

PHOENIX COLLEGE 2025-2026

# Catalog & Handbook



**PHOENIX COLLEGE**  
A MARICOPA COMMUNITY COLLEGE



**REGISTER TODAY!**

PHOENIX COLLEGE | 1202 W. Thomas Road, Phoenix, AZ 85013 • 602-285-7777 | [phoenixcollege.edu](http://phoenixcollege.edu)

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

## President's Welcome

### Welcome to Phoenix College!

Dear Students,

At Phoenix College, you are joining a 105-year legacy that celebrates curiosity and the power of learning to shape not only individual lives, but entire communities. College is a time to challenge yourself, explore many perspectives, and develop your full potential. We invite you to immerse yourself in all that Phoenix College has to offer, from inspiring coursework and campus activities and student organizations to extensive support services and people who stand ready to help you meet your goals.

With a wide range of programs, dedicated faculty, and supportive resources, Phoenix College is more than just a place to earn a degree—it's a space to grow, to connect, and to thrive. So get involved; connect with other students; visit the library; reach out to tutors and the advising center; come to see your faculty during office hours; and stop in to say hello to the college president. Don't forget to grab a snack at Bumstead's Resource Room if your energy is running low.

You are valued and important to us, and we deeply care about your journey. Phoenix College celebrates the unique stories and aspirations you each bring, enriching our campus community. Remember, you are not alone—while challenges may arise, know that they are stepping stones to your growth, and we are here to support you every step of the way.

You are not alone on this hike to the top. Our faculty and staff are here to guide you, and your fellow students will become part of the network that lifts you up. This is your moment, and we are honored to be a part of it. As you look around the campus and behold its beauty, know that you belong here and with hard work, dedication and perseverance, you can reach your goals. I cannot wait to hand your diploma to you very soon. You've got this and we've got you.

Extending **you** a Warmest Welcome to Phoenix College,

Kimberly Britt, Ph.D.

President

Phoenix College [kimberly.britt@phoenixcollege.edu](mailto:kimberly.britt@phoenixcollege.edu)



## About Phoenix College

### Vision, Mission, and Core Values

#### Vision

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

#### Mission Statement

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

#### Core Values

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

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

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

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

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

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

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



## Maricopa Community Colleges Vision, Mission, and Values

### Vision

Excellence in education for a better world.

### Mission

The Maricopa Community Colleges ignite talent, transform lives, and enrich communities through teaching, learning, and service.

### Values

- **Student-Centric: Students are the essence of our work; we partner with students as leaders and decision-makers in their own learning.**
- **Integrity: We foster a culture of honesty, trust, and transparency.**
- **Collaboration: We work together using system-thinking in pursuit of our vision and mission.**
- **Inclusiveness: We value all contributions and diverse perspectives.**
- **Innovation: We advance a culture that stimulates big ideas, creativity, and exploration.**
- **Respect: We treat each other with dignity, civility, and kindness.**

## **Accreditation**

Phoenix College is accredited by the Higher Learning Commission (HLC). The college had a successful site visit in April of 2016 and is now participating in the Open Pathway model for continued accreditation. PC submitted the year four Assurance Argument on June 1, 2020, and met the core requirements in all areas.

PC's next reaffirmation of accreditation will take place in the 2025-2026 academic year. At that time a team of peer reviewers will again visit the college for a comprehensive evaluation of HLC's criteria for accreditation. Work has already begun in preparation for this visit. Additional information about our continuing accreditation work can be found on the [PC Reaccreditation webpage](#).

## **Program Accreditation**

### **Advanced Emergency Medical Technology (Paramedic)**

#### **AAS Degree:**

The Phoenix College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon recommendation by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP), CAAHEP can be contacted at 1361 Park Street, Clearwater, FL 33756. CoAEMSP can be reached at 8301 Lakeview Parkway, Suite 111-312, Rowlett, TX 7508. In November 2007, the Board of Directors of the National Registry of Emergency Medical Technicians (NREMT) voted to require that paramedic applicants for certification graduate from an "accredited" paramedic program effective January 1, 2013. The NREMT is requiring programmatic accreditation as outlined in the EMS Education Agenda for the Future.

### **Dental Program**

#### **AAS Degree and Certificate of Completion:**

The American Dental Association's Commission on Dental Accreditation, 211 E. Chicago Ave. Chicago, IL 60611- 2678. The Commission accredits the Dental Hygiene and Dental Assisting programs offered by Phoenix

College. The Commission on Dental Accreditation (CODA) was established in 1975 and is nationally recognized by the United States Department of Education (USDE) as the sole agency to accredit dental and dental-related education programs conducted at the post-secondary level. CODA's mission is to serve the oral health care needs of the public through the development and administration of standards that foster continuous quality improvement of dental and dental related educational programs. Programs are assessed every seven years with a peer review process.

### **Dental Assisting**

#### **AAS Degree and Certificate of Completion:**

The American Dental Association's Commission on Dental Accreditation, 211 E. Chicago Ave. Chicago, IL 60611- 2678. The Commission accredits the Dental Hygiene and Dental Assisting programs offered by Phoenix College. The Commission on Dental Accreditation (CODA) was established in 1975 and is nationally recognized by the United States Department of Education (USDE) as the sole agency to accredit dental and dental-related education programs conducted at the post-secondary level. CODA's mission is to serve the oral health care needs of the public through the development and administration of standards that foster continuous quality improvement of dental and dental related educational programs. Programs are assessed every seven years with a peer review process.

### **Health Information Technology**

#### **AAS Degree and Certificate of Completion:**

The Commission on Accreditation for Health Informatics and Information Management Education (CAHIM) 233 N. Michigan Avenue, 21st Floor Chicago, IL 60601-5519. CAHIM is an independent accrediting organization whose mission is to serve the public interest by establishing and enforcing quality Accreditation Standards for Health Informatics and Health Information Management (HIM) educational programs. HIM professionals have skills and competencies in health data management, information policy, information systems, administration and clinical work flow.

### **Histologic Technology**

#### **AAS Degree and Certificate of Completion**

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) 5600 N. River Road, Suite 720 Rosemont, IL 60018 (773) 714-8880 [www.naacls.org](http://www.naacls.org). The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) is committed to being the premier international agency for accreditation and approval of educational programs in the clinical laboratory sciences and related health professions through the involvement of expert volunteers and its dedication to public service.



**Interpreter Preparation****AAS Degree and Certificate of Completion**

The Commission on Collegiate Interpreter Education (CCIE): [www.ccie-accreditation.org](http://www.ccie-accreditation.org) accredits the Interpreter Preparation standards of quality education programs that are exemplary; they uphold the standards set forth by the Commission. The Commission on Collegiate Interpreter Education (CCIE) was founded in 2006 to promote professionalism in the field of sign language interpreter education through the process of accreditation. CCIE was established after nearly two decades of collaborative efforts of six stakeholder organizations, the National Alliance of Black Interpreters, Inc., national Registry of Interpreters for the Deaf, National Association of the Deaf, Conference of Interpreter Trainers, Canadian Association of Sign Language Interpreters, and the American Sign Language Teachers Association.

**Medical Lab Science****AAS Degree and Certificate of Completion:**

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) 5600 N. River Road, Suite 720 Rosemont, IL 60018 (773) 714-8880 [www.naacls.org](http://www.naacls.org). The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) is committed to being the premier international agency for accreditation and approval of educational programs in the clinical laboratory sciences and related health professions through the involvement of expert volunteers and its dedication to public service.

**Nursing****AAS Degree:**

The Accreditation Commission for Education in Nursing (ACEN) 3343 Peachtree Road NE, Suite 850 Atlanta, GA 30326. ACEN is the specialized accreditor of nursing education programs, both postsecondary and higher-level degrees, which offer a certificate, a diploma, or a recognized professional degree. This can include a clinical doctorate, master's or post-master's certificate, baccalaureate, associate degree or diploma. The Commission has authority and accountability inherent in the application of standards and criteria, the accreditation processes, and the affairs, management, policy-making, and general administration of the Accreditation Commission of Education in Nursing.

## **Paralegal Studies**

### **AAS Degree and Certificate of Completion:**

The American Bar Association (ABA), Standing Committee on Paralegals, 321 N. Clark St., 19th Floor Chicago, IL 60654-7598. The ABA approves paralegal education program. The Standing Committee has a 30-year history within the ABA. Its mission is to improve the American system of justice by establishing ABA standards for the education of paralegals and by promoting attorneys' professional, effective, and ethical utilization of paralegals.

The letters of accreditation are available at <https://www.phoenixcollege.edu/about/accreditation>.



## 2025-2026 Academic Calendar

### MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT

Dates are subject to change\*

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

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

#### SUMMER SEMESTER – 2025

**Note: Subject to the 2025-2026 Catalog**

Mon	May 12	Final Grades Due for Spring 2025 Semester
Mon	May 19	Tuition Due for Summer 2025 Semester
<b>Mon</b>	<b>May 26</b>	<b>Memorial Day (Colleges Closed)</b>
Tues	May 27	Summer Semester Begins
<b>Thu</b>	<b>Jun 19</b>	<b>Juneteenth National Independence Day (Colleges Closed)</b>
Mon-Sat	<b>Jun 30-Jul 5</b>	Summer Break for Clock Hour Programs Only
<b>Thu</b>	<b>Jul 3</b>	<b>Independence Day (Colleges Closed)</b>
Thu	Jul 31	Summer Semester Ends
Mon	Aug 4	Final Grades Due for Summer 2025 Semester

#### FALL SEMESTER – 2025

Wed	Aug 13	Tuition Due for Fall 2025 Semester
Fri	Aug 15	First Day of Faculty Accountability
Sat	Aug 23	Classes Begin
<b>Mon</b>	<b>Sep 1</b>	<b>Labor Day (Colleges Closed)</b>
Mon	Sep 22	Find a Class Opens for Spring 2026
Mon	Oct 6	Spring 2026 Priority Registration for Currently Enrolled Students
Sat+	Oct 11	Last Day for Withdrawal without Instructor's Signature
Mon++	Oct 13	Student Withdrawal with Instructor's Signature Begins
Mon	Oct 13	Spring 2026 Open Registration Begins
*		Application for December 2025 Graduation
<b>Tue</b>	<b>Nov 11</b>	<b>Veterans Day (Colleges Closed)</b>
<b>Thu-Sun</b>	<b>Nov 27-30</b>	<b>Thanksgiving Day Holiday (Colleges Closed)</b>
Sun	Dec 14	Last Day of Regular Classes
Mon-Fri**	Dec 15-19	Final Exams Week
Fri	Dec 19	Fall Semester Ends (Last day of Faculty Accountability)
Sat	Dec 20	Mid-Year Recess Begins for Students
Mon	Dec 22	Final Grades Due for Fall 2025 Semester
<b>Thu-Thu</b>	<b>Dec 25-Jan 1</b>	<b>Mid-Year Recess (Colleges Closed)</b>

# SPRING SEMESTER – 2026

Fri	Jan 2	Employees Return
Mon	Jan 5	Clock Hour Student Classes Begin
Wed	Jan 7	Tuition Due for Spring 2026 Semester
Mon	Jan 12	First day of Faculty Accountability
Sat	Jan 17	Classes Begin
<b>Mon</b>	<b>Jan 19</b>	<b>Martin Luther King, Jr. Day (Colleges Closed)</b>
<b>Mon</b>	<b>Feb 16</b>	<b>Presidents' Day (Colleges Closed)</b>
Tue	Feb 17	Find a Class Opens for Summer/Fall 2026
Mon	Mar 2	Summer/Fall 2026 Priority Registration for Currently Enrolled Students
*		Application for May 2026 Graduation
Sat+	Mar 7	Last Day for Withdrawal without Instructor's Signature
Mon++	Mar 9	Student Withdrawal with Instructor's Signature Begins
<b>Mon-Sun</b>	<b>Mar 16-22</b>	<b>Spring Break (Colleges Closed)</b>
Mon	Mar 23	Summer/Fall 2026 Open Registration Begins
Sun	May 10	Last Day of Regular Classes
Mon-Fri**	May 11-15	Final Exams Week
Fri	May 15	Commencement
Fri	May 15	Spring Semester Ends (Last day of Faculty Accountability)
Mon	May 18	Final Grades Due for Spring 2026 Semester

# SUMMER SEMESTER – 2026

**Note: Subject to the 2026-2027 Catalog**

Mon	May 18	Tuition Due for Summer 2026 Semester
<b>Mon</b>	<b>May 25</b>	<b>Memorial Day (Colleges Closed)</b>
Tues	May 26	Summer Semester Begins
<b>Thu</b>	<b>Jun 18</b>	<b>Juneteenth National Independence Day (Colleges Closed)</b>
Mon-Sat	Jun 29 -Jul 4	Summer Break for Clock Hour Programs Only
<b>Thu</b>	<b>Jul 2</b>	<b>Observance of Independence Day (Colleges Closed)</b>
Thu	Jul 30	Summer Semester Ends
Mon	Aug 3	Final Grades Due for Summer 2026 Semester

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

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

+ Through the 7th week, student may initiate an official withdrawal from course(s) without instructor signature.

++ After the 7th week, student must initiate an official withdrawal request from instructor and obtain their signature.

## Phoenix College Student Services

# College Information



**PHOENIX COLLEGE**

A MARICOPA COMMUNITY COLLEGE

## Academic Advisement

**602.285.7777**

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

Academic advising at Phoenix College is dedicated to teaching students how to get the most out of their college education. Our team of faculty and professional advisors support students in finding a certificate or degree program that suits their goals, mapping out a personalized educational plan outlining the classes needed to reach those goals, making good course selections to stay on track to completion, and exploring university transfer options. For more information, visit us in the Hannelly Center.

## Accident Insurance

**602.285.7231**

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

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

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

### Description of coverage

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

1. Attending class during the hours when college is in session;
2. Traveling for regular class sessions, directly to or from home and college other than by motorized vehicle but not longer than one hour before class commences or one hour after class is dismissed or for the time required when traveling in a vehicle authorized and furnished by the college. No coverage is provided for any motorized vehicle not

- supervised and provided by the College/MCCCD;
3. Participating in or attending an activity exclusively sponsored, calendared and supervised by the College; traveling to and from the activity in an authorized vehicle.

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

## Admissions, Records and Registration

**602.285.7777**

[ar@phoenixcollege.edu](mailto:ar@phoenixcollege.edu)

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

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

- General Questions: [ar@phoenixcollege.edu](mailto:ar@phoenixcollege.edu)
  - Graduation: [pcgraduation@phoenixcollege.edu](mailto:pcgraduation@phoenixcollege.edu)
  - Transcripts: [transcripts@phoenixcollege.edu](mailto:transcripts@phoenixcollege.edu)
  - Online Chat Email: [pc-admissions-chat@phoenixcollege.edu](mailto:pc-admissions-chat@phoenixcollege.edu)
- Chat With Us Online:  
<https://www.phoenixcollege.edu/become-student/enroll/team>  
Qless: <https://www.phoenixcollege.edu/current-students/student-support-services/qless>

## Adult Education - GED® Test Preparation and English Language Classes

**480.517.8110**

[gedinfo@riosalado.edu](mailto:gedinfo@riosalado.edu) [www.riosalado.edu/abe](http://www.riosalado.edu/abe)

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

### GED® Test Preparation Classes:

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

### English Language Classes:

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

### Industry-Specific Workforce Training:

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

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

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

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

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

**602.285.7337**

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

The **Phoenix College Alumni Association** (PCAA) was founded in 1922 by PC's first graduating class. More than one million students have attended PC since 1920, and Phoenix College alumni are making their mark on the world in countless ways! Everyone who has taken classes at Phoenix College is considered an alumnus and can join the PCAA. PC degree and certificate holders are inducted into PCAA following graduations in May, June and December annually. The mission of the PCAA is *Building a Strong Foundation of Support for Phoenix College* by:

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

The PC Alumni Association is managed by the Institutional Advancement Office, advised by an Alumni Council. The Alumni Council is comprised of PC alumni volunteers who help build a strong foundation of support through gifts of time, talent, testimony, and treasure. The Institutional Advancement Office is located in the Admin Building. Contact the PC Alumni Association at [alumni@phoenixcollege.edu](mailto:alumni@phoenixcollege.edu), at 602.285.7337, or visit [phoenixcollege.edu/alumni](http://phoenixcollege.edu/alumni). The PCAA provides volunteer opportunities for alumni to stay connected with the college through various programs and activities, including mentoring, special events, fundraising for student scholarships, and more. The PCAA is responsible for planning signature events such as the Alumni Reunion. Volunteers are the lifeblood of the PCAA, and alumni are encouraged to become involved. Membership in the Alumni Association is free. For more information, please contact the office, visit the Alumni web site at the address listed above, or follow PCAA on social media. Learn more at [phoenixcollege.edu/social](http://phoenixcollege.edu/social).



**Athletics****602.285.7175**<https://athletics.phoenixcollege.edu>

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

**Bookstore****602.285.7489**[www.phoenixcollegeshop.com](http://www.phoenixcollegeshop.com)

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

**RENTAL**

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

**DIGITAL**

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

**PAYMENT**

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

**REFUND POLICY**

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

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

**BUYBACK POLICY**

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

**Cafeteria – The 'Bear Cave' Café**<https://www.phoenixcollege.edu/dining/bear-cave-cafe>

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

**Career Services****602.285.7420**<https://www.phoenixcollege.edu/careerservices>

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

### Looking for a job?

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

### Undecided about your career or major?

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

### Enhance your employment options, build your experiences

- Internships—investigate the possibilities, experience the world of work, and start networking and finding mentors, and possibly gain academic credit
- Volunteer opportunities—serve others, gain experience, and keep your resume fresh, develop connections
- Job shadowing—gain comprehensive knowledge about the daily activities of an employee
- Networking—actively build and maintain bridges, establish connections, and open doors through developing relationships with a variety of contacts

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

### Career Services Virtual Office

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

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

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

### Child Care

**(602.560.0000)**

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

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

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

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

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

### College Police (Public Safety)

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

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

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

Email: [dl-pc-safety@phoenixcollege.edu](mailto:dl-pc-safety@phoenixcollege.edu) Safety tip:

Download the Rave Guardian app:

[www.phoenixcollege.edu/raveguardian](http://www.phoenixcollege.edu/raveguardian)

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

**Lost and Found**

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

**Parking and Traffic Regulations**

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

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

1. All faculty, staff members and students are required to obtain a proper parking decal from the College Police Office. To obtain a decal, you must provide a valid vehicle registration and faculty, staff or student identification. Any vehicle parked in a faculty, staff or student parking space without a proper decal may be issued a citation.
2. All students, staff and faculty will park their cars in designated parking areas. Student parking spaces are identified by white painted lines; yellow-lined spaces are reserved for faculty and staff.
3. Students will comply with all local and state traffic regulations at all times. College Police Officers will issue citations to drivers disobeying stop signs or driving at an excessive speed on campus property. Vehicles will yield to pedestrians and bicycles at all times.
4. Students are not allowed to park in any space not designated for student parking. The following areas are available for student parking:
  - a. Lots along 15th Avenue, except restricted areas.
  - b. Lot at 15th Avenue and Thomas, except restricted areas.
  - c. Lot at 11th Avenue and Flower, except restricted areas.
  - d. Curbs that border Phoenix College property, except restricted areas.
  - e. Lot at 11th Avenue and Osborn, except restricted areas.

- f. All bicycles must be locked to bike racks situated at various locations on campus.

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

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

**Violations & Penalties****FOR A COMPLETE LISTING OF PARKING VIOLATIONS AND PENALTIES, SEE PARKING FINES**

Please note the following cautions:

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

## Counseling Department (602.285.7392)

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

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

### Services

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

### Resources Available

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

## Delivery of Instruction

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

<https://www.phoenixcollege.edu/academics/types-classes>

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

There are two different types of classes that you can take as an Honors student. The first type of class is the **Honors Program Section**. These classes are offered concurrently within a regular section but include additional honors project requirements. Your

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

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

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

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

## Disability Resources and Services (DRS)

**602.285.7477**

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

Disability Resources and Services provides student support services for registered students with a disability. To receive services, students must register with Disability Resources and Services and provide appropriate documentation supporting reasonable requested accommodations (please call or visit the website for any questions regarding documentation). The staff in Disability Resources and Services provides a variety of services and accommodations to meet the disability-related needs in accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended. Services available for students with a disability may include providing access to extended testing times, American Sign Language (ASL) interpreters, and adaptive technology. All services are determined on a case-by-case basis each semester.

DRS is located on the first floor of the Hannelly Center. For more information, visit [www.phoenixcollege.edu/drs](http://www.phoenixcollege.edu/drs)

## Discrimination Complaint

**602.285.7228**

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

### ND-2 Discrimination Complaint Procedures for Students

I. This procedure provides for the prompt and equitable resolution of discrimination and harassment complaints brought by students against a member of the college community that is based on membership in a “protected class/category” (not otherwise addressed in the Title IX Sexual Misconduct Policy).

1. Complaints may be brought under this procedure for discrimination based on membership in a protected group: race, color, religion, national origin, citizenship status (including document abuse), sex (including pregnancy and sexual harassment), (not including those cases under the Title IX Policy Jurisdiction), sexual orientation, gender identity, age, veteran status, physical or mental disability, or genetic information.

2. All members of the college community should act promptly upon receipt of an allegation of conduct that might constitute harassment and/or

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

3. Students who believe they are experiencing sexual harassment in violation of Title IX should submit a written complaint under Administrative Regulation 5.1.16, Title IX Sexual Harassment Policy.

4. Students who wish to file a complaint related to disability accommodations should first exhaust the remedies outlined under A.R. 2.8 Students with Disabilities.

5. Students who feel they have been treated unfairly or unjustly by a faculty member regarding instruction or a grade **not involving discrimination based on membership in a protected group (as outlined above)** should utilize the S-6 Instructional Grievance Process.

II. College officials should take all necessary steps to ensure the prompt and equitable resolution of any complaint of harassment/discrimination. The typical time period to resolve allegations under this policy is sixty (60) business days. MCCCDC will make a good faith effort to complete the resolution process within this period. Any extenuating circumstances that extend this time period will be communicated to the complainant and respondent and noted in the investigative file.

1. The term “Complainant” refers to an individual who has experienced the alleged prohibited conduct. Only the person who has experienced the alleged prohibited conduct may file a complaint under this policy. The term “Respondent” refers to an individual who has been accused of engaging in prohibited conduct.

2. The written complaint must identify the action, decision, conduct, or basis that the student believes constitutes prohibited discrimination or harassment. If the complaint does not contain the above-referenced information, the Regional Title IX Director or district Title IX, ADA/504 Coordinator will request clarification.

3. Every effort will be made to address the complaint consistent with the complainant’s desires. However, under certain circumstances, the MCCCDC may have a legal obligation to identify and remedy discrimination or harassment, irrespective of whether a formal complaint is actually filed and even if the complainant would prefer no action be

taken.

### **III. Optional Informal Resolution of Discrimination Complaints**

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

### **IV. Formal Resolution of Discrimination Complaints**

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

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

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

regarding the allegation and whether a policy violation is substantiated or unsubstantiated, and, c) any recommendation(s) addressing substantiated findings.

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

## **V. Sanctions and Corrective Action**

1. The Vice President of Student Affairs will implement student sanctions as appropriate under A.R. 2.5 Student Rights and Responsibilities Policy. If the respondent is an employee, the Vice President of Student Affairs will report the findings of fact and policy conclusions to the college or District Human Resources who will issue appropriate disciplinary sanctions or corrective action.

2. MCCCDC has clear policy goals to prevent and correct discrimination or harassment, therefore, possible sanctions include, but are not limited to: written warning, counseling, suspension, transfer, mandatory training, or dismissal of the respondent. As appropriate to remedy the effects of policy violations, action on behalf of complainants, such as employee assistance, professional counseling, voluntary transfer, etc., may also be offered. The institution will take appropriate steps to prevent further occurrences.

## **VI. Supportive Measures**

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

## **VII. Appeal Right**

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

officer. Conflicts of interest requiring a change of appeal officer shall be communicated to the requesting party.

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

2. The appeal request must state the grounds for appeal and why the complainant or respondent believes the outcome was improper.

3. Denials based on lack of grounds shall be communicated to the requesting party within five (5) business days of the request for appeal being received by the appeal officer.

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

## **VIII. Maintenance of Documentation**

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

## **IX. Confidentiality of Proceedings**

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



legal obligation to investigate and resolve issues of discrimination.

#### **X. Retaliation Prohibited**

Retaliation against a person who has filed a complaint or against any witness questioned during an investigation is strictly prohibited. Any retaliatory action by instructors, supervisors, managers, academic professionals, administrators, or other employees who have the authority to take adverse action against a complainant or witness is prohibited and may be grounds for disciplinary action. As per A.R. 5.1.15 Retaliation Prohibited, "MCCCD strictly prohibits an adverse action that might deter a reasonable person from participating in activity protected by antidiscrimination laws."

#### **XI. False Statements Prohibited**

Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge will be subject to appropriate discipline under the Student Conduct Code or appropriate employee Administrative Regulation.

#### **External Filing of Discrimination Complaint**

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

Office for Civil Rights, Region VTTT (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](mailto:OCR_Denver@ed.gov)

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

#### **Dress Code**

**(602.285.7228)**

<https://www.phoenixcollege.edu>

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

#### **Early College Programs**

**(602.285.7743)**

[earlycollege@phoenixcollege.edu](mailto:earlycollege@phoenixcollege.edu)

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

#### **Achieving a College Education (ACE) Program**

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

#### ACE Program Highlights

- The ACE Program recruits high school students in their sophomore year to participate in the program in their high school junior and senior years.
- ACE students are enrolled in college courses while in high school.
- Students attend college classes on the Phoenix College campus during the summer and on Saturdays during the fall and spring semester.
- Students can earn up to 24 college credits by the time they graduate from high school.

#### Program Structure

During the summer between sophomore and junior year, a student takes college classes totaling six credit hours. During the fall and spring semesters a student takes one Saturday class totaling three credit hours. The cycle repeats again starting the summer between the junior and senior year of high school. Students participate in the program as a cohort. Students and their families participate in an orientation and a series

of ongoing activities and events, such as financial aid and career workshops, designed to keep them informed and connected throughout the two years.

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

### **Hoop of Learning Program**

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

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

### Program Goals

- Increase high school retention and graduation rates.
- Increase Native American enrollment and participation in college.
- Empower Native American students to reach their goals.
- Enhance Native American culturally relevant curriculum.
- Strengthen partnerships with external Native American communities, school districts, and other agencies.

### **Dual Enrollment**

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

What Dual Enrollment Can Do For You:

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

### **"One-Stop" Enrollment Center – Hannelly Center Building**

**(602.285.7777)**

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

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

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

### **Faculty Office Hours at Phoenix College**

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

The Faculty Office Hours vary and are posted for public access to students. Telephone numbers are presented within the academic department's Web pages at the link above or see pages 28-29 for Student Services and pages 222-226 for Instructional Departments.

## Financial Aid and Scholarships

(480.731.8900)

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

### Philosophy

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

### General Information

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

Financial aid options include:

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

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

### Scholarships

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

Students may search for scholarships and apply through Maricopa Community Colleges District Scholarship Database: <https://maricopa.academicworks.com>. Students are also encouraged to regularly review the Scholarship, Honors and Financial Aid department blogs for additional scholarship opportunities:  
<https://www.phoenixcollege.edu/beartracks/blogs>

### Eligibility Requirements

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

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

### Federal Aid Programs

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

### Grants

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

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

### Federal Supplemental Educational Opportunity

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

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

### **Employment**

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

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

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

### **Loans**

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

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

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

**Federal PLUS Loan** - Enables parents with good credit history to borrow to pay the education expenses of each child who is a dependent student and enrolled at least half-time. The yearly limit on the PLUS Loan is equal to the cost of education for the student minus any other financial aid the student expects to receive. The interest is variable, but will not exceed 9%. Interest is charged from the time the loan is disbursed and continues to be charged until the loan is paid in

full. Parents must begin repaying the principal and interest while the student is still in school.

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

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

### **International Education Program**

**International Main Line: 602.285.7424**

**ESL Hotline: 602.285.7375**

[isc@phoenixcollege.edu](mailto:isc@phoenixcollege.edu)

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

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

Types of services offered include:

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

For more information:

Email: [ISC@phoenixcollege.edu](mailto:ISC@phoenixcollege.edu)

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

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

### **Learning Commons**

**(602.285.7486)**

[learningcommons@phoenixcollege.edu](mailto:learningcommons@phoenixcollege.edu)

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

The Learning Commons (LC), located in the Lower Level of the Fannin Library, provides tutoring and academic support for students to develop skills to become independent lifelong learners. Tutoring is provided FREE in-person or online for MCCC

students for select subjects, including Writing, Math, Science, and English/ESL. The LC tutors can also assist you with developing your reading, writing, and study skills for any class, and with common technology questions, such as accessing and using Canvas, using the online tutoring services, and using a graphing calculator. Anatomy models, graphing calculators and some textbooks are available to check out for use in the LC. The LC also provides popular HESI workshops for aspiring nurses and ESL Conversation Circles to practice your listening and speaking skills in English. View our hours and/or connect with our online services by visiting the Learning Commons Web page.

### Hours

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

### Learning Communities

**(602.285.7887)**

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

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

### Library

**(602.285.7473)**

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

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

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

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

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

Library contacts:

Circulation 602.285.7473

Reference 602.285.7470

### Student ID Cards

**(602.285.7777)**

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

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

### Student Life And Leadership

**(602.285.7231)**

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

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

The mission of Student Life and Leadership is to serve the needs of students in leadership development, campus and community involvement, and group interaction. Participation in student

activities teaches students how to be successful in organizing programs, setting goals, solving problems, budgeting, managing, and making decisions. The opportunity to work in group situations is prevalent, which assists students in understanding social relations, forming friendships, and appreciating diversity.

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

## Student Union

**(602.285.7231)**

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

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

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

## Testing Services

**(602.285.7844)**

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

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

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

**ACT, SAT, GED** scores valid for 5 years.

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

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

**CELSA/ESL Exam** scores valid for 2 years

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

**Location** Hannelly Center, Lower Level

## Transcripts

**(602.285.7777)**

[transcripts@phoenixcollege.edu](mailto:transcripts@phoenixcollege.edu)

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

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

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

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

## Transfer Center

(602.285.7116)

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

The University Transfer Center provides informational resources on the university transfer process, bachelor degree options, admission criteria, transfer scholarships and more. University representatives work with your academic advisor to help make the best decisions based on your education goals. Meet with respective university representatives and get assistance with the transfer process!

The University Transfer Center is located on the lower level of the Hannelly Center (HC), in Room HC-007.

## Veterans Services

(602.285.7342)

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

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

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

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

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

for veterans/ dependents using educational benefits.

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

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

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

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



## Welcome Center

(602.285.7777)

<https://www.phoenixcollege.edu>

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

### Services

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

### Materials

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

## Important Numbers

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

Enrollment Center	602. 285.7777 <a href="https://www.phoenixcollege.edu/students/enroll/enrollment-center">https://www.phoenixcollege.edu/students/enroll/enrollment-center</a>
Financial Aid	480.731.8900 <a href="https://www.phoenixcollege.edu/faid">https://www.phoenixcollege.edu/faid</a>
International Education Program	602. 285.7424 (International Main Line), 602.285.7375 (ESL Hotline) <a href="mailto:isc@phoenixcollege.edu">isc@phoenixcollege.edu</a> <a href="https://www.phoenixcollege.edu/become-student/international-students">https://www.phoenixcollege.edu/become-student/international-students</a>
Learning Commons	602. 285.7486 <a href="mailto:learningcommons@phoenixcollege.edu">learningcommons@phoenixcollege.edu</a> <a href="https://www.phoenixcollege.edu/current-students/tutoring">https://www.phoenixcollege.edu/current-students/tutoring</a>
Learning Communities (Keyword: Learning Community)	602. 285.7887 <a href="https://www.phoenixcollege.edu/schedule">https://www.phoenixcollege.edu/schedule</a>
Library	602.285.7473 <a href="https://www.phoenixcollege.edu/academics/library">https://www.phoenixcollege.edu/academics/library</a>
Student ID Cards	602. 285.7777 <a href="https://www.phoenixcollege.edu/students/enrollment-steps/student-ids">https://www.phoenixcollege.edu/students/enrollment-steps/student-ids</a>
Student Life and Leadership	602. 285.7231 <a href="https://www.phoenixcollege.edu/students/student-life">https://www.phoenixcollege.edu/students/student-life</a>
Student Union	602. 285.7231 <a href="https://www.phoenixcollege.edu/students/student-life">https://www.phoenixcollege.edu/students/student-life</a>
Testing Services	602. 285.7844 <a href="https://www.phoenixcollege.edu/students/testing-services">https://www.phoenixcollege.edu/students/testing-services</a>
Transcripts	602. 285.7777 <a href="mailto:transcripts@phoenixcollege.edu">transcripts@phoenixcollege.edu</a> <a href="https://www.phoenixcollege.edu/become-student/admissions-and-records/transcripts">https://www.phoenixcollege.edu/become-student/admissions-and-records/transcripts</a>
Transfer Center	602. 285.7116 <a href="https://www.phoenixcollege.edu/become-student/transfers">https://www.phoenixcollege.edu/become-student/transfers</a>
Veterans Services	602. 285.7342 <a href="https://www.phoenixcollege.edu/veterans">https://www.phoenixcollege.edu/veterans</a>
Welcome Center	602. 285.7777 <a href="https://www.phoenixcollege.edu">https://www.phoenixcollege.edu</a>

## Student Clubs/Organizations

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

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

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

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



## Programs



**PHOENIX COLLEGE**

A MARICOPA COMMUNITY COLLEGE

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## Fields of Interest, Degrees and Certificates

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

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

### Bachelor’s Degree Programs

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

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

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

## Behavioral Science and Human Services

**CONTACT:** Ms. C. Shehorn, Program Director:  
(602) 285.7971 and/or  
cari.shehorn@phoenixcollege.edu

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

The Certificate of Completion (CCL) in Administration of Justice program is designed to be interdisciplinary by nature and provides students with foundational knowledge of the criminal justice system and operational processes for addressing crime within society. This program also examines diverse populations and communities, and their effects on relationships with the criminal justice system. In addition, this program allows students to familiarize themselves with and evaluate various career opportunities in the criminal justice field and is one pathway to the Associate in Applied Science (AAS) in Administration of Justice.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

#### **Required Courses: 15 Credits**

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

**Restricted Electives:** None.

**CONTACT:** Ms. C. Shehorn, Program Director:  
(602) 285.7971 and/or  
cari.shehorn@phoenixcollege.edu

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

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

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

#### **Required Courses: 28-30 Credits**

AJS101	Introduction to Criminal Justice .....	3
AJS109	Substantive Criminal Law.....	3
AJS123	Ethics and the Administration of Justice .....	3
AJS200	Current Issues in Criminal Justice (3) OR	
AJS/ EMT/ FSC258	Victimology and Crisis Management (3) .....	3



AJS212	Juvenile Justice Procedures .....	3
AJS225	Criminology .....	3
AJS230	The Police Function.....	3
AJS240	The Correction Function.....	3
AJS260	Procedural Criminal Law.....	3

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

### Restricted Electives: 12-13 Credits

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

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

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

AJS205	Effective Communication and Report Writing in Criminal Justice .....	3
AJS255	Mental Health Conditions and the Criminal Justice System .....	3
AJS275	Criminal Investigation I.....	3

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

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

AJS/FSC139	Emergency Response to Terrorism. ....	3
AJS/FSC147	Emergency Preparedness ....	3

AJS/FSC148	Fundamentals of Emergency Management.....	3
AJS/FSC149	Hazard Mitigation .....	3
AJS195	International and Domestic Terrorism .....	3

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

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

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

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

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

AJS162	Domestic Violence.....	3
AJS255	Mental Health Conditions and the Criminal Justice System.....	3
AJS+++++	Any AJS Administration of Justice Studies course not listed under the Required Courses area .....	3

### General Electives: 0-6 Credits

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

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

**General Education:** 16-22 Credits

**CORE:** 12-18 Credits

**First-Year Composition:**

ENG101 First-Year Composition + (3) OR  
 ENG107 First-Year Composition for ESL +  
 (3) AND  
 ENG102 First-Year Composition + (3) OR  
 ENG108 First-Year Composition for  
 ESL + (3) ..... 6

**Oral Communication:**

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

**Critical Reading:**

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

**Mathematics:**

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

**DISTRIBUTION:** 4 Credits

**Humanities, Arts and Design:**

Met by AJS123 in the Required Courses area ..... 0

**Social-Behavioral Sciences:**

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

**Natural Sciences:**

Any approved general education course from  
 the Natural Sciences area.  
 Recommended:  
 Forensic Science: Physical Evidence (4) OR  
 Forensic Science: Biological Evidence (4) OR  
 a course with the [SQ] or [SG] general  
 education designation (4) ..... 4

**CONTACT:** Mr. O. Alcorido, Program Director:  
 (602) 285.7125  
 orlando.alcorido@phoenixcollege.edu

**Community Emergency Response Team**

**(CERT): Level I**

**Certificate of Completion — CCL 5448N**

**1.5 Credits**

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

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 1.5 Credits

AJS/FSC115	Community Emergency Response Team (CERT): Level I.....	1.5
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**CONTACT:** Ms. C. Shehorn, Program Director:  
 (602) 285.7971 and/or  
 cari.shehorn@phoenixcollege.edu

**Corrections**

**Certificate of Completion — CCL 5776N**

**15 Credits**

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

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 15 Credits

AJS101 Introduction to Criminal Justice ..... 3

AJS123 Ethics and the Administration of Justice (3) OR

AJS255 Mental Health Conditions and the Criminal Justice System..... 3

AJS212 Juvenile Justice Procedures ..... 3

AJS240 The Correction Function..... 3

AJS205 Effective Communication and Report Writing in Criminal Justice (3) OR

AJS275 Criminal Investigation (3) ..... 3

**Restricted Electives:** None.

**CONTACT:** Mr. B. Little, Program Director:  
(602) 285.7776 and/or  
bret.little@phoenixcollege.edu

### Crime Scene Investigation

#### Certificate of Completion — CCL 5964

#### 16-18 Credits

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

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 16-18 Credits

AJS213 Evidence Technology: Fingerprints (3)  
OR

AJS243 Crime Scene Reconstruction (3)..... 3

AJS215 Criminalistics: Physical Evidence (3)  
OR

AJS219 Crime Scene Technology:  
Physical Evidence (3) OR

FOR105 Forensic Science:  
Physical Evidence (4)  
3-4

AJS216 Criminalistics: Biological  
Evidence (3) OR

FOR106 Forensic Science: Biological  
Evidence (4)  
3-4

AJS214 Evidence Technology/Photography..... 3

AJS275 Criminal Investigation I..... 3

AJS290BN Courtroom Testimony Seminar ..... 1

**Restricted Electives:** None.

**CONTACT:** Mr. O. Alcorido, Program Director:  
(602) 285.7125  
orlando.alcorido@phoenixcollege.edu

### Driver Operator

#### Certificate of Completion — CCL 5418N

#### 8 Credits

The Certificate of Completion (CCL) in Driver Operator program is designed for students who need (1) advanced training as professional firefighters, (2) preparation courses for career advancement opportunities in fire services, and/or (3) more comprehensive information about the role and function of an emergency vehicle driver/operator.

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

**Admission Criteria:** Acceptance into the program and permission of Program Director is required.

**Program Prerequisites:** None

**Required Courses:** 8 Credits

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

**CONTACT:** Mr. O. Alcorido, Program Director:  
(602) 285.7125  
orlando.alcorido@phoenixcollege.edu

### **Emergency Communications and Deployment**

**Certificate of Completion — CCL 5775N**  
**2 Credits**

Tactical methods of communication, interview, interrogation, assessment, and deployment. Communication devices include radio, telephone, computer-aided dispatch; mobile digital transmitter. Highlights of human anatomy, physiology disease profiles, and approach to interventions in life-threatening situations.

Persuasive delivery of pre-arrival instructions, most dispatch communications, basic life support techniques for all age groups.

Communication with law enforcement on all levels within the community and the state.

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

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

**Program Prerequisites:** None.

**Admission Criteria:** None.

**Required Courses:** 2 Credits

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

**CONTACT:** Mr. O. Alcorido, Program Director:  
(602) 285.7125  
orlando.alcorido@phoenixcollege.edu

### **Emergency Management**

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

The Certification of Completion (CCL) in Emergency Management provides the student with knowledge and skills required to conduct a comprehensive emergency management program. The program prepares students to manage emergency operations, hazardous materials incidents, tactics, strategy, and safety of firefighting activities, and customer service in the public sector. The student will be prepared for positions such as Emergency Manager, Emergency Management Planner, Emergency Operations Coordinator, Environmental Compliance Planner, and Emergency Management Specialist, working in state, local, federal, and international governments, business and industry, military installations, and health care facilities.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

### Required Courses: 18 Credits

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

**Restricted Electives:** None.

**CONTACT:** Mr. B. Little, Program Director:  
(602) 285.7776 and/or  
bret.little@phoenixcollege.edu

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

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

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

### Required Courses: 10 Credits

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

**Restricted Electives:** None.

**CONTACT:** Mr. O. Alcorido, Program Director:  
(602) 285.7125  
orlando.alcorido@phoenixcollege.edu

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

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

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

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

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

**Program Prerequisites:** None.

### Required Courses: 16.5-33 Credits

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

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

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

EMT104 Emergency Medical Technology +  
(10) AND

EMT104AB Applied Practical Studies for  
Emergency Medical Technology +  
(0.5) AND

EMT104L Emergency Medical Technology  
Practicum (2) OR

Arizona State EMT Certification (0) OR Arizona  
State Paramedic Certification (0) OR

Permission of Program Director (0) .....	0-12.5
FSC102 Fire Department Operations +	11
FSC105 Hazardous Materials Awareness and Operations (3) OR	
Permission of Program Director .....	0-3
Fitness for Firefighters/CPAT (1) OR	
Verification of CPAT completion (0) .....	0-1
Fitness and Conditioning for Firefighters + .....	3
FSC174 Functions of Command + .....	2

**Restricted Electives:** None.

**CONTACT:** Mr. O. Alcorido, Program Director:  
(602) 285.7125  
orlando.alcorido@phoenixcollege.edu

## Fire Science

### Associate in Applied Science — AAS 3205 82-92 Credits

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

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

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

Prior Learning Assessment Credit (PLA) is available for the following:  
Current Employment as a Firefighter  
BLS  
EMT  
Fire I and II  
Hazmat  
Wildland Redcard

**Admission Criteria:** See Program Director for details.

**Program Prerequisites:** None.

### Required Courses: 59-61 Credits

EMT101 Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers (0.5) OR	
Current validation in Basic Life Support (BLS) Health Care Provider/ Professional Rescuer (0) AND	
Credit By Evaluation (0.5) .....	0.5
EMT104 Emergency Medical Technology + (10) AND	
EMT104AB Applied Practical Studies for Emergency Medical Technology + (0.5) AND Emergency Medical Technology Practicum (2) OR	
Prior Learning Assessment for Arizona State EMT Certification OR Arizona State Paramedic Certification OR equivalent (12.5) .....	12.5
FSC101 Introduction to Fire Service Selection and Entry (4) OR	
Prior Learning Assessment for Current employment as a firefighter (4) .....	4
FSC102 Fire Department Operations + (11) OR Prior Learning Assessment for Firefighter I and II certifications or completion of a Regional Fire Academy (11) .....	11
FSC105 Hazardous Materials Awareness and Operations (3) OR	
Prior Learning Assessment (3) for Hazardous Materials Awareness and Operations certification .....	3

FSC108 Fundamentals of Fire Prevention (3)  
OR  
FSC110 Wildland Firefighter (3) OR  
Prior Learning Assessment for Wildland Red  
Card  
OR S-130 and S-190 Course Completion  
Certificate (3) ..... 3  
(FSC110 is recommended)

FSC113 Introduction to Fire Suppression..... 3  
FSC117 Fire Apparatus..... 3  
FSC118 Fire Hydraulics ..... 3  
FSC119 Introduction Fire Service Ethics ..... 3

FSC130 Fitness for Firefighters/CPAT (1)  
OR  
Prior Learning Assessment for CPAT  
completion or completion of a Regional Fire  
Academy (1) ..... 1

FSC134 Fitness and Conditioning for  
Firefighters (3) OR  
FSC234 Fitness and Wellness for Firefighter  
Candidates + (3) OR  
Prior Learning Assessment for completion of  
Regional Fire Academy (3) ..... 3  
(FSC234 is recommended for students who  
have already completed the Fire Academy  
equivalent of FSC102)

FSC174 Functions of Command + ..... 2  
FSC208 Firefighter Safety and Building  
Construction + ..... 3  
FSC215 Customer Service in the Public  
Sector. 3

FYE101 Introduction to College, Career and  
Personal Success (1) OR

FYE103 Exploration of College, Career and  
Personal Success (3) 1-3

### Restricted Electives: 1-3 Credits

FSC++++Any Fire Science Technology course.

Recommend the following:

FSC202 Supervisory Training for  
Firefighters 3

FSC204 Firefighting Tactics and Strategy + ..... 3

FSC282AC Service-Learning Experience  
in Fire Science + ..... 3  
FSC296WC Cooperative Education + ..... 3

**General Education:** 22-28 Credits

**CORE:** 12-18 Credits

### First-Year Composition:

ENG101 First-Year Composition + (3) OR  
ENG107 First-Year Composition for ESL +  
(3) AND  
ENG102 First-Year Composition + (3) OR  
ENG108 First-Year Composition for ESL +  
(3). 6

### Oral Communication:

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

### Critical Reading:

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

### Mathematics:

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

**DISTRIBUTION:** 10 Credits

### Humanities, Arts and Design:

Any approved general education course from the  
Humanities, Fine Arts and Design [HU] area..... 3

### Social-Behavioral Sciences:

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

### Natural Sciences:

Any approved general education course from the  
Natural Sciences [SG/SQ] area..... 4

**CONTACT:** Mr. O. Alcordo, Program Director:  
(602) 285.7125  
orlando.alcordo@phoenixcollege.edu

**Fire Service Management**  
**Certificate of Completion — CCL 5420**  
**21 Credits**

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

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

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

**Program Prerequisites:** None.

**Required Courses:** 21 Credits

FSC119	Introduction Fire Service Ethics .....	3
FSC167	Fire Captain Academy +.....	6
FSC202	Supervisory Training for Firefighters .....	3
FSC204	Firefighting Tactics and Strategy +.....	3
FSC208	Firefighter Safety and Building Construction + .....	3
FSC214	Human Resource Management in Fire Service + .....	3

**Restricted Electives:** None.

**CONTACT:** Mr. B. Little, Program Director:  
(602) 285.7776 and/or  
bret.little@phoenixcollege.edu

**Forensic Science**  
**Associate in Applied Science — AAS 3183**  
**60-64 Credits**

The Associate in Applied Science (AAS) in Forensic Science provides the student with a specialization in forensic investigation as it relates to crime. The curriculum presents a specialized scope of knowledge about photography, collection and preservation of evidence, and investigative strategies. The program provides students with an important knowledge base for investigative specialization in a wide range of disciplines and careers. This degree pathway also provides students with the opportunity to complete two Certificates of Completion (CCL) in Crime Scene Investigation, and Fingerprint Identification and Photography.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 32-44 Credits

AJS101	Introduction to Criminal Justice .....	3
AJS123	Ethics and the Administration of Justice .	3
AJS275	Criminal Investigation I.....	3
AJS290BN	Courtroom Testimony Seminar .....	1
AJS215	Criminalistics: Physical Evidence (3) OR	
AJS219	Crime Scene Technology: Physical Evidence (3) OR	
FOR105	Forensic Science: Physical Evidence (4) .	3-4
AJS216	Criminalistics: Biological Evidence (3) OR	
FOR106	Forensic Science: Biological Evidence (4) .....	3-4



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

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

**Specialization 1: Crime Scene (15 credits)**

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

**Specialization 2: Lab Science (23 credits)**

BIO181	General Biology (Majors) I + .....	4
BIO182	General Biology (Majors) II + .....	4
CHM151	General Chemistry I + .....	3
CHM151LL	General Chemistry I Laboratory + .....	1
CHM152	General Chemistry II + .....	3
CHM152LL	General Chemistry II Laboratory + .....	1
FOR286	Principles of Forensic Science + .....	4

Any course or combination of courses that include HU, C, and either G or H General Education designations ..... 3

**Restricted Electives: 3 Credits**

Students must complete 3 credits of restricted electives.

Students interested in Specialization 1: Crime Scene

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

Students interested in Specialization 2: Lab Science

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

3

**General Electives: 0-13 Credits**

Students must choose zero to thirteen (0-13) additional credits of General Elective courses. Total number of General Electives required will largely depend upon specialization selected.

**General Education: 12-21 Credits**

**CORE: 12-17 Credits**

**First-Year Composition:**

ENG101	First-Year Composition + (3) OR	
ENG107	First-Year Composition for ESL + (3) AND	
ENG102	First-Year Composition + (3) OR	
ENG108	First-Year Composition for ESL + (3).	6

**Oral Communication:**

COM225	Public Speaking + .....	3
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**Critical Reading:**

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

**Mathematics:**

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

For Specialization 2: Lab Science

MAT150	College Algebra/Functions + (5) OR	
MAT151	College Algebra/Functions + (4) OR	
MAT152	College Algebra/Functions + (3) OR	
	Higher course with an [MA] general education designation .....	3-5

**DISTRIBUTION: 0-4 Credits**

**Humanities, Arts and Design:**

Met by AJS123 in Required Courses area ..... 0

**Social-Behavioral Sciences:**

Met by AJS101 in Required Courses area..... 0

**Natural Sciences:**

	For Specialization 1: Crime Scene	
	Any approved general education course from the Natural Sciences area (4) OR	
	May be met by FOR105 or FOR106 in Required Courses area (0) .....	0-4

### Recommended:

CHM130 Fundamental Chemistry + (3) AND  
CHM130LL Fundamental Chemistry Laboratory +  
(1) OR  
CHM151 General Chemistry I + (3) AND  
CHM151LL General Chemistry I Laboratory + (1) OR  
FOR105 Forensic Science:  
Physical Evidence (4) OR  
FOR106 Forensic Science:  
Biological Evidence (4)..... 4

### For Specialization 2: Lab Science:

Met by CHM151 and CHM151LL in Required  
Courses area.

### CONTACT: Dr. R. Villegas-Gold,

Department Chair:  
(602)-285-7392  
roberto.villegas.gold@phoenixcollege.edu

### Foundations of Behavioral Sciences Certificate of Completion — CCL 5522 18 Credits

The Certificate of Completion (CCL) in  
Foundations of Behavioral Sciences is designed  
to provide students with a foundational study of  
human behavior and prepare them to assist, as  
part of a clinical team, in the care of individuals  
and families dealing with mental illness,  
comorbid medical conditions, and challenging  
behaviors. The program includes courses  
designed to provide students with the skills  
necessary to deliver essential behavioral health  
and social services. The core focus of the  
program is practical training and service-  
learning experiences. This program prepares  
students for industry certification and is  
embedded in the CCL in Advanced Behavioral  
Sciences, the Associate in Applied Science  
(AAS) in Behavioral Sciences, and the  
Bachelors of Science (BS) in Behavioral  
Sciences available at MCCC.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

### Required Courses: 18 Credits

BHS150 Introduction to Behavioral Health and  
Social Services ..... 3  
BHS155 Professional Resiliency and Well-Being 3  
BHS160 Ethical, Legal, and Professional Issues  
in Counseling Services..... 3  
BHS165 Applied Therapeutic  
Communication Skills..... 3  
BHS170 Case Management and Clinical  
Documentation..... 3  
BHS180 Child, Family, and Adult Advocacy ..... 3

**Restricted Electives:** None.

**CONTACT:** Mr. O. Alcorido, Program Director:  
(602) 285.7125  
orlando.alcorido@phoenixcollege.edu

### Hazardous Materials Response Certificate of Completion — CCL 5682 36 Credits

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

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

## Required Courses: 36 Credits

EMT/		
FSC104	Emergency Medical Technology .....	9
FSC105	Hazardous Materials Awareness and Operations .....	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

**CONTACT:** Ms. C. Shehorn, Program Director:  
(602) 285.7971 and/or  
cari.shehorn@phoenixcollege.edu

## Homeland Security

### Certificate of Completion — CCL 5322N 15 Credits

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

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

### Required Courses: 12 Credits

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

**Restricted Electives:** None.

**CONTACT:** Ms. C. Shehorn, Program Director:  
(602) 285.7971 and/or  
cari.shehorn@phoenixcollege.edu

## Law Enforcement

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

The Certificate of Completion (CCL) in Law Enforcement is designed for students who are interested in pursuing a course of study specifically focused on law enforcement. The certificate program specializes in training and education related to the duties of law enforcement. The program is designed for the student with no Arizona police academy experience and is one pathway to the Associate in Applied Science (AAS) in Administration of Justice.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 15 Credits

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

**Restricted Electives:** None.

**CONTACT:** Ms. C. Shehorn, Program Director:  
(602) 285.7971 and/or  
cari.shehorn@phoenixcollege.edu

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

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

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

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

**Program Prerequisites:** None.

**Required Courses:** 6 Credits

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

**Restricted Electives:** None.

**CONTACT:** Ms. C. Shehorn, Program Director:  
(602) 285.7971 and/or  
cari.shehorn@phoenixcollege.edu

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

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

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 15 Credits

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

AJS210	Constitutional Law.....	3
AJS260	Procedural Criminal Law .....	3

**Restricted Electives:** None.

**CONTACT:** Mr. O. Alcorido, Program Director:  
(602) 285.7125  
orlando.alcorido@phoenixcollege.edu

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

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

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

### **Required Courses:** 18 Credits

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

**Restricted Electives:** None.

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

### **Paralegal Studies**

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

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

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

**Program Notes:** Students who already possess an Associate's degree, or higher, from an accredited institution, must pursue the Certificate of Completion (CCL) in Paralegal Studies. Students who do not yet have a college degree, cannot pursue the Certificate

option, and instead, must pursue the Associate's degree option. The Certificate of Completion (CCL) will not be awarded until an official college transcript verifying attainment of an Associate's degree or higher from an accredited institution is on file with the Phoenix College Admissions Office.

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

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

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

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

Students interested in transferring to an

Arizona public university can satisfy the relevant Arizona General Education Curriculum (AGEC-A) and transfer requirements by completing the following:

1. An additional course with the Humanities, Arts and Design [HU] general studies designation... 3
- 2...An additional course with the Natural Sciences ([SQ] or [SG]) designation as needed..... 4
- 3 ...Additional courses that meet the [C] and [G] or [H] designations (may be shared with other core requirements).
4. If exempt from CRE101, an additional course in Literacy and Critical Inquiry [L] (may be shared with other core requirements)

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

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

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

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

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

# **Required Courses: 38-40 Credits**

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

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

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

# **Restricted Electives: 3 Credits**

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

# **General Electives: None**

# **General Education Requirements: 19-25 Credits**

## **CORE: 9-15 Credits**

## **First-Year Composition:**

ENG101 OR ENG107 met by Program  
Prerequisites area.  
ENG102...First-Year Composition + (3) OR  
ENG108 . First-Year Composition for ESL + (3). 3

## **Oral Communication:**

COM110 ..Interpersonal Communication (3)  
OR COM225 ..Public Speaking + (3) OR  
COM230 .. Small Group Communication (3)..... 3

## **Critical Reading:**

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

## **Mathematics:**

MAT140 College Mathematics + (5) OR  
MAT141 College Mathematics + (4) OR  
MAT142 College Mathematics + (3) OR

MAT145 College Mathematics with Review (5) OR  
MAT146 College Mathematics with Review (6) OR  
higher level Mathematics course ..... 3-6

# **DISTRIBUTION: 10 Credits**

## **Humanities, Arts and Design:**

AJS123 Ethics and the Administration of Justice (3) OR  
HIS103 United States History to 1865 (3) OR  
HIS108 United States History 1945 to the Present (3) OR  
PHI101 Introduction to Philosophy (3) OR  
PHI103 .... Introduction to Logic (3)..... 3

## **Social-Behavioral Sciences:**

ECN211 ...Macroeconomic Principles (3) OR  
ECN212 ...Microeconomic Principles (3) OR  
HIS104 United States History 1865 to Present (3) OR  
POS110 American National Government (3) OR  
POS120 International Relations (3) OR  
PSY101 Introduction to Psychology (3) OR  
SOC101 Introduction to Sociology (3) ..... 3

## **Natural Sciences:**

BIO100 ....Biology Concepts (4) OR  
BIO105 ....Environmental Biology (4) OR  
BIO160 Introduction to Human Anatomy and Physiology (4) OR  
CHM107.. Chemistry and Society (3) AND  
CHM107LL Chemistry and Society Laboratory + (1) OR  
FON241 Principles of Human Nutrition (3) AND  
FON241LL Principles of Human Nutrition Laboratory + (1) ..... 4

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

### **Paralegal Studies**

#### **Certificate of Completion — CCL 5384 40-43 Credits**

The Certificate of Completion (CCL) in Paralegal Studies Program is designed to prepare students for entry-level employment in law offices. The curriculum is designed to provide students with practical legal skills enabling them to draft legal documents with minimum supervision, and to familiarize them with fundamental concepts of substantive areas such as torts and business law.

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

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

**Program Notes:** Students who already possess an Associate's degree, or higher, from an accredited institution, must pursue the Certificate of Completion (CCL) in Paralegal Studies. Students who do not yet have a college degree, cannot pursue the Certificate

option, and instead, must pursue the Associate's degree option. The Certificate of Completion (CCL) will not be awarded until an official college transcript verifying attainment of an Associate's degree or higher from an accredited institution is on file with the Phoenix College Admissions Office.

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

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

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

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



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

Contact a Paralegal Studies advisor.

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

[https://www.americanbar.org/groups/paralegals/approval-resources/approval\\_process\\_materials/](https://www.americanbar.org/groups/paralegals/approval-resources/approval_process_materials/)

**Program Prerequisites:** 0-3 Credits

BPC110... Computer Usage and Applications (3) OR

CIS105 Survey of Computer Information Systems (3) OR

Permission of Program Director .....0-3

**Required Courses:** 37 Credits

LAS101....Introduction to Law .....	3
LAS107....The Paralegal Profession.....	3
LAS109....Civil Procedures I +.....	3
LAS110.... Civil Procedures II +.....	3
LAS131.... Legal Writing +.....	3
LAS203.... Ethics and Professional Practice +.....	3
LAS204 ..Contract Law +.....	3
LAS211.... Legal Research +.....	3
LAS212.... Tort Law + .....	3
LAS214.... Business Organizations +.....	3
LAS225....Legal Research, Analysis, and Writing + .....	3
LAS229.... Litigation Technologies + .....	3
LAS280.....Paralegal Studies Portfolio Capstone +1	

**Restricted Electives:** 3 Credits

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

**CONTACT:** Ms. C. Shehorn, Program Director:  
(602) 285.7971 and/or  
[cari.shehorn@phoenixcollege.edu](mailto:cari.shehorn@phoenixcollege.edu)

**Public Safety Administration**

**Bachelor of Applied Science — BAS 9303**

**120 Credits**

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

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

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

**Corrections and Detention Specialization**

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

### Fire Science Specialization

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

### Fire Management Specialization

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

### Law Enforcement Specialization

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

### Paramedicine Specialization

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

**Program Prerequisites:** None.

### Required Courses: 38-49 Credits

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

PAD100 21st Century Public Policy and Service ..... 3  
PSA301 Foundations of Public Safety Administration ..... 3  
PSA305 Communication Strategies for Public Safety Professionals + ..... 3

PSA310 Research Methods for Public Safety Administration + ..... 4  
PSA315 Public Policy and Public Safety Organizations + ..... 3  
PSA320 Human Capital Management for Public Safety Organizations ..... 3  
PSA401 Public Safety Leadership ..... 3  
PSA405 Public Safety Finance and Budget..... 3  
PSA410 Program Planning and Evaluation for Public Safety Organizations + ..... 3  
PSA490 Public Safety Administration Capstone + ..... 3

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

### Criminal Justice Focus Area (6-12 credits)

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

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

### Emergency Management Focus Area (15 credits) AJS/

FSC147 Emergency Preparedness ..... 3  
AJS/  
FSC148 Fundamentals of Emergency Management ..... 3  
AJS/  
FSC149 Hazard Mitigation..... 3

PSA439 Critical Incident Management for Public Safety Professionals + ..... 3  
PSA449 Strategic Hazard Mitigation + ..... 3

### Restricted Electives: 32-55 Credits

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

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

LET160 Correctional System Ethics and Professionalism + ..... 1

LET162	Introduction to Inmate Management +.....	3
LET164	Correctional Information Systems + .	1
LET166	Correction Officers Safety and Weapons Training + 2	
LET168	Inmate Security Procedures I + .....	2
LET169	Inmate Security Procedures II + .....	3
LET170	Security, Custody and Control Procedures + .....	2
LET172	Conflict and Crisis Management +.....	2
LET176	Medical and Mental Health + .....	2
LET178	Physical Fitness and Self Defense Training + .....	3
Note: Completion of the above courses fulfills the requirements of the CCL in Basic Corrections (5698N)		
COM110	Interpersonal Communication (3) OR	
COM263	Elements of Intercultural Communication (3).....	3
COM230	Small Group Communication.....	3
LET167	Correctional Sergeant Leadership + (2) OR	
MGT229	Management and Leadership I (3) ....	2-3
POS220	U.S. and Arizona Constitution (3) OR	
POS221	Arizona Constitution (1) AND	
POS222	U.S. Constitution (2).....	3
PSY101	Introduction to Psychology (3) OR PSY132 Psychology and Culture (3).....	3
SOC101	Introduction to Sociology .....	3

Related Area Course (3-4 credits)		
Select three to four (3-4) credits from the category below that best aligns with academic and professional goals. Consult with an academic, faculty, or program advisor.		
Cultural Responsiveness and Society		
AFR/ASB/		
CCS202	Ethnic Relations in the United States	3
REL100	World Religions .....	3
SOC110	Drugs and Society .....	3
SOC241	Race and Ethnic Relations .....	3
SOC245	Social Deviance .....	3
SPH245	Hispanic Heritage in the Southwest.....	3

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

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

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

Specialization 2: Detention (Closed to General Population) (38-40 credits)		
LET130	Detention Officer Training + .....	2
LET132	Introduction to Correctional Law + .....	3
LET134	Special Needs Issues and Communication + .....	2
LET135	Problem Solving and Crisis Management + .....	2
LET136	Detention Security Procedures + .....	2
LET138	Detention Officer Emergency Procedures + .....	1
LET139	Detention Facility Training + .....	2
LET141	Detention Defensive Tactics + .....	4
Note: Completion of the above courses fulfills the requirements of the CCL in Basic Detention (5699N)		

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

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

POS220 U.S. and Arizona Constitution (3) OR  
POS221 Arizona Constitution (1) AND  
POS222 U.S. Constitution (2)..... 3  
PSY101 Introduction to Psychology (3) OR  
PSY132 Psychology and Culture (3)..... 3

SOC101 Introduction to Sociology ..... 3

Related Area Course (2-4 credits)

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

Cultural Responsiveness and Society:

AFR/ASB/

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

Management and Advanced Training in  
Detention:

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

Psychology:

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

Spanish:

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

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

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

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

CFS205 Human Development..... 3  
CFS277 Adult-Adolescent Interaction..... 3

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

COM230 Small Group Communication..... 3

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

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

SOC101 Introduction to Sociology ..... 3

Specialization 4: Administration of Justice  
Studies (39-40 credits)

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

AJS200 Current Issues in Criminal Justice  
(3) OR

AJS/EMT/  
FSC258 Victimology and Crisis Management in  
Public Safety (3) ..... 3

AJS212 Juvenile Justice Procedures ..... 3  
AJS225 Criminology ..... 3  
AJS230 The Police Function..... 3  
AJS240 The Correction Function..... 3  
AJS260 Procedural Criminal Law..... 3

Related Area Course (12-13 credits)

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

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

AJS201 Rules of Evidence..... 3  
(Fulfills Legal Studies certificate requirement)  
AJS205 Effective Communication and Report  
Writing in Criminal Justice ..... 3  
(Fulfills Corrections, Law Enforcement and Legal  
Studies certificate requirement)

AJS210 Constitutional Law..... 3  
(Fulfills Legal Studies certificate requirement)  
AJS255 Mental Health Conditions and the  
Criminal Justice System..... 3  
(Fulfills Corrections and Victimology  
certificate requirement)

AJS270 Community Relations..... 3  
AJS275 Criminal Investigation I..... 3  
(Fulfills Corrections and Law Enforcement  
certificate requirement)

AJS290BN Courtroom Testimony Seminar..... 1  
AJS+++++Any AJS Administration of Justice  
Studies course not listed under Required Courses  
area (3) OR

BPC110 Computer Usage and Applications (3)  
OR  
CIS105 Survey of Computer Information  
Systems (3) ..... 3  
CIS114DE Excel Spreadsheet ..... 3

PSY101 Introduction to Psychology (3) OR  
SOC101 Introduction to Sociology (3)..... 3  
REC120 Leisure and the Quality of Life ..... 3  
SWU171 Introduction to Social Work..... 3

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

AJS101 Introduction to Criminal Justice ..... 3  
AJS109 Substantive Criminal Law..... 3  
AJS123 Ethics and the Administration of Justice  
3  
AJS210 Constitutional Law..... 3  
AJS213 Evidence Technology/ Fingerprints..... 3  
AJS214 Evidence Technology/Photography ..... 3

AJS215 Criminalistics: Physical Evidence  
(3) OR  
AJS219 Crime Scene Technology: Physical  
Evidence (3) OR  
FOR105 Forensic Science: Physical  
Evidence (4).....3-4

AJS216 Criminalistics: Biological Evidence (3)  
OR  
FOR106 Forensic Science: Biological  
Evidence (4).....3-4

AJS260 Procedural Criminal Law..... 3  
AJS275 Criminal Investigation I..... 3  
AJS290BN Courtroom Testimony Seminar ..... 1

CIS105 Survey of Computer Information  
Systems (3) OR  
BPC110 Computer Usage and Applications  
(3) OR  
AJS+++++Any AJS Administration of Justice  
Studies course not listed in the required courses  
area. (3) ..... 3  
COM225 Public Speaking + ..... 3

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

AJS101 Introduction to Criminal Justice ..... 3  
AJS123 Ethics and the Administration  
of Justice ..... 3  
AJS275 Criminal Investigation I..... 3  
AJS290BN Courtroom Testimony Seminar ..... 1

AJS215 Criminalistics: Physical Evidence (3) OR  
AJS219 Crime Scene Technology: Physical  
Evidence (3) OR  
FOR105 Forensic Science:  
Physical Evidence (4) .....3-4

AJS216 Criminalistics: Biological Evidence  
(3) OR  
FOR106 Forensic Science:  
Biological Evidence (4) .....3-4

ASM275 Forensic Anthropology ..... 4  
CHM151 General Chemistry I + ..... 3  
CHM151LL General Chemistry I

Laboratory + ..... 1  
CHM152 General Chemistry II + ..... 3  
CHM152LL General Chemistry II  
Laboratory + ..... 1

CIS105 Survey of Computer Information  
Systems (3) OR

BPC110 Computer Usage and Applications (3) 3  
COM225 Public Speaking + ..... 3

MAT150 College Algebra/Functions + (5) OR  
MAT151 College Algebra/Functions + (4) OR  
MAT152 College Algebra/Functions + (3) AND  
MAT182 Plane Trigonometry + (3) OR  
MAT187 Precalculus + (5) OR

Higher level course in the Mathematical  
Applications [MA] area 3-  
8

PHY111 General Physics I + ..... 4  
PHY112 General Physics II + ..... 4

Any course with the HU, C and G general  
education designations (3) OR  
Any course with the HU, C and H general  
education designations (3) ..... 3

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

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

AJS205 Effective Communication and  
Report Writing in Criminal Justice ..... 3  
AJS210 Constitutional Law ..... 3  
AJS215 Criminalistics: Physical Evidence ..... 3  
AJS230 The Police Function ..... 3  
AJS260.....Procedural Criminal Law ..... 3  
AJS270..... Community Relations ..... 3  
AJS275..... Criminal Investigation I ..... 3  
AJS290BN Courtroom Testimony Seminar ..... 1

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

FSC101 Introduction to Fire Service Selection and  
Entry (4) OR  
Current employment as a firefighter as determined  
by the Program Director. (0) ..... 0-4  
FSC102 Fire Department Operations + ..... 11

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

FSC108 Fundamentals of Fire Prevention (3)  
OR  
FSC110 Wildland Firefighter (3) ..... 3  
(FSC110 is recommended)

FSC113 ....Introduction to Fire Suppression ..... 3  
FSC117 ....Fire Apparatus ..... 3  
FSC118 ....Fire Hydraulics ..... 3  
FSC119 ....Introduction Fire Service Ethics ..... 3

FSC130 ....Fitness for Firefighters/CPAT (1)  
OR  
Verification of CPAT completion (0) ..... 0-1  
FSC134 Fitness and Conditioning for Firefighters  
(3) OR

FSC234 Fitness and Wellness for Firefighter  
Candidates + (3). ..... 3  
(FSC234 is recommended for students who  
have already completed the Fire Academy  
equivalent of FSC102)

FSC174 Functions of Command + ..... 2  
FSC208 Firefighter Safety and Building  
Construction + ..... 3  
FSC215 Customer Service in the Public Sector. 3

### Related Area (1-3 credits)

Select one to three (1-3) credits from the category below that best aligns with academic and professional goals. Consult with an academic, faculty, or program advisor.

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

Recommend the following:

FSC202 Supervisory Training for Firefighters... 3

FSC204 Firefighting Tactics and Strategy + ..... 3

FSC282AC Service-Learning Experience in Fire Science + ..... 3

FSC296WC Cooperative Education + ..... 3

### Specialization 9: Fire Service Management

Selective Admissions (32-38 credits)

ENG111 .. Technical and Professional Writing + .. 3

FSC119 ... Introduction Fire Service Ethics ..... 3

FSC167 ... Fire Captain Academy + ..... 6

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

FSC204 ... Firefighting Tactics and Strategy + ..... 3

FSC208 Firefighter Safety and Building Construction + ..... 3

FSC214 Human Resource Management in Fire Service + ..... 3

FSC220 Fire Officer + ..... 5

### Related Area Course (3-9 credits)

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

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

### Specialization 10: Public Administration (39 credits)

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

CIS114DEExcel Spreadsheet..... 3

COM100 Introduction to Human Communication (3) OR

COM230 . Small Group Communication (3) ..... 3

PAD107 .. Public Finance Administration + ..... 3

PAD122 Public Sector Human Resources Management + ..... 3

PAD170 Public Sector Organizational Behavior..... 3

POS110 American National Government..... 3

### Related Area Course (21 credits)

Select twenty-one (21) credits from the category below that best aligns with academic and professional goals. A student may choose no more than nine (9) credits within a discipline. Consult with an academic, faculty, or program advisor.

ACC111 Accounting Principles I..... 3

ACC112 Accounting Principles II + (3) OR  
ACC230 Uses of Accounting Information I + (3)..... 3

ACC212 Managerial Accounting + (3) OR  
ACC240 Uses of Accounting Information II + (3)..... 3

ECN211 Macroeconomic Principles..... 3

ECN212 Microeconomic Principles ..... 3

GBS151 Introduction to Business ..... 3

GBS205 Legal, Ethical, and Regulatory Issues in Business ..... 3

GBS233 Business Communication + ..... 3

MGT175 Business Organization and Management..... 3

MGT229 Management and Leadership I ..... 3

POS221 Arizona Constitution..... 1

PSY101 Introduction to Psychology ..... 3

SOC101 Introduction to Sociology ..... 3

SOC212 Gender and Society ..... 3

CIS+++++ Any CIS Computer Information Systems course(s)

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

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

LEO+++++Any LEO Law Enforcement Operations course(s)

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

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

# Specialization 11: Paramedicine Selective

Admissions (45-51 credits)

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

PME190 Introduction to ECG Rhythm Analysis and Interpretation for EMS Professionals (3) OR

Permission of Program Director (0) .....0-3

PME191 Introduction to Pharmacology for EMS Professionals (3) OR

Permission of Program Director (0) .....0-3

PME201 Advanced Cardiac Life Support (ACLS) Initial Provider in Paramedicine +..... 1

PME202 Pediatric Advanced Life Support (PALS) Initial Provider in Paramedicine +..... 1

PME203 Pediatric Emergencies for Prehospital Professionals (PEPP) Initial Provider in Paramedicine + ..... 1

PME204 Neonatal Resuscitation Provider (NRP) in Paramedicine + ..... 0.5

PME205 Advanced Medical Life Support (AMLS) Initial Provider in Paramedicine + 1

PME206 International Trauma Life Support (ITLS) Provider/Pre-Hospital Trauma Life Support (PHTLS) + ..... 1

PME240 Pharmacology in Paramedicine + ..... 3

PME245 Airway and Ventilatory Management in Paramedicine + ..... 3

PME250 Comprehensive Patient Assessment in Paramedicine + ..... 1

PME251 Medical Emergencies in Paramedicine I + ..... 4

PME252 Medical Emergencies in Paramedicine II + ..... 4

PME253 Medical Emergencies in Paramedicine III + ..... 4

PME254 Technical Operations in Paramedicine..... 2.5

PME260 Trauma Patient Management in Paramedicine + ..... 2

PME270 Immersive Total Patient Management Experience (ITPME) + ..... 2

PME280 Preparation for Paramedicine Practicum + ..... 1

PME281 Paramedicine Clinical Practicum: Comprehensive + (2) OR

PME281AA Paramedicine Clinical Practicum: Phase I + (1) AND

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

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

PME289 Preparation for Paramedic National Credentialing + ..... 2

# Specialization 12: Public Safety, General (29-70 credits)

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

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

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

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

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

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

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

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

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

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

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

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

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

LEO+++++Any LEO Law Enforcement Operations course(s)

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

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

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



PAR+++++Any PAR Paralegal course(s)  
PME+++++Any PME Paramedicine course(s)  
POS+++++Any POS Political Science  
course(s)  
PSA+++++Any PSA Public Safety  
Administration course(s)  
PSY+++++Any PSY Psychology course(s)  
SOC+++++Any SOC Sociology course(s)

## Arizona General Education Curriculum (AGEC)

### AGEC-A: 12-39 Credits

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

### First-Year Composition [FYC]:

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

ENG102 .. First-Year Composition + (3) OR  
ENG108 .. First-Year Composition for ESL + 6

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

### Literacy and Critical Inquiry [L]:

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

### Mathematics [MA]:

MAT140.. College Mathematics + (5) OR  
MAT141.. College Mathematics + (4) OR  
MAT142.. College Mathematics + (3) OR  
MAT145.. College Mathematics with Review (5) OR  
MAT146.. College Mathematics with Review (6) OR

Higher level course in the Mathematical Applications [MA] area.....0-6

May be met by MAT150, MAT151, MAT152 AND MAT182, MAT187, or MAT188 in Restricted Elective Courses.

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

MAT206.. Elements of Statistics + (3) OR  
PSY230 .... Introduction to Statistics + (3) OR  
PSY230 Introduction to Statistics + (3) AND  
PSY231 Laboratory for Statistics + (1) OR  
PSY230WL Introduction to Statistics  
with Lab + (4) OR

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

### Humanities, Arts and Design [HU]:

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

### Social-Behavioral Sciences [SB]:

Any approved general education courses in the Social-Behavioral Sciences [SB] area .....0-6  
May be met by AJS101, AJS225, AJS200, AJS/EMT/FSC258, PSY101, SOC101 in Restricted Elective Courses.

### Natural Sciences:

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

Any approved general education course in the Natural Sciences (Quantitative) [SQ] area or the Natural Sciences (General) [SG] area (4).....0-8  
May be met by BIO160, CHM151 and CHM151LL, PHY111, PHY112 in Restricted Elective Courses.

### Awareness Area Credits .....0-6

These requirements may be shared with Core Requirements.

### Cultural Diversity in the US [C]:

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

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

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

### MCCCD Additional Requirements .....0-3

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

### Oral Communication (COM):

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

COM263 . Elements of Intercultural  
Communication (3)..... 3  
May be met by COM100, COM225, or  
COM230 in Restricted Elective Courses.

### General Electives: 0-38

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**CONTACT:** Mr. O. Alcorido, Program Director:  
(602) 285.7125  
orlando.alcorido@phoenixcollege.edu

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

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

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

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

**Program Prerequisites:** None.

### Required Courses: 5 Credits

AJS/

FSC276 Terrorism Liaison + ..... 4

AJS/

FSC277 Threat Vulnerability Assessment + ..... 1

**Restricted Electives:** None.

**CONTACT:** Mr. O. Alcorido, Program Director:  
(602) 285.7125  
orlando.alcorido@phoenixcollege.edu

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

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

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

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

**Program Prerequisites:** None.

**Required Courses:** 9-14 Credits

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

Level I:

AJS/

FSC276 Terrorism Liaison + (4) AND AJS/

FSC277 Threat Vulnerability Assessment + (1)

OR

Permission of Program Director ..... 0-5

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

Level II:

AJS/

FSC278 Hostile Intent and Intervention Training + .2

AJS/

FSC279 Field Intelligence Team Training + ..... 3

AJS/

FSC280 Terrorism Hazmat First Responder

Training + ..... 4

**Restricted Electives:** None.

**CONTACT:** Ms. C. Shehorn, Program  
Director: (602) 285.7971 and/or  
cari.shehorn@phoenixcollege.edu

**Victimology**

**Certificate of Completion — CCL 5392N  
15 Credits**

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

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 15 Credits

AJS101 Introduction to Criminal Justice ..... 3

AJS162 Domestic Violence ..... 3

AJS225 Criminology ..... 3

AJS255 Mental Health Conditions and the  
Criminal Justice System ..... 3

AJS/EMT/

FSC258 Victimology and Crisis Management in  
Public Safety ..... 3

**Restricted Electives:** None.

## Business, Entrepreneurialism, and Management

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

### Accounting

#### Associate in Applied Science — AAS 3149 62-73 Credits

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

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

#### Required Courses: 34-39 Credits

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

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

ACC115 Computerized Accounting + ..... 3

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

ACC219 Intermediate Accounting I + ..... 3

CIS114DE Excel Spreadsheet ..... 3  
 CIS105 Survey of Computer Information  
 Systems ..... 3

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

GBS151 Introduction to Business ..... 3  
 GBS205 Legal, Ethical, and Regulatory Issues in  
 Business ..... 3

GBS120 Workplace Communication Skills (3)  
 OR  
 GBS233 Business Communication + (3) ..... 3

#### Restricted Electives: 6 Credits

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

ACC+++++Any additional ACC Accounting  
 course(s) except ACC111, ACC112,  
 ACC211, ACC212, ACC230,  
 ACC240 ..... 0-6

GBS131 Business Calculations ..... 3  
 GBS220 Quantitative Methods in Business + ..... 3  
 GBS221 Business Statistics + ..... 3  
 GBS261 Investments I ..... 3

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

#### General Education Requirements: 22-28 Credits

##### CORE: 12-18 Credits

##### First-Year Composition:

ENG101 First-Year Composition + (3) OR  
 ENG107 First-Year Composition for ESL + (3)  
 AND  
 ENG102 First-Year Composition + (3) OR  
 ENG108 First-Year Composition for ESL + (3) . 6

## Oral Communication:

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

## Critical Reading:

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

## Mathematics:

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

## DISTRIBUTION: 10 Credits

### Humanities, Arts and Design:

- Any approved general education course from the Humanities, Arts and Design [HU] area..... 3

### Social-Behavioral Sciences:

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

### Natural Sciences:

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

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

## Accounting

### Certificate of Completion — CCL 5665

#### 24-27 Credits

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

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

Consultation with an Academic Advisor is recommended for course selection.

**Admission Criteria:** None.

**Program Prerequisites:** None.

## Required Courses: 24-27 Credits

- ACC111 Accounting Principles I (3) AND  
 ACC230 Uses of Accounting Information I + (3) AND  
 ACC240 Uses of Accounting Information II + (3) OR  
 ACC111 Accounting Principles I (3) AND  
 ACC112 Accounting Principles II + (3) AND  
 ACC212 Managerial Accounting + (3) OR  
 ACC211 Financial Accounting (3) AND  
 ACC212 Managerial Accounting + (3) ..... 6-9
- ACC105 Payroll, Sales and Property Taxes (3) OR  
 ACC222 Payroll Accounting + (3) ..... 3
- ACC121 Income Tax Preparation (3) OR  
 ACC221 Tax Accounting + (3) ..... 3
- ACC115 Computerized Accounting + ..... 3  
 CIS114DE Excel Spreadsheet ..... 3  
 CIS105 Survey of Computer Information Systems ..... 3  
 GBS151 Introduction to Business ..... 3

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

## Administrative Professional

### Associate in Applied Science — AAS 3680

#### 62-70 Credits

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

report preparation. A Certificate of Completion (CCL) in Administrative Professional is also available.

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

**Admission Criteria:** None

**Program Prerequisites:** None

**Required Courses:** 25-27 Credits

ACC115 Computerized Accounting +..... 3

BPC110 Computer Usage and Applications (3)  
OR

CIS105 Survey of Computer Information  
Systems (3) ..... 3

CIS113DE Microsoft Word: Word Processing ..... 3

CIS114DE Excel Spreadsheet ..... 3

FYE101 Introduction to College, Career and  
Personal Success (1) OR

FYE103 Exploration of College, Career and  
Personal Success (3) ..... 1-3

GBS120 Workplace Communication Skills ..... 3

GBS131 Business Calculations ..... 3

GBS151 Introduction to Business ..... 3

Select three (3) of the following courses:

BPC101AA Introduction to Computers I ..... 1  
BPC/

OAS111AAC Computer Keyboarding I ..... 1

CIS121AE Windows Operating System: Level I... 1

CIS121AI Mac Operating System ..... 1

CIS122AE Windows Operating System: Level II + 1

CIS133AA Internet/ Web Development Level I-A. 1

**Restricted Electives:** 15 Credits

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

ACC+++ Any ACC Accounting prefixed course  
(except ACC115)..... 3

MGT251 Human Relations in Business ..... 3

MGT126 Customer Service Skills and Strategies..3

CIS133DA Internet/ Web Development: Level I.... 3

CIS214DE Advanced Excel Spreadsheet: Level II

+3 CIS103 Introduction to Social Media ..... 3

MKT110 Marketing and Social Networking ..... 3

CIS117DM Microsoft Access:

Database Management ..... 3

GBS205 Legal, Ethical, and Regulatory Issues in  
Business ..... 3

MKT271 Principles of Marketing ..... 3

**General Education Requirements:** 22-28 Credits

**CORE:** 12-18 Credits

**First-Year Composition:**

ENG101 First-Year Composition + (3) OR

ENG107 First-Year Composition for ESL + (3)

AND

ENG102 First-Year Composition + (3) OR

ENG108 First-Year Composition for ESL + (3). 6

**Oral Communication:**

COM100 Introduction to Human  
Communication (3) OR

COM110 Interpersonal Communication (3)

OR COM225 Public Speaking + (3) OR

COM230 Small Group Communication (3) ..... 3

**Critical Reading:**

Any approved general education course from the  
Critical Reading area OR

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

**Mathematics:**

Any approved general education course from the  
Mathematics area OR

Equivalent as indicated by assessment ..... 3-6

**DISTRIBUTION:** 10 Credits

**Humanities, Arts and Design:**

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

**Social-Behavioral Sciences:**

SBU200 Society and Business ..... 3

**Natural Sciences:**

Any approved general education course from  
the Natural Sciences area 4

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

### **Administrative Professional**

#### **Certificate of Completion — CCL 5677 18 Credits**

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

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

**Admission Criteria:** None

**Program Prerequisites:** None

#### **Required Courses:** 18 Credits

BPC110	Computer Usage and Applications (3)	
OR		
CIS105	Survey of Computer Information Systems (3)	3
CIS113DE	Microsoft Word: Word Processing	3
GBS120	Workplace Communication Skills	3
GBS131	Business Calculations	3
GBS151	Introduction to Business	3

Select three (3) of the following courses:

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

**Restricted Electives:** None.

**General Electives:** None.

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

### **Banking and Finance**

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

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

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

#### **Required Courses:** 31-33 Credits

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

### Restricted Electives: 9 Credits

ACC212 Managerial Accounting + ..... 3

ACC270ACAccounting Internship + (3) OR  
GBS270ACBusiness Internship + (3) ..... 3

CIS114DE Excel Spreadsheet ..... 3  
GBS206 Business Law (UCC)..... 3  
GBS207 Business Law (General Corporate)..... 3  
GBS261 Investments I..... 3

MKT267 Principles of Sales (3) OR  
MKT271 Principles of Marketing (3)..... 3

### General Education Requirements: 22-27 Credits

#### CORE: 12-17 Credits

#### First-Year Composition:

ENG101 First-Year Composition + (3) OR  
ENG107 First-Year Composition for ESL + (3)  
AND  
ENG102 First-Year Composition + (3) OR  
ENG108 First-Year Composition for ESL + (3). 6

#### Oral Communication:

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

#### Critical Reading:

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

#### Mathematics:

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

### DISTRIBUTION: 10 Credits

#### Humanities, Arts and Design:

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

#### Social-Behavioral Sciences:

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

#### Natural Sciences:

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

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

### Banking and Finance

#### Certificate of Completion — CCL 5627 27 Credits

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

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

#### Required Courses: 27 Credits

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

**Restricted Electives:** None.



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

**Business Administration Fastrack  
Certificate of Completion — CCL 5152  
27 Credits**

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

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 27 Credits

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

MGT251	Human Relations in Business .....	3
MKT271	Principles of Marketing .....	3

**Restricted Electives:** None

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

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

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

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

**Admission Criteria:** None.

**Program Prerequisites:** None

**Required Courses:** 9 Credits

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

**Restricted Electives:** None

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

### Enrolled Agent

#### Certificate of Completion — CCL 5958 17-18 Credits

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

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

#### Required Courses: 15 Credits

ACC111	Accounting Principles I (3) OR	
ACC211	Financial Accounting (3).....	3
ACC121	Income Tax Preparation.....	3
ACC221	Tax Accounting +.....	3
ACC224	Tax Practice Administration and Business Entity Analysis +.....	3
CIS105	Survey of Computer Information Systems.....	3

### Restricted Electives: 2-3 Credits

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

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

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

### Entrepreneurial Studies Level I

#### Certificate of Completion — CCL 5819N 10-11 Credits

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

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

**Admission Criteria:** None

**Program Prerequisites:** None

#### Required Courses: 10-11 Credits

EPS150	Introduction to Entrepreneurship .....	3
EPS160	New Venture Creation .....	2

EPS162	Introduction to Social Entrepreneurship (3) OR	
EPS195	Business Start-Up and Planning (2) ..2-3	
GBS132	Personal and Family Financial Security.....	3

**Restricted Electives:** None.

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

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

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

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

### **Required Courses: 18-19 Credits**

EPS150	Introduction to Entrepreneurship .....	3
EPS160	New Venture Creation .....	2
EPS162	Introduction to Social Entrepreneurship (3) OR	
EPS195	Business Start-Up and Planning (2) ..2-3	
GBS132	Personal and Family Financial Security .....	3
EPS161	New Venture Law and Finance (3) OR	
EPS180	Technology Business Planning (3) .....	3
EPS165	New Venture Feasibility Analysis .....	2
MGT253	Owning and Operating a Small Business .....	3

**Restricted Electives:** None.

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

### **Esports Business Operations Certificate of Completion — CCL 5335 18 Credits**

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

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

### Required Courses: 15 Credits

BPC170 A+ Exam Prep: Computer Hardware  
Configuration and Support ..... 3

CIS120DA Introduction to Adobe Premiere (3) OR  
CIS120DK Introduction to Digital Video  
Editing (3) ..... 3

COM100 Introduction to Human  
Communication (3) OR

COM110 Interpersonal Communication (3) OR  
COM230 Small Group Communication (3) ..... 3

GBS109 Introduction to Business Practices in  
Esports ..... 3

MKT110 Marketing and Social Networking ..... 3

### Restricted Electives: 3 Credits

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

ACC105 Payroll, Sales and Property Taxes ..... 3

ACC111 Accounting Principles I ..... 3

CIS111 Ethics in Information Technology ..... 3

CRW150 Introduction to Creative Writing ..... 3

CRW176 Writing Narrative for Video Games ..... 3

CRW190 Introduction to Screenwriting ..... 3

ENH110 Introduction to Literature ..... 3

ENH140AASports in Literature and Film + ..... 3

GBS151 Introduction to Business ..... 3

MGT175 Business Organizational  
Management ..... 3

MGT229 Management and Leadership I ..... 3

MGT253 Owning and Operating  
a Small Business ..... 3

MKT101 Introduction to Public Relations ..... 3

MKT111 Applied Marketing and Social  
Networking + ..... 3

MKT271 Principles of Marketing ..... 3

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

### Fashion Merchandising

#### Associate in Applied Science — AAS 3266 62-72 Credits

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

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

### Required Courses: 28-30 Credits

BPC110 Computer Usage and Applications (3)  
OR

CIS105 Survey of Computer Information  
Systems (3) ..... 3

FYE101 Introduction to College, Career and  
Personal Success (1) OR

FYE103 Exploration of College, Career and  
Personal Success (3) ..... 1-3

MGT251	Human Relations in Business.....	3
MKT/		
TEC109	Introduction to Fashion Merchandising 3	
MKT/		
TEC151	Display and Visual Merchandising.....	3
MKT/		
TEC200	Retail Buying.....	3
MKT263	Advertising Principles.....	3
MKT268	Merchandising.....	3
MKT271	Principles of Marketing .....	3
TEC222	Textiles .....	3

### Restricted Electives: 6-12 Credits

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

GBS151	Introduction to Business .....	3
IBS101	Introduction to International Business .	3
MGT+++++	Any MGT Management course except courses used to satisfy Required Courses area .....	3

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

### General Electives: None.

### General Education Requirements: 22-28 Credits

#### CORE: 12-18 Credits

#### First-Year Composition:

ENG101	First-Year Composition + (3) OR	
ENG107	First-Year Composition for ESL + (3)	
AND		
ENG102	First-Year Composition + (3) OR	
ENG108	First-Year Composition for ESL + (3) .	6

#### Oral Communication:

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

#### Critical Reading:

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

### Mathematics:

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

### DISTRIBUTION: 10 Credits

#### Humanities, Arts and Design:

TEC105	Cultural Aspects of Clothing .....	3
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#### Social-Behavioral Sciences:

SBU200	Society and Business.....	3
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#### Natural Sciences:

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

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

### Fashion Merchandising

#### Certificate of Completion — CCL 5266

#### 24 Credits

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

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

### Required Courses: 21 Credits

BPC110	Computer Usage and Applications (3)	
OR		
CIS105	Survey of Computer Information Systems (3). .....	3
MKT/		
TEC109	Introduction to Fashion Merchandising 3	

MKT/		
TEC151	Display and Visual Merchandising.....	3
MKT/		
TEC200....	Retail Buying .....	3
MKT268	Merchandising.....	3
MKT271	Principles of Marketing .....	3
TEC222	Textiles .....	3

### Restricted Electives: 3 Credits

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

Advisor:

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

**General Electives:** None.

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

### Financial Services

#### Certificate of Completion — CCL 5907

##### 16 Credits

The Certificate of Completion (CCL) in Financial Services builds the industry knowledge and skills for individuals to prepare for careers in Financial Services. This CCL will introduce students new to or interested in financial services to the fundamental concepts of capital markets, types of products and their risks, trading, customer accounts, prohibited activities, and regulatory agencies and their functions. Students with the requisite experience in the field who complete this CCL can pursue employment in a variety of security industry jobs. This CCL also helps to prepare students for the Financial Industry Regulatory Authority (FINRA) Securities Industry Essentials (SIE). A Certificate of Completion (CCL) and Associate in Applied Science (AAS) in Banking and Finance are also available.

**Program Notes:** Students must earn a grade of C or better in all courses within the program. This Certificate of Completion (CCL) is

intended for current or prospective securities industry professionals who are interested in expanding their knowledge in the area of financial securities to enhance their employment opportunities.

**Admission Criteria:** None.

**Program Prerequisites:** None.

### Required Courses: 16 Credits

GBS120	Workplace Communication Skills .....	3
GBS151	Introduction to Business .....	3
GBS261	Investments I.....	3
GBS261LL	Securities Industry Essentials (SIE) Exam Prep .....	1
MGT126	Customer Service Skills and Strategies	3

MKT267 Principles of Sales (3) OR  
MKT271 Principles of Marketing (3)..... 3  
Recommend MKT267 if career goal in the field of finance is sales.

**Restricted Electives:** None.

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

### Financial Services: Pre-licensure

#### Certificate of Completion — CCL 5931N

##### 4 Credits

The Certificate of Completion (CCL) in Financial Services: Pre-licensure is designed to prepare students for the Financial Industry Regulatory Authority (FINRA) Securities Industry Essentials (SIE) Examination required for entry-level positions in the security industry.

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

**Admission Criteria:** None

**Program Prerequisites:** None

### Required Courses: 4 Credits

GBS261 Investments I.....	3
GBS261LLSecurities Industry Essentials (SIE) Exam Prep .....	1

**Restricted Electives:** None.

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

### General Business

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

The Associate in Applied Science (AAS) in General Business program is designed to meet the needs of students who wish a broad overview of business and desire not to enroll in a specialized curriculum in business. The program is designed to acquaint students with major subject areas of business, to improve the student's business vocabulary, and to provide students with an understanding of influencing factors in business decision making and activities. In addition, this program may aid a student in recognizing a specific business field to be pursued in future studies. Although many courses will transfer to a four-year institution, some courses do not. This curriculum is not designed to meet the needs of students who wish to transfer to a four-year institution. A Certificate of Completion (CCL) in General Business is available.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

### Required Courses: 22-24 Credits

ACC111 Accounting Principles I3	
CIS105 Survey of Computer Information Systems.....	3

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

GBS120 Workplace Communication Skills (3) OR	
GBS233 Business Communication + (3) .....	3

GBS151 Introduction to Business .....	3
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GBS205 Legal, Ethical and Regulatory Issues in Business .....	3
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MGT175 Business Organization and Management (3) OR	
MGT251 Human Relations in Business (3).....	3

MKT271 Principles of Marketing .....	3
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### Restricted Electives: 18 Credits

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

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

**General Electives:** None.

## General Education Requirements: 22-27 Credits

### CORE: 12-17 Credits

#### First-Year Composition:

ENG101 First-Year Composition (3) + OR

ENG107 First-Year Composition for ESL (3) +  
AND

ENG102 First-Year Composition (3) + OR

ENG108 First-Year Composition for ESL (3) +. 6

#### Oral Communication:

COM100 Introduction to Human  
Communication (3)

COM110 Interpersonal Communication (3)

COM225 Public Speaking + (3) OR

COM230 Small Group Communication (3) ..... 3

#### Critical Reading:

CRE101 College Critical Reading and Critical  
Thinking + (3) OR

Equivalent by assessment .....0-3

#### Mathematics:

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

## DISTRIBUTION: 10 Credits

### Humanities, Arts and Design:

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

### Social-Behavioral Sciences:

ECN211 Macroeconomic Principles (3) OR

ECN212 Microeconomic Principles (3) OR

SBU200 Society and Business (3) ..... 3

### Natural Sciences:

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

## CONTACT: Ms. S. Celaya, Program Director:

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

## General Business

### Certificate of Completion — CCL 5683

#### 21 Credits

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

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

### Required Courses: 12 Credits

ACC111 Accounting Principles I ..... 3

CIS105 Survey of Computer Information  
Systems ..... 3

GBS151 Introduction to Business ..... 3

GBS205 Legal, Ethical, and Regulatory Issues  
in Business.....3

### Restricted Electives: 9 Credits

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

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

CIS114DE Excel Spreadsheet ..... 3

CIS117DMMicrosoft Access: Database  
Management..... 3

CIS133DAInternet/ Web Development Level I..... 3

EPS+++++Any EPS Entrepreneurial Studies  
course(s) ..... 1-3

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

IBS+++++ Any IBS International Business course(s)

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

MKT+++++Any MKT Marketing course(s)

REA+++++Any REA Real Estate course(s)

SBS+++++Any SBS Small Business Management  
course(s)

TQM+++ Any TQM Total Quality Management  
course(s)

**General Electives:** None.



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

**Human Resources: Compensation and Benefits  
Certificate of Completion — CCL 5023  
33 Credits**

The Certificate of Completion (CCL) in Human Resources: Compensation and Benefits is designed to provide skills necessary for employment in the human resources field. The program provides coursework with an emphasis in the knowledge needed to work within compensation and benefits. Upon completion of this program, possible entry-level positions include payroll clerk, compensation specialist, benefits specialist, benefits coordinator, payroll administrator, or payroll specialist. A CCL in Human Resources Management is also available.

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

**Admission Criteria:** None

**Program Prerequisites:** None

**Required Courses:** 33 Credits

The following courses are required and included in the CCL in Human Resources Management:

BPC110	Computer Usage and Applications (3) OR	
CIS105	Survey of Computer Information Systems (3) .....	3
GBS131	Business Calculations (3) OR	
MAT112	Mathematical Concepts and Applications + (3) OR Satisfactory completion of higher-level Mathematics course (3).....	3
GBS120	Workplace Communication Skills.....	3
GBS205	Legal, Ethical, and Regulatory Issues in Business .....	3
MGT229	Management and Leadership I .....	3
MGT251	Human Relations in Business.....	3
MGT276	Human Resources Management .....	3
MGT286	Human Resource Employment Management + .....	3

The following courses are also required for the CCL in Human Resources: Compensation and Benefits:

ACC105	Payroll, Sales and Property Taxes.....	3
CIS114DE	Excel Spreadsheet.....	3
MGT247	Compensation and Benefits .....	3

**Restricted Electives:** None.

**General Electives:** None.

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

**Human Resources Management  
Certificate of Completion — CCL 5580  
24 Credits**

The Certificate of Completion (CCL) in Human Resources Management program is designed to provide skills necessary for careers in human resources management. The program is designed to provide students a series of courses with an emphasis in management and is designed to prepare students for an entry-level position in human resources. Graduates may be employed in Employment (recruiting, interviewing, and hiring); Benefits Administration; Compensation; and Employee Relations. A Certificate of Completion (CCL) in Human Resources: Compensation and Benefits 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:** 24 Credits

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

GBS205 Legal, Ethical, and Regulatory  
Issues in Business ..... 3

GBS131 Business Calculations (3) OR  
MAT112 Mathematical Concepts and  
Applications + (3) OR  
Satisfactory completion of higher-level Mathematics  
course ..... 3

GBS120 Workplace Communication Skills ..... 3  
MGT229 Management and Leadership I ..... 3  
MGT251 Human Relations in Business ..... 3  
MGT276 Human Resources Management ..... 3  
MGT286 Human Resource Employment  
Management + ..... 3

**Restricted Electives:** None.

**General Electives:** None.

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

## Management

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

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

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 22-24 Credits

ACC111 Accounting Principles I ..... 3

BPC110 Computer Usage and Applications (3)  
OR

CIS105 Survey of Computer Information  
Systems (3) ..... 3

FYE101 Introduction to College, Career and  
Personal Success (1) OR

FYE103 Exploration of College, Career and  
Personal Success (3) ..... 1-3

GBS120 Workplace Communication Skills ..... 3

GBS151 Introduction to Business ..... 3

GBS205 Legal, Ethical, and Regulatory Issues  
in Business ..... 3

MGT229 Management and Leadership I ..... 3

MGT230 Management and Leadership II + ..... 3

MGT251 Human Relations in Business ..... 3

**Restricted Electives:** 18 Credits

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

ACC110 Understanding and Using Accounting  
Systems (3) OR

ACC112 Accounting Principles II + (3) ..... 3

CIS114DE Excel Spreadsheet ..... 3

CIS224 Project Management Microsoft  
Project for Windows ..... 3

GBS131 Business Calculations ..... 3

IBS101 Introduction to International Business . 3

MKT271 Principles of Marketing ..... 3

MGT+++ Any MGT Management course(s)  
(except courses used to satisfy Required Courses  
area) ..... 3

TQM230 Teamwork Dynamics ..... 2

TQM240 Project Management in Quality  
Organizations ..... 3

**General Electives:** None

**General Education:** 22-27 Credits

**CORE:** 12-17 Credits

**First-Year Composition:**

ENG101 First-Year Composition + (3) OR

ENG107 First-Year Composition for ESL + (3)  
AND

ENG102 First-Year Composition + (3) OR

ENG108 First-Year Composition for ESL + (3). 6

**Oral Communication:**

COM100 Introduction to Human  
Communication (3) OR

COM110 Interpersonal Communication (3)  
OR

COM225 Public Speaking + (3) OR

COM230 Small Group Communication (3) ..... 3

**Critical Reading:**

CRE101 College Critical Reading and  
Critical Thinking + (3) OR

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

**Mathematics:**

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

**DISTRIBUTION:** 10 Credits

**Humanities, Arts and Design:**

Any approved general education course from  
the Humanities, Arts and Design [HU] area..... 3

**Social-Behavioral Sciences:**

SBU200 Society and Business ..... 3

**Natural Sciences:**

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

**CONTACT:** Ms. S. Celaya, Program Director:

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

**Management**

**Certificate of Completion — CCL 5729**

**18 Credits**

The Certificate of Completion (CCL) in  
Management is designed to provide skills for  
management careers. Students completing this  
program are better equipped to apply  
competencies needed for successful  
performance in management occupations such

as manufacturing, wholesaling, retailing, and  
service industries. An Associate in Applied  
Science (AAS) in Management is also  
available.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 18 Credits

ACC111 Principles I..... 3

BPC110 Computer Usage and Applications (3)  
OR

CIS105 Survey of Computer Information  
Systems (3)..... 3

GBS151 Introduction to Business ..... 3

GBS205 Legal, Ethical, and Regulatory Issues  
in Business ..... 3

MGT229 Management and Leadership I ..... 3

MGT251 Human Relations in Business ..... 3

**CONTACT:** Mr. D. Northway, Program Director:

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

**Marketing**

**Certificate of Completion — CCL 5094**

**21 Credits**

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

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 18 Credits

BPC110	Computer Usage and Applications	
(3) OR		
CIS105	Survey of Computer Information Systems (3)	3
GBS120	Workplace Communication Skills	3
GBS151	Introduction to Business	3
MKT263	Advertising Principles	3
MKT267	Principles of Sales	3
MKT271	Principles of Marketing	3

**Restricted Electives:** 3 Credits

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

CIS103	Introduction to Social Media	3
MKT101	Introduction to Public Relations	3
MKT110	Marketing and Social Networking	3
MKT268	Merchandising	3

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

## Marketing and Sales

### Associate in Applied Science — AAS 3094 62-69 Credits

The Associate in Applied Science (AAS) in Marketing and Sales program is designed to develop competencies essential for success in marketing and personal selling. By completing this program, students will be better equipped for successful performance in a variety of marketing/management occupations, including wholesaling, retailing, professional sales, and entrepreneurship. Certificates of Completion (CCL) in Marketing and Social Media Marketing are available.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 25-27 Credits

ACC111	Accounting Principles I	3
BPC110	Computer Usage and Applications	
(3) OR		
CIS105	Survey of Computer Information Systems (3)	3
FYE101	Introduction to College, Career and Personal Success (1) OR	
FYE103	Exploration of College, Career and Personal Success (3)	1-3
GBS151	Introduction to Business	3
GBS120	Workplace Communication Skills (3)	
OR		
GBS233	Business Communication + (3)	3
MKT110	Marketing and Social Networking	3
MKT263	Advertising Principles	3
MKT267	Principles of Sales	3
MKT271	Principles of Marketing	3

**Restricted Electives:** 15 Credits

Students should select 15 credits from the following courses in consultation with a Department Advisor.

CIS103	Introduction to Social Media	3
GBS205	Legal, Ethical, and Regulatory Issues in Business	3
IBS101	Introduction to International Business	3
MGT126	Customer Service Skills and Strategies	3
MGT251	Human Relations in Business	3
MKT+++	Any MKT Marketing courses except courses used to satisfy the Required Courses area	3-15

**General Education:** 22-27 Credits

**CORE:** 12-17 Credits

**First-Year Composition:**

Any approved general education courses from the First-Year Composition area + .....6

## Oral Communication:

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

## Critical Reading:

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

## Mathematics:

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

## DISTRIBUTION: 10 Credits

### Humanities, Arts and Design:

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

### Social-Behavioral Sciences:

SBU200 Society and Business..... 3

### Natural Sciences:

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

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

## Organizational Leadership

### Certificate of Completion — CCL 5731 18 Credits

The Certificate of Completion (CCL) in Organizational Leadership is designed to prepare students with knowledge and skills needed in today's changing workplace. The program provides leadership and communication skills and techniques for planning, organizing, leading and controlling business situations. This program also emphasizes procedures for effective resource allocation. The CCL in Organizational Leadership is fully embedded in an Associate in Applied Science (AAS) in Organizational Management.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

## Required Courses: 18 Credits

BPC110 Computer Usage and Applications (3)  
OR  
CIS105 Survey of Computer Information Systems (3) ..... 3  
  
GBS110 Human Relations in Business and Industry (3) OR  
MGT251 Human Relations in Business (3) ..... 3  
  
GBS120 Workplace Communication Skills ..... 3  
GBS151 Introduction to Business ..... 3  
  
MGT175 Business Organization and Management (3) OR  
TQM240 Project Management in Quality Organizations (3) ..... 3  
  
MGT101 Techniques of Supervision (3) OR  
MGT229 Management and Leadership I (3)..... 3

**Restricted Electives:** None.

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

## Organizational Management

### Associate in Applied Science — AAS 3727 61-68 Credits

The Associate in Applied Science (AAS) in Organizational Management program is designed with a customized curriculum specific to the student's individual needs in addition to the knowledge and skills needed in today's changing workplace. The program provides leadership and communication skills and techniques for planning, organizing, leading and controlling business situations. This program also emphasizes procedures for effective resource allocation. A Certificate of Completion (CCL) in Organizational Leadership is fully embedded in this AAS.

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

**Admission Criteria:** None

**Program Prerequisites:** None

**Required Courses:** 19-22 Credits

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

Certificate of Completion in Organizational  
Leadership (5731) ..... 18

Requirements listed below:

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

GBS110 Human Relations in Business  
and Industry (3) OR  
MGT251 Human Relations in Business (3) ..... 3

GBS120 Workplace Communication Skills ..... 3  
GBS151 Introduction to Business ..... 3

MGT175 Business Organization and  
Management (3) OR  
TQM240 Project Management in Quality  
Organizations (3) ..... 3

MGT101 Techniques of Supervision (3) OR  
MGT229 Management and Leadership I (3) ..... 3

**Restricted Electives:** 20 Credits

Students must choose 20 industry/job related  
course credits from any MCCCOC occupational  
program and/or Academic Certificate.  
Industry/job related course credits must include  
a minimum of 9 credits with a common subject  
or theme. Program of study must be approved  
by the business department chair or designee.

**General Electives:** None.

**General Education Requirements:** 22-27 Credits  
**CORE:** 12-17 Credits

**First-Year Composition:**

ENG101 First-Year Composition + (3) OR  
ENG107 First-Year Composition for ESL + (3)  
AND  
ENG102 First-Year Composition + (3) OR  
ENG108 First-Year Composition for ESL + (3) . 6

**Oral Communication:**

Any approved general education course from the  
Oral Communication area ..... 3

**Critical Reading:**

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

**Mathematics:**

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

**DISTRIBUTION:** 10 Credits

**Humanities, Arts and Design:**

Any approved general education course from the  
Humanities, Arts and Design [HU] area ..... 3

**Social-Behavioral Sciences:**

Any approved general education course from the  
Social-Behavioral Sciences [SB] area ..... 3

**Natural Sciences:**

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

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

**Retail Management**

**Associate in Applied Science — AAS 3048  
62-67 Credits**

The Associate in Applied Science (AAS) in  
Retail Management degree is designed to  
prepare individuals working in the retail  
management, food industry, and related fields,  
for the mid-level management position  
challenges of the future. The curriculum  
encompasses business essentials and also  
emphasizes the skill sets needed for effective  
management and communication in the work  
environment. Instruction will provide the  
background and knowledge necessary for

students to develop the judgment skills they must exercise as business managers. A Certificate of Completion (CCL) in Retail Management is also available.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 28-33 Credits

Choose one of the following three accounting sequences:

ACC111 Accounting Principles I (3) AND  
ACC230 Uses of Accounting Information I + (3)  
AND

ACC240 Uses of Accounting Information II + (3)  
OR

ACC111 Accounting Principles I (3) AND  
ACC112 Accounting Principles II + (3) AND  
ACC212 Managerial Accounting + .....(3)  
OR

ACC211 Financial Accounting (3) AND  
ACC212 Managerial Accounting + (3) ..... 6-9

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

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

MGT101 Techniques of Supervision (3) OR  
MGT229 Management and Leadership I (3) ..... 3

MGT180 Retail Management..... 3

MGT251 Human Relations in Business ..... 3

MGT276 Human Resources Management ..... 3

MKT271 Principles of Marketing ..... 3

SBU200 Society and Business ..... 3

**Restricted Electives:** 9-15 Credits

Student must complete additional nine (9) to fifteen (15) credits from GBS, MGT, and/or MKT prefixed courses (except courses used to satisfy Required Courses area) to complete a minimum of 61 total program credits. Must include at least one MKT course.

GBS+++++Any GBS General Business  
course(s) MGT+++++Any MGT Management  
course(s) MKT+++++Any MKT Marketing  
course(s)

**General Electives:** None.

**General Education:** 19-25 Credits

**CORE:** 12-18 Credits

**First-Year Composition:**

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

ENG102 First-Year Composition + (3) OR  
ENG108 First-Year Composition for ESL + (3)  
OR

ENG111 Technical and Professional  
Writing + (3) ..... 6  
ENG102 or ENG108 recommended for students  
pursuing a bachelor's degree at an Arizona  
university.

**Oral Communication:**

COM100 Introduction to Human  
Communication ..... 3

**Critical Reading:**

CRE101 College Critical Reading and Critical  
Thinking + (3) OR

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

**Mathematics:**

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

**DISTRIBUTION:** 10 Credits

**Humanities, Arts and Design:**

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

**Social-Behavioral Sciences:**

Met by SBU200 in Required Courses area.

**Natural Sciences:**

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

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

## Retail Management

### Certificate of Completion — CCL 5286

#### 24 Credits

The Certificate of Completion (CCL) in Retail Management is designed to prepare individuals working in the retail industry, and related fields, for the industry training needs in supervision and management, marketing, financial management, and business planning. The curriculum encompasses several business essentials and also emphasizes the skill sets needed for effective management and communication in the work environment. An Associate in Applied Science (AAS) in Retail Management is also available.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

#### Required Courses: 24 Credits

ACC111	Accounting Principles I (3) OR	
ACC211	Financial Accounting (3).....	3
BPC110	Computer Usage and Applications (3) OR	
CIS105	Survey of Computer Information Systems (3) .....	3
COM100	Introduction to Human Communication.....	3
MGT101	Techniques of Supervision (3) OR	
MGT229	Management and Leadership I (3) .....	3
MGT251	Human Relations in Business .....	3
MGT180	Retail Management.....	3
MGT276	Human Resources Management .....	3
MKT271	Principles of Marketing .....	3

**Restricted Electives:** None.

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

## Small Business Management Level I

### Certificate of Completion — CCL 5153N

#### 10-12 Credits

The Certificate of Completion (CCL) in Small Business Management Level I program is designed to meet the needs of individuals who wish to own and/or manage a small business. Prepares students to acquire the skills, tools and knowledge necessary for successful start-up and operations of a business.

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

**Admission Criteria:** None

**Program Prerequisites:** None

#### Required Courses: 10-12 Credits

EPS195	Business Start-Up and Planning (2) OR	
SBS216	Planning for a Small Business + (2) OR	
MGT253	Owning and Operating a Small Business (3).....	2-3
SBS200	Small Business Operations .....	2
SBS202	Small Business Bookkeeping and Tax Preparation (1) AND	
SBS203	Financing and Cash Management for a Small Business (1) OR	
SBS230	Financial and Tax Management for Small Business (2) .....	2
SBS204	Small Business Marketing and Advertising (2) OR	
SBS220	Internet Marketing for Small Business (2) OR	
MKT271	Principles of Marketing (3).....	2-3
SBS213	Hiring and Managing Employees .....	1
SBS214	Small Business Customer Relations .....	1

**Restricted Electives:** None.



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

**Small Business Management Level II  
Certificate of Completion — CCL 5978  
16-18 Credits**

The Certificate of Completion (CCL) in Small Business Management Level II program is designed to focus on aspects critical to a specific individual's small business. Prepares students to acquire additional skills, tools and knowledge necessary for successful start-up and operations of a business. A Certificate of Completion (CCL) in Small Business Management Level I is also available and fully embedded in this program.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 10-12 Credits

EPS195	Business Start-Up and Planning (2) OR	
SBS216	Planning for a Small Business + (2) OR	
MGT253	Owning and Operating a Small Business (3) .....	2-3
SBS200	Small Business Operations .....	2
SBS202	Small Business Bookkeeping and Tax Preparation (1) AND	
SBS203	Financing and Cash Management for a Small Business (1) OR	
SBS230	Financial and Tax Management for Small Business (2) .....	2
SBS204	Small Business Marketing and Advertising (2) OR	
SBS220	Internet Marketing for Small Business (2) OR	
MKT271	Principles of Marketing (3).....	2-3
SBS213	Hiring and Managing Employees .....	1
SBS214	Small Business Customer Relations .....	1

**Restricted Electives:** 6 Credits

Choose 6 credits from the restricted electives below. Courses cannot be shared with Required Courses.

EPS150	Introduction to Entrepreneurship .....	3
EPS195	Business Start-Up and Planning .....	2
MGT253	Owning and Operating a Small Business .....	3
MKT271	Principles of Marketing .....	3
SBS202	Small Business Bookkeeping and Tax Preparation .....	1
SBS203	Financing and Cash Management For a Small Business .....	1
SBS204	Small Business Marketing and Advertising.....	2
SBS215	Managing Stress in Small Business.....	1
SBS216	Planning for a Small Business +.....	2
SBS217	Starting/Managing a Home Business....	1
SBS220	Internet Marketing for Small Business .....	2
SBS221	Social Media Marketing for Small Business .....	2
SBS230	Financial and Tax Management for ..... Small Business.....	2

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

### **Social Media Marketing**

#### **Certificate of Completion — CCL 5830**

##### **17-18 Credits**

The Certificate of Completion (CCL) in Social Media Marketing is designed to provide useful skills important in a variety of strategic marketing areas, e.g., social media, digital communications, integrated marketing, media relations, and brand management. An Associate in Applied Science (AAS) in Marketing and Sales is also available.

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

**Admission Criteria:** None

**Program Prerequisites:** None

##### **Required Courses:** 15 Credits

CIS103	Introduction to Social Media .....	3
GBS120	Workplace Communication Skills.....	3
MKT110	Marketing and Social Networking.....	3
MKT111	Applied Marketing and Social Networking + .....	3
MKT271	Principles of Marketing .....	3

##### **Restricted Electives:** 2-3 Credits

MKT101	Introduction to Public Relations .....	3
MKT280AB	Marketing Internship + .....	2
MKT298AB	Special Projects + .....	2

## **Computer and Information Technology**

**CONTACT:** Mr. W. Tagart, Program Director:  
 (602) 532.8712  
[wallace.tagart@phoenixcollege.edu](mailto:wallace.tagart@phoenixcollege.edu) and/or  
<https://www.phoenixcollege.edu/iti>

### **Amazon Web Services Cloud Associate Certificate of Completion — CCL 5330N**

#### **3-6 Credits**

The Certificate of Completion (CCL) in Amazon Web Services (AWS) Cloud Associate builds the knowledge and skills to design, plan, and implement a cloud solution architecture. Students will be introduced to concepts and hands-on opportunities to manage cloud systems/ architectures for real world-applications. Students with the requisite experience in the field who complete this CCL can pursue employment in a variety of information technology jobs. This CCL also helps to prepare students for the AWS Certified Solutions Architect – Associate examination, which is the second level of the AWS certifications.

**Program Notes:** This program is not eligible for Title IV Federal Financial Aid. This Certificate of Completion (CCL) is intended for industry professionals with the requisite experience such as database, Linux, information security, networking, programming, and DevOps who are interested in expanding their knowledge in the area of cloud computing to enhance their employment opportunities. Speak to a program director for additional information.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: BPC, CIS, CLD, CNT, ITS, and MST.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 3-6 Credits

CLD110 Amazon Web Services Cloud

Foundations (3) OR

Certificate of Completion in Amazon Web Services

Cloud Practitioner (5141N) (3) OR

AWS Certified Cloud Practitioner certification  
badge (0) OR

Permission of Program Director (0) ..... 0-3

CLD120 Amazon Web Services Cloud Architect

Associate + ..... 3

**Restricted Electives:** None.

**CONTACT:** Mr. W. Tagart, Program Director:

(602) 532.8712

wallace.tagart@phoenixcollege.edu and/or

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

### **Amazon Web Services Cloud Practitioner**

#### **Certificate of Completion — CCL 5141N**

#### **3 Credits**

The Certificate of Completion (CCL) in Amazon Web Services Cloud Practitioner builds the practical knowledge and skills of cloud computing. Cloud computing provides reliable, scalable, secure, and flexible technology solutions for personal and business use. This CCL will introduce students new to or interested in cloud computing to the fundamental concepts of cloud services as well as hands-on opportunities to apply these concepts to real-world applications. Students with the requisite experience in the field who complete this CCL can pursue employment in a variety of information technology jobs. This CCL also helps to prepare students for the Amazon Web Services (AWS) Certified Cloud Practitioner exam, which is the first level of the AWS certification.

**Program Notes:** This program is not eligible for Title IV Federal Financial Aid. This Certificate of Completion (CCL) is intended for industry professionals with the requisite experience such as database, Linux, information security, networking, programming, and DevOps who are interested in expanding their knowledge in the area of cloud computing to enhance their employment opportunities. Speak to a program director for additional information.

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 2 Credits

CLD110 Amazon Web Services

Cloud Foundations ..... 3

**Restricted Electives:** None.

**CONTACT:** Mr. W. Tagart, Program Director:

(602) 532.8712

wallace.tagart@phoenixcollege.edu and/or

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

### **Amazon Web Services Cloud Specialist**

#### **Certificate of Completion — CCL 5331N**

#### **3-9 Credits**

The Certificate of Completion (CCL) in Amazon Web Services (AWS) Cloud Specialist builds the requisite knowledge and skills to perform core Amazon Web Services (AWS) services in a manner that is based on compute, data, security and requirements as well as AWS best practices.

Students select a specialization in either Developer or SysOps. Developer focuses on developing, deploying and debugging cloud-

based applications using AWS. SysOps focuses on deploying, managing and operating scalable, highly available, and fault tolerant systems on AWS. Students will have hands-on opportunities to manage cloud systems/architectures for real world-scenarios. Students with the requisite prior experience in the field who complete this CCL can pursue employment in a variety of information technology jobs. This CCL also helps to prepare students for industry-standard certification as either AWS Certified Developer - Associate or AWS Certified SysOps Administrator - Associate based on their emphasis.

**Program Notes:** This program is not eligible for Title IV Federal Financial Aid. This Certificate of Completion (CCL) is intended for industry professionals with the requisite experience such as database, Linux, information security, networking, programming, and DevOps who are interested in expanding their knowledge in the area of cloud computing to enhance their employment opportunities. Speak to a program director for additional information. Courses within any of the following prefixes must be taken within five (5) years prior to completion of the CCL to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST. Students must earn a grade of C or better for all courses required within the program.

**Program Prerequisites:** None.

**Required Courses:** 3-9 Credits

CLD110 Amazon Web Services Cloud Foundations (3) OR  
AWS Cloud Practitioner Certification (0) OR  
Permission of Program Director (0) .....0-3

CLD120 Amazon Web Services Cloud Architect Associate + (3) OR  
AWS Certified Solutions Architect - Associate certification (0) OR  
Permission of Program Director (0).....0-3

Complete all courses in the specialization below that best aligns with your academic and professional goals. Consult with an academic, faculty, or program advisor.

Specialization 1: AWS Certified Developer - Associate

CLD130 Amazon Web Services  
Cloud Developing + ..... 3

Specialization 2: AWS Certified SysOps Administrator – Associate

CLD140 Amazon Web Services  
Cloud Operations + ..... 3

**Restricted Electives:** None.

**CONTACT:** Mr. W. Tagart, Program Director:  
(602) 532.8712  
wallace.tagart@phoenixcollege.edu and/or  
<https://www.phoenixcollege.edu/iti>

### Android App Development Certificate of Completion — CCL 5834N 9-12 Credits

The Certificate of Completion (CCL) in Android App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on Android mobile apps. This CCL will help prepare students to take the Associate Android Developer industry certification. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificate of Completion (CCL) in Mobile App Development, and Certificate of Completion (CCL) in Native Mobile App Development, available at select colleges. Please check with your local college for program availability.

**Program Notes:** This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses within the program. Students should consult with a Department Advisor in arranging their schedules.

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 9-12 Credits

CIS105 Survey of Computer Information Systems (3) OR  
Permission of Program Director, Department or Division Chair (0).....0-3

CIS150 Programming Fundamentals + (3)  
OR CIS150AB Object-Oriented Programming Fundamentals + (3) OR  
CIS156 Python Programming: Level I + (3) OR  
CIS159 Visual Basic Programming I + (3)  
OR CIS162ADC# Level I + (3) OR  
CIS163AAJava Programming: Level I + (3) .....3

CIS150 or CIS150AB recommended for students with no programming experience or who plan to complete the AAS 3099 or CCL 5193 in Mobile App Development.

CIS165DAIntroduction to Android Application Development+ .....3  
CIS265DAAdvanced Android Application Development + .....3

**Restricted Electives:** None.

**CONTACT:** Mr. W. Tagart, Program Director:  
(602) 532.8712  
wallace.tagart@phoenixcollege.edu and/or  
<https://www.phoenixcollege.edu/iti>

### **Cisco Network Administration: CCNA Certificate of Completion — CCL 5969N 12-15 Credits**

The Certificate of Completion (CCL) in Cisco Network Administration: CCNA provides training for those interested in working with network and Internet hardware. Knowledge and skills are developed to install, configure, and maintain Cisco routers and switches; configure advanced routing protocols, and Local Area Networks (LANs); troubleshoot hardware and software configurations; perform administrative

tasks in a network. Taught by Cisco Certified professionals using the Cisco Networking Academy program curriculum, courses are designed to help prepare students for the Cisco Certified Network Associate (CCNA) examination. Students who complete this program may seek employment in a variety of environments. Additional Certificates of Completion (CCLs) in Cisco Network Administration and Security and Cisco Network Administration: CCNP, as well as an Associate in Applied Science (AAS) in Network and Systems Administration, are also available at select colleges. Please check with your local college for program availability.

**Program Notes:** This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses within the program. Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director. Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 12-15 Credits

CIS105 Survey of Computer Information Systems (3) OR  
Permission of Program Director (0) .....0-3

CNT140ABIntroduction to Networks ..... 4  
CNT150ABSwitching, Routing, and Wireless Essentials + ..... 4  
CNT160ABEnterprise Networking, Security, and Automation + ..... 4

**Restricted Electives:** None.

**CONTACT:** Mr. W. Tagart, Program Director:  
(602) 532.8712  
wallace.tagart@phoenixcollege.edu and/or  
<https://www.phoenixcollege.edu/iti>

**Cisco Network Administration: CCNP  
Certificate of Completion — CCL 5037  
28-31 Credits**

The Certificate of Completion (CCL) in Cisco Network Administration: CCNP provides students with advanced knowledge and skills to install, configure, and maintain Cisco routers and switches; configure advanced routing protocols, Local Area Networks (LANs), and Wide Area Networks (WANs); troubleshoot complex hardware and software configurations; and perform administrative tasks in a network at the professional level. Taught by Cisco Certified professionals using the Cisco Network Academy program curriculum, courses are designed to help prepare students for the Cisco Certified Network Associate (CCNA) and Cisco Certified Network Professional Certifications (CCNP) examinations. Students who complete this program may seek employment in a variety of environments. An additional Certificate of Completion (CCL) in Cisco Network Administration and Security, as well as an Associate in Applied Science (AAS) in Network and Systems Administration, are also available.

**Program Notes:** Students must earn a grade of C or better in all courses within the program. Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director. Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 28-31 Credits

CIS105	Survey of Computer Information Systems (3) OR	
Permission of program director (0)	.....	0-3
CNT140AB	Introduction to Networks .....	4
CNT150AB	Switching, Routing, and Wireless Essentials + .....	4
CNT160AB	Enterprise Networking, Security, and Automation + .....	4
CNT240	Cisco Certified Network Professional: Enterprise Core + (8) OR	
CNT240AA	Cisco Certified Network Professional: Enterprise Core + I (4) AND	
CNT240AB	Cisco Certified Network Professional: Enterprise Core II + (4) .....	8
CNT250	Cisco Certified Network Professional: Enterprise Advanced Routing and Services + (8) OR	
CNT250AA	Cisco Certified Network Professional: Enterprise Advanced Routing and Services I + (4) AND	
CNT250AB	Cisco Certified Network Professional: Enterprise Advanced Routing and Services II + (4) .....	8

**Restricted Electives:** None.

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**Computer System Configuration and Support  
Certificate of Completion — CCL 5038N  
6-9 Credits**

The Certificate of Completion (CCL) in Computer System Configuration and Support program is designed to prepare students for entry-level computer maintenance, help desk, and network technician jobs. The classes focus on the development of knowledge and skills in

computer technologies including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis is placed on hardware installation, maintenance, mobile devices, hardware troubleshooting, proper use of tools, safety procedures, and professionalism. This program helps prepare students for the CompTIA A+ certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCL) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available at select colleges. Please check with your local college for program availability.

**Program Notes:** This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses within the program. Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the Required Courses area. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director. All courses within the Required Courses area are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 6-9 Credits

CIS105 Survey of Computer Information Systems (3) OR  
Permission of program director (0) .....0-3

BPC170 A+ Exam Prep: Computer Hardware Configuration and Support + ..... 3  
BPC270 A+ Exam Prep: Operating System Configuration and Support + ..... 3

**Restricted Electives:** None.

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### **Computer System Configuration and Support, Linux**

#### **Certificate of Completion — CCL 5039N 9-12 Credits**

The Certificate of Completion (CCL) in Computer System Configuration and Support, Linux program is designed to prepare students for entry-level computer maintenance, help desk, and network technician jobs with an emphasis on Linux. The classes focus on the development of knowledge and skills in computer and network technologies including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis is placed on the Linux Operating system including knowledge and skills required to install, configure and troubleshoot a Linux-based workstation. This program helps prepare students for the CompTIA A+ and Linux+ certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

**Program Notes:** This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses within the program. Students who pursue this Certificate of Completion (CCL) should have a

basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the Required Courses area. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director. All courses within the Required Courses area are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

**Admission Criteria:** None

**Program Prerequisites:** None

**Required Courses:** 9-12 Credits

CIS105 Survey of Computer Information Systems (3) OR  
Permission of program director (0) .....0-3

BPC170 A+ Exam Prep: Computer Hardware Configuration and Support + ..... 3

BPC270 A+ Exam Prep: Operating System Configuration and Support + ..... 3

CIS126DL Linux Operating System (3) OR  
CIS126RHRed Hat System Administration I (3) ... 3

**Restricted Electives:** None.

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### **Computer System Configuration and Support, Network**

#### **Certificate of Completion — CCL 5044N 9-13 Credits**

The Certificate of Completion (CCL) in Computer System Configuration and Support, Network program is designed to prepare students for entry- level computer maintenance, help desk, and network technician jobs with an emphasis on networking. The courses focus on the development of knowledge and skills in computer and network technologies including

system components, installation, system configuration, peripheral devices, and notebooks. Emphasis is placed on elements of a data network, network components, and use of a network. This program helps prepare students for the CompTIA A+ and Network+ certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

**Program Notes:** This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses within the program. Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the Required Courses area. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director. All courses within the Required Courses area are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 9-13 Credits

CIS105 Survey of Computer Information Systems (3) OR  
Permission of program director (0) ..... 0-3

BPC170 A+ Exam Prep: Computer Hardware Configuration and Support + ..... 3

BPC270 A+ Exam Prep: Operating System Configuration and Support + ..... 3



CIS190 Introduction to Networking + (3) OR  
CNT140AB Introduction to Networks (4) ..... 3-4

**Restricted Electives:** None.

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### Computer System Configuration and Support, Security

#### Certificate of Completion — CCL 5040N

#### 9-19 Credits

The Certificate of Completion (CCL) in Computer System Configuration and Support, Security program is designed to prepare students for entry- level computer maintenance, help desk, and network technician jobs with an emphasis on security. The courses focus on the development of knowledge and skills in computer and security technologies including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis is placed on preventing, identifying, and mitigating threats to the security of information systems and utilizing the basic tools for information security. This program helps prepare participants for the CompTIA A+, Security+, and certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

**Program Notes:** This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses within the program. Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including

navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director. Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**Admission Criteria:** None.

**Program Prerequisites:** None.

#### Required Courses: 9-19 Credits

CIS105	Survey of Computer Information Systems (3) OR	
Permission of program director (0)	.....	0-3
BPC170	A+ Exam Prep: Computer Hardware Configuration and Support + .....	3
BPC270	A+ Exam Prep: Operating System Configuration and Support + .....	3

Select from one of the following areas of specialization.

#### Specialization 1 (3-6 credits)

CIS270	Essentials of Network and Information Security + (3) OR	
ITS110	Information Security Fundamentals + (3) AND	
CIS126DL	Linux Operating System (3) OR	
CIS126RH	Red Hat System Administration I (3)	3-6

#### Specialization 2 (6-7 credits)

CNT140AB	Introduction to Networks (4) OR	
CIS190	Introduction to Networking (3).....	3-4
CIS270	Essentials of Network and Information Security + .....	3

**Restricted Electives:** None.

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**Cross-Platform App Development  
Certificate of Completion — CCL 5067  
18-21 Credits**

The Certificate of Completion (CCL) in Cross-Platform App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on Windows Mobile apps and web apps. This CCL will help students prepare to take the Microsoft Technology Associate (MTA) Software Development Fundamentals C# certification. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificate of Completion (CCL) in Mobile App Development.

**Program Notes:** Students must earn a grade of C or better in all courses within the program. Program requirements for CCL 5833N Windows App Development and CCL 5835N Web App Development may be taken in the CCL 5067 Cross- Platform App Development. Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 18-21 Credits

CIS105 Survey of Computer Information  
Systems (3) OR  
Permission of Program Director, Department or  
Division Chair (0).....0-3

CIS133DAInternet/ Web Development Level I +... 3  
CIS162ADC#: Level I..... 3

CIS165DBC#/VB.NET: Windows 8 App  
Development + (3) OR  
CIS165DCXamarin/C# Cross Platform  
Development + (3) ..... 3

CIS166AAIntroduction to JavaScripting +..... 3  
CIS233DAInternet/ Web Development Level II + 3  
CIS262ADC# Level II + ..... 3

**Restricted Electives:** None.

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**Cyber Engineering  
Certificate of Completion — CCL 5149  
42-43 Credits**

The Certificate of Completion (CCL) in Cyber Engineering program is designed to focus on the necessary skills required to secure, protect and identify vulnerabilities in a network, including various operating systems and network devices. Emphasis is placed on developing the theoretical, legal, ethical and practical skills needed to maintain security on mission-critical networking and server systems. The program is designed to meet the training needs of government and industry employees. The program covers a variety of information security technologies and structured languages. The Cyber Engineering program also focuses on the skills needed for internationally recognized IT certifications and high demands in business, industry, and government. The Associate in Applied Science (AAS) in Cybersecurity is also available.

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 42-43 Credits

The following courses are required and included in the CCL in Cybersecurity

Fundamentals:

BPC270 A+ Exam Prep: Operating System Configuration and Support + (3) OR  
MST150++Any Microsoft Windows course (3) .... 3

CIS105 Survey of Computer Information Systems ..... 3

CIS111 Ethics in Information Technology (3)  
OR  
ITS120 Legal, Ethical and Regulatory Issues + (3) ..... 3

CIS126DL Linux Operating System (3) OR  
CIS126RHRRed Hat System Administration I (3)... 3

CIS156 Python Programming: Level I + ..... 3

CIS190 Introduction to Networking + (3) OR  
CNT140ABIntroduction to Networks (4) ..... 3-4

CIS270 Essentials of Network and Information Security + (3) OR  
ITS110 Information Security Fundamentals + (3) ..... 3

ITS240 Ethical Hacking and Network Defense + 3 ..... 3

The following courses are required in the CCL in Cyber Engineering:

CIS119DOIntroduction to Oracle: SQL + (3) OR  
CIS276++ Any SQL Database course + (3) ..... 3

CIS162++ Any C Programming: Level I course + 3  
CIS227 Assembler Language ..... 3

CIS238DL Linux System Administration + (3) OR  
CIS238RHRRed Hat System Administration II + (3) ..... 3

CIS250 Management of Information Systems +3  
CIS262++ Any C Programming: Level II course + ..... 3

**Restricted Electives:** None.

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## Cybersecurity

### Associate in Applied Science — AAS 3197 62-77 Credits

The Associate in Applied Science (AAS) in Cybersecurity is designed to focus on the necessary skills required to secure, protect and identify vulnerabilities in a network, including various operating systems and network devices. Emphasis is placed on developing the theoretical, legal, ethical and practical skills needed to maintain security on mission-critical networking and server systems. The program is designed to meet the training needs of government and industry employees. The program covers a variety of information security technologies and structured languages. The Cybersecurity program also focuses on the skills needed for internationally recognized IT certifications and high demands in business, industry, and government. Certificates of Completion (CCLs) are also available in the following areas: Cybersecurity Fundamentals, Cyber Operations, Linux System Administration, Microsoft, Cisco Networking CCNA Security, Cyber Engineering, and Critical Infrastructure. Some of these programs are available at select colleges. Please check with your local college for program availability.

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 25-28 Credits

BPC270 A+ Exam Prep: Operating System Configuration and Support + (3) OR  
MST150++Any Microsoft Windows course (3) .... 3  
(MST150++ required for Microsoft System Administration specialization and Critical Infrastructure specialization)

CIS105 Survey of Computer Information Systems .....3

CIS111 Ethics in Information Technology (3)  
OR  
ITS120 Legal, Ethical and Regulatory Issues (3).....3

CIS126DL Linux Operating System (3) OR  
CIS126RHRed Hat System Administration I (3)3

CIS156 Python Programming: Level I +.....3

CIS190 Introduction to Networking + (3) OR  
CNT140ABIntroduction to Networks (4) .....3-4  
(CNT140AB required for Cisco Network Administration and Security specialization and Critical Infrastructure specialization)

CIS270 Essentials of Network and Information Security + (3) OR

ITS110 Information Security Fundamentals + (3).....3

(ITS110 required for Cyber Operations specialization; CIS270 required for Critical Infrastructure specialization)

FYE101 Introduction to College, Career and Personal Success (1) OR

FYE103 Exploration of College, Career and Personal Success (3) .....1-3

ITS240 Ethical Hacking and Network Defense +.....3

**Restricted Electives:** 12-18 Credits

Students must complete 12-18 credits from the following list of courses. Courses that are required for a specialization in Cyber Operations, Linux System Administration, Cloud System Administration, Cisco Network Administration and Security, Cyber Engineering, and/or Critical Infrastructure are noted. Courses cannot be repeated for credit.

Specialization I: Cyber Operations (17 credits)

BPC170 A+ Exam Prep: Computer Hardware Configuration and Support +..... 3

CIS238DL Linux System Administration + (3) OR  
CIS238RHRed Hat System Administration II + (3) ..... 3

CIS290ACComputer Information Systems Internship + (3) OR  
CIS298ACSpecial Projects + (3)..... 3

ITS291 Computer Forensics Foundations +.. 4

ITS292 Advanced Computer Forensics +..... 4

Specialization II: Linux System Administration (15 credits)

CIS238DL Linux System Administration + (3) OR  
CIS238RHRed Hat System Administration II + (3) ..... 3

CIS239DL Linux Shell Scripting +..... 3

CIS240DL Linux Network Administration + (3) OR  
CIS240RHRed Hat System Administration III (3) 3

CIS271DL Linux Security + (3) OR  
CIS271RHRed Hat System Administration IV + (3)..... 3

CIS275DL Linux Capstone +..... 3

### Specialization III: Cloud System Administration (15-16 credits)

BPC274	Advanced Server Computer Maintenance: Server+ Prep + .....	3
CIS121AH	Microsoft PowerShell/Command Line Operations .....	3
CIS239DL	Linux Shell Scripting + .....	3
MST160	Azure Administrator + (4),	
OR CLD110	Amazon Web Services Cloud Foundations + (3) .....	3-4

MST260	Microsoft Azure Cloud Development and Operations + (3) OR	
CLD120	Amazon Web Services Cloud Architect Associate + (3) .....	3

### Specialization IV: Cisco Network Administration and Security (12 credits)

CNT150AB	Switching, Routing, and Wireless Essentials + .....	4
CNT160AB	Enterprise Networking, Security, and Automation + .....	4
CNT202	Cisco Secure Firewall Appliance Configuration + (4) OR	
CNT205	Cisco Certified Network Associate Security + (4) .....	4

### Specialization V: Cyber Engineering (18 credits)

CIS119DO	Introduction to Oracle: SQL + (3) OR	
CIS276++	Any SQL Database course + (3) .....	3
CIS162++	Any C Programming: Level I course + 3 (Students intending to transfer to U of A South should take CIS162 C Programming)	
CIS227	Assembler Language .....	3
CIS238DL	Linux System Administration + (3) OR	
CIS238RH	Red Hat System Administration II + (3) .....	3
CIS250	Management of Information Systems + 3	
CIS262++	Any C Programming: Level II course + .....	3

### Specialization VI: Critical Infrastructure (16 credits)

CIS143	Introduction to Critical Infrastructure Protection + .....	3
CIS201	Introduction to Operational Technology + .....	3
CIS202	Introduction to Smart Grid Security + 3	
CIS203	Principles of the Risk Management Framework + .....	3
CNT150AB	Switching, Routing, and Wireless Essentials + .....	4

### General Electives: 0-3 Credits

Select additional courses 100-level or higher to complete the minimum total program credits required for this degree. It is recommended to select from the Restricted Elective options. Consult with a faculty advisor, program director, and/or academic advisor to identify coursework that best aligns with academic and professional goals.

### General Education Requirements: 22-28 Credits

#### CORE: 12-18 Credits

#### First-Year Composition:

ENG101	First-Year Composition + (3) OR	
ENG107	First-Year Composition for ESL + (3)	
AND		
ENG102	First-Year Composition + (3) OR	
ENG108	First-Year Composition for ESL + ...	6

#### Oral Communication:

COM100	Introduction to Human Communication (3) OR	
COM110	Interpersonal Communication (3) OR	
COM225	Public Speaking + (3) OR	
COM230	Small Group Communication (3) .....	3
COM100 required for students intending to transfer to ASU West to earn a Bachelor of Science in Applied Computing (Cybersecurity).		

#### Critical Reading:

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

### Mathematics:

Any approved general education course in the Mathematics area.....3-6

### DISTRIBUTION: 10 Credits

#### Humanities, Arts and Design:

Any approved general education course(s) in the Humanities, Arts and Design area .....3

#### Social-Behavioral Sciences:

Any approved general education course(s) in the Social-Behavioral Sciences area .....3

#### Natural Sciences:

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

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### Cybersecurity Fundamentals

#### Certificate of Completion — CCL 5154

#### 24-25 Credits

The Certificate of Completion (CCL) in Cybersecurity Fundamentals is designed to focus on the necessary skills required to secure, protect and identify vulnerabilities in a network, including various operating systems and network devices. Emphasis is placed on developing the theoretical, legal, ethical and practical skills needed to maintain security on mission-critical networking and server systems. The program is designed to provide applied skills necessary for government and industry employees. The program covers a variety of information security technologies and structured languages. The Cybersecurity program also focuses on the skills needed for internationally recognized IT certifications and high demands in business, industry, and government. An Associate in Applied Science (AAS) in Cybersecurity is also available.

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**Admission Criteria:** None.

**Program Prerequisites:** None.

#### Required Courses: 24-25 Credits

BPC270 A+ Exam Prep: Operating System Configuration and Support + (3) OR  
MST150++Any Microsoft Windows course (3) 3

CIS105 Survey of Computer Information Systems ..... 3

CIS111 Ethics in Information Technology (3) OR

ITS120 Legal, Ethical and Regulatory Issues + (3)..... 3

CIS126DL Linux Operating System (3) OR  
CIS126RHRed Hat System Administration I (3)3

CIS156 Python Programming: Level I + ..... 3

CIS190 Introduction to Networking + (3) OR  
CNT140ABIntroduction to Networks (4)..... 3-4

CIS270 Essentials of Network and Information Security + (3) OR

ITS110 Information Security Fundamentals + (3) ..... 3

ITS240 Ethical Hacking and Network Defense + ..... 3

**Restricted Electives:** None.

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## Desktop Support

### Certificate of Completion — CCL 5043

#### 19-22 Credits

The Certificate of Completion (CCL) in Desktop Support program is designed to prepare students for entry-level computer maintenance, help desk, and network technician jobs. The classes focus on the development of knowledge and skills in computer, network, and security technologies, as well as the interpersonal skills in customer service/technical support needed to be successful within the industry. Depending on course selection, this program helps prepare students for the CompTIA A+, CompTIA Network+, and/or CompTIA Linux+ certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**Admission Criteria:** None.

**Program Prerequisites:** None.

## Required Courses: 18-19 Credits

BPC170	A+ Exam Prep: Computer Hardware Configuration and Support + .....	3
BPC270	A+ Exam Prep: Operating System Configuration and Support + .....	3
CIS102DA	Customer User Support .....	3
CIS105	Survey of Computer Information Systems .....	3

CIS126DL Linux Operating System (3) OR  
CIS126RHRed Hat System Administration I (3) 3

CIS190 Introduction to Networking + (3) OR  
CNT140ABIntroduction to Networks (4)..... 3-4  
(Note: CNT140AB is recommended for students interested in pursuing their Cisco Network Administration Certification)

## Restricted Electives: 1-3 Credits

Students must select one to three (1-3) credits from the following:

BPC171	Recycling Used Computer Technology 1	
CIS290AA	Computer Information Systems Internship + .....	1
CIS290AB	Computer Information Systems Internship + .....	2
CIS290AC	Computer Information Systems Internship + .....	3
CIS296WB	Cooperative Education + .....	2
CIS296WC	Cooperative Education + .....	3
CIS298AA	Special Projects + .....	1
CIS298AB	Special Projects + .....	2
CIS298AC	Special Projects + .....	3

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## Foundations of Mobile App Development

### Certificate of Completion — CCL 5793

#### 18-21 Credits

The Certificate of Completion (CCL) in the Foundations of Mobile App Development prepares students for employment in entry-level coding, programming, and software development positions with foundational experience in a variety of platforms, including

iOS, Android, Windows and web app development. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificate of Completion (CCL) in Mobile App Development.

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

Students should consult with a Department Advisor in arranging their schedules.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 18-21 Credits

CIS105 Survey of Computer Information Systems (3) OR  
Permission of Program Director, Department or Division Chair (0).....0-3

CIS120DF Introduction to Adobe Photoshop.....3  
CIS133DA Internet/ Web Development Level I + .. 3  
CIS162ADC#: Level I.....3  
CIS165 Introduction to IOS Application Development + .....3  
CIS165DA Introduction to Android Application Development + .....3

CIS165DBC#/VB.NET: Windows 8 App Development + (3) OR  
CIS165D Xamarin/C# Cross Platform Development + (3).....3

**Restricted Electives:** None.

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## Information Technology

### Associate in Applied Science — AAS 3196 60-69 Credits

The Associate in Applied Science (AAS) in Information Technology (IT) program is designed to provide students with skills to meet information technology needs across industries. This program includes instruction in the principles of computer hardware components and business software, programming, databases, networking, customer service, web development, and information systems and project management. Coursework helps prepare students for a variety of industry-recognized examinations and certifications. This degree also provides students with the opportunity to earn one of the following Certificate of Completion (CCL):  
Cybersecurity Fundamentals, Database Development, Desktop Support, Foundations of Mobile App Development, Microsoft Office Professional, Microsoft System Administration, Programming and Systems Analysis Level I, Oracle Database Operations, Red Hat Linux Engineer, and Web Foundations.

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 33-41 Credits

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



Complete all courses in the specialization below that best aligns with your academic and professional goals. Consult with an academic, faculty, or program advisor.

### Specialization 1: Cybersecurity Fundamentals (33-34 credits)

Information Technology Core (24-25 credits)

BPC270 A+ Exam Prep: Operating System Configuration and Support + (3) OR  
MST150++Any Microsoft Windows course (3) .3

CIS105 Survey of Computer Information Systems .....3

CIS117DMMicrosoft Access:

Database Management (3) OR

CIS119DOIntroduction to Oracle: SQL + (3) OR

CIS276DAMySQL Database + (3) OR

CIS276DBSQL Server Database + (3).....3

CIS126DL Linux Operating System (3) OR

CIS126RHRed Hat System Administration I (3)3

CIS133DAInternet/ Web Development Level I...3

CIS156 Python Programming: Level I +.....3

CIS190 Introduction to Networking + (3) OR

CNT140ABIntroduction to Networks (4) .....3-4

CIS224 Project Management Microsoft Project for Windows (3) OR

CIS250 Management of Information Systems + (3).....3

Cybersecurity Fundamentals (9 credits)

CIS111 Ethics in Information Technology (3) OR

ITS120 Legal, Ethical and Regulatory Issues + (3) .....3

CIS270 Essentials of Network and Information Security + (3) OR

ITS110 Information Security Fundamentals + (3).....3

ITS240 Ethical Hacking and Network Defense +.....3

### Related Area (0-5 credits)

Select courses with one of the following prefixes to complete the minimum total program credits required for this degree:

BPC+++++Any BPC Business-Personal Computers courses

CIS+++++ Any CIS Computer Information Systems courses

CLD+++++Any CLD Cloud Computing courses

CNT+++++Any CNT Cisco Network Technology courses

ITS+++++ Any ITS Information Technology Security courses

MST+++++Any MST Microsoft Technology courses

### Specialization 2: Database Development (36-38 credits)

Information Technology Core (21-22 credits)

BPC270 A+ Exam Prep: Operating System Configuration and Support + (3) OR

CIS126DL Linux Operating System (3) OR

CIS126RHRed Hat System Administration I (3) OR

MST150++Microsoft Windows (3)..... 3

CIS105 Survey of Computer Information Systems ..... 3

CIS119DOIntroduction to Oracle: SQL +..... 3

CIS133DAInternet/ Web Development Level I.. 3

CIS156 Python Programming: Level I + (3) OR

CIS162++ Any C Programming: Level I course + (3) OR

CIS163AAJava Programming: Level I+ (3)..... 3

CIS190 Introduction to Networking + (3) OR

CNT140ABIntroduction to Networks (4)..... 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR

CIS250 Management of Information Systems (3) ..... 3

Database Development (15 credits)

CIS117DMMicrosoft Access: Database Management (3) OR

CIS154 Database Modeling and Design + (3)3

CIS150++ Programming Fundamentals +..... 3

CIS164AB Oracle: PL/SQL Programming + (3) OR  
 CIS276DAMySQL Database + (3) OR  
 CIS276DBSQL Server Database + (3).....3

CIS217AM Advanced Microsoft Access: Database  
 Management + (3) OR  
 CIS276DBSQL Server Database + (3) .....3

CIS225AB Object-Oriented Analysis  
 and Design +.....3

Related Area (0-2 credits)

Select courses with one of the following prefixes to  
 complete the minimum total program credits  
 required for this degree:

BPC+++++Any BPC Business-Personal Computers  
 courses

CIS+++++Any CIS Computer Information Systems  
 courses

CLD+++++Any CLD Cloud Computing courses

CNT+++++Any CNT Cisco Network Technology  
 courses

ITS+++++Any ITS Information Technology  
 Security courses

MST+++++Any MST Microsoft Technology  
 courses

Specialization 3: Desktop Support  
 (32-38 credits)

Information Technology Core (24-25 credits)

BPC270 A+ Exam Prep: Operating System  
 Configuration and Support + .....3

CIS105 Survey of Computer  
 Information Systems.....3

CIS117DM Microsoft Access:

Database Management (3) OR

CIS119DO Introduction to Oracle: SQL + (3) OR

CIS276DAMySQL Database + (3) OR

CIS276DBSQL Server Database + (3).....3

CIS126DL Linux Operating System (3) OR

CIS126RH Red Hat System Administration I (3)3

CIS133DA Internet/ Web Development Level I...3

CIS150AB Object-Oriented Programming  
 Fundamentals + (3) OR

CIS156 Python Programming: Level I + (3) OR

CIS162++ Any C Programming:  
 Level I course + (3) OR

CIS163AA Java Programming: Level I + (3)..... 3

CIS190 Introduction to Networking + (3) OR

CNT140AB Introduction to Networks (4)..... 3-4

CIS224 Project Management Microsoft Project  
 for Windows (3) OR

CIS250 Management of Information  
 Systems + (3) ..... 3

Desktop Support (6 credits)

BPC170 A+ Exam Prep: Computer Hardware  
 Configuration and Support + ..... 3

CIS102DA Customer User Support..... 3

Related Area (2-8 credits)

Select courses with one of the following prefixes to  
 complete the minimum total program credits  
 required for this degree:

BPC+++++Any BPC Business-Personal Computers  
 courses

CIS+++++Any CIS Computer Information Systems  
 courses

CLD+++++Any CLD Cloud Computing courses

CNT+++++Any CNT Cisco Network  
 Technology courses

ITS+++++Any ITS Information Technology  
 Security courses

MST+++++Any MST Microsoft Technology  
 courses

Specialization 4: Foundations of Mobile App  
 Development (33-38 credits)

Information Technology Core (21-22 credits)

CIS105 Survey of Computer Information  
 Systems ..... 3

BPC270 A+ Exam Prep: Operating System  
 Configuration and Support + (3) OR

CIS126DL Linux Operating System (3) OR

CIS126RH Red Hat System Administration I (3) OR

MST150++ Microsoft Windows (3)..... 3

CIS117DM Microsoft Access:

Database Management (3) OR

CIS119DO Introduction to Oracle: SQL + (3) OR

CIS276DAMySQL Database + (3) OR

CIS276DBSQL Server Database + (3) .....3

CIS133DA Internet/ Web Development Level I...3

CIS162++ Any C Programming: Level I course + 3

CIS190 Introduction to Networking + (3) OR

CNT140AB Introduction to Networks (4) .....3-4

CIS224 Project Management Microsoft Project  
for Windows (3) OR

CIS250 Management of Information  
Systems + (3).....3

Foundations of Mobile App Development (12  
credits)

CIS120DF Introduction to Adobe Photoshop.....3

CIS165 Introduction to IOS Application  
Development + .....3

CIS165DA Introduction to Android Application  
Development + .....3

CIS165DBC#/VB.NET: Windows 8 App  
Development + (3) OR

CIS165DC Xamarin/C# Cross Platform  
Development + (3).....3

Related Area (0-5 credits)

Select courses with one of the following prefixes to  
complete the minimum total program credits  
required for this degree:

BPC+++++Any BPC Business-Personal Computers  
courses

CIS+++++Any CIS Computer Information Systems  
courses

CLD+++++Any CLD Cloud Computing courses

CNT+++++Any CNT Cisco Network Technology  
courses

ITS+++++Any ITS Information Technology  
Security courses

MST+++++Any MST Microsoft Technology  
courses

Specialization 5: Microsoft Office Professional  
(31-38 credits)

Information Technology Core (18-19 credits)

CIS105 Survey of Computer Information  
Systems .....3

CIS117DM Microsoft Access: Database  
Management..... 3

CIS133DA Internet/ Web Development Level I.. 3

CIS150AB Object-Oriented Programming  
Fundamentals + (3) OR

CIS156 Python Programming: Level I + (3) OR

CIS162++ Any C Programming:  
Level I course + (3) OR

CIS163AA Java Programming: Level I + (3) .... 3

CIS190 Introduction to Networking + (3) OR

CNT140AB Introduction to Networks (4)..... 3-4

MST150++Microsoft Windows (3) OR

BPC270 A+ Exam Prep: Operating System  
Configuration and Support + (3)..... 3

Microsoft Office Professional (11-13 credits)

BPC/OAS111AAComputer Keyboarding (1) OR  
Permission of Program Director (0) ..... 0-1

CIS113DE Microsoft Word: Word Processing ... 3

CIS114DE Excel Spreadsheet ..... 3

CIS118DB Desktop Presentation: PowerPoint.... 3

CIS124AAProject Management Software:  
Level I (1) AND

CIS124BAProject Management Software:  
Level II (1) OR

CIS224 Project Management Microsoft Project  
for Windows (3)..... 2-3

Related Area Credits (0-8 credits)

Select courses with one of the following prefixes to  
complete the minimum total program credits  
required for this degree:

BPC+++++Any BPC Business-Personal Computers  
courses

CIS+++++Any CIS Computer Information Systems  
courses

CLD+++++Any CLD Cloud Computing courses

CNT+++++Any CNT Cisco Network Technology  
courses

ITS+++++ Any ITS Information Technology  
Security courses  
MST+++++Any MST Microsoft Technology  
courses

Specialization 6: Microsoft Server (36-38 credits)  
Information Technology Core (21-22 credits)  
CIS105 Survey of Computer Information  
Systems .....3

CIS117DMMicrosoft Access: Database  
Management (3) OR  
CIS119DOIntroduction to Oracle: SQL + (3) OR  
CIS276DAMySQL Database + (3) OR  
CIS276DBSQL Server Database + (3) .....3

CIS133DAInternet/ Web Development Level I...3

CIS150ABObject-Oriented Programming  
Fundamentals + (3) OR  
CIS156 Python Programming: Level I + (3) OR  
CIS162++ Any C Programming: Level I  
course + (3) OR  
CIS163AAJava Programming: Level I + (3) .....3

CIS190 Introduction to Networking + (3) OR  
CNT140ABIntroduction to Networks (4) .....3-4

CIS224 Project Management Microsoft Project  
for Windows (3) OR  
CIS250 Management of Information  
Systems +(3).....3

MST150++Microsoft Windows.....3

Microsoft Server (15 credits)  
CIS121AHMicrosoft PowerShell/  
Command Line Operations.....3  
MST155DCInstallation, Storage, and Compute  
with Windows Server +.....4  
MST157DCNetworking with Windows Server +..4  
MST158DCIdentity Management with Windows  
Server 2016 + .....4

Related Area Credits (0-2 credits)  
Select courses with one of the following prefixes to  
complete the minimum total program credits  
required for this degree:

BPC+++++Any BPC Business-Personal Computers  
courses

CIS+++++ Any CIS Computer Information Systems  
courses

CLD+++++Any CLD Cloud Computing courses

CNT+++++Any CNT Cisco Network Technology  
courses

ITS+++++ Any ITS Information Technology  
Security courses

MST+++++Any MST Microsoft Technology  
courses

Specialization 7: Oracle Database Operations  
(32-38 credits)  
Information Technology Core (21-22 credits)  
BPC270 A+ Exam Prep: Operating System  
Configuration and Support + (3) OR  
CIS126DL Linux Operating System (3) OR  
CIS126RHRed Hat System Administration I (3) OR  
MST150++Microsoft Windows (3)..... 3

CIS105 Survey of Computer  
Information Systems ..... 3  
CIS119DOIntroduction to Oracle: SQL +..... 3  
CIS133DAInternet/ Web Development Level I.. 3

CIS150ABObject-Oriented Programming  
Fundamentals + (3) OR  
CIS156 Python Programming: Level I + (3) OR  
CIS162++ Any C Programming:  
Level I course + (3) OR  
CIS163AAJava Programming: Level I + (3)..... 3

CIS190 Introduction to Networking + (3) OR  
CNT140ABIntroduction to Networks (4)..... 3-4

CIS224 Project Management Microsoft Project  
for Windows (3) OR  
CIS250 Management of Information Systems (3) 3

Oracle Database Operations (9 credits)  
CIS119DP Oracle: Database Administration +... 3  
CIS154 Database Modeling and Design +..... 3  
CIS164ABOracle: PL/SQL Programming +..... 3

### Related Area Credits (2-8 credits)

Select courses with one of the following prefixes to complete the minimum total program credits required for this degree:

BPC+++++Any BPC Business-Personal Computers courses

CIS+++++ Any CIS Computer Information Systems courses

CLD+++++Any CLD Cloud Computing courses

CNT+++++Any CNT Cisco Network Technology courses

ITS+++++ Any ITS Information Technology Security courses

MST+++++Any MST Microsoft Technology courses

### Specialization 8: Programming and Systems

Analysis Level 1 (32-38 credits)

Information Technology Core (21-22 credits)

CIS105 Survey of Computer Information Systems.....3

CIS119DOIntroduction to Oracle: SQL + (3) OR

CIS276DAMySQL Database + (3) OR

CIS276DBSQL Server Database + (3).....3

CIS126DL Linux Operating System (3) OR

CIS126RHRed Hat System Administration I (3) OR

MST150++Microsoft Windows (3).....3

CIS133DAInternet/ Web Development Level I...3

CIS150ABObject-Oriented Programming Fundamentals + .....3

CIS190 Introduction to Networking + (3) OR

CNT140ABIntroduction to Networks (4) .....3-4

CIS224 Project Management Microsoft Project for Windows (3) OR

CIS250 Management of Information Systems + (3). 3

### Programming and Systems Analysis (9 credits)

CIS159 Visual Basic Programming I + (3) OR

CIS162++ Any C Programming:

Level I course + (3) OR

CIS163AAJava Programming: Level I + (3) OR

CIS165++ Any Mobile Application Development course + (3).....3

CIS166++ Any Web Scripting course + ..... 3

GBS151 Introduction to Business ..... 3

### Related Area Credits (1-8 credits)

Select courses with one of the following prefixes to complete the minimum total program credits required for this degree:

BPC+++++Any BPC Business-Personal Computers courses

CIS+++++ Any CIS Computer Information Systems courses

CLD+++++Any CLD Cloud Computing courses

CNT+++++Any CNT Cisco Network Technology courses

ITS+++++ Any ITS Information Technology Security courses

MST+++++Any MST Microsoft Technology courses

### Specialization 9: Red Hat Linux Engineer (32-38 credits)

Information Technology Core (21-22 credits)

CIS105 Survey of Computer Information Systems ..... 3

CIS117DMMicrosoft Access:

Database Management (3) OR

CIS119DOIntroduction to Oracle: SQL + (3) OR

CIS276DAMySQL Database + (3) OR

CIS276DBSQL Server Database + (3) ..... 3

CIS126RHRed Hat System Administration I..... 3

CIS133DAInternet/ Web Development Level I.. 3

CIS150ABObject-Oriented Programming Fundamentals + (3) OR

CIS156 Python Programming: Level I + (3) OR

CIS162++ Any C Programming: Level I course + (3) OR

CIS163AAJava Programming: Level I + (3)..... 3

CIS190 Introduction to Networking + (3) OR

CNT140AB Introduction to Networks (4)..... 3-4

CIS224 Project Management Microsoft Project for Windows (3) OR

CIS250 Management of Information Systems + (3).3

Redhat Linux Engineer (6 credits)  
 CIS238RHRed Hat System Administration II +.3  
 CIS240RHRed Hat System Administration III +3

Related Area Credits (5-11 credits)  
 Select courses with one of the following prefixes to complete the minimum total program credits required for this degree:

BPC+++++Any BPC Business-Personal Computers courses

CIS+++++Any CIS Computer Information Systems courses

CLD+++++Any CLD Cloud Computing courses

CNT+++++Any CNT Cisco Network Technology courses

ITS+++++Any ITS Information Technology Security courses

MST+++++Any MST Microsoft Technology courses

Specialization 10: Web Foundations (36-38 credits)

Information Technology Core (21-22 credits)

BPC270 A+ Exam Prep: Operating System Configuration and Support + (3) OR

CIS126DL Linux Operating System (3) OR

CIS126RHRed Hat System Administration I (3) OR

MST150++Microsoft Windows (3).....3

CIS105 Survey of Computer Information Systems.....3

CIS117DMMicrosoft Access: Database Management (3) OR

CIS119DOIntroduction to Oracle: SQL + (3) OR

CIS276DAMySQL Database + (3) OR

CIS276DBSQL Server Database + (3) .....3

CIS133DAInternet/ Web Development Level I...3

CIS150ABObject-Oriented Programming Fundamentals + (3) OR

CIS156 Python Programming: Level I + (3) OR

CIS162++ Any C Programming:

Level I course + (3) OR

CIS163AAJava Programming: Level I + (3) .....3

CIS190 Introduction to Networking + (3) OR

CNT140ABIntroduction to Networks (4) .....3-4

CIS224 Project Management Microsoft Project for Windows (3) OR

CIS250 Management of Information Systems + (3). 3

Web Foundation (15 credits)

CIS120DF Introduction to Adobe Photoshop..... 3

CIS136 Content Management Systems: WordPress..... 3

CIS166AAIntroduction to JavaScript + ..... 3

CIS233DAInternet/ Web Development Level II +. 3

CIS235 e-Commerce + ..... 3

Related Area Credits (0-2 credits)

Select courses with one of the following prefixes to complete the minimum total program credits required for this degree:

BPC+++++Any BPC Business-Personal Computers courses

CIS+++++Any CIS Computer Information Systems courses

CLD+++++Any CLD Cloud Computing courses

CNT+++++Any CNT Cisco Network Technology courses

ITS+++++Any ITS Information Technology Security courses

MST+++++Any MST Microsoft Technology courses

Specialization 11: A related Certificate of Completion (CCL) at the discretion of the Program Director (minimum of 11 credits) AND the following core courses with permission of the Program Director.

Information Technology Core (21-22 credits)

CIS105 Survey of Computer Information Systems ..... 3

CIS117DMMicrosoft Access:

Database Management (3) OR

CIS119DOIntroduction to Oracle: SQL + (3) OR

CIS276DAMySQL Database + (3) OR

CIS276DBSQL Server Database + (3)..... 3

BPC270 A+ Exam Prep: Operating System Configuration and Support + (3) OR

CIS126DL Linux Operating System (3) OR

CIS126RHRed Hat System Administration I (3) OR

MST150++Microsoft Windows (3)..... 3

CIS150AB Object-Oriented Programming  
Fundamentals + (3) OR  
CIS156 Python Programming: Level I + (3) OR  
CIS162++ Any C Programming:  
Level I course + (3) OR  
CIS163AA Java Programming: Level I + (3) .....3  
CIS190 Introduction to Networking + (3) OR  
CNT140AA Introduction to Networks (4) .....3-4  
  
CIS133DA Internet/ Web Development Level I...3

CIS224 Project Management Microsoft Project  
for Windows (3) OR  
CIS250 Management of Information Systems + (3).3

**General Education Requirements:** 22-28 Credits

**CORE:** 12-18 Credits

**First-Year Composition:**

ENG101 First-Year Composition + (3) OR  
ENG107 First-Year Composition for ESL + (3)  
AND  
ENG102 First-Year Composition + (3) OR  
ENG108 First-Year Composition for ESL + ....6

**Oral Communication:**

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

**Critical Reading:**

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

**Mathematics:**

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

**DISTRIBUTION:** 10 Credits

**Humanities, Arts and Design:**

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

**Social-Behavioral Sciences:**

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

**Natural Sciences:**

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

**CONTACT:** Mr. B. Olsen, Program Director:  
(602) 532.8711

brad.olsen@phoenixcollege.edu and/or

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

**Information Technology**

**Bachelor of Applied Science — BAS 9302**  
**120 Credits**

The Bachelor of Applied Science (BAS) in  
Information Technology (IT) is designed to  
provide students with general skills in  
information technology foundations, including  
but not limited to database design and  
management, cyber security, cloud technology,  
computer architecture, network architecture,  
scripting and programming, and operating  
systems. Students will be prepared to pursue a  
variety of occupations within the IT industry,  
such as Network or Database Administrators,  
IT Project Managers or Systems Analysts, and  
Cyber Security Specialists.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

# Required Courses: 82-85 Credits

BPC170	A+ Exam Prep: Computer Hardware Configuration and Support .....	3
BPC270	A+ Exam Prep: Operating System Configuration and Support + .....	3
CIS105	Survey of Computer Information Systems .....	3
CIS111	Ethics in Information Technology (3) OR	
ITS120	Legal, Ethical, and Regulatory Issues (3) .....	3

CIS119DO	Introduction to Oracle: SQL + (3) OR	
CIS276DA	MySQL Database + (3) OR	
CIS276DB	SQL Server Database + (3) .....	3
CIS126DL	Linux Operating System (3) OR	
CIS126RH	Red Hat System Administration I (3) 3	
CIS133DA	Internet/ Web Development Level I...3	
CIS150	Programming Fundamentals + (3) OR	
CIS150AB	Object-Oriented Programming Fundamentals + (3) .....	3
CIS156	Python Programming: Level I + .....	3
CIS190	Introduction to Networking + (3) OR	
CNT140AB	Introduction to Networks (4) .....	3-4
CIS215	Foundations of Data Analytics and Programming + .....	3
CIS224	Project Management Microsoft Project for Windows .....	3
CIS250	Management of Information Systems + 3	
CIS270	Essentials of Network and Information Security + .....	3
CIS324	Information Technology Project Management + .....	3
CIS350	Advanced Information Technology Management + .....	4
CIS360	Data Analysis + .....	4
CIS376	Database Management and Security + .4	
CIS390	Network Management + .....	4
CIS411	Ethics, Regulations, and Legal Issues in Information Technology + .....	3
CIS470	Enterprise Cyber Security + .....	4
CIS475	Emerging Trends in Information Technology + .....	4

Choose two (2) of the following courses for a total of six (6) credits:

COM100 Introduction to Human Communication (3)

COM110 Interpersonal Communication (3)  
COM225 Public Speaking + (3)  
COM230 Small Group Communication (3) ..... 6  
Recommend COM110 and COM225.

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

MST150WT Installing and Configuring Microsoft Windows 10 (3) ..... 3

**Restricted Electives:** None.

# Arizona General Education Curriculum (AGEC) AGEC-A: 26-32 Credits

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

## First-Year Composition [FYC]:

ENG101 First-Year Composition + (3) OR  
ENG107 First-Year Composition for ESL + (3) AND  
ENG102 First-Year Composition + (3) OR  
ENG108 First-Year Composition for ESL + ..... 6

## Literacy and Critical Inquiry [L]:

ENG111 Technical and Professional Writing + 3

## Mathematics [MA]:

MAT140 College Mathematics + (5) OR  
MAT141 College Mathematics + (4) OR  
MAT142 College Mathematics + (3) OR  
MAT145 College Mathematics with Review (5) OR  
MAT146 College Mathematics with Review (6) OR  
MAT150 College Algebra/Functions + (5) OR  
MAT151 College Algebra/Functions + (4) OR  
MAT152 College Algebra/Functions + (3) OR  
MAT155 College Algebra/Functions with Review + (5) OR  
MAT156 College Algebra/Functions with Review + (6) OR  
MAT187 Precalculus + (5) OR  
Higher approved general education course in the Mathematical Applications [MA] area ..... 3-6



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

Met by CIS105 in Required Courses.

### Humanities, Arts and Design [HU]:

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

Students are encouraged to choose course work from more than one discipline. Recommend selecting a course that satisfies the Global [G] or Historical [H] awareness area.

### Social-Behavioral Sciences [SB]:

Any approved general education course in the Social-Behavioral Sciences [SB] area..... 3

AND

Met by COM100, COM110, or COM230 in the Required Courses area.

OR

May be met by two (2) of the following courses: COM100, COM110, or COM230 in the Required Courses area ..... 0-3

### Natural Sciences [SG/SQ]:

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

The lecture courses selected for Natural Sciences must include or be accompanied by the corresponding laboratory courses for a total of four credits each. Credits for lecture and lab components may be combined or each may carry separate credit.

### Awareness Area Credits: 0-6

Some courses may be used to satisfy both a Core Area and one or more Awareness Area(s).

### Cultural Diversity in the US [C]:

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

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

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

### MCCCD Additional Requirements: Oral

### Communication (COM):

Met by COM100, COM110, COM225, or COM230 in the Required Courses area ..... 0

### General Electives:

Select courses 100-level or higher to complete a minimum of 120 semester credits. Consult with a faculty advisor, program director, and/or academic advisor to identify coursework that best aligns with academic and professional goals ..... 0-12

**CONTACT:** Mr. W. Tagart, Program Director:  
(602) 532.8712

wallace.tagart@phoenixcollege.edu and/or  
<https://www.phoenixcollege.edu/iti>

### iOS App Development

### Certificate of Completion — CCL 5914N

### 9-12 Credits

The Certificate of Completion (CCL) in iOS App Development prepares students for positions in app development for the Apple iPad, iPhone, and Apple Watch series. The program emphasizes knowledge and skills required to design, develop, test, and document structured and object-oriented programs utilizing Swift and Xcode. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificates of Completion (CCLs) in Native App Development and Mobile App Development.

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 9-12 Credits

CIS105	Survey of Computer Information Systems (3) OR	
	Permission of Program Director, Department or Division Chair .....	0-3
CIS150AB	Object-Oriented Programming Fundamentals + .....	3
CIS165	Introduction to iOS Application Development + .....	3
CIS265	Advanced iOS Application Development + .....	3

**Restricted Electives:** None.

**CONTACT:** Mr. W. Tagart, Program Director:  
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<https://www.phoenixcollege.edu/iti>

**Linux Associate****Certificate of Completion — CCL 5046N**  
**6-9 Credits**

The Certificate of Completion (CCL) in Linux Associate program is designed to help prepare students for employment or to improve current professional skills. The program includes Linux operating system basics and management including sophisticated manipulation of file structures, backup systems, printing processes, troubleshooting, user account management, hard disk maintenance and configuration, process monitoring and prioritizing, kernel customization, and system resource control. This program helps prepare students for the Linux Professional Institute Certification (LPIC-1) and CompTIA Linux + certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and to help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

**Program Notes:** This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better for all courses required within the program. Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the Required Courses area. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director. All courses within the Required Courses area are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 6-9 Credits

CIS105	Survey of Computer Information Systems (3) OR	
	Permission of Program Director (0) .....	0-3
CIS126DL	Linux Operating System .....	3
CIS238DL	Linux System Administration + .....	3

**Restricted Electives:** None.

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

**Linux System Administration****Certificate of Completion — CCL 5052N**  
**15-18 Credits**

The Certificate of Completion (CCL) in Linux System Administration program is designed to help prepare students for a variety of industry-recognized Linux certification exams as well as provide practical hands-on skills for the workplace. The program includes a core of Linux classes including Linux operating system basics, system administration, network

administration and network security. The courses in the program will help develop a student's knowledge and skill level in preparation for employment or to improve current professional skills. Students who complete this program may seek employment in a variety of environments. The program helps prepare students for the Red Hat Certified System Administrator (RHCSA), Red Hat Certified Engineer (RHCE), and CompTIA Linux+ certification exams. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

**Program Notes:** This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better for all courses required within the program. Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director. All courses within the Required Courses and Restricted Electives areas are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an Academic Advisor or Program Director for exceptions.

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 15-18 Credits

CIS105 Survey of Computer Information Systems (3) OR  
Permission of Program Director (0) ..... 0-3

Students should select from one of the following two specializations (Linux or Red Hat Enterprise Linux):  
Specialization: Linux

CIS126DL Linux Operating System ..... 3  
CIS238DL Linux System Administration + ..... 3  
CIS239DL Linux Shell Scripting + ..... 3  
CIS240DL Linux Network Administration + ..... 3  
CIS275DL Linux Capstone + ..... 3

Specialization: Red Hat Enterprise Linux  
CIS126RHRed Hat System Administration I ..... 3  
CIS238RHRed Hat System Administration II + .... 3  
CIS239DL Linux Shell Scripting + ..... 3  
CIS240RHRed Hat System Administration III + ... 3  
CIS275DL Linux Capstone + ..... 3

**Restricted Electives:** None.

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### **Microsoft Desktop Associate Certificate of Completion — CCL 5030N 3 Credits**

The Certificate of Completion (CCL) in Microsoft Desktop Associate program is designed to provide students with background knowledge and skills required for learning the specific tasks and industry recognized standards associated with how to effectively install and configure Windows operating systems. The course includes basic features of the Windows operating system, virtualization improvements, network connectivity, access to resources, monitor and maintain Windows clients and backup and recovery. It is designed to prepare students for the Microsoft 365 Certified: Modern Desktop Administrator Associate certification exam. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCL) in a variety of specializations within the information technology field to deepen their knowledge and skills and to help prepare them for multiple industry certification exams. An Associate in Applied Science (AAS) in Network and Systems Administration is also available at select colleges. Please check with your local college for program availability.

**Program Notes:** This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better for all courses required within the program. Students are encouraged, but not required, to complete CIS105, or CIS190, or CNT140AB prior to beginning this CCL. All courses within the Required Courses area are not applicable if taken more than five (5) years prior to the completion of the program. Consult with an academic advisor or program director for exceptions.

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 3 Credits  
MST150WTInstalling and Configuring Microsoft Windows 10.....3

**Restricted Electives:** None.

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

### **Microsoft Office Professional Certificate of Completion — CCL 5132 16-22 Credits**

The Certificate of Completion (CCL) in Microsoft Office Professional emphasizes training on word processing, spreadsheet, database, and presentation software for business purposes. This certificate provides students with the knowledge and skills requisite of various business settings. This certificate helps with initial preparation for the Microsoft examinations for certification as a Microsoft Office Specialist (MOS). This certificate embeds into the Associate in Applied Science (AAS) degree in Information Technology and Certificate of Complete (CCL) in Microsoft Office Specialist.

**Program Notes:** Students must earn a grade of C or better in all courses required within the program. Only Required Courses taken within eight (8) years of completion of the program may be applied towards this certificate. Consult with your faculty mentor or academic advisor.

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 16-22 Credits  
BPC/OAS111AAComputer Keyboarding I (1)  
OR  
Permission of Program Director (0) ..... 0-1  
CIS105 Survey of Computer Information  
Systems (3) OR  
Permission of Program Director (0) ..... 0-3  
  
CIS113DEMicrosoft Word: Word Processing ..... 3  
CIS114DEExcel Spreadsheet ..... 3  
CIS117DMMicrosoft Access: Database  
Management..... 3  
CIS118DBDesktop Presentation: Powerpoint..... 3  
BPC270 A+ Exam Prep: Operating System  
Configuration and Support + (3) OR  
CIS121AE Windows Operating System: Level I (1)  
AND  
CIS122AE Windows Operating System: Level II  
(1) OR  
MST150++Microsoft Windows (3).....2-3  
  
CIS124AAProject Management Software:  
Level I (1) AND  
CIS124BAProject Management Software:  
Level II (1) OR  
CIS224 Project Management Microsoft Project  
for Windows (3).....2-3

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**Microsoft System Administration  
Certificate of Completion — CCL 5031  
18-21 Credits**

The Certificate of Completion (CCL) in Microsoft System Administration program is designed to provide students with background knowledge and skills required for learning the specific tasks and industry recognized standards associated with computer networks and data communications. The program includes a core of Microsoft courses to develop professionals who implement, manage, and troubleshoot existing network and system environments based on current Microsoft operating systems including active directory, messaging services, file and print servers, and firewalls. The courses in the program are also designed to help prepare students for the Microsoft 365 Certified: Modern Desktop Administrator Associate and Microsoft Certified Solutions Associate (MCSA) - Windows Server 2016 certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCL) in a variety of specializations within the information technology field to deepen their knowledge and skills and to help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program. All courses within the Required Courses area are not applicable if taken more than five (5) years prior to the completion of the program.

Consult with an academic advisor or program director for exceptions.

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 18-21 Credits

CIS105 Survey of Computer Information  
Systems (3) OR

May be waived by permission of the Program

Director (0) ..... 0-3

CIS121AHMicrosoft PowerShell/

Command Line Operations ..... 3

MST150++Any Microsoft Windows course ..... 3

MST155DCInstallation, Storage, and Compute

with Windows Server + ..... 4

MST157DCNetworking with Windows Server + . 4

MST158DBInstalling and Configuring Windows

Server + ..... 4

**Restricted Electives:** None.

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**Mobile App Development  
Associate in Applied Science — AAS 3099  
61-67 Credits**

The Associate in Applied Science (AAS) in Mobile App Development provides students with the design and programming skills necessary for entry- level coding, programming, and software development positions with an emphasis on mobile apps. Students will be prepared for transfer to selected BAS programs. Students will be prepared to take the App Developer with Swift Certification Level 1, Microsoft C# Software Essentials, and Associate Android Developer certifications. A Certificate of Completion (CCL) in iOS Application Development, Android Application Development, Windows Application Development, Web App Development, Native Mobile App Development, Cross-Platform App Development, Foundations of Mobile App Development and Mobile App Development are also available.

**Program Notes:** Students must earn a grade of C or better in all courses within the program. Students should consult with a Department Advisor in arranging their schedules. Program requirements for CCL 5193 Mobile App Development and CCL 5914N iOS App Development may be taken in the AAS 3099 Mobile App Development. An additional CCL within mobile apps may also be earned based on course selection.

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 25-30 Credits

CIS105	Survey of Computer Information Systems (3) OR	
	Permission of Program Director, Department or Division Chair .....	0-3
CIS120DF	Introduction to Adobe Photoshop.....	3
CIS133DA	Internet/ Web Development Level I + ..	3
CIS150AB	Object-Oriented Programming Fundamentals + .....	3
CIS156	Python Programming: Level I + (3) OR	
CIS159	Visual Basic Programming I + (3) OR	
CIS163AA	Java Programming: Level I + (3) .....	3
CIS162ADC#	Level I + (3)	
CIS165	Introduction to IOS Application Development + .....	3
CIS165DA	Introduction to Android Application Development + .....	3
CIS165DBC#	/VB.NET: Windows 8 App Development + (3) OR	
CIS165DC	Xamarin/C# Cross Platform Development + (3).....	3
FYE101	Introduction to College, Career and Personal Success (1) OR	
FYE103	Exploration of College, Career and Personal Success (3) .....	1-3

**Restricted Electives:** 9 Credits

Students must select one additional course from the following. Course may not apply to both Required Courses and Restricted Electives areas.

CIS156	Python Programming: Level I + .....	3
CIS159	Visual Basic Programming I + .....	3
CIS166AA	Introduction to JavaScript + .....	3
CIS166AE	Web Scripting with PHP: Hypertext Preprocessor (PHP) + .....	3

Students must select two additional courses from the following. Courses may not apply to both Required Courses and Restricted Electives areas.

CIS233DA	Internet/ Web Development Level II +	3
CIS262ADC#	Level II + .....	3
CIS265	Advanced iOS Application Development + .....	3
CIS265DA	Advanced Android Application Development + .....	3
CIS276DA	MySQL Database + .....	3
CIS276DB	SQL Server Database + .....	3

**General Electives:** 0-5 Credits

Select additional courses 100-level or higher to complete a minimum of 60 semester credits. Consult with the Program Director or an Academic Advisor.

**General Education Requirements:** 22-28 Credits

**CORE:** 12-18 Credits

**First-Year Composition:**

ENG101	First-Year Composition + (3) OR	
ENG107	First-Year Composition for ESL + (3) AND	
ENG102	First-Year Composition + (3) OR	
ENG108	First-Year Composition for ESL + .....	6

**Oral Communication:**

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

**Critical Reading:**

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

## Mathematics:

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

## DISTRIBUTION: 10 Credits

### Humanities, Arts and Design:

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

### Social-Behavioral Sciences:

Any approved general education course in the  
Social-Behavioral Sciences area ..... 3

### Natural Sciences:

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

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## Mobile App Development

### Certificate of Completion — CCL 5193

#### 33-36 Credits

The Certificate of Completion (CCL) in Mobile  
App Development prepares students for  
employment in entry-level coding,  
programming, and software development  
positions with an emphasis on mobile apps.  
Students will be prepared to take the App  
Developer with Swift Certification Level 1,  
Microsoft C# Software Essentials, and  
Associate Android Developer certifications. An  
Associate in Applied Science (AAS) in Mobile  
App Development and Certificates of  
Completion (CCL) in iOS Application  
Development, Android Application  
Development, Windows Application  
Development, Web App Development, Native  
Mobile App Development, Cross-Platform App  
Development and Foundations of Mobile App  
Development are also available.

**Program Notes:** Students must earn a grade of  
C or better in all courses within the program.  
Students should consult with a Department  
Advisor in arranging their schedules. Program  
requirements for CCL 5914N iOS App  
Development may be taken in the CCL 5193  
Mobile App Development. An additional CCL  
within mobile apps may also be earned based  
on course selection.

**Admission Criteria:** None.

**Program Prerequisites:** None.

## Required Courses: 24-27 Credits

CIS105 Survey of Computer Information  
Systems (3) OR  
Permission of Program Director, Department or  
Division Chair.....0-3  
CIS120DF Introduction to Adobe Photoshop..... 3  
CIS133DA Internet/ Web Development Level I + .. 3  
CIS150AB Object-Oriented Programming  
Fundamentals + ..... 3  
CIS156 Python Programming: Level I + (3) OR  
CIS159 Visual Basic Programming I + (3) OR  
CIS163AA Java Programming: Level I + (3)..... 3  
CIS162ADC# Level I + ..... (3)  
CIS165 Introduction to IOS Application  
Development + ..... 3  
CIS165DA Introduction to Android Application  
Development + ..... 3  
CIS165DBC# /VB.NET: Windows 8 App  
Development + (3) OR  
CIS165DC Xamarin/C# Cross Platform  
Development + (3)..... 3

## Restricted Electives: 9 Credits

Students must select one additional course from  
the following. Course may not apply to both  
Required Courses and Restricted Electives  
areas.

CIS156 Python Programming: Level I + ..... 3  
CIS159 Visual Basic Programming I + ..... 3  
CIS166AA Introduction to JavaScript + ..... 3  
CIS166AE Web Scripting with PHP: Hypertext  
Preprocessor (PHP) + ..... 3

Students must select two additional courses from the following. Courses may not apply to both Required Courses and Restricted Electives areas.

CIS233DAInternet/ Web Development	
Level II + .....	3
CIS262ADC# Level II + .....	3
CIS265 Advanced iOS	
Application Development + .....	3
CIS265DAAdvanced Android Application	
Development + .....	3
CIS276DAMySQL Database + .....	3
CIS276DBSQL Server Database + .....	3

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### Native Mobile App Development

#### Certificate of Completion — CCL 5063 18-21 Credits

The Certificate of Completion (CCL) in Native Mobile App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on native iOS and Android mobile apps. This CCL will help students prepare to take the App Developer with Swift Certification Level 1 and Associate Android Developer certifications. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificate of Completion (CCL) in Mobile App Development.

**Program Notes:** Students must earn a grade of C or better in all courses within the program. Students should consult with a Department Advisor in arranging their schedules. Program requirements for CCL/5834N Android Application Development and CCL/5914N iOS App Development may be taken in the CCL/5063 Native Mobile App Development.

**Admission Criteria:** None.

**Program Prerequisites:** None.

#### Required Courses: 18-21 Credits

CIS105 Survey of Computer Information Systems (3) OR	
Permission of Program Director, Department or Division Chair.....	0-3
CIS150 Programming Fundamentals + (3) OR	
CIS156 Python Programming: Level I + (3) OR	
CIS159 Visual Basic Programming I + (3) OR	
CIS162ADC# Level I + (3) OR	
CIS163AAJava Programming: Level I + (3).....	3
CIS150AB Object-Oriented Programming	
Fundamentals + .....	3
CIS165 Introduction to IOS Application	
Development + .....	3
CIS165DA Introduction to Android Application	
Development + .....	3
CIS265 Advanced iOS Application	
Development + .....	3
CIS265DAAdvanced Android Application	
Development + .....	3

**Restricted Electives:** None.

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### Network and Systems Administration

#### Associate in Applied Science — AAS 3189 61-74 Credits

The Associate in Applied Science (AAS) in Network and Systems Administration program provides students with a solid, hands-on skill set of computer, networking, and internetworking systems technology principles and desktop support. Students gain an understanding of the interaction between microcomputer software and hardware, network and internetworking operating systems software and hardware, local area network administration and management, the use of troubleshooting techniques, troubleshooting hardware and software tools, as well as interpersonal/customer service skills. Students have the opportunity to specialize in specific



information technology areas based on their interests and professional goals and leading to industry recognized certifications through an embedded Certificate of Completion (CCL) including, but not limited to, Desktop (Desktop Support, Computer System Configuration and Support, Computer System Configuration and Support, Network, Computer System Configuration and Support, Security, Computer System Configuration and Support, Linux), Cisco (Cisco Network CCNA, Cisco Network CCNP, Cisco Network CCNA Security), Linux (Red Hat Linux Engineer, Linux Associate, Red Hat Linux Administrator, Linux System Administration), Microsoft (Microsoft System Administration, Microsoft Desktop Associate), and VMware (VMware Network Administrator, VMware Foundations, VMware System Administrator). Graduates may pursue employment in a variety of information technology environments and/or transfer to a university.

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST. Students may receive credit for courses within the program based on current industry certifications.

This program replaces:

AAS/3013 Linux Networking Administration  
 AAS/3095 Information Technology: Cisco Networking  
 AAS/3096 Information Technology: Network Server  
 AAS/3208 Networking System Administration  
 AAS/3312 Computer and Networking Technology  
 AAS/3778 Microsoft Networking Technology  
 AAS/3794 Network Administration  
 AAS/3816 Networking Technology: Cisco

**Admission Criteria:** None.

**Program Prerequisites:** None.

### **Required Courses:** 31-46 Credits

BPC170	A+ Exam Prep: Computer Hardware Configuration and Support + .....	3
BPC270	A+ Exam Prep: Operating System Configuration and Support + .....	3
CIS102DA	Customer User Support .....	3
CIS105	Survey of Computer Information Systems .....	3

CIS126DL Linux Operating System (3) OR  
 CIS126RH Red Hat System Administration I (3) ... 3

CIS190 Introduction to Networking + (3) OR  
 CNT140AB Introduction to Networks (4).....3-4  
 (CNT140AB is required for students on the Cisco specialization)

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

Students must also select from one of the following areas of specialization based on their career goals.

Specialization 1: Cisco System Administration (CCNA) and Security (12 credits)

CNT150AB	Switching, Routing, and Wireless Essentials + .....	4
CNT160AB	Enterprise Networking, Security, and Automation + .....	4
CNT202	Cisco Secure Firewall Appliance Configuration + (4) OR	
CNT205	Cisco Certified Network Associate Security + (4) .....	4

Specialization 2: Cisco System Administration (CCNP) (24 credits)

CNT150AB	Switching, Routing, and Wireless Essentials + .....	4
CNT160AB	Enterprise Networking, Security, and Automation + .....	4

CNT240	Cisco Certified Network Professional: Enterprise Core + (8) OR	
CNT240AA	Cisco Certified Network Professional: Enterprise Core I + (4)	
AND		
CNT240AB	Cisco Certified Network Professional: Enterprise Core II +(4) .....	8
CNT250	Cisco Certified Network Professional: Enterprise Advanced Routing and Services + (8) OR	
CNT250AA	Cisco Certified Network Professional: Enterprise Advanced Routing and Services I +(4) AND	
CNT250AB	Cisco Certified Network Professional: Enterprise Advanced Routing and Services II + (4) .....	8

#### Specialization 3: Linux System Administration (15 credits)

CIS238DL	Linux System Administration +.....	3
CIS239DL	Linux Shell Scripting +.....	3
CIS240DL	Linux Network Administration + .....	3
CIS271DL	Linux Security +.....	3
CIS275DL	Linux Capstone + .....	3

#### Specialization 4: Red Hat Enterprise Linux Administration (15 credits)

CIS238RH	Red Hat System Administration II +....	3
CIS239DL	Linux Shell Scripting +.....	3
CIS240RH	Red Hat System Administration III +...	3
CIS271RH	Red Hat System Administration IV +..	3
CIS275DL	Linux Capstone +.....	3

#### Specialization 5: Cloud System Administration (15-16 credits)

BPC274	Advanced Server Computer Maintenance:	
	Server+ Prep +.....	3
CIS121AH	Microsoft PowerShell/Command Line Operations.....	3
CIS239DL	Linux Shell Scripting +.....	3

MST160	Azure Administrator + (4), OR	
CLD110	Amazon Web Services Cloud Foundations +(3).....	3-4

MST260	Microsoft Azure Cloud Development and Operations + (3) OR	
CLD120	Amazon Web Services Cloud Architect Associate + (3).....	3

#### Specialization 6: VMware Network Administrator (12 credits)

CIS293	VMware ESXI Server Enterprise +.....	4
CIS294	VMware vSphere Operate, Scale and Secure + .....	4
CIS295	VMware NSX: Install, Configure, Manage + .....	4

#### Restricted Electives: 0-8 Credits

Students are to select enough Restricted Elective credits to meet a minimum of 60 credits not used to satisfy Required Courses or selected specializations within the Required Courses. Consult with an Academic, Program, or Faculty Advisor to pick courses that align with your career goals.

#### Cisco Electives

CNT140AB	Introduction to Networks .....	4
CNT150AB	Switching, Routing, and Wireless Essentials + .....	4
CNT160AB	Enterprise Networking, Security, and Automation + .....	4
CNT171	CCNA Exam Prep +.....	1
CNT202	Cisco Secure Firewall Appliance Configuration + (4) OR	
CNT205	Cisco Certified Network Associate Security + (4).....	4
CNT206	Cisco Certified Network Associate Wireless + .....	4

#### Linux Electives

CIS238DL	Linux System Administration + (3) OR	
CIS238RH	Red Hat System Administration II + (3) .....	3
CIS239DL	Linux Shell Scripting + .....	3
CIS240DL	Linux Network Administration + (3) OR	
CIS240RH	Red Hat Systems Administration III + (3) .....	3
CIS275DL	Linux Capstone +.....	3

### Microsoft Electives

MST+++++Any MST Microsoft Technology course  
CIS121ABMicrosoft Command Line Operations.. 1  
CIS121AHMicrosoft PowerShell/Command Line  
Operations..... 3

### Security Electives

CIS270 Essentials of Network and Information  
Security +..... 3  
ITS110 Information Security Fundamentals +.. 3

### VMware Electives

CIS293 VMware ESXI Server Enterprise +..... 4  
CIS294 VMware vSphere Operate, Scale and  
Secure +..... 4  
CIS295 VMware NSX: Install,  
Configure, Manage +..... 4

### Other Information Technology Electives

BPC171 Recycling Used Computer  
Technology ..... 1-3  
CIS111 Ethics in Information Technology ..... 3  
CIS124AAManagement Software: Level I..... 1  
CIS124BAProject Management Software:  
Level II +..... 1  
CIS156 Python Programming: Level I +..... 3  
CIS190 Introduction to Networking +..... 3  
CIS224 Project Management Microsoft Project  
for Windows..... 3  
CIS250 Management of Information Systems +3  
CIS266 Network Integration Capstone + ..... 4  
CIS290++ Computer Information Systems  
Internship ..... 1-3  
CIS296++ Cooperative Education + ..... 1-4  
CIS298++ Special Projects + ..... 1-3  
ITS120 Legal, Ethical, and Regulatory Issues +.. 3

### General Education Requirements: 22-28 Credits

#### CORE: 12-18 Credits

#### First-Year Composition:

ENG101 First-Year Composition + (3) OR  
ENG107 First-Year Composition for ESL + (3)  
AND  
ENG102 First-Year Composition + (3) OR  
ENG108 First-Year Composition for ESL (3) +  
OR  
ENG111 Technical and Professional Writing (3) 6  
(ENG111 does not count as an ENG Transfer  
option)

### Oral Communication:

COM100 Introduction to Human  
Communication (3) OR  
COM110 Interpersonal Communication (3) OR  
COM225 Public Speaking + (3) OR  
COM230 Small Group Communication (3) ..... 3  
COM225 is recommended for students transferring  
to Northern Arizona University.

### Critical Reading:

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

### Mathematics:

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

### DISTRIBUTION: 10 Credits

#### Humanities, Arts and Design:

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

#### Social-Behavioral Sciences:

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

#### Natural Sciences:

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

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### Programming and Systems Analysis

#### Associate in Applied Science — AAS 3844 62-71 Credits

The Associate in Applied Science (AAS) in  
Programming and Systems Analysis program  
provides an in-depth exploration of different  
computer language and technical skills. The  
AAS includes, but is not limited to the  
following: operating systems, local area

networks, business communication, team roles, and dynamics. Certificate of Completions (CCLs) in Programming and Systems Analysis Level I and Level II and iOS App Development are also available.

**Program Notes:** Students must earn a grade of C or better in all courses required within the program. Consultation with an Academic Advisor is recommended for course selection. Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 34-37 Credits

CIS105 Survey of Computer Information Systems.....3  
GBS151 Introduction to Business .....3

CIS126DL Linux Operating System (3) OR  
CIS126RHRed Hat System Administration I (3) OR  
MST150++Any Microsoft Windows course + (3) 3

CIS133DAInternet/ Web Development Level I...3

Students interested in pursuing an iOS Certificate of Completion (CCL) are recommended to take CIS150AB.

CIS150 Programming Fundamentals + (3) OR  
CIS150AB Object-Oriented Programming Fundamentals + (3).....3

CIS166++ Any Web Scripting course(s) + .....3

CIS190 Introduction to Networking + (3) OR  
CNT140AAIntroduction to Networks (4) OR  
MST140 Microsoft Networking Essentials + (3) 3-4

CIS225ABObject-Oriented Analysis and Design + (3) OR  
CIS250 Management of Information Systems + (3).....3

CIS119DOIntroduction to Oracle: SQL + (3) OR  
CIS276DAMySQL Database + (3) OR  
CIS276DB SQL Server Database + (3)..... 3

FYE101 Introduction to College, Career and Personal Success (1) OR

FYE103 Exploration of College, Career and Personal Success (3) ..... 1-3

Select a programming language from below that best aligns with academic and professional goals (2 courses for a total of 6 credits) in one of the following areas:

CIS156 Python Programming: Level I + (3) AND

CIS256 Python Programming: Level II + (3) OR

CIS159 Visual Basic Programming I + (3) AND  
CIS259 Visual Basic Programming II + (3) OR

CIS162++ Any C Programming: Level I course + (3) AND

CIS262++ Any C Programming: Level II course + (3) OR

CIS163AAJava Programming: Level I + (3) AND  
CIS263AAJava Programming: Level II + (3) OR

CIS165++ Any Mobile Application Development course + (3) AND

CIS265 Advanced iOS Application Development + (3)..... 6

**Restricted Electives:** 6 Credits

Students may not use courses from the Required Courses area.

CIS224 Project Management Microsoft Project for Windows ..... 3

CIS151 Computer Game Development-Level I + ..... 3

CIS156 Python Programming: Level I + ..... 3

CIS159 Visual Basic Programming I + ..... 3

CIS162++ Any C Programming: Level I course + 3

CIS163AAJava Programming: Level I + ..... 3

CIS165++ Any Mobile Application Development course + ..... 3

CIS251 Computer Game Development Level II + ..... 3

CIS259 Visual Basic Programming II + ..... 3

CIS262++	Any C Programming: Level II course + .....	3
CIS263AA	Java Programming: Level II +.....	3
CIS265	Advanced iOS Application Development + .....	3
GBS211	Legal, Ethical and Regulatory Issues of the Internet Studies.....	3

### General Education Requirements: 22-28 Credits

#### CORE: 12-18 Credits

#### First-Year Composition:

ENG101	First-Year Composition + (3) OR	
ENG107	First-Year Composition for ESL + (3) AND	
ENG102	First-Year Composition + (3) OR	
ENG108	First-Year Composition for ESL + ....	6

#### Oral Communication:

Any approved general education course in the Oral Communication area.....3

#### Critical Reading:

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

#### Mathematics:

MAT150	College Algebra/Functions + (5) OR	
MAT151	College Algebra/Functions + (4) OR	
MAT152	College Algebra/Functions + (3) OR	
MAT155	College Algebra/Functions with Review + (5) OR	
MAT156	College Algebra/Functions with Review + (6) .....	3-6

### DISTRIBUTION: 10 Credits

#### Humanities, Arts and Design:

Any approved general education course in the Humanities, Arts and Design [HU] area .....3

#### Social-Behavioral Sciences:

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

#### Natural Sciences:

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

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### Programming and Systems Analysis Level I Certificate of Completion — CCL 5048 24 Credits

The Certificate of Completion (CCL) in Programming and Systems Analysis Level I provides an exploration of different computer language and technical skills. The CCL includes, but is not limited to the following: operating systems, local area networks, business communication, team roles, and dynamics. A Certificate of Completion (CCL) in Programming and Systems Analysis Level II, Certificate of Completion (CCL) in iOS App Development and an Associate in Applied Science (AAS) in Programming and Systems Analysis are also available.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program. Consultation with an Academic Advisor is recommended for course selection. Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**Admission Criteria:** None.

**Program Prerequisites:**None.

#### Required Courses: 24 Credits

CIS105	Survey of Computer Information Systems .....	3
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CIS119DO	Introduction to Oracle: SQL + (3) OR	
CIS276DA	MySQL Database + (3) OR	
CIS276DB	SQL Server Database + (3) .....	3

CIS126DL	Linux Operating System (3) OR	
CIS126RH	Red Hat System Administration I (3) OR	
MST150++	.Any Microsoft Windows course + (3) 3	

CIS133DAInternet/ Web Development Level I 3

CIS150 Programming Fundamentals + (3) OR  
CIS150AB Object-Oriented Programming  
Fundamentals + (3)..... 3

CIS166++ Any Web Scripting course(s) + ..... 3  
GBS151 Introduction to Business ..... 3

Select a programming language from below that best aligns with academic and professional goals (1 course for a total of 3 credits) in one of the following areas:

CIS156 Python Programming: Level I + (3) OR  
CIS159 Visual Basic Programming I + (3) OR  
CIS162++ Any C Programming:  
Level I course + (3) OR  
CIS163AAJava Programming: Level I + (3) OR  
CIS165++ Any Mobile Application Development  
course + (3)..... 3

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## Programming and Systems Analysis Level II Certificate of Completion — CCL 5962 36-38 Credits

The Certificate of Completion (CCL) in Programming and Systems Analysis Level II provides an in-depth exploration of different computer language and technical skills. This CCL includes, but is not limited to the following: local area networks, team roles, and dynamics. A Certificate of Completion (CCL) in iOS Application Development and an Associate in Applied Science (AAS) in Programming and Systems Analysis are available.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 33-34 Credits

The following courses are required and included in the Certificate of Completion (CCL) in Programming and Systems Analysis Level I.

CIS105 Survey of Computer Information  
Systems ..... 3

CIS119DOIntroduction to Oracle: SQL + (3) OR  
CIS276DAMySQL Database + (3) OR  
CIS276DBSQL Server Database + (3)..... 3

CIS126DL Linux Operating System (3) OR  
CIS126RHRed Hat System Administration I (3)  
OR  
MST150++Any Microsoft Windows course + (3) 3

CIS133DAInternet/ Web Development Level I.. 3

CIS150 Programming Fundamentals + (3) OR  
CIS150AB Object-Oriented Programming  
Fundamentals + (3) ..... 3

CIS156 Python Programming: Level I + (3) OR  
CIS159 Visual Basic Programming I + (3) OR  
CIS162++ Any C Programming:  
Level I course + (3) OR  
CIS163AAJava Programming: Level I + (3) OR  
CIS165++ Any Mobile Application Development  
course + (3)..... 3

CIS166++ Any Web Scripting course(s) + ..... 3  
GBS151 Introduction to Business ..... 3

The following courses are required for the CCL in Programming and Systems Level II:

CIS190 Introduction to Networking + (3) OR  
CNT140ABIntroduction to Networks (4) OR  
MST140 Microsoft Networking  
Essentials + (3) ..... 3-4

CIS225ABObject-Oriented Analysis  
and Design + (3) OR  
CIS250 Management of Information  
Systems + (3) ..... 3

**Restricted Electives: 3-4 Credits**

Select one of the courses below that best aligns with academic and professional goals for a total of 3 credits. Students may not choose courses they have taken from the Required Courses area.

CIS151	Computer Game Development Level I + .....	3
CIS156	Python Programming: Level I + .....	3
CIS159	Visual Basic Programming I + .....	3
CIS162++	Any C Programming: Level I course +	3
CIS163AA	Java Programming: Level I + .....	3
CIS165++	Any Mobile Application Development course + .....	3
CIS224	Project Management Microsoft Project for Windows .....	3
CIS251	Computer Game Development- Level II + .....	3
CIS256	Python Programming: Level II + .....	3
CIS259	Visual Basic Programming II + .....	3
CIS262++	Any C Programming: Level II course + .....	3
CIS263AA	Java Programming: Level II + .....	3
CIS265	Advanced iOS Application Development + .....	3
CIS267	Pega System Architect Essentials + ...	4
GBS211	Legal, Ethical and Regulatory Issues of the Internet Studies .....	3

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**Red Hat Linux Administrator  
Certificate of Completion — CCL 5049N  
6-9 Credits**

The Certificate of Completion (CCL) in Red Hat Linux Administrator program is designed to help prepare students for employment or to improve current professional skills. The program includes Red Hat Enterprise Linux system basics and management including sophisticated manipulation of file structures, backup systems, troubleshooting, user account management, hard disk maintenance and configuration, process monitoring and prioritizing, and system resource control. This program helps prepare students for the Red Hat

Certified System Administrator (RHCSA) certification exam. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

**Program Notes:** This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better for all courses required within the program. Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the Required Courses area. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director. Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses: 6-9 Credits**

CIS105	Survey of Computer Information Systems (3) OR	
	Permission of Program Director (0) .....	0-3
CIS126RH	Red Hat System Administration I .....	3
CIS238RH	Red Hat System Administration II + ...	3

**Restricted Electives:** None.

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### **Red Hat Linux Engineer**

#### **Certificate of Completion — CCL 5050N**

##### **9-12 Credits**

The Certificate of Completion (CCL) in Red Hat Linux Engineer program is designed to help prepare students for employment or to improve current professional skills. The program includes in depth Red Hat Enterprise Linux system networking including integrating Linux servers and workstations into a network environment with multi-platform network operating systems with a variety of open-standard and proprietary protocols. This program helps prepare students for the Red Hat Certified System Administrator (RHCSA) and Red Hat Certified Engineer (RHCE) certification exams. Students who complete this program may seek employment in a variety of environments. Students can also pursue additional Certificates of Completion (CCL) in a variety of specializations within the information technology field to deepen their knowledge and skills and help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

**Program Notes:** This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better for all courses required within the program. Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the Required Courses area. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director. Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**Admission Criteria:** None.

**Program Prerequisites:** None.

#### **Required Courses:** 9-12 Credits

CIS105 Survey of Computer Information Systems (3) OR

Permission of Program Director (0) ..... 0-3

CIS126RHRed Hat System Administration I..... 3

CIS238RHRed Hat System Administration II +.... 3

CIS240RHRed Hat System Administration III +... 3

**Restricted Electives:** None.

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### **VMware Foundations**

#### **Certificate of Completion — CCL 5035N**

##### **4 Credits**

The Certificate of Completion (CCL) in VMware Foundations program is designed to help students prepare for VMware industry certifications and work in a variety of information technology environments including software defined data centers. The program introduces vSphere and VMware ESXi server in the enterprise and covers many aspects of virtualization for VMware ESXi server administration. It is designed to help prepare students for the VMware Certified Technical Associate (VCTA) certification exam. Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and to help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

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



Students who pursue this Certificate of Completion (CCL) should have a basic level of computer literacy including navigating the internet and computer systems or take CIS105 as indicated in the required courses. Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: BPC, CIS, CNT, and MST.

**Admission Criteria:** This Certificate of Completion (CCL) is intended for industry professionals with the requisite experience. To pursue this CCL, students must complete the prerequisites to the courses within the Required Courses area as follows OR receive permission of the Program Director:

CIS105	Survey of Computer Information Systems.....	3
BPC170	A+ Exam Prep: Computer Hardware Configuration and Support + (3) AND	
BPC270	A+ Exam Prep: Operating System Configuration and Support + (3) OR	
MST150++	Any Windows Operation Course (3)3-6	
CIS126DL	Linux Operating System (3) OR	
CIS126RH	Red Hat System Administration I (3).....	3
CIS190	Introduction to Networking + (3) OR	
CNT140B	Introduction to Networks (3) .....	3

Students with no industry experience have the option to complete the full CCL VMware Network Administrator (major code 5032), that includes the courses in Admission Criteria and required courses.

**Program Prerequisites:** None.

**Required Courses:** 4 Credits

CIS293 VMware ESXI Server Enterprise +..... 4

**Restricted Electives:** None.

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### **VMware Systems Administrator Certificate of Completion — CCL 5033N 12 Credits**

The Certificate of Completion (CCL) in VMware Systems Administrator program is designed to help students prepare for VMware industry certifications and work in a variety of information technology environments including software defined data centers. The program introduces vSphere and VMware ESXi server in the enterprise and covers many aspects of virtualization for VMware ESXi server administration. It includes advanced skills for configuring and maintaining a highly available and scalable virtual infrastructure and is designed to prepare students for the VMware Certified Technical Associate (VCTA) and VMware Certified Professional (VCP) certification exams.

Students can also pursue additional Certificates of Completion (CCLs) in a variety of specializations within the information technology field to deepen their knowledge and skills and to help prepare them for multiple industry certification examinations. An Associate in Applied Science (AAS) in Network and Systems Administration is also available.

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

Students with the requisite skills may have the CIS105 requirement waived by permission of the Program Director.

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: BPC, CIS, CNT and MST.

**Admission Criteria:** This Certificate of Completion (CCL) is intended for industry professionals with the requisite experience. To pursue this CCL, students must complete the prerequisites to the courses within the Required Courses area as follows OR receive permission of the Program Director:

CIS105	Survey of Computer Information Systems.....	3
BPC170	A+ Exam Prep: Computer Hardware Configuration and Support + (3) AND	
BPC270	A+ Exam Prep: Operating System Configuration and Support + (3) OR	
MST150++	Any Windows Operation Course (3)3-6	
CIS126DL	Linux Operating System (3) OR	
CIS126RH	Red Hat System Administration I (3) ...	3
CIS190	Introduction to Networking + (3) OR	
CNT140AB	Introduction to Networks (4) .....	3-4

Students also have the option to complete the full CCL in this program, VMware Network Administrator (major code 5032), that includes the prerequisites and required courses.

**Program Prerequisites:** None.

**Required Courses:** 12 Credits

CIS293	VMware ESXI Server Enterprise +.....	4
CIS294	VMware vSphere Operate, Scale and Secure + .....	4
CIS295	VMware NSX: Install, Configure, Manage + .....	4

**Restricted Electives:** None.

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### Web App Development

#### Certificate of Completion — CCL 5835N 9-12 Credits

The Certificate of Completion (CCL) in Web App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on web apps. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificates of Completion (CCL) in Mobile App Development and Cross- Platform App Development.

**Program Notes:** This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better for all courses within the program. Students should consult with a Department Advisor in arranging their schedules. Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 9-12 Credits

CIS105	Survey of Computer Information Systems (3) OR	
	Permission of Program Director, Department or Division Chair (0) .....	0-3

CIS133DAInternet/ Web Development Level I + ..

CIS166AAIntroduction to JavaScript +.....

CIS233DAInternet/ Web Development Level II + 3

**Restricted Electives:** None.

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## Web Design/Development

### Associate in Applied Science — AAS 3185

#### 61-70 Credits

The Associate in Applied Science (AAS) in Web Design/Development prepares students to design, create, and administer interactive and professional web sites. Courses focus on "hands-on" experience with web publishing, web graphics preparation, scripting, content management systems and e-commerce solutions. The program provides students a pathway to either develop advanced skills in Web Design or Web Development. Certificates of Completion (CCLs) in Foundational Web Technologies, Web Design and Web Development are also available. Some of these programs are available at select colleges. Please check with your local college for program availability.

**Program Notes:** Students must earn a grade of C or better in each course in the program. Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**Admission Criteria:** None.

**Program Prerequisites:** None.

#### Required Courses: 22-24 Credits

In addition to the required course work students

must consult with a program advisor to select one of the specializations within the Restricted Electives area.

CIS105	Survey of Computer Information Systems.....	3
CIS120DF	Adobe Photoshop Level I: Digital Imaging.....	3
CIS133DA	Internet/ Web Development Level I...3	
CIS136	Content Management Systems: WordPress.....	3

CIS166AA	Introduction to JavaScript + .....	3
CIS233DA	Internet/ Web Development Level II +.	3
CIS235	e-Commerce + .....	3
FYE101	Introduction to College, Career and Personal Success (1) OR	
FYE103	Exploration of College, Career and Personal Success (3) .....	1-3

#### Restricted Electives: 17-22 Credits

Complete all courses in the specialization below that best aligns with your academic and professional goals. Consult with an academic, faculty, or program advisor.

#### Specialization I: Web Design (17-22 credits)

ART112	Two-Dimensional Design (3) OR	
AVC100	Introduction to Digital Arts (1) AND	
AVC181	Graphic Design I (3) OR	
AVC183	Digital Graphic Arts I (3) .....	3-4

CIS120DA Introduction to Digital Video Editing:  
Adobe Premiere (3) OR

CIS120DK Introduction to Digital  
Video Editing (3)..... 3

CIS120DB Computer Graphics: Adobe Illustrator. 3

CIS120DC Adobe Animate: Digital Animation (3)  
OR

CIS220DF Adobe Photoshop Level II: Advanced  
Digital Imaging + (3)..... 3

CIS138DA Desktop Design and Publishing Using  
Adobe InDesign +..... 3

Students must select 2 to 6 credits in consultation with your program advisor to further develop skills in the areas of Adobe, Art, Social Media, Marketing, Business and/or Multimedia.

#### Specialization II: Web Development (18 credits)

CIS119DO	Introduction to Oracle: SQL + (3) OR	
CIS276++	Any Database Management Systems course + (3) .....	3

CIS126DL Linux Operating System (3) OR  
CIS126RH Red Hat System Administration I (3) 3

CIS166AE Web Scripting with PHP: Hypertext  
Preprocessor (PHP) + .....

Programming Language: Select two courses for a total of 6 credits.

CIS150A	Object-Oriented Programming Fundamentals + .....	3
CIS156	Python Programming: Level I + .....	3
CIS159	Visual Basic Programming I + .....	3
CIS162++	Any C Programming course + .....	3
CIS163AA	Java Programming: Level I + .....	3
CIS165++	Any Mobile Application Development course + .....	3
CIS256	Python Programming: Level II + .....	3
CIS262AD	C# Level II + .....	3
CIS263AA	Java Programming: Level II + .....	3
CIS265++	Any Advanced Application Development + .....	3

Students must select 3 credits of any course with a CIS prefix in consultation with their program advisor to further develop skills in the areas of Databases, Information Systems, Programming, and/or Operating Systems.

**General Education:** 22-28 Credits

**CORE:** 12-18 Credits

**First-Year Composition:**

ENG101	First-Year Composition + (3) OR	
ENG107	First-Year Composition for ESL + (3)	
AND		
ENG102	First-Year Composition + (3) OR	
ENG108	First-Year Composition for ESL + (3).	6

**Oral Communication:**

Any approved general education course from the Oral Communication area .....3

**Critical Reading:**

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

**Mathematics:**

Any approved general education course in the Mathematics area.....3-6  
(MAT140, MAT141, MAT142, MAT145, MAT146 College Mathematics) OR (MAT150, MAT151, MAT152, MAT155, MAT156 College Algebra/Functions) OR higher math course with the Mathematical Applications [MA] general education designation recommended for students intending to transfer to a four-year institution. MAT187  
Precalculus is recommended for students intending to transfer to ASU (Tempe campus) to earn a BS in Graphic Information Technology.

**DISTRIBUTION:** 10 Credits

**Humanities, Arts and Design:**

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

**Social-Behavioral Sciences:**

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

PSY101 Introduction to Psychology is recommended for students intending to transfer to ASU (Polytechnic campus) to earn a BS in Technical Communication (User Experience) or to ASU (Tempe campus) to earn a BS in Graphic Information Technology.

**Natural Sciences:**

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

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**Web Development**

**Certificate of Completion — CCL 5988**

**39 Credits**

The Certificate of Completion (CCL) in Web Development prepares students to create and administer interactive and professional websites. The program provides students with knowledge and skills in developing dynamic websites, client and server-side programs, database structures, and object-oriented design. A Certificate of Completion (CCL) in Web Design and an Associate in Applied Science (AAS) in Web Design/Development are also available. Some of these programs are available at select colleges. Please check with your local college for program availability.

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

Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

This program replaces:  
CCL/5051 Web Developer  
CCL/5060 Web Developer  
CCL/5168 Web Development and Graphic Design  
CCL/5346 Web Development

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 36 Credits

The following courses are required and included in the CCL in Web Foundations.

CIS105 Survey of Computer Information Systems .....3  
CIS120DF Introduction to Adobe Photoshop.....3  
CIS133DAInternet/ Web Development Level I...3  
CIS136 Content Management Systems: WordPress.....3  
CIS166AAIntroduction to JavaScript + .....3  
CIS233DAInternet/ Web Development Level II + .3  
CIS235 e-Commerce + .....3

The following courses are required for the CCL in Web Development.

CIS166AE Web Scripting with PHP: Hypertext Preprocessor (PHP) + .....3

CIS119DOIntroduction to Oracle: SQL + (3) OR  
CIS276++ Any Database Management Systems course + (3).....3

CIS126DL Linux Operating System (3) OR  
CIS126RHRed Hat System Administration I (3)3

Programming Language: Select two courses for a total of 6 credits.

CIS150AB Object-Oriented Programming Fundamentals + .....3  
CIS156 Python Programming: Level I +.....3  
CIS159 Visual Basic Programming I + .....3  
CIS162++ Any C Programming course +.....3  
CIS163AAJava Programming: Level I + .....3  
CIS165++ Any Mobile Application Development course.....3  
CIS256 Python Programming: Level II +.....3  
CIS262ADC# Level II + .....3  
CIS263AAJava Programming: Level II +.....3

CIS265++ Any Advanced Application Development course + ..... 3

**Restricted Electives:** 3 Credits

Students should select any course with a CIS prefix in consultation with their program advisor to further develop skills in the areas of Databases, Information Systems, Programming, and/or Operating Systems.

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**Web Foundations**

**Certificate of Completion — CCL 5984  
21 Credits**

The Certificate of Completion (CCL) in Web Foundations introduces students to designing and developing web pages. This CCL prepares students for entry level web positions. Certificates of Completion (CCL) in Web Design and Web Development are available. An Associate in Applied Science (AAS) degree in Web Design/ Development is also available.

**Program Notes:** Students must earn a grade of C or better in each course in the program. Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 21 Credits

CIS105 Survey of Computer Information Systems .....3  
CIS120DF Adobe Photoshop Level I: Digital Imaging 3  
CIS133DAInternet/ Web Development Level I.....3  
CIS136 Content Management Systems: WordPress .....3  
CIS166AAIntroduction to JavaScript + .....3  
CIS233DAInternet/ Web Development Level II + 3  
CIS235 e-Commerce + .....3

**Restricted Electives:** None.

**CONTACT:** Mr. W. Tagart, Program Director:  
(602) 532.8712  
wallace.tagart@phoenixcollege.edu and/or  
https://www.phoenixcollege.edu/iti

**Windows App Development  
Certificate of Completion — CCL 5833N  
9-12 Credits**

The Certificate of Completion (CCL) in Windows App Development prepares students for employment in entry-level coding, programming, and software development positions with an emphasis on Windows platform and cross-platform apps. This CCL will help prepare students to take the MTA Software Development Fundamentals C# certification. Courses in this certificate can apply toward the Associate in Applied Science (AAS) in Mobile App Development and Certificates of Completion (CCLs) in Cross- Platform App Development and Mobile App Development.

**Program Notes:** This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses within the program. Students should consult with a Department Advisor in arranging their schedules. Courses within any of the following prefixes must be taken within five (5) years prior to completion of the program to be applied toward this award: AIM, BPC, CIS, CLD, CNT, CSC, ITS, and MST.

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 9-12 Credits

CIS105 Survey of Computer Information  
Systems (3) OR  
Permission of Program Director, Department or  
Division Chair (0).....0-3

CIS162ADC#: Level I + ..... 3

CIS165DBC#/VB.NET: Windows 8 App  
Development + (3) OR  
CIS165DC Xamarin/C# Cross Platform  
Development + (3)..... 3

CIS262ADC# Level II + ..... 3

**Restricted Electives:** None.

## Culture and Society

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

**American Indian Studies  
Academic Certificate — AC 6208N  
15 Credits**

The Academic Certificate (AC) in American Indian Studies program explores the unique experiences of the American Indian people living in the Southwest and provides students the opportunity to study the cultures, values, histories, and contemporary lives of the indigenous people of North America. The Certificate includes courses that investigate their language, literature, arts, philosophy, religions, and politics.

**Program Notes:** This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better for all courses required within the program. Federal Indian policy stipulates tribal preference in hiring, which should be considered in seeking employment with tribal nations and selected federal agencies. Seek advice of the tribal agency for available employment opportunities.

**Admission Criteria:** None.

**Program Prerequisites:** None.

# **Required Courses: 12 Credits**

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

AIS/  
SOC105 Introduction to American  
Indian Studies .....3

AIS/  
SOC160 American Indian Law .....3

AIS213/  
REL203 American Indian Religions + (3) OR  
AIS/  
HIS140 American Indian History (3) .....3

# **Restricted Electives: 3 Credits**

Select at total of 3 credits from the following list  
except those used to satisfy Required Courses area.

AIS+++ Any AIS American Indian Studies  
course + .....3  
ARH145 History of American Indian Art .....3  
CCS101 Chicano and Chicana Studies .....3  
ENH259 American Indian Literature.....3  
GCU221 Arizona Geography.....3  
HIS+++ Any HIS History course .....3  
NAV+++ Any NAV Navajo course + .....3  
SPH245 Hispanic Heritage in the Southwest ..3

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

# **Chicana and Chicano Studies**

## **Academic Certificate — AC 6230N**

### **12-13 Credits**

The Academic Certificate (AC) in Chicana and  
Chicano Studies explores the unique experiences of  
the Chicana and Chicano people living in the  
Southwest. The Certificate provides a study of  
Mexican-American life in the society of the United  
States, including Mexican background, social and  
cultural differences, and experiences of assimilation.

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

**Admission Criteria:** None.

# **Program Prerequisites: 3-6 Credits**

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

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

# **Required Courses: 9 Credits**

CCS101 Chicana and Chicano Studies + ..... 3  
HIS109 Mexican American History  
and Culture..... 3  
SPH245 Hispanic Heritage in the Southwest.. 3

# **Restricted Electives: 3-4 Credits**

ENH112 Chicano Literature ..... 3  
HIS145 History of Mexico..... 3  
HUM213 Hispanic Film..... 3  
SPA101 Elementary Spanish I..... 4  
SPA102 Elementary Spanish II + ..... 4  
SPA103 Elementary Spanish for Spanish  
Speakers I + ..... 4  
SPA104 Elementary Spanish for Spanish  
Speakers II + ..... 4  
SPA201 Intermediate Spanish I + ..... 4  
SPA202 Intermediate Spanish II + ..... 4  
SPA203 Spanish for Spanish-Speaking  
Students I + ..... 4  
SPA204 Spanish for Spanish-Speaking  
Students II + ..... 4

**CONTACT:** Mr. J. Kilduff  
(602) 285.7824 and/or  
josiah.kilduff@phoenixcollege.edu

### **Creative Writing**

#### **Academic Certificate — AC 6224N**

##### **24 Credits**

The Academic Certificate (AC) in Creative Writing program is designed to provide students and professional writers with access to a community of writers and creative writing activities, instruction and guidance from established authors, and ongoing support in improving their writing skills and marketing their work. As students take courses in the program, they will build a portfolio of original work that may be submitted for publication. The program offers classes, workshops, and other activities such as readings and contests, which are accessible to writers of all levels regardless of academic or professional standing. The program aims to serve a diverse community who may be underrepresented in traditional creative writing programs. Completion of the certificate does not lead to a particular degree program, but may aid students in their pursuit of a career in the writing professions and in their continued enjoyment of writing for personal growth.

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

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

**Program Prerequisites:** None.

##### **Required Courses:** 21 Credits

ENG210 may be substituted for CRW150 with permission of Program Director.

CRW150 Introduction to Creative Writing .....3

CRW200 must be repeated for a total of two (2) credits.

CRW200 Readings for Writers (1).....2

CRW201 Portfolio .....1

Students must complete six (6) credits from Series I and nine (9) credits from Series II in consultation with a Program Director.

##### **Series I:**

Students must complete two (2) of the following courses for a total of six (6) credits.

CRW120 Introduction to Writing Children's Literature 3  
CRW160 Introduction to Writing Poetry..... 3  
CRW170 Introduction to Writing Fiction..... 3  
CRW172 Introduction to Comic Book Writing 3  
CRW180 Introduction to Writing Nonfiction... 3  
CRW190 Introduction to Screenwriting ..... 3  
THE118 Playwriting..... 3

##### **Series II:**

Students must complete three (3) of the following courses for a total of nine (9) credits.

CRW202 The Writer as Witness + ..... 3  
CRW204 Journaling + ..... 3  
CRW220 Intermediate Writing Children's .....  
Literature + ..... 3  
CRW251 Topics in Creative Writing ..... 3  
CRW260 Intermediate Poetry Writing + ..... 3  
CRW261 Topics in Writing: Poetry + ..... 3  
CRW270 Intermediate Fiction Writing + ..... 3  
CRW271 Topics in Writing: Fiction + ..... 3  
CRW272 Planning and Structuring the Novel +. 3  
CRW273 Writing the Novel + ..... 3  
CRW274 Revising the Novel + ..... 3  
CRW281 Topics in Writing: Non-Fiction + ..... 3  
CRW290 Intermediate Screenwriting + ..... 3  
CRW291 Topics in Writing: Plays + ..... 3

##### **Restricted Electives:** 3 Credits

CRW+++++Any CRW Creative Writing prefixed  
course not listed under Required Courses  
area. .... 1-3

ENG235 Magazine Article Writing ..... 3

ENH+++++Any ENH English Humanities prefixed  
course + ..... 3

HUM/

THF210 Contemporary Cinema..... 3

THE260 Film Analysis..... 3



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

### Deaf Interpreter Preparation

**Associate in Applied Science — AAS 3216**

**60-69 Credits**

*An application for Deaf Interpreter Preparation has been submitted to the accreditor and is pending HLC approval. This program is not yet eligible for Title IV Federal Financial Aid.*

**This program requires a G.P.A. of 2.5.**

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

\*May apply to other states' requirements.

**Program Notes:** Admission into the Interpreter Preparation Program is available to a limited number of applicants. Applicants are required to meet with the Deaf Studies Program Director for screening.

Students must earn a grade of B or better in IPP211, IPP215, IPP218, IPP220, IPP221, IPP230AA, and IPP230AB to graduate.

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

Students intending to transfer are strongly encouraged to meet with an academic and

faculty advisor once they have selected their transfer institution to ensure all requirements for achieving junior standing are satisfied. This program is intended specifically for individuals who are deaf and pursuing career and workforce opportunities in the field of Interpreting. Certification and Licensure are also available to those seeking this specialized type of interpretation.

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

Formal application and acceptance into program is required.

Acceptance into the program requires demonstration of fluency in both English and American Sign Language.

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

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

**Program Prerequisites:** None.

### Required Courses: 33-36 Credits

ASL200	Issues and Resources + .....	3
ASL203	American Sign Language V + .....	4
ASL204	Comparative Linguistics: English/ASL + .....	3
ASL212	Deaf Culture + .....	3
IPP198	Careers in Deaf Studies: Observation + .....	1
IPP205	Introduction to Interpreting + .....	3
IPP207	Ethics and Decision Making for ASL/English Interpreters + .....	2
IPP211	Preparation for Interpreting + .....	1
IPP215	ASL to English Consecutive Interpreting + .....	2
IPP218	English to ASL Consecutive Interpreting + .....	2
IPP220	Interactive Interpreting I + .....	3

IPP221	Interactive Interpreting II + .....	3
IPP229	Interpreter Preparation Internship ....	1
	Seminar + .....	1
IPP230AA	Interpreter Preparation Program Internship + (1) OR	
IPP230AB	Interpreter Preparation Program Internship + (2) .....	1-2
FYE101	Introduction to College, Career and Personal Success (1) OR	
FYE103	Exploration of College, Career and Personal Success (3) .....	1-3

### Restricted Electives: 5 Credits

ASL101	American Sign Language I .....	4
ASL102	American Sign Language II + .....	4
ASL201	American Sign Language III + .....	4
ASL202	American Sign Language IV + .....	4
IPP208	Advanced American Sign Language Discourse .....	4
IPP209	Introduction to Educational Interpreting + .....	2
IPP210	Research in Interpreting .....	3
IPP250++	Special Topics: Interpreter Preparation .....	1-3
HCC145	Medical Terminology for Health Care Professionals .....	3
MAS103	Basic Anatomy Physiology and Medical Terminology .....	3
AJS+++	Any approved AJS Administration of Justice Studies course	
BHS+++	Any approved BHS Behavioral Health Services Technology course	
LAS+++	Any approved LAS Paralegal Studies course	

**General Electives:** None.

**General Education:** 22-28 Credits

**CORE:** 12-18 Credits

### First-Year Composition:

ENG101	First-Year Composition + (3) OR	
ENG107	First-Year Composition for ESL + (3)	
ENG102	First-Year Composition + (3) OR	
ENG108	First-Year Composition for ESL + (3) .	6

### Oral Communication:

COM225	Public Speaking + .....	3
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### Critical Reading:

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

### Mathematics:

MAT141	College Mathematics + (4) OR	
MAT142	College Mathematics + (3) OR	
MAT145	College Mathematics with Review (5) OR	
MAT146	College Mathematics with Review (6) OR	
MAT150	College Algebra/Functions + (5) OR	
MAT151	College Algebra/Functions + (4) OR	
MAT152	College Algebra/Functions + (3) OR	
MAT156	College Algebra/Functions with Review + (6) OR	

Higher level mathematics course..... 3-6

**DISTRIBUTION:** 10 Credits

### Humanities, Arts and Design:

SLC201	Introduction to Linguistics .....	3
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### Social-Behavioral Sciences:

COM110	Interpersonal Communication .....	3
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### Natural Sciences:

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

**CONTACT:** Ms. M. Monahan, Program

Director: (602) 285.7837 or

michelle.monahan@phoenixcollege.edu

### Deaf Interpreter Preparation

**Certificate of Completion — CCL 5400**

**32-45 Credits**

*An application for Deaf Interpreter Preparation  
has been submitted to the accreditor and is  
pending HLC approval. This program is not yet  
eligible for Title IV Federal Financial Aid.*

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

The Certificate of Completion (CCL) in Deaf  
Interpreter Preparation is designed to emphasize  
skills in American Sign Language (ASL), English,  
Deaf culture, intercultural communication, and  
professional behavior for interpreters who are Deaf.  
Additionally, theoretical and practical training in  
interpreting prepares students to meet Arizona\*  
licensure requirements and/or sit for the following  
exams: the Board for Evaluation of Interpreters  
(BEI), and the written portion of the National  
Interpreter Certification (NIC Knowledge exam) of

the Registry of Interpreters for the Deaf (RID), the other two portions of which can be completed upon attainment of a bachelors degree. An Associate in Applied Science (AAS) degree is also available.

\*May apply to other states' requirements.

This program is designed to meet education requirements for licensure or certification in the State of Arizona. Granting licensure and certification is the sole responsibility of the state board or approval agency. This program is only offered and available to students located in the State of Arizona. The Maricopa County Community College District and colleges define student location within Administrative Regulation 2.2.3(7).

**Program Notes:** Admission into the Interpreter Preparation Program is available to a limited number of applicants. Applicants are required to meet with the Deaf Studies program director for screening.

Students must earn a grade of B or better in ASL203, ASL204, ASL212, IPP205, IPP207, IPP211, IPP215, IPP218, IPP220, IPP221, IPP230AA, and IPP230AB to graduate. Students must earn a grade of C or better in all remaining courses within the program.

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

This program is specifically for individuals who are deaf and pursuing career and workforce opportunities in the field of Interpreting. Certification and licensure are also available to those seeking this specialized type of interpretation.

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

Acceptance into the program requires demonstration of fluency in both English and American Sign Language.

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

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

**Program Prerequisites:** None.

**Required Courses:** 32-33 Credits

ASL200	Issues and Resources + .....	3
ASL203	American Sign Language V + .....	4
ASL204	Comparative Linguistics: English/ASL + .....	3
ASL212	Deaf Culture + .....	3
IPP198	Careers in Deaf Studies: Observation + .....	1
IPP205	Introduction to Interpreting + .....	3
IPP207	Ethics and Decision Making for ASL/English Interpreters + .....	2
IPP211	Preparation for Interpreting + .....	1
IPP215	ASL to English Consecutive Interpreting + .....	2
IPP218	English to ASL Consecutive Interpreting + .....	2
IPP220	Interactive Interpreting I + .....	3
IPP221	Interactive Interpreting II + .....	3
IPP229	Interpreter Preparation Internship .... Seminar + .....	1

IPP230AA Interpreter Preparation Program  
Internship + (1) OR

IPP230AB Interpreter Preparation Program  
Internship + (2) ..... 1-2

**Restricted Electives:** 0-12 Credits

ASL101	American Sign Language I .....	4
ASL102	American Sign Language II + .....	4
ASL201	American Sign Language III + .....	4
ASL202	American Sign Language IV + .....	4

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

## Deaf Studies

### Certificate of Completion — CCL 5333

#### 36-47 Credits

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

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

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

**Program Prerequisites:** None.

#### Required Courses: 36-47 Credits

ASL101 American Sign Language I (4) OR  
Permission of Program Director (0) .....0-4

ASL102 American Sign Language II + (4) OR  
Permission of Program Director (0) .....0-4

ASL110 Fingerspelling + .....3

ASL200 Issues and Resources + .....3

ASL201 American Sign Language III + .....4

ASL202 American Sign Language IV + .....4

ASL203 American Sign Language V + .....4

ASL204 Comparative Linguistics:  
ASL/English + .....3

ASL212 Deaf Culture + .....3

CRE101 College Critical Reading and Critical  
Thinking + (3) OR

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

ENG101 First-Year Composition + (3) OR

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

ENG102 First-Year Composition + (3) OR

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

IPP198 Careers in Deaf Studies: Observation +1

IPP205 Introduction to Interpreting + ..... 3

IPP207 Ethics and Decision Making for  
ASL/English Interpreters + ..... 2

**Restricted Electives:** None.

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

## International Studies

### Academic Certificate — AC 6213N

#### 12-13 Credits

The Academic Certificate (AC) in International Studies program will provide students the opportunity to broaden their horizons and their understanding of our increasingly interdependent global society. The Certificate approaches broad cultural issues and includes a strong emphasis on world politics and religions. It also includes developing proficiency in cross-cultural communications and the capacity to navigate world cultures. Proficiency in a modern language is also an integral part of the Certificate.

**Program Notes:** This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses required within the program. Study abroad credit may replace courses identified as electives with the approval of the Program Director or Department Chairperson.

**Admission Criteria:** None.

#### Program Prerequisites: 3-6 Credits

ENG101 First-Year Composition + (3) OR

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

CRE101 College Critical Reading and Critical  
Thinking + (3) OR

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

#### Required Courses: 9 Credits

REL100 World Religions ..... 3

POS120 International Relations ..... 3

POS140 Comparative Government (3) OR  
POS210 Political Ideologies (3) .....3

### Restricted Electives: 3-4 Credits

ASB102 Culture in a Globalizing World .....3  
HIS102 History of Western Civilization 1789 to  
Present .....3  
SPH245 Hispanic Heritage in the Southwest ..3  
Any of the following Foreign Language courses:  
FRE+++ Any FRE/French course (101, 201) (4)  
OR  
ITA+++ Any ITA/Italian course (101, 201) (4)  
OR  
JPN+++ Any JPN/Japanese course  
(101, 201) (4) OR  
NAV+++ Any NAV/Navajo course (101, 201) (4)  
OR  
SPA+++ Any SPA/Spanish course  
(101, 201) (4).....4

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

### Interpreter Preparation

#### Associate in Applied Science — AAS 3332 60 Credits

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

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

The AAS Interpreter Preparation program is accredited by The Commission on Collegiate Interpreter Education (CCIE): [www.ccie-accreditation.org](http://www.ccie-accreditation.org).

\*May apply to other states' requirements.

**Program Notes:** Admission into the Interpreter Preparation Program is available to a limited number of applicants. Application is available in the Office of ASL-IPP the first week of February and is due the first week of March for the fall semester. See an academic advisor for application requirements and procedures. Students accepted into the program begin the following fall semester.

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

Students must complete two-hundred (200) clock hours of community involvement defined by the Program Director. Students intending to transfer are strongly encouraged to meet with an academic and faculty advisor once they have selected their transfer institution to ensure all requirements for achieving junior standing are satisfied.

**Admission Criteria:** Students must have a high school diploma, or GED, or equivalent. Completion of the Certificate of Completion (CCL) in Deaf Studies (5333).

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

Program Application fee (nonrefundable) supports actual cost for the Sign Language Proficiency Interview. A receipt from the Phoenix College Student Business Services Office is required. The exit criteria of successful completion of capstone skills courses (IPP216, IPP219, IPP221, IPP230AA, 230AB and IPP242) with a B or better will be required and documented for graduation.

**Program Prerequisites:** None.

**Required Courses:** 29-32 Credits

COM225	Public Speaking +.....	3
FYE101	Introduction to College, Career and Personal Success (1) OR	
FYE103	Exploration of College, Career and Personal Success (3) .....	1-3
IPP209	Introduction to Educational Interpreting + ..	2
IPP210	Research in the Field of Interpreting +	3
IPP211	Preparation for Interpreting + .....	1
IPP215	ASL to English Consecutive Interpreting + .....	2
IPP216	ASL to English Simultaneous Interpreting + .....	3
IPP218	English to ASL Consecutive Interpreting + .....	2
IPP219	English to ASL Simultaneous Interpreting + .....	3
IPP220	Interactive Interpreting I + .....	3
IPP221	Interactive Interpreting II + .....	3
IPP229	Interpreter Preparation Internship Seminar + .....	1
IPP230AA	Interpreter Preparation Program Internship + (1) OR	
IPP230AB	Interpreter Preparation Program Internship + (2) .....	1-2
IPP242	Educational Interpreting Skills + .....	1

**Restricted Electives:** None.

**General Electives:** 3-12 Credits

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

**General Education:** 19-25 Credits

**CORE:** 9-15 Credits

**First-Year Composition:**

ENG101	First-Year Composition + (3) OR	
ENG107	First-Year Composition for ESL + (3)	
AND		
ENG102	First-Year Composition + (3) OR	
ENG108	First-Year Composition for ESL + (3).	6

**Oral Communication:**

Met by COM225 in Required Courses area.....0

**Critical Reading:**

CRE101 College Critical Reading and Critical Thinking + (3)

OR Equivalent as indicated by assessment. (0).... 0-3

**Mathematics:**

MAT141	College Mathematics + (4) OR	
MAT142	College Mathematics + (3) OR	
MAT145	College Mathematics with Review (5)	
OR		
MAT146	College Mathematics with Review (6)	
OR		
MAT150	College Algebra/Functions + (5) OR	
MAT151	College Algebra/Functions + (4) OR	
MAT152	College Algebra/Functions + (3) OR	
MAT156	College Algebra/Functions with Review + (6) OR	

Higher level mathematics course..... 3-6

**DISTRIBUTION:** 10 Credits

**Humanities, Arts and Design:**

SLC201 Introduction to Linguistics..... 3

**Social-Behavioral Sciences:**

COM110 Interpersonal Communication..... 3

**Natural Sciences:**

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

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

**Interpreter Preparation**

**Certificate of Completion — CCL 5332**

**28-29 Credits**

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

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

attainment of a bachelor's degree. An Associate in Applied Science (AAS) degree is also available. The CCL Interpreter Preparation program is accredited by The Commission on Collegiate Interpreter Education (CCIE): [www.ccie-accreditation.org](http://www.ccie-accreditation.org).

\*May apply to other states' requirements.

This program is designed to meet education requirements for licensure or certification in the State of Arizona. Granting licensure and certification is the sole responsibility of the state board or approval agency. This program is offered and available only to students located in the State of Arizona. The Maricopa County Community College District and colleges define student location within Administrative Regulation 2.2.3(7).

**Program Notes:** Admission into the Interpreter Preparation Program is available to a limited number of applicants. Application is available in the Office of ASL-IPP the first week of February and is due the first week of March for the fall semester.

See an academic advisor for application requirements and procedures. Students accepted into the program begin the following fall semester. Students must earn a grade of B or better in IPP209, IPP211, IPP215, IPP216, IPP218, IPP219, IPP220, IPP221, IPP230AA, IPP230AB and IPP242 to graduate. Students must earn a grade of C or better for all remaining courses required within the program. Students must seek Academic Advisement prior to enrollment in IPP216, IPP219, IPP221, IPP230AA, IPP230AB, and IPP242.

Students must complete two-hundred (200) clock hours of community involvement defined by the Program Director. Students intending to transfer are strongly encouraged to meet with an academic and faculty advisor once they have selected their transfer institution to ensure all requirements for achieving junior standing are satisfied.

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

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

Formal application and acceptance into program is required.

Acceptance into the program requires a video demonstrating English fluency and an in-person interview to demonstrate ASL fluency. Program Application fee (nonrefundable) supports actual cost for the Sign Language Proficiency Interview. A receipt from the Phoenix College Student Business Services Office is required.

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

**Program Prerequisites:** None.

**Required Courses:** 28-29 Credits

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

**Restricted Electives:** None.

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

### Southwest Studies

#### Academic Certificate — AC 6209N

##### 25 Credits

The Southwest Studies Program applies a broad, interdisciplinary approach to the study of the peoples and places of the American Southwest. Three certificates in American Indian Studies, Chicano- Chicana Studies, and Southwest Studies are available. Certificates may be attained independently of any degree program, but students may also apply course credits toward a degree. Students enrolled in the Southwest Studies Certificate will study the environment of the region and how people have historically related to that environment. The Certificate approaches the cultural issues more broadly and includes a stronger emphasis on the ecology, geography, and political history of the region.

**Program Notes:** This program is not eligible for Title IV Federal Financial Aid. + indicates course has prerequisites and/or corequisites.

**Admission Criteria:** None.

#### Program Prerequisites: 3-6 Credits

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

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

#### Required Courses: 13 Credits

BIO109 Natural History of the Southwest .....4  
GCU221 Arizona Geography.....3  
HIS105 Arizona History .....3  
HIS106 Southwest History.....3

#### Restricted Electives: 12 Credits

AIS/  
HIS170 American Indian History of the Southwest.....3  
ASB235 Southwest Archaeology .....3  
BIO105 Environmental Biology.....4  
ENH112 Chicano Literature .....3  
EDU230 Cultural Diversity in Education.....3

ENH259 American Indian Literature..... 3  
ENH260 Literature of the Southwest..... 3  
HIS109 Mexican American History and Culture..... 3  
HIS145 History of Mexico..... 3  
POS220 U.S. and Arizona Constitution..... 3  
SPH245 Hispanic Heritage in the Southwest.. 3

## Education

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

### Early Childhood Education

#### Associate in Applied Science — AAS 3186

##### 60-74 Credits

The Associate in Applied Science (AAS) in Early Childhood Education (ECE) program is designed to prepare individuals for employment as early childhood professionals in a variety of educational settings. The AAS program includes courses based on current ECE theory and practice as well as general education classes to broaden a student's base of knowledge. Certificates of Completion are also available. Some of these programs are available at select colleges. Please check with your local college for program availability.

**Program Notes:** Students must earn a grade of C or better for all courses within the program. For some employment and field experiences (including internship courses), students will be required to have a current Identity Verified Print (IVP) Fingerprint Clearance Card and a current TB vaccination.

**Admission Criteria:** None.

**Program Prerequisites:** None.

#### Required Courses: 30-37 Credits

CFS101AH Visual Art Experiences for Young Children(1) AND  
ECH281 Movement/Music for the Young Child (1) OR



ECH128	Early Learning: Play and the Arts (3) OR	CFS/ ECH284AA Early Childhood Teaching Internship + (1) ..... 2-3
EED210	Creative and Cognitive Play + (3).....2-3	
CFS123	Health and Nutrition In Early Childhood Settings (1) AND	ECH140 Learning Made Visible Through Documentation (1) AND
CFS125	Safety in Early Childhood Settings (1) AND	ECH270 Observing Young Children (1) OR
ECH280	Food Experiences With Young Children (1) OR	EED280 Standards, Observation and Assessment of Typical/Atypical Behaviors of Young Children Birth Age Eight + (3)..... 2-3
EED215	Early Learning: Health, Safety, Nutrition and Physical Fitness (3).....3	
CFS/ ECH176	Child Development (3) OR	CFS/ ECH273 Math for the Young Child (1) AND
CFS235	Developing Child: Theory into Practice, Prenatal to Age Eight (3) OR	CFS/ ECH275 Literacy Development and the Young Child (1) AND
EED205	The Developing Child: Prenatal to Age Eight (3) .....3	ECH272 Science for the Young Child (1) AND
		ECH279 Early Childhood Curriculum Development (1) OR
CFS/ ECH269	Early Childhood Education Seminar + (1) AND	EED278 Early Learning Curriculum and Instruction - Birth to Age Eight+ (3) 3-4
CFS/ ECH287	Professional Development in Early Childhood Education (1) OR	EED200 Foundations of Early Childhood Education ..... 3
EED255	Independent Study Portfolio Development and Writing for the Early Childhood Profession + (3)2-3	EED222 Introduction to the Exceptional Young Child: Birth to Age Eight..... 3
		EED225 Language and Literacy in the Context of Culture and Relationships..... 3
CFS/ ECH271	Arranging the Environment (1) AND	FYE101 Introduction to College, Career and Personal Success (1) or
CFS282	Mainstreaming The Young Child with A Disability (1) AND	FYE103 Exploration of College, Career and Personal Success (3) ..... 1-3
ECH282	Discipline/Guidance of Child Groups (1) OR	
EED212	Guidance, Effective Interactions and the Environment (3) .....3	
CFS/ ECH284AB	Early Childhood Teaching Internship + (3) OR	<b>Restricted Electives: 9-12 Credits</b> Students must select 9-12 credits from the following and must complete a minimum of 60 credits for the degree. Students are encouraged to consult with a faculty advisor or student services analyst to identify the requirements for their desired academic and professional goals:
EED260	Early Childhood Infant/Toddler Internship + (1) AND	CFS+++ Any CFS Child/Family Studies course(s)
EED261	Early Childhood Preschool Internship + (1) OR	ECH+++ Any ECH Early Childhood Education course(s)
		EDU+++ Any EDU Education course(s)
		EED+++ Any EED Early Education course(s)
		FCS+++ Any FCS Family and Consumer Science course(s)
		ITD+++ Any ITD Infant/ Toddler Development course(s)

**General Education Requirements:** 19-25 Credits

**CORE:** 12-18 Credits

**First-Year Composition:**

ENG101 First-Year Composition + (3) OR

ENG107 First-Year Composition for ESL + (3)  
AND

ENG102 First-Year Composition + (3) OR

ENG108 First-Year Composition for ESL + (3). 6

**Oral Communication:**

Any approved general education course from the  
Oral Communication area .....3

Note: COM225 is recommended for students who  
wish to transfer to the BAE at ASU.

**Critical Reading:**

CRE101 College Critical Reading and Critical  
Thinking + (3) OR

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

**Mathematics:**

MAT112 Mathematical Concepts and  
Applications + (3) OR

Satisfactory completion of a higher-level  
mathematics course .....3-6

Note: MAT14+ College Mathematics or any  
approved general education course in the  
Mathematical Application [MA] area may be  
required for students intending to transfer to a  
bachelor's degree program.

**DISTRIBUTION:** 7 Credits

**Humanities, Arts and Design:**

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

Recommend: EDU/ENH291 Children's Literature  
OR EDU/HUM/STO292 The Art of Storytelling

**Social-Behavioral Sciences:**

Fulfilled by EDU222 or EED222 in Required  
Courses area ..... 0

**Natural Sciences:**

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

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

**Early Childhood Education**

**Certificate of Completion — CCL 5056  
36 Credits**

The Certificate of Completion (CCL) in Early  
Childhood Education program is designed to  
prepare students for employment as early childhood  
teachers in a variety of educational programs.  
Students learn effective teaching skills as they apply  
developmentally appropriate early childhood  
educational theory in the classroom setting.  
Courses have been selected with a focus on  
developing an educational career ladder. An  
Associate in Applied Science (AAS) in Early  
Childhood Education is also available and includes  
additional early childhood electives and general  
education classes to broaden the student's base of  
knowledge.

**Additional Award Opportunities** (*Please check  
with your advisor for availability*)

**Embedded Within This Award:**

CCL/5054 Foundations of Early Childhood  
Education

**Part of a Larger Program:**

AAS/3186 Early Childhood Education

BA/9304 Early Childhood Education - Dual  
Language

**Program Notes:** Students must earn a grade of C or  
better for all courses within the program. For some  
employment and field experiences (including  
internship courses), students will be required to  
have a current Identity Verified Print (IVP)  
Fingerprint Clearance Card and a current TB  
vaccination.

**Admission Criteria:** None.

**Program Prerequisites:** None.

# Required Courses: 29-34 Credits

CFS101AH Art Activities for the Young Child (1)

AND

ECH281 Movement/Music for the Young Child (1) OR

ECH128 Early Learning: Play and the Arts (3) OR

EED210 Creative and Cognitive Play + (3).....2-3

CFS123 Health and Nutrition In Early Childhood Settings (1) AND

CFS125 Safety in Early Childhood Settings (1)

AND

ECH280 Food Experiences With Young Children (1) OR

EED215 Early Learning: Health, Safety, Nutrition and Physical Fitness (3) .....3

CFS/

ECH176 Child Development (3) OR

CFS235 Developing Child: Theory into Practice, Prenatal to Age Eight (3) OR

EED205 The Developing Child: Prenatal to Age Eight (3).....3

CFS/

ECH269 Child Care Seminar (1) AND ECH287 Professional Development in Early Childhood Education (1) OR

EED255 Portfolio Development and Writing for the Profession (3).....2-3

CFS/

ECH271 Arranging the Environment (1) AND

CFS282 Mainstreaming The Young Child with A Disability (1) AND

ECH282 Discipline/Guidance of Child Groups (1) OR

EED212 Guidance, Effective Interactions and the Environment (3) .....3

CFS/

ECH273 Math for the Young Child (1) AND

CFS/

ECH275 Literacy Development and the Young Child (1) AND

ECH272 Science for the Young Child (1) AND

ECH279 Early Childhood Curriculum Development (1) OR

EED278 Early Learning: Curriculum and Instruction Birth to Age Eight + (3) 3-4

CFS/

ECH284AB Early Childhood Teaching Internship + (3) OR

EED260 Early Childhood Infant/Toddler Internship +(1) AND

EED261 Early Childhood Preschool Internship + (1) OR

CFS/

ECH284AA Early Childhood Teaching Internship (1) ..... 2-3

ECH140 Learning Made Visible Through Documentation (1) AND

ECH270 Observing Young Children (1) OR

EED280 Standards, Observation and Assessment of Typical/Atypical Behaviors of Young Children Birth Age Eight + (3) ..... 2-3

EED200 Foundations of Early Childhood Education ..... 3

EED222 Introduction to the Exceptional Young Child: Birth to Age Eight..... 3

EED225 Language and Literacy in the Context of Culture and Relationships (3)..... 3

# Restricted Electives: 2-7 Credits

Students must select 2-7 credits from the following courses to meet a minimum of 36 credits for the certificate. Cannot be shared with Required Courses area.

CFS+++ Any CFS Child/Family Studies course(s)

ECH+++ Any ECH Early Childhood Education course(s)

EDU+++ Any EDU Education course(s)

EED+++ Any EED Early Education course(s)

FCS+++ Any FCS Family and Consumer Science course(s)

ITD+++ Any ITD Infant/Toddler Development course(s)

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

**Foundations of Early Childhood Education  
Certificate of Completion — CCL 5054  
18-19 Credits**

The Certificate of Completion (CCL) in Foundations of Early Childhood Education is designed to prepare students with foundational knowledge regarding the growth and development of the young child. Topics include cognitive and physical development of the young child, language acquisition, curriculum development, health and safety guidelines, business procedures, and family/community relationship building. This CCL is embedded (can be used to fulfill part of the requirements) in a second available CCL, Early Childhood Education. Both CCLs are embedded (can be used to fulfill requirements) in the Associate in Applied Science (AAS) in Early Childhood Education.

**Program Notes:** Students must earn a grade of C or better for all courses within the program. For some employment and field experiences (including internship courses), students will be required to have a current Identity Verified Print (IVP) Fingerprint Clearance Card and a current TB test.

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 18-19 Credits

CFS101AH	Visual Art Experiences for Young Children(1) AND
ECH281	Movement/Music for the Young Child (1) OR
ECH128	Early Learning: Play and the Arts (3) OR
EED210	Creative and Cognitive Play + (3).....2-3
CFS123	Health and Nutrition In Early Childhood Settings (1) AND
CFS125	Safety in Early Childhood Settings (1) AND
ECH280	Food Experiences With Young Children (1) OR
EED215	Early Learning: Health, Safety, Nutrition and Physical Fitness (3).....3

CFS/	
ECH176	Child Development (3) OR
CFS235	Developing Child: Theory into Practice, Prenatal to Age Eight (3) OR
EED205	The Developing Child: Prenatal to Age Eight (3)..... 3

CFS/	
ECH271	Arranging the Environment (1) AND
CFS282	Mainstreaming The Young Child with A Disability (1) AND
ECH282	Discipline/Guidance of Child Groups (1) OR
EED212	Guidance, Effective Interactions and the Environment (3) ..... 3

CFS/	
ECH284AA	Early Childhood Teaching Internship + (1) OR
EED260	Early Childhood Infant/Toddler Internship + (1) OR
EED261	Early Childhood Preschool Internship + (1)..... 1

EED200	Foundations of Early Childhood Education ..... 3
EED222	Introduction to the Exceptional Young Child: Birth to Age Eight..... 3

**Restricted Electives:** None.

**General Electives:** None.

## Health Sciences

**CONTACT:** Ms. C. Byrd, Program Director:  
(602) 285.7295 or  
marty.minton@phoenixcollege.edu

**Basic Phlebotomy  
Certificate of Completion — CCL 5209N  
4 Credits**

The Certificate of Completion (CCL) in Basic Phlebotomy program is designed to prepare a person to obtain blood specimens by skin puncture and venipuncture in supervised labs. Students in the

Basic Phlebotomy program will be in contact with potentially infectious blood, tissues, and body fluids. The Certificate of Completion (CCL) in Clinical Phlebotomy is also available at select colleges. Please check with your local college for program availability.

Upon satisfactory completion of the program, the students are eligible to take a national certification examination.

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

#### PHOENIX COLLEGE STUDENTS:

Formal application and admission to the program is required. For further information, contact a Health Professions academic advisor or the Program Director.

#### GATEWAY COMMUNITY COLLEGE:

GateWay Community College also offers a clock-based certificate in Phlebotomy:

<https://www.gatewaycc.edu/phlebotomy>

#### Admission Criteria:

##### ALL STUDENTS:

High School diploma or GED.

Ability to fully participate in classroom and laboratory setting program activities.

##### PHOENIX COLLEGE STUDENTS:

Formal application and admission to the program are required. Applications can be obtained from the Program Director, a Health Professions Advisor, or from the Phoenix College website.

##### GATEWAY COMMUNITY COLLEGE

##### STUDENTS:

For program Admission information on the clock-based certificate in Basic Phlebotomy visit:

[www.gatewaycc.edu/phlebotomy](http://www.gatewaycc.edu/phlebotomy)

**Program Prerequisites:** None.

#### Required Courses: 4 Credits

PLB109 Phlebotomy: Basic Skills + .....2

PLB111 Specimen Processing and Advanced  
Techniques in Phlebotomy  
Procedures + .....2

**Restricted Electives:** None.

**CONTACT:** Angelica Bowman, Program Director:  
(602)-285-7927 or

[angelica.bowman@phoenixcollege.edu](mailto:angelica.bowman@phoenixcollege.edu)

#### Clinical Medical Assisting

#### Certificate of Completion — CCL 5291

#### 24 Credits

The Certificate of Completion (CCL) in Clinical Medical Assisting provides education and training for employment as Medical Assistants. Medical assistants are integral members of the administrative and clinical healthcare team in various healthcare settings. Medical assistants act as liaisons between the healthcare providers and patients, and are of vital importance to the success of the medical practice. Upon successful completion of the program, students are eligible to take the national certification exam. An Associate in Applied Science (AAS) in Medical Assisting and a Certificate of Completion (CCL) in Medical Administrative Assisting are also available.

**Program Notes:** Successful completion of each successive MAS course is required to progress in the Clinical Medical Assisting program. Per programmatic accreditation requirements, students must pass all the psychomotor and affective skills contained within each course in order to successfully complete the course. Students cannot repeat a course more than once. Students must earn a grade of C or better in all courses within the program.

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

Students must be at least 18 years of age to apply for admission.

Must be a high school graduate or equivalent.

Completion of the Certificate of Completion (CCL) in Medical Administrative Assisting (5295),  
OR

Completion of all Medical Assisting courses associated with the CCL, awarded through Prior Learning Assessment.

Submit current CPR/BLS Provider card (American Heart Association-approved) and maintain current status throughout the practicum(s).

Complete and submit the Allied Health Student Health and Safety Documentation Checklist, with included documentation, signed by a licensed healthcare provider.

### **Background Check Requirements**

Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Students must maintain current fingerprint clearance throughout the practicum(s). Upon conditional program admission, the student must comply with all requirements of the current MCCCDC background check policy.

**Program Prerequisites:** None.

### **Required Courses:** 24 Credits

MAS201	Fundamentals of Clinical Medical Assisting + .....	6
MAS202	Laboratory Testing in Ambulatory Healthcare Settings + .....	6
MAS203	Medical Assisting Pharmacology + ...	6
MAS204	Clinical Medical Assisting Practicum + .....	4
MAS205	Medical Assisting Program Review +	2

**Restricted Electives:** None.

**CONTACT:** Ms. C. Byrd, Program Director:  
(602) 285.7295 or  
marty.minton@phoenixcollege.edu

### **Clinical Phlebotomy**

#### **Certificate of Completion — CCL 5279N**

#### **7 Credits**

The Certificate of Completion (CCL) in Clinical Phlebotomy program is designed to prepare a person to obtain blood specimens by skin puncture and venipuncture in supervised labs and clinical settings. Students in the Clinical Phlebotomy program will be in contact with potentially infectious blood, tissues, and body fluids. Upon satisfactory completion of the program, the students are eligible to take a national certification examination. A Certificate of Completion (CCL) in Basic Phlebotomy is also available.

**Program Notes:** This program is not eligible for Title IV Federal Financial Aid. Students must earn a grade of C or better in all courses within the program. Students must complete 120 hours in a clinical setting.

#### **PHOENIX COLLEGE STUDENTS:**

Formal application and admission to the program is required. For further information, contact a Health Professions academic advisor or the Program Director.

#### **GATEWAY COMMUNITY COLLEGE:**

GateWay Community College also offers a clock-based certificate in Phlebotomy:  
<https://www.gatewaycc.edu/phlebotomy>

**Admission Criteria:** ALL STUDENTS: High School diploma or GED. Ability to fully participate in classroom, laboratory, or clinical setting program activities. Submit current CPR card for Health Care Provider and maintain current status throughout the practicum(s). Proof of current immunization: Measles, Mumps, and Rubella (MMR), Tuberculosis skin test (TB), Varicella, Tetanus/Diphtheria (Td), and Hepatitis B (HEB) vaccine, and COVID-19 vaccination and/or booster. Maintain compliance in immunization tracker and clinical compliance trackers. Complete and submit the required proof of immunity and health declaration form signed by a licensed

healthcare provider. Submit to a drug screening and demonstrate negative results.

### **Background Check Requirements**

Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCD background check policy.

### **PHOENIX COLLEGE STUDENTS:**

Formal application and admission to the program are required. Applications can be obtained from the Program Director, a Health Professions Advisor, or from the Phoenix College web site.

### **GATEWAY COMMUNITY COLLEGE STUDENTS:**

For program Admission information on the clock-based certificate in Phlebotomy visit:  
www.gatewaycc.edu/phlebotomy

**Program Prerequisites:** None.

### **Required Courses:** 7 Credits

PLB109	Phlebotomy: Basic Skills + .....	2
PLB111	Specimen Processing and Advanced Techniques in Phlebotomy Procedures + .....	2
PLB122	Practicum: Phlebotomy and Specimen Processing + .....	3

**Restricted Electives:** None.

**CONTACT:** Mr. O. Alcorido, Program Director:  
(602) 285.7125  
orlando.alcorido@phoenixcollege.edu

### **Critical Care Paramedicine**

#### **Certificate of Completion — CCL 5003N**

#### **8 Credits**

The Certificate of Completion (CCL) in Critical Care Paramedicine is designed to provide the knowledge, skills and ability to synthesize standard of care and expanded scope of practice with comprehensive assessment, diagnostic technology, patient advocacy, ethical and professional behaviors, to practice patient-centered evidence-based paramedicine in the clinical, out-of-hospital, and inter-facility transport settings. This certificate prepares students for a critical care paramedic credential.

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

**Admission Criteria:** Current state Paramedic certification.

**Program Prerequisites:** None.

### **Required Courses:** 8 Credits

PME292	Critical Care Paramedicine .....	8
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**Restricted Electives:** None.

**CONTACT:** Ms. K. Deela, Program Director:  
(602) 285.7324

### **Dental Assisting**

#### **Associate in Applied Science — AAS 3055**

#### **60-60.5 Credits**

The Associate in Applied Science (AAS) in Dental Assisting prepares students to work collaboratively in a dental setting or transfer to a healthcare related four-year program. Students will be able to assist the dental team in a broad scope of dental procedures, perform office management functions, and provide patient support. A Certificate of Completion (CCL) is also available.

Graduates are eligible to take the Dental Assisting National Board Certification Exams to earn the Certified Dental Assistant (CDA®) credential. Additionally, students are prepared for the required Arizona Radiologic Proficiency Certificate (AZRC) and the Arizona Coronal Polishing Certificate (AZCP).

Dental assisting professionals meeting admissions guidelines may be eligible to participate in an Expanded Functions Dental Assisting (EFDA) program in Arizona.

This full-time Dental Assisting program is accredited by the Commission on Dental Accreditation of the American Dental Association (211 E. Chicago Ave., Suite 1900, Chicago, IL 60611-2637; (312) 440-4653).

**Program Notes:** This is a full-time program and requires approximately 40 hours per week for classroom, clinical, and homework. Students must earn a grade of C or better for all courses within the program.

**Admission Criteria:** High school diploma or GED equivalency is required. Completion of Program Prerequisites with a C or better. Acknowledgement of ability to fully participate in classroom, laboratory, or clinical setting program activities. Formal application with unofficial transcripts and admission to the program is required. After acceptance into the program, the following are required: Arizona Department of Public Safety Level One Fingerprint Clearance Card.

### Background Check Requirements

Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of the Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCDC background check policy. Health and Immunity Declaration Form signed by a licensed healthcare provider. Submit to a drug screening and demonstrate negative results.

Current CPR card for Healthcare Providers and maintain current status throughout the program. Full compliance with the Maricopa Community Colleges Allied Health Program Students Policies.

### Program Prerequisites: 0-17.5 Credits

The credit hour range is subject to change depending on the student's educational experiences.

Program Prerequisites may be waived for students who have completed an Associate in Applied Science degree or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by Maricopa Community College District and with permission of the Program Director.

BIO160	Introduction to Human Anatomy and Physiology (4) OR	
BIO201	Human Anatomy and Physiology + (4) OR	
BIO201XTH	Human Anatomy and Physiology I (4) AND	
BIO202	Human Anatomy and Physiology II (4) .....	4-8

Any approved general education course in the Oral Communication area..... 3  
Recommend COM110 Interpersonal Communication or COM230 Small Group Communication.

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

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

EMT101	Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers (0.5) OR	
	Current approved CPR certification at the Health Care Provider level (0) .....	0-0.5



# Required Courses: 28 Credits

DAE112	Dental Assisting I +.....	7
DAE124	Dental Radiography +.....	2
DAE131	Dental Radiography Laboratory +.....	2
DAE140	Dental Issues Seminar +.....	1
DAE156	Dental Assisting II +.....	7
DAE212	Dental Assisting III +.....	2
DAE224	General Clinical Practice +.....	1
DAE225	Pediatric Clinical Practice +.....	1
DAE226	Periodontal Clinical Practice +.....	1
DAE227	Orthodontic Clinical Practice +.....	1
DAE228	Oral and Maxillofacial Surgery Clinical Practice +.....	1
DAE256	Dental Assisting IV +.....	2

# Restricted Electives: None.

# General Electives: 0-10 Credits

Select additional courses 100-level or higher to complete a minimum of 60 semester credits. Consult with the Program Director or an Academic Advisor.

# General Education: 12-28 Credits

# CORE: 6-18 Credits

# First-Year Composition:

ENG101 First-Year Composition + (3) OR  
ENG107 First-Year Composition for ESL + (3)  
OR  
Met by ENG101 or ENG107 in Program  
Prerequisites area. (0) .....0-3

ENG102 First-Year Composition + (3) OR  
ENG108 First-Year Composition for ESL + (3) . 3

# Oral Communication:

Any approved general education course in the Oral Communication area (3) OR  
Met by Oral Communication course in the Program  
Prerequisites area. (0) .....0-3  
Recommend COM110 Interpersonal Communication or COM230 Small Group Communication.

# Critical Reading:

CRE101 College Critical Reading and Critical Thinking + (3) OR  
Equivalent as indicated by assessment (0) OR  
Met by CRE101 or equivalent in Program  
Prerequisites area. (0) .....0-3

# Mathematics:

Any approved general education course from the Mathematics area ..... 3-6  
Recommend the following for students seeking university transfer:  
MAT140 College Mathematics + (5) OR  
MAT141 College Mathematics + (4) OR  
MAT142 College Mathematics + (3) OR  
MAT145 College Mathematics with Review (5) OR  
MAT146 College Mathematics with Review (6) 3-6

# DISTRIBUTION: 6-10 Credits

# Humanities, Arts and Design:

Any approved general education course from the Humanities, Arts and Design area ..... 3  
For students seeking university transfer, recommend selecting a course that meets both Humanities, Arts and Design [HU] designation and meets an Awareness area (Cultural Diversity [C] and/or Global Awareness [G]/Historical Awareness [H]).

# Social-Behavioral Sciences:

PSY101 Introduction to Psychology (3) OR  
SOC101 Introduction to Sociology (3)..... 3

# Natural Sciences:

Any approved general education course from the Natural Sciences area (4) OR  
Met by BIO160, BIO201, BIO201XT, or BIO202 in Program Prerequisites area. (0) ..... 0-4

**CONTACT:** Ms. K. Deela, Program Director:  
(602) 285.7324

# Dental Assisting

# Certificate of Completion — CCL 5483

# 28-45.5 Credits

The Certificate of Completion (CCL) in Dental Assisting prepares students to work collaboratively in a dental setting or transfer to a healthcare related four-year program. Students will be able to assist the dental team in a broad scope of dental procedures, perform office management functions, and provide patient support. An Associate in Applied Science (AAS) is also available. Students that meet the CCL requirements in the program may proceed to earn their AAS degree. Graduates are eligible to take the Dental Assisting National Board

Certification Exams to earn the Certified Dental Assistant (CDA®) credential. Additionally, students are prepared for the required Arizona Radiologic Proficiency Certificate (AZRC) and the Arizona Coronal Polishing Certificate (AZCP).

Dental assisting professionals meeting admissions guidelines may be eligible to participate in an Expanded Functions Dental Assisting (EFDA) program in Arizona. This full-time Dental Assisting program is accredited by the Commission on Dental Accreditation of the American Dental Association (211 E. Chicago Ave., Suite 1900, Chicago, IL 60611- 2637; (312) 440-4653).

This program is designed to meet education requirements for licensure or certification in the State of Arizona. Granting licensure and certification is the sole responsibility of the state board or approval agency. This program is only offered and available to students located in the State of Arizona. The Maricopa County Community College District and colleges define student location within Administrative Regulation 2.2.3(7).

**Program Notes:** This is a full-time program and requires approximately 40 hours per week for classroom, clinical, and homework. Students must earn a grade of C or better for all courses within the program.

**Admission Criteria:** High school diploma or GED equivalency is required. Completion of Program Prerequisites with a C or better. Acknowledgement of ability to fully participate in classroom, laboratory, or clinical setting program activities. Formal application with unofficial transcripts and admission to the program is required. After acceptance into the program, the following are required: Arizona Department of Public Safety Level One Fingerprint Clearance Card.

### Background Check Requirements

Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of the Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program

admission, the student must comply with all requirements of the current MCCC background check policy. Health and Immunity Declaration Form signed by a licensed healthcare provider. Submit to a drug screening and demonstrate negative results. Current CPR card for Healthcare Providers and maintain current status throughout the program.

### Program Prerequisites: 0-17.5 Credits

The credit hour range is subject to change depending on the student's educational experiences.

Program Prerequisites may be waived for students who have completed an Associate in Applied Science degree or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by Maricopa Community College District and with permission of the Program Director.

BIO160 Introduction to Human Anatomy and Physiology (4) OR  
 BIO201 Human Anatomy and Physiology + (4) OR  
 BIO201XTHuman Anatomy and Physiology I (4) AND  
 BIO202 Human Anatomy and Physiology II (4)..... 4-8

Any approved general education course in the Oral Communication area ..... 3  
 Recommend COM110 Interpersonal Communication or COM230 Small Group Communication.

CRE101 College Critical Reading and Critical Thinking + (3) OR  
 Equivalent as indicated by assessment ..... 0-3  
 ENG101 First-Year Composition + (3) OR  
 ENG107 First-Year Composition for ESL + (3) ..... 3

EMT101 Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers (0.5) OR  
 Current approved CPR certification at the Health Care Provider level (0) ..... 0-0.5

**Required Courses: 28 Credits**

DAE112	Dental Assisting I +.....	7
DAE124	Dental Radiography +.....	2
DAE131	Dental Radiography Laboratory +.....	2
DAE140	Dental Issues Seminar +.....	1
DAE156	Dental Assisting II +.....	7
DAE212	Dental Assisting III +.....	2
DAE224	General Clinical Practice +.....	1
DAE225	Pediatric Clinical Practice +.....	1
DAE226	Periodontal Clinical Practice +.....	1
DAE227	Orthodontic Clinical Practice +.....	1
DAE228	Oral and Maxillofacial Surgery Clinical Practice +.....	1
DAE256	Dental Assisting IV +.....	2

**Restricted Electives: None.**

**CONTACT:** Ms. R. Query, Program Director:  
(602) 285.7611

**Dental Hygiene****Associate in Applied Science — AAS 3831  
96-111.5 Credits****Note: This program requires a G.P.A. of 3.25.**

The Associate in Applied Science (AAS) in Dental Hygiene degree prepares students to become primary care oral health professionals. A licensed dental hygienist may provide education, assessment, diagnostic, preventive and therapeutic services, research, and administrative services that support overall health through the promotion of optimal oral health. Hygienists may be employed in general or specialty dental practice in private or public healthcare settings. The program also prepares students for university transfer.

The dental hygiene program offers a rigorous, intensive, science-based curriculum. Students will provide services in clinical settings and will develop a commitment to the community through offsite educational and enrichment experiences serving diverse populations. Successful students will develop and demonstrate critical thinking, as well as ethical and professional behaviors required by the field.

Applicants should possess hand-eye coordination, manual dexterity, attention to detail, and the ability

to persevere through a rigorous academic and clinical full-time program workload. Students in an MCCCDD Dental Hygiene program will be exposed to bloodborne pathogens and infectious diseases. The program strictly adheres to established policies and procedures regarding infection control as recommended by the Centers for Disease Control and Prevention, American Dental Association, the Organization for Safety and Asepsis Procedures, and the Occupational Safety and Health Administration.

The Commission on Dental Accreditation of the American Dental Association (211 E. Chicago Ave., Suite 1900, Chicago, IL 60611-2637; (312) 440-4653) grants accreditation to the Phoenix College, Rio Salado College, and Mesa Community College programs. The Commission is a specialized accrediting body recognized by the United States Department of Education.

This program is designed to meet education requirements for licensure or certification in the State of Arizona. Granting licensure and certification is the sole responsibility of the state board or approval agency. This program is only offered and available to students located in the State of Arizona. The Maricopa County Community College District and colleges define student location within Administrative Regulation 2.2.3(7).

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

Students must complete the Basic Science courses with a GPA of 3.5 or better and General Education courses with a GPA of 3.25.

Basic Science courses must have been completed within the last five years upon application submission or as determined by the Dental Health Professions Instructional Council.

Students must earn a grade of 75% or better in the Required Courses area within the core program. Students should consult with an advisor prior to applying to the program.

For students planning to pursue a Bachelor's completion pathway or to complete an AGEC-A:

MHL155 and PHI213 are recommended for the Humanities, Arts and Design area for a total of 6 credits in this area.

COM225 with the [L] designation is recommended for the Oral Communication area. PSY101 and SOC101 are recommended for the Social Behavioral area.

An additional course(s) may be required to meet NAU Degree completion requirements.

**Admission Criteria:** High school diploma or GED equivalency is required.

Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card.

General education courses must be completed to apply for an available space to begin the core dental hygiene courses.

Acknowledgement of ability to fully participate in classroom, laboratory, or clinical setting program activities.

Formal application and acceptance to the program is required.

After being placed in the program, the following are required:

Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Upon conditional program admission, the student must comply with all requirements of the current MCCCDC background check policy.

Complete and submit the required proof of immunity and health declaration form signed by a licensed health care provider.

Submit to a drug screening and demonstrate negative results.

Submit current CPR card for Health Care Provider and maintain current status throughout the program.

**Program Prerequisites:** Acceptance into the program.

**Required Courses:** 59-61.5 Credits

HCC/RES109 CPR for Health Care Provider (0.5)  
OR

Current CPR certification at the health care provider  
Professional rescuer level ..... 0-0.5

DHE110	Pharmacology + .....	3
DHE112	Oral Pathology + .....	3
DHE115	Emergency Medicine + .....	2
DHE117	Dental Radiography + .....	2
DHE119	Head and Neck Anatomy + .....	3
DHE120	Pre-Clinical Dental Hygiene + .....	6
DHE121	Dental Anatomy, Embryology and Histology + .....	2
DHE125	Dental Radiography Laboratory + ....	1
DHE127	Prevention of Dental Disease + .....	3
DHE132	Dental Hygiene Theory I + .....	3
DHE133	Dental Hygiene Clinic I + .....	3
DHE201	Dental Materials + .....	2
DHE202	Dental Materials Laboratory + .....	1
DHE212	Dental Hygiene Theory II + .....	2
DHE213	Dental Hygiene Clinic II + .....	5
DHE219	Practice Management + .....	2
DHE225	Periodontics + .....	3
DHE227	Dental Anesthesia + .....	2
DHE229	Community Oral Health + .....	3
DHE232	Dental Hygiene Theory III + .....	2
DHE233	Dental Hygiene Clinic III + .....	5

FYE101 Introduction to College, Career and  
Personal Success (1) OR

FYE103 Exploration of College, Career and  
Personal Success (3) ..... 1-3

**Restricted Electives:** None.

**General Electives:** None.

**General Education:** 37-46 Credits

**CORE:** 12-18 Credits

**First-Year Composition:**

ENG101 First-Year Composition + (3) OR

ENG107 First-Year Composition for ESL + (3)

AND

ENG102 First-Year Composition + (3) OR

ENG108 First-Year Composition for ESL + (3) .6

## Oral Communication:

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

COM225 is recommended for students pursuing a CEP or to complete the AGEC-A to meet the Oral Communication and the Literacy [L] designation.

## Critical Reading:

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

Students who are exempt from CRE101 must complete a course with an [L] designation if pursuing a CEP or to complete the AGEC-A.

## Mathematics:

- MAT140 College Mathematics + (5) OR  
 MAT141 College Mathematics + (4) OR  
 MAT142 College Mathematics + (3) OR  
 MAT145 College Mathematics with Review (5) OR  
 MAT146 College Mathematics with Review (6) OR  
 Satisfactory completion of higher level Mathematics course.....3-6

MAT140 or MAT141 or MAT142 or MAT145 or MAT146 or Higher course in the Mathematical Applications [MA] area is required for students pursuing to complete the AGEC-A.

## DISTRIBUTION: 25-28 Credits

### Humanities, Arts and Design:

Any approved general education course from the Humanities, Arts and Design area..... 3-6  
 MHL155 and PHI213 for a total of 6 credits are recommended for the Humanities, Arts and Design area for students pursuing a CEP or to complete the AGEC-A.

### Social-Behavioral Sciences:

- Any SOC+++Any approved SOC general education course from the Social Behavioral Sciences area.....3  
 Any PSY+++ Any approved PSY general education course from the Social Behavioral Sciences area.....3

## Natural Sciences:

Students must complete the following Basic Science courses with a GPA of 3.50.

- BIO156 Introductory Biology for Allied Health (4) +OR  
 BIO181 General Biology (Majors) I + (4) OR  
 One (1) year of high school Biology ..... 0-4
- BIO201 Human Anatomy and Physiology I + 4  
 AND  
 BIO202 Human Anatomy and Physiology II + 4  
 AND  
 BIO205 Microbiology + 4 AND  
 CHM130 Fundamental Chemistry + (3) AND  
 CHM130LLFundamental Chemistry Laboratory (1) + ..... 4  
 OR  
 CHM130AA Fundamental Chemistry with Lab +(4)  
 OR  
 CHM151 General Chemistry I + (3) AND  
 CHM151LLGeneral Chemistry I Laboratory + (1) 4 OR  
 CHM151AA General Chemistry I with Lab + (4) OR  
 CHM152 General Chemistry II + (3) AND  
 CHM152LL General Chemistry II Laboratory + (1) 4  
 OR  
 CHM152AA General Chemistry II + (4) OR  
 CHM230 Fundamental Organic Chemistry + (3) AND  
 CHM230LLFundamental Organic Chemistry Laboratory +(1) ..... 4  
 OR  
 CHM230AAFundamental Organic Chemistry with Lab + (4) OR  
 CHM235 General Organic Chemistry I +(3) AND  
 CHM235LL General Organic Chemistry I Laboratory + (1) 4 OR  
 CHM235AA General Organic Chemistry I with Lab +(4) OR  
 CHM236 General Organic Chemistry II +(3) AND  
 CHM236LL General Organic Chemistry II Laboratory +(1) 4 OR  
 CHM236AA General Organic Chemistry II with Lab +(4) ..... 4

Students who have completed CHM138 and CHM138LL prior to Fall 2019 have fulfilled the CHM requirement for acceptance into the MCCC Dental Hygiene program. CHM138 and

CHM138LL completed Fall of 2019 or after, will no longer meet the MCCC Dental Hygiene Application Admissions requirement as this class is being phased out. Please note that CHM130 is required for participation in the CEP program through NAU.

**CONTACT:** Mr. O. Alcorido, Program Director:  
(602) 285.7125  
orlando.alcorido@phoenixcollege.edu

### **Emergency Medical Technology Certificate of Completion — CCL 5643N 13 Credits**

The Certificate of Completion (CCL) in Emergency Medical Technology Preparation curriculum provides the student with the necessary knowledge and skills in accordance with the National EMS Scope of Practice published by National Highway Traffic Safety Administration (NHTSA) and the Arizona Department of Health Services. Successful completion of the curriculum and upon licensure, the candidate can seek employment with ambulance service companies, first responder agencies, fire departments, and hospitals as an Emergency Medical Technician (EMT). Emphasis is on the fundamental principles and skills required to provide emergency medical care for the ill or injured. The primary focus of an EMT is to respond to, assess and triage emergent, urgent, and non-urgent requests for medical care, apply basic knowledge and skills necessary to provide patient care and medical transportation to/from an emergency or health care facility.

This program is designed to meet education requirements for licensure or certification in the State of Arizona. Granting licensure and certification is the sole responsibility of the state board or approval agency. This program is only offered and available to students located in the State of Arizona. The Maricopa County Community College District and colleges define student location within Administrative Regulation 2.2.3(7).

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

program. EMT104 requires students to complete additional hours in a competency-based clinical, vehicular, and/or scenario- based experience. Depending on the college, this may be completed through EMT104AB or program director- approved rotation.

**Admission Criteria:** At Rio Salado College, this program is offered through an educational partnership. Employment by the partnership organization is required for admission.

**Program Prerequisites:** None.

### **Required Courses: 13 Credits**

Students who have current validation in Basic Life Support (BLS) are required to receive credit by evaluation.

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

Current validation in Basic Life Support (BLS)  
Health Care Provider/Professional Rescuer (0) AND  
Credit By Evaluation (0.5) ..... 0.5

EMT104AB Applied Practical Studies for  
Emergency

Medical Technology + ..... 0.5

EMT104LLEmergency Medical Technology

Practicum + ..... 2

EMT104 Emergency Medical Technology +... 10

**Restricted Electives:** None.

**CONTACT:** Mr. O. Alcorido, Program Director:  
(602) 285.7125  
orlando.alcorido@phoenixcollege.edu

### **Emergency Medical Technology Comprehensive Certificate of Completion — CCL 5058 16-17 Credits**

The Certificate of Completion (CCL) in Emergency Medical Technology Comprehensive curriculum provides the student with the necessary knowledge and skills in accordance with the National EMS Scope of Practice published by National Highway Traffic Safety Administration (NHTSA) and the Arizona Department of Health Services.

This certificate provides students with the expanded knowledge and skills for pre-hospital settings. Successful completion of the curriculum and upon licensure, the candidate can seek employment with ambulance service companies, first responder agencies, fire departments, and hospitals as an Emergency Medical Technician (EMT). Emphasis is on the fundamental principles and skills required to provide emergency medical care for the ill or injured. The primary focus of an EMT is to respond to, assess and triage emergent, urgent, and non-urgent requests for medical care, apply basic knowledge and skills necessary to provide patient care and medical transportation to/from an emergency or health care facility.

This program is designed to meet education requirements for licensure or certification in the State of Arizona. Granting licensure and certification is the sole responsibility of the state board or approval agency. This program is only offered and available to students located in the State of Arizona. The Maricopa County Community College District and colleges define student location within Administrative Regulation 2.2.3(7).

**Program Notes:** Students must earn a grade of C or better in all courses within the program. EMT104 requires students to complete additional hours in a competency-based clinical, vehicular, and/or scenario-based experience. Depending on the college, this may be completed through EMT104AB or program director-approved rotation.

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 13 Credits

Students who have current validation in Basic Life Support (BLS) are required to receive credit by evaluation.

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

EMT104AB Applied Practical Studies for  
Emergency Medical Technology +... 0.5  
EMT104 Emergency Medical Technology +... 10  
EMT104LLEmergency Medical Technology  
Practicum +..... 2

**Restricted Electives:** 3-4 Credits

AJS/  
EMT/  
FSC258 Victimology and Crisis Management  
in Public Safety..... 3  
BIO156 Introductory Biology for  
Allied Health + ..... 4  
HCC145 Medical Terminology for Health Care  
Professionals ..... 3  
PME190 Introduction to ECG Rhythm Analysis  
and Interpretation for EMS  
Professionals ..... 3  
PME191 Introduction to Pharmacology for  
EMS Professionals ..... 3  
SWU258 Victimology and Crisis, a Social  
Services Perspective ..... 3

**CONTACT:** Ms. C. Pinzone, Program Director:  
<https://www.phoenixcollege.edu/business>

**Health Information: Long Term Care Settings  
Certificate of Completion — CCL 5324  
30-37 Credits**

The Certificate of Completion (CCL) in Health Information: Long Term Care Settings program prepares individuals for entry-level health information processing positions in long term, home health, and hospice facilities. Students will perform such duties as collecting, analyzing, assembling, releasing, coding, and reporting patient information in both paper and electronic record systems.

**Program Notes:** Students must earn a grade of C or better in all courses required within the program. The following courses must be completed within five (5) years of the Required Course(s) for which they are Prerequisite requirements: BIO156 or BIO156XT, BIO181 or BIO181XT, BIO201 or BIO201XT, BPC110, and HCC145.

Students must be willing to undergo a background check performed by the MCCC approved vendor. (Students who are unsure of their background status may take a preliminary background check at their own expense before entering the program, results not sent to the college.)

**Admission Criteria:** Current English assessment reflecting eligibility for ENG101, ENG107, or permission of Program Director. A grade of C or better in RDG100, or RDG100LL, or higher, or eligibility for CRE101. One year of high school or one semester of college-level biology and chemistry is strongly recommended. High school diploma, or GED, or equivalent. Ability to fully participate in classroom, laboratory settings, if applicable. Formal application and admission to the Program are required. Applications can be obtained from advisement or College website.

**Program Prerequisites:** None.

**Required Courses:** 30 Credits

BIO201 Human Anatomy and Physiology I + (4)  
OR BIO201XTHuman Anatomy and  
Physiology I + (4).....4

BIO202 Human Anatomy and Physiology II + .4  
BPC110 Computer Usage and Applications ....3  
HCC145 Medical Terminology for Health Care  
Professionals .....3  
HIM103 Long Term Care Delivery + .....4  
HIM106 Legal and Ethical Aspects of Health  
Information Management + .....3  
HIM183 Diagnostic Coding in Long Term Care  
Settings + .....4  
HIM200 Human Pathophysiology and  
Pharmacology for Health Information  
Management (HIM) Professionals + .3  
HIM205 Managing Health Information in Long  
Term Care Settings + .....2

**Restricted Electives:** 0-7 Credits

Students may need to complete the following coursework for entry into BIO201++ if they have not completed one year of high school biology and are not eligible for CRE101.

Permission of Program Director (0) OR  
BIO156 Introductory Biology for  
Allied Health + (4) OR  
BIO156XTIntroductory Biology for  
Allied Health + (4) OR  
BIO181 General Biology (Majors) I + (4) OR  
BIO181XTGeneral Biology (Majors) I + (4) OR  
One year of high school Biology (0) ..... 0-4

RDG100 Successful College Reading (3) OR  
RDG100LLDisciplinary Literacy Lab (1) OR  
Eligibility for CRE101 College Critical Reading  
and Critical Thinking (0) ..... 0-3

**CONTACT:** Ms. C. Pinzone, Program Director:  
<https://www.phoenixcollege.edu/business>

**Health Information Technology**  
**Associate in Applied Science — AAS 3324**  
**72-77 Credits**

The Associate in Applied Science (AAS) in Health Information Technology prepares students to meet the increasing demands for formally trained health information management professionals in healthcare agencies such as clinics, hospitals, long- term care facilities, home health agencies, state health departments, and other organizations. Health information technicians are trained in the domains of health informatics, revenue cycle management, data analytics, and information governance. Certificates of Completion (CCL) in Medical Billing and Coding: Physician-Based, Medical Coding: Hospital-Based, or Health Information: Long Term Care Settings are also available. Graduates are eligible to apply to take the examination of the American Health Information Management Association for the Registered Health Information Technician (RHIT) designation.



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

Students in this program participate in mandatory professional practice placements in health care settings.

Students must be willing to undergo a background check performed by the MCCCDC approved vendor. (Students who are unsure of their background status may take a preliminary background check at their own expense before entering the program, results of which will not be sent to the college.)

The following Prerequisite courses must be completed within five (5) years of the Required Course(s) for which they are requisite requirements: BIO201, BIO202, BPC110 or CIS105, HCC145, and HIM200.

**Admission Criteria:** High school diploma, OR GED equivalent.

Completion of Program Prerequisites.

Formal application and admission to the Health Information Technology program is required.

Ability to participate fully in classroom, laboratory settings, if applicable.

Applications available from advisement or the College website.

### Background Check Requirements

Program applications will not be accepted without a copy of the Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCDC background check policy.

### Program Prerequisites: 13 Credits

BIO156 Introductory Biology for Allied Health + (4) OR  
BIO181 General Biology (Majors) I + (4) .....4

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

HCC145 Medical Terminology for Health Care Professionals ..... 3

MAT112 Mathematical Concepts and Applications + ..... 3

### Required Courses: 33-35 Credits

BIO201 Human Anatomy and Physiology I +4  
BIO202 Human Anatomy and Physiology II +. 4

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

HIM101 Introduction to Health Information Management + ..... 3

HIM106 Legal and Ethical Aspects of Health Information Management + ..... 3

HIM160 Health Data and Content + ..... 2

HIM180 Introduction to Medical Billing and Reimbursement + ..... 2

HIM200 Human Pathophysiology and Pharmacology for Health Information Management (HIM) Professionals + 3

HIM203 Healthcare Statistics and Data Analytics + ..... 3

HIM207 Health Information Organizational Resource Management + ..... 3

HIM208 ICD-CM Diagnostic Coding + ..... 2

HIM219 Health Information Management Systems + ..... 3

### Restricted Electives: 11 Credits

Students must select one (1) of the following specializations:

Specialization 1: Health Data Management (11 credits)

CIS114DE Excel Spreadsheet ..... 3

HIM209 Procedural Coding Systems for Non-Coders + ..... 3

HIM225 Health Data Analytics + ..... 3

HIM231 Health Data Management Seminar + 1

HIM232 Health Data Management Professional Practice + ..... 1

## Specialization 2: Revenue Cycle Management (11 credits)

HIM210	ICD-PCS Coding and ICD Applications +.....	2
HIM211	Advanced Applications of Coding and Reimbursement + .....	4
HIM213	CPT and HCPCS Coding +.....	3
HIM233	Revenue Cycle Management Seminar +.....	1
HIM234	Revenue Cycle Data Management Professional Practice +.....	1

## General Education Requirements: 15-18 Credits

### CORE: 9-12 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)	
OR		
ENG111	Technical and Professional Writing + (3).....	6

#### Oral Communication:

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

#### Critical Reading:

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

#### Mathematics:

Met by MAT112, Mathematical Concepts and  
Applications, in Program Prerequisites area. ....0

## DISTRIBUTION: 6 Credits

### Humanities, Arts and Design:

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

### Social-Behavioral Sciences:

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

### Natural Sciences:

Met by BIO156+ or BIO181+ in the Program  
Prerequisites area.....0

**CONTACT:** Ms. M. Hagan, Program Director:  
(602) 285.7295 or  
marty.minton@phoenixcollege.edu

## Histologic Technology

### Associate in Applied Science — AAS 3021

#### 61-72 Credits

The Associate in Applied Science (AAS) in  
Histologic Technology program prepares students  
to provide clinical support to pathologists and  
researchers through application of technical  
expertise in processing body tissues for  
microscopic examination, frozen section assistance,  
embedding techniques, microtomy, and special  
staining techniques. Students in the Histologic  
Technology program will be in contact with  
potentially infectious blood, tissues, and body  
fluids. A Certificate of Completion (CCL) in  
Histologic Technology is also available.

**Program Notes:** Students must earn a grade of C or  
better in all courses required within the program.  
Completion of Anatomy and Physiology, Biology,  
Chemistry and Mathematics courses within the last  
eight (8) years is required.

**Admission Criteria:** High school diploma or GED.  
Completion of Program Prerequisites. Proof of  
current immunization: Measles, Mumps, and  
Rubella (MMR), tuberculosis skin test (TB),  
varicella, tetanus, diphtheria, and Hepatitis B  
vaccine (HEB) and Seasonal Flu vaccine. Submit  
current CPR card for Health Care Provider and  
maintain current status throughout the practicum(s).  
Complete and submit the health declaration form  
signed by a licensed health care provider. Submit to  
a drug screening and demonstrate negative results.  
Ability to fully participate in classroom, laboratory,  
or clinical setting program activities. A formal  
application and admission or readmission to the  
Histologic Technology program is required.  
Application to the Histologic Technology program  
can be obtained from a Health Professions Advisor,  
the Program Director, or via the Phoenix College  
Health Professions, Fitness and Wellness Web site.

### Background Check Requirements

Admission to an Allied Health program requires  
that students be in compliance with the Maricopa  
County Community College District Supplemental  
Background Check policy. Program applications

will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCC background check policy.

**Program Prerequisites:** 34-43 Credits

The credit hour range is subject to change depending on the student's educational experience.

**OPTION 1:** 34-39 Credits

Option 1 is available for the student who has two or more years of documented work experience in a hospital or reference laboratory.

**General Education:** 22-27 Credits

**CORE:** 12-17 Credits

**First-Year Composition:**

Any approved general education courses in the First-Year Composition area. + .....6

**Oral Communication:**

Any approved general education course in the Oral Communication area. + .....3

**Critical Reading:**

CRE101 College Critical Reading and Critical Thinking + (3) OR

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

**Mathematics:**

MAT140 College Mathematics + (5) OR

MAT141 College Mathematics + (4) OR

MAT142 College Mathematics + (3) OR

Satisfactory completion of a higher-level mathematics course .....3-5

MAT courses must be completed within eight (8) years prior to admission or readmission to the Histologic Program.

**DISTRIBUTION:** 10 Credits

**Humanities, Arts and Design:**

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

**Natural Sciences:**

BIO156 Introductory Biology for Allied Health + (4) OR

BIO181 General Biology (Majors) I + (4) OR

Equivalent course .....4

**Social-Behavioral Sciences:**

Any approved general education course in the Social-Behavioral Sciences area .....3

Students must have completed the following BIO and CHM courses within eight (8) years prior to admission or readmission to the Histologic Program:

BIO201 Human Anatomy and Physiology I + (4) AND

BIO202 Human Anatomy and Physiology II + (4) OR

Equivalent courses ..... 8

CHM130Fundamental Chemistry + (3) AND

CHM130LLFundamental Chemistry

Laboratory + (1) OR

Equivalent courses OR

Completion of higher-level Chemistry courses. 4 OR

**OPTION 2:** 38-43 Credits

HCC130Fundamentals in Health Care

Delivery (3) OR

HCC145AAMedical Terminology for Health Care Professionals I ..... 1

**General Education:** 22-27 Credits

**CORE:** 12-17 Credits

**First-Year Composition:**

Any approved general education courses in the First-Year Composition area. + ..... 6

**Oral Communication:**

Any approved general education course in the Oral Communication area. + ..... 3

**Critical Reading:**

CRE101 College Critical Reading and Critical Thinking + (3) OR

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

**Mathematics:**

MAT140 College Mathematics + (5) OR

MAT141 College Mathematics + (4) OR

MAT142 College Mathematics + (3) OR

Satisfactory completion of a higher-level mathematics course..... 3-5

MAT courses must be completed within eight (8) years prior to admission or readmission to the Histologic Program.

**DISTRIBUTION:** 10 Credits

**Humanities, Arts and Design:**

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

### Natural Sciences:

BIO156 Introductory Biology for  
Allied Health + (4) OR  
BIO181 General Biology (Majors) I + (4) OR  
Equivalent course .....4

### Social-Behavioral Sciences:

Any approved general education course in the  
Social-Behavioral Sciences area .....3

Students must have completed the following BIO  
and CHM courses within eight (8) years prior to  
admission or readmission to the Histologic

Program:

BIO201 Human Anatomy and  
Physiology I + (4) AND  
BIO202 Human Anatomy and  
Physiology II + (4) OR  
Equivalent courses .....8

CHM130 Fundamental Chemistry + (3) AND  
CHM130LL Fundamental Chemistry  
Laboratory + (1) OR  
Equivalent courses OR  
Completion of higher-level Chemistry courses..4

### Required Courses: 25-27 Credits

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

HST180 Overview of Histology (Anatomic)  
Laboratory + .....2  
HST181 Chemistry of Fixation + .....3  
HST182 Microtomy + .....5  
HST183 Practicum: Chemistry of Fixation + ..1  
HST184 Practicum: Microtomy + .....1  
HST185 Cellular Biological Staining + .....5  
HST186 Cellular Biological and  
Immunohistochemical Staining + .....5  
HST187 Practicum: Cellular Biological  
Staining + .....1  
HST188 Practicum: Cellular Biological and  
Immunohistochemical Staining + .....1

**Restricted Electives:** None

### General Electives: 2 Credits

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

### General Education Requirements: 0 Credits

#### CORE: 0 Credits

#### First-Year Composition:

Met by any approved general education courses  
from the First-Year Composition courses  
in the Program Prerequisites area..... 0

#### Oral Communication:

Met by any approved general education course from  
the Oral Communication courses  
in the Program Prerequisites area..... 0

#### Critical Reading:

Met by any approved general education course from  
the Critical Reading area OR  
Equivalent as indicated by assessment in the  
Program Prerequisites area ..... 0

#### Mathematics:

Met by MAT140, MAT141, or MAT142 or  
Satisfactory completion of a higher-level  
mathematics course in the Program Prerequisites  
area 0

### DISTRIBUTION: 0 Credits

#### Humanities, Arts and Design:

Met by any approved general education course from  
the Humanities, Arts and Design  
in the Program Prerequisites area..... 0

#### Social-Behavioral Sciences:

Met by any approved general education course from  
the Social- Behavioral Sciences  
in the Program Prerequisites area..... 0

#### Natural Sciences:

Met by BIO156 or BIO181 or Equivalent Biology  
course in the Program Prerequisites area..... 0

**CONTACT:** Ms. M. Hagan, Program Director:  
(602) 285.7295 or  
marty.minton@phoenixcollege.edu

### Histologic Technology

#### Certificate of Completion — CCL 5195

#### 46-51 Credits

The Certificate of Completion (CCL) in Histologic  
Technology program prepares students to provide  
clinical support to pathologists and researchers

through application of technical expertise in processing body tissues for microscopic examination, frozen section assistance, embedding techniques, microtomy, and special staining techniques. Students in the Histologic Technology program will be in contact with potentially infectious blood, tissues, and body fluids. An Associate in Applied Science (AAS) in Histologic Technology is also available.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program. Completion of Anatomy and Physiology, Biology, Chemistry and Mathematics courses within the last eight (8) years is required.

**Admission Criteria:** High school diploma or GED. Completion of an Associate's degree or higher in a health science discipline from a regionally accredited institution of higher education recognized by the Maricopa County Community College District. Completion of Program Prerequisites. Proof of current immunization: Measles, Mumps, and Rubella (MMR), tuberculosis skin test (TB), varicella, tetanus, diphtheria, Hepatitis B vaccine (HEB), and Seasonal Flu vaccine. Submit current CPR card for Health Care Provider and maintain current status throughout the practicum(s). Complete and submit the health declaration form signed by a licensed health care provider. Submit to a drug screening and demonstrate negative results. Ability to fully participate in classroom, laboratory, or clinical setting program activities. A formal application and admission or readmission to the Histologic Technology program is required. Application to the Histologic Technology program can be obtained from a Health Professions Advisor, the Program Director, or via the Phoenix College Health Professions, Fitness and Wellness Web site.

### Background Check Requirements

Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCDC background check policy.

### Program Prerequisites: 22-27 Credits

The credit hour range is subject to change depending on the student's educational experience.

### OPTION 1: 22-24 Credits

Option 1 is available for the student who has two or more years of documented work experience in a hospital or reference laboratory.

Any approved general education course in the Oral Communication area + ..... 3

MAT140 College Mathematics + (5) OR  
MAT141 College Mathematics + (4) OR  
MAT142 College Mathematics + (3) OR  
Satisfactory completion of a higher-level mathematics course..... 3-5  
MAT courses must be completed within eight (8) years prior to admission or readmission to the Histologic Program.

BIO156 Introductory Biology for Allied Health + (4) OR  
BIO181 General Biology (Majors) I + (4) OR  
Equivalent course ..... 4

Students must have completed the following BIO and CHM courses within eight (8) years prior to admission or readmission to the Histologic Program:

BIO201 Human Anatomy and Physiology I + (4) AND  
BIO202 Human Anatomy and Physiology II + (4) OR  
Equivalent courses ..... 8

CHM130 Fundamental Chemistry + (3) AND  
CHM130LL Fundamental Chemistry Laboratory + (1) OR  
Equivalent courses OR  
Completion of higher-level Chemistry courses . 4  
OR

### OPTION 2: 25-27 Credits

Any approved general education course in the Oral Communication area + ..... 3

MAT140 College Mathematics + (5) OR  
MAT141 College Mathematics + (4) OR  
MAT142 College Mathematics + (3) OR  
Satisfactory completion of a higher-level  
mathematics course .....3-5  
MAT courses must be completed within eight (8)  
years prior to admission or readmission to the  
Histologic Program.

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

BIO156 Introductory Biology for  
Allied Health + (4) OR  
BIO181 General Biology (Majors) I + (4) OR  
Equivalent course .....4

Students must have completed the following BIO  
and CHM courses within eight (8) years prior to  
admission or readmission to the Histologic  
Program:

BIO201 Human Anatomy and  
Physiology I + (4) AND  
BIO202 Human Anatomy and  
Physiology II + (4) OR  
Equivalent courses .....8

CHM130 Fundamental Chemistry + (3) AND  
CHM130LL Fundamental Chemistry  
Laboratory + (1) OR  
Equivalent courses OR  
Completion of higher-level Chemistry courses..4

# **Required Courses: 24 Credits**

HST180 Overview of Histology (Anatomic)  
Laboratory + .....2  
HST181 Chemistry of Fixation + .....3  
HST182 Microtomy + .....5  
HST183 Practicum: Chemistry of Fixation + ..1  
HST184 Practicum: Microtomy + .....1  
HST185 Cellular Biological Staining + .....5  
HST186 Cellular Biological and  
Immunohistochemical Staining + .....5  
HST187 Practicum: Cellular  
Biological Staining + .....1  
HST188 Practicum: Cellular Biological and  
Immunohistochemical Staining + .....1

**Restricted Electives:** None.

**General Electives:** None

**CONTACT:** Ms. R. Helminski, Program Director:  
(602) 285.7295 or  
marty.minton@phoenixcollege.edu

# **Laboratory Assisting**

## **Certificate of Completion — CCL 5134N**

### **5-9 Credits**

The Certificate of Completion (CCL) in Laboratory  
Assisting program provides education and training  
for employment in various laboratories. Laboratory  
Assistants perform specimen processing, inventory  
management, conduct quality control and quality  
assurance activities, perform point-of-care testing,  
and use computers to assist in testing and document  
laboratory activities. Students in the Laboratory  
Assisting Program will be in contact with  
potentially infectious blood, tissues, and body  
fluids. This program contains the courses to satisfy  
the requirements for the Certificate of Completion  
(CCL) in Phlebotomy, if applicable.

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

**Admission Criteria:** High school diploma or GED.  
Ability to participate fully in classroom, laboratory,  
or clinical setting program activities. Formal  
application and admission to the program are  
required. Obtain an Application from the Program  
Director, a Health Professional Academic Advisor,  
or the Phoenix College Web site.

**Program Prerequisites:** None.

# **Required Courses:** 5-9 Credits

LBA155	Laboratory Assisting: Principles and Procedures +.....5
PLB109	Phlebotomy: Basic Skills + (2) AND
PLB111	Specimen Processing and Advanced Techniques in Phlebotomy Procedures + (2) OR
Verification of two years of employment as a clinical lab assistant, specimen processor, or phlebotomist (0) .....0-4	

**Restricted Electives:** None.

**CONTACT:** Ms. N. Albert, Program Director:  
(602) 285.7295 or  
marty.minton@phoenixcollege.edu

## **Massage Therapy Associate in Applied Science — AAS 3144 61-71 Credits**

The Associate in Applied Science (AAS) in Massage Therapy program is designed to provide students with the foundational and advanced technical skills to meet State of Arizona licensure qualifications and is designed to prepare students for employment as massage professionals. The field of massage therapy is a holistic profession focused on helping people improve their physical and emotional well-being. Partnering with instructors and fellow students in a hands-on learning environment, students will gain a deep understanding of massage therapy integrating classic techniques including Swedish, deep tissue, and therapeutic. Students will have opportunities in onsite clinical and classroom settings working with a variety of individuals. Upon completion of this program students will be prepared to work in a range of settings including private practice, physical therapy clinics, chiropractic offices, corporate/franchised spas, sports industry, and destination resorts.

**Program Notes:** Students must earn a grade of C or better for all courses in the Program. Students must attend an orientation prior to applying to the program and be advised by the Program Director. A special application must be completed to be officially accepted in the program. Contact the Program Director or Advisement to obtain the Massage Therapy Program packet.

**Admission Criteria:** High school diploma or GED. Proof of current immunization: Measles, Mumps, and Rubella (MMR), tuberculosis skin test (TB), varicella, tetanus, diphtheria, and Hepatitis B vaccine (HEB). Have the ability to fully participate in classroom, laboratory, or clinical setting program activities. Submit current CPR card for Health Care Provider and maintain current status throughout the practicum(s). Complete and submit the health declaration form signed by a licensed health care provider. Submit to a drug screening and demonstrate negative results. Successfully complete an interview process.

Formal application and admission to the program are required.

## **Background Check Requirements**

Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCDC background check policy.

**Program Prerequisites:** None.

## **Required Courses:** 33-39 Credits

FYE101	Introduction to College, Career and Personal Success (1) OR
FYE103	Exploration of College, Career and Personal Success (3) ..... 1-3
MGT253	Owning and Operating a Small Business (3) OR
WED204	Establishing a Massage Practice (3). 3

WED230	Therapeutic Massage Practices I +....6
WED231	Therapeutic Massage Practices II +...6
WED232	Therapeutic Massage Practices III +.6
WED250AA	Clinical Practicum: Part I + (1.5) AND
WED250AB	Clinical Practicum: Part II + (1.5)..3

Students must also complete one of the following specializations.

#### Specialization 1: 12 Credits

BIO160	Introduction to Human Anatomy and Physiology .....4
HCC130	Fundamentals in Health Care Delivery 3
HCC145AA	Medical Terminology for Health Care Professionals I.....1
WED165	Overview of Massage Therapy.....2
WED215	Self-Care for Health Care Professionals .....2

OR

#### Specialization 2: 8 Credits

Option 2 is for students who have completed an Associate in Applied Science degree or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by The Maricopa Community Colleges.

BIO160	Introduction to Human Anatomy and Physiology.....4
WED165	Overview of Massage Therapy.....2
WED215	Self-Care for Health Care Providers..2

#### Restricted Electives: 8-10 Credits

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

WED+++++	Any WED Wellness Education course(s) approved by the Program Director except courses already used to satisfy Required Courses and Restricted Electives areas .....1-4
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#### FOCUS AREA: MASSAGE TECHNIQUES

WED120	Massage Therapy: Anatomy Refresher - Upper Body .....1
WED145	Reflexology.....1
WED210	Sports Massage +.....2
WED220	Gentle Touch for Individuals Living with Cancer.....2
WED297AA	Special Topics: Therapeutic Massage 1
WED297AB	Special Topics: Therapeutic Massage 2
WED297AC	Special Topics: Therapeutic Massage 3

#### FOCUS AREA: ALTERNATIVE AND COMPLEMENTARY METHODS

WED125	Reiki: Healing and Symbols ..... 2
WED151	Introduction to Alternative Medicine 3
WED162	Meditation and Wellness ..... 1
WED172	Overview of Herbal Remedies..... 1
WED176	Flower Essences..... 1
WED182	Health Conditions and Popular Herbs... 2
WED183	Introduction to Ayurvedic Principles 2
WED218	Aromatherapy..... 1
WED225	Reiki: Master Level and Teacher Training + ..... 2

#### FOCUS AREA: MIND-BODY ACTIVITIES

PED101JU	Judo ..... 1
PED101PS	Pilates ..... 1
PED102PS	Pilates - Intermediate ..... 1
PED103PS	Pilates (0.5) (May be repeated)..... 1
PED101TC	Tai Chi..... 1
PED102TC	Tai Chi - Intermediate ..... 1
PED103TC	Tai Chi (0.5) (May be repeated) ..... 1
PED201TC	Tai Chi - Advanced..... 1

PED101YO	Yoga..... 1
PED102YO	Yoga - Intermediate ..... 1
PED103YO	Yoga (0.5) (May be repeated) ..... 1
PED201YO	Yoga - Advanced..... 1

#### FOCUS AREA: HEALTH & WELLNESS

FON241	Principles of Human Nutrition ..... 3
HES100	Healthful Living..... 3
SPT271	Sports Medicine Foundations ..... 3
REC120	Leisure and the Quality of Life ..... 3

#### General Education: 18-24 Credits

##### CORE: 12-18 Credits

##### First-Year Composition:

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

AND

ENG102	First-Year Composition + (3) OR
ENG108	First-Year Composition for ESL + (3). 6

##### Oral Communication:

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



### Critical Reading:

CRE101 College Critical Reading and Critical Thinking + (3) OR

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

### Mathematics:

MAT140 College Mathematics + (5) OR

MAT141 College Mathematics + (4) OR

MAT142 College Mathematics + (3) OR

MAT145 College Mathematics with Review (5) OR

MAT146 College Mathematics with Review (6) OR

Equivalent or higher-level mathematics course in the Mathematical Applications [MA] area .....3-6

### DISTRIBUTION: 6 Credits

#### Humanities, Arts and Design:

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

#### Social-Behavioral Sciences:

REC120 Leisure and the Quality of Life (3) OR

PSY101 Introduction to Psychology (3) .....3

#### Natural Sciences:

Met by BIO160 in Required Courses area .....0

**CONTACT:** Ms. N. Albert, Program Director:

(602) 285.7295 or

marty.minton@phoenixcollege.edu

### Massage Therapy

#### Certificate of Completion — CCL 5144

#### 36-40 Credits

The Certificate of Completion (CCL) in Massage Therapy program is designed to provide students with the foundational and advanced technical skills to meet State of Arizona licensure qualifications and is designed to prepare students for employment as massage professionals. The field of massage therapy is a holistic profession focused on helping people improve their physical and emotional well-being. Partnering with instructors and fellow students in a hands-on learning environment, students will gain a deep understanding of massage therapy integrating classic techniques including Swedish, deep tissue, and therapeutic. Students will have opportunities in onsite clinical and classroom settings working with a variety of individuals. Upon completion of this program students will be

prepared to work in a range of settings including private practice, physical therapy clinics, chiropractic offices, corporate/franchised spas, sports industry, and destination resorts. Credits earned in the CCL directly apply to the Associate in Applied Science (AAS) in Massage Therapy degree.

This program is designed to meet education requirements for licensure or certification in the State of Arizona. Granting licensure and certification is the sole responsibility of the state board or approval agency. This program is only offered and available to students located in the State of Arizona. The Maricopa County Community College District and colleges define student location within Administrative Regulation 2.2.3(7).

**Program Notes:** Students must earn a grade of C or better for all courses required within the program. Students must attend an orientation prior to applying to the program and be advised by the Program Director. A special application must be completed to be officially accepted in the program. Contact the Program Director or Advisement to obtain the Massage Therapy Program packet.

GateWay Community College also offers a clock-hour based Massage Therapy certificate:  
[www.gatewaycc.edu/massage-therapy](http://www.gatewaycc.edu/massage-therapy)

**Admission Criteria:** High school diploma or GED. Proof of current immunization: Measles, Mumps, and Rubella (MMR), tuberculosis skin test (TB), varicella, tetanus, diphtheria, and Hepatitis B vaccine (HEB). Successful completion of interview process. Have the ability to fully participate in classroom, laboratory, or clinical setting program activities. Submit current CPR card for Health Care Provider and maintain current status throughout the practicum(s). Complete and submit the health declaration form signed by a licensed health care provider. Submit to a drug screening and demonstrate negative results.

Formal application and admission to the program are required.

## Background Check Requirements

Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCDC background check policy.

**Program Prerequisites:** None.

**Required Courses:** 32-36 Credits

- MGT253 Owning and Operating a Small Business (3) OR  
WED204 Establishing a Massage Practice (3)..3
- WED230 Therapeutic Massage Practices I +....6  
WED231 Therapeutic Massage Practices II + ..6  
WED232 Therapeutic Massage Practices III +.6  
WED250AAClinical Practicum: Part I + (1.5) AND  
WED250ABClinical Practicum: Part II + (1.5)..3

Students must also complete one of the following specializations.

Specialization 1: 12 Credits

- BIO160 Introduction to Human Anatomy and Physiology .....4  
HCC130 Fundamentals in Health Care Delivery 3  
HCC145AAMedical Terminology for Health Care Professionals I.....1  
WED165 Overview of Massage Therapy.....2  
WED215 Self-Care for Health Care Professionals .....2

OR

Specialization 2: 8 Credits

Specialization 2 is for students who have completed an Associate in Applied Science degree or higher degree in a health science discipline from a regionally accredited institution of higher education recognized by The Maricopa Community Colleges.

- BIO160 Introduction to Human Anatomy and Physiology .....4  
WED165 Overview of Massage Therapy.....2  
WED215 Self-Care for Health Care Providers..2

**Restricted Electives:** 4 Credits

Students must select courses from those listed below for a total of four (4) credits.

WED+++++Any WED Wellness Education course(s) approved by the Program Director except courses already used to satisfy Required Courses and Restricted Electives areas ..... 1-4

**FOCUS AREA: MASSAGE TECHNIQUES**

- WED120 Massage Therapy: Anatomy Refresher - Upper Body..... 1  
WED145 Reflexology..... 1  
WED210 Sports Massage +..... 2  
WED220 Gentle Touch for Individuals Living with Cancer ..... 2  
WED297AASpecial Topics: Therapeutic Massage1  
WED297ABSpecial Topics: Therapeutic Massage 2  
WED297ACSpecial Topics: Therapeutic Massage 3

**FOCUS AREA: ALTERNATIVE AND COMPLEMENTARY METHODS**

- WED125 Reiki: Healing and Symbols ..... 2  
WED151 Introduction to Alternative Medicine 3  
WED162 Meditation and Wellness ..... 1  
WED172 Overview of Herbal Remedies..... 1  
WED176 Flower Essences..... 1  
WED182 Health Conditions and Popular Herbs... 2  
WED183 Introduction to Ayurvedic Principles 2  
WED218 Aromatherapy..... 1  
WED225 Reiki: Master Level and Teacher Training + ..... 2

**FOCUS AREA: MIND-BODY ACTIVITIES**

- PED101JUJudo ..... 1  
PED101PSPilates ..... 1  
PED102PSPilates - Intermediate ..... 1  
PED103PSPilates (0.5) (May be repeated)..... 1  
  
PED101TCTai Chi..... 1  
PED102TCCChi - Intermediate ..... 1  
PED103TCTai Chi (0.5) (May be repeated) ..... 1  
PED201TCTai Chi - Advanced..... 1  
  
PED101YOYoga..... 1  
PED102YOYoga - Intermediate ..... 1  
PED103YOYoga (0.5) (May be repeated) ..... 1  
PED201YOYoga - Advanced ..... 1

## FOCUS AREA: HEALTH & WELLNESS

FON241	Principles of Human Nutrition .....	3
HES100	Healthful Living.....	3
SPT271	Sports Medicine Foundations .....	3
REC120	Leisure and the Quality of Life .....	3

**CONTACT:** Angelica Bowman, Program Director:  
(602)-285-7927 or  
angelica.bowman@phoenixcollege.edu

### Medical Administrative Assisting Certificate of Completion — CCL 5295 16-22 Credits

The Certificate of Completion (CCL) in Medical Administrative Assisting is designed to provide education and training for employment in various administrative health care settings. Medical Administrative Assistants are healthcare professionals who are key members of the administrative medical office team. They foster a friendly and positive patient experience while performing numerous administrative duties that adhere to all state and federal standards. Upon successful completion of the program, students are eligible to take the Certified Medical Administrative Specialist exam. A Certificate of Completion (CCL) in Clinical Medical Assisting and an Associate in Applied Science (AAS) in Medical Assisting are also available.

**Program Notes:** Formal application and acceptance into program is required. Per programmatic accreditation requirements, students must pass all the psychomotor and affective skills contained within each course in order to successfully complete the program. Students cannot repeat a course more than once. Successful completion of each successive MAS is required to progress in the Medical Administrative Assisting program. Students must earn a grade of C or better for all courses required within the program.

### Background Check Requirements

The Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona

Department of Public Safety Level One Fingerprint Clearance Card. Students must maintain current fingerprint clearance throughout the practicum(s). Upon conditional program admission, the student must comply with all requirements of the current MCCC background check policy.

**Admission Criteria:** High school diploma or GED equivalence is required.

Student must be 18 years of age.

Formal application and acceptance to the program is required.

Completion of program prerequisites.

Prior Learning Assessment credit may be awarded for completion of all Medical Assisting courses associated with this CCL.

Suggested assessment tool is EdReady. Phoenix College has adopted several different tools that students may use for initial course placement into English, reading and math. Visit with Academic Advisement.

### Program Prerequisites: 0-6 Credits

Appropriate English placement test score (0) OR  
ENG101 First-Year Composition + (3) OR  
ENG107 First-Year Composition  
for ESL + (3) ..... 0-3

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

### Required Courses: 16 Credits

MAS101 Introduction to Medical Assisting ..... 3  
MAS102 Fundamentals of Administrative  
Medical Assisting + ..... 6  
MAS103 Basic Anatomy, Physiology, and  
Medical Terminology + ..... 3  
MAS104 Medical Administrative Assisting  
Practicum + ..... 4

**Restricted Electives:** None.

**General Electives:** None.

**CONTACT:** Angelica Bowman, Program Director:  
(602)-285-7927 or  
angelica.bowman@phoenixcollege.edu

## Medical Assisting

### Associate in Applied Science — AAS 3291

#### 63-71 Credits

The Associate in Applied Science (AAS) in Medical Assisting is designed to provide education and training for employment as Medical Assistants accompanying a transfer pathway to a baccalaureate degree. Medical assistants are integral members of the administrative and clinical healthcare team in various healthcare settings. Medical assistants act as liaisons between the healthcare providers and patients, and are of vital importance to the success of the medical practice. Upon successful completion of the program, students are eligible to take the national certification exam. In addition, obtaining the associate degree is designed to provide an opportunity for advancement in the healthcare field. Certificates of Completion (CCLs) in Medical Administrative Assisting and Clinical Medical Assisting are also available.

**Program Notes:** Students must be admitted to the program and cannot self-enroll in courses.

Successful completion of each MAS course is required to progress in the Medical Assisting program.

Per programmatic accreditation requirements, students must pass all the psychomotor and affective skills contained within each course in order to successfully complete the course.

Students cannot repeat a course more than once.

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

Suggested assessment tool is EdReady. Phoenix College has adopted several different tools that students may use for initial course placement into English, reading and math. Visit with Academic Advisement.

Students interested in transferring to the NAU BS in Health Science-Medical Assisting can satisfy the relevant Arizona General Education Curriculum (AGEC) and transfer requirements by completing the following courses:

An additional course with the Humanities, Arts and Design [HU] general studies designation..... 3

BIO202 Human Anatomy and Physiology II + ..4

COM225 is recommended for students who wish to transfer to NAU BS in Health Sciences - Medical Assisting.

One of the following courses for students who are interested in transferring to a university:

MAT140 College Mathematics + (5) OR

MAT141 College Mathematics + (4) OR

MAT142 College Mathematics + (3) OR

MAT145 College Mathematics  
with Review (5) OR

MAT146 College Mathematics  
with Review (6) ..... 3-6

An additional course with the Computer/Statistics/  
Quantitative Applications general studies  
designation..... 3  
Recommend MAT206 Elements of Statistics (3) OR  
PSY230 Introduction to Statistics (3) OR  
PSY230WL Introduction to Statistics with Lab (4)

**Admission Criteria:** High school diploma or GED equivalence is required.

Student must be at least 18 years of age.

Acceptance to the program.

Completion of the Certificate of Completion (CCL)  
in Medical Administrative Assisting (5295)  
AND

Completion of the Certificate of Completion (CCL)  
in Clinical Medical Assisting (5291)  
OR

Completion of all Medical Assisting courses  
associated with both CCLs, awarded through Prior  
Learning Assessment.

Submit current CPR/BLS Provider card (American Heart Association-approved) and maintain current status throughout the practicum(s). Complete and submit the Allied Health Student Health and Safety Documentation Checklist, with included documentation, signed by a licensed healthcare provider.

### Background Check Requirements

Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Students must maintain current fingerprint clearance throughout the practicum(s). Upon conditional program admission, the student must comply with all requirements of the current MCCCDC background check policy.

**Program Prerequisites:** None.

**Required Courses:** 41-49 Credits

Met by the Certificate of Completion (CCL) in Medical Administrative Assisting (5295)  
Credits: 16-22

Appropriate English placement test score (0) OR  
ENG101 First-Year Composition + (3) OR  
ENG107 First-Year Composition  
for ESL + (3) .....0-3

Appropriate Reading placement score (0) or  
Equivalent by assessment (0) or  
CRE101 College Critical Reading and Critical  
Thinking + (3) .....0-3

MAS101 Introduction to Medical Assisting ..... 3  
MAS102 Fundamentals of Administrative  
Medical Assisting + ..... 6  
MAS103 Basic Anatomy, Physiology, and  
Medical Terminology + ..... 3  
MAS104 Medical Administrative Assisting  
Practicum + ..... 4

AND

Met by the Certificate of Completion (CCL) in  
Clinical Medical Assisting (5291)  
Credits: 24

MAS201 Fundamentals of Clinical  
Medical Assisting + ..... 6  
MAS202 Laboratory Testing in Ambulatory  
Healthcare Settings + ..... 6  
MAS203 Medical Assisting Pharmacology + .. 6  
MAS204 Clinical Medical Assisting  
Practicum + ..... 4  
MAS205 Medical Assisting Program  
Review + ..... 2

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

**Restricted Electives:** None.

**General Education Requirements:** 22-27 Credits

**CORE:** 12-17 Credits

**First-Year Composition:**

ENG101 First-Year Composition + (3) OR  
ENG107 First-Year Composition for ESL + (3) .3  
AND  
ENG102 First-Year Composition + (3) OR  
ENG108 First-Year Composition for ESL + (3) ...3

**Oral Communication:**

Met by any general education course from the Oral  
Communication area ..... 3

**Critical Reading:**

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

**Mathematics:**

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

**DISTRIBUTION:** 10 Credits

**Humanities, Arts and Design:**

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

### Social-Behavioral Sciences:

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

PSY101 Introduction to Psychology (3) is recommended for students interested in transferring to the NAU BS in Health Sciences – Medical Assisting.

### Natural Sciences:

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

**CONTACT:** Ms. C. Pinzone, Program Director:  
<https://www.phoenixcollege.edu/business>

### Medical Billing and Coding: Physician- Based Certificate of Completion — CCL 5014 36 Credits

The Certificate of Completion (CCL) in Medical Billing and Coding: Physician-Based is designed to prepare individuals for entry-level medical billing and coding positions in ambulatory care treatment centers such as clinics, physician practices, managed care organizations, private billing services, and insurance companies.

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

Students must be willing to undergo a background check performed by the MCCCDC-approved vendor. (Students who are unsure of their background status may take a preliminary background check at their own expense before entering the program, results of which will not be sent to the college.)

The following courses must be completed within five (5) years of the Required HIM Course(s): BIO201, BIO202, BPC110 or CIS105, HCC145, and HIM200.

### PHOENIX COLLEGE:

Phoenix College offers a credit-based certificate.

### GATEWAY COMMUNITY COLLEGE:

GateWay Community College offers a clock-based certificate in Medical Billing and Coding.

**Admission Criteria:** High school graduate or GED.

Completion of Program Prerequisites.

Formal application and admission to the Medical Billing and Coding: Physician-Based certificate program is required.

Ability to fully participate in professional practice in the health care settings.

Applications can be obtained from advisement or from the College website.

### Background Check Requirements

Program applications will not be accepted without a copy of the Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCDC background check policy.

### Program Prerequisites: 10 Credits

BIO156	Introductory Biology for Allied Health + (4) OR	
BIO181	General Biology (Majors) I + (4) .....	4
BPC110	Computer Usage and Applications (3) OR	
CIS105	Survey of Computer Information Systems (3) .....	3
HCC145	Medical Terminology for Health Care Professions .....	3

### Required Courses: 26 Credits

BIO201	Human Anatomy and Physiology I +4	
BIO202	Human Anatomy and Physiology II+ ..	4
HIM101	Introduction to Health Information Management + .....	3
HIM180	Introduction to Medical Billing and Reimbursement + .....	2
HIM181	Medical Claims Processing + .....	3
HIM200	Human Pathophysiology and Pharmacology for Health Information Management (HIM) Professionals +	3
HIM208	ICD-CM Diagnostic Coding + .....	2
HIM213	CPT and HCPCS Coding + .....	3

HIM215	Physician-Based Billing and Coding Seminar + .....	1
HIM216	Professional Practice in Physician-Based Billing and Coding + .....	1

**CONTACT:** Ms. C. Pinzone, Program Director:  
<https://www.phoenixcollege.edu/business>

### **Medical Coding: Hospital-Based Certificate of Completion — CCL 5092** **42 Credits**

The Certificate of Completion (CCL) in Medical Coding: Hospital- Based is designed to prepare individuals for diagnostic and procedural coding positions in hospitals and hospital-based settings such as outpatient clinics, emergency departments, and surgery centers. The program is approved by the American Health Information Management Association (233 N. Michigan Avenue, Suite 2150, Chicago, IL 60601-5800) and is designed to provide the foundation needed for comprehensive entry-level coding certification examinations.

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

Students in this program participate in mandatory professional practice placements in health care settings.

Students must be willing to undergo a background check performed by the MCCCDC-approved vendor. (Students who are unsure of their background status may take a preliminary background check at their own expense before entering the program, the results of which will not be sent to the college.)

The following courses must be completed within five (5) years of the Required Course(s) for which they are Prerequisite requirements: BIO201, BIO202, BPC110 or CIS105, HCC145, and HIM200.

**Admission Criteria:** High school graduate or GED.

Completion of Program Prerequisites.

Formal application and acceptance to the Medical Coding: Hospital-Based certificate program is required. Applications can be obtained Advisement or from the College website.

Ability to fully participate in classroom laboratory, and professional practice settings.

### **Background Check Requirements**

Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCDC background check policy.

### **Program Prerequisites: 10 Credits**

BIO156	Introductory Biology for Allied Health + (4) OR	
BIO181	General Biology (Majors) I + (4) .....	4
BPC110	Computer Usage and Applications (3) OR	
CIS105	Survey of Computer Information Systems (3) .....	3
HCC145	Medical Terminology for Health Care Professions .....	3

### **Required Courses: 32 Credits**

BIO201	Human Anatomy and Physiology I +4	
BIO202	Human Anatomy and Physiology II + .	4
HIM101	Introduction to Health Information Management + .....	3
HIM180	Introduction to Medical Billing and Reimbursement + .....	2
HIM181	Medical Claims Processing + .....	3
HIM200	Human Pathophysiology and Pharmacology for Health Information Management (HIM) Professionals +	3
HIM208	ICD-CM Diagnostic Coding + .....	2
HIM210	ICD-PCS Coding and ICD Applications + .....	2
HIM211	Advanced Applications of Coding and Reimbursement + .....	4
HIM213	CPT and HCPCS Coding + .....	3
HIM221	Medical Coding Seminar + .....	1
HIM222	Professional Practice in Medical Coding + .....	1

**Restricted Electives:** None.

**CONTACT:** Ms. R. Helminski, Program Director:  
(602) 285.7295 or  
marty.minton@phoenixcollege.edu

### **Medical Laboratory Science**

#### **Associate in Applied Science — AAS 3028 71-83 Credits**

The Associate in Applied Science (AAS) in Medical Laboratory Science degree provides education and training for employment in various medical, clinical and bioscience laboratories. Medical Laboratory Technicians (MLT's) perform technically precise laboratory procedures using quality assurance and process improvement knowledge in compliance with appropriate regulatory guidelines to ensure quality patient care, work safety, and medico-legal standards by conducting a variety of tests on various specimens submitted to medical and clinical laboratories. Students in the Medical Laboratory Science program may be exposed to potentially infectious blood tissues, and body fluids. A Certificate of Completion (CCL) in Medical Laboratory Science is also available.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program. Please note the additional GPA requirements in the Program Prerequisites area.

Completion of Anatomy and Physiology, Biology, Chemistry, Mathematics and Phlebotomy courses within the last eight (8) years is required. Courses must be completed within eight (8) years as part of the degree completion for admission or readmission to the Medical Laboratory Science Program.

If ASU students taking MDL courses concurrently do not meet the GPA requirements noted in the Program Prerequisite area, they must meet the ASU program admission and graduation requirement for concurrent ASUPC program participation.

**Admission Criteria:** High school diploma or GED equivalent. Completion of Program Prerequisites. Proof of current immunization: Measles, Mumps, and Rubella (MMR), tuberculosis skin test (TB), varicella, tetanus, diphtheria, Hepatitis B vaccine (HEB), and Seasonal Flu vaccine. Submit current CPR card for Health Care Provider and maintain current status throughout the practicum(s). Complete and submit health declaration form signed by a licensed health care provider. Submit to a drug screening and demonstrate negative results. Ability to fully participate in classroom, laboratory, or clinical setting program activities. A formal application and admission or readmission to the Medical Laboratory Science Program is required. Application to the Medical Laboratory Science program can be obtained from a Health Professions Advisor, the Program Director, or via the Phoenix College Health Professions, Fitness and Wellness Web site.

### **Background Check Requirements**

Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCDC background check policy.

### **Program Prerequisites: 34-44 Credits**

Please note the specific GPA requirements.

Students must have completed the following courses within eight (8) years prior to admission or readmission to the Medical Laboratory Science Program with a GPA of 3.5 or higher:

BIO181 General Biology (Majors) I + (4) OR  
BIO181XT General Biology (Majors) I + (4) OR  
Equivalent (4) ..... 4



BIO160	Introduction to Human Anatomy and Physiology (4) OR	
BIO201	Human Anatomy and Physiology I + (4) OR	
BIO201XT	Human Anatomy and Physiology I + (4) OR Equivalent (4) .....	4
BIO205	Microbiology + .....	4
CHM130	Fundamental Chemistry + (3) AND	
CHM130LL	Fundamental Chemistry Laboratory + (1) OR	
	Satisfactory completion of higher-level chemistry course (4) 4	
MAT140	College Mathematics + (5) OR	
MAT141	College Mathematics + (4) OR	
MAT142	College Mathematics + (3) OR	
MAT145	College Mathematics with Review (5) OR	
MAT146	College Mathematics with Review (6) OR	
	Satisfactory completion of a higher level mathematics course .....	3-6
PLB109	Phlebotomy: Basic Skills + (2) AND	
PLB111	Specimen Processing and Advanced Techniques in Phlebotomy Procedures + (2) OR	
	Verification of two years of employment as a clinical lab assistant, specimen processor, or phlebotomist (0) .....	0-4
The following courses must be completed with a GPA of 3.25 or better:		
First-Year Composition:		
	Any approved general education courses in the First-Year Composition area. + .....	6
Oral Communication:		
	Any approved general education course in the Oral Communication area. + .....	3
	COM225 recommended for transfer [L].	
Critical Reading:		
CRE101	College Critical Reading and Critical Thinking + (3) OR	
	Equivalent as indicated by assessment (0) .....	0-3

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

Social-Behavioral Sciences:  
Any approved General Education course in the Social-Behavioral Sciences area..... 3

### Required Courses: 37-39 Credits

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

MDL190 Clinical Laboratory Operations + ..... 2  
MDL240 Clinical Urinalysis and Body Fluid Analysis + ..... 3  
MDL241 Practicum: Clinical Urinalysis and Body Fluid Analysis + ..... 1  
MDL242 Clinical Hematology and Hemostasis + 6  
MDL243 Practicum: Clinical Hematology and Hemostasis + ..... 1  
MDL244 Clinical Immunohematology and Immunology + ..... 6  
MDL245 Practicum: Clinical Immunohematology and Immunology + ..... 1  
MDL246 Clinical Microbiology + ..... 6  
MDL247 Practicum: Clinical Microbiology + . 1  
MDL248 Clinical Chemistry + ..... 6  
MDL249 Practicum: Clinical Chemistry + ..... 1  
MDL252 Clinical Preparation I + ..... 0.5  
MDL263 Clinical Preparation II + ..... 0.5  
MDL291 Medical Laboratory Science Program Capstone + ..... 1

**Restricted Electives:** None.

**General Electives:** None.

**General Education:** 0 Credits

**CORE:** 0 Credits

**First-Year Composition:**

Met by any approved general education courses from the First-Year Composition courses in the Program Prerequisites area ..... 0

**Oral Communication:**

Met by any approved general education course from the Oral Communication courses in the Program Prerequisites area. COM225 recommended for transfer (L)..... 0

**Critical Reading:**

Met by any approved general education course from the Critical Reading area OR Equivalent as indicated by assessment in the Program

Prerequisites

area .....0

**Mathematics:**

Met by MAT140 or MAT141 or MAT142 or Satisfactory completion of a higher-level mathematics course in the Program Prerequisites

area .....0

**DISTRIBUTION: 0 Credits****Humanities, Arts and Design:**

Met by any approved general education course from the Humanities, Arts and Design in the Program Prerequisites area .....0

**Social-Behavioral Sciences:**

Met by any approved general education course from the Social-Behavioral Sciences in the Program Prerequisites area .....0

**Natural Sciences:**

Met by BIO160 or BIO201 or equivalent in the Program Prerequisites area .....0

## The Maricopa Community Colleges Allied Health or Nursing Program (S-13)

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

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

**Use of Confidential Information**

Students enrolled in allied health or nursing program pathways will have learning experiences in a health care setting where they will have access to confidential information. Prior to beginning any

clinical studies, the students will be asked to sign an agreement to adhere to the requirements of those clinical sites and applicable law, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

**MCCCD Required Background Checks**

Students enrolled in an MCCCD allied health or nursing program are required to complete and pass clinical learning experiences, working with children, elderly persons, and other vulnerable populations. MCCCD's major clinical agency partners now mandate that any students assigned to them for clinical experiences submit to a comprehensive background clearance prior to entering such learning experiences. Because the clinical experience portion of the programs is critical to completing a program of study, MCCCD has instituted two specific background check requirements in order for a student to enroll in a program. First, the student must obtain, at his or her own cost, a Level I Fingerprint Clearance Card from the Arizona Department of Public Safety. Precluding offenses for a Level I card can be found in Arizona Revised Statute § 41-1758.07 (<https://www.azleg.gov/viewdocument/?docName=https://www.azleg.gov/ars/41/01758-07.htm>)

Additionally, students must also obtain a “pass” status on a MCCCD supplemental background check from MCCCD’s authorized background check contractor. The student must also pay for this background check. The supplemental check will be based on the most stringent standards of MCCCD’s clinical experience partners.

The sole program for which the background check requirements are different is the Emergency Medical Technician program. For that program, students must have obtained a Level 1 Fingerprint Clearance Card from the Arizona Department of Public Safety. They are also required, at the time of their clinical assignments, to submit to, pay for and pass any additional background check requirements of the clinical agencies to which their EMT program places students.

Certain licensing boards may require a separate background check or clearance card upon application for licensure or certification.

The MCCCCD supplemental background check review may include searches of the following databases and information but MCCCCD reserves the right to change the search criteria and the program background check requirements at any time without notice:

1. *National Federal Health Care and Abuse Databases*
2. *Social Security Verification*
3. *Residency History*
4. *Arizona Statewide Criminal Records*
5. *Nationwide Criminal Databases*
6. *Nationwide Sexual Offender Registry*
7. *Homeland Security Search*

Examples of background information that will result in a “fail” status on the supplemental background check include:

1. Social Security number does not belong to the applicant
2. Any inclusion on any registered sex offender database
3. Any inclusion on any of the Federal exclusion lists or Homeland Security watch lists
4. Any conviction of a felony no matter what age of the convictions
5. Any warrant any state
6. Any misdemeanor conviction for the following no matter how long ago:
  - A. Violent crimes
  - B. Sex crime of any kind including nonconsensual sexual crimes and sexual assault
  - C. Murder, attempted murder
  - D. Abduction
  - E. Assault
  - F. Robbery
  - G. Arson
  - H. Extortion
  - I. Burglary
  - J. Pandering
  - K. Any crime against minors, children, vulnerable adults including abuse, neglect, exploitation
  - L. Any abuse or neglect
  - M. Any fraud
  - N. Illegal drugs
  - O. Aggravated DUI
7. Any misdemeanor-controlled substance conviction in last 7 years

8. Any other misdemeanor conviction within last 3 years [EXCEPTIONS: Any misdemeanor traffic (DUI is NOT considered traffic.)]

The information that MCCCCD uses for the “pass/fail” background check is subject to change at any time without notice.

MCCCCD recommends that students carry proof of the background clearance at all times during any clinical agency learning experience.

### **Duty to Report Changes; Removal**

Students have an obligation to immediately report to the director of their program any change in the information that they supplied on forms submitted to initiate background checks relating to the allied health or nursing program. That includes information provided to the Arizona Department of Public Safety and MCCCCD’s supplemental background check vendor, as well as that related to the background check required by a clinical agency. Failure to do so will result in removal from the program. Additionally, any change in background check status that would affect the student’s clearance under either MCCCCD’s or a clinical agency’s standards will result in removal from a program.

### **Additional Clinical Agency Background Check**

Some clinical agencies require that students assigned to their sites submit to a criminal background check covering other offenses, as well as to a drug screening. Students are required to pay for the additional agency clinical background check. A clinical agency that requires this additional background check may refuse to place a student due to information the clinical agency obtains in its background check even though that student possess a valid Level I Fingerprint Clearance Card and has obtained a “pass” status on the MCCCCD supplemental background check.

Some conditions that have resulted in students being denied placement at clinical agencies include pending criminal charges, outstanding warrants, unfinished terms of a sentence (such as unpaid fines), pattern of repeated types of arrests/convictions, and failure to disclose all past arrests/convictions when asked to do so on any background check application.

### **Inability to Place**

MCCCD has no obligation to make repeated attempts to place a student when the reason for MCCCD's inability to place the student is due to background check issues. Since clinical agency assignments are mandatory requirements for completion of a program, a student's inability to complete required clinical experience due to his or her background check issues will result in removal from the program.

### **Changes to Admission or Background Check Requirements**

MCCCD may change its program admission requirements or background check requirements without notice at any time.

### **No Guarantee of Receipt of Licensure/Certificate**

Many of the nursing and allied health programs prepare graduates for application for State or National certificates or licenses. In some professions, such licensure and certification is required prior to employment or practice in the profession. Graduation from a nursing and allied health program does not guarantee the receipt of a license or certificate to practice in the field of study.

**CONTACT:** Ms. C. Powers, Department Chair:  
(602) 532.8615

### **Nursing**

#### **Associate in Applied Science – 3812 62-75 Credits**

The Associate in Applied Science (AAS) in Nursing Program is available at eight of the Maricopa Community Colleges. Clinical experiences are provided in a variety of healthcare settings. Nursing Program graduates are eligible to apply for the national exam for the registered nurse license.

Licensing requirements are the exclusive responsibility of the State Board of Nursing.

The Associate in Applied Science (AAS) Nursing Program is approved by the Arizona State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326; (404-975-5000); email: [info@acennursing.org](mailto:info@acennursing.org).

Program offerings:

This program is offered at the following sites:  
Chandler-Gilbert Community College  
Estrella Mountain Community College  
GateWay Community College  
Glendale Community College  
Mesa Community College  
Paradise Valley Community College  
Phoenix College  
Scottsdale Community College

### **Waiver of Licensure/Certification Guarantee:**

Admission or graduation from the Nursing Program does not guarantee obtaining a license to practice nursing. Licensure requirements and the subsequent procedures are the exclusive right and responsibility of the Arizona State Board of Nursing. Students must satisfy the requirements of the Nurse Practice Act: Statutes, Rules and Regulations, independently of any college or school requirements for graduation.

Pursuant to A.R.S. 32-1606(B)(17), an applicant for professional or practical nurse license by examination is not eligible for licensure if the applicant has any felony convictions and has not received an absolute discharge from the sentences for all felony convictions. The absolute discharge must be received five or more years before submitting this application. If you cannot prove that the absolute discharge date is five or more years, the Board cannot process your application.

Level One Fingerprint Clearance is required for admission into the program. Applicants must present a Level One Fingerprint Clearance Card to be copied by the advisor or designee. For a Department of Public Safety Fingerprint Clearance Card application, contact MCCCD

Healthcare/Nursing Advisor. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602-771-7800).

### **Health Declaration:**

It is essential that nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. Students who have a chronic illness or condition must be maintained on current treatment and be able to implement direct patient care. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application. All must provide documentation of compliance with all health and safety requirements required to protect patient safety. Only students in compliance are permitted to enroll in nursing courses. Students will meet these requirements by providing the required documentation for the Health/Safety Requirements Documentation Checklist and the signed Health Declaration Form.

### **Health and Safety Requirements for the Maricopa Nursing Program:**

1. Students must submit a Health and Safety Documentation Checklist verifying completion of all requirements and maintain current status throughout the program.
2. Students must submit the Health Declaration Form signed by a licensed health care provider.
3. Students must test negative on a timed urine drug screen.

4. Admission to an Allied Health program requires that students be in compliance with the Maricopa County Community College District Supplemental Background Check policy. Program applications will not be accepted without a copy of an Arizona Department of Public Safety Level One Fingerprint Clearance Card. Upon conditional program admission, the student must comply with all requirements of the current MCCCDC background check policy.

### **University Transfer Students:**

Students who are planning to earn the Bachelor of Science in Nursing may obtain their prerequisite courses at the Maricopa Community Colleges. For information on courses that meet requirements for admission into a baccalaureate program, please contact a program advisor.

### **REGISTERED NURSE PATHWAY**

Associate in Applied Science Degree in Nursing Program

The Associate in Applied Science (AAS) degree in Nursing graduate is eligible to apply for licensure as a Registered Nurse (RN). The RN is educated as a generalist who delivers health care to clients and family groups and has competencies related to the art and science of nursing. The RN may be employed in a variety of acute, long term, and community-based healthcare settings. The AAS degree in Nursing provides the graduate with an educational foundation for articulation into the university setting.

This program is designed to meet education requirements for licensure or certification in the State of Arizona. Granting licensure and certification is the sole responsibility of the state board or approval agency. This program is only offered and available to students located in the State of Arizona. The Maricopa County Community College District and colleges define student location within Administrative Regulation 2.2.3(7).

**Program Notes:** Students must earn a grade of C or better in all courses required within the program. Students must complete the following general education and introductory courses with a 2.0 GPA to be added to the queue of those waiting for an available cohort space to begin the core curriculum. BIO156 or BIO181, BIO201, CHM130 and CHM130LL, CHM130AA, ENG101 or ENG107, MAT140 or MAT141 or MAT142.

### Course Fee Information:

Please see class schedule for information regarding course fees.

MaricopaNursing is aligned with Nurse of the Future Competencies: Person-Centered Care, Professionalism, Leadership, Systems-Based Practice, Informatics and Technology, Communication, Teamwork and Collaboration, Safety, Quality Improvement, and Evidence-Based Practice. These competencies focus on key stakeholders of healthcare clients, colleagues and communities. Demonstration of the competencies will signify preparation for successful transition into nursing practice and further professional development.

**Admission Criteria:** High school diploma or GED is required for the Associate in Applied Science degree in Nursing. Applicants must signify that they meet this requirement by providing high school diploma/transcripts or GED completion OR by signing the nursing application page containing the 'Declaration of High School Graduation or GED Completion.' In some instances, high school diploma/transcripts or proof of GED completion may be required.

Formal application and admission to the program is required. There are limited spaces available in the Nursing program. Only students who have completed all of the general education and introductory courses noted above may have their name added to the queue of those waiting for an available space in a cohort. A passing score on a nursing program admission test is required to complete an application.

Applicants for Advanced Placement must receive a passing score on a practical nursing content exam for placement into Block 3. The final placement decision rests with the Nursing Program Chair at the college to which the student is accepted. Advanced placement applications are maintained for two years from the date of application. After two years, the applicant is required to review, update, and resubmit the application.

The Nursing Program Chair reserves the right to deny acceptance of an admission application if the applicant was previously dismissed for issues relating to academic integrity, unsafe patient care, and/or two (2) or more failures from any nursing program.

All applicants holding or receiving a certificate or license as a Nursing Assistant and/or license as a Practical Nurse must remain in good standing with the Regulatory Board. Once enrolled, students receiving any disciplinary actions against their certificate or license must notify the Nursing Program Chair within five (5) school days. The Nursing Program Chair reserves the right to restrict the student's participation in clinical experiences and involvement in patient care until the certificate and/or license is valid and unrestricted.

**Program Prerequisites:** None.

**Required Courses:** 40-48 Credits

BIO156 Introductory Biology for  
Allied Health +(4) OR

BIO181 General Biology (Majors) I (4) + OR

One year of high school biology (0) ..... 0-4

BIO201 Human Anatomy and Physiology I +.....4

CHM130 Fundamental Chemistry + (3) AND  
CHM130LL Fundamental Chemistry

Laboratory (1) + OR

CHM130AA Fundamental Chemistry  
with Lab + (4) OR

Satisfactory completion of higher-level college-  
level chemistry course and corresponding lab OR

One year of high school chemistry (0) .....0-4

NUR152 Nursing Theory and Science I + .....9

NUR172 Nursing Theory and Science II + .....9

NUR252 Nursing Theory and Science III + .....9

NUR283 Nursing Theory and Science IV + .....9

**General Education:** 22-27 Credits

**CORE:** 9-14 Credits

**First-Year Composition:**

ENG101 First Year Composition + (3) OR

ENG107 First-Year Composition for ESL + (3)  
AND

ENG102 First-Year Composition + (3) OR

ENG108 First-Year Composition for ESL + (3). 6

**Oral Communication:**

Waived .....0

**Critical Reading:**

CRE101 College Critical Reading and Critical  
Thinking + (3) OR

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

**Mathematics:**

MAT140 College Mathematics + (5) OR

MAT141 College Mathematics + (4) OR

MAT142 College Mathematics + (3) OR

Satisfactory completion of higher-level  
math course .....3-5

**DISTRIBUTION:** 13 Credits

**Humanities, Arts and Design:**

Any approved general education course in the  
Humanities, Arts and Design area .....2

**Social-Behavioral Sciences:**

PSY101 Introduction to Psychology .....3

**Natural Sciences:**

BIO202 Human Anatomy and  
Physiology II + (4) AND

BIO205 Microbiology + (4) .....8

**CONTACT:** Mr. T. MacKay, Program Director:  
(602) 285.7383

thomas.mackay@phoenixcollege.edu

**Paramedicine**

**Associate in Applied Science — AAS 3889**

**63.5-75.5 Credits**

The Associate in Applied Science (AAS) in  
Paramedicine is a nationally accredited program  
designed to prepare students to become Paramedics.

This program is a formal education in such  
paramedicine topics as anatomy and physiology,  
pathophysiology, cardiology, pulmonary,  
pharmacology, pediatrics, geriatrics hematology,  
and toxicology. Paramedicine builds upon EMT  
education and includes paramedic scope of practice.  
Paramedicine is integrated with fire service, law  
enforcement, ground transport services, flight  
transport services, search and rescue, hospitals,  
clinical setting, community paramedicine, and EMS  
education. There is a Certificate of Completion  
(CCL) in Paramedicine available.

This program is designed to meet education  
requirements for licensure or certification in the  
State of Arizona. Granting licensure and  
certification is the sole responsibility of the state  
board or approval agency. This program is only  
offered and available to students located in the State  
of Arizona. The Maricopa County Community  
College District and colleges define student location  
within Administrative Regulation 2.2.3(7).

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

**Admission Criteria:** Students must be current and  
in good standing with the Arizona Department of  
Health Services Bureau of Emergency Medical  
Services-Certified as an Emergency Medical  
Technician. EMT certification preparatory courses  
are available at Maricopa County Community  
Colleges. Contact an academic advisor for details.

Students must complete an application and selection  
process.

**Program Prerequisites:** None

**Required Courses:** 45.5-51.5 Credits

BIO160	Introduction to Human Anatomy and Physiology .....	4
EMT101	Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers .....	0.5
PME190	Introduction to ECG Rhythm Analysis and Interpretation for EMS Professionals (3) OR Permission of Program Director (0).....	0-3
PME191	Introduction to Pharmacology for EMS Professionals (3) OR Permission of Program Director (0).....	0-3
PME201	Advanced Cardiac Life Support (ACLS) Initial Provider in Paramedicine + .....	1
PME202	Pediatric Advanced Life Support (PALS) Initial Provider in Paramedicine + .....	1
PME203	Pediatric Emergencies for Prehospital Professionals (PEPP) Initial Provider in Paramedicine + .....	1
PME204	Neonatal Resuscitation Provider (NRP) in Paramedicine + .....	0.5
PME205	Advanced Medical Life Support (AMLS) Initial Provider in Paramedicine + .....	1
PME206	International Trauma Life Support (ITLS) Provider/Pre-Hospital Trauma Life Support (PHTLS) + .....	1
PME240	Pharmacology in Paramedicine + .....	3
PME245	Airway and Ventilatory Management in Paramedicine + .....	3
PME250	Comprehensive Patient Assessment in Paramedicine + .....	1
PME251	Medical Emergencies in Paramedicine I + .....	4
PME252	Medical Emergencies in Paramedicine II + .....	4
PME253	Medical Emergencies in Paramedicine III + .....	4
PME254	Technical Operations in Paramedicine + .....	2.5

PME260	Trauma Patient Management in Paramedicine + .....	2
PME270	Immersive Total Patient Management Experience (ITPME) + .....	2
PME280	Preparation for Paramedicine Practicum + .....	1
PME281	Paramedicine Clinical Practicum: Comprehensive + (2) OR PME281AAParamedicine Clinical Practicum: Phase I + (1) AND PME281ABParamedicine Clinical Practicum: Phase II + (1) .....	2
PME288	Paramedicine Comprehensive Field Internship Practicum + .....	5
PME289	Preparation for Paramedic National Credentialing + .....	2

**Restricted Electives:** None.

**General Education Requirements:** 18-24 Credits

**CORE:** 12-18 Credits

**First-Year Composition:**

ENG101	First-Year Composition + (3) OR
ENG107	First-Year Composition for ESL + (3)
ENG102	First-Year Composition + (3) OR
ENG108	First-Year Composition for ESL + (3) .6

**Oral Communication:**

COM100	Introduction to Human Communication (3) OR
COM110	Interpersonal Communication (3) OR
COM225	Public Speaking + (3) OR
COM230	Small Group Communication (3) ..... 3
COM225 recommended for students who intend to transfer to satisfy the AGEC-A literacy requirement. COM110 or COM230 recommended for students who do not intend to transfer.	

**Critical Reading:**

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

MAT126 Intermediate Algebra with Review + (6)  
OR

MAT120 Intermediate Algebra + (5) OR

MAT121 Intermediate Algebra + (4) OR

MAT122 Intermediate Algebra + (3).....3-6

MAT150, or MAT151, or MAT152 recommended  
for students who intend to transfer.

**DISTRIBUTION:** 6 Credits

### Humanities, Arts and Design:

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

### Social-Behavioral Sciences:

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

### Natural Sciences:

Met by BIO160 in the Required Courses area ....0

**CONTACT:** Mr. T. MacKay, Program Director:

(602) 285.7383

thomas.mackay@phoenixcollege.edu

### Paramedicine

#### Certificate of Completion — CCL 5990

#### 44.5-45.5 Credits

The Certificate of Completion (CCL) in

Paramedicine is a nationally accredited program  
designed to prepare students to become Paramedics.

This program is a formal education in such  
paramedicine topics as anatomy and physiology,  
pathophysiology, cardiology, pulmonary,  
pharmacology, pediatrics, geriatrics hematology,  
and toxicology. Paramedicine builds upon EMT  
education and includes paramedic scope of practice.  
Paramedicine is integrated with fire service, law  
enforcement, ground transport services, flight  
transport services, search and rescue, hospitals,  
clinical setting, community paramedicine, and EMS  
education. There is an Associate in Applied Science  
(AAS) in Paramedicine available.

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

**Admission Criteria:** Students must be current and  
in good standing with the Arizona Department of  
Health Services Bureau of Emergency Medical  
Services-Certified as an Emergency Medical  
Technician. EMT certification preparatory courses  
are available at Maricopa County Community  
Colleges. Contact an academic advisor for details.

Students must complete an application and selection  
process.

**Program Prerequisites:** None.

**Required Courses:** 44.5-45.5 Credits

BIO160	Introduction to Human Anatomy and Physiology (4) OR	
PME160	Emergency Medical Services Professionals: Anatomy and Physiology (3).....	3-4
EMT101	Basic Life Support/Cardiopulmonary Resuscitation (CPR) for Health Care Providers .....	0.5
PME201	Advanced Cardiac Life Support (ACLS) Initial Provider in Paramedicine + .....	1
PME202	Pediatric Advanced Life Support (PALS) Initial Provider in Paramedicine + .....	1
PME203	Pediatric Emergencies for Prehospital Professionals (PEPP) Initial Provider in Paramedicine + .....	1
PME204	Neonatal Resuscitation Provider (NRP) in Paramedicine + .....	0.5
PME205	Advanced Medical Life Support (AMLS) Initial Provider in Paramedicine + ....	1
PME206	International Trauma Life Support (ITLS) Provider/Pre-Hospital Trauma Life Support (PHTLS) + .....	1
PME240	Pharmacology in Paramedicine + .....	3
PME245	Airway and Ventilatory Management in Paramedicine + .....	3
PME250	Comprehensive Patient Assessment in Paramedicine + .....	1
PME251	Medical Emergencies in Paramedicine I + .....	4
PME252	Medical Emergencies in Paramedicine II + .....	4
PME253	Medical Emergencies in Paramedicine III.....	+ 4

PME254	Technical Operations in Paramedicine + .....	2.5
PME260	Trauma Patient Management in Paramedicine + .....	2
PME270	Immersive Total Patient Management Experience (ITPME) + .....	2
PME280	Preparation for Paramedicine Practicum + .....	1
PME281	Paramedicine Clinical Practicum: Comprehensive + (2) OR	
PME281AA	Paramedicine Clinical Practicum: Phase I + (1) AND	
PME281AB	Paramedicine Clinical Practicum: Phase II + (1) .....	2
PME288	Paramedicine Comprehensive Field Internship Practicum + .....	5
PME289	Preparation for Paramedic National Credentialing + .....	2

**Restricted Electives:** None.

**CONTACT:** Mr. O. Alcorido, Program Director:  
(602) 285.7125  
orlando.alcorido@phoenixcollege.edu

### **Tactical Emergency Casualty Care Certificate of Completion — CCL 5998N 2.5 Credits**

The Certificate of Completion (CCL) in Tactical Emergency Casualty Care is designed to provide the knowledge, skills and ability to synthesize standard of care and expanded scope of practice with comprehensive assessment, diagnostic technology, patient advocacy, ethical and professional behaviors, to practice patient-centered evidence-based paramedicine in the tactical emergency setting. This certificate prepares students for a tactical emergency casualty care paramedic credential.

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

**Admission Criteria:** Current state Paramedic certification.

**Program Prerequisites:** None.

**Required Courses:** 2.5 Credits

PME293 Tactical Emergency Casualty Care (TECC)..... 2.5

## **Science, Technology, Engineering and Mathematics**

**CONTACT:** Dr. S. Thorpe, Department Chair:  
(602) 285.7819 and/or  
steve.thorpe@phoenixcollege.edu

### **Environmental and Natural Resource Stewardship**

#### **Academic Certificate — AC 6227N**

#### **25-27 Credits**

The Academic Certificate (AC) in Environmental and Natural Resource Stewardship program develops knowledge and understanding of the environmental and natural resource issues, problems, and policies through the study of selected courses. Students will examine the ethical theories and moral principles of global environmental issues, explore methods of inquiry, and the human impact on ecosystems and human policy related to natural resources.

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

**Admission Criteria:** None.

**Program Prerequisites: 0-3 Credits**

RDG100 Successful College Reading + (3) OR  
 RDG100LLDisciplinary Literacy Lab + (1) OR  
 Higher level reading course (3) OR  
 Eligibility for CRE101, College Critical Reading  
 and Critical Thinking, as indicated by appropriate  
 Reading placement test score. One year of high  
 school or one semester of college-level biology and  
 chemistry is strongly recommended.....0-3

**Required Courses: 19 Credits**

BIO105 Environmental Biology (4) OR BIO181  
 General Biology (Majors) I + (4) OR  
 BIO181XTGeneral Biology (Majors) I + (4) .....4

ECN211 Macroeconomic Principles (3) OR  
 ECN212 Microeconomic Principles (3) .....3

PHI216 Environmental Ethics .....3  
 POS110 American National Government.....3  
 SSH111 Sustainable Cities .....3  
 SUS110 Sustainable World.....3

**Restricted Electives: 6-8 Credits**

ASB102 Introduction to Cultural Anthropology 3  
 ASB222 Buried Cities and Lost Tribes:  
 Old World .....3  
 ASB223 Buried Cities and Lost Tribes:  
 New World.....3

BIO108 Plants and Society.....4

CHM107 Chemistry and Society (3) AND  
 CHM107LL Chemistry and Society  
 Laboratory (1).....4

ECN211 Macroeconomic Principles  
 (Except if used for Required Courses area.).....3  
 ECN212 Microeconomic Principles  
 (Except if used for Required Courses area.).....3

FSC110 Wildland Firefighter .....3  
 HIS190 Environmental History.....3  
 POS285 Political Issues and Public Policy.....3  
 RPM150ABOutdoor Adventure Skills.....3

**Visual and Performing Arts**

**CONTACT:** Ms. C. Brandom  
 (602) 285.7287 and/or  
 char.brandom@phoenixcollege.edu

**Alteration Specialist****Certificate of Completion — CCL 5556****19-27 Credits**

The Certificate of Completion (CCL) in Alteration Specialist is designed to prepare students for employment in alterations for the apparel industry. Students will develop skills in advanced clothing construction, tailoring and couture techniques appropriate for a variety of fabrics and designs, and fitting techniques for all types of apparel. They will develop the ability to select appropriate fashion fabrics, interfacing, and lining materials for specific items of apparel. Students completing this certificate will be able to alter and repair ready-made garments in entry level positions in the alteration profession for retailers, dry-cleaning industry or their own alteration establishment. An Associate in Applied Science (AAS) in Fashion Design is also available.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses: 19-27 Credits**

TEC110 Beginning Apparel Construction (3)  
 OR  
 Permission of Program Director ..... 0-3

TEC111 Intermediate Apparel Construction + (3)  
 OR  
 Permission of Program Director ..... 0-3

TEC122 Sewing with Knits + ..... 3  
 TEC129 Sewing with a Serger + ..... 3  
 TEC130 Alteration of Ready-Made  
 Garments + ..... 3  
 TEC212 Advanced Apparel Construction + ... 3  
 TEC222 Textiles..... 3

TEC223 Tailoring + (3) OR  
TEC227 Couture Sewing + (3) .....3  
  
TEC277++Any Alteration Internship course + 1-3

**Restricted Electives:** None.

**CONTACT:** Ms. J. Laffoon, Program Director for  
Photography and Digital Media Arts:  
(602) 285-7280

## Animation

### Certificate of Completion — CCL 5169

#### 40 Credits

The Certificate of Completion (CCL) in Animation develops knowledge and skills in the area of digital animation, including but not limited to the production of still and time-based media, animation techniques, narrative development, character design, compositing, motion graphics, and interactive design. The curriculum is designed to provide the student with an understanding of animation techniques, use of production equipment, animation terminology, media and interactivity applications, and industry practices. This certificate prepares students for employment and upgrades the skills of persons employed in occupations such as digital animators, media producers, storyboard artists, media artist/designers, and interaction designers. Certificates of Completion (CCL) in Video Game Production, and Associate in Applied Science (AAS) degrees in Animation and Time- Based Media and Video Game Production, are also available. Some of these programs are available at select colleges. Please check with your local college for program availability.

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

This CCL is designed for individuals who are new to the field, as well as to those who already have relevant experience or are employed in the field.

**Admission Criteria:** None.

**Program Prerequisites:** None.

### Required Courses: 40 Credits

ART111 Drawing I ..... 3  
ART116 Life Drawing I ..... 3  
AVC100 Introduction to Digital Arts ..... 1  
  
AVC150 Multimedia Storytelling (3) OR  
AVC191 Storyboarding and Layout (3) OR  
CRW150 Introduction to Creative Writing (3) OR  
CRW172 Introduction to Comic Book  
Writing (3) OR  
CRW176 Writing Narrative for Video  
Games (3) OR  
FMT121 Story Theory for Film, Television  
and Media (3) ..... 3  
  
AVC169 2D Media Design + (3) OR  
AVC178 Digital Arts Studies + (3)..... 3  
  
AVC170 3D Computer Design + (3) OR  
AVC/  
THO246 Digital Fabrication (3) ..... 3  
  
AVC177 Digital Photographic Imaging I +..... 3  
AVC184 Digital Animation I + ..... 3  
AVC185 3D Modeling and Animation I + ..... 3  
AVC200 Animation and Interactivity +..... 3  
AVC240 Cinematography and Directing  
for 2D/3D Animation +..... 3  
AVC284 Digital Animation II + ..... 3  
ART285 Modeling and Animation II + ..... 3  
AVC287 3D Character Animation + ..... 3

**Restricted Electives:** None.

**CONTACT:** Ms. J. Laffoon, Program Director for  
Photography and Digital Media Arts:  
(602) 285-7280

## Animation and Time-Based Media

### Associate in Applied Science — AAS 3199

#### 69-77 Credits

The Associate in Applied Science (AAS) in Animation and Time-Based Media is designed for the student who wishes to develop marketable skills in the area of digital animation and time- based media development. The program provides the student with an understanding of the equipment, operations, and knowledge of the terminology

related to still image, video, and animation production. It allows for the exploration of personal interest in this area, prepares students for employment, and upgrades skills of those already employed in this field. Employment opportunities are included in video and multimedia fields, such as digital animator, media production, marketing, publishing, motion graphics, photography, storyboard artist, freelance artist designer, web and interactivity design, and multimedia artist/designer. A Certificate of Completion (CCL) in Animation and in Time-Based Media are also available.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 17-19 Credits

AVC169 2D Media Design + (3) OR  
AVC178 Digital Arts Studies + (3) .....3

AVC177 Digital Photographic Imaging I + .....3  
AVC184 Digital Animation I + .....3  
AVC100 Introduction to Digital Arts .....1

AVC248 Design Self Promotion (3) OR  
ART255 Art Marketing (3).....3

AVC280AC Digital Media Arts and Design  
Capstone + (3) OR  
AVC297AC Commercial Art Internship + (3)....3

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

**Restricted Electives:** 30 Credits

Specialization 1: Digital Animation (30 credits)  
ART111 Drawing I.....3  
ART116 Life Drawing I.....3

AVC150 Multimedia Storytelling (3) OR  
AVC191 Storyboarding and Layout (3) OR  
CRW150 Introduction to Creative Writing (3) OR  
CRW172 Introduction to Comic Book Writing (3)  
OR  
CRW176 Writing Narrative for Video Games (3)  
OR  
FMT121 Story Theory for Film,  
Television and Media (3)..... 3

AVC170 3D Computer Design (3) OR  
AVC/  
THO246 Digital Fabrication (3) ..... 3

AVC185 3D Modeling and Animation I + ..... 3  
AVC200 Animation and Interactivity + ..... 3  
AVC240 Cinematography and Directing  
for 2D/3D Animation + ..... 3  
AVC284 Digital Animation II + ..... 3  
AVC285 3D Modeling and Animation II + ..... 3  
AVC287 3D Character Animation + ..... 3

Specialization 2: Time-Based Media (30 credits)

ART111 Drawing I (3) OR  
ART116 Life Drawing I (3)..... 3

AVC142 Introduction to Digital Photography . 3

AVC150 Multimedia Storytelling (3) OR  
AVC191 Storyboarding and Layout (3) OR  
FMT121 Story Theory for Film, Television  
and Media (3) OR  
JRN213 Writing for Online + (3)..... 3

AVC202 Media Productions I + (3) OR  
FMP108 Video Production (3) ..... 3

AVC279 Media Productions II + (3) OR  
FMP215 Digital Video Effects + (3)..... 3

MUC122 Sound Design I (3) OR  
MUC191 Electronic Music I (3)..... 3

Complete twelve (12) credits from courses not already selected in the Required Courses area. Students may choose from one emphasis or from among multiple emphasis areas according to their occupational needs.

### Photography Emphasis

ART131	Photography I .....	3
AVC138	Commercial Photography I + .....	3
AVC140	Portrait Photography + .....	3
AVC143	Intermediate Digital Photography + ..	3
AVC270	Digital Photographic Imaging II + .....	3

### Audio Emphasis

FMP114	Audio Production + .....	3
MUC122	Sound Design I .....	3
MUC191	Electronic Music I .....	3
MUC192	Electronic Music II + .....	3
MUC195	Studio Music Recording I .....	3
MUC222	Sound Design II + .....	3

### Media Production Emphasis

AVC190	Art of Web Site Design+ .....	3
AVC192	Advanced Web Presentation Design + 3	
AVC/		
THO246	Digital Fabrication .....	3
CIS133DA	Internet/ Web Development Level I ..	3
COM145	Digital Storybook .....	1
FMP/FMT151	TV and New Media Production + 3	
FMP204	Advanced Video Production + .....	3
FMP215	Digital Video Effects + .....	3

### Motion Graphics Emphasis

ART116	Life Drawing I .....	3
AVC174	Electronic Color Principles + .....	1
AVC185	3D Modeling and Animation I + .....	3
AVC200	Animation and Interactivity + .....	3
AVC240	Cinematography and Directing for 2D/3D Animation + .....	3
AVC273AC	Special Topics: Multimedia Arts + 3	
AVC287	3D Character Animation + .....	3
FMP215	Digital Video Effects + .....	3

### General Education Requirements: 22-28 Credits

#### CORE: 12-18 Credits

#### First-Year Composition:

ENG101	First-Year Composition + (3) OR	
ENG107	First-Year Composition for ESL + (3)	
AND		
ENG102	First-Year Composition + (3) OR	
ENG108	First-Year Composition for ESL + (3).	6

### Oral Communication:

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

### Critical Reading:

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

### Mathematics:

Any approved general education course from the  
Mathematics area ..... 3-6  
Recommended for students planning to transfer to a  
four-year university:

MAT140	College Mathematics + (5) OR	
MAT141	College Mathematics + (4) OR	
MAT142	College Mathematics + (3) OR	
MAT145	College Mathematics with Review (5) OR	
MAT146	College Mathematics with Review (6) .....	3-6

### DISTRIBUTION: 10 Credits

#### Humanities, Arts and Design:

ARH101	Art from Prehistory Through Middle Ages (3) OR	
ARH102	Art from Renaissance to Modernism (3)	
OR		
ARH115	History of Photography (3) OR	
HUM/		
THF205	Introduction to Cinema (3) .....	3

#### Social-Behavioral Sciences:

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

#### Natural Sciences:

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

**CONTACT:** Ms. C. Brandom  
(602) 285.7287 and/or  
char.brandon@phoenixcollege.edu

**Apparel Construction  
Certificate of Completion — CCL 5953  
26-32 Credits**

The Certificate of Completion (CCL) in Apparel Construction is designed for students to learn advanced sewing techniques appropriate for custom apparel. Students will develop abilities to select appropriate materials and notions for specific items of apparel.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 26-32 Credits

TEC110 Beginning Apparel Construction (3) OR  
Permission of Program Director (0) .....0-3

TEC111 Intermediate Apparel Construction + (3)  
OR  
Permission of Program Director (0) .....0-3

TEC112AQPattern Alteration and Fit + .....2

TEC116 Textiles: Stitchery and  
Embellishment..... 1

TEC120 Specialty Apparel Construction + .....3

TEC122 Sewing with Knits + .....3

TEC129 Sewing with a Serger.....3

TEC143 Industrial Sewing I + .....2

TEC212 Advanced Apparel Construction + .....3

TEC222 Textiles .....3

TEC223 Tailoring + .....3

TEC227 Couture Sewing + .....3

**Restricted Electives:** None.

**CONTACT:** Ms. J. Laffoon, Program Director for  
Photography and Digital Media Arts:  
(602) 285-7280

**Commercial and Freelance Photography  
Certificate of Completion — CCL 5784  
35-36 Credits**

The Certificate of Completion (CCL) in Commercial and Freelance Photography includes the study of both the digital and film aspects of photography. The program is structured to help students develop an understanding of exposure principles, camera operations and functions, digital photographic materials, film-based strategies, studio lighting, and the basics of running a freelance photography business. This certificate is designed to provide knowledge and experience important to those hoping to work as freelance photographers, wedding photographers, commercial photographers, photography editors, photography assistants, or photo lab technicians. An Associate in Applied Science (AAS) in Photography is also available.

**Program Notes:** Students must earn a grade of C or better in all courses within the program. There will be costs for supplies and equipment in this program.

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 27 Credits

ART112 Two-Dimensional Design ..... 3

ART131 Photography I..... 3

ART132 Photography II + ..... 3

AVC100 Introduction to Digital Arts ..... 1

AVC138 Commercial Photography I + ..... 3

AVC140 Portrait Photography + (3) OR

AVC237 Fashion Photography + (3) ..... 3

AVC142 Introduction to Digital Photography . 3

AVC143 Intermediate Digital Photography + . 3

ENG101 First-Year Composition + (3) OR

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

SBS200 Small Business Operations ..... 2

# **Restricted Electives: 8-9 Credits**

Students must complete one (1) of the two (2) following specializations:

## **Specialization 1: Freelance Photography (8 credits)**

SBS204	Small Business Marketing and Advertising.....	2
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In consultation with an advisor or program coordinator, choose two (2) courses from the following list to best fulfill goals:

ARH115	History of Photography .....	3
ART116	Life Drawing I.....	3
ART137	Alternative Photographic Processes ..	3
ART234	Color Photography + .....	3
ART255	Art Marketing .....	3
AVC139	Commercial Photography II + .....	3
AVC181	Graphic Design I + .....	3
AVC232	Studio Lighting + .....	3
FMP108	Video Production.....	3

## **Specialization 2: Commercial Photography (8-9 credits)**

ART234	Color Photography + .....	3
AVC139	Commercial Photography II + .....	3

In consultation with an advisor or program coordinator, choose one (1) course from the following list to best fulfill goals:

ARH115	History of Photography .....	3
ART116	Life Drawing I.....	3
ART137	Alternative Photographic Processes ..	3
ART255	Art Marketing.....	3
AVC181	Graphic Design I + .....	3
AVC232	Studio Lighting + .....	3
FMP108	Video Production.....	3
SBS204	Small Business Marketing and Advertising.....	2

**CONTACT:** Ms. C. Brandom  
(602) 285.7287 and/or  
char.brandon@phoenixcollege.edu

# **Costume Design and Production, Level I Certificate of Completion — CCL 5406 28-34 Credits**

The Certificate of Completion (CCL) in Costume Design and Production, Level I trains students to design and make costumes for theatre, film, opera, dance and period reproductions. A Certificate of Completion (CCL) in Costume Design and Production, Level II and an Associate in Applied Science (AAS) in Fashion Design are also available.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

## **Required Courses: 25-31 Credits**

TEC105	Cultural Aspects of Clothing (3) OR	
THO115	Makeup for Stage and Screen (3) .....	3
TEC106	History of Fashion .....	3
TEC110	Beginning Apparel Construction (3) OR Permission of Program Director .....	0-3
TEC111	Intermediate Apparel Construction + (3) OR	
THP206	Introduction to Costume Construction for Theatre (4).....	3-4
TEC120	Specialty Apparel Construction + (3) OR	
TEC212	Advanced Apparel Construction + (3) OR	
TEC227	Couture Sewing + (3) .....	3
TEC122	Sewing with Knits + .....	3
TEC134	Fashion Illustration I.....	3
TEC225	Pattern Design I + .....	3
TEC226	Draping for Fashion Design + .....	3



TEC278++Any Costume Design and Production  
Internship course(s) (1-3) OR  
THP201++Any Theatre Production course(s) (1-2)  
OR  
THO202ACTheatre Production I  
Costume Shop (1) .....1-3

# **Restricted Electives: 3 Credits**

TEC113 Textiles: Dyeing.....1  
TEC114 Textiles: Block Printing/Silk Screening 1  
TEC115 Textiles: Hand Painting .....1  
TEC116 Textiles: Stitchery and Embellishment.1  
TEC121 Creative Sewing Machine Use + .....3  
TEC161 Digital Machine Embroidery  
Laboratory .....1  
TEC222 Textiles .....3

**Note:** TEC113, TEC114, TEC115, TEC116,  
TEC161 may be repeated for up to three (3) credits.

**CONTACT:** Ms. C. Brandom  
(602) 285.7287 and/or  
char.brandom@phoenixcollege.edu

# **Costume Design and Production, Level II Certificate of Completion — CCL 5426 36-42 Credits**

The Certificate of Completion (CCL) in Costume Design and Production, Level II expands students' skills in costuming for theatre, film, opera, dance and period reproductions. Students learn enhanced techniques for costume fit and construction, twentieth-century design, and digital fashion illustration.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

# **Required Courses: 33-39 Credits**

The following courses are required and included in CCL Costume Design and Production, Level I:

TEC105 Cultural Aspects of Clothing (3) OR  
THO115 Stage Makeup (3)..... 3  
  
TEC106 History of Fashion ..... 3  
  
TEC110 Beginning Apparel Construction (3) OR  
Permission of Program Director ..... 0-3  
  
TEC111 Intermediate Apparel  
Construction + (3) OR  
THP206 Introduction to Costume  
Construction for Theatre (4)..... 3-4  
  
TEC120 Specialty Apparel Construction + (3) OR  
TEC212 Advanced Apparel Construction + (3)  
OR  
TEC227 Couture Sewing + (3) ..... 3  
  
TEC122 Sewing with Knits + ..... 3  
TEC134 Fashion Illustration I..... 3  
TEC225 Pattern Design I + ..... 3  
TEC226 Draping for Fashion Design + ..... 3

TEC278++Any Costume Design and Production  
Internship course(s) (1-3) OR  
THP201++Any Theatre Production course(s) (1-2)  
OR  
THO202ACTheatre Production I  
Costume Shop (1) ..... 1-3

The following courses are required and included in CCL Costume and Design Production, Level II:  
TEC112AQPattern Alteration and Fit + ..... 2  
TEC232 Costume Construction + ..... 3  
TEC234 Vintage Fashion Design + ..... 3

**Restricted Electives: 3 Credits**

TEC113	Textiles: Dyeing.....	1
TEC114	Textiles: Block Printing/Silk Screening	1
TEC115	Textiles: Hand Painting .....	1
TEC116	Textiles: Stitchery and Embellishment.	1
TEC121	Creative Sewing Machine Use + .....	3
TEC161	Digital Machine Embroidery Laboratory.....	1
TEC222	Textiles .....	3

**Note:** TEC113, TEC114, TEC115, TEC116, TEC161 may be repeated for up to three (3) credits.

**CONTACT:** Ms. J. Laffoon, Program Director for Photography and Digital Media Arts:  
(602) 285-7280

**Digital Media Arts****Associate in Applied Science — AAS 3567  
66-74 Credits**

The Associate in Applied Science (AAS) in Digital Media Arts is designed for the student who wishes to develop skills in the area of graphic design, imaging, photography, animation, time-based, interactivity, and media production. The program emphasizes critical thinking, written communication, and teamwork by challenging students to develop their own design method, production workflow, and conceptual aesthetic. The program provides students with a broad understanding of media design and its place in society as a means to communicate. It allows for the development of an individual's personal interest in this area, prepares students for employment, and upgrades skills of those already employed in this field. Upon completion of the program, students will have compiled a professional portfolio. Employment opportunities include, but are not limited to, graphic design, animation, web design, and video production. Based on course selections, students may also pursue transfer opportunities.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses: 32-34 Credits**

ART111	Drawing I (3) OR	
ART116	Life Drawing I (3).....	3
AVC100	Introduction to Digital Arts .....	1
AVC142	Introduction to Digital Photography.	3
AVC169	2D Media Design + .....	3
AVC177	Digital Photographic Imaging I +.....	3
AVC181	Graphic Design I + .....	3
AVC184	Digital Animation I +.....	3
AVC200	Animation and Interactivity +.....	3
AVC248	Design Self Promotion.....	3
AVC280AC	Digital Media Arts and Design Capstone + (3) OR	
AVC297++	Computer Graphic Design Internship + (3) .....	3
FYE101	Introduction to College, Career and Personal Success (1) OR	
FYE103	Exploration of College, Career and Personal Success (3) .....	1-3
JRN213	Writing for Online + .....	3
<b>Restricted Electives: 12 Credits</b>		
Complete twelve (12) credits from the following courses:		
AVC182	Graphic Design II + .....	3
AVC185	3D Modeling and Animation I + .....	3
AVC210	Design Tools for Imagery, Production, and Publishing + .....	3
AVC240	Cinematography and Directing for 2D/3D Animation + .....	3
CIS133DA	Internet/ Web Development Level I..	3
FMP108	Video Production .....	3
FMP215	Digital Video Effects + .....	3
MUC122	Sound Design I .....	3
MUC191	Electronic Music I.....	3

**General Education Requirements:** 22-28 Credits

**CORE:** 12-18 Credits

**First-Year Composition:**

ENG101 First-Year Composition + (3) OR

ENG107 First-Year Composition for ESL + (3)

AND

ENG102 First-Year Composition + (3) OR

ENG108 First-Year Composition for ESL + (3). 6

**Oral Communication:**

COM100 Introduction to Human  
Communication (3) OR

COM110 Interpersonal Communication (3) OR

COM225 Public Speaking + (3) OR

COM230 Small Group Communication (3) .....3

**Critical Reading:**

CRE101 College Critical Reading and Critical  
Thinking + (3) OR

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

**Mathematics:**

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

Recommended for students planning to transfer to a  
four-year university:

MAT140 College Mathematics + (5) OR

MAT141 College Mathematics + (4) OR

MAT142 College Mathematics + (3) OR

MAT145 College Mathematics with Review (5) OR

MAT146 College Mathematics with Review (6)3-6

**DISTRIBUTION:** 10 Credits

**Humanities, Arts and Design:**

Students who intend to transfer should choose either  
ARH102 or HUM/ THF205 to fulfill the [HU]  
requirement for transfer.

ARH102 Art from Renaissance to Modernism (3)  
OR

ARH110 History of Graphic Design (3) OR HUM/  
THF205 Introduction to Cinema (3) .....3

**Social-Behavioral Sciences:**

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

**Natural Sciences:**

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

**CONTACT:** Ms. C. Brandom

(602) 285.7287 or

char.brandon@phoenixcollege.edu

**Fashion Design**

**Associate in Applied Science — AAS 3355**

**63-74 Credits**

The Associate in Applied Science (AAS) in  
Fashion Design guides students in developing  
technical and creative design skills for employment  
opportunities in the fashion industry or self-  
employment in fashion design. The program  
includes training in multiple levels of apparel  
construction, design, fashion illustration,  
patternmaking, and draping, and supports students  
in building inspirational sources through analysis of  
cultural, historical, and contemporary works of  
fashion and design.

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

This program replaces: AAS/3260 Fashion  
Merchandising and Design

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 38-43 Credits

FYE101 Introduction to College, Career and  
Personal Success (1) OR

FYE103 Exploration of College, Career and  
Personal Success (3) ..... 1-3

TEC105 Cultural Aspects of Clothing ..... 3

TEC106 History of Fashion ..... 3

TEC110 Beginning Apparel Construction (3) OR  
Permission of Program Director (0) ..... 0-3

TEC111 Intermediate Apparel Construction +3

TEC122 Sewing with Knits + ..... 3

TEC125 Fashion Design ..... 3

TEC134 Fashion Illustration I..... 3

TEC212 Advanced Apparel Construction + ... 3

TEC221 Computer-Assisted Fashion Design +3

TEC222 Textiles..... 3

TEC223 Tailoring + (3) OR  
TEC227 Couture Sewing + (3) OR  
TEC234 Vintage Fashion Design + (3) OR  
TEC270 Design Studio + (3) .....3

TEC225 Pattern Design I + .....3  
TEC226 Draping for Fashion Design + .....3

TEC236 Portfolio Development + (1) OR  
TEC271AAFashion Design Internship (1) OR  
TEC277AAAlteration Internship (1) OR  
TEC278AACostume Design and Production  
Internship (1) OR  
TEC298AA Special Projects + (1) .....1

### Restricted Electives: 4-6 Credits

In consultation with the program director, select  
4 to 6 credits from the following except courses  
used in the Required Courses area:

ART113 Color .....3  
TEC+++++Any TEC Textiles and Clothing  
course .....1-6

### General Education Requirements: 22-28 Credits

#### CORE: 12-18 Credits

#### First-Year Composition:

ENG101 First-Year Composition + (3) OR  
ENG107 First-Year Composition for ESL + (3)  
AND  
ENG102 First-Year Composition + (3) OR  
ENG108 First-Year Composition for ESL + (3). 6

#### Oral Communication:

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

#### Critical Reading:

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

#### Mathematics:

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

### DISTRIBUTION: 10 Credits

#### Humanities, Arts and Design:

ARH100 Introduction to Art (3) OR  
ARH101 Art from Prehistory Through  
Middle Ages (3) OR  
ARH102 Art from Renaissance to Modernism (3)  
OR  
INT115 Historical Architecture and Furniture (3)  
OR  
INT120 Modern Architecture and Furniture (3) 3  
ARH100, ARH101, or ARH102 recommended for  
university transfer.

#### Social-Behavioral Sciences:

Any approved general education course in the  
Social-Behavioral Sciences area..... 3

#### Natural Sciences:

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

**CONTACT:** Ms. C. Brandom  
(602) 285.7287 or  
char.brandon@phoenixcollege.edu

### Fashion Design: Entrepreneur Certificate of Completion — CCL 5854 19 Credits

The Certificate of Completion (CCL) in Fashion  
Design: Entrepreneur introduces students to  
building a sustainable fashion design business.  
Students develop business and industry-specific  
skills based upon fashion marketing,  
merchandising, and production.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

### Required Courses: 19 Credits

MKT109 Introduction to Fashion Merchandising.. 3  
  
MKT110 Marketing and Social Networking (3)  
OR  
MKT151 Display and Visual Merchandising (3). 3

MKT267	Principles of Sales .....	3
TEC103	Developing Your Fashion Business ..	2
TEC125	Fashion Design .....	3
TEC150	Fashion Show Production.....	3
TEC240	Apparel Production Management .....	2

**Restricted Electives:** None.

**CONTACT:** Ms. C. Brandom  
(602) 285.7287 or  
char.brandon@phoenixcollege.edu

**Fashion Design: Level I**  
**Certificate of Completion — CCL 5355**  
**27-30 Credits**

The Certificate of Completion (CCL) in Fashion Design: Level I includes training in design, fashion illustration, patternmaking, and draping, and supports students in building inspirational sources through analysis of cultural, historical, and contemporary fashion and design. Students completing this certificate will enter the fashion industry at entry-level positions. A Certificate of Completion (CCL) in Fashion Design: Level II and an Associate in Applied Science (AAS) in Fashion Design are also available.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 27-30 Credits

TEC105	Cultural Aspects of Clothing .....	3
TEC106	History of Fashion .....	3
TEC110	Beginning Apparel Construction (3) OR Permission of Program Director (0) .....	0-3
TEC111	Intermediate Apparel Construction +	3
TEC125	Fashion Design .....	3
TEC134	Fashion Illustration I.....	3
TEC221	Computer-Assisted Fashion Design +	3
TEC222	Textiles .....	3
TEC225	Pattern Design I + .....	3
TEC226	Draping for Fashion Design + .....	3

**Restricted Electives:** None.

**CONTACT:** Ms. C. Brandom  
(602) 285.7287 or  
char.brandon@phoenixcollege.edu

**Fashion Design, Level II**  
**Certificate of Completion — CCL 5939**  
**42-45 Credits**

The Certificate of Completion (CCL) in Fashion Design: Level II program provides students with more advanced skills necessary to design apparel, illustrate fashions, and create patterns. Students completing this certificate will enter the fashion industry at entry- level positions and above. An Associate in Applied Sciences (AAS) in Fashion Design is also available.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 42-45 Credits

The following courses are required and included in CCL Fashion Design Level I:

TEC105	Cultural Aspects of Clothing .....	3
TEC106	History of Fashion .....	3

TEC110	Beginning Apparel Construction (3) OR Permission of Program Director (0) .....	0-3
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TEC111	Intermediate Apparel Construction +	3
TEC125	Fashion Design .....	3
TEC134	Fashion Illustration I.....	3
TEC221	Computer-Assisted Fashion Design +	3
TEC222	Textiles.....	3
TEC225	Pattern Design I + .....	3
TEC226	Draping for Fashion Design + .....	3

The following courses are also required for CCL Fashion Design Level II:  
TEC135 Fashion Illustration II + (3) OR  
TEC138 Fashion Illustration: Menswear + (3) 3

TEC227	Couture Sewing + (3) OR	
TEC234	Vintage Fashion Design + (3) .....	3
TEC228	Advanced Draping for	
	Fashion Design + .....	3
TEC230	Pattern Design II + .....	3
TEC270	Design Studio + .....	3

**CONTACT:** Ms. C. Brandom  
(602) 285.7287 or  
char.brandon@phoenixcollege.edu

### Fashion Illustration

#### Certificate of Completion — CCL 5941

##### 26 Credits

The Certificate of Completion (CCL) in Fashion Illustration includes an advanced study of proportion and techniques used in drawing fashion figures and flats. Various art supplies are used to illustrate fabrics, textures, and patterns. An Associate in Applied Science (AAS) in Fashion Design is also available.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

#### Required Courses: 26 Credits

TEC115	Textiles: Hand Painting .....	1
TEC125	Fashion Design .....	3
TEC134	Fashion Illustration I.....	3
TEC135	Fashion Illustration II + .....	3
TEC136	Fashion Illustration III + .....	3
TEC138	Fashion Illustration: Menswear .....	3
TEC139	Fashion Illustration: Children's Wear	3
TEC221	Computer-Assisted Fashion Design +	3
TEC222	Textiles .....	3
TEC236	Portfolio Development + .....	1

**Restricted Electives:** None.

**CONTACT:** Ms. J. Laffoon, Program Director for  
Photography and Digital Media Arts:  
(602) 285-7280

### Graphic Design

#### Associate in Applied Science — AAS 3201

##### 61-68 Credits

The Associate in Applied Science (AAS) in Graphic Design develops the knowledge and skills required in the areas of photography, digital imaging, and graphic design. The coursework includes creating graphic designs, including images, layouts, typography, packaging, motion and interactive graphics, and branding in various print and digital media. This degree prepares students for employment and upgrades the skills of persons employed in occupations such as production artists, graphic designers, freelance artist-designers, and art directors. A Certificate of Completion (CCL) in Graphic Design is also available.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

#### Required Courses: 33-37 Credits

AVC169	2D Media Design + .....	3
AVC177	Digital Photographic Imaging I +.....	3
AVC183	Digital Graphic Arts I.....	3
AVC248	Design Self Promotion (3) OR	
ART255	Art Marketing (3).....	3
AVC100	Introduction to Digital Arts .....	1
AVC283	Digital Graphic Arts II + .....	3
ART111	Drawing I (3) OR	
ART116	Life Drawing I (3).....	3
ART113	Color (3) OR	
AVC114	Digital Color (3).....	3
AVC142	Introduction to Digital Photography .	3
AVC178	Digital Arts Studies + .....	3
AVC190	Art of Web Site Design.....	3

### Capstone/Internship Course:

AVC280++ Digital Media Arts and Design  
Capstone + (1-3) OR  
AVC297++ Computer Graphic Design  
Internship (1-3) + .....1-3

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

### Restricted Electives: 3 Credits

Students must select three (3) credits from the  
following list of courses:

AVC103 Typography in the Digital Age + .....3  
AVC150 Multimedia Storytelling + .....3  
AVC175 Electronic Publishing Design I + .....3  
AVC192 Advanced Web Presentation Design +3  
AVC200 Animation and Interactivity + .....3  
AVC210 Design Tools for Imagery, Production,  
and Publishing + .....3  
AVC/  
THO246 Digital Fabrication .....3  
AVC289 Computer Illustration + .....3

### General Electives: 0-3 Credits

Select additional courses 100-level or higher to  
complete the minimum credits required for this  
degree. Consult with the Program Director or an  
Academic Advisor.

### General Education Requirements: 22-28 Credits

#### CORE: 12-18 Credits

#### First-Year Composition:

ENG101 First-Year Composition + (3) OR  
ENG107 First-Year Composition for ESL + (3)  
AND  
ENG102 First-Year Composition + (3) OR  
ENG108 First-Year Composition for ESL + (3). 6

#### Oral Communication:

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

### Critical Reading:

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

### Mathematics:

Any approved general education course from the  
Mathematics area ..... 3-6  
Recommended for students planning to transfer to a  
four-year university:  
MAT140 College Mathematics + (5) OR  
MAT141 College Mathematics + (4) OR  
MAT142 College Mathematics + (3) OR  
MAT145 College Mathematics with Review (5)  
OR  
MAT146 College Mathematics with Review (6)  
3-6

### DISTRIBUTION: 10 Credits

#### Humanities, Arts and Design:

Students who intend to transfer should choose either  
ARH101 or ARH102 to fulfill the [HU] requirement  
for transfer.

ARH101 Art from Prehistory Through  
Middle Ages (3) OR  
ARH102 Art from Renaissance  
to Modernism (3) OR  
ARH110 History of Graphic Design (3) ..... 3

#### Social-Behavioral Sciences:

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

#### Natural Sciences:

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

**CONTACT:** Ms. J. Laffoon, Program Director for  
Photography and Digital Media Arts:  
(602) 285-7280

### Graphic Design

#### Certificate of Completion — CCL 5173

#### 34 Credits

The Certificate of Completion (CCL) in Graphic  
Design develops the knowledge and skills required  
to create graphic designs, including images, layouts,  
typography, packaging, motion and interactive  
graphics, and branding in various print and digital  
media. This certificate prepares students for  
employment and upgrades the skills of persons

employed in occupations such as production artists, graphic designers, and art directors. An Associate in Applied Science (AAS) in Graphic Design is also available.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 31 Credits

AVC169 2D Media Design + .....3  
 AVC177 Digital Photographic Imaging I + .....3  
 AVC183 Digital Graphic Arts I.....3

AVC248 Design Self Promotion (3) OR  
 ART255 Art Marketing (3).....3

AVC100 Introduction to Digital Arts .....1  
 AVC283 Digital Graphic Arts II +.....3

ART111 Drawing I (3) OR  
 ART116 Life Drawing I (3) .....3

ART113 Color (3) OR  
 AVC114 Digital Color (3) .....3

AVC142 Introduction to Digital Photography..3  
 AVC178 Digital Arts Studies + .....3  
 AVC190 Art of Web Site Design .....3

**Restricted Electives:** 3 Credits

Students must select 3 credits from the following list of courses:

AVC103 Typography in the Digital Age + .....3  
 AVC150 Multimedia Storytelling + .....3  
 AVC175 Electronic Publishing Design I + .....3  
 AVC192 Advanced Web Presentation Design + 3  
 AVC200 Animation and Interactivity + .....3  
 AVC210 Design Tools for Imagery, Production, and Publishing + .....3  
 AVC/  
 THO246 Digital Fabrication .....3  
 AVC289 Computer Illustration + .....3

**CONTACT:** Ms. J. Laffoon, Program Director for Photography and Digital Media Arts:  
 (602) 285-7280

## Illustration

### Certificate of Completion — CCL 5174

#### 31 Credits

The Certificate of Completion (CCL) in Illustration develops knowledge and skills in creating visual narratives through traditional and digital media. The program emphasizes art principles, knowledge, and skills needed to solve design and compositional problems. Focus areas include graphic arts, publications, and storyboarding for animation, video, and media. This certificate prepares students for employment and upgrades the skills of persons employed in occupations such as freelance artist-designer, concept artist, visual development artist for gaming/film, and storyboarder. Students may also pursue an Associate in Applied Science (AAS) in Illustration and Sequential Art.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 25 Credits

AVC169 2D Media Design + ..... 3  
 AVC177 Digital Photographic Imaging I +..... 3

AVC248 Design Self Promotion (3) OR  
 ART255 Art Marketing (3)..... 3

ART111 Drawing I..... 3  
 AVC100 Introduction to Digital Arts ..... 1  
 AVC289 Computer Illustration + ..... 3

ART113 Color (3) OR  
 AVC114 Digital Color (3)..... 3

ART116 Life Drawing I..... 3  
 AVC178 Digital Arts Studies + ..... 3



### Restricted Electives: 6 Credits

Students must select six (6) credits from the following list of courses. Students may select from one emphasis or may select from different emphases to fulfill the six (6) credit requirement.

#### Animation Focus Area

AVC/184 Digital Animation I + .....3

AVC185 3D Modeling and Animation I + .....3

#### Drawing Focus Area

ART117 Life Drawing II + .....3

ART118 Art Anatomy + .....3

ART122 Drawing and Composition II + .....3

#### Painting Focus Area

ART165 Watercolor Painting I + .....3

ART166 Watercolor Painting II + .....3

ART167 Painting I + .....3

ART168 Painting II + .....3

ART263 Figure Painting + .....3

**CONTACT:** Ms. J. Laffoon, Program Director for Photography and Digital Media Arts:  
(602) 285-7280

### Illustration and Sequential Art

#### Associate in Applied Science — AAS 3203

#### 61-74 Credits

The Associate in Applied Science (AAS) in Illustration and Sequential Art is designed for the student who wishes to develop an area of specialization in illustration and comics and sequential art. Students will develop narratives through traditional and digital media. The program emphasizes art principles, knowledge, and skills needed to solve design and compositional problems. Areas of emphasis include comic book and sequential art, illustration for publications, and storyboarding. It allows for the development of an individual's personal interest in this area, prepares students for employment, and upgrades skills of those already employed in this field. Employment opportunities are available in a variety of fields including, but not limited to, freelance artist-designer, concept artist, comics/sequential art, visual development artist for gaming/film, and story

boarder. A Certificate of Completion (CCL) in Illustration and in Sequential Art is also available.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

#### Required Courses: 24-28 Credits

ART111 Drawing I..... 3

AVC100 Introduction to Digital Arts ..... 1

AVC169 2D Media Design + ..... 3

AVC177 Digital Photographic Imaging I +..... 3

AVC289 Computer Illustration + ..... 3

ART113 Color (3) OR

AVC114 Digital Color (3)..... 3

ART116 Life Drawing I..... 3

AVC178 Digital Arts Studies + ..... 3

#### Capstone/Internship Course:

AVC280++Digital Media Arts and Design

Capstone + (1-3) OR

AVC297++ Computer Graphic Design

Internship + (1-3)..... 1-3

FYE101 Introduction to College, Career and Personal Success (1) OR

FYE103 Exploration of College, Career and Personal Success (3) ..... 1-3

#### Restricted Electives: 9-18 Credits

##### Specialization 1: Sequential Art (18 credits)

AVC119 Penciling for Sequential Art ..... 3

AVC120 Inking for Sequential Art..... 3

AVC219 Coloring, Toning and Lettering for Sequential Art ..... 3

AVC220 Publishing for the Comic Industry.... 3

AVC221 Comics Creation ..... 3

CRW172 Introduction to Comic Book Writing (3) OR

CRW176 Writing Narrative for Video Games (3) OR

CRW190 Introduction to Screenwriting (3)..... 3

## Specialization 2: Illustration (9 credits)

AVC248 Design Self Promotion (3) OR  
ART255 Art Marketing (3).....3

Students must select six (6) credits from the following list of courses. Students may select from one emphasis or may select from different emphases to fulfill the six (6) credit requirement.

### Animation Emphasis

AVC184 Digital Animation I +.....3  
AVC185 3D Modeling and Animation I + .....3

### Drawing Emphasis

ART117 Life Drawing II + .....3  
ART118 Art Anatomy +.....3  
ART122 Drawing and Composition II +.....3

### Painting Emphasis

ART165 Watercolor Painting I +.....3  
ART166 Watercolor Painting II +.....3  
ART167 Painting I + .....3  
ART168 Painting II +.....3  
ART263 Figure Painting +.....3

## General Electives: 0-6 Credits

Select additional courses 100-level or higher to complete the minimum credits required for this degree. Consult with the Program Director or an Academic Advisor.

## General Education Requirements: 22-28 Credits

### CORE: 12-18 Credits

#### First-Year Composition:

ENG101 First-Year Composition + (3) OR  
ENG107 First-Year Composition for ESL + (3)  
AND  
ENG102 First-Year Composition + (3) OR  
ENG108 First-Year Composition for ESL + (3)...6

#### Oral Communication:

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

#### Critical Reading:

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

## Mathematics:

Any approved general education course from the Mathematics area ..... 3-6  
Recommended for students planning to transfer to a four-year university:

MAT140 College Mathematics + (5) OR  
MAT141 College Mathematics + (4) OR  
MAT142 College Mathematics + (3) OR  
MAT145 College Mathematics with Review (5)  
OR  
MAT146 College Mathematics with Review (6)  
3-6

## DISTRIBUTION: 10 Credits

### Humanities, Arts and Design:

ARH101 Art from Prehistory Through  
Middle Ages (3) OR  
ARH102 Art from Renaissance to  
Modernism (3) ..... 3

### Social-Behavioral Sciences:

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

### Natural Sciences:

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

## CONTACT: Ms. C. Brandom

(602) 285.7287 and/or  
char.brandom@phoenixcollege.edu

## Industrial Sewing

### Certificate of Completion — CCL 5970

#### 33-40 Credits

The Certificate of Completion (CCL) in Industrial Sewing is designed to prepare students for employment or small business ownership in piecework construction for garment manufacturing in the fashion industry including but not limited to advanced apparel construction methods using a variety of fabrics and materials, knowledge of and skills on the use of industrial machines, and professional sewing techniques.

**Program Notes:** Students must earn a grade of C or better in each course in the program. Students are encouraged to consult with the Program Director before starting the program.

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 33-40 Credits

TEC108 Flat-Pattern Design + .....3

TEC110 Beginning Apparel Construction (3) OR  
Permission of Program Director (0) .....0-3

TEC111 Intermediate Apparel Construction + (3)  
OR  
THP206 Introduction to Costume Construction for  
Theatre (4) OR  
Permission of Program Director (0) .....0-4

TEC120 Specialty Apparel Construction + .....3  
TEC122 Sewing with Knits + .....3  
TEC129 Sewing with a Serger .....3  
TEC130 Alteration of Ready-Made Garments +3  
TEC143 Industrial Sewing I + .....2  
TEC144 Industrial Sewing II + .....2  
TEC146 Manufacturing Sewing Methods I + ..2  
TEC147 Manufacturing Sewing Methods II +.2  
TEC212 Advanced Apparel Construction + ....3  
TEC298AA Special Projects + .....1

In consultation with the program director, select 6  
credits of coursework from the following:

INT/  
TEC126 Sewing for the Home .....3  
TEC112AU Sewing Clothing Accessories + .....3  
TEC121 Creative Sewing Machine Use + .....3  
TEC161 Digital Machine Embroidery  
Laboratory .....1

TEC224 Pattern Drafting + (2) OR  
TEC225 Pattern Design I + (3) OR  
TEC226 Draping for Fashion Design(3) ..... 2-3

TEC232 Costume Construction + .....3  
TEC233 Computer-Assisted Pattern Making+ 3  
TEC240 Apparel Production Management +...2

**Restricted Electives:** None.

**CONTACT:** Ms. M. Jospitre, Program Director:  
(602) 285.7608 and/or  
maryse.jospitre@phoenixcollege.edu

## **Interior Design**

### **Associate in Applied Science — AAS 3191**

#### **65-73 Credits**

The Associate in Applied Science (AAS) in Interior Design prepares students to work in an entry-level interior design position. The program provides both general and interior design education, which includes design, color theory and application, architectural and furniture history, drafting and computer-aided design (CAD) for interior design, space planning, interior materials, rendering, and basic codes and regulations. Studio projects allow students to identify, research, solve, and present design problems. Certificates of Completion (CCL) in areas of specialization are also available and embedded within the AAS.

The AAS in Interior Design transfers to Northern Arizona University Bachelor of Science (BS) in Interior Design. NAU will accept up to 73 credits as part of this degree program. Please speak with an NAU transfer specialist for details about this transfer option.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 46-48 Credits

ARC/

INT111 Architectural Computer-Aided  
Design I: Introduction (3) AND

ARC/

INT112 Architectural Computer Aided  
Design II: Plans and Elevations + (3) 6

FYE101 Introduction to College, Career and  
Personal Success (1) OR

FYE103 Exploration of College, Career and  
Personal Success (3) ..... 1-3

INT101	Introduction to Interior Design.....3
INT115	Historical Architecture and Furniture3
INT120	Modern Architecture and Furniture...3
INT122	Digital Visualization for Design.....3
INT145	Drawing and Rendering Studio + .....3
INT160	Fabrics for Interiors .....3
INT165	Space Planning Studio + .....3
INT201	Color and Design Communication Studio + .....3
INT205	Custom Design Studio + .....3
INT210	Interior Materials Studio + .....3
INT212	Kitchen and Bath Studio + .....3
INT222	Residential Design Studio + .....3
INT242	Interior Design Professional Practices + .....3

**Restricted Electives:** None.

**General Electives:** None.

**General Education Requirements:** 19-25 Credits

**CORE:** 12-18 Credits

**First-Year Composition:**

ENG101 First-Year Composition + (3) OR

ENG107 First-Year Composition for ESL + (3)  
AND

ENG102 First-Year Composition + (3) OR

ENG108 First-Year Composition for ESL + ....6

**Oral Communication:**

COM100 Introduction to Human  
Communication (3) OR

COM110 Interpersonal Communication (3).....3  
COM110 is recommended for students who intend  
to transfer to Northern Arizona University.

**Critical Reading:**

CRE101 College Critical Reading and Critical  
Thinking + (3) OR

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

**Mathematics:**

MAT140 College Mathematics + (5) OR

MAT141 College Mathematics + (4) OR

MAT142 College Mathematics + (3) OR

MAT145 College Mathematics with Review (5)  
OR

MAT146 College Mathematics with Review (6)  
OR

Equivalent or higher-level general education course  
in the Mathematics area .....3-6

**DISTRIBUTION:** 7 Credits

**Humanities, Arts and Design:**

Met by INT115 or INT120 in the Required

Courses area..... 0

**Social-Behavioral Sciences:**

PSY101 Introduction to Psychology ..... 3

**Natural Sciences:**

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

**Recommended:**

BIO108 Plants and Society (4) OR

GLG101 Introduction to Geology I – Dynamic  
Earth Lecture (3) AND

GLG103 Introduction to Geology I - Dynamic  
Earth Lab (1) OR

FON241 Principles of Human Nutrition (3) AND

FON241LLPrinciples of Human Nutrition

Laboratory (1)..... 4

**CONTACT:** Ms. M. Jospitre, Program Director:

(602) 285.7608 and/or

maryse.jospitre@phoenixcollege.edu

**Interior Design Kitchen and Bath**

**Certificate of Completion — CCL 5070**

**45 Credits**

The Certificate of Completion (CCL) in Interior Design Kitchen and Bath is intended to provide students with the knowledge and creative skills important to planning and developing kitchen and bath design solutions. The program prepares students for entry-level career in a kitchen and bath studio including, but not limited to, kitchen and bath planning, retail sales, and wholesale sales, or to advance within related job fields. Students will study design principles and elements, color theory, drawing, space planning, industry guidelines and standards, and other factors utilized in kitchen and bath design. The program helps to prepare students for National Kitchen and Bath Association (NKBA) certifications. An Associate in Applied Science (AAS) in Interior Design is also available.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 45 Credits

ARC/ INT111	Architectural Computer Aided Design I: Introduction (3) AND
ARC/ INT112	Architectural Computer Aided Design II: Plans and Elevations + (3)6
INT101	Introduction to Interior Design .....3
INT115	Historical Architecture and Furniture 3
INT120	Modern Architecture and Furniture ...3
INT122	Digital Visualization for Design .....3
INT145	Drawing and Rendering Studio + .....3
INT165	Space Planning Studio + .....3
INT201	Color and Design Communication Studio + .....3
INT205	Custom Design Studio + .....3
INT210	Interior Materials Studio + .....3
INT212	Kitchen and Bath Studio + .....3
INT241	Advanced Kitchen and Bath Design + .....3
INT242	Interior Design Professional Practices + .....3
INT265	Building Systems + .....3

**Restricted Electives:** None.

**CONTACT:** Ms. M. Jospitre, Program Director:  
(602) 285.7608 and/or  
maryse.jospitre@phoenixcollege.edu

### Interior Design Technology

#### Certificate of Completion — CCL 5071

##### 30 Credits

The Certificate of Completion (CCL) in Interior Design Technology is designed to provide the informational, attitudinal, and technical skills required for an entry-level position as a Computer Aided Drafting (CAD) operator in an Interior Design or related office. Computer-aided design using AutoCAD, Revit, Sketchup, and the Adobe Creative Suite forms the core of this program. An Associate in Applied Science (AAS) in Interior Design and an Associate in Applied Science (AAS) in Architectural Technology are also available.

Please check with your local college for program availability.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 30 Credits

ARC/ INT110	Revit -Introduction ..... 3
ARC/ INT111	Architectural Computer Aided Design I: Introduction (3) AND
ARC/ INT112	Architectural Computer Aided Design II: Plans and Elevations + (3).. 6
ARC251	Intermediate Revit (3) OR
ARC265/ INT251	SketchUp - Introduction (3)..... 3
INT101	Introduction to Interior Design ..... 3
INT122	Digital Visualization for Design ..... 3
INT145	Drawing and Rendering Studio + ..... 3
INT201	Color and Design Communication Studio + ..... 3
INT260	Interior Codes and Regulations + ..... 3
INT265	Building Systems + ..... 3

**Restricted Electives:** None.

**CONTACT:** Ms. M. Jospitre, Program Director:  
(602) 285.7608 and/or  
maryse.jospitre@phoenixcollege.edu

### Interior Design Upholstery and Soft Goods Production

#### Certificate of Completion — CCL 5074

##### 30 Credits

The Certificate of Completion (CCL) in Interior Design Upholstery and Soft Goods Production is intended to provide students with the knowledge and creative skills important to operating current commercial machinery and upholstery. The

program prepares students for an entry-level career as an upholsterer or soft goods fabricator for residential and commercial applications. Students will study design principles, history and use of fabrics and textiles, colors, and upholstery techniques utilized in upholstery and soft goods production. Elective coursework also allows students to take specific courses preparing them for a particular segment of the industry they are most interested in pursuing. An Associate in Applied Science (AAS) in Interior Design is also available.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 27 Credits

INT101	Introduction to Interior Design .....	3
INT115	Historical Architecture and Furniture	3
INT120	Modern Architecture and Furniture ...	3

INT/		
TEC126	Sewing for the Home (3) OR	
TEC128	Home Upholstery (3) .....	3

INT156	Furniture Upholstery I .....	3
INT157	Furniture Upholstery II + .....	3
INT158	Furniture Upholstery III + .....	3
INT159	Furniture Upholstery IV + .....	3

INT160	Fabrics for Interiors (3) OR	
TEC222	Textiles (3) .....	3

**Restricted Electives:** 3 Credits

Select one of the courses from the list for a total of 3 credits:

TEC114	Textiles: Block Printing/Silk Screening1 (May be repeated for a total of 3 credits)	
TEC116	Textiles: Stitchery and Embellishment. 1 (May be repeated for a total of 3 credits)	

**CONTACT:** Ms. M. Jospitre, Program Director:  
(602) 285.7608 and/or  
maryse.jospitre@phoenixcollege.edu

### **Interior Merchandising and Home Staging Certificate of Completion — CCL 5429 18 Credits**

The Certificate of Completion (CCL) in Interior Merchandising and Home Staging is intended to provide students with the knowledge and creative skills important to colorizing, visual merchandising, home-staging, and selecting furnishings and accessories. The program prepares students for entry-level career as a home decorator, retail merchandiser, home stager, model home merchandiser, etc. or to advance within these job fields. Students will study design principles and elements, color theory, drawing, furniture layout, historical and modern architecture and furniture, fabrics, and other factors utilized in interior merchandising. An Associate in Applied Science (AAS) in Interior Design is also available.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 18 Credits

INT101	Introduction to Interior Design .....	3
INT115	Historical Architecture and Furniture	3
INT120	Modern Architecture and Furniture ..	3
INT145	Drawing and Rendering Studio.....	3
INT160	Fabrics for Interiors.....	3

MGT251	Human Relations in Business (3) OR	
MGT253	Owning and Operating a Small Business (3) .....	3

**Restricted Electives:** None.

**CONTACT:** Mr. J. Weddle, Coordinator,  
Commercial Music Studies:  
(602) 285-7555 and/or  
dana.belmonte@phoenixcollege.edu

### Music Industry Studies: Audio Production Technologies

#### Associate in Applied Science — AAS 3024 63-71 Credits

The Associate In Applied Science (AAS) in Music Industry Studies: Audio Production Technologies offers students hands-on study of audio engineering and related media fields. Students learn and apply the concepts and theories associated with music recording, live sound reinforcement, and sound design. The program is designed to give students foundational knowledge and experience essential in the field of audio production. An embedded Certificate of Completion (CCL) in Music Industry Studies: Audio Production Technologies is also available.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

#### Required Courses: 32-34 Credits

In addition to the required course work, students must consult with a program advisor to select nine credits within the Restricted Electives area.

FYE101	Introduction to College, Career and Personal Success (1) OR	
FYE103	Exploration of College, Career and Personal Success (3) .....	1-3
MTC101	Introduction to Music Theory .....	3
MUC109	Music Business: Content Creation and Copyright .....	3
MUC110	Music Business: Marketing and Monetization (3) OR	
MUC145	Recording Studio Business Operations (3) .....	3

MUC111	Digital Audio Workstation I (DAW I) + .....	3
MUC122	Sound Design I .....	3
MUC191	Electronic Music I .....	3
MUC218	Audio Mixing Techniques + .....	3

MUC195	Studio Music Recording I (3) OR	
MUC195AA	Studio Music Recording I (3) .....	3

MUC196	Studio Music Recording II + OR	
MUC196AA	Studio Music Recording II + (3) ...	3

MUC197	Live Sound Reinforcement I .....	3
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MUC297AA	Audio Production Internship + (1) OR	
MUC296WA	Cooperative Education + (1) OR	
MUC298AA	Special Projects (1) .....	1

#### Restricted Electives: 9 Credits

Students must select a total of nine (9) credits from the list below in consultation with an academic advisor. NOTE: at least one (1) of the following courses must be completed: MUC281, MUC289, MUC292, or MUC295.

MUC112	Digital Audio Workstation II (DAW II) + .....	3
MUC192	Electronic Music II + .....	3
MUC193	Computer-Based Sound Synthesis +	3
MUC198	Live Sound Reinforcement II + .....	3
MUC222	Sound Design II + .....	3
MUC281	Electronic Music III + .....	3
MUC289	Live Sound Reinforcement III + .....	3
MUC292	Sound Design III + .....	3
MUC295	Studio Music Recording III + .....	3

#### General Education Requirements: 22-28 Credits

##### CORE: 12-18 Credits

##### First-Year Composition:

ENG101	First-Year Composition + (3) OR	
ENG107	First-Year Composition for ESL + (3)	
AND		
ENG102	First-Year Composition + (3) OR	
ENG108	First-Year Composition for ESL + (3)	
OR		
ENG111	Technical and Professional Writing + (3) .....	6

## Oral Communication:

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

## Critical Reading:

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

## Mathematics:

Any approved general education course from the Mathematics area. Students who intend to transfer must take:  
 MAT140 College Mathematics + (5) OR  
 MAT141 College Mathematics + (4) OR  
 MAT142 College Mathematics + (3) OR  
 MAT145 College Mathematics with Review (5) OR  
 MAT146 College Mathematics with Review (6) 3-6

## DISTRIBUTION: 10 Credits

### Humanities, Arts and Design:

Any approved general education courses from the Humanities, Arts and Design area .....3  
 MHL140 or MHL145 or MHL153 are recommended.

### Social-Behavioral Sciences:

Any approved general education course from the Social-Behavioral Sciences area .....3  
 PSY101 is recommended.

### Natural Sciences:

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

**CONTACT:** Mr. J. Weddle, Coordinator,  
 Commercial Music Studies:  
 (602) 285-7555

## Music Industry Studies: Audio Production Technologies

### Certificate of Completion — CCL 5334

#### 40 Credits

The Certificate of Completion (CCL) in Music Industry Studies: Audio Production Technologies offers students hands-on study of audio engineering and related media fields. Students learn and apply the concepts and theories associated with music

recording, live sound reinforcement, and sound design. The program is designed to give students foundational knowledge and experience essential in the field of audio production. An Associate in Applied Science (AAS) is also available.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

### Required Courses: 31 Credits

MTC101 Introduction to Music Theory ..... 3  
 MUC109 Music Business: Content Creation and Copyright ..... 3  
 MUC110 Music Business: Marketing and Monetization (3) OR  
 MUC145 Recording Studio Business Operations (3) ..... 3  
 MUC111 Digital Audio Workstation I (DAW I) + ..... 3  
 MUC122 Sound Design I ..... 3  
 MUC191 Electronic Music I ..... 3  
 MUC195 Studio Music Recording I (3) OR  
 MUC195AASudio Music Recording I (3) ..... 3  
 MUC196 Studio Music Recording II + OR  
 MUC196AASudio Music Recording II + (3) ... 3  
 MUC197 Live Sound Reinforcement I ..... 3  
 MUC218 Audio Mixing Techniques + ..... 3  
 MUC296WACooperative Education + (1) OR  
 MUC297AAAudio Production Internship + (1) OR  
 MUC298AASpecial Projects (1) ..... 1

### Restricted Electives: 9 Credits

Students must select a total of nine (9) credits from the list below in consultation with an academic advisor. NOTE: at least one (1) of the following courses must be completed: MUC281, MUC289, MUC292, or MUC295.



MUC112	Digital Audio Workstation II (DAW II) +.....	3
MUC192	Electronic Music II +.....	3
MUC193	Computer-Based Sound Synthesis +	3
MUC198	Live Sound Reinforcement II +.....	3
MUC222	Sound Design II + .....	3
MUC281	Electronic Music III + .....	3
MUC289	Live Sound Reinforcement III + .....	3
MUC292	Sound Design III + .....	3
MUC295	Studio Music Recording III +.....	3

**CONTACT:** Mr. J. Weddle, Coordinator,  
Commercial Music Studies:  
(602) 285-7555 and/or  
dana.belmonte@phoenixcollege.edu

### **Music Industry Studies: Music Business Associate in Applied Science — AAS 3017 61-70 Credits**

The Associate in Applied Science (AAS) in Music Industry Studies: Music Business is designed to provide aspiring music industry professionals with a broad background in music management, production, and entrepreneurship activities. The program combines theoretical and applied learning experiences to help students gain a strategic understanding of commercial music as both an art and profession. Students will choose a focus area among business and marketing, commercial performance, and music production. They will employ analytical and communication skills and explore aesthetic, cultural, and historical perspectives relevant to the music industry.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

### **Required Courses:** 26-29 Credits

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

MGT253	Owning and Operating a Small Business .....	3
MKT110	Marketing and Social Networking....	3
MKT271	Principles of Marketing .....	3
MUC109	Music Business: Content Creation and Copyright .....	3
MUC110	Music Business: Marketing and Monetization .....	3
MTC180	Computer Literacy for Musicians + (3) OR	
MUC180	Computer Literacy for the Music Business (3) .....	3
Note: Students who have not already completed MTC180 must take MUC180.		

MUC209	Music Industry Entrepreneurship + ..	3
MUC293	Self-Promotion for Music .....	1

### **Music Industry Capstone Experience**

MUC290AA	Music Business Internship + (1) OR	
MUC296WA	Cooperative Education + (1) OR	
MUC298AA	Special Projects + (1).....	1

### **Overview of Music Genres**

MUC242	Music Genres and Styles (2) OR	
MHL155	Survey of American Music (3).....	2-3

### **Restricted Electives:** 12-13 Credits

Students should work with their program advisor to select 12-13 credits from courses that align with the academic/career goals and further their development in the areas of music business and marketing, music production, and commercial performance. Courses from Required Courses area may not be used.

### **Business and Marketing**

GBS+++	Any GBS General Business course(-s)	
MKT+++	Any MKT Marketing course(-s)	
MUC+++	Any MUC Music: Commercial/Business course(-s)	

### **Music Production**

MTC+++	Any MTC Music: Theory/Composition course(-s)	
MUC+++	Any MUC Music: Commercial/Business course(-s)	

# Commercial Performance

MTC+++ Any MTC Music: Theory/Composition course(-s)

MUP+++ Any MUP Music: Performance course(-s)

## General Electives: 0-1 Credits

Select courses 100-level or higher to complete a minimum of 60 semester credits. Consult with an Academic and/or Program Advisor.

## General Education Requirements: 22-28 Credits

### CORE: 12-18 Credits

#### First-Year Composition:

ENG101 First-Year Composition + (3) OR

ENG107 First-Year Composition for ESL + (3)

AND

ENG102 First-Year Composition + (3) OR

ENG108 First-Year Composition for ESL + (3)

OR

ENG111 Technical and Professional

Writing + (3).....6

ENG101 or ENG107 and ENG102 or ENG108 is recommended for students who intend to transfer.

#### Oral Communication:

COM100 Introduction to Human Communication (3) OR

COM110 Interpersonal Communication (3) OR

COM225 Public Speaking + (3) OR

COM230 Small Group Communication (3).....3

Consult with an academic advisor about specific COM requirements if intending to transfer.

#### Critical Reading:

CRE101 College Critical Reading and Critical Thinking + (3) OR

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

#### Mathematics:

MAT140 College Mathematics + (5) OR

MAT141 College Mathematics + (4) OR

MAT142 College Mathematics + (3) OR

MAT145 College Mathematics with Review (5) OR

MAT146 College Mathematics with Review (6) 3-6

## DISTRIBUTION: 10 Credits

### Humanities, Arts and Design:

Any approved general education course from the Humanities, Arts and Design [HU] area .....3

### Social-Behavioral Sciences:

Any approved general studies education from the Social-Behavioral Sciences [SB] area .....3

## Natural Sciences:

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

**CONTACT:** Mr. J. Weddle, Coordinator,  
Commercial Music Studies:  
(602) 285-7555 and/or  
dana.belmonte@phoenixcollege.edu

## Music Industry Studies: Music Business I Certificate of Completion — CCL 5106 16 Credits

The Certificate of Completion (CCL) in Music Industry Studies: Music Business I is designed to provide aspiring music industry professionals with a broad background in music management, production, and entrepreneurship activities. The program combines foundational and applied learning experiences to help students gain a strategic understanding of commercial music as both an art and profession. There is a Certificate of Completion (CCL) in Music Industry Studies: Music Business II available, as well as an Associate in Applied Science (AAS) in Music Industry Studies: Music Business.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

## Required Courses: 16 Credits

MGT253 Owning and Operating a Small Business ..... 3

MKT110 Marketing and Social Networking (3) OR

MKT271 Principles of Marketing (3)..... 3

MUC109 Music Business: Content Creation and Copyright 3

MUC110 Music Business: Marketing and Monetization ..... 3

MUC293 Self-Promotion for Music ..... 1

MTC180 Computer Literacy for Musicians + (3)  
OR

MUC180 Computer Literacy for the Music  
Business (3) .....3

Note: Students who have not already completed  
MTC180 must take MUC180.

**Restricted Electives:** None.

**CONTACT:** Mr. J. Weddle, Coordinator,  
Commercial Music Studies:  
(602) 285-7555 and/or  
dana.belmonte@phoenixcollege.edu

**Music Industry Studies: Music Business II  
Certificate of Completion — CCL 5258  
35-37 Credits**

The Certificate of Completion (CCL) in Music  
Industry Studies: Music Business II is designed to  
provide aspiring music industry professionals with a  
broad background in music management,  
production, and entrepreneurship activities. The  
program combines theoretical and applied learning  
experiences to help students gain a strategic  
understanding of commercial music as both an art  
and profession. An Associate in Applied Science  
(AAS) in Music Industry Studies: Music Business is  
available.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 25-26 Credits

MGT253 Owning and Operating a Small  
Business .....3  
MKT110 Marketing and Social Networking.....3  
MKT271 Principles of Marketing .....3  
MUC109 Music Business: Content Creation and  
Copyright .....3  
MUC110 Music Business: Marketing and  
Monetization .....3

MTC180 Computer Literacy for  
Musicians + (3) OR

MUC180 Computer Literacy for the  
Music Business (3) ..... 3

Note: Students who have not already completed  
MTC180 must take MUC180.

MUC209 Music Industry Entrepreneurship + .. 3  
MUC293 Self-Promotion for Music ..... 1

Music Industry Capstone Experience  
MUC290AAMusic Business Internship + (1) OR  
MUC296WACooperative Education + (1) OR  
MUC298AA Special Projects (1) ..... 1

Overview of Music Genres  
MUC242 Music Genres and Styles (2) OR  
MHL155 Survey of American Music (3) ..... 2-3

**Restricted Electives:** 10-11 Credits

Students should work with their program advisor to  
select 10-11 credits from courses that align with the  
academic/career goals and further their  
development in the areas of Music Business and  
Marketing, Music Production, and Commercial  
Performance. Courses from the Required Courses  
area may not be used.

Music Business and Marketing  
GBS+++ Any GBS General Business course  
MKT+++ Any MKT Marketing course  
MUC+++ Any MUC Music: Commercial/Business  
course

Music Production  
MTC+++ Any MTC Music: Theory/Composition  
course  
MUC+++ Any MUC Music: Commercial/Business  
course

Commercial Performance  
MTC+++ Any MTC Music: Theory/Composition  
course  
MUP+++ Any MUP Music: Performance course

**General Electives:** None.

**CONTACT:** Ms. C. Brandom  
(602) 285.7287 and/or  
char.brandon@phoenixcollege.edu

**Pattern Design, Level I**  
**Certificate of Completion — CCL 5947**  
**17-23 Credits**

The Certificate of Completion (CCL) in Pattern Design, Level I trains students to create patterns using flat patterns, draping methods, and grading. A Certificate of Completion (CCL) in Pattern Design: Level II is also available.

**Program Notes:** Students must earn a grade of C or better in all courses within the Required Courses area.

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 17-23 Credits

TEC110 Beginning Apparel Construction (3)  
OR  
Permission of Program Director .....0-3

TEC111 Intermediate Apparel Construction + (3)  
OR  
Permission of Program Director .....0-3

TEC112AQPattern Alteration and Fit +.....2  
TEC122 Sewing with Knits +.....3  
TEC212 Advanced Apparel Construction +....3  
TEC225 Pattern Design I +.....3  
TEC226 Draping for Fashion Design +.....3  
TEC231 Pattern Grading + .....3

**Restricted Electives:** None.

**CONTACT:** Ms. C. Brandom  
(602) 285.7287 and/or  
char.brandon@phoenixcollege.edu

**Pattern Design, Level II**  
**Certificate of Completion — CCL 5949**  
**35-41 Credits**

The Certificate of Completion (CCL) in Pattern Design, Level II enhances skills for advanced flat pattern design, draping pattern drafting, computer-assisted pattern making, and pattern making for industry.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 35-41 Credits

The following courses are required and included in CCL/5947 Pattern Design, Level I (17-23 credits):

TEC110 Beginning Apparel Construction (3)  
OR  
Permission of Program Director ..... 0-3

TEC111 Intermediate Apparel Construction + (3)  
OR  
Permission of Program Director ..... 0-3

TEC112AQPattern Alteration and Fit +..... 2  
TEC122 Sewing with Knits +..... 3  
TEC212 Advanced Apparel Construction +... 3  
TEC225 Pattern Design I +..... 3  
TEC226 Draping for Fashion Design +..... 3  
TEC231 Pattern Grading +..... 3

The following courses are required and included in CCL/5949 Pattern Design, Level II (18 credits):

TEC224 Pattern Drafting + ..... 2  
TEC228 Advanced Draping for  
Fashion Design + ..... 3  
TEC230 Pattern Design II +..... 3  
TEC233 Computer-Assisted Pattern Making +3  
TEC234 Vintage Fashion Design + ..... 3  
TEC238 Industry Patternmaking Standards +. 1  
TEC270 Design Studio + ..... 3

**Restricted Electives:** None.

**CONTACT:** Ms. J. Laffoon, Program Director for Photography and Digital Media Arts:  
(602) 285-7280

### Photography

#### Associate in Applied Science — AAS 3195 61-67 Credits

The Associate in Applied Science (AAS) in Photography program is designed for the student who wishes to pursue a career in photography, either commercial or fine arts. Students will study digital and traditional film-based (darkroom) media, content and image selection, and the theory and practice of visual communication.

**Program Notes:** Students must earn a grade of C or better in all courses within the program. There will be costs for supplies and equipment in this program.

**Admission Criteria:** None.

**Program Prerequisites:** None.

#### Required Courses: 27-31 Credits

ARH101	Art from Prehistory Through Middle Ages (3) OR	
ARH102	Art from Renaissance to Modernism (3) .....	3
ARH115	History of Photography .....	3
ART112	Two-Dimensional Design .....	3
ART113	Color .....	3
ART131	Photography I .....	3
ART132	Photography II + .....	3
ART255	Art Marketing (3) OR	
ART255AB	The Portfolio (1) .....	1-3
AVC100	Introduction to Digital Arts .....	1
AVC142	Introduction to Digital Photography ..	3
AVC143	Intermediate Digital Photography + ..	3
FYE101	Introduction to College, Career and Personal Success (1) OR	
FYE103	Exploration of College, Career and Personal Success (3) .....	1-3

#### Restricted Electives: 8-20 Credits

Complete all courses in the specialization below that best aligns with your academic and professional goals.

#### Specialization 1: Commercial Photography (13-20 credits)

AVC138	Commercial Photography I + .....	3
AVC139	Commercial Photography II + .....	3
AVC140	Portrait Photography + (3) OR	
AVC237	Fashion Photography + (3) .....	3
MKT110	Marketing and Social Networking (3) OR	
MKT263	Advertising Principles (3) OR	
MKT271	Principles of Marketing (3) OR	
SBS204	Small Business Marketing and Advertising (2) .....	2-3
SBS200	Small Business Operations .....	2

In consultation with advisor or program coordinator, choose up to six (6) credits of coursework from the following list to best fulfill goals and complete the minimum total program credits required for this degree.

ART111	Drawing I .....	3
ART116	Life Drawing I .....	3
ART137	Alternative Photographic Processes ..	3
ART234	Color Photography + .....	3
ART290AC	Studio Art + .....	3
ART290EC	Studio Art: Photography + .....	3
ART290MC	Art Studio: Digital Photography Studio Art: Digital Photography + ...	3
ART295DA	Art Workshop/ Seminar: Photography + .....	1
ART295DB	Art Workshop/ Seminar: Photography + .....	2
ART295DC	Art Workshop/ Seminar: Photography + .....	3
AVC169	2D Media Design + .....	3
AVC177	Digital Photographic Imaging I + ....	3
AVC178	Digital Arts Studies + .....	3
AVC181	Graphic Design I + .....	3
AVC232	Studio Lighting + .....	3
AVC270	Digital Photographic Imaging II + ....	3
AVC297AA	Commercial Art Internship + (1) OR	
AVC297AB	Commercial Art Internship + (2) ...	1-2
FMP108	Video Production .....	3

## Specialization 2: Fine Art Photography (8-15 credits)

ART133	Photography III + .....	3
ART137	Alternative Photographic Processes ..	3

Select 2-9 credits from the following:

ART111	Drawing I.....	3
ART116	Life Drawing I.....	3
ART134	Photography IV + .....	3
ART234	Color Photography + .....	3
ART250	Introduction to Printmaking + .....	3
ART290AC	Studio Art + .....	3
ART290EC	Studio Art: Photography + .....	3
ART290MC	Art Studio: Digital Photography Studio Art: Digital Photography + .....	3
ART295DA	Art Workshop/Seminar: Photography + .....	1
ART295DB	Art Workshop/Seminar: Photography + .....	2
ART295DC	Art Workshop/Seminar: Photography + .....	3
AVC169	2D Media Design + .....	3
AVC177	Digital Photographic Imaging I + .....	3
AVC178	Digital Arts Studies + .....	3
AVC232	Studio Lighting + .....	3
AVC270	Digital Photographic Imaging II + .....	3
AVC274	Digital Photographic Imaging III + .....	3
AVC297A	Commercial Art Internship + .....	1
SBS200	Small Business Operations .....	2
SBS204	Small Business Marketing and Advertising.....	2

## General Electives: 0-7 Credits

Select courses 100-level or higher to complete the minimum total program credits required for this degree. Consult with the Program Director or an Academic Advisor.

Recommend that students interested in transferring to a four-year institution to earn a bachelor's degree take courses that fulfill any unmet Arizona General Education Curriculum (AGEC) requirements.

## General Education: 19-25 Credits

### CORE: 12-18 Credits

#### First-Year Composition:

ENG101	First-Year Composition + (3) OR
ENG107	First-Year Composition for ESL + (3)
AND	
ENG102	First-Year Composition + (3) OR
ENG108	First-Year Composition for ESL + (3). 6

#### Oral Communication:

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

#### Critical Reading:

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

#### Mathematics:

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

## DISTRIBUTION: 7 Credits

### Humanities, Arts and Design:

Met by ARH101 OR ARH102 OR ARH115 OR ART131 in Required Courses.....	0
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### Social-Behavioral Sciences:

Any approved general education course in the Social-Behavioral Sciences area.....	3
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### Natural Sciences:

Any approved general education course in the Natural Sciences area.....	4
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**CONTACT:** Ms. M. Jospitre, Program Director:  
(602) 285.7608 and/or  
maryse.jospitre@phoenixcollege.edu

**Residential Interior Design  
Certificate of Completion — CCL 5300  
48 Credits**

The Certificate of Completion (CCL) in Residential Interior Design prepares students to work in an entry-level interior design position. The program provides interior design education, which includes design, color theory and application, architectural and furniture history, drafting and computer-aided design (CAD) for interior design, space planning, interior materials, digital rendering, basic codes and regulations, and building systems. Studio projects allow students to identify, research, solve, and present design problems. This certification is designed for students who already hold a college degree in another discipline and want to re-career as an interior 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:** 48 Credits

ARC/ INT111	Architectural Computer Aided Design I: Introduction (3) AND
ARC/ INT112	Architectural Computer Aided Design II: Plans and Elevations + (3)6
INT101	Introduction to Interior Design .....3
INT115	Historical Architecture and Furniture 3
INT120	Modern Architecture and Furniture ...3
INT122	Digital Visualization for Design .....3
INT145	Drawing and Rendering Studio + .....3
INT160	Fabrics for Interiors .....3
INT165	Space Planning Studio + .....3
INT201	Color and Design Communication Studio + .....3
INT205	Custom Design Studio + .....3
INT210	Interior Materials Studio + .....3
INT212	Kitchen and Bath Studio + .....3
INT222	Residential Design Studio + .....3

INT242	Interior Design Professional Practices + ..... 3
INT265	Building Systems + ..... 3

**Restricted Electives:** None.

**CONTACT:** Ms. J. Laffoon, Program Director for Photography and Digital Media Arts:  
(602) 285-7280

**Sequential Art  
Certificate of Completion — CCL 5177  
40 Credits**

The Certificate of Completion (CCL) in Sequential Art develops knowledge and skills in the area of sequential art, including but not limited to comics, graphic novels, anime, children's books, self-publishing, digital illustration, and storyboarding for digital media. Students will develop diverse narratives that reflect cultural, historical, and social diversity. The program provides the student with an understanding of writing for sequential art, illustration techniques, and digital media tools for illustration, layout and publication. This certificate prepares students for employment and upgrades the skills of persons employed in occupations such as illustrator, comic book artist, storyboarder, cartoonist, penciler, inker, colorist, letterer, production artist, game designer, and comic book writer. An Associate in Applied Science (AAS) in Illustration and Sequential Art is also available.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 40 Credits

ART111	Drawing I..... 3
AVC100	Introduction to Digital Arts ..... 1
AVC169	2D Media Design + ..... 3
AVC177	Digital Photographic Imaging I + ..... 3
AVC289	Computer Illustration + ..... 3
ART113	Color (3) OR
AVC114	Digital Color (3) ..... 3

ART116	Life Drawing I .....	3
AVC119	Penciling for Comic and Sequential Art .....	3
AVC120	Inking for Comic and Sequential Art	3
AVC178	Digital Arts Studies + .....	3
AVC219	Coloring, Toning and Lettering for Comic and Sequential Art .....	3
AVC220	Publishing for the Comic Industry ....	3
AVC221	Comics Creation .....	3

CRW172	Introduction to Comic Book Writing (3) OR	
CRW176	Writing Narrative for Video Games (3) OR	
CRW190	Introduction to Screenwriting (3) .....	3

**Restricted Electives:** None.

**CONTACT:** Dr. C. Marín, Program Director:  
(602) 285.7303 and/or  
christina.marin@phoenixcollege.edu

## Technical Theatre

### Certificate of Completion — CCL 5462

#### 21-48 Credits

The Certificate of Completion (CCL) in Technical Theatre is designed to prepare students for a wide range of careers within theatre operations and production. The curriculum includes a foundation of applied skills within technical theatre including backstage personnel skills, as well as hands-on experience working on live theatre productions and events. Students may select from a choice of specializations in audio, costuming, group/solo cosplay, hair and makeup, lighting, properties, puppetry, and set/scenic construction. Program graduates can directly enter the workforce into positions such as cosplay actor, puppeteer, sound engineer, lighting technician, carpenter, scenic painter, stage crew, stage management, wardrobe crew, costume stitcher, costume crafts apprentice, and hair/makeup artist in a range of settings including live theatre, television and film, conferences and events, attractions and shows.

Students can earn an embedded Certificate of Completion (CCL) in Stage Crew along with one additional area: Audio Technician, Costuming, Group/Solo Cosplay, Hair and Makeup, Lighting, Properties, Puppetry, and Set/Scenic construction. An Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre is also available for students interested in university transfer.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program. Students should select an area of specialization based on their personal, academic, and professional goals. Students should speak to a program director or academic advisor for details.

**Admission Criteria:** None.

**Program Prerequisites:** None.

### Required Courses: 14-23 Credits

ENG101 First Year Composition + ..... 0-3  
Students who intend to take THE220 must take ENG101.

THE111 Introduction to Theatre..... 3

THE220 Modern Drama + (3) OR

THO225 Visual Script Analysis (3) OR

THP291AC Summer Conservatory:

Script Analysis (ACT) + (1) ..... 1-3

THO203 Technical Theatre Production (3) OR

THP201AB Theatre Production II (2) ..... 2-3

THO251 Safety Practices in Theatre and Film Production ..... 1

THO266 Production Careers in Technical Theatre ..... 1

THO269 Technical Theatre Portfolio Development ..... 1

THP213 Introduction to Technical Theatre .... 4

THP296++ Cooperative Education + ..... 1-4



# **Restricted Electives: 7-25 Credits**

Students must also select and complete one of the following specialization areas in Technical Theatre based on their personal, academic, and professional goals. Speak to a program director or academic advisor for details.

## **Specialization 1: Audio Technician (10-11 credits)**

MUC122 Sound Design I +.....3  
MUC197 Live Sound Reinforcement I.....3  
MUC198 Live Sound Reinforcement II +.....3

THO202ABTheatre Production I Electrics (1) OR  
THP201AATheatre Production I (1) OR  
THP201ABTheatre Production II (2) OR  
THP202 Theatre Production Projects (1).....1-2

## **Specialization 2: Cosplay I (12-13 credits)**

TEC111 Intermediate Apparel Construction (3)  
OR  
THP206 Introduction to Costume Construction for Theatre (4).....3-4

THO115 Makeup for Stage and Screen.....3  
THO208 Costume Play Solo Performance Practicum .....3

THO250 Stage Properties .....3

## **Specialization 3: Cosplay II (24-25 credits)**

CIS103 Introduction to Social Media (3) OR  
MKT110 Marketing and Social Networking (3).. 3

TEC111 Intermediate Apparel Construction (3)  
OR  
THP206 Introduction to Costume Construction for Theatre (4).....3-4

THO115 Makeup for Stage and Screen.....3  
THO215 Advanced Makeup Techniques for Stage and Screen + .....3  
THO218 Wig and Hair Production for Theatre and Film .....3  
THO208 Costume Play Solo Performance Practicum .....3  
THO209 Costume Play Group Performance Practicum .....3  
THO250 Stage Properties .....3

## **Specialization 4: Costuming (8-9 credits)**

THO202ACTheatre Production I  
Costume Shop (1) OR  
THP201AATheatre Production I (1) OR  
THP201ABTheatre Production II (2)..... 1-2

THP206 Introduction to Costume Construction for Theatre ..... 4

Students should work with their program advisor to select 3 credits that align with the academic/career goals and further their development in the area of Costuming.

TEC113 Textiles: Dyeing (1) AND  
TEC114 Textiles: Block Printing/  
Silk Screening (1) AND  
TEC115 Textiles: Hand Painting (1) OR  
TEC225 Pattern Design I (3) OR  
THO115 Makeup for Stage and Screen (3)..... 3

## **Specialization 5: Hair and Makeup (10-11 credits)**

THO115 Makeup for Stage and Screen..... 3  
THO215 Advanced Makeup Techniques for Stage and Screen + ..... 3  
THO216 Wig and Hair Production for Theatre and Film..... 3

THO202ACTheatre Production I  
Costume Shop (1) OR

THP201AATheatre Production I (1) OR  
THP201ABTheatre Production II (2) ..... 1-2

## **Specialization 6: Lighting (7-8 credits)**

THO202ABTheatre Production I Electrics (1) OR  
THP201AATheatre Production I (1) OR  
THP201ABTheatre Production II (2) ..... 1-2

THO218 Beginning Stage Lighting ..... 3  
THO263 Entertainment Industry Drafting I: 2D CAD..... 3

## **Specialization 7: Properties (7-9 credits)**

THO202AATheatre Production I  
Scene Shop (1) OR  
THO202ACTheatre Production I  
Costume Shop (1) OR  
THP201AATheatre Production I (1) OR  
THP201ABTheatre Production II (2) ..... 1-2

THO267 Painting Techniques for Film, TV  
and Theatre + (3) OR  
THP206 Introduction to Costume Construction  
for Theatre (4) .....3-4

THO250 Stage Properties .....3

Specialization 8: Puppetry (14-15 credits)

THP112 Acting I (3) OR

THP151 Theatre for Youth (3) .....3

THP201AATheatre Production I (1) OR

THP201ABTheatre Production II (2) OR

THO202AATheatre Production I

Scene Shop (1) OR

THO202ACTheatre Production I

Costume Shop (1) .....1-2

THO219 Introduction to Puppetry .....3

THO250 Stage Properties .....3

THP206 Introduction to Costume Construction  
for Theatre .....4

Specialization 9: Set/Scenic Construction  
(10-11 credits)

ARC/

INT111 Architectural CAD I: Introduction (3)

OR

CAD100 Fundamentals of 2D AutoCAD (3) ...3

THO202AATheatre Production I

Scene Shop (1) OR

THP201AATheatre Production I (1) OR

THP201ABTheatre Production II (2) ..... 1-2

THO263 Entertainment Industry Drafting I:  
2D CAD .....3

THO267 Painting Techniques for Film, TV and  
Theatre + (3) OR

WLD102 Basic Welding Metal Sculpture (3) ...3

**CONTACT:** Dr. C. Marín, Program Director:  
(602) 285.7303 and/or  
christina.marin@phoenixcollege.edu

### Technical Theatre: Audio Technician Certificate of Completion — CCL 5077N 11-12 Credits

The Certificate of Completion (CCL) in Technical Theatre: Audio Technician is designed to prepare students to apply live sound reinforcement in theatre productions. Classes include instruction in live sound reinforcement, setting up equipment, and sound design for theatrical productions. A Certificate of Completion (CCL) in Technical Theatre and the Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre are also available.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

### Required Courses: 11-12 Credits

MUC122 Sound Design I + ..... 3

MUC197 Live Sound Reinforcement I ..... 3

MUC198 Live Sound Reinforcement II + ..... 3

THP201AATheatre Production I (1) OR

THP201ABTheatre Production II (2) OR

THP202 Theatre Production Projects (1) OR

THO202ABTheatre Production I Electrics (1) ... 1-2

THO251 Safety Practices in Theatre and Film  
Production ..... 1

**Restricted Electives:** None.

**CONTACT:** Dr. C. Marín, Program Director:  
(602) 285.7303 and/or  
christina.marin@phoenixcollege.edu

**Technical Theatre: Costuming  
Certificate of Completion — CCL 5090N  
8-9 Credits**

The Certificate of Completion (CCL) in Technical Theatre: Costuming is designed to provide students with skills in the acquisition, construction, alteration, and maintenance of costumes for theatrical performances. Courses include instruction in costume construction, theory and period styles. A Certificate of Completion (CCL) in Technical Theatre and the Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre are also available.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 5-6 Credits

THP201AATheatre Production I (1) OR  
THP201ABTheatre Production II (2) OR  
THO202ACTheatre Production I  
Costume Shop (1).....1-2

THP206 Introduction to Costume Construction  
for Theatre .....4

**Restricted Electives:** 3 Credits

Students should select courses for a total of 3 credits based on their career goal. Speak to a Program Director for additional information.

TEC113 Textiles: Dyeing.....1  
TEC114 Textiles: Block Printing/Silk Screening1  
TEC115 Textiles: Hand Painting .....1  
TEC225 Pattern Design I.....3  
THO115 Makeup for Stage and Screen.....3

**CONTACT:** Dr. C. Marín, Program Director:  
(602) 285.7303 and/or  
christina.marin@phoenixcollege.edu

**Technical Theatre: Lighting  
Certificate of Completion — CCL 5095N  
12-13 Credits**

The Certificate of Completion (CCL) in Technical Theatre: Lighting is designed to provide students with skills in lighting for theatrical performances. Courses Include instruction in basic circuiting and dimmer application, lighting plots, programming, hanging and focus of lighting instruments, light board operation, and safety in the theatre. A Certificate of Completion (CCL) in Technical Theatre and the Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre are also available.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 12-13 Credits

THP201AATheatre Production I (1) OR  
THP201ABTheatre Production II (2) OR  
THO202ABTheatre Production I Electrics (1)... 1-2

THP213 Introduction to Technical Theatre..... 4  
THO218 Beginning Stage Lighting ..... 3  
THO251 Safety Practices in Theatre  
and Film Production..... 1  
THO263 Entertainment Industry Drafting I:  
2D CAD..... 3

**Restricted Electives:** None.

**CONTACT:** Dr. C. Marín, Program Director:  
(602) 285.7303 and/or  
christina.marin@phoenixcollege.edu

**Technical Theatre: Properties**  
**Certificate of Completion — CCL 5098N**  
**12-14 Credits**

The Certificate of Completion (CCL) in Technical Theatre: Properties is designed to provide students with skills in the acquisition, construction, alteration, maintenance, and repair of properties for theatrical performances. Courses include instruction in prop construction, sewing, use of tools, and creation and maintenance of production paperwork. A Certificate of Completion (CCL) in Technical Theatre and the Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre are also available.

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

**Admission Criteria:** None.

**Program Prerequisites:** None

**Required Courses:** 12-14 Credits

THO202AA	Theatre Production I Scene Shop (1) OR	
THO202AC	Theatre Production I Costume Shop (1) OR	
THP201AA	Theatre Production I (1) OR	
THP201AB	Theatre Production II (2) .....	1-2
THO267	Painting Techniques for Film, TV and Theatre + (3) OR	
THP206	Introduction to Costume Construction for Theatre (4) .....	3-4
THO250	Stage Properties .....	3
THO251	Safety Practices in Theatre and Film Production .....	1
THP213	Introduction to Technical Theatre .....	4

**Restricted Electives:** None.

**CONTACT:** Dr. C. Marín, Program Director:  
(602) 285.7303 and/or  
christina.marin@phoenixcollege.edu

**Technical Theatre: Puppetry**  
**Certificate of Completion — CCL 5148N**  
**15-16 Credits**

The Certificate of Completion (CCL) in Technical Theatre: Puppetry is designed to provide students with skills in puppetry for theatrical performances. Courses include instruction in the creation and operation of puppets in performance. A Certificate of Completion (CCL) in Technical Theatre and the Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre are also available.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 15-16 Credits

THP112	Acting I (3) OR	
THP151	Theatre for Youth (3) .....	3
THP201AA	Theatre Production I (1) OR	
THP201AB	Theatre Production II (2) OR	
THO202AC	Theatre Production I Costume Shop (1) OR	
THO202AA	Theatre Production I Scene Shop (1) .....	1-2
THP206	Introduction to Costume Construction for Theatre .....	4
THO219	Introduction to Puppetry .....	3
THO250	Stage Properties .....	3
THO251	Safety Practices in Theatre and Film Production .....	1

**CONTACT:** Dr. C. Marín, Program Director:  
(602) 285.7303 and/or  
christina.marin@phoenixcollege.edu

**Technical Theatre: Set/Scenic Construction  
Certificate of Completion — CCL 5096N  
9-10 Credits**

The Certificate of Completion (CCL) in Technical Theatre: Set/Scenic Construction is designed to provide students with skills in the construction of sets for theatrical performances. Courses include instruction in theatrical set and scene construction, use of scene shop tools, materials and hardware. Plan reading and safety for set and scenic construction are also emphasized. A Certificate of Completion (CCL) in Technical Theatre and the Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre are also available.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 9-10 Credits

THP201A Theatre Production I (1) OR  
THP201AB Theatre Production II (2) OR  
THO202A Theatre Production I  
Scene Shop (1).....1-2

THP213 Introduction to Technical Theatre .....4  
THO251 Safety Practices in Theatre and  
Film Production.....1

THO267 Painting Techniques for Film, TV  
and Theatre + (3) OR  
WLD102 Basic Welding Metal Sculpture (3)...3

**CONTACT:** Dr. C. Marín, Program Director:  
(602) 285.7303 and/or  
christina.marin@phoenixcollege.edu

**Technical Theatre: Stage Crew Technician  
Certificate of Completion — CCL 5099N  
6-7 Credits**

The Certificate of Completion (CCL) in Technical Theatre: Stage Crew Technician is designed to provide students with skills to work on theatrical productions as part of the stage crew. The courses include instruction in general theatre knowledge and safety and provide opportunities for hands-on theatrical production experience. A Certificate of Completion (CCL) in Technical Theatre and the Associate in Arts, Fine Arts (AAFA), Emphasis in Theatre are also available at select colleges. Please check with your local college for program availability.

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

**Admission Criteria:** None.

**Program Prerequisites:** None.

**Required Courses:** 6-7 Credits

THP201A Theatre Production I (1) OR  
THP201AB Theatre Production II (2) OR  
THO202A Theatre Production I  
Scene Shop (1) OR  
THO202AB Theatre Production I Electrics (1)... 1-2

THP213 Introduction to Technical Theatre..... 4  
THO251 Safety Practices in Theatre and Film  
Production..... 1

**Restricted Electives:** None.

**CONTACT:** Ms. J. Laffoon, Program Director for  
Photography and Digital Media Arts:  
(602) 285-7280

### **Time-Based Media**

#### **Certificate of Completion — CCL 5170**

#### **40 Credits**

The Certificate of Completion (CCL) in Time-Based Media develops knowledge and skills in the area of time-based media, including but not limited to the production of still and time-based media, media production techniques, compositing, motion graphics, and interactive design. The curriculum is designed to provide the student with an understanding of media and photographic techniques, use of production equipment, media production terminology, media and interactivity applications, and industry practices. This certificate prepares students for employment and upgrades the skills of persons employed in occupational areas such as media production, marketing, publishing, motion graphics, photography, freelance artist designer, and web and interactivity design. An Associate in Applied Science (AAS) in Animation and Time-Based Media is also available.

**Program Notes:** Students must earn a grade of C or better for all courses required within the program. This CCL is designed for individuals who already have a degree or relevant experience in the field or who are currently employed in the field.

**Admission Criteria:** None.

**Program Prerequisites:** None.

#### **Required Courses:** 28 Credits

AVC169 2D Media Design + (3) OR  
AVC178 Digital Arts Studies + (3) .....3

AVC184 Digital Animation I + .....3  
AVC100 Introduction to Digital Arts .....1  
AVC142 Introduction to Digital Photography...3  
AVC177 Digital Photographic Imaging I + .....3

ART111 Drawing I (3) OR  
ART116 Life Drawing I (3)..... 3  
AVC150 Multimedia Storytelling (3) OR  
AVC191 Storyboarding and Layout (3) OR  
FMT121 Story Theory for Film, Television and  
Media (3) OR  
JRN213 Writing for Online + (3) ..... 3

AVC202 Media Productions I + (3) OR  
FMP108 Video Production (3) ..... 3

AVC279 Media Productions II + (3) OR  
FMP215 Digital Video Effects + (3) ..... 3

MUC122 Sound Design I (3) OR  
MUC191 Electronic Music I (3)..... 3

#### **Restricted Electives:** 12 Credits

Complete twelve (12) credits from courses not already selected in the Required Courses area. Students may choose from one emphasis or from among multiple emphasis areas according to their occupational needs.

#### **Photography Focus Area**

ART131 Photography I..... 3  
AVC138 Commercial Photography I + ..... 3  
AVC140 Portrait Photography +..... 3  
AVC143 Intermediate Digital Photography + . 3  
AVC270 Digital Photographic Imaging II + ... 3

#### **Audio Focus Area**

FMP114 Audio Production + ..... 3  
MUC191 Electronic Music I..... 3  
MUC192 Electronic Music II +..... 3  
MUC122 Sound Design I ..... 3  
MUC195 Studio Music Recording I..... 3  
MUC222 Sound Design II +..... 3

#### **Media Production Focus Area**

ART/  
COM145 Digital Storybook..... 1  
AVC190 Art of Web Site Design + ..... 3  
AVC192 Advanced Web Presentation  
Design +..... 3  
AVC/  
THO246 Digital Fabrication ..... 3

CIS133DA	Internet/ Web Development Level I...	3
FMP204	Advanced Video Production + .....	3
FMP215	Digital Video Effects + .....	3
FMP/FMT151	TV and New Media Production + .....	3

#### Motion Graphics Focus Area

ART116	Life Drawing I.....	3
ART174	Electronic Color Principles + .....	1
AVC185	3D Modeling and Animation I + .....	3
AVC200	Animation and Interactivity .....	3
AVC240	Cinematography and Directing for 2D/3D Animation + .....	3
AVC287	3D Character Animation + .....	3
FMP215	Digital Video Effects + .....	3

## **Bachelor's Degree Programs**

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

- Behavioral Sciences (Bachelor of Science)
- Data Analytics and Programming (Bachelor of Applied Science)
- Early Childhood Education–Dual Language (Bachelor of Arts)
- Elementary and Special Education (Bachelor of Arts)
- Information Technology (Bachelor of Applied Science)
- Nuclear Medicine Technology and Computed Tomography (Bachelor of Applied Science)
- Public Safety Administration (Bachelor of Applied Science)

If you're thinking about getting your bachelor's degree, this is an excellent time to do it.

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

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

Learn more about our [bachelor's degree opportunities](#).

## **HONORS PROGRAM**

**CONTACT:** Honors Program Office  
(602) 285.7305

Honors opportunities at Maricopa Community Colleges provide academically outstanding students a way to achieve the maximum benefit of their educational services. These learning opportunities include Honors courses, Honors scholarships, the Honors Forum Lecture Series, Phoenix Symphony performances, and Districtwide co-curricular activities.

The Phoenix College Honors Program provides opportunities for bright and talented students to make the most of their higher education through access to small classes, outstanding faculty, campus involvement, community service, travel, and interaction with other like-minded students. We promote intellectual, social, and personal development to help prepare you for an increasingly complex world.

There are two pathways into the Honors Program. Recent high school graduates may qualify by graduating with a 3.25 GPA or higher. Current Phoenix College students qualify once they have earned at least 12 college-level Maricopa credits and carry a cumulative GPA of 3.25 or higher. See the application for complete eligibility requirements. Qualified students must apply for the Program in the Honors office (Room HB-111).

To graduate with Honors Program designation, Honors students must complete at least 15 semester hours of Honors courses at Phoenix College and earn a cumulative GPA of 3.5. Call 602.285.7305 for more information.

Honors offerings vary from semester to semester: check with the Honors Office to verify.



# MILITARY SCIENCE

**CONTACT:** Mr. B. Little (602) 285.7776

Reserve Officers Training Corps (ROTC) — Aerospace Studies/Military Science  
Through an arrangement with Arizona State University at Tempe, students at Phoenix College can take freshman and sophomore year classes in ROTC. Students register for the classes at Phoenix College and take the courses at Arizona State University. The goal of the ROTC classes is to provide a foundation of military knowledge and skills needed by junior officers in the military. Students may take ROTC credit in (Army) Military Science or (Air Force) Aerospace Studies. For further information, see below or contact Army ROTC at (480) 965.3318 or Air Force ROTC at (480) 965.3181.

## AEROSPACE (AIR FORCE)

**Purpose:** The Department of Aerospace Studies curriculum consists of the general military course and history for freshmen and sophomores (AES 101, 102, 201, 202) and the Professional Officer Course for juniors and seniors (AES 301, 302, 401, 402).

**General Qualifications:** A man or woman entering Air Force Reserve Officer Training Corps (AFROTC) must be the following: (1) a citizen of the United States (noncitizens may enroll, but must obtain citizenship before commissioning); (2) of sound physical condition; and (3) at least 17 years of age for scholarship appointment or admittance to the Professional Officer Course (POC).

Additionally, scholarship recipients must be able to fulfill commissioning requirements by age 25. If designated for flying training, the student must be able to complete all commissioning requirements prior to age 26 and a half; other categories must be able to complete all commissioning requirements before age 30.

**Four-Year Program (GMC and POC).** A formal application is not required for students entering the four-year program. A student may enter the program by simply registering for one of the general military course (GMC) classes at the same time and in the same manner as other courses. GMC students receive two semester hours of credit for each AES 100 and 200 class completed a total of eight semester hours. GMC students not on AFROTC scholarship incur no military obligation. Each candidate for commissioning must pass an Air Force aptitude test and a physical examination and be selected by a board of Air Force officers. If selected, the student then enrolls in the POC the last two years of the Air Force ROTC curriculum. Students attend a four-week field training course at an Air Force base normally between the sophomore and junior year. Upon successful completion of the POC and the college requirements for a degree, the student is commissioned in the U.S. Air Force as a second lieutenant. The new officer then enters active duty or may be granted an educational delay to pursue graduate work.

**Two-Year Program (POC).** The basic requirement for entry into the two-year program is that the student have two academic years of college work remaining, either at the undergraduate or graduate level. Applicants seeking enrollment in the two-year program must pass an Air Force aptitude and medical examination and be selected by a board of Air Force officers. After successfully completing a six-week field training course at an Air Force base, the applicant may enroll in the professional officer course in the AFROTC program. Upon completion of the POC and the college requirements for a degree, the student is commissioned.

**Qualifications for Admittance to the Professional Officer Course (POC).** (1) The four-year student must successfully complete the general military course and the four-week field training course. (2) The two-year applicant must complete a six-week field training course. (3) All students must pass the Air Force Officer Qualifying Test

(AFOQT). (4) All students must pass the Air Force physical examination. (5) All students must maintain the minimum GPA required by the college.

Pay and Allowances. POC members in their junior and senior years receive \$200 per month for a maximum of 20 months of POC attendance. Students are also paid to attend field training. In addition, uniforms, housing, and meals are provided during field training at no cost to the student. Students are reimbursed for travel to and from field training.

Scholarships. AFROTC offers scholarships annually to outstanding young men and women on a nationwide competitive basis. Scholarships cover full college tuition for resident and non-resident students and provide an allowance for books, fees, supplies, and equipment, and a monthly tax-General allowance of \$200. Scholarships are available on a four-, three, and two-year basis. To qualify for the four-year scholarship, a student must be a U.S. citizen and submit an application before December 1 of the senior year in high school. Interested students should consult their high school counselors or call AFROTC at ASU for application forms to be submitted to: HQ. AFROTC, Maxwell AFB, Alabama 36112-6633. Male and female students enrolled in AFROTC at ASU are eligible for three- and two-year scholarships. Those students interested must apply through the Department of Aerospace Studies. Consideration is given to academic grades, the score achieved on the AFOQT, and physical fitness. A board of officers considers an applicant's personality, character and leadership potential.

Flight Screening Program (FSP). A cadet designated to enter U.S. Air Force Undergraduate Pilot Training after graduation participates in FSP after the junior year in college. This program trains and motivates pilot candidates.

### MILITARY SCIENCE (ARMY)

Purpose: The Department of Military Science, or Army ROTC (Reserve Officers' Training Corps), is a four-year or two-year program

that consists of the basic and the advanced courses. It is one of the best leadership courses in the country and is part of a student's college curriculum. The curriculum prepares students with the tools, training, and experiences that will help them succeed in any competitive environment. During classes and field training, students learn firsthand what it takes to lead others and motivate groups and how to conduct missions as an officer in the U.S. Army. Upon successful completion of the advanced course and college graduation, students will earn a commission in the U.S. Army as a second lieutenant and become a leader for life. In addition to the military science curriculum, courses in national defense studies are both an integral and parallel source of the department's program.

### GENERAL INFORMATION

Basic Course. Any student who is enrolled in ASU (or approved by the professor of military science) can enroll in military science basic courses. The basic course (MIS 101, 102, 201, and 202) takes place during the first two years in college as elective courses. Each course includes a lab each semester. Students learn basic military skills and the fundamentals of leadership and begin the groundwork toward becoming an Army leader. Students may enroll in basic course classes without a military commitment.

Leader's Training Course (Two-Year Program). Scholars who want to achieve something even greater than a college degree and aspire to be leaders may join the Army ROTC program by attending a four-week summer Leader's Training Course (LTC) that consists of intense classroom and field training. This course is an accelerated version of the two-year basic course listed above and qualifies students for enrollment in the advanced course provided they have two years of college remaining (undergraduate or graduate). Students who attend this course receive a stipend; transportation to and from Fort Knox, Kentucky; housing; and meals. Those who want to receive four semester hours credit for this course may enroll in the ASU summer program, MIS 205 Leader's

Training Course. Students who attend this course may also qualify for a two-year scholarship upon successful completion.

Advanced Course. The advanced course takes place during a student's last two years in college as elective courses (MIS 301, 302, 401, and 402). Each course includes a lab each semester plus a summer leadership camp. Students learn advanced military tactics and gain experience in team organization, planning, and decision making. To benefit from the leadership training in the advanced course, all students must have completed either the basic course (four-year program) or have attended the LTC (two-year program). Students must meet the following qualifications to be enrolled in the advanced course:

- be a citizen of the United States;
- be of sound physical condition and pass the U.S. Army physical fitness test;
- meet the required professional military educational requirements;
- be at least 17 years of age for entrance into the advanced course and be able to complete all commissioning requirements before age 30 (which can be waived to age 32); and
- commit to accept a commission and serve as an officer in the U.S. Army on Active Duty or in a Reserve Component (U.S. Army Reserve or Army National Guard) upon college graduation.

Leadership Development and Assessment Course (Advanced Course Program). Every ROTC cadet who enters into the Advanced Course attends the Leader Development and Assessment Course. It is a four-week summer course designed to evaluate and train all Army ROTC cadets. This course normally takes place between the junior and senior years of college and is conducted at Fort Lewis, Washington. Students who attend this course receive a stipend, transportation to and from camp, housing, and meals. Those who want to receive four semester hours credit for this course may enroll in the ASU summer program, MIS 303 National Advanced Leadership Camp.

The Commitment. Army ROTC cadets who receive an Army ROTC scholarship or enter the Army ROTC Advanced Course must commit to being commissioned a second lieutenant in the U.S. Army and to completing a period of service with the Army. Students may serve full-time on active duty, part-time in either the U.S. Army Reserve or the Army National Guard, or a combination of full-time and part-time.

Scholarship Programs. Students who accept an Army ROTC scholarship must also commit to accepting a commission and serving as an Officer in the U.S. Army on Active Duty or in a Reserve Component (U.S. Army Reserve or Army National Guard) upon college graduation. Scholarships provide either 100 percent costs for tuition, labs, and fees; or, costs for room and board up to the amount of tuition costs. In addition, scholarship students receive a book stipend of \$450 per semester. Army ROTC offers two-, three-, and four-year scholarship programs to outstanding young men and women based on the time remaining to complete a degree.

Scholarships are awarded based on a student's merit and grades, not financial need.

High School four-year: The national high school four-year, active-duty scholarship is for high school students planning on attending a four-year college program. Applications should be submitted by November 15. Applications submitted past that date are considered; however, late applications may not be as competitive due to selection time frames. Applications may be obtained at [armyrotc.com/edu/azstate/index.htm](http://armyrotc.com/edu/azstate/index.htm).

- College four-year: These active-duty scholarships are for college freshmen in their First-Year of a five-year undergraduate plan. Contact the department for more information.
- College three- and two-year: These active-duty scholarships are for students already enrolled in a college or university with three or two academic years remaining.

- **Guaranteed Reserve Forces Duty:** These reserve component, two- and three-year scholarships are strictly dedicated for those students desiring to serve in the U.S. Army Reserve or Army National Guard.
- **Living Expenses.** Scholarship and all Advanced Course students also receive a monthly, nontaxable living allowance for each school year. The amount depends on a student's level in the ROTC curriculum: freshman: \$300; sophomore: \$350; junior: \$450; senior: \$500 per month.

**Simultaneous Membership Program.** Under this program, ROTC students may simultaneously be members of the Army Reserve or the National Guard. The combination of advanced course living allowance and pay for Army Reserve or National Guard participation can provide between \$550 and \$1,000 per month.

**Graduate and Professional Studies Programs.** Graduate students may also enroll in the ROTC program. Outstanding students who desire to earn graduate or professional degrees may request and receive an educational, active-duty delay of up to four years.

**Nurse Program.** By joining Army ROTC, nursing students can enhance their leadership skills and critical-thinking abilities while obtaining financial support. Besides great scholarship opportunities, Army ROTC nurse cadets may also qualify for cash bonuses. In addition, nurse cadets have an opportunity for a unique summer nursing experience. The paid, three-week Nurse Summer Training Program assigns cadets to Army hospitals throughout the U.S. and Germany. This program is designed to introduce nurse cadets to the Army Medical Department and to the roles and responsibilities of an Army nurse. Cadets work under the supervision of an Army nurse and obtain hands-on experience. This one-on-one clinical experience allows students to hone their clinical skills, develop their problem-solving techniques, and become comfortable with

developing their professional skills as a member of the U.S. Army Healthcare Team.

Being an Army nurse provides opportunities not found in the civilian world. Army nurses also have the opportunity to train and serve in a variety of specialties.