Language Learners (ELL) Standards. Emphasis on components of curriculum content, teaching strategies, development/evaluation/adaptation of teaching materials, and the role of culture in learning. Examines the alignment of ELL Proficiency Standards to the Arizona Language Arts Academic Standards. Covers multiple assessment techniques, tracking of student progress using the Stanford English Language Proficiency (SELP) assessment, and use of assessment results for placement and accommodation. Prerequisites: Provisional or standard elementary, secondary, or special education teaching certificate and (EDU/EPD220 or EDU225), or permission of department. Course Notes: Approved school-based practicum required. This course incorporates curricular framework for the 45-clock hour requirement for SEI endorsement through the Arizona Department of Education.

EDU240
Methods for Teaching Structured English Immersion (SEI) and English as a Second Language (ESL)
3 credits 3 periods lecture
Methods of developing lesson plans in language arts, science, math, social studies, and culture for English Language Learners (ELL). Emphasis on components of curriculum content, teaching techniques, development and evaluation of teaching materials, Approved school-based practicum required. Prerequisites: Baccalaureate Degree and formal admission to a state approved post-baccalaureate teacher preparation program and (EDU225 or departmental approval), or must have a provisional or standard elementary, secondary, or special education teaching certificate.
EDU245
Internship in Bilingual/ESL Education
3 credits 3 periods lecture
Provides an opportunity for future teachers and teacher aides to receive supervised, practical, on-site experience in a K-12 bilingual or ESL (English as a Second Language) classroom under the direction of professional teachers. Prerequisites: (EDU/EPD220 or EDU225), EDU230, or ENG213, and (EDU210 or EDU211), or permission of department. Corequisites: EDU244.

EDU270
Learning and the Brain
3 credits 3 periods lecture
Teaching and learning issues within a cognitive processes context. Covers emotion, memory, and recall as well as early brain development and its relationship to learning. Emphasis on current neuroscientific brain research and how it impacts teaching practice in preK-12 classrooms. Prerequisites: None.

EDU282AA-AC
Volunteerism for Education: A Service Learning Experience
1-3 credits 1-3 periods lab
Service-learning field experience within educational systems, citizen advocacy groups, and human service organizations/agency. May be repeated for a total of six (6) EDU282 credit hours; may not repeat specific agency assignment for more than three (3) credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: Permission of instructor.

EDU/ENH291
Children's Literature
3 credits 3 periods 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 credits 3 periods 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.

EDU296WC
Cooperative Education
3 credits 15 periods 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.

EDU298AA-AC
Special Projects
1-3 credits 1-3 periods 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.

EPD – Education Professional Development

EPD241
Methods for Teaching the Bilingual Student
3 credits 3 periods lecture
Methods of developing lesson plans in the content areas. Emphasis on components of bilingual curriculum content, teaching techniques, development and evaluation of teaching materials. Prerequisites: (SPA103 or SPA104), (EDU/EPD220 or EDU225), and proficiency in Spanish and must hold a provisional or standard elementary, secondary or special education teaching certificate. Course Notes: Requires fifteen (15) hours of field experience in an elementary or secondary classroom environment.

EMT – Emergency Medical Technology

EMT/HLR101
Cardiopulmonary Resuscitation/Basic Cardiac Life Support
0.5 credit 0.5 period lecture
Designed to train students in the skills of cardiopulmonary resuscitation to include mouth-to-mouth, mouth-to-mask, and cardiac compression, stabilization of adult, infant, and child victims with airway obstruction, respiratory, and cardiac arrest. Prerequisites: None.

EMT/FSC104
Basic Emergency Medical Technology
8 credits 9.45 periods lecture + lab
Techniques of emergency medical care in accordance with national and state curriculum. Study of the human body, patient assessment, treatment of medically or traumatically compromised patients, special hazards, and medical operations. IV monitoring, Sudden Infant Death Syndrome (SIDS), patient-assisted medication administration, automated external defibrillators, and blood-glucose monitoring. Includes participation in two eight-hour clinical rotations through a local emergency department scheduled during the semester outside normal class hours. Requires personal pocket mask, stethoscope, pen light, and trauma scissors. Prerequisites: Must be at least 18 years of age prior to applying to the BLS (Basic Life Support) Training Program per Arizona Revised Statutes, and must have a current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer. Minimum ninth grade level reading proficiency on the Nelson-Denney Examination or appropriate Reading placement test score. Proof of: TB testing or chest x-ray with a negative result within 6 months prior to registration; Immunity to rubella (German measles) and rubeola.

EMT106
Ambulance Operations
2 credits 2 periods 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.
EMT/FSC116
Emergency Medical Communications (EMD)
1.5 credits 1.8 periods 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: EMT101 or HLR101 or any current American Red Cross, CPR for the Professional Rescuer, or American Heart Association Basic Life Support Health Care Provider validation.

EMT120
Spanish for Emergency-Care Providers
1 credit 1 period 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.

EMT122
American Sign Language for Emergency-Care Providers
1 credit 1 period lecture
A participative course designed for the prehospital health-care provider. Vocabulary to create phrases, terms, and methods of interview for the ill or injured victim who is deaf. Cultural information designed to facilitate approach and interaction with the victim, family, and/or significant other. Documentation of the interview content on the prehospital encounter form. Prerequisites: None.

EMT165
Pediatric Education for Prehospital Providers: Basic
2 credits 2.87 periods 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: EMT104, or permission of instructor.

EMT190
Pediatric Education for Prehospital Providers: Intermediate
0.5 credit 0.72 period lecture + lab
An interactive, scenario-based course designed for certified EMTs who practice in the field. Enables providers to perform a rapid assessment of sick and injured children in variety of circumstances. Includes use of pediatric assessment triangle, developmental differences, injury prevention, airway management techniques, intravenous and intraosseous access and monitoring, recognition of medical emergencies, pediatric trauma and mechanism of injury, submersion events, children with special health care needs, child abuse and neglect, child and family interactions, use of specialized equipment, documentation of signs, symptoms, care and transportation, special issues in pediatric transportation. Treatment to children is in accordance with recommendations of the American Academy of Pediatrics. Prerequisites: EMT at any level of certification and current employment as an EMT at any level, or permission of instructor.

EMT200
Refresher Course for Certified EMTs
2 credits 2.7 periods 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.

EMT200AA
EMT - Basic Certification Renewal Challenge
0.6 credit 0.6 period 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 Basic (EMTB) according to the U.S. Department of Transportation (DOT) EMT-Basic National Curriculum and the Arizona EMT Basic Refresher Curriculum Guidelines. Prerequisites: Current 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 2.2 periods 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 credits 1.5 periods 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.

EMT235
Emergency Cardiac Care
3 credits 3 periods lecture
Designed to acquaint all levels of emergency care providers with basic electrocardiographic (ECG) rhythm analysis and interpretation and related care in a clinical and prehospital setting. Required content for the identification and treatment of cardiac emergencies. **Prerequisites:** EMT/FSC104 or permission of instructor.

EMT236
Pharmacology in an Emergency Setting
3 credits 3 periods lecture
Designed for the Emergency Medical Technician dealing with the administration of emergency medications in the field as outlined in current paramedic legislation. In-depth coverage of medications enumerated in the algorithms of patient care as defined by the American Heart Association (AHA), Advanced Cardiac Life Support (ACLS). Coverage of medications that interact or interfere with the AHA ACLS algorithms. Indications, therapeutic effect, contra-indications, toxicity, and side effects to medications. **Prerequisites:** EMT/FSC104 or permission of instructor. MAT082 or equivalency preferred but not required.

EMT238
Vehicular Extrication & Patient Stabilization
2 credits 2 periods 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.

EMT240
Advanced Cardiac Life Support
2 credits 2 periods lecture
Designed to provide the healthcare professional with comprehensive information to identify emergency cardiovascular care and protocols for the patient in cardiac arrest, post-resuscitative patient management, and core cases in Advanced Cardiac Life Support (ACLS) according to current Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care 2004. Includes the ACLS approach to cardiovascular emergencies, elements of emergency cardiovascular care, ethical and legal issues, airway assessment and management, ventilation techniques, oxygen therapy, intravenous therapy, analyzing and interpreting the electrocardiogram (ECG), analyzing and interpreting the 12-lead ECG, myocardial ischemia, injury, and infarction, electrical interventions, cardiovascular pharmacology, acute coronary syndromes, emergency cardiovascular care algorithms, acute stroke and transient ischemic attack, and special resuscitation situations. **Prerequisites:** (Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer or EMT240) or permission of instructor.

EMT241
Adv Cardiac Life Support Refresher
0.5 credit 0.5 period lecture + lab
Designed to provide the healthcare professional with a review and updated information in emergency cardiovascular care and protocols for the patient in cardiac arrest, post-resuscitative patient management, and core cases in Advanced Cardiac Life Support (ACLS) according to current Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care 2004. Includes the ACLS approach to cardiovascular emergencies, elements of emergency cardiovascular care, ethical and legal issues, airway assessment and management, ventilation techniques, oxygen therapy, intravenous therapy, analyzing and interpreting the electrocardiogram (ECG), analyzing and interpreting the 12-lead ECG, myocardial ischemia, injury, and infarction, electrical interventions, cardiovascular pharmacology, acute coronary syndromes, emergency cardiovascular care algorithms, acute stroke and transient ischemic attack, and special resuscitation situations. **Prerequisites:** (Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer or [EMT235 and EMT236]) or permission of instructor.

EMT242
Pediatric Advanced Life Support
1 credit 1 period lecture
Didactic and psychomotor skill education and training in techniques of Pediatric Advanced Life Support. Includes endotracheal intubation, defibrillation, arrhythmia recognition, pharmacology, and intraosseous infusion. Required for American Heart Association Provider approval and validation. **Prerequisites:** (Current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer or [EMT236]) or permission of instructor.

EMT243
Pediatric Advanced Life Support Refresher
0.5 credit 0.5 periods lecture + lab
Designed to provide the healthcare professional with a review and updated information in emergency cardiovascular care and protocols for the patient in cardiac arrest, post-resuscitative patient management, and core cases in Advanced Cardiac Life Support (ACLS) according to current Guidelines for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care 2004. Includes the ACLS approach to cardiovascular emergencies, elements of emergency cardiovascular care, ethical and legal issues, airway assessment and management, ventilation techniques, oxygen therapy, intravenous therapy, analyzing and interpreting the electrocardiogram (ECG), analyzing and interpreting the 12-lead ECG, myocardial ischemia, injury, and infarction, electrical interventions, cardiovascular pharmacology, acute coronary syndromes, emergency cardiovascular care algorithms, acute stroke and transient ischemic attack, and special resuscitation situations. **Prerequisites:** EMT242, or permission of instructor.
EMT245  
Trauma Management I  
2 credits 3.5 periods 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.

EMT246  
Trauma Management II  
4 credits 4 periods lecture + lab  
Designed to instruct advanced prehospital care personnel in the critical skills necessary to manage the trauma victim and the emergency scene through the Incident Command System (ICS). Enhances advanced emergency medical technology (EMT) skills by focusing on emergency care interventions. Provides advanced exposure to victim assessment, initial treatment, resuscitative skills, invasive techniques, electrical and pharmacologic interventions, stabilization, transportation of the victim to an emergency care facility, and documentation. 
**Prerequisites:** Certified as a Basic EMT, Intermediate EMT, Paramedic, or Arizona registered prehospital nurse, or permission of instructor.

EMT249  
12 Lead ECG Rhythm Analysis  
0.5 credit 0.5 period lecture  
Designed to acquaint all levels of emergency care providers with electrocardiographic (ECG) rhythm analysis and interpretation using the 12-lead electrocardiogram (ECG). Required content for identification and treatment of myocardial infarction and its complications. 
**Prerequisites:** NCE248, or EMT235, or permission of instructor.

EMT255AA  
Instructional Strategies for EMT Occupations  
2 credits 2 periods lecture  
Teaching skill preparation for entry-level Emergency Medical Services (EMS) educators and EMT instructor candidates to teach EMT courses or enhancement of teaching skills for experienced EMS instructors according to the Arizona Department of Health Services (ADHS) Bureau of Emergency Medical Services (BEMS) and national guidelines. Includes instructor roles and responsibilities; administrative, legal, and ethical issues; learning environments and styles; domains of learning, including goals, objectives, and lesson planning; techniques for facilitation, presentations, evaluation, and discipline; principles of communication and feedback, student motivation, critical thinking, and remediation; cultural awareness; teaching resources; and research in EMS education. 
**Prerequisites:** (Arizona Department of Health Services certification as a Basic EMT, or Intermediate EMT, or Advanced EMT (Paramedic), or Arizona registered nurse with two-years experience in emergency nursing, or licensed physician or physician assistant), or permission of instructor.

EMT255AB  
Advanced Cardiac Life Support Instructional Strategies  
1 credit 1 period lecture  
A participative course to prepare advanced EMTs (Paramedics), physicians, and/or nurses as instructors in Advanced Cardiac Life Support classes. Includes American Heart Association Standards and guidelines, teaching and testing skills, writing objectives, preparing class and course schedules, preparing for lectures, developing and using audio visual (AV) aides; processing assignments and exams, classroom discipline, counseling, and student/instructor evaluation methods. Successful completion qualifies individual to teach Advanced Cardiac Life Support classes. 
**Prerequisites:** Current certification as American Heart Association Standards and guidelines, teaching and testing skills, writing objectives, preparing class and course schedules, preparing for lectures, developing and using audio visual (AV) aides; processing assignments and exams, classroom discipline, counseling, and student/instructor evaluation methods. Successful completion qualifies individual to teach Basic Life Support (CPR) classes according to American Heart Association Standards. 
**Prerequisites:** Current certification as American Heart Association Standards and guidelines, teaching and testing skills, writing objectives, preparing class and course schedules, preparing for lectures, developing and using audio visual (AV) aides; processing assignments and exams, classroom discipline, counseling, and student/instructor evaluation methods. Successful completion qualifies individual to teach Basic Life Support (CPR) classes according to American Heart Association Standards. 
**Prerequisites:** Current certification as Basic Life Support Health Care Provider level, EMT101 or HLR101, or equivalent.

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For additional information on PC program competencies, visit:  
http://www.dist.maricopa.edu/academic/curric/progpc.php

For additional information on MCCCD course competencies, visit:  
http://www.dist.maricopa.edu/academic/curric/cs.php
Course Descriptions

EMT255AE
Emergency Medical Skills Technician Skills Examiners
1 credit 1 period lecture + lab
Overview of roles and responsibilities for Emergency Medical Technician (EMT) skills identified in the USDOT Basic Life Support Curriculum, USDOT EMT-Intermediate, Paramedic National Standard Curriculum. Includes principles of adult learning, EMT skills benchmarks and critical criteria, evaluation principles and methods, skills station management, skills examination policies, and documentation of skills performance. Prerequisites: (Arizona Department of Health Services [A-DHS] certification as an EMT-Basic, EMT-Intermediate, Paramedic, or Arizona registered nurse with two years’ experience in emergency nursing or licensed physician or physician assistant) or permission of instructor.

EMT260
Advanced Airway Management for EMTs
2 credits 2 periods 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).

EMT264
Vascular Access for EMTs
1 credit 1 period lecture + lab
Includes review of anatomy of circulatory system. Skills include peripheral intravenous cannulation techniques, fluid resuscitation, obtaining venous blood samples for laboratory analysis, infection control techniques for the safety of self and victim, and complications of intravenous cannulation; each and all with medical control. Content concurrent with American College of Surgeons Division of Trauma Standards of Care. Prerequisites: EMT-Basic or registered nurse with emergency department experience or licensed physician or physician assistant) or permission of instructor.

EMT265
Pediatric Education for Prehospital Providers: Advanced
1 credit 1.43 periods lecture + lab
An interactive, scenario based course designed for Advanced EMTs who practice in the field. Enables providers to perform a rapid assessment of sick and injured children in variety of circumstances. Includes scene management, use of pediatric assessment triangle, developmental differences, injury prevention, airway management techniques, intravenous and intraosseous access and monitoring, ECG arrhythmia recognition, synchronized and unsynchronized cardioversion, pediatric trauma and mechanism of injury, submersion events, children with special health care needs, child abuse and neglect, child and family interactions, use of specialized equipment, documentation of signs, symptoms, care and transportation, special issues in pediatric transportation. Treatment to children is in accordance with recommendations of the American Academy of Pediatrics. Prerequisites: Advanced cardiac life support course or emergency cardiac care course, and EMT-Paramedic certification, and current employment as an EMT Paramedic, or permission of instructor.

EMT272AA
Advanced Emergency Medical Technology
12.5 credits 17.3 periods lecture
Designed to provide the emergency medical technician with advanced knowledge about the acute critical differences in physiology, pathophysiology, and clinical symptoms, as they pertain to prehospital emergency care. Emphasis on developing diagnostic and advanced emergency treatment skills necessary to care for the acutely ill and seriously injured. Prerequisites: (IMAT102 or equivalent, or a satisfactory score on the ASSET, or COMPASS, or Accuplacer placement exam), ENG101, EMT235, and EMT236), or permission of Program Director. Comprehensive written, oral and practical evaluation on all EMT272AA prerequisite courses. Valid Arizona certification and employment as an EMT for one full calendar year. Corequisites: EMT272AB and EMT272LL.

EMT272AB
Advanced Emergency Medical Technology Practicum
7.5 credits 37.5 periods lab
Clinical and vehicular practicum in support of EMT272AA and EMT272AB. Prerequisites or Corequisites: EMT272AA and EMT272AB.

EMT272LL
Advanced Emergency Medical Technology Practicum
7.5 credits 37.5 periods lab
Clinical and vehicular practicum in support of EMT272AA and EMT272AB. Prerequisites or Corequisites: EMT272AA and EMT272AB.

For additional information on PC program competencies, visit:
http://www.dist.maricopa.edu/academic/curric/progpc.php

For additional information on MCCCD course competencies, visit:
http://www.dist.maricopa.edu/academic/curric/cs.php
EMT273
Advanced Life Support Refresher Course
3.5 credits 4 periods lecture + lab
Designed to meet requirements for EMT-Intermediate and EMT-Paramedic under guidelines of the U.S. Department of Transportation (U.S. DOT), National Registry of EMTs (NREMT) as recognized by the Arizona Department of Health Services (ADHS) Bureau of Emergency Services (B-EMS). Provides updated knowledge and skills related to hypoperfusion states, respiratory arrest or insufficiency, seizure states, cardiovascular emergencies, unconscious of undetermined etiology, head injury with altered levels of consciousness, and chest trauma. Validates requisite knowledge, validates skills, reviews and informs students of new standards and technologies. Trains and educates out-of-state applicants in knowledge, procedures, medications, and skills specific to Arizona’s system. Remediates students who have been unsuccessful three times on the certification examinations, and refreshes information for those who have expired certifications and desire re-entry into the EMS system.
Prerequisites: EMT - Advanced Paramedic certification or EMT - Intermediate certification or proof of current paramedic registry with the National Registry of Emergency Medical Technicians (NREMT) or permission of instructor.

EMT273AA
Advanced Life Support Refresher Course: Part I
.75 credit .75 period lecture + lab
Designed to meet requirements for EMT-Intermediate and EMT-Paramedic under guidelines of the U.S. Department of Transportation (U.S. DOT), National Registry of EMTs (NREMT) as recognized by the Arizona Department of Health Services (ADHS) Bureau of Emergency Services (B-EMS). Provides updated knowledge and skills related to communication, medical legal issues, health /safety issues pertaining to pre-hospital care, and assessment and treatment of the trauma victim. Validates requisite knowledge, validates skills, reviews and informs students of new standards and technologies. Trains and educates out-of-state applicants in knowledge, procedures, medications, and skills specific to Arizona’s system. Remediates students who have been unsuccessful three times on the certification examinations, and refreshes information for those who have expired certifications and desire re-entry into the EMS system.
Prerequisites: EMT - Advanced Paramedic certification or EMT - Intermediate certification or proof of current paramedic registry with the National Registry of Emergency Medical Technicians (NREMT) or permission of instructor.

EMT273AB
Advanced Life Support Refresher Course: Part II
1 credit 1.25 periods lecture + lab
Designed to meet requirements for EMT-Intermediate and EMT-Paramedic under guidelines of the U.S. Department of Transportation (U.S. DOT), National Registry of EMTs (NREMT) as recognized by the Arizona Department of Health Services (ADHS) Bureau of Emergency Services (B-EMS). Provides updated knowledge and skills related to airway assessment and treatment, including all Basic Life Support (BLS) and Advanced Life Support (ALS) level skills, pharmacology, and assessment and treatment of the cardiac patient. Validates requisite knowledge, validates skills, reviews and informs students of new standards and technologies. Trains and educates out-of-state applicants in knowledge, procedures, medications, and skills specific to Arizona’s system. Remediates students who have been unsuccessful three times on the certification examinations, and refreshes information for those who have expired certifications and desire re-entry into the EMS system.
Prerequisites: EMT - Advanced Paramedic certification or EMT - Intermediate certification or proof of current paramedic registry with the National Registry of Emergency Medical Technicians (NREMT) or permission of instructor.

For additional information on PC program competencies, visit:
http://www.dist.maricopa.edu/academic/curric/progpc.php

For additional information on MCCCD course competencies, visit:
http://www.dist.maricopa.edu/academic/curric/cs.php
EMT273AC
Advanced Life Support Refresher
Course: Part III
.75 credit .75 period lecture + lab
Designed to meet requirements for EMT-Intermediate and EMT-Paramedic under guidelines of the U.S. Department of Transportation (U.S. DOT), National Registry of EMTs (NREMT) as recognized by the Arizona Department of Health Services (A-DHS) Bureau of Emergency Services (B-EMS). Provides updated knowledge and skills related to the assessment and treatment of the medical patient. Validates requisite knowledge, validates skills, reviews and informs students of new standards and technologies. Trains and educates out-of-state applicants in knowledge, procedures, medications, and skills specific to Arizona’s system. Remediate students who have been unsuccessful three times on the certification examinations, and refreshes information for those who have expired certifications and desire re-entry into the EMS system. Prerequisites: (EMT - Advanced Paramedic certification or EMT - Intermediate certification or proof of current paramedic registry with the National Registry of Emergency Medical Technicians [NREMT]) or permission of instructor.

EMT273AD
Advanced Life Support Refresher
Course: Part IV
1 credit 1.25 periods lecture + lab
Designed to meet requirements for EMT-Intermediate and EMT-Paramedic under guidelines of the U.S. Department of Transportation (U.S. DOT), National Registry of EMTs (NREMT) as recognized by the Arizona Department of Health Services (A-DHS) Bureau of Emergency Services (B-EMS). Provides updated knowledge and skills related to the assessment and treatment of the neonatal and pediatric patient. Validates requisite knowledge, validates skills, reviews and informs students of new standards and technologies. Trains and educates out-of-state applicants in knowledge, procedures, medications, and skills specific to Arizona’s system. Remediate students who have been unsuccessful three times on the certification examinations, and refreshes information for those who have expired certifications and desire re-entry into the EMS system. Prerequisites: (EMT - Advanced Paramedic certification or EMT - Intermediate certification or proof of current paramedic registry with the National Registry of Emergency Medical Technicians [NREMT]) or permission of instructor.

ENG071
Fundamentals of Writing
3 credits 3 periods lecture
Emphasis on preparation for college-level composition with a focus on organizational skills. Developing effective writing strategies through five or more writing projects comprising at least 2000 words in total. Prerequisites: Appropriate English placement test score or permission of department/division chair. Course Note: Through five or more writing projects comprising at least 2000 words (final drafts), the student will demonstrate an understanding of writing as a process through the ability to complete the ENG071 competencies.

ENG100AA
American-English Spelling System
1 credit 1 period lecture
American-English spelling system rules, mnemonic devices. Prerequisites: Appropriate English placement test score, or a grade of ‘C’ or better in ESL040, or (ESL040AA, ESL040AB, and ESL040AC), or ENG071, or permission of instructor.

ENG100AC
The Mechanics of Written English
1 credit 1 period lecture
Review of the mechanics of written English, including punctuation, arbitrary marks and usages, capitalization, agreement, tense, and sentence patterns. Prerequisites: Appropriate English placement test score, or a grade of ‘C’ or better in ESL040, or (ESL040AA, ESL040AB, and ESL040AC), or ENG071, or permission of instructor.

ENG – English

NOTE: The student must complete course placement for English placement in order to register for some ENG courses. Consult Academic Advisement.

ENG061
Basic Writing Skills
3 credits 3 periods lecture
Emphasis on preparation for college-level composition with a focus on foundational skills. Establishing effective writing strategies through six or more writing projects comprising at least 1500 words in total. Prerequisites: Appropriate English placement test score or permission of department/division chair. Course Note: Through six or more writing projects comprising at least 1500 words (final drafts), the student will demonstrate an understanding of writing as a process through the ability to complete the ENG061 competencies.

ENG101
First-Year Composition
3 credits 3 periods 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 English placement test score or a grade of ‘C’ or better in ENG071). Course Note: Through four or more writing projects comprising at least 3,000 words (final drafts), the student will demonstrate an understanding of expository writing as a process per the course competencies.

For additional information on MCCCD course competencies, visit:
http://www.dist.maricopa.edu/academic/curric/cs.php

For additional information on PC program competencies, visit:
http://www.dist.maricopa.edu/academic/curric/progpc.php
ENG102 First-Year Composition
3 credits 3 periods 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: ENG101 with a grade of "C" or better. Course Note: Through three or more research-based writing projects comprising at least 4,000 words (final drafts), the student will further demonstrate an understanding of writing as a process per the course competencies.

ENG107 First-Year Composition for ESL
3 credits 3 periods 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 ASSET/COMPASS placement test score, or a grade of "C" or better in ENG071 or ESL077. Course Note: Through four or more writing projects comprising at least 3,000 words in total, the student will demonstrate an understanding of writing as a process per the course competencies.

ENG108 First-Year Composition for ESL
3 credits 3 periods 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. Course Note: Through three or more writing projects comprising at least 4,000 words in total, the student will demonstrate an understanding of writing as a process per the course competencies. Not open to students who have completed ENG101.

ENG111 Technical Writing
3 credits 3 periods lecture
Analysis, planning, organization, research, and writing of technical reports and oral presentations for specific job-related audiences. Preparation of recommendation and feasibility reports, proposals, and applications of graphics in documents and oral presentations. Prerequisites: ENG101 with a grade of "C" or better, or permission of instructor.

ENG200 Reading and Writing About Literature
3 credits 3 periods 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: ENG102.

ENG215 Strategies of Academic Writing
3 credits 3 periods 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.

ENH – English Humanities

ENH110 Introduction to Literature
3 credits 3 periods 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.

ENH235 Magazine Article Writing
3 credits 3 periods lecture
Basic skills and techniques used by professional writers for publication in magazines. Includes analyzing markets, identifying article slant, writing query letters, research techniques, editing, and submission procedures. Emphasis on nonfiction. Prerequisites: None.
ENH114  African-American Literature  
3 credits 3 periods 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 credits 3 periods 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.

ENH120  The Literature of Science Fiction  
3 credits 3 periods lecture  
Surveys the last two hundred years of Science Fiction literature and various other media. Investigates the similarities between Science Fiction and other imaginative literatures and media. Examines the Science Fiction genre, subgenres, and themes from a variety of perspectives, as well as social issues.  
Prerequisites: None.

ENH202  World Literature After the Renaissance  
3 credits 3 periods lecture  
Includes a selection of the world's literary masterpieces from the Renaissance to modern times.  
Prerequisites: None.

ENH204  Introduction to Contemporary Literature  
3 credits 3 periods lecture  
Survey of poetry, fiction, and drama from 1945 to the present.  
Prerequisites: None.

ENH214  Poetry Study  
3 credits 3 periods 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 credits 3 periods 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: (ENG101 or ENG107) or equivalent.

ENH222  Survey of English Literature After 1800  
3 credits 3 periods 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: (ENG101 or ENG107) or equivalent.

ENH223  Introduction to Shakespeare  
3 credits 3 periods 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.

ENH225  Survey of Gothic Literature  
3 credits 3 periods 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.

ENH224  American Literature Before 1860  
3 credits 3 periods lecture  
(Fall only)  
Includes literature written prior to 1860 in the United States.  
Prerequisites: None.

ENH242  American Literature After 1860  
3 credits 3 periods lecture  
(Spring only)  
Includes literature written after 1860 in the United States.  
Prerequisites: None.

ENH250  Classical Backgrounds in Literature  
3 credits 3 periods lecture  
Introduction to selected readings of Greek and Latin literature in translation and to the key elements as integral aspects of Western culture through successive ages.  
Prerequisites: None.

ENH251  Mythology  
3 credits 3 periods 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.

ENH254  Literature and Film  
3 credits 3 periods lecture  
Presents works of literature and their film versions and analyzes distinguishing techniques of each medium.  
Prerequisites: ENG101, or ENG107, or equivalent.

ENH256  Shakespeare on Film  
3 credits 3 periods 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 credits 3 periods lecture  
Prerequisites: None.

ENH260  Literature of the Southwest  
3 credits 3 periods 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.
ENH/AIS/WST261
Native Women’s Literature: The Americas
3 credits 3 periods lecture
Explores contemporary native women’s (indigenous to the Americas) literature. Selected literature (oral tradition, poetry, fiction, nonfiction, and drama) focuses on themes relevant to native women. Examines the trends and movements within American Indian and women’s literary history. Prerequisites: ENG101.

ENH275
Modern Fiction
3 credits 3 periods
Includes novels and short stories of modern writers which reflect significant themes of our time. Prerequisites: None.

ENH/WST285
Contemporary Women Writers
3 credits 3 periods 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 credits 3 periods lecture
Review of folk and modern literature, including application of literary criteria to folk and modern literature for children. Prerequisites: None.

ENV– Environmental Sciences

ENV230
Foundations of Environmental Science
4 credits 6 periods lecture and lab
Interdisciplinary analyses of interactions among living and non-living environmental components, focusing on human influences. Includes scientific methods of investigating and solving environmental problems emphasizing experimental design and presentation. Prerequisites: CHM151 and CHM151LL. BIO182 suggested but not required.

ENV280
Physical and Chemical Processes in the Environment: Air and Water
4 credits 6 periods lecture and lab
Integrated approach to Earth’s atmosphere and hydrosphere, emphasizing composition, chemical processing, and physical transport, aspects of human impact and policy. Computer-based data analysis skills, scientific writing skills, air and water quality sampling and analysis techniques. Prerequisites: CHM152, CHM152LL, and ENV230.

EPS– Entrepreneurial Studies

EPS102
Rich Dad’s CASHFLOW
2 credits 2 periods lecture
Principles, processes, and tools that represent a new paradigm for financial literacy. Concepts and principles based upon Rich Dad Poor Dad, Cashflow Quadrant, and the Cashflow © 101 game. Prerequisites: None.

EPS103
Rich Dad’s Real Estate Investing
1 credit 1 period lecture
Covers the basics of investing in real estate, how to find property, evaluate property worth, negotiate investment transaction and how to manage real property. Prerequisites: EPS102.

ESL – English As a Second Language

ESL001
Basic English as a Second Language I
6 credits 6 periods lecture
Listening, speaking, reading, and writing in English at a basic level. Focus on survival skills related to personal safety when living in the United States. Introduction to elementary grammatical patterns. Prerequisites: None. Course Notes: Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a total of twelve (12) credits.

ESL001A
Basic English as a Second Language I: Employment
1 credit 1 period lecture
Listening, speaking, reading and writing in English at a basic level. Focus on survival skills related to employment when living in the United States. Introduction to elementary grammatical patterns. Prerequisites: ESL001AC, or ESL001CA, or permission of instructor. Course Notes: Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a total of two (2) credits.

ESL001B
Basic English as a Second Language I: Safety
1 credit 1 period lecture
Listening, speaking, reading and writing in English at a basic level. Focus on survival skills related to personal safety when living in the United States. Introduction to elementary grammatical patterns. Prerequisites: ESL001A or ESL001 BA. Standard grading available according to procedures outlined in catalog. May be repeated for a total of two (2) credits.

ESL001C
Basic English as a Second Language I: Services
1 credit 1 period lecture
Listening, speaking, reading and writing in English at a basic level. Focus on survival skills related to services when living in the United States. Introduction to elementary grammatical patterns. Prerequisites: ESL001AB or ESL001BA, or permission of instructor. Course Notes: Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a total of two (2) credits.
ESL001AE
Basic English as a Second Language I: Shopping
1 credit 1 period lecture
Listening, speaking, reading and writing in English at a basic level. Focus on survival skills related to shopping when living in the United States. Introduction to elementary grammatical patterns. **Prerequisites:** ESL001AD, or ESL001BB, or permission of instructor. **Course Notes:** Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a total of two (2) credits.

ESL001AF
Basic English as a Second Language I: Everyday Life
1 credit 1 period lecture
Introduction to elementary grammatical patterns. **Prerequisites:** ESL001AE, or permission of instructor. **Course Notes:** Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a total of two (2) credits.

ESL001BA
Basic ESL I: Personal Health & Safety
2 credits 2 periods lecture
Focus on survival skills related to personal health and safety when living in the United States. Introduction to elementary grammatical patterns. **Prerequisites:** None. **Course Notes:** Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a total of four (4) credits.

ESL001BB
Basic ESL I: Shopping & Everyday Life
2 credits 2 periods lecture
Focus on survival skills related to shopping and everyday life when living in the United States. Introduction to elementary grammatical patterns. **Prerequisites:** ESL001BB or permission of instructor. **Course Notes:** Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a total of four (4) credits.

ESL001CA
Basic English as a Second Language I: Part I
3 credits 3 periods lecture
Focus on survival skills related to life in the United States. Introduction to elementary grammatical patterns. **Prerequisites:** None. **Course Note:** Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a total of six (6) credits.

ESL001CB
Basic English as a Second Language I: Part II
3 credits 3 periods lecture
Focus on survival skills related to everyday life when living in the United States. Introduction to elementary grammatical patterns. **Prerequisites:** ESL001BA or ESL001BC, or permission of instructor. **Course Notes:** Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a total of six (6) credits.

ESL010
English as a Second Language I: Grammar
3 credits 3 periods lecture
First level of English as a Second Language (ESL). Emphasis on conversational skills, pronunciation, and grammar. Some reading and sentence-level writing. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) credits. **Prerequisites:** Appropriate ESL placement test score.

ESL010A
English As A Second Language I: Grammar
1 credit 1 period lecture
Second module of the first level of English as a Second Language (ESL). Emphasis on basic conversational skills, pronunciation, vocabulary building, and grammar. Some reading and sentence-level writing. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of two (2) credits. **Prerequisites:** Grade of “P” or “C” or better in ESL010A.

ESL010B
English As A Second Language I: Grammar
1 credit 1 period lecture
Third module of the first level of English as a Second Language (ESL). Emphasis on basic conversational skills, pronunciation, vocabulary building, and grammar. Some reading and sentence-level writing. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of two (2) credits. **Prerequisites:** Grade of “P” or “C” or better in ESL010AB.

ESL011
English as a Second Language I: Listening & Speaking
3 credits 3 periods lecture
First level of English as a Second Language (ESL). Emphasis on conversational skills, pronunciation, and grammar. Some reading and sentence-level writing. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) credits. **Prerequisites:** Appropriate ESL placement test score or ESL002.
ESL013  
Vocabulary for ESL I  
1 credit 1 period lecture  
Emphasis on the acquisition of basic English vocabulary including identifying and pronouncing words related to people, medical/dental care, occupations and other activities. May be repeated for a maximum of two (2) credits.  
Prerequisites: Appropriate ESL placement test score or permission of instructor.

ESL014  
Idiomatic English for ESL I  
1 credit 1 period lecture  
Study of idiomatic English for speakers of English as a Second Language (ESL). Emphasis on commonly misunderstood expressions. Includes practice on a computer or with audio tapes. May be repeated for a maximum of two (2) credits.  
Prerequisites: Appropriate ESL placement test score or permission of instructor.

ESL015  
Directed Practice in English for ESL I  
1 credit 8 periods lecture + lab  
Designed to provide students learning English as a second language the opportunity for the practice of English in a supervised setting. Practice listening, speaking, reading, and writing skills in English using verbs, modifiers, prepositions, and survival vocabulary.  
Prerequisites: Placement or permission of department. Corequisites: ESL011, or ESL010, or RDG010, or ESL012.

ESL020  
English as a Second Language II: Grammar  
3 credits 3 periods 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. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) credits.  
Prerequisites: Appropriate ESL placement test score, or a grade of “P” or “C” or better in ESL010, or (ESL010AA, ESL010AB, and ESL010AC).

ESL021  
English as a Second Language II — Listening & Speaking  
3 credits 3 periods 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. May be repeated for a maximum of six (6) credits.  
Prerequisites: Appropriate ESL placement test score or ESL010 or ESL011 or ESL012 or RDG010.

ESL022  
ESL II-Writing with Oral Practice  
3 credits 3 periods 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 1 period lecture  
Emphasis on the acquisition of basic English vocabulary including identifying and pronouncing words related to people, medical/dental care, occupations and other activities. May be repeated for a maximum of two (2) credits.  
Prerequisites: Appropriate ESL placement test score or permission of instructor.

ESL024  
English as a Second Language III: Grammar  
3 credits 3 periods lecture  
Third level of English as a Second Language (ESL). Emphasis on sentence structure and paragraph building. Extensive grammar study and writing practice. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) credits.  
Prerequisites: Appropriate ESL placement test score, or a grade of “P” or “C” or better in ESL020, or (ESL020AA, ESL020AB, and ESL020AC).

ESL030  
English as a Second Language III: Grammar  
3 credits 3 periods lecture  
Fourth level of English as a Second Language (ESL). Continued emphasis on sentence structure and paragraph building. Extensive grammar study and writing practice. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) credits.  
Prerequisites: Appropriate ESL placement test score, or a grade of “P” or “C” or better in ESL030, or (ESL030AA, ESL030AB, and ESL030AC).
ESL041
English as a Second Language IV — Listening & Speaking
3 credits 3 periods lecture
Emphasis on academic skills. Listening to lectures, notetaking, peer interaction, accessing and using media resources, formal oral presentations. May be repeated for a maximum of six (6) credits. **Prerequisites:** Appropriate ESL placement test score or ESL030 or ESL031 or ESL032 or RDG030.

ESL042
ESL IV-Writing with Oral Practice
3 credits 3 periods 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.

ESL043
Vocabulary for ESL IV
1 credit 1 period lecture
Emphasis on the acquisition of basic English vocabulary including identifying and pronouncing words related to people, medical/dental care, occupations and other activities. 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 credits 3 periods 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 maximum 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 1 period lecture
Review of the use of English verbs and word placement in sentences for ESL 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 two (2) credits. **Prerequisites:** Appropriate ESL placement test score, or a grade of "C" or better in ESL010, or (ESL010AA, ESL010AB, and ESL010AC), or permission of instructor.

ESL050AB
Intermediate Review Grammar
1 credit 1 period lecture
Review of auxiliary verbs and the comparative and superlative for ESL 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 two (2) credits. **Prerequisites:** Appropriate ESL placement test score, or a grade of "C" or better in ESL020, or (ESL020AA, ESL020AB, and ESL020AC), or permission of instructor.

ESL050AC
Advanced Review Grammar For ESL
1 credit 1 period lecture
Review of verbals and gerunds for ESL 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 two (2) credits. **Prerequisites:** Appropriate ESL placement test score, or a grade of "C" or better in ESL030, or (ESL030AA, ESL030AB, and ESL030AC), or permission of instructor.

ESL051
Pronunciation Improvement for ESL
Speakers
3 credits 3 periods lecture
Individualized pronunciation practice and drills for English as a Second Language (ESL) speakers. May be repeated for a maximum of six (6) credits. **Prerequisites:** Appropriate ESL course placement score, or a grade of C or better in (ESL020 or ESL021 or ESL022 or RDG020), or permission of instructor.

ESL051AA
Pronunciation Improvement for ESL
Speakers: Vowels
1 credit 1 period lecture
Individualized pronunciation practice and drills in English vowel sounds for English as a second language (ESL) speakers. May be repeated for a maximum of two (2) credits. **Prerequisites:** None.

ESL051AB
Pronunciation Improvement for ESL
Speakers: Consonants
1 credit 1 period lecture
Individualized pronunciation practice and drills in English consonant sounds for English as a second language (ESL) speakers. May be repeated for a maximum of two (2) credits. **Prerequisites:** None.

ESL054
American Culture
3 credits 3 periods 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 (ESL040AA, ESL040AB, and ESL040AC), or RDG040, or permission of instructor.

ESL054AA
American Culture: History
1 credit 1 period lecture
Reading and writing about American history. **Prerequisites:** Appropriate ESL placement test score, or a grade of C or better in ESL040, or (ESL040AA, ESL040AB, and ESL040AC), or RDG040, or permission of instructor.

ESL054AB
American Culture: Institutions and Customs
1 credit 1 period lecture
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 (ESL040AA, ESL040AB, and ESL040AC), or RDG040, or permission of instructor.
ESL054AC
American Culture: Sports and Entertainment
1 credit 1 period lecture
Reading and writing about American sports and entertainment. Prerequisites: Appropriate ESL placement test score, or a grade of C or better in ESL040, or ESL040AA, ESL040AB, and ESL040AC, or RDG040, or permission of instructor.

ESL067
Basic Writing Skills for English as a Second Language
3 credits 3 periods lecture
Emphasis on basic writing skills in sentences and short paragraphs using correct, clear, and idiomatic English. Prerequisites: Appropriate English placement test score, or ESL042, or ESL040, or ESL042, or permission of department chair.

ESL071
Advanced Pronunciation and Oral Reading for ESL
3 credits 3 periods 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.

ESL077
Fundamentals of Writing English as a Second Language
3 credits 3 periods lecture
Emphasis on writing paragraphs and short essays using correct, idiomatic English. Prerequisites: Appropriate English or ESL placement score, or ESL040, or ENG056, or ENG061, or ESL042, or ESL067, or permission of department chair.

ESL077 Fundamentals of Writing English as a Second Language
3 credits 3 periods lecture
Emphasis on writing paragraphs and short essays using correct, idiomatic English. Prerequisites: Appropriate English or ESL placement score, or ESL040, or ESL042, or permission of department chair.

FON – Food & Nutrition

FON100
Introductory Nutrition
3 credits 3 periods lecture
Basic nutrition concepts for health and fitness. Emphasizes current dietary recommendations for maximizing well-being and minimizing risk of chronic disease. Focuses on use of tables, food guides, and guidelines for making healthy food choices. Includes unique nutrition needs for selected stages of the lifecycle, methods for evaluating creditability of nutrition claims, principles of vegetarian nutrition, safe and economic use of supplements, principles of energy balance, basic elements of food safety, diet for exercise and sports, and personal dietary evaluation techniques. Not for predietetics or selected other preprofessional majors. May not be taken for credit if credit has been earned in FON100AA and/or FON100AC. Prerequisites: None.

FON100AE
Child Nutrition
1 credit 1 period lecture
(Not offered every semester)
Application of the principles of nutrition to the needs of infants, children, and adolescents. Prerequisites: None.

FON104
Certification in Food Service Safety & Sanitation
1 credit 1 period 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.

FON105
Menu Planning
3 credits 3 periods lecture
Principles and techniques of menu planning for food service operations where food is served in quantity; includes applications for health care institutions, commercial kitchens, school cafeterias, and industrial facilities. Prerequisites: None.

FON118
Commercial Baking Techniques
3 credits 5 periods 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.

FON122
Principles of Food and Beverage Service
3 credits 3 periods lecture
Qualities and skills necessary for successful food and beverage service. Includes room planning and setup, duties of service staff, types of service, customer relations, dining room etiquette, and cash management. Prerequisites: None.

FON124
Customer Service Practicum
1 credit 4 periods lecture + lab
Professional food and beverage experience in a commercial food service operation. Focuses on food server, host/hostess, cashier, and busperson. Includes beverage preparation, application of sanitation, and safety concepts. Stresses professionalism in service, demeanor, and appearance. Prerequisites: FON104.

For additional information on PC program competencies, visit:
http://www.dist.maricopa.edu/academic/curric/progpc.php

For additional information on MCCC course competencies, visit:
http://www.dist.maricopa.edu/academic/curric/cs.php
FON150 Banquet Food & Beverage Service Externship
1 credit 5 periods lab
(Not offered every semester)
Waiter/waitress serving experiences in a banquet setting; includes instructor-assisted placement, orientation, job seeking skills, and working a minimum of four banquets or twenty-four hours in banquet service. Professional appearance and attire required. Prerequisites: FON104, FON179, or FON122.

FON179 Garde Manger
3 credits 5 periods lecture + lab
(Not offered every semester)
Prepares students for employment in garde manger pantry positions in restaurants and resorts. Includes costing out and ordering food products; food and safety factors; preparing and garnishing pantry product. Emphasis on classical food presentation. Prerequisites: None.

FON180 Principles and Skills for Professional Cooking
3 credits 5 periods lecture + lab
Introductory principles and skills for professional cooking. Introduces organizational structure of kitchen staff in different types of kitchens. Includes basic principles of safety and sanitation, equipment and utensil use, French cooking terms, recipe use, measuring techniques, identification and use of seasoning agents, and basic cooking methods applied to stocks, sauces and soups, vegetables, starches, entrées and eggs. Emphasis on practical experience in a commercial kitchen. Prerequisites: None.

FON181 French Cuisine
3 credits 5 periods lecture + lab
(Not offered every semester)
Principles of French cooking applied to restaurant kitchens. Includes review of safety and sanitation principles, orientation to French culture, use of French terms and recipes, and reading French menus. Emphasis on practical experiences in preparing French meals in a restaurant kitchen. Introduces preparation of appetizers, hors d’oeuvres, charcuterie items, pastries and desserts. Prerequisites: None.

FON182 American Regional Cuisine
3 credits 5 periods lecture + lab
American regional food preparation applied to restaurants. Review principles of sanitation and safety. Explores history and customs, serving styles, and preparation techniques of foods unique to selected American regions. Emphasis on practical cooking experiences in a restaurant setting. American regions to include, but not limited to: Southern, Cajun/Creole, New England, Mid-West, and Pacific Coast. Prerequisites: None.

FON183 International Cuisine
3 credits 5 periods lecture + lab
(Not offered every semester)
Gourmet international food preparation applied to restaurants. Review principles of sanitation and safety. Explores history and customs, serving styles, and preparation techniques of foods unique to selected international cultures. Emphasis on practical cooking experiences in a restaurant kitchen. Cultures to include, but not limited to: Italian, German, Oriental, Middle Eastern, and Spanish. Prerequisites: None.

FON184 Pacific Rim Cuisine
3 credits 5 periods lecture + lab
Local and gourmet Pacific Rim food preparation applied to restaurants. Overview of principles of sanitation and safety. Explores history and customs, serving styles, and preparation techniques of foods unique to Pacific Rim cultures. Emphasis on practical cooking experiences in a restaurant kitchen. Cultures to include, but not limited to: Chinese, Japanese, Thai, Korean, and South Pacific islands. Prerequisites: None.

FON185 Food Service Administration
3 credits 3 periods lecture
Overview of management functions in food service settings. Topics include departments of food service operations, labor relations and laws, performance evaluation, and basic concepts of communication. Prerequisites: None.

FON190 Professional Cooking Practicum
7 credits 19 periods lecture + lab
Preparation of hot and cold foods in a commercial food service operation; experience in volume food production, preparation of salads, soups, stocks, sauces, entrées, starches, and vegetables; designed to develop knowledge and skills necessary to cook in a variety of commercial kitchens. Prerequisites: FON104, FON180, or departmental approval.

FON190AA Professional Cooking Practicum
1 credit 3 periods lecture + lab
Preparation of hot and cold foods in a commercial food service operation; experience in volume food production preparing salads, soups, stocks, sauces, entrées, starches, and vegetables; designed to develop knowledge and skills necessary to cook in a variety of commercial kitchens. Must be repeated for a total of seven (7) credits. Prerequisites: FON104, FON180, or departmental approval.

FON202 Purchasing for Food Service Systems
3 credits 3 periods lecture
(Not offered every semester)
Food purchasing for institutions: cost factors, quality standards, purchasing practices and controls. Prerequisites: None.

FON206 Food Service Management
3 credits 3 periods lecture
(Not offered every semester)
Administrative procedures and personnel relationships: Management of materials, costs, record keeping and legal aspects of food and beverage service operations. Prerequisites: None.

FON208 Supervisory Functions in Food Service
3 credits 3 periods lecture
(Not offered every semester)
Principles and techniques of supervision applied to food service workers. Includes roles and responsibilities of a food service supervisor, basic theories of management, line staffing functions, basic concepts of communication, motivation techniques, problem-solving, labor relations and laws, performance evaluation and basic record keeping functions in food service settings. Prerequisites: None.

Course Descriptions
FON218
Commercial Baking: Classical Desserts
3 credits 5 periods lecture + lab
(Not offered every semester)
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, souffles, crepe desserts, and flammeryes. Preparation and use of sauces, techniques for using nuts and chocolate, and exploration of new recipes. Prerequisites: None.

FON219
Buffet Catering
3 credits 5 periods lecture + lab
Focuses on the basic steps of the catering process in a commercial food setting. Includes an overview of safety and sanitation principles. Emphasizes practical experiences in booking and record keeping, function planning, ordering, production, and service set-up and breakdown for both in-house and off-premise catered events. Prerequisites: None. Corequisite: FON104.

FON241
Principles of Human Nutrition
3 credits 3 periods lecture
Scientific principles of human nutrition. Emphasis on health promotion and concepts for conveying accurate nutrition information in a professional setting. Addresses therapeutic nutrition principles for treatment of common health conditions. Includes exploration of food sources of nutrients, basic metabolism of nutrients in the human body, relationship between diet and other lifestyle factors, use of supplements, current recommendations for food selection throughout the life cycle, and use of nutrition tools for planning food intake or assessment of nutritional status. Prerequisites or Corequisites: One year high school chemistry with grade of "C" or better, or CHM130 and CHM130LL, or approval of instructor.

FON241LL
Principles of Human Nutrition Laboratory
1 credit 3 periods lab
Laboratory experience to accompany the lecture component of FON241, through the use of modern laboratory techniques. Includes the use of spectrophotometry and anthropometrics to analyze nutritional status. Prerequisites or Corequisites: FON241.

FON271AA
Culinary Studies Internship
1 credit 5 periods lab
Work experience preparing hot and cold foods in a commercial food service operation, experience in volume food production preparing salads, soups, stocks, sauces, entrées, stutches, and vegetables. Five (5) hours of work weekly. Supervision and evaluation by an internship coordinator. May be repeated for a total of seven (7) [FON271AA] or six (6) [FON271AB, AC] credits. Prerequisites: FON104, FON180, and departmental approval. FON271AB: Ten (10) hours of work 2 credits 10 periods lab FON271AC: Fifteen (15) hours of work 3 credits 15 periods lab

FRE – French

FRE085AA
Speedy French I
1 credit 1 period lecture
Basic vocabulary and grammar to develop conversational skills in French. Prerequisites: None.

FRE085AB
Speedy French II
1 credit 1 period lecture
Intermediate vocabulary and grammar to develop conversational skills in French. Prerequisites: FRE085AA.

FRE085AC
Speedy French III
1 credit 1 period lecture
Advanced vocabulary and grammar to develop conversational skills in French. Prerequisites: FRE085AB.

FRE101
Elementary French I
4 credits 4 periods 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
Elementary French II
4 credits 4 periods 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: FRE101 or equivalent.

FRE115
Beginning French Conversation I
3 credits 3 periods lecture
Conversational French. Basic sentence structure, pronunciation and vocabulary necessary to develop speaking ability in French. Designed for students seeking speaking and listening abilities with little emphasis on grammar. Prerequisites: None.

FRE116
Beginning French Conversation II
3 credits 3 periods lecture
A continuation of FRE115. Continued development of speaking and listening skills for effective communication in French. Prerequisites: FRE115 or equivalent.

Phoenix College Curriculum Office Mission Statement
The Phoenix College Curriculum Office is committed to the development and continuous improvement of curricular services and resources meeting the needs of students pursuing academic, occupational, developmental, and personal enrichment goals.
FRE201
Intermediate French I
4 credits 4 periods lecture
Review of essential grammar of the French language and study of French culture. Continued practice and development of reading, writing, and speaking skills. Prerequisites: FRE102 with a grade of "C" or better, two years of high school French with an average of "C" or better, or departmental approval.

FRE202
Intermediate French II
4 credits 4 periods lecture
Review of grammar, continued development of French language skills, and continued study of the French culture. Prerequisites: FRE201 with a grade of "C" or better or three years of high school French with an average of "C" or better.

FSC – Fire Science Technology

FSC101
Intro to Fire Service Selection
3 credits 4 periods lecture + lab
Overview of the application and selection processes used by various fire departments and fire service organizations. Elements of fire service culture and their effects on personal growth and interpersonal relationships. Major components of written application processes, requirements, preparation of resumes and their effect on employment prospects. Preparation for the interview to include communications skills, mental preparation techniques, behaviors, and the importance of the interview in the pre-employment process. Preparation for on-site experiences at a fire station. General components of the selection process, the importance of general education, and components of lifelong learning in career choices. Prerequisites: None.

FSC102
Fire Department Operations
11 credits 19.6 periods 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. Prerequisites: (EMT104, FSC105 and FSC130) and permission of instructor. Corequisites: FSC134.

FSC/EMT104
Basic Emergency Medical Technology
8 credits 9.45 periods lecture + lab
Techniques of emergency medical care in accordance with national and state curriculum. Study of the human body, patient assessment, treatment of medically or traumatically compromised patients, special hazards, and medical operations. IV monitoring, Sudden Infant Death Syndrome (SIDS), patient-assisted medication administration, automated external defibrillators, and blood-glucose monitoring. Includes participation in two eight-hour clinical rotations through a local emergency department scheduled during the semester outside normal class hours. Requires personal pocket mask, stethoscope, pen light, and trauma scissors. Prerequisites: Must be at least 18 years of age prior to applying to the BLS (Basic Life Support) Training Program per Arizona Revised Statutes, and must have a current validation in Basic Life Support (BLS) Health Care Provider/Professional Rescuer. Minimum ninth grade level reading proficiency on the Nelson-Denny Examination or appropriate Reading placement test score. Proof of: TB testing or chest x-ray with a negative result within 6 months prior to registration; Immunity to rubella (German measles) and rubeola.

FSC105
Hazardous Materials/First Responder
3 credits 3 periods lecture
Basic methods of recognition and identification based upon the chemical and physical properties of hazardous materials; basic safety procedures when utilizing specific types of protective clothing and equipment; basic tactical information relating to scene management. Confined space operations in accordance with the National Fire Protection Agency. Prerequisites: None.

FSC106
Introduction to Fire Protection
3 credits 3 periods 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 credits 3 periods 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.

FSC113
Introduction to Fire Suppression
3 credits 3 periods lecture
Characteristics and behavior of fire, fire hazard properties of ordinary materials, extinguishing agents, fire suppression organization and equipment, basic firefighting tactics, and public relations as affected by fire suppression. Prerequisites: None.

FSC114
Hazardous Materials First on the Scene/Awareness Level
0.5 credit 0.5 period 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.

FSC/EMT116
Emergency Medical Communications (EMD)
1.5 credits 1.8 periods 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: EMT101 or HLR101 or any current American Red Cross, CPR for the Professional Rescuer, or American Heart Association Basic Life Support Health Care Provider validation.

FSC117
Fire Apparatus
3 credits 3 periods 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 credits 3 periods 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.

FSC126 Refresher Training for Hazardous Materials First Responder Operational 1 credit 1 period lecture + lab
Review of fundamentals of containment, prevention, and knowledge of basic hazard and risk assessment techniques. Topics include protective clothing, containing and controlling specific hazards, vapor suppression, and cooling of tanks. Meets the requirements of Department of Labor Part III; Occupational Safety and Health Waste Operational and Emergency Response; Final Rule March 6, 1989 governing Refresher Training. **Prerequisites:** FSC105.

FSC131 Introduction to Urban Technical Rescue 3 credits 3 periods 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 /Firefighters 3 credits 4.6 periods 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 fire fighting tasks; individual conditioning strategies, nutritional guidelines, protective clothing concepts, and basic exercise principles. Pre-employment, evaluation, and lifelong fitness and conditioning. **Prerequisites:** None.

FSC/EMT136 Women Firefighter Preparation 2 credits 2.87 periods 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:** FSC134 or permission of instructor.

FSC152 Engine Company Officer 1 credit 1 period 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 credits 3 periods 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 credits 3 periods 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:** FSC113 or permission of instructor or equivalent.

FSC205 Command Strategies for Major Emergencies 3 credits 3 periods 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:** FSC204.

FSC208 Firefighter Safety and Building Construction 3 credits 3 periods 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:** FSC113 or permission of instructor or equivalent.

FSC209 Fire Investigation 3 credits 3 periods 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.

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For additional information on PC program competencies, visit:
http://www.dist.maricopa.edu/academic/curric/progpc.php

For additional information on MCCCD course competencies, visit:
http://www.dist.maricopa.edu/academic/curric/cs.php
FSC202  or four years in the fire service.

Prerequisites: FSC202 or four years in the fire service.

FSC214  Human Resource Management in Fire Service
3 credits 3 periods lecture
Management of fire service personnel functions. Includes selection procedures, employee discipline, performance ratings, elements of supervision. Labor relations and related personnel responsibilities. Prerequisites: FSC202 or four years in the fire service.

FSC221  Ladder Company Officer
1 credit 1 period 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 credits 2 periods 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.

GBS – General Business

GBS103  Principles of Banking
3 credits 3 periods 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 credits 3 periods 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.

GBS114  Principles of Quality Service
3 credits 3 periods lecture
Quality service principles in credit/service industries emphasizing total quality and continuous improvement as a model for change. Identifying/understanding customer requirements. mapping a work process, measuring the amount of change in a process' performance and solving work process problems. Collecting data and data analysis. Prerequisites: None.

GBS131  Business Calculations
3 credits 3 periods lecture
Review of basic arithmetic and application of mathematics to business problems, includes percentage, interest, discount, and markups. Prerequisites: None.

GBS151  Introduction to Business
3 credits 3 periods 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 credits 3 periods lecture
Legal theories, ethical issues and regulatory climate affecting business policies and decisions. Prerequisites: None.

GBS206  Business Law (UCC)
3 credits 3 periods 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 credits 3 periods 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 credits 3 periods lecture
Business applications of quantitative optimization methods in operations management decisions. Prerequisites: (Grade of “C” or better in MAT150, MAT151, or MAT152) or equivalent or satisfactory score on District placement exam.

GBS221  Business Statistics
3 credits 3 periods 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: Grade of ‘C’ or better in GBS220.

GBS233  Business Communication
3 credits 3 periods 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.

GBS258  Principles of Property and Liability Insurance
3 credits 3 periods lecture
Basic principles of insurance. Introduction to insurance contracts. Overview of company functions and operations including ratemaking, underwriting, claims, adjusting, and marketing. Prerequisites: None.

GBS261  Investments I
3 credits 3 periods lecture
Various investment forms available, including study of inflation, taxation, government securities, stocks and bonds, real estate and retirement plans. Prerequisites: None.
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<td>GPH112 or Corequisites: GPH112.</td>
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<td>GPH219</td>
<td>Introduction to GIS Using ArcGIS</td>
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<td>CIS105 or CSC180 or permission of instructor.</td>
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<td>GCU121</td>
<td>World Geography I: Eastern Hemisphere</td>
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<td>GCU122</td>
<td>World Geography II: Western Hemisphere</td>
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<td>GLG110</td>
<td>Intro to Geology I - Physical Lecture</td>
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<td>Geologic Disasters &amp; the Environment</td>
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<td>GLG280</td>
<td>Geology of Arizona Lecture</td>
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GRN102 Supervisory Care Services
1.25 credits 1.25 periods lecture
Principles of general supervision, including awareness of resident functioning, crisis intervention, and assistance in the self-administration of medications. Provides foundation for provision of supervisory care services in assisted living facilities. Prerequisites: None.

GRN104 Personal Care Services
2 credits 2 periods lecture
Principles of aging and examination of common medical conditions associated with aging and physical disabilities. Assisting residents in activities of daily living and measuring vital signs. Provides foundation for provision of personal care services in assisted living facilities. Includes experiential learning activities as well as didactics. Prerequisites: GRN102 or permission of Program Director.

GRN106 Directed Care Services
0.75 credit 0.75 periods lecture
Examination of care needs of those unable to direct self-care. Provides foundation for provision of directed care services in assisted living facilities. Involves experiential learning activities as well as didactics. Emphasis on therapeutic techniques. Prerequisites: GRN102 and (GRN104 or GRN104AA), or permission of Program Director.

GRN108 Management of Assisted Living Facilities
0.5 credit 0.5 period lecture
Principles of management and care planning. Includes delegation of authority, development of policies and procedures, and overview of laws and regulations. Provides foundation for management of assisted living facilities. Prerequisites: GRN102, (GRN104 or GRN104AA), and GRN106 or permission of Program Director.

GRN121 Psychosocial Aspects of Aging
3 credits 3 periods lecture
Examination of sociological, psychological, and behavioral health issues associated with aging including death, dying, and bereavement. Incorporates cultural and cohort influences. Considers economic and political issues. Prerequisites: None.

GRN122 Overview of Aging Services
3 credits 3 periods lecture
Description of the organization and structure of the aging services environment including federal, state, and local roles and responsibilities. Explores the field of gerontology including careers and services using on-line information. Prerequisites: None.

GRN123 Health and Biophysical Aspects of Aging
3 credits 3 periods lecture
Examines theories of aging and biological aging processes and accompanying medical conditions. Includes functional health assessment and mental health factors that affect physical health. Focuses on health promotion for older adults. Prerequisites: None.

GRN124 Fundamentals of Service Delivery
3 credits 3 periods lecture
Addresses interpersonal communication and appropriate behavior in the workplace. Emphasis on care/service plans and documentation on legal records. Identification of regulatory agencies. Prerequisites: None.

GRN202 Activity Programming for Aging Services
3 credits 3 periods lecture
Activity program development and implementation in aging services. Particular attention to the programming needs of special populations. Addresses professionalism and credentialing. Prerequisites: None.

GRN226 Alzheimer’s Disease and Dementia
3 credits 3 periods lecture
Examination of Alzheimer’s disease and other forms of dementia. Provides the foundation for caregiving. Emphasis on therapeutic techniques. Includes ethical and legal issues. Prerequisites: GRN121, GRN122, GRN123 and GRN124) or permission of Program Director.

GRN230 Therapeutic Environments for Dementia Care
3 credits 3 periods lecture
Design principles for creating a therapeutic environment for dementia care in home and community-based settings as well as other long term care environments. Includes practical application of design principles to reduce difficult behaviors and promote quality of life. Prerequisites: GRN106 or GRN226 or permission of Program Director. Course Note: Appropriate for owners, managers, and caregivers in formal care settings; aging service employees; senior housing designers; informal caregivers; or individuals interested in interior design for special populations.

GRN236 Law and the Elderly
3 credits 3 periods lecture
Addresses legal issues of particular importance to elders including health care decision-making, employment and retirement, and financial planning. Considers federal and state statutory and case law. Prerequisites: (GRN121, GRN122, GRN123, and GRN124), or permission of Program Director.
GRN240
Public Policy and Advocacy
3 credits 3 periods lecture
Overview of public policy as it affects the elderly and aging services. Examination of policies and policy making at federal, state, and local levels. Addresses private sector and citizen involvement. Prerequisites: (GRN121, GRN122, GRN123 and GRN124), or permission of Program Director.

GRN242
Management and Supervision
3 credits 3 periods lecture
Basic principles in the organization and management of aging services. Decision making, personnel management, team building, volunteers, marketing, and customer service. Prerequisites: None.

GRN246
Executive Management and Leadership in Aging Services
3 credits 3 periods lecture
Examines concepts of executive management and leadership in relationship to the aging services environment. Addresses organizational issues, community roles and relationships, public speaking, and personal leadership development. Prerequisites: (GRN121, GRN122, GRN123, and GRN124) or permission of Program Director.

GRN248
Fiscal Management and Fund Development
3 credits 3 periods lecture
Examination of revenue sources and fiscal accountability in the provision of aging services. Provides practice in preparing and using budgets and an explanation of the audit process. Includes proposal writing and processes for grant administration. Prerequisites: (GRN121, GRN122, GRN123 and GRN124) or permission of Program Director.

GRN248AA
Fiscal Management and Fund Development I
1 credit 1 period lecture
Examination of funding revenue sources in the provision of aging services. Provides practice in reading and interpreting budgets and financial statements. Prerequisites: (GRN121, GRN122, GRN123 and GRN124) or permission of Program Director.

GRN248AB
Fiscal Management and Fund Development II
2 credits 2 periods lecture
Examination of the budgetary process and fiscal accountability in the provision of aging services. Provides practice in preparing and using budgets and an explanation of the audit process. Includes proposal writing and processes for grant administration. Prerequisites: GRN248AA or permission of Program Director.

GRN250AA
Seminar Special Topics in Gerontology
1 credit 1 period lecture
GRN250AB
Seminar Special Topics in Gerontology
2 credits 2 periods lecture
GRN250AC
Seminar Special Topics in Gerontology
3 credits 3 periods lecture
In-depth investigation of a current issue in gerontology. Emphasis on implications for individuals, the elderly, and society at large. Topics vary from semester to semester. Potential topics may include, but are not limited to, ethics, economics, managed care, and spirituality. May be repeated with a change of topic. Prerequisites: None. AC Module
Course Note: May be repeated with change of topic.

GRN260
Introduction to Directed Research in Gerontology
2 credits 2 periods lecture
Application of basic principles in planning, execution, analysis, and reporting of a research topic in gerontology. Conducted in cooperation with instructor and/or classmates. May be repeated with a change of topic/application. Prerequisites: GRN121, GRN122, GRN123, GRN124, and permission of Program Director.

GRN270
Caregiving in Assisted Living Facilities
1 credit 3 periods lab
Provides clinical experience for caregivers in assisted living facilities. Application of principles for supervisory, personal, and directed care services. Includes awareness of resident functioning, crisis intervention, assisting with self-administration of medication, activities of daily living, measuring vital signs, and therapeutic communications techniques. Emphasis on Arizona rules and regulations. Prerequisites: (GRN102, GRN104, and GRN226) or (Current CNA license and GRN226) or GRN106.

GRN275AA
Practicum in Gerontology: Elder Care
1 credit 5 periods lab
GRN275AB
Practicum in Gerontology: Elder Care
2 credits 10 periods lab
GRN275AC
Practicum in Gerontology: Elder Care
3 credits 15 periods lab
Field experience in an elder care setting. Details of specific assignment determined by student in consultation with instructor. Provides in-depth experiences in gerontology that cannot be acquired within a classroom. Prerequisites: Permission of Program Director. Course Note: Modules may be repeated for a total of six (6) credits.

GRN275BA
Practicum in Gerontology: Program Development
1 credit 5 periods lab
GRN275BB
Practicum in Gerontology: Program Development
2 credits 10 periods lab
GRN275BC
Practicum in Gerontology: Program Development
3 credits 15 periods lab
Field experience in program development in an aging services setting. Details of specific assignment determined by student in consultation with instructor. Provides in-depth experiences in gerontology that cannot be acquired within a classroom. Prerequisites: Permission of Program Director. Course Note: May be repeated for a total of six (6) credits.

If you don’t find an Official Course Description within this catalog, go to:
http://www.dist.maricopa.edu/academic/curric/cs.php
HEB – Hebrew

HEB101
Elementary Biblical Hebrew I
4 credits 4 periods lecture
Introduction to basic grammar, pronunciation, and vocabulary of the Hebrew language. Emphasis on language skills in listening, speaking, reading, and writing. Study of Hebrew speaking culture. Prerequisites: None.

HEB102
Elementary Biblical Hebrew II
4 credits 4 periods lecture
Continued in-depth study of grammar and vocabulary with emphasis on speaking skills. Continued study of Hebrew speaking culture. Prerequisites: HEB101 or equivalent or departmental approval.

HEB201
Intermediate Hebrew I
4 credits 4 periods lecture
Intensive review of essential Hebrew grammar with emphasis on vocabulary building and development of reading, writing, and speaking skills. Study of Hebrew speaking culture. Prerequisites: HEB102 or equivalent or departmental approval.

HEB202
Intermediate Hebrew II
4 credits 4 periods lecture
Continued intensive development of Hebrew language skills and study of Hebrew speaking culture. Prerequisites: HEB201 or equivalent or departmental approval.

HCC – Health Core Curriculum

HCC130
Fundamentals in Health Care Delivery
3 credits 3 periods lecture
Overview of current health care professions including career and labor market information. Health care delivery systems, third party payers, and facility ownership. Health organization structure, patient rights and quality care. Health care and life values. Definition and importance of values, ethics, and essential behaviors in the workplace. Worker rights and responsibilities. Healthful living practices to include nutrition, stress management and exercise. Occupational Safety and Health Administration (OSHA) standard precautions and facility safety. Use of principles of body mechanics in daily living activities. Basic communication skills which facilitate teamwork in the health care setting. Focus on development of personal communication skills and an understanding of how effective communication skills promote teamwork. Focus on intercultural communication strategies. Prerequisites: None.

HCC145
Medical Terminology for Health Care Workers
3 credits 3 periods 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 Workers I
1 credit 1 period 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 terms using basic word parts. Selected medical abbreviations and symbols and term spelling. Prerequisites: None.

HCC164
Pharmacology for Allied Health
0.5 credit 0.5 period 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: HCC130 or (HCC130AA, HCC130AB, HCC130AC, HCC130AD, HCC130AE and HCC130AF), or equivalent.

HCC204
Clinical Pathophysiology
3 credits 3 periods 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: HCC130 or (HCC130AA, HCC130AB, HCC130AC, HCC130AD, HCC130AE, and HCC130AF), or equivalent and (BIO160 or BIO162AB, or BIO201).

See pages 182-212 for PC’s Health Care programs.
HCC208
Health Care Leadership
1 credit 1 period 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: HCC130 or (HCC130AA, HCC130AB, HCC130AC, HCC130AD, HCC130AE and HCC130AF), or equivalent.

HCE101
Customer and Patient Relations
1.5 credits 1.5 periods lecture
Basic interpersonal behavior principles in the health care setting. Emphasis on interpersonal behavior and mental health concepts. Examines management perspective and self-management skills. Prerequisites: None.

HCE102
Orientation to the Physiology and Psychology of Body Systems
1 credit 1 period lecture
Application of basic physiology and psychology of body systems as they relate to an entry-level health care professional’s role. Prerequisites: HCC130, HCC145 or (HCC145AA, HCC145AB, and HCC145AC), or permission of instructor.

HCE108
Basic Phlebotomy: Training for Law Enforcement Officers
1 credit 1.5 periods lecture + lab
Theory and practice of basic phlebotomy techniques including equipment, procedures, and protocol for handling specimens drawn for testing for law enforcement purposes. Prerequisites: Certified Law Enforcement Officer. Corequisites: HCE110AA.

HCE109
Phlebotomy: Basic Skills
1 credit 2 periods lecture + lab
Theory and practice of basic phlebotomy including laboratory test codes, equipment, and procedures. Prerequisites: None. Corequisites: HCC130, HCC145AA, or permission of Program Director.

HCE110
Practicum: Fundamental Phlebotomy Skills
0.5 credit 3 periods lab
Application of fundamental phlebotomy techniques in a clinical laboratory setting or health care environment. Prerequisites: HCE109, or permission of program director.

HCE110AA
Practicum: Basic Phlebotomy: Training for Law Enforcement Officers
0.5 credit 1.5 periods lab
Application of basic phlebotomy techniques in a clinical laboratory setting or health care environment for law enforcement purposes. Prerequisites: Certified Law Enforcement Officer. Corequisites: HCE108.

HCE111
Specimen Processing and Advanced Techniques in Phlebotomy Procedures
1 credit 2 periods lecture + lab
Theory and practice of advanced techniques in phlebotomy and specimen processing including laboratory test codes, equipment, and procedures. Prerequisites: HCE109 or permission of instructor.

HCE112
Practicum: Specialized Phlebotomy Techniques
0.5 credit 3 periods lab
Application of specialized phlebotomy techniques in a clinical laboratory setting or health care environment. Prerequisites: HCE109. Prerequisites or Corequisites: HCE110 and HCE111, or permission of instructor.

HCE120
Phlebotomy Practicum
1 credit 4.5 periods lab
Application of phlebotomy techniques in a clinical laboratory setting or health care environment. Prerequisites: HCE109, or permission of Program Director. Corequisites: HCE111, or permission of Program Director.

HCE121
Practicum: Basic Specimen Processing
0.5 credit 3 periods lab
Application of specimen processing techniques in a clinical laboratory setting or health care environment. Prerequisites: HCE109 or permission of instructor.

HCE122
Practicum: Phlebotomy and Specimen Processing
1.5 credits 6 periods lab
Application of phlebotomy and specimen processing techniques in a clinical laboratory setting or health care environment. Prerequisites: HCE109 or permission of Program Director. Corequisites or Corequisites: HCE111 or permission of Program Director.

HCE124
Donor Phlebotomy: Interviewing Techniques
2 credits 10 periods lecture + lab
Theory and practice of interviewing techniques in donor setting or health care environment. Prerequisites: Acceptance into the Donor Phlebotomy program or permission of Program Director. Course Note: HCE124 is offered on a Credit (P) or No credit (Z) basis. Standard grading available according to procedures outlined in college catalog.

HCE125
Practicum: Donor Interviewing Techniques
1.5 credits 12 periods lab
Application of interview techniques in donor setting or health care environment. Prerequisites: (HCE124 and acceptance into the Donor Phlebotomy program) or permission of Program Director. Course Note: HCE125 is offered on a Credit (P) or No credit (Z) basis. Standard grading available according to procedures outlined in college catalog.

HCE126
Donor Phlebotomy: Basic Donor Collection
1.5 credits 3 periods lecture + lab
Theory and practice of basic donor phlebotomy including preparation; operation of equipment; and transportation, packing, and shipping procedures. Prerequisites: (HCE124 and acceptance into the Donor Phlebotomy program) or permission of Program Director. Course Note: HCE126 is offered on a Credit (P) or No credit (Z) basis. Standard grading available according to procedures outlined in college catalog.
HCE127
Practicum: Basic Donor Collection
1 credit 9.5 periods lab
Application of basic donor phlebotomy to obtain blood from donors in a community blood center setting including preparation, operation of equipment, and shipping and packaging procedures. **Prerequisites:** (HCE126 and acceptance into the Donor Phlebotomy program) or permission of Program Director. **Course Note:** HCE127 is offered on a Credit (P) No credit (Z) basis. Standard grading available according to procedures outlined in college catalog.

HCE152
Laboratory Assisting: Principles and Procedures
2 credits 6 periods lecture + lab
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, 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** or **Corequisite:** HCE150.

HCE167
Laboratory Testing in Patient Care Service Centers
1 credit 1.5 periods lecture + lab
Basic Point of Care testing in a clinical setting. Includes procedures for urinalysis, whole blood hematology, glucose monitoring, cholesterol and coagulation testing. Specimen collection and handling. Compliance with Occupational Health and Safety Administration (OSHA) and the Clinical Laboratory Improvement Amendments (CLIA) regulations. **Prerequisites:** None. **Corequisites:** HCC130, HCC145, or permission of Program Director.

HCE158
Laboratory Assisting Practicum
2 credits 6 periods 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:** HCE150 and HCE152 and permission of program director.

HCE162
Aseptic Techniques
1 credit 3 periods lecture + lab
Fundamentals of microbial control. Includes procedures for sanitation, disinfection, and sterilization. Specimen collection and handling. Compliance with Occupational Health and Safety Administration (OSHA), the United States Center for Communicable Disease Control (CDC), and Clinical Laboratory Improvement Amendments (CLIA). **Prerequisites:** None. **Corequisites:** HCC130, HCC145, or permission of Program Director.

Course Descriptions

**For additional information on PC program competencies, visit** http://www.dist.maricopa.edu/academic/curric/progpc.php

**For additional information on MCCCD course competencies visit** http://www.dist.maricopa.edu/academic/curric/cs.php
HCE172
Practicum: Chemistry of Fixation
3 credits 6 periods 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: Admission to Histologic Technology Program or permission of program director. Corequisites: HCE170 and HCE171.

HCE173
Microtomy
3 credits 3 periods lecture

HCE174
Practicum: Microtomy
3 credits 6 periods 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: HCE172. Corequisites: HCE173.

HCE175
Cellular Biological Staining
3 credits 3 periods lecture
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: HCE173 and HCE174. Corequisites: HCE176.

HCE176
Practicum: Cellular Biological Staining
3 credits 6 periods 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: HCE173 and HCE174. Corequisites: HCE175.

HCE177
Cellular Biological and Immunohistochemical Staining
3 credits 3 periods lecture

For additional information on PC program competencies, visit:
http://www.dist.maricopa.edu/academic/curric/progpc.php

For additional information on MCCCD course competencies, visit:
http://www.dist.maricopa.edu/academic/curric/es.php

HCE178
Practicum: Cellular Biological and Immunohistochemical Staining
3 credits 6 periods lab

HCE190
Clinical Laboratory Operations
2 credits 2 periods 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 Clinical Laboratory Sciences program or permission of Program Director.

HCE221
Administration of Medication
3 credits 4 periods lecture + lab
Principles and procedures for administering medications. Includes classifications, uses, effects, legal regulations, calculating dosages, and correct terminology. Emphasis on oral and parenteral of drug administration. Prerequisites: None. Corequisites: HCC130, HCC145, or permission of program director.
HCE222
Clinical Procedures
3 credits 4 periods lecture + lab
Principles and procedures for the medical assistant. Methods of assisting clinicians with physical examinations, procedures, treatments, and minor surgical procedures in the medical office. Includes vital signs, height, and weight, collection of patient data and documentation. Prerequisites: None. Corequisites: HCC130, HCC145 or permission of program director.

HCE226
Administrative Procedures
3 credits 3 periods lecture
Principles and procedures for front office administrative skills. Methods of telephone management, correspondence and mail processing, appointment scheduling, medical records management and data collection. Includes medical assistant as office manager. Prerequisites: None. Corequisites: HCC130, HCC145 or permission of program director.

HCE227
Insurance, Billing and Coding
3 credits 3 periods lecture + lab
Application of insurance, coding and billing. Includes legal and ethical issues, federal, state and private insurance claims, procedural and diagnostic coding, and banking and accounting principles. Prerequisites: None. Corequisites: HCC130, HCC145 or permission of program director.

HCE/BPC229
Automated Computer System for Medical Office Management
2 credits 4 periods lecture + lab
Principles and procedures in using an office automated computerized system for entering patient information and tracking patient billing, including basic computer navigation skills and use of accounting cycle from originating data to closing ledger entries. Prerequisites: None. Corequisites: HCC130, HCC145, or equivalent, or permission of program director.

HCE240
Clinical Urinalysis and Body Fluid Analysis
3 credits 5 periods 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: Acceptance into the Clinical Laboratory Sciences program or permission of Program Director.

HCE241
Practicum: Clinical Urinalysis and Body Fluid Analysis
1 credit 6 periods 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: Acceptance into the Clinical Laboratory Sciences program or permission of Program Director.

HCE242
Clinical Hematology and Hemostasis
6 credits 9 periods 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: Acceptance into the Clinical Laboratory Sciences program or permission of Program Director.

HCE243
Practicum: Clinical Hematology and Hemostasis
1 credit 6 periods 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: Acceptance into the Clinical Laboratory Sciences program or permission of Program Director.

HCE244
Clinical Immunohematology and Immunology
6 credits 9 periods 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: Acceptance into the Clinical Laboratory Sciences program or permission of Program Director.

HCE245
Practicum: Clinical Immunohematology and Immunology
1 credit 6 periods 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: Acceptance into the Clinical Laboratory Sciences program or permission of Program Director.
HCE246
Clinical Microbiology
6 credits 9 periods 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: Acceptance into the Clinical Laboratory Sciences program or permission of Program Director.

HCE247
Practicum: Clinical Microbiology
1 credit 9 periods 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: Acceptance into the Clinical Laboratory Sciences program or permission of Program Director.

HCE248
Clinical Chemistry
6 credits 9 periods 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: Acceptance into the Clinical Laboratory Sciences program or permission of Program Director.

HCE249
Practicum: Clinical Chemistry
1 credit 9 periods 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: Acceptance into the Clinical Laboratory Sciences program or permission of Program Director.

HCE251
Emergencies in the Medical Office
1.5 credits 1.5 periods lecture + lab
Emphasis on methods of identification and response to emergencies in a medical office. Prerequisites: None. Corequisites: HCC130, HCC145 or permission of program director.

HCE261
Applied EKG
1 credit 1.5 period lecture + lab
Entry-level training to professionally perform, process, and explain the electrocardiogram. Overview of cardiac anatomy, physiology, and conduction systems. Overview of commonly encountered drugs in cardiac medicine. Data collection, selection, processing, and presentation for the appropriate medical/clinical professional to review. Selected specific non-invasive cardiac testing procedures. Prerequisites: None. Corequisites: HCC130, HCC140 or HCC145AA, or permission of program director.

HCE271
Patient Care Technician Skills
1 credit 1.75 periods lecture + lab
Designed to prepare students for advanced patient care skills. Fundamentals in microorganisms and microbial control. Specimen collection, handling and testing, wound care, catheterization, and other designated procedures. Prerequisites: Permission of Program Director.

HCE272
Practicum: Patient Care Technician
1 credit 4.75 periods lab
Designed to provide clinical experience in the medical facility. Emphasis on application of advanced patient-care skills. Includes incorporation of new skills into a work assignment and development of working relationships in an expanded role. Prerequisites: Permission of Program Director.

For additional information on PC program competencies, visit:
http://www.dist.maricopa.edu/academic/curric/progpc.php

For additional information on MCCCD course competencies, visit:
http://www.dist.maricopa.edu/academic/curric/cs.php
HCE274
Administrative Medical Assisting Externship
1 credit 6 periods lab
Practicum in administrative medical assisting. Application of administrative duties, procedures, and knowledge derived from medical assisting courses. **Prerequisites:** HCC130, HCC145, HCE226, HCE227, HCE/BPC229, and permission of program director.

HCE275
Clinical Medical Assisting Externship
2 credits 9.6 periods lab
Practicum in clinical medical assisting. Application of clinical skills, procedures, and knowledge derived from medical assisting courses. **Prerequisites:** HCC130, HCC145, or (HCC145AA, HCC145AB, and HCC145AC), HCE102, HCE109, HCE110, HCE162, HCE167, HCE221, HCE222, HCE226, HCE227, HCE229, HCE251, HCE261, and permission of program director.

HCE280
Medical Assisting Program Review
1 credit 1 period lecture
Preparation for the medical assisting national certification examinations. Topics include medical terminology, anatomy and physiology, medical records management, appointment scheduling, law and ethics, insurance billing and coding, medication administration, electrocardiography, patient assessment, asepsis, clinical procedures, and laboratory techniques and values. **Prerequisites:** (HCE102, HCE110, HCE162, HCE167, HCE221, HCE222, HCE226, HCE227, BPC/HCE229, HCE251, and HCE261) or (current employment with a minimum of one year’s experience as a Medical Assistant) or permission of Program Director. **Corequisites:** (HCE274 and HCE275) or equivalent.

HCE281
Specialty Office Practices
1.5 credits 1.5 periods lecture + lab
Designed to meet the needs of medical assistants working in the offices of licensed Arizona osteopathic physicians and who perform basic therapeutic treatments and procedures on clients. **Prerequisites:** None.

HCE283
Advanced Concepts for Specialty Office Practice
4 credits 4 periods lecture + lab
Designed to meet the needs of medical assistants who work in the offices of licensed Arizona osteopathic physicians and who perform basic therapeutic treatments and procedures on clients. A critical overview of techniques, procedures, and policies affecting medical assistants in practice. Update on current methods, validation of knowledge and experience, and introduction to new procedures in a clinical setting. **Prerequisites:** HCE281 or permission of instructor.

HCE290
Clinical Laboratory Sciences Program Review
1 credit 1 period lecture
Preparation for the clinical laboratory technician national certification examinations. Topics include methodologies, techniques, and problem solving relative to urinalysis; body fluids, hematology, hemostasis, immunohematology, immunology, microbiology, and chemistry. **Prerequisites:** (HCE247 and HCE249), or (current employment with a minimum of three year’s experience as a Clinical Laboratory Technician), or permission of Program Director.

HCE295AA
Special Topics: Clinical Laboratory Science
1 credit 2 periods lecture + lab
Explores a special topic related to clinical laboratory science. Topics vary and include concepts relevant to those advancing or pursuing careers in clinical laboratory science. **Prerequisites:** Permission of Program Director. **Course Note:** May be repeated for a total of three (3) credit hours.

HCE295AB
Special Topics: Clinical Laboratory Science
2 credits 3 periods lecture + lab
Explores a special topic related to clinical laboratory science. Topics vary and include concepts relevant to those advancing or pursuing careers in clinical laboratory science. **Prerequisites:** Permission of Program Director. **Course Note:** May be repeated for a total of six (6) credit hours.

HCE295AC
Special Topics: Clinical Laboratory Science
3 credits 4 periods lecture + lab
Explores a special topic related to clinical laboratory science. Topics vary and include concepts relevant to those advancing or pursuing careers in clinical laboratory science. **Prerequisites:** Permission of Program Director. **Course Note:** May be repeated for a total of six (6) credit hours.

HCR – Health Care Related

HCR210
Clinical Health Care Ethics
3 credits 3 periods 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:** ENG102.

HCR220
Health Care Organizations
3 credits 3 periods lecture
Overview of United States health care delivery systems; financing, health policy, impact of managed care, and basic principles of budgeting, cost-benefit analysis, and resource management. **Prerequisites:** ENG102.

HCR230
Culture and Health
3 credits 3 periods 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 credits 4 periods 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:** BIO202 or BIO205 or equivalent.
HCR240AA
Human Pathophysiology I
2 credits 2 periods lecture
Chemical, biologic, biochemical, and psychological processes as a foundation for the understanding of alterations in health. The structural and functional pathophysiology of alterations in health; selected therapeutics considered. Prerequisites: BIO202 or BIO205 or equivalent. Corequisites: HCR240AB or permission of instructor.

HCR240AB
Human Pathophysiology II
2 credits 2 periods lecture
Chemical, biologic, biochemical, and psychological processes as a foundation for the understanding of alterations in health. The structural and functional pathophysiology of alterations in health; selected therapeutics considered. Prerequisites: BIO202 or BIO205 or equivalent. Corequisites: HCR240AA or permission of instructor.

HES – Health Science

HES100
Healthful Living
3 credits 3 periods 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.

HES126
Women’s Health Issues
2 credits 2 periods lecture
Develops awareness of health issues related to women. Examines diseases common to women. Explores predisposing and precipitating factors affecting health and reviews current treatment of disease. Focuses on the development of behaviors that promote a healthy and productive life. Prerequisites: None.

HES154
First Aid/ Cardiopulmonary Resuscitation
3 credits 3 periods lecture
Cardiopulmonary Resuscitation and first aid for the adult, child and infant patient, includes Automated External Defibrillator (AED), rescue breathing, obstructed airway, and other first aid procedures. Designed to train citizen responders in skills and procedures required during emergency situation. Prerequisites: None.

HES201
Substance Abuse and Behavior
3 credits 3 periods 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
Making Healthy Decisions: HIV/AIDS
1 credit 1 period lecture
HIV transmission and infection; AIDS-related diseases; prevention resources; effects of HIV/AIDS on society and health care system. Prerequisites: None.

HES271
Prevention and Treatment of Athletic Injuries
3 credits 3 periods lecture
Prevention and care of athletic injuries, emphasizing use of modern training techniques and support materials. Utilization of preventive taping, strapping, bandaging, cardiopulmonary resuscitation, massage, cryotherapy, hydrotherapy, and practical application of muscle reconditioning. Prerequisites: None.

HES272
Clinical Practicum in Athletic Training
1 credit 7.5 periods lab
Practical application, in a clinical setting and under direct supervision, of methods and techniques of treatment of athletic injuries. Prerequisites: HES271.

HES273
Athletic Training: Advanced Wrapping and Taping Techniques
2 credits 2 periods 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: HES271 or permission of instructor.

HIM – Health Information Management

HIM101
Introduction to Health Information Management
1 credit 1 period lecture
Detailed investigation of the history and development of the health information management profession. Career opportunities, ethics, history, and functions of the health information management profession in relationship to the healthcare delivery system. Overview of health information systems used to identify, file, and store patient health information. Prerequisites: HCC130 or permission of Program Director.

HIM105
Health Record Documentation for Allied Health Professionals
1 credit 1 period lecture
Introduction to 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: HCC130 or permission of Program Director.

HIM106
Legal Aspects of Health Information Management
3 credits 3 periods lecture
Legal aspects of health records and health information, management. Application of general principles of law as related to health information management. Emphasis on regulations regarding protected health information, patient privacy, and patient confidentiality. Types of patient authorizations and procedures for access and release of protected health information. Prerequisites: HCC130 or permission of Program Director.
HIM140
Acute Care Documentation and Standards
2 credits 3 periods lecture + lab
A comprehensive review of acute care hospital health records. Study of the origin, development, content, flow, and format of acute care records. Documentation standards and chart analysis guidelines specific to accreditation standards, state licensing, and Medicare certification requirements. Prerequisites: HCC130 or permission of Program Director. Prerequisites or Corequisites: HIM101 or permission of Program Director.

HIM150
Health Care Data
2 credits 3 periods lecture + lab
Introduction to data collection methods for health information systems including structure, content, and standards. Study of the datasets and databases used in various health care settings. Overview of the creation and maintenance of health information disease registries and indexes. Prerequisites: [HIM140 and (BPC110 or CIS105)], or permission of Program Director.

HIM180
Introduction to Medical Billing and Reimbursement
2 credits 2 periods lecture
An overview of the medical billing profession, the claims process, and federal billing guidelines. Study of major medical third-party payers including coverage offered, client eligibility, and reimbursement methodologies. Prerequisites: HCC130 or permission of Program Director.

HIM181
Medical Claims Processing
3 credits 5 periods lecture + lab
Application of third-party payer billing information to claims processing in the non-hospital setting. Use of the computer for claims submission. Management of claims to ensure confidentiality, data retention, and successful payment for services. Prerequisites: [BPC101AA or BPC/CIS121AE] and HIM180), or permission of Program Director. Prerequisites or Corequisites: HIM185 and HIM212), or permission of Program Director.

HIM185
ICD Diagnostic Coding
3 credits 5 periods lecture + lab
International Classification of Diseases (ICD) diagnostic code assignment. Use of appropriate guidelines and federal, state, and local compliance standards for diagnoses. Identification of health provider documentation that supports code assignment. Prerequisites: (HCC145 and (BIO160 or BIO201)), or permission of Program Director.

HIM187
Physician-Based Medical Coding Seminar
0.5 credit 0.5 period lecture
Content and development of physician-based services coding compliance programs. Forum for discussion of classroom, laboratory, and professional practice experiences. Prerequisites: (HCC204, HIM185, and HIM214), or permission of Program Director. Corequisites: HIM189 or permission of Program Director.

HIM189
Professional Practice in Physician-Based Coding
1 credit 5 periods lab
Practical application of coding guidelines for the physician-based setting. Use of the International Classification of Diseases and Current Procedural Terminology systems to code ambulatory patient diagnoses and treatment. Prerequisites: (HCC204, HIM185, and HIM214), and permission of Program Director. Corequisites: HIM187 or permission of Program Director.

HIM201
Health Information Statistics and Research
2 credits 4 periods lecture + lab
Compilation and usage of various types of administrative and health care statistics including vital records. Introduction to the health information research process and institutional review board functions. Use of computers for computation and data display. Prerequisites: [BPC110 or CIS105], HIM140, and MAT102), or permission of Program Director.

HIM204
Cancer Registry
4 credits 6 periods lecture + lab
Requirements for managing a cancer registry, including comparisons of systems and data related to a hospital and central cancer registry and other registry standard-setting organizations. Organization and management of the basic functions of cancer registry operations. Analysis and presentation of cancer data and use in studies. Prerequisites: HCC145 or permission of instructor. Corequisites: (BIO202 and HIM150) or permission of instructor.

HIM206
Health Information Management in Alternative Care Settings
2 credits 3 periods lecture + lab
Characteristics of non-acute care organizations in the United States. Standards and regulations for health records in those settings according to state, federal, and accrediting agencies. Applicable health record content and health information practices. Prerequisites: HIM140 or permission of Program Director.

HIM207
Health Information Organizational Resource Management
2 credits 2 periods lecture
Principles and practices essential to the efficient use of human, financial, and physical resources within health information systems. Focus on roles and responsibilities applicable to practice as a health information team performing planning, organizing, directing, and controlling functions. Prerequisites: (HIM150 and HIM206), or permission of Program Director.

HIM209
Inpatient ICD Coding Applications
2 credits 4 periods lecture + lab
International Classification of Diseases (ICD) procedure code assignment. Use of appropriate coding guidelines and federal, state, and local compliance standards for procedures. Application of diagnostic and procedural codes for inpatient settings. Prerequisites: [BIO202, HCC204, and HIM185], or permission of Program Director.
HIM211
Advanced Applications of Coding and Reimbursement
3 credits 5 periods lecture + lab
Use of references, source documents, and computers for International Classification of Diseases (ICD) code assignment. Diagnostic-related group guidelines and federal regulations for hospital-based settings. Coding guidelines and code sets for home health, long term care, rehabilitation, and other health care settings. Code assignment in alternative code systems. Use of codes for administrative purposes, reimbursement, marketing, and meeting regulatory requirements. Prerequisites: (HIM209, HCC204, and HIM209), or permission of Program Director.

HIM212
CPT Coding I
2 credits 3 periods lecture + lab
Introduction to Current Procedural Terminology (CPT) from both facility and physician perspectives. General content, coding guidelines, and the role in healthcare reimbursement. Coding of basic medical and surgical services including use of modifiers. Ethical coding and compliance issues. Prerequisites: (HCC145 and (BIO160 or BIO202) and HIM185), or permission of Program Director.

HIM214
CPT Coding II
2 credits 4 periods lecture + lab

HIM215
Hospital-Based Medical Coding Seminar
0.5 credit 0.5 period lecture
Content and development of hospital-based coding compliance programs. Forum for discussion of classroom, laboratory, and professional practice experience. Prerequisites: (HIM209, HIM211, and HIM214), or permission of Program Director. Corequisite: HIM216 or permission of Program Director.

HIM216
Professional Practice in Hospital-Based Coding
1 credit 5 periods lab
Practical application of coding guidelines for hospital-based medical coding. Use of International Classification of Diseases and Current Procedural Terminology systems to code services for hospital patients. Prerequisites: (HIM209, HIM211, and HIM214), and permission of Program Director. Corequisites: HIM215 or permission of Program Director.

HIM217
Health Information Management Seminar I
1 credit 1 period lecture
Theory of and practice in specialized health information activities. Forum for discussion of classroom, laboratory, and clinical affiliation experiences. Prerequisites: (HIM106, HIM150, HIM201, and HIM206), or permission of Program Director. Corequisites: HIM218 or permission of Program Director.

HIM218
Professional Practice
1 credit 5 periods lab
Practical application of acquired health information technical knowledge in health care settings. Prerequisites: (HIM106, HIM150, HIM201, and HIM206), and permission of Program Director. Corequisites: HIM217 or permission of Program Director.

HIM219
Health Information Management Systems
3 credits 5 periods lecture + lab
Overview of the fundamental concepts, terminology, and structure of health information systems with emphasis on computer applications used to manage electronic health information. Review of electronic health information concepts and its impact on health care delivery in multiple settings. Prerequisites: HIM150 or permission of Program Director.

HIM220
Health Information Management Seminar II
1 credit 1 period lecture
Survey of current practices and trends in health information management. Application of problem solving and research concepts to health information practices. Professional development preparation and career opportunities for health information management professionals. Prerequisites: (HIM207, HIM217, HIM218, and HIM219), or permission of Program Director. Corequisites: HIM224 or permission of Program Director.

HIM224
Advanced Professional Practice
1 credit 5 periods lab
Practical application of advanced health information management knowledge in a variety of health-related settings. Focus on supervision and management, interdepartmental policies and procedures, budget and staffing considerations, as well as committee planning and preparation. Prerequisites: (HIM207, HIM217, HIM218, and HIM219), and permission of Program Director. Corequisites: HIM220 or permission of Program Director.

HIM230
Quality Management and Performance Improvement
2 credits 2 periods lecture
Focus on the history and development of quality assurance in various health care facilities, including quality assessment techniques, utilization management, risk management, credentialing, and medical staff services as related to health information management. Prerequisites: (HIM207 and HIM219), or permission of Program Director.

For additional information on PC program competencies, visit:
http://www.dist.maricopa.edu/academic/curric/progpc.php

For additional information on MCCCD course competencies, visit:
http://www.dist.maricopa.edu/academic/curric/cs.php
HIP – Home Inspection Program

HIP100
Home Inspection: Review and Examination
1 credit 1 period lecture
Complete review of the home inspection profession including professional practice standards, inspection requirements, and inspection procedures. Prerequisites: HIP101 or (HIP101AA, HIP101AB, HIP101AC, HIP101AD, HIP101AE, HIP101AF, HIP101AG, HIP101AH, HIP101AI, and HIP101AJ) with a grade of ‘C' or better, and at least 80 hours of college-verified attendance, or permission of department. Course Note: Students must score at least 70% on the final exam to receive a grade of ‘C' or better.

HIP201
Home Inspection Fieldwork
7 credits 7 periods lecture + lab
Student-candidate participation in at least thirty (30) parallel home inspections with logs of these inspections and submission of a minimum of five (5) home inspection reports attached to the state certificate application. Prerequisites: HIP101 with a grade of ‘C' or better, or passing score on the National Home Inspector's Examination, or permission of department. Course Note: State law dictates that a certified home inspector may only mentor up to four (4) home inspector candidates at a time.

HIS – History

HIS100
History of Western Civilization to Middle Ages
3 credits 3 periods 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 credits 3 periods lecture
Survey of origin and development of Western civilization and its institutions from the Renaissance and Reformation through the Age of Enlightenment. Prerequisites: None.

HIS102
History of Western Civilization 1789 to Present
3 credits 3 periods lecture
Survey of the origin and development of Western civilization and its institutions from French Revolution through the present. Prerequisites: None.

HIS103
United States History to 1870
3 credits 3 periods lecture
The political, economic, and social development of United States from Colonial through Reconstruction period. Prerequisites: None.

HIS104
United States History 1870 to Present
3 credits 3 periods lecture
The political, economic, and social development of the United States from Reconstruction period up to present time. Prerequisites: None.

HIS105
Arizona History
3 credits 3 periods 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 credits 3 periods lecture
Survey of Hispanic, Anglo, African-American and Native cultures of the peoples who have settled the American Southwest. Emphasis on cattle, mining, fur trade and transportation industries and role development of the region. Prerequisites: None.

HIS108
United States History 1945 to the Present
3 credits 3 periods 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.

For additional information on PC program competencies, visit:
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For additional information on MCCCD course competencies, visit:
http://www.dist.maricopa.edu/academic/curric/cs.php
HIS109
Mexican-American History and Culture
3 credits 3 periods 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 credits 3 periods lecture
Survey of the political, economic, and social forces which have shaped the development of Mexico from pre-Columbian times to the present. Prerequisites: None.

HIS/AIS170
American Indian History of the Southwest
3 credits 3 periods lecture
Covers history of Indian peoples in the southwestern United States from pre-Columbian era to the present. Includes historical events, the development and implementation of Spanish-Mexican and United States’ policies and their impact on Indian peoples in these areas, and current issues of importance to Indian peoples. Prerequisites: None.

HIS201
History of Women in America
3 credits 3 periods lecture
Introduction to women's history from the colonial period to the present. Deals chronologically with changes and developments which have influenced the lives of women. Prerequisites: None.

HIS203
African-American History I
3 credits 3 periods 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.

HIS209
The Chicano in 20th Century America
3 credits 3 periods lecture
Analysis of the twentieth century experience. Historical perspective of the emergence of Chicanos as an influential minority in the United States. Prerequisites: None.

HIS/PHI/REL243
World Religions
3 credits 3 periods 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.

HIS251
History of England to 1700
3 credits 3 periods lecture
Analysis of the major political, cultural, social, and intellectual factors in English historical development from its earliest times till 1660. Prerequisites: None.

HIS252
History of England 1700 to Present
3 credits 3 periods lecture
Analysis of the major political, cultural, social, and intellectual factors in English historical development from 1650 to the present. Prerequisites: None.

HIS275
Soviet Union and Slavic World
3 credits 3 periods lecture
Survey of the principle political, military, economic, social, and cultural developments in the Soviet Union from the Communist seizure of power in 1917 to the present. Includes a brief review of the geography, politics, and culture of pre-1917 Russia as a background. Prerequisites: None.

HUM– Humanities

HUM105AC
Cultural Perspectives: Asian Ideas and Values
1 credit 1 period lecture
An interdisciplinary examination of the history, arts, ideas, and values of Asian peoples and their contribution to life in the United States. Prerequisites: None.

HUM105AD
Cultural Perspectives: Hispanic Ideas and Values
1 credit 1 period lecture
An interdisciplinary examination of the history, arts, ideas, and values of Hispanic peoples and their contribution to life in the United States. Prerequisites: None.

HUM105AE
Cultural Perspectives: Middle-Eastern Ideas and Values
1 credit 1 period lecture
An interdisciplinary examination of the history, arts, ideas, and values of Middle Eastern peoples and their contribution to life in the United States. Prerequisites: None.

HUM108
Contemporary Humanities
3 credits 3 periods lecture
An exploration of human expression in contemporary arts and sciences. Prerequisites: None.

HUM120
Cultural Viewpoints in the Arts
3 credits 3 periods 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.

HUM125
The Urban Experience
3 credits 3 periods lecture
Examines the urban experiences' representation in and influence on the arts; considers such subjects as the physical environment of the city, language, ethnic diversity, values, perception of time and space, relationship between the individual and the community. Lecture and discussion on various art forms, including literature, visual arts, music, dance, film, and theater. Prerequisites: None.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>HUM190AA-AI</td>
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<td>Admission to the College Honors Program or permission of instructor.</td>
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<td>HUM202</td>
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<td>HUM205</td>
<td>Introduction to Cinema</td>
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<td>HUM208</td>
<td>Arts and World Views of the Southwest</td>
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<tr>
<td>HUM209</td>
<td>Women and Films</td>
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<tr>
<td>HUM210</td>
<td>Contemporary Cinema</td>
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<td>HUM212</td>
<td>Documentary Film</td>
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<td>ENG101, or ENG107, or Prerequisites: None.</td>
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<td>HUM213</td>
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<td>HUM250</td>
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<td>HUM251</td>
<td>Ideas and Values in the Humanities</td>
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<tr>
<td>HUM260</td>
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<td>3</td>
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<td>IBS105</td>
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<tr>
<td>IBS115</td>
<td>Historical Architecture and Furniture</td>
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<td>IBS120</td>
<td>Modern Architecture and Furniture</td>
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</table>

**HUM202**

**Humanities: Universal Themes**

3 credits 3 periods lecture
The hero/heroine; fool; the social world, and the future as themes in the humanities. **Prerequisites:** None.

**HUM205**

**Introduction to Cinema**

3 credits 3 periods lecture
Survey of the history and development of the art of motion pictures, including criticism of aesthetic and technical elements. **Prerequisites:** None.

**HUM208**

**Arts and World Views of the Southwest**

3 credits 3 periods lecture
Examination of arts, ideas, and values of the Southwest and their connection to a larger humanistic world view. Analysis of cultural, environmental, and historical factors as they influence creative expressions. Emphasis on critique of artistic expressions from both cultural and aesthetic perspectives. **Prerequisites:** CRE101 or permission of instructor.

**HUM209**

**Women and Films**

3 credits 3 periods lecture
Analysis of images of women in films from both historical and contemporary perspectives. **Prerequisites:** None.

**HUM210**

**Contemporary Cinema**

3 credits 3 periods lecture
A study of contemporary films, directors, and critics with emphasis on evaluating films as an art form. **Prerequisites:** None.

**HUM212**

**Documentary Film**

3 credits 3 periods lecture
Survey of documentary (non-fiction) film with an emphasis on international issues. Focus on primary types of documentary film, including direct address, direct cinema, interviews, etc. **Prerequisites:** None.

**HUM213**

**Hispanic Film**

3 credits 3 periods lecture
Analysis of Hispanic film as art form and as social commentary. **Prerequisites:** None.

**HUM250**

**Ideas and Values in the Humanities**

3 credits 3 periods 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:** ENG101.

**HUM251**

**Ideas and Values in the Humanities**

3 credits 3 periods 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:** ENG101.

**HUM260**

**Intercultural Perspectives**

3 credits 3 periods lecture
Cultural, literary, and artistic expressions of Native, Hispanic, and African Americans. Includes traditional and modern work and contribution to American civilization. **Prerequisites:** None.

**IBS105**

**Introduction to International Business**

3 credits 3 periods 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.

**IBS115**

**Historical Architecture and Furniture**

3 credits 3 periods lecture
Historical survey of the development of furniture, interiors, and architecture from antiquity to the 19th Century. **Prerequisites:** None.

**IBS120**

**Modern Architecture and Furniture**

3 credits 3 periods lecture
Survey of the development of furniture, interiors, and architecture from the 19th Century to the present. Emphasis is on modern architects and designers. **Prerequisites:** None.
INT140
Introduction to Architectural Desktop for Interior Design
3 credits 3 periods lecture + lab
Introduction to Architectural Desktop AutoCAD (tm) tools for the interior designer with emphasis on industry-accepted standards for interior design following American Institute of Architects (AIA) guidelines. Prerequisites: DFT121.

INT145
Drawing and Rendering
3 credits 6 periods 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: ARC121 or DFT121.

INT150
Color and Design
3 credits 6 periods 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.

INT160
Fabrics for Interiors
3 credits 3 periods 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 credits 6 periods 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: INT105. Prerequisites or Corequisites: INT160.

INT175
Custom Design
3 credits 6 periods lecture + lab
Custom design for interiors. Creative problem solving using design theory and process. Visualization of concepts through sketching. Prerequisites: INT105 and DFT121.

INT190
Space Planning
3 credits 6 periods lecture + lab
Study of creative, critical, analytical and strategic thinking as it relates to human behavior and the built environment. Emphasis on the design process and tasks within each phase of the process. Stresses creative expression through the utilization of design elements and principles. Prerequisites: INT105 and (ARC121 or DFT121). INT140 or (ARC141 or DFT105) recommended but not required.

INT210
Interior Sales and Marketing
3 credits 3 periods lecture
(Not offered every semester)
Marketing procedures and sales techniques for interior designers. Prerequisites: INT190.

INT220
Kitchen and Bath Design
3 credits 6 periods 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. Prerequisites: INT190 and (ARC141 or DFT105 or INT140).

INT245
Color Rendering
3 credits 6 periods lecture + lab
(Not offered every semester)
Development of color rendering techniques. Emphasis on producing two-dimensional and three-dimensional renderings utilizing various media. Prerequisites: AAS Degree in Interior Design or permission of department.

INT265
Building Systems
3 credits 3 periods lecture
(Not offered every semester)
Study of building systems and their impact on the health, safety and welfare of the public. Prerequisites: AAS Degree or permission of department.

INT260AC
Interior Building Codes
1.5 credits 1.5 periods lecture
(Not offered every semester)
Study of interior building codes, regulations, and standards and their impact on the health, safety, and welfare of the public. Emphasis on occupancy classifications, means of egress, fire protection, and finish plus furniture standards and testing. Prerequisites: AAS Degree in Interior Design or permission of department.

INT270
Commercial Design
3 credits 6 periods lecture + lab
(Not offered every semester)
Creation of design solutions for commercial spaces. Focuses on issues affecting the health, safety and welfare of the public. Prerequisites: AAS Degree or permission of instructor.

INT271AA
Interior Design Internship
1 credit 5 periods lab
Interpretation of interior design work experience in the interiors industry. Required to work 80 hours. Supervised and evaluated by a faculty coordinator. Prerequisites: Departmental approval. Course Note: May be repeated for a total of four (4) credits with department permission.

INT271AB
Interior Design Internship
2 credits 10 periods lab
Interpretation of interior design work experience in the interiors industry. Required to work 160 hours. Supervised and evaluated by a faculty coordinator. Prerequisites: Departmental approval. Course Note: May be repeated for a total of four (4) credits with department permission.

INT271AC
Interior Design Internship
3 credits 15 periods lab
Interpretation of interior design work experience in the interiors industry. Required to work 240 hours. Supervised and evaluated by a faculty coordinator. Prerequisites: Departmental approval.

INT260AB
ADA Compliance
1.5 credits 1.5 periods lecture
(Not offered every semester)
Study of the interior designer’s ability to affect people and the environment through barrier-free design concepts. Emphasis on how the Americans with Disabilities Act Accessibility Guidelines (ADAAG) and the seven principles of Universal Design impact the design of the interior environment. Prerequisites: AAS Degree in Interior Design or permission of department.
INT274AA
Interior Design Study Tour
1 credit 5 periods lab

INT274AB
Interior Design Study Tour
2 credits 10 periods lab

INT274AC
Interior Design Study Tour
3 credits 15 periods 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: Departmental approval.

INT280
Design Business Procedures
3 credits 3 periods lecture
(Not offered every semester)

Business procedures for the interiors industry including certification, professional practices and ethics. Emphasizes the use of a business plan and business processes used in studios. Prerequisites: INT190.

IPP – Interpreter Preparation Program

Also see Sign Language, SLG on page 363.

IPP208
Advanced American Sign Language Discourse
4 credits 4 periods lecture

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 SLG203.

IPP215
ASL to English Consecutive Interpreting
2 credits 3 periods lecture + lab

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/division.

IPP216
ASL to English Simultaneous Interpreting
3 credits 4 periods lecture + lab

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, or permission of department/division.

IPP217
ASL to English Consecutive Interpreting
3 credits 4 periods lecture + lab

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: A grade of “B” or better in IPP215, or permission of department/division.

IPP218
English to ASL Consecutive Interpreting
2 credits 3 periods lecture + lab

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/division. IPP215 suggested but not required.

IPP219
English to ASL Simultaneous Interpreting
3 credits 4 periods lecture + lab

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 IPP215, or permission of department/division.

IPP220
Interactive Interpreting I
4 credits 5 periods lecture + lab

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: IPP215 and IPP218 or permission of department/division.

IPP221
Interactive Interpreting II
3 credits 4 periods lecture + lab

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, or permission of department/division.

For additional information on PC program competencies, visit http://www.dist.maricopa.edu/academic/curric/progpc.php

For additional information on MCCCD course competencies, visit: http://www.dist.maricopa.edu/academic/curric/cs.php
IPP229
Interpreter Preparation Internship Seminar
1 credit 1 period lecture
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. May be repeated for a total of four (4) credits. Prerequisites: Acceptance into the Interpreter Preparation Program and/or program director approval. Corequisites: IPP230AA or IPP230AB or IPP230AC or IPP230AD.

IPP230AA
Interpreter Preparation Program Internship
1 credit 5 periods lab
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 AAS degree students. May be repeated for a total of four (4) credits. Prerequisites: Acceptance into the Interpreter Preparation Program and/or program director approval. Corequisites: IPP229.

IPP230AB
Interpreter Preparation Program Internship
2 credits 10 periods lab
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 AAS degree students. May be repeated for a total of four (4) credits. Prerequisites: Acceptance into the Interpreter Preparation Program and/or program director approval. Corequisites: IPP229.

IPP230AC
Interpreter Preparation Program Internship
3 credits 15 periods lab
Laboratory portion of the Interpreter Preparation Program Seminar. Two hundred forty (240) 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 AAS degree students. Prerequisites: Acceptance into the Interpreter Preparation Program and/or program director approval. Corequisites: IPP229.

IPP230AD
Interpreter Preparation Program Internship
4 credits 20 periods lab
Laboratory portion of the Interpreter Preparation Program Seminar. Three hundred twenty (320) 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 AAS degree students. Prerequisites: Acceptance into the Interpreter Preparation Program and/or program director approval. Corequisites: IPP229.

IPP250AA
Special Topics: Interpreter Preparation
1 credit 1 period 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.

IPP250AB
Special Topics: Interpreter Preparation
2 credits 2 periods 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.

For additional information on PC program competencies, visit:
http://www.dist.maricopa.edu/academic/curric/progpc.php

For additional information on MCCCCD course competencies, visit:
http://www.dist.maricopa.edu/academic/curric/cs.php
ITA – Italian

ITA101
Elementary Italian I
4 credits 4 periods lecture
Introduction to basic grammar, pronunciation, and vocabulary of Italian. Development of speaking, listening, reading, and writing skills. Study of Italian culture. Prerequisites: None.

ITA102
Elementary Italian II
4 credits 4 periods lecture
Continued development of speaking, listening, reading, and writing skills in Italian. Study of Italian culture. Prerequisites: ITA101 or equivalent or departmental approval.

ITA115
Beginning Italian Conversation I
3 credits 3 periods lecture
Conversational Italian. Basic sentence structure, pronunciation and vocabulary necessary to develop speaking ability in Italian. Designed for students seeking speaking and listening abilities with little emphasis on grammar. Prerequisites: None.

ITA116
Beginning Italian Conversation II
3 credits 3 periods lecture
Continued development of speaking and listening skills for effective communication in Italian. Prerequisites: ITA115 or equivalent or departmental approval.

ITA201
Intermediate Italian I
4 credits 4 periods lecture
Review of essential grammar of the Italian language and study of the Italian Culture. Continued practice and development of reading, writing, and speaking skills. Prerequisites: ITA102 or equivalent or departmental approval.

ITA202
Intermediate Italian II
4 credits 4 periods lecture
Continued development of Italian language skills and continued study of the Italian culture. Prerequisites: ITA201, or equivalent, or departmental approval.

ITA225
Intermediate Italian Conversation I
3 credits 3 periods lecture
Continued development of skills in conversational Italian for effective communication. A review of grammar and development of vocabulary. Intensified study of Italian life and culture. Prerequisites: ITA116, or ITA102, or departmental approval.

ITA226
Intermediate Italian Conversation II
3 credits 3 periods lecture
Continued development of skills in conversational Italian for effective communication. A review of grammar including the extensive use of grammatical concepts. Continued development of vocabulary. Intensified study of Italian life and culture. Prerequisites: ITA225, or ITA201, or departmental approval.

ITS – Information Technology Security

ITS100
Information Security Awareness
1 credit 2 periods lecture
Computer and network security topics, including network communication. Includes security policy, implementation of basic security measures, the importance of backups and the value of protecting intellectual property. Real-life examples and practical projects to reinforce the need for computer security. Prerequisites: None.

ITS110
Information Security Fundamentals
4 credits 5 periods 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: (CIS126DA or CIS126DL) and (CNT150 and MST150DA or MST150XP), or permission of instructor.

ITS120
Legal, Ethical and Regulatory Issues
3 credits 3 periods 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: ITS110 or permission of instructor.

ITS130
Operating System Security
3 credits 4 periods lecture + lab
In-depth examination of operating system security including Transmission Control Protocol/Data Encryption Standard (DES), Triple Data Encryption Standard (3DES), Advanced Encryption Standard (AES), Pretty Good Privacy (PGP), and other encryption technologies (TCP/IP), Internet Protocol Security (IPSec) and Cisco Internetwork Operating System (IOS), Microsoft Windows, Linux and Mac OS X Security. Procedures to defend networks against attacks and recovery from network disasters. Web server security. 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 MS Windows and Linux Administration. Prerequisites: ITS110 or permission of instructor.

If you don’t find an Official Course Description within this catalog, go to:
http://www.dist.maricopa.edu/academic/curric/cs.php
JAS101 or permission of JAS102 or permission of Administration Government Agencies JAS – Justice and Policy development processes and the directions. Emphasis on writing effective relationship between security and policy

3 credits 4 periods lecture + lab Examination of techniques used to defend network security. Design and implementation of devices including firewalls and Intrusion Detection Systems (IDSs) and Virtual Private Networks (VPNs). Risk analysis and security policies methodologies. 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 MS Windows and Linux Administration. Prerequisites: (ITS110 and ITS130) or permission of instructor.

ITS170
Information Security Policy Development
1 credit 1 period lecture Components required to plan, develop and write information security policies. Policy development processes and the relationship between security and policy directions. Emphasis on writing effective information security policies in a governmental or corporate setting. Prerequisites: None.

ITS172
Viruses and Other Malicious Software
1 credit 2 periods lecture + lab Spyware, adware, viruses, worms and trojans. Available tools for identifying and removing malicious software. Techniques for analyzing the behavior of malicious software. Methods of infection and prevention of infection. Prerequisites: None.

JAS – Justice and Government Agencies Administration

JAS102
Principles of Management for Justice and Government Agencies I
3 credits 3 periods lecture Introduction to basic principles of modern management in justice and other government agencies. Emphasis on supervisor-employee relationships. Prerequisites: None.

JAS110
Basic Principles of Government Fiscal Administration
3 credits 3 periods lecture Basic principles of fiscal administration for state and local government. Includes discussion of budgeting, financial management, revenue fund management, performance measures and reporting, and audits. Prerequisites: JAS101 or permission of instructor.

JAS115
Basic Principles of Human Resources Management for Justice and Government Agencies
3 credits 3 periods lecture Overview of human resources management in government. Includes discussion of planning, staffing, training, compensating, and appraising. Prerequisites: JAS101 or permission of instructor.

JAS150
Organizational Behavior in Justice and Government Agencies
3 credits 3 periods lecture Principles of management in government from an organizational behavior perspective. Discussion of levels of organizational behavior: the individual, the group, and the organizational system. Prerequisites: JAS101 or permission of instructor.

JAS200
Principles of Management for Justice and Government Agencies II
3 credits 3 periods lecture Elaboration of effective practices for managing employees in government. Prerequisites: JAS102 or permission of instructor.

JAS/SWU225
Statistics for Social Research/Justice and Government
3 credits 3 periods 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: MAT102 or completion of higher level mathematics course.

JAS250
Managing Individuals in Groups for Justice and Government Agencies
3 credits 3 periods lecture Advanced management practices focusing on the manager as a work group leader in justice and government agencies. Prerequisites: JAS102 or permission of instructor.

JPN – Japanese

JPN115
Beginning Japanese Conversation I
3 credits 3 periods lecture Conversational Japanese. Basic sentence structure pronunciation, and vocabulary necessary to develop speaking ability in Japanese. Designed for students seeking speaking and listening abilities, with little emphasis on grammar, reading, or writing. Prerequisites: None.

JPN116
Beginning Japanese Conversation II
3 credits 3 periods lecture Continuation of conversational Japanese for survival in everyday business and social situations. Expansion of vocabulary and sentence structure through aural/oral practice. Practice in reading and writing Kana. Prerequisites: JPN115.

JPN225
Intermediate Japanese Conversation
3 credits 3 periods lecture Continued development of skills in conversational Japanese for effective communication and study of the Japanese culture. Includes the introduction to intermediate Japanese conversation, basic structural approach to Japanese grammar, Japanese writing system and civilization. Prerequisites: JPN116 or departmental approval.
LAS – Paralegal Studies

LAS100
The Paralegal Profession
3 credits 3 periods 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.

LAS101
Introduction to Law
3 credits 3 periods 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. Suggested but not required: ENG101 and CRE101 or exemption by score on the reading placement test (ASSET).

LAS109
Legal Procedures I
3 credits 3 periods 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 or Corequisites: LAS101 and (BPC110 or permission of department chair or program director).

LAS110
Legal Procedures II
3 credits 3 periods 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: LAS109 and (BPC110 or permission of department chair or program director).

LAS115
Criminal Trial Procedure
3 credits 3 periods 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: LAS101 or permission of department chair, or program director. Prerequisites or Corequisites: BPC110 or permission of department chair or program director.

LAS131
Legal Writing I
3 credits 3 periods 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. Prerequisites or Corequisites: LAS109 and (BPC110 or permission of department chair or program director).

LAS203
Ethics and Professional Practice
3 credits 3 periods 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: LAS131 and (BPC110 or permission of department chair or program director).

LAS204
Business Law for Paralegals
3 credits 3 periods lecture
Examination of legal contracts and contracts regulated by the Uniform Commercial Code (Sales Contracts and Secured Transactions); examination of business organizations including Sole Proprietorships, Partnerships, Corporations, and Limited Liability Companies. Includes drafting of contracts and documents used in the formation and operation of business organizations. Prerequisites or Corequisites: LAS109 and (BPC110 or permission of department chair or program director).

LAS208
Probate
3 credits 3 periods 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: LAS109 and (BPC110 or permission of department chair or program director).

LAS211
Legal Research
3 credits 3 periods 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: ENG101 Prerequisites or Corequisites: LAS109 and (BPC110 or permission of department chair or program director).

LAS212
Insurance and Tort Law
3 credits 3 periods 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: LAS109 and (BPC110 or permission of department chair or program director).
LAS216
Real Estate Transactions
3 credits 3 periods lecture
Investigation into various aspects of real estate sales, purchases and encumbrances. Includes preparation of deed of trust and an agreement for sale of property. Prerequisites: LAS109 and (BPC110 or permission of department chair or program director).

LAS217
Family Law
3 credits 3 periods lecture
Legal analysis of marriage, dissolution of marriage, parental rights and duties; pleading and practice. Prerequisites: LAS109 and (BPC110 or permission of department chair or program director).

LAS218
Administrative Law
3 credits 3 periods lecture
Introduction to fundamental administrative law concepts including the delegation of powers, due process, citizen access and participation, rulemaking, adjudication, and judicial review. Emphasis on Arizona administrative procedures and the role of the paralegal in informal and prehearing advocacy and proceedings before a hearing officer. Prerequisites: LAS109 and (BPC110 or permission of department chair or program director).

LAS220
Paralegal Internship Seminar
1 credit 1 period 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: LAS203 and LAS211 and (LAS204 or LAS212), and (BPC110 or permission of department chair or program director). Corequisites: LAS221AA or LAS221AB or LAS221AC. Course Note: May be repeated for a total of two (2) credit hours.

LAS221AA
Paralegal Internship
1 credits 5 periods lab
Laboratory portion of LAS220, Paralegal Internship Seminar; 80 hours of work. Supervision and evaluation by on-the-job supervisor as well as college coordinator. Prerequisites: Permission of department chairperson or program director. Course Note: May be repeated for a total of three (3) credit hours.

LAS221AB
Paralegal Internship
2 credits 10 periods lab
Laboratory portion of LAS220, Paralegal Internship Seminar; 160 hours of work. Supervision and evaluation by on-the-job supervisor as well as college coordinator. Prerequisites: Permission of department chairperson or program director. Course Note: May be repeated for a total of four (4) credit hours.

LAS221AC
Paralegal Internship
3 credits 15 periods lab
Laboratory portion of LAS220, Paralegal Internship Seminar; 240 hours of work. Supervision and evaluation by on-the-job supervisor as well as college coordinator. Prerequisites: Permission of department chairperson or program director. Course Note: May be repeated for a total of six (6) credit hours.

LAS225
Legal Research, Analysis, and Writing
3 credits 3 periods 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: LAS131 and LAS211 and (BPC110 or permission of department chair or program director).

LAS229
Computerized Law Office and Litigation Support
3 credits 3 periods lecture
Word processing skills for the law office; use of presentation software; types and comparisons of litigation support systems; types and uses of electronic trial software; coding schemes; management of integrated litigation support system. Fee arrangements; the billing cycle; billing procedures; management of billing activities. Management of names, matters, and events; indexing structures; reports; ethical issues. Prerequisites: LAS110 and (BPC110 or equivalent or permission of department chair or program director).

LAS237
Legal Interviewing, Investigation, and Report Writing
3 credits 3 periods lecture
Foundations for interviewing and investigation. Questioning of clients and experts. Documenting and summarizing interviews. Factual investigation sources and techniques. Evidence analysis and preservation. Documenting results of factual investigations. Prerequisites: LAS131 and LAS211 and (BPC110 or permission of department chair or program director).

LAS261
Bankruptcy
3 credits 3 periods lecture
Examination of bankruptcy laws and procedures and the role of paralegals in bankruptcy practice, including the commencement of a case, preparation of schedules, review of adversary matters and litigation, debtors’ and creditors’ rights and obligations. Prerequisites: LAS109 and (BPC110 or permission of department chair or program director).

LAS295AA
Special Topics in Civil Law
1 credit 1 period lecture
Explores special topics related to the practice of civil law. Focuses on substantive and procedural aspects. May be repeated for a total of two (2) credits. Prerequisites: Completion of Paralegal Studies degree or certificate, or permission of department.

LAS295BA
Special Topics in Criminal Law
1 credit 1 period lecture
Explores special topics related to the practice of criminal law. Focuses on substantive and procedural aspects. May be repeated for a total of two (2) credits. Prerequisites: Completion of Paralegal Studies degree or certificate, or permission of department.

LAS295CA
Special Topics in Administrative Law
1 credit 1 period lecture
Explores special topics related to the practice of administrative law. Focuses on substantive and procedural aspects. May be repeated for a total of two (2) credits. Prerequisites: Completion of Paralegal Studies degree or certificate, or permission of department.
Course Descriptions

**LAS295DA**  
Special Topics in Current Legal Issues  
1 credit 1 period lecture  
Explores special topics related to the practice of law. Focuses on substantive and procedural aspects. May be repeated for a total of two (2) credits.  
**Prerequisites:** Completion of Paralegal Studies degree or certificate, or permission of department.

**LAT – Latin**

**LAT101**  
Elementary Latin I  
4 credits 4 periods lecture  
Introduction to the basic grammar and vocabulary of the Latin language. Practice reading and translating Latin into English.  
**Prerequisites:** None.

**LAT102**  
Elementary Latin II  
4 credits 4 periods lecture  
Comparative study of English and Latin grammar. Emphasis on analytical thinking, memorization, and familiarization with new terminology. Translation from English and from original works in Latin.  
**Prerequisites:** LAT101 or permission of instructor.

**LBS – Library Skills**

**LBS101**  
Library Resource Concepts and Skills  
2 credits 2 periods lecture  
Information access skills for print and electronic resources. Use of libraries and their structure, tools, and staff to identify, locate, evaluate, and make effective and ethical use of information. Emphasizes critical thinking skills.  
**Prerequisites:** None.

**LBS201**  
Electronic Resources Concepts and Skills  
1 credit 1 period lecture  
Use of computers to access electronic databases and to process search results. Includes search concepts and strategies, evaluating search results, and bibliographic citing of electronic sources.  
**Prerequisites:** None.

**MAT – Mathematics**

**MAT065**  
Graphing Calculator  
1 credit 1 period lecture  
Computations, graphing, matrices, and elementary programming using a graphing calculator.  
**Prerequisites:** None.

**MAT066**  
Overcoming Math Anxiety  
1 credit 1 period lecture  
Designed for students who avoid mathematics courses and/or who have experienced anxiety in mathematics courses. Includes definition and effects of math anxiety. Emphasis on study skills and test-taking strategies.  
**Prerequisites or Corequisites:** Enrollment in another math course or permission of instructor.

**MAT082**  
Basic Arithmetic  
3 credits 3 periods lecture  
Primary emphasis placed on fundamental operations with whole numbers, fractions, decimals, integers, and rational numbers; proportions, and percentages. Other topics include representations of data, geometric figures, and measurement.  
**Prerequisites:** None.

**MAT083**  
Arithmetic Review Expanded  
5 credits 5 periods lecture  
Additional review of basic arithmetic skills. Fundamental operations with whole numbers, common fractions, topics include math anxiety reduction techniques, study skills, and test-taking strategies.  
**Prerequisites:** None.

**MAT090**  
Developmental Algebra  
5 credits 5 periods lecture  
Linear behavior; linear equations and inequalities in one and two variables; graphs; systems of equations in two variables; function notation, graphs, and data tables; operations on polynomials; properties of exponents; applications.  
**Prerequisites:** Grade of "C" or better in MAT082, or MAT102, or equivalent, or satisfactory score on District Placement exam.  
**Course Note:** May receive credit for only one of the following: MAT090, MAT091, MAT092, or MAT093.

**MAT091**  
Introductory Algebra  
4 credits 4 periods lecture  
Linear behavior; linear equations and inequalities in one and two variables; graphs; systems of equations in two variables; function notation, graphs, and data tables; operations on polynomials; properties of exponents; applications.  
**Prerequisites:** Grade of "C" or better in MAT082, or MAT102, or equivalent or satisfactory score on District placement exam.  
**Course Note:** May receive credit for only one of the following: MAT090, MAT091, MAT092, or MAT093.

**MAT092**  
Mathematical Concepts/Applications  
3 credits 3 periods lecture  
A problem solving approach to mathematics as it applies to life and the world of work. Development, demonstration, and communication of mathematical concepts and formulas that relate to measurement, percentage, statistics, and geometry.  
**Prerequisites:** Grade of "C" or better in MAT082, or equivalent, or satisfactory score on District placement exam.

**MAT120**  
Intermediate Algebra  
5 credits 5 periods lecture  
Quadratic, rational, radical, exponential, and logarithmic functions and equations; graphs of quadratic, exponential, and logarithmic functions; equations quadratic in form; operations on rational expressions, radical expressions, and complex numbers; rational exponents; applications.  
**Prerequisites:** Grade of "C" or better in MAT090, MAT091, MAT092, MAT093, or equivalent, or a satisfactory score on the District placement exam.  
**Course Note:** May receive credit for only one of the following: MAT120, MAT121, or MAT122.
MAT142
College Mathematics
3 credits 3 periods lecture
Working knowledge of college-level mathematics and its applications to real-life problems. Emphasis on understanding mathematical concepts and their applications. Topics include set theory, probability, statistics, finance, and geometry. Prerequisites: Grade of 'C' or better in MAT120 or MAT121 or MAT122 or equivalent, or satisfactory score on District placement exam.

MAT150
College Algebra/Functions
5 credits 5 periods lecture
Analysis and interpretation of the behavior and nature of functions including polynomial, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, modeling and solving real world problems. Additional topics may include matrices, combinatorics, sequences and series, and conics. Prerequisites: Grades of "C" or better in MAT120 or MAT121 or MAT122 or equivalent, or satisfactory score on District placement exam. Course Note: May receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187.

MAT151
College Algebra/Functions
4 credits 4 periods lecture
Analysis and interpretation of the behavior and nature of functions including polynomial, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, modeling and solving real world problems. Additional topics may include matrices, combinatorics, sequences and series, and conics. Prerequisites: Grades of "C" or better in MAT120, MAT121, MAT122, equivalent, or satisfactory score on District placement exam. Course Note: May receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187.

MAT156
Mathematics for Elementary Teachers I
3 credits 3 periods lecture
Focuses on numbers and operations. Algebraic reasoning and problem solving integrated throughout the course. Prerequisites: Grade of "C" or better in MAT142 or MAT150 or MAT151 or MAT152 or equivalent, or satisfactory score on District placement exam.

MAT157
Mathematics for Elementary Teachers II
3 credits 3 periods lecture
Focuses on measurement, geometry, probability and data analysis. Appropriate technologies, problem solving, reasoning, and proof are integrated throughout the course. Prerequisite: MAT156 or equivalent.

MAT172
Finite Mathematics
3 credits 3 periods lecture
An introduction to the mathematics required for the study of social and behavioral sciences. Includes combinatorics, probability, descriptive statistics, matrix algebra, linear programming and the mathematics of finance. Includes applications of technology in problem-solving. Prerequisites: Grade of 'C' or better in MAT150, or MAT151, or MAT152, or MAT187 or equivalent, or satisfactory score on District placement exam.

MAT182
Plane Trigonometry
3 credits 3 periods 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. May receive credit for only one of the following: MAT182 or MAT187. Prerequisites: Grade of "C" or better in MAT150, or MAT151, or MAT152, or equivalent, or concurrent registration in MAT150, or MAT151, or MAT152, or satisfactory score on District placement exam.

MAT187
Precalculus
5 credits 5 periods lecture
A precalculus course combining topics from college algebra and trigonometry. Preparation for analytic geometry and calculus. May receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187. Prerequisites: Grade of "B" or better in MAT120, MAT121, or MAT122, or equivalent, or satisfactory score on a placement test. Course Note: Strongly recommended that students have some knowledge of trigonometry.

MAT206
Elements of Statistics
3 credits 3 periods lecture
Basic concepts and applications of statistics, including data description, estimation and hypothesis tests. Prerequisites: (A grade of "C" or better in MAT140 or MAT141 or MAT142) or (A grade of "C" or better in MAT150 or MAT151 or MAT152) or equivalent, or satisfactory score on District placement exam.

MAT212
Brief Calculus
3 credits 3 periods 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: Grade of "C" or better in MAT150, or MAT151, or MAT152, or MAT187 or equivalent, or satisfactory score on District placement exam.

MAT213
Brief Calculus
4 credits 4 periods 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: Grade of "C" or better in MAT150, or MAT151, or MAT152, or MAT187 or equivalent, or satisfactory score on District placement exam.

MAT217
Mathematical Analysis for Business
3 credits 3 periods 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: Grade of "C" or better in MAT212 or MAT213.

MAT218
Mathematical Analysis for Business
4 credits 4 periods 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: Grade of "C" or better in MAT212 or MAT213.
MAT220
Calculus with Analytic Geometry I
5 credits 5 periods lecture
Limits, continuity, differential and integral calculus of functions of one variable.  
Prerequisites: Grade of "C" or better in (MAT150 or MAT151 or MAT152 and MAT182) or MAT187 or equivalent or satisfactory score on district placement exam.  
Course Note: Students may receive credit for only one of the following: MAT220 or MAT221.

MAT225
Elementary Linear Algebra
3 credits 3 periods 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.

MAT230
Calculus with Analytic Geometry II
5 credits 5 periods 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.

MAT240
Calculus with Analytic Geometry III
5 credits 5 periods 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.

MAT261
Differential Equations
4 credits 4 periods lecture
Ordinary differential equations with applications including Laplace transforms with numerical methods.  
Prerequisites: Grade of "C" or better in MAT230, or MAT231, or equivalent.

MHL – Music History/Literature

MHL140
Survey of Music History
3 credits 3 periods lecture
Study of composers, compositions, styles, and periods in music history.  
Prerequisites: None.

MHL143
Music in World Cultures
3 credits 3 periods 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 credits 3 periods 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 credits 3 periods lecture
Survey of Broadway musicals traced from their origins to the present viewed in their cultural, political, and socio-economic contexts.  
Prerequisites: None.

MHL147
Music of African-American Cultures
3 credits 3 periods lecture
African-American music traced from its origin in Africa to the present. Includes spirituals, blues, gospel, jazz, and classical styles.  
Prerequisites: None.

MTC – Music Theory/Composition

MTC101
Introduction to Music Theory
3 credits 3 periods lecture
Designed to develop written and aural skills necessary for advanced study of music theory and skills.  
Prerequisites: None.

MTC103
Introduction to Aural Perception
2 credits 2 periods lecture
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.

MTC105
Music Theory I
3 credits 3 periods 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: MTC100 or MTC101 or permission of instructor.  
Corequisite: MTC106.

MTC106
Aural Perception I
1 credit 2 periods 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 credits 3 periods lecture
A continuation of Music Theory I with emphasis on harmony and part-writing procedures.  
Prerequisites: MTC105.  
Corequisites: MTC156.

MTC156
Aural Perception II
1 credit 2 periods lecture + lab
A continuation of Aural Perception I, including harmonic practices.  
Prerequisites: None.  
Corequisites: MTC155.
**MTC190**  
Computer-Aided Music Notation  
3 credits 4 periods lecture + lab  
Introduction to computer-aided music notation, culminating in editing and producing publication-quality music scores. Ability to read music notation required. **Prerequisites:** Permission of instructor.

**MTC191**  
Electronic Music I  
3 credits 4 periods lecture + lab  
An introduction to producing music with Musical Instrument Digital Interface (MIDI) configuration consisting of computers, printers, synthesizers, and other compatible MIDI instruments. **Prerequisites:** None.

**MTC192**  
Electronic Music II  
3 credits 4 periods lecture + lab  
Continued study of the production of music with Musical Instrument Digital Interface (MIDI) configurations. Emphasis on more complex configurations and their applications in song arrangements. **Prerequisites:** MTC191.

**MTC205**  
Music Theory III  
3 credits 3 periods lecture  
The study of chromatic harmony and melody, modulation techniques and expanded chords. The analysis of formal structure. **Prerequisites:** MTC155. **Corequisites:** MTC206.

**MTC206**  
Aural Perception III  
1 credit 2 periods lecture + lab  
A development of listening and performing skills, including an introduction of chromatic harmonic techniques and concepts of style. **Prerequisites:** None. **Corequisites:** MTC205.

**MTC240**  
Composition  
3 credits 0.6 period 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:** (MTC105 and MTC106, or equivalent), and permission of instructor.

**MTC255**  
Music Theory IV  
3 credits 3 periods lecture  
A continuation of Music Theory III, including 20th century theories and techniques. **Prerequisites:** MTC205. **Corequisites:** MTC256.

**MTC256**  
Aural Perception IV  
1 credit 2 periods lecture + lab  
A continuation of Aural Perception III, including extended chords. **Prerequisites:** None. **Corequisites:** MTC255.

**MUC – Music: Commercial/Business**

**MUC109**  
Music Business: Merchandising and the Law  
3 credits 3 periods lecture  
Operation, scope, and career opportunities in the music business. Focuses on music in the marketplace, songwriting, publishing, copyright procedures, and business affairs, agents, artist management, and concert production. **Prerequisites:** None.

**MUC110**  
Music Business: Recording and Mass Media  
3 credits 3 periods lecture  
The operation, scope, and career opportunities in the music business. Focuses on the record industry; environmental music; uses of music in radio, telecommunications, and film; and career options. **Prerequisites:** None.

**MUC111**  
Digital Audio Workstation I (DAW I)  
3 credits 5 periods lecture + lab  
Use of digital mixing and automation software in conjunction with editing and recording. Includes computer operation, troubleshooting, and file management. **Prerequisites:** MUC195 or MUC195AA.

**MUC112**  
Digital Audio Workstation II (DAW II)  
3 credits 5 periods lecture + lab  
Use of digital mixing and automation software in conjunction with editing and recording. Includes computer operation, troubleshooting, and file management. **Prerequisites:** MUC111.

**MUC115**  
Studio Music Recording I  
3 credits 5 periods 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.

**MUC120**  
Live Sound Reinforcement I  
3 credits 3 periods 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.

**MUC121**  
Live Sound Reinforcement II  
3 credits 3 periods lecture  
Emphasis on musical production decisions. Front-of-house and monitor console placement, loudspeaker arrangements, power considerations, program material and sound pressure levels. Includes setting up of sound system and mixing live performances with various styles of music. In addition to mixing at alternate locations. **Prerequisites:** MUC197.

**MUC125**  
Studio Music Recording III  
3 credits 6 periods 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:** MUC196.

**MUC295AA**  
Self Promotion for Music  
1 credit 1 period lecture  
Career goal development. Includes self-presentation and communication skills, keeping files and records, and developing self-promotional materials. **Prerequisites:** None.
MUC295AB
Portfolio for Music
1 credit 1 period lecture
Includes developing a portfolio that demonstrates music related skills and marketing of songs, recordings, and musical performances. Prerequisites: MUC295AA.

MUC297AA
Music Internship
1 credit 1 period lecture + lab
Music Internship work experience in a business or industry. Eighty (80) hours of designated work per credit. A maximum of 12 credits allowed. Prerequisites: Permission of department.

MUP – Music: Performance

MUP101, MUP151, MUP201, MUP251
Private Instruction
1 credit 0.6 period 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, baritone horn, 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 credits 1.2 periods 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, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp. May be repeated for credit. Prerequisites: None.

MUP110
Concert Music
0.5 credit 0.5 period lecture
Attendance at concerts, recitals and music lectures on and off campus. Required each semester for all music majors. Prerequisites: None.

MUP131
Class Piano I
2 credits 3 periods 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 harmonizations including the I, IV, V7 chords. Prerequisites: None.

MUP132
Class Piano II
2 credits 3 periods lecture + lab
Continuation of Piano I with emphasis on elementary piano techniques including major and minor scales, transposition, improvisation, and sight reading. Prerequisites: MUP131 or permission of instructor.

MUP133
Class Voice I
2 credits 3 periods 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
2 credits 3 periods lecture + lab
Continuation of Class Voice I including the elements of stage presence and diction. Prerequisites: MUP133 or permission of instructor.

MUP150
Community Chorus
1 credit 3 periods lecture + lab
A mixed chorus with emphasis on college/community participation and the preparation of all styles of community literature. Prerequisites: None.

MUP155
Handbell Choir (Bell Canto)
1 credit 3 periods 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 Note: May be repeated for credit.

MUP157
Women’s Chorus
1 credit 3 periods lecture + lab
A women’s 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. May be repeated for credit. Prerequisites: None.

MUP160
Orchestra
2 credits 5 periods lecture + lab
A class designed to emphasize orchestral ensemble techniques and the preparation of all styles of orchestral literature. Public performances are scheduled during the year. Auditions may be required. May be repeated for credit. Prerequisites: None.

MUP161
Community Band
1 credit 3 periods lecture + lab
Emphasis on college/community participation and the preparation of wind literature for public performance. Auditions may be required. May be repeated for credit. Prerequisites: None.

MUP162
Band
2 credits 5 periods lecture + lab
A class designed to emphasize instrumental techniques and the preparation of all styles of band literature. Public performances are scheduled during the year. Auditions may be required. May be repeated for credit. Prerequisites: None.

MUP163
Jazz Ensemble
1 credit 3 periods lecture + lab
Practical and performance experience in various jazz styles. Open to all students on the basis of auditions. May be repeated for credit. Prerequisites: None.
MUP164
Jazz Improvisation I
2 credits 2 periods lecture
Theoretical and performance skills in many styles of jazz improvisation. May be repeated for a total of six (6) credit hours. 
Prerequisites: None.

MUP165
Jazz Improvisation II
2 credits 3 periods lecture
Intermediate theoretical and performance skills in many styles of jazz improvisation. May be repeated for a total of six (6) credit hours. 
Prerequisites: MUP164 or permission of instructor.

MUP181
Chamber Music Ensembles
1 credit 2 periods lecture + lab
Practical and performance experience in instrumental, vocal, and mixed ensembles. May be repeated for credit. 
Prerequisites: None.

MUP182
Chamber Singers
1 credit 3 periods lecture + lab
Practical and performance experience in various styles of vocal music. Open to all students on the basis of auditions. May be repeated for credit. 
Prerequisites: None.

MUP225
Class Guitar I
2 credits 3 periods 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.

MUP226
Class Guitar II
2 credits 3 periods 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: MUP225 or permission of instructor.

MUP227
Class Guitar III
2 credits 3 periods lecture + lab
Additional fingerboard positions. Ensemble techniques and performance. 
Prerequisites: MUP226 or permission of instructor.

MUP228
Class Guitar IV
2 credits 3 periods lecture + lab
Advanced fingerboard positions. Duet and trio performances. Advanced ensemble techniques. 
Prerequisites: MUP227 or permission of instructor.

MUP231
Class Piano III
2 credits 3 periods lecture + lab
Development of intermediate piano techniques including selected solo literature, transposition of harmonic patterns, and secondary dominants. 
Prerequisites: MUP132 or permission of instructor.

MUP232
Class Piano IV
2 credits 3 periods lecture + lab
Continuation of Piano III including modulation techniques, improvisation of piano accompaniments, advanced chromatic harmony, and sight reading of advanced literature. 
Prerequisites: MUP231 or permission of instructor.

MUP233
Class Voice III
2 credits 3 periods lecture + lab
Interpretive singing through a closer examination of coloring, tone production, dynamics, and tempo indications. 
Prerequisites: MUP134.

MUP234
Class Voice IV
2 credits 3 periods lecture + lab
Continuation of Class Voice III with additional emphasis on the preparation of solo vocal literature for the purpose of evaluation and the integration of the music with the drama of the music. 
Prerequisites: MUP233 or permission of instructor.

MGT – Management

MGT119
Introduction to Credit Unions
3 credits 3 periods lecture
Introduction to credit unions, their structures, legal authority for existence, regulation and insurance, and role in business/society. 
Prerequisites: None.

MGT120
Credit Union Operations
3 credits 3 periods lecture
Overview of credit union operations including member services, credit granting, collections, marketing, financial counseling laws, and regulations as they apply to credit union operations. 
Prerequisites: MGT119 or departmental approval.

MGT/BTO148
Office Ethics and Culture
2 credits 2 periods lecture
Ethical issues and standards in the office; making ethical choices. Relationships and attitudes in the office. Office politics. 
Prerequisites: None.

MGT175
Business Organization and Management
3 credits 3 periods 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 credits 3 periods lecture
Covers management concepts and applications for business, industry, and government organizations. 
Prerequisites: None.

MGT230
Management and Leadership II
3 credits 3 periods lecture
Includes practical applications of activities, issues and problems related to current managerial and supervisory skills and talents. 
Prerequisites: MGT229 or departmental approval.

MGT250
Credit Union Financial Management
3 credits 3 periods lecture
Introduction and examination of credit union accounting and financial management. Includes basic accounting principles, accounting cycles, subsidiary and control general ledgers, financial statements, accruing and calculating member dividends, reserve accounts, internal controls, financial statement analysis, preparing and managing financial budgets, cash flow budgeting, interest earning assets (loans and investments, cost of funds, risk management, financial trends, and audits). 
Prerequisites: MGT119.
MGT251
Human Relations in Business
3 credits 3 periods 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 credits 3 periods lecture
Starting, organizing, and operating a small business, including location, finance management processes, advertisement and promotion, credit, inventory control and ethics. Prerequisites: None.

MGT259
Management Seminar
1 credit 1 period lecture
Classroom portion of the management internship experience, including student development of specific job-related objectives to be accomplished at the work site. Exploration of general business and specific work-related topics in a seminar setting. May be repeated for a total of two (2) credits. Prerequisites: Departmental approval. Corequisites: MGT260AA.

MGT260AA
Management Internship
3 credits 15 periods lab
Laboratory portion of management seminar course. Fifteen hours weekly. Supervised and evaluated by internship coordinator. May be repeated for a total of six (6) credits. Prerequisites: Departmental approval. Corequisites: MGT259.

MGT276
Personnel/Human Resources Management
3 credits 3 periods lecture
Human resource planning, staffing, training, compensating, and appraising employees in labor-management relationships. Prerequisites: None. MGT101, or MGT175, or MGT229 suggested but not required.

MGT277
Labor Relations
3 credits 3 periods lecture
Covers the historical, legal, and environmental parameters surrounding current labor-management relations, including contract negotiations and grievance procedures. Prerequisites: None. MGT101, MGT175, or MGT229 suggested but not required.

MIS – Military Science

MIS101
Introduction to the Military I
3 credits 5 periods lecture & lab
(Fall only)
Overview of mission, organization and structure of the Army and its role in national defense, discussion of current military issues. Prerequisites: None.

MIS102
Introduction to the Military II
3 credits 5 periods lecture & lab
(Spring only)
Introduces problem-solving methods, critical thinking, decision-making, and group cohesion as applied in a military environment. Prerequisites: MIS101.

MIS201
Introduction to Leadership Dynamics I
3 credits 5 periods lecture & lab
(Fall only)
Introduces interpersonal dynamics involved in military team operations, theory and application of military leadership principles. Prerequisites: None.

MIS202
Introduction to Leadership Dynamics II
3 credits 5 periods lecture & lab
(Spring only)
Introduces interpersonal dynamics involved in military team operations, theory and application of military leadership principles. Prerequisites: MIS201.

MKT – Marketing

MKT/TEC109
Introduction to Fashion Merchandising
3 credits 3 periods 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.

MKT/TEC151
Display and Visual Merchandising
3 credits 4 periods 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 credits 3 periods 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 credits 3 periods 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 Salesmanship
3 credits 3 periods 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.

MKT271
Principles of Marketing
3 credits 3 periods 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.

If you don’t find an Official Course Description within this catalog, go to:
http://www.dist.maricopa.edu/academic/curric/cs.php
MKT/TEC274AC
Fashion Merchandising Study Tour
3 credits 15 periods 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.

MKT/ADA/ART184
Navajo in a Medical Setting
3 credits
Continued study of the Navajo culture with participation in an off-campus Navajo cultural event. Prerequisites: NAV101 or permission of the department.

NAV115
Beginning Navajo Conversation I
3 credits 3 periods lecture
Beginning conversational Navajo. Focuses on basic sentence structure, pronunciation, and vocabulary. Develops basic speaking, reading, writing skills in the Navajo language. Prerequisites: None.

NAV116
Beginning Navajo Conversation II
3 credits 3 periods lecture
Continued development of speaking and listening skills for effective communication in Navajo. Focuses on vocabulary for home, community, schools, and businesses. Prerequisites: NAV115, or departmental approval.

NAV102
Elementary Navajo II
4 credits 4 periods lecture
Continued study of grammar, pronunciation, and vocabulary of the Navajo language. Emphasis on listening, speaking, reading, and writing skills. Prerequisites: NAV101 or permission of department. Course Note: Includes the study of the Navajo culture with participation in an off-campus Navajo cultural event.

NAV119
Navajo in a Medical Setting
3 credits 3 periods lecture
Basic conversational Navajo and medical terminology for students and health care personnel in health care settings. Emphasis on pronunciation, sentence structure, and vocabulary used in health care settings. Prerequisites: None.

NAV201
Intermediate Navajo I
4 credits 4 periods lecture
Continued study of the Navajo language. Continued practice and development of listening, speaking, reading, and writing skills. Emphasis on fluency and accuracy of the Navajo language. Includes continued study of Navajo people and cultures. Prerequisites: NAV102 or permission of department.
NUR202 Intermediate Navajo II 4 credits 4 periods lecture
Continued study of the Navajo language. Continued practice and development of listening, speaking, reading, and writing skills. Emphasis on fluency and accuracy of the Navajo language. Includes continued study of Navajo people and cultures. Prerequisites: NAV201 or permission of department.

NAV225 Intermediate Navajo Conversation I 3 credits 3 periods lecture
Continued development of skills in conversational Navajo. A review of the major grammatical and pronunciation elements. Prerequisites: NAV116, or equivalent, or permission of instructor.

NAV226 Intermediate Navajo Conversation II 3 credits 3 periods lecture
Continued development of skills in conversational Navajo with a review of grammatical elements. Prerequisites: NAV225, or equivalent, or permission of instructor.

NUR – Nursing Science: Basic

NUR117 Pharmacology and Medication Administration I 2 credits 4 periods lecture + lab
Introduction to pharmacology. Includes foundation knowledge and skills instruction. Emphasis on core medication prototypes and skills necessary for safe administration of selected medication categories. Concepts of medication administration by selected routes introduced. Application of previous knowledge of physical, biological, and social sciences. Prerequisites: Admission to the Practical Nursing or Nursing Programs.

NUR119 Nursing Science I 5 credits 15 periods lab
Development of clinical competency in the performance of selected nursing skills and procedures. Provides for participation in the care of clients experiencing problems of alteration in health and selected mental health disorders. Provides for clinical practice experiences with individuals and families in a variety of long term care and acute settings. Application of holistic nursing concepts and assessments related to health promotion, disease/illness prevention, and health restoration, as well as concepts of pathophysiology, nutrition, and communication. Prerequisites: Admission into the Practical Nursing or Nursing Programs. Corequisites: NUR111 or permission of Nursing Department chairperson.

NUR121 Nursing Process and Critical Thinking II 4 credits 4 periods lecture
Nursing and critical thinking strategies focused on meeting basic human needs within the wellness/illness continuum. Theoretical concepts related to holistic care of well, geriatric, and adult clients with selected alterations in health including psychological/mental health disorders. Emphasis on use of nursing process in the role of the nurse as member of the health care team. Includes concepts of pathophysiology, nutrition, and communication. Requires application of previous knowledge of physical, biological, and social sciences. Prerequisites: Admission to the Practical Nursing or Nursing programs. Corequisites: NUR119 or permission of Nursing Department chairperson.

NUR127 Pharmacology and Medication Administration II 2 credits 4 periods lecture + lab
Continues emphasis on core medication prototypes and skills. Emphasis on critical thinking skills for safe practice in medication administration. Introduces concepts of venipuncture and initiation of IV access. Requires application of previous knowledge of physical, biological, social, and nursing sciences. Prerequisites: NUR111, NUR117, and NUR119.

NUR129 Nursing Science II 5 credits 15 periods lab
Continuation of application of holistic nursing concepts and assessments related to health promotion, disease/illness prevention and health restoration of individuals and families. Provides continued opportunity for the development of clinical competency in the performance of selected nursing skills, participation in the care of clients with alterations in health. Provides clinical experiences with adult, pediatric, well childbearing clients and childrearing families in a variety of acute care and community settings. Application of nursing concepts in the development of care plans as well as concepts of pathophysiology, nutrition, and communication. Includes participation in client teaching and discharge planning. Prerequisites: NUR111, NUR117, and NUR119. Corequisites: NUR121 or permission of Nursing Department chairperson.

For additional information on PC program competencies, visit:
http://www.dist.maricopa.edu/academic/curric/propgpc.php

For additional information on MCCCD course competencies, visit:
http://www.dist.maricopa.edu/academic/curric/cs.php
NUR156  
Nurse Assisting  
2 credits 2 periods lecture  
Role of the nursing assistant for clients across the wellness/illness continuum within the nurse assisting scope of practice. Introduction to problem solving process specific to meeting the basic and holistic needs of clients. Professional communication skills essential for the nursing assistant. Nursing interventions to ensure the needs and safety of the client. Specific types of diseases, conditions and alterations in behavior of the client. Principles of nutrition and fluid balance. Special needs of the elder client in the acute and long-term care settings. Basic emergency care skills and procedures. **Prerequisites or Corequisites:** [HCC130 or (HCC130AA, HCC130AB, HCC130AC, HCC130AD, HCC130AE, and HCC130AF) and HCC145AA, or equivalent. **Corequisites:** NUR157. **Course Notes:** NUR156 and NUR157 must be successfully completed concurrently to meet program requirements.

NUR157  
Nurse Assisting Lab  
2 credits 6 periods lab  
Demonstration of problem solving, professional behavior and therapeutic communication skills. Demonstration of caring behaviors and ensuring environmental safety for the client. Provides opportunity for the development of clinical competency in the performance of selected nursing assisting skills and procedures through participation in the care of clients. **Prerequisites:** Completed Health and Safety Documentation Checklist (Proof of immunity or immunizations for Rubella, Rubeola, Mumps, Varicella, Hepatitis B, current TB testing, and current Health Care Provider CPR card) and completed Health Declaration form. **Corequisites:** NUR156. **Course Notes:** NUR156 and NUR157 must be successfully completed concurrently to meet program requirements.

NUR231  
Nursing Process and Critical Thinking III  
4 credits 4 periods lecture  
Nursing and critical thinking strategies. Emphasis on complex human needs within the wellness/illness continuum in a variety of acute care and community settings. Theoretical concepts related to holistic care of adults with selected acute and chronic alterations in health and psychiatric/mental health disorders. Introduction to role of the professional nurse as member of the health care team. Integrates concepts of nutrition, communication, health promotion, and advanced pathophysiology. Application of previous knowledge of physical, biologic, social, and nursing sciences. **Prerequisites:** NUR121, NUR127, and NUR129. **Corequisites:** NUR239 or permission of Nursing Department chairperson.

NUR237  
Pharmacology and Medication Administration III  
1 credit 2 periods lecture + lab  
Knowledge and skills to safely prepare and administer intravenous medications and solutions. Emphasizes management of clients receiving complex therapies such as blood and blood products, parenteral nutrition, and advanced pain management. Application of previous knowledge of physical, biological, and social sciences. Includes an overview of parenteral medications and therapies used in selected situations. **Prerequisites:** NUR121, NUR127, and NUR129.

NUR239  
Nursing Science III  
5 credits 15 periods lab  
Application of critical thinking skills through the nursing process to clients and families with acute alterations in health and psychiatric/mental health disorders. Provides for the development of clinical and cultural competency and the continued development of selected nursing skills and procedures within the nursing scope of practice. Holistic care of clients, families, and small groups in a variety of acute and community health care settings. Application of nursing concepts related to health education/promotion for clients, families, and small groups. Integrates concepts of nutrition, communication, health promotion and advanced pathophysiology. **Prerequisites:** NUR121, NUR127, and NUR129. **Corequisites:** NUR231 or permission of Nursing Department chairperson.

NUR241  
Nursing Process and Critical Thinking IV  
4 credits 4 periods lecture  
Nursing and critical thinking strategies for complex holistic needs of high-risk clients with multi-system health alterations. Includes perinatal, newborn, pediatric, and adult clients in acute care settings. Continuation of role development of the professional nurse. Integrates concepts of nutrition, communication, health promotion, and advanced pathophysiology. Application of previous knowledge of physical, biologic, social, and nursing sciences. **Prerequisites:** NUR231, NUR237, and NUR239. **Corequisites:** NUR249 or permission of Nursing Department chairperson.

NUR249  
Nursing Science IV  
6 credits 18 periods lab  
Synthesis of nursing concepts. Provides nursing care for high-risk newborn, pediatric, perinatal, and adult clients with multi-system alterations in health. Emphasis on leadership and management roles of the nurse. Includes a preceptorship experience to facilitate role transition from student to graduate nurse. Integrates concepts of nutrition, communication, health promotion and advanced pathophysiology. **Prerequisites:** NUR231, NUR237, and NUR239. **Corequisites:** NUR241 or permission of Nursing Department chairperson.

OAS –  
Office Automation Systems

OAS101  
Computer Typing I: Keyboarding and Formatting  
3 credits 5 periods lecture + lab  
(Offered days only)  
Keyboard mastery; letters, tables, and reports; office production; and manuscripts. **Prerequisites:** None.

OAS101AA  
Computer Typing I: Keyboard Mastery  
1 credit 1.7 periods lecture + lab  
Incorporates correct touch typing principles. **Prerequisites:** None.

OAS101AB  
Computer Typing I: Letters, Tables, and Reports  
1 credit 1.7 periods lecture + lab  
Letter, table, and report formatting. **Prerequisites:** OAS101AA or permission of department/division.

If you don’t find an Official Course Description within this catalog, go to:  
http://www.dist.maricopa.edu/academic/curric/cs.php
OAS101AC
Computer Typing I: Production and Manuscript
1 credit 1.7 periods lecture + lab
Simple office projects and manuscripts. Prerequisites: OAS101AB or permission of department/division.

OAS102
Computer Typing II: Document Production
3 credits 5 periods lecture + lab
Arrangement of letters, memos, manuscripts, and tabulation; speed/accuracy improvement. Prerequisites: OAS101 or permission of department/division.

OAS103AA
Computer Typing: Skill Building I
1 credit 1.7 periods lecture + lab
Individual progression on speed/accuracy drills. Prerequisites: Ability to touch type at 25 words per minute or permission of department/division.

OAS103AB
Computer Typing: Skill Building II
1 credit 1.7 periods lecture + lab
Progression on speed/accuracy drills. Prerequisites: OAS103AA or permission of department/division.

OAS103AC
Computer Typing: Skill Building III
1 credit 1.7 periods lecture + lab
Progression on speed/accuracy drills. Prerequisites: OAS103AB or permission of department/division.

OAS106
Basic Machine Transcription
3 credits 5 periods lecture + lab
Mastery of transcribing techniques with emphasis on language skills and document formatting. Prerequisites: OAS101, or permission of department/division.

OAS108
Business English
3 credits 3 periods lecture
(Days in Fall & evenings in Spring)
Comprehensive coverage of correct use of English grammar including spelling, punctuation, capitalization, and number style mechanics in a business context. Prerequisites: None.

OAS113
Micro-Alphabetic Indexing
1 credit 1.7 periods lecture + lab
Mastery of essential microcomputer filing skills. Emphasis on indexing and alphabetizing individual and business names; subject, geographic, and numeric methods; and cross-referencing. Prerequisites: None.

OAS118
10-Key by Touch
1 credit 1.7 periods lecture + lab
Touch system of numeric keys on ten-key pads. Prerequisites: None.

OAS119
Basic Data Entry Activities
1 credit 12 periods lab
Development of speed and accuracy of data entry skills. Includes vocabulary, keyboard drills, and data entry simulations. Prerequisites: OAS118 or OAS111AA or OAS101AA or permission of instructor, OAS119 suggested but not required.

OAS121
Techniques of Proofreading
1 credit 1 period lecture
Recognition of errors in mechanics, format, and content in any written communication. Prerequisites: OAS101, or OAS108, or permission of instructor.

OAS125
Introduction to the Professional Office
3 credits 3 periods lecture
Expectations of the professional in the electronic office of today. Realistic and practical coverage of roles, responsibilities, and environment. Prerequisites: None.

OAS/BPC111AA
Computer Keyboarding I
1 credit 1.7 periods lecture + lab
Mastery of essential microcomputer keyboarding skills. Emphasis on touch typing of alphabetic and numeric keys and symbols. Prerequisites: None.

OAS/BPC113DK
Intermediate Word
1 credit 1 period lecture
Intermediate concepts in using Word for Windows. Prerequisites: BPC130DK or permission of instructor.

OAS/BPC135DD
WordPerfect: Level I
2 credits 2 periods lecture
Using WordPerfect word processing software to create and name files, edit text, format, and print a variety of documents. Prerequisites: The ability to use a keyboard at a minimum of 24 wpm or permission of instructor.

OAS/BPC135DK
Word: Level I
2 credits 2 periods lecture
Using Word word processing software to create and name files, edit text, format, and print a variety of documents. Prerequisites: The ability to use a keyboard at a minimum of 24 wpm or permission of instructor.

OAS181
Medical Office: Vocabulary
3 credits 3 periods lecture
Basic medical vocabulary with emphasis on pronunciation, spelling, and definition. Prerequisites: None.

OAS201
Computer Typing III: Advanced Document Production
3 credits 5 periods lecture + lab
Mastery of skills and techniques used in the production of letter, manuscript, and statistical documents; decision making; business/industry standards emphasized. Prerequisites: OAS102 or minimum typing speed of 50 wpm or permission of department/division.

OAS218
Law Office Procedures
3 credits 3 periods lecture
Law office procedures for general and specialty areas of law, including civil, estate planning and probate, business organizations, real estate, and litigation. Coverage of law office personnel, timekeeping, billing, filing, docket control, research, office equipment, legal forms, ethics, and professional associations. Prerequisites: (LAS101, OAS201, and OAS225), or permission of program director or department chair.
Course Descriptions

PED – Physical Education

PED101, PED102, PED201, PED202
Physical Activities
1 credit 2 periods each lecture + lab
Individual, dual, or team sports activities as listed in the schedule of classes. May be repeated for credit. Prerequisites: None.

PED103, PED104, PED203, PED204
Physical Activities
0.5 credit 1 period each lecture + lab
Individual, dual, or team sports activities as listed in the schedule of classes. May be repeated for credit. Prerequisites: None. Course Note: The course is taught at the ASU Tempe Campus. Contact the Army ROTC Department.

PED105
Army Master Fitness
1 credit 3 periods lecture + lab
Introduces the student to the Army Master Fitness Program. Designed to enhance the student’s level of individual fitness and wellness. Prerequisites: None. Course Note: The course is taught at the ASU Tempe Campus. Contact the Army ROTC Department.

PED111
Aerobics
1.5 credits 3 periods lecture + lab
Aerobic activity and wellness study to help develop a lifetime of regular exercise, stress management, and proper nutrition. Workout includes warm-up/stretch, aerobic exercise, selected strength exercises, and cool down/stretch. Prerequisites: None.

PED112
Professional Applications of Fitness Principles
3 credits 3 periods lecture
Basic principles of fitness for the prospective fitness professional. Planning and teaching in a fitness program. Topics include exercise risks and safety, weight control, components of fitness, fitness assessment, and exercise programming. Prerequisites: None.

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Phoenix College Curriculum Office Mission Statement

The Phoenix College Curriculum Office is committed to the development and continuous improvement of curricular services and resources meeting the needs of students pursuing academic, occupational, developmental, and personal enrichment goals.
PED113
Weight Training
1.5 credits 3 periods lecture + lab
Weight training activity and wellness study to help develop a lifetime of regular exercise, stress management, and proper nutrition. Workout includes warm-up/stretch, aerobic exercise, selected strength exercises, and cool down/stretch. Prerequisites: None.

PED114
Fitness
1.5 credits 3 periods lecture + lab
Fitness activity and wellness study to help develop a lifetime of regular exercise, stress management, and proper nutrition. Workout includes warm-up/stretch, aerobic exercise, selected strength exercises, and cool down/stretch. May be repeated for credit. Prerequisites: None.

PED115
Lifetime Fitness
2 credits 4 periods lecture + lab
Fitness activity and wellness study to help develop a lifetime of regular exercise, stress management, and proper nutrition. Workout includes warm-up/stretch, aerobic exercise, selected strength exercises, and cool down/stretch. May be repeated for a total of eight (8) credits. Prerequisites: None.

PED116
Aerobics for Wellness
2 credits 4 periods lecture + lab
Aerobic activity and wellness study to help develop a lifetime of regular exercise, stress management, and proper nutrition. Workout includes warm-up/stretch, aerobic exercise, selected strength exercises, and cool down/stretch. May be repeated for a total of eight (8) credits. Prerequisites: None.

PED117
Weight Training for Wellness
2 credits 4 periods lecture + lab
Weight training activity and wellness study to help develop a lifetime of regular exercise, stress management, and proper nutrition. Workout includes warm-up/stretch, selected endurance/ strength exercises, and cool down/stretch. May be repeated for a maximum of eight (8) credits. Prerequisites: None.

PED125
Exercise Science
3 credits 3 periods lecture
Principles of exercise science applied to teaching fitness/aerobics. Major factors related to the function of the human body. Emphasis on anatomy/physiology, exercise physiology, and biomechanics. Prerequisites: None.

PED/WED130
Strength Fitness - Physiological Principles and Training Techniques
3 credits 3 periods lecture + lab
Principles and techniques of strength training including strength physiology, performance factors, training recommendations, exercise techniques, and program design and management. Prerequisites: None.

PED140
Principles of Safe Exercise
1 credit 1 period lecture
Overview of safety concepts and principles for the exercise leader. Includes injury recognition and referral sources; injury prevention; safe use of equipment; contraindicated exercises; proper stretching techniques; basic first aid principles, including CPR and common procedures utilized in classroom emergencies. Prerequisites: None.

PED/HCE148
Exercise Testing
0.5 credit 1.5 periods lecture + lab
Study of exercise testing principles as performed under the supervision of a physician. Prerequisites: (HCC101, HCC103, HCC105, HCC107, and HCC109), or permission of program director. Corequisites: HCE140 or permission of program director.

PED200
Introduction to Exercise Science and Physical Education
3 credits 3 periods lecture
Introductory course for students considering or just beginning a course of study in exercise science and physical education. Overview of each of the disciplines, sub-disciplines, and professions in the cross-discipline field of exercise science/physical education, including historical and philosophical foundations. Course emphasizes the study of physical activity. Prerequisites: None.

PED210*
Movement Analysis *
1 credit 3 periods lecture + lab
Practical application of biomechanical, physiological, psychological, and teaching/learning principles in the analysis of skill acquisition and performance. Prerequisites: None.

*PED210 Selected Movement Analysis Modules:
AF Aerobics CR Baseball
CX Basketball HR Fencing
IH Fitness Activities JX Golf
KF Gymnastics IS Individual Sports
NG New Games OA Outdoor Activities
PR Teaching Practicum QV Racquetball
PT Personal Training TP Soccer
SP Special Populations UF Softball
VH Swimming WB Team Sports
WH Tennis WL Track & Field
WT Volleyball XP Weight Training

PED262*
Sports Officiating *
3 credits 3 periods lecture
Methods, materials and techniques of playing and officiating in [sport]. Prerequisites: None.

*PED262 Sports Officiating Modules:
AA Baseball/Softball
AB Football/Basketball

PED262*
[Sport] Officiating
2 credits 2 periods lecture
Methods, materials, and techniques of playing and officiating in [sport]. May not be repeated for credit. Prerequisites: None.

*PED262 Officiating Modules:
BN Basketball
VP Volleyball

For additional information on MCCCD course competencies, visit:
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For additional information on MCCCD course competencies, visit:
http://www.dist.maricopa.edu/academic/curric/cspc.php
PED265*  
[Sport] Theory of Coaching  
3 credits 3 periods lecture  
Discusses the impact of sports on the American culture, legal liabilities of coaching, principles of a coaching philosophy, the role of teaching skill, physical conditioning and nutrition in coaching, components of team/group psychology and dynamics, motivation and aggression in sport. Prerequisites: None. PED281, suggested but not required.

*PED265 Theory of Coaching Modules:  
BC Baseball  
BO Basketball  
FW Football  
SI Softball  
VC Volleyball

PED281*  
[Sport] Methods of Coaching  
3 credits 3 periods lecture  
Comprehensive overview of the art and science of coaching, including development of coaching philosophy, techniques of sport pedagogy, practical application of sports skill teaching, sport physiology, nutrition, sport/team management and self-management. Prerequisites: None. PED265 suggested but not required.

*PED281 Selected Methods of Coaching Modules:  
BC Baseball  
BO Basketball  
FW Football  
SI Soccer  
SI Softball  
VC Volleyball

PHI – Philosophy

PHI104  
World Philosophy  
3 credits 3 periods lecture  
Examination of questions such as the meaning of life and death, social justice, appearance and reality, human nature, the identity of the self freedom and destiny, the ethical life, and the relationship of science and religion. Comparative analysis of diverse Eastern and Western viewpoints. Prerequisites: None.

PHI105  
Introduction to Ethics  
3 credits 3 periods lecture  
Major theories of conduct. Emphasis on normative ethics, theories of good and evil from Plato to the present. Prerequisites: None.

PHI106  
Critical Thinking and Problem-Solving  
3 credits 3 periods lecture  
Commonly used informal fallacies; examination of emotive and unclear uses of language, including sexism and loaded terms; and methods for analyzing extended arguments. Application to news media, advertising, political speeches, and textbooks. Prerequisites: ENG101 or ENG107 or equivalent.

PHI107  
Analysis of Argument  
3 credits 3 periods lecture  
Introduction to the uses and forms of reasoning, commonly used informal fallacies, examination of emotive and unclear uses of language, including sexism and loaded terms; and methods for analyzing extended arguments. Application to news media, advertising, political speeches, and textbooks. Prerequisites: None.

PHI108  
Introduction to the Great Books  
3 credits 3 periods lecture  
Introduction to the works of Western philosophers. Prerequisites: None.

PHI109  
Introduction to Philosophy  
3 credits 3 periods lecture  
General consideration of human nature and the nature of the universe. Knowledge, perception, freedom and determinism, and the existence of God. Prerequisites: None.

PHI110  
Introduction to Logic  
3 credits 3 periods lecture  
Informal logic, logical fallacies, elementary symbolic logic, analysis of argument forms, and construction of proofs for validity. Prerequisites: ENG101 or ENG107 or equivalent.

PHI112  
Introduction to Ethics  
3 credits 3 periods lecture  
Introduction to moral issues, ethical theories, and moral decision making. Prerequisites: None.

PHI114  
Introduction to the Great Books  
3 credits 3 periods lecture  
Introduction to the works of Western philosophers. Prerequisites: None.

PHI212  
Contemporary Moral Issues  
3 credits 3 periods lecture  
Philosophical consideration of such moral issues as civil disobedience, preferential treatment, abortion, privacy, sexual morality, and poverty and hunger. Prerequisites: None.

PHI213  
Introduction to the Great Books  
3 credits 3 periods lecture  
Introduction to the works of Western philosophers. Prerequisites: None.

PHI214  
Introduction to the Great Books  
3 credits 3 periods lecture  
Introduction to the works of Western philosophers. Prerequisites: None.

PHI215  
Introduction to the Great Books  
3 credits 3 periods lecture  
Introduction to the works of Western philosophers. Prerequisites: None.

PHI216  
Introduction to the Great Books  
3 credits 3 periods lecture  
Introduction to the works of Western philosophers. Prerequisites: None.

PHI217  
Introduction to the Great Books  
3 credits 3 periods lecture  
Introduction to the works of Western philosophers. Prerequisites: None.

PHI218  
Philosophy of Sexuality  
3 credits 3 periods 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: None.

PHI224  
Political Philosophy  
3 credits 3 periods lecture  
Predominant figures and theories in Euroamerican political philosophy from Plato to contemporary social/political philosophers. Prerequisites: None.

PHI/REL/HIS243  
World Religions  
3 credits 3 periods 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.

PHI/REL244  
Philosophy of Religion  
3 credits 3 periods lecture  
Religious language, the existence of God, miracles, and human destiny. Prerequisites: None.

PHS – Physical Science

PHS110  
Fundamentals of Physical Science  
4 credits 6 periods lecture & lab  
Survey of the principles of physics and chemistry. Prerequisites: Grade of “C” or better in MAT090, or MAT091, or MAT092, or MAT093, or equivalent, or satisfactory score on Math placement exam.

PHY – Physics

PHY101  
Introduction to Physics  
4 credits 6 periods lecture & lab  
A survey of physics emphasizing applications of physics to modern life. Prerequisites: Grade of “C” or better in MAT090, or MAT091, or MAT092, or MAT093, or equivalent, or satisfactory score on Math placement exam. Course Note: Students may receive credit for only one of the following: PHY101 or PHY101AA.
PHY111
General Physics I
4 credits 6 periods lecture & lab
Includes motion, energy, and properties of matter. Prerequisites: MAT182, or MAT187, 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
General Physics II
4 credits 6 periods lecture & lab
Includes electricity, electromagnetism, and modern physics. Prerequisites: PHY105 or PHY111.

PHY121
University Physics I: Mechanics
4 credits 6 periods lecture & lab
Kinematics, Newton’s laws, work, energy, momentum, conservation laws, dynamics of particles, solids, fluids, mechanical waves, and sound. Prerequisites: MAT220, or MAT221, or department consent. One year of High School physics or PHY111 and PHY112 suggested but not required.

PHY131
University Physics II: Electricity and Magnetism
4 credits 6 periods lecture & lab
Electric charge and current, electric and magnetic fields in vacuum and in materials, and induction. AC circuits, displacement current, and electromagnetic waves. Prerequisites: MAT220, or MAT221, or department consent, and PHY121. Corequisites: MAT241 or department consent.

POS – Political Science

POS099
United States Citizenship Preparation
1 credit 1 period lecture
Introduction to American history, constitution, and political institutions as required for the Naturalization (admission to US citizenship) exam. Prerequisites: None.

POS110
American National Government
3 credits 3 periods 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 credits 3 periods 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: ENG101 or ENG107 or equivalent.

POS120
World Politics
3 credits 3 periods 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 credits 3 periods 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 credits 3 periods lecture
Survey of state and local government in the United States. Special attention on Arizona State Government. Prerequisites: None.

POS140
Comparative Government
3 credits 3 periods 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 credits 3 periods 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 credits 3 periods lecture
Survey of twentieth-century non-democratic ideologies and movements with emphasis on Marx, Lenin, Mussolini, Hitler, Stalin and Mao. Prerequisites: None.

POS220
U.S. and Arizona Constitution
3 credits 3 periods lecture
Examination of the United States Constitution and the constitution and government of the State of Arizona. Prerequisites: None.

POS221
Arizona Constitution
1 credit 1 period lecture
Examination of the Constitution of the State of Arizona. Equivalent to the first part of POS220. May not enroll in POS220 and POS221 concurrently. Prerequisites: None.

POS222
U.S. Constitution
2 credits 2 periods lecture
Examination of the United States Constitution. Equivalent to the second part of POS220. May not enroll in POS220 and POS222 concurrently. Prerequisites: None.

POS223
Civil Rights
3 credits 3 periods lecture
The historic background and current status of major civil rights issues in the United States. Prerequisites: None.

POS280
Internship Orientation
1 credit 1 period lecture
Preparation for an internship experience and appropriate intern behavior. Prerequisites: Permission of instructor.
POS281AA
Public Policy/Service Internship
2 credits 2 periods 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 or Corequisite: POS280.

POS281AB
Public Policy/Service Internship
3 credits 3 periods 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 or Corequisite: POS280.

POS281AC
Public Policy/Service Internship
4 credits 4 periods 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 or Corequisite: POS280.

POS282AA
Volunteerism for Political Science: A Service Learning Experience
1 credit 1 period 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.

POS282AB
Volunteerism for Political Science: A Service Learning Experience
2 credits 2 periods 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.

POS282AC
Volunteerism for Political Science: A Service Learning Experience
3 credits 3 periods lab
Service-learning field experience within government agencies, political organizations, citizen advocacy groups, and human service organizations/agency. Prerequisites: Permission of instructor. Course Note: 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.

PSY – Psychology

PSY101
Introduction to Psychology
3 credits 3 periods 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.

PSY102
Introduction to Psychology Lab
1 credit 1 period lab
Optional laboratory designed to accompany PSY101. Application of psychological principles in areas such as learning, memory, emotion, motivation, cognition, language, development, personality, and intelligence. Prerequisites or Corequisites: PSY101 or permission of instructor.

PSY/CFS130
Demystifying Adolescence
1 credit 1 period lecture
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.

PSY132
Psychology and Culture
3 credits 3 periods lecture
Presents current knowledge about human diversity in behavior and culture using examples from a variety of contexts and nations. Highlights topics in cross-cultural psychology, such as intergroup relations, ethnocentrism, gender, personality, emotion, language, communication, work and health. Emphasis on applications of behavioral and cognitive principles to enhance interactions in a multicultural world. Prerequisites: None.

PSY143
Lesbian, Gay, Bisexual and Transgendered Studies
3 credits 3 periods lecture
Introduction to the study of lesbian, gay, bisexual, and transgendered individuals. Includes psychological, developmental, social, biological, historical and cultural aspects. Review of research literature regarding the etiology and assessment of sexual orientation, prejudice, and discrimination, and family issues. Current issues in lesbian/gay/bisexual/transgendered studies. Prerequisites: None.

PSY201AA-AC
Selected Issues in Psychology
1-3 credits 1-3 periods lecture
In-depth investigation of topical issues in Psychology. Promotes understanding of the psychological theory, application, and critical reasoning about the selected psychological issues and topics. Potential topics may include, but are not limited to, parenting, gender, applied cognitive psychology, personality, perception, applied-experimental interventions, motivation, emotion, cultural psychology, methodology paradigms, history and systems, development, and intelligence. May be repeated with change of topic. Prerequisites: PSY101 or permission of instructor.
PSY210  
**Educational Psychology**  
3 credits 3 periods lecture  
Scientific research and psychological principles as they apply to teaching and learning. The role of psychology in educational settings, human diversity, theories of learning, intelligence, memory, creativity, assessment, and factors influencing effective instruction and learning. **Prerequisites:** PSY101 with a grade of 'C' or better or permission of instructor.

PSY215  
**Introduction to Sport Psychology**  
3 credits 3 periods 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 credits 3 periods 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.

PSY220  
**Introduction to Statistics**  
3 credits 3 periods 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:** PSY101 with a grade of 'C' or better and MAT092 or equivalent, or permission of instructor.

PSY231  
**Laboratory for Statistics**  
1 credit 2 periods lab  
Applications of inferential and descriptive statistics to computers in the field of psychology. **Corequisites:** PSY230.

PSY235  
**Psychology of Gender Differences**  
3 credits 3 periods lecture  
To assess historical and psychological perspectives on women and men and to evaluate contemporary viewpoints regarding the psychology of women and men. **Prerequisites:** PSY101 with a grade of 'C' or better or permission of instructor.

PSY240  
**Developmental Psychology**  
3 credits 3 periods lecture  
Human development from conception through adulthood. Includes: physical, cognitive, emotional and social capacities that develop at various ages. Recommended for students majoring in nursing, education, pre-med, and psychology. **Prerequisites:** PSY101 with a grade of 'C' or better or permission of the instructor.

PSY250  
**Social Psychology**  
3 credits 3 periods 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  
**Abnormal Psychology**  
3 credits 3 periods lecture  
Distinguishes between normal behavior and psychological disorders. Subjects may include stress disorders, problems with anxiety and depression, unusual and abnormal sexual behavior, schizophrenia and addictive behaviors. Causes and treatments of psychological problems and disorders are discussed. **Prerequisites:** PSY101 with a grade of 'C' or better, or permission of instructor.

PSY277  
**Psychology of Human Sexuality**  
3 credits 3 periods 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:** PSY101 with a grade of 'C' or better, or permission of instructor. Student must be 18 years or older.

PSY290AB  
**Research Methods**  
4 credits 6 periods lecture & lab  
Planning, execution, analysis, and written reporting of psychological research. Surveys the literature, procedures, and instruments in representative areas of psychological research. **Prerequisites:** ENGL101, ENGL107 or equivalent. Prerequisites or **Corequisites:** PSY230 (or equivalent) with a grade of 'C' or better, or permission of instructor.

PSY298  
**Special Projects**  
1-3 credits 1-3 periods 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:** For CRE (Critical Reading) courses, see page 292.

RDG008  
**Phonics**  
3 credits 3 periods lecture  
Designed for students who are learning English as a second language. Includes the study of the speech sounds used in English as represented by the written symbols of the alphabet; recognition of spelling patterns and resulting pronunciation; and diacritical markings. **Prerequisites:** Reading placement score (ASSET) or permission of instructor.
RDG010  
Reading English as a Second Language I  
3 credits 3 periods lecture  
Designed for students who are learning English as a second language. Provides students with skills needed to become proficient readers in English. Teaches sound symbol relationships of the English alphabet. Expands essential vocabulary for daily communication both in isolation and context. Includes development of reading comprehension skills.  
Prerequisites: Appropriate ESL placement test score.

RDG020  
Reading English as a Second Language II  
3 credits 3 periods lecture  
Designed for students who are learning English as a second language. Includes continued development of vocabulary and reading comprehension skills.  
Prerequisites: Appropriate ESL placement test score or grade of “C” or better in RDG010 or permission of instructor.

RDG030  
Reading English as a Second Language III  
3 credits 3 periods lecture  
Designed for students who are learning English as a second language. Includes instruction for more advanced vocabulary and reading comprehension skills.  
Prerequisites: Appropriate ESL placement test score or grade of “C” or better in RDG020 or permission of instructor.

RDG031  
Advanced Vocabulary for ESL Speakers (Non-Native Speakers)  
3 credits 3 periods lecture  
Designed to expand and improve reading vocabulary skills. Emphasis on understanding advanced vocabulary in both context and isolation through practice and review. Vocabulary building strategies which will aid in on-going study of words. Emphasis on both learning and using more advanced vocabulary effectively.  
Prerequisites: RDG020 with grade of C or better, or permission of instructor.  
Course Note: Recommended for reading students at ESL Levels III and IV.

RDG040  
Reading English as a Second Language IV  
3 credits 3 periods lecture  
Developed for students of English as a second language. Includes development of advanced vocabulary, comprehension skills, and culture awareness.  
Prerequisites: Appropriate ESL placement test score or grade of “C” or better in RDG030 or permission of instructor.

RDG071  
Basic Reading  
3 credits 3 periods lecture  
Provide opportunities for practice and application of basic reading skills. Word recognition skills including phonics, structural analysis, use of context, and use of dictionary. Reinforced through practical application. Development of vocabulary required for success in content area courses. Emphasis on literal comprehension and figurative interpretation using materials selected to build background knowledge.  
Prerequisites: Reading placement test score, or Grade of C or better in RDG040, or permission of instructor.  
Course Note: Recommended for all students with limited reading experiences.

RDG081  
Reading Improvement  
3 credits 3 periods lecture  
Designed to improve basic reading skills. Includes word recognition, prediction of contents of reading selections, and development of basic vocabulary. Emphasis on identifying main ideas and related details. Reviews following directions and the understanding of graphic materials.  
Prerequisites: Placement test score or permission of instructor.

RDG091  
College Reading Skills I  
3 credits 3 periods lecture  
Designed to improve basic reading and study skills, vocabulary and comprehension skills. Recommended to all students whose placement test scores indicate a need for reading instruction.  
Prerequisites: Reading placement test score (ASSET) or grade of “C” or better in RDG081, or permission of instructor.

RDG100  
College Study Skills  
3 credits 3 periods lecture  
Analysis of learning styles and development of individual learning strategies. Introduction of library research techniques. Emphasis on learning and study techniques applicable to any college course.  
Prerequisites: Grade of “C” or better in RDG091 or permission of instructor.

REA – Real Estate

REA179  
Real Estate Principles I  
3 credits 3 periods lecture  
Basics of real estate principles including introduction to the profession and license law, definition of real property, legal descriptions, rights and interests in property, ownership, contracts, real estate economics, financing and foreclosure, land use, and valuation.  
Prerequisites: None.

REA201  
Real Estate Principles I and II  
6 credits 6 periods lecture  
Comprehensive survey of real estate principles to include careers in real estate, nature and description of real estate, rights and interests in land, forms of real property ownership, forms of business organization, methods of title transfer, title search and insurance, contract law, real estate sales contracts, mortgage and notes payable, deeds of trust, lending practices, loans and consumer rights, sources of financing real estate loans, types of financing instruments, real property taxes and assessments, title closing, escrow and settlement procedures, property management and real estate leases, real estate appraisal, state licensing laws and professional affiliations, real estate brokerage, real estate agency, fair housing and equal credit laws, types of residential real estate, real property insurance, land use control, economics of real estate, and investment considerations.  
Prerequisites: None.  
Course Note: This course is intended to satisfy the State’s requirement for 90 hours of prelicensure education. Students must attend all scheduled class meetings to meet the State’s attendance requirement.
REOA21AA
Real Estate Principles Review
1 credit 1 period lecture
Comprehensive review of basic and state-specific real estate principles.
Prerequisites: [Grade of “C” or better and 90 hours of school-verified attendance in (REA179 and REA180) or REA201] or permission of department. Course Note: This course is intended to satisfy additional classroom hours needed to fulfill the State of Arizona’s prelicense attendance requirement of 90 or more classroom hours of education.

REA290AH
Real Estate Seminar: Contract Writing
0.5 credit 0.5 period lecture
Contract writing skills, techniques, and requirements. Writing of basic real estate contracts, including purchase offers, counter offers, sales listing agreements, and riders. Prerequisites: (REA180 or REA201 or current Arizona Real Estate License) or permission of department. Course Note: Completion of this module can be applied toward the six- (6-) hour contract-writing requirement for Arizona Real Estate License application and renewal.

REC – Recreation

REC120
Leisure and the Quality of Life
3 credits 3 periods 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.

REC150AA
Outdoor Adventure Skills
Field Experience
1 credit 2 periods 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.

RE210
Leisure Delivery Systems
3 credits 3 periods 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

REL203/AIS213
American Indian Religions
3 credits 3 periods lecture
Tribal traditions of the peoples native to North American, and pan-Indian religions in the twentieth century. Prerequisites: ENG101 or ENG107 or equivalent.

REL205
Religion and the Modern World
3 credits 3 periods 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: ENG101, or ENG107, or equivalent.

REL/PHI213
Medical and Bio-Ethics
3 credits 3 periods 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.

REL/HIS/PHI243
World Religions
3 credits 3 periods 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.

REL/PHI244
Philosophy of Religion
3 credits 3 periods lecture
Religious language, the existence of God, miracles, and human destiny. Prerequisites: None.

REL/PHI246
American Indian and Euroamerican Comparative Worldviews
3 credits 3 periods lecture
Examination of American Indian worldviews and comparison of these worldviews with Euroamerican philosophical assumptions. Consideration of possibilities for mutual criticism and dialogue between American Indian and Euroamerican traditions. Prerequisites: None.

REL/WST290
Women and Religion
3 credits 3 periods lecture
The role of women in several organized religions and/or religious sects, including a study of myth and symbols as they are used to establish, maintain, and enforce sex-roles within specific religions. Prerequisites: None.

SBS – Small Business Management

SBS216
Planning for a Small Business
2 credits 2 periods 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: SBS200 and SBS204 or permission of instructor.

SBU – Society and Business

SBU100
Professional Business Ethics
3 credits 3 periods lecture
Theoretical and practical consideration of past and present ethical issues in business; analyzes the applied ethics of professional and corporate responsibility, government regulation, advertising, the environment, hiring practices, politics and lobbying, product liability and technology using philosophical and/or religious ethical systems of thought. Encourages critical thinking and value decision making within the perspective of current business contexts and concerns, such as professional organizations, multicultural and global environments, and minority- and women-owned business, in international business and professional communities. Prerequisites: None.
SLG – Sign Language

Also see Interpreter Preparation, IPP on page 338.

SLG090AA
Speedy Sign Language I
1 credit 1 period lecture

SLG090AB
Speedy Sign Language II
1 credit 1 period 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: SLG090AA.

SLG101
American Sign Language I
4 credits 4 periods lecture

SLG102
American Sign Language II
4 credits 4 periods 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: SLG101, with a grade of "C" or better, or permission of department/division.

SLG103
Introduction to Deafness
1 credit 1 period lecture
History and development of American Sign Language (A.S.L.) and English codes. Overview of education for Deaf and Hard of Hearing children. Legal rights and common adaptive devices used by Deaf and Hard of Hearing individuals. Prerequisites: None.

SLG110
Fingerspelling I
2 credits 2 periods lecture
Introduction to basic fingerspelling techniques. Concentration on receptive and expressive skills including manual alphabet production and numbers. Focus on methods, theory, and applications. Prerequisites: SLG101, or permission of department/division.

SLG120
Fingerspelling II
2 credits 2 periods lecture
Continued skill development including speed, dexterity, clarity, and loan signs. Advanced use of numbers, prefixes, suffixes, and polysyllabic words. Prerequisites: SLG102, SLG110 with a grade of "C" or better, or permission of department/division.

SLG200
Issues and Aspects of Deafness
3 credits 3 periods lecture
Implications of laws pertaining to educational choices and rights of deaf and hearing impaired individuals. Local, state, and national organizations, activities, and agencies affecting the deaf community. Prerequisites: SLG102, SLG103 with a "C" or better, or permission of department/division.

SLG201
American Sign Language III
4 credits 4 periods 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: SLG102, with a grade of "C" or better, or permission of department/division. Suggested but not required: (ENG101 or ENG107) and (CRE101 or CRE111 or exemption by score on the reading placement test (ASSET)).

SLG202
American Sign Language IV
4 credits 4 periods 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: SLG103 and SLG201 with a grade of "C" or better, or permission of department/division. Suggested but not required: ENG101, SLG200, and CRE101 or CRE111 or exemption by score on the reading placement test (ASSET).

SLG203
American Sign Language V
4 credits 4 periods 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: SLG202, with a grade of "C" or better.

SLG204
Comparative Linguistics: ASL/English
3 credits 3 periods lecture
A variety of topics about linguistics of American Sign Language 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: SLG202. Corequisites: SLG203.

If you don’t find an Official Course Description within this catalog, go to:
http://www.dist.maricopa.edu/academic/curric/cs.php
SLG205  Introduction to Interpreting  
3 credits 3 periods 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.) Code of Ethics. Additional topics addressed include interpreters functioning as advocates, moral systems vs. ethical systems, standard business practices, and perceptions of consumers.  
Prerequisites: SLG201 with a grade of "C" or better, or permission of department/division.

SLG212  Deaf Culture  
3 credits 3 periods lecture  
(Spring only)  
Linguistic, social, educational, and political identity 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: SLG202 or permission of department/division.

SLG242  Educational Interpreting  
3 credits 3 periods lecture  
(Evening only)  
Direct application of interpreting in the classroom. Experience with the interpreting process and decision making through role-playing. Presentations and use of initialized signs with conceptual accuracy. Emphasis on self-monitoring and feedback skills. Includes required student observations of educational interpreting outside of class.  
Prerequisites: SLG200 and SLG201 with a grade of "C" or better, or permission of department/division.

SOC – Sociology  

SOC101  Introduction to Sociology  
3 credits 3 periods lecture  
Fundamental concepts of social organization, culture, socialization, social institutions and social change.  
Prerequisites: None.

SOC140  Racial and Ethnic Minorities  
3 credits 3 periods lecture  
Contemporary/Historical racial and ethnic intergroup relations emphasizing cultural origins, developments, and problems of minority groups in the United States.  
Prerequisites: None.

SOC157  Sociology of Marriage and Family  
3 credits 3 periods lecture  
The study of courtship, marriage, and family patterns, their historical development, their adaptation to a changing culture, and their impact on individuals.  
Prerequisites: None.

SOC212  Gender and Society  
3 credits 3 periods lecture  
A study of the way culture shapes and defines the positions and roles of both men and women in society. Major emphasis on social conditions which may lead to a broadening of gender roles and a reduction of gender role stereotypes and the implications of these changes. Open to both men and women.  
Prerequisites: None.

SOC224  Social Deviance  
3 credits 3 periods 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: SOC101.

SOC251  Social Problems  
3 credits 3 periods lecture  
A sociological exploration of selected social problems. Emphasis on current concerns.  
Prerequisites: SOC101.

SPA – Spanish  

SPA085A  Speedy Spanish I  
1 credit 1 period lecture  
Basic vocabulary and grammar to develop conversational skills in Spanish. Emphasis on speaking skills.  
Prerequisites: None.

SPA085B  Speedy Spanish II  
1 credit 1 period lecture  
Intermediate development of vocabulary and grammar to develop conversational skills in Spanish. Emphasis on speaking skills.  
Prerequisites: SPA085A.

SPA085AC  Speedy Spanish III  
1 credit 1 period lecture  
Advanced development of vocabulary and grammar to develop conversational skills in Spanish. Emphasis on speaking skills.  
Prerequisites: SPA085AB.

SPA086  Review of Speedy Spanish  
0.5 credit 0.5 period lecture  
Review of very basic vocabulary and grammar to help develop conversational skills in Spanish. Emphasis on speaking skills.  
Prerequisites: SPA085AC, or department approval.

SPA101  Elementary Spanish I  
4 credits 4 periods 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  Elementary Spanish II  
4 credits 4 periods 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: SPA101 or departmental approval.

SPA115  Beginning Spanish Conversation I  
3 credits 3 periods lecture  
Conversational Spanish. Basic sentence structure, pronunciation and vocabulary necessary to develop speaking ability in Spanish. Designed for students seeking speaking and listening abilities with little emphasis on grammar.  
Prerequisites: None.

SPA116  Beginning Spanish Conversation II  
3 credits 3 periods lecture  
Continued development of speaking and listening skills for effective communication in Spanish.  
Prerequisites: SPA115 or departmental approval.

SPA117  Health Care Spanish I  
3 credits 3 periods 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.
SPA195
Basic Spanish Study Tour
1 credit 1 period lecture
One-week tour designed to develop tourist vocabulary and survival skills in a Spanish-speaking country. Also includes cultural tours to museums and architectural sites. Prerequisites: None.

SPA201
Intermediate Spanish I
4 credits 4 periods 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: SPA102, or SPA111, or permission of department.

SPA202
Intermediate Spanish II
4 credits 4 periods lecture
Review of grammar, continued development of Spanish language skills with continued study of the Spanish-speaking cultures. Prerequisites: SPA201 or equivalent or departmental approval.

SPA203
Spanish for Spanish-Speaking Students I
4 credits 4 periods 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 credits 4 periods lecture
Designed for Spanish-speaking students. Advanced study of Spanish grammar, composition, literature, and conversation. May be taken in lieu of SPA202. Prerequisites: SPA203, or SPA201, or permission of instructor or Department Chair.

SPA217
Spanish for Business Communication
4 credits 4 periods lecture
General business terminology, situations and corresponding vocabulary in Spanish, including sections on cultural differences that can affect business transactions. Various specific business situations in Latin America and Spain contrasted with similar situations in the USA. Prerequisites: GBS151 and (SPA201 or permission of instructor).

SPA225
Intermediate Spanish Conversation I
3 credits 3 periods lecture
Continued development of skills in conversational Spanish. A review of the major grammatical and pronunciation problems. Prerequisites: SPA116, or SPA102 or departmental approval.

SPA235
Advanced Spanish Conversation I
3 credits 3 periods lecture
Continued development of skills in conversational Spanish. A review of the major grammatical and pronunciation problems. Prerequisites: SPA225, two years Spanish or the equivalent or departmental approval.

SPA226
Intermediate Spanish Conversation II
3 credits 3 periods lecture
Continued development of skills in conversational Spanish. Class conducted completely in Spanish. Prerequisites: SPA226, or equivalent or departmental approval.

SPA236
Advanced Spanish Conversation II
3 credits 3 periods lecture
Further development of skills in conversational fluency. Grammar presented only to clarify student errors. Prerequisites: SPA235, or equivalent, or departmental approval.

SPA240
Spanish for City Courts
3 credits 3 periods lecture
Emphasis on English to Spanish and from Spanish to English interpreting for misdemeanor cases in City Courts. Familiarizes students with the City Court system and standards for interpreting. Prerequisites: SPA202, or permission of instructor.

SPA241
Spanish and Spanish-American Film I
3 credits 3 periods lecture
Analysis of Spanish and Spanish-American film as art form and as social commentary. Includes documentary, biography, and films based on works of literature. All films, coursework, class participation, and oral and written reports conducted in Spanish. Prerequisites: SPA202 or permission of department.

SPA265
Advanced Spanish I
3 credits 3 periods lecture
Introduction and study of Spanish and Spanish-American literature. Selected readings from most Spanish-speaking countries. All discussions, oral reports, and written assignments are in Spanish. Prerequisites: SPA202 or departmental approval.

SPA266
Advanced Spanish II
3 credits 3 periods lecture
Further study of Spanish and Spanish-American literature. Reading selections from most Spanish-speaking countries. All oral reports, discussions, and written reports in Spanish. Graduated level of difficulty from the literature studies in SPA265. Prerequisites: SPA265 or departmental approval.

SPA268
Legal Translation: English to Spanish
3 credits 3 periods lecture
A practical experience involving the translation of legal documents and texts from English to Spanish. Practice includes translating and analyzing various types of legal documents. Prerequisites: (SPA237 and (Fluent oral and written proficiency in Spanish and English or SPA266)), or permission of instructor.

For additional information on PC program competencies, visit: http://www.dist.maricopa.edu/academic/curric/progpc.php

For additional information on MCCCD course competencies, visit: http://www.dist.maricopa.edu/academic/curric/cs.php
SPA269
Legal Translation: Spanish to English
3 credits 3 periods lecture
A practical experience involving the translation of legal documents and texts from Spanish to English. Practice includes translating and analyzing various types of legal documents. Prerequisites: [SPA237 and (Fluent oral and written proficiency in Spanish and English or SPA266)], or permission of instructor.

SPA270
Teacher Bilingual Certification Exam Preparation
1 credit 1 period lecture
Practice Spanish for the State of Arizona Spanish Proficiency Exam for Bilingual Certified Teachers. Prerequisites: SPA226, or permission of department.

SPA282AA
Volunteerism for Spanish: A Service Learning Experience
1 credit 1 period lab
Service-learning field experience within private/public agencies, and citizen volunteer groups. May be repeated for a total of four (4) SPA282 credit hours. Standard grading available according to procedures outlined in catalog. Prerequisites: Permission of instructor.

SPH – Spanish Humanities

SPH151
Latin American Literature in Translation
3 credits 3 periods lecture
Continuation of SPH150. Other representative works of Latin American literature from the modernist movement to the present covered in English translation. Knowledge of Spanish not required. Prerequisites: None.

SPH245
Hispanic Heritage in the Southwest
3 credits 3 periods 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.

STO – Storytelling

STO292
The Art of Storytelling
3 credits 3 periods 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.

SWU – Social Work

SWU102
Introduction to Social Work
3 credits 3 periods lecture
An introduction to the fields within the area of social work through a study of the disciplines of social case work, social group work, and community organization. Opportunities to experience the various techniques of practice within each discipline. Required for students enrolled in the associate degree program of the social work curriculum. Prerequisites: Eligibility for ENG101 and CRE101.

SWU170
Disaster Response Planning for Organizations
3 credits 3 periods lecture
Preparedness planning for major community disasters. Addresses preparedness, response, and recovery. Creation of disaster management plan. Prerequisites: None.

SWU292
Effective Helping in a Diverse World
3 credits 3 periods lecture
Introduction to professional helper communication skills with respect to cross-cultural practice and diversity issues, in a social work setting. Prerequisites: None. (SOC101 and SWU102) or SWU171 suggested but not required.

TCM – Telecommunications

TCM100
Digital Multi Media
3 credits 3 periods lecture + lab
Introduction to the major components of a multi media project. Prerequisites: None.
TDP – Terrorism and Disaster Preparedness

TDP curriculum is under revision at time of printing. For information, please contact the Academic Advisement Center at (602) 285-7110, or the Department Chair and Program Director, Gene McDaniel, at (602) 285-7214.

TDP101
Weapons of Mass Destruction (WMD) Terrorism Awareness
0.5 credit 0.5 period lecture
Designed to give participants a basic awareness of terrorist threats and vulnerabilities within the community. Weapons of Mass Destruction (WMD) hazards, behavioral responses to these incidents, and crisis management within a community responding to a terrorist attack discussed. Overview of WMD radiological, biological, and chemical agents in context to a terrorist assault within the community. Includes methods of delivery and the devices that terrorists use to disseminate WMD agents as well as community response strategies and risk management plans for the protection of the community. Prerequisites: None.

TDP102
Basic Concepts for Weapons of Mass Destruction (WMD) Incidents
1 credit 1 period lecture
Designed to give participants a basic awareness of the knowledge and skills necessary to plan and manage a Weapons of Mass Destruction (WMD) incident through the roles and responsibilities of the incident command system (ICS), using the eight functions of command. Use of a multidiscipline approach to ICS, integrating the local unified command system to approach and manage a WMD incident. Includes community response strategies and risk management plans for the protection of the community. Prerequisites: None.

TDP201
Weapons of Mass Destruction (WMD) Incident Management/Unified Command
1 credit 2 periods lecture + lab
Training for emergency responders in skills necessary to manage a WMD/terrorism incident by adapting the existing Incident Command System (ICS) to the unique challenges posed by the integration of local, state, and federal agencies and departments into a unified command structure. Prerequisites: Permission of instructor.

TDP282AA-AC
Volunteerism for Terrorism and Disaster Preparedness
1-3 credits 1-3 periods lecture + lab
Service-learning field experience within public/private agencies and citizen volunteer groups. Prerequisites: Permission of instructor. Course Notes: May be repeated for a total of six (6) TDP282 credit hours; may not repeat specific agency assignment for more than three (3) credit hours. Offered as credit (P) or no credit (Z) basis. Standard grading available according to procedures outlined in catalog.

TEC – Textiles and Clothing

TEC05
Clothing Selection
3 credits 3 periods lecture
Psychological, aesthetic, and economic factors applied to the selection of clothing in relation to personality and figure type. Prerequisites: None.

TEC106
History of Fashion
3 credits 3 periods lecture
(Not offered every semester)
Consideration of historic factors influencing fashion and fashion change with special emphasis on historic costume. Prerequisites: None.

TEC109
Basic Sewing Skills
3 credits 4 periods lecture + lab
Basic clothing construction techniques. Use of commercial patterns and sewing machine in the construction of basic garments. Prerequisites: None.

TEC110
Clothing Construction
3 credits 5 periods lecture + lab
Construction of garments applying basic construction principles and techniques using patterns suitable for the individuals and their capabilities. Prerequisites: None. Course Notes: If student has no previous sewing experience, TEC110 Basic Sewing Skills should be taken prior to and not during this course. May be repeated for a total of 12 credit hours with permission of instructor.

TEC113
Textiles: Dyeing
1 credit 1.5 periods lecture + lab
(Not offered every semester)
Demonstrations and projects emphasizing skills and techniques in creating decorative textiles for the home and apparel; tie dye and batik. Prerequisites: None.

TEC114
Textiles: Block Printing/Silk Screening
1 credit 2 periods lecture + lab
(Not offered every semester)
Skills and techniques in creating decorative textiles for the home and apparel; block printing and silk screening. Prerequisites: None. Course Notes: May be repeated for a total of three (3) credits.

TEC115
Textiles: Hand Painting
1 credit 1.5 periods lecture + lab
(Not offered every semester)
Materials and techniques used to hand paint designs on textiles. Includes color theory and design development. Prerequisites: None. Course Notes: Course may be repeated for a total of three (3) credits.

TEC116
Textiles: Stitchery and Embellishment
1 credit 1.5 periods 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 Notes: May be repeated for a total of three (3) credits.

TEC120
Intermediate Clothing Construction
2 credits 4 periods lecture + lab
(Not offered every semester)
Application of intermediate clothing and fitting techniques. Emphasis on improving basic construction skills. Prerequisites: TEC110 or permission of instructor. Course Notes: May be repeated for a total of 8 credit hours with permission of instructor.

TEC124
Advanced Clothing Construction
3 credits 5 periods lecture + lab
Advanced garment construction techniques, pattern alteration and fit and techniques used on specialty fabrics. Prerequisites: TEC110 or permission of instructor. Course Notes: May be repeated for a total of 12 credit hours with permission of instructor.
Course Descriptions

TEC125
Fashion Design
3 credits 3 periods lecture
(Not offered every semester)
Practical techniques of fashion sketching, pattern drafting, and draping. Design apparel. Prerequisites: None. TEC106 and TEC111 suggested but not required.

TEC126
Sewing for the Home
3 credits 3 periods lecture
(Not offered every semester)
Emphasizes techniques used in producing household textile goods such as slip covers, bedspreads, window treatments, linens, accessories, pillows, etc. Experience using a sewing machine assumed. May be repeated for a total of 9 credit hours with instructor permission. Prerequisites: None.

TEC134
Fashion Illustration I
3 credits 5 periods 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.

TEC135
Fashion Illustration II
3 credits 5 periods lecture + lab
Advanced study of proportion and techniques used in drawing fashion figures and flats. Continued study of garments, fabric textures and patterns. Development of skills in presentation drawing and commencing fashion design portfolio illustrations. Prerequisites: TEC134, or permission of instructor.

TEC136
Fashion Illustration III
3 credits 5 periods lecture + lab
In depth study of illustrative styles, silhouettes, and interpretations. Advanced work with fabric textures and patterns: concentration on garment details. Continued development of a fashion design portfolio. Prerequisites: TEC135, or permission of instructor.

TEC150
Fashion Show Production
2 credits 3 periods lecture + lab
(Not offered every semester)
Planning and producing a fashion show. Includes developing a budget, listing and delegating tasks, publicizing show, developing the lineup, selecting and fitting models, selecting and training dressers, writing commentary and selecting commentator, selecting the music and staging the show, rehearsing and evaluating the show. Choreography and rehearsal also covered. Prerequisites: Permission of instructor.

TEC221
Computer-Assisted Fashion Design
3 credits 5 periods 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: TEC105 and TEC125.

TEC222
Textiles
3 credits 3 periods lecture
(Not offered every semester)
Study of textile fibers and fabrics, their properties, identification, selection, use and care. Prerequisites: None.

TEC223
Tailoring
3 credits 6 periods lecture + lab
Principles of tailoring as applied in the construction of a coat or suit. Alteration of patterns and fitting techniques. Prerequisites: TEC111 or permission of instructor. Course Note: May be repeated for a total of 12 credit hours with permission of instructor.

TEC224
Pattern Drafting
2 credits 3 periods lecture + lab
(Not offered every semester)
Draft patterns with measurements of dress forms and human figures. Development of slopers, blocks, and garment patterns. Design and produce an original garment using pattern drafting techniques. Prerequisites: TEC111, or permission of instructor.

TEC225
Pattern Design I
3 credits 5 periods lecture + lab
Creative expression through flat pattern in applying principles of art to clothing design. Various resources for design inspiration. Prerequisites: (TEC110 or TEC111) or permission of instructor. Course Note: May be repeated for a total of twelve (12) credits.

TEC226
Draping for Fashion Design
3 credits 5 periods lecture + lab
(Not offered every semester)
Manipulation of fabrics on a dress form and/or live figure to create designs and patterns. Use of a variety of woven/knit fabrics and an exploration of the many possibilities of draping to allow a creative and accurate expression of ideas. Prerequisites: (TEC110 or TEC111) or permission of instructor.

TEC227
Couture Sewing
3 credits 5 periods lecture + lab
(Not offered every semester)
Construction techniques used in couture sewing. Includes fabric selection, fitting, fabric preparation, hand sewing, garment shaping, edge finishes, embellishments, and closures. Emphasis on couture techniques used in the construction of skirts, pants, blouses, dresses, sleeves, pockets, jackets, coats, and evening wear. Prerequisites: TEC111 or permission of instructor. Course Note: May be repeated for a total of 12 credit hours with permission of instructor.

TEC228
Advanced Draping for Fashion Design
3 credits 5 periods lecture + lab
(Not offered every semester)
Advanced draping techniques for fashion design. Includes draping jackets, coats, slacks, and trousers in woven fabrics and draping a variety of garments in knit fabrics. Drape and construct an original design. Prerequisites: TEC226 or permission of instructor. Corequisites: TEC225, TEC226 or permission of instructor.
TEC230
Pattern Design II
3 credits 5 periods 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 pattern grading, sizing for figure differences, and creation of an original design. Prerequisites: TEC225 or permission of instructor. Course Note: May be repeated for a total of twelve (12) credits.

TEC231
Pattern Grading
3 credits 5 periods lecture + lab
(Not offered every semester)
Grading patterns to change sizes. Includes grading terminology, grading methods, types of grade, uneven grade, figure types, grading charts, blending, and grading basic and intermediate designs. Prerequisites: TEC111, or permission of instructor.

TEC236
Portfolio Development
1 credit 1.5 periods lab
(Not offered every semester)
Design, produce, and present a professional portfolio. Includes material selection and techniques, customer focus, contents and organization, presentation formats, flat sketching techniques, presentation boards, and writing a resume and cover letter for potential employers. Prerequisites: (TEC135 and TEC221), or permission of instructor.

TEC270
Design Studio
1 credit 1 period lab
(Not offered every semester)
Design of an original garment for a line/collection. Includes sketching design, developing pattern for design, selecting fabrics for design, and construction of design. Prerequisites: TEC225 or TEC226. Course Note: Course may be repeated for a total of 4 credit hours with permission of instructor.

TEC/MKT271AA
Fashion Design Internship
1 credit 5 periods lab
Work experience in fashion design business or industry. Five hours of work weekly. Supervision and evaluation by an internship coordinator. May be repeated for a total of three (3) credits. Prerequisites: Departmental approval.

TEC/MKT271AB
Fashion Design Internship
2 credits 10 periods lab
Work experience in fashion design business or industry. Ten hours of work weekly. Supervision and evaluation by an internship coordinator. Prerequisites: Departmental approval.

THE111
Introduction to Theatre
3 credits 3 periods 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.

THE/HUM205
Introduction to Cinema
3 credits 3 periods lecture
Survey of the history and development of the art of motion pictures, including criticism of aesthetic and technical elements. Prerequisites: None.

THE/HUM210
Contemporary Cinema
3 credits 3 periods lecture
A study of contemporary films, directors and critics with emphasis on evaluating film as an art form. Prerequisites: None.

THE220
Modern Drama
3 credits 3 periods 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: ENG101 or ENG107 or equivalent.

THE274AC
Theatre Study Tour
3 credits 15 periods 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 credits 1-3 periods 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.

THP112
Acting I
3 credits 4 periods lecture + lab
Fundamental techniques and terminology of acting through physical and vocal expression, improvisation, and monologue and scene work. Emphasis on characterization. Prerequisites: None.

THP115
Theatre Makeup
3 credits 4 periods lecture + lab
Purposes, materials, and techniques of theatrical makeup. Prerequisites: None.

THP130
Stage Combat
3 credits 4 periods lecture + lab
Analysis and practice of physical movement, including basic techniques in staged personal combat with and without weapons. Emphasis on stunt fighting and fencing. Prerequisites: None.

THP201AB
Theatre Production II
2 credits 4 periods 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.
THP112
Acting II
3 credits 4 periods lecture + lab
Fundamental techniques of acting through script analysis, rehearsal, and performance. Prerequisites: THP112 or departmental approval.

THP213
Introduction to Technical Theatre
3 credits 5 periods lecture + lab
Procedures of technical theatre production and demonstration. Topics include design and construction of scenery; lighting and properties. Prerequisites: None.

THP215
Advanced Makeup Techniques
3 credits 4 periods lecture + lab
Advanced character analysis and makeup design. Technical application of makeup. Prerequisites: THP115.

THP216
Beginning Stage Lighting
3 credits 4 periods 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: THP213 or permission of instructor.

THP/COM241
Performance of Literature
3 credits 3 periods lecture
The study, analysis and preparation for oral presentation of prose, poetry, and dramatic literature. Preparation of material for public audiences. Prerequisites: ENG101 or ENG107 or equivalent.

THP267
Painting Techniques for Film, TV and Theatre
3 credits 4 periods lecture + lab
Theory and skills in scenic artistry. Techniques of painting two-dimensional and three-dimensional scenery, tools, and the use of color. Prerequisites: THP213.

THP/COM271
Voice and Diction
3 credits 3 periods lecture
Exercises and techniques to free the voice and improve projection, resonance, and articulation. Covers international phonetic alphabet and standard stage speech. Prerequisites: None.

WED – Wellness Education

WED100
Personal Wellness
2 credits 2 periods lecture + lab
Overview of wellness and its relationship to personal health. Understanding of personal wellness through lifestyle assessments. Introduction to wellness and health-related topics including fitness, relationships, nutrition, self-care, abusive behaviors, mind/body connection, and other current issues in health. Prerequisites: None.

WED/PED121
Physical Conditioning for Massage Therapists
1 credit 1 period lecture
Physical fitness necessary for current and prospective massage therapists. Includes physical fitness and workout techniques as related to performing massage therapy; individual conditioning strategies, and basic nutritional guidelines. Prerequisites: None.

WED/PED130
Strength Fitness - Physiological Principles and Training Techniques
3 credits 3 periods lecture + lab
Principles and techniques of strength training including strength physiology, performance factors, training recommendations, exercise techniques, and program design and management. Prerequisites: None.

WED154
Creativity and Wellness
2 credits 2 periods lecture
Characteristics of creativity and right brain activity, factors that encourage and stifle creativity; and exercises that foster creativity. Prerequisites: None.

WED156
Humor and Play
1 credit 1 period lecture
Physiological, psychological, emotional, and intellectual effects of humor and play; suggestions for planning periods of play and incorporating it into one's life. Prerequisites: None.

WED162
Meditation and Wellness
1 credit 1 period 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 credits 2 periods 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 1 period 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 1 period 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.

WED176
Flower Essences
1 credit 1 period 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.
WED230  
Therapeutic Massage Practices I  
6 credits 9 periods 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: None. WED217 suggested but not required.

WED231  
Therapeutic Massage Practices II  
6 credits 9 periods 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: WED230.

WED232  
Therapeutic Massage Practices III  
6 credits 10 periods 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 neuromusculoskeletal 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: WED231. Corequisite: WED250, or permission of Program Director.

WED250  
Clinical Practicum  
3 credits 6 periods lab  
Application of fundamental massage techniques. Prerequisites: WED231. Corequisites: WED232, and permission of Program Director.

WED262  
Acupressure/Shiatsu I  
2 credits 3 periods lecture + lab  
Overview of the principles of Traditional Chinese Medicine and the Meridian System; history, purpose, benefits, indications, and contraindications of Acupressure/Shiatsu. Therapeutic techniques and applications of Acupressure/Shiatsu; pre and post evaluations of intervention procedures. Prerequisites: WED250, and permission of instructor.

WED264  
Acupressure/Shiatsu II  
2 credits 3 periods lecture + lab  
Therapeutic techniques and applications for Anma massage used to disperse heat and stagnant “Ki”; hands-on techniques to balance Kyo and Jitsu energy; meridian rebalancing stretches and visualizations for release of acute/chronic muscle tension. Prerequisites: WED262, or permission of instructor.

WED270  
Introduction to Cardiac and Pulmonary Rehabilitation  
1 credit 1 period lecture  
Overview of field of cardiac and pulmonary rehabilitation. Emphasis on basic principles and related skills for the health care professional. Prerequisites: Baccalaureate degree in a health care related profession or permission of instructor.

WED271  
Cardiovascular and Pulmonary Physiology  
3 credits 3 periods lecture  
Encompasses the aspects of cardiovascular anatomy and physiology for healthy individuals and for those patients with cardiovascular or pulmonary disease. Prerequisites: Baccalaureate degree in a health care related profession or permission of instructor.

WED272  
Principles for Educating the Adult Patient  
1 credit 1 period lecture  
Basic principles for educating patients in a health care setting. Prerequisites: Baccalaureate degree in a health care related profession or permission of instructor.
WED273
Assessment of the Cardiac and Pulmonary Rehabilitation Patient
0.5 credit 1.5 periods lecture + lab
Basic health assessment of the adult client. Emphasis on collecting health histories and performing physical examinations. Includes cultural considerations in health assessment. Prerequisites: Baccalaureate degree in a health care related profession or permission of instructor.

WED297AA-AC
Special Topics: Therapeutic Massage
1-3 credits 1-3 periods lecture + lab
Explores a special topic related to therapeutic massage. Topics vary and include concepts relevant to those pursuing careers in therapeutic massage. Prerequisites: None.

WLD – Welding Technology

WLD101
Welding I
3 credits 6 periods lecture + lab
Principles and techniques of electric arc and oxyacetylene welding and cutting. Provides technical theory and basic skill training in these welding processes. Prerequisites: None.

WLD106
Arc Welding
5 credits 8 periods lecture + lab
Electric welding with emphasis on metallic arc welding in out-of-position practice and procedures. Prerequisites: None.

WLD150
Welding Blueprint Reading
3 credits 3 periods lecture
Analysis and interpretation of technical drawings common to the metal fabrication and construction trades. Welding blueprint symbols. Prerequisites: None.

WLD201
Welding II
3 credits 6 periods lecture + lab
Further study of electric arc and oxyacetylene welding with emphasis on GTAW (heliscr) and GMAW (mig) processes to weld both ferrous and nonferrous metal. Prerequisites: WLD101.

WLD 206
Advanced Welding – Heliarc and Wire Feed
5 credits 8 periods lecture + lab
Instruction in theory and practice on tungsten inert gas and wire feed welding. Welding procedures on ferrous and nonferrous metals. Set up and operation of all types of machines used in tig and mig welding. Prerequisites: WLD106 or departmental permission.

WLD 208
Advanced Arc Welding - Certification
5 credits 8 periods lecture + lab
Advanced metallic arc welding emphasizing out-of-position welding in preparation for certification. Includes various test methods. Provides training on machine flame cutting and gouging and arc air cutting and gouging. Prerequisites: WLD106 or permission of instructor.

WST – Women’s Studies

WST100
Women and Society
3 credits 3 periods lecture
Introduction to critical issues in women's studies. Prerequisites: None.

WST105
Women of Color in America
3 credits 3 periods lecture
Analysis and discussion of critical issues for women of color in America. Prerequisites: None.

WST110
Women and Gender: A Feminist Psychology
3 credits 3 periods lecture
A discussion of the psychology of gender and sex from a feminist perspective. Prerequisites: None.

WST120
Gender, Class, and Race
3 credits 3 periods 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.

WST/AIS128
Law and Violence Against Women
3 credits 3 periods 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 problems 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 credits 3 periods 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 credits 3 periods 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.

WST/HUM209
Women and Films
3 credits 3 periods lecture
Analysis of images of women in films from both historical and contemporary perspectives. Prerequisites: None.

WST/AIS/ENH261
Native Women’s Literature: The Americas
3 credits 3 periods lecture
Explores contemporary native women’s (indigenous to the Americas) literature. Selected literature (oral tradition, poetry, fiction, nonfiction, and drama) focuses on themes relevant to native women. Examines the trends and movements within American Indian and women’s literary history. Prerequisites: ENG101.

WST/ENH285
Contemporary Women Writers
3 credits 3 periods 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 Religion
3 credits 3 periods lecture
The role of women in several organized religions and/or religious sects, including a study of myth and symbols as they are used to establish, maintain, and enforce sex-roles within specific religions.
Prerequisites: None.

Phoenix College Transfer Center

Offering information and services for students interested in researching transfer options.

The Transfer Center provides:

- University and transfer information and materials for Arizona public and private institutions
- Materials and assistance for out-of-state transfer
- Phoenix College (MCCCD) transfer degrees
- On-campus visits with university representatives
- Pre-professional advising
- Transfer Student Ombudsperson to assist with difficulties in transfer
- World Wide Web transfer information resources

Call 602.285.7110 for Information and 602.285.7862 for Appointments

Located in the Learning Center Building

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<th>College Contacts</th>
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CAREER SERVICES

http://www.phoenixcollege.edu/careercenter
Phone: 602.285.7420 • Fax: 602.285.7951

Career Services Staff
Rene Delgado, Manager
Bill Dilgard, Career Technician
Patricia Olague, Student Services Technician

Career Services
Are you undecided about your career or college major?
Career Services provides career development resources and will assist you in the Assessment, Investigation, and Marketing of your career plans.

Assess your personality, interests, skills and values:
Assessment Tests On-line
Find valuable information about who you are, how you prefer to work and jobs that others like you have found satisfying and rewarding.

- Discover
- Myers-Briggs Type Indicator
- Arizona Career Information System
- Strong Interest Inventory

Investigate educational and employment opportunities:
Information available to help you investigate...
Job Descriptions – Labor Market Information – College Majors – Colleges/Universities – Companies – Financial Aid/Scholarships

Marketing
Resources to assist you in Marketing yourself in the world of work...
Resume Writing – Interviewing Techniques – General and On-Line Job Search Strategies

Job Search
Phoenix College is part of the Maricopa Career Network (www.maricopa.edu/careers), an Internet job service that is used by all 10 of the Maricopa County Community Colleges and thousands of local employers. Search for jobs on-line and submit your resume electronically.

Internet access to other local and national job listings.

Other Job Search Services Include:
- On-campus job openings – Federal Work Study positions, and student budget positions
- On-campus employer recruitment
- Workshops on Job Search, Resume Writing, Interviewing, and Employability Skills
- Semi-annual Career/Job Fair (Spring & Fall)
- Faxing of resumes, cover letters and applications to employers
- Career counseling available by appointment or walk-in basis
- Virtual Career Center at www.phoenixcollege.edu/careercenter

Hours:
Fall and Spring semesters:
Monday - Thursday: 7:30 a.m. - 7:00 p.m.
Friday: 7:30 a.m. - 4:30 p.m.
Summer semesters: Monday-Thursday: 7:30 a.m. - 6:00 p.m.
Friday: Closed.

The Career Services Center is located in the northwest corner of the Hannelly Center, in Room HC-126
Residential Faculty & Administration
(First Year of Service to MCCCD)

ADAMSON, THOMAS (1990) Mathematics
   –B.S., Bemidji State University; M.S.T., Illinois Institute of Technology.

AGYARE, MICAELA (2006) Library
   –B.A., Scripps College; M.A., University of Arizona.

ALLEN, JAMES F. (1985) English

AMADOR, FRED L. (2001) Counseling

AMBROSICH, KORY (1997) Mathematics
   –B.A., Evergreen State College; M.A.T., Northern Arizona University.

ANDERSON, KRISTIN (1981) Dental Hygiene
   –R.D.H.; B.S., Marquette University; M.A., Northern Arizona University.

   –B.S., Mesa College; M.B.A., University of Phoenix; C.P.A., Arizona.

ARQUETTE, JEANNE (1994) Chemistry
   –B.S., M.S., Louisiana State University

BATTLE, AL (2004) Business

BOLTON, CAROL J. (1991) Communication
   –B.A., M.A., University of Arkansas, Fayetteville.

BOND, MINYON L (1984) Biology
   –B.S., M.S., Northwestern State University.

BROMLEY, RAYMOND (1991) Economics
   –B.A., M.A., Ph.D., University of California at Los Angeles.

BRUNER, BEVERLY (2006) Reading

BRYAN, TIMOTHY M. (1990) Mathematics
   –B.S., California State University, San Bernardino; M.A., California State University, Long Beach.

BURGESS, GERALD (1999) Theatre

BUTTERFIELD, ALISON J. (2005) Administration of Justice
   –B.A., University of Arizona; J.D., Arizona State University.

CAÑEZ, OFELIA (2001) Education
   –A.A., Mesa Community College; B.A., Arizona State University; M.Ed., Northern Arizona University.

CARNANAN, DARRELL (1998) Computer Information Systems
   –A.A.S., Salt Lake City Community College; B.A., University of Utah; M.S., Arizona State University.

CELOZA, ALBERT (1988) Political Science, Religious Studies
   –B.A., M.P.A., University of the Philippines; M.A., University of San Francisco; Ph.D., Claremont Graduate University.

CHAMBERS, KURT (1998) Learning Technologies and Development
   –B.S., Brigham Young University; M.S., University of Utah, Provo, Utah.

CHAVEZ, ENRIQUETA (1997) Counseling
   –B.A., Arizona State University; M.A., Northern Arizona University.

CHAVEZ, MATILDA D. (2001) Nursing
   –B.S.N., Arizona State University; M.S.N., Case Western Reserve University.

   –B.S., M.Div., M.C., Arizona State University.

   –A.A., Glendale Community College; B.S., M.B.A., Arizona State University.


COTTER, ROBIN L. (2005) Biology
   –B.A., DePauw University; Ph.D., University of Nebraska Medical Center.

   –A.B., M.P.A., Indiana University; J.D., George Mason School of Law; A.R.M., American Institute for Chartered Property Casualty Underwriters.

CUPS, RICHARD (1982) Physics, Engineering
   –A.A.S., Luzerne County Community College; B.S., The Pennsylvania State University; M.T., Arizona State University.

DENNIS, DEBORAH S. (1983) Health Information Management
   –B.S., Louisiana Tech University; M.Ed., Northern Arizona University.

DeANDA, JESSE L. (1999) Vice President Student Affairs

   –B.S.N., Arizona State University; M.S., University of California, Los Angeles.

DIMAS, PETER (1990) History

DODT, DENNIS D. (2005) Fire Science
   –A.A.S., Phoenix College; B.A., Ottawa University.

DORR, DEBRA (1996) Industrial Technology

DOUBLEDAY, DALE (2003) Art

DOWD, LINDA (2000) English
   –B.S., M.A., Northern Arizona University.

   –A.A., Phoenix College; B.A., M.A., Sonoma State University.

   –B.A., Oakland University; M.S., Wayne State University.

ELDOR, JEFF (2005) English
   –B.A., University of Wisconsin; M.A., Northern Arizona University.

ELLIS, KATHLEEN (2006) Nursing
   –B.S.N., Point Loma Nazarene University; M.S.N., University of Phoenix.

ENCISO, MARIA D. (1991) Foreign Language
   –B.S., M.A., Northern Arizona University.

ERMOIAN, DEBORAH (1999) Mathematics
   –B.S., Grand Canyon University; M.Ed., Ph.D., Arizona State University.

ERREY, GEOFFREY M. (1976) Theatre
   –B.A., M.A., University of Northern Colorado; Ph.D., Stanford University.

ESCALANTE, DELIA P. (1976) Foreign Language
   –B.A., M.A., University of Arizona.
ÉCHART, MARTIN (1995) English

EWALD, BONNIE (2001) Nursing
–B.S.N., University of Wisconsin - Milwaukee; M.S., Arizona State University; M.P.H., University of Arizona.

–B.A., Notre Dame College of Ohio; M.S.N., University of Phoenix.

FERNANDEZ, MIGUEL (2005) English

FIDAZZO, MARIA (2005) Dental Hygiene

FINKENSTADT, PATRICIA M. (2005) Biology
–B.S., Southeast Missouri State University; Ph.D., Johns Hopkins University School of Medicine.

FISHER, MATTHEW (2000) Business
–B.A., Brigham Young University; M.A., University of Arizona; C.P.A.

FLADHAMMER, DANA (1997) Applied Business

GALLOWAY, LAURA (1987) Communication/Theatre Arts
–A.A., Lake Forest College; B.A., M.A., M.C., Arizona State University.

GARCIA, LINDA (1991) Dental Hygiene

GARNER, BRAD (2003) Mathematics
–B.S., Brigham Young University; M.A., Ph.D., University of Maryland.

GEDDIS, DIANNE (2002) Health Enhancement
–A.A., Phoenix College; B.A., M.S., Arizona State University.

–A.A.S., Phoenix College.

GENNA, IGNAZIO E. (EDDIE) (2006) Philosophy/Political Science
–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, MARIAN (1983) Psychology
–B.A., Queens College; M.A., Fordham University; Ed.D., Nova Southeastern University.

GOLISCH, PAUL (2005) Associate Dean
–B.S., Valparaiso University; M.Ed., National-Louis University

HALFORD, SHARON (2004) Associate Dean, Workforce Development
–B.S., M.A., University of Colorado.

HATHY, SANDRA (2001) Business

HAUERT, SCOTT A. (1998) Legal Studies
–B.S., Embry-Riddle University; M.B.A., University of New Mexico; J.D., University of Dayton.

HELMINSKI, ROCHELLE T. (2005) Health Care Education
–B.S., Arizona State University; M.S., University of Alabama, Birmingham.

HERNANDEZ, TIMOTHY (2005) Art (Ceramics)
–A.A., Mesa Community College; B.S., University of Oregon; M.F.A., Arizona State University.


HERRERA, VERONICA (2006) Mathematics
–B.S., M.A., University of Texas.

HILDER, KAY (1999) American Sign Language
–B.S., University of Nebraska; M.S., Western Maryland College; M.A., Arizona State University; CVIT, Registry of Interpreters for the Deaf.

HOFT, CHRISTOPH (2005) Mathematics
–B.A., Saint Olaf College; M.S., University of Wisconsin.

HODGKINS, ANNE V. (1994) Mathematics
–B.S., University of North Texas; M.S., Ed.D., Texas A & M University at Commerce.

HOOPER, DANIEL (2005) Music (Choir)
–B.M., Juilliard School of Music; M.M., Union Theological Seminary.

HOPKINS, MARSHA ANN (1973) Social Science

HOUSER, HELEN J. (2001) Health Care Education
–B.A., University of Phoenix; M.S.H.A., University of Colorado.

–B.A., M.L.S., University of Arizona; Ph.D., Arizona State University.

JENKINS, BEVERLY (2001) Business


–B.S., Charter Oak State College; NREMT-P.

KAKAR, CASANDRA (1995) Vice President, Workforce Development
–B.A., Texas Tech University; M.B.A., Arizona State University.

KAPPS, DEBORAH (1998) Dental Hygiene

KETCHAM, SHARYN (2006) Health Care Education

KIMBUNDE, JOSEPH (2000) English

KING, DOLORES (2005) Business
–B.S., M.B.A., Lindenwood University.


KORKAMES, GAIL (1992) Business
–B.A., California State University at Northridge; M.B.A., M.S., University of Texas at Dallas.

–B.S., M.S.T., University of Wisconsin, Whitewater; Ph.D., Arizona State University.

KURTZ-WIEINGER, DEBORAH (2003) Dental Hygiene

KUSHIBAB, DEBBIE S. (1989) Dean, Student Affairs
–A.A., Glendale Community College; B.A., Arizona State University; M.A., University of Phoenix; Ph.D., Arizona State University.

LAFFOON, JENNIFER (2006) Fine Arts/Photography

LAIRD, DAVID (1998) Library
–B.A., Arizona State University; B.S.C., M.S., Queen's University, Belfast, Northern Ireland.
–A.A., Erie Community College; B.A., Buffalo State College; M.L.S., SUNY at Buffalo.

–B.A., Howard Payne University; M.S.S.A., Case Western Reserve University.

LEE, SEUNG-JOO (1997) Chemistry
–B.S., M.S., Kyung-Hee University; Ph.D., Arizona State University.

LI, SUI-LIN (1989) Mathematics
–B.A., Providence College; M.S., University of Cincinnati.

LIGON, ELIZABETH (1998) Health Enhancement
–B.S., Northern Arizona University; B.S.N., Grand Canyon University; M.S., Arizona State University.

LITTLE, BRET (2003) Administration of Justice
–B.S., Weber State University.

LOGVINENKO, DMITRI (2006) Mathematics
–B.S., Moscow State University; M.A., Arizona State University.

LOWE, MONICA (1984) Counseling

LUCAS, STEPHEN (1987) Reading
–B.A., Missouri South State College; M.S.Ed., Southwest Missouri State University.

MACIAS, MARGARET (1993) Counseling
–A.A., Gateway Community College; B.S.W., Arizona State University; M.A.E., Ed.D., Northern Arizona University.

MARIN, AMY J. (1995) Psychology
–B.A., University of California, Irvine; M.A., Ph.D., Arizona State University.

MARKS, JOYCE LYNN (1976) Library
–B.A., University of Illinois; M.L.S., Western Michigan University.

MARTI-SUBIRANA, ANNA (2001) Biology
–B.S., Ministry of Education and Science, Spain; M.S., Ph.D., Universitat Autonoma de Barcelona, Spain.

MARTINEZ, CLEOPATRA (1985) Mathematics
–B.A., University of Denver; M.A., Ph.D., University of Colorado.

MATTE, NANCY L. (1994) English

–A.A.S., Alpena Community College; B.S., Ferris State University; M.A., Washington University.

–B.S., M.A., University of Georgia.

McDaniel, Jr., BILLY GENE (2004) EMT/Fire Science
–A.A.S., Mesa Community College; B.S., Charter Oak State College.

McKeeNIE, ALVERTA (2005) Child/Family Studies
–A.A.S., Phoenix College; B.A., University of Phoenix; M.A., Prescott College.

McINTYRE, PATRICIA E. (1991) Counseling

–B.A., Aquinas Institute; B.S., Armed Forces Institute; Lic., Laval University; M.A., Loyola, Aquinas Institute of Theology, Chicago Pontifical Institute; Ph.D., Texas Christian University.

MEYERS, NANCY (2002) ESL/English

Miller, Dianne L. (2005) Reading
–B.A., Arizona State University; M.Ed., Northern Arizona University.

Miller, Lisa (1981) English
–B.A., M.A., Ph.D., University of Missouri.

Miller, Pamela (2001) Mathematics
–B.A., University of California at Santa Cruz; M.A., Ed.D., Northern Arizona University.

Mireles, Jesse (1987) Industrial Technology
–A.A.S., San Jacinto College; B.S., Ed.D., University of Houston.

Mitchell, Michael B. (1991) English
–B.A., Dallas Baptist University; M.A., University of Texas at Arlington.

Moore, James D. (1994) Vice President, Administrative Services
–B.S., Arizona State University; M.A., Ed.D., Northern Arizona University.

–A.A.S., Mesa Community College; B.A., M.Ed., Northern Arizona University.

Nelson, Wilbert (1996) Associate Dean, Academic Affairs
–A.A., El Centro College; B.S.W., East Texas State University; M.S.W., Arizona State University.

O'Brien, Elizabeth (1990) Communication and Theatre
–B.A., University of Arizona; M.A., University of Maryland.

Offenberg, Linda (2001) Business
–B.S., University of Cincinnati; M.Ed., Lesley College.

–B.S., Ph.D., Arizona State University.

Ortega, Cindy (1998) Reading
–B.A., M.A., California State University, Long Beach.

Ortiz-Barney, ELENA (2005) Biology
–B.A., University of California, Santa Cruz; M.S., Universidad de Puerto Rico, Rio Piedras; Ph.D., Arizona State University.

Ozz, ROBIN L. (2006) Philosophy/Political Science

Parker, Cynthia J. (2005) Interior Design (Fashion Design)
–B.S., Arizona State University; M.A., California State University, Dominguez Hills; Ph.D., Northern Arizona University.

–A.A., Clovis Community College; B.A., Eastern New Mexico University; M.A., University of Phoenix.

Pepe, Philip (1984) Biology
–B.S., S.U.N.Y. at Stony Brook; M.S., Ph.D., University of Southern California.

Perry, Rita H. (2001) Dental Assisting
–A.A.S., Phoenix College; B.S., M.P.A., Arizona State University; R.D.H., C.D.A.

Peterson, Nelis (1996) Nursing
–B.S.N., University of Santo Tomas, Manila, Philippines; M.N.E., University of Phoenix.

Peterson, Bonnie J. (1993) Health Information Management
–B.S., M.S., University of Wisconsin-Milwaukee; Ph.D., Arizona State University.

Pfefferbaum, Rose (1972) Economics
–A.A., Phoenix College; B.A., Pomona College; M.A., University of California at Los Angeles; Ph.D., Certificate in Gerontology, Arizona State University; M.P.H., University of Washington.
PHILLIPS, SYLVIA A. (1975) Applied Arts and Human Sciences  

PINEDA, DAVID (1995) English  

RASSAS, SARA LEYVA (2003) English/ESL  

  –A.O.S., Culinary Institute of America, B.S., University of Phoenix.

REED, PAMELA (1996) Art  

RICHARDSON, DONALD J. (1971) English  
  –B.A., M.A., Fort Hays State University.

RIGGS, THOMAS (2002) Interpreter Preparation Program  
  –B.S., Metropolitan State College; M.A., University of Colorado; ASLTA Professional Certification, National Association of the Deaf.

ROBERTS, KENNETH (1990) Applied Arts & Human Sciences  
  –B.S., University of Minnesota; M.A., Washington State University.

ROBINSON, SCOTT (1997) Applied Arts & Human Sciences  

ROE, CRISTIE E. (1990) English  
  –B.A., Arizona State University; M.A., Monterey Institute of International Studies; Ph.D., University of Arizona.

ROE, WILLIAM (1984) Psychology  
  –B.A., M.A., California State University at Northridge.

ROECKLEIN, RENEE M. (1990) Psychology  
  –A.A., Mesa Community College; B.S., M.A., Ph.D., Arizona State University.


ROSATI, MARK A. (1993) Biology  
  –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.

RUSH, DELPHI (2006) Nursing  
  –A.D.N., Front Range Community College; B.S.N., M.S.N., F.N.P., University of Phoenix.

SALIBA, ELIZABETH (1998) Library  
  –B.A., Scripps College, Claremont, California; M.L.S., University of California, Berkeley.

SANCHEZ, DAVID (2000) Emergency Medical Technology  
  –B.S., Charter Oak State College; C.E.P.

SANDOVAL, JOSE (TRINO) (1997) Foreign Language  
  –B.A., California State University at Chico; M.A., Ph.D., Arizona State University.

SCOTT, ROD (2000) Reading  

SCHAMP, JOHN (2006) Biology  
  –M.S., University of Minnesota.

  –B.M., M.M., University of North Texas; D.M.A., Arizona State University.

SHAW, DENNIS (1991) Mathematics  
  –B.S., Greenville College; M.A., Arizona State University; M.A., Ohio State University.

  –B.S., Ferris State University; M.A., Eastern Michigan University.

  –B.S., University of Maryland; M.A., Webster University.

SODERMAN, EDYNA A. (1987) Legal Studies  
  –A.A., Phoenix College; B.A., J.D., Arizona State University.

  –B.S., Austin Peay State University; M.L.S., George Peabody College for Teachers.

SOLLIER, SARA THORNHILL (1990) Communication and Theatre  
  –B.F.A., Ohio University; M.A., University of Kansas; Ph.D., Northern Arizona University.

SOLLEY, ANNA (1976) President, Phoenix College  

SOUADERS, MARGARET (1987) Nursing  
  –B.S.N., M.S., Arizona State University.

SOUSA, JAMES (2002) Mathematics  
  –B.A., Sonoma State University; M.S., California State University at Hayward.

SPEED, DONALD K. (DON) (1985) Physics, Astronomy, Geology  
  –B.A., Bard College; M.S., University of Arizona.

STARK, DIANE (1997) Business  

STEELE, CYNTHIA (1997) Counseling  
  –A.A., Pima Community College; B.A.E., M.C., Arizona State University.

STIAK, JULIE (2002) Health Care Education  

SUEYOSHI, JOE (1991) Mathematics  
  –B.A., University of California at Berkeley; M.S., University of Minnesota.

SUNG, HSIAO-HUA (1986) Mathematics  
  –B.A., Fu-Jen Catholic University; M.S., Texas Tech University; M.A., University of Kansas.

TATE, PHILIP (1984) Biology  

  –B.A., M.A., Ph.D., University of Colorado, Boulder.

  –B.S., Grand Canyon University.

VANDE PUTTE, SUZANNE (1990) Nursing  
  –B.S.N., M.S., M.P.H., Arizona State University.

VAZQUEZ, JULIAN (1999) Foreign Language  

VIERA, CYNTHIA L. (1991) Sociology; Women's Studies  
  –B.S., M.A., Ph.D., Arizona State University.
– B.S., M.S., Oregon State University.

VILLEGAS, AMALIA (1998) Counseling
– B.A., Arizona State University; M.Ed., Texas Technical University;
Ph.D., Arizona State University.

VINES, MARGARET (2004), Nursing
– B.S.N., Queen's University of Charlotte; M.S. N., University of
Phoenix.

WALKER, ROLAND McALLEN- (2001) American Indian Studies,
Education
Arizona University; J.D., Arizona State University.

– A.A., A.A.S., Glendale Community College; B.S., Grand Canyon
University; M.Ed., Arizona State University.

WELTER, MARTIN (2006) Physical Education
– M.A., University of Iowa.

WESTENBERG, CAMILLA (1986) English
– B.S., Arkansas A.M. & N College; M.A., Arizona State University;
Ed.D., Nova Southeastern University.

– B.S., Northern Arizona University; M.A., Arizona State University.

WHITE, JAMES J. (2004) Chemistry
– B.A., Idaho State University; M.S., Ph.D., University of Arizona.

WILBURN, JANET (1999) Dental Assisting
– A.S., San Diego Mesa College; B.S., Texas Woman's University; C.D.A.


WILSON, DAWN (2006) English
– B.A., San Francisco State University; M.A., Northern Arizona
University.

WILSON, MICHAEL (1997) History
– A.A., San Jacinto College; B.A., M.A., Ph.D., University of Houston.

– A.A.S., Phoenix College; B.G.S., M.Ed., Northern Arizona University.

– B.M.E., Sam Houston State University; M.M., University of Arizona;
D.M.A., Arizona State University.

ZACCAODO, PATRICIA (2000) English
– B.A., City College of New York; M.A., Loyola University; Ph.D., City
University of New York.

ZAHAROPOULOS, DOULA (2005) Business
Foster, Virginia R. (1968-2006) Foreign Language
Goldberg, Richard B. (1964) Social Science
Green, Kathryn (1977-2005) Applied Business
Hanson, John C. (1973-1995) Counseling
Huard, Donald V. (1963-1989) Psychology
Jackson, Lillian (retired 1969) Nursing
Jameson, Brent L. (1972-2006) Foreign Language
Johnson, Ann (retired 1972) Psychology
Marich, Martin (1960-1983) Physical Education
McLain, Joyce D. (1966-1989) Physical Education
McLean, Katherine (1957-1989) Chemistry
Mills, Gilbert (1947-1983) Physics, Geology, Engineering
Monroe, Marshall (1940-1966) Foreign Languages
Ohmke, Ann (1962-1986) Physical Education
Orman, Arthur (1965-1987) English
Phelps, Wilma A. (1935-1972) Library
Polichino, Louis M. (1956-1977) Speech
Repp, Ann (1972-1992) Physical Education
Rowe, Richard F. (1964-1997) Geography, Geology
Sharpe, Charles K. (1948-1977) Audiovisual Services
Simmons, Bette Ruth (1966-1989) Business
Sullivan, Robert M. (1968-1999) Social Science
Tadano, Misan Y. (1973-2004) Clinical Laboratory Sciences, Chemistry
Tankersley, Catherine M. (1985-2006) Phlebotomy
Weiss, Elma Steck (1961-1983) Physical Education
Wilf, Selma (1975-1996) Reading

Retired Faculty & Administration
(Year of Service to MCCC)

Agin, Avis (1966-1981) Reading
Arnold, Catherine L. (1965-1973) Home Economics
BANKHEAD, HUGH L., JR. (1965-1983) Technology
BRADSHAW, GORDON (1961-1979) Biology
BROWN, ALMA (1977-1987) Home Economics
CRANDALL, JEWELL (retired 1979) Home Economics
DOLPHIN, HARRIET (1977-1989) Art
DRUDING, C. EDWIN (1965-1983) Psychology
EYGENDAAL, JAN (1978-2001) Dental Assisting
FARRINGTON, ROSEMARIE (1968-1986) Dental Assisting
HABERMAN, JUDITH G. (1990-2006) English
HACKLEMAN, RANDOLPH (1963-1976) Technology
HARRISON, MYRNA (1988-1993) President
HAUGEN, VIVIAN K. (1973-1983) Medical Records Technology
HEDGES, LOIS (1975-1983) Library
HOLMES, LUCILLE (retired 1966) Communications, English
JAMISON, JUANITA (1955-1973) English
JENNINGS, VIOLET MAY (1956-1973) Mathematics
JOFFE, IRWIN L. (1965-1983) Reading
JOHNSON III, MORRIS F. (1987-2005) Vice President Student Affairs
MACKLIN, LAURA (1961-1973) English
MAHER, MARY S. (1965-1978) English
MARLETT, ROBERT (1978-1983) Technology
McGIRR, CLARENCE (1980-1986) Research & Development
OSBORN, APRIL (1977-1997) Dental Hygiene
PETRSON, EULA (retired 1973) Nursing
PHILLIPS, VIVIAN (1965-1975) Business
PRATHER, MARIANNE (1991-2004) Reading
RUSSELL, R. KEITH (1961-1980) Physics, Engineering
SAMSON, PATRICK (1983-1993) Medical Records Technology

SHEA, WINIFRED (1984-2001) Library
VELLENGA, DOROTHY (1963-1975) English
WEAVER, LETA (retired 1971) Library
WESTCOTT, MABEL (retired 1968) Home Economics
WICH, SARAH J. (1968-1986) Nursing
WITHINGTON, HENRY (retired 1979) Social Science

Phoenix College Administration

President ................................................. Anna Solley, Ed.D.
Vice President, Workforce Development ....Casandra Kakar, M.B.A.
Associate Dean, Workforce Development ...Sharon Halford, M.A.
Associate Dean, Academic Affairs .......Wilbert Nelson, M.S.W.
Vice President, Student Affairs .........Debbie S. Kushbab, Ph.D.
Vice President, Administrative Services ...James D. Moore, Ed.D.
Associate Dean .................................Paul Golisch, M.Ed.

Maricopa County Community Colleges
District Governing Board

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Dr. Donald R. Campbell, Secretary ...term expires 1/2013
Mr. Scott Crowley ..............................term expires 1/2009
Ms. Colleen Clark ..............................term expires 1/2013
Mr. Jerry Walker ..............................term expires 1/2011

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Vice Chancellor, Academic Affairs ...........Maria Harper-Marinick, Ph.D.
Vice Chancellor, Business Services ........Debra Thompson, M.P.A.
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MATHEMATICS FLOWCHART

This is an informational tool and not intended to replace consultation with an advisor. Begin at the math level indicated by math placement scores and/or prior math experience. Consult the catalog for the specific math class for your major.

For many AAS and AGS degree programs

\[
\text{MAT082} \rightarrow \text{MAT102}
\]

For many AA degree programs

\[
\text{MAT082} \rightarrow \text{MAT091} \rightarrow \text{MAT120} \rightarrow \text{MAT142 or MAT151 or See advisor}
\]

For Business majors (ABUS-GR, ABUS-SR)

\[
\text{MAT082} \rightarrow \text{MAT091} \rightarrow \text{MAT120} \rightarrow \text{MAT151} \rightarrow \text{MAT213}
\]

For Elementary Education majors (AA-EE)

\[
\text{MAT082} \rightarrow \text{MAT091} \rightarrow \text{MAT120} \rightarrow \text{MAT142*} \rightarrow \text{MAT156} \rightarrow \text{MAT157}
\]

* Or higher, excluding MAT150, 151, 152

For Math, Science, Engineering, & Computer Science majors

See advisor for computer classes that will meet the minimum entrance requirements. GCC, PVCC, and MCC have full programs. Other MCCCD Colleges may also. MAT225 is strongly recommended.

\[
\text{MAT090 or MAT091} \rightarrow \text{MAT120} \rightarrow \text{MAT151} \rightarrow \text{MAT182} \rightarrow \text{MAT220} \rightarrow \text{MAT230} \rightarrow \text{MAT240}
\]

\[
\text{MAT225 recommended} \rightarrow \text{MAT187} \rightarrow \text{MAT206 recommended} \rightarrow \text{MAT261}
\]

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