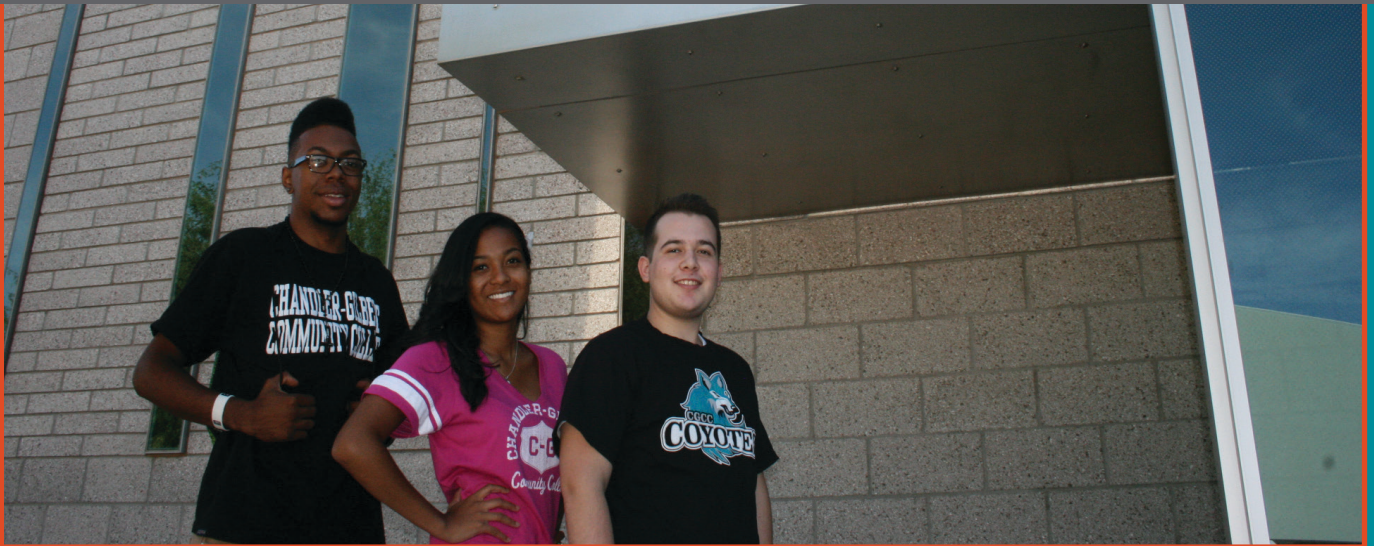


# Catalog and Student Handbook 2013-2014



CHANDLER-GILBERT  
COMMUNITY COLLEGE



**Chandler-Gilbert Community College**

Empowers Learners  
Inspires Excellence  
Strengthens Our Communities

EVERY STUDENT

**SUCCEEDS**



# 2013-2014 Academic Calendar

## Summer Semester - 2013

*Registration		*
First 5-Week and 8-Week Session Begins	Tuesday	May 28
First 5-Week Session Ends	Thursday	June 27
Independence Day Recess	Thursday	July 4
Second 5-Week Session Begins	Monday	July 1
8-Week Session Ends	Thursday	July 18
Second 5-Week Session Ends	Thursday	August 1

## Fall Semester - 2013

*Registration		*
Classes Begin	Saturday	August 17
Labor Day Recess	Monday	September 2
+Last Day for Withdrawal without Instructor's Signature		+
Apply for December 2013 Graduation On or Before	Friday	October 4
Veteran's Day Recess	Monday	November 11
Thanksgiving Recess	Thursday-Sunday	November 28 - 29
++Last Day Student Initiated Withdrawal Accepted		++
Last of Day Regular Classes	Sunday	December 8
**Final Exams	Monday-Thursday	December 9 - 12
Mid-Year Recess Begins (Students)	Friday	December 13
Fall Semester Ends	Friday	December 13

## Spring Semester - 2014

*Registration		*
Classes Begin	Saturday	January 11
Martin Luther King, Jr. Birthday Recess	Monday	January 20
President's Day Recess	Monday	February 17
+Last Day for Withdrawal without Instructor's Signature		+
Apply for May 2014 Graduation On or Before	Friday	March 7
Spring Recess	Monday-Sunday	March 10 - 16
++Last Day Student Initiated Withdrawal Accepted		++
Last Day of Regular Classes	Sunday	May 4
**Final Exams	Monday-Thursday	May 5 - 8
Commencement	Friday	May 9
Spring Semester Ends	Friday	May 9
Memorial Day Recess	Monday	May 26

\* For specific information concerning registration dates, class start dates, and final exam dates, visit our web site at [www.cgc.edu](http://www.cgc.edu).

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

+ See your student schedule in [my.maricopa.edu](http://my.maricopa.edu) for the Last Day to Withdraw without an Instructor Signature for each class in which you are enrolled.

++Refer to the Important Deadlines for Students to determine the Last Day Student Initiated Withdrawal will be accepted.

# Welcome to Chandler-Gilbert Community College



**Dr. Linda Lujan**  
**President**

On behalf of our faculty and staff, I am delighted to welcome you to Chandler-Gilbert Community College. We thank you for choosing us as the place to pursue your higher education. You've made a good choice. Our institutional commitment is to do everything we can to help you succeed. This catalog was created to be a valuable resource for you. Refer to it often to familiarize yourself with programs and classes, college policies, activities, and services at our three convenient locations - the Pecos Campus, the Williams Campus, and the Sun Lakes Center.

For more than 20 years, CGCC has proudly served the communities of Chandler, Gilbert, Higley, Queen Creek and surrounding areas. Today we serve almost 17,000 students annually and are busily expanding and growing to continue to meet your educational needs. In 2009 we opened Engel Hall and a new Aviation Hangar at our Williams campus along with Javelina Hall at our Pecos campus. In 2010 we opened Ironwood Hall at our Pecos campus. Additionally, in 2011 we will open Bridget Hall at Williams and break ground on the Coyote Athletic Center at Pecos. These beautiful new facilities are designed for you.

No matter how large we become, at CGCC you will always find outstanding faculty and staff who care deeply about your success. Both in and out of the classroom, CGCC provides personalized services and exceptional learning experiences to help you meet your goals. Our focus on active, engaged, and experiential learning, civic engagement, and stewardship provides a strong foundation upon which you can **Connect to Your Future**.

Whether your goals are to transfer to a four-year university, to prepare for a career, to enhance your academic or professional skills, or to enjoy life-long learning activities, CGCC has something for you. We offer a wide range of courses and programs at our three college locations – Pecos, Williams, and Sun Lakes. Our focus, always, is on you and your success.

Warmest Regards,

A handwritten signature in cursive script that reads "Linda Lujan".

Linda Lujan, Ph.D.

# Chandler-Gilbert Community College 2013-2014 Catalog & Student Handbook

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*General Information*



# Chandler-Gilbert Community College Administration

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**Victor Navarro**

*Director, Information Technology*  
(480) 732-7020

Courses, programs, and requirements described in this catalog may be suspended, deleted, restricted, supplemented, or changed in any other manner at any time at the sole discretion of the college and the Maricopa Community College District Governing Board. This catalog does not establish a contractual relationship but summarizes total requirements that the student must presently meet before qualifying for a faculty recommendation to the Governing Board to award a degree or certificate.

The Maricopa Community College District reserves the right to change, without notice, any of the materials—information, requirements, regulations—published in the catalog.

## Vision

Chandler-Gilbert Community College

- Empowers Learners
- Inspires Excellence
- Strengthens Our Communities

Every Student Succeeds

## Mission

Chandler-Gilbert Community College serves students and its diverse communities by providing quality life-long learning opportunities in a learner-centered environment through effective, accessible educational programs and activities.

We fulfill this mission as an institution of higher education through:

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

## Values

At Chandler-Gilbert Community College our shared values form the keystone that upholds our fundamental work of Learning and Community Engagement. We strive to exemplify and instill these values in every aspect of our organization.

- Learning – CGCC values critical inquiry and meaningful and relevant application of concepts. We advocate active engagement of students and employees in lifelong learning.
- Community Engagement – CGCC values engagement in civic life, service to community, and promotion of democratic principles.
- Excellence – CGCC employees are leaders in providing the highest quality learning and service both inside and outside the classroom.
- Innovation – CGCC employees value an innovative, energetic, dynamic environment that encourages creativity and promotes systematic improvement.
- Collaboration – CGCC encourages collegiality, teamwork, and cooperation between and among employees, students, and the community.
- Communication – CGCC values a free exchange of ideas and encourages constructive conversations among employees, students, and the community.
- Integrity – CGCC employees strive to be competent, responsible, reliable, honest, and ethical in both their personal and professional lives.
- Diversity – CGCC strives to create an environment of inclusiveness, with equity and mutual respect for all.

## Student Development Philosophy

The goal of Chandler-Gilbert Community College is to assure student success. Success is defined as the accomplishment of, or the continued opportunity to accomplish, students' individual goals. The success of our students will be determined not only by their acquisition of knowledge and skills, but also by their personal growth and development. This would include intellectual development, multicultural awareness, aesthetic appreciation, physical wellness, emotional well-being, community responsibility, and values clarification.

Chandler-Gilbert Community College will provide the environment in which students can identify and pursue their goals. The following general institutional practices are necessary to insure student success:

1. To provide programs that assure student competence in specified academic and skill areas;
2. To provide a full range and schedule of services to permit students to benefit from college programs;
3. To provide simplified and clearly defined processes for admitting students, monitoring their progress and maintaining accurate academic records;
4. To provide activities that encourage students to effectively interrelate with others in their college and communities;
5. To provide opportunities for the development of self-esteem, personal identity, independence and self-direction;
6. To provide coordination with secondary and postsecondary schools, and business and industry;
7. To provide delivery of instructional services through alternative systems which prepare students to function in an increasingly technological and informational-based society; and
8. To develop and implement a comprehensive staff development program to educate the staff in student development philosophy and practices.

Chandler-Gilbert Community College will assist students in initiating their own paths to success. The college recognizes that all students are unique and capable adults, responsible for directing their own development throughout life, and that the major responsibility for a student's development rests with the student. All faculty, administrators and staff members of CGCC will support and contribute to the implementation of this student development philosophy.

## Instructional Philosophy

CGCC's Instructional Philosophy embodies the College Mission by providing quality life-long learning opportunities in a learner-centered environment through effective, accessible educational programs and activities.

CGCC is committed to making students' college years a transformative experience by fostering a positive learning environment that actively engages students in the subjects they are studying. Further, dedication to a sense of social responsibility and community engagement develops students as informed and interested citizens.

CGCC faculty use a variety of instructional strategies and innovations that are learning-centered; for example, students are involved in seeing, doing, solving, discussing and reflecting, and actively listening. Instructors help students acquire current and relevant knowledge, developing critical thinking skills to apply that knowledge. CGCC also values instruction that is cross-curricular and that helps students become more aware of their own learning processes, which will serve them well in their academic, professional, and personal lives beyond CGCC.

## Instructional Initiatives

### Active Learning

When students interact with others and become active rather than passive learners, their achievement as well as their cognitive and social development improves. The challenge for faculty is to engage students in doing both in and outside of class. Faculty committed to active learning design assignments that ask their students to work cooperatively and collaboratively and to participate

in meaningful conversations, simulations, investigations, role playing, debate, problem solving, service, research, self reflection, performing, reading and writing, etc.

### Civic Responsibility

Civic responsibility involves the engagement of our students in civic activities encompassing a variety of salient issues. CGCC has a commitment to promote community service and student development opportunities. Our civic responsibility initiative focuses on the awareness of local, national, and global issues ultimately building an atmosphere of democratic dialogue.

### Classroom Research

Classroom research encourages college faculty to become more systematic and sensitive observers of learning as it takes place. Assessment instruments are created, administered, and analyzed by the teachers themselves. Students and teachers are involved in a continuous monitoring of student learning. This process helps students reflect on what they have learned and how they have learned it, while providing faculty with continuous feedback about their effectiveness as teachers.

### Diversity

Faculty infuse their curriculum with diversity-related materials and activities that promote the understanding, appreciation and acceptance of diversity. The goal is to transcend cultural boundaries to encourage students to acquire the knowledge, skills and willingness to participate in a diverse and multi-cultural world.

### Faculty Development

CGCC places a consistent emphasis on providing quality teaching and learning for students through ongoing faculty development. Each semester CGCC residential and adjunct faculty are offered a rich and diverse calendar of faculty development opportunities to ensure that they design classroom activities that actively engage students in meaningful and relevant learning.

### Global Engagement

Faculty work to broaden the context of course curriculum to create awareness of global perspectives. To successfully prepare students to understand the world they inherit and work to improve it, CGCC is committed to providing students with global-learning opportunities.



## Learning Communities

The CGCC Learning Communities program is dedicated to offering student-centered and student-directed learning models that create a supportive network through cooperative association among fellow students, instructors, administrators, advisors, and support staff, while providing learning experiences that often extend beyond the classroom walls. In learning communities, two or more classes are connected through content, ideas, and activities. Using a variety of learning methods, learning communities can be comprised of linked activities between courses, linked and clustered courses, and completely integrated single or team-taught courses.

## Service Learning

Service-learning makes academic course material relevant to students' lives by providing them with hands-on learning experiences that serve community needs. Service must be thoughtfully integrated with academic instruction, including structured time to think, talk, and write about the service experience. This pedagogy provides meaningful service to the community as it fosters students' critical thinking and problem solving skills, social and personal development, and civic and community engagement.

## Student Learning Outcomes Assessment

Because faculty at CGCC are dedicated to effective teaching and successful learning, assessment of student learning at CGCC is continuous. Its goal is to monitor and improve the degree to which students are meeting course competencies and cross-curricular and general education outcomes. Faculty use assessment to systematically collect and examine student achievement data and to interpret results, which leads to reflection and review of teaching practices and recommended changes in curriculum and instruction.

Students participate in formal and informal assessment activities that will help faculty improve teaching and learning. Assessment of student learning occurs at multiple levels at CGCC: 1. Individual class, 2. Course or Learning Community, 3. Discipline or Program, 4. Division, and 5. College.

## Writing Across the Curriculum

Writing is a multifaceted tool that can be used to create a sense of community among learners and to help students access prior knowledge, build new knowledge, reflect on what they have learned, assess

their learning, and better understand their own learning processes. Writing Across the Curriculum at CGCC facilitates student learning by promoting the use of writing in all disciplines. It assists and supports faculty and students in using writing as a vehicle for student learning and for improving students' ability to write clear, effective prose.

## History of the College

### Maricopa County Community College District

In 1962, the citizens of Maricopa County voted to establish a college district. Phoenix College, which was founded in 1920 as part of the Phoenix Union High School District, became the first college in the new Maricopa County Community College District in 1963.

On July 1, 1965, the Governing Board created Mesa Community College on 160 acres at Dobson Road and Southern Avenue in Mesa. At the same time, the Governing Board combined the Camelback and Glendale extensions of Phoenix College to establish Glendale Community College on 160 acres at 6000 West Olive Avenue in Glendale.

The other community colleges soon followed: GateWay opened as Maricopa Tech in 1967; Scottsdale in 1970; Rio Salado, "the college without walls," in 1978; South Mountain in 1979; Paradise Valley and Chandler-Gilbert in 1985; and Estrella Mountain in 1990.

### Chandler-Gilbert Community College

In 1978, the Long Range Master Plan for Maricopa County Community College District, 1978-2000, recommended a new campus site for the East Valley in the Chandler-Gilbert service area. The plan designated Mesa, Phoenix, and Glendale Community Colleges as regional campuses to be expanded to a capacity of 5,000 day Full-Time Student Equivalents (FTSE). Mesa Community College (MCC) reached and surpassed that number. All other campuses (Scottsdale, South Mountain, Maricopa Tech) would be designated as "area" campuses. Tadlock Associates (TAI), who developed the Master Plan, recommended that new area campuses be developed in south Mesa, Litchfield/Goodyear, and north Phoenix. The District completed the south Mesa (Chandler-Gilbert) and north Phoenix (Paradise Valley) site acquisitions early in 1981.

An 80-acre Chandler site was purchased near the corner of Gilbert and Pecos Roads in 1981. In 1983, leaders in the Chandler and Gilbert communities formed the Southeast Valley Task Force to support the new campus, and a successful bond election in 1984 provided funds to begin construction of the new campus.

The new campus would be opened as an extension of Mesa Community College until an application for independent accreditation would be completed. In 1984, MCC Dean of Students Arnette Scott Ward was selected as the founding provost of the new educational center.

Chandler-Gilbert Education Center opened in 1985 as an extension of Mesa Community College in remodeled facilities of the former Seton High School in central Chandler. This was 10 years ahead of schedule, based on projections in the 1978 Long Range Master Plan for Maricopa County Community College District.

In May, 1985, the Chandler-Gilbert Education Center Master Plan Proposal was submitted to the MCC President and later approved by the Maricopa Community College District Governing Board. The proposal was designed by the Provost and two Assistant Provosts of the Chandler-Gilbert Education Center in consultation with the Southeast Valley Task Force. The proposal included curricular recommendations, program groupings and permanent facilities proposals. Also central to the proposal were these institutional purposes:

1. To create a caring community and student-centered educational environment;
2. To provide a challenging, creative environment through modern architecture, educational programming and technology;
3. To keep the community informed and involved in the programs and services of the educational center;
4. To recruit students not normally attracted to college and provide a developmental program and curriculum to meet the variety of needs presented;
5. To encourage student development of goals; to assist with student development of personal, academic and career plans, and to monitor and support their achievement;
6. To provide a system and an environment that encourages student success;
7. To provide students with excellence in teaching and access to learning resources, including hardware and software;
8. To provide a quality academic program leading to associate and baccalaureate degrees;
9. To provide state-of-the-art career training in vocational and technical areas, in response to community needs, and leading to certificates, associate and baccalaureate degrees;
10. To meet the training needs of the high technology industries;
11. To accommodate adult, lifelong educational needs for personal and career development through classes, flexible scheduling, and convenient means for accessing information;
12. To provide service programs of interest to community groups;
13. To provide efficient and timely information and management services for students and the community, using computer systems and telecommunications networks;
14. To provide a comprehensive program of co-curricular activities;
15. To inspire student achievement of excellence in their chosen field and vocational activities.

These purpose statements were the framework for the development of the first CGCC mission statement. These purposes are demonstrated throughout the college from the building design to the curriculum.

The new campus, located near the corner of Gilbert and Pecos Roads, was completed for the fall 1987 semester. In the 1991-92 academic year, the college center completed an institutional self-study required for independent accreditation status. Successful fulfillment of the self-study process resulted in the college center being granted accreditation by the North Central Association on February 28, 1992.

Funded with bond proceeds approved by Maricopa County voters in November of 1994 for Maricopa Community College District capital improvements, CGCC received \$31 million in allocations to expand the college. This phase of construction totaled more than \$18 million for new building space with another \$10 million in technology, voice, video and data connections. Two large academic buildings and an enhanced physical plant added

over 141,000 square feet in facilities to the Pecos Campus' 75,000 square feet. Other funded projects in the bond were additional land on the Pecos Campus, the opening of the Sun Lakes Center, and improvements to the Williams Campus. The final phase of construction at the Pecos Campus included a Student Center and a new Performing Arts Center.

The closing of the Williams Air Force Base in Mesa opened new opportunities for CGCC. The Williams Air Force Base Economic Reuse Plan (August, 1992) provided initial direction for the establishment of a consortium-based campus, comprised of a variety of educational institutions, which would jointly develop and utilize a wide array of education, research and training facilities as well as take advantage of its close proximity to what is now called the Phoenix-Mesa Gateway Airport. The Williams Education, Research, and Training Campus Master Plan was initiated in May, 1994, to define and plan for a 753 acre, multi-institutional campus at the former Air Force Base. CGCC has an educational partnership with the Arizona State University (ASU) at the Polytechnic campus as well as the University of North Dakota Aerospace Foundation. Aviation flight and aviation maintenance classes began Spring 1995; general studies classes began at the Williams Campus in the Fall 1996.

Sun Lakes Center partnered with Chandler Regional Hospital to provide health and education services to the greater Sun Lakes community. Passage of the general obligation bond in November, 1994, provided \$500,000 for the development and construction of a 5,000 square feet education center in the Sun Lakes/Sun Bird communities. The Sun Lakes Center, planned as a college extension to serve the retirement community of Sun Lakes, is located on the northeast corner of the Alma School and Riggs Roads in Chandler/ Sun Lakes. Non-credit classes began in the Fall 1995.

After 7 years as Provost and 10 years as President of Chandler-Gilbert Community College, Arnette Scott Ward Retired in July 2002. President Ward's retirement marked the end of the birth and development of CGCC and welcomed a new era as the college grew into a comprehensive community college. Former Chief Academic Officer and Chief Student Affairs Officer Maria Hesse became CGCC's second President in July, 2002.

During the next 2 years the College started the Electric Utility Technology Program at the Williams Campus, opened Career and Placement Services on the Pecos Campus, and a grand opening ceremony was held for the CGCC Performing Arts Center, the Student Center, and the baseball field at the Pecos Campus.

In June 2003, CGCC, along with Estrella Mountain, Glendale, and Mesa Community Colleges and in collaboration with Arizona State University, was awarded a \$400,000 grant from the National Science Foundation for "Maricopa Engineering Transition Scholars" or METS. In April 2004 The National Council on Student Development (NCSDD) recognized CGCC with a Best Practice Award for the college's "Special Services Faculty Liaison" program.

In November, 2004, the voters of Maricopa County overwhelmingly approved a new bond issue for the Maricopa Community Colleges, which pays for new construction across the district's 10 colleges, including CGCC. New classrooms at the Pecos Campus and facilities expansion at the Williams Campus and Sun Lakes Center, as well as technology upgrades at all locations, were included in the bond funding package.

Also in 2004, The National Council on Student Development (NCSDD) recognized CGCC with a Best Practice Award for the college's "Special Services Faculty Liaison" program. CGCC also opened the Office of International Students and launched an Administration of Justice Studies program. Northern Arizona University opened an office at the CGCC Pecos Campus. In November a bond referendum passed for \$951 million of which \$83 million was designated for CGCC.

In June of 2005, CGCC was presented with the Chandler Chamber of Commerce Industry of the Year award for its contribution to the growth of the local economy and service to its community. In August CGCC launched MaricopaNursing at the Williams Campus. and debuted men's and women's intercollegiate golf in October. The Fall headcount was 8,940 - a 44% increase over 5 years prior. November brought CGCC recognition by the Community College Survey of Student Engagement (CCSSE) as one of the 2005 CCSSE High Performing Colleges in Active and Collaborative Learning.

August 11, 2006 the name of the Sun Lakes Education Center was officially changed to the CGCC Sun Lakes Center. In October of 2006, CGCC was named to the U.S. President's Community Service Honor Roll, one of approximately 50 of the country's 1100 community colleges to receive this recognition in its inaugural year and CGCC was selected by the Carnegie Foundation for the Advancement of Teaching and Learning as one of 76 colleges and universities to receive its new Community Engagement Classification in December.

In the Spring of 2007, CGCC was one of five exceptional community college teacher education programs honored by Phi Theta Kappa (PTK), the national honor society for two-year colleges, at the National Association of Community College Teacher Education Programs (NACCTEP) conference in New Orleans. The CGCC Sun Lakes Center, which houses Workforce Development, continuing education and general classes, celebrated the completion of its expansion project, adding a second floor to the original building. After a successful site visit in November, CGCC was approved for continued affiliation with the Higher Learning Commission of the North Central Association (HLC/NCA) for a period of 10 years and CGCC was the winner of the "Assessment of Student Learning" category in the National Council of Instructional Administrators (NCIA) annual Exemplary Initiatives Competition.

In the Fall of 2007, CGCC received the Association for the Advancement of Sustainability in Higher Education (AASHE) 2007 Campus Sustainability Leadership Award in the category of two-year colleges,

named its Performing Arts Center after founding Provost and President Arnette Scott Ward and was named to the U.S. President's Community Service Honor Roll.

In August 2008, CGCC launched Biomedical Research Technology and Fire Science programs, CGCC & NAU 90/30 Partnership began, Jacaranda Hall, a general classroom building, at the CGCC Pecos Campus opened and was the first LEED Silver Certified building in the Maricopa District and CGCC launched "I Start Smart" student success program. In the Fall of 2008, CGCC was awarded a \$573,000 grant from the National Science Foundation Scholarships for Science, Technology,

Engineering and Mathematics (STEM) Program, for the "High-Tech Transfer Program Scholars" program and was named to the U.S. President's Community Service Honor Roll.

In January 2009, CGCC's Sustainability & Ecological Literacy program launched, Engel Hall, which houses the college's Nursing program, opened at CGCC Williams Campus (LEED Gold Certified), and a new The Aviation Hangar opened at the CGCC Williams Campus. In March CGCC launched the first annual "Be the Connection," an employee giving campaign benefiting student scholarships, which raised more than \$100,000. Dr. Maria Hesse retired after seven years as CGCC president in July and Dr. Linda Lujan was named interim president. In the Spring of 2009, Javelina Hall, a general classroom building, opened on the CGCC Pecos Campus (LEED Gold Certified). CGCC received the Alfred P. Sloan Award for Business Excellence, CGCC was named to the U.S. President's Community Service Honor Roll and CGCC received the Community College National Center for Community Engagement Award for Service-Learning Collaborations with K-12 Schools.

In 2010 Ironwood Hall, housing physical science laboratories, general education classrooms, lecture halls, a ceramics studio, and faculty offices on the CGCC Pecos Campus opened (LEED Gold Certified). That same year CGCC launched the second annual "Be the Connection," an employee giving campaign benefiting student scholarships. CGCC received an Environmental Leadership Award from SRP for its use of solar energy and Dr. Linda Lujan was named CGCC's third president.

Other events that took place in 2010 included CGCC being named to the U.S. President's Community Service Honor Roll, Fall headcount was 12,296 - a 38% increase over 5 years prior, CGCC received the Alfred P. Sloan Award for Business Excellence, received a \$600,000 grant from the National Science Foundation (NSF) for the Advanced Technology Education grant entitled, "Developing the Digital Technologist for the New Millennium," in partnership with the University of New Mexico

In 2011 CGCC opened Bridget Hall at the Williams Campus, this brought a library, computer commons, food service, bookstore, student life spaces, and a multi-function meeting space. The Williams Campus became a comprehensive, full-service campus.

Also in 2011, CGCC held its first annual student scholarship fundraiser, "Champagne, Chocolate & All That Jazz," which raised more than \$15,000. CGCC was selected by the White House to participate in the President's Interfaith and Community Service Campus Challenge for the 2011-2012 academic year. CGCC was again named to the U.S. President's Community Service Honor Roll, and fall headcount increased from 3,490 in 1992 to 14,000+ in 2012, representing a +300% increase over 20 years.

CGCC also celebrated its 20th anniversary of being accredited as an independent college by the Higher Learning Commission of the North Central Association in 2011-2012.

Chandler-Gilbert Community College is part of the Maricopa County Community College District, a large, urban, college system comprised of 10 colleges, some with multiple campuses, two skill centers and a district office.

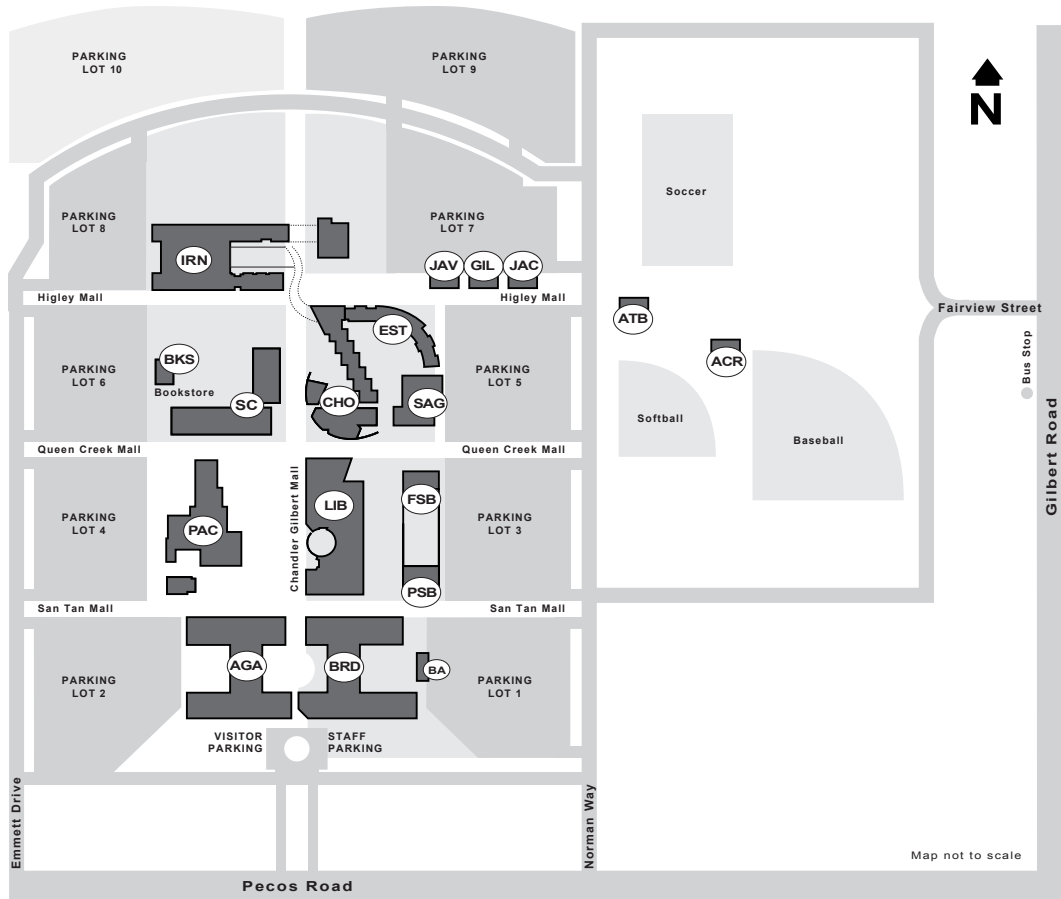


# One College ~ Three Locations

## Pecos Campus

2626 East Pecos Road  
Chandler, AZ 85225-2499  
480.732.7000

The Pecos Campus of CGCC is located on Pecos Road between Cooper and Gilbert Roads in Chandler. CGCC's original campus opened in 1987 and is home to numerous associate degree, university transfer, general studies, occupational, and special interest courses and programs.



ACE Program.....SC	Computer Lab.....BRD	Media Services.....LIB
Administration Offices.....BRD,LIB, SC	Copy Services.....BRD	NAU Office.....JAC
Admissions & Records.....AGA	Disability Services.....SC	Public Safety.....PSB
Advisement Center.....AGA	Facility Services.....FSB	Recruitment.....BA
Assessment.....AGA	Faculty Offices.....BRD, CHO, EST, GIL	Registration.....AGA
Athletic Concessions.....ACR	PAC, JAC, IRN	Service Learning.....SC
Athletic Department Offices.....SC	Financial Aid.....AGA	Special Services.....SC
ASU Transfer Center.....GIL	Cashier Services.....AGA	Student Center.....SC
Athletic Team Locker Rooms.....ATB	Fitness Classroom.....AGA	Student Life Offices.....SC
Athletic Trainer.....ATB	International Student Services.....SC	Student Support Services.....SC
Cafeteria/ Food Services.....BRD	Learning Assistance Center.....LIB	Teaching & Learning Center.....LIB
Career & Placement Services.....SC	Library.....LIB	Technical Support Services.....LIB
Cashier.....AGA	Marketing & Public Relations.....BRD	Testing.....AGA
Career & Technical Education.....LIB		Tutoring.....LIB
Chandler Early College.....JAV		Veterans Services.....AGA
Classrooms.....AGA, BRD, CHO, LIB, PAC		Writing Center.....LIB
SAG, SC, JAC, JAV, IRN		

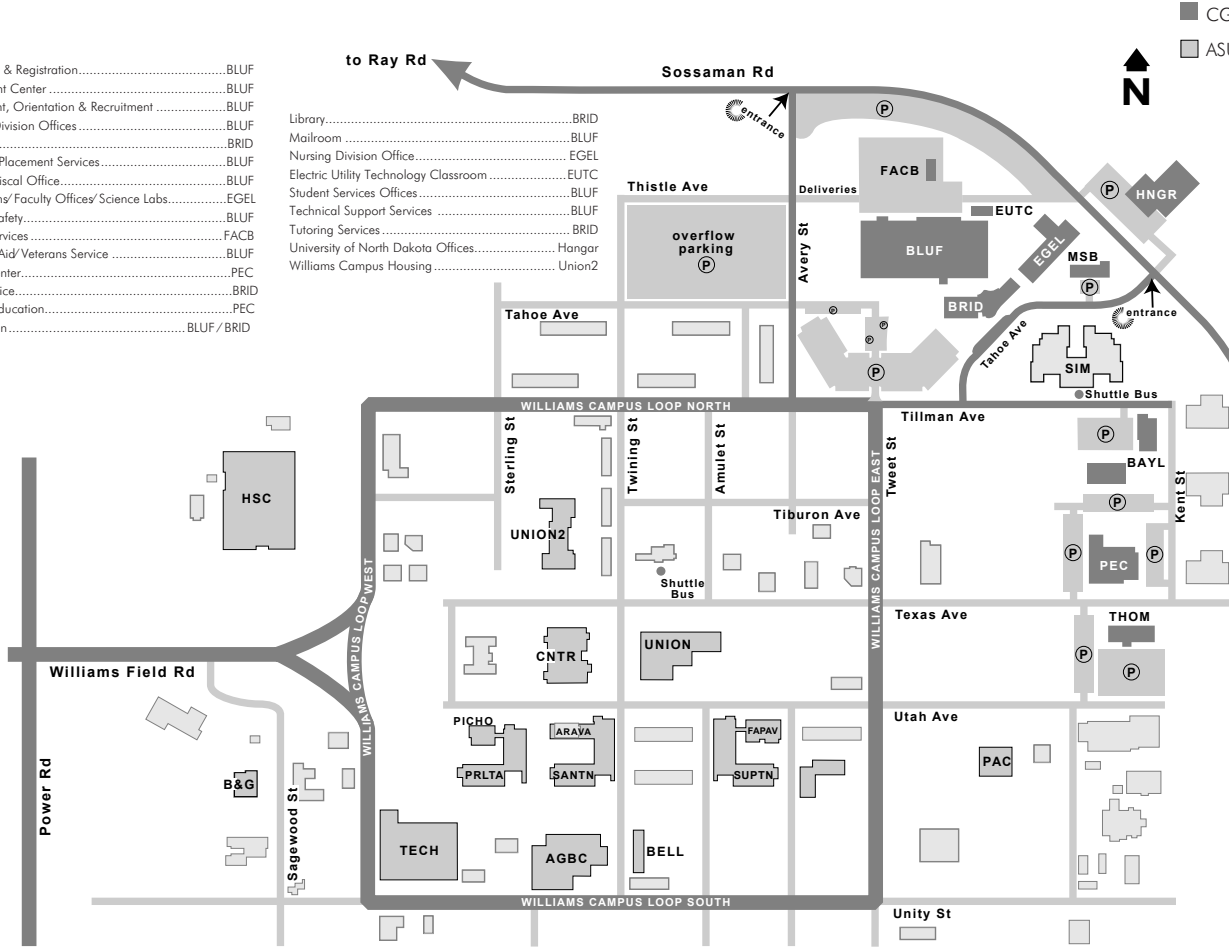
# Williams Campus

7360 East Tahoe Avenue  
 Mesa, AZ 85212-0908  
 480.988.8000

The Williams Campus of CGCC is near the Williams Gateway Airport on Sossaman between Ray and Williams Field roads. Administrative offices are located in Bluford Hall (BLUF), and are easily accessible by taking Ray Road to Sossaman Road east of Power Road. A complete Student Services office is located at Williams, as well as student housing.

Admission & Registration.....	BLUF
Advisement Center.....	BLUF
Assessment, Orientation & Recruitment.....	BLUF
Aviation Division Offices.....	BLUF
Bookstore.....	BRID
Career & Placement Services.....	BLUF
Cashier/ Fiscal Office.....	BLUF
Classrooms/ Faculty Offices/ Science Labs.....	EGEL
College Safety.....	BLUF
Facility Services.....	FACB
Financial Aid/ Veterans Service.....	BLUF
Fitness Center.....	PEC
Food Service.....	BRID
Physical Education.....	PEC
Information.....	BLUF / BRID

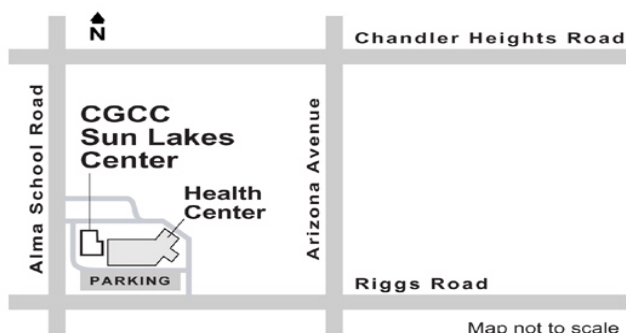
Library.....	BRID
Mailroom.....	BLUF
Nursing Division Office.....	EGEL
Electric Utility Technology Classroom.....	EUTC
Student Services Offices.....	BLUF
Technical Support Services.....	BLUF
Tutoring Services.....	BRID
University of North Dakota Offices.....	Hangar
Williams Campus Housing.....	Union2



## Sun Lakes Center

25105 South Alma School Road  
Sun Lakes, AZ 85248-6101  
480.857.5500

The Sun Lakes Center of CGCC is located at the northeast corner of Alma School and Riggs roads in Sun Lakes. The Center offers a variety of credit and non-credit special interest courses, such as computer classes, and is designed to serve the lifelong learning needs of a mature adult population in the Southeast Valley.





# Community Partnerships

CGCC participates in a number of special partnerships and collaborative projects to serve our students and the community.

The Maricopa Community Colleges have partnerships with the Arizona public universities (Arizona State University, Northern Arizona University, and the University of Arizona), and more than forty other institutions - nationally and internationally. These transfer partnerships assist students in making a smooth transition from one institution to the next by maximizing your Maricopa credits. In addition, many university partners offer Maricopa graduates dedicated advisement as well as financial incentives such as tuition and transfer scholarships, waiver of application fees, textbook waivers, and special tuition incentives for military personnel. Visit [maricopa.edu/transfer](http://maricopa.edu/transfer) for more details.

## Affiliations and Associations

### Commission on Accreditation for Dietetics Education

The Dietetic Technology Program is a consortium program with locations at Chandler-Gilbert Community College and Paradise Valley Community College and is accredited by the Commission on Accreditation for Dietetics Education (CADE) of the American Dietetic Association. Upon successful completion of the program, the graduate will be eligible to take the CADE Registration Examination in order to become a Dietetic Technician, Registered (DTR).

### Community Engagement Classification from the Carnegie Foundation for the Advancement of Teaching

Chandler-Gilbert Community College has been selected by the Carnegie Foundation for the Advancement of Teaching to receive its new Community Engagement Classification. Institutions elected to apply by submitting comprehensive and extensive descriptions and examples of institutionalized practices of community engagement that showed alignment among mission, culture, leadership, resources, and practices. CGCC is among the 62 institutions and one of only five community colleges in the nation receiving distinction in both Curricular Engagement and Outreach & Partnerships.

CGCC was selected to receive this distinction based on its commitment to community engagement as evidenced in the college's mission, goals and strategic planning, as well as in the following programs and practices: service-learning, community service, civic engagement, continuing education, faculty hiring practices, faculty and staff professional development, global learning, study abroad, executive leadership, budget and infrastructure, career and technical education, community advisory councils, student engagement, faculty scholarship, early outreach, marketing, facilities utilization, cultural offerings, athletics, library services, learning assistance, and technology.

### Federal Aviation Administration

The Aircraft Maintenance Technology Programs, designed to prepare students for licensure as certified airframe and powerplant (A&P) mechanics, are certified by the Federal Aviation Administration (FAA), Part 147.

The Aircraft Flight Technology Programs, designed to prepare students to apply technical knowledge and skills to prepare them for Commercial Pilot Certificate with Single Engine Airplane Land Rating and Instrument Rating, and the Multiengine Rating are certified by the FAA, Part 141, through a partnership with the UND Aerospace Foundation.

All aviation programs are housed in the Aviation and Technology Center at the Williams Campus, 7360 East Tahoe Avenue, Mesa, AZ 85212-0908.

### Maricopa Colleges Foundation

The Maricopa Colleges Foundation is a private, nonprofit Arizona corporation established in 1977 to supplement the financial needs of the Maricopa Community Colleges. The Foundation is a qualified 501 (c) (3) organization in accordance with federal regulations. A volunteer board of directors assists in the acquisition and management of funds and/or property derived from bequests, corporate contributions, foundation grants, endowments, memorials, and annual individual giving. These funds provide for needs not met by public funds and tuition revenue. For more information, contact the Maricopa Community College District Resource Development Department at (480) 731-8400 or <http://www.maricopa.edu/resdev/>.

### Higher Learning Commission, North Central Association

Chandler-Gilbert Community College is accredited by The Higher Learning Commission and is a member of the North Central Association; [www.ncahlc.org](http://www.ncahlc.org); (800) 621-7440 or (312) 263-0456.

### National League for Nursing Accrediting Commission

The Nursing Program at Chandler-Gilbert Community College is approved by the Arizona State Board of Nursing and accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway 33rd Floor, New York, New York 10006, (212) 363-5555, ext. 153.

## Advisory Councils

Advisory groups have proven invaluable in directing the college's future. The President's Community Advisory Council and Program Advisory Councils have provided community input into educational program development and improvement of the college.

### President's Community Advisory Council

Community involvement has been a cornerstone of CGCC since before the college offered its first class. The evolution of ideas and visions that became the CGCC philosophy of education and community service are the result of continuous dialogue with business, industry, and community leaders. In 1983, leaders in Chandler and Gilbert formed the Southeast Valley Task Force to support the new campus, and a successful bond election in 1984 provided funds to begin construction of CGCC. Members of that original task force and other community, education, and business leaders formed the initial President's Community Advisory Council (PCAC).

Over 40 members of the Council continue to meet on a regular basis with CGCC administration, faculty, and staff to assist the college in identifying needs and establishing programs. Contact the President's Office at (480) 732-7075 or visit the web site at [www.cgc.edu/meetings/pcac/](http://www.cgc.edu/meetings/pcac/) for more information.

### Program Advisory Councils

Program Advisory Councils provide assistance to CGCC faculty and staff by providing advice in the design of programs to prepare students for employment as well as transfer into four-year college degree programs. Other activities include projecting labor market demands, recommending learning activities, obtaining equipment and donations, and identifying job-specific skills and knowledge that are consistent with the needs of local business and industry.

- Administration of Justice Studies Advisory Council
- Aviation Advisory Council
- Business Advisory Council
- Graphics/Media Arts Advisory Council
- Dietetic Technology Advisory Council
- Dual Enrollment
- Electric Utility Technology Advisory Council
- Fire Science Advisory Council
- Information Technology Advisory Council
- Microcomputer Applications Advisory Council
- Nursing Advisory Council
- Retail Management Advisory Council
- San Tan Education Program Advisory Council

Contact the Dean of Career and Technical Education at (480) 732-7361 for more information.

### Sun Lakes Advisory Council

The Sun Lakes Advisory Council was formed in February of 1995 to provide guidance and support for the development of the Sun Lakes Center. Council membership is comprised of residents from the Sun Lakes communities and employees of CGCC including administrators, faculty, and staff. The Council meets on a regular basis. Call (480) 857-5500 for more information.

## Educational Partnerships

The Maricopa Community Colleges have partnerships with the Arizona public universities (Arizona State University, Northern Arizona University, and the University of Arizona), and more than forty other institutions - nationally and internationally. These transfer partnerships assist students in making a smooth transition from one institution to the next by maximizing your Maricopa credits. In addition, many university partners offer Maricopa graduates dedicated advisement as well as financial incentives such as tuition and transfer scholarships, waiver of application fees, textbook waivers, and special tuition incentives for military personnel. Visit [maricopa.edu/transfer](http://maricopa.edu/transfer) for more details.

### Chandler Early College

As early as their freshman year in high school, students interested in getting a jump on their college education while still in high school can enroll in Chandler Early College, a non-traditional high school housed on CGCC's Pecos Campus and operated through the Chandler Unified School District. Designed to help students make the most of the opportunities of both high school and college, the program offers students the ability to take high school and college courses at the same time, determine a program of study, and complete the first year of an Associate's Degree while still in high school. Students both in and outside of the Chandler Unified School District are eligible to apply for Chandler Early College. For more information, contact Jeff Cowger at (480) 224-3060.

### Delta Leasing, Inc. dba Quantum Helicopters

CGCC and Quantum Helicopters in Chandler, Arizona have partnered to establish a joint flight training program at the Williams Campus and the Chandler Municipal Airport. The program supports the helicopter flight track of the Associate in Applied Science degree in Airways Flight Science and provides expanded opportunities for students in aviation.

### East Valley Think Tank

The East Valley Think Tank, a consortium of educational institutions representing students from kindergarten through the postgraduate level, was created to develop collaborative educational projects to serve students in the East Valley. Think Tank members include CGCC, Arizona State University, other community colleges, and school districts in Chandler, Gilbert, Mesa, Tempe, Queen Creek, and Apache Junction. Contact the President's Office at (480) 732-7075 for more information.

### UND Aerospace Foundation

CGCC and the University of North Dakota Aerospace Foundation have partnered to establish a joint flight training program at the Williams Campus. The University of North Dakota program is an internationally recognized leader in aviation education. CGCC's partnership with UND Aerospace presents a tremendous opportunity for students desiring a career in aviation flight.

## Community Events

CGCC has established a number of annual events and activities open to students and the community. Some of these include Into the Streets, Adopt-A-Family, the Spring Noche de Fiesta Dance, Black History Month, the Generations Prom, Wellness Week, Library Week, Cultural Awareness Week, and Cinco de Mayo. CGCC also participates in a number of community events involving civic engagement, disability resources, diversity, music, and performing arts.

## CGCC Early Outreach

The Office of Early Outreach provides programs for K-12 students. The office oversees the following programs:

### ACE Program

The ACE Program (Achieving a College Education) is an early outreach, two-year tuition scholarship college preparation program for high school 10th graders. The mission of the ACE Program is to increase the college success rate of underrepresented, financially disadvantaged, and/or first-generation college-bound students. Students must demonstrate evidence of commitment to graduate from the program while attending high school. Students may apply directly through this office at (480) 857-5188 or through the ACE contact at their high school.

**Hoop of Learning****(Native American students, 9th and 10th graders)**

The Hoop of Learning program at CGCC is designed to provide educational opportunities for Native American students in high school grades 9 through 10 to earn college credits. High school students can apply with CGCC or through their local high school counselor. For more information, please contact Carriann Dehiya at (480) 732-7255.

**Special Events**

The Office of Early Outreach works with a variety of K-12 and community partners to create college-bound events for K-12 students. An example of our successful partnerships with the Chandler Unified School District is a program called Destination College. Destination College is a summer school program for 3rd, 4th, and 5th graders. Students learn about the importance of reaching their educational goals while they are still in elementary school. For more information, please contact Laura Matyas at (480) 732-7205.

**Underage Students (15 years and younger)**

Students who are 15 years of age and younger are required to make an appointment with the Underage Advisor prior to registering for classes by calling (480) 732-7255. Prior to meeting with the advisor, these students must obtain a special admission form available at Admissions, Records, and Registration or the Advising Center and complete the ASSET placement exams in English, reading, and math. At least one parent or guardian must accompany the student when meeting with the advisor to discuss college expectations and class options. All class selections are subject to instructor approval. In addition, there is a mandatory orientation that the student and at least one parent or guardian must attend.



*College Services and Regulations*



## Admissions, Records, and Registration

The Admissions, Records, and Registration Office, located in Agave Hall at the Pecos Campus and in Bluford Hall at the Williams Campus, provides the following services:

- Assists with information about accessing the My.maricopa.edu Online Student Center
- Processes admissions forms, class registrations, and withdrawals
- Evaluates transfer credit and other credit from prior learning
- Verifies credits for graduation
- Determines residency for tuition purposes
- Verifies athletic eligibility
- Processes official transcripts and enrollment verification requests
- Hears Admissions and Standards appeals, including refund issues (requests must be in writing)

See My.maricopa.edu Online Student Center, page 21, for information on how to access many of these services.

For additional information, visit [www.cgc.edu/admissions/](http://www.cgc.edu/admissions/) or call (480) 732-7320 at the Pecos Campus and (480) 988-8000 at the Williams Campus.

For more information see Enrollment Services on page 20.

## Athletics

Chandler-Gilbert would like to welcome students to the Coyote athletic programs. CGCC is looking forward to another successful season of intercollegiate competition in the Arizona Community College Athletic Conference. CGCC student athletes not only distinguish themselves on the athletic fields, but also in the classroom, setting high standards for future CGCC athletes.

Volleyball and basketball games are played at the CGCC Williams Campus Gym. Softball and baseball games and soccer matches are played on fields at the Pecos Campus.

For more information, visit [www.cgc.edu/athletics/](http://www.cgc.edu/athletics/) or call:

Women's Volleyball . . . . .	(480) 732-7365
Men's Baseball . . . . .	(480) 732-7364
Men's & Women's Golf . . . . .	(480) 732-7073
Men's & Women's Soccer . . . . .	(480) 732-7363
Women's Basketball . . . . .	(480) 732-7357
Men's Basketball . . . . .	(480) 732-7366
Softball . . . . .	(480) 732-7168
Athletic Trainer . . . . .	(480) 732-7003
Athletic Director . . . . .	(480) 732-7177
Academic Advisement for Athletes . . . . .	(480) 732-7364

## Bookstore

Students at the Pecos Campus and the Sun Lakes Center are able to purchase books and supplies through the Bookstore located in a modular building west of the Student Center (Building SC) on the Pecos Campus. Students at the Williams Campus are able to purchase books and supplies at the Bookstore located inside Bridget Hall.

The Bookstore also carries gifts, clothing, book bags, semester and 31 day bus passes, official school rings, and gift cards.

The Bookstore allows students to pay with cash, check, or major credit card. Complete payment and refund policies are posted at the Pecos and Williams Campus Bookstores.

Because Follett Higher Education Group manages the Pecos Campus Bookstore and Williams Campus Bookstore, students also have the option of prepaying for and/or shipping their current semester's textbooks on-line at [www.chandler.bkstr.com/](http://www.chandler.bkstr.com/).

Call (480) 732-7350 for additional information about the Pecos Campus Bookstore. Call (480) 988-8106 for additional information about the Williams Campus Bookstore.

## Career Services

Where are you going from here? Career Services is the place to talk about your major whether you need to decide on one or need help figuring out how to connect with your profession. The Career Services Office has two locations in which to serve the students of Chandler-Gilbert Community College. At the Pecos Campus, the Career Services Office is located in Room SC159 of the Student Center.

At the Williams Campus, the office is located in Bluford Hall.

Students seeking career related information can also visit the Career Services section of the CGCC web site at [www.cgc.edu/careers](http://www.cgc.edu/careers). The web site also contains a link to the Maricopa Career Network at [www.maricopa.edu/careers](http://www.maricopa.edu/careers). This site is the Maricopa Community College District's local job board for employers in the Phoenix area.

For more information visit [www.cgc.edu/careers](http://www.cgc.edu/careers) or call (480) 857-5211 to speak with a career advisor.

## Career and Technical Education

Career and Technical Education (CTE) works collaboratively and responsively with our community to meet the needs of our diverse student population in preparing them for life, work, and careers. We provide quality resources and support to educators and students that enhance classroom learning. Additionally, we support campus and community activities that enhance academic achievement, technical skills, and productive citizenship to build stronger communities.

To contact CTE or to find more information on how this area can assist you, please visit our website at [www.cgc.edu/cte](http://www.cgc.edu/cte), call (480) 732-7361, or in person at the Pecos Campus on the second floor of the Library in room LIB241 and at Bluford room BLUF102 at the Williams Campus.

## Cashier/Fiscal

The Cashier/Fiscal office manages financial operations for the college, including tuition and fee collections, and provides financial accountability to funding agencies and individuals. Trained and qualified staff members also provide student assistance during both day and evening hours in Agave Hall, Room AGA139, at the Pecos Campus and in Bluford Hall at the Williams Campus. Students who have questions regarding financial matters other than financial aid should call (480) 732-7312 at the Pecos Campus or (480) 988-8123 at the Williams Campus. Students can also visit [www.cgc.edu/fiscal/](http://www.cgc.edu/fiscal/) for additional information.

## Computer Labs

Currently enrolled students who require computer resources to complete class assignments have access to an open computer lab environment in the

Computer Lab, located in **Bradshaw Hall, Room BRD123**, on the **Pecos Campus**. The Computer Lab is similar to a library, where students have open access to a self-paced learning environment to study class materials, complete class assignments, and research information.

Computer Lab technicians and student assistants are available for general assistance. Questions regarding specific classes, assignments, or materials should be directed to class instructors.

Access to the Computer Lab equipment is on a first-come, first-served basis. Established hours of operation may vary each semester, with greatest usage occurring during early morning hours. The Computer Lab is also open on Saturdays. Students can call (480) 732-7221 or visit [www.cgc.edu/cic/](http://www.cgc.edu/cic/) for additional information.

CGCC students at the **Williams Campus** have access to an open computer lab in **Bridget Hall** during limited hours. Check schedule posted in Bridget Hall. Students can call (480) 988-8279 or visit [www.cgc.edu/cic/](http://www.cgc.edu/cic/) for additional information.

## Computer Classrooms

In addition to the computer resources in the Computer Lab, CGCC has several computer classrooms on the Pecos Campus, the Williams Campus, and the Sun Lakes Center.

These facilities provide computer-based learning in a classroom setting. Although some open lab hours may be scheduled, these hours are limited and depend on the current schedule of classes. See the schedule posted in each room to identify open lab hours.

## Computer Resources

Multivendor, multiplatform computing resources provide access to a variety of network services including desktop applications, network file and print services, and Internet access. CGCC's network topology integrates voice, video, and data services via a campus-wide network infrastructure.

Electronic mail and computer conferencing are available to students in selected classes. Similar classroom access to electronic research and media holdings is also available from libraries located at the CGCC Pecos Campus, ASU at the Polytechnic and Tempe campuses, and community libraries located in the East Valley.

## Distance Learning

Distance learning courses are taught via the Internet. The courses cover the same material offered in on-campus courses. Students should possess a reasonable level of comfort with technology and have consistent access to a computer with a reliable Internet service provider. These courses are for students who are self-motivated and are able to learn using online tutorials and assignments. Distance learning courses are also convenient for students who have difficulty getting to campus. Many distance learning courses may also require mandatory orientations. Please refer to the CGCC Online Class Schedule at [www.cgc.edu/registration](http://www.cgc.edu/registration) for more information.

## Dual Enrollment

Dual Enrollment provides an opportunity for eligible high school students to take college level courses at their high school. These courses allow students to earn both high school and college credit for the same class. Classes meet at the high school during the regular school day and are taught by college certified instructors using approved curriculum and texts. The credits earned may be used toward an Associate's degree, and many can transfer to a university Bachelor's degree. Dual Enrollment courses let students begin their college career in a convenient and affordable way. These courses enhance learning and promote higher level cognitive skills. Best of all, transition from high school to college begins early and occurs in a familiar and comfortable environment.

To learn more about Dual Enrollment offerings with our partner school districts please visit our website at [www.cgc.edu/dual](http://www.cgc.edu/dual).

## Enrollment Services

Enrollment services, located on the Pecos Campus in Agave Hall, includes Academic Advisement; Admissions, Records, and Registration; Financial Aid; the Testing Center; New Student Orientation; and Recruitment Services. These departments help insure student success by facilitating the advisement, registration and retention of students.

See also: Admissions, Records and Registration on page 18 and Financial Aid and Veterans Services on page 32.

## Academic Advisement

Academic advising is available in the Advisement Center located in Enrollment Services in Agave Hall on the Pecos Campus and in Student Services located in Bluford Hall at the Williams Campus. Academic advising helps students to:

- Define and achieve educational goals
- Understand initial placement into English, mathematics, and reading courses
- Explore degree programs, plan a program of study, and assist in selection of academic classes
- Transfer to and from other colleges

It is recommended that all students meet with an academic advisor at least once each semester. Academic advisement is available on a walk-in basis or by appointment at the Pecos Campus in Agave Hall, Room AGA140R, and walk-in at the Williams Campus or by calling (480) 988-8000.

The Advisement Center also coordinates campus visitations for representatives from local colleges and state universities throughout the year to meet with students to assist with their transition to a four-year institution or professional school. Topics covered with university and college representatives include information on admission, credit transfer, housing, and financial assistance.

Additional advisement and transfer information is by phone at (480) 732-7317 at the Pecos Campus and (480) 988-8000 at the Williams Campus or on-line at [www.cgc.edu/advisement/](http://www.cgc.edu/advisement/). Students can access on-line advisement tools and check sheets for CGCC certificates, degrees, and transfer programs; these tools can be printed for informational purposes and used during an advisement session. Students can submit general questions to an advisor on-line via the Advisement Center web site.



## My.maricopa.edu Online Student Center

At My.maricopa.edu students can do the following:

- Apply for admission
- Register for courses
- Check class schedule
- Add/drop courses
- Request official transcripts
- View unofficial transcripts
- Check holds
- Check fee balance and pay fees
- View financial aid
- Check student grades
- Update address/phone
- Check course availability

## New Student Orientation

Attending New Student Orientation is your first vital step toward *Starting Smart* and becoming a successful college student. Attending an orientation session prior to the start of classes is mandatory for all students new to CGCC. At New Student Orientation you will:

- Meet current students, administrators, faculty, and staff
- Learn about important support resources and departments on campus
- Gain knowledge and skills that will contribute to your success as a student
- Take a campus tour

If you have any questions, please contact the Office of Student Recruitment & Orientation at (480) 732-7385 or e-mail [recruitment@cgc.edu](mailto:recruitment@cgc.edu).

## Office of Student Recruitment

The Office of Student Recruitment provides information to future students about various academic programs, services, and resources available at Chandler-Gilbert Community College. To schedule a campus tour or request information, call (480) 732-7385, visit the web at [www.cgc.edu/recruitment](http://www.cgc.edu/recruitment) or email [recruitment@cgc.edu](mailto:recruitment@cgc.edu).

## Placement Testing

Course placement testing is the process of evaluating students' present skills in English, reading, and mathematics to assist students in choosing courses that match their skills. Course selection is based on scores from course placement tests.

New students enrolling in seven or more credit hours and students pursuing a degree or enrolling in English, reading, or mathematics courses must take a placement test.

Upon entry, new students will:

- Complete information about educational background and current college goals
- Complete the course placement tests in English, reading, and mathematics
- Obtain placement test results and course recommendations that students can then take to Advisement to work with an academic advisor for course selection

The Testing Center at the Pecos Campus is located in Agave Hall, Room AGA151R. The Testing Center at the Williams Campus is located in Bluford Hall.

For information regarding the times of the test sessions at the Pecos and Williams Campus, visit [www.cgc.edu/testing](http://www.cgc.edu/testing). For additional information for the Pecos Campus call (480) 732-7159 or call the Williams Campus at (480) 988-8000.

## Facilities Services

The Facilities Services office is responsible for creating and maintaining a physical environment conducive to effective teaching and learning. To report problems associated with either buildings or grounds, stop by the office or call (480) 732-7285 at the Pecos Campus or (480) 988-8131 at the Williams Campus. The Facilities Services office is located in Building FSB at the Pecos Campus and in the Facilities Building at the Williams Campus. Visit [www.cgc.edu/facilities/](http://www.cgc.edu/facilities/) for additional information.

## Financial Aid and Scholarships

The Financial Aid Office, located in Agave Hall at the Pecos Campus and in Bluford Hall at the Williams Campus, is responsible for the following student services functions:

- Financial aid
- Scholarships
- Federal Work-Study

Financial Aid Office telephone numbers are (480) 732-7311 at the Pecos Campus, and (480) 988-8135 at the Williams Campus.

See also: Enrollment Services on page 20.

### Financial Aid

CGCC is committed to providing support to students with financial need. However, students are expected to share in the expenses of attending college. The purpose of the CGCC Financial Aid Office is to assist with this responsibility by determining students' financial need and awarding assistance to eligible students. This is accomplished by evaluating all aid applications through the use of a standard financial needs analysis system that determines how much students and/or their families can afford to contribute toward the college costs.

Several types of federal financial aid are available. These include:

- Grants
  - Pell Grant
  - Supplemental Educational Opportunity Grant (SEOG)
- Loans
  - Direct Stafford Loans
  - Direct Parent Loan for Undergraduate Students (PLUS)
- Work-Study
  - Part-time employment on campus

Students must apply and qualify for financial aid for each academic year in order to be considered for assistance by completing the Free Application for Federal Student Aid (FAFSA). The application process requires approximately two months, so

it is best to apply as early as possible before the semester of attendance. Students should complete an application on-line at [www.fafsa.gov](http://www.fafsa.gov) as soon as possible each year in order to be considered for all available fund programs.

Students must be making satisfactory academic progress in order to receive financial aid. Contact the office for specific details: (480) 732-7311 at the Pecos Campus, or (480) 988-8135 at the Williams Campus. Or visit the Financial Aid Office web site at [www.cgc.edu/aid](http://www.cgc.edu/aid).

### Scholarships for Students

Scholarships are available for prospective students as well as currently enrolled students. Because the applications and deadlines vary for each scholarship, applying early is critical. Completion of the federal financial aid application may be required for some scholarships. Visit [www.cgc.edu/scholarships](http://www.cgc.edu/scholarships) or contact the Financial Aid Office for applications and information.

### Federal Work-Study

Federal Work-Study positions are coordinated through the Financial Aid Office and Career Services on the Pecos Campus. Visit the web site at [www.cgc.edu/aid/workstudy](http://www.cgc.edu/aid/workstudy) for more information.

## Food Services

The Coyote Cafe is located in Bradshaw Hall, Room BRD133, at the Pecos Campus and Bridget Hall, BRID138, at the Williams Campus.

Food service for the CGCC community is provided at the Pecos Campus on a daily basis Monday-Friday. Hours of operation may vary. All payments must be in cash or by debit card. Food Services also provides catering for special events, banquets, and meetings. The manager is glad to hear students' comments and assist with catering arrangements. Visit [www.cgc.edu/food/](http://www.cgc.edu/food/) or call (480) 732-7362.

## Important Student Information

### Sexual Harassment (Employee & Student)

Refer to Maricopa Community College Policies. More information is available in the Office of the Vice President of Student Affairs in the Pecos Campus Student Center, Room SC150; (480) 732-7309.

### Equal Opportunity Statement

More information is available in the Office of the Vice President of Student Affairs in the Pecos Campus Student Center, Room SC150; (480) 732-7309.

### Student Insurance

More information is available at <http://www.maricopa.edu/legal/student/insurance.php> or the Office of the Vice President of Student Affairs in the Pecos Campus Student Center, Room SC150; (480) 732-7322.

### Americans with Disabilities Act

More information is available in the Office of Student Support and Transition Services on the Pecos Campus in the Student Development Center, Room SC 164 (480) 857-5188.

### Student Conduct & Student Grievance

Refer to Maricopa Community College Policies. More information is available in the Office of the Vice President of Student Affairs on the Pecos Campus, Room SC150 (480) 732-7322.

### Student Employment

More information is available in the Career Services Office in the Pecos Campus Student Center, Room SC159; (480) 857-5211.

### Canvassing, Peddling, Soliciting

Approval must be obtained at the Office of Student Life and Leadership in the Pecos Campus Student Center Pavilion; (480) 732-7104.

### Parking and Traffic Regulations

More information is available in the College Safety Department in Public Safety Building (PSB) on the Pecos Campus and in Bluford Hall at the Williams Campus.

## Institutional Research

The Institutional Research office, located on the Pecos Campus in Bradshaw Hall, Room BRD160, provides assistance to academic and student affairs by collecting and analyzing information used to improve the quality of education and services and ensure student success. The office accomplishes this task by coordinating the development and implementation of the Institutional Effectiveness Plan, providing administrative support to the Student Learning Outcomes Assessment Committee, and providing appropriate research support to faculty and staff to improve the delivery of products and services. Call (480) 857-5119 or visit [www.cgc.edu/ir](http://www.cgc.edu/ir).

## International Education Program

The International Education Program (IEP) promotes an environment that encourages global understanding, appreciation and citizenship by providing support services and programs that enhance the academic, cultural and social international efforts of Chandler-Gilbert Community College. IEP is committed to offering excellent services and support for international students and scholars and serve as a resource for campus international initiatives. Services and activities include immigration counseling, admission information, orientation, conversational friendship program, advisement, study abroad programs, and workshops (e.g., income tax, culture shock, career exploration).

IEP is also the contact point for the International Cultural Exchange club, which is a campus association for all students interested in international issues, advocating for cross-cultural understanding, and meeting students from different countries. IEP is located in the Student Center, Room SC165, at the Pecos Campus. For more information, contact:

Annie Jimenez  
 Director, International Education Program  
 (480) 857-5188.  
 E-mail: [a.jimenez@cgc.edu](mailto:a.jimenez@cgc.edu)  
[www.cgc.edu/ss/intl](http://www.cgc.edu/ss/intl)

## Learning Center (Tutoring)

The Learning Center mission is to support students' academic learning by providing free tutoring and resources to reinforce and supplement classroom instruction and to assist students to achieve academic success. While the emphasis is on providing writing, mathematics, and science support, services are available for a wide range of academic courses at CGCC. Tutoring services are available on a drop-in basis for many courses and by appointment for select courses. Resources include videotapes, software, and print materials.

Students must be enrolled at CGCC in the class for which they are seeking assistance. For more information visit [www.cgc.edu/lc/](http://www.cgc.edu/lc/) or call (480) 732-7231.

### Mathematics and Science Tutoring

The Math and Science Centers are valuable resources to assist CGCC students with a variety of math and science courses by offering tutoring and resources to supplement classroom instruction. The Math and Science tutoring program at the Pecos Campus is located on the second floor of the Library, rooms LIB227, LIB228 and LIB229. At the Williams Campus, tutoring takes place in Bridget Hall, room BRID115. A schedule of tutoring hours and services is posted at the beginning of each semester.

The Math and Science tutoring program offers:

- Drop-in tutoring for math, chemistry, biology, physics, and engineering
- Trained tutors, including math and science faculty
- Computers with mathematics and science software
- Calculators and current textbooks
- Reference materials, handouts, science models and microscopes

### Writing Center

The Writing Center is a valuable resource to assist CGCC students with their writing needs in all of their college courses. The Writing Center helps students address a wide range of writing concerns, from how to determine whether they have a good thesis to how to organize their work, revise more effectively, and document sources accurately. The Writing Center at the Pecos Campus is located on the second floor of the Library, room LIB237. Writing tutors are also available at the Williams

Campus in Bridget Hall, room BRID114. A schedule of tutoring hours and services is posted at the beginning of each semester.

The Writing Center services include:

- Drop-in writing tutoring
- Reference materials and handouts
- A comfortable, quiet study area for individual or small-group work
- Computers for academic use with ESL and grammar software

## Library

The CGCC Library creates the connection between people and information. The library faculty and staff teach the identification, location, and critical evaluation of the dynamic information world. The full gamut of information resources is available, including Web-based as well as traditional print and multimedia.

Visit the Library's homepage for current hours of operation and holiday closure information:  
<http://www.cgc.edu/library/>

The Library has 10 conference/study rooms; a library instruction classroom; a database area; magazines, journals, and newspaper display and storage; carrels with telecommunications services; and wireless Internet access. Library staff also assist patrons through reference (both in person and virtually through Ask A Librarian chat), interlibrary loan, database searching, and information referral service.

### Electronic Resources

Students, faculty, and staff will use their MEID and PIN to gain access to the Library's electronic resources.

### Student ID/Library Cards

Can be obtained from the Public Safety Office and are needed to check out library materials.

Williams Campus Library is located in Engle Hall, Room 102.

Hours are:  
Monday –Thursday 8:00am to 4:00pm  
Fridays- 8:00am-10:30am  
Closed Saturday and Sunday

Evening hours vary.  
Call (480) 988-8611 for more information.

## Marketing and Public Relations

The college Marketing and Public Relations office is responsible for internal and external public relations, marketing, and communications programs, including publicity, promotion, media relations, college newsletters, advertising, college information, publications, and other projects. The Marketing and Public Relations office, located at the Pecos Campus in Bradshaw Hall, Room BRD116, also provides support to student government, activities, events, and programs. Call (480) 732-7114 for more information, or visit the web at [www.cgc.edu/marketing/](http://www.cgc.edu/marketing/).

## Media Services

Media Services provides telecommunication and media services and equipment at all CGCC campus locations: Pecos, Williams, and Sun Lakes. The Media Center is located on the second floor of the Library at the Pecos Campus. Media resources and equipment can be reserved for classroom use by an instructor. The videos from the video collection are available for viewing via the campus cable system.

In order to use the Media Center resources, please have a CGCC ID card available. Visit the web site at [www.cgc.edu/media/](http://www.cgc.edu/media/) for additional information concerning Media Center hours and services for all locations or call (480) 732-7110.

## Parking

Students taking classes at the **Pecos Campus** must display an MCCCDC parking decal to park on campus property. To obtain a decal, students must register their vehicle at the College Safety Office with current license plate information. Decals are available at no charge.

Students taking classes at the **Williams Campus** must obtain and display an MCCCDC parking sticker with a year validator. These are available from Williams Campus College Safety at no charge for students, faculty and staff.

CGCC students and employees choosing to park vehicles on Arizona State University Polytechnic campus property are required to register their vehicles and purchase and display ASU parking decals. ASU parking decals can be purchased from the ASU Polytechnic Campus Decal Sales office located in the Student Affairs Complex.

CGCC students and employees are subject to ASU Polytechnic Campus parking and traffic regulations when parking on ASU Polytechnic Campus property and are also responsible for any citations and/or penalties resulting from parking violations.

### Parking Violation Penalties

Violation of parking regulations will result in a citation and a fine being issued. In the case of parking violations, repeaters' vehicles may be towed away at their owner's expense.

All monetary fines shall be paid to the college cashier in the Cashier/Fiscal office. Payment may be made in person or by mail. Failure to pay or appeal a citation **within 15 working days** of date of issue will result in the fine being doubled. In order to insure due process, fines may be appealed to the assigned appeals officer at the Public Safety Building on the Pecos Campus.

## Public Safety

The Public Safety Department is responsible for maintaining a safe, orderly, and peaceful atmosphere on campus to contribute to student development and success. It was formed with these objectives in mind, and is staffed by qualified safety personnel, including Public Safety Officers. The College Safety Department is located in Public Safety Building (PSB), at the Pecos Campus and in Bluford Hall at the Williams Campus.

Students are encouraged to inform the on-duty officer about any situation that might warrant support for safety reasons (stalkers, potentially violent situations, orders of protection, etc.).

Services to students, faculty, and staff include:

- Issuing CGCC student and employee parking permit decals .
- Providing safety escorts to and from parking lots upon request.
- Assisting students, faculty, and staff in case of accident or injury on campus
- Providing minor assistance to motorists with disabled vehicles
- Delivering emergency messages from family to students in classes
- Enforcing parking regulations on campus
- Providing Lost and Found services
- Administering college vehicle use

- Patrolling campus
- Encouraging student, faculty, and staff participation in safety and crime prevention programs

For additional information, call (480) 732-7280 at the Pecos Campus or (480) 988-8888 at the Williams Campus. Information on crime prevention programs, safety policies, incident reports, and CGCC crime statistics for the previous three years can be found at [www.cgcc.edu/safety/](http://www.cgcc.edu/safety/).

### Emergencies

In the event of emergencies on campus, contact the Public Safety Department at (480) 732-7280 at the Pecos Campus or (480) 988-8888 at the Williams Campus. Emergency telephones are located at the entrances to all parking lots of the Pecos Campus and ring directly into the Public Safety Department.

**Call 911 in the event of a life-threatening emergency.**

### Emergency Notification System

Chandler-Gilbert Community College uses a mass notification system in order to communicate with students and employees in the unlikely event of an emergency at the college. Student contact information (cell phone number, home phone, email address etc.) provided at the time of registration will automatically be used in the college notification system. Be assured, that students and staff will only be contacted for emergency purposes. The system will not be used for other purposes.

### Student Identification Cards

Student identification (ID) cards are obtained from Public Safety located in Building PSB at the Pecos Campus or in Bluford Hall at the Williams Campus. The first card is free and can be obtained after payment of tuition and fees.

## Public Safety Regulations

### Identification

Public Safety personnel are authorized to ask any person on campus for proper identification, should the need arise. Students failing or refusing to identify themselves properly will be:

1. Asked to leave the campus (if conduct or behavior warrants such action), and
2. Reported to the Vice President of Student Affairs.

### Weapons

All firearms, explosives, knives, or instruments that can be construed as dangerous weapons are prohibited on campus. All persons bringing firearms or other weapons for classroom demonstrations or any other academic reason are required to bring them to the Public Safety Department for examination.

### Motor Vehicles

College regulations governing motor vehicles operated by CGCC students shall be under the jurisdiction of the college administration.

### Vehicle Damage or Loss

Chandler-Gilbert Community College assumes no responsibility for damage to motor vehicles, or for any loss while vehicles are parked or operated on or near the campus.

### Vehicle Registration

Students and all employees who drive motor vehicles on any CGCC campus are required to register all vehicles that may be used on college property with the Public Safety Department. Individuals who subsequently purchase or trade their registered vehicles must register the new vehicles.

An out-of-state/out-of-country student or college employee who operates or parks a motor vehicle on college property must sign an affidavit at the time of registration certifying that the vehicle complies with A.R.S. 49-542 relating to vehicle emission testing. Vehicles which do not comply with A.R.S. 49-542 will not be granted a permit.

Vehicles must be registered in person at the Public Safety Department in Building PSB, Room 105, at the Pecos Campus and in the Aviation and Technology Center at the Williams Campus.

### College Traffic Regulations

The following college traffic regulations are applicable to all members of the college community, including students, faculty, staff, and visitors:

1. Maximum speed limit on campus is 15 m.p.h.
2. Students and employees who have been issued parking permit decals following vehicle registration with the Public Safety Department must display the decals in accordance with current regulations.
3. Drivers must observe and comply with stop signs, pavement arrows, right-turn-only signs, and other traffic control devices. All vehicles

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

4. Persons driving on campus must follow directions given by College Safety officers and furnish student or other identification when so required.
5. Students may park in any parking space except those marked Visitors, Handicapped, Maintenance, Employees, No Parking, or any area with a red or yellow curb.
6. Persons having a Handicapped designation on their vehicle may use any marked space on the campus, including those marked Handicapped, except those areas with red or yellow curbs.
7. No vehicle other than an emergency vehicle may be parked along red curbs or in striped areas. These are fire-hazard and safety zones, and violators will be towed away without warning at the owner's expense.
8. No vehicle may be parked in driveways, where signs indicate No Parking, or in areas not specifically marked for parking.
9. Visitors may use student zones on a temporary basis. Visitor permits may be obtained from the Public Safety Department.
10. In angled parking spaces, no vehicle may be parked in a direction opposite the normal direction of traffic.
11. Parking of motorcycles, mopeds and bicycles:
  - a. Students are urged to exercise care in securing their personal property, including motor vehicles, bicycles, mopeds, and motorcycles.
  - b. Motorcycles and mopeds may be parked only on crossbars. Bicycles must be parked in existing bike racks only. Mopeds, bicycles, and/or motorcycles that are found chained or affixed to trees, buildings, or light posts are subject to having their chains cut and being removed to the Public Safety Department. Owners will be responsible for the cost of the lock or cut chain.

## Student Dress Code

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

If, in the opinion of the faculty or staff member, any student's dress, manner, appearance, or conduct distracts, disrupts or interferes in any way with the classroom procedures or the educational processes, the violator may be asked to leave the classroom or the campus. The violator may not return until the condition is corrected or the case is reviewed by the Vice President of Student Affairs.

## Student Helpline

### **Support for student concerns, complaints and college wide issues in and out of the college classroom.**

Chandler-Gilbert Community College is committed to the development of our students. Students may need support to review and resolve complaints, concerns and issues that they face here at the college in and out of the classroom.

The following steps are recommended to any student who has a problem and need some guidance as to next steps. This support relates to any college issues related to classes, faculty, other students, college services, college staff and events and activities. We will also help direct students to personal and academic support. Our role is not to judge your complaint or concern but to help you resolve it in an appropriate manner.

If you need someone to help you figure out where to start with your complaint or concern, please follow the steps listed below.

1. Call (480) 732-7309 for support. We will listen to your concern and help direct you through the appropriate process. We offer non-judgmental support to all CGCC students. This office serves as an advocate for any student issues at CGCC.

2. Call the CGCC Student Helpline at (480) 732-7309. You can leave a recorded message on this line 24 hours a day. Please leave your name, your concern and the student advocate will return your call and help you with your issue, complaint or concerns.
3. Email [bill.crawford.iii@cgcc.edu](mailto:bill.crawford.iii@cgcc.edu) directly. Please explain what is happening, your name and the best way to contact you. Emails are responded to on a daily basis. All emails will be confidential to the Vice President.

All students are welcome to call (480) 732-7309, come by Room SC150 in the Student Center at the Pecos Campus, or e-mail the Vice President of Student Affairs with any issues related to Chandler-Gilbert Community College at: [bill.crawford.iii@cgcc.edu](mailto:bill.crawford.iii@cgcc.edu).

The Student Advocate's Office provides information on all student services and the following MCCCCD policies:

- Student Rights and Responsibilities
- Student Conduct and Grievances
- ADA Accommodations
- Sexual Harassment Issues
- 504 and EEOC Issues/Discrimination Issues
- Employee Discrimination Issues
- Student Emergencies

### **Student Helpline: (480) 732-7309**

The 24-hour HELPLINE affords students another way to communicate any personal, social, or academic concern they may have while attending CGCC. The HELPLINE is a means for students to seek personal attention on matters that are of importance to them and affect their efforts to succeed while attending CGCC. Students who have questions or concerns about campus or classroom policies, procedures, or activities are encouraged to call this number at any time of the day or night. The student advocate will promptly respond within twenty-four hours. This call will go to voice mail; a tape-recorded message will ask students to leave their name, phone number (if students choose to provide it), and their request. Every effort will be

made to contact students and answer or resolve their questions or concerns.

Reasons students or their parents may wish to use this HELPLINE are:

- Parental inquiries
- Student legal rights and code of conduct
- Complaints of any nature. Referrals will be made to appropriate resources
- Academic Grievances
- Non-Instructional Complaints
- Matters of campus safety of self or others
- Adjustment to college
- Underage students
- Academic probation or suspension issues
- Information about enrollment and support services on campus
- Desire to get involved in school activities or student organizations
- Student grievance procedures
- Personal concerns about:
  - Overall campus climate
  - Harassment/discrimination
  - Any campus procedure in student services
  - Withdrawing or dropping out
  - Concerns about a course or instructor
  - Questions about a campus rule, regulation, or policy
  - Suggestions for a workshop, activity, or program to meet a campus need
- Any topic that students need someone to take action on at CGCC!

By identifying students' needs, the student advocate, through the use of this HELPLINE, is willing to offer support in addressing their needs and making effective referrals to the appropriate campus service, program, or personnel. Complete confidentiality is assured.



## Student Housing

Student residential living is available at the Williams Campus for those students who meet eligibility and priority criteria. Two-, three-, four-, and five-bedroom houses and residential hall rooms and suites are available for rent. Housing at the Williams Campus is open to any student enrolled in one of the Maricopa Community Colleges. Preference is given to students enrolled in educational programs at the Williams Campus, with priority assigned according to enrollment and program during the academic term(s).

Verification of Continuing Students and Good Standing: Student status and eligibility to remain in residential living will be verified each term. To remain in good standing and continue residing on the Williams Campus, students need to be enrolled throughout the term(s) in which priority is assigned and meet all requirements of the housing agreement.

Contact the Williams Campus Housing Office at (480) 727-1700 for specific information, or visit the web site at [www.poly.asu.edu/housing/](http://www.poly.asu.edu/housing/).

## Student Identification Cards

Student identification (ID) cards can be obtained from the Public Safety Department at the Pecos Campus, or in Bluford Hall at the Williams Campus. The first card is free and can be obtained after payment of tuition and fees. The card is used to access many of the services on campus including the Library and Fitness Center and should be kept from semester to semester. Replacement cards can be purchased for \$5 at the Fiscal Office, Room AGA139, at the Pecos Campus, or the Aviation and Technology Center at the Williams Campus.

## Student Immunization

Students who were born after January, 1957, and who were not immunized after 1968 are urged to seek immunization for measles/rubella to safeguard their health and to prevent illness that could interrupt their educational plans.

Students transferring to one of the three state universities must have up-to-date immunization records.

All Arizona State Universities require immunization for admittance.

## Student Life and Leadership

All students are encouraged to participate in programs and activities sponsored by the Office of Student Life and Leadership located in the Student Pavilion at the Pecos Campus. There are many opportunities to enhance classroom experience with co-curricular activities. These include leadership development, community service programs, cultural events, and an opportunity to participate in one of the many student organizations. For additional information visit [www.cgc.edu/student/life/](http://www.cgc.edu/student/life/). To participate in campus, community service programs, or Service-Learning call the Office of Student Life and Leadership at (480) 732-7104.

### Leadership Development

#### GETTING INVOLVED - LEADERSHIP RETREATS AND LEADERSHIP ACTIVITIES

Leadership retreats are organized to increase students' leadership skills during the fall and spring semesters. Interested students are encouraged to call the Office of Student Life and Leadership.

#### LEADERSHIP ACADEMY

Faculty-nominated program that allows students to have a refined personal leadership ability, establish a direct link to future education and career goals, and be life-long advocates of service and peace.

### Community Service and Volunteer Opportunities

Students are encouraged to serve and volunteer on campus and in the community in a variety of ways. Listed below are some of the activities that students participate in:

**SERVICE-LEARNING** This is an exciting program designed to integrate community service into the classroom. This program benefits everyone involved: students, faculty members, and the community. Students interested in participating in Service-Learning events or wanting further information are encouraged to stop by or call the Office of Student Life and Leadership at the Pecos Campus for more information at (480) 732-7069.

**INTO THE STREETS** Each semester students are encouraged to participate in the Into the Streets program, which is designed to give students hands-on experience serving in some of CGCC's many community service agencies, such as the Boys and Girls Clubs, nursing homes, and homeless shelters.

**ADOPT-A-FAMILY PROGRAM** This program assists CGCC students with necessary food, clothing, and related resources. During the holidays, meals and gifts are provided as well. Students must complete an application or be referred by college employees.

### CGCC Student Organizations

The list of student organizations at CGCC grows each year. Listed below are the current, officially recognized groups. Student organizations may be formed for many purposes—social, service, athletic, professional, and religious. Current information is available in the Office of Student Life and Leadership. For more information about student organizations visit or contact the Student Life office.

- APIC - Asian Pacific Islander Club
- Awakenings
- BSU - Black Student Union
- Creative Writing
- Eagle Feather
- Engineering Club
- HELP - Hands Enriching Life Program
- HEAT - Humanitarian & Environmental Action Team
- HSO - Hispanic Student Organization
- IEC - Inter-cultural Exchange Club
- Internet Radio Club
- Kairos - Christian Club
- LDSSA - Latter-Day Saints Student Association
- One Voice
- Pre-Health Club
- Psychology Club
- PTK - Phi Theta Kappa
- Sigma Delta Mu
- Si Se Puede Club
- Student Veterans Organization
- Teachers of Tomorrow

#### HOW TO CREATE A STUDENT ORGANIZATION

Student organizations can be created to meet the needs of a diverse student population. Students thinking of creating a new student organization should meet with the Director of Student Life and Leadership to learn the steps to take to have any group officially recognized at CGCC.

#### COLLEGE AND STUDENT ACTIVITIES BUDGETS

CGCC allocates funds to a variety of college and students activities. These funds cover a host of special events, cultural celebrations, cocurricular activities, academic recognitions, service learning, and a variety of performing arts activities. Please contact the Vice President of Student Affairs' Office at (480) 732-7322 for more information.

### Voter Registration

Students and community members have the opportunity to register to vote in the Office of Student Life and Leadership at CGCC. Voter registration is also available on-line at [www.azsos.gov/election/voterregistration.htm](http://www.azsos.gov/election/voterregistration.htm) or by calling (877) THE-VOTE [(877) 843-8683]. Contact the Office of Student Life and Leadership at (480) 732-7104 or visit [www.azsos.gov/election/voterregistration.htm](http://www.azsos.gov/election/voterregistration.htm) for registration deadlines and election dates.

## Student Support and Transition Services

The Student Support & Transition Services Department includes: Student Support Services, Veterans Access and Support, Re-Entry Support Services, and Disability Resources and Services (DRS). Support services are provided to CGCC's diverse student population at no cost. Programs and services are student centered and are committed to identifying, connecting, intervening and supporting students with their academic and personal goals. Student Support & Transition Services is located on the Pecos Campus in the Student Development Center, Room SC164. Support Services are available at the Williams Campus during scheduled appointment times only. To receive services, appointments can be made by calling (480) 857-5188, TTY (480) 732-7066. We will make every effort possible to accommodate walk-ins. A description of all services and programs can be obtained at the office or accessed through the website at [www.cgc.edu/studentsupport](http://www.cgc.edu/studentsupport).

### Disability Resources and Services (DRS)

Disability Resources and Services (DRS) provides services to students who qualify under the Americans with Disabilities Act, ADA Amendment Act 2008, and Section 504 of the Rehabilitation Act of 1973. Students must self identify to

the DRS office, register, and provide required documentation of their disability. Reasonable academic accommodations can be provided to qualified students on an individual basis, after a review of supporting documentation, course selection, and individual assessment. DRS provides academic advisement and registration for newly enrolled students and others who may need extra support. DRS also provides ongoing opportunities for individuals and groups to obtain support services that promote student's independence and advocacy skills. MCCC'D Disability Policies and Regulations are available in the DRS office and on the CGCC website.

### Re-Entry Support Services

Re-Entry Support and Transition Services provides enrollment services including overview of college programs and enrollment processes to returning adult students. Services may also include academic advisement, financial aid and scholarship information, and exploring majors. Transition and support services are available to future and current adult learners who may be new to college or returning to pursue academic goals.

### Student Support Services

Student Support Services consists of a diverse team of Behavioral Health Consultants (BHC's) who are certified and licensed master's level professionals. Support services may include: individual or group support, crisis intervention and management, short-term intervention, campus and community resources and referrals. This team manages the Early Alert Retention and Success Program. The goal of this program is to provide early detection and intervention to assist with student retention and success. The program encourages students to actively participate in their college goals and life-long planning process. Bilingual services are available in Spanish.

### Veterans Access and Support Services

Veterans Access and Support Services aids Veterans in their transition to college and academic accommodations. This service provides a positive, friendly, and resourceful campus environment by connecting with our Veterans to provide access and support services. Our team of professionals are trained and experienced working with Veterans and their families, and will function as a bridge between community agencies and the college community.

## Technical Support Services

Technical Support Services (TSS) is located on the second floor of the Library. Technical planning, design, integration, and ongoing operational support for computing and network communications for voice and data services is provided by TSS staff. This includes technical support in the following areas:

- Enterprise Network Services
- Client/Network Support
- Computer Hardware Repair
- Desktop Software
- Telephone Support
- Student Information System (SIS)
- Web-based Applications

TSS provides technical support at the Pecos Campus, Williams Campus, and Sun Lakes Center. CGCC's intranetwork design provides connectivity to a variety of network environments, including the Internet, and supporting cross-platform workstations such as Macintosh, Windows, and Unix.

Trained, qualified staff members are available for delivering technical services, implementation, and support for instructional and administrative systems. For technical assistance or coordination of technical support issues please call the Technical Assistance Center (TAC) at (480) 732-7025 or visit the web site at [www.cgc.maricopa.edu/tss/](http://www.cgc.maricopa.edu/tss/).

## Travel by Students

Official college trips should be made in vehicles provided by the college or by commercial vehicles. College vehicles may be used for official college business only. See MCCC'D policy on Operation and Insurance Coverage of District Owned and/or Lease Vehicles and Privately Owned Vehicular Usage for District Purposes.

The college president may require an advisor(s) for college-sponsored student trips that involve out-of-county travel. No approved college organization, association or club that is financed out of the appropriate revenue fund budget shall travel out of state more than three (3) times during one (1) school year. Exceptions may be made for student officers who hold offices in national or regional organizations and tournaments. For travel out of the country, Governing Board approval is required.

If campus financial support is requested for attending tournaments or club functions, students must obtain campus approval prior to running for national or regional organizations and/or officer positions.

## Trip Reduction Program

Full-time students are encouraged to participate in Maricopa County's Trip Reduction Program (TRP). Discounted bus passes, reserved carpool parking, free showers, and contests and prizes are available to qualified participants. Interested students should check with the Student Center information desk (SC100) or contact the college Trip Reduction Coordinator for details. Complete information about the program is available at [www.maricopa.edu/trip/](http://www.maricopa.edu/trip/).

## Veterans Services

CGCC recognizes and honors the sacrifices of all those who have served our country in the U.S. Armed Forces. The Veterans Services Office is located in Agave Hall at the Pecos Campus and in Bluford Hall at the Williams Campus, and provides the following services:

- Application forms
- GI Bill benefits counseling
- Referrals for personal, career, academic counseling, enrollment services, and financial aid
- Assistance with non-educational programs for medical benefits, employment, and family and transition support
- Veterans Student Organization (VSO)

Students applying for veterans benefits for the first time should allow eight to ten weeks before receiving benefits. The amount of benefits awarded is based on the number of credit hours for which a student is enrolled and their chapter. Those students receiving benefits must be following the Veterans Administration (VA) academic progress policy to continue to receive benefits.

Veterans chapters served:

- Chapter 30 - Montgomery GI Bill
- Chapter 31 - Vocational Rehabilitation (separately served through local VA Vocational Rehabilitation offices)
- Chapter 32 - VEAP Program
- Chapter 33 - Post 9/11 GI Bill
- Chapter 35 - Survivors and Dependents of Deceased/100% Disabled Veterans
- Chapter 1606 - Selected Reserve GI Bill
- Chapter 1607 - Reserve Education Assistance Program

For additional information, contact the Veterans Services Office at (480) 726-4094 at the Pecos Campus and (480) 988-8000 at the Williams Campus. Information is also available at [www.cgc.maricopa.edu/veterans](http://www.cgc.maricopa.edu/veterans).



*Maricopa Community College Policies*



# Maricopa County Community College District

The following are a portion of the Administrative Regulations used in managing the day-to-day operations of the Maricopa County Community College District (MCCCD) and are subject to change. Administrative Regulations are amended, adopted, or deleted as necessary and are subject to a formal approval process. Administrative Regulations are referenced as “AR” followed by a regulation number, which corresponds with the regulations on the MCCCD web site: [http://www.maricopa.edu/publicstewardship/governance/adminregs/adminregs\\_toc.php](http://www.maricopa.edu/publicstewardship/governance/adminregs/adminregs_toc.php)

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

## Vision

**A Community of Colleges — Colleges for the Community —**

working collectively and responsibly to meet the life-long learning needs of our diverse students and communities.

## Mission

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

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

## Values

The Maricopa Community Colleges are committed to:

### Community

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

### Excellence

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

### Honesty and integrity

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

**Inclusiveness**

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

**Innovation**

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

**Learning**

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

**Responsibility**

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

**Stewardship**

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

## General Statement (AR 2.4.1)

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

## Nondiscrimination Policy (AR 2.4.2)

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

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

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

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

## Equal Opportunity Statement (AR 2.4.3)

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

## Affirmative Action Statements

### Affirmative Action Policy Statement for Individuals with Disabilities

In conformance with the provisions of Section 503 of the Rehabilitation Act of 1973, as amended, and the implementing regulations, 41 CFR 60-741.5 (a), as amended, Maricopa County Community College District will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student because of physical or mental disability in regard to any position for which the known applicant or employee is qualified. Maricopa agrees to take affirmative action to employ, advance in employment, and otherwise treat known qualified individuals with disabilities without regard to their physical or mental disability in all human resources selection and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. Maricopa will also continue to administer these practices without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information. Additionally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.

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

In conformance with the Vietnam Era Veterans Readjustment Assistance Act of 1974, the Veterans Employment Opportunities Act of 1998, and the implementing regulations, 41 CFR 60-250 (k), Maricopa County Community College District will not discriminate, nor tolerate discrimination in employment or education, against any applicant, employee, or student because he or she is a special disabled veteran or Vietnam era veteran in regard to any position for which the known applicant or employee is qualified. Maricopa agrees to take affirmative action to employ, advance in employment, and otherwise treat known qualified special disabled veterans and Vietnam era veterans without discrimination based upon their disabled or veteran status in all human resources selection and decision practices, such as the following: advertising, benefits, compensation, discipline (including probation, suspension, and/or termination for cause or layoff), employee facilities, performance evaluation, recruitment, social/recreational programs, and training. Maricopa will continue to administer these practices without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, citizenship status (including document abuse), age, disability, veteran status or genetic information. Additionally, Maricopa agrees to post all suitable job openings at the local office of the State employment service where the job opening occurs. This includes full-time, temporary greater than 3 days' duration, and part-time employment. Finally, all applicants and employees are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation under the Act.



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

William Crawford, ADA/504/Title IX Coordinator, Chandler-Gilbert Community College, 2626 East Pecos Road, Chandler, AZ, 85225-2499; (480) 732-7309. Under the ADA and Section 504, Maricopa recognizes the obligation to provide overall program accessibility throughout its locations for disabled individuals. The designated ADA/504/Title IX Coordinator at each college/center will provide information as to the existence and location of services, activities, and facilities that are accessible to and usable by individuals with disabilities. Likewise, under Title IX, there is an obligation to provide services and program accessibility in a gender-neutral manner.

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

## Póliza de No Discriminación

Es el mandato de los Colegios Comunitarios del Condado de Maricopa (The Maricopa Community Colleges) que consisten del Centro de Apoyo del Distrito, los colegios comunitarios de Chandler-Gilbert, Estrella Mountain, Gateway, Glendale, Mesa, Paradise Valley, Phoenix, Rio Salado, Scottsdale, South Mountain y el Centro de Capacitación de Maricopa, proveer igualdad en las oportunidades de empleo mediante un programa continuo y positivo. Esto significa que Maricopa no discriminará o tolerará discriminación en empleo o educación en contra de ningún aplicante, empleado, o estudiante debido a su raza, color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadanía (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genésica. Así mismo, es el mandato de los Colegios Comunitarios proveer para cada aplicante, empleado, y estudiante un ambiente libre de acoso sexual como también libre de acoso e intimidación referente a raza, color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadanía (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genésica.

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

## Declaración de Igualdad de Oportunidad

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

## Declaración de Acción Afirmativa

### Póliza y Declaración de Acción Afirmativa para Individuos con Incapacidades

Mandato y Declaración de Acción Afirmativa para Individuos con Incapacidades De acuerdo a las provisiones en la Sección 503 de la Ley de Rehabilitación de 1973, como enmienda, y las leyes de implementación, 41 CFR 60-741.5 (a), declara que el Distrito de Colegios Comunitarios de Maricopa no discriminarán o

tolerarán discriminación en contra ningún aplicante o empleado debido a su discapacidad/incapacitación física o mental referente a cualquier posición para la cuál el aplicante o empleado ha calificado. Maricopa promete tomar acción afirmativa para emplear, dar ascenso en empleo y tratar a dichos individuos con incapacidades sin hacer incapie en sus incapacidades físicas o mentales en la selección de recursos humanos y prácticas decisivas como son las siguientes: anuncios, beneficios, compensación, disciplina (incluyendo período de prueba, suspensión, y/o terminación de empleo por causa de paro forzoso), facilidades para empleados, evaluación de trabajo, reclutamiento, programas sociales/recreacionales y entrenamiento. Maricopa continuará llevando a cabo éstas prácticas de no discriminar por razones de raza, color, religión, sexo, orientación sexual, identidad sexual, origen nacional, ciudadanía (incluyendo abuso de documentos), edad, incapacidad, estado de veterano/a o información genésica. Así mismo, todo los aplicantes y empleados están protegidos en contra de coacción, intimidación, interferencia o discriminación por quejas o por ayudar en una investigación cubierta bajo éste Acto.

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

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

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

William Crawford, ADA/504/Coordinador del Título IX, Chandler-Gilbert Community College, 2626 East Pecos Road, Chandler, AZ, 85225-2499; (480) 732-7309. De acuerdo a ADA y a la sección 504, el distrito y sus colegios reconocen la obligación de proveer acceso a programas en todas sus localidades a personas incapacitadas. El coordinador designado de ADA/504/Título IX proveerá información tocante a la existencia y localidad de servicios, actividades y facilidades que son accesibles y de utilidad a personas incapacitadas. Solicitudes para acomodación deben ser dirigidas al coordinador. Del mismo modo, bajo el Título IX, hay obligación de proveer acceso a servicios y programas de una manera imparcial según el género.

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

## General Regulation (AR 2.1)

### 1. General Statement

#### Compliance with Policies, Rules, Regulations

Every student is expected to know and comply with all current published policies, rules and regulations as stated in the college catalog, class schedule, and/or student handbook. Documents are available on each college's website.

Policies, courses, programs, fees and requirements may be suspended, deleted, restricted, supplemented or changed through action of the Governing Board of the Maricopa Community Colleges.

The Maricopa Community Colleges reserve the right to change, without notice, any materials, information, curriculum, requirements and regulations.

Note: The regulations that comprise the student section contain language that appears in various sources such as the Catalog Common Pages and the Student Handbook. All areas became Administrative Regulations with the 1996 adoption of the Governance Model. Changes are made annually either through the Administrative Regulations approval process, or by Board approval for those items that fall under its statutory duty, such as Tuition and Fees. In an effort to prevent duplication, topics in this section may be incorporated by reference, as they are featured in other areas of the manual and are noted accordingly.

The Maricopa County Community College District Vision, Mission and Values that are featured in the Common Pages are a part of approved Governing Board policy and are located in the policy section of the manual. As such, the following statement related to Outcomes Assessment that appears in the Common Pages is presented here as a general statement.

### 2. Outcomes Assessment

The mission of the Maricopa Community Colleges is "to create and continuously improve affordable, accessible, and effective learning environments for the lifelong educational needs of the diverse communities we serve." In order to evaluate how successfully the Maricopa County Community College District accomplishes this mission, student outcomes will be assessed as part of the continuous improvement process.

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

## Admission/Registration/Enrollment

### Admission Policy (AR 2.2.1)

Persons meeting the admissions criteria may attend any Maricopa Community College of their choice. Falsification of any admission materials or official college records may be cause for denial or cancellation of admission. Exceptions to the admissions policies may be requested through the Admissions and Standards Committee. Admission is determined in accordance with state law (ARS §§15-1805.01 and 15-1821) and regulations of the Maricopa Community Colleges Governing Board.

## Admission Classifications

### 1. Admission of Regular Students

Admission to the community college in Arizona may be granted to any person who meets at least one of the following criteria:

- A. Is a graduate of a high school, which is accredited by a regional accrediting association as defined by the United States Office of Education or approved by a State Department of Education or other appropriate state educational agency.
- B. Has a high school certificate of equivalency.
- C. Is at least 18 years of age and demonstrates evidence of potential success in the community college.
- D. Is a transfer student in good standing from another college or university.

### 2. Admission of Students Under 18 Years of Age

- A. Admission to the community colleges in Arizona shall be granted to any student who is under age 18 and who completes course prerequisites and meets any one of the following requirements:
  - i. A composite score of 93 or more on the Preliminary Scholastic Aptitude Test (PSAT).
  - ii. A composite score of 930 or more on the Scholastic Aptitude Test (SAT).
  - iii. A composite score of twenty-two or more on the American College Test (ACT).
  - iv. A passing score on the relevant portions of the Arizona Instrument to Measure Standards test (AIMS).
  - v. The completion of a college placement test designated by the community college district that indicates the student is at the appropriate college level for the course.
  - vi. Is a graduate of a private or public high school or has a high school certificate of equivalency.
- B. A community college may limit the number of semester hours in which the student may enroll to not more than six (6) credit hours.
- C. Home schooled students are exempt from this sub-section.
- D. A student shall not be denied admission because of age, lack of a high school diploma or high school certificate of equivalency, grade in school, lack of permission of school officials or lack of concurrent enrollment in a public or private school, if the student has achieved at least a specified score on a college entrance examination.

### 3. Specialized Vocational / Training Program

Students who enroll in vocational courses may be admitted on an individual basis with the approval of college officials if the student meets the established requirements of the courses for which the student enrolls and the college officials determine that the student's admission is in the best interest of the student.

### 4. Western Undergraduate Exchange Program

The Western Undergraduate Exchange (WUE) program is a student exchange program coordinated by the Western Interstate Commission for Higher Education (WICHE) and administered by the Arizona Board of Regents. Through WUE, students who reside in western states (Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, North Dakota, Oregon, South Dakota, Utah, Washington, and Wyoming), and the Commonwealth of the Northern Marianas Islands (CNIMI) and who meet the eligibility requirements, pay 150 percent of the regular resident tuition plus fees. Students must mark prominently on the Student Information Form that they seek admission as WUE students. Students may not apply as out-of-state students and expect to receive the WUE tuition rate after admitted. Once admitted as WUE students, students may not petition for in-state residency. Further information may be obtained from the Admissions and Records Office/Office of Student Enrollment Services.

## 5. Admission of F-1 Nonimmigrant Students

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

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

Prospective students seeking admission based on F-1 nonimmigrant status must provide proof of secondary school completion with documentation comparable to a United States high school diploma or higher degree. It is recommended that F-1 nonimmigrant students have graduated in the upper 50% of their secondary school (high school or equivalent) in order to ensure success in academic classes at this college. Applicants for admission to the college must have high school and college (if applicable) transcripts sent directly from the high school or college to the Admissions and Records Office/Office of Student Enrollment Services or designated office. In addition, it is the applicant's responsibility to have all transcripts translated into English and evaluated by a foreign credential evaluation service if necessary.

### A. Admission to Academic Programs

Applicants who wish to enroll in an academic program at the college must present evidence of English language proficiency. If the Test of English as a Foreign Language (TOEFL) is used to satisfy this requirement, the applicant must attain a score of at least 500 (on the paper-based TOEFL) or 61 (on the internet-based TOEFL, known as the iBT). If the International Language Testing System (IELTS) is used to satisfy this requirement, an IELTS overall Band Score of 5.5 or better is required, and a minimum IELTS individual Band Score of 5.0 on each module is recommended. The dean or director of Admissions and Records Office/Office of Student Enrollment Services of the college may accept other proof of English language proficiency for admission purposes, such as the ASSET, ACCUPLACER, COMPASS or CELSA tests.

### B. Admission to an Intensive English Program

Applicants for admission to an Intensive English Program are advised to check with individual colleges for their respective admission requirements. Applicants must provide evidence of at least an intermediate command of English by way of one or more of the following criteria:

- i. At least six years of English language instruction as shown by the applicant's school transcript(s);
- ii. A minimum TOEFL score of 400 (on the paper-based TOEFL) or 23 (on the internet-based test);
- iii. An original letter of recommendation from a teacher, school principal or headmaster/headmistress, or the director of an English language institute attesting to the applicant's proficiency at the intermediate level;
- iv. Other credentials, test scores, interview results, or evidence accepted by the coordinator of an intensive English program or the college's responsible designee. Students admitted to an Intensive English Program will not be allowed to enroll in courses outside those officially designated as part of the program unless and until they have met all of the prerequisites or other course requirements.
- v. Foreign students under certain types of visas may need special permission to enroll and should contact the appropriate college official.

### C. Financial Support

Evidence of financial support will be required prior to issuance of the I-20 form. The colleges have no scholarship or financial aid provisions for foreign students; therefore, students must be fully prepared to meet the necessary financial obligations for the full time they will be in the United States. The colleges estimate a student's average expenses for 10 months to be:

Tuition and fees:	\$ 7,810 <sup>1</sup>
Living Expenses:	10,140 <sup>2</sup>
Books:	1,100 <sup>3</sup>
Health Insurance:	<u>1,360 <sup>4</sup></u>
Total	\$20,410 <sup>5</sup>

**D. Dependent Financial Guarantee**

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

**E. Health Insurance**

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

*Footnotes:*

1 Based on 2013-2014 tuition and fee schedule.

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

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

4 Based on 2013-2014 insurance premium for the mandatory Maricopa Community Colleges' International Student Health Plan.

5 Applicants must provide evidence of this minimum amount of financial support before an I-20 is issued.

## Admission Information (AR 2.2.2)

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

**1. Student Status**

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

**2. Student Identification Number**

Disclosure of the social security number is voluntary (ARS §15-1823). However, students must use social security numbers for reporting information pertaining to potential educational tax credits and for processing federal financial aid applications and Veterans Administration benefits

**3. Residency for Tuition Purposes (see also Appendix S-1)**

All students are classified for tuition purposes under one of the following residency classifications:

- A. Maricopa County resident
- B. Out-of-County resident
- C. Out-of-State resident (including F-1 non-immigrant students)

Residency for tuition purposes is determined in accordance with state law (ARS §§15-1801 et seq.) and regulations of the Maricopa Community Colleges Governing Board. All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their residency should contact the Admissions and Records Office/Office of Student Enrollment Services for clarification.

**A. Implementation**

- i. Domicile status must be established before the student registers and pays fees. It is the student's responsibility to register under the correct domicile status.
- ii. Enforcement of domicile requirements shall be the responsibility of the Chancellor of the Maricopa Community Colleges. The Chancellor has charged the Director of Admissions and Records or other designee at each college to make the initial domicile classification. In determining a student's classification, the college may consider all evidence, written or oral, presented by the student and any other information received from any source which is relevant to determining classification. The college may request written sworn statements or sworn testimony of the student.
- iii. A request for review of the initial classification may be made to a district review committee. The request must be in writing, signed by the student and accompanied by a sworn statement of all facts relevant to the matter. The request must be filed with the admissions officer of the college within ten days of receipt of notification of classification as a non-resident. **Failure to properly file a request for review within the prescribed time limit constitutes a waiver of review for the current enrollment period.** The decision of the review committee shall be final.

**B. Definitions**

- i. **Armed Forces of the United States** means the Army, the Navy, the Air Force, the Marine Corps, the Coast Guard, the commissioned corps of the United States Public Health Services, the National Oceanographic and Atmospheric Administration, the National Guard, or any military reserve unit of any branch of the Armed Forces of the United States.
- ii. **Continuous attendance** means enrollment at one of Maricopa Community Colleges as a full-time or part-time student for a normal academic year since the beginning of the period for which continuous attendance is claimed. Students need not attend summer sessions or other such intersession beyond the normal academic year in order to maintain continuous attendance.
- iii. **Maricopa County resident** means an individual who has lived in Maricopa County for at least fifty (50) days before the first day of classes of the semester. In-state residency must be established prior to county residency for those moving from other states. Refer to Section C for guidelines.
- iv. **Domicile** means a person's true, fixed, and permanent home and place of habitation. It is the place where he or she intends to remain and to which he or she expects to return when he or she leaves without intending to establish a new domicile elsewhere.
- v. **Emancipated person** means a person who is neither under a legal duty of service to his parent nor entitled to the support of such parent under the laws of this state.
- vi. **Full-time student** means one who registers for at least twelve (12) credit hours per semester.
- vii. **Part-time student** means one who registers for fewer than twelve (12) credit hours per semester.
- viii. **Parent** means a person's father, or mother, or if one parent has custody, that parent, or if there is no surviving parent or the whereabouts of the parents are unknown, then a guardian of an unemancipated person if there are not circumstances indicating that such guardianship was created primarily for the purpose of conferring the status of an in-state student on such unemancipated person.

**C. Criteria for Determining Residency**

- i. In-State Student Status
  1. Except as otherwise provided in this article, no person having a domicile elsewhere than in this state is eligible for classification as an in-state student for tuition purposes. Applicants for in-state tuition status and other public benefits must demonstrate lawful presence in the United States by presenting one of the documents listed in this regulation, under the section **Demonstrating Lawful Presence**.

2. A person is not entitled to classification as an in-state student until the person is domiciled in this state for one year preceding the official starting day of the semester, except that a person whose domicile is in this state is entitled to classification as an in-state student if the person meets one of the following requirements:
  - a. The person's parent's domicile is in this state and the parent is allowed to claim the person as an exemption for state and federal tax purposes.
  - b. The person is an employee of an employer which transferred the person to this state for employment purposes or the person is the spouse of such an employee.
  - c. The person is an employee of a school District in this state and is under contract to teach on a full-time basis, or is employed as a full-time non-certified classroom aide, at a school within that school District. For purposes of this paragraph, the person is eligible for classification as an in-state student only for courses necessary to complete the requirements for certification by the state board of education to teach in a school District in this state. No member of the person's family is eligible for classification as an in-state student if the person is eligible for classification as an in-state student pursuant to this paragraph, unless the family member is otherwise eligible for classification as an in-state student pursuant to this section.
  - d. The person's spouse has established domicile in this state for at least one year and has demonstrated intent and financial independence and is entitled to claim the student as an exemption for state and federal tax purposes or the person's spouse was temporarily out of state for educational purposes, but maintained a domicile in this state. If the person is a non-citizen, the person must be in an eligible visa status pursuant to federal law to classify as an in-state student for tuition purposes.
3. The domicile of an unemancipated person is that of such person's parent.
4. An unemancipated person who remains in this state when such person's parent, who had been domiciled in this state, removes from this state is entitled to classification as an in-state student until attainment of the degree for which currently enrolled, as long as such person maintains continuous attendance.
5. A person who is a member of the Armed Forces of the United States and who is stationed in this state pursuant to military orders or who is the spouse or a dependent child of a person who is a member of the armed forces of the United States and who is stationed in this state pursuant to military orders is entitled to classification as an in-state student. The student does not lose in-state student classification while in continuous attendance toward the degree for which he or she is currently enrolled.
6. A person who is a member of the armed forces of the United States or the spouse or a dependent of a member of the armed forces of the United States is entitled to classification as an in-state student if the member of the armed forces has claimed this state as the person's state of home record for at least twelve consecutive months before the member of the armed forces, spouse or dependent enrolls in a university under the jurisdiction of the Arizona Board of Regents or a community college under jurisdiction of a community college district governing board. For purposes of this subsection, the requirement that a person be domiciled in this state for one year before enrollment to qualify for in-state student classification does not apply.
7. Beginning in the fall semester of 2011, a person who is honorably discharged from the armed forces of the United States on either active duty or reserve or national guard status, or who has retired from active duty or reserve or national guard status, shall be granted immediate classification as an in-state student on honorable discharge from the armed forces and, while in continuous attendance toward the degree for which currently enrolled, does not lose in-state student classification if the person has met the following requirements:



- a. Registered to vote in this state.
  - b. Demonstrated objective evidence of intent to be a resident of Arizona which, for the purposes of this section, include at least one of the following:
    1. An Arizona driver license
    2. Arizona motor vehicle registration
    3. Employment history in Arizona
    4. Transfer of major banking services to Arizona
    5. Change of permanent address on all pertinent records
    6. Other materials of whatever kind or source relevant to domicile or residency status
    7. A person who is a member of an Indian tribe recognized by the United States Department of the Interior whose reservation land lies in the state and extends into another state and who is a resident of the reservation is entitled to classification as an in-state student.
- ii. Alien In-State Student Status
1. An alien is entitled to classification as an in-state refugee student if such person has been granted refugee status in accordance with all applicable laws of the United States and has met all other requirements for domicile.
  2. In accordance with the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (P.L. 104-208; 110 Stat. 3009-546), a person who was not a citizen or legal resident of the United States or who is not lawfully present in the United States is not entitled to classification as an in-state student pursuant to ARS §15-1802 or entitled to classification as a county resident pursuant to ARS §15-1802.01. A student will be assessed out-of-state tuition until such time that documentation of lawful presence is received in the Office of Admissions and Records/Enrollment Services and (eligibility for) residency is confirmed. Documentation must be provided prior to the end of the term in which residency classification is being requested. Documentation received after the end of term will be used for residency determination in subsequent terms.
  3. In establishing domicile, the alien must not hold a visa that prohibits establishing domicile in this state. After meeting other domicile requirements, students holding valid, unexpired visas in the following categories may be classified as in-state students:
    - A** Foreign Government Official or Adopted Child of a Permanent Resident
    - E** Treaty Traders
    - G** Principal Resident Representative of Recognized Foreign Member Government to International Staff
    - K** Spouse or Child of Spouse of a US Citizen, Fiancé or Child of Fiancé of US Citizen
    - L** Intracompany Transferee or Spouse or Child
    - N6** NATO-6
    - V** Spouses and Dependent Children of Lawful Permanent Residents
  4. Students who hold a current visa and have submitted an I-485 to Citizenship and Immigration Services (CIS), may establish residency if other domicile requirements have been met. Residency eligibility for I-485 applicants may be considered one year after the date on the CIS Notice of Action letter (I-797) confirming application for permanent resident status. Students must provide required residency documentation in addition to the Notice of Action for residency consideration. In establishing domicile, the alien must be in a status that does not prohibit establishing domicile in this state for at least one year immediately preceding the official starting date of the semester.

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

iii. Proving lawful presence in the United States

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

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

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

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

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

iv. Presumptions Relating to Student Status

Unless there is evidence to the contrary, the registering authority of the community college or university at which a student is registering will presume that:

1. No emancipated person has established a domicile in this state while attending any educational institution in this state as a full-time student, as such status is defined by the community college district governing board or the Arizona Board of Regents, in the absence of a clear demonstration to the contrary.
2. Once established, a domicile is not lost by mere absence unaccompanied by intention to establish a new domicile.
3. A person who has been domiciled in this state immediately before becoming a member of the Armed Forces of the United States shall not lose in-state status by reason of such person's presence in any other state or country while a member of the Armed Forces of the United States.

## v. Proof of Residency

When a student's residency is questioned, the following proof will be required.

## 1. In-State Residency

- a. An affidavit signed by the student must be filed with the person responsible for verifying residency.
- b. Any of the following may be used in determining a student's domicile in Arizona:
  1. Arizona income tax return
  2. Arizona Voter registration
  3. Arizona Motor Vehicle registration
  4. Arizona Driver's license
  5. Employment history in Arizona
  6. Place of graduation from high school
  7. Source of financial support
  8. Dependency as indicated on federal income tax return
  9. Ownership of real property
  10. Notarized statement of landlord and/or employer
  11. Transfer of major banking services to Arizona
  12. Change of permanent address on all pertinent records
  13. Other relevant information

## 2. County Residency

- a. An affidavit signed by the student must be filed with the person responsible for verifying domicile to prove continuous residency in a county for fifty (50) days, and
- b. Any of the following may be used to determine a student's county residency:
  1. Notarized statements of landlord and/or employer
  2. Source of financial support
  3. Place of graduation from high school
  4. Ownership of real property
  5. Bank accounts
  6. Arizona income tax return
  7. Dependency as indicated on a Federal income tax return
  8. Other relevant information

**D. Concurrent Enrollment in Arizona Public Institutions of Higher Education (ARS §15-1807) (Appendix S-3)**

Under Arizona Revised Statutes §15-1807, it is unlawful for any non-resident student to register concurrently in two or more public institutions of higher education in this state including any university, college or community college for a combined student credit hour enrollment of more than six (6) credit hours without payment of non-resident tuition at one of such institutions. Any non-resident student desiring to enroll concurrently in two or more public institutions of higher education in this state including any university or community college for a combined total of more than six (6) credit hours who is not subject to non-resident tuition at any of such institutions shall pay the non-resident tuition at the institution of his choice in an amount equivalent to non-resident tuition at such institution for the combined total of credit hours for which the non-resident student is concurrently enrolled.

## Other Admission Information (AR 2.2.3)

### 1. Veterans

By Arizona statute, any failing grades from any Arizona university or community college that were received prior to military service will not be used to determine admission to the community college for the honorably discharged veterans with two years' service in the Armed Forces of the United States. Students admitted or readmitted to the community college under this statute are subject to progression, retention, graduation and other academic regulations and standards. (Also see Withdrawal - Appendix S-7)

### 2. Ability to Benefit

- A. Federal guidelines require that students who are applying for financial aid demonstrate the ability to benefit. Under federal law, a student who enrolls after June 30, 2012, must be a high school graduate, have a GED certificate, or have completed a secondary school education in a home school setting that is treated as a home school or private school under state law, be admitted as a regular student, and be pursuing an eligible degree or certificate to qualify for federal financial assistance under Title IV of the Higher Education Act.
- B. For student enrolled prior to July 1, 2012, an evaluation during the admission process resulted in the student being admitted to the college with the status of **Regular, Regular with Provisional Requirements or Special**.
  - i. **Regular** status, for the purpose of 2.2.3.2, is granted to an individual admitted to the college who is a high school graduate, has a GED certificate, or has completed a secondary school education in a home school setting that is treated as a home school or private school under state law. A student without a high school diploma or GED certification and beyond the age of compulsory high school attendance may be a regular status student if the student has been assessed to benefit from college instruction by receiving qualifying scores on approved assessment instruments. All regular status students must be pursuing a degree/certificate in an eligible program.
  - ii. **Regular with Provisional Requirements** status, for the purpose of 2.2.3.2, is granted to a student admitted to the college who is not a high school graduate, does not have a GED certificate, is beyond the age of compulsory high school attendance, or has completed a secondary school education in a home school setting that is treated as a home school or private school under state law, but has been assessed to benefit from college instruction requiring developmental/remedial coursework and is pursuing a degree/certificate in an eligible program.
  - iii. **Special** status, for the purpose of 2.2.3.2, is granted to a student admitted to the college for concurrent enrollment or pursuing one or more courses of special interest and who meets all the requirements for admission.

### 3. Transcripts

The Maricopa Community Colleges reserve the right to require an official transcript for admission to specific programs, for verification of course requisites and for determination of academic standing. The official transcript must be mailed directly from the source institution to the college Admissions and Records Office/Office of Student Enrollment Services. It is the student's responsibility to ensure that official transcripts have been received and are complete.

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

### 4. Educational Assessment

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

## Credit for Prior Learning (AR 2.2.4)

The Maricopa Community Colleges recognize that learning takes place in a variety of situations and circumstances. Many students have significant, demonstrable learning from experiences outside the traditional academic environment. Therefore, prior learning, not life experience, is the basis for the award of college credit. Students may be awarded no more than 30 credit hours, unless required by a specific program of study, within the Maricopa Community Colleges using one or more of the following assessment methods recommended by the Council for Adult and Experiential Learning (CAEL) and the American Council on Education (ACE): Articulated Programs; Credit by Evaluation; and College-Level Equivalency Examinations.

Credit awarded for prior learning does not count as hours in residence for graduation requirements. Exceptions may be granted at some MCCD colleges for specially approved programs. No more than 20 credit hours may be applied to AGECE. Credit received through Prior Learning Assessment is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. Therefore, students are strongly advised to meet with a program advisor or contact the college or university they plan to attend. For further information on Prior Learning Assessment, contact the Admissions and Records Office/Office of Student Enrollment Services

### 1. Credit by Evaluation

The Maricopa Community Colleges offer credit by evaluation. The American Council on Education (ACE) evaluates military training and experiences as well as non-collegiate sponsored training programs and recommends credit awards based on this evaluation. The number of credits listed in the ACE guide are recommendations only.

A college is not required to grant a student the number of credits recommended. The credits are included on a student's transcript.

#### A. Educational Experiences in the Armed Services

The Maricopa Community Colleges may award credit for military experiences based on the ACE Guide to the Evaluation of Educational Experiences in the Armed Services. A student may receive college credit if:

- i. Training parallels a discipline area offered through the Maricopa Community Colleges, and
- ii. Credit meets a program requirement or is used as elective credit.

Upon request, individuals who have successfully completed Basic Training, four (4) credit hours in Physical Education will be awarded as indicated in the ACE Guide and the Community College of the Air Force Catalog. Official documentation of military training is required.

#### B. College Credit Recommendation Service (CREDIT)

ACE evaluates training programs offered by business, industry, and government and publishes its credit recommendations in The National Guide to College Credit for Workforce Training. If a student has received training that appears in the guide, he or she may receive college credit if:

- i. training parallels a discipline area offered through the Maricopa Community Colleges, and
- ii. credit meets a program requirement or is used as elective credit.

#### C. Departmental Credit by Evaluation

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

- i. The evaluation of a course a second time;
- ii. The evaluation of a course while currently enrolled in the course;
- iii. To establish credit in a previously completed course; and

- iv. To establish credit for a lower level of a course in which credit has been received. Exceptions may be granted at some MCCCDC colleges for their unique programs of study.

Certain departments have additional requirements that must be met before credit may be granted through departmental credit by evaluation. When credit is granted as outlined above, a notation of "credit by evaluation," and the number of credits will appear on the student's transcript. These credits are not used in computing the grade point average. Credit by evaluation is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.

## 2. College-Level Equivalency Examinations

ACE has published credit recommendations for a number of national standardized examinations such as the ones listed below in the *Guide to Educational Credit By Examination*. The Maricopa Community Colleges use these recommendations as guidelines to award credit for equivalent Maricopa Community Colleges coursework as well as elective credit. Scores must be sent directly to the Admissions and Records Office/Office of Student Enrollment Services from the specific testing company(s) before credit is awarded. All equivalency is subject to future review and possible catalog change.

### A. Advanced Placement Examinations

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

#### English AP Recommendation:

Exam	Score	Credit Hours/Equivalency
English-Language and Composition	5 or 4	6 credit hrs/ENG101, ENG100, AA, AC, AD
English-Literature and Composition	5 or 4	6 credit hrs/ENG101, ENH110

#### Math AP Recommendation:

Exam	Score	Credit Hours/Equivalency
Math-Calculus AB	5, 4, or 3	MAT221
Math-Calculus BC	5 or 4 3	MAT221 and MAT231 MAT221
Computer Science A	4 or 5	CSC100 or CSC110

### B. College Level Examination Program

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

- Credit received through CLEP is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.
- Rio Salado College and Paradise Valley Community College are national CLEP test sites. For more information on registering for the CLEP examinations, contact Rio Salado College or Paradise Valley Community College.

**College Composition:**

Exam	Score	Credit Hours/Equivalency
College Composition	50	With essay qualifies for ENG101 (3) & ENG297 (1)

The Maricopa Community Colleges do not award credit for ENG 102 through CLEP examination.

**Foreign Languages:**

Credit earned through CLEP examination for French, German, and Spanish meets the language proficiency requirements of the Maricopa Community Colleges. For CLEP examinations taken prior to July 1, 2001, the Maricopa Community Colleges will grant credit based on the scaled scores indicated below:

Course	Spanish	French	German	Credit
101	50-54	50-54	39-45	4 (101)
102	55-65	55-61	46-50	8 (101, 102)
201	66-67	62-65	51-59	12 (101, 102, 201)
202	68-80	66-80	60-80	16 (101, 102, 201, 202)

At the discretion of the individual college, an oral exam at the 202 level may be administered.

**C. Defense Activity for Non-traditional Education Support Examination Program**

The Maricopa Community Colleges may award credit for the Defense Activity for Non-traditional Education Support (DANTES) Examination Program to individuals who meet or exceed the ACE recommended scores for awarding credit on the DANTES subject examinations. The Maricopa Community Colleges do not award credit for ENG 102 through DANTES examination. Credit received through DANTES is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.

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

**D. American College Testing Proficiency Examination Program**

The Maricopa Community Colleges may award credit for the American College Testing Proficiency Examination Program (ACT-PEP) based on the scores earned.

**E. Departmental Credit by Examination**

Students may apply for Departmental Credit by Examination in certain courses by obtaining the appropriate form in the Admissions and Records Office/Office of Student Enrollment Services, paying the required fee, and completing the examination and other requirements of the college. See fee schedule for appropriate fees.

Students may not request:

- i. To challenge a course a second time;
- ii. To challenge a course while currently enrolled in the course;
- iii. To establish credit in a previously completed course; and
- iv. To establish credit for a lower level of a course in which credit has been received.
  - Exceptions may be granted at some MCCCDC colleges for their unique programs of study.
  - Certain departments may have additional requirements that must be met before credit may be granted through departmental credit by examination.

## College Level Examination Program (CLEP) Table

NOTE: Changes to exams and scores are determined by the respective Statewide Articulation Task Force (ATF). The credit awarded and equivalent courses are established by MCCCDC Instructional Councils (ICs). DISCLAIMER: Test scores are continually reviewed and may be updated at any time. Changes will be noted as they occur. \*The general studies requirement in natural sciences (SQ and SG) and Literacy and Critical Inquiry (L) are not satisfied by CLEP.

Table Revised March 2013

Examination	MCCCDC		
	General	Score	Sem. Hrs. / Equivalency
College Composition	50 (July 1, 2001 or later), 600 (1986 version), 500 (1978 version)	4	With essay qualifies for ENG101 (3) and ENG297 (1)
College Composition—Modular	-	0	No credit
Humanities	50 (July 1, 2001 or later), 500 (prior to July 1, 2001)	6	Elective Credit
Natural Sciences	50 (July 1, 2001 or later), 500 (prior to July 1, 2001)	8	Elective Credit*
Social Sciences and History	50 (July 1, 2001 or later), 500 (prior to July 1, 2001)	3	Elective Credit
Subject			
American Government	ACE Score	3	POS110
American Literature	ACE Score	6	ENH241, 242
Analyzing and Interpreting Literature	ACE Score	3	Elective Credit
Biology	ACE Score	8	BIO Elective Credit*
Calculus (Previously Calculus with Elem Functions)	ACE Score	4	MAT221
Chemistry	50 or higher	4	CHM151 (3) and CHM151LL (1)
College Composition (Replaces English Composition with Essay)	50	4	With essay qualifies for ENG101, ENG297
English Literature	ACE Score	3	Elective Credit
Financial Accounting	50	3	Elective Credit
French Language, Level 1 (Previously French Language)	50-54 55-61	4 8	FRE101 FRE101, 102
French Language, Level 2 (Previously French Language)	62-65 66-80	12 16	FRE101, 102, 201 FRE101, 102, 201, 202
German Language, Level 1 (Previously German Language)	39-45 46-50	4 8	GER101 GER101, 102
German Language, Level 2 (Previously German Language)	51-59 60-80	12 16	GER101, 102, 201 GER101, 102, 201, 202
Human Growth and Development	50 or higher	3	CFS205
Information Systems and Computer Applications	ACE Score	3	CIS Elective Credit
Intro to Educational Psychology	ACE Score	3	EDU Elective Credit
Introductory Business Law	50	3	Elective Credit
Introductory Psychology	ACE Score	3	PSY101
Introductory Sociology	50 or higher	3	SOC101
Macroeconomics, Principles of (Replaces Introductory Macroeconomics)	ACE Score	3	ECN211
Management, Principles of	50	0	No credit
Marketing, Principles of	50	0	No credit
Mathematics, College	ACE Score	3	MAT142
Microeconomics, Principles of (Replaces Introductory Microeconomics)	ACE Score	3	ECN212
Precalculus	50 or higher	5	MAT187
Spanish Language, Level 1 (Previously Spanish Language)	50-54 55-65	4 8	SPA101 SPA101, 102
Spanish Language, Level 2 (Previously Spanish Language)	66-67 68-80	12 16	SPA101, 102, 201 SPA101, 102, 201, 202
Trigonometry	ACE Score	3	MAT182
U.S. History I – Early Colonization to 1877	ACE Score	3	HIS103
U.S. History II – 1865 to the Present	ACE Score	3	HIS104
Western Civilization I – Ancient Near East to 1648	ACE Score	6	HIS100, 101
Western Civilization II – 1648 to the Present	ACE Score	3	HIS102



## Advanced Placement Table

NOTE: Changes to exams and scores are determined by the respective Statewide Articulation Task Force (ATF). The credit awarded and equivalent courses are established by MCCCDC Instructional Councils (ICs). DISCLAIMER: Test scores are continually reviewed and may be updated at any time. Changes will be noted as they occur.

Table Revised March 2013

Examination	Score	MCCCDC	Sem. Hrs.
Art – History	5 or 4 3	ARH101, ARH102 ARH101 or 102	6 3
Art– Studio Art – (2D Design) (Previously Art –Studio – General)	5 4	ART111, ART112 ART112	6 3
Art– Studio Art – (3D Design)	5 or 4	ART115	3
Art – Studio Art (Drawing) (Previously Art –Studio – Drawing)	5 4	ART111, ART112 ART111	6 3
Biology	5 or 4 3	BIO181, BIO182 BIO100 or equivalent	8 4
Calculus AB (Previously Mathematics – Calculus AB)	5, 4 or 3	MAT221	4
Calculus BC (Previously Mathematics – Calculus BC)	5 or 4 3	MAT221 & MAT231 MAT221	8 4
Chemistry	5 4	CHM151 & CHM151LL & CHM152 & CHM152LL CHM151 & CHM151LL	8 4
Chinese Language and Culture (Previously Chinese – Language)	5 4 3	CHI101 & 102 & 201 & 202 CHI101 & 102 & 201 CHI101 & CHI102	20 15 10
Comparative Government and Politics (Previously Political Science – Comparative Government & Politics)	5 or 4	POS140	3
Computer Science A	5 or 4	CSC100 or CSC110	3
Economics – Macroeconomics	5 or 4	ECN211	3
Economics – Microeconomics	5 or 4	ECN212	3
English – Language and Composition	5 or 4	ENG100AA, ENG100AC, ENG100AD, & ENG101	6
English – Literature and Composition	5 or 4	ENG101 and ENH110	6
Environmental Science	5 or 4	No Credit	0
European History	5 or 4	HIS101, HIS102	6
French – Language	5, 4, or 3	FRE101, FRE102, FRE201, FRE202	16
French – Literature	5, 4, or 3	FRE101, FRE102, FRE201, FRE202	16
German – Language	5, 4, or 3	GER101, GER102, GER201, GER202	16
German – Literature	5, 4, or 3	GER101, GER102, GER201, GER202	16
Japanese Language and Culture (Previously Japanese – Language)	5 4 3	JPN101 & 102 & 201 & 202 JPN101 & 102 & 201 JPN101 & JPN102	20 15 10
Latin: Vergil (Previously Latin – Language)	5 4 3	LAT101 & 102 & 201 & 202 LAT101 & 102 & 201 LAT101 & LAT102	16 12 8
Music Theory (Previously Music)	5 or 4	MTC105	3
Physics B	5 4	PHY111 and PHY112 PHY111	8 4
Physics C – Electricity and Magnetism	5, 4, or 3	PHY112	4
Physics C – Mechanics	5, 4, or 3	PHY111	4
Psychology	5 or 4	PSY101	3
Spanish – Language	5, 4, or 3	SPA101, SPA102, SPA201, SPA202	16
Spanish – Literature	5, 4, or 3	SPA101, SPA102, SPA201, SPA202	16
Statistics	5, 4, or 3	MAT206	3
U.S. Government and Politics (previously Political Science – American Government)	5 or 4	POS110	3
U.S. History (previously History – American)	5 or 4	HIS103, HIS104	6

- Only grades of A, B, C, D or P earned as a result of this examination will be recorded on the student's transcript. Fees are not refundable after the examination has been administered, regardless of results.
- When credit is granted as outlined above, a notation of "credit by examination," a grade and the number of credits will appear on the student's transcript. The grade is used in computing the grade point average

#### F. International Baccalaureate Diploma/Certificate

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

<b>International Baccalaureate Diploma/Certificate Credit</b>			
Note: Changes to exams and scores are determined by the respective Statewide Articulation Task Force (ATF). The credit awarded and equivalent courses are established by MCCCCD Instructional Councils (ICs). DISCLAIMER: Test scores are continually reviewed and may be updated at any time. Changes will be noted as they occur. Table Revised March 2013			
<b>Examination</b>	<b>Score</b>	<b>Sem. Hrs.</b>	<b>MCCCCD Equivalency</b>
Biology	7 or 6 4 or 5	8 4	BIO181, 182 BIO100 or equivalent
Business and Management	5 or higher	3	Elective Credit
Chemistry	7, 6, or 5 4	8 4	CHM151/151LL & CHM152/152LL CHM151/151LL
Economics	7, 6, or 5	6	ECN211, 212
English A	7, 6, or 5 4	6 3	ENG101, ENG100AB, AC, AD ENG100AB, AC, AD
English B	No Credit		None
Foreign Language A or B	7, 6, or 5 4	8 8	Foreign Language 201, 202 Foreign Language 101, 102
Geography (Previously Human Geography)	5 or Higher	3	GCU102
History (Previously History – American)	7, 6, or 5 4	6 3	HIS103, 104 HIS103
History (Previously History – European)	7, 6, or 5 4	6 3	HIS101, 102 HIS101
Mathematics HL Mathematics SL Mathematical Studies SL Further Mathematics SL (Previously Mathematics)	7, 6, or 5	4	MAT221
Physics	7, 6, or 5 4	8 4	PHY111, 112 PHY111
Psychology	5 or Higher	3	PSY101
Social and Cultural Anthropology	7, 6, 5, or 4	3	ASB102
Visual Arts (Previously Art/Design)	7, 6, or 5 4	6 3	ART111, 112 ART112

### 3. Health Care Integrated Educational System (HCIES) Credit for Prior Learning

#### National/Regional Credential Recognition

Students who have recognized credentials related to healthcare may request an evaluation for course competency equivalency on a case-by-case basis through the Integrated Competency Assessment Network (ICAN). For more information contact the ICAN office at (480) 731-8240 or by email at [ican@domail.maricopa.edu](mailto:ican@domail.maricopa.edu). Website: <http://healthcare.maricopa.edu/healthcarecourses.php> When national or regional credentials are determined to be equivalent to the competencies demonstrated in corresponding courses, the recognition of external credentials will fulfill graduation credit requirements for the identified courses through Credit by Evaluation.

#### Credit by Examination and Credit by Skills Demonstration Assessment

Health care students may apply for credit for prior learning in certain courses. **Specific information and required forms can be found on <http://healthcare.maricopa.edu/healthcarecourses.php>** Credit by Examination in the HCIES is determined through the use of HCIES Competency Assessment Tests (CATs) and/or Skills Demonstration Assessment under the direction of the HCIES Integrated Competency Assessment Network (I CAN). Students may apply for HCIES Health Care Pathway/ Program Advanced Placement in certain courses by obtaining the appropriate form(s) in the Admissions and Records Office/Office of Student Enrollment Services, paying the required fee(s), and successfully completing the examination and/or skills demonstration and other requirements of the college. See fee schedule for appropriate fee. Fees are not refundable if a student fails to obtain credit. Students may not request:

- A. To challenge a course a second time;
- B. To challenge a course while currently enrolled in the course;
- C. To establish credit in a previously completed course; or
- D. To establish credit for a lower level of a course in which credit has been received.

Certain health care pathways/programs have additional requirements which must be met before credit may be granted through HCIES credit by examination and credit by skills demonstration assessment.

Grades of A, B, C, D, or P, earned as a result of examination or skills assessment will be recorded on the student's transcript. Fees are not refundable after the examination/skills demonstration has been administered, regardless of results. A grade of P/Z is not used in computing the grade point average.

When credit is granted as outlined above, a notation of "Credit by Examination," "Credity by Evaluation," or "Credit by Skills Demonstration" and the number of credits will appear on the student's transcript. If a grade is assigned, it will be used in computing the grade point average.

### 4. Transferring To the Maricopa Community Colleges

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

#### The Maricopa Community Colleges may transfer in coursework if:

- The coursework was completed at colleges and universities accredited by the following regional accrediting agencies: New England Association of Schools and Colleges, Middle States Association of Colleges and Schools, North Central Association of Colleges and Schools, Northwest Association

of Schools and Colleges, Southern Association of Colleges and Schools, and/or Western Association of Schools and Colleges. The Maricopa Community Colleges will not award credit for courses completed at institutions not regionally accredited.

- The coursework was earned with a grade of C or better.
- The coursework was taken at another Arizona community college to fulfill general education requirements for the Arizona General Education Curriculum (AGEC).

#### **Conditions of Transfer Credit:**

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

#### **A. Transfer Credit from MCCC and Established Articulation Agreements**

The Maricopa Community Colleges have developed formal agreements to facilitate the transfer of credit to four year colleges and universities. This is accomplished through the development of course and program articulation agreements. The Maricopa Community Colleges articulate with private, public, and international baccalaureate degree granting institutions that have achieved full accreditation or candidacy status with a regional accreditation commission. Maricopa transfer agreements are on behalf of the District as a whole and not with individual colleges within the district. Courses taken at any of the Maricopa Community Colleges are equally transferable by institutions wishing to articulate. Students planning to transfer to a university may be required to submit official transcripts from all institutions attended.

#### **B. Articulation and Transfer Agreements**

- Maricopa Skill Center and the Southwest Skill Center:** The Maricopa Community Colleges have articulation agreements with the Maricopa Skill Center and the Southwest Skill Center in limited areas of study. Students who have participated in these agreements may be granted credit for prior learning. No fees will be assessed for credits awarded for prior learning. Articulated course/program credit is transferable within the Maricopa Community Colleges, but may not necessarily be transferable to other universities and colleges. Students should contact the admissions and records office/office of student enrollment services for specific information related to these agreements.
- Arizona Public Community Colleges and Universities:** Maricopa is a participant in the Arizona statewide transfer system. The [aztransfer.com](http://aztransfer.com) website is the official source of information for the statewide articulation agreements between the Arizona public community colleges and universities (Arizona State University, Northern Arizona University, and University

of Arizona). Included on [aztransfer.com](http://aztransfer.com) is the course equivalency guide (CEG), which shows how institutions have agreed to transfer coursework from Arizona public community colleges and tribal institutions to Arizona State University, Northern Arizona University, and the University of Arizona. The transferability of a course does not indicate directly how the course will apply to meet requirements for specific bachelor's degrees.  
[https://www.aztransfer.com/cgi-bin/WebObjects/Admin\\_CEG](https://www.aztransfer.com/cgi-bin/WebObjects/Admin_CEG)

- iii. Domestic (U.S) and International Institutions:** The Maricopa Community Colleges have transfer agreements with U.S. universities and colleges that are regionally accredited as well as international institutions that have been approved by the Ministry of Education. These partnerships are formalized through district-wide articulation agreements and are designed to help students maximize their transfer credit toward a bachelor's degree. To access a list of institutions with which Maricopa has established articulation agreements, visit:  
[http://www.maricopa.edu/academic/ccta/artic/partner\\_list.php](http://www.maricopa.edu/academic/ccta/artic/partner_list.php)

### C. Limitations on the Transfer of Credit

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

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

### D. Time Limit for Transfer Coursework

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

### E. Shared Unique Numbering (SUN) System Course Information

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

## 5. Servicemen's Opportunity College

The Maricopa Community Colleges recognize the unique educational problems confronting many active duty military personnel in attaining their educational goals. The colleges have, therefore, established themselves as Servicemen's Opportunity Colleges. This means that the colleges recognize the peculiar needs of military personnel in that they provide courses on the various military bases located in Maricopa County and provide opportunities to complete courses through non-traditional means when education is interrupted by military obligations. Maricopa Community Colleges maintain liberal entrance

requirements, offer maximum credit for educational experiences obtained in the Military Services, and follow residency statutes applicable to the special needs of servicemen. Maricopa Community Colleges follow the recommendations established by the American Council on Education. If, for any reason, Maricopa Community Colleges' status as a Servicemen's Opportunity College District is discontinued, it will nonetheless maintain its commitment to students previously enrolled. In addition, the option to enter into a "contract for a degree" allows the community college, as the college of record, to grant a degree upon completion of twelve (12) credit hours at the college and the satisfaction of graduation requirements.

## Academic Advising and New Student Orientation (AR 2.2.6)

### 1. Academic Advising

Students who will be attending college for the first time, and intend to earn an Associate's degree or to transfer on to a college/university to complete a Bachelor's degree, will be required to meet with an academic advisor prior to the start of their first semester at a MCCCCD college.

- i. Recent high school students who received MCCCCD credits through Dual/Concurrent Enrollment, ACE, Hoop of Learning, or any MCCCCD Early Outreach Program are considered first time to college.

### 2. New Student Orientation

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

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

## Student Assessment and Course Placement (AR 2.2.7)

### 1. Testing for Course Placement

- A. Students will be required to complete a course placement test under any one of the following conditions:
  - i. The student is taking his or her first college credit English, reading or math course, or any college course for which English, reading or math is a prerequisite.
  - ii. The student is pursuing a degree or transfer pathway and does not have current valid district approved course placement scores on file or does not have previous college credit in English, reading and math.
  - iii. The student for whom English is not the primary language and is taking his or her first English as a Second Language class is required to take a test of English proficiency.
- B. Course placement scores will be valid for two years.
- C. Reading Placement Scores that indicate "Exempt from CRE101" Do Not Expire.
- D. Students will be permitted one re-test in English, reading, or by math level at least a 24-hour waiting period. ONE additional re-test is permitted no sooner than three months from the oldest valid score date at any course placement testing site.
- E. The vice president of student affairs or designee may approve re-testing for students with special needs or circumstances. The re-test date will then serve as the date of record.
- F. Students will be exempt from a course placement test if at least one of the following conditions apply:

- i. The student has earned an associate or higher degree from a regionally accredited college.
  - ii. The student has earned college credits from a regionally accredited college in English, reading, and math with a grade of C or higher.
  - iii. The student has currently valid district approved course placement scores on file.
- G. The student who is exempt from a course placement test must fulfill the minimum graduation requirements.

## 2. Course Placement

- A. Students who enroll in English, Reading, or Math will be advised and placed into courses based valid district approved scores.
- B. Students who test into course(s) that are below college-level (I.E., Below 100-Level) will be advised and placed into the course(s) within the first two semesters enrolled.
- C. A department/division chair or designee may grant a course placement waiver under special circumstances. The signed waiver will be noted on the student's electronic record.

## 3. Implementation of Policy

To ensure consistency of the course placement process within the Maricopa Community Colleges:

- A. All colleges shall accept the same approved course placement instruments.
- B. All colleges shall adhere to the same approved cut-off scores.
- C. Course placement scores will be valid for two years.
- D. Reading Placement Scores that Indicated "Exempt from CRE101" Do Not Expire.

## 4. Evaluation

The Maricopa Community Colleges will provide an ongoing evaluation of the course placement process. An annual report shall be submitted to the Governing Board to indicate the policy's effectiveness noting the number of students assessed, their placement scores and their success in courses. Every three years a thorough review of the policy and procedures shall be implemented, including recommendations from the English, Reading and Math Instructional Councils regarding cut-off scores, course placement assessment tools and procedures

# Registration (AR 2.2.8)

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

The colleges reserve the right to enroll students in courses. The final decision for admission to any class for students admitted under section 2 of AR 2.2.1 will be determined by the designated college administrator in consultation with the department chairperson and/or faculty.

### Class Registration Deadlines:

1. For classes with published start dates and meeting times, registration in the class must be completed before the first official class meeting date and time. Students may not register for a class once it has started. Self-Service registration for a class through [my.maricopa.edu](http://my.maricopa.edu) will end at 11:59 PM on the day before the class starts. Registration for a class on the date it starts must be done in person or on the phone, and must be completed before the class start time.

2. For classes without published meeting times (for example, online classes, special projects), registration in the class must be completed by 11:59 PM on the day before the class starts.
3. Exceptions
  - A. Exceptions to class registration deadlines require permission of appropriate instructor(s) and approval of the appropriate department/division chair or designee.
  - B. Exceptions are limited to
    - i. Courses requiring permission of instructor
    - ii. Courses requiring auditions or try-outs
    - iii. Courses for Special Populations or Cohorts
    - iv. Enrollment in an alternative section of a course taught by the same instructor
    - v. Enrollment in an alternative section of a course taught by a different instructor
    - vi. Course level changes
    - vii. Students dropped for non-payment during the 100% refund period may be reinstated if they attended since the first class meeting.
    - viii. Students dropped due to Human or system errors may be reinstated if they attended the first class meeting.
    - ix. Other exceptions may be granted after faculty consultation with the student.

## Tuition and Fees (AR 2.2.9)

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

All students are classified for tuition purposes under one of the following residency classifications:

1. Maricopa County resident
2. Out-of-County resident
3. Out-of-State resident (including F-1 non-immigrant students)
4. Unclassified, Out-of-County, Out-of-State (1-6 credit hours system-wide)

Residency for tuition purposes is determined in accordance with state law (A.R.S. §15-1801, 15-1802, 15-1802.01, 15-1803, et. seq.) and regulations of the Maricopa Community Colleges Governing Board. All of the Maricopa Community Colleges are subject to the above statutes and regulations. Students who have questions about their residency should contact the Admissions and Records Office/Office of Student Enrollment Services for clarification.

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

### 1. Time of Payment

All tuition, fees, assessments and deposits must be paid at the time of registration or by the specified deadline date and in accordance with the fee schedule approved by the Maricopa Community Colleges Governing Board.



**2. Tuition and Fees Schedule (Appendix S-4)** (effective July 1, 2013 for fall, spring and summer sessions)

Current information can be found at:

[www.maricopa.edu/publicstewardship/governance/adminregs/appendices/S-4.php](http://www.maricopa.edu/publicstewardship/governance/adminregs/appendices/S-4.php)

The following is a tuition and fees schedule for 2013-2014 and is provided for reference. These tuition and fees are subject to change. Consult the college's Admissions and Records Office/Office of Student Enrollment Services for course fees in effect during the semester/term in which you intend to register.

2013 - 2014	Maricopa County Resident (In County)	In County Resident Audit Rate	Out-of-County Resident	Non-Resident Living in Arizona	Non-Resident Study Abroad Program	Non-Resident Distance Learning	Western Undergraduate Exchange (WUE)
	IN-STATE			OUT-OF-STATE			
Credit Hours	A	B	C*	D**	E	F**/+	G
1	81.00	106.00	334.00	322.00	201.00	215.00	121.50
2	162.00	212.00	668.00	644.00	402.00	430.00	243.00
3	243.00	318.00	1,002.00	966.00	603.00	645.00	364.50
4	324.00	424.00	1,336.00	1,288.00	804.00	860.00	486.00
5	405.00	530.00	1,670.00	1,610.00	1,005.00	1,075.00	607.50
6	486.00	636.00	2,004.00	1,932.00	1,206.00	1,290.00	729.00
7	567.00	742.00	2,338.00	2,254.00	1,407.00	1,505.00	850.50
8	648.00	848.00	2,672.00	2,576.00	1,608.00	1,720.00	972.00
9	729.00	954.00	3,006.00	2,898.00	1,809.00	1,935.00	1,093.50
10	810.00	1,060.00	3,340.00	3,220.00	2,010.00	2,150.00	1,215.00
11	891.00	1,166.00	3,674.00	3,542.00	2,211.00	2,365.00	1,336.50
12	972.00	1,272.00	4,008.00	3,864.00	2,412.00	2,580.00	1,458.00
13	1,053.00	1,378.00	4,342.00	4,186.00	2,613.00	2,795.00	1,579.50
14	1,134.00	1,484.00	4,676.00	4,508.00	2,814.00	3,010.00	1,701.00
15	1,215.00	1,590.00	5,010.00	4,830.00	3,015.00	3,225.00	1,822.50
16	1,296.00	1,696.00	5,344.00	5,132.00	3,216.00	3,440.00	1,944.00
17	1,377.00	1,802.00	5,678.00	5,474.00	3,417.00	3,655.00	2,065.50
18	1,458.00	1,908.00	6,012.00	5,796.00	3,618.00	3,870.00	2,187.00

\* Students from any other county in Arizona are considered Maricopa County residents (in county) due to a reciprocal arrangement with that county. Reciprocal agreements allow for in-county tuition rates for residents of all Arizona counties except Apache or Greenlee counties without an Out-of-County Residence Affidavit.

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

\*\*\* According to ARS §15-1470, community college districts may offer credit and noncredit courses and services outside of this state. A district is not entitled to state aid payments for students who are provided courses and services outside of this state.

+ This rate applies to out-of-state students who are taking distance learning courses or students who are taking classroom-based credit courses through a contract agreement between MCCC and the company they work for. This rate does not apply to Study Abroad Programs as there is a separately calculated rate for those students.

- A. Determine Student Residency Status  
Refer to admissions information (AR 2.2.2) of the college catalog for residency information and to review the requirements for classification as a Maricopa county resident. Contact the Admissions and Records Office/Office of Student Enrollment Services if you have questions about residency requirements.
- B. Use the Chart to Locate Tuition Charges  
Determine the correct column based on your residency status and then select the number of credit hours. The general tuition chart is provided for reference only.
- C. Add Any Additional Fees  
A one-time, per semester \$15 registration fee is due by the official start of the term (semester) or by the specified due date or at time of registration.
- D. There may also be additional course fees for classes, please refer to the college schedule for course fees.
- E. If you choose to audit a class, add an additional fee of \$25 per credit hour.
- F. Additional course fees may apply for specific courses. Check with the college's Admissions and Records Office/Office of Student Enrollment Services for a current listing of course fees.
- G. Pay Your Fees  
Payment of fees may be made by cash, check, money order, VISA, MasterCard, Discover or American Express. Payment Plan options are also available.

**NOTE: If you do not pay your tuition and fees at the time of registration or by the specified due date, you may be dropped from your classes and may be responsible for the tuition and fees based on the refund schedule which outlines the refund deadlines for each course.**

#### Skill Center Tuition Rates

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

#### Credit by Examination & Credit by Evaluation (excludes Allied Health courses)

Regular Rate	\$74.00 per credit hour
Contract Rate	\$37.00 per credit hour

### 3. Outstanding Debts

Any debt or returned check may revoke a student's current enrollment and the student's right to register in subsequent semesters at all Maricopa Community Colleges. Delinquent debts may require penalties, late charges, collection costs, and/or legal fees to be paid before good standing is restored to the student.

The following procedure will be used for the collection of returned checks and other outstanding debts:

- A. The designated college official or fiscal officer is responsible for:
  - i. Verifying the student's district wide debt,
  - ii. Attempting to notify the student of the debt and
  - iii. Attempting to collect the debt.
- B. Maricopa Community College services may be withheld pending payment of debt (at designated college office) with cash, certified check or money order or online with debit or credit card or in person with credit card. Student may be withdrawn from classes.

- C. If other collection attempts fail, the Maricopa Community Colleges District Office will either collect or use other means available, including:
  - i. Collection agency, requiring payment of collection fees by the student;
  - ii. The Tax Refund Setoff Programs as stated in ARS §42-1122;
  - iii. Litigation, requiring payment of court costs and legal fees by the student.
- D. Debt Holds may be lifted only in limited instances by the appropriate College or District business services designee for the extension of services provided that at least one of the following conditions are met:
  - i. MCCCCD staff verify that full payment has been made to another College;
  - ii. The College can deduct payment from a financial aid award made to the student (referring to student authorization guidelines for regulations on applying federal financial aid to debt balances);
  - iii. A third party not related to the student, such as an employer or state agency, makes a verified payment directly to the College;
  - iv. It is determined and verified with the appropriate MCCCCD office that the hold resulted from a system error and the error is due to an activity that requires correction by the appropriate College or District personnel.

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

#### 4. Discounted Fees and Waivers

- A. Citizens 62 years of age and older shall be issued ID cards that allow them the privilege of attending events at no cost and that allow them to use the library facilities.
- B. Employees, Dependents and Mandated Groups
 

The Maricopa Community College District waives tuition and student activity fees for credit-hour courses for employees and their dependents, and for legislatively mandated groups. Special fees and fees for Non-credit/Special Interest Community Services courses are not waived.
- C. Tuition and Registration Fee Waiver for Members of the Pima-Maricopa Indian Community
 

Tuition and fee waivers shall be funded through Auxiliary Fund Monies for college credit courses for the enrolled members of the Pima-Maricopa community who live on the Pima-Maricopa Reservation.

All other guidelines and procedures established for the purpose of administering waivers, affidavits and exemptions are outlined in the Maricopa County Community College District tuition waiver manual.

## Refund Policy (AR 2.2.10)

### 1. Refund Policy for Credit Classes

Students who officially withdraw from credit classes (in fall, spring, or summer) within the withdrawal deadlines listed below will receive a 100% refund for tuition, class and registration processing fees. Deadlines that fall on a weekend or a college holiday will advance to the next college workday except for classes fewer than 10 calendar days in length or as specified by the college. Calendar days include weekdays and weekends. Refer to individual colleges for withdrawal and refund processes. Never attending is not an allowable refund exemption or an excuse of the debt incurred through registration.

Length of Class	Official Withdrawal Deadlines for 100% Refund*
1-9 calendar days	Prior to the class start date
10-19 calendar days	1 calendar day including the class start date
20-29 calendar days	2 calendar days including the class start date
30-39 calendar days	3 calendar days including the class start date
40-49 calendar days	4 calendar days including the class start date
50-59 calendar days	5 calendar days including the class start date
60-69 calendar days	6 calendar days including the class start date
70+ calendar days	7 calendar days including the class start date

\*Course fees and registration processing fees will be refunded only if the student qualifies for a 100% refund. Debts owed to any MCCCDC college must be satisfied before any refunds are paid to the student. Refunds for students receiving federal financial assistance are subject to federal guidelines. Requests for exceptions to the refund policy must be filed within one year from the semester in which the course was taken.

### 2. Refund Policy for Non-Credit Classes

Unless otherwise specified, students must drop non-credit classes prior to the course start date to be eligible for a 100% refund.

### 3. Canceled Classes

When a class is canceled by the college, a 100% refund will be made.

### 4. Refund Exceptions

Students withdrawing from a college or from courses for one of the following reasons must submit a written request for a refund exception to the Admissions and Records Office/Office of Student Enrollment Services or designated college official:

- A. A student with a serious illness, verifiable by a doctor's written statement that the illness prevents the student from attending all classes for the semester. The doctor's statement must be on file with the college before a refund can be given.
- B. Serious illness or death of an immediate family member that prevents the student from attending all classes for the semester. Immediate family members include spouse/partner, father, mother, grandfather, grandmother, child, foster child, grandchild, stepchild, sibling, stepsibling, stepfather, stepmother, or spouse's/partner's father, mother, grandfather, grandmother, or in-laws in any one incident. Appropriate documentation must be provided before a refund can be given.
- C. Death of a student. Appropriate documentation must be provided before a refund can be given.
- D. A student in the Armed Forces or the Arizona National Guard who is called to active duty and assigned to a duty station, verifiable by a copy of the orders, will be allowed to withdraw and receive a 100% refund of tuition, provided courses have not been completed.

Requests for a total withdrawal from a college or courses for one of the above reasons may result in a partial prorated refund of tuition, provided courses have not been completed. All decisions made by the college are final.

**Limitation:** Never attending is not an allowable refund exception or an excuse of the debt incurred through registration.

## Student Financial Assistance (AR 2.2.11 & Appendix S-5)

The Maricopa Community Colleges provide students financial assistance to enable access to higher education. Student financial assistance shall be awarded on the basis of demonstrated financial need except where funds are specified for recognition of special talents and achievements. Additional procedural information on financial assistance is available in Appendix S-5

### Appendix S-5: Student Financial Assistance

The Maricopa Community Colleges provide students financial assistance to enable access to higher education. Student financial assistance shall be awarded on the basis of demonstrated financial need except where funds are specified for recognition of special talents and achievements. Only those with a lawful presence in the United States may qualify for federal financial aid or Maricopa County Community College District (MCCCD) scholarships. Under Arizona law, any information the student provides about his or her legal status when applying for financial aid or publicly funded scholarships may be subject to mandatory reporting to federal immigration authorities. This does not apply to applications for the private scholarship funds held in and distributed by the Maricopa Community Colleges Foundation.

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

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

### How to Apply for Federal Financial Aid

New students must complete the Free Application for Federal Student Aid (FAFSA) or FAFSA on the Web at <http://www.fafsa.ed.gov/>. Each academic year, continuing students must reapply by completing a FAFSA, Renewal FAFSA, or FAFSA on the Web. Scholarships require separate applications. Specific information regarding financial assistance, including application deadlines or priority dates, may be obtained from the college Office of Student Financial Aid.

### Types of Aid

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

The Maricopa Community Colleges Foundation offers a variety of scholarship opportunities. Scholarship opportunities are available year round. However, most scholarships are posted mid-January and most deadlines are the last week of March. Options are available at [www.maricopa.edu/foundation/apply/index.php](http://www.maricopa.edu/foundation/apply/index.php) or by calling 480-731-8400.

### **Distribution of Aid**

Criteria by which aid is distributed among eligible financial aid applicants are available on request at the college Office of Student Financial Aid.

### **Rights and Responsibilities**

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

### **Satisfactory Academic Progress**

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

### **Refunds and Repayments**

In accordance with federal regulations (CFR 668.22), a student may be required to repay federal financial aid funds if they completely withdraw, are withdrawn, or fail to earn a passing grade from all classes during a semester. Further information is available at the college Office of Student Financial Aid. This could affect a student's ability to receive Financial Aid in the future at any school. For a student receiving Financial Aid, also see Appendix S-7 for Withdrawal procedures.

### **Verification of Information**

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

### **Award Amount and Level of Enrollment**

Award amount is determined, in part, on the level of enrollment. A reduction in course load after financial aid has been awarded may result in an adjusted financial aid award. Federal student aid recipients are advised to register at the same time for all classes they intend to take during a semester to maximize award. Some federal aid may not be awarded for classes added at a later date. Contact the college Office of Student Financial Aid for more information.

## Repeated Coursework and Financial Aid Enrollment Status

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

## Maricopa Community Colleges Standards of Satisfactory Academic Progress (SAP) for Financial Aid Eligibility

Federal regulations (CFR 668.32(f) and 668.34) require a student to move toward the completion of a degree or certificate within an eligible program when receiving financial aid. Specific requirements for academic progress for financial aid recipients are applied differently than Scholastic Standards. Federal regulations state that Academic Progress Standards must include a review of all periods of enrollment, regardless of whether or not aid was received. Students will be evaluated using the standards described below. Failure to meet any of these minimum standards will result in loss of title IV, HEA program (federal financial aid) eligibility.

### Evaluation Period

Standards of Satisfactory Academic Progress (SAP) will be evaluated at the end of each semester; fall, spring and summer. Programs less than one year in length will be evaluated at the midpoint of the program. Non-standard sessions will be evaluated at the completion of the session.

### Standards of Satisfactory Academic Progress

Standards of Satisfactory Academic Progress (SAP) are evaluated on each of the three measurements outlined below. Failure to meet any of these standards will result in suspension of eligibility for financial aid.

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

- **Grade Point Measurement**

Students must meet the following credit hour/cumulative grade point average (CGPA).

Total Credits Attempted*	Min CGPA
≤ 15.75	1.60
16-30.75	1.75
31-45.75	1.90
46+	2.00
*For which grade points are computed	

- **Progress Measurement**

Students must successfully complete 2/3 (66.67%) of all attempted course work.

- **Maximum Time Frame Measurement**

Students who have attempted more than 150% of the published credits required for their program of study are considered not meeting SAP.

### Coursework Treatment in SAP Calculation

Course work taken during the semester also included in the evaluation:

- Courses funded through a consortium agreement
- All attempted remedial credits
- Repeated course work

Coursework included in the Pace of Progression evaluation:

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

Course work included in the Maximum Time Frame evaluation:

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

Course work not included in SAP evaluation:

- Audited courses
- Non-credit courses
- Credit by examination
- Credit for prior learning option (as outlined in the college general catalog)

### Notification

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

### Ineligibility Determination Appeal

Any student who has lost financial aid eligibility due to extenuating circumstances may appeal. Appeal must:

- Be in writing and submitted to the Financial Aid Office where the student is applying for aid.
- Include the extenuating circumstances that caused the student not to meet SAP standards.
- Include appropriate supporting documentation.
- Include how that condition or situation has been resolved thus allowing the student the ability to meet SAP standards.

Students will be notified of the results of their appeal and any restrictions or conditions pertaining to their appeal. The outcome of an appeal may include a probationary term or denial.

Failure to successfully complete all conditions during the probationary period (as defined in the academic plan) will result in loss of future financial aid eligibility.

### Regaining Eligibility

A student who has lost financial aid eligibility may only regain eligibility by meeting the minimum SAP standards. Course work taken at other colleges will not be considered for reinstatement purposes.

### Terminology and Information Pertaining to this Policy

- **Summer Sessions** - Enrollment in any or all Summer Sessions within the same calendar year will be considered one term.
- **Non-Standard Session** - Sessions that do not follow the traditional start and end dates for the semester.
- **Attempted Credit** – Any credit for which a grade of A, B, C, D, F, I, IP, N, P, W, X, Y, or Z is received and courses not yet graded.
- **CGPA [Cumulative Grade Point Average]** – The MCCCCD grading policy is published in the administrative regulations at 2.3.3. The CGPA does not include credits accepted in transfer



- **Appeal** – A process by which a student who is not meeting the institution's satisfactory academic progress standards petitions the institution for reconsideration of the student's eligibility for title IV, HEA program assistance."
- **Extenuating Circumstance** – Examples are: personal injury or illness, serious illness or death within the immediate family, or other circumstance beyond the reasonable control of the student.
- **Supporting Documentation** – Examples could include: an obituary notice, divorce decree, an accident report, or a letter from a physician, attorney, social services agency, etc.
- **Financial Aid Probation** - "A status assigned by an institution to a student who fails to make satisfactory academic progress and who has appealed and has had eligibility for aid reinstated." A student in this status "may not receive title IV, HEA program funds for the subsequent payment period unless the student makes satisfactory academic progress or the institution determines that the student met the requirements specified by the institution in the academic plan for the student."
- **Academic Plan** – A plan developed through the SAP Appeal Process which will lead a student to qualify for further title IV, HEA program funds.
- **Financial Aid Suspension** – The status assigned upon failing to meet the minimum SAP standards or the terms of a probationary status. Students in this status are not eligible to receive title IV, HEA assistance.

For more information, please contact the college Financial Aid Office.

**If you are receiving federal financial aid it is important to read the information below prior to making a decision to withdraw.**

### **Treatment of Title IV Aid When a Student Withdraws**

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs that are covered by this law are: Federal Pell Grants, National SMART grants, TEACH Grants, Stafford Loans, PLUS Loans, Federal Supplemental Educational Opportunity Grants (FSEOGs), and Federal Perkins Loans.

When you withdraw during your payment period or period of enrollment (you may contact the Financial Aid office to define these for you and tell you which one applies) the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any FFEL or Direct loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent receives on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of:

1. your institutional charges multiplied by the unearned percentage of your funds, OR
2. the entire amount of excess funds. The school must return this amount even if it didn't keep this amount of your Title IV program funds.

If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time. Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. You can view the tuition refund policy and requirements and procedures for withdrawing from school at [www.maricopa.edu/publicstewardship/governance/adminregs/students/2\\_2.php](http://www.maricopa.edu/publicstewardship/governance/adminregs/students/2_2.php)

## **Vaccinations (As Required By 20 USC §1092(a)(1)(V)) (AR 2.2.12)**

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

## **Veterans Services (AR 2.9)**

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

Veteran's benefits available:

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

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

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

### Academic Progress Policy for Students Receiving Veteran's Educational Benefits

Credit hours for Which Grade Points are Computed at Resident Maricopa Community College (A,B,C,D,F and Y)	Minimum Grade Point Average Required
12-15	1.60
16-30	1.75
31-45	1.90
46+	2.00

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

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

## Scholastic Standards

### Academic Load (AR 2.3.1)

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

Students carrying at least twelve (12) credit hours will be considered full-time students for the fall and spring semesters. Three-quarter-time is 9 - 11.9 credit hours. Half-time is 6 - 8.9 credit hours. Fewer than six (6) credit hours is considered less than half-time. Academic load for summer and special terms may be defined differently. Contact the Admissions and Records Office/Office of Student Enrollment Services for clarification. As provided in the Reduced Course Load administrative regulation, a student may be deemed a full-time student carrying fewer than twelve credit hours pursuant to an accommodation of a disability.

Courses may vary in length, and begin and end throughout the year. A credit hour indicates the value of an academic credit. Standards for the awarding of credit hours may be time based or competency based. To obtain credit, a student must be properly registered and must pay fees for the course. The fall and spring semesters are typically sixteen (16) weeks in length. Summer sessions are typically five or eight weeks in length.

Students desiring to take more than eighteen (18) credit hours must obtain approval from the designated college official. Ordinarily, only students with a grade point average of 3.0 or higher for the preceding semester or first semester students who were in the upper quarter of their high school graduating class are permitted to carry more than eighteen (18) credit hours.

Students participating in extra-curricular or co-curricular activities or receiving financial assistance may be required to maintain a specified minimum academic load.

Students who are working, have considerable extra-curricular or co-curricular activities, or have been reinstated from academic suspension/probation should plan their academic load accordingly.

## Schedule Changes

Students may change their schedule by following the designated procedures at their college of enrollment. It is the student's responsibility to notify the college if he/she will no longer be attending the class (see Appendix S-7 for Withdrawal Procedures).

## Attendance (AR 2.3.2)

- Only persons who are registered for a class at any of the Maricopa Community Colleges may attend that class. Attendance requirements are determined by the course instructor. Students who do not meet the attendance requirement as determined by the course instructor may be withdrawn.
- Students who fail to attend the first scheduled class meeting, or to contact the instructor regarding absence before the first scheduled class meeting may, at the option of the instructor, be withdrawn.
- At the beginning of each course, each faculty member will provide students with written attendance requirements. It is the student's responsibility to consult with the instructor regarding official or unofficial absences. Absences begin to accumulate with the first scheduled class meeting.
- Students bear the responsibility of notifying the Admissions and Records Office/Office of Student Enrollment Services when they discontinue studies in a course or at the college. Please refer to Appendix S-7 for Withdrawal Procedures.

### 1. Official Absences

- A. Official absences are those that occur when students are involved in an official activity of the college, i.e., field trips, tournaments, athletic events, and present an official absence excuse form. Absences for such events shall not count against the number of absences allowed by an instructor or department. Students who must miss a class for an official reason must obtain an official absence verification card from the appropriate vice president or designee and present it to the appropriate instructor(s) before the absence. Prior arrangements must be made with each instructor for make-up work. If prior arrangements have been made, the student will not be penalized.
- B. Other official absences include jury duty and subpoenas. Appropriate documentation will be required. Prior arrangements must be made with each instructor for makeup work. If prior arrangements have been made, the student will not be penalized.
- C. In the event of military commitments. Absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. The student is required to provide appropriate documentation of the specific orders, length of assignment and location. Prior notification must be initiated with each instructor to discuss make-up work. If the length of the absence will be longer than one week, the instructor and the student will determine whether there is sufficient opportunity for the student to make up the work. If it is determined that the length of absence for the military commitment provides an undue hardship on the student's ability to make up the assignments, he or she will be provided an opportunity to request an incomplete grade or drop the class or, in the case of open-entry classes, the opportunity to request an extension.
- D. In the event of the death of an immediate family member, absences for periods of up to one week will not be counted against the number of absences allowed by an instructor or department. Students should contact instructor(s) as soon as possible to arrange for make-up work. Appropriate documentation will be required (for example, a copy of the obituary or funeral program). In specialized programs that require clinical rotations, this regulation may not apply.

## 2. Religious Holidays

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

## Grading (AR 2.3.3)

### 1. Policy

It is the policy of the Maricopa Community Colleges that a grade will be assigned at the conclusion of the course. Official grades are available on designated college web sites.

#### Grade Key

A	Excellent.....	4 grade points per credit hour
B	Above Average.....	3 grade points per credit hour
C	Average.....	2 grade points per credit hour
D	Passing.....	1 grade point per credit hour
F	Failure.....	0 grade point per credit hour
I	Incomplete.....	Not computed in grade point average
IP	Course In Progress.....	Not computed in grade point average
N	Audit.....	Not computed in grade point average
P*	Credit.....	Not computed in grade point average
W	Withdrawn, passing.....	Not computed in grade point average
Y	Withdrawn, failing.....	0 grade point per credit hour
Z	No Credit.....	Not computed in grade point average

\* A "P" is judged to be equivalent to a grade of C or higher.

### 2. Incomplete Grade

- Students who are doing acceptable work may request an incomplete grade "I" if they are unable to complete the course requirements by the end of the term because of illness or other extenuating circumstances. If the request is approved by the instructor, he or she shall define, in a written/electronic contract, how the course will be completed.
- Students must complete the requirements within the time period agreed to--maximum time allowed is seven (7) months from the last date of class in which the grade of incomplete was assigned. Students who do not complete the requirements within seven (7) months will have their grade recorded in accordance with the written contract. Students should NOT reregister for the course to complete the contract.

### 3. Repeating a Course/Improving a Grade

To improve a previously earned grade, students may repeat the course up to three times after the initial attempt to improve a grade. (A "W" or "Y" is not considered an attempt.) Students planning to repeat a course should seek advisement prior to enrolling. The lower grade(s) for repeated courses will automatically be excluded from the grade point calculation. All enrollments in a course will appear on the transcript. Check individual courses and programs for exceptions.

### 4. Credit/No Credit Courses (P/Z)

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

**Important Deadlines for Students (See Appendix S-12)**

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

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

- B. The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See "Important Deadlines for Students".
- C. In courses with credit/no credit (P/Z) grading, the student may request standard grading (A, B, C, D, F), within fourteen (14) days including the date of the first class meeting. The instructor must immediately notify the Admissions and Records Office/Office of Student Enrollment Services.
- D. In courses with standard grading (A, B, C, D, F), the instructor determines if the credit/no credit option is available. If the option is available, the student must obtain the permission of the instructor. The instructor must notify the Admissions and Records Office/Office of Student Enrollment Services within fourteen (14) days including the day of the first class meeting.
- E. It is the student's responsibility to verify the transferability of credit/no credit courses. Some universities place a limitation on the number of credit/no credit courses that can be transferred.

**Advisory note: Some institutions outside the Maricopa Community Colleges may translate the Z grade as failing.**

#### 5. Audit Courses

- A. Auditors are those who enroll in a course for the sole purpose of obtaining information; they receive no credit, grades, homework, or tests. If an auditor wishes to earn credit, he or she must change from audit status to credit status within the first week. If a student wishes to audit a course for which he or she is enrolled for credit, the change must be made within the first five (5) weeks of a semester. Auditors are subject to the same attendance policies as other students and must meet the same prerequisite requirements or obtain approval of the instructor. See the fee schedule for charges. Financial aid is not available for audited courses.
- B. The prescribed time limits are for full-semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly and appear in the "Important Deadlines for Students."

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

## Academic Probation (Progress) (AR 2.3.4)

### 1. Probation

A student will be placed on academic probation if, after completion of twelve (12) or more credit hours, the student's cumulative grade point average is less than:

Credit hours for Which Grade Points are Computed at Resident Maricopa Community College (A,B,C,D,F and Y)	Minimum Grade Point Average Required
12-15	1.60
16-30	1.75
31-45	1.90
46+	2.00

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

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

### 2. Continued Probation

A student on academic probation who fails to raise the cumulative grade point average to the required minimum standards (see above) will be placed on continued probation and may be limited to taking six (6) credit hours. Regulations regarding continued probation do not apply to the summer session. Credit hours earned in summer sessions will be included in the cumulative grade point average.

## Instructional Grievance Process (AR 2.3.5 & Appendix S-6)

A student who feels that he or she has been treated unfairly or unjustly by a faculty member with regard to an academic process such as grading, testing, or assignments, has the right to appeal according to the approved procedures.

The appeal process for grades must be initiated no later than sixty (60) calendar days from the date the grade was issued. Steps outlining the process are available in Appendix S-6.

### Instructional Grievance Process (Appendix S-6)

A student who feels that he/she has been treated unfairly or unjustly by a faculty member (full-time or part-time) with regard to an academic process such as grading, testing or assignments, shall discuss the issue first with the faculty member involved. This conference shall be requested by the student within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.

This instructional grievance process should not be utilized in a case in which a student feels he/she has experienced discrimination. If the student feels that he/she has experienced discrimination on the basis of race, color, religion, sex, gender identify, national origin, citizenship status (including document abuse), gender, age, disability, veteran status, genetic information, or sexual orientation, the student should refer to the Discrimination Complaint Procedures for Students as administered by the Vice President for Student Affairs.

Steps for students to follow:

1. If, within ten (10) working days of the request for the conference with faculty member, the problem is not resolved or the faculty member has been unable to meet with the student, the student may continue the process by filing a written grievance with the Department/Division Chairperson and appropriate administrative officer at the college/center. This written grievance must be filed within ten working days following the previous deadline. The written grievance will be given to the faculty member five days before any official meetings are convened.
2. Upon receipt of a written grievance, the Department/Division Chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. The faculty may ask that the College Faculty Senate President be in attendance. Every attempt will be made to maintain confidentiality during this process. A faculty member will not be required to respond to a grievance which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written grievance will be made available to the faculty member.
3. If the grievance is not resolved at this level within ten working days, the student should forward to vice president of academic affairs or designee, a copy of the original written grievance with an explanation regarding action taken at each prior level. The dean of instruction or appropriate college/ center administrative officer will meet with the student, faculty member, the College Faculty Senate President if requested by the faculty member, and Department/Division Chair and attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.
4. If the grievance, other than those concerning grades, is not resolved by the vice president of academic affairs or designee, it may be forwarded in writing by the student to the college president for final resolution. The college president or designee will issue a final written determination in the grievance process.



5. Instructional grievances are resolved at the college level. The district office is not an avenue of appeal for the instructional grievance process.

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

## Non-Instructional Complaint Resolution Process (AR 2.3.12 & Appendix S-8)

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

### Non-Instructional Complaint Resolution Process (Appendix S-8)

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

1. Discuss the issue with the employee involved. The student should request this conference within fifteen (15) working days from the time the student knew or reasonably should have known about the unfair or unjust treatment.
2. If, within ten (10) working days of the request for the conference with the employee, the problem is not resolved or the employee has been unable to meet with the student, the student may continue the process by filing a written complaint with the appropriate supervisor of the employee where authority exists to take corrective action. This written complaint must be filed within ten (10) working days following the previous deadline. The written complaint will be given to the employee five (5) working days before any official meetings are convened.
3. Upon receipt of a written complaint, the appropriate supervisor will work with the parties in an attempt to resolve the conflict. Every attempt will be made to maintain confidentiality during this process. An employee will not be required to respond to a complaint which is not in writing and which, when appropriate, does not have specific documentation including dates, times, actions, supporting documents, etc. The written complaint will be made available to the employee.
4. If the complaint is not resolved at this level within ten (10) working days, the student should forward to the Vice President of Student Affairs or Designee, a copy of the original written complaint with an explanation regarding action taken at each prior level. The dean and/or associate dean will meet with the student, the employee, and the relevant supervisor and attempt to resolve the issues.
5. If the associate dean and/or dean do not resolve the complaint, the student may forward it in writing to the college president for final resolution. The college president or designee will issue a final written determination in the complaint process.

## Withdrawal (AR 2.3.6)

To withdraw from a course or courses from the college, students must follow approved procedures (See Appendix S-7). The Office of Admissions and Records provides information about the withdrawal process.

The official date of withdrawal is the date the withdrawal is received in the Admissions and Records Office/ Office of Student Enrollment Services.

Never attending is not an allowable refund exception or an excuse of the debt incurred through registration. Please see the refund policy.

## Student and Faculty Withdrawal Procedures (Appendix S-7)

### Student Withdrawal Procedures

#### 1. Withdrawal from Specific Courses

A student may officially withdraw from specific courses in the following ways:

- A. Through the 7th week\*, a student may initiate an official withdrawal from any course by completing the withdrawal process online using the student self service system or by submitting a course withdrawal form to the Admissions and Records Office/Office of Student Enrollment Services in accordance with the published deadlines. A grade of W (withdrawn, passing – not computed in the grade point average) will be assigned.
- B. After the 7th week\*, a student must initiate a withdrawal request with the faculty member. If, after consultation with the student, the faculty member approves the request, a grade of W (withdrawn, passing--not computed in the grade point average) or Y (withdrawn, failing--computed in the grade point average as a failing grade) will be assigned. If the request is not approved, the student will remain in the course.
- C. A student has the right to appeal a withdrawal decision according to the approved procedures. Steps outlining the process are available in Appendix S-6.

**\*The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See Important Deadlines for Students. Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. Refunds will only be processed within the refund period.**

#### 2. Complete Withdrawal from College

Students electing to withdraw from the college must contact the Admissions and Records Office/Office of Enrollment Services no later than two weeks\* before the end of the last class meeting and may be required to file a written request.

A grade of W will be assigned in all courses for students who withdraw by the end of the 7th week\* of classes. Withdrawals completed after this time will result in a grade of W (withdrawn, passing – not computed in the grade point average) or Y (withdrawn, failing – computed in the GPA as a failing grade).

\*The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See Important Deadlines for Students. Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. Refunds will only be processed within the refund period.

#### 3. Withdrawal of Financial Aid Students

In accordance with federal regulations (34CFR 668.22), a student may be required to repay federal financial aid funds if they completely withdraw or are withdrawn, or fail to earn a passing grade from all classes during a semester. Further information is available at the college Office of Student Financial Aid. This could affect a student's ability to receive Financial Aid in the future at any school.

### Faculty Withdrawal Procedures

A faculty member has the option of withdrawing a student who has accumulated unofficial absences in excess of the number of times indicated in that faculty member's attendance policy in the course syllabus (see AR 2.3.2). Students withdrawn for excessive absences may be reinstated only with the approval of the faculty member. A grade of W will be assigned through the 7th week\*. After the 7th week\*, a grade of W or Y will be assigned. Faculty members electing to withdraw students must record the withdrawal through the online system, including last date of attendance and withdrawal code.

**\*The prescribed time limits are for full semester classes. Time limits for classes which meet fewer than sixteen (16) weeks are adjusted accordingly. See Important Deadlines for Students. Failure to file an official withdrawal form may result in failing grades and responsibility for course tuition and fees. Refunds will only be processed within the refund period.**

## Academic Renewal (AR 2.3.7)

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

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

1. Prior to petitioning for academic renewal, the student must demonstrate a renewed academic performance by earning a minimum of twelve (12) credit hours and a cumulative grade point average of 2.5 or higher within Maricopa Colleges after reenrollment.
2. Upon approval, all courses taken prior to reenrollment with a grade of "A," "B," "C," "D," "E," and "Y" will be annotated as academic renewal on the student's permanent record. All course work affected by academic renewal will not be computed in the grade point average. Courses with grades "A," "B," or "C" will have the associated credit hours counted in the total credit hours earned. Such credit will not be computed in the grade point average.
3. All course work will remain on the student's permanent academic record, ensuring a true and accurate academic history.
4. The academic renewal policy may be used only once at each college and cannot be revoked once approved.
5. Students who have been granted Academic Renewal must also meet the Financial Aid Standards of Academic Progress if they wish to receive financial aid.

## Honors Program (AR 2.3.8)

Each of the Maricopa Community Colleges has an honors program. Interested students should contact the college honors coordinator for information about the program and available scholarships, including the Chancellor's, Foundation's, and President's Scholarships.

## President's Honor List

The President's Honor List for each college consists of all students who complete twelve (12) or more credit hours in residence in courses numbered 100 or higher in a given semester with a college semester grade point average of 3.75 or higher.

## General Graduation Requirements (AR 2.3.9)

For General Graduation Requirements (AR 2.3.9) and Catalog Under Which a Student Graduates (AR 2.2.5) see Degree Requirements section of Catalog on page 131.

## Transcripts for Transfer (AR 2.3.10)

The transcript is issued upon written request only. Those students who want to transfer to other institutions of higher education, including other Maricopa Community Colleges, must request their transcript be sent from the Admissions and Records Office/Office of Student Enrollment Services. However, transcripts may be shared within the Maricopa Community College District without the written request of the student in compliance with FERPA.

Official transcripts will not be issued to students having outstanding debts to any of the Maricopa Community Colleges. The release of transcripts is governed by the guidance of the Family Education Rights and Privacy Act of 1974 (see Records Policy in the Student Rights and Responsibilities section of this manual). There is no charge for unofficial transcripts, or for official transcripts sent between Maricopa Community Colleges. See the Tuition and Fee Schedule for charges for other official transcripts.

## College Environment

### Sexual Harassment Policy (AR 2.4.4 & 5.1.8-16)

#### Sexual Harassment Policy for Employees and Students (AR 2.4.4)

See the EEO/AA Section of the Administrative Regulations (AR 5.1.8)

#### Sexual Harassment Policy for Employees and Students (AR 5.1.8)

The policy of the Maricopa County Community College District (MCCCD) is to provide an educational, employment, and business environment free of sexual violence, unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law.

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

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

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

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

### Examples of Policy Violations (AR 5.1.9)

It shall be a violation of MCCCCD's Sexual Harassment Policy for any employee, student or campus visitor to:

1. Make unwelcome sexual advances to another employee, student or campus visitor;
2. Make unwelcome requests for sexual favors, whether or not accompanied by promises or threats with regard to the employment or academic relationship;
3. Engage in verbal or physical conduct of a sexual nature with another employee, student or campus visitor, that may threaten or insinuate, either explicitly or implicitly, that the individual's submission to, or rejection of, the sexual advances will in any way:
  - A. Influence any personnel decision regarding that person's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development; or
  - B. Influence his or her grades, participation in or access to academic programs, class standing or other educational opportunities;
4. Engage in verbal or physical conduct of a sexual nature that:
  - A. Has the purpose or effect of substantially interfering with an employee's ability to do his or her job; or with a student's ability to learn or participate in a class; or
  - B. Creates an intimidating, hostile or offensive work or academic environment;
5. Commit any act of sexual assault or public sexual indecency against any employee or student whether on MCCCCD property or in connection with any MCCCCD-sponsored activity;
6. Continue to express sexual interest in another employee, student or campus visitor after being informed or on notice that the interest is unwelcome (reciprocal attraction is not considered sexual harassment);
7. Engage in other sexually harassing conduct in the workplace or academic environment, whether physical or verbal, including, but not limited to, commentary about an individual's body (or body parts), sexually degrading words to describe an individual, sexually offensive comments, sexually suggestive language or jokes, innuendoes, and sexually suggestive objects, books, magazines, computer software, photographs, cartoons or pictures. Other sexual misconduct may include sexual exploitation, stalking, and gender-based bullying.
8. Treat a complainant or witness of sexual harassment in a manner that could dissuade a reasonable person from pursuing or participating in the complaint and investigation.

### Additional Policy Violations (AR 5.1.10)

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

### Responsibility for Policy Enforcement (AR 5.1.11)

Employees and students must avoid offensive or inappropriate sexual and/or sexually harassing behavior at work or in the academic environment.

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

## Complaints (AR 5.1.12)

### 1. Employees

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

### 2. Students

Students who experience sexual harassment or sexual assault in a school's education program and activities (by a faculty member, administrator, campus visitor or other student) are urged to report such conduct to the Title IX Coordinator, who is the vice president of student affairs at each college. A student may also contact the MCCCCD EEO/AA Office to obtain the name and phone number of the college official designated to respond to sexual harassment complaints.

### 3. General - Applicable to Both Employees and Students

- A. Complaints will be investigated according to procedures established by the MCCCCD EEO/AA Office. Copies of these procedures may be obtained in the college president's office, Office of the Vice President of Student Affairs and the MCCCCD EEO/AA Office.
- B. The college/center/MCCCCD will investigate all complaints in a prompt, thorough, and impartial manner.
- C. Where investigation confirms the allegations, appropriate responsive action will be taken by the college/center/MCCCCD

## Confidentiality (AR 5.1.13)

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

## Violations of Law (AR 5.1.14)

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

## False Statements Prohibited (AR 5.1.15)

Any individual who knowingly provides false information pursuant to filing a discrimination charge or during the investigation of a discrimination charge, will be subject to appropriate disciplinary action, up to and including, employment termination or academic dismissal.

## Retaliation Prohibited (AR 5.1.16)

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

## Discrimination Complaint Procedures for Students

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

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

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

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

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

### **Informal Resolution of Discrimination Complaints**

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

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

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

### **Formal Resolution of Discrimination Complaints**

A student who contends that unlawful or MCCCDC-prohibited discrimination has occurred may file a formal complaint by contacting the Vice President of Student Affairs at each respective college or center. The Vice President of Student.

Affairs will accept complaint filings within 300 calendar days of the most recent occurrence of the alleged discriminatory act.

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

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

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

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

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

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

(90) calendar days following receipt of the complaint. Within ten (10) working days following receipt of the results of the investigation from the complaint investigator, the Vice President of Student Affairs will submit to the President or Provost the investigator's written findings and the Vice President's recommendations as to the disposition of the complaint.

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

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

## MCCCD Administrative Review Process

### Request for Reconsideration

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

### Complaint Process

Faculty, staff and all other college officials should refer any student seeking to make a complaint of discrimination to the Vice President of Student Affairs. Every student complaint of discrimination shall be investigated under the authority of the Vice President of Student Affairs in accordance with these Procedures. The Vice President of Student Affairs and any complaint investigator who participates in a complaint resolution pursuant to these Procedures shall administer every resolution process in an impartial manner, and shall fully consider all facts discovered in the course of any investigation before a resolution is reached. Each party in any complaint resolution shall have full opportunity to present all information and



documentation the party feels is germane to the complaint. At no time shall a student who has made an allegation of discrimination under these Procedures be asked or required in any way by a college official to engage in any direct confrontation with any person alleged to have committed an act of discrimination. The Vice President shall ensure that every effort is made to obtain information from each witness to every act of alleged discrimination or from any other person possessed of information that is relevant and material to the complaint resolution. The Vice President of Student Affairs shall ensure that all appropriate corrective action that is warranted as a result of any complaint resolution will be taken, and shall employ best efforts to ensure that the college prevents recurrence of discrimination in the future.

### **Maintenance of Documentation**

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

### **Right to Assistance**

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

### **Confidentiality of Proceedings**

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

### **Retaliation Prohibited**

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

### **False Statements Prohibited**

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

### **Filing a Report of Sexual Harassment**

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

Upon receipt of the Report, the Title IX Coordinator will have a meeting with the alleged harasser. The meeting shall include: identifying the behavior as described in the Report, alerting the alleged harasser to the perception of the impact of his or her behavior, providing the individual with a copy of the MCCCCD Sexual Harassment Policy, encouraging completion of the Office of General Counsel's Sexual Harassment Online Tutorial, and encouraging greater awareness of behaviors that may lead to perceptions of sexual harassment. Neither the Report nor the meeting with the alleged harasser shall in any way constitute a finding of sexual harassment. The name of the complainant shall not be identified to the respondent during the

Report process; however, complainants should be aware that they may be called as witnesses in subsequent disciplinary or due process proceedings, as well as in litigation. The meeting with the alleged harasser must be conducted within ten (10) working days of receipt of the Report.

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

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

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

## **Emissions Control Compliance (AR 2.4.6)**

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

## **Petition Signature Solicitation (AR 2.4.8)**

1. This regulation shall govern access to college premises by representatives who wish to solicit signatures on petitions for the purpose of submission of a ballot proposition to voters, or nomination of a candidate for elective office, in a city-, county-, or state-wide election.
2. Each college president shall designate general hours of accessibility for solicitation and a location on college premises where all representatives on behalf of any candidate or ballot proposition may solicit signatures. The location shall be in a common area where the solicitation will not serve as an obstruction to student activities or otherwise disrupt the college environment.
3. All solicitation must take place in designated areas. Standard space may include one or two tables and chairs. Campus restrictions regarding amplification will apply. Representatives may not distribute or make available to students, employees, or college visitors any tangible item, except for informational literature about the proposed candidate or ballot initiative.
4. Representatives shall notify the designated official at each college or center for their intent to be present on college premises no fewer than three working days prior to soliciting signatures. Upon obtaining authorization, representatives shall be provided a written version of this regulation.

Specific procedures on how to implement the Petition Signature regulation can be found in Appendix S-14.

## Use of College Grounds by Non-MCCCD-Affiliated Users (AR 2.4.9)

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

### POLICY

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

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

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

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

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

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

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

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

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

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

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

Scheduling Priorities (in order)

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

Criteria

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

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

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

## Children on Campus (AR 2.4.10)

Children (younger than 18) may not attend any class unless they are officially registered for the class.

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

## Crime Awareness and Campus Security Act (AR 2.4.11)

Federal legislation requires the college to maintain data on the types and number of crimes on college property as well as policies dealing with campus security. To obtain additional information on this subject, contact the college Safety and Security Department.

## Workplace Violence Prevention (AR 2.4.12)

### Purpose

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

### Policy

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

### Prohibited Behavior

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

- direct threats or physical intimidation
- implications or suggestions of violence
- stalking
- assault of any form
- physical restraint, confinement
- dangerous or threatening horseplay
- loud, disruptive, or angry behavior or language that is clearly not part of the typical work environment
- blatant or intentional disregard for the safety or well-being of others
- commission of a violent felony or misdemeanor on MCCCCD property

- abuse
- violation of a protective order or restraining order
- any other act that a reasonable person would perceive as constituting a threat of violence

This list is illustrative only and not exhaustive.

### **Future Violence**

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

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

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

### **Student Right to Know (AR 2.4.13)**

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

## **Student Rights and Responsibilities**

### **Copyright Act Compliance (AR 2.4.5)**

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

### **Copyright Regulation (AR 3.2)**

1. It is the intent of the Governing Board of the Maricopa County Community College District to adhere to the provisions of the U.S. Copyright Law (Title 17, United States Code Section 101 et seq.). Though there continues to be controversy regarding interpretation of the Copyright Law, this policy represents a sincere effort by the Board to operate legally within the District.
2. The Governing Board directs the Chancellor or his designee(s) to develop and distribute to employees guidelines that (1) clearly discourage violation of the Copyright Law and (2) inform employees of their rights and responsibilities under the Copyright Law.

3. Each college president or provost and the Chancellor shall name an individual(s) at each district location who will assume the responsibilities of distributing copyright guidelines, act as a resource person regarding copyright matter and provide training programs on current copyright laws.
4. Employees are prohibited from copying materials not specifically allowed by the (1) copyright Law, (2) fair use guidelines, (3) Licenses or contractual agreements, or (4) other permission.
5. The Governing Board disapproves of unauthorized duplication in any form. Employees who willfully disregard this Board policy and/or the aforementioned copyright guidelines do so at their own risk and assume all liability for their actions.
6. In order to assist employees and students in complying with the Copyright Law, appropriate notices shall be placed on or near all equipment capable of duplicating copyrighted materials

## What Students Should Know About Copyright

### What is copyright?

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

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

A copyright exists in a work at the time it becomes fixed in some tangible medium of expression. Neither registration of the copyright with the federal government nor a copyright notice on the work itself is required for copyright protection.

### What is copyright infringement?

Generally, copyright infringement occurs when you copy, display, perform, distribute or create a derivative version of a copyrightable work either without the permission of the copyright holder or when such activity is not otherwise allowed under an exception provided by federal copyright law. The penalties for infringement include significant damages- potentially in excess of \$100,000 for each work infringed as well as criminal penalties, which may include fines and even incarceration.

### How does copyright law affect information I obtain off the Internet?

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

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

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

Remember that a copyright exists in a work at the time it becomes fixed in some tangible medium of expression. That means that an image you have downloaded from the Internet, as well as a video or musical performance is almost certainly subject to copyright protection. When you download these works, transfer them to a disk or other medium, or send them to a friend, you are infringing on the rights of the copyright

holder. Trafficking in such material without the permission of the copyright holder, then, violates copyright law. This includes unauthorized music file sharing over the Internet.

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

#### **Why is it important for a student to be aware of copyright law?**

Copyright infringement is expressly prohibited by the US Copyright Act. Anyone who infringes another's copyright in a creative work is subject to liability, and could be required to pay large sums in damages.

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

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

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

#### **Does copyright law allow me to download files from a college web site?**

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

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

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

## **Taping of Faculty Lectures (AR 3.4)**

MCCCD acknowledges that faculty members are, by law, afforded copyright protection in their classroom lectures and, therefore, may limit the circumstances under which students may tape (audio/visual) their classes.

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

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



## Technology Resource Standards (AR 4.4)

### Introduction

The Maricopa County Community College District (MCCCD) provides its students, employees, Governing Board members and the public with access to information resources and technologies. MCCCD recognizes that the free exchange of opinions and ideas is essential to academic freedom, and the advancement of educational, research, service, operational, and management purposes, is furthered by making these resources accessible.

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

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

### General Responsibilities

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

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

### Use of Non-MCCCD Technology

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

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

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

### **Acceptable Use**

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

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

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

### **Incidental Computer and Technology Usage**

Limited incidental personal use of MCCCCD technology resources including through use of personal e-mail systems is permitted, except as described in item 16 under "Prohibited Conduct." MCCCCD employees are responsible for exercising good judgment about personal use in accordance with this regulation, Colleges' consistent local guidelines and MCCCCD ethical standards. Personal use refers to activities which only affect the individual and that are not related to an employee's outside business. MCCCCD employees are required to conduct themselves in a manner which will not raise concern that they are or might be engaged in acts in violations of the public trust. Refer to the Guidelines for Incidental Computer Usage for the Maricopa Community Colleges (Appendix AS-8) and Guidelines for Incidental Telephone Usage for the Maricopa Community Colleges (Appendix AS-9).

### **Prohibited Conduct**

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

1. Posting to the network, downloading or transporting any material that would constitute a violation of MCCCCD contracts.
2. Unauthorized attempts to monitor another user's password protected data or electronic communication, or delete another user's password protected data, electronic communications or software, without that person's permission.
3. Installing or running on any system a program that is intended to or is likely to result in eventual damage to a file or computer system.

4. Performing acts that would unfairly monopolize technology resources to the exclusion of other users, including (but not limited to) unauthorized installation of server system software.
5. Hosting an unauthorized website that violates the .EDU domain request.
6. Use of technology resources for non-MCCCD commercial purposes, including to advertise personal services, whether or not for financial gain.
7. Use of software, graphics, photographs, or any other tangible form of expression that would violate or infringe any copyright or similar legally-recognized protection of intellectual property rights.
8. Activities that would constitute a violation of any policy of MCCCCD's Governing Board, including, but not limited to, MCCCCD's non-discrimination policy and its policy against sexual harassment.
9. Transmitting, storing, or receiving data, or otherwise using technology resources in a manner that would constitute a violation of state or federal law, or MCCCCD policy or administrative regulation including, but not limited to, obscenity, defamation, threats, harassment, and theft.
10. Attempting to gain unauthorized access to a remote network or remote computer system.
11. Exploiting any technology resources by attempting to prevent or circumvent access, or using unauthorized data protection schemes.
12. Performing any act that would disrupt normal operations of computers, workstations, terminals, peripherals, or networks.
13. Using technology resources in such a way as to wrongfully hide the identity of the user or pose as another person.
14. Allowing any unauthorized access to MCCCCD's technology and non-technology resources.
15. Making personal long distance or other toll calls, except where the charges for the calls are incurred directly by the caller or arrangements are otherwise made at the time of the call to directly bill the caller.
16. Intermittent use of technology resources that interferes with the performance of an employee's main responsibilities.
17. Use of technology resources to market or conduct other activities on behalf of a third-party regarding the "hosting" of an event that is prohibited under MCCCCD's Use of College Facilities administrative regulation.
18. Conducting District or college-related business using any electronic mail account other than one hosted or provided by MCCCCD, and approved by the Vice Chancellor of Information Technology Services, even when the e-mail account copies all outgoing and incoming messages to the MCCCCD hosted account.
19. Deleting or altering a technology public record in violation of public records retention requirements, or in anticipation of receiving or after receipt of a public records request, subpoena or a complaint filed as part of an MCCCCD grievance, investigation or review, or other lawful request for the record.
20. Deleting or altering a technology record on an MCCCCD device in anticipation or after receipt of a public records request, subpoena or a complaint filed as part of an MCCCCD grievance, investigation or review, or other lawful request for the records where the record may demonstrate a misuse of technology resources under this regulation.

### **Review and Approval of Alternate E-Mail Account Systems**

The prior review and approval by the Vice Chancellor of Information Technology is required for the implementation of alternate College electronic mail account systems. Requests will be evaluated based upon the following considerations:

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

### **Disclaimer**

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

All information published online by MCCCCD is subject to change without notice. MCCCCD is not responsible for errors or damages of any kind resulting from access to its internet resources or use of the information contained therein. Every effort has been made to ensure the accuracy of information presented as factual; however errors may exist. Users are directed to countercheck facts when considering their use in other applications. MCCCCD is not responsible for the content or functionality of any technology resource not owned by the institution.

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

### **Information Accuracy and Marketing Standards**

In order to help ensure that the most accurate information sources are reflected on web pages, information should be cited, sourced or linked from the website of the official District or college custodian responsible for the particular subject. In addition, the design of web pages shall reflect established marketing standards with respect to the imaging and using of MCCCCD marks as outlined in the marketing standards handbook and Use of Marks administrative regulation.

### **Complaints and Violations**

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

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

## **Hazing Prevention Regulation (AR 2.6)**

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

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

1. Hazing by any student, employee or other person affiliated with MCCCCD is prohibited.
2. "Hazing" is defined as any intentional, knowing or reckless act committed by a student or other person in any MCCCCD college or affiliated educational setting, whether individually or in concert with other persons, against another student, and in which both of the following apply:
  - A. The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any club/organization that is affiliated with MCCCCD; and
  - B. The act contributes to a substantial risk of potential physical injury, mental harm or personal degradation, or causes physical injury, mental harm or personal degradation.
3. Any solicitation to engage in hazing is prohibited.
4. Aiding and abetting another person who is engaged in hazing is prohibited.
5. Victim consent is not a defense for violation of the Maricopa Community Colleges Hazing Prevention Regulation.
6. All students, faculty and staff must take reasonable measures within the scope of their individual authority to prevent violations of the MCCCCD Hazing Prevention Regulation.
7. Hazing activities and situations include, but are not limited to, the following:
  - A. Pre-pledging, illegal pledging or underground activities.
  - B. Acts of mental and physical abuse, including, but not limited to: paddling, slapping, kicking, pushing, yelling, biting, duck-walking, line-ups, tuck-ins, belittling, excessive exercise, beating or physical abuse of any kind, and the potentially forced consumption of any food or beverage that contributes to or causes physical injury, mental harm or personal degradation.
  - C. Sleep deprivation (activities that deprive prospective and/or current students and/or members of the opportunity of a minimum of six hours sufficient sleep each day).
  - D. Encouraging or forcing use of alcohol or drugs.
  - E. Any type of student club/organization scavenger hunt, quest, road trip or other activity that would physically or psychologically endanger prospective and/or current students and/or members or others.
  - F. Stroking or physically touching in an indecent or inappropriate manner. See Sexual Harassment Policy 5.1.8
  - G. Student club/organization activities that subject prospective and/or current students and/or members or others to public nuisance or spectacle.
  - H. Aiding or abetting theft, fraud, embezzlement of funds, destruction of public, personal or private property, or academic misconduct.
  - I. Being required to wear odd or look-alike apparel that contributes to or causes physical injury, mental harm or personal degradation.
  - J. Personal services that contribute to or cause physical injury, mental harm or personal degradation.
8. Alleged violations of this regulation by students or student organizations can be reported to the vice president of student affairs' office for investigation by any member of the college community. The vice president of student affairs' office will investigate the complaint in accordance with the student disciplinary code, all other college and MCCCCD policies, and local and state laws.

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

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

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

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

10. If the vice president of student affairs' office receives a report or complaint of an alleged hazing activity involving physical injury, threats of physical injury, intimidation, harassment or property damage, or any other conduct that appears to violate Arizona state law, the college will report such conduct to the appropriate college safety office.

The said college safety office will investigate, respond to and report on the alleged hazing activity in accordance with all college, district, local, state and federal guidelines, policies and laws.

11. Should the proceedings outlined above substantiate an occurrence of hazing activity-where students or student organizations knowingly permitted, authorized or condoned the hazing activity-the college can recommend the following sanctions against student clubs/organizations:
- A. CENSURE: Censure can include the required completion of a program designed with the intent of eliminating the hazing activity. The programs will be devised with the cooperation of all involved parties and monitored by the vice president of student affairs' office.
  - B. PROBATION: The student club(s)/organization(s) will be placed on probation for a specified period of time.  
Conditions of probation will be determined by the vice president of student affairs' office and outlined in writing to the student club(s)/organization(s). The probationary term will be monitored by the vice president of student affairs.
  - C. SUSPENSION: The student club(s)/organization(s) will be suspended. The terms of the suspension can be defined in the sanction, including criteria the student club(s)/organization(s) must meet within a specified time to be considered for admission or renewal of college recognition status.
  - D. REVOCATION: The student club(s)/organization(s) will have its status revoked, with the loss of all college associations, recognitions and privileges. The national or international office of an organization, if so affiliated, will be requested to revoke the charter of an organization.

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

- A. Customary athletic events, contests or competitions that are sponsored by the college or MCCCCD.
- B. Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate co-curricular experience or a legitimate military training program.

13. For the purposes of the MCCCCD hazing prevention regulation:

"Organization" is defined as an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with MCCCCD, whose membership consists primarily of students enrolled at MCCCCD and that may also be classroom-related or co-curricular in nature.

## Abuse-Free Environment (AR 2.4.7)

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

### 1. Substance Abuse/Misuse Statement

Drug abuse and misuse has become a national issue and is receiving national attention, particularly in the academic community. The insidious effects of the abuse of these agents are also felt by all walks of life and economic levels. Therefore, as an education providing institution, we are responsible to provide knowledge and guidelines about prevention, control, and treatment of the abuse/misuse of alcohol, illegal and legal drug uses and misuses. Annual Acknowledgements for students and employees are provided through the online messaging accounts.

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

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

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

The Maricopa Community College District fully supports disciplinary action for misconduct and the enforcement of state laws governing the use of alcohol and the use, abuse, possession or distribution of controlled substances or illegal drugs.

#### A. Introduction and Purpose

The Federal Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires federal contractors and grantees to certify that they will provide a drug-free school. As a recipient of federal grants, the District must adopt a program toward accomplishing this goal. While federal legislation has been the impetus for creation of the program, the administration and Governing Board recognize that substance abuse is a problem of national proportions that also affect students at the Maricopa Community Colleges.

The Maricopa Community Colleges are committed to maintaining learning environments that enhance the full benefits of a student's educational experience. The Maricopa County Community College District will make every effort to provide students with optimal conditions for learning that are free of the problems associated with the unauthorized use and abuse of alcohol and drugs.

#### B. Standards of Conduct

In the student handbooks of the Maricopa Community Colleges under codes of conduct, the following are examples of behavior that is prohibited by law and/or college rules and policies:

- i. Drinking or possession of alcoholic beverages on the college campus.
- ii. Misuse of narcotics or drugs.

- C. Sanctions for Violation of Standards of Conduct Disciplinary actions include, but are not limited to:
  - i. Warning,
  - ii. Loss of privileges,
  - iii. Suspension, or
  - iv. Expulsion.

D. Legal Sanctions

Local, state, and federal law prohibit the unlawful possession, use or distribution of illicit drugs and alcohol. Conviction for violating these laws can lead to imprisonment, fines, probation, and/or assigned community service. Persons convicted of a drug-and/or alcohol related offense will be ineligible to receive federally funded or subsidized grants, loans, scholarships, or employment.

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

**3. MCCCCD Program Standards**

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

- A. Identify a key individual, at each college, to provide emergency services and/or to contact and work with outside agencies that provide drug and alcohol counseling, treatment or rehabilitation programs that may be available to students and employees.
- B. Support disciplinary action for misconduct and the enforcement of state laws governing the use of alcohol and the use, abuse, possession or distribution of controlled substances or illegal drugs.
- C. Establish a preventative substance abuse program at each college designed to affect positively the problems of irresponsible use of alcohol and the use and abuse of illegal substances

**4. Alcoholic Beverages—Usage Regulation (AR 4.13)**

This Administrative Regulation prohibits the use of District funds to purchase alcoholic beverages or services related to them except in small amounts to be used in cooking for the District's culinary programs. Additionally, it generally prohibits the presence of alcoholic beverages on premises owned by the District, or those leased or rented by the institution. It permits a few, narrow exceptions to that latter prohibition. The exceptions are not available to the general population of District employees or officials. More importantly, they are established to ensure that the District's actions stay within the boundaries of state law and the District's insurance coverage. Therefore, strict compliance with this regulation is essential.

- A. **No Funds.** No funds under the jurisdiction of the governing board of the District may be used to purchase alcoholic beverages, except for the limited purposes of purchasing small amounts of them for use solely as ingredients in food preparation for classes and at the District's culinary institutes. Alcoholic beverages may not be stored on premises owned, leased, or rented by MCCCCD except as provided in Paragraph H.
- B. **No Service or Sale of Alcoholic Beverages.** The law of the state of Arizona strictly regulates the service, sale, distribution and consumption of alcoholic beverages. In light of that law, the District does not permit alcoholic beverages to be served, sold or distributed on or in the premises owned by the District or leased or rented by the Maricopa Community Colleges for District-approved educational, fund-raising or other community purposes, except as provided in Paragraphs C and G.



- C. **Service at District Events on District-owned Property.** The Chancellor has the sole authority to approve the service, but not the sale or other distribution, of wine or beer at District events on district-owned property that the Chancellor either sponsors or approves. The only District employees authorized to request the Chancellor's approval are the College Presidents and the Vice Chancellors. Additionally, the law strictly limits the service of wine or beer by the District on District-owned property, and those restrictions are specified in Paragraph E. Unless approved by the Chancellor in compliance with the law and this regulation, alcoholic beverages may not be served on District-owned property.
- D. **Event Form Required.** A College President or Vice Chancellor who wishes to obtain the Chancellor's approval for the service of wine or beer at a District-sponsored event on District-owned property shall forward a completed written request to the Chancellor no later than 30 days before the event. The request form is available at: <http://www.maricopa.edu/publicstewardship/governance/adminregs/appendices/print/AS-6.doc>. On signing the form, the Chancellor will provide a copy of it to the requestor and to the MCCCCD Risk Manager. For events that the Chancellor sponsors, he or she will complete the form, sign it and provide it to the MCCCCD Risk Manager no later than 10 business days before the event.
- E. **Service restrictions required by law.** An event approved under Paragraph D must, by law, comply with the all of the following restrictions:
- i. The only alcoholic beverages that may be served and consumed are wine and beer. Wine consumption is limited to 6 oz. per person, and beer consumption is limited to 24 oz;
  - ii. The gathering must be by invitation only, and not open to the public;
  - iii. The gathering may not exceed 300;
  - iv. Invitees may not be charged any fee for either the event or the beer or wine; and
  - v. The consumption may only take place between noon and 10:00 p.m.

Additionally, beer and wine may only be served by a beverage service contractor whose liquor license with the state of Arizona is in good standing, except as provided in Paragraph F. The contractor must provide all of the beverages served and well as the servers or bartender. Before the event, the contractor must provide a certificate of insurance that meets the requirements of the District's Risk Manager and that adds the District as an additional insured. The contractor must also agree in writing to indemnify the District regarding the service of the beverages.

- F. **Culinary Institutes.** The Chancellor may sponsor or approve an event at one of the District's culinary institutes. Students may serve wine and beer at the event as part of their class requirements, subject to the limitations of Paragraph E. Any student serving those beverages must, by law, be 19 years or older.
- G. **Third-Party Event.** The Maricopa County Community College District Foundation and the Friends of Public Radio Arizona may, with the approval of the Chancellor, sponsor an event on District-owned property under this regulation. The City of Phoenix and the Friends of the Phoenix Public Library may also do so, with the approval of the Chancellor, at the joint library on the campus of South Mountain Community College. These third-party, non-district entities are solely responsible for determining the steps that they are required to take to comply with Arizona's alcoholic beverages laws. Additionally, they must comply with the following steps:
- i. The entity obtains a liquor license, if required by law, from the Arizona Department of Liquor Licenses and control for each event and fully complies with the laws, rules and other requirements applicable to that license;
  - ii. The entity completes the form available at <http://www.maricopa.edu/publicstewardship/governance/adminregs/appendices/print/AS-7.doc>. And provides it to the Chancellor for approval along with a copy of the liquor license no later than 30 days before the event, unless the Chancellor approves a shorter period of time in a particular case;

- iii. The entity provides or currently has on file with the District a certificate of insurance demonstrating that it has liquor liability coverage and that adds the District as an additional insured;
  - iv. The entity agrees in writing to indemnify the District from any claims of any kind arising out of the event;
  - v. Beer and wine are the only alcoholic beverages served and only served through a beverage service contractor whose liquor license with the state of Arizona is in good standing;
  - vi. The contractor provides all of the beverages served and well as the servers or bartenders;
  - vii. Before the event, the contractor provides a certificate of insurance that meets the requirements of the District's Risk Manager and that adds the District as an additional insured; and
  - viii. The contractor agrees in writing to indemnify the District regarding the service of the beverages.
- H. **Receipt of beverages; storage.** It is not permissible to store wine or beer on premises owned, leased or rented by MCCCCD, except as provided in this paragraph. Alcoholic beverages purchased for use in cooking in District culinary courses must be stored in such a way that it is inaccessible to anyone except the Director or designee of the culinary program. For wine and beer to be used for receptions at the district's culinary institutes, as authorized by this administrative regulation, the following storage requirements apply:
- i. Wine and beer to be served may only be brought to MCCCCD property no sooner than four hours prior to the event, and remain there no longer than four hours after the event; and
  - ii. Once the wine and beer arrives on MCCCCD property, the Director the culinary program shall assign an MCCCCD employee to ensure that it is not stolen or that it is not opened until ready to be served.
- I. **Compliance with law.** In compliance with applicable law, any persons planning an event under this administrative regulation are required to familiarize themselves with the pertinent laws and other requirements established by the state of Arizona for the service of alcoholic beverages, particularly those in Arizona Revised Statutes Title 4 (Alcoholic Beverages) Chapters 1 (General Provisions), 2 (Regulations and Prohibitions) and 3 (Civil Liability of Licensees and Other Persons) as well as Arizona Administrative Code Title 19, Articles 1 (State Liquor Board) and 3 (Unlicensed Premises Definitions and Licensing Time-Frames).
- J. **Residential Housing.** Lawful occupants of residential housing under the jurisdiction of the Governing Board, if over the age of 21 years and not otherwise lawfully barred from such practice, may possess and consume alcoholic beverages in the privacy of their respective leased housing facility. Guests of such occupants over the age of 21 years shall have the same privilege. No alcohol is permitted in public areas (nor common areas of a dormitory) at any time.
- K. **Personal Responsibility.** The personal or individual purchase of alcoholic beverages by individuals attending District-approved functions held in places serving alcoholic beverages is a personal and individual responsibility. Administrative discretion shall be exercised in the approval of the location of such activities, as such decision pertains to the nature of the group involved.
- L. **Miscellaneous Usage Issues.** Any issues that are not specifically addressed within this regulation require the review and determination by the Chancellor or Executive Vice Chancellor and Provost on matters related to culinary programs, academic or student affairs.

## 5. Other Health Concerns

### General Guidelines Concerning AIDS

Neither a diagnosis of AIDS nor a positive HIV antibody test will be part of the initial admission decision for those applying to attend any of the Maricopa Community Colleges. The Maricopa Community Colleges will not require screening of students for antibody to HIV.

Students with AIDS or a positive HIV antibody test will not be restricted from access to student unions, theaters, cafeterias, snack bars, gymnasiums, swimming pools, recreational facilities, restrooms, or other common areas, as there is not current medical justification for doing so.

Where academically and logistically feasible, students who have medical conditions, including AIDS, may seek accommodation in order to remain enrolled. Medical documentation will be needed to support requests for accommodation through the Office of Disabled Resources and Services or the Office of Vice President of Student Affairs.

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

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

## Smoke-Free/Tobacco-Free Environment (AR 4.12)

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

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

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

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

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

Under the Drug Free Workplace Act of 1988, and the Drug Free Schools and Communities Act of 1989, "... no institution of higher education shall be eligible to receive funds or any other form of financial assistance under any federal program, including participation in any federally funded or guaranteed student loan program, unless it has adopted and has implemented a program to prevent the use of illicit drugs and abuse of alcohol by students and employees." Another federal law, the Controlled Substances Act, prohibits the possession, use, production, and distribution of marijuana for any and all uses, including medicinal use. This law is not affected by the passage of the Arizona Medical Marijuana Act. Because Maricopa Community

Colleges could lose its eligibility for federal funds if it fails to prohibit marijuana, it is exempt from the requirements of the Arizona Medical Marijuana Act. Therefore, Maricopa Community Colleges will continue to enforce its current policies prohibiting the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance on its property or as part of any of its activities.

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

## Students with Disabilities (AR 2.8) Eligibility for Accommodations & Required Disability Documentation (AR 2.8.1)

### Purpose

To specify the disability documentation requirements that will qualify (i.e., support current and essential needs) Maricopa County Community College District students for reasonable and appropriate academic adjustments through each college's Disability Resources and Services (DRS) office or designated professional.

### General Eligibility Requirements

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

### Who Is Eligible for Services?

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

### Definitions

- **Disability:** A disability is any physical or mental condition which causes substantial limitation to the ability to perform one or more major life activities.
- **Academic adjustment:** An academic adjustment is a modification of a non-essential academic requirement, an examination, or an institutional rule that is necessary to avoid discriminating on the basis of handicap against qualified students with disabilities. Modifications may include changes in the length of time permitted for the completion of degree requirements, substitution of specific courses required for the completion of degree requirements, and adaptation of the manner in which specific courses are conducted.

\*\*Documentation can be transferred within MCCCCD for current consideration for eligibility.

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

### Special Considerations

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

Academic adjustments are determined by the DRS Office through an interactive exchange with the eligible student. The DRS Office will give priority to the request of the student, but will also consider the instructor's

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

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

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

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

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

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

### **Documentation Guidelines**

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

- current level of functioning
- current documentation
- all standardized testing must use adult-normed instruments
- age of the documentation may vary for some disabilities, provided the presence of a substantial limitation(s) is adequately established
- how the disability impacts the student’s learning
- contain information supportive of the student’s request for specific academic support, auxiliary aids, and accommodations

## Specific Eligibility Requirements

### 1. Physical Disabilities

#### A. Required Documentation

The student must submit a written, current diagnostic report of any physical disabilities that are based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified and/or licensed) professionals (e.g., medical doctors, ophthalmologists, neuropsychologists, audiologists). Disability diagnosis categories include:

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

#### B. Diagnostic Report

The diagnostic report must include the following information:

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

### 2. Specific Learning Disabilities

#### A. Required Documentation

Submit a written diagnostic report of specific learning disabilities that is based on age appropriate, comprehensive, psycho educational evaluations using adult normed instruments.

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

An appropriate Psycho Educational Evaluation must include comprehensive measures in each of the following areas:

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

Examples Of Measures (including but not limited to):

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

- ii. Academic Achievement: evaluation must contain a comprehensive achievement battery with all sub-tests and standard scores reported. The test battery should include current levels of functioning in the relevant area(s).

Examples of Achievement (including but not limited to):

1. Wechsler Individual Achievement Tests (WIAT)
  2. Woodcock-Johnson Psycho-Educational Battery
  3. Stanford Test of Academic Skills (TASK)
  4. Scholastic Abilities Test for Adults (SATA)
- iii. Information Processing: evaluation should assess specific information processing areas such as short- and long-term memory, sequential memory, auditory and visual perception/processing, processing speed, executive function, and motor ability.

Examples of Achievement (including but not limited to):

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

#### B. Diagnostic Report

The diagnostic report must include the following information:

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

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

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

#### A. Required Documentation

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

## B. Diagnostic Report

Acceptable documentation must include:

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

**4. Psychological/Psychiatric Disabilities**

## A. Required Documentation

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

## B. Diagnostic Report

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

The diagnostic report must include the following:

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

**5. Neurological Disorders**

## A. Required Documentation

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

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

## B. Diagnostic Report

Written statement of diagnosis:

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



## 6. Temporary Disabling Conditions

### A. Required Documentation

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

## Eligibility of Students Taking Reduced Course Loads (AR 2.8.2)

Although any student may register for fewer than twelve credit hours, a student with a disability may request a reduced academic load as a reasonable and appropriate accommodation. A college Disability Resource Services (DRS) professional may certify that a student who is afforded a reduced academic load as an accommodation for a disability shall nevertheless be deemed a full-time student. Such certification shall be solely to enable the student to seek eligibility for health insurance benefits and to seek eligibility to comply with mandates of the National Junior College Athletic Association. The college DRS professional will certify that a student may be deemed a full-time student as provided under this regulation only on a semester-by-semester basis.

The appropriate college offices will receive documentation of the DRS professional's certification from the professional or the student. An incoming student may apply for such certification upon acceptance to the college. Requests for certification must be made prior to the beginning of each semester. Every attempt will be made to accommodate these requests.

The following criteria also apply:

1. Students taking a reduced course load must register for at least 6 credit hours (based on DRS approval) during the regular fall and spring semesters. It is recommended that students register for at least three (3) credit hours during the summer to offset the impact of academic eligibility.
2. Students taking a reduced course load must maintain satisfactory academic progress standards as defined by the College catalog.
3. The reduced credit load may result in an adjusted financial aid package. **There may be additional ramifications including, but not limited to, extra time to complete college, insurance coverage, Vocational Rehabilitation funding, etc.**
4. Eligibility for Federal Stafford Loans may be reduced according to the total number of credit hours taken in the full academic year. A student, taking a reduced course load, must be at least half time in a semester (6 credits) in order to receive a Stafford Loan.
5. The amount of Federal Financial Aid (Title IV) awarded is based on the actual number of credit hours taken.
6. Requirements for continuation of funding through Vocational Rehabilitation may differ. The student must contact his/her VR counselor to determine how a reduced course load will impact their funding.
7. The National Junior College Athletic Association (NJCAA) has published standards in regard to the designation of Certified Disabled Student-Athlete in Article V Section J of the NJCAA bylaws. This procedure addresses the NJCAA criteria for reduced course loads.

**Application Process**

1. Applications for reduced course loads must be submitted to the Disability & Services professional with supporting documentation. **Requests must be made prior to the beginning of each semester.**
2. Supporting documentation must include a diagnostic evaluation from an appropriate professional. The documentation must meet the guidelines set forth by the Maricopa Community College District's Documentation Policy in order to evaluate the current impact of the disability in regards to the request. Students are required to complete an application form for this status every semester, but do not need to re-submit their documentation. Continuation of this status is not automatic. Each case will be re-evaluated at the end of the semester to determine if this accommodation is still appropriate.
3. Students requesting a reduced course load should consult with their academic advisor regarding the consequences of this status for making progress toward graduation requirements and eligibility for various academic distinctions and designations.
4. Students registered in occupational and/or academic programs that have specific block formats will not be considered for reduced course loads.
5. Students who are approved for a reduced course load will be required to sign the Reduced Course Load Approval Form (see Appendix S-10), which includes a statement acknowledging that he or she has reviewed the consequences that go with reduced load status and accepts them.
6. When a reduced course load status is granted by the Disability Resources & Services professional, a copy of the Reduced Course Load Approval Form will be sent to the appropriate individuals.

**Academic Misconduct (AR 2.3.11)****1. Definitions**

- A. Academic Misconduct - includes any conduct associated with the classroom, laboratory, or clinical learning process that is inconsistent with the published course competencies/objectives and/or academic standards for the course, program, department, or institution. Examples of academic misconduct include, but are not limited to: (a) cheating and plagiarism (including any assistance or collusion in such activities, or requests or offers to do so); (b) excessive absences; (c) use of abusive or profane language; and (d) disruptive behavior.
- B. Cheating is any form of dishonesty in an academic exercise. It includes, but is not limited to, (a) use of any unauthorized assistance in taking quizzes, tests, examinations, or any other form of assessment whether or not the items are graded; (b) dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments; (c) the acquisition, without permission, of tests or other academic material belonging to or administered by the college or a member of the college faculty or staff; and (d) fabrication of data, facts, or information.
- C. Plagiarism is a form of cheating in which a student falsely represents another person's work as his or her own – it includes, but is not limited to: (a) the use of paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment; (b) unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials; and (c) information gathered from the internet and not properly identified

**2. Academic Consequences**

Any student found by a faculty member to have committed academic misconduct may be subject to the following academic consequences, based on the faculty member's judgment of the student's academic performance.

**Warning** - A notice in writing to the student that the student has violated the academic standards as defined in 1.A.

**Grade Adjustment** - Lowering of a grade on a test, assignment, or course.

**Discretionary assignments** - Additional academic assignments determined by the faculty member.

**Course Failure** - Failure of a student from a course where academic misconduct occurs.

### 3. Disciplinary Sanctions

If the misconduct is sufficiently serious to warrant course failure, and if either (a) the failure results in a student being removed from an instructional program or (b) the student refuses to accept responsibility for the misconduct and its academic consequences, the faculty member will, in addition to awarding the course grade, consult the department chair and the vice president of academic affairs as to whether institutional sanctions set forth below should be sought under AR 2.5. Regardless whether the student has accepted responsibility for academic consequences, in all cases of academic misconduct the faculty member may make recommendations for sanctions and may file a written complaint of misconduct. The vice president of academic affairs will serve as the student conduct administrator in all academic misconduct cases, and will follow the procedure established in AR 2.5.2 to evaluate whether disciplinary sanctions are warranted. College probation, suspension, or expulsion will be imposed only by the vice president of academic affairs or designee, and only after the student has received the procedural rights provided in AR 2.5.2.

**Disciplinary Probation** - Disciplinary probation is for a designated period of time and includes the probability of more severe sanctions if the student commits additional acts of academic misconduct.

**College Suspension** - Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. (A suspension from one Maricopa Community College will apply to all other colleges/centers in the District.)

**College Expulsion** - Permanent separation of the student from the college. (Expulsion from one Maricopa Community College will apply to all colleges/centers in the District.)

### 4. Appeal of Sanctions for Academic Misconduct

Students can appeal academic consequences by following the instructional grievance procedure (AR 2.3.5; Appendix S-6). Students can appeal disciplinary sanctions as provided in AR 2.5.2. If the student appeals through both processes, the instructional grievance process will be suspended until a final decision is reached in the student discipline procedure. In all cases in which financial aid has been adversely affected by academic consequences or disciplinary sanctions that are the subject of ongoing hearing or appeal proceedings, the student may appeal the financial aid determination on the grounds that a final decision has not been made. In such an event, a final decision on financial aid will not be made until after the final decision on consequences and/or sanctions.

*Amended through direct approval from the Chancellor and Executive Vice Chancellor & Provost on August 7, 2013.*

## Disciplinary Standards (AR 2.5.1)

### 1. Disciplinary Probation and Suspension

According to the laws of the State of Arizona, jurisdiction and control over the Maricopa Community Colleges are vested in the District Governing Board. The Governing Board and its agents-the chancellor, administration and faculty-are granted broad legal authority to regulate student life subject to basic standards of reasonableness.

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

Misconduct for which students are subject to disciplinary action falls into the general areas of:

- A. Cheating on an examination, assessment tests, laboratory work, written work (plagiarism), falsifying, forging or altering college records.
- B. Actions or verbal statements which threaten the personal safety of any faculty, staff, students, or others lawfully assembled on the campus, or any conduct which is harmful, obstructive, disruptive to, or interferes with the educational process or institutional functions.
- C. Violation of Arizona statutes, and/or college regulations and policies.
- D. Use of college computer resources such as the Internet in violation of Technology Resource Standards (AR 4.4) which may result in notification of law enforcement authorities.

### 2. Disciplinary Removal from Class

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

## Student Conduct Code (AR 2.5.2)

The purpose of this Code is to help ensure a healthy, comfortable and educationally productive environment for students, employees and visitors.

### Article I: Definitions

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

1. "**Accused student**" means any student accused of violating this Student Conduct Code.
2. "**Appellate boards**" means any person or persons authorized by the college president to consider an appeal from a Student Conduct Board's determination that a student has violated this Student Conduct Code or from the sanctions imposed by the Student Conduct Administrator. The college president may act as the appellate board.
3. "**College**" means a Maricopa Community College or center.
4. "**College premises**" means all land, buildings, facilities and other property in the possession of or owned, used or controlled by the college or District.

5. "**College official**" means any person employed by the college or District, performing assigned administrative or professional responsibilities pursuant to this Student Conduct Code. The college president shall designate the college or center official to be responsible for the administration of the Student Conduct Code.
6. "**Complainant**" means any person who submits a charge alleging that a student violated this Student Conduct Code. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Student Conduct Code as are provided to the complainant, even if another member of the college community submitted the charge itself.
7. "**Day**" means calendar day at a time when college is in session, and shall exclude weekends and holidays.
8. "**Disruptive behavior**" means conduct that materially and substantially interferes with or obstructs the teaching or learning process in the context of a classroom or educational setting.
9. "**District**" means the Maricopa County Community College District.
10. "**Faculty member**" means any person hired by the college or District to conduct classroom or teaching activities or who is otherwise considered by the college to be a member of faculty.
12. "**Member of the college community**" means any person who is a student, faculty member, college official or any other person employed by the college or center. A person's status in a particular situation shall be determined by the college president.
13. "**Organization**" means any number of persons who have complied with the formal requirements for college recognition.
14. "**Policy**" is defined as the written regulations of the college and/or District as found in, but not limited to, this Student Conduct Code and Governing Board policy.
15. "**Shall**" is used in the imperative sense.
16. "**Student**" means any person taking courses at the college whether full-time or part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the college are considered "students".
17. "**Student Conduct Administrator**" means a college official authorized on a case by case basis by the college official responsible for administration of the Student Conduct Code to impose sanctions upon students found to have violated this Student Conduct Code. A Student Conduct Administrator may serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of a Student Conduct Board. The college official responsible for administration of the Student Conduct Code may authorize the same Student Conduct Administrator to impose sanctions in all cases.
18. "**Student Conduct Board**" means any person or persons authorized by the college president to determine whether a student has violated this Student Conduct Code and to recommend sanctions that may be imposed when a violation has been committed.
19. "**Threatening behavior**" means any written or oral statement, communication, conduct or gesture directed toward any member of the college community, which causes a reasonable apprehension of physical harm to self, others or property. It does not matter whether the person communicating the threat has the ability to carry it out, or whether the threat is made on a present, conditional or future basis.

## Article II: Judicial Authority

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

2. The college official responsible for administration of the Student Conduct Code shall develop procedures for the administration of the judicial program and rules for the conduct of hearings that are consistent with provisions of this Student Conduct Code.
3. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.

### **Article III: Prohibited Conduct**

#### **1. Jurisdiction of the College**

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

#### **2. Temporary Removal of Student**

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

#### **3. Conduct - Rules and Regulations**

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

- A. Acts of dishonesty, including but not limited to the following:
  - i. Furnishing false information to any college official or office.
  - ii. Forgery, alteration or misuse of any college document, record or instrument of identification.
  - iii. Tampering with the election of any college- recognized student organization.
- B. Obstruction of teaching, research, administration, disciplinary proceedings or other college activities, including its public service functions on campus, in clinical settings or other authorized non-college activities, when the conduct occurs on college premises a faculty member may remove a student from a class meeting for disciplinary reasons. If a faculty member removes a student for more than one class period, the faculty member shall notify the college official responsible for administration of the Student Conduct Code in writing of the problem, action taken by the faculty member, and the faculty member's recommendation. If a resolution of the problem is not reached, the student may be removed permanently pursuant to appropriate due process procedures.
- C. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, conduct which threatens or endangers the health or safety of any person, and/or disruptive behavior as defined in Article II.2. above.
- D. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.

- E. Failure to comply with direction of college officials or law enforcement officers in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- F. Unauthorized possession, duplication or use of keys to any college premises, or unauthorized entry to or use of college premises.
- G. Violation of any college or District policy, rule or regulation published in hard copy such as a college catalog, handbook, etc. or available electronically on the college's or District's website.
- H. Violation of federal, state or local law.
- I. Use, possession, manufacturing or distribution of illegal or other controlled substances except as expressly permitted by law.
- J. Illegal use, possession, manufacturing or distribution of alcoholic beverages or public intoxication.
- K. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on college premises, or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others, or property damage.
- L. Participation in a demonstration, riot or activity that disrupts the normal operations of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any college building or area.
- M. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions.
- N. Conduct that is disorderly, lewd or indecent; breach of the peace; or aiding, abetting or procuring another person to breach the peace on college premises or at functions sponsored by or participated in by the college or members of the academic community. Disorderly conduct includes but is not limited to: any unauthorized use of electronic or other devices or to make an audio or video record of any person while on college or District premises without his/her prior knowledge, or without his/her effective consent or when such a recording is likely to cause injury or distress. This includes, but is not limited to, secretly taking pictures of another person in a gym, locker room, or restroom.
- O. Attempted or actual theft or other abuse of technology facilities or resources, including but not limited to:
  - i. Unauthorized entry into a file, to use, read or change the contents or for any other purpose.
  - ii. Unauthorized transfer of a file.
  - iii. Unauthorized use of another individual's identification and/or password.
  - iv. Use of technology facilities or resources to interfere with the work of another student, faculty member or college official.
  - v. Use of technology facilities or resources to send obscene or abusive messages.
  - vi. Use of technology facilities or resources to interfere with normal operation of the college technology system or network.
  - vii. Use of technology facilities or resources in violation of copyright laws viii. Any violation of the District's technology resource standards.
  - ix. Use of technology facilities or resources to illegally download files.
- P. Abuse of the Student Conduct system, including but not limited to:
  - i. Falsification, distortion or misrepresentation of information before a Student Conduct Board.
  - ii. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.

- iii. Invoking a Student Conduct Code proceeding with malicious intent or under false pretenses.
- iv. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct system.
- v. Attempting to influence the impartiality of the member of a judicial body prior to, and/or during the course of, the Student Conduct Board proceeding.
- vi. Harassment, either verbal or physical, and/or intimidation of a member of a Student Conduct Board prior to, during and/or after a Student Conduct Board proceeding.
- vii. Failure to comply with the sanctions imposed under this Student Conduct Code.
- viii. Influence or attempting to influence another person to commit an abuse of the Student Conduct Code system.
- ix. Failure to obey the notice from a Student Conduct Board or college official to appear for a meeting or hearing as part of the Student Conduct system.

Q. Engaging in irresponsible social conduct.

R. Attempt to bribe a college or District employee.

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

#### 4. Violation of Law and College Discipline

- A. Disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Conduct Code (that is, if both possible violations result from the same factual situation) without regard to pending of civil or criminal litigation. Proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the college official responsible for administration of the Student Conduct Code. Determinations made or sanctions imposed under this Student Conduct Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of college rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
- B. When a student is charged by federal, state or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under this Student Conduct Code, however, the college may advise off campus authorities of the existence of this Student Conduct Code and of how such matters will be handled internally within the college community. The college will cooperate fully with the law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting within their personal capacities, remain free to interact with governmental representatives as they deem appropriate

#### Article IV: Student Conduct Code Procedures

##### 1. Charges and Student Conduct Board Hearings

- A. Any member of the college community may file charges against a student for violations of this Student Conduct Code. A charge shall be prepared in writing and directed to the Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within thirty (30) days following the incident. Misconduct charges of a sexual nature, including sexual harassment and sexual assault, should be sent to the vice president of student affairs who is the designated Title IX Coordinator at each MCCCDC college. Title IX protects students from sexual misconduct and other forms of discrimination in connection with all academic,



extracurricular, athletic, and other programs sponsored by the college at any college facility or other location. The Title IX Coordinator (or designee) will conduct an investigation that is prompt, thorough, and impartial according to the MCCCCD sexual harassment complaint process.

- B. The Student Conduct Administrator may conduct a prompt, thorough, and impartial investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator will convene the student conduct board. If the student admits violating institutional rules, but sanctions are not agreed to, the hearing shall be limited to determining the appropriate sanction(s).
- C. All charges shall be presented to the accused student in written form. The Student Conduct Administrator will provide written notice of the time, date, and location of the student conduct hearing. The notice will describe the evidence of alleged misconduct, the code provisions violated, and the possible sanctions. The student conduct hearing notice, plus a copy of this code, shall be provided to the student accused of misconduct no less than five (5) workdays before the hearing date. The hearing will be held no more than fifteen (15) workdays after the student has been notified unless the Student Conduct Administrator extends the deadline for good cause in his or her sole discretion.
- D. Hearings shall be conducted by a Student Conduct Board according to the following guidelines, except as provided by Article IV 1.G below:
  - i. Student Conduct Board hearings normally shall be conducted in private.
  - ii. The complainant, accused student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board hearing at which information is received (excluding deliberations). Admission of any person to the hearing shall be at the discretion of the Student Conduct Board and/or its Student Conduct Administrator.
  - iii. In Student Conduct Board hearings involving more than one accused student, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Board hearing concerning each student to be conducted either separately or jointly.
  - iv. The complainant and the accused shall have the right to be assisted by any advisor they choose, at their own expense. A party who elects to be assisted by an advisor must notify the student conduct administrator of the name and contact information of the advisor not less than two (2) days before the scheduled hearing. The advisor must be a member of the college community and may not be an attorney. Both the complainant and the accused are responsible for presenting their own information and, therefore, advisors are not permitted to speak or participate directly in any Student Conduct Board hearing before a Student Conduct Board.
  - v. The complainant, the accused student, and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The Student Conduct Administrator will try to arrange the attendance of possible witnesses who are members of the college community, if reasonably possible, and who are identified by the complainant and/or accused student at least two days prior to the Student Conduct Board hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Conduct Board.

- vi. The Student Conduct Administrator will present the information he or she received.
  - vii. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.
  - viii. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.
  - ix. After the portion of the Student Conduct Board hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the accused student violated the section of this Student Conduct Code which the student is charged with violating.
  - x. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the accused student violated this Student Conduct Code.
- E. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board hearings before a Student Conduct Board (not including deliberations). The record shall be the property of the District.
  - F. No student may be found to have violated this Student Conduct Code because the student failed to appear before a Student Conduct Board. In all cases, the evidence and support of the charges shall be presented and considered.
  - G. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the college official responsible for administration of the Student Conduct Code.

## 2. Sanctions

- A. The following sanctions may be imposed upon any student found to have violated the Student Conduct Code:
  - i. **Warning** - a written notice to the student that the student is violating or has violated institutional rules or regulations.
  - ii. **Probation** - a written reprimand for violation of specified rules or regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional rules or regulation(s) during the probationary period.
  - iii. **Loss of Privileges** - denial of specified privileges for a designated period of time.
  - iv. **Restitution** - compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - v. **Discretionary Sanctions** - work assignments, essays, service to the college, or other related discretionary assignments. (Such assignments must have the prior approval of the Student Conduct Administrator.)
  - vi. **College Suspension** - separation of the student from all the colleges in the District for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - vii. **College Expulsion** - permanent separation of the student from all the colleges in the District.

- B. More than one of the sanctions listed above may be imposed for any single violation.
- C. Other than college expulsion, disciplinary sanction shall not be made part of the student's academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions upon the student's application to the Student Conduct Administrator. Cases involving the imposition of sanctions other than suspension or expulsion shall be expunged from the student's confidential record five (5) years after final disposition of the case.

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

- D. The following sanctions may be imposed upon groups or organizations:
  - i. Those sanctions listed above in Article IV 2. A. 1 through 4.
  - ii. Loss of selected rights and privileges for a specified period of time.
  - iii. Deactivation - loss of all privileges, including college recognition for a designated period of time.
- E. In each case in which a Student Conduct Board determines that a student and/or group or organization has violated the Student Conduct Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board hearing, the Student Conduct Board and the Student Conduct Administrator shall advise the accused student, group and/or organization (and a complaining student who believes s/he was the victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

### 3. Emergency Suspension

If a student's actions pose an immediate threat or danger to any member of the college community or the educational processes, a college official responsible for administering the Student Conduct Code may immediately suspend or alter the rights of a student pending a Student Conduct Board hearing. Scheduling the hearing shall not preclude resolution of the matter through mediation or any other dispute resolution process. The decision will be based on whether the continued presence of the student on the college campus reasonably poses a threat to the physical or emotional condition and well-being of any individual, including the student, or for reasons relating to the safety and welfare of any college property, or any college function. When an emergency suspension is imposed, the student conduct administrator will seek to resolve the complaint at the earliest possible date. This suspension is not a sanction but an effort to protect people and property and prevent disruption of college operations.

In imposing an emergency suspension, the college official responsible for administration of the Student Conduct Code may direct that the student immediately leave the college premises and may further direct the student not to return until contacted by that official. An accused student shall be in violation of this policy regardless of whether the person who is the object of the threat observes or receives it, as long as a reasonable person would interpret the communication, conduct or gesture as a serious expression of intent to harm.

**4. Administrative Hold**

The Student Conduct Administrator may place a temporary administrative hold preventing an accused student's registration, financial aid award, transcript release, or graduation if it is necessary to secure the student's cooperation in the investigation or compliance with a direction. This hold is not a sanction but a necessary step to resolve the complaint promptly.

**5. Academic Consequences**

Violations of the student conduct code can have academic consequences if the violation also constitutes failure to meet standards of performance or professionalism set by the instructor or the program, or if it constitutes cheating, plagiarism, falsification of data, or other forms of academic dishonesty. The instructor may award a failing grade for the assignment or the course in such cases, and the program faculty may decide that the student is ineligible to continue in the program. Academic consequences are determined by the faculty and academic administration, and are not dependent on the decisions of the student conduct board, the appeals board, or the student conduct administrator.

**6. Appeals Regarding Student Code of Conduct**

- A. A decision reached by the Student Conduct Board judicial body or a sanction imposed by the Student Conduct Administrator may be appealed by accused students or complainants to an Appellate Board within five (5) days of receipt of the decision. Such appeals shall be in writing and shall be delivered to the Student Conduct Administrator.
- B. Except as required to explain on the basis of new information, an appeal shall be limited to the review of the verbatim record of the Student Conduct Board hearing and supporting documents for one or more of the following purposes:
  - i. To determine whether the Student Conduct Board hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complainant a reasonable opportunity to prepare and present information that the Student Conduct Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
  - ii. To determine whether the decision reached regarding the accused student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Conduct Code occurred.
  - iii. To determine whether the sanction(s) imposed was appropriate to the violation of the Student Conduct Code which the student was found to have committed.
  - iv. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board hearing.
- C. If an appeal is upheld by the appellate board, the matter shall be returned to the original Student Conduct Board and Student Conduct Administrator for reopening of the Student Conduct Board hearing to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all concerned.

**Article V: Interpretation and Revision**

Any question of interpretation regarding the Student Conduct Code shall be referred to the college official responsible for administration of the Student Conduct Code for final determination.

## Student Records (AR 2.5.3)

### 1. Definitions

For the purposes of this policy, the Maricopa County Community College District has used the following definition of terms.

- A. "College" includes all colleges, educational centers, skill centers and District office.
- B. "Educational Records" are any record (in handwriting, print, tapes, film, or other media) maintained by the college or an agent of the college which is directly related to a student, except:
  - i. A personal record kept by a staff member, if it is kept in the personal possession of the individual who made the record, and information contained in the record has never been revealed or made available to any other person except the maker's temporary substitute.
  - ii. An employment record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the individual's employment.
  - iii. Records maintained by the colleges security unit, if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction and the security unit does not have access to education records maintained by the community college.
  - iv. Alumni records which contain information about a student after he or she is no longer an attendant of the community college and the records do not relate to the person as a student.

### 2. Records Request

Official verification of educational records is issued by the Admissions and Records Office/Office of Student Enrollment Services.

### 3. Fees

If a copy(ies) of a portion or all of the records in a student's file is requested, the custodian of the records may charge a fee for copies made. However, the willingness or ability to pay the fee will not effectively prevent students from exercising their right to inspect and review (under supervision of a college employee) their records. A fee will not be charged to search for or to retrieve records. Standard fees for printing and duplication services will apply.

### 4. Annual Notification (SEE ALSO FERPA EXPLANATION)

Students will be notified of their further rights annually by publication in the college catalog and/or the student handbook:

#### **Rights of Access to Educational Records**

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "Eligible Student" Under FERPA is a student who is 18 years of age or older who attends a postsecondary institution). These rights include:

- A. The right to inspect and review the student's education records within 45 days after the day the college receives a request for access.**

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

**B. The right to request the amendment of the student's education records that the student believes is inaccurate, or misleading.**

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

If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. The FERPA Appeal Process is also outlined in the student handbook and in Appendix S-17 of the MCCCCD Administrative Regulations.

**C. The right to provide written consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. CONDITIONS OF DISCLOSURE WITHOUT CONSENT**

FERPA permits the disclosure of personally identifiable information (PII) from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA Regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

1. To other school officials, including instructors, administrators, supervisors, governing board members, academic or support staff, law enforcement and health staff, within the MCCCCD whom the college or district has determined to have legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. This includes contractors, attorneys, auditors, collection agents, consultants, volunteers, or other parties to whom the college has outsourced institutional services or functions, provided that the conditions listed in §99.31(A) (1)(I)(B)(1) – (A)(1)(I)(B)(2) are met. (§99.31(A) (1)).
2. To officials of another school where the student seeks to or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(A) (2)).
3. To authorized representatives of the US Comptroller General, the US Attorney General, and the US Secretary of Education, or State and Local Educational Authorities, such as a state postsecondary authority that is responsible for supervising the college's state supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal-or state- supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement, or compliance activity on their behalf (§§99.31(A) (3) AND 99.35).
4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(A) (4)).
5. To organizations conducting studies for, or on behalf of, the college, in order to: (A) Develop, Validate, or Administer Predictive Tests; (B) Administer student aid programs; or (C) Improve instruction (§99.31(A) (6)).

6. To accrediting organizations to carry out their accrediting functions. (§99.31(A) (7)).
7. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(A) (8)).
8. To comply with a judicial order or lawfully issued subpoena. (§99.31(A) (9)).
9. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(A) (10)).
10. Information the college has designated as “Directory Information” under §99.37. (§99.31(A) (11)).
11. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(A) (13)).
12. To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the college’s rules or policies with respect to the allegation made against him or her. (§99.31(A) (14)).
13. To parents of a student regarding the student’s violation of any federal, state, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(A) (15))

Students who believe that MCCCC or an agent of the college has disclosed information contrary to the provisions outlined in this section may submit a grievance via the non-instructional complaint resolution process. The process is posted at:

[www.maricopa.edu/publicstewardship/governance/adminregs/appendices/S-8.php](http://www.maricopa.edu/publicstewardship/governance/adminregs/appendices/S-8.php)

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

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
US Department of Education  
400 Maryland Avenue SW Washington, DC 20202-5920

**5. Student Directory**

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

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

**6. Disclosure to Parents**

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

## 7. Disclosure to Parents

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

## FERPA Appeal Process (Appendix S-17)

In instances where the college decides not to amend an education record as requested by the student, the college will notify the student of the decision and advise him/her of the right to an appeal hearing according to the following process:

- The student must have first presented the issue in writing to the college's Admissions/Enrollment Office or designee identifying the records that he/she wishes to have amended and provided any supporting documentation. Note: With the exception of clerical errors, requests that are expressly related to grade disputes are not subject to this process and must be vetted through the Instructional Grievance Process.
- If the request to change the record was deemed unsubstantiated by the college designee and the institution was able to demonstrate that the record was accurate, the student will be informed of the right to a formal appeal hearing.
- Students must request a formal hearing within 10 business days from the date they are informed of the right to an appeal hearing.
- The request for a formal hearing must be in writing and delivered to the [Dean of Admissions/Enrollment Services, Vice President of Student Affairs] or designee.
- The college official who receives the formal hearing request will either review the case personally or designate a hearing committee if the issue involves a matter not clearly established by current policy or administrative regulation.
- A written decision will be delivered to all parties summarizing the evidence and stating the reason(s) for the decision. If the decision is in favor of the student, the education record will be amended. If the decision is for the record to remain the same, the student may place a statement commenting on or disagreeing with the decision in the education record.

## Student Employment (AR 2.5.4)

### 1. District Student Employees

#### A. Introduction

Students may be employed by the college as student help. District regulations require that students be hired in essential jobs and that they be properly trained and supervised.

#### B. Philosophy and Workload for Student Employees

- i. It shall be the philosophy of Maricopa Community College District that a student may work to augment college and living expenses, however, the scholastic endeavor should be foremost. Sufficient time should be allotted for classroom attendance, homework, out-of-class study and participation in activities.
- ii. A workload of twenty (20) hours per week should be established as the maximum number of hours a student employee may work on campus. All student employees shall be enrolled in a minimum of three (3) semester credit hours. Any combination of day and evening hours would meet this requirement. Any student employee having special reasons to work over 20 hours per week or having dropped below three (3) credit hours should request his/her immediate supervisor to obtain approval from the College president or his/her designee.



- iii. During the summer sessions, students may be eligible for employment if they were enrolled for a minimum of three (3) semester credit hours at the end of the spring semester, or if they have been accepted for admission for the fall semester. Exceptions to the three (3) semester credit hours may be made by the president or his/her designee. Summer shall be designated as the time from the official end of the spring semester to the beginning of classes for the fall semester.

C. Student Employee Benefits

As student employees, there are no entitlements to employee benefits; i.e., vacation, retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.

D. Student Employment Records

Student employee records will be maintained at the Financial Aid office, the office of the fiscal agent or the Career/Placement Office and will be reviewed periodically by the Vice President of Students Affairs.

E. Student Compensation

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

F. Employee Contracts and Forms (See Appendix FM-3)

Student Employee Grievance Procedure

- G. Part-time student employees working for one of the Maricopa Community Colleges may wish to file a grievance relating to certain working conditions or violation of student employment regulation. Please refer to the Non- Instructional Complaint Resolution Process (AR 2.3.12).

**2. Student Security Guards**

A. Introduction and Philosophy

Students may be employed by the college as student help. If student guards do not come from the ranks of Administration of Justice classes, they must undergo appropriate training to qualify them as student guards. This training program is outlined in the regulation.

B. Workload of Student Security Guards

- i. Student security guards shall be enrolled for a minimum of three (3) semester hours.
- ii. Student security guards shall be limited to 20 hours per week when the workweek starts at 7:00 a.m. on Monday and concludes at 11:00 p.m. on Friday. Additional hours may be worked if guards are assigned special duty at games or activities held on campus during the weekend, or if guards are assigned a shift on Saturday and Sunday, between 7:00 a.m. and 11:00 p.m.

C. Students not in Administration of Justice Program

- i. Use of student other than those in Administration of Justice Program:
  1. Selection of the student must be personally approved by the vice president of students affairs and chief of security.
  2. Selection of a student should not extend beyond one semester without the approval of the vice president of students affairs.
  3. Selected student must undergo a special training program directed by the chief of security and approved by the vice president of student affairs.

- ii. Recommended program for students other than those in Administration of Justice programs: Students employed by campus security who are not majors in the Administration of Justice program should be given at least twenty (20) hours of training with pay before being allowed to function independently as a campus security guard. This training should include, but not be limited to instruction in:
  - 1. Wearing of the uniform, general appearance, and demeanor.
  - 2. The use of the various security report forms and how to properly complete them to provide requested information; General report writing methods.
  - 3. Public relations methods used on the campus.
  - 4. Crime prevention methods used on the campus; Patrol methods used in buildings and grounds.
  - 5. Basic techniques for interviewing students, faculty and visitors relative to the incidents.
  - 6. Laws and regulations governing the actions of campus security personnel concerning rendering of assistance to students, faculty and visitors on the campus.
  - 7. Basic first aid.
- D. Student Security Guards Employee Benefits
 

As student employees there are not entitlements to employee benefits; i.e., vacation retirement, sick leave, health and life, or disability insurance. Students will, however, be covered under Worker's Compensation Insurance.
- E. Student Employment Records
 

The student security guard's employment records will be maintained at the office of the chief of security and reviewed periodically by the vice president of student affairs.

## Student Governance (AR 2.5.5)

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

A representative form of student governance may exist at each college/center as well as district wide to provide an effective means of communication among students, faculty, staff and administration and to provide student input in college and District matters. Eligibility requirements are to be met and spelled out in detail in each student governance constitution. These constitutions shall establish the minimum requirements for the elective/appointive officers. All student government constitutions shall be submitted to the Governing Board General Counsel to ensure compliance with federal and state laws, and the Maricopa Community Colleges Governing Board Administrative Regulations. Since Rio Salado Community College is a countywide non-campus college, the president shall ensure that opportunities exist for student involvement.

College student constitutions should be reviewed annually by student governance. The appropriate vice president or designee of each college shall be responsible for submitting any changes to the president of the college for transmittal to the Governing Board General Counsel.

## 1. Officers/Members

All reference in this document to positions will designate whether the position is an officer position or a member position.

Each student governance constitution shall define which of its elected positions (maximum of 5) within its structure shall be designated as officers. The persons filling those positions shall be referred to, in this document, as officers. Persons filling all other positions, elected or appointed, shall be referred to as members (excluding non-voting committee members).

All positions filled by election shall be considered as elected positions, even though the person filling the position may have been appointed to fill an unexpired term of another individual.

## 2. Designation

Colleges with two (2) student governments shall designate the governments as "day" or "evening."

Colleges with one (1) government shall be considered day students, for the purposes of this document.

## 3. Eligibility for Office

All student governance constitutions shall prescribe that all persons elected or appointed as officers shall be enrolled in and maintain a minimum of six (6) credit hours for day student governments, three (3) credit hours for evening student governments. Officers shall have and maintain a minimum cumulative grade point average of 2.50 and be in good standing (not on probation) according to the written district policy. Convicted felons shall be ineligible for office (ARS § 13-904). The constitution may, however, set more rigid requirements, if so desired by college student governance.

## 4. Tenure of Position

Tenure in any student governance position shall be determined by the respective student governance constitutions.

In no case shall any student be allowed to serve in any combination of officer/member positions beyond a total of ten (10) semesters. Tenure in any combination of officer positions shall be limited to four (4) semesters.

## 5. Removal from Office

Provisions shall be made in all student governance constitutions for removal for cause of individuals from elected or appointed student governance positions.

## 6. Remuneration Limitations

- A. Student body officers may receive financial support and/or a letter grade in a leadership class during their terms of office as authorized in their respective student governance constitutions. Student body officers (maximum 5) may receive up to twenty (20) hours per week in financial support and/or up to six (6) credit hours in leadership classes per semester. Remuneration shall be for services rendered and not for merely holding the office.
- B. For qualifying students, Federal Work Study (FWS) funds may be used in accordance with Federal guidelines.
- C. The allowance for awarding honorariums or scholarships for executive student officers is a maximum of \$200.00.
- D. Compensation may be received for both honorariums/scholarships and college employment in the same semester.

**7. Amending Student Constitutions**

College student constitutions should be reviewed annually by student governance. The appropriate vice president or designee of each college shall be responsible for submitting any constitutional changes to the President of the college for transmittal to the Governing Board General Counsel.

**8. Student Governance Advisors**

College organization advisors will be provided for in each student governance constitutions. Such advisors shall be full-time or part-time employees of the Maricopa Community Colleges.

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

**9. Legal/Fiscal/Financial Matters**

Authority and responsibility beyond the scope specifically covered in student policies, or interpretation of such matters within laws, board policies, etc. shall rest with the offices of General Counsel and Chancellor, respectively.

**10. Final Authority**

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

**Student Clubs and Organizations**

In addition to student governing bodies, student clubs and organizations may be formed that fall under the operational direction of the Office of Student Life and Leadership and the administrative direction of the Vice President of Student Affairs at each college. Student clubs and organizations are generally interest-based in nature (such as for a particular program, discipline, or college activity) and are considered to be an important part of the total college experience. Each college shall outline the requirements necessary to establish the formation of an interest-based student club and organization (i.e., mission/purpose, size, structure, advisors). Club advisors shall be employees of the Maricopa County Community College District.

In most instances, student clubs and organizations shall be open to all students who are enrolled in credit courses at a Maricopa Community College. Pursuant to ARS §15-1863, religious or political student organizations may determine that the organization's internal affairs, selecting the organization's leaders and members, defining the organization's doctrines, and resolving the organization's disputes are part of the organization's religious or political mission and that only persons committed to that mission should conduct such activities. For religious and political organizations, state statute recognizes the role that viewpoint serves in the mission and purpose of the organization's operations. Thus, such groups may elect to select members based upon organizational doctrine. The MCCCDC may not deny recognition or any privilege or benefit to a religious or political student organization or group that exercises its rights pursuant to the statute.

Whereas ARS §15-1863 allows religious and political organizations to determine their internal affairs and the selection of their leaders and members, the MCCCDC non-discrimination policy is applicable to all other aspects of these student clubs and organizations.

## Consensual Relationships (AR 4.18)

### 1. General

The existing Governing Board Policy on Hiring of Relatives prohibits employees from being involved in any employment or key decision that involves a relative. This would include work performance, job assignments, or pay related matters. In that such relationships can create a conflict with the interests of the Maricopa Community Colleges, and the increased potential for nepotism and favoritism, the same principles also apply in the case of consensual amorous, romantic and/or sexual relationships that occur between employees or between employees and students.

In the work and academic environment, such a relationship that might be appropriate in other circumstances is inappropriate if one of the individuals in the relationship has a professional responsibility toward, or is in a position of authority with respect to, the other, such as in the context of supervision, instruction, coaching, counseling or advisement. An element of power is present in such a context and it is incumbent upon those with authority not to abuse that power. In addition, consensual relationships may yield to third parties the appearance that unfair bias or favoritism towards the student or supervisee is taking place.

#### A. Definitions

- i. Consensual relationships are defined as romantic, amorous and/or sexual relationships between consenting employees or between employees and adult (18 years or older) college students currently enrolled at one of the community colleges.
- ii. An employee is any individual who is employed by the Maricopa County Community College District (MCCCD). An employee includes an individual who is subject to an established employee job group policy manual, whether regular, full-time board approved, at-will, part-time, and/or temporary. An employee also includes a contract worker (special services employment, request for personnel services) working or serving as an agent or designee on behalf of the MCCCD.
- iii. A student is considered to be any person currently enrolled in a credit or non-credit class at one of the colleges or centers within the Maricopa County Community College District.
- iv. A vendor is someone who sells or can sell products or services to the Maricopa County Community College District.
- v. A recent consensual relationship is considered to be one that has taken place within the past 24 months.

#### B. Prohibited Conduct

- i. An employee shall not maintain, engage in or be involved in a consensual relationship with another employee who is subject to that individual's supervision or with a student that is currently enrolled in the individual's class, or a student whom the individual otherwise instructs, coaches, counsels or advises, or with a vendor if the employee manages that contract or otherwise exerts influence over the contract.
- ii. The Governing Board recognizes that the personal life of its employees is not a concern of the institution, and therefore, this regulation does not seek to prohibit romantic relationships that exist between parties where the context of power-authority between employees or between employees and students is not present; and provided that the relationship does not affect the employee's effectiveness in fulfilling his or her professional obligation. For these instances, appropriate measures should still be taken in order to avoid conflicts of interest from occurring. For relationships that may exist prior to the time that either a student or employee is placed in a situation of instruction or supervision that is considered to be a conflict of interest, the employee(s) involved shall disclose and take immediate measures to avoid the conflict or appearance of conflict.

## 2. Procedures for Disclosure

Employees should first avoid allowing an inappropriate consensual, amorous or sexual relationship to develop with a supervisee or student.

- A. Where the employee is already in or has had a recent consensual relationship with a supervisee, the following procedures shall be followed:
  - i. Immediate disclosure by the employee of the relationship to their supervisor and to the appropriate Vice President or Vice Chancellor in order to ensure that any conflicts of interest have been adequately addressed.
  - ii. The respective administrator responsible for the department or division shall place the subordinate under alternate supervision when a supervisor under his/her direction has or has had a recent consensual relationship with the employee.
  - iii. The supervisor shall recuse himself or herself from any discussions or involvement with decisions related to evaluations, promotion, hiring, determination of salary, or continuation of contract or employment.
  - iv. The respective Vice President or Vice Chancellor shall prepare and retain a report that specifies the appropriate alternate arrangements that have been made to eliminate the conflict of interest. The EEO/AA Office shall be provided a copy of the report along with the employees involved in the relationship.
- B. Where the employee is already in or has had a recent consensual relationship with a student prior to enrollment in his or her class, the following procedures shall be followed:
  - i. The faculty member shall counsel and advise the student not to enroll in his or her course.
  - ii. The Consensual Relationships Policy will be made available to students via the student handbook and other appropriate communications vehicles.
  - iii. If it is not possible for a student to enroll in another course, section, or course and section at another college due to a requirement for completion of a degree or certificate and no other academic option is available, disclosure of the relationship will be made to the appropriate Department Chair, Dean and Vice President of Academic Affairs or Vice President for Student Affairs as appropriate for review. The Vice President will refer the matter to the Vice Chancellor for Academic and Student Affairs for consideration. The Chancellor or his/her designee may allow a student to enroll in the class only upon a showing by the student that the enrollment is necessary to avoid an extreme hardship, and upon a showing by the college President or designee that the academic integrity of the student's enrollment in the class will nevertheless be maintained.
3. Persons who are married, or were married, are included within the definition of persons that have or who have had a consensual amorous relationship. Disclosure in this instance may be made via the Maricopa Disclosure process at <http://www.maricopa.edu/disclosure/>.
4. An employee who fails to follow the requirements established in this policy and who does not withdraw from participation in activities or decisions that may reward or penalize a supervisee or student with whom the employee has or has had a recent consensual amorous relationship, will be considered in violation of policy and will be addressed in accordance with established processes in job group policy manuals.



## *Degree Requirements*



# Graduation/General Education Policies

FOR MARICOPA COMMUNITY COLLEGES

## General Graduation Requirements (AR 2.3.9)

Note: Also see Catalog Under Which a Student Graduates (AR 2.2.5)

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

1. Be credited in the Admissions and Records Office/Office of Student Enrollment with not fewer than: 60 semester credit units in courses numbered 100 or above for the Associate in Arts degree, Associate in Science degree, and Associate in General Studies degree; 60 semester credit units for the Associate in Applied Science degree; 62 semester credits for the Associate in Business degrees. For specific certificate programs, be credited with not fewer than the minimum total of credit units required for the certificate program. Students not continuously enrolled, as outlined in the Catalog Under Which a Student Graduates policy, must satisfy current graduation requirements.
2. Have earned a minimum of 12 semester credit units toward the degree or certificate at the district college granting the degree or certificate. The 12 hours in the AAS degree curricula may be in the Required Courses area and/or Restricted Electives courses. Courses from the General Education Core and Distribution area are excluded. In cases where the certificate requires fewer than 12 credit units, a minimum of six credit units must be completed at the college awarding the certificate. The minimum of six credit hours in the certificate or degree curricula may be in the Required Courses area and/or the Restricted Electives. Courses from the General Education Core and Distribution areas are excluded. Shared Programs are programs offered at multiple colleges but not available at all colleges. The requirements are identical at all the colleges offering the program. A shared program requires a minimum of six credit hours from the total program requirements to be completed with a grade of "C" or better at the college awarding the certificate or degree. The exception is the Nursing program. For those shared programs with less than six credit hours, the total hours for the program must be completed at the college awarding the certificate.
3. Have filed an application for the degree or certificate with the Admissions and Records Office/Office of Student Enrollment Services on the date determined by the college/center. Students must apply for graduation from the college where they have successfully completed Block 4 of the Associate in Applied Science in Nursing.
4. Have a minimum cumulative grade point average of 2.000 at the college granting the degree.
5. Have a minimum cumulative grade point average of 2.000 in all courses used to fulfill degree requirements. Some specific programs have higher grade requirements. It is the student's responsibility to be aware of these program requirements.
6. Have removed, thirty (30) days after the anticipated graduation date, all deficiencies on the record to use those courses toward program completion.
7. Have removed any indebtedness to any MCCCCD college /center.
8. Have paid required degree or certificate application fee.

See fee schedule for charges.



## Graduation with Honors

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

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

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

## Graduation - Honors Program

Students who meet all the requirements of the Honors Program at the district college granting the degree will be designated as Honors Program Graduates.

## Certificates/Degrees

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

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

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

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

## Licensure Disclaimer

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

## MCCCD General Education Statement

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

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

- Build self-awareness, self-respect, and self-confidence
- Recognize and respect the beliefs, traditions, abilities, and customs of all people and all cultures
- Consider the local, global, and environmental impacts of personal, professional, and social decisions and actions
- Access, evaluate, analyze, synthesize, and use information wisely
- Communicate effectively personally, socially, and professionally
- Think critically, make informed decisions, solve problems, and implement decisions
- Consider the ethical implications of their choices
- Value the learning process throughout their lives
- Integrate and connect ideas and events in a historical perspective, and see relationships among the past, the present, and the future
- Develop a personal sense of aesthetics
- Use technological resources appropriately and productively
- Work cooperatively and respectfully with others to serve their communities

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

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

## General Education Designations (example: (FYC), [SB], [HU], etc.)

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

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

## Catalog Under Which A Student Graduates (AR 2.2.5)

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

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

### EXAMPLE A:

Admitted & Earned Course Credit at a  
 Public Community College or University . . . . Fall '05 (Active)  
 Continued at a Public Community College . . . . Spring '06, Fall '06 (Active)  
 Transferred to a University . . . . . Spring '07 (2005 or Any Subsequent Catalog)

### EXAMPLE B:

Admitted & Earned Course Credit at a  
 Public Community College or University . . . . Fall '02 (Active)  
 Enrolled But Earned All Ws, Zs, or Fs . . . . . Spring '03 (Inactive)  
 Enrolled in Audit Courses Only . . . . . Fall '03 (Inactive)  
 Nonattendance . . . . . Spring '04 (Inactive)  
 Transferred to a University . . . . . Fall '04 (2004 or Any Subsequent Catalog)

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

### EXAMPLE A:

Admitted & Earned Course Credit at a  
 Public Community College or University . . . . Fall '02 (Active)  
 Nonattendance . . . . . Spring '03, Fall '03, Spring '04 (Inactive)  
 Readmitted & Earned Course Credit at a . . . . . Fall '04 (Active)  
 Public Community College or University  
 Transferred to a University . . . . . Spring '05 (2004 or Any Subsequent Catalog)

### EXAMPLE B:

Admitted & Earned Course Credit at a  
 Public Community College or University . . . . Fall '02 (Active)  
 Nonattendance . . . . . Spring '03 (Inactive)  
 Readmitted & Earned Course Credit at a  
 Public Community College . . . . . Summer '03 (Active)  
 Nonattendance . . . . . Fall '03, Spring '04 (Inactive)  
 Transferred to a University . . . . . Fall '04 (2002 or Any Subsequent Catalog)

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

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

**EXAMPLE:**

Admitted & Earned Course Credit at a

Public Community College or University . . . . Summer '04 (Active)

Continued at a Public Community College . . . . Fall '04, Spring '05 (Active)

Nonattendance . . . . . Fall '05 (Inactive)

Readmitted & Earned Course Credit at a

Public Community College . . . . . Spring '06 (Active)

Transferred to a University . . . . . Summer '06 (2004 or Any Subsequent Catalog)

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

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

**NOTE: Time Limit for Transfer Coursework**

Students should be aware that the receiving institution may have age and credit limits on certain coursework to be used in transfer. Students should be knowledgeable about the policies on time limits for transfer coursework for the institution to which they plan to transfer.

## Arizona General Education Curriculum (AGEC) — A, B, S

**Description**

The Maricopa County Community College District Arizona General Education Curriculum (MCCCD AGECE) is a 35-38 semester-credit general education certificate that fulfills lower-division general education requirements for students planning to transfer to any Arizona public community college or university. Generally, the MCCCD AGECE transfers as a block without loss of credit.

In most cases, all courses used to satisfy the MCCCD AGECE will apply to graduation requirements of the university major for which the AGECE was designed.

For students planning to pursue an associate degree or transfer to an Arizona public community college or university, the AGECE A is a component of the MCCCD Associate in Arts, the AGECE B is a component of the MCCCD Associate in Business, and the AGECE S is a component of the MCCCD Associate in Science.

**Purpose of the AGECEs**

There are three types of MCCCD AGECEs. They are the AGECE A, the AGECE B, and the AGECE S. Designed to articulate with different academic majors, their requirements vary accordingly. Additional information on academic majors at the Arizona public universities can be accessed via the following website: [www.aztransfer.com](http://www.aztransfer.com)

1. The **AGECE A** is designed to satisfy requirements in many liberal arts majors as well as other majors that articulate with the Associate in Arts (e.g., social sciences, fine arts, humanities). AGECE A requires a minimum of college mathematics or college algebra to satisfy the Mathematics [MA] requirement. AGECE A Mathematics requirement is less stringent than the AGECE B and AGECE S. AGECE A and AGECE B Natural Sciences requirements are less stringent than AGECE S.

2. The **AGEC B** is designed to satisfy requirements in business majors that articulate with the Associate in Business. AGECE B requires a minimum of brief calculus to satisfy the Mathematics [MA] requirement.
3. The **AGEC S** is designed to satisfy requirements in majors with more prescriptive mathematics and mathematics-based science requirements. AGECE S articulates with the Associate in Science. AGECE S requires a minimum of the first course in a calculus sequence to satisfy the Mathematics [MA] requirement, and a minimum of eight credits of either university chemistry, university physics or general biology to satisfy the Natural Sciences [SQ/SG] requirement. In addition, students must select six to eight additional credits of math and/or science appropriate to the major.

### Academic Policies that Govern the AGECE-A, B, S:

- Requires 35-38 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. Credit units transferred from outside of the district need to be at a grade of "C" or better. A grade of "C" equals 2.0 on a 4.0 grading scale or equivalent; A minimum of 60 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better; On an exception basis, P-grades may be allowed in the AGECE for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a "C" or better. The P-grade exception does not apply to credits awarded by AGECE granting/receiving institutions;
- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGECE;
- Uses the following policies to help students complete the required Core and Awareness Areas without exceeding the 35-38 semester credits:
  1. Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
  2. A course cannot be used to satisfy more than one Core Area requirement.
  3. A course can be used to satisfy L and SB or L and HU requirements simultaneously in the core area for the AGECE-S.
- Follows the general education policy below:

### General Education Designations (Example: (FYC), [SB], [HU], etc.)

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

- Require courses that transfer as equivalent courses, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona CEG (Course Equivalency Guide). The course evaluation and/or general education designation as listed in AZCAS is valid for the term in which the student is awarded credit on the transcript;
- Require that a minimum of 12 semester credits of course work be taken at any of the MCCCDC colleges;
- Include both courses and their modular equivalents, either the course or the modular equivalents will satisfy the AGECE;
- Accept one of the courses that is cross-referenced with other courses;
- Provide for exemption from Arizona university admission requirements for: Students who complete the AGECE A, AGECE B, or AGECE S with a minimum 2.5 on a 4.0=A scale, or students who complete an associate or higher degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0=A scale for Arizona residents and a minimum 2.5 on a 4.0=A scale for non-residents.

**AGEC Requirements**

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

The AGEC A, B, S, and AGEC Matrix identify the courses in alpha-order by prefix as well as the different Core Areas and Awareness Areas where the course will apply.

**Credits**

A. Core Areas: . . . . . 35

1. **First-Year Composition (FYC)** . . . . . 6

2. **Literacy and Critical Inquiry [L]** . . . . . 3

**AGEC-A and AGEC-B:** Select a course that satisfies the [L] requirement (3).

**AGEC S:** Recommend selecting a course that satisfies (L and SB) or (L and HU), or (L and COM), or (L and CRE101) requirements simultaneously (0-3).

3. **Mathematical Studies [MA/CS]** . . . . . 6

The Mathematics [MA] requirement differs for AGEC A, AGEC B, and AGEC S.

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

**AGEC-A requires:**

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

**AGEC-B requires:**

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

**AGEC-S requires:**

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

4. **Humanities and Fine Arts [HU]** . . . . . 6

**AGEC-A and AGEC-B:** Students are encouraged to choose courses from more than one discipline for a total of six semester credits.

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

5. **Social and Behavioral Sciences [SB]** . . . . . 6

**AGEC-A and AGEC-B:** Students are encouraged to choose courses from more than one discipline for a total of six semester credits.

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

**6. Natural Sciences [SQ/SG] . . . . . 8**

To complete the Natural Sciences requirement:

**AGEC-A and AGECE-B** require four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of eight (8) semester credits, OR eight (8) semester credits of [SQ]. Students **cannot** take eight (8) semester credits of [SG] to meet the Natural Sciences requirement.

The Natural Sciences requirement differs for AGECE-S. **AGECE-S** requires eight (8) semester credits of either university chemistry or eight (8) semester credits of university physics or eight (8) semester credits of general biology appropriate to the major.

The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. The lecture and corresponding laboratory course(s) may carry separate credit. Students should consult with an advisor for appropriate course selection. Students should also access the AZ Course Equivalency Guide (CEG) within the AZ Course Applicability System (AZCAS) for information on equivalencies.

**7. Subject Options (Subject based on major) (AGECE-S) . . . . . 6-8**

Students completing AGECE S, through careful selection of courses that meet the other major or pre-requisite requirements for Science degrees, will meet this requirement.

Using a transfer guide, select Mathematics courses above Calculus, and/or Science courses from: Astronomy, Biology, Botany, Chemistry, Environmental Science, Geology, Physical Geography, Physics, Zoology

**B. Awareness Areas . . . . . 0**

Students must satisfy two Awareness areas: Cultural Diversity in United States [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed thirty-five to thirty-eight semester credits to complete any of the three MCCC CD AGECEs because courses can satisfy a Core area and one or two Awareness areas simultaneously. Therefore, no additional semester credits are required to satisfy the two Awareness areas.

1. Cultural Diversity in the United States [C]
- AND
2. Global Awareness [G] OR
3. Historical Awareness [H]

**AGECE Area Requirements Descriptions/Definitions**

**CORE AREAS**

**First-Year Composition (FYC)**

Courses must be completed with a grade of “C” or better in the First-Year Composition Core area. Courses must emphasize skills necessary for college-level learning and writing skills.

**Literacy and Critical Inquiry [L]**

Courses must be completed with a grade of “C” or better in the Literacy and Critical Inquiry Core area. In the [L] course, typically at the sophomore level, students gather, interpret, and evaluate evidence and express their findings in writing or speech. This course includes a series of graded written or spoken formal assignments. For AGECE S, students will select a course that satisfies both Literacy and Social & Behavioral Sciences or Literacy and Humanities and Fine Arts requirements simultaneously.

Literacy is defined broadly as communicative competence in written and oral discourse; critical inquiry is defined as the gathering, interpreting, and evaluating of evidence. Building on the

proficiency attained in traditional First-Year Composition courses, the Literacy and Critical Inquiry requirement helps students sustain and extend their ability to reason critically and communicate clearly through language.

### **Mathematical Studies**

Courses must be completed with a grade of “C” or better in the Mathematical Studies Core Area. One course must be selected from Mathematics [MA]. In AGEC-A and AGEC-B, a second course must be selected from Computer/Statistics/Quantitative Applications [CS].

The Mathematical Studies requirement is intended to ensure that students have skill in basic mathematics, can use mathematical analysis in their chosen fields, and can understand how computers make mathematical analysis more powerful and efficient.

First, the acquisition of essential skill in basic mathematics requires the student to complete a course in college algebra or to demonstrate a higher level of skill by completing a course for which college algebra is a prerequisite.

Second, the real-world application of mathematical reasoning requires the student to take a course in statistics or the use of quantitative analysis to solve problems of substance.

Third, the use of the computer to assist in serious analytical work is required. Computers are widely used to study the implications of social decisions or to model physical systems.

#### **Mathematics [MA] AGEC-A**

The AGEC-A Mathematics Core Area requires a course in college mathematics, college algebra, precalculus, or any other mathematics course for which college algebra is a prerequisite.

#### **Mathematics [MA] AGEC-B**

The AGEC-B Mathematics Core Area requires a course in brief calculus or a higher level mathematics course.

#### **Mathematics [MA] AGEC-S**

The AGEC S Mathematics Core area requires the first course in the calculus sequence or any mathematics course for which that course is a prerequisite.

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

AGEC A, B [CS] requires: courses that emphasize the use of statistics or other mathematical methods in the interpretation of data and in describing and understanding quantitative relationships, courses that involve the use of computer programming languages or software in the development of skills in analytical thinking. AGEC B specifies CIS105 as the course that meets the [CS] requirement.

### **Humanities and Fine Arts [HU]**

Courses must be completed with a grade of “C” or better in the Humanities and Fine Arts Core area. Students are encouraged to choose coursework from more than one discipline. The Humanities and Fine Arts Core area enables students to broaden and deepen their consideration of basic human values and their interpretation of the experiences of human beings.

The humanities are concerned with questions of human existence and the universality of human life, questions of meaning and the nature of thinking and knowing, and questions of moral, aesthetic, and other human values. The humanities investigate these questions in both the present and the past and make use of philosophy, foreign languages, linguistics and communications studies, religious studies, literature, and fine arts.

The fine arts constitute the artist’s creative deliberation about reality, meaning, knowledge, and values.



**Social and Behavioral Sciences [SB]**

Courses must be completed with a grade of “C” or better in the Social and Behavioral Sciences Core area. Students are encouraged to choose course work from more than one discipline.

The Social and Behavioral Sciences Core area provides scientific methods of inquiry and empirical knowledge about human behavior, both within society and within individuals. The forms of study may be cultural, economic, geographic, historical, linguistic, political, psychological, or social. The courses in this area address the challenge of understanding the diverse natures of individuals and cultural groups who live together in a world of diminishing economic, linguistic, military, political, and social distance.

**Natural Sciences [SQ/SG]**

Courses must be completed with a grade of “C” or better in the Natural Sciences Core area.

Courses in the Natural Sciences Core area help the student to develop an appreciation of the scope and limitations of scientific capability to contribute to the quality of society. This Core area emphasizes knowledge of methods of scientific inquiry and mastery of basic scientific principles and concepts, in particular those that relate to matter and energy in living and non-living systems. Firsthand exposure to scientific phenomena in the laboratory is important in developing and understanding the concepts, principles, and vocabulary of science. At least one of the two laboratory courses required in the Natural Sciences Core area must include an introduction to the fundamental behavior of matter and energy in physical or biological systems.

**Natural Sciences [SQ] A & B**

The AGEC A and B Natural Sciences Core area requires one laboratory course in natural sciences that includes a substantial introduction to the fundamental behavior of matter and energy in physical or biological systems.

**Natural Sciences [SG] A & B**

The AGEC A and B Natural Sciences Core area requires a second laboratory course in the natural sciences, for example, from anthropology, astronomy, biology, chemistry, experimental psychology, geology, microbiology, physical anthropology, physical geography, physics, plant biology

**Natural Sciences S**

The AGEC S Natural Sciences Core area requires eight semester credits of either university chemistry or eight semester credits of university physics or eight semester credits of general biology appropriate to the major.

SQ = Natural Science-Quantitative

SG = Natural Science-General

**Subject Options (for AGEC S)**

Courses in the Subject Options area help the student to be prepared for specific majors in science.

Students completing AGEC S, through careful selection of courses that meet the other major or pre-requisite requirements for Science degree, will meet this requirement. Using a transfer guide, courses would be selected from Mathematics courses above Calculus, and/or Science courses from: Astronomy, Biology, Botany, Chemistry, Environmental Science, Geology, Physical Geography, Physics, and Zoology.

**Awareness Areas**

Students must satisfy two Awareness areas: Cultural Diversity in U.S. and either Global Awareness or Historical Awareness. Courses can satisfy a Core area and one or two Awareness areas simultaneously. Therefore, no additional semester credits are required to satisfy the two Awareness areas.

**Cultural Diversity in the United States [C]**

The contemporary “culture” of the United States involves the complex interplay of many different cultures that exist side by side in various states of harmony and conflict. U.S. history involves the experiences not only of different groups of European immigrants and their descendants, but also of diverse groups of American Indians, Hispanic Americans, African Americans and Asian Americans--all of whom played significant roles in the development of contemporary culture and together shape the future of the United States. At the same time, the recognition that gender, class, and religious differences cut across all distinctions of race and ethnicity offers an even richer variety of perspectives from which to view one. Awareness of cultural diversity and its multiple sources can illuminate the collective past, present, and future and can help to foster greater mutual understanding and respect.

The objective of the Cultural Diversity area requirement is to promote awareness of and appreciation for cultural diversity within the contemporary United States. This is accomplished through the study of the cultural, social, or scientific contributions of women and minority groups, examination of their experiences in the United States, or exploration of successful or unsuccessful interactions between and among cultural groups.

**Global Awareness [G]**

Human organizations and relationships have evolved from being family and village centered to the modern global interdependence that is apparent in many disciplines--for example, contemporary art, business, engineering, music, and the natural and social sciences. Many serious local and national problems are world issues that require solutions which exhibit mutuality and reciprocity. These problems occur in a wide variety of activities, such as food supply, ecology, health care delivery, language planning, information exchange, economic and social developments, law, technology transfer, and even philosophy and the arts. The Global Awareness Area recognizes the need for an understanding of the values, elements, and social processes of cultures other than the culture of the United States. The Global Awareness Area includes courses that recognize the nature of other contemporary cultures and the relationship of the American cultural system to generic human goals and welfare.

Courses that satisfy the global awareness option in the requirements are of one or more of the following types:

1. Area studies that are concerned with an examination of culture-specific elements of a region of the world;
2. The study of a non-English language;
3. Studies of international relationships, particularly those in which cultural change is facilitated by such factors as social and economic development, education, and the transfer of technology; and
4. Studies of cultural interrelationships of global scope such as the global interdependence produced by problems of world ecology.

**Historical Awareness [H]**

The Historical Awareness Area option in the requirements aims to develop a knowledge of the past that can be useful in shaping the present and future. Because historical forces and traditions have created modern life and lie just beneath its surface, historical awareness is an aid in the analysis of present-day problems. Also, because the historical past is a source of social and national identity, historical study can produce intercultural understanding by tracing cultural differences to their origins. Even the remote past may have instructive analogies for the present.

The Historical Awareness Area consists of courses that are historical in method and content. In this area, the term “history” designates a sequence of past events or a narrative whose intent or effect is to represent such a sequence.

The requirement presumes that these are human events and that history includes all that has been felt, thought, imagined, said, and done by human beings. History is present in the languages, art, music, literature, philosophy, religion, and the natural sciences, as well as in the social science traditionally called history.

# Associate in Arts (AA) Degree

## Description

The Maricopa County Community College District Associate in Arts degree requires 60-64 semester credits for the program of study. The degree includes the following components:

### I. General Education:

Arizona General Education Curriculum for Arts (AGEC-A)  
MCCCD Additional Requirements

### II. General Electives

## Purpose of the Degree

The Associate in Arts degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors in the Liberal Arts or programs of study other than business or science. Generally, the degree will transfer as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements.

In most cases, courses used to satisfy the MCCCD Associate in Arts will apply to university graduation requirements of the university major for which the Associate in Arts is designed. Information regarding the articulation of the Associate in Arts with majors at the Arizona public universities can be accessed via the following website: [www.aztransfer.com](http://www.aztransfer.com)

## Academic Policies that Govern the Associate in Arts Degree

- Completion of the Associate in Arts and the AGEC-A provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for non-residents.
- The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts degree.
- A minimum of 60 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. Credit units transferred from outside of the district need to be at a grade of "C" or better. A grade of "C" equals 2.0 on a 4.0 grading scale or equivalent. On an exception basis, P-grades may be allowed in the AGEC for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a "C" or better. The P-grade exception does not apply to credits awarded by AGEC granting/receiving institutions.
- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGEC.
- The General Education Requirements for AGEC-A may be completed in 35 semester credits with the following stipulations:
  - Courses can satisfy a Core Area and one or two Awareness Areas simultaneously
  - A course cannot be used to satisfy more than one Core Area
- General Education Courses can satisfy multiple areas within the degree simultaneously (AGEC-A Core Area, AGEC Awareness Area, MCCCD Additional Requirements, or lower-division courses applicable to the major).
- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS), is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.

- Courses completed at one of the Maricopa Community Colleges to meet AGEC-A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. View specific course information via the following website: [www.maricopa.edu/academic/ccta/](http://www.maricopa.edu/academic/ccta/) by clicking on the statewide AGEC icon.
- Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be transferable to the university or universities to which the student plans to transfer, as elective credit or better. For appropriate course selection, students should consult with an advisor.
- Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGEC-A or Associate in Arts Degree.
- Courses and their modular equivalents will satisfy AGEC-A and Associate in Arts requirements.
- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.
- Courses completed at one of the Maricopa Community Colleges to satisfy Common Courses must be transferable as elective or better to the universities that have the shared majors listed on a Common Course Matrix. A shared major is a university degree program that has similar academic preparation to one or more degree programs at other Arizona public universities as listed on the Common Course Matrices. For appropriate course selection, students should consult with an advisor.

### Degree Requirements

The 60-64 semester credits required for the Associate in Arts follow. View specific course information via the following website: [www.maricopa.edu/academic/ccta/](http://www.maricopa.edu/academic/ccta/) by clicking on the statewide AGEC icon. The AGEC A, B, S, and AGEC Matrix identify the courses in alpha-order by prefix as well as the Core Areas and Awareness Areas where the course will apply.

#### I. MCCCDC General Education Credits

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

##### A. MCCCDC AGEC-A

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

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

    - 1) Mathematics [MA] A (3 credits)
 

Note: requires a course in college mathematics (MAT142) or college algebra (MAT 150, MAT 151, MAT152) or pre calculus (MAT 187) or any other mathematics course designated with the MA general education value and for which college algebra is a pre-requisite.

AND

    - 2) Computer/Statistics/Quantitative Applications [CS] (3 credits)
  - d. **Humanities and Fine Arts [HU]** ..... 6
 

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

- e. **Social and Behavioral Sciences [SB]** . . . . . 6  
Students are encouraged to choose course work from more than one discipline for a total of six semester credits.
- f. **Natural Sciences [SQ/SG]** . . . . . 8  
To complete the Natural Sciences requirement: Select four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of eight (8) semester credits, OR eight (8) semester credits of [SQ]. Students can not take eight (8) semester credits of [SG] to meet the Natural Sciences requirement.
- The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. The lecture and corresponding laboratory course(s) may carry separate credit. Students should consult with an advisor for appropriate course selection. Students should also access the AZ Course Equivalency Guide (CEG) within the AZ Course Applicability System (AZCAS) for information on equivalencies.
2. **Awareness Areas** . . . . . 0  
Students must satisfy two Awareness Areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed thirty-five semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously. Therefore no additional semester credits are required to satisfy the two Awareness Areas.
- Cultural Diversity in the United States [C]  
AND  
Global Awareness [G] OR  
Historical Awareness [H]
3. **MCCCD Additional Requirements** . . . . . 0-6  
Students must satisfy Oral Communication and Critical Reading areas. However, it is not necessary for students to exceed the thirty-five semester credits required in order to complete the MCCCD Additional Requirements because courses can satisfy a Core Area and MCCCD Additional Requirements simultaneously. Therefore, no additional semester credits are required to satisfy Oral Communication and Critical Reading.
- a. **Oral Communication**  
Students must satisfy Oral Communication and Critical Reading areas. However, it is not necessary for students to exceed the thirty-five semester credits required in order to complete the MCCCD Additional Requirements because courses can satisfy a Core Area and MCCCD Additional Requirements simultaneously. Therefore no additional semester credits are required to satisfy Oral Communication and Critical Reading.
- Select from the following options:  
COM100 [SB] (3 credits) OR  
COM100AA & COM100AB & COM100AC [SB] (3 credits) OR  
COM110 [SB] (3 credits) OR  
COM110AA & COM110AB & COM110AC [SB] (3 credits) OR  
COM225 [L] (3 credits) OR  
COM230 [SB] (3 credits)

**b. Critical Reading**

A total of three (3) semester credits are required for the Critical Reading area. However, if students complete CRE 101 and apply it to AGEC-A Core Requirements or if the students demonstrate proficiency through assessment, then the Critical Reading requirement has been satisfied and additional electives may be taken.

CRE101 [L] OR  
equivalent as indicated by assessment

**II. General Electives**

Select courses to complete a minimum of 60 semester credits but no more than a total of 64 semester credits.

For students who have decided on a major that articulates with the AA, but who are undecided on the university to which they will transfer, courses satisfying the General Electives area should be selected from the list of Common Courses, Arizona Transfer Pathway Guides, and/or University Transfer Guides in order for the courses to apply in the major upon transfer.

The list of Common Courses for each major is included in the Arizona Transfer Pathway Guides. University Transfer Guides are also available for the Arizona public universities. These guides, both statewide and institutional, are accessible on the following web site: [www.aztransfer.com/](http://www.aztransfer.com/)

Students must select MCCCDC courses that are transferable to the university or universities to which the student plans to transfer, as elective credit or better according to the Arizona CEG within the AZCAS. For appropriate course selection, students should consult with an advisor.

For some majors, students must demonstrate 4th semester proficiency at the 202 course level to satisfy the Non-English Language Requirements. Students should consult the Arizona Transfer Pathway Guides and/or the University Transfer Guides to determine this requirement for the major at the university to which they intend to transfer. If required, it is recommended that students choose Maricopa courses as electives to meet this requirement as part of the Associate in Arts degree.

Students who are undecided on a major or university should consult an advisor. Not all majors have common courses, so it is recommended that students consult with an advisor for a list of common courses or assistance with selecting appropriate electives.

**Associate in Arts Total Credits . . . . . 60-64**

# Associate in Arts in Elementary Education (AAEE) Degree

## Description

The MCCC CD Associate in Arts in Elementary Education (AAEE) degree requires the student to complete a total of 60-63 semester credits in the program of study. The degree has two major components:

### I. MCCC CD General Education

Arizona General Education Curriculum for Arts (AGEC-A)  
Additional MCCC CD Requirements

### II. Elementary Education Requirements

Education Foundations  
Electives for Arizona Professional Teacher Standards

## Purpose of the Degree

The AAEE is designed for the student who plans to transfer to an Elementary Education, Early Childhood, Multicultural/Multilingual, or Special Education program at an Arizona public higher education institution and/or who plans to become a classroom instructional aide.

Generally, the degree transfers as a block without loss of credit to Arizona's public universities. In most cases, courses applied to the MCCC CD Associate in Arts in Elementary Education also apply to graduation requirements of the university major for which the AAEE was designed.

## Academic Policies that Govern the Associate in Arts in Elementary Education Degree

- Completion of the Associate in Arts and the AGEC-A provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for non-residents.
- The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts degree.
- A minimum of 60 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. Credit units transferred from outside of the district need to be at a grade of "C" or better. A grade of "C" equals 2.0 on a 4.0 grading scale or equivalent. A grade of "C" equals 2.0 on a 4.0 grading scale or equivalent. On an exception basis, P-grades may be allowed in the AGEC for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a "C" or better. The P-grade exception does not apply to credits awarded by AGEC granting/receiving institutions.
- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGEC.
- The General Education Requirements for AGEC-A may be completed in 35 semester credits with the following stipulations:
- Courses can satisfy a Core Area and one or two Awareness Areas simultaneously
  - A course cannot be used to satisfy more than one Core Area
  - Courses can satisfy an Elementary Education Requirement and one or more Awareness Areas simultaneously.
  - A course cannot satisfy both the Elementary Education Requirement and a Core Area Requirement simultaneously.

- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS), is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGEC-A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course’s evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. View specific course information via the following website: <http://www.maricopa.edu/academic/ccta/> by clicking on the statewide AGEC icon.
- Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be transferable to the university or universities to which the student plans to transfer, as elective credit or better. For appropriate course selection, students should consult with an advisor.
- Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGEC A or the Associate in Arts Elementary Education degree.
- Courses and their modular equivalents will satisfy AGEC-A and Associate in Arts in Elementary Education requirements.
- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.
- Courses completed at one of the Maricopa Community Colleges to satisfy Common Courses must be transferable as elective or better to the universities that have the shared majors listed on a Common Course Matrix. A shared major is a university degree program that has similar academic preparation to one or more degree programs at other Arizona public universities as listed on the Common Course Matrices. For appropriate course selection, students should consult with an advisor.

**Degree Requirements**

<b>I. MCCC General Education Requirements</b> .....	<b>Credits</b>
<b>A. MCCC AGEC-A</b>	
<b>1. Core Areas</b> .....	<b>35-38</b>
<b>a. First-Year Composition [FYC]</b> .....	<b>6</b>
ENG101/102 OR	
ENG107/108	
<b>b. Mathematical Studies [MA] and Computer/Statistics/ Quantitative Applications [CS]</b> .....	<b>6</b>
1) MAT142 [MA] College Mathematics, or higher	
(NOTE: MAT156, MAT157, MAT182 and MAT206 are excluded)	
AND	
2) CIS105 [CS] Survey of Computer Information Systems OR	
BPC110 [CS] Computer Usage and Applications	
<b>c. Literacy and Critical Inquiry [L]</b> .....	<b>3</b>
Select the following:	
COM225 Public Speaking	
<b>d. Humanities and Fine Arts [HU]</b> .....	<b>6</b>
1) Select 3 semester credits from the following courses:	
ARH100 Introduction to Art	
ARH101 Prehistoric through Gothic Art	



ARH102 Renaissance through Contemporary Art  
 THE111 Introduction to Theatre  
 DAH100 Introduction to Dance  
 DAH201 World Dance Studies  
 MHL140 Survey of Music History  
 MHL143 Music in World Cultures

AND

- 2) Select 3 semester credits from the following courses:  
 EDU/ENH291 Children's Literature  
 ENH110 Introduction to Literature  
 ENH241 American Literature Before 1860  
 ENH242 American Literature After 1860  
 HUM250 or HUM251 Ideas and Values in the Humanities

**e. Social and Behavioral Sciences [SB] . . . . . 6**

- 1) Select 3 semester credits from the following courses:  
 HIS103 United States History to 1865  
 POS110 American National Government  
 GCU/POS227 United States and Arizona Social Studies

AND

- 2) Select 3 semester credits from the following courses:  
 CFS205 Human Development  
 ECH/CFS176 Child Development  
 PSY101 Introduction to Psychology  
 GCU121 World Geography I: Eastern Hemisphere  
 GCU122 World Geography II: Western Hemisphere  
 ECN211 Macroeconomic Principles  
 ECN212 Microeconomic Principles  
 HIS104 United States History 1865 to Present

**f. Natural Sciences—Science-Quantitative [SQ] and Science-General [SG] . . . . . 8**

To complete the Natural Sciences requirement, select a total of 8 semester credits from the following categories. At least 4 credits must be SQ courses. You can select 4 semester credits of SG and 4 semester credits of SQ for a total of 8 semester credits. Natural Sciences courses must include or be accompanied by the corresponding laboratory course. When the lecture and corresponding laboratory are awarded separate credit, both will be counted as equivalent to one course in that discipline.

- 1) Life Sciences-Select 4 semester credits of SQ or SG from BIO

AND

- 2) Physical Sciences or Earth/Space Sciences-Select 4 semester credits of SQ or SG credits from the following prefixes:  
 AGS, ASM, AST, CHM, GPH, GLG, PHS, PHY.

Note: Students are advised to check with the university they plan to attend as requirements for lab sciences may vary.

**g. Awareness Areas . . . . . 0**

The MCCC AAEE requires coursework in two Awareness Areas:

Cultural Diversity in the United States [C]

AND

Historical Awareness [H] OR

Global Awareness [G]

Courses can satisfy a Core Area requirement and one or more Awareness Areas, or can satisfy an Elementary Education requirement and one or more Awareness Areas simultaneously. Therefore, no additional semester credits are required to satisfy the two Awareness Areas.

- 2. **MCCCD Additional Requirements. . . . . 0-3**
  - a. **Oral Communication**  
Satisfied by COM225 taken for Literacy and Critical Inquiry Requirement.
  - b. **Critical Reading**  
CRE101 or exemption by testing.

**II. Elementary Education Requirements . . . . . 25**  
A total of 25 semester credits are required to satisfy the Elementary Education Requirements.

**A. Education Foundations. . . . . 18**  
Complete the following courses to satisfy the Education Foundations requirements:

- EDU220 Introduction to Serving English Language Learners
- EDU221 Introduction to Education
- EDU222 Introduction to the Exceptional Learner
- EDU230 Cultural Diversity in Education
- MAT156 Mathematics for Elementary Teachers I
- MAT157 Mathematics for Elementary Teachers II

**B. Restricted Electives . . . . . 7**  
A total of 7 semester credits are required to satisfy the Restricted Electives.

Courses must transfer to all public Arizona universities as Elective Credit, Departmental Elective, or Equivalent to a university course as indicated in the Arizona Course Equivalency Guide in effect when the course is taken. Courses identified as Non-transferable in the Arizona Course Equivalency Guide cannot be used to satisfy this requirement.

**Content Area Electives**

Select 7 credits from the following:

- Any ARH, ART, CIS, ECN, BPC, ENG, ENH, GCU, GPH, HIS, MHL, MTC, POS, THE, THP prefixed course(s)
- Any EDU prefixed course(s) (except EDU250)
- Any MAT courses numbered higher than 142 (except MAT156 and MAT157)
- Any Foreign Language course(s)
- Any Natural Science course(s)
- CFS/ECH176 Child Development
- CFS205 Human Development
- EED215 Early Learning: Health, Safety, Nutrition and Fitness
- FON100 Introductory Nutrition
- AAA/CPD115 Creating College Success

**Associate in Arts in Elementary Education Total Credits. . . . . 60-63**

**NOTE: The following courses meet the state teacher certification requirement for United States and Arizona Constitutions:**

- United States—HIS103, POS110, POS220, and POS222**
- Arizona—POS220 and POS221**

# Associate in Arts, Fine Arts – Art (AAFA – Art) Degree

## Description

The Maricopa County Community College District Associate in Arts, Fine Arts – Art degree requires a minimum of 63 semester credits for the program of study. The degree includes the following components:

### I. General Education:

Arizona General Education Curriculum for Arts (AGEC-A)  
MCCCD Additional Requirements

### II. Fine Arts Requirements – Art

## Purpose of the Degree

The Associate in Arts, Fine Arts – Art degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors in the Fine Arts. The degree is designed to prepare students to meet selective admission criteria for programs such as the Bachelor of Fine Arts, which may require a portfolio or performance requirement.

The semester credits used to satisfy the MCCCD Associate in Arts, Fine Arts – Art degree may apply to university graduation requirements of the university major for which the degree is designed. Information regarding the articulation of the degree with majors at the Arizona public universities can be accessed via the following website: [www.aztransfer.com](http://www.aztransfer.com).

## Academic Policies that Govern the Associate in Arts, Fine Arts – Art Degree

- Completion of the Associate in Arts, Fine Arts – Art degree and the AGECA provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for non-residents;
- The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts, Fine Arts – Art degree;
- A minimum of 63 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. Credit units transferred from outside of the district need to be at a grade of "C" or better. A grade of "C" equals 2.0 on a 4.0 grading scale or equivalent. On an exception basis, P-grades may be allowed in the AGECA for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a "C" or better. The P-grade exception does not apply to credits awarded by AGECA granting/receiving institutions;
- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGECA.
- The General Education Requirements for AGECA may be completed in 35 semester credits with the following stipulations:
  - Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
  - A course cannot be used to satisfy more than one Core Area.
- General Education Courses can satisfy multiple areas within the degree simultaneously (AGECA Core Area, AGECA Awareness Area, MCCCD Additional Requirements, or lower-division courses applicable to the major).

- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS), is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGEC-A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course’s evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. View specific course information via the following website: [www.maricopa.edu/academic/ccta/](http://www.maricopa.edu/academic/ccta/) by clicking on the statewide AGEC icon.
- Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be transferable to the university or universities to which the student plans to transfer, as elective credit or better. For appropriate course selection, students should consult with an advisor.
- Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGEC-A or Associate in Arts, Fine - Arts Degree.
- Courses and their modular equivalents will satisfy AGEC-A and Associate in Arts, Fine Arts – Art requirements.
- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.
- Courses completed at one of the Maricopa Community Colleges to satisfy Common Courses must be transferable as elective or better to the universities that have the shared majors listed on a Common Course Matrix. A shared major is a university degree program that has similar academic preparation to one or more degree programs at other Arizona public universities as listed on the Common Course Matrices. For appropriate course selection, students should consult with an advisor.

### Degree Requirements

The 63 semester credits required for the Associate in Arts, Fine Arts - Art degree follow. View specific course information via the following website: [www.maricopa.edu/academic/ccta/](http://www.maricopa.edu/academic/ccta/) by clicking on the statewide AGEC icon. The AGEC A, B, S, and AGEC Matrix identify the courses in alpha-order by prefix as well as the Core Areas and Awareness Areas where the course will apply.

#### I. MCCC CD General Education

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

##### A. MCCC CD AGEC-A

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

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

- 1) Mathematics [MA] A (3 credits)  
Select a course in college mathematics or college algebra or precalculus or any other mathematics course for which college algebra is a prerequisite.

AND

- 2) Computer/Statistics/Quantitative Applications [CS] (3 credits)

- d. Humanities and Fine Arts [HU] . . . . . 6**  
 Students are encouraged to choose coursework from more than one discipline for a total of six semester credits.
- Select the following:  
 ARH101 Prehistoric Through Gothic Art (3 credits)
- e. Social and Behavioral Sciences [SB] . . . . . 6**  
 Students are encouraged to choose coursework from more than one discipline for a total of six semester credits.
- f. Natural Sciences [SQ/SG] . . . . . 8**  
 To complete the Natural Sciences requirement: Select four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of eight (8) semester credits, OR eight (8) semester credits of [SQ]. Students **cannot** take eight (8) semester credits of [SG] to meet the Natural Sciences requirement.
- The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. The lecture and corresponding laboratory course(s) may carry separate credit. Students should consult with an advisor for appropriate course selection. Students should also access the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS) for information on equivalencies.
- 2. Awareness Areas . . . . . 0**  
 Students must satisfy two Awareness Areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed thirty-five semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously. Therefore no additional semester credits are required to satisfy the two Awareness Areas.
- Cultural Diversity in the United States [C]  
 AND  
 Global Awareness [G] OR  
 Historical Awareness [H]
- MCCCD Additional Requirements . . . . . 0-6**  
 Students must satisfy Oral Communication and Critical Reading areas. However, it is not necessary for students to exceed the thirty-five semester credits required in order to complete the MCCCD Additional Requirements because courses can satisfy a Core Area and MCCCD Additional Requirements simultaneously. Therefore, no additional semester credits are required to satisfy Oral Communication and Critical Reading.
- a. Oral Communication: Credits: 3**  
 A total of three (3) semester credits is required for Oral Communication. However, if students select a communication course that satisfies both the Oral Communication area and an area within the Core, then the Oral Communication requirement has been satisfied and additional electives may be taken.
- Select from the following options:  
 COM100 [SB] (3 credits) OR  
 COM100AA & COM100AB & COM100AC [SB] (3 credits) OR  
 COM110 [SB] (3 credits) OR

COM110AA & COM110AB & COM110AC [SB] (3 credits) OR  
 COM225 [L] (3 credits) OR  
 COM230 [SB] (3 credits)

**b. Critical Reading: Credits: 3**

A total of three (3) semester credits is required for the Critical Reading area. However, if students complete CRE101 and apply it to AGEC-A Core Requirements or if the students demonstrate proficiency through assessment, then the Critical Reading requirement has been satisfied.

Select from the following options to complete 3 credits:

CRE101 (3 credits) OR  
 equivalent as indicated by assessment

**II. Fine Arts Requirements – Art. . . . . 28**

A minimum of 28 credits is required to satisfy the Fine Arts Requirements – Art.

**Foundations: Credits: 16**

Select the following:

ADA112/ART112	Two-Dimensional Design . . . . .	3
ADA115/ ART115	Three-Dimensional Design . . . . .	3
ARH102	Renaissance Through Contemporary Art. . . . .	3
ART111	Drawing I . . . . .	3
ART113	Color. . . . .	3
ART255AB	The Portfolio . . . . .	1

**Restricted Electives: Credits: 12**

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

ART116	Life Drawing I. . . . .	3
ART122	Drawing and Composition II . . . . .	3
ART131	Photography I . . . . .	3
ART151	Sculpture I. . . . .	3
ART161	Ceramics I. . . . .	3
ART165	Watercolor Painting I. . . . .	3
ART167	Painting I. . . . .	3

**Associate in Arts, Fine Arts – Art Total Credits. . . . . 63**

# Associate in Arts, Fine Arts – Dance (AAFA – Dance) Degree

## Description

The Maricopa County Community College District Associate in Arts, Fine Arts – Dance degree requires a minimum of 64 semester credits for the program of study. The degree includes the following components:

### I. General Education:

Arizona General Education Curriculum for Arts (AGEC-A)  
MCCCD Additional Requirements

### II. Fine Arts Requirements – Dance

## Purpose of the Degree

The Associate in Arts, Fine Arts - Dance degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors in the Fine Arts. The degree is designed to prepare students to meet selective admission criteria for programs such as the Bachelor of Fine Arts, which may require a portfolio or performance requirement.

The semester credits used to satisfy the MCCCD Associate in Arts, Fine Arts - Dance degree may apply to university graduation requirements of the university major for which the degree is designed. Information regarding the articulation of the degree with majors at the Arizona public universities can be accessed via the following website: [www.aztransfer.com](http://www.aztransfer.com)

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

- Completion of the Associate in Arts, Fine Arts -Dance degree and the AGEC-A provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for non-residents.
- The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts, Fine Arts - Dance degree.
- A minimum of 64 semester credits in courses numbered 100 and above to be completed with a grade of “C” or better. Credit units transferred from outside of the district need to be at a grade of “C” or better. A grade of “C” equals 2.0 on a 4.0 grading scale or equivalent. On an exception basis, P-grades may be allowed in the AGEC for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a “C” or better. The P-grade exception does not apply to credits awarded by AGEC granting/receiving institutions;
- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGEC.
- The General Education Requirements for AGEC-A may be completed in 35 semester credits with the following stipulations
  - Courses can satisfy a Core Area and one or two Awareness Areas simultaneously
  - A course cannot be used to satisfy more than one Core Area
- General Education Courses can satisfy multiple areas within the degree simultaneously (AGEC-A Core Area, AGEC Awareness Area, MCCCD Additional Requirements, or lower-division courses applicable to the major).

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

- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS), is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGEC-A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. View specific course information via the following website: [www.maricopa.edu/academic/ccta/](http://www.maricopa.edu/academic/ccta/) by clicking on the statewide AGEC icon.
- Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be transferable to the university or universities to which the student plans to transfer, as elective credit or better. For appropriate course selection, students should consult with an advisor.
- Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGEC-A or Associate in Arts, Fine Arts-Dance Degree.
- Courses and their modular equivalents will satisfy AGEC-A and Associate in Arts, Fine Arts - Dance requirements.
- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.
- Courses completed at one of the Maricopa Community Colleges to satisfy Common Courses must be transferable as elective or better to the universities that have the shared majors listed on a Common Course Matrix. A shared major is a university degree program that has similar academic preparation to one or more degree programs at other Arizona public universities as listed on the Common Course Matrices. For appropriate course selection, students should consult with an advisor.

### Degree Requirements

The 64 semester credits required for the Associate in Arts, Fine Arts - Dance degree follow. View specific course information via the following website: [www.maricopa.edu/academic/ccta/](http://www.maricopa.edu/academic/ccta/) by clicking on the statewide AGEC icon. The AGEC A, B, S, and AGEC Matrix identify the courses in alpha-order by prefix as well as the Core Areas and Awareness Areas where the course will apply.

#### I. MCCCDC General Education

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

##### A. MCCCDC AGEC-A

1. **Core Areas.** . . . . . 35
    - a. **First-Year Composition (FYC)** . . . . . 6
    - b. **Literacy and Critical Inquiry [L]** . . . . . 3
    - c. **Mathematical Studies [MA/CS]** . . . . . 6
- To complete the Mathematical Studies requirement, select one course to satisfy Mathematics [MA] A and a second course from Computer/Statistics/Quantitative Applications [CS].

- 1) Mathematics [MA] A (3 credits)  
 Select a course in college mathematics or college algebra or precalculus or any other mathematics course for which college algebra is a prerequisite.

AND

- 2) Computer/Statistics/Quantitative Applications [CS] (3 credits)



- d. Humanities and Fine Arts [HU] . . . . . 6**  
 Students are encouraged to choose coursework from more than one discipline for a total of six semester credits.  
 Select from the following options to complete three credits:  
 DAH100 Introduction to Dance . . . . . 3  
 DAH201 World Dance Studies . . . . . 3
- e. Social and Behavioral Sciences [SB] . . . . . 6**  
 Students are encouraged to choose coursework from more than one discipline for a total of six semester credits.
- f. Natural Sciences [SQ/SG] . . . . . 8**  
 To complete the Natural Sciences requirement: Select four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of eight (8) semester credits, OR eight (8) semester credits of [SQ]. Students **cannot** take eight (8) semester credits of [SG] to meet the Natural Sciences requirement.  
 The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. The lecture and corresponding laboratory course(s) may carry separate credit. Students should consult with an advisor for appropriate course selection. Students should also access the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS) for information on equivalencies.  
 Select from the following options to complete four credits:  
 BIO160 Introduction to Human Anatomy and Physiology . . . . . 4  
 BIO201 Human Anatomy and Physiology I . . . . . 4
- 2. Awareness Areas . . . . . 0**  
 Students must satisfy two Awareness Areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed thirty-five semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously. Therefore, no additional semester credits are required to satisfy the two Awareness Areas.  
 Cultural Diversity in the United States [C]  
 AND  
 Global Awareness [G] OR  
 Historical Awareness [H]
- MCCCD Additional Requirements . . . . . 0-6**  
 Students must satisfy Oral Communication and Critical Reading areas. However, it is not necessary for students to exceed the thirty-five semester credits required in order to complete the MCCCD Additional Requirements because courses can satisfy a Core Area and MCCCD Additional Requirements simultaneously. Therefore, no additional semester credits are required to satisfy Oral Communication and Critical Reading.
- a. Oral Communication**  
 A total of three (3) semester credits is required for Oral Communication. However, if students select a communication course that satisfies both

the Oral Communication area and an area within the Core, then the Oral Communication requirement has been satisfied and additional electives may be taken.

Select from the following options:

- COM100 [SB] (3 credits) OR
- COM100AA & COM100AB & COM100AC [SB] (3 credits) OR
- COM110 [SB] (3 credits) OR
- COM110AA & COM110AB & COM110AC [SB] (3 credits) OR
- COM225 [L] (3 credits) OR
- COM230 [SB] (3 credits)

**b. Critical Reading**

A total of three (3) semester credits is required for the Critical Reading area. However, if students complete CRE101 and apply it to AGEC-A Core Requirements or if the students demonstrate proficiency through assessment, then the Critical Reading requirement has been satisfied and additional electives may be taken.

Select from the following options to complete 3 credits:

- CRE101 [L] (3 credits) OR
- equivalent as indicated by assessment

**II. Fine Arts Requirements – Dance . . . . . 29**

A minimum of 29 credits is required to satisfy the Fine Arts Requirements – Dance.

**Part I: Credits: 11**

Select the following:

DAN150	Dance Performance I . . . . .	1
DAN210	Dance Production I . . . . .	3
DAN221	Rhythmic Theory for Dance I . . . . .	2
DAN264	Choreography I . . . . .	3
DAN280	Dance Practicum . . . . .	2

**Part II: Credits: 9**

Select from the following options to complete a minimum of nine semester credits. Students must attain Level III competency in ballet and modern dance courses:

**Part III: Restricted Electives . . . . . 9**

The remaining credits from DAH- and DAN-prefixed courses should be selected as prescribed by the dance advisor. Only three of the remaining credits may be selected from the following DAN-prefixed courses:

DAN120++	World Dance (any module) . 1	DAN135	Modern Dance II (1) . . . . 1-2
DAN129	Musical Theatre Dance I . . . 1	DAN232	Modern Dance III (1) . . . 1-2
DAN130	Musical Theatre Dance II . . . 1	DAN232AA	Modern Dance III: Intensive (2) . . . . . 2-4
DAN229	Musical Theatre Dance III . . 1	DAN235	Modern Dance IV (1) . . . 1-2
DAN230	Musical Theatre Dance IV . . 1	DAN235AA	Modern Dance IV: Intensive (2) . . . . . 2-4
DAN131	Ballet I (1) . . . . . 1-2	DAN133	Modern Jazz Dance I . . . . . 1
DAN134	Ballet II (1) . . . . . 1-2	DAN136	Modern Jazz Dance II. . . . . 1
DAN231	Ballet III (1) . . . . . 1-2	DAN233	Modern Jazz Dance III . . . . . 1
DAN231AA	Ballet III: Intensive (2) . . . 2-4	DAN233AA	Modern Jazz Dance III: Intensive . . . . . 2
DAN234	Ballet IV (1) . . . . . 1-2	DAN236	Modern Jazz Dance IV . . . . . 1
DAN234AA	Ballet IV: Intensive (2) . . . 2-4		
DAN237	Ballet Pointe I . . . . . 1		
DAN132	Modern Dance I (1) . . . . . 1-2		

DAN236AA	Modern Jazz Dance IV: Intensive . . . . .	2	DAN291++	Dance Conservatory II (any module) . . . . .	1-3
DAN290++	Dance Conservatory I (any module) . . . . .	1-3	DAN292++	Dance Conservatory III (any module) 1-3 . . . . .	

**Part III: Restricted Electives: Credits: 3**

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

DAN115++	Contemporary Dance (any module) . . . . .	1	DAN250	Dance Performance III . . . . .	1
DAN120++	World Dance (any module) . . . . .	1	DAN255	Dance Performance IV . . . . .	1
DAN125++	Social Dance (any module) . . . . .	1	DAN164	Improvisation . . . . .	1
DAN129	Musical Theatre Dance I . . . . .	1	DAN131	Ballet I . . . . .	1
DAN130	Musical Theatre Dance II . . . . .	1	DAN134	Ballet II . . . . .	1
DAN229	Musical Theatre Dance III . . . . .	1	DAN231	Ballet III . . . . .	1
DAN230	Musical Theatre Dance IV . . . . .	1	DAN231AA	Ballet III: Intensive (2) . . . . .	2-4
DAN133	Modern Jazz Dance I . . . . .	1	DAN234	Ballet IV . . . . .	1
DAN136	Modern Jazz Dance II . . . . .	1	DAN234AA	Ballet IV: Intensive (2) . . . . .	2-4
DAN233	Modern Jazz Dance III . . . . .	1	DAN237	Ballet Pointe I . . . . .	1
DAN233AA	Modern Jazz Dance III: Intensive . . . . .	2	DAN132	Modern Dance I . . . . .	1
DAN236	Modern Jazz Dance IV . . . . .	1	DAN135	Modern Dance II . . . . .	1
DAN236AA	Modern Jazz Dance IV: Intensive . . . . .	2	DAN232	Modern Dance III (1) . . . . .	1-2
DAN140	Tap Dance I . . . . .	1	DAN232AA	Modern Dance III: Intensive 2	
DAN145	Tap Dance II . . . . .	1	DAN235	Modern Dance IV (1) . . . . .	1-2
DAN146	Tap Dance Ensemble . . . . .	1	DAN235AA	Modern Dance IV: Intensive 2	
DAN240	Tap Dance III . . . . .	1	DAN290++	Dance Conservatory I (any module) . . . . .	1-3
DAN245	Tap Dance IV . . . . .	1	DAN291++	Dance Conservatory II (any module) . . . . .	1-3
DAN150	Dance Performance I . . . . .	1	DAN292++	Dance Conservatory III (any module) . . . . .	1-3
DAN155	Dance Performance II . . . . .	1	*DAN298++	Special Projects (any module) . . . . .	1-3

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

DAH100	Introduction to Dance . . . . .	3	DAN296++	Cooperative Education (any module) . . . . .	1-4
DAH110	Dance in Film . . . . .	3	DAN293	Teaching Dance in Elementary Education . . . . .	3
DAH190	Discovering Dance Careers . . . . .	1	DAN294	Teaching Dance in Secondary Education . . . . .	3
DAH210	History of Ballet and Modern Dance . . . . .	3	DAN295	Teaching and Management of Studio Dance . . . . .	3
DAN138	Dance Seminar I . . . . .	1	*DAN298++	Special Projects (any module) . . . . .	1-3
DAH201	World Dance Studies . . . . .	3			
DAN211	Dance Production II . . . . .	3			
DAN222	Rhythmic Theory for Dance II . . . . .	2			
DAN238	Dance Seminar II . . . . .	1			
DAN241	Dance Notation I . . . . .	3			
DAH250	Dance in Popular Culture . . . . .	3			
DAN265	Choreography II . . . . .	3			
DAN272	Dance Technology . . . . .	2			

\* Selection of DAN298 courses to satisfy degree requirements should be done in consultation with a program advisor or faculty member as Special Projects courses do not currently transfer to any of the three Arizona state public universities.

**Associate in Arts, Fine Arts – Dance Total Credits: . . . . . 64**

# Associate in Arts, Fine Arts – Theatre (AAFA – Theatre) Degree

## Description

The Maricopa County Community College District Associate in Arts, Fine Arts – Theatre degree requires a minimum of 60-64 semester credits for the program of study. The degree includes the following components:

- I. **General Education:**
  - Arizona General Education Curriculum for Arts (AGEC-A)
  - MCCCD Additional Requirements
- II. **Fine Arts Requirements – Theatre**

## Purpose of the Degree

The Associate in Arts, Fine Arts - Theatre degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors in the Fine Arts the degree is designed to prepare students to meet selective admission criteria for programs such as the Bachelor of Fine Arts, which may require a portfolio or performance requirement.

The semester credits used to satisfy the MCCCD Associate in Arts, Fine Arts - Theatre may apply to university graduation requirements of the university major for which the degree is designed. Information regarding the articulation of the degree with majors at the Arizona public universities can be accessed via the following website: [www.aztransfer.com](http://www.aztransfer.com)

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

- Completion of the Associate in Arts, Fine Arts - Theatre and the AGEC-A provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for non-residents.
- The graduation policies within the general catalog must be satisfied for completion of the Associate in Arts, Fine Arts - Theatre degree.
- A minimum of 60 semester credits in courses numbered 100 and above to be completed with a grade of “C” or better. Credit units transferred from outside of the district need to be at a grade of “C” or better. A grade of “C” equals 2.0 on a 4.0 grading scale or equivalent. On an exception basis, P-grades may be allowed in the AGEC for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a “C” or better. The P-grade exception does not apply to credits awarded by AGEC granting/receiving institutions.
- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGEC.
- The General Education Requirements for AGEC-A may be completed in 35 semester credits with the following stipulations
  - Courses can satisfy a Core Area and one or two Awareness Areas simultaneously
  - A course cannot be used to satisfy more than one Core Area
- General Education Courses can satisfy multiple areas within the degree simultaneously (AGEC-A Core Area, AGEC Awareness Area, MCCCD Additional Requirements, or lower-division courses applicable to the major)
- Effective Fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS), is valid

for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.

- Courses completed at one of the Maricopa Community Colleges to meet AGEC-A requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. View specific course information via the following website: [www.maricopa.edu/academic/ccta/](http://www.maricopa.edu/academic/ccta/) by clicking on the statewide AGEC icon.
- Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be transferable to the university or universities to which the student plans to transfer, as elective credit or better. For appropriate course selection, students should consult with an advisor.
- Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGEC-A or Associate in Arts, Fine Arts - Theatre Degree.
- Courses and their modular equivalents will satisfy AGEC-A and Associate in Arts, Fine Arts - Theatre requirements.
- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.
- Courses completed at one of the Maricopa Community Colleges to satisfy Common Courses must be transferable as elective or better to the universities that have the shared majors listed on a Common Course Matrix. A shared major is a university degree program that has similar academic preparation to one or more degree programs at other Arizona public universities as listed on the Common Course Matrices. For appropriate course selection, students should consult with an advisor.

## Degree Requirements

The 60-64 semester credits required for the Associate in Arts, Fine Arts -Theatre follow. View specific course information via the following website: [www.maricopa.edu/academic/ccta/](http://www.maricopa.edu/academic/ccta/) by clicking on the statewide AGEC icon. AGEC A, B, S, and AGEC Matrix identify the courses in alpha-order by prefix as well as the Core Areas and Awareness Areas where the course will apply.

### I. MCCCDC General Education

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

#### A. MCCCDC AGEC-A

- |  |    |
|--|----|
| 1. Core Areas . . . . .  | 35 |
| a. First-Year Composition (FYC) . . . . .  | 6  |
| b. Literacy and Critical Inquiry [L] . . . . .   | 3  |
| Select from the following:   |    |
| THE220      Modern Drama . . . . .   | 3  |
| c. Mathematical Studies [MA/CS] . . . . .  | 6  |
| To complete the Mathematical Studies requirement, select one course to satisfy Mathematics [MA] A and a second course from Computer/Statistics/Quantitative Applications [CS]. |    |
| 1) Mathematics [MA] A (3 credits)  |    |
| Select a course in college mathematics or college algebra or precalculus or any other mathematics course for which college algebra is a prerequisite.                          |    |
| AND  |    |
| 2) Computer/Statistics/Quantitative Applications [CS] (3 credits)  |    |

- d. **Humanities and Fine Arts [HU]** ..... 6  
 Students are encouraged to choose coursework from more than one discipline for a total of six semester credits.  
 Select from the following:  
 HUMTHE205 Introduction to Cinema ..... 3
  - e. **Social and Behavioral Sciences [SB]** ..... 6  
 Students are encouraged to choose coursework from more than one discipline for a total of six semester credits.
  - f. **Natural Sciences [SQ/SG]** ..... 8  
 To complete the Natural Sciences requirement: Select four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of eight (8) semester credits, OR eight (8) semester credits of [SQ]. Students **cannot** take eight (8) semester credits of [SG] to meet the Natural Sciences requirement.  
 The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. The lecture and corresponding laboratory course(s) may carry separate credit. Students should consult with an advisor for appropriate course selection. Students should also access the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS) for information on equivalencies.
2. **Awareness Areas** ..... 0  
 Students must satisfy two Awareness Areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed thirty-five semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously. Therefore, no additional semester credits are required to satisfy the two Awareness Areas.  
 Cultural Diversity in the United States [C]  
 AND  
 Global Awareness [G] OR  
 Historical Awareness [H]
- MCCCD Additional Requirements** ..... 0-6  
 Students must satisfy Oral Communication and Critical Reading areas. However, it is not necessary for students to exceed the thirty-five semester credits required in order to complete the MCCCD Additional Requirements because courses can satisfy a Core Area and MCCCD Additional Requirements simultaneously. Therefore, no additional semester credits are required to satisfy Oral Communication and Critical Reading.
- a. **Oral Communication**  
 A total of three (3) semester credits is required for Oral Communication. However, if students select a communication course that satisfies both the Oral Communication area and an area within the Core, then the Oral Communication requirement has been satisfied and additional electives may be taken.  
 Select from the following options:  
 COM100 [SB] (3 credits) OR  
 COM100AA & COM100AB & COM100AC [SB] (3 credits) OR  
 COM110 [SB] (3 credits) OR

COM110AA & COM110AB & COM110AC [SB] (3 credits) OR  
 COM225 [L] (3 credits) OR  
 COM230 [SB] (3 credits)

**b. Critical Reading**

A total of three (3) semester credits is required for the Critical Reading area. However, if students complete CRE101 and apply it to AGEC-A Core Requirements or if the students demonstrate proficiency through assessment, then the Critical Reading requirement has been satisfied.

Select from the following options to complete 3 credits:

CRE101 [L] (3 credits) OR  
 equivalent as indicated by assessment

**II. Fine Arts Requirements – Theatre . . . . . 25-29**

A minimum of 25 credits is required to satisfy the Fine Arts Requirements – Theatre.

**Foundations . . . . . 16-17**

Select the following:

THE111	Introduction to Theatre . . . . .	3
THP112	Acting I . . . . .	3
THP115	Theatre Makeup . . . . .	3
THP201AA	Theatre Production I OR. . . . .	1
THP201AB	Theatre Production II . . . . .	2
THP213	Introduction to Technical Theatre . . . . .	3
THP217	Introduction to Design Scenography . . . . .	3

**Restricted Electives . . . . . 12-16**

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

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

HUM/ THE206	Introduction to Television Arts . . . . .	3	THP219	Introduction to Puppetry . . . . .	3
HUM/ THE210	Contemporary Cinema. . . . .	3	THP220	Advanced Acting: Television and Film . . . . .	3
THE118	Playwriting . . . . .	3	THP226	Theatrical Design: Costuming	3
THP120AA	Audition Techniques: Prepared Monologue . . . . .	1	COM/THP241	Oral Interpretation of Literature . . . . .	3
THP120AB	Audition Techniques: Cold Readings . . . . .	1	THP262	Entertainment Industry Design Drafting . . . . .	3
THP130	Stage Combat . . . . .	3	THP267	Painting Techniques for Film, TV and Theatre . . . . .	3
THP131	Stage Movement . . . . .	3	THP268	Opportunities in Production	3
THP151	Theatre for Youth . . . . .	3	MUP/THP270	Musical Theatre Workshop. . . . .	2
THP210	Acting: TV/Film. . . . .	3	COM/THP271	Voice and Diction. . . . .	3
THP211	Creative Drama . . . . .	3	THP281	Production and Acting I . . . . .	3
THP212	Acting II. . . . .	3	THP298AA-AC	Special Projects . . . . .	1-3
THP214	Directing Techniques . . . . .	3			
THP216	Beginning Stage Lighting . . . . .	3			

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

# Associate in Science (AS) Degree

## Description

The Maricopa County Community College District Associate in Science degree requires 60-64 semester credits for the program of study. The degree includes the following components:

### I. General Education:

Arizona General Education Curriculum for Science (AGEC-S)  
MCCCD Additional Requirements

### II. General Electives

## Purpose of the Degree

The Associate in Science degree is designed for students planning to transfer to four-year colleges and universities. In general, the components of the degree meet requirements for majors with more stringent mathematics and mathematics-based science requirements. Generally, the degree will transfer as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements.

In most cases, courses used to satisfy the MCCCD Associate in Science will apply to university graduation requirements of the university major for which the Associate in Science is designed. Information regarding the articulation of the Associate in Science with majors at the Arizona public universities can be accessed via the following website: [www.aztransfer.com](http://www.aztransfer.com)

## Academic Policies that Govern the Associate in Science Degree

- Completion of the Associate in Science and the AGEC-S provides for exemption from Arizona public university admission requirements for Arizona residents who have a minimum Grade Point Average of 2.0 on a 4.0=A scale and a minimum 2.5 on a 4.0=A scale for non-residents.
- The graduation policies within the general catalog must be satisfied for completion of the Associate in Science degree.
- A minimum of 60 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. Credit units transferred from outside of the district need to be at a grade of "C" or better. A grade of "C" equals 2.0 on a 4.0 grading scale or equivalent. On an exception basis, P-grades may be allowed in the AGEC for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a "C" or better. The P-grade exception does not apply to credits awarded by AGEC granting/receiving institutions
- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGEC.
- The General Education Requirements for AGEC-S may be completed in 36-38 semester credits with the following stipulations
  - Courses can satisfy a Core area and one or two Awareness areas simultaneously.
  - A course cannot be used to satisfy more than one Core area requirement in the AGEC A and B.
  - A course can be used to satisfy the L and SB or L and HU requirements simultaneously in the Core area for the AGEC S.
- General Education Courses can satisfy multiple areas within the degree simultaneously (AGEC-S Core Area, AGEC Awareness Area, MCCCD Additional Requirements, or lower-division courses applicable to the major).



- Effective fall 2000, the course evaluation and/or general education designation as listed in the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS), is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Students do have the option to petition for general education evaluations and/or general education designations upon transfer.
- Courses completed at one of the Maricopa Community Colleges to meet AGEC-S requirements must be listed in the Course Equivalency Guide within the Arizona Course Applicability System as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities. The course's evaluation and/or general education designation is valid for the term in which the student is awarded credit on the transcript. View specific course information via the following website: <http://www.maricopa.edu/academic/ccta/> by clicking on the statewide AGEC icon.
- Courses completed at one of the Maricopa Community Colleges to meet the General Electives requirement must be transferable to the university or universities to which the student plans to transfer, as elective credit or better. For appropriate course selection, students should consult with an advisor.
- Courses transferred from another regionally accredited institution to one of the Maricopa Community Colleges will be evaluated by the college for inclusion in the AGEC-S or Associate in Science Degree.
- Courses and their modular equivalents will satisfy AGEC-S and Associate in Science requirements.
- If a course is cross-referenced with one or more other courses, then only one of the cross-referenced courses will be accepted to meet requirements.
- Courses completed at one of the Maricopa Community Colleges to satisfy Common Courses must be transferable as elective or better to the universities that have the shared majors listed on a Common Course Matrix. A shared major is a university degree program that has similar academic preparation to one or more degree programs at other Arizona public universities as listed on the Common Course Matrices. For appropriate course selection, students should consult with an advisor.

## Degree Requirements

The 60-64 semester credits required for the Associate in Science follow. View specific course information via the following website: <http://www.maricopa.edu/academic/ccta/> by clicking on the statewide AGEC icon. The AGEC A, B, S, and AGEC Matrix identify the courses in alpha-order by prefix as well as the Core Areas and Awareness Areas where the course will apply.

### I. MCCC General Education . . . . . Credits

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

#### MCCC AGEC-S

1. **Core Areas** . . . . . 36-38
  - a. **First-Year Composition (FYC)** . . . . . 6
  - b. **Literacy and Critical Inquiry [L]** . . . . . 0-3  
 Recommend selecting a course that satisfies L (Literacy and Critical Inquiry) and SB (Social and Behavioral Sciences) OR L (Literacy and Critical Inquiry) and HU (Humanities and Fine Arts) or L (Literacy and Critical Inquiry) and COM or L (Literacy and Critical Inquiry) and CRE101 requirements simultaneously.
  - c. **Mathematical Studies [MA]** . . . . . 4  
 To complete the Mathematical Studies requirement, select one course to satisfy Mathematics [MA] S.

- 1) Mathematics [MA] S (4 credits)  
 Select a calculus course MAT220 or MAT221, OR any mathematics course for which MAT220 or MAT221 is a prerequisite.
- d. **Humanities and Fine Arts [HU]** . . . . . 6  
 Students are encouraged to choose coursework from more than one discipline for a total of six semester credits.  
  
 Select a course that satisfies both L and HU requirements simultaneously.
- e. **Social and Behavioral Sciences [SB]** . . . . . 6  
 Students are encouraged to choose coursework from more than one discipline for a total of six semester credits.  
  
 Select a course that satisfies both L and SB requirements simultaneously.
- f. **Natural Sciences** . . . . . 8  
 To complete the Natural Sciences requirement:  
  
 Select eight (8) semester credits of either general chemistry CHM151 & CHM151LL and CHM152 & CHM152LL OR Eight (8) semester credits of university physics PHY115 & PHY116, or PHY121 & PHY131 OR Eight (8) semester credits of general biology BIO181 & BIO182 appropriate to the major.
- g. **Subject Options (subject based on major)** . . . . . 6-8  
 Students completing AGECS, through careful selection of courses that meet the other major or pre-requisite requirements for Science degree, will meet this requirement. Using a transfer guide, select courses from: Astronomy, Biology, Botany, Chemistry, Environmental Science, Geology, Physical Geography, Physics, Zoology.
- 2. **Awareness Areas** . . . . . 0  
 Students must satisfy two Awareness Areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed thirty-six to thirty-eight semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously. Therefore, no additional semester credits are required to satisfy the two Awareness Areas.  
  
 Cultural Diversity in the United States [C]  
 AND  
 Global Awareness [G] OR  
 Historical Awareness [H]
- 3. **MCCCD Additional Requirements** . . . . . 0-6  
 Students must satisfy Oral Communication and Critical Reading areas. However, it is not necessary for students to exceed the thirty-six to thirty-eight semester credits required in order to complete the MCCCD Additional Requirements.
  - a. **Oral Communication**  
 A total of three (3) semester credits is required for Oral Communication. However, if students select a communication course that satisfies both the Oral Communication area and an area within the Core, then the Oral Communication requirement has been satisfied and additional electives may be taken.

Select from the following options:

COM100 [SB] (3 credits) OR  
 COM100AA & COM100AB & COM100AC [SB] (3 credits) OR  
 COM110 [SB] (3 credits) OR  
 COM110AA & COM110AB & COM110AC [SB] (3 credits) OR  
 COM225 [L] (3 credits) OR  
 COM230 [SB] (3 credits)

**b. Critical Reading**

A total of three (3) semester credits is required for the Critical Reading area. If students demonstrate proficiency through assessment, then the Critical Reading requirement has been satisfied and additional electives may be taken.

CRE101 [L] OR equivalent as indicated by assessment

**II. General Electives**

Select courses to complete a minimum of 60 semester credits but no more than a total of 64 semester credits.

For students who have decided on a major that articulates with the AS, but who are undecided on the university to which they will transfer, courses satisfying the General Electives area should be selected from the list of Common Courses, Arizona Transfer Pathway Guides, and/or University Transfer Guides in order for the courses to apply in the major upon transfer.

The list of Common Courses for each major is included in the Arizona Transfer Pathway Guides. University Transfer Guides are also available for the Arizona public universities. These guides, both statewide and institutional, are accessible on the following web site: [www.aztransfer.com](http://www.aztransfer.com)

Students must select MCCCDC courses that are transferable to the university or universities to which the student plans to transfer, as elective credit or better according to the Arizona CEG within the AZCAS. For appropriate course selection, students should consult with an advisor.

For some majors, students must demonstrate 4th semester proficiency at the 202 course level to satisfy the Non-English Language Requirements. Students should consult the Arizona Transfer Pathway Guides and/or the University Transfer Guides to determine this requirement for the major at the university to which they intend to transfer. If required, it is recommended that students choose Maricopa courses as electives to meet this requirement as part of the Associate in Science degree.

Students who are undecided on a major or university should consult an advisor. Not all majors have common courses, so it is recommended that students consult with an advisor for a list of common courses or assistance with selecting appropriate electives.

**Associate in Science Total Credits . . . . . 60-64**

# Associate in Business, General Requirements (ABUS GR) Degree

## Description

The Maricopa County Community College District Associate in Business General Requirements (ABUS GR) degree requires a total of 62-63 semester credits for the program of study. The degree has three major components:

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

## Purpose of the Degree

The ABUS GR degree is designed for students who plan to transfer to Arizona's public universities into majors that articulate with the Associate in Business General Requirements pathway and for students who plan to complete lower division course work toward a baccalaureate program at other degree granting institutions. All business majors except Computer Information Systems should follow the ABUS GR pathway. Computer Information Systems majors should follow the Associate in Business Special Requirements pathway.

Generally, the degree transfers as a block without loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements. In most cases, courses used to satisfy the MCCCD Associate in Business General Requirements will apply to university graduation requirements of the university major for which the ABUS GR was designed.

## Academic Policies that Govern the Associate in Business General Requirements Degree:

- Requires 62-63 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. Credit units transferred from outside of the district need to be at a grade of "C" or better. A grade of "C" equals 2.0 on a 4.0 grading scale or equivalent. On an exception basis, P-grades may be allowed in the AGECEC for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a "C" or better. The P-grade exception does not apply to credits awarded by AGECEC granting/receiving institutions;
- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGECEC.
- Uses the following policies to help students complete the required Core and Awareness Areas in AGECEC B without exceeding the 35 semester credits
  - Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
  - A course cannot be used to satisfy more than one Core Area requirement.
- Uses the following policies to help students complete the program requirements at a minimum of 62 semester credits but not more than 63 semester credits:
- Courses can satisfy multiple areas within the degree simultaneously (AGECEC B Core Area, AGECEC B Awareness Area, and/or Common Lower Division Program Requirements)
- Follows the general education policy below:

**General Education Designations (example: (FYC), [SB], [HU], etc.)**

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

- Requires courses that transfer as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS). The course evaluation and/or general education designation as listed in AZCAS is valid for the term in which the student is awarded credit on the transcript
- Follows the graduation policies within the general catalog
- Includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Associate in Business General Requirements
- Accepts one of the courses that is cross-referenced with other courses
- Provides for exemption from Arizona university admission requirements for students who complete the ABus GR degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0=A scale for Arizona residents and a minimum 2.5 on a 4.0=A scale for non-residents.

**Degree Requirements**

The 62-63 semester credits required for the Associate in Business General Requirements follow. View specific course information via the following website: [www.maricopa.edu/academic/ccta/](http://www.maricopa.edu/academic/ccta/) Click on the AGECE icon. Select Maricopa Community College District or any of the Maricopa Community Colleges Click on the appropriate AGECE A, B, S, or AGECE Matrix. The lists identify the courses in alpha-order by prefix as well as the different Core Areas and Awareness Areas where the course will apply.

<b>I. MCCCDC General Education</b> .....	<b>Credits</b>
<b>A. MCCCDC AGECE-B</b>	
<b>1. Core Areas</b> .....	<b>35</b>
<b>a. First-Year Composition (FYC)</b> .....	<b>6</b>
<b>b. Literacy and Critical Inquiry [L]</b> .....	<b>3</b>
<b>c. Mathematical Studies [MA/CS]</b> .....	<b>6</b>
To complete the Mathematical Studies requirement select one course to satisfy Mathematics [MA] B and a second course from Computer/Statistics/Quantitative Applications [CS].	
1) Mathematics [MA] B (3 credits)	
MAT212, brief calculus, or a higher level mathematics course	
AND	
2) Computers/Statistics/Quantitative Applications [CS] (3 credits)	
CIS105 [CS] Survey of Computer Information Systems.	
<b>d. Humanities and Fine Arts [HU]</b> .....	<b>6</b>
Students are encouraged to choose coursework from more than one discipline for a total of six semester credits.	
<b>e. Social and Behavioral Sciences [SB]</b> .....	<b>6</b>
Students are encouraged to choose coursework from more than one discipline for a total of six semester credits.	

**f. Natural Sciences [SQ/SG] . . . . . 8**

To complete the Natural Sciences requirement: Select four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of (8) semester credits, OR eight (8) semester credits of [SQ]. Students cannot take eight (8) semester credits of [SG] to meet the Natural Sciences requirement.

The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. The lecture and corresponding laboratory course(s) may carry separate credit. Students should consult with an advisor for appropriate course selection. Students should also access the AZ Course Equivalency Guide (CEG) within the AZ Course Applicability System (AZCAS) for information on equivalencies.

**2. Awareness Areas . . . . . 0**

Students must satisfy two Awareness Areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed thirty-five semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously. Therefore no additional semester credits are required to satisfy the two Awareness Areas.

Cultural Diversity in the United States [C]  
 AND  
 Global Awareness [G] OR  
 Historical Awareness [H]

**II. Common Lower Division Program Requirements: . . . . . 27-28**

A total of 27-28 credits are required to satisfy the Common Lower Division Program Requirements. However, if students select courses that simultaneously satisfy multiple areas of the degree, then the number of semester credits required for Common Lower Division Program Requirements is reduced. Additional semester credits may be required in General Electives to complete the minimum 62-63 total program semester credits.

**Complete the following:**

**Accounting: 6**

- ACC111 Accounting Principles I AND
- ACC230 Uses of Accounting Information I AND
- ACC240 Uses of Accounting Information II
- OR
- \*ACC211 Financial Accounting AND
- ACC212 Managerial Accounting . . . . . 6

\*MCCCD ACC111 and ACC112 together are equivalent to ACC211.

- ECN211 [SB] Macroeconomic Principles . . . . . 3
- ECN212 [SB] Microeconomic Principles . . . . . 3
- GBS205 Legal, Ethical, Regulatory Issues in Business 3
- GBS221 [CS] Business Statistics . . . . . 3

**Quantitative Methods: 3**

- GBS220 Quantitative Methods in Business OR
- \*MAT217 Mathematical Analysis for Business OR
- \*MAT218 Mathematical Analysis for Business

\*Students planning to attend ASU W.P. Carey will be required to take MAT217 or MAT218.

**Business Electives: 6**

Select from the following options:

CIS114DE	Excel Spreadsheet
CIS133DA	Internet/Web Development Level I
CIS162AD	C#: Level I
GBS151	Introduction to Business
GBS215	Business, Law and Society
GBS233 [L]	Business Communication
**GBS220	Quantitative Methods in Business
GBS110 OR	Human Relations in Business and Industry
MGT251	Human Relations in Business
IBS101	Introduction to International Business
MGT253	Owning and Operating a Small Business
REA179	Real Estate Principles I
REA180	Real Estate Principles II
MKT271	Principles of Marketing
PAD100	21st Century Public Policy and Service
SBU200	Society and Business

\*\*If course used to satisfy Common Lower Division Program Requirements, it can not be used to satisfy Business Electives.

**III. General Electives**

Select courses to complete a minimum of 62 semester credits but no more than a total of 63 semester credits. General Electives semester credits may be necessary if courses selected for the degree satisfy multiple areas. For appropriate course selection, students should consult an advisor.

All courses used to satisfy electives must be transferable to the university or universities to which the student plans to transfer, as elective credit or better. For appropriate course selection, students should consult with an advisor.

**Associate in Business, General Requirements Total Credits . . . . . 62-63**

# Associate in Business, Special Requirements (ABUS SR) Degree

## Description

The Maricopa County Community College District Associate in Business, Special Requirements (ABUS SR) degree requires a total of 62-63 semester credits for the program of study. The degree has three major components:

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

## Purpose of the Degree

The ABUS SR degree is designed for Computer Information Systems majors who plan to transfer to Arizona's public universities and for students who plan to complete lower division coursework toward a baccalaureate program at other degree-granting institutions. The Associate in Business, General Requirements (ABUS GR) is designed for all other business majors. Additional information on academic majors at the Arizona public universities can be accessed via the following web site: [www.aztransfer.com](http://www.aztransfer.com).

Generally the degree transfers as a block without the loss of credit to Arizona's public universities and other institutions with district-wide articulation agreements. In most cases, courses used to satisfy the MCCCD Associate in Business, Special Requirements will apply to university graduation requirements of the university major for which the ABUS SR was designed.

## Academic Policies that Govern the Associate in Business, Special Requirements Degree

- Requires 62-63 semester credits in courses numbered 100 and above to be completed with a grade of "C" or better. Credit units transferred from outside of the district need to be at a grade of "C" or better. A grade of "C" equals 2.0 on a 4.0 grading scale or equivalent. On an exception basis, P-grades may be allowed in the AGEC for credit transferred if documentation collected by the community college indicates that the P-grade issued was the only option for the student and the P-grade is a "C" or better. The P-grade exception does not apply to credits awarded by AGEC granting/receiving institutions;
- Credit received through prior learning assessment or credit by evaluation is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. No more than 20 semester credit hours may be applied toward AGEC.
- Uses the following policies to help students complete the required Core and Awareness Areas in AGEC-B without exceeding the 35 semester credits:
  1. **Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.**
  2. **A course cannot be used to satisfy more than one Core Area requirement.**
- Uses the following policy to help students complete the program requirements at a minimum of 62 semester credits but not more than 63 semester credits:

Courses can satisfy multiple areas within the degree simultaneously (AGEC-B Core Area, AGEC-B Awareness Area, and/or Common Lower Division Program Requirements).

- Follows the general education policy below:

### **General Education Designations (Example: (FYC), [SB], [HU], etc.)**

Effective Fall 2000 the course evaluation and/or general education designation, as listed in the



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

- Requires courses that transfer as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona Course Equivalency Guide (CEG). The course evaluation and/or general education designation as listed in AZCAS is valid for the term in which the student is awarded credit on the transcript;
- Follows the graduation policies within the general catalog;
- Includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Associate in Business, Special Requirements;
- Accepts one of the courses that is cross-referenced with other courses;
- Provides for exemption from Arizona university admission requirements for students who complete the ABUS SR degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0=A scale for Arizona residents and a minimum 2.5 on a 4.0=A scale for non-residents.

### Degree Requirements

The 62-63 semester credits required for the Associate in Business Special Requirements follow. View specific course information via the following website: <http://www.maricopa.edu/academic/ccta/>

Click on the AGECE icon. Select Maricopa Community College District or any of the Maricopa Community Colleges. Click on the appropriate AGECE A, B, S, or AGECE Matrix. The lists identify the courses in alpha-order by prefix as well as the different Core Areas and Awareness Areas where the course will apply.

## I. MCCCDC General Education . . . . . Credits

### A. MCCCDC AGECE-B

#### 1. Core Areas . . . . . 35

##### a. First-Year Composition (FYC) . . . . . 6

##### b. Literacy and Critical Inquiry [L] . . . . . 3

##### c. Mathematical Studies [MA/CS] . . . . . 6

To complete the Mathematical Studies requirement select one course to satisfy the Mathematics [MA] B and a second course from Computer/Statistics/Quantitative Applications [CS].

##### 1) Mathematics [MA] B (3 credits)

MAT212, brief calculus, or a higher level mathematics course AND

##### 2) Computer/Statistics/Quantitative Applications [CS]

NOTE: Students are encouraged to select GBS221 or CIS105 to satisfy [CS].

##### d. Humanities and Fine Arts [HU] . . . . . 6

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

##### e. Social and Behavioral Sciences [SB] . . . . . 6

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

##### f. Natural Sciences [SQ/SG] . . . . . 8

To complete the Natural Sciences requirement: Select four (4) semester credits of [SQ] and four (4) semester credits of [SG] for a total of eight (8) semester credits, OR eight (8) semester credits of [SQ]. Students

**cannot** take eight (8) semester credits of [SG] to meet the Natural Sciences requirement.

The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. The lecture and corresponding laboratory course(s) may carry separate credit. Students should consult with an advisor for appropriate course selection. Students should also access the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS) for information on equivalencies.

**2. Awareness Areas . . . . . 0**

Students must satisfy two Awareness Areas: Cultural Diversity in the United States [C] and either Global Awareness [G] or Historical Awareness [H]. However, it is not necessary for students to exceed thirty-five semester credits to complete the Awareness Areas because courses can satisfy a Core Area and one or two Awareness Areas simultaneously. Therefore, no additional semester credits are required to satisfy the two Awareness Areas.

Cultural Diversity in the United States [C]  
AND  
Global Awareness [G] OR  
Historical Awareness [H]

**II. Common Lower Division Program Requirements . . . . . 27-28**

A total of 27-28 credits is required for the Common Lower Division Program Requirements. Common courses meeting general education areas are noted with the general education designations encased in brackets.

**Complete the following:  
Accounting:**

\*ACC111 & ACC230 & ACC240  
OR

\*\*ACC211 & ACC212 . . . . . 6-7

*NOTE: \*MCCCD ACC250 or ACC211 may be taken in lieu of ACC111. \*\*MCCCD ACC111 and ACC112 together are equivalent to ACC211.*

- CIS162AD . . . . . 3
- CIS250 . . . . . 3
- GBS205 . . . . . 3
- GBS220 or MAT217\* or MAT218\* . . . . . 3
- GBS221 [CS] . . . . . 3
- ECN211 [SB] . . . . . 3
- ECN212 [SB] . . . . . 3

\*Students planning to attend ASU W.P. Carey will be required to take MAT217 or MAT218.

**III. General Electives . . . . . 0-6**

Select courses to complete a minimum of 62 semester credits but no more than a total of 63 semester credits for the program. General Electives semester credits may be necessary if courses selected for the degree satisfy multiple areas. For appropriate course selection, students should consult an advisor.

All courses used to satisfy electives must be transferable to the university or universities to which the student plans to transfer, as elective credit or better. For appropriate course selection, students should consult with an advisor.

**Associate in Business, Special Requirements Total Credits . . . . . 62-63**

# Associate in General Studies (AGS) Degree

## Description

The Maricopa County Community College District Associate in General Studies (AGS) degree is recommended for students whose educational goals require flexibility. The AGS allows students to choose any elective courses numbered 100 or above to complete the degree. Therefore, this degree may be less appropriate for students who intend to transfer to a baccalaureate-granting institution.

Students who demonstrate skills comparable to those in Critical Reading and/or Mathematics and/or Computer Usage may substitute acceptable elective courses to satisfy the total credits required for the degree.

## Academic Policies That Govern the Associate in General Studies Degree

- Requires a minimum of 60 semester credits in courses numbered 100 and above;
- AGS degree requirements follow with the use of a diagonal character (/) between course numbers to signify options. An asterisk (\*) following the course number defines requirements with an effective begin term of spring;
- Requires grades as listed for specific areas such as the General Education Core where a minimum grade of “C” is required. Courses applied to other areas may be completed with a minimum grade of “D;”
- Uses the following policies for course(s) satisfying multiple program areas:
  1. **A course can simultaneously satisfy one Core Area and one Distribution Area. Courses that meet this criterion are bold print and underscored in the Core Areas and Distribution Areas.**
  2. **A course cannot satisfy more than one Core Area, even if it is approved for more than one Core Area.**
  3. **A course cannot satisfy more than one Distribution Area, even if it is approved for more than one Distribution Area.**
- Follows the graduation policies within the general catalog;
- Includes both courses and their modular equivalents; either the course or the modular equivalents will satisfy the Associate in General Studies;
- Accepts one of the courses that is cross-referenced with other courses;

## Degree Requirements

### GENERAL EDUCATION CORE (16 credits – grade of “C” or better)

- **First-Year Composition (6 credits)**  
ENG English [101/107] & [102/108]
- **Oral Communication (3 credits)**  
COM Communication **100/100AA&100AB&100AC/110/110AA&110AB&110AC/225/230**
- **Critical Reading (3 credits)**  
CRE Critical Reading **101**/Equivalent as indicated by assessment.
- **Mathematics (3 credits)**  
GBS General Business 220  
MAT Mathematics **102/120/121/122/122AA/122AB/122AC/126/140/141/142/150/151/151AA/151AB/151AC/151AD/152/156/172/182/187/206/212/213/220/221/230/231/240/241/261/262/276/277**equivalent course/Satisfactory completion of a higher-level Mathematics course.

- **Computer Usage (1 credit)**  
Computer-related course or demonstration of comparable computer skills. Additional courses may be approved by individual colleges. Students should contact their advisor for college-specific courses satisfying the requirement.
- ACC Accounting 115
- ADA Advertising Arts 169/170/170AA/170AB/173/173AA/173AB/173AC/175/175AA/175AB/177/177AA/177AB/any 180 modules/183/183AA/183AB/183AC/283/283AA/283AB/283AC/289/289AA/289AB/289AC
- AGB Agribusiness 139
- AJS Administration of Justice Studies **119**/205
- AMS Automated Manufacturing System 150
- ARC Architecture 243/244/245
- ART Art 100/169/170/170AA/170AB/173/173AA/173AB/173AC/175/175AA/175AB/177/177AA/177AB/179/179AA/179AB/any 180 module/183/183AA/183AB/183AC/283/283AA/283AB/283AC/289/289AA/289AB/289AC
- BIO Biology 283
- BPC Business-Personal Computers Any BPC Course(s) (except 217AM)
- CFS Child/Family Studies 180
- CIS Computer Information Systems Any CIS Course(s) (except 162, 162AC, 169, 183AA, 217AM, 259, 262)
- CSC Computer Science Any CSC Course(s) (except 200, 200AA, 200AB, 210, 210AA, 210AB)
- CTR Court Reporting 101/102
- DFT Drafting Technology any 105 module/251/any 254 module/256AA
- ECH Early Childhood Education 238
- EEE Electrical Engineering 120
- ELE Electronic 131/181/241/243/245/281
- ELT Electronic Technology 131/241/243/
- ENG English 100AE
- FON Food & Nutrition 100
- GBS General Business 221
- GPH Physical Geography 220
- HRM Hotel Restaurant Management 126
- JAS Justice and Government Agencies Admin 225
- JRN Journalism 133
- LAS Paralegal Studies 229
- MAT Mathematics 206
- MET Manufacturing Technology 264
- MTC Music Theory/Composition 180/191
- NET Networking Technology 181
- OAS Office Automation Systems 111AA/111AB/113/119/130DK
- PSY Psychology 230
- SBS Small Business 211

- SWU Social Work 225  
 TVL Travel Agent Technology 203  
 VPT Video Production Technology 106

### GENERAL EDUCATION DISTRIBUTION AREAS (28-29 credits)

- **Humanities and Fine Arts (9 credits)**

Students are encouraged to choose courses from more than one discipline. Select nine (9) credits from the following:

- AHU Arabic Humanities 245  
 AIS American Indian Studies 213  
 AJS Administration of Justice Studies 123  
 ARH Art Humanities Any ARH Course(s)  
 ASB Anthropology 211/220/222/223/253  
 CCS Chicana and Chicano Studies 101  
 CNS Construction 101  
 COM Communication 241  
 DAH Dance Humanities 100/201/250  
 EDU Education 292/294  
 ENG English 200/213/218  
 ENH English Humanities Any ENH Course(s) (Except 250)  
 FRE French 265  
 HCR Health Care Related 210  
 HIS History 101/102/103/108/109/111/113/114/212/243/253/254/275  
 HUM Humanities Any HUM course(s) (EXCEPT 108/120/203/207)  
 INT Interior Design 115/120/225  
 LAT Latin 201/202  
 MHL Music: History/Literature 140/143/145/146/153/155/241/242/295  
 PHI Philosophy Any PHI Course(s)  
 REL Religious Studies Any REL Course(s) (EXCEPT 271)  
 SLC Studies in Language & Culture 201  
 SPA Spanish 241/242/265/266  
 SPH Spanish Humanities 245  
 STO Storytelling 292/294  
 SWU Social Work 102/171/258/292  
 THE Theater 111/205/206/210/260  
 THP Theater Performance/Production 241  
 WST Women's Studies 209/284/285/290

- **Social and Behavioral Sciences (9 credits)**

Students are encouraged to choose courses from more than one discipline.

- AFR African American Studies 202  
 AIS American Indian Studies 101/140/141/160

AJS	Administration of Justice Studies 101/119/200/225/258/259/270
ASB	Anthropology 100/102/202/211/222/223/226/230/235/252
ASM	Anthropology 104/275
CFS	Child/Family Studies 112/157/159/176/205/235/259
COM	Communication <u>100/100AA&amp;100AB&amp;100AC/110/110AA&amp;110AB&amp;110AC/163/230/250/263</u>
ECH	Early Childhood Education 176
ECN	Economics Any ECN Course(s)
EDU	Education 221/222
EED	Early Education 200/205/222
EMT	Emergency Medical Technology 258
ENG	English 213
FOR	Forensic Science 275
FSC	Fire Science Technology 258
FUS	Future Studies 101
GCU	Cultural Geography 102/121/122/141/221/227
HES	Health Science 100
HIS	History any HIS Course(s) (except 111, 170, 203, 251, 252)
IBS	International Business 109
MCO	Mass Communications 120
PAD	Public Administration 200
POS	Political Science Any POS course(s)
PSY	Psychology 101/123/132/156/157/215/218/225/ 235/240/241/243/250/260/266/277/280/292
REC	Recreation 120
SBU	Society and Business 200
SLC	Studies in Language & Culture 201
SOC	Sociology Any SOC course(s) (except 143, 157, 215, 245, 253, 265, 270)
SSH	Sustainability/Social Sciences and Humanities 111
SWU	Social Work 102/171/258/292
WED	Wellness Education 110
WST	Women's Studies 100/161
Yaq	Yaqui Indian History and Culture 100

- **Natural Sciences (7-8 credits)**

Two lecture courses and one corresponding laboratory course are to be selected. The lecture and corresponding laboratory course(s) may carry separate credit. For appropriate course selection students should consult with an advisor.

AGS	Agricultural Science 164
ASB	Anthropology 231
ASM	Anthropology 104/265
AST	Astronomy 101/102/111/112/113/114

- BIO Biology 100/101/102/105/107/108/109/111/145/149AF/149AH/149AK/149AL/  
149AM/149AN/156/160/181/182/201/202/205/241/245
- CHM Chemistry 107&107LL/130&130LL/130AA/150/150AA/151/151AA/151LL/  
152AA/152&152LL/154&154LL/230&230LL
- ENV Environmental Sciences 101
- FON Food and Nutrition 241&241LL
- FOR Forensic Science 105/106
- GLG Geology Any GLG course(s)
- GPH Physical Geography 111/112&113/211/212&214/213&215
- PHS Physical Science 110/120
- PHY Physics 101/101AA/111/111AA/112/115/116/121/131
- PSY Psychology 275/290AB/290AC
- **Literacy & Critical Inquiry (3 credits)**
    - AIS American Indian Studies 213
    - BIO Biology 294
    - COM Communication 222/**225**/241
    - CRE Critical Reading **101**
    - CUL Culinary Arts 223
    - ENG English 111/200/215/216/217/218
    - ENH English Humanities 254/255
    - GBS General Business 233
    - GPH Physical Geography 211, 267
    - HUM Humanities 225/250/251
    - IFS Information Studies 101
    - JRN Journalism 201/234
    - MCO Mass Communications 220
    - PHI Philosophy 103/106/218
    - POS Political Science 115
    - PSY Psychology 290AB/290AC
    - REL Religious Studies 203/205/207/210
    - THE Theater 220
    - THP Theater Performance/Production 241
  - **Elective Courses (15-16 credits)**  
May select courses from prefixes already chosen for General Education Distribution requirements in order to develop depth in one or more subject areas.

# Associate in Applied Science (AAS) Degree, General Education Requirements

## Purpose of the Degree

The Maricopa County Community College District Associate in Applied Science (AAS) degree is recommended for students who wish to gain a depth of technical expertise by completing an occupational program presented in the college catalog. Students should consult this catalog to determine specific program requirements.

## Academic Policies that Govern the Associate in Applied Science Degree

- Requires 60 or more credits numbered 100 or above and includes credits or the equivalent in the General Education Core Areas and credits in the Distribution Areas. AAS degree requirements follow with the use of a diagonal character (/) between course numbers to signify options. An asterisk (\*) following the course number defines requirements with an effective begin term of spring;
- Requires grades as listed for specific areas such as the General Education Core where a minimum grade of “C” is required. See specific AAS occupational degree for specific program grade requirements;
- Follows the graduation policies within the general catalog;
- Includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Associate in Applied Science requirements;
- Requires at least 12 semester credit hours earned at the college awarding the AAS degree. The 12 hours in the AAS degree curricula may be in the Required Courses area and/or Restricted Electives area. Courses from the General Education Core and Distribution Areas are excluded.

Shared programs are programs offered at multiple colleges but not available at all colleges. The requirements are identical at all the colleges offering the program.

A shared program requires a minimum of six credit hours from the total program requirements to be completed with a grade of “C” or better at the college awarding the certificate or degree. The exception is the Nursing program. For those shared programs with less than six credit hours, the total hours for the program must be completed at the college awarding the certificate. The minimum of six credit hours in the certificate or degree curricula may be in the Required Courses area and/or the Restricted Electives area. Courses from the General Education Core and Distribution Areas are excluded.

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

- Requires completion of General Education courses as indicated in the General Education Requirements for the Associate in Applied Science degree from the Maricopa County Community College District, or completion of a curriculum as stated in the catalog;
- Accepts one of the courses that is cross-referenced with other courses;

## GENERAL EDUCATION CORE (15 credits – grade of “C” or better.)

Demonstrate college-level skills in the following areas:

- **First-Year Composition (6 credits)**  
ENG English [101/107] & [102/108/111]
- **Oral Communication (3 credits)**  
COM Communication 100/100AA & 100AB & 100AC/110/110AA & 110AB & 110AC/225/230



- **Critical Reading (3 credits)**  
CRE Critical Reading 101/111/Equivalent as indicated by assessment.
- **Mathematics (3 credits)**  
GBS General Business 220  
MAT Mathematics 102/120/121/122/122AA/122AB/122AC/126/140/141/142/150/151/151AA/  
151AB/151AC/151AD/152/156/172/182/187/206/212/213/220/221/230/231/240/241/  
261/262/276/277 equivalent course/  
Satisfactory completion of a higher level mathematics course.

#### GENERAL EDUCATION DISTRIBUTION AREAS (9-10 credits)

- **Humanities and Fine Arts (2-3 credits)**  
Students are encouraged to choose courses from more than one discipline.
  - AHU Arabic Humanities 245
  - AIS American Indian Studies 213
  - AJS Administration of Justice Studies 123
  - ARH Art Humanities Any ARH Course(s)
  - ASB Anthropology 211/214/220/222/223/253
  - CCS Chicana and Chicano Studies 101
  - CNS Construction 101
  - COM Communication 241
  - DAH Dance Humanities 100/201/250
  - EDU Education 291/292/294
  - ENG English 200/213/218
  - ENH English Humanities Any ENH Course(s) (except 250)
  - FRE French 265
  - HCR Health Care Related 210
  - HIS History 101/102/103/108/111/113/114/212/243/253/254/275
  - HUM Humanities Any HUM course(s) (except 120, 203, 207, 225)
  - INT Interior Design 115/120/225
  - LAT Latin 201/202
  - MHL Music: History/Literature 140/143/145/146/153/155/241/242/295
  - PHI Philosophy Any PHI Course(s)
  - REL Religious Studies Any REL Course(s) (except 271)
  - SLC Studies in Language & Culture 201
  - SPA Spanish 241/242/265/266
  - SPH Spanish Humanities 245
  - SSH Sustainability/Social Sciences and Humanities 111
  - STO Storytelling 292/294
  - THE Theater 111/205/206/210/220
  - THP Theater Performance/Production 241
  - WST Women's Studies 209/284/285/290

- **Social and Behavioral Sciences (3 credits)**

Students are encouraged to choose courses from more than one discipline.

AFR	African American Studies 202	GCU	Cultural Geography 102/121/122/141/221/ 227
AIS	American Indian Studies 101/140/141/160	HES	Health Science 100
AJS	Administration of Justice Studies 101/200/225/258/259/270	HIS	History Any HIS course(s) (except 111,170, 203, 251, 252)
ASB	Anthropology 100/102/202/211/222/ 223/226/230/235/252	IBS	International Business 109
ASM	Anthropology 104/275	MCO	Mass Communications 120
CFS	Child/Family Studies 112/157/159/176/205/235/259	PAD	Public Administration 200
COM	Communications 100/100AA&100 AB&100AC/110/110AA&110AB & 110AC/ 163/230/250/263	POS	Political Science Any POS course(s)
ECH	Early Childhood Education 176	PSY	Psychology 101/123/132/156/157/ 215/218/225/235/240/241/243/250/ 260/266/277/280/292
ECN	Economics Any ECN course(s)	REC	Recreation 120
EDU	Education 221/222	SBU	Society and Business 200
EED	Early Education 200/205/222	SLC	Studies in Language & Culture 201
EMT	Emergency Medical Technology 258	SOC	Sociology Any SOC course(s) (except 143, 157, 215, 245, 253, 265, 270)
ENG	English 213	SSH	Sustainability/Social Sciences and Humanities 111
FOR	Forensic Science 275	SWU	Social Work 102/171/258/292
FSC	Fire Science 258	WED	Wellness Education 110
FUS	Future Studies 101	WST	Women's Studies 100/161
		Yaq	Yaqui Indian History and Culture 100

- **Natural Sciences (4 credits)**

The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. The lecture and corresponding laboratory course(s) may carry separate credit. Students should consult with an advisor for appropriate course selection.

AGS	Agricultural Science 164	ENV	Environmental Sciences 101
ASB	Anthropology (Soc/Behv. Science) 231	FON	Food and Nutrition 241&241LL
ASM	Anthropology (Science/Math) 104/265	FOR	Forensic Science 105/106
AST	Astronomy 101/102/111/112/113/114	GLG	Geology Any GLG course(s)
BIO	Biology 100/101/102/105/107/108/ 109/111/145/ 149AN/156/160/181/182/201/202/ 205/241/245	GPH	Physical Geography 111/112 &113/ 211/212 & 214/213 &215
CHM	Chemistry 107&107LL/130&130LL/ 130AA/150AA/150&151LL/151AA/ 151&151LL/152AA/152&152LL/ 154&154LL/230&230LL	PHS	Physical Science 110/120
		PHY	Physics 101/101AA/111/ 111AA/112/115/116/121/131
		PSY	Psychology 275/290AB/290AC

# Academic Certificate

## **Purpose of the Academic Certificate (area of emphasis)**

The Maricopa Community College District Academic Certificate (area of emphasis) is a defined and coherent program of study that is recommended for students who wish to gain additional expertise in an academic area. While this program of study can result in proficiency in specified skills and competencies, as well as mastery of knowledge, it is not designed to prepare someone for employment in a specific occupation. The content for an Academic Certificate (area of emphasis) may be derived from a variety of disciplines or it can be discipline specific. The Academic Certificate does not require a general studies component even though requirements of the certificate may include courses that currently meet specific general studies designations such as Humanities and Fine Arts, Social and Behavioral Sciences, etc.

## **Academic Policies that Govern the Academic Certificate (area of emphasis)**

- Generally ranges from 12-39 credit hours in courses numbered 100 or above, although there is no minimum number of credit hours required for an Academic Certificate;
- Requires a cumulative GPA of 2.0 or better for completion;
- Follows the graduation policies within the general catalog;
- Accepts one of the courses that is cross-referenced with other courses;
- Includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Academic Certificate requirements;
- Does not presume block transfer value. Consequently, in most cases the Academic Certificate should not be a subset of an existing transfer degree;
- May have admission criteria established by the college if and when appropriate;
- Is for the most part college specific.

## The Maricopa Community Colleges Allied Health or Nursing Program (S-13)

In collaboration and partnership with the health care community and its response to the dynamic changes occurring in the health care arena and health care practice, the Maricopa Community Colleges integrated the curriculum of all allied health and nursing programs. All allied health or nursing program pathways and educational offerings emphasize the achievement of relevant competencies and provide value to the individual, the employer, and the community. As a result, graduates of the various allied health or nursing program pathways will meet the community's demand for a flexible, multi-skilled health care workforce that meets employer and consumer needs. Refer to individual college catalogs for specific health care program pathways.

For further information, <http://healthcare.maricopa.edu> is a comprehensive information source

### Allied Health or Nursing Assumption of Risk/Release of Liability

Most of the allied health or nursing program pathways include a program of study in a clinical training environment that may contain exposures to risks inherent in patient-oriented educational experiences (such as but not limited to bodily injury or communicable and infectious diseases). Students enrolling in clinical educational courses will be asked to sign a statement assuming all risks inherent in their coursework.

### Use of Confidential Information

Students enrolled in allied health or nursing program pathways will have learning experiences in a health care setting where they will have access to confidential information. Prior to beginning any clinical studies, the students will be asked to sign an agreement to adhere to the requirements of those clinical sites and applicable law, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

### Allied Health or Nursing Program College Attendance

As the allied health or nursing programs are integrated across the Maricopa Community Colleges, college of attendance requirements for the completion of the healthcare program pathways can be met through the completion of coursework taken at all Maricopa Community Colleges and Skills Centers.

### MCCCD Required Background Checks

Students enrolled in an MCCCD allied health or nursing program are required to complete and pass clinical learning experiences, working with children, elderly persons, and other vulnerable populations. MCCCD's major clinical agency partners now mandate that any college students assigned to them for clinical experiences submit to a comprehensive background clearance prior to entering such learning experiences. Because the clinical experience portion of the programs is critical to completing a program of study, MCCCD has instituted two specific background check requirements in order for a student to enroll in a program on or after September 1, 2011. First, the student must obtain, at his or her own cost, a Level I Fingerprint Clearance Card from the Arizona Department of Public Safety. Precluding offenses for a Level I card can be found in Arizona Revised Statute § 41-1758.07 (<http://www.azleg.gov/FormatDocument.asp?inDoc=/ars/41/01758-07.htm&Title=41&DocType=ARS>). Additionally, students must also obtain a "pass" status on a 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 MCCC CD supplemental background check review may include searches of the following databases and information but MCCC CD reserves the right to change the search criteria and the program background check requirements at any time without notice:

1. National Federal Health Care and Abuse Databases
2. Social Security Number Verification
3. Residency History
4. Arizona Statewide Criminal offense Databases
5. Nationwide Criminal offense Databases
6. State of Arizona and National Sexual Offender Registries
7. Homeland Security Watch Lists

Examples of background information that will result in a “fail” status on the supplemental background check include:

1. Social Security number does not belong to the applicant
2. Any inclusion on any registered sex offender database
3. Any inclusion on any of the Federal exclusion lists or Homeland Security watch lists
4. Any conviction of a felony regardless of how long ago the conviction was
5. Any arrest warrant issued by any state
6. Any misdemeanor conviction for the following regardless of how long ago the conviction was:
  - A. Violent crimes
  - B. Sex crime of any kind including non consensual sexual crimes and sexual assault
  - C. Murder, attempted murder
  - D. Abduction
  - E. Assault
  - F. Robbery
  - G. Arson
  - H. Extortion
  - I. Burglary
  - J. Pandering
  - K. Any crime against minors, children, vulnerable adults including abuse, neglect, exploitation
  - L. Any abuse or neglect
  - M. Any fraud
  - N. Illegal drugs
  - O. Aggravated DUI
8. Any misdemeanor relating to a controlled substance conviction in last 7 years
9. Any other misdemeanor conviction within last 3 years with the exception-any misdemeanor traffic misdemeanor [NOTE that a DUI is NOT considered a traffic misdemeanor.]

The information that MCCC CD uses for the “pass/fail” background check is subject to change at any time without notice.

MCCC CD recommends that students carry proof of the background clearance at all times during any clinical agency learning experience.

### **Students Accepted in a Program before September 1, 2011**

Students who are accepted in a program before September 1, 2011 will generally need to meet the requirements of each program that existed before that date. It is not MCCCDC's intent to apply the standards effective on September 1, 2011 to students accepted in a program before that date. However, note that MCCCDC always reserves the right to change the requirements for these programs, even after a student is accepted. Students should be aware of this right.

### **Duty to Report Changes; Removal**

Students have an obligation to immediately report to the director of their program any change in the information that they supplied on forms submitted to initiate background checks relating to the allied health or nursing program. That includes information provided to the Arizona Department of Public Safety and MCCCDC's supplemental background check vendor, as well as that related to the background check required by a clinical agency. Failure to do so will result in removal from the program. Additionally, any change in background check status that would affect the student's clearance under either MCCCDC's or a clinical agency's standards will result in removal from a program.

### **Additional Clinical Agency Background Check**

Some clinical agencies require that students assigned to their sites submit to a criminal background check covering other offenses, as well as to a drug screening. Students are required to pay for the additional agency clinical background check. A clinical agency that requires this additional background check may refuse to place a student due to information the clinical agency obtains in its background check even though that student possess a valid Level I Fingerprint Clearance Card and has obtained a "pass" status on the MCCCDC supplemental background check.

Some conditions that have resulted in students being denied placement at clinical agencies include pending criminal charges, outstanding warrants, unfinished terms of a sentence (such as unpaid fines), pattern of repeated types of arrests/convictions, and failure to disclose all past arrests/convictions when asked to do so on any background check application.

### **Inability to Place**

MCCCDC has no obligation to make repeated attempts to place a student when the reason for MCCCDC's inability to place the student is due to background check issues. Since clinical agency assignments are mandatory requirements for completion of a program, a student's inability to complete required clinical experience due to his or her background check issues will result in removal from the program.

### **Changes to Admission or Background Check Requirements**

MCCCDC may change its program admission requirements or background check requirements without notice at any time.

### **No Guarantee of Receipt of Licensure/Certificate**

Many of the nursing and allied health programs prepare graduates for application for State or National certificates or licenses. In some professions, such licensure and certification is required prior to employment or practice in the profession. Graduation from a nursing and allied health program does not guarantee the receipt of a license or certificate to practice in the field of study.

# Occupational Program Matrix

The Maricopa County Community College Occupational Program Matrix identifies all programs currently available for offering within the 10 community colleges and two skill centers of the district. The programs are grouped under broad occupational areas as requested by the colleges. For specific information regarding individual programs, contact the college(s) listed as participating institutions.

## AGRICULTURE, FOOD, AND NATURAL RESOURCES

### Agricultural Production and Management

Agribusiness . . . . . MC  
*(See Agribusiness Sales and Service and Horticulture sections for additional programs and related areas)*  
 Urban Horticulture . . . . . MC  
*(See Horticulture section for additional programs and related areas)*

### Equine Training and Management

Equine Science . . . . . SC  
 Veterinary Technology/Animal Health . . . . . MC

### Horticulture

Landscape Aide . . . . . MC  
 Landscape Specialist . . . . . MC  
*(See Agricultural Production and Management section for additional programs and related areas)*  
 Workforce Development: Horticulture . . . . . RS  
 Workforce Development: Landscape Technology RS

## ARCHITECTURE AND CONSTRUCTION

### Air Conditioning and Refrigeration

Air Conditioning/Refrigeration/Facilities . . . . . GW  
 Residential and Light Commercial Air Conditioning . . . . . GW

### Apprenticeship Related Instruction

Construction Trades: Bricklaying and Tilesetting . . . . . GW  
 Construction Trades: Carpentry . . . . . GW  
 Construction Trades: Construction Management . . . . . GW  
 Construction Management . . . . . PC  
 Construction Trades: Millwrighting . . . . . GW  
 Construction Trades: Plastering and Cement Masonry . . . . . GW  
 Construction Trades: Painting and Drywalling . GW

### College Key

CG . . . . Chandler-Gilbert Community College  
 EM . . . . Estrella Mountain Community College  
 GC . . . . Glendale Community College  
 GW . . . . GateWay Community College  
 MC . . . . Mesa Community College  
 PC . . . . Phoenix Community College  
 PV . . . . Paradise Valley Community College  
 RS . . . . Rio Salado College  
 SC . . . . Scottsdale Community College  
 SM . . . . South Mountain Community College

Construction Trades: Pre-Apprenticeship . . . . . GW  
 Construction Trades: Sheet Metal . . . . . GW  
 Construction Trades: Electricity . . . . . GW  
 Construction Trades: Heat and Frost Insulation . . . . . GW  
 Construction Trades: Heavy Equipment Operations . . . . . GW  
 Construction Trades: Ironworking . . . . . GW  
 Construction Trades – Mechanical Trades: Heating, Ventilating and Air Conditioning . . GW  
 Construction Trades – Mechanical Trades: Plumbing . . . . . GW  
 Construction Trades – Mechanical Trades: Pipefitting . . . . . GW  
 Construction Trades – Mechanical Trades: Sheet Metal . . . . . GW  
 Construction Trades: Concrete Form Builder . . GW  
 Construction Trades: Pipe Trades – Pipefitter-Refrigeration . . . . . GW  
 Construction Trades: Plumbing . . . . . GW  
 Construction Trades: General Construction Worker . . . . . GW  
 Power Plant Technology . . . . . GW, EM  
 Construction Trades: Steamfitting . . . . . GW

### Building and Construction

Architecture . . . . . MC  
 Architectural CADD Level III . . . . . MC  
 Architectural Detailing CADD Level III . . . . . MC  
 Architectural CAD Technology . . . . . PC  
 Architectural Technology . . . . . SC  
 Building Inspection . . . . . MC  
 Civil Engineering Technology . . . . . PC  
 Computer Aided Drafting . . . . . MC  
 Computer Aided Design and Drafting CADD Level I . . . . . MC  
 Commercial Drafting CADD Level II . . . . . MC  
 Construction . . . . . MC

Construction Drafting CADD Level III . . . . .	MC
Construction Trades: Heavy Equipment Operations . . . . .	GW
Construction Management . . . . .	PC
Home Inspection . . . . .	MC
Mechanical Drafting . . . . .	MC
Plan Review . . . . .	MC
Pre-Contractor Licensing . . . . .	MC
Residential Drafting CADD Level II . . . . .	MC
Survey and Civil Drafting - CADD Level II . . . . .	MC
Workforce Development: Carpentry Level I . . . . .	RS
Workforce Development: Carpentry Level II . . . . .	RS
Workforce Development: Furniture Construction/ Refinishing Level I . . . . .	RS
Workforce Development: Furniture Construction/ Refinishing Level II . . . . .	RS

## ART, A/V TECHNOLOGY, AND COMMUNICATION

### Home Economics

Adolescent Development . . . . .	GC, RS
Adult Development and Aging . . . . .	GC, RS
Alteration Specialist. . . . .	MC
Apparel Construction . . . . .	PC
Costume Design and Production . . . . .	MC
Costuming . . . . .	PC
Family Life Education. . . . .	GC, RS
Fashion Design . . . . .	PC
Fashion Design Level I . . . . .	PC
Fashion Design Level II. . . . .	PC
Fashion Illustration . . . . .	PC
Interior Merchandising . . . . .	GC, MC, PC, EM
Interior Design . . . . .	MC, PC, SC
Interior Design: Advanced . . . . .	MC
Interior Design: Professional Level . . . . .	SC
Parent Education. . . . .	GC, RS
Pattern Design Level I. . . . .	PC
Pattern Design Level II . . . . .	PC

### Merchandising

Fashion Merchandising . . . . .	PC
Fashion Merchandising & Design . . . . .	MC
Image Consultant . . . . .	MC

### Music

Audio Production Technologies . . . . .	GC, MC, PC, PV, SC
Beginning Piano Pedagogy . . . . .	MC, SC
Intermediate Piano Pedagogy . . . . .	MC, SC
Dance Technology. . . . .	SC
<b>Music Business</b> . . . . .	CG, GC, MC, PC, PV, SC, SM

## Commercial Art/Advertising Art

Computer Graphic Design . . . . .	PC
<i>(See Media Technology section for additional programs and related areas)</i>	
Digital Media Arts. . . . .	GC
Graphic Design: Visual Communication . . . . .	SC
Journalism. . . . .	GC, MC, PV, SC
Workforce Development: Graphic Arts Level I . . . . .	RS
Workforce Development: Graphic Arts Level II . . . . .	RS

## BUSINESS, MANAGEMENT, AND ADMINISTRATION

### Accounting

<b>Accounting</b> . . . . .	CG, EM, GC, GW, PC, RS, SM
Accounting Paraprofessional . . . . .	GC
Accounting – Specialized Para-Professional . . . . .	PV
Bookkeeping. . . . .	SC
Microcomputer Accounting . . . . .	PV
Software Quality Assurance. . . . .	MC
<i>(See Business Administration for additional programs and related areas)</i>	

### Business Administration

Business . . . . .	MC, SC
Business (Fastrack) . . . . .	SC
<b>General Business</b> . . . . .	CG, GC, MC, PC, RS, SC, SM
<i>(See Management and Finance section for additional programs and related areas)</i>	
International Business. . . . .	PV
International Trade . . . . .	MC

### Management

Business Management. . . . .	SM
General Business Specialized . . . . .	PV
Human Resources Management . . . . .	PC
Management. . . . .	PC, MC, SC
Middle Management. . . . .	GC, PV
Military Leadership. . . . .	RS
Project Management. . . . .	MC
Public Relations . . . . .	GC
<i>(See Middle Management section for additional programs and related areas)</i>	

### Retail Management . . . . .

<b>Retail Management</b> . . . . .	CG, GC, GW, EM, MC, PC, PV, RS, SC, SM
Retail Management and Marketing. . . . .	SC
Retail Sales Manager . . . . .	MC
Small Business. . . . .	MC
Small Business Entrepreneurship. . . . .	GC, GW, SM
Small Business Management . . . . .	EM, SC
<b>Small Business Start-Up</b> . . . . .	CG, GC, MC, PC, PV, RS, SM



Supervision . . . . . GC  
 Supervision and Management I . . . . . SM  
 Supervision and Management II . . . . . SM

### Middle Management

Public Relations . . . . . MC  
*(See Management section for additional programs and related areas)*

### Office Occupations

Administrative Office Professional . . . . . PV  
 Administrative Technology . . . . . GW  
 Administrative Professional . . . . . PC, MC  
 Business Technology Specialist . . . . . GW  
 Business Office Assistant . . . . . GC  
 Computer Applications . . . . . PC  
 Office Technology . . . . . GW  
 Paralegal Studies . . . . . PC  
 Court Reporting: Judicial . . . . . GW  
 Realtime Reporting Scoping . . . . . GW  
 Management of Clinical Information Technology . . . . . GW  
 Management of Clinical Information Technology: Health Information Technology Implementation Support . . . . . GW  
 Management of Clinical Information Technology: Health Information Technology Technical Support . . . . . GW  
 Management of Clinical Information Technology: Practice Workflow and Information Management Redesign . . . . . GW  
 Management of Clinical Information Technology: Implementation Management . . . . . GW  
 Management of Clinical Information Technology: Health Information Technology Training . . . . . GW  
 Technology Support Analyst . . . . . MC

### Total Quality Management

Automobile Insurance: Customer Service . . . . . RS  
 Automobile Policy: Customer Service . . . . . RS  
 Broadband Telecommunications . . . . . RS  
 Broadband Telecommunications:  
   Account Services . . . . . RS  
 Broadband Telecommunications:  
   Field Operations . . . . . RS  
 Broadband Telecommunications:  
   Technical Support Services . . . . . RS  
 Credit Counseling: Customer Service . . . . . RS  
 Customer Service Management . . . . . EM  
 Human Services-Assistance: Customer Service . . . . . RS  
 Human Services-Specialist: Customer Service . . . . . RS  
 Human Services-Unemployment Insurance:  
   Customer Service . . . . . RS

Insurance Customer Service . . . . . RS  
 Motor Vehicle: Customer Service . . . . . RS  
**Organizational Leadership** . . . . . CG, EM, GW, MC, PC, PV, RS  
**Organizational Management** . . . . . CG, EM, GW, MC, PV, RS  
 Pharmacy: Customer Service . . . . . SM  
 Quality Customer Service . . . . . GW, RS  
 Quality Process Leadership . . . . . GW  
 Utilities Customer Service . . . . . RS

## EDUCATION AND TRAINING

### Early Childhood Education

Child and Family Organizations Management and Administration . . . . . GC, RS  
 Child Development Associate (CDA) Preparation . . . . . GC, PVC  
 Curriculum for Young Children . . . . . PC  
 Early Care Specialist . . . . . MC  
 Early Childhood Education and Administration:  
   Birth through Age Five . . . . . PC  
 Early Childhood Classroom Management . . . . . PC  
 Early Childhood Development . . . . . SM  
 Early Childhood Education . . . . . PV, GC,  
 Early Childhood Administration and Management . . . . . GC, MCC, RSC, SM  
**Early Learning and Development** . . . . . CG, MC, RS, SC  
 Family Child Care Management . . . . . RSC, SCC  
 Infant and Toddler Development . . . . . SC, RS

### Workforce Development

Workforce Development and Community Re-Entry . . . . . RS

### Education

Adult Learning and Development . . . . . RS  
 Adult Learning and Coaching Development . . . . . RS  
 Gifted Education . . . . . EM  
 Reading Specialist . . . . . MC  
 Teacher Assisting . . . . . EM, GW  
 Foundations of Student Services . . . . . EM

### Library Media Technology

Programs under Library Media Technology are on Moratorium status.

**ENVIRONMENTAL TECHNOLOGY**

**Environmental Technology**

- Environmental Science Technology . . . . .GW
- Geospatial Technologies . . . . .MC
- Occupational Safety and Health Technology . . .GW
- Radiation Protection Technology . . . . .EM
- Safety, Health and Environmental Studies. . . . .PV
- Wastewater Treatment. . . . .GW
- Water Resources Technologies. . . . .GW
- Water Resources Technologies: Hydrologic Studies. . . . .GW
- Water Treatment . . . . .GW

**FINANCE**

**Finance**

- Banking and Finance. . . . .PC, EM
- Certified Residential Appraiser . . . . .MC
- Licensed Real Estate Appraiser . . . . .MC
- Real Estate . . . . .MC, PC
- Real Estate: Prelicense . . . . .PC, MC, SM
- Residential Appraisal Trainee. . . . .MC
- Bank Account Management: Customer Service. . .RS

**GOVERNMENT AND PUBLIC ADMINISTRATION**

**Public Administration**

- Public Administration. . . . .RS
- Tribal Development . . . . .SC

**HEALTH SCIENCE**

**Allied Health**

- Advanced Behavioral Health Sciences . . . . .GC, SM
- Basic Behavioral Health. . . . .GC, SM
- Medical Laboratory Sciences . . . . .PC
- Clinical Research Associate . . . . .GW
- Community Health Worker . . . . .SMC
- Developmental Disabilities Specialist . . . . .GC
- Diagnostic Medical Sonography . . . . .GW
- Electroneurodiagnostic (END) Technology . . .GW
- Healthcare Compliance . . . . .GW
- Health Information: Long Term Care Settings . .PC
- Health Information Technology . . . . .PC
- Health Services Management . . . . .GW
- Health Unit Coordinating/Patient Care Associate . . . . .GW
- Histologic Technology. . . . .PC
- Hospital Central Service Technology. . . . .GW
- Laboratory Assisting . . . . .PC
- Computed Tomography . . . . .GW
- Magnetic Resonance Imaging . . . . .GW

- Medical Assisting . . . . .PC
- Medical Coding: Hospital-Based. . . . .PC
- Medical Billing and Coding: Physician-Based . . .PC
- Medical Front Office. . . . .PC
- Medical Radiography . . . . .GW
- Medical Transcription . . . . .GW
- Surgical Technology for the Operating Room Nurse . . . . .GW
- Phlebotomy . . . . .PC
- Physical Therapist Assisting. . . . .GW
- Polysomnographic Technology . . . . .GW
- Radiation Therapy . . . . .GW
- Recovery Support . . . . .SM
- Respiratory Care . . . . .GW
- Speech Language Pathology Assistant . . . . .EM
- Surgical Technology . . . . .GW

**Emergency Medical Technology**

- Advanced Emergency Medical Technology (Paramedic) . . . . .PC, PV
- Community Emergency Response Team (CERT): Level I . . . . .PC
- Emergency Communications and Deployment. .PC
- Intermediate Emergency Medical Technology . .PC

**Dental**

- Clinical Dental Assisting. . . . .RS
- Dental Assisting . . . . .PC
- Dental Hygiene. . . . .PC, RS, MC
- Dental Office Management. . . . .RS
- Dental Assisting Technology . . . . .RS
- Community Dental Health Coordination. . . . .RSC

**Nursing**

- Fast Track Practical Nursing . . . . .GW
- Nursing** . . . . .CG, EM, GC, GW, MC, PC, PV, SC
- Nurse Assisting** . . . . .CG, GW, MC, PC, PV, SC, EM
- Practical Nursing**. . . . .CG, GC, GW, MC, PC, PV, SC, RS, EM
- Nursing Refresher . . . . .GW, MC

**HOSPITALITY AND TOURISM**

**Food and Nutrition**

- Advanced Professional Culinary Arts. . . . .SC
  - Baking and Pastry . . . . .EM, PC
  - Basic Culinary Studies. . . . .EM
  - Commercial Food Preparation . . . . .PC
  - Culinary Arts . . . . .SC
  - Culinary Studies . . . . .EM, PC, SC
  - Culinary Arts Foundations . . . . .SC
  - Culinary Fundamentals. . . . .SC
- (See Hospitality section for additional programs and related areas)*

<b>Dietetic Technology</b> . . . . .	CG, PV
Food Service Administration . . . . .	PC
Professional Food and Beverage Service . . . . .	PC
Sustainable Food Systems . . . . .	MC, RS

## Hospitality

Airline Operations: Ground Operations . . . . .	RS
Airline Operations: Initial Flight Attendant . . . . .	RS
Airline Operations: Passenger Services . . . . .	RS
Airline Operations: Reservations . . . . .	RS
Culinary Arts . . . . .	SC
<i>(See Food &amp; Nutrition section for additional programs and related areas)</i>	
Hospitality and Tourism/Golf Management . . . . .	SC
Hospitality and Tourism/Hotel Management . . . . .	SC
Hospitality and Tourism/Restaurant Management . . . . .	SC
Hospitality and Tourism/Spa and Wellness Center Management . . . . .	SC
Hospitality/Hotel Management . . . . .	EM
Hospitality and Tourism/Tourism Development and Management . . . . .	SC

## HUMAN SERVICES

### Parks, Recreation, Leisure and Fitness Studies

Recreation Management . . . . .	MC, SC
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### Health and Physical Education/Fitness

Group Fitness Instructor . . . . .	GC, MC
Personal Trainer . . . . .	GC, MC

<b>Personal Training Specialist</b> . . . . .	CG, EM, GC, MC, PV, SC, SM
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<b>Strength and Personal Training</b> . . . . .	CG, GC, MC, PV, SC, SM
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Teaching, Healing, Meditation & Stress Management . . . . .	PV
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<b>Therapeutic Massage</b> . . . . .	CG, PC
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Yoga Instruction . . . . .	SC
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Yoga Therapy . . . . .	SC
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### Family and Consumer Science

Nutrition for Fitness and Wellness . . . . .	GC, MC, SC
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## Social Sciences

Addictions and Substance Use Disorders Level I . . . . .	RS
Addictions and Substance Use Disorders Level II . . . . .	RS
Addictions and Substance Use Disorders . . . . .	RS
Deaf Studies . . . . .	
Interpreter Preparation . . . . .	PC
Professional Addictions Counseling . . . . .	RS

## Social Services

Adolescent Studies . . . . .	PC
Family Development . . . . .	PC
Family Support . . . . .	PC

## Mortuary Science

Mortuary Science . . . . .	MC
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## INFORMATION TECHNOLOGY

### Computer Science

Advanced Computer Usage and Applications . . . . .	RS
Advanced Web Designer . . . . .	MC
Business Office Computer Applications . . . . .	GC
Computer Applications Technology . . . . .	EM
Computer Applications: Microsoft Office Specialist/Advanced . . . . .	MC
Computer Applications: Microsoft Office Specialist/Basic . . . . .	MC

### Computer Hardware and Desktop

<b>Support</b> . . . . .	CG, EM
Computer Hardware and Network Support . . . . .	SC
Computer Information Systems . . . . .	GC, PC, SC, SM
Computer Information Technology . . . . .	PV
Computer Networking Technology . . . . .	PV
Computer Programming . . . . .	MC
Computer Systems Maintenance . . . . .	PV
Computer Technology . . . . .	RS
Computer Usage and Applications . . . . .	RS
Computer and Information Technologies . . . . .	SM
Database Development . . . . .	SC
Desktop Publishing . . . . .	EM

### Engineering Technology . . . . .

<b>CG, GC, EM</b>	
Game Technology . . . . .	MC
Applications in Geospatial Technologies . . . . .	MC
Hardware and Networking Basics . . . . .	RS
Information Security . . . . .	GC
Information Security Administration . . . . .	GC
Information Security Technology . . . . .	GC,
Information Security Wireless Networks . . . . .	GC

### Information Technology . . . . .

<b>CG</b>	
Information Technology: Programming and Systems Analysis . . . . .	SM
Information Technology: Web and Graphic Design . . . . .	SM, EM
Information Technology: Cisco Networking . . . . .	SM
Information Technology: Computer Applications Specialist . . . . .	SM
Information Technology: Network Server . . . . .	SM
Information Technology: Network Security . . . . .	SM
Information Technology Support . . . . .	SM

**Linux Associate** . . . . . CG, EM, GC, MC  
 Linux Networking Administration . . EM, GC, MC  
**Linux Professional** . . CG, EM, GC, GW, PC, SC,  
 SM, MC, PV  
*(See Office Occupations section for additional  
 programs and related areas)*  
**Computer Applications: Office Specialist/Core  
 Level** . . . . . CG  
*(See Office Occupations section for additional  
 programs and related areas)*  
**Computer Applications: Office Specialist/  
 Expert Level** . . . . . CG  
*(See Office Occupations section for additional  
 programs and related areas)*  
**Computer Business Applications** . . . . . CG  
*(See Office Occupations section for additional programs  
 and related areas)*  
 Microsoft Desktop Support Technology . . EM, GC,  
 PV  
 Microsoft Networking Technology . . EM, GC, GW,  
 PV  
 Microsoft Technical Specialist . . EM, GC, GW, PV  
 Microsoft Applications Development . . . . . PV  
 Microsoft Server Administration . . . . EM, GC, PV  
 Microsoft Certified Information Technology  
 Professional (MCITP) Administrator . . EM, GC,  
 GW, PV  
 Multimedia and Business Technology . . . . . MC  
 Network Administration . . . . . SC  
**Network Administration: CISCO Network  
 Professional** . . . . . CG, MC, SM  
**Network Administration: Microsoft Windows  
 Server** . . . . . CG, GW, MC  
 Networking: Design and System Support . . . . . RS  
**Networking Administration:**  
**Cisco** . . . . . CG, EM, GC, GW, SM, MC  
 Networking System Administration . . . . . MC  
**Networking Technology:**  
**Cisco** . . . . . CG, EM, GC, GW  
**Oracle Database Operations** . . . . . CG  
 Programming . . . . . RS, EM, PV, SM  
**Programming and System  
 Analysis** . . CG, EM, GC, MC, PC, PV, SC, SM  
 Software Development . . . . . SC  
 Web Design . . . . . GC, PV, EMCC, PC  
 Web Design Technologies . . . . . SC  
 Web Design: User Interface . . . . . RS  
 Web Designer . . . . . MC  
 Web Developer . . . . . GC, MC, PC, PV, EM  
 Web Development . . . . . SC  
 Web Server Administrator . . . . . MC

**Media Technology**

Adobe Creative Suite in Business: Master Suite  
 Applications Specialist . . . . . GC, MC, SC, SM  
 Adobe Creative Suite in Business: Print and Web  
 Applications Specialist . . . GC, MC, PV, SC, SM  
 Adobe Creative Suite in Business: Production  
 Applications Specialist . . . . . GC, MC, SC, SM  
 Broadcast Production . . . . . SC  
 Comic and Sequential Art . . . . . PC  
 Digital Arts . . . . . MC  
 Digital Design . . . . . RSC  
 Digital Photography . . . . . PC  
 Digital Arts: Digital Illustration . . . . . MCC  
 Digital Arts: Digital Photography . . . . . MCC  
 Digital Arts: Graphic Design . . . . . MCC  
 Digital Arts: Web Design . . . . . MCC  
 Editing . . . . . SC  
 eLearning Design Specialist . . . . . RS  
 Film Production . . . . . SC  
 Game Technology . . . . . MC, GW  
**Media Arts: Computer Art/Illustration** . . CG, PC  
 Media Arts: Digital Animation . . . . . PC  
**Media Arts: Digital Imaging** . . . . . CG, PC  
 Media Arts: Web Design . . . . . PC  
 Motion Picture/Television Production . . . . . SC  
 Multimedia Technology . . . . . MC  
 Screenwriting . . . . . SC  
 Technical Theatre . . . . . PC, SCC  
 Digital Cinema Arts . . . . . GC

**MANUFACTURING**

**Drafting Technology**

CAD Technology . . . . . GC  
 Basic CAD . . . . . GC  
 CAD/CAM/CNC I . . . . . MC  
 CAD/CAM/CNC II . . . . . MC  
 CAD Application . . . . . GC  
 CAD-BIM Technology . . . . . PC  
 Electro/Mechanical Drafting . . . . . MC  
 Electromechanical Manufacturing Technology . MC  
 Industrial Design Technology . . . . . GW  
 Industrial Design Technology: Design  
 Specialist: SolidWorks . . . . . GW  
 Machining I . . . . . MC  
 Machining II . . . . . MC  
 Manufacturing Engineering Technology . . . . . MC  
 Manufacturing Management . . . . . MC  
 Production Technology . . . . . GW  
 Manufacturing Productivity: CNC CAD/CAM  
 Programming . . . . . GW

Production Technology: CNC Technology . . . .GW  
 Production Technology: Quality Assurance. . . .GW  
 Manufacturing Welding . . . . .MC  
 Micro Circuit Mask Design. . . . .MC

### Electronics/Electrical Technology

Automation Technology Level I . . . . .MC  
 Automation Technology Level II. . . . .MC  
 Automation Technology Level III . . . . .MC  
 Computer and Networking Technology . . . . .GC  
**Electric Utility Technology** . . . . .CG  
**Electric Utility Design Technology**. . . . .CG  
 Electrical Technology . . . . .GW  
 Electromechanical Automation Technology . . . .MC  
 Electronics Engineering Technology . . . . .MC  
 Electronics Technology . . . . .MC  
 Automation Technology . . . . .MC  
**Meter Technology** . . . . .CG  
 Network Maintenance . . . . .GC  
 Workforce Development: Electrical Level I . . . .RS  
 Workforce Development: Electrical Level II . . . .RS

### Engineering

Surveying Technology . . . . .PC

### Welding Technology

Welding . . . . .MC  
*(See Manufacturing section for additional programs and related areas)*

## MARKETING, SALES, AND SERVICE

### Marketing

Marketing . . . . .PC, GC, PV, SM, SC  
 Salesmanship. . . . .MC

### Law, Public Safety, Corrections, and Security

**Emergency Medical Technology** . .CG, GC, MC,  
 PC, PV, SC  
*(See Allied Health section for additional programs and related areas)*

**Fire Investigation**. . . .CG, EM, GC, MC, PC, PV  
 Paramedicine. . . . .GC, PC, PV, MC

### Administration of Justice

Administration of Justice. . . . .EM, GC, PC, PV  
 Administration of Justice-Comprehensive. . . . .PC  
 Administration of Justice-Fundamentals. . . . .PC  
**Administration of Justice Studies** . .CG, MC, SC,  
 GW  
 Advanced Corrections. . . . .RS  
 Basic Corrections . . . . .RS  
 Corrections. . . . .RS

### Correctional Studies . . . . .CG

Crime and Accident Scene Photography . . . .PC, SC  
 Crime Scene Investigation. . . . .SC, PC  
 Crime Scene Technology. . . . .SC, PC  
 Detention Services . . . . .RS  
 Domestic Preparedness and Homeland  
 Security . . . . .PC  
 Evidence Technology. . . . .PC  
 Evidence Technology . . . . .EM  
 Fingerprint Classification and Identification PC, SC  
 Forensic Investigation . . . . .MC  
 Forensic Science . . . . .CG  
 Forensic Technology . . . . .PC  
 Forensic Science: Crime Lab . . . . .SC  
 Global Citizenship . . . . .MC  
**Homeland Security** . . . . .CG, GW  
 Information Security Forensics . . . . .GC  
 Judicial Studies . . . . .MC  
**Justice Studies** . . . . .CG, SC  
 Law Enforcement Investigator. . . . .GC  
 Law Enforcement Technology. . . . .RS  
 Law Enforcement . . . . .SC  
 Law Enforcement Training Academy. . . . .GC, CG  
 Legal Studies . . . . .MC  
 Paralegal . . . . .RSC  
 Police Academy Preparation Level I. . . . .SC  
 Police Science . . . . .MC, SC  
 Police Supervision . . . . .GC  
 Public Safety Technology. . . . .RS  
 Victimology . . . . .MC

### Fire Science

**Driver Operator**. . . . .CG, GC, EM, MC, PC, PV  
 Emergency Management. . . . .PV, SM  
**Emergency Response and Operations** . .CG, EM,  
 GC, MC, PC, PV, RSC, SC  
 Fire Academy . . . . .GC, SC  
**Fire Officer Leadership** . . . . .CG, EM, GC,  
 MC, PC, PV  
 Fire Science. . . . .PV, RS, EM, MC  
**Firefighter Operations**. . . . .CG, EM, GC, MC,  
 PC, PV, RS  
 Hazardous Materials Response . . . . .PC

**SCIENCE, TECHNOLOGY, ENGINEERING AND MATHEMATICS**

AGEC-S

**Aerospace and Aviation/Aviation and Aeronautics**

- Aircraft Maintenance Technology** . . . . . CG
- Aircraft Maintenance Technology (Part 147)** . CG
- Airframe Maintenance (Part 147)** . . . . . CG
- Airway Science Technology, Flight Emphasis** . CG
- Flight Technology** . . . . . CG
- Powerplant Maintenance (Part 147)** . . . . . CG

**Bioscience**

- Biomedical Research Technology . . . . . GW, SM
- Biotechnology . . . . . MC
- Biotechnology and Molecular Biosciences . . . . . GC

**TRANSPORTATION, DISTRIBUTION, AND LOGISTICS**

**Automotive Technology**

- Air Conditioning and Electrical Accessories . . . GW
- Air Conditioning . . . . . MC
- Automotive Chassis . . . . . GC
- Automotive Drive Trains . . . . . GW
- Automotive Electrical Systems . . . . . MC
- Automotive Engines and Drive Trains . . . . . GC
- Automotive Engine Performance Diagnosis & Air Conditioning . . . . . GC
- Automotive Performance Technology . . . . . MC
- Automotive Suspension, Steering and Brakes . . GW
- Automotive Technology . . . . . GC, GW
- Brakes, Alignment, Suspension and Steering . . . MC
- Engine Performance and Diagnosis . . . . . GW, MC
- Transmissions and Power Trains . . . . . MC
- Workforce Development: Automotive Technology Level I . . . . . RS
- Workforce Development: Automotive Technology Level II . . . . . RS



*Educational Programs*



The Chandler-Gilbert Community College (CGCC) mission statement calls for serving “students and its diverse communities by providing quality life-long learning opportunities in a learner-centered environment through effective, accessible educational programs and activities.” CGCC faculty, staff, and administration are committed to providing a “dynamic learning community reflecting collaboration, diversity, and student success through quality, enthusiastic teaching, learning, and serving.”

CGCC students have several choices of educational programs to pursue:

- Degrees offered by all Maricopa Community Colleges and found in the Degree Requirements section of this catalog:
  - **Associate in Arts; Associate in Arts in Elementary Education; Associate in Arts, Fine Arts in Art, Dance, and Theatre; Associate in Business; and Associate in Science** degrees offered by all Maricopa Community Colleges and designed for students who may or may not know their majors but plan to transfer to one of Arizona’s public universities.
  - **Associate in General Studies degree** for students whose educational goals require flexibility and a broader choice of courses.
- **Occupational Programs** offered at CGCC have several missions: preparing students for employment, upgrading students’ existing job skills, and assisting students in career changes.

Students can choose from several alternatives:

1. Associate in Applied Science degree programs—usually a two-year program of course work.
2. Certificate Programs—a series of courses designed for concentrated proficiency in specialized career fields.
3. Individual courses—designed to meet individual career or personal needs.

Because change is a constant factor in the employment picture, each occupational program has an advisory council. These councils are composed of local leaders in industry and provide valuable assistance to faculty as they continually adjust the courses and programs to meet community needs. With the support of the advisory councils, highly qualified faculty, and up-to-date facilities, students are assured quality instruction in their future career field.

Students who choose to transfer to four-year institutions will find that many credits are transferable and provide a beginning foundation for completing a baccalaureate degree. The AAS degrees transfer as a “block” to the Bachelor of Applied Science at Arizona State University (Polytechnic and West campuses), and Northern Arizona University.

- **Academic Certificates** for students who wish to gain additional expertise in an academic area.
- **Special programs** include:
  - Workforce Development
  - Continuing Education
  - English as a Second Language
  - Fitness, Wellness, and Recreation
  - Honors Program
  - Performing Arts

For more information about educational programs, contact the Academic Advisement Center at (480) 732-7317.



# Occupational Programs

## Accounting

### Accounting

#### Certificate of Completion: CCL 5665

23-26 Credits

Program Contact:

Matt Fisher ~ (480) 857-5538

matt.fisher@cgcc.edu

#### Program Description

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

#### PROGRAM NOTES:

Students 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.

+ indicates course has prerequisites and/or corequisites.

#### REQUIRED COURSES: 23-26 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
+ACC115	Computerized Accounting . . . . . 2
CIS114DE	Excel Spreadsheet . . . . . 3
CIS105	Survey of Computer Information Systems. . . . . 3
GBS151	Introduction to Business. . . . . 3
GBS205	Legal, Ethical and Regulatory Issues in Business . . . . . 3

### Accounting

#### Associate in Applied Science: AAS 3149

60-65 Credits

Program Contact:

Matt Fisher ~ (480) 857-5538

matt.fisher@cgcc.edu

#### Program Description

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

#### PROGRAM NOTES:

Students 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.

+ indicates course has prerequisites and/or corequisites.

#### PREREQUISITES: 3 CREDITS

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

#### REQUIRED COURSES: 29-32 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
+ACC115	Computerized Accounting . . . . . 2

Courses available at CGCC are listed in the Course Descriptions section of this document.

General Education Requirements are listed on pages 180-182.

For the most current information regarding degree requirements log onto [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

ACC121	Income Tax Preparation (3) OR	
+ACC221	Tax Accounting (3) . . . . .	3
CIS114DE	Excel Spreadsheet . . . . .	3
CIS105	Survey of Computer Information Systems. . . . .	3
GBS151	Introduction to Business. . . . .	3
GBS205	Legal, Ethical and Regulatory Issues in Business . . . . .	3
+GBS233	Business Communication. . . . .	3

**RESTRICTED ELECTIVES: 9 CREDITS**

ACC+++++	Any ACC Accounting course(s) except courses used to satisfy Required Courses area. . . . .	9
CIS117CM	Microsoft Access: Database Management. . . . .	3
GBS110	Human Relations in Business and Industry (3) OR	
MGT251	Human Relations in Business (3) .	3
GBS131	Business Calculations . . . . .	3
GBS207	Business Law (General Corporate)	3
+GBS220	Quantitative Methods in Business.	3

**GENERAL EDUCATION: 22-24 CREDITS**

**CORE: 12-14 CREDITS**

**First-Year Composition**

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

**Oral Communication**

Any approved general education course in the Oral Communication area . . . . . 3

**Critical Reading**

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

**Mathematics**

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

**DISTRIBUTION: 10 CREDITS**

**Humanities and Fine Arts**

Any approved general education course in the Humanities and Fine Arts area . . . . . 3

**Social and Behavioral Sciences**

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

**Natural Sciences**

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

# Administration of Justice Studies

## Administration of Justice Studies

### Associate in Applied Science: AAS 3012

62 Credits

Program Contact:

Lee Kutzke - (480) 732-7334

### Program Description

The Associate in Applied Science (AAS) in Administration of Justice Studies program is designed to prepare students for careers within the criminal justice system including law enforcement, the courts, probation, parole, corrections, and social services agencies that support the criminal justice system. The program is interdisciplinary in nature and provides students with a broad knowledge of the criminal justice system, its organizational components and processes, and its legal and public policy contexts. Students may select one of four Certificate of Completion (CCL) programs to complete the AAS degree: Correctional Studies, Forensic Science, Homeland Security, or Justice Studies.

#### PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

++ indicates any module.

Overall program minimum G.P.A. = 2.00.

#### REQUIRED COURSES: 33-36 CREDITS

*The required courses below comprise a group of Program Common Core courses that are required for the AAS degree in addition to completion of one of four certificate programs. Some certificates may contain additional course requirements.*

AJS119	Computer Applications in Justice Studies . . . . .	3
AJS200	Current Issues in Criminal Justice . . . . .	3
AJS225	Criminology . . . . .	3
AJS258	Victimology and Crisis Management . . . . .	3
AJS270	Community Relations . . . . .	3

Certificate of Completion in Correctional Studies (5776) . . . . .	18 Credits
Certificate of Completion in Forensic Science (5326) . . . . .	18 Credits
Certificate of Completion in Homeland Security (5322) . . . . .	18 Credits
Certificate of Completion in Justice Studies (5327) . . . . .	18 Credits

#### RESTRICTED ELECTIVES: 4-7 CREDITS

*Students must select credits in the Restricted Electives area to earn a total of 62 credits required for the AAS in Administration of Justice Studies degree. Selected courses will not apply in both the Required Courses area and the Restricted Electives area.*

AJS+++++	Any Administration of Justice Studies courses . . . . .	4-7
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#### GENERAL EDUCATION: 22-25 CREDITS

#### CORE: 12-15 CREDITS

##### First-Year Composition

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

##### Oral Communication

Any approved general education course in the Oral Communication area . . . . .	3
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##### Critical Reading

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

##### Mathematics

Any approved general education course in the Mathematics area . . . . .	3
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#### DISTRIBUTION: 10 CREDITS

##### Humanities and Fine Arts

AJS123	Ethics and the Administration of Justice . . . . .	3
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##### Social and Behavioral Sciences

AJS101	Introduction to Criminal Justice . . . . .	3
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##### Natural Sciences

Any approved general education course in the Natural Sciences area . . . . .	4
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Courses available at CGCC are listed in the Course Descriptions section of this document.

General Education Requirements are listed on pages 180-182.

For the most current information regarding degree requirements log onto [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

## Correctional Studies

### Certificate of Completion: CCL 5776

18 Credits

Program Contact:  
Lee Kutzke ~ (480) 732-7334

#### Program Description

The Certificate of Completion (CCL) in Correctional Studies 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:

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

Overall program minimum G.P.A. = 2.00.

<b>REQUIRED COURSES:</b>	<b>18 CREDITS</b>
AJS109	Substantive Criminal Law. . . . . 3
AJS124	Correctional Institutions. . . . . 3
AJS212	Juvenile Justice Procedures . . . . . 3
AJS240	The Correction Function . . . . . 3
AJS250	Correctional Administration. . . . . 3
AJS275	Criminal Investigation I . . . . . 3

## Forensic Science

### Certificate of Completion: CCL 5326

18 Credits

Program Contact:  
Lee Kutzke ~ (480) 732-7334

#### Program Description

The Certificate of Completion (CCL) in Forensic Science is designed to provide students with the technical skills and knowledge necessary to evaluate and process a crime scene for items of evidentiary value, document crime scene evidence, and collect and retain items consistent with forensic procedures.

#### PROGRAM NOTES:

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

Overall program minimum G.P.A. = 2.00.

<b>REQUIRED COURSES:</b>	<b>18 CREDITS</b>
AJS201	Rules of Evidence . . . . . 3
AJS213	Evidence Technology/ Fingerprints . . . . . 3
AJS215	Criminalistics: Physical Evidence. . . . . 3
AJS216	Criminalistics: Biological Evidence. . . . . 3
AJS241	Police Photography. . . . . 3
AJS275	Criminal Investigation I . . . . . 3

## Homeland Security

### Certificate of Completion: CCL 5322

18 Credits

Program Contact:  
Lee Kutzke ~ (480) 732-7334

#### Program Description

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:

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

Overall program minimum G.P.A. = 2.00.

<b>REQUIRED COURSES:</b>	<b>18 CREDITS</b>
AJS109	Substantive Criminal Law. . . . . 3
AJS/DPR/ FSC139	Emergency Response to Terrorism . . . . . 3
AJS195	International and Domestic Terrorism . . . . . 3
AJS230	The Police Function . . . . . 3
AJS260	Procedural Criminal Law . . . . . 3
AJS275	Criminal Investigation I . . . . . 3

## Justice Studies

### Certificate of Completion: CCL 5327

18 Credits

Program Contact:

Lee Kutzke ~ (480) 732-7334

### Program Description

The Certificate of Completion in Justice Studies is designed to provide the student with a broad understanding of the criminal justice system and its primary components: law enforcement, the courts, and corrections.

#### PROGRAM NOTES:

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

Overall program minimum G.P.A. = 2.00.

#### REQUIRED COURSES: 18 CREDITS

AJS109	Substantive Criminal Law . . . . .	3
AJS212	Juvenile Justice Procedures . . . . .	3
AJS230	The Police Function . . . . .	3
AJS240	The Correction Function . . . . .	3
AJS260	Procedural Criminal Law . . . . .	3
AJS275	Criminal Investigation I . . . . .	3

## Law Enforcement Training Academy

### Certificate of Completion: CCL 5485

30 Credits

Program Contact:

Margaret Zuccaro ~ (480) 988-8755

### Program Description

This certificate program is designed for students wishing to pursue a law enforcement career as a law enforcement officer. The student will develop skills in eight functional areas: Introduction to Law Enforcement, Law and Legal Matters, Patrol Procedures, Traffic Control, Crime Scene Management, Community and Police Relations, Report Writing, and Police Proficiency Skills. At the conclusion of this program the student will have completed all requirements of the Arizona Peace Officer Standards and Training (AzPOST) Board standards established to certify police officers in the State of Arizona.

#### PROGRAM NOTES:

Students must earn a grade of "C" or better for each course listed in the Required Courses area.

+ indicates course has prerequisites and/or corequisites.

Overall program minimum G.P.A. = 2.00.

#### ADMISSION CRITERIA:

Must meet AzPOST minimum requirements for a law enforcement officer and meet any physical requirements by the Academy Director.

#### REQUIRED COURSES: 30 CREDITS

+AJS/LEO102	Peace Officer Certification I . . . .	17
+AJS/LEO202	Peace Officer Certification II . . .	13

# Aircraft Flight Technology

## Flight Technology

### Certificate of Completion: CCL 5707

29.5 Credits

Program Contact:

Bashir Khalil ~ (480) 988-8112

### Program Description

The Certificate of Completion in Flight Technology curriculum is designed to prepare students to apply technical knowledge and skills to aircraft flying and to prepare them to sit for the Federal Aviation Administration (FAA) written and practical examinations for Commercial Pilot Certificate with Single Engine Airplane, Land Rating, Instrument Rating, and Multiengine Rating. Instruction includes aircraft design, systems, flight operations and procedures, radio communication and navigation, and governmental rules and regulations pertaining to aircraft operations.

### Job Description

This program is designed to prepare students with the required Federal Aviation Administration certificates for initial employment as airplane pilots in a wide variety of entry-level, flight-related occupations such as flight instructor, banner tow pilots, jump plane pilots, etc. In some instances, additional specialized training will be required.

### Flight Policies

**Flight and simulator training costs are the responsibility of the student. They are determined on an hourly basis for aircraft and flight instruction, and are in addition to tuition, fees, and other registration expenses.** Once students have been accepted into the CGCC Flight Technology program, they will not receive college credit for flight instruction received at flight schools other than the school or schools with which Maricopa County Community College District has currently contracted for such instruction.

**Ground school courses must be taken concurrently with the appropriate flight courses.**

Attendance is mandatory in the aviation ground school courses in accordance with Federal Aviation Regulation Part 141, Appendices A and D. Failure to meet these attendance requirements will disqualify the student for FAA pilot certification.

### Transfer of Pilot Ratings

Students with a Private Pilot Certificate obtained without college credit must demonstrate proficiency and knowledge before enrolling in any 200-level ground or flight courses.

Students holding Commercial Pilot or Flight Instructor Certificates obtained without college credit are required to take the appropriate ground school courses, and complete the flight lessons contained in the Federal Aviation Regulations Part 141 Commercial Pilot Test Course.

Aviation and related courses from other colleges and universities will not automatically transfer to CGCC. All aviation transfer courses, flight or nonflight, are reviewed by the Aviation Division for transferability. Students with pilot certificates obtained with college credit at other institutions must demonstrate proficiency of each certificate and associated ratings before credit will be accepted to satisfy CGCC curriculum requirements.

In all cases, it is the responsibility of the student to initiate the process.

### Medical Certificates

A current medical certificate is required for all students planning to begin flight training. The physical examination must be performed by a medical doctor who is a designated FAA Medical Examiner. Students are advised to obtain their medical certificates well in advance of beginning the flight program. This will ensure that medical problems or physical limitations that may alter career plans can be addressed before entering flight courses.

There are three types of medical certificates—Class III, Class II, and Class I. Students are advised to obtain a Class I certificate if they are planning a career in professional flight. Students must have at least a Class II medical before beginning 200-level flight courses.

#### PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

Overall program minimum G.P.A. = 2.50.

Courses available at CGCC are listed in the Course Descriptions section of this document.

General Education Requirements are listed on pages 180-182.

For the most current information regarding degree requirements log onto [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

**ADMISSION CRITERIA:**

Students must apply for acceptance into the Flight Technology program before enrolling in any 200-level flight courses by completing an application available from the Aviation Division.

**PROGRAM PREREQUISITES: 13-15 CREDITS**

*Students must consult with a program advisor as the program prerequisites may be waived as requirements to the program for those students who have FAA Private Pilot Certificates and/or have course equivalents as indicated by assessment.*

+AET107	Private Pilot Ground School (5) AND	
+AET110	Private Pilot Flight (2) OR FAA Private Pilot Certificate . . . . .	7
+CRE101	College Critical Reading (3) OR Equivalent as indicated by assessment . . . . .	3
+MAT120	Intermediate Algebra (5) OR	
+MAT121	Intermediate Algebra (4) OR	
+MAT122	Intermediate Algebra (3) OR Equivalent as indicated by assessment OR Satisfactory completion of a higher level mathematics course. . . . .	3-5

**REQUIRED COURSES: 29.5 CREDITS**

AET115	Aviation Meteorology . . . . .	3
+AET203	Basic Airplane Systems . . . . .	2
AET205	Aircraft Structures, Systems and Maintenance . . . . .	4
+AET207	Attitude Instruments and Navigation . . . . .	2
+AET210	Commercial Pilot Flight I . . . . .	2
+AET213	Aerodynamics and Performance . . . . .	2
+AET215	Aircraft Powerplants . . . . .	4
+AET217	Instrument Procedures . . . . .	2
+AET220	Commercial Pilot Flight II . . . . .	2
+AET225	Advanced Aircraft Systems . . . . .	4
+AET237	Multiengine Airplane Pilot Ground School . . . . .	2
+AET240	Multiengine Airplane Pilot Flight . . . . .	0.5

## Airway Science Technology, Flight Emphasis

### Associate in Applied Science: AAS 3707

68.5-70.5 Credits

Program Contact:  
Bashir Khalil ~ (480) 988-8112

#### Program Description

The Associate in Applied Science (AAS) in Airway Science Technology, Flight Emphasis program is designed to prepare students to apply technical knowledge and skills to the flying of commercial, agricultural, public service, corporate, or private aircraft, and to prepare students to sit for the following Federal Aviation Administration (FAA) written and practical examinations:

Track I: Commercial Pilot Certificate with Single Engine Airplane Land Rating; Instrument Rating; and the Multiengine Rating as well as the Flight Instructor Certificate with the Single Engine Airplane Land Rating.

Track II: Commercial Pilot Certificate with Helicopter Rating; Instrument Rating as well as the Flight Instructor Certificate with the Helicopter Rating.

Track III: Commercial Pilot Certificate with Single Engine Airplane Land Rating; Instrument Rating; and the Multiengine Rating as well as the Flight Instructor Certificate with the Single Engine Airplane Land Rating. Students will also have experience in the actual or simulated operations of a small Unmanned Aircraft Systems (UAS) as permitted by Federal Regulations.

#### Job Description

The Associate in Applied Science in Airway Science Technology, Flight Emphasis program is designed to prepare students with the required Federal Aviation Administration certificates for initial employment as aircraft pilots in a wide variety of entry-level, flight-related occupations. Depending on which track students select, such occupations may include flight instructor, banner tow pilot, jump plane pilot,

corporate transportation, mineral exploration and production, public service, etc. In some instances, additional specialized training will be required. Students aspiring to employment with airlines can elect to use their flight instructor certificate to help build flight time in an economical manner.

### Job Opportunities

While the aviation industry is cyclic, affected by both economic and military implications, indicators point to an increase in pilot hiring through 2030. Job mobility within the aviation industry increases as flight experience increases. The experienced pilot who demonstrates quality flight techniques, willingness to learn, organizational skills, reliability, and good communication skills will find opportunities to advance into larger aircraft operations, or other positions within the industry such as management, business owner, sales, corporate jet operator, or systems trainer.

### Flight Policies

Flight and simulator training costs are the responsibility of the student. They are determined on an hourly basis for aircraft and flight instruction, and are in addition to tuition, fees, and other registration expenses. Once students have been accepted into the CGCC Airway Science, Flight Emphasis program, they will not receive college credit for flight instruction received at flight schools other than the school or schools with which Maricopa County Community College District has currently contracted for such instruction.

### Ground school courses must be taken concurrently with the appropriate flight courses.

Attendance is mandatory in the aviation ground school courses in accordance with Federal Aviation Regulation Part 141, Appendices A and D. Failure to meet these attendance requirements will disqualify the student for FAA pilot certification.

### Transfer of Pilot Ratings

Students with a Private Pilot Certificate obtained without college credit must complete the flight lessons contained in the Federal Aviation Regulations Part 141 Private Pilot Test Course before enrolling in any 200-level ground or flight courses.

Students holding Commercial Pilot or Flight Instructor Certificates obtained without college credit are required to take the appropriate ground school courses, and complete the flight lessons contained in the Federal Aviation Regulations Part 141 Commercial Pilot Test Course.

Aviation and related courses from other colleges and universities will not automatically transfer to CGCC. All aviation transfer courses, flight or non-flight, are reviewed by the Aviation Division for transferability. Students with pilot certification obtained with college credit at other institutions must demonstrate proficiency of each certificate and associated ratings before credit will be accepted to satisfy CGCC curriculum requirements. In all cases, it is the responsibility of the student to initiate the process.

### Medical Certificates

A current medical certificate is required for all students planning to begin flight training. The physical examination must be performed by a medical doctor who is a designated FAA Medical Examiner. Students are advised to obtain their medical certificates well in advance of beginning the flight program. This will ensure that medical problems or physical limitations that may alter career plans can be addressed before entering flight courses.

There are three types of medical certificates - Class III, Class II, and Class I. Students are advised to obtain a Class I certificate if they are planning a career in professional flight. Students must have at least a Class II medical before beginning 200-level flight courses.

#### PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

Overall program minimum G.P.A = 2.50.

#### ADMISSION CRITERIA:

Students must apply for acceptance into the Associate in Applied Science in Airway Science Technology, Flight Emphasis program before enrolling in any 200-level courses by completing an application available from the Aviation Division.



Due to the International Traffic in Arms Regulations requirements surrounding UAS Operations, certain courses, materials, and instruction may be restricted to United States Citizens only.

**PROGRAM PREREQUISITES: 13-15 CREDITS**

*Students must consult with a program advisor as the program prerequisites may be waived as requirements to the program for those students who have FAA Private Pilot Certificates and/or have course equivalents as indicated by assessment.*

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

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

**Track I: Multiengine Aircraft**

+AET107 Private Pilot Ground  
School (5) AND  
+AET110 Private Pilot Flight (2) OR  
FAA Private Pilot Certificate (0) . . . . . 0-7

**Track II: Helicopters**

+AET107HH Private Pilot Ground School:  
Helicopter (5) AND  
+AET110HH Private Pilot Flight:  
Helicopter (2) OR  
FAA Private Pilot Certificate (0) . . . . . 0-7

**Track III: UAS and Aviation Public Service**

+AET107 Private Pilot Ground  
School (5) AND  
+AET110 Private Pilot Flight (2) OR  
FAA Private Pilot Certificate (0) . . . . . 0-7

**REQUIRED COURSES: 38-43.5 CREDITS**

Students must select one (1) of three (3) tracks:

**Track I: Multiengine Aircraft . . . . . Credits: 40.5**

AET115 Aviation Meteorology . . . . . 3  
+AET203 Basic Airplane Systems . . . . . 2  
+AET205 Aircraft Structures, Systems, and  
Maintenance . . . . . 4  
+AET207 Attitude Instruments and  
Navigation . . . . . 2  
+AET210 Instrument Commercial Flight I . 2  
+AET213 Aerodynamics and Performance . 2  
+AET215 Aircraft Powerplants . . . . . 4  
+AET217 Instrument Procedures . . . . . 2

+AET220 Instrument Commercial Flight II . 2  
+AET225 Advanced Aircraft Systems . . . . . 4  
+AET227 Certified Flight Instructor:  
Airplane, Single Engine Land  
Ground School . . . . . 4  
+AET230 Certified Flight Instructor: Airplane,  
Single Engine Land . . . . . 1  
+AET237 Multiengine Airplane Pilot Ground  
School . . . . . 2  
+AET240 Multiengine Airplane Pilot  
Flight . . . . . 0.5  
+AET257 Readings in Aviation . . . . . 3  
CIS105 Survey of Computer Information  
Systems . . . . . 3

**Track II: Helicopters . . . . . Credits: 38**

AET115 Aviation Meteorology . . . . . 3  
+AET203HH Basic Helicopter Systems . . . . . 2  
+AET205 Aircraft Structures, Systems, and  
Maintenance . . . . . 4  
+AET207HH Attitude Instruments and  
Navigation: Helicopter . . . . . 2  
+AET210HH Instrument Flight: Helicopter . . 2  
+AET213HH Aerodynamics and Performance:  
Helicopter . . . . . 2  
+AET215 Aircraft Powerplants . . . . . 4  
+AET217HH Instrument Procedures:  
Helicopter . . . . . 2  
+AET220HH Commercial Flight: Helicopter . . 2  
+AET225 Advanced Aircraft Systems . . . . . 4  
+AET227HH Certified Flight Instructor:  
Helicopter Ground School . . . . . 4  
+AET230HH Certified Flight Instructor:  
Helicopter. . . . . 1  
+AET257 Readings in Aviation . . . . . 3  
CIS105 Survey of Computer Information  
Systems . . . . . 3

**Track III: UAS and Aviation Public**

**Service . . . . . Credits: 43.5**

AJS101 Introduction to Criminal Justice . 3  
AET115 Aviation Meteorology . . . . . 3  
AJS/DPR/  
FSC147 Emergency Preparedness . . . . . 3  
AJS230 The Police Function . . . . . 3  
+AET203 Basic Airplane Systems . . . . . 2  
+AET207 Attitude Instruments and  
Navigation . . . . . 2  
+AET208 Aviation Safety . . . . . 3  
+AET210 Instrument Commercial Flight I . 2  
+AET213 Aerodynamics and Performance . 2  
+AET217 Instrument Procedures . . . . . 2  
+AET220 Instrument Commercial Flight II . 2

+ AET226	Introduction to Unmanned Aircraft Systems Operation . . . . .	2
+ AET227	Certified Flight Instructor: Airplane, Single Engine Land Ground School . . . . .	4
+AET230	Certified Flight Instructor: Airplane, Single Engine Land . . . . .	1
+AET228	Public Safety Aviation . . . . .	3
+AET260	Public Safety Aviation Applications in Unmanned Aircraft Systems Flight Lab . . . . .	1
+AET229	Crew Resource Management . . . . .	3
+AET237	Multiengine Airplane Pilot Ground School . . . . .	2
+AET240	Multiengine Airplane Pilot Flight . . . . .	0.5

**RESTRICTED ELECTIVES: NONE**

**GENERAL EDUCATION: 23-24 CREDITS**

**CORE: 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) OR	
+ ENG111	Technical and Professional Writing (3) . . . . .	6

**Oral Communication**

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

Met by CRE101 in Program Prerequisites area . . . 0

**Mathematics**

+MAT187	Precalculus (5) OR Equivalent as indicated by assessment OR Satisfactory completion of a higher level mathematics course . . . . .	5
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**DISTRIBUTION: 9-10 CREDITS**

**Humanities and Fine Arts**

Any approved general education course in the Humanities and Fine Arts area . . . . . 2-3

**Social and Behavioral Sciences**

ECN212	Microeconomic Principles . . . . .	3
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**Natural Sciences**

+PHY111	General Physics I . . . . .	4
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# Aircraft Maintenance Technology

## Airframe Maintenance (Part 147)

### Certificate of Completion: CCL 5668

32 Credits

Division Chair:

Mike Hutto - (480) 988-8116

### Program Description

The Certificate of Completion in Airframe Maintenance (Part 147) Program is designed for individuals who hold an FAA Powerplant Certificate or who desire to specialize in areas of structural maintenance or repair. This certificate provides the necessary knowledge to continue into areas of avionics, composites, or heavy structures specializations. This program of study normally requires two semesters to complete if the prerequisites have been met.

The program prerequisites normally require one or more semesters to complete.

#### PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

Overall program minimum G.P.A. = 2.00.

#### ADMISSION CRITERIA:

Students wishing to enroll in this Part 147 Certificate program must complete an application process before being officially accepted into the program.

#### PROGRAM PREREQUISITES: 28-29 CREDITS

+ENG091 Fundamentals of Writing (3) OR  
Equivalent as indicated by assessment . . . . . 3

+MAT091 Introductory Algebra (4) OR

+MAT092 Introductory Algebra (3) OR  
Equivalent as indicated by assessment . . . . . 3-4

+RDG091 College Reading Skills I (3) OR  
Equivalent as indicated by assessment . . . . . 3

AND

+AMT124 Aircraft Forms and Regulations,  
Weight and Balance, Drawings,  
and Ground Operations . . . . . 5

+AMT126 Fundamentals of Mathematics  
and Electricity. . . . . 9

+AMT128 Fundamentals of Aviation  
Physics, Corrosion Control,  
Materials and Processes, Fluid  
Lines and Fittings . . . . . 5

OR

Hold a valid FAA Powerplant Certificate and pass an Aviation General Subject exam with a minimum score of 70 percent.

AND

Permission of the Department or Division.

#### REQUIRED COURSES:

**32 CREDITS**

+AMT220 Fundamentals of Aircraft Wood  
Structures, Covering and Finishing  
and Bonded Structures . . . . . 3

+AMT222 Atmosphere Control, Fire  
Detection, Ice and Rain  
Protection Systems . . . . . 4

+AMT224 Aircraft Sheet Metal . . . . . 5

+AMT226 Aircraft Landing Gear,  
Hydraulic, Pneumatic, Fuel,  
Position and Warning Systems . . . 7

+AMT228 Aircraft Electrical Systems,  
Instruments, Fuel Indicating,  
Communication and Navigation  
Systems. . . . . 7

+AMT230 Airframe Assembly, Inspection,  
and Welding . . . . . 6

## Powerplant Maintenance (Part 147)

### Certificate of Completion: CCL 5669

33 Credits

Division Chair:

Mike Hutto - (480) 988-8116

### Program Description

The Certificate of Completion in Powerplant Maintenance (Part 147) Program is designed for individuals who hold an FAA Airframe Certificate or who desire to specialize in areas of engine maintenance or repair. This program of study normally requires two semesters to complete if the prerequisites have been met.

The program prerequisites normally require one or more semesters to complete.

**PROGRAM NOTES:**

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

+ indicates course has prerequisites and/or corequisites.

Overall program minimum G.P.A. = 2.00.

**ADMISSION CRITERIA:**

Students wishing to enroll in this Part 147 Certificate program must complete an application process before being officially accepted into the program.

**PROGRAM PREREQUISITES: 28-29 CREDITS**

- +ENG091 Fundamentals of Writing (3) OR Equivalent as indicated by assessment . . . . . 3
- +MAT091 Introductory Algebra (4) OR
- +MAT092 Introductory Algebra (3) OR Equivalent as indicated by assessment . . . . . 3-4
- +RDG091 College Reading Skills I (3) OR Equivalent as indicated by assessment . . . . . 3
- AND
- +AMT124 Aircraft Forms and Regulations, Weight and Balance, Drawings, and Ground Operations . . . . . 5
- +AMT126 Fundamentals of Mathematics and Electricity. . . . . 9
- +AMT128 Fundamentals of Aviation Physics, Corrosion Control, Materials and Processes, Fluid Lines and Fittings . . . . . 5

OR

Hold a valid FAA Airframe Certificate and pass an Aviation General Subject exam with a minimum score of 70 percent.

AND

Permission of the Department or Division.

**REQUIRED COURSES: 33 CREDITS**

- +AMT263 Aircraft Turbine Engines . . . . . 5
- +AMT264 Aircraft Reciprocating Engines . . . 7
- +AMT266 Engine Fuel System, Fuel Metering and Induction System . . . . . 6
- +AMT268 Engine Electrical, Ignition and Starter Systems. . . . . 6
- +AMT270 Engine Instruments, Fire Protection and Lubrication, Cooling and Exhaust Systems. . . . . 5
- +AMT272 Propeller Systems and Engine Inspections . . . . . 4

# Aircraft Maintenance Technology (Part 147)

## Certificate of Completion: CCL 5670

65 Credits

Division Chair:

Mike Hutto - (480) 988-8116

### Program Description

The Certificate of Completion in Aircraft Maintenance Technology (Part 147) Program is designed for individuals who want to prepare for the FAA Airframe and Powerplant Certificates but are limited by funding agencies to a single continuing program of study. This program of study normally requires four semesters to complete if the prerequisites have been met.

The program prerequisites normally require one or more semesters to complete.

**PROGRAM NOTES:**

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

+ indicates course has prerequisites and/or corequisites.

Overall program minimum G.P.A. = 2.00.

**ADMISSION CRITERIA:**

Students wishing to enroll in this Part 147 Certificate program must complete an application process before being officially accepted into the program.

**PROGRAM PREREQUISITES: 28-29 CREDITS**

- +ENG091 Fundamentals of Writing (3) OR Equivalent as indicated by assessment . . . . . 3
- +MAT091 Introductory Algebra (4) OR
- +MAT092 Introductory Algebra (3) OR Equivalent as indicated by assessment . . . . . 3-4
- +RDG091 College Reading Skills I (3) OR Equivalent as indicated by assessment . . . . . 3
- AND
- +AMT124 Aircraft Forms and Regulations, Weight and Balance, Drawings, and Ground Operations . . . . . 5
- +AMT126 Fundamentals of Mathematics and Electricity. . . . . 9
- +AMT128 Fundamentals of Aviation Physics, Corrosion Control, Materials and Processes, Fluid Lines and Fittings . . . . . 5

AND

Permission of the Department or Division.

Courses available at CGCC are listed in the Course Descriptions section of this document.

General Education Requirements are listed on pages 180-182.

For the most current information regarding degree requirements log onto [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

REQUIRED COURSES:	65 CREDITS
+AMT220	Fundamentals of Aircraft Wood Structures, Covering and Finishing and Bonded Structures . . . . . 3
+AMT222	Atmosphere Control, Fire Detection, Ice and Rain Protection Systems . . . . . 4
+AMT224	Aircraft Sheet Metal . . . . . 5
+AMT226	Aircraft Landing Gear, Hydraulic, Pneumatic, Fuel, Position and Warning Systems . . . 7
+AMT228	Aircraft Electrical Systems, Instruments, Fuel Indicating, Communication and Navigation Systems. . . . . 7
+AMT230	Airframe Assembly, Inspection, and Welding . . . . . 6
+AMT263	Aircraft Turbine Engines. . . . . 5
+AMT264	Aircraft Reciprocating Engines . . . 7
+AMT266	Engine Fuel System, Fuel Metering and Induction System . . 6
+AMT268	Engine Electrical, Ignition and Starter Systems . . . . . 6
+AMT270	Engine Instruments, Fire Protection and Lubrication, Cooling and Exhaust Systems . . . 5
+AMT272	Propeller Systems and Engine Inspections . . . . . 4

## Aircraft Maintenance Technology

### Associate in Applied Science: AAS 3670

89-92 Credits

Division Chair:

Mike Hutto - (480) 988-8116

#### Program Description

The Aircraft Maintenance Technology (AMT) certificate and degree programs are designed to prepare students for licensure as certified airframe, powerplant, or airframe and powerplant (A&P) technicians and for employment in entry-level positions in the aircraft maintenance field.

**PART 147:** The Part 147 curriculum meets Federal Aviation Administration (FAA) requirements for the number of hours of instruction and for the level and type of competency expected of the students in general, airframe, and powerplant subject areas. Completion of the appropriate Certificate programs may lead to an Associate in Applied Science in Aircraft Maintenance Technology degree.

The **Certificate of Completion in Airframe Maintenance (Part 147)** is designed for individuals who hold an FAA Powerplant Certificate or who desire to specialize in areas of structural maintenance or repair. This Certificate provides the necessary knowledge to continue into areas of avionics, composites, or heavy structures specializations. This program of study normally requires two semesters to complete if the program prerequisites have been met.

The **Certificate of Completion in Powerplant Maintenance (Part 147)** is designed for individuals who hold an FAA Airframe Certificate or who desire to specialize in areas of engine maintenance or repair. This program of study normally requires two semesters to complete if the program prerequisites have been met.

The **Certificate of Completion in Aircraft Maintenance Technology (Part 147)** is designed for individuals who want to prepare for FAA Airframe and Powerplant Certificates but are limited by funding agencies to a single continuing program of study. This program of study normally requires four semesters to complete if the program prerequisites have been met.

The program prerequisites normally require one or more semesters to complete.

The **Associate in Applied Science in Aircraft Maintenance Technology** degree combines the technical aspects of the Certificate programs with selected general education courses in the areas of English, math, reading, communications, humanities, and physics.

**PART 65:** The Part 65 curriculum is designed for those students who wish to gain specific knowledge and skills in the aircraft maintenance field or are pursuing Federal Aviation Administration certification under Federal Aviation Regulation, Part 65.77. Students benefiting from these courses would include aircraft maintenance apprentices, pilots, kit aircraft builders, aircraft enthusiasts, and past and current military personnel who have worked in aircraft maintenance. Completion of the Part 65 courses may lead to an Associate in Applied Science in Aircraft Maintenance Technology degree. Students wishing to enroll in the Part 65 courses must have the permission of the Department or Division and will be accepted on a first-come, first-served, space-available basis only.

**Job Description**

Aviation maintenance technicians inspect the engines, landing gear, instruments, pressurized sections, accessories, and other parts of the aircraft, and perform necessary maintenance. Technicians use precision instruments and non-destructive inspection equipment. They also repair sheet metal or composite surfaces and check for corrosion, distortion, and cracks in the aircraft structure. After completing repairs, mechanics must test them to ensure that they work properly.

Aviation maintenance technicians must perform careful and thorough work requiring a high degree of mechanical aptitude. Frequently, they must lift or pull as much as 50 pounds. They often stand, lie, or kneel in awkward positions and occasionally must work in precarious positions on scaffolds or ladders. Noise and vibration are common when testing engines. Aviation maintenance technicians generally work 40 hours a week on 8-hour shifts around the clock.

Aviation maintenance technicians who work on civilian aircraft are certificated by the Federal Aviation Administration (FAA) as airframe mechanic, powerplant mechanic, or combination airframe and powerplant (A&P) mechanics who can work on nearly any part of the plane. Although a few people become Aviation maintenance technicians through on-the-job training, most learn their job in one of the schools certified by the FAA under Federal Aviation Regulation Part 147. FAA standards require certificated schools offer students at least 1,900 class hours.

**PROGRAM NOTES:**

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

+ indicates course has prerequisites and/or corequisites.

Overall program minimum G.P.A. = 2.00.

**ADMISSION CRITERIA:**

Students wishing to enroll in this Part 147 Certificate program must complete an application process before being officially accepted into the program.

**PROGRAM PREREQUISITES: 28-29 CREDITS**

- +ENG091 Fundamentals of Writing (3) OR Equivalent as indicated by assessment . . . . . 3
- +MAT091 Introductory Algebra (4) OR
- +MAT092 Introductory Algebra (3) OR Equivalent as indicated by assessment . . . . . 3-4
- +RDG091 College Reading Skills I (3) OR Equivalent as indicated by assessment . . . . . 3
- AND
- +AMT124 Aircraft Forms and Regulations, Weight and Balance, Drawings, and Ground Operations (5) AND
- +AMT126 Fundamentals of Mathematics and Electricity (9) AND
- +AMT128 Fundamentals of Aviation Physics, Corrosion Control, Materials and Processes, Fluid Lines and Fittings (5) OR
- +AMT124AA Aircraft Forms and Regulations, Weight and Balance, Drawings, and Ground Operations: Part 65 (5) AND
- +AMT126AA Fundamentals of Mathematics and Electricity: Part 65 (9) AND
- +AMT128AA Fundamentals of Aviation Physics, Corrosion Control, Materials and Processes, Fluid Lines and Fittings: Part 65 (5) . . . . . 19

AND  
Permission of the Department or Division.

**REQUIRED COURSES: 65 CREDITS**

- Certificate of Completion in Airframe Maintenance (Part 147) (32) AND
- Certificate of Completion in Powerplant Maintenance (Part 147) (33) OR
- Certificate of Completion in Aircraft Maintenance Technology (Part 147) (65) . . . . . 65
- OR
- +AMT220AA Fundamentals of Aircraft Wood Structures, Covering and Finishing and Bonded Structures: Part 65 . . . . . 3
- +AMT222AA Atmosphere Control, Fire Detection, Ice and Rain Protection Systems: Part 65 . . . . . 4
- +AMT224AA Aircraft Sheet Metal: Part 65 . . . . . 5

+AMT226AA	Aircraft Landing Gear, Hydraulic, Pneumatic, Fuel, Position and Warning Systems: Part 65 . . . . .	7
+AMT228AA	Aircraft Electrical Systems, Instruments, Fuel Indicating, Communication and Navigation Systems: Part 65 . . . . .	7
+AMT230AA	Airframe Assembly, Inspection, and Welding: Part 65 . . . . .	6
+AMT263	Aircraft Turbine Engines . . . . .	5
+AMT264AA	Aircraft Reciprocating Engines: Part 65 . . . . .	7
+AMT266	Engine Fuel System, Fuel Metering and Induction System . .	6
+AMT268AA	Engine Electrical, Ignition and Starter Systems: Part 65 . . . . .	6
+AMT270AA	Engine Instruments, Fire Protection and Lubrication, Cooling and Exhaust Systems: Part 65 . . . . .	5
+AMT272	Propeller Systems and Engine Inspections . . . . .	4

**GENERAL EDUCATION: 24-27 CREDITS**

**CORE: 15-17 CREDITS**

#### First-Year Composition

+ENG101	First-Year Composition (3) OR	
+ENG107	First-Year Composition for ESL (3) AND	
+ENG102	First-Year Composition (3) OR	
+ENG108	First-Year Composition for ESL (3) OR	
+ENG111	Technical Writing (3) . . . . .	6

#### Oral Communication

Any approved general education course in the Oral Communication area . . . . . 3

#### Critical Reading

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

#### Mathematics

+MAT120 Intermediate Algebra (5) OR  
+MAT122 Intermediate Algebra (3) OR  
Equivalent as indicated by assessment . . . . . 3-5

**DISTRIBUTION: 9-10 CREDITS**

#### Humanities and Fine Arts

Any approved general education course in the Humanities and Fine Arts area . . . . . 2-3

#### Social and Behavioral Sciences

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

#### Natural Sciences

+PHY101 Introduction to Physics . . . . . 4

## Art: Computer Illustration

### Media Arts: Computer Art/Illustration

**Certificate of Completion: CCL 5881**

16 Credits

Program Contact:  
Ted Wolter ~ (480) 732-7089

#### Program Description

This program is designed for the student who wishes to develop an area of specialization in Computer Art/Illustration. The program acquaints the student with art principles and assists the students in developing their abilities to solve design and compositional problems as related to the art. It allows for the development of an individual's personal interest in this area, prepares students for employment, and upgrades skills of those already employed in this field. Employment opportunities are included in multimedia such as illustrator, artist,

designer, paste-up artist, freelance artist-designer, graphic design artist, or multimedia artist.

#### PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

Overall program minimum G.P.A. = 2.00.

#### REQUIRED COURSES: 16 CREDITS

ART100	Introduction to Computer Graphic Art . . . . .	1
ART111	Drawing I . . . . .	3
ART116	Life Drawing I . . . . .	3
+ADA/ART169	Two-Dimensional Computer Design . . . . .	3
+ADA/ART173	Computer Art (3) OR	
+ADA/ART177	Computer-Photographic Imaging (3) . . . . .	3
+ADA/ART289	Computer Illustration . . . . .	3

## Art: Digital Photography

### Media Arts: Digital Imaging

**Certificate of Completion: CCL 5879**

16 Credits

Program Contact:  
Kelley Kirkpatrick ~ (480) 732-7291

#### Program Description

This program is designed for the student who wishes to develop marketable skills in the area of photography and digital imaging, provides the student with an understanding of film, cameras, and film equipment; a knowledge of photography terminology; and digital imaging tools and processes. It prepares students for employment and upgrades the skills of persons already employed in this field. Knowledge and skills can be applied to such occupational areas as media production, marketing, graphic production, desktop publishing, multimedia, service bureau and customer service, and web page production. Sample job titles could

be artist, photographer, designer, and freelance artist-designer.

#### PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

Overall program minimum G.P.A. = 2.00.

#### REQUIRED COURSES: 16 CREDITS

ART100	Introduction to Computer Graphic Art . . . . .	1
ART131	Photography I . . . . .	3
+ART132	Photography II . . . . .	3
+ADA/ART177	Computer-Photographic Imaging . . . . .	3
+ART270	Intermediate Computer Photographic Imaging . . . . .	3
+ART274	Advanced Computer Photographic Imaging . . . . .	3



# Business

## General Business

### Certificate of Completion: CCL 5683

21 Credits

Program Contact:  
Lee Garza ~ (480) 732-7211  
lee.garza@cgc.edu

#### Program Description

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

#### PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

#### 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

Any ACC or GBS prefixed courses not listed in the Required Courses area.

ACC+++++	Any ACC Accounting prefixed courses not listed under the Required Courses area. . . . .	1-9
GBS+++++	Any GBS General Business prefixed courses not listed under the Required Courses area. . . . .	1-9
IBS+++++	Any IBS International Business prefixed courses . . . . .	1-9
MGT+++++	Any MGT Management prefixed courses . . . . .	1-9
MKT+++++	Any MKT Marketing prefixed courses . . . . .	1-9
REA+++++	Any REA Real Estate prefixed courses . . . . .	1-9
SBS+++++	Any SBS Small Business Management prefixed courses . . . . .	1-9

BPC/CIS114DE	Excel Spreadsheet . . . . .	3
BPC/CIS117DM	Microsoft Access: Database Management. . . . .	3
BPC/CIS133DA	Internet/Web Development Level I. . . . .	3

## General Business

### Associate in Applied Science: AAS 3148

61-63 Credits

Program Contact:  
Lee Garza ~ (480) 732-7211  
lee.garza@cgc.edu

#### Program Description

Description: The Associate in Applied Science (AAS) in General Business program is designed to meet the needs of students who wish a broad overview of business and desire not to enroll in a specialized curriculum in business. The program is designed to acquaint students with major subject areas of business, to improve the student's business vocabulary, and to provide students with an understanding of influencing factors in business decision making and activities. In addition, this program may aid a student in recognizing a specific business field to be pursued in future studies. Although many courses will transfer to a four-year institution, some courses do not. This curriculum is not designed to meet the needs of students who wish to transfer to a four-year institution. A Certificate of Completion (CCL) is also available.

#### PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

#### PROGRAM PREREQUISITES: 3 CREDITS

+CRE101	College Critical Reading (3) OR Equivalent by Assessment. . . . .	3
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#### REQUIRED COURSES: 21 CREDITS

ACC111	Accounting Principles I. . . . .	3
CIS105	Survey of Computer Information Systems. . . . .	3
GBS110	Human Relations in Business and Industry (3) OR	
MGT175	Business Organization and Management (3) OR	

Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are listed on pages 180-182. For the most current information regarding degree requirements log onto [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

MGT251	Human Relations in Business (3) . . . . .	3
GBS151	Introduction to Business . . . . .	3
GBS205	Legal, Ethical, and Regulatory Issues in Business . . . . .	3
+GBS233	Business Communication . . . . .	3
MKT271	Principles of Marketing . . . . .	3

**RESTRICTED ELECTIVES: 18 CREDITS**

*Any ACC, GBS, MGT or MKT prefixed courses not listed in the Required Courses area.*

ACC+++++	Any ACC Accounting prefixed courses not listed under Required Courses area . . . . .	1-18
BPC/CIS114DE	Excel Spreadsheet . . . . .	3
BPC/CIS117DM	Microsoft Access: Database Management . . . . .	3
BPC/CIS133DA	Internet/Web Development Level I . . . . .	3
GBS+++++	Any GBS General Business prefixed course(s) not listed under the Required Courses area. . . . .	1-18
IBS+++++	Any IBS International Business prefixed course(s) . . . . .	1-18
MGT+++++	Any MGT Management prefixed course(s) not listed under the Required Courses area. . . . .	1-18
MKT+++++	Any MKT Marketing prefixed course(s) not listed under the Required Courses area. . . . .	1-18
REA+++++	Any REA Real Estate prefixed course(s) . . . . .	1-18
SBS+++++	Any SBS Small Business Management prefixed course(s) . . . . .	1-18

**GENERAL EDUCATION: 22-24 CREDITS**

**CORE: 12-14 CREDITS**

**First-Year Composition**

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

**Oral Communication**

Any approved general education course in the Oral Communication area . . . . . 3

**Critical Reading**

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

**Mathematics**

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

**DISTRIBUTION: 10 CREDITS**

**Humanities and Fine Arts**

Any approved general education course in the Humanities and Fine Arts area . . . . . 3

**Social and Behavioral Sciences**

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

**Natural Sciences**

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

## Organizational Leadership

### Certificate of Completion: CCL 5731

18 Credits

Program Contact:  
DJ Christian ~ (480) 732-7394  
dj.christian@cgc.edu

### Program Description

The CCL in Organizational Leadership provides students with knowledge and skills needed in today's changing workplace. The program develops leadership and communication skills and techniques for planning, directing and evaluating business situations. This program also emphasizes procedures for effective allocation of time, money, materials, space, and personnel.

**PROGRAM NOTES:**

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

+ indicates course has prerequisite and/or corequisites.

Overall program minimum G.P.A. = 2.00.

**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

GBS151	Introduction to Business . . . . .	3
+GBS233	Business Communication . . . . .	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

## Organizational Management

### Associate in Applied Science: AAS 3727

61 Credits

Program Contact:

DJ Christian ~ (480) 732-7394

dj.christian@cgc.edu

### Program Description

The Associate in Applied Science (AAS) in Organizational Management program provides students 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 develops leadership and communication skills and techniques for planning, directing, and evaluating business situations, with an emphasis on effective allocation of time, money, materials, space, and personnel. The curriculum combines coursework in leadership with a general education component.

#### PROGRAM NOTES:

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

+ indicates course has prerequisite and/or corequisites.

Overall program minimum G.P.A. = 2.00.

#### REQUIRED COURSES: 18 CREDITS

Certificate of Completion in Organizational  
Leadership (5731) . . . . . 18

#### RESTRICTED ELECTIVES: 19-25 CREDITS

Students must choose 19-25 industry/job related course credits from any MCCCCD 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 EDUCATION: 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 . . . . .	6

#### Oral Communication

Any approved general education course from the Oral Communication area . . . . . 3

#### Critical Reading

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

#### Mathematics

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

#### DISTRIBUTION: 10 CREDITS

#### Humanities and Fine Arts

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

#### Social and Behavioral Sciences

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

#### Natural Science

Any approved general education course in the Natural Science area . . . . . 4

## Retail Management

### Certificate of Completion: CCL 5286

33 Credits

Program Contact:

Lee Garza ~ (480) 732-7211

lee.garza@cgc.edu

### Program Description

The Retail Management Certificate of Completion (CCL) is designed to prepare individuals working in the food industry, and related fields, for the management challenges of the future. The curriculum encompasses several business essentials and also emphasizes the skill sets needed for effective management and communication in the work environment.

#### PROGRAM NOTES:

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

+ indicates course has a prerequisite and/or corequisites.

Overall program minimum G.P.A. = 2.00.

#### REQUIRED COURSES: 33 CREDITS

ACC111	Accounting Principles I. . . . .	3
BPC110	Computer Usage and Applications (3) OR	
CISI05	Survey of Computer Information Systems (3) . . . . .	3
+ENG101	First-Year Composition (3) OR	
+ENG107	First-Year Composition for ESL (3) . . . . .	3
GBS110	Human Relations in Business and Industry (3) OR	
MGT251	Human Relations in Business (3). . . . .	3
GBS131	Business Calculations (3) OR	
+MAT102	Mathematical Concepts/ Applications (3) . . . . .	3
+GBS233	Business Communication . . . . .	3
COM110	Interpersonal Communication (3) OR	
IND133	Speaking in Business (3) . . . . .	3
MGT101	Techniques of Supervision (3) OR	
MGT229	Management and Leadership I (3) . . . . .	3

MGT179	Utilizing the Human Resources Department (3) OR	
MGT276	Personnel/Human Resources Management (3) . . . . .	3
+MKT268	Merchandising . . . . .	3
MKT271	Principles of Marketing. . . . .	3

## Retail Management

### Associate in Applied Science: AAS 3048

64 Credits

Program Contact:

Lee Garza ~ (480) 732-7211

lee.garza@cgc.edu

### Program Description

The Retail Management degree is designed to prepare individuals working in the retail management, food industry, and related fields, for the mid-level management position challenges of the future. The curriculum encompasses business essentials and also emphasizes the skill sets needed for effective management and communication in the work environment. Instruction will provide the background and knowledge necessary for students to develop the judgment skills they must exercise as business managers.

#### PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

Overall program minimum G.P.A. = 2.00.

#### REQUIRED COURSES: 39 CREDITS

ACC111	Accounting Principles I. . . . .	3
+ACC230	Uses of Accounting Information I. 3	
+ACC240	Uses of Accounting Information II 3	
BPC110	Computer Usage and Applications (3) OR	
CISI05	Survey of Computer Information Systems (3) . . . . .	3
COM110	Interpersonal Communication (3) OR	
IND133	Speaking in Business (3) . . . . .	3
GBS110	Human Relations in Business and Industry (3) OR	

MGT251	Human Relations in Business (3) . . . . .	3
GBS131	Business Calculations (3) OR	
+GBS161	Mathematics of Business (3) . . . . .	3
GBS205	Legal, Ethical, and Regulatory Issues in Business . . . . .	3
+GBS233	Business Communication . . . . .	3
MGT101	Techniques of Supervision (3) OR	
MGT229	Management and Leadership I (3) . . . . .	3
MGT179	Utilizing the Human Resources Department (3) OR	
MGT276	Personnel/Human Resources Management (3) . . . . .	3
MKT268	Merchandising . . . . .	3
MKT271	Principles of Marketing . . . . .	3
<b>GENERAL EDUCATION:</b>		<b>25 CREDITS</b>
<b>CORE:</b>		<b>15 CREDITS</b>
<b>First-Year Composition</b>		
+ENG101	First-Year Composition (3) OR	
+ENG107	First-Year Composition for ESL (3) AND	
+ENG102	First-Year Composition (3) OR	
+ENG108	First-Year Composition for ESL (3) OR	
+ENG111	Technical Writing (3) . . . . .	6

*ENG102 or ENG108 recommended for students pursuing a BAS degree at an Arizona university.*

<b>Oral Communication</b>	
+COM230	Small Group Communication . . . . .
<b>Critical Reading</b>	
+CRE101	College Critical Reading (3) OR Equivalent by assessment. . . . .
<b>Mathematics</b>	
+MAT102	Mathematical Concepts/ Applications (3) OR Satisfactory completion of a higher mathematics course . . . . .
<b>DISTRIBUTION: 10 CREDITS</b>	
<b>Humanities and Fine Arts</b>	
Any approved general education course from the Humanities and Fine Arts area. . . . .	
<b>Social and Behavioral Sciences</b>	
SBU200	Society and Business . . . . .
<b>Natural Sciences</b>	
Any approved general education course from the Natural Sciences area. . . . .	

# Child and Family Professional Development

## Child and Family Professional Development

### Academic Certificate: AC 6238

16 Credits

Program Contact:  
Jennifer Peterson ~ (480) 857-5535

### Program Description

The Academic Certificate (AC) in Child and Family Professional Development is designed for practitioners in the early childhood, school-age, or home visitor field seeking coursework and portfolio/resource file assistance to meet a wide variety of national credentialing requirements (such as the Council for Professional Recognition CDA or the National Child Care Association CCP). Individuals completing this certificate will have fulfilled only the required training clock hours and resource file/portfolio prior to application to external credentialing organizations. Final credentialing assessment and award of the external credential is awarded by the external credentialing organization.

#### PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

Individuals may be required to meet current state/local regulatory requirements such as fingerprint clearance, health/immunization record and/or CPR certificate.

#### REQUIRED COURSES: 16 CREDITS

#### Required Core: 3

ECH253	National Credential Portfolio Development . . . . .	3
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#### Academic Specialization: 13

Students must complete one of the following blocks:

#### Family Child Care

CFS163	Family Child Care: Introduction to Business Management . . . . .	3
CFS164	Family Child Care: Curriculum and Environment . . . . .	3

EED205	The Developing Child: Prenatal to Age Eight . . . . .	3
EED215	Early Learning: Health, Safety, Nutrition and Fitness . . . . .	3
+EED260	Early Childhood Infant/Toddler Internship (1)OR	
+EED261	Early Childhood Preschool Internship (1) . . . . .	1

#### Infant Toddler

EED205	The Developing Child: Prenatal to Age Eight . . . . .	3
EED215	Early Learning: Health, Safety, Nutrition and Fitness . . . . .	3
+EED260	Early Childhood Infant/Toddler Internship . . . . .	1
+ITD210	Early Attachments, Relationships, and Families: Birth to Age Three . . . . .	3
+ITD220	Cognition and Communication: Birth to Age Three . . . . .	3

#### Preschool

ECH128	Early Learning: Play and the Arts . . . . .	3
EED205	The Developing Child: Prenatal to Age Eight . . . . .	3
EED212	Guidance, Management and the Environment 3	
EED215	Early Learning: Health, Safety, Nutrition and Fitness 3	
+EED261	Early Childhood Preschool Internship 1	

#### Home Visitor

CFS190	Home-Based Visitation . . . . .	3
CFS205	Human Development . . . . .	3
CFS220	Introduction to Parenting and Family Development . . . . .	3
CFS225	Foundations of Parent Education . . . . .	3
+FCS260	Family and Consumer Science Internship . . . . .	1

#### School Age

CFS167	School-Age Child Care Provider . . . . .	3
CFS/ECH176	Child Development . . . . .	3
CFS206	Child and Family Organizations: Management and Administration 3	
EED215	Early Learning: Health, Safety, Nutrition and Fitness . . . . .	3
+FCS260	Family and Consumer Science Internship . . . . .	1

Courses available at CGCC are listed in the Course Descriptions section of this document.  
General Education Requirements are listed on pages 180-182.  
For the most current information regarding degree requirements log onto [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

# Cisco Networking

## Networking Administration: Cisco

### Certificate of Completion: CCL 5969

14-18 Credits

Program Contact:

Linda Watson - (480) 732-7191

[linda.watson@cgc.edu](mailto:linda.watson@cgc.edu)

### Program Description

The Certificate of Completion (CCL) in Networking Administration: Cisco provides training for those interested in working with Cisco Systems networking and Internet hardware. Knowledge and skills are developed to install, configure, maintain, and troubleshoot Cisco routers and switches, and configure advanced routing protocols, Local Area Networks (LANs), and Wide Area Networks (WANs). The courses in the program are designed to help prepare students for the Cisco Certified Networking Associate (CCNA) examination and are taught by Cisco Certified Professionals using the Cisco Networking Academy program curriculum.

#### PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

#### REQUIRED COURSES: 14-18 CREDITS

*One of the following 2 tracks must be fulfilled:*

#### Track 1 - Exploration . . . . . 14-18

- |           |   |     |
|-----------|---|-----|
| CNT140    | Cisco Networking Basics (4) OR  |     |
| CNT140AA  | Cisco Networking Fundamentals (4) OR  |     |
| CNT138    | CCNA Discovery - Networking for Home and Small Businesses (3) AND                             |     |
| +CNT148   | CCNA Discovery - Working at a Small-to-Medium Business or Internet Service Provider (3) . . . | 4-6 |
| +CNT150   | Cisco Networking Router Technologies (4) OR   |     |
| +CNT150AA | Cisco Routing Protocols and Concepts (4) . . . . .  | 4   |
| +CNT160   | Cisco Switching Basics and Intermediate Routing (3) OR  |     |
| +CNT160AA | Cisco Local Area Networking (LAN) Switching & Wireless (4) 3-4                                |     |
| +CNT170   | Cisco Wide Area Network (WAN) Technologies (3) OR   |     |
| +CNT170AA | Cisco Accessing the Wide-Area Network (WAN) (4) . . . . .                                     | 3-4 |

#### Track 2 - Discovery . . . . . 14

- |         |   |   |
|---------|---|---|
| CNT138  | CCNA Discovery - Networking for Home and Small Businesses . . . . .                           | 3 |
| +CNT148 | CCNA Discovery - Working at a Small-to-Medium Business or Internet Service Provider . . . . . | 3 |
| +CNT158 | CCNA Discovery - Introduction to Routing and Switching in the Enterprise . . . . .            | 4 |
| +CNT168 | CCNA Discovery - Designing and Supporting Computer Networks . .                               | 4 |

## Networking Technology: Cisco Certificate of Completion: CCL 5967

20-24 Credits

Program Contact:

Linda Watson ~ (480) 732-7191

[linda.watson@cgcc.edu](mailto:linda.watson@cgcc.edu)

### Program Description

The Certificate of Completion (CCL) in Networking Technology: Cisco provides training for those interested in supervisory responsibilities working with Cisco Systems networking and Internet hardware. Knowledge and skills are developed to install, configure, maintain, and troubleshoot Cisco routers and switches; configure advanced routing protocols, Local Area Networks (LANs), and Wide Area Networks (WANs); troubleshoot problems with various hardware and software configurations and perform administrative tasks in a network. The courses in the program are also designed to help prepare students for the Cisco Certified Networking Associate (CCNA) examination and are taught by Cisco Certified Professionals using the Cisco Networking Academy program curriculum.

#### PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

#### REQUIRED COURSES: 20-24 CREDITS

- +BPC170 Computer Maintenance: A+ Exam Prep Level I . . . . . 3
- ++CIS126 UNIX/Linux Operating System (Any Module) (3) OR
- ++MST150 Microsoft Windows Professional (Any Module) (3) . . . . . 3

*One of the following 2 tracks must be fulfilled:*

#### Track 1 - Exploration . . . . . 14-18

- CNT140 Cisco Networking Basics (4) OR
- CNT140AA Cisco Networking Fundamentals (4) OR
- CNT138 CCNA Discovery - Networking for Home and Small Businesses (3) AND
- +CNT148 CCNA Discovery - Working at a Small-to-Medium Business or Internet Service Provider (3) . . . 4-6
- +CNT150 Cisco Networking Router Technologies (4) OR

- +CNT150AA Cisco Routing Protocols and Concepts (4) . . . . . 4
- +CNT160 Cisco Switching Basics and Intermediate Routing (3) OR
- +CNT160AA Cisco Local Area Networking (LAN) Switching & Wireless (4) 3-4
- +CNT170 Cisco Wide Area Network (WAN) Technologies (3) OR
- +CNT170AA Cisco Accessing the Wide-Area Network (WAN) (4) . . . . . 3-4

#### Track 2 - Discovery . . . . . 14

- CNT138 CCNA Discovery - Networking for Home and Small Businesses . . . . . 3
- +CNT148 CCNA Discovery - Working at a Small-to-Medium Business or Internet Service Provider . . . . . 3
- +CNT158 CCNA Discovery - Introduction to Routing and Switching in the Enterprise . . . . . 4
- +CNT168 CCNA Discovery - Designing and Supporting Computer Networks . 4

## Networking Technology: Cisco

### Associate in Applied Science: AAS 3816

60-64 Credits

Program Contact:

Linda Watson ~ (480) 732-7191

[linda.watson@cgcc.edu](mailto:linda.watson@cgcc.edu)

### Program Description

A Cisco Systems recognized Regional or Local Academy, prepares students for industry-recognized certification. The curriculum is taught by Cisco Systems Certified Professionals. The Associate in Applied Science (AAS) in Networking Technology: Cisco provides training for a supervisory position working with Cisco Systems networking and Internet hardware. Knowledge and skills are developed to install, configure, maintain, and troubleshoot Cisco routers and components, advanced routing protocols, Local Area Networks (LANs), and Wide Area Networks (WANs); troubleshoot problems with various common hardware and software configurations; perform administrative tasks in a network; develop methods for customer service. Courses in the program also prepare students for the Cisco Certified Networking Associate examination.

Courses available at CGCC are listed in the Course Descriptions section of this document.

General Education Requirements are listed on pages 180-182.

For the most current information regarding degree requirements log onto [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).



**Job Description**

A Cisco networking Administrator will be required to perform various tasks such as designing, installing, maintaining and troubleshooting Cisco routers and components, Local Area Networks (LANs), and Wide Area Networks (WANs). Additional skills that are necessary include troubleshooting problems with various common hardware and software configurations, performing administrative tasks in a network, developing methods for customer service, and utilizing electronic systems.

**Job Opportunities**

Cisco systems is the world's largest manufacturer of networking and Internet hardware and has seen tremendous growth of market share. The employment opportunities for trained Networking Administrators are outstanding.

**PROGRAM NOTES:**

Students must earn a grade of "C" or better for each course listed in the Required Courses area.

+ indicates course has prerequisites and/or corequisites.

++ indicates any module.

A course cannot be used to satisfy both the Required Course and Restricted Electives area.

**REQUIRED COURSES: 20-24 CREDITS**

- +BPC170 Computer Maintenance I: A+ Prep. . . . . 3
- ++CIS126 UNIX/Linux Operating System (Any Module) (3) OR
- +MST150 Microsoft Windows Professional (3) OR
- +MST150VI Microsoft Windows Vista Administration (3) OR
- +MST150XP Microsoft Windows XP Professional (3) . . . . . 3

*One of the following 2 tracks must be fulfilled:*

**Track 1 - Exploration . . . . . 14-18**

- CNT140 Cisco Networking Basics (4) OR
- CNT140AA Cisco Networking Fundamentals (4) OR
- CNT138 CCNA Discovery - Networking for Home and Small Businesses (3) AND
- +CNT148 CCNA Discovery - Working at a Small-to-Medium Business or Internet Service Provider (3) . . . 4-6

- +CNT150 Cisco Networking Router Technologies (4) OR
- +CNT150AA Cisco Routing Protocols and Concepts (4) . . . . . 4
- +CNT160 Cisco Switching Basics and Intermediate Routing (3) OR
- +CNT160AA Cisco Local Area Networking (LAN) Switching & Wireless (4) 3-4
- +CNT170 Cisco Wide Area Network (WAN) Technologies (3) OR
- +CNT170AA Cisco Accessing the Wide-Area Network (WAN) (4) . . . . . 3-4

**Track 2 - Discovery . . . . . 14**

- CNT138 CCNA Discovery - Networking for Home and Small Businesses . . . . 3
- +CNT148 CCNA Discovery - Working at a Small-to-Medium Business or Internet Service Provider . . . . . 3
- +CNT158 CCNA Discovery - Introduction to Routing and Switching in the Enterprise . . . . . 4
- +CNT168 CCNA Discovery - Designing and Supporting Computer Networks . 4

**RESTRICTED ELECTIVES: 15 CREDITS**

Student may select fifteen (15) credits from any of the following courses, except courses used to satisfy Required Courses area:

- BPC110 Computer Usage and Application (3) OR
- CIS105 Survey of Computer Information Systems (3) . . . . . 3
- +CIS126++ UNIX/Linux Operating System (any module) (3) OR
- +MST150 Microsoft Windows Professional (3) OR
- +MST150VI Microsoft Windows Vista Administration (3) OR
- +MST150XP Microsoft Windows XP Professional (3) . . . . . 3
- +CIS190 Introduction to Local Area Networks (3) OR
- MST140 Microsoft Networking Essentials (3) . . . . . 3
- +CIS270 Essentials of Network and Information Security. . . . . 3
- +CIS296WA Cooperative Education (1) OR
- +CIS296WB Cooperative Education (2) OR
- +CIS296WC Cooperative Education (3) OR
- +CIS296WD Cooperative Education (4) . . . . 1-4

CIS298AA	Special Projects (1) OR	
CIS298AB	Special Projects (2) OR	
CIS298AC	Special Projects (3) . . . . .	1-3
CIS121AB	Microsoft Command Line Operations . . . . .	1
CIS102	Interpersonal and Customer Service Skills for IT Professionals . . . . .	1
CIS110	Home Entertainment and Computer Networking . . . . .	3
ELT100	Survey of Electronics . . . . .	3
CIS224	Project Management Microsoft Project for Windows . . . . .	3
+CNT205	Cisco Certified Network Associate Security . . . . .	4
+CNT181	Cisco Securing IOS Networks . . .	4
+CNT202	Cisco Secure Firewall Appliance Configuration . . . . .	3
+CNT183	Cisco Secure Virtual Private Network Configuration . . . . .	3
+CNT185	Cisco Network Security . . . . .	4
+CNT206	Cisco Certified Network Associate Wireless . . . . .	4
+CNT2++++	Any 200 level course with a CNT Prefix . . . . .	1-4
+BPC270	Computer Maintenance II: A+ Technician Prep . . . . .	3
+BPC273	Advanced Server Computer Maintenance: Server+ Prep . . . . .	3
+CIS127DL	Linux Utilities . . . . .	3
+CIS238DL	Linux System Administration . . .	3
+CIS239DL	Linux Shell Scripting . . . . .	3
+CIS240DL	Linux Network Administration . .	3
+CIS241DL	Apache Web Server Administration (Linux/Unix) . . . . .	3
+CIS271DL	Linux Security . . . . .	3
+CIS274DL	Linux Enterprise Network Security	3
+MST152	Microsoft Windows Server (4) OR .	
+MST152DA	Microsoft Windows 2000 Server (4) OR	
+MST152DB	Microsoft Windows 2003 Server (4) . . . . .	4
+MST155	Implementing Windows Network Infrastructure . . . . .	3
+MST157	Implementing Windows Directory Services . . . . .	3
+CIS250	Management of Information Systems . . . . .	3
CIS280	Current Topics in Computing . . .	3
+BPC/CIS290AA	Computer Information Systems Internship (1) OR	
+BPC/CIS290AB	Computer Information Systems Internship (2) OR	
+BPC/CIS290AC	Computer Information Systems Internship (3) . . . . .	1-3
<b>GENERAL EDUCATION:</b>		<b>25 CREDITS</b>
<b>CORE:</b>		<b>15 CREDITS</b>
<b>First-Year Composition</b>		
+ENG101	First-Year Composition (3) OR	
+ENG107	First-Year Composition for ESL (3)	3
+ENG102	First-Year Composition (3) OR	
+ENG108	First-Year Composition for ESL (3) OR	
+ENG111	Technical and Professional Writing (3) . . . . .	3
<b>Oral Communication</b>		
Any approved general education course in the Communication area . . . . .		3
<b>Critical Reading</b>		
+CRE101	College Critical Reading (3) OR Equivalent as indicated by assessment . . . . .	3
<b>Mathematics</b>		
Any approved general education course with a MAT subject . . . . .		3
<b>DISTRIBUTION:</b>		<b>10 CREDITS</b>
<b>Humanities and Fine Arts</b>		
Any approved general education course in the Humanities and Fine Arts area . . . . .		3
<b>Social and Behavioral Sciences</b>		
Any approved general education course in the Social and Behavioral Sciences area . . . . .		3
<b>Natural Sciences</b>		
Any approved general education course in the Natural Sciences area . . . . .		4

Courses available at CGCC are listed in the Course Descriptions section of this document.

General Education Requirements are listed on pages 180-182.

For the most current information regarding degree requirements log onto [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

## Communication

### Communication Competence in the Workplace

#### Academic Certificate: AC 6219

30-33 Credits

Program Contact:

Diane Travers - (480) 732-7036

#### Program Description

The Academic Certificate (AC) in Communication Competence in the Workplace is an interdisciplinary program of study that provides intensive study of written and oral communication skills in different contexts including interpersonal communication, small group interaction, team-building, problem solving, public speaking and presentation skills, conflict resolution, assertiveness, and leadership. Students develop skills to enhance their professional, social, and personal interactions, and become more competitive and effective in the workforce.

#### PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

Overall program minimum G.P.A. = 2.00.

#### REQUIRED COURSES: 18-21 CREDITS

COM110	Interpersonal Communication . . .	3
+COM225	Public Speaking . . . . .	3
+COM230	Small Group Communication . . .	3
+COM282AC	Volunteerism for Speech Communication: A Service Learning Experience . . . . .	3
+CRE101	College Critical Reading (3) OR Equivalent as Indicated by Assessment . . . . .	0-3

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

#### RESTRICTED ELECTIVES: 9 CREDITS

*If choosing BPC110 or CIS105 only one can be applied.*

BPC110	Computer Usage and Applications . . . . .	3
CIS105	Survey of Computer Information Systems . . . . .	3
+COM259	Communication in Business and Professions . . . . .	3
COM263	Elements of Intercultural Communication . . . . .	3
+ENG111	Technical and Professional Writing . . . . .	3
+GBS233	Business Communication . . . . .	3
IBS109	Cultural Dimension for International Trade . . . . .	3
+SWU292	Effective Helping in a Diverse World. . . . .	3

#### FREE ELECTIVES: 3 CREDITS

Any approved General Education course in the Cultural Awareness [C] value (3) OR

COM+++++ Any COM communication course (3) except courses used to satisfy Required Courses or Restricted Electives areas. . . . . 3

#### GENERAL EDUCATION: NONE

## Computer Applications

### Computer Applications: Office Specialist/Core Level

#### Certificate of Completion: CCL 5644

12.5 Credits

Program Contacts:

Shirley Miller ~ (480) 732-7133

shirley.miller@cgcc.edu

Cathy Urbanski ~ (480) 732-7011

cathy.urbanski@cgcc.edu

#### Program Description

The Certificate of Completion (CCL) in Computer Applications: Office Specialist/Core Level program is designed to provide the basic skills needed in the use of microcomputer software applications for entry-level employment as clerks, typists, word processors, receptionists, and other administrative support positions for a wide variety of employers. Course work includes the Windows operating system, the Internet, and software applications for word processing, electronic spreadsheet, database management, electronic mail, and presentation graphics. This certificate is designed to provide preparation for the Microsoft examinations for certification as a Microsoft Office Specialist (MOS).

#### PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

Overall program minimum G.P.A. = 2.00.

#### REQUIRED COURSES: 7.5 CREDITS

BPC106AH	Microsoft Outlook: Level I . . . .	0.5
CIS114AE	Excel: Level I . . . . .	1
CIS117AM	Database Management: Microsoft Access – Level I. . . . .	1
CIS118AB	PowerPoint: Level I . . . . .	1
CIS121AE	Windows Operating System: Level I. . . . .	1

+CIS113DE	Microsoft Word: Word Processing . . . . .	3
CIS133AA	Internet/Web Development Level I-A. . . . .	1

#### RESTRICTED ELECTIVES: 4 CREDITS

ACC111	Accounting Principles I . . . . .	3
+ACC115	Computerized Accounting . . . . .	2
BPC/OAS111AA	Computer Keyboarding I . . . . .	1
+BPC/OAS111AB	Computer Keyboarding II . . . . .	1
+CIS114BE	Excel: Level II . . . . .	1
+CIS114CE	Excel: Level III . . . . .	1
+CIS117BM	Database Management: Microsoft Access - Level II . . . . .	1
+CIS117CM	Database Management: Microsoft Access - Level III . . . . .	1
+CIS118BB	PowerPoint Level II . . . . .	1
BPC128AF	Introduction to Desktop Publishing: MS Publisher . . . . .	1
+CIS133BA	Internet/Web Development Level I-B . . . . .	1
+CIS133CA	Internet/Web Development Level I-C . . . . .	1
+CIS233AA	Internet/Web Development Level II-A (1) OR . . . . .	1
+CIS233BA	Internet/Web Development Level II-B (1) OR . . . . .	1
OAS108	Business English . . . . .	3

## Computer Applications: Office Specialist/Expert Level

### Certificate of Completion: CCL 5024

25 Credits

#### Program Contacts:

Shirley Miller ~ (480) 732-7133  
shirley.miller@cgcc.edu

Cathy Urbanski ~ (480) 732-7011  
cathy.urbanski@cgcc.edu

### Program Description

The Certificate of Completion (CCL) in Computer Applications: Office Specialist/Expert Level program is designed to provide the advanced skills needed in the use of microcomputer software applications for employment as secretaries, executive secretaries and administrative assistants in organizations of every description. Course work includes business English, the Internet, presentation graphics, the Windows operating system along with advanced software applications for electronic mail, word processing, electronic spreadsheet, and database management. Students who complete this certificate will be prepared for the Microsoft examinations for certification as a Microsoft Office Specialist (MOS).

#### PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

Overall program minimum G.P.A. = 2.00.

#### REQUIRED COURSES: 18 CREDITS

BPC106AH	Microsoft Outlook: Level I . . . . .	0.5
+BPC106BH	Microsoft Outlook: Level II . . . . .	0.5
CIS114AE	Excel: Level I . . . . .	1
+CIS114BE	Excel: Level II . . . . .	1
CIS117AM	Database Management: Microsoft Access – Level I . . . . .	1
+CIS117BM	Database Management: Microsoft Access – Level II . . . . .	1
CIS118AB	PowerPoint Level I . . . . .	1
CIS121AE	Windows Operating System: Level I . . . . .	1
CIS113DE	Microsoft Word: Word Processing . . . . .	3
+CIS213DE	Advanced Microsoft Word: Word Processing . . . . .	3

CIS133AA	Internet/Web Development Level I-A . . . . .	1
+CIS133BA	Internet/Web Development Level I-B . . . . .	1
OAS108	Business English . . . . .	3

#### RESTRICTED ELECTIVES: 7 CREDITS

ACC111	Accounting Principles I . . . . .	3
+ACC115	Computerized Accounting . . . . .	2
BPC/OAS111AA	Computer Keyboarding I . . . . .	1
+BPC/OAS111AB	Computer Keyboarding II . . . . .	1
+CIS114CE	Excel: Level III . . . . .	1
+CIS117CM	Database Management: Microsoft Access - Level III . . . . .	1
+CIS118BB	PowerPoint Level II . . . . .	1
BPC128AF	Introduction to Desktop Publishing: MS Publisher . . . . .	1
CIS105	Survey of Computer Information Systems . . . . .	3
+CIS133BA	Internet/Web Development Level I-B . . . . .	1
+CIS133CA	Internet/Web Development Level I-C . . . . .	1
+CIS233AA	Internet/Web Development Level II-A . . . . .	1
+CIS233BA	Internet/Web Development Level II-B . . . . .	1
GBS151	Introduction to Business . . . . .	3

## Computer Business Applications

### Associate in Applied Science: AAS 3548

63-66 Credits

#### Program Contacts:

Shirley Miller ~ (480) 732-7133  
shirley.miller@cgcc.edu

Cathy Urbanski ~ (480) 732-7011  
cathy.urbanski@cgcc.edu

### Program Description

The Associate in Applied Science (AAS) in Computer Business Applications program is designed to provide the skills needed for those students who are interested in becoming part of the support system in almost any office configuration in a wide variety of business areas. Coursework will provide a variety of microcomputer application skills and general business knowledge. The general education courses provide a well-rounded background that includes writing, reading, communication, mathematics, natural science, social sciences, and humanities and fine arts.

Courses in the program prepare for the Microsoft examinations for certification as a Microsoft Office Specialist (MOS).

**PROGRAM NOTES:**

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

+ indicates course has prerequisites and/or corequisites.

Overall program minimum G.P.A. = 2.00.

**REQUIRED COURSES: 31 CREDITS**

ACC111	Accounting Principles I . . . . .	3
+ACC115	Computerized Accounting . . . . .	2
BPC106AH	Microsoft Outlook: Level I . . . . .	0.5
+BPC106BH	Microsoft Outlook: Level II . . . . .	0.5
CIS114AE	Excel: Level I . . . . .	1
+CIS114BE	Excel: Level II . . . . .	1
CIS117AM	Database Management: Microsoft Access – Level I . . . . .	1
+CIS117BM	Database Management: Microsoft Access – Level II . . . . .	1
CIS118AB	PowerPoint Level I . . . . .	1
CIS121AE	Windows Operating System: Level I . . . . .	1
CIS113DE	Microsoft Word: Word Processing . . . . .	3
+CIS213DE	Advanced Microsoft Word: Word Processing . . . . .	3
CIS105	Survey of Computer Information Systems . . . . .	3
CIS133AA	Internet/Web Development Level I-A . . . . .	1
+CIS133BA	Internet/Web Development Level I-B . . . . .	1
+CIS233AA	Internet/Web Development Level II-A . . . . .	1
+CIS233BA	Internet/Web Development Level II-B . . . . .	1
GBS151	Introduction to Business . . . . .	3
OAS108	Business English . . . . .	3

**RESTRICTED ELECTIVES: 10 CREDITS**

*Students should select ten (10) credits from the following courses in consultation with a program advisor:*

BPC/OAS111AA	Computer Keyboarding I . . . . .	1
+BPC/OAS111AB	Computer Keyboarding II . . . . .	1
+CIS114CE	Excel: Level III . . . . .	1
+CIS117CM	Database Management: Microsoft Access - Level III . . . . .	1
+CIS118BB	PowerPoint: Level II . . . . .	1
BPC128AF	Introduction to Desktop Publishing: MS Publisher . . . . .	1

+CIS133CA	Internet/Web Development Level I-C . . . . .	1
GBS205	Legal, Ethical, and Regulatory Issues in Business . . . . .	3
+GBS233	Business Communication . . . . .	3
MGT101	Techniques of Supervision . . . . .	3
MGT175	Business Organization and Management . . . . .	3
MGT229	Management and Leadership I . . . . .	3
MGT251	Human Relations in Business . . . . .	3
MGT253	Owning and Operating a Small Business . . . . .	3
MKT271	Principles of Marketing . . . . .	3

**GENERAL EDUCATION: 25 CREDITS****CORE: 15 CREDITS****First-Year Composition**

+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) . . . . .	6

**Oral Communication**

COM100	Introduction to Human Communication (3) OR	
+COM230	Small Group Communication (3) . . . . .	3

**Critical Reading**

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

Any approved general education course from the Mathematics area . . . . . 3

**DISTRIBUTION: 10 CREDITS****Humanities and Fine Arts**

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

**Social and Behavioral Sciences**

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

Courses available at CGCC are listed in the Course Descriptions section of this document.

General Education Requirements are listed on pages 180-182.

For the most current information regarding degree requirements log onto [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

# Computer Database Administration and Development

## Oracle Database Operations

### Certificate of Completion: CCL 5183

11 Credits

#### Program Contact:

Patricia Baker - (480) 732-7392

patricia.baker@cgc.edu

#### Program Description

Chandler-Gilbert Community College, an Oracle Academic Initiative institution, prepares students for industry-recognized certifications. The Certificate of Completion in Oracle Database Operations provides training for professionals who design, create, and maintain databases and create application code that can be shared by multiple forms, reports, and data management tools.

Courses in the program also help prepare students for the Oracle Application Developer Certified Associate and Oracle Database Administrator Certified Associate industry-certified examinations (Oracle Corporation OCA certifications).

#### Job Description

The Oracle Certified Associate will be required to perform various job tasks such as enterprise database planning and design; creating and maintaining the database and its objects; and storing, retrieving, and

manipulating data utilizing SQL. In addition, they will be responsible for resolving technical issues and providing application and user support. They are also responsible for creating PL/SQL application code that can be shared by multiple forms, reports, and data management applications.

#### PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

Overall program minimum G.P.A. = 2.00.

#### PROGRAM PREREQUISITES: 3 CREDITS

*In lieu of the course listed below, students with experience in the information technology field may meet this program prerequisite requirement with the permission of the division.*

CIS105 Survey of Computer Information Systems (3) OR. . . . . 3.  
Permission of the Division. . . . . 3.

#### REQUIRED COURSES: 11 CREDITS

+CIS119DO Introduction to Oracle: SQL . . . . 3  
+CIS119DP Oracle: Database Administration . . . . . 3  
+CIS164AB Oracle: PL/SQL Programming . . . 3  
+CIS164AG Oracle: Data Modeling and Relational Database Design . . . . 2

# Computer Hardware Maintenance and Desktop Support

## Computer Hardware and Desktop Support

### Certificate of Completion: CCL 5026

22-25 Credits

Program Contact:

Linda Watson ~ (480) 732-7191

[linda.watson@cgcc.edu](mailto:linda.watson@cgcc.edu)

### Program Description

The Certificate of Completion in Computer Hardware and Desktop Support is designed to provide training to work in an entry-level computer maintenance and help-desk position. Students will be provided the opportunity to apply technical concepts, fundamentals, and interpersonal skills in a help-desk environment.

#### PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

Overall program minimum G.P.A. = 2.00.

#### REQUIRED COURSES: 21-22 CREDITS

BPC110	Computer Usage and Applications (3) OR	
CIS105	Survey of Computer Information Systems (3) . . . . .	3
CIS121AH	Microsoft PowerShell/Command Line Operations(3) OR	
CIS126DL	Linux Operating System (3) . . . . .	3
+BPC170	Computer Maintenance: A+ Exam Prep Level I. . . . .	3
+BPC270	Computer Maintenance: A+ Exam Prep Level II . . . . .	3
CIS102DA	Customer User Support . . . . .	3
+CIS190	Introduction to Local Area Networks (3) OR	
CNT140AA	Cisco Networking Fundamentals (4) OR	
MST140	Microsoft Networking Essentials (3). . . . .	3-4
MST150++	Microsoft Windows (any suffixed course) . . . . .	3

#### RESTRICTED ELECTIVES: 1-3 CREDITS

+CIS290AA-AC	Computer Information Systems Internship . . . . .	1-3
+MST141	Enterprise Desktop Support Technician . . . . .	3



# Computer Information Technology

## Information Technology

### Associate in Applied Science: AAS 3023

60 Credits

Program Contact:

Patricia Baker - (480) 732-7392

patricia.baker@cgcc.edu

### Program Description

The Associate in Applied Science (AAS) in Information Technology program is designed to provide students with skills to meet the changing employment needs of the information technology (IT) industry. With the flexibility of elective course offerings in this degree, students are able to custom design a program that prepares them for depth of understanding in distinct IT areas or prepares them for a breadth of understanding across an IT field. A variety of opportunities also exist to complete course work that will prepare students for industry-recognized examinations and certifications. Students are encouraged to work closely with the division chair to plan their programs of study.

#### PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

Overall program minimum G.P.A. = 2.00.

#### PROGRAM PREREQUISITES: 0-3 CREDITS

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

#### REQUIRED COURSES: 14-27 CREDITS

CIS224 Project Management Microsoft  
Project for Windows . . . . . 3

*Complete one of the following certificates. Some certificates may contain additional course requirements.*

Certificate of Completion in Network  
Administration: Microsoft  
Windows Server (5124) . . . . . 18  
Certificate of Completion in Oracle Database  
Operations (5183) . . . . . 11  
Certificate of Completion in Computer  
Hardware and Desktop Support (5026) . . . . 16-20

Certificate of Completion in Networking  
Administration: Cisco (5969) . . . . . 14-18  
Certificate of Completion in Linux  
Professional (5204) . . . . . 12  
Certificate of Completion in Programming  
and System Analysis (5048). . . . . 24

#### RESTRICTED ELECTIVES: 9-27 CREDITS

*Students must choose 9-27 specific IT elective credits approved by the division chair. Selected courses will not apply in both Required Courses and Restricted Electives area.*

#### GENERAL EDUCATION: 22 CREDITS

#### CORE: 12 CREDITS

#### First-Year Composition

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

#### Oral Communication

Any approved general education course in the  
Oral Communication area . . . . . 3

#### Critical Reading

Met by CRE101 in the Program Prerequisites area 0

#### Mathematics

Any approved general education course in the  
Mathematics area . . . . . 3

#### DISTRIBUTION: 10 CREDITS

#### Humanities and Fine Arts

Any approved general education course in the  
Humanities and Fine Arts area . . . . . 3

#### Social and Behavioral Sciences

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

#### Natural Sciences

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

# Computer Programming

## Programming and System Analysis

### Certificate of Completion: CCL 5048

24 Credits

Program Contact:

Patricia Baker - (480) 732-7392

patricia.baker@cgcc.edu

### Program Description

The Certificate of Completion (CCL) program provides an in-depth exploration of different computer language and technical skills. The program includes, but is not limited to the following: operating systems, local area networks, business communication, team roles, and dynamics.

#### PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

Consultation with an Academic Advisor is recommended for course selection.

#### REQUIRED COURSES: 21 CREDITS

CIS105	Survey of Computer Information Systems. . . . .	3
CIS224	Project Management Microsoft Project for Windows . . . . .	3
CIS126DA	UNIX Operating System (3) OR	
CIS126DL	Linux Operating System (3) OR	
MST150	Microsoft Windows Professional (3) OR	
MST150VI	Microsoft Windows Vista Administration(3) OR	

MST150XP	Microsoft Windows XP Professional (3) . . . . .	3
+CIS150	Programming Fundamentals (3) OR	
+CIS150AB	Object-Oriented Programming Fundamentals (3) . . . . .	3
+CIS151	Computer Game Development-Level I (3) OR	
+CIS159	Visual Basic Programming I (3) OR	
+CIS162++	Any C Programming: Level 1 course (3) OR	
+CIS163AA	Java Programming: Level I (3) . . . . .	3
+CIS225	Business Systems Analysis and Design (3) OR	
+CIS225AB	Object Oriented Analysis and Design (3) OR	
+CIS250	Management of Information Systems (3) . . . . .	3
+CIS217AM	Advanced Microsoft Access: Database Management (3) OR	
+CIS119DO	Introduction to Oracle: SQL (3) OR	
+CIS276DA	My SQL Database (3) . . . . .	3

#### RESTRICTED ELECTIVES: 3 CREDITS

+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

## Creative Writing

### Creative Writing

#### Academic Certificate: AC 6224

24 Credits

Program Contact:

Patrick Finn ~ (480) 857-5543

#### Program Description

The Academic Certificate (AC) in Creative Writing degree is designed to provide students and professional writers with access to a community of writers and creative writing activities, instruction and guidance from established authors, and ongoing support in improving their writing skills and marketing their work. As students take courses in the program, they will build a portfolio of original work that may be used to seek admittance to a bachelor's or master's level creative writing program or that may include work to be submitted for publication. The program offers classes, workshops, and other activities such as readings and contests, which are accessible to writers of all levels regardless of academic or professional standing. The program serves many students, especially women, minorities, seniors, and working adults, who are under-represented in traditional creative writing programs because of cultural, dialect or language differences, scheduling difficulties, financial need, or lack of academic experience. Completion of the certificate does not lead to a particular degree program, but may aid students in their pursuit of a career in the writing professions and in their continued enjoyment of writing for personal growth.

#### PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

++ indicates any module.

#### ADMISSION CRITERIA:

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

#### REQUIRED COURSES: 21 CREDITS

*ENG210 may be substituted for CRW150 with permission of the Program Director.*

CRW150	Introduction to Creative Writing (3)	
	OR	
CRW155	Bilingual Creative Writing (3) . . . . .	3

*CRW200 must be repeated for a total of (2) two 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	Intro to Writing Nonfiction . . . . .	3
CRW190	Introduction to Screenwriting. . . . .	3
THE118	Playwriting . . . . .	3

#### Series II

Students must complete three (3) of the following courses for a total of nine (9) credits.

+CRW202	The Writer as Witness. . . . .	3
+CRW203	Dialogue. . . . .	3
+CRW204	Journaling. . . . .	3
+CRW220	Intermediate Writing Children's Literature . . . . .	3
CRW251	Topics in Creative Writing . . . . .	3
+CRW260	Intermediate Poetry Writing . . . . .	3
+CRW261	Topics in Writing: Poetry . . . . .	3
+CRW270	Intermediate Fiction Writing . . . . .	3
+CRW271	Topics in Writing: Fiction . . . . .	3
+CRW272	Planning and Structuring the Novel . . . . .	3
+CRW273	Writing the Novel. . . . .	3
+CRW274	Revising the Novel . . . . .	3
+CRW275	Writing the Mystery Story . . . . .	3
+CRW281	Topics in Writing: Non-Fiction. . . . .	3
+CRW290	Intermediate Screenwriting. . . . .	3
+CRW291	Topics in Writing: Plays . . . . .	3

#### RESTRICTED ELECTIVES:

3 CREDITS

COM243	Interpreter's Theatre . . . . .	3
+CRW++++	Any CRW Creative Writing prefixed course not listed under Required Courses area. . . . .	1-3
ENG235	Magazine Article Writing . . . . .	3
+ENG236	Magazine Writer's Workshop . . . . .	3
ENG/THE260	Film Analysis. . . . .	3
+ENH++++	Any ENH English Humanities prefixed course . . . . .	3
HUM/THE210	Contemporary Cinema . . . . .	3

Courses available at CGCC are listed in the Course Descriptions section of this document.

General Education Requirements are listed on pages 180-182.

For the most current information regarding degree requirements log onto [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

# Early Learning and Development

## Early Learning and Development

### Associate in Applied Science: AAS 3124

63-68 Credits

Program Contact:  
Jennifer Peterson ~ (480) 857-5535

#### Program Description

The Associate in Applied Science (AAS) in Early Learning and Development program is designed to prepare individuals to enter the workforce as Early Childhood Professionals and to assist individuals employed in the field to upgrade and expand their skills. The program emphasizes the roles of early care and education professionals, families and the wider society as they together meet the contemporary needs of young children. Course work includes the principles of developmental science, professionalism in early childhood work, philosophies and methods of early learning, and the impact of standards on practice. To apply planning, management and evaluation skills, students will observe, participate, and intern in state licensed early childhood programs.

#### PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

++ indicates any module.

#### PROGRAM PREREQUISITES: NONE

#### REQUIRED COURSES: 32 CREDITS

ECH128	Early Learning: Play and the Arts . . .	3
EED200	Foundations of Early Childhood Education . . . . .	3
EED212	Guidance, Management and the Environment . . . . .	3
EED215	Early Learning: Health, Safety, Nutrition and Fitness . . . . .	3
EED220	Child, Family, Community and Culture . . . . .	3

EED222	Introduction to the Exceptional Young Child: Birth to Age Eight . .	3
EED245	Early Learning: Language Acquisition and Literacy Development . . . . .	3
+EED255	Portfolio Development and Writing for the Profession . . . . .	3
+EED260	Early Childhood Infant/Toddler Internship . . . . .	1
+EED261	Early Childhood Preschool Internship . . . . .	1
+EED278	Early Learning: Curriculum and Instruction - Birth/Preschool . . . .	3
+EED280	Standards, Observation and Assessment of Typical/Atypical Behaviors of Young Children Birth to Age Eight . . . . .	3

**RESTRICTED ELECTIVES: 9 CREDITS**  
*Students must complete one of the following Blocks:*

**Block One: Infant and Toddler Development:**

ITD200	The Physical Child: Birth to Age Three . . . . .	3
ITD210	Early Attachments, Relationships and Families: Birth to Age Three . .	3
ITD220	Cognition and Communication: Birth to Age Three . . . . .	3

**Block Two: Family Child Care Management:**

CFS163	Family Child Care: Introduction to Business Management . . . . .	3
CFS164	Family Child Care: Curriculum and Environment . . . . .	3
CFS207	Organization and Community Leadership in Child and Family Organizations . . . . .	3

**Block Three: Early Childhood Business Management:**

CFS206	Child and Family Organizations: Management and Administration .	3
CFS207	Organization and Community Leadership in Child and Family Organizations . . . . .	3
CFS208	Child and Family Organizations: Fiscal Management and Grant Writing . . . . .	3

**Block Four: Any CFS, ECH, EED, ITD or FCS prefixed courses not listed in the Required Courses Area**

CFS+++++	Any CFS Child/Family Studies course(s) . . . . .	1-9
ECH+++++	Any ECH Early Childhood Education course(s) except courses used to satisfy Required Courses area. . . . .	1-9
EED+++++	Any EED Early Education course(s) except courses used to satisfy Required Courses area. . . . .	1-9
ITD+++++	Any ITD Infant/Toddler Development course(s) . . . . .	1-9
FCS+++++	Any FCS Family and Consumer Science course(s) . . . . .	1-9

**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**

Any approved General Education course in the Oral Communication area . . . . . 3

**Critical Reading**

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

**Mathematics**

Any approved General Education course in the Mathematics area . . . . . 3

**DISTRIBUTION: 10 CREDITS****Humanities and Fine Arts**

Any approved General Education course in the Humanities and Fine Arts area . . . . . 3

**Social and Behavioral Sciences**

CFS/ECH176	Child Development (3) OR	
EED205	The Developing Child: Prenatal to Age Eight (3) OR	
CFS235	Developing Child: Theory into Practice, Prenatal - Age 8 (3) . . . . .	3

**Natural Sciences**

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

# Electric Utility Technology

## Electric Utility Design Technology

### Associate in Applied Science: AAS 3117

64 Credits

Program Contact:  
Mark Weaver - (480) 988-8255

#### Program Description

The Electric Utility Design Technology program will prepare students for an entry level position with utility companies throughout the United States. The courses will introduce the students to both overhead and underground power line construction, theory, and applications. Once a basic knowledge is learned the student will be able to draw and design new constructions in AutoCAD.

#### PROGRAM NOTES:

+ indicates course has prerequisites and/or corequisites.

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

#### ADMISSION CRITERIA:

Application and admission into the Electric Utility Technology Program is required.

#### PROGRAM PREREQUISITES: 11-13 CREDITS

*Student must pass a physical examination in the twelve month period prior to acceptance into the program.*

- +ENG091 Fundamental of Writing (3) OR . . . . . 3  
Appropriate English placement test score . . . . .
- +MAT090 Developmental Algebra (5) OR . . . . .
- +MAT091 Introductory Algebra (4) OR . . . . .
- +MAT092 Introductory Algebra (3) OR . . . . .
- Satisfactory score on District placement exam OR . . . . .
- +MAT093 Introductory Algebra/Math Anxiety  
Reduction (5) . . . . . 3-5
- +RDG091 College Reading Skills I (3) OR . . . . .  
Appropriate Reading placement test score OR . . . . .
- Permission of instructor . . . . . 3
- +CAD162 Architectural CAD . . . . . 2

#### REQUIRED COURSES:

33 CREDITS

*Students must obtain First Aid/Cardiopulmonary Resuscitation (CPR) certification by the completion of EUT230.*

- +ENG101 First-Year Composition . . . . . 3
- +ENG102 First-Year Composition (3) OR . . . . .
- +ENG111 Technical and Professional  
Writing (3) . . . . . 3
- +MAT122 Intermediate Algebra . . . . . 3
- +EUT110 Line Work I . . . . . 2
- +EUT112 Basic Electricity: AC and DC . . . . . 4
- +CAD101 Elements of CAD Graphics  
(AutoCAD) . . . . . 3
- +EUT210 Line Work II . . . . . 2
- +EUT211 Electrical Apparatus . . . . . 4
- +CAD164 Residential Working Drawings . . . . . 3
- +EUT 130 CAD for Electric Utility  
Technology I . . . . . 3
- +EUT 230 CAD for Electric Utility  
Technology II . . . . . 3

#### RESTRICTED ELECTIVES:

15 CREDITS

Selection must be from a minimum of 2 different course prefixes. Selected courses will not apply in both the Required and Restricted Electives areas.

- ACC+++++ Any ACC Accounting courses . . . . .
- BPC+++++ Any BPC Business-Personal  
Computer courses . . . . .
- CAD+++++ Any CAD Computer-Aided  
Drafting courses . . . . .
- CIS+++++ Any CIS Computer-Information  
Systems courses . . . . .
- COM+++++ Any COM Communication courses
- DFT+++++ Any DFT Drafting courses . . . . .
- EEE+++++ Any EEE Electrical Engineering  
courses . . . . .
- ELE+++++ Any ELE Electronic courses . . . . .
- ELT+++++ Any ELT Electronics Technology . . . . .
- EMT+++++ Any EMT Emergency Medical  
Technology courses . . . . .
- HES+++++ Any HES Health Science courses . . . . .
- GBS+++++ Any GBS General Business courses . . . . .
- MET+++++ Any MET Manufacturing  
Technology courses . . . . .
- NET+++++ Any NET Networking Technology  
courses . . . . .

PED+++++	Any PED Physical Education courses . . . . .	
PHY+++++	Any PHY Physics courses . . . . .	
SPA+++++	Any Spanish Courses . . . . .	15

**GENERAL EDUCATION: 16 CREDITS****CORE: 6 CREDITS****First-Year Composition**

Met by ENG101 AND ENG102 OR ENG111 in Required Courses area. . . . . 0

**Oral Communication**

Any approved general education course in the Oral Communication area. . . . . 3

**Critical Reading**

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

**Mathematics**

Met by MAT102 in Required Courses area . . . . . 0

**DISTRIBUTION: 10 CREDITS****Humanities and Fine Arts**

Any approved general education course in the Humanities and Fine Arts area. . . . . 3

**Social and Behavioral Sciences**

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

**Natural Sciences**

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

## Electric Utility Technology

**Certificate of Completion: CCL 5055**

33 Credits

Program Contact:

Mark Weaver - (480) 988-8255

**Program Description**

The Certificate of Completion in Electric Utility Technology program is designed to prepare the student for the position of an apprentice-level line worker who is familiar with the use of tools, materials, and the equipment of the electric utility industry. Students will be trained in power line installation and maintenance, pole climbing and use of tools, truck and equipment operation, and overhead and underground distribution, construction, and maintenance of electrical lines.

**PROGRAM NOTES:**

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

+ indicates course has prerequisites and/or corequisites.

Students must obtain a Commercial Drivers' License from the state of Arizona prior to completion of the Required Courses.

Students must obtain First Aid/Cardiopulmonary Resuscitation (CPR) certification by the completion of EUT215.

**ADMISSION CRITERIA:**

Application and acceptance into the Electric Utility Technology Program.

**PROGRAM PREREQUISITES:**

Student must pass a physical examination in the twelve-month period prior to acceptance into the program.

**REQUIRED COURSES: 33 CREDITS**

+ENG101	First-Year Composition. . . . .	3
+ENG111	Technical and Professional Writing (3) OR. . . . .	
+ENG102	First-Year Composition (3) . . . . .	3
+EUT110	Line Work I . . . . .	2
+EUT112	Basic Electricity: AC and DC . . . . .	4
+EUT115	Field Training I . . . . .	6
+EUT210	Line Work II. . . . .	2
+EUT211	Electrical Apparatus . . . . .	4
+EUT215	Field Training II . . . . .	6
+MAT102	Mathematical Concepts/ Applications . . . . .	3

# Electric Utility Technology

## Associate in Applied Science: AAS 3855

64 Credits

Program Contact:  
Mark Weaver - (480) 988-8255

### Program Description

The Associate in Applied Science (AAS) in Electric Utility Technology program is designed to prepare the student for the position of an apprentice-level line worker who is familiar with the use of tools, materials, and the equipment of the electric utility industry. Students will be trained in power line installation and maintenance, pole climbing and use of tools, truck and equipment operation, and overhead and underground distribution, construction, and maintenance of electrical lines.

**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:**

Formal application and admission into the Electric Utility Technology program.

**PROGRAM PREREQUISITES: 6-8 CREDITS**

Student must pass a physical examination in the twelve month period prior to acceptance into the program.

Students must obtain a Commercial Drivers' License from the state of Arizona prior to completion of the Required Courses.

- +ENG091 Fundamental of Writing (3) OR . . . . . 3  
Appropriate English placement test score . . . . . 3
- +MAT090 Developmental Algebra (5) OR . . . . .
- +MAT091 Introductory Algebra (4) OR . . . . .
- +MAT092 Introductory Algebra (3) OR . . . . .
- +MAT093 Introductory Algebra/Math Anxiety Reduction (5) OR

Satisfactory score on District placement exam. . . 3-5

**REQUIRED COURSES: 33 CREDITS**

Students must obtain First Aid/Cardiopulmonary Resuscitation (CPR) certification by the completion of EUT215.

- +ENG101 First-Year Composition . . . . . 3
- +ENG111 Technical Writing (3) OR . . . . .
- +ENG102 First-Year Composition (3) . . . . . 3

- EUT110 Line Work I . . . . . 2
- +EUT112 Basic Electricity: AC and DC . . . . 4
- +EUT115 Field Training I . . . . . 6
- +EUT210 Line Work II . . . . . 2
- +EUT211 Electrical Apparatus . . . . . 4
- +EUT215 Field Training II . . . . . 6
- +MAT122 Intermediate Algebra . . . . . 3

**RESTRICTED ELECTIVES: 15 CREDITS**

Selection must be from a minimum of 2 different course prefixes.

Selected courses will not apply in both the Required and Restricted Electives areas.

- ACC+++++ Any ACC Accounting courses . . . . .
- BPC+++++ Any BPC Business-Personal Computer courses . . . . .
- CAD+++++ Any CAD Computer-Aided Drafting courses . . . . .
- CIS+++++ Any CIS Computer-Information Systems courses . . . . .
- COM+++++ Any COM Communication courses
- DFT+++++ Any DFT Drafting courses . . . . .
- EEE+++++ Any EEE Electrical Engineering courses . . . . .
- ELE+++++ Any ELE Electronic courses . . . . .
- ELT+++++ Any ELT Electronics Technology . .
- EMT+++++ Any EMT Emergency Medical Technology courses . . . . .
- HES+++++ Any HES Health Science courses . .
- GBS+++++ Any GBS General Business courses .
- MET+++++ Any MET Manufacturing Technology courses . . . . .
- NET+++++ Any NET Networking Technology courses . . . . .
- PED+++++ Any PED Physical Education courses . . . . .
- PHY+++++ Any PHY Physics courses . . . . .
- SPA+++++ Any Spanish Courses

**GENERAL EDUCATION: 16 CREDITS**

**CORE: 6 CREDITS**

**First-Year Composition**

Met by ENG101 AND ENG102 OR ENG111 in Required Courses area. . . . . 0

**Oral Communication**

Any approved general education course in the Oral Communication area. . . . . 3

**Critical Reading**

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



**Mathematics**

Met by MAT122 in Required Courses area . . . . . 0

**DISTRIBUTION: 10 CREDITS****Humanities and Fine Arts**

Any approved general education course in the Humanities and Fine Arts area. . . . . 3

**Social and Behavioral Sciences**

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

**Natural Sciences**

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

## Meter Technology

**Certificate of Completion: CCL 5636**

28 Credits

Program Contact:

Mark Weaver - (480) 988-8255

**Program Description**

The Certificate of Completion (CCL) in Meter Technology program is designed to prepare the student for the position of an apprentice-level meter technology worker who is familiar with the use of tools, materials, and the equipment of the electric utility industry. Students will be trained in meter installation and maintenance, testing and use of tools, truck and testing equipment operation.

**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:**

Formal application and admission into the Electric Utility Technology Program is required.

**PROGRAM PREREQUISITES: 6-8 CREDITS**

Students must pass a physical examination in the twelve-month period prior to acceptance into the program.

Students must obtain a Commercial Drivers' License from the State of Arizona prior to completion of the Required Courses.

+ENG091 Fundamental of Writing (3) OR . . .  
Appropriate English placement test score . . . . . 3  
+MAT090 Developmental Algebra (5) OR . . .  
+MAT091 Introductory Algebra (4) OR . . . . .  
+MAT092 Introductory Algebra (3) OR . . . . .  
+MAT093 Introductory Algebra/Math Anxiety  
Reduction (5) OR. . . . .  
Satisfactory score on District placement exam. . . 3-5

**REQUIRED COURSES: 30 CREDITS**

Students must obtain First Aid/Cardiopulmonary Resuscitation (CPR) certification by the completion of EUT215.

+ENG101 First-Year Composition. . . . . 3  
+MAT122 Intermediate Algebra . . . . . 3  
EUT110 Line Work I . . . . . 2  
+EUT111 Meter Technology I. . . . . 4  
+EUT116 Meter Technology Lab I . . . . . 6  
+EUT210 Line Work II. . . . . 2  
+EUT212 Meter Technology II . . . . . 4  
+EUT216 Meter Technology Lab II. . . . . 6

# Engineering

## Engineering Technology

### Associate in Applied Science: AAS 3228

63-76 Credits

Program Contact:

Bassam Matar ~ (480) 732-7139

### Program Description

The Associate in Applied Science (AAS) in Engineering Technology provides its graduates skills required to obtain employment as entry-level engineering technicians. Students are provided with the fundamentals of physics, engineering, computer hardware, programming, engineering design fundamentals, and computer software program usage. A solid foundation in mathematics, science, communication skills, humanities, and social sciences provides a well-rounded curriculum.

#### PROGRAM NOTES:

+ indicates course has prerequisites and/or corequisites.

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

Overall program minimum G.P.A. = 3.00.

#### PROGRAM PREREQUISITES: 8-10 CREDITS

- +MAT122 Intermediate Algebra . . . . . 3
- +MAT187 Precalculus (5) OR . . . . .
- +MAT151 College Algebra/Functions (4) AND
- +MAT182 Plane Trigonometry (3) . . . . . 5-7

#### REQUIRED COURSES: 38-46

The prerequisites for CAD145 have been waived for students who have declared the AAS/3228 in Engineering as their major.

- +ECE102 Engineering Analysis Tools and Techniques (2) OR . . . . .
- +ECE102AA Engineering Analysis Tools and Techniques . . . . . 2
- +ECE103 Engineering Problem Solving and Design (2) OR
- +ECE103AB Engineering Problem Solving and Design (2) . . . . . 2
- +CSC/EEE120 Digital Design Fundamentals (4) OR
- +CAD145 Survey of CAD (3) OR
- +ECE216 Computer-Aided Engineering (2) AND

- +ECE216LL Computer-Aided Engineering Laboratory (1) . . . . 3-4
- +MAT220 Calculus with Analytic Geometry I (5) OR
- +MAT221 Calculus with Analytic Geometry I (4) . . . . . 4-5
- +MAT230 Calculus with Analytic Geometry II (5) OR
- +MAT231 Calculus with Analytic Geometry II (4) . . . . . 4-5
- +MAT240 Calculus with Analytic Geometry III (5) OR
- +MAT241 Calculus with Analytic Geometry III (4) . . . . . 4-5
- +MAT276 Modern Differential Equations (4) OR
- +MAT277 Modern Differential Equations (3) . . . . . 3-4
- EEE202 Circuits and Devices . . . . . 5
- +CSC100 Introduction to Computer Science (C++) (3) OR
- +CSC100AA Introduction to Computer Science (C++) (4) OR
- +CSC100AB Introduction to Computer Science for Non-Computer Majors (4) OR.
- +CSC110 Introduction to Computer Science (Java) (3) OR
- +CSC110AB Introduction to Computer Science for Majors (4) OR . . . . . 3-4
- +PHY115 University Physics I (5) OR
- +PHY121 University Physics I: Mechanics (4) . . . . . 4-5
- +PHY116 University Physics II (5) OR
- +PHY131 University Physics II: Electricity and Magnetism (4) . . . . . 4-5

#### RESTRICTED ELECTIVES: 10-12

- +BIO181 General Biology . . . . . 4
- +CHM151 General Chemistry I Lecture (3) AND
- +CHM151LL General Chemistry I Laboratory (1) . . . . . 4
- +CHM152 General Chemistry II Lecture (3) AND
- +CHM152LL General Chemistry II Laboratory (1) . . . . . 4
- ECE111 Bioengineering Systems . . . . . 3
- +ECE211 Engineering Mechanics-Statics . . . 3
- +ECE212 Engineering Mechanics-Dynamics 3
- +ECE214 Engineering Mechanics . . . . . 4
- +ECE215 Mechanics of Materials . . . . . 3

Courses available at CGCC are listed in the Course Descriptions section of this document.  
 General Education Requirements are listed on pages 180-182.  
 For the most current information regarding degree requirements log onto [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

+CSC/EEE230	Computer Organization and Assembly Language. . . . .	4
GLG101	Introduction to Geology I-Physical Lecture . . . . .	3
+MAT225	Elementary Linear Algebra . . . . .	3
+MAT227	Discrete Mathematical Structures .	3

**GENERAL EDUCATION: 15-18 CREDITS**

**CORE: 9-12 CREDITS**

**First-Year Composition**

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

**Oral Communication**

Any approved general education course from the Oral Communication area . . . . . 3

**Critical Reading**

+CRE101	College Critical Reading (3) OR	
+CRE111	Critical Reading for Business and Industry (3) OR	
Appropriate Reading placement test score . . . . .		0-3

**Mathematics**

Met by Any Mathematics course listed in the Required Courses area. . . . . 0

**DISTRIBUTION: 6 CREDITS**

**Humanities and Fine Arts**

Any approved general studies course in the Humanities and Fine Arts Area . . . . . 3

**Social and Behavioral Sciences**

Any approved general studies course in the Social and Behavioral Sciences Area. . . . . 3

**Natural Sciences**

Met by PHY115 or PHY121 in the Required Courses Area . . . . . 0

## Fire Science Technology

### Driver Operator

**Certificate of Completion: CCL 5418**

8 Credits

Program Contact:  
Matthew (MD) Clark ~ (480) 988-8101

**Program Description**

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 in all courses within the program.

Overall program minimum G.P.A. = 2.00

**PROGRAM PREREQUISITES: NONE**

**REQUIRED COURSES: 8 CREDITS**

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

Courses available at CGCC are listed in the Course Descriptions section of this document. General Education Requirements are listed on pages 180-182. For the most current information regarding degree requirements log onto [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

### Emergency Medical Technology

**Certificate of Completion: CCL 5643**

9 Credits

Program Contact:  
Matthew (MD) Clark ~ (480) 988-8101

**Program Description**

The Certificate of Completion (CCL) in Emergency Medical Technology program includes techniques of emergency care, stabilization, and immobilization of victims of illness and injury. Recognition and documentation of signs and symptoms of illness and injury, intervention, and evaluation of the intervention, techniques for assessment, administration of oxygen, use of specific immobilization devices, and preparation for transportation are other areas of the program. This program is a prerequisite to other emergency response programs.

**PROGRAM NOTES:**

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

+ indicates course has prerequisites and/or corequisites.

Overall program minimum G.P.A. = 2.50

**PROGRAM PREREQUISITES: 0-6.5 CREDITS**

- +CRE101 College Critical Reading . . . . . 3  
AND
- +ENG101 First-Year Composition (3) OR
- +ENG107 First-Year Composition  
for ESL (3) . . . . . 6
- OR
- +CRE111 Critical Reading for Business and  
Industry (3) OR
- Equivalent as indicated by assessment . . . . . 0-6
- EMT101 Cardiopulmonary Resuscitation/  
Basic Cardiac Life Support (0.5) OR
- Basic Life Support (BLS) Health Care Provider/  
Professional Rescuer . . . . . 0-0.5

**REQUIRED COURSES: 9 CREDITS**

- +EMT/FSC104 Emergency Medical  
Technology . . . . . 9

## Emergency Response and Operations

### Associate in Applied Science: AAS 3112

60 Credits

Program Contact:  
Matthew (MD) Clark ~ (480) 988-8101

#### Program Description

The Associate in Applied Science (AAS) in Emergency Response and Operations program provides students with a curriculum specific to the student's individual needs in addition to the knowledge and skills needed in today's changing public safety workplace. The program develops education, skills, and techniques for planning, responding, and mitigating various emergency situations within the student's specific discipline with emphasis on effective response and operations. The curriculum combines coursework in public safety emergency services with a general education component. Additional Certificates of Completion (CCL) are available.

**PROGRAM NOTES:**

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

+ indicates course has prerequisites and/or corequisites.

++ indicates any module/suffixed courses.

Overall program minimum G.P.A. = 2.00

Courses available at CGCC are listed in the Course Descriptions section of this document.

General Education Requirements are listed on pages 180-182.

For the most current information regarding degree requirements log onto [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

**ADMISSION CRITERIA:**

Students pursuing Track I Fire Operations OR Track II Paramedicine may be required to complete a program entrance exam as appropriate OR Permission of Program Director

**PROGRAM PREREQUISITES: 0-9 CREDITS**

- EMT101 Cardiopulmonary Resuscitation/  
Basic Cardiac Life Support (0.5) OR
- Current validation in Basic Life Support (BLS)  
Health Care Provider/Professional  
Rescuer (0) OR
- Permission of Program Director . . . . . 0-0.50

**TRACK I: Fire Operations and TRACK II:**

**Paramedicine**

- +EMT/FSC104 Emergency Medical  
Technology (9) OR
- Arizona State EMT Certification or equivalent (0)  
OR
- Arizona State Paramedic Certification or  
equivalent (0)OR
- Permission of Program Director . . . . . 0-9

**REQUIRED COURSES: 17.5-24 CREDITS**

*Students must select one (1) of the following five (5) tracks:*

**Track I: Fire Operations 18 Credits**

- +FSC102 Fire Department Operations. . . . . 11
- FSC105 Hazardous Materials/First  
Responder. . . . . 3
- FSC130 Fitness for Firefighters/CPAT . . . . . 1
- FSC134 Fitness and Conditioning/  
Firefighters . . . . . 3

**Track II: Paramedicine 43.5 - 45.5 Credits**

- +EMT235 Emergency Cardiac Care. . . . . 3
- +EMT236 Pharmacology in an Emergency  
Setting . . . . . 3
- +EMT240 Advanced Cardiac Life  
Support. . . . . 2
- +EMT242 Pediatric Advanced Life  
Support (1) OR
- +EMT265 Pediatric Education for Prehospital  
Providers: Advanced (1) . . . . . 1
- +EMT245 Trauma Management I (2) OR
- +EMT246 Trauma Management II (4) . . . . . 2-4
- +EMT272AA Advanced Emergency Medical  
Technology . . . . . 12.5
- +EMT272AB Advanced Emergency Medical  
Technology . . . . . 12.5
- +EMT272LL Advanced Emergency Medical  
Technology Practicum . . . . . 7.5

**Track III: Emergency Management 18 Credits**

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

**Track IV: Fire Science Credits: 24**

AJS/DPR/FSC147	Emergency Preparedness (3) OR . . . . .	3
AJS/DPR/FSC148	Fundamentals of Emergency Management (3) . . . . .	3
FSC105	Hazardous Materials First Responder. . . . .	3
FSC108	Fundamentals of Fire Prevention . . . . .	3
FSC113	Introduction to Fire Suppression. . . . .	3
FSC117	Fire Apparatus. . . . .	3
FSC119	Introduction Fire Service Ethics . . . . .	3
+FSC208	Firefighter Safety and Building Construction . . . . .	3
FSC215	Customer Service in the Public Sector . . . . .	3

**Track V: Fire Investigation Credits 24**

FSC105	Hazardous Materials/First Responder. . . . .	3
FSC108	Fundamentals of Fire Prevention . . . . .	3
FSC119	Introduction Fire Service Ethics . . . . .	3
+FSC208	Firefighter Safety and Building Construction . . . . .	3
FSC209	Fire Investigation I . . . . .	3
+FSC210	Fire Investigation II. . . . .	3
+FSC211	Fire Investigation III . . . . .	3
+FSC212	Fire Investigation IV . . . . .	3

**RESTRICTED ELECTIVES: 0-20 CREDITS**

*Students must choose the appropriate number of credits to meet the program total for completion. Selected courses will not apply in both Required Courses and Restricted electives areas.*

AJS+++++	Any AJS Administration of Justice Studies courses
DPR+++++	Any DPR Disaster Preparedness and Emergency Response courses
EMT+++++	Any EMT Emergency Medical Technology courses
FSC+++++	Any FSC Fire Science Technology courses
LET+++++	Any LET Law Enforcement Technology courses

**GENERAL EDUCATION: 22-25 CREDITS****CORE: 12-15 CREDITS****First-Year Composition**

Any approved general education courses from the First-Year Composition area . . . . . 6

**Oral Communication**

Any approved general education course from the Oral Communication area . . . . . 3

**Critical Reading**

Any approved general education course from the Critical Reading area . . . . . 0-3

**Mathematics**

Any approved general education course from the Mathematics area . . . . . 3

**DISTRIBUTION: 10 CREDITS****Humanities and Fine Arts**

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

**Social and Behavioral Sciences**

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

**Natural Sciences**

Any approved general education course from the Natural Sciences area. BIO160 is recommended for Track II Paramedicine. . . . . 4

## Fire Investigation

### Certificate of Completion: CCL 5744

12 Credits

Program Contact:  
Matthew (MD) Clark ~ (480) 988-8101

#### Program Description

The Certificate of Completion (CCL) in Fire Investigation program is designed to provide educational credentials to industry certification for Fire Investigators. Fire Investigation series I-IV is the regional standard in Arizona for professional Fire Investigators in the private and public sectors. The degree option offers a comprehensive approach to knowledge, skills, and theory related to the practice of Fire Investigation.

#### PROGRAM NOTES:

+ indicates course has prerequisites and/or corequisites.

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

Overall program minimum G.P.A. = 2.00

**PROGRAM PREREQUISITES: NONE**

#### REQUIRED COURSES: 12 CREDITS

FSC209	Fire Investigation I . . . . .	3
+FSC210	Fire Investigation II. . . . .	3
+FSC211	Fire Investigation III . . . . .	3
+FSC212	Fire Investigation IV . . . . .	3

## Fire Officer Leadership

### Certificate of Completion: CCL 5420

15 Credits

Program Contact:  
Matthew (MD) Clark ~ (480) 988-8101

#### Program Description

The Certificate of Completion (CCL) in Fire Officer Leadership program can be used by professional firefighters for promotions and salary advancement within the Fire Services. The program will provide courses for experienced professional firefighters who desire to learn advanced fireground tactics and strategy, building construction, practical incident command, supervisory training of personnel, and human resource management.

#### PROGRAM NOTES:

+ indicates course has prerequisites and/or corequisites.

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

Overall program minimum G.P.A. = 2.00

**PROGRAM PREREQUISITES: NONE**

#### REQUIRED COURSES: 15 CREDITS

FSC202	Supervisory Training for Firefighters . . . . .	3
+ FSC204	Firefighting Tactics and Strategy . .	3
+ FSC205	Command Strategies for Major Emergencies . . . . .	3
+ FSC208	Firefighter Safety and Building Construction . . . . .	3
+ FSC214	Human Resources Management in Fire Service . . . . .	3

## Firefighter Operations

### Certificate of Completion: CCL 5557

17-27 Credits

Program Contact:  
Matthew (MD) Clark ~ (480) 988-8101

#### Program Description

The Certificate of Completion (CCL) in Firefighter Operations program provides the opportunity for individuals seeking employment in various firefighting settings to acquire the minimum standard firefighting skills needed in the field.

#### PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

Overall program minimum G.P.A. = 2.00

#### ADMISSION CRITERIA:

Completion of Program Prerequisites.

Formal application and admission to the program is required.

#### PROGRAM PREREQUISITES: 3-13 CREDITS

+EMT/FSC104	Basic Emergency Medical Technology (9) OR	
Permission of Program Director		0-9
FSC105	Hazardous Materials/First Responder.	3
FSC130	Fitness for Firefighters/CPAT (1) OR	
Permission of Program Director		0-1

#### REQUIRED COURSES: 14 CREDITS

FSC102	Fire Department Operations.	11
FSC134	Fitness and Conditioning for Firefighters	3

## Fire Science

### Certificate of Completion: CCL 5486

24 Credits

Program Contact:  
Matthew (MD) Clark ~ (480) 988-8101

#### Program Description

The Certificate of Completion (CCL) in Fire Science program is designed for students who need (1) advanced training as professional firefighters, (2) basic preparation courses for a career in fire services and/or (3) more comprehensive information about the fire hazard and prevention. Certificate can be used by professional firefighters for promotions and salary advancement within the Fire Services. The program will provide courses for plant safety for fire protection personnel and basic emergency services for laypersons who need intensive first aid training. The unique feature of the program is that the instructors are professional firefighters and/or licensed Emergency Medical Training Personnel.

#### PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

Overall program minimum G.P.A. = 2.00

#### PROGRAM PREREQUISITES: 9 CREDITS

+EMT/FSC104	Basic Emergency Medical Technology	9
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#### REQUIRED COURSES: 24 CREDITS

FSC105	Hazardous Materials/First Responder.	3
FSC108	Fundamentals of Fire Prevention	3
FSC113	Introduction to Fire Suppression.	3
FSC117	Fire Apparatus.	3
FSC119	Introduction Fire Service Ethics	3
AJS/DPR/FSC147	Emergency Preparedness (3) OR	
AJS/DPR/FSC148	Fundamentals of Emergency Management (3)	3
+FSC208	Firefighter Safety and Building Construction	3
FSC215	Customer Service in the Public Sector	3

# Linux Networking

## Linux Professional

### Certificate of Completion: CCL 5204

12 Credits

Program Contact:

Linda Watson ~ (480) 732-7191

[linda.watson@cgc.edu](mailto:linda.watson@cgc.edu)

### Program Description

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

#### PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

++ indicates any module/suffixed courses.

Overall program minimum G.P.A. = 2.00.

#### REQUIRED COURSES: 6 CREDITS

- CIS126DL Linux Operating System . . . . . 3
- +CIS238DL Linux System Administration . . . . . 3

#### RESTRICTED ELECTIVES: 6 CREDITS

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



# Massage

## Therapeutic Massage

### Certificate of Completion: CCL 5144

39-43 Credits

Program Contact:

Dr. Gregory Trone - (480) 732-7289

### Program Description

The Certificate of Completion (CCL) in The Certificate of Completion (CCL) in Therapeutic Massage program is designed to provide students with the philosophical foundation and technical skills required to perform therapeutic massage. The program is designed to develop knowledge and skills to manage a private massage practice and/or work in collaboration with other health field professionals. In addition, the program is designed to meet the State of Arizona licensure qualifications. Students in the Therapeutic Massage program may be exposed to potentially infectious blood, tissues and body fluids. An Associate in Applied Science (AAS) degree is also available.

### PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

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 Therapeutic Massage Program packet.

Overall program minimum G.P.A. = 2.00.

### ADMISSION CRITERIA:

High school diploma or GED.

Completion of Program Prerequisites courses with a grade of "C" or better.

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: 11-15 CREDITS

*Students must earn a grade of "C" or better for all courses in the Program Prerequisites area. Students must select Option 1 or Option 2.*

### OPTION 1: 15 CREDITS

BIO160	Introduction to Human Anatomy and Physiology . . . . .	4
HCC130	Fundamentals in Health Care Delivery . . . . .	3
HCC145AA	Medical Terminology for Health Care Workers I . . . . .	1
WED151	Introduction to Alternative Medicine . . . . .	3
WED165	Overview of Massage Therapy . . .	2
WED215	Self-Care for Health Care Providers. . . . .	2

### OPTION 2: 11 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
WED151	Introduction to Alternative Medicine . . . . .	3
WED165	Overview of Massage Therapy . . .	2

Courses available at CGCC are listed in the Course Descriptions section of this document.

General Education Requirements are listed on pages 180-182.

For the most current information regarding degree requirements log onto [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

WED215 Self-Care for Health Care Providers. . . . . 2

**REQUIRED COURSES: 24 CREDITS**

MGT253 Owning and Operating a Small Business . . . . . 3  
 +WED230 Therapeutic Massage Practices I . . . . . 6  
 +WED231 Therapeutic Massage Practices II . . . . . 6  
 +WED232 Therapeutic Massage Practices III. . . . . 6  
 +WED250 Clinical Practicum . . . . . 3

**RESTRICTED ELECTIVES: 4 CREDITS**

*Students must select from different categories for a total of 4 credits.*

*Students should select from the following categories in consultation with the Program Director.*

**CATEGORY I: GENERAL**

HES100 Healthful Living . . . . . 3  
 HES271 Prevention and Treatment of Athletic Injuries . . . . . 3  
 WED297AC Special Topics: Therapeutic Massage . . . . . 3

**CATEGORY II: HANDS-ON**

Permission of Program Director is required.

WED125 Reiki: Healing and Symbols . . . . . 2  
 WED135 Gentle Touch for Individuals Living with Cancer . . . . . 2  
 +WED210 Sports Massage . . . . . 2  
 +WED262 Acupressure/Shiatsu I . . . . . 2  
 +WED264 Acupressure/Shiatsu II . . . . . 2  
 WED297AB Special Topics: Therapeutic Massage . . . . . 2

**CATEGORY III: SPECIALTY EXPLORATION**

WED156 Humor and Play . . . . . 1  
 WED160 Ethics of Touch Massage . . . . . 0.5  
 WED162 Meditation and Wellness. . . . . 1  
 WED170 Principles of Homeopathy . . . . . 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  
 +WED228 Aromatherapy: Therapeutic Applications . . . . . 2  
 WED297AA Special Topics: Therapeutic Massage . . . . . 1

**CATEGORY IV: PHYSICAL ACTIVITY**

PED101AK Aikido (1) OR  
 PED102AK Aikido - Intermediate (1) OR  
 PED103AK Aikido (0.5) (may be repeated)(1) OR  
 PED201AK Aikido - Advanced (1). . . . . 1  
 PED101PS Pilates (1) OR  
 PED102PS Pilates - Intermediate (1) OR  
 PED103PS Pilates (0.5) (may be repeated)(1) OR  
 PED201PS Pilates - Advanced (1) . . . . . 1  
 PED101TC Tai Chi (1) OR  
 PED102TC Tai Chi (1) - Intermediate OR  
 PED103TC Tai Chi (0.5) (may be repeated)(1) OR  
 PED201TC Tai Chi - Advanced (1) . . . . . 1  
 PED101YO Yoga (1) OR  
 PED102YO Yoga - Intermediate (1) OR  
 PED103YO Yoga (0.5) (may be repeated)(1) OR  
 PED201YO Yoga - Advanced (1) . . . . . 1  
 PED/WED121 Physical Conditioning for Massage Therapists . . . . . 1

**Therapeutic Massage**

**Associate in Applied Science: AAS 3144**  
 64-68 Credits

Program Contact:  
 Dr. Gregory Trone - (480) 732-7289

**Program Description**

The Associate in Applied Science (AAS) in Therapeutic Massage program is designed to provide students with the philosophical foundation and technical skills required to perform therapeutic massage. The program is designed to develop knowledge and skills to manage a private massage practice and/or work in collaboration with other health field professionals. In addition, the program is designed to meet the State of Arizona licensure qualifications. Students in the Therapeutic Massage program may be exposed to potentially infectious blood, tissues, and body fluids. A Certificate of Completion (CCL) is also available.

**PROGRAM NOTES:**

+ indicates course has prerequisites and/or corequisites.

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.

Courses available at CGCC are listed in the Course Descriptions section of this document.

General Education Requirements are listed on pages 180-182.

For the most current information regarding degree requirements log onto [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

A special application must be completed to be officially accepted in the program.

Contact the Program Director or Advisement to obtain the Therapeutic Massage Program packet.

Overall program minimum G.P.A. = 2.00.

**ADMISSION CRITERIA:**

High school diploma or GED.

Completion of Program Prerequisites courses with a grade of "C" or better.

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: 11-15 CREDITS**

*Students must earn a grade of "C" or better for all courses in the Program Prerequisites area. Students must select Option 1 or Option 2.*

**OPTION 1: 15 CREDITS**

BIO160	Introduction to Human Anatomy and Physiology . . . . .	4
HCC130	Fundamentals in Health Care Delivery . . . . .	3

HCC145AA	Medical Terminology for Health Care Workers I . . . . .	1
WED151	Introduction to Alternative Medicine . . . . .	3
WED165	Overview of Massage Therapy . . .	2
WED215	Self-Care for Health Care Providers. . . . .	2

**OPTION 2: 11 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
WED151	Introduction to Alternative Medicine . . . . .	3
WED165	Overview of Massage Therapy . . .	2
WED215	Self-Care for Health Care Providers. . . . .	2

**REQUIRED COURSES: 24 CREDITS**

MGT253	Owning and Operating a Small Business . . . . .	3
+WED230	Therapeutic Massage Practices I . . . . .	6
+WED231	Therapeutic Massage Practices II . . . . .	6
+WED232	Therapeutic Massage Practices III. . . . .	6
+WED250	Clinical Practicum . . . . .	3

**RESTRICTED ELECTIVES: 8 CREDITS**

*Students must select a minimum of one (1) course from each category for a total of eight (8) credits.*

**CATEGORY I: GENERAL**

*Select a minimum of one (1) course from Category I.*

HES100	Healthful Living . . . . .	3
HES271	Prevention and Treatment of Athletic Injuries . . . . .	3
WED297AC	Special Topics: Therapeutic Massage . . . . .	3

**CATEGORY II: HANDS-ON**

*Select a minimum of one (1) course from Category II. Permission of Program Director is required.*

WED125	Reiki: Healing and Symbols . . . . .	2
WED135	Gentle Touch for Individuals Living with Cancer . . . . .	2
+WED210	Sports Massage . . . . .	2
+WED262	Acupressure/Shiatsu I . . . . .	2
+WED264	Acupressure/Shiatsu II . . . . .	2
WED297AB	Special Topics: Therapeutic Massage . . . . .	2

Courses available at CGCC are listed in the Course Descriptions section of this document.

General Education Requirements are listed on pages 180-182.

For the most current information regarding degree requirements log onto [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

**CATEGORY III: SPECIALTY EXPLORATION**

*Select a minimum of one (1) course from Category III.*

WED156	Humor and Play . . . . .	1
WED160	Ethics of Touch Massage . . . . .	0.50
WED162	Meditation and Wellness . . . . .	1
WED170	Principles of Homeopathy . . . . .	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
+WED228	Aromatherapy: Therapeutic Applications . . . . .	2
WED297AA	Special Topics: Therapeutic Massage . . . . .	1

**CATEGORY IV: PHYSICAL ACTIVITY**

*Select a minimum of one (1) course from Category IV.*

PED101AK	Aikido (1) OR	
PED102AK	Aikido - Intermediate (1) OR	
PED103AK	Aikido (0.5) (may be repeated)(1) OR	
PED201AK	Aikido - Advanced (1) . . . . .	1
PED101PS	Pilates (1) OR	
PED102PS	Pilates - Intermediate (1) OR	
PED103PS	Pilates (0.5) (may be repeated)(1) OR	
PED201PS	Pilates - Advanced (1) . . . . .	1
PED101TC	Tai Chi (1) OR	
PED102TC	Tai Chi (1) - Intermediate OR	
PED103TC	Tai Chi (0.5) (may be repeated)(1) OR	
PED201TC	Tai Chi - Advanced (1) . . . . .	1
PED101YO	Yoga (1) OR	
PED102YO	Yoga - Intermediate (1) OR	
PED103YO	Yoga (0.5) (may be repeated)(1) OR	
PED201YO	Yoga - Advanced (1) . . . . .	1
PED/WED121	Physical Conditioning for Massage Therapists . . . . .	1

**GENERAL EDUCATION: 18-21 CREDITS**

**CORE: 12-15 CREDITS**

**First-Year Composition**

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

**Oral Communication**

+Any approved general education course from the Oral Communication area . . . . .	3
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**Critical Reading**

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

+Any approved general education course in the Mathematics area . . . . .	3
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**DISTRIBUTION: 6 CREDITS**

**Humanities and Fine Arts**

Any approved general education course in the Humanities and Fine Arts area . . . . .	3
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**Social and Behavioral Sciences**

REC120	Leisure and the Quality of Life . . . . .	3
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**Natural Sciences**

Met by BIO160 in Program Prerequisites area . . . . .	0
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# Microsoft Networking

## Network Administration: Microsoft Windows Server

### Certificate of Completion: CCL 5124

18 Credits

Program Contact:

Patricia Baker - (480) 732-7392

patricia.baker@cgcmail.maricopa.edu

### Program Description

The Certificate of Completion (CCL) in Network Administration: Microsoft Windows Server program provides students with background knowledge and skills required for learning the specific tasks and industry recognized standards associated with computer networks and data communications. This program also prepares students to complete the required certification tests for Microsoft Administrator.

#### PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

++ indicates any module

The Network core courses will also prepare students towards certification in Microsoft and Novell.

Overall program minimum G.P.A. = 2.00.

#### PROGRAM PREREQUISITES: 0-3 CREDITS

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

#### REQUIRED COURSES: 14-15 CREDITS

CIS105 Survey of Computer Information  
Systems (3) OR  
BPC110 Computer Usage and  
Applications (3) . . . . . 3  
MST150 Microsoft Windows  
Professional (3) OR  
MST150++ Microsoft Windows  
(any module) (3) . . . . . 3  
+MST155DA Windows Server Network  
Infrastructure Configuration. . . . . 4  
+MST157DA Active Directory Windows Server  
Configuration. . . . . 4  
+MST152 Microsoft Windows Server (4) OR  
+MST152DA Microsoft Windows 2000 Server (4)  
OR  
+MST152DB Microsoft Windows 2003 Server (4)  
OR  
+MST158DA Windows Server  
Administration (4) . . . . . 4

# Music Business

## Music Business

### Certificate of Completion: CCL 5258

40 Credits

Program Contact:  
Ted Goddard - (480) 857-5182

### Program Description

The Certificate of Completion (CCL) in Music Business program is an innovative curriculum designed to prepare students for today's music industry. The certificate and degree with a music business emphasis are designed for both the performing musician and the business student with limited performing experience. This program combines a flexible curriculum with an emphasis in business and marketing, along with music industry related courses and experiences.

#### PROGRAM NOTES:

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

+ indicates course has prerequisite and/or corequisites.

++ indicates any module.

Overall program minimum G.P.A. = 2.00.

#### REQUIRED COURSES: 37 CREDITS

ACC109	Accounting Concepts (3) OR	
ACC111	Accounting Principles I (3) . . . . .	3
BPC128	Introduction to Desktop Publishing. . . . .	1
CIS131AA	Doing Business on the Internet. . .	1
+COM259	Communication in Business and Professions . . . . .	3
GBS151	Introduction to Business. . . . .	3
MGT253	Owning and Operating a Small Business (3) OR	
+MUC209	Music Industry Entrepreneurship (3) . . . . .	3
MKT271	Principles of Marketing. . . . .	3
MTC101	Introduction to Music Theory OR Higher Level . . . . .	3

MUC109	Music Business: Merchandising and the Law. . . . .	3
MUC110	Music Business: Recording and Mass Media . . . . .	3
+MUC111	Digital Audio Workstation I (DAW I) . . . . .	3
MUC195	Studio Music Recording I (3) OR	
MUC195AA	Studio Music Recording I (3) . . . .	3
+MUC295AA	Self Promotion for Music . . . . .	1
+MUC297AB	Music Internship . . . . .	2
SBS230	Financial and Tax Management for Small Business . . . . .	2

#### RESTRICTED ELECTIVES: 3 CREDITS

MHL+++	Any MHL Music: History/Literature prefixed course . . . . .	3
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## Music Business

### Associate in Applied Science: AAS 3017

62 Credits

Program Contact:  
Ted Goddard - (480) 857-5182

### Program Description

The Associate in Applied Science (AAS) in Music Business program is an innovative curriculum designed to prepare students for today's music industry. The certificate and degree with a music business emphasis are designed for both the performing musician and the business student with limited performing experience. This program combines a flexible curriculum with an emphasis in business and marketing, along with music industry related courses and experiences.

#### PROGRAM NOTES:

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

+ indicates course has prerequisite and/or corequisites.

++ indicates any module.

Overall program minimum G.P.A. = 2.00.

<b>REQUIRED COURSES:</b>	<b>37 CREDITS</b>
ACC109	Accounting Concepts (3) OR
ACC111	Accounting Principles I (3) . . . . . 3
BPC128	Introduction to Desktop Publishing. . . . . 1
CIS131AA	Doing Business on the Internet. . . 1
+COM259	Communication in Business and Professions . . . . . 3
GBS151	Introduction to Business. . . . . 3
+MUC209	Music Industry Entrepreneurship (3) OR
MGT253	Owning and Operating a Small Business (3). . . . . 3
MKT271	Principles of Marketing. . . . . 3
MTC101	Introduction to Music Theory OR Higher Level. . . . . 3
MUC109	Music Business: Merchandising and the Law. . . . . 3
MUC110	Music Business: Recording and Mass Media . . . . . 3
+MUC111	Digital Audio Workstation I (DAW I) . . . . . 3
MUC195	Studio Music Recording I (3) OR
MUC195AA	Studio Music Recording I (3) . . . . 3
+MUC295AA	Self Promotion for Music . . . . . 1
+MUC297AB	Music Internship . . . . . 2
SBS230	Financial and Tax Management for Small Business . . . . . 2
<b>RESTRICTED ELECTIVES:</b>	<b>3 CREDITS</b>
MHL+++	Any MHL Music: History/Literature prefixed course . . . . . 3

<b>GENERAL EDUCATION:</b>	<b>22-25 CREDITS</b>
<b>CORE:</b>	<b>12-15 CREDITS</b>
<b>First-Year Composition</b>	
+ENG101	First-Year Composition (3) AND
+ENG102	First-Year Composition (3) . . . . . 6
<b>Oral Communication</b>	
Any approved general education course in the Oral Communication area . . . . . 3	
<b>Critical Reading</b>	
CRE101	College Critical Reading (3) OR
Equivalent as indicated by assessment . . . . . 0-3	
<b>Mathematics</b>	
+Any approved general education course in the Mathematics area . . . . . 3	
<b>DISTRIBUTION:</b>	<b>10 CREDITS</b>
<b>Humanities and Fine Arts</b>	
Any approved general education course in the Humanities and Fine Arts area . . . . . 3	
<b>Social and Behavioral Sciences</b>	
Any approved general education course in the Social and Behavioral Sciences area . . . . . 3	
<b>Natural Sciences</b>	
Any approved general education course in the Natural Sciences area. . . . . 4	

## Nursing

### Nursing

#### Associate in Applied Science: AAS 3812

61-74 Credits

##### Program Contacts:

Nursing Advisor ~ (480) 988-8880

Nursing Office ~ (480) 988-8881

Director of Nursing ~ (480) 988-8865

#### Program Description

The Associate in Applied Science (AAS) Nursing Program is available at eight of the Maricopa Community Colleges. Clinical experiences are provided in a variety of healthcare settings. The Nursing Program provides eligibility for students to apply for the national exam for the registered nurse license. 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 National League for Nursing Accrediting Commission (NLNAC), 61 Broadway 33rd Floor, New York, New York 10006, 212.363.5555, ext 153.

#### Program offerings

This program is offered at the following sites:

Chandler-Gilbert Community College  
 Estrella Mountain Community College  
 Gateway Community College  
 Glendale Community College  
 Mesa Community College  
 Mesa Community College/Boswell  
 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.

All nursing applicants for licensure will be fingerprinted to permit the Department of Public Safety to obtain state and federal criminal history information. If there is any question about eligibility for licensure or certification, contact the nursing education consultant at the Arizona State Board of Nursing (602-889-5150).

#### Health Declaration

It is essential that Nursing students be able to perform a number of physical activities in the clinical portion of the program. At a minimum, students will be required to lift patients, stand for several hours at a time and perform bending activities. The clinical nursing experience also places students under considerable mental and emotional stress as they undertake responsibilities and duties impacting patients' lives. Students must be able to demonstrate rational and appropriate behavior under stressful conditions. Individuals should give careful consideration to the mental and physical demands of the program prior to making application.

#### Health & Safety Requirements for the Nursing Program

1. Students must submit a Health and Safety Documentation Checklist verifying completion of all requirements and maintain current status throughout the program.
2. Students must submit the Health Declaration Form signed by a licensed health care provider.
3. Students must test negative on a timed urine drug screen.



4. 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.

### Grade Requirements

Students must obtain a "C" grade or better in all courses required within the program.

### Course Fee Information

Please see class schedule for information regarding course fees.

### University Transfer Students

#### For students planning a University Program

Students who are planning to earn the Bachelor of Science in Nursing may obtain their prerequisite courses at the Maricopa Community Colleges. For information on courses that meet requirements for admission into a baccalaureate program, please contact a program advisor.

### 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 health care settings. The AAS degree in Nursing provides the graduate with an educational foundation for articulation into the university setting.

The Nursing Program is approved by the Arizona State Board of Nursing and accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway 33rd Floor, New York, New York 10006, 212.363.5555, ext 153.

#### PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

The Nursing Program's Core Values of Caring, Holism, Nursing Role Development, Critical Thinking, Safe Practice, and Information Management and Technology are integrated into the student learning outcomes/program competencies.

#### ADMISSION CRITERIA:

High School diploma or GED,

Formal application and admission to the program is required.

A passing score on a nursing program admission test is required to complete an application.

Applicants for Advanced Placement must receive a passing score on a practical nursing content exam for placement into Block 3.

The final decision rests with the Nursing Program Chair at the College to which the student is accepted.

The Nursing Program Chair reserves the right to deny acceptance of an admission application if the applicant was dismissed for issues relating to academic integrity, unsafe patient care, and/or two (2) or more failures from any nursing program.

All applicants holding or receiving a certificate as a Nursing Assisting and/or license as a Practical Nurse must remain in good standing with the Regulatory Board. Once enrolled, students receiving any disciplinary actions against their certificate or license must notify the Nursing Program Chair within five (5) school days. The Nursing Program Chair reserves the right to restrict the student's participation in clinical experiences and involvement in patient care until the certificate and/or license is valid and unrestricted.

**PROGRAM PREREQUISITES 10-20 CREDITS**

*The credit hour range is subject to change depending on the student's educational experience.*

+BIO156	Introductory Biology for Allied Health (4) OR	
+BIO181	General Biology (Majors) I (4) OR One year of high school biology	0-4
+BIO201	Human Anatomy and Physiology I	4
+CHM130	Fundamental Chemistry (3) AND .	
+CHM130LL	Fundamental Chemistry Laboratory (1) OR One year of high school chemistry	0-4
+MAT120	Intermediate Algebra (5) OR	
+MAT121	Intermediate Algebra (4) OR	
+MAT122	Intermediate Algebra (3) OR Satisfactory completion of higher level mathematics course.	3-5
PSY101	Introduction to Psychology (3) OR	
+PSY240	Developmental Psychology (3)	3

**REQUIRED COURSES: 35 CREDITS**

+NUR151	Nursing Theory and Science I	10
+NUR171	Nursing Theory and Science II	8
+NUR251	Nursing Theory and Science III	8
+NUR271	Nursing Theory and Science IV	7
+NUR291	Nursing Clinical Capstone	2

**GENERAL EDUCATION: 16-19 CREDITS**

**CORE: 6-9 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**

Waived		0
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**Critical Reading**

CRE101	College Critical Reading I (3) OR Equivalent by assessment	0-3
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**Mathematics**

Met by MAT120, OR MAT121, OR MAT122 OR Satisfactory completion of higher level mathematics course in Program Prerequisites area

		0
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**DISTRIBUTION: 10 CREDITS**

**Humanities and Fine Arts**

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

		2
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**Social and Behavioral Sciences**

Met by PSY101 OR PSY240 in Program Prerequisites area

		0
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**Natural Sciences**

+BIO202	Human Anatomy and Physiology II (4) AND	
+BIO205	Microbiology (4)	8

## Nutrition

### Dietetic Technology

#### Associate in Applied Science: AAS 3840

63-72 Credits

Program Contact:

Susan Gaumont - (480) 732-7142

#### Program Description

The Dietetic Technology program is an Associate in Applied Science (AAS) degree emphasizing medical nutrition therapy and food service management. Students acquire the knowledge and skills foundation to work in dietetics through the integration of classroom learning and 466 hours of supervised practice. Emphasis is placed on the development of communication and human relations techniques that prepare the graduate for professional success.

Upon successful completion of the program, the graduate will be eligible to take the Dietetic Technician Registration Examination of the Commission on Dietetic Registration (CDR).

#### Job Description

The Dietetic Technician, Registered is prepared to play a key role in providing quality, cost-effective client care and food service management in a variety of employment settings. Job responsibilities may include patient counseling and education in basic and therapeutic nutrition, medical record documentation, health promotion and disease prevention, menu development, and supervisory and administrative skills related to nutrition services and institutional food production.

#### Opportunities

Dietetic Technicians are an integral part of health care and food service management teams. They work independently or in partnership with Registered Dietitians in a variety of settings: Clinical, Hospitals, clinics, nursing homes, retirement centers, home health care programs, and research facilities; food service; schools, daycare centers, correctional facilities, restaurants, hospitals,

and long-term care facilities; Community and Public Health; WIC programs; wellness; health clubs, and weight management clinics; business; food companies, food vendors, and food distributors

#### PROGRAM NOTES:

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

+ indicates course has prerequisites and/or corequisites.

Overall program minimum G.P.A. = 2.00.

#### PROGRAM PREREQUISITES: 0-4 CREDITS

*CPR/AED Certification for Health Care Providers must be completed prior to registering for FON244, FON245 or FON246 practicum courses.*

Students selecting BIO201 in the Required Courses area must complete BIO156 or BIO181 in consultation with a program advisor.

+BIO156 Human Biology for Allied Health (4) OR  
BIO181 General Biology (Majors) I (4) OR  
Permission of Instructor . . . . . 0-4.

#### REQUIRED COURSES: 41-45 CREDITS

BIO160 Introduction to Human Anatomy and Physiology (4) OR  
+BIO201 Human Anatomy and Physiology I (4) AND  
+BIO202 Human Anatomy and Physiology II (4) . . . . . 4-8  
BPC110 Computer Usage and Application (3) OR  
BPC101AA Introduction to Computers I (1) AND . . . . .  
+BPC101BA Introduction to Computers II (1) AND . . . . .  
+BPC101CA Introduction to Computers III (1) OR  
CIS114AE-CE Spreadsheet Level I (any module.) (1) AND  
CIS117AM-CM Database Management Level I (any module) (1) AND  
BPC/OAS130DK Beginning Word (1) OR  
CIS105 Survey of Computer Information Systems (3) . . . . . 3

FON104	Certification in Food Service Safety and Sanitation. . . . .	1
FON125	Introduction to Professions in Nutrition and Dietetics. . . . .	1
FON142AB	Applied Food Principles . . . . .	3
+FON207	Introduction to Nutrition Services Management. . . . .	3
+FON210	Sports Nutrition and Supplements for Physical Activity (3) OR	
+FON247	Weight Management Theory (3)..	3
+FON/HES225	Research in Complementary and Alternative Nutrition Therapies . . . . .	3
+FON241	Principles of Human Nutrition. . .	3
+FON242	Introduction to Medical Nutrition Therapy . . . . .	3
+FON244AA	Practicum I: Food Service Management - Lecture . . . . .	2
+FON244AB	Practicum I: Food Service Management - Lab . . . . .	2.5
+FON245AA	Practicum II: Medical Nutrition Therapy . . . . .	2
+FON245AB	Practicum II: Medical Nutrition Therapy - Lab. . . . .	2.5
+FON246AA	Practicum III: Community Nutrition - Lecture . . . . .	2
+FON246AB	Practicum III: Community Nutrition - Lab. . . . .	2
HCC145AA	Medical Terminology for Health Care Workers I . . . . .	1

**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) OR	
+ENG111	Technical 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 (3) OR	
+CRE111	Critical Reading for Business and Industry (3) OR	
Equivalent as indicated by assessment . . . . .		3

**Mathematics**

+MAT120	Intermediate Algebra (5) OR	
+MAT121	Intermediate Algebra (4) OR	
+MAT122	Intermediate Algebra (3) OR	
Equivalent as indicated by assessment OR Satisfactory completion of any 3-5 credit mathematics course higher than MAT120. . . .		3-5

**DISTRIBUTION: 10 CREDITS**

**Humanities and Fine Arts**

Any approved general education course in the Humanities and Fine Arts area . . . . . 3

**Social and Behavioral Sciences**

PSY101	Introduction to Psychology (3) OR	
SOC101	Introduction to Sociology (3) . . . .	3

**Natural Sciences**

+CHM130	Fundamental Chemistry (3) AND	
+CHM130LL	Fundamental Chemistry Laboratory (1) . . . . .	4

# Personal Training

## Personal Training Specialist

### Certificate of Completion: CCL 5445

30-37 Credits

Program Contact:

Dr. Greg Trone ~ (480) 732-7289

### Program Description

The Certificate of Completion (CCL) in Personal Training Specialist program is designed to help prepare students for employment in the fitness industry as a Personal Trainer. This curriculum provides students with a fundamental knowledge of human physiology and anatomy, introduction into career options in the field of Exercise Science, Kinesiology and Physical Education/Coaching, emergency response readiness, health appraisals and assessments; application of exercise fitness principles and strength and cardiorespiratory training techniques; a fundamental knowledge of nutrition, exercise physiology, and biomechanics; skills in exercise testing and fitness measures as well as writing exercise prescriptions and program designs for diverse populations.

#### PROGRAM NOTES:

+ indicates course has prerequisites and/or corequisites.

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

Overall program minimum G.P.A. = 2.00.

#### REQUIRED COURSES: 26-31 CREDITS

EXS101	Introduction to Exercise Science, Kinesiology and Physical Education . . . . .	3
BIO160	Introduction to Human Anatomy and Physiology . . . . .	4
EXS112	Professional Applications of Fitness Principles . . . . .	3
EXS125	Introduction to Exercise Physiology . . . . .	3
EXS130	Strength Fitness: Physiological Principles and Training Techniques . . . . .	3
EXS132	Cardiovascular Fitness: Physiological Principles and Training Techniques . . . . .	3
EXS145	Exercise Testing and Prescription . . . . .	3
FON100	Introductory Nutrition . . . . .	3

HES154	First Aid/Cardiopulmonary Resuscitation (3) OR Proof of First Aid and CPR Certification . . . . .	0-3
+EXS239	Practical Applications of Personal Training Skills and Techniques Internship (3) OR	
+EXS239AA	Practical Applications of Personal Training Skills and Techniques Internship (1) OR	
+EXS239AB	Practical Applications of Personal Training Skills and Techniques Internship (2) . . . . .	1-3

#### RESTRICTED ELECTIVES: 4-6 CREDITS

Choose 4-6 credits from one of the groups below:

#### Wellness/Prevention:

HES100	Healthful Living (3) OR	
WED110	Principles of Fitness and Wellness (3) . . . . .	3
HES271	Prevention and Treatment of Athletic Injuries . . . . .	3
EXS138	Starting Your Own Personal Training Business . . . . .	1

#### Nutrition:

+FON230	Nutrition for Special Populations . . . . .	3
+FON247	Weight Management Theory . . . . .	3
EXS138	Starting Your Own Personal Training Business . . . . .	1

#### Group Fitness:

+EXS190	Small Group Personal Training in a Studio Setting . . . . .	2
+EXS192	Small Group Personal Training in a Gym . . . . .	2

Courses available at CGCC are listed in the Course Descriptions section of this document.

General Education Requirements are listed on pages 180-182.

For the most current information regarding degree requirements log onto [www.maricopa.edu/academic/ccta](http://www.maricopa.edu/academic/ccta).

## Strength and Personal Training

### Associate in Applied Science: AAS 3059

64-72 Credits

Program Contact:  
Dr. Greg Trone ~ (480) 732-7289

#### Program Description

The Associate in Applied Science (AAS) in Strength and Personal Training program is designed to prepare students with the knowledge and experience required to be eligible for the American College of Sports Medicine (ACSM) Health and Fitness Specialist Certification, ACSM personal trainer certification, the National Strength and Conditioning Association (NSCA) personal trainer certification, the National Academy of Sports Medicine (NSAM) personal trainer certification and the American Council on Exercise (ACE) personal trainer certification. The curriculum is designed to strengthen students' educational background in fitness and nutrition potentially increasing their marketability in these fields. This degree may also meet the needs of individuals with existing degrees in such fields as Exercise Physiology, Nutrition, Athletic Training and other health related disciplines. Registered dietitians, clinical exercise physiologists, personal trainers, exercise specialists, strength and conditioning specialists, coaches, athletes and others interested in acquiring knowledge in exercise, nutrition and health may also find this program appropriate.

#### PROGRAM NOTES:

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

+ indicates course has prerequisite and/or corequisites.

Overall program minimum G.P.A. = 2.00.

#### REQUIRED COURSES: 36-39 CREDITS

EXS101	Introduction to Exercise Science, Kinesiology, and Physical Education . . . . .	3
EXS112	Professional Applications of Fitness Principles . . . . .	3
EXS125	Introduction to Exercise Physiology . . . . .	3
EXS130	Strength Fitness-Physiological Principles and Training Techniques . . . . .	3

EXS132	Cardiovascular Fitness: Physiological Principles and Training Techniques	3
EXS145	Guidelines for Exercise Testing and Prescription . . . . .	3
EXS214	Instructional Competency: Flexibility and Mind-Body Exercises . . . . .	2
EXS216	Instructional Competency: Muscular Strength and Conditioning . . . . .	2
EXS218	Instructional Competency: Cardiorespiratory Exercises and Activities . . . . .	2
+EXS239	Practical Applications of Personal Training Skills and Techniques Internship (3) OR	
+EXS239AA	Practical Applications of Personal Training Skills and Techniques Internship (1) AND	
+EXS239AB	Practical Applications of Personal Training Skills and Techniques Internship (2) . . . . .	3
FON100	Introductory Nutrition (3) OR	
FON241	Principles of Human Nutrition (3)	3
+FON210	Sports Nutrition and Supplements for Physical Activities . . . . .	3
+FON247	Weight Management Theory . . . . .	3
HES154	First Aid/Cardiopulmonary Resuscitation (3) OR BLS Health Care Provider and First Aid Certification. . . . .	0-3

#### RESTRICTED ELECTIVES: 6 CREDITS

Choose a total of 6 (six) credits from EXS, FON, HES and/or WED courses except courses used to satisfy Required Courses area.

EXS+++++	Any EXS Exercise Science courses
FON+++++	Any FON Food and Nutrition courses
HES+++++	Any HES Health Science courses
WED+++++	Any WED Wellness Education courses

#### 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**

+COM225 Public Speaking . . . . . 3

**Critical Reading**+CRE101 College Critical Reading (3) OR  
Equivalent as indicated by assessment . . . . . 0-3**Mathematics**Any approved general education course in the  
Mathematics area, except MAT102. The following  
courses are recommended:+MAT120 Intermediate Algebra (5) OR  
+MAT121 Intermediate Algebra (4) OR  
+MAT122 Intermediate Algebra (3) . . . . . 3-5**DISTRIBUTION:****10 CREDITS****Humanities and Fine Arts**Any approved general education course in the  
Humanities and Fine Arts area . . . . . 3**Social and Behavioral Sciences**HES100 Healthful Living (3) OR  
PSY101 Introduction to Psychology (3) . . 3**Natural Sciences**BIO160 Introduction to Human Anatomy  
and Physiology (4) OR  
+BIO156 Introductory Biology for Allied  
Health (4) OR  
+BIO181 General Biology (Majors) I (4) . . . 4

## Small Business

### Small Business Start-Up

**Certificate of Completion: CCL 5706**

12 Credits

Division Chair:

Matt Fisher ~ (480) 857-5538

matt.fisher@cgccmail.maricopa.edu

**Program Description**

The Certificate of Completion (CCL) in Small Business Start-Up program is designed to meet the needs of individuals who wish to become entrepreneurs. It is a flexible program that consists of 1, 2, and 3 credit courses that can be offered in a variety of formats (online, on ground, flex express, accelerated) to support the schedules of prospective small business owners. Courses provide a background in marketing, management, finance, and a capstone course in which students complete a business plan. The goal of the Small Business Start-Up certificate is to create a foundation for prospective small business owners and contribute to the long-term success of the business community.

**PROGRAM NOTES: NONE****ADMISSION CRITERIA: NONE****PROGRAM PREREQUISITES: NONE****REQUIRED COURSES:****12 CREDITS**

MGT253 Owning and Operating a Small  
Business . . . . . 3  
MKT271 Principles of Marketing. . . . . 3  
SBS213 Hiring and Managing Employees . 1  
SBS214 Small Business Customer Relations 1  
SBS220 Internet Marketing for Small  
Business . . . . . 2  
SBS230 Financial and Tax Management for  
Small Business . . . . . 2

# Sustainability and Ecological Literacy

## Sustainability and Ecological Literacy

### Academic Certificate: AC 6232

16 Credits

Program Contacts:

Dr. Darien Ripple ~ (480) 732-7182

### Program Description

The interdisciplinary Academic Certificate (AC) in Sustainability and Ecological Literacy enhances students' understanding of sustainable living practices associated with economics, equity and the environment. Through a combination of coursework and experiential learning, students engage in critical thinking, inquiry, and discourse, skills necessary for becoming socially responsible citizens who are ecologically and environmentally aware. The certificate is designed for, although not limited to, students seeking an Associate in Arts Degree and planning transfer to a four-year colleges and universities.

### PROGRAM NOTES:

+ indicates course has prerequisites and/or corequisites.

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

### PROGRAM PREREQUISITES: 3 CREDITS

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

### REQUIRED COURSES: 7 CREDITS

- +PHI216 Environmental Ethics . . . . . 3
- BIO105 Environmental Biology (4) OR
- GLG110 Geological Disasters and the Environment (3) AND
- GLG111 Geological Disasters and the Environment Lab (1) . . . . . 4

### HUMANITIES, SOCIAL SCIENCE AND WELLNESS: 9 CREDITS

*Students will choose 2 difference courses from the following list:*

- +ECN263 The Economics of Natural Resources, Population and the Environment (3)
- ENH206 Nature and Environmental Literature (3)
- ENH260 Literature of the Southwest (3)
- HUM201 Humanities: Universal Themes (3)
- REC150AB Outdoor Adventure Skills (3)
- SBU200 Society and Business (3) . . . . . 6

*Students will choose 1 course from the following list:*

- HIS110 World History to 1500 (3)
- HIS111 World History 1500 to the Present (3)
- HUM250 Ideas and Values in the Humanities (3)
- PHI104 World Philosophy (3)
- POS120 World Politics (3)
- PSY132 Psychology and Culture (3)
- SOC101 Introduction to Sociology (3) . . . . 3



# Special Programs

## Continuing Education and Workforce Development

Chandler-Gilbert Community College offers life-long learning opportunities through non-credit courses. The Continuing Education Department offers courses designed to enhance personal and professional development through classroom instruction as well as on-line learning.

Workforce development at CGCC brings together employers, employees and education. Instruction is either at the company, at the college, or on-line. Students can enroll in CTE programs or take courses to learn skills needed by current or future employers.

To continue learning with flexible courses year-round, search on-line at [www.cgc.edu/cont\\_ed/](http://www.cgc.edu/cont_ed/) or call (480) 857-5500.

## English as a Second Language

CGCC is committed to a partnership in learning with students who are non-native English speakers. The English as a Second Language (ESL) courses are designed to help foreign speakers from a variety of countries learn English by emphasizing four skill areas: listening, speaking, reading, and writing.

Students enrolling in ESL courses should be tested. Based on test scores, students are placed in the appropriate-level conversation, grammar, and writing courses. Call (480) 732-7159 to schedule an appointment for ESL testing.

Call (480) 732-7342 for more information about CGCC's ESL program or visit the Web site at <http://www.cgc.maricopa.edu/language/esl/>.

## Fitness, Wellness and Recreation

CGCC offers a variety of fitness, wellness, and recreation opportunities on the Pecos Campus. The Pecos Fitness Center specializes in strength and cardiovascular training programs, and also has a multipurpose room for yoga, tai chi, aerobics, karate, and other activities.

## Fitness Center

The Fitness Center feature state-of-the-art computerized cardiovascular equipment, as well as Cybex, and weight training machines. Lockers, shower facilities, and workout towels are also available to students.

Individual fitness assessments and instruction are provided by degreed and certified instructors in the exercise and wellness field. All students must be enrolled in a credit Lifetime Fitness course to utilize the facilities and have a current CGCC identification card. Additional information is available by calling the Pecos Campus Fitness Center at (480) 732-7200.

## Wellness

The wellness program offers students, faculty, staff, and community members the following opportunities:

- The Wellness Lectures present speakers on nutrition, weight control, exercise, sports performance, injury prevention and rehabilitation, successful aging, and stress management;
- Credit courses in weight control, nutrition, Kajukenbo Karate, rock climbing, yoga, hiking, golf, cycling, aerobics, outdoor survival, backpacking, and more;
- Health education computer programs for dietary analysis and fitness;
- Health and fitness newsletters, journals, audio-video tapes and related information;
- Annual wellness activities such as health screenings, recreational sports tournaments, Senior Health and Fitness Day, Cancer Awareness Week, National Nutrition Month, Breast Cancer Walk, and AIDS Walk.

Students, faculty, staff, and community members interested in using wellness resources can contact the Pecos Campus Fitness Center at (480) 732-7200 for more information.

## Honors Program

The CGCC Honors Program provides the opportunity for academically advanced students to participate in challenging and rewarding educational experiences. The purpose of the Honors Program is to foster greater depth of thought in reading, writing, and discussion with faculty and guest lecturers, which will better prepare Honors students to complete baccalaureate degrees or to begin their careers. A variety of academic scholarships and fee waivers are available to eligible Honors Program students.

Honors students enjoy:

- Fee-awards and scholarships
- Special recognition on transcripts and diplomas
- Cultural and social activities, such as the Honors Forum Lecture Series
- Enhanced intellectual growth through Honors courses and projects

Students with a grade point average of 3.25 or better on a 4.0=A scale based on at least 12 credit hours of previous Maricopa Community College coursework are invited to apply as a Fee Waiver Scholar. Those graduating in the top 15% from an accredited Maricopa County high school are invited to apply to the Honors Program as a Presidents' Scholar.

For full details on the Honors Program or Honors scholarships, visit [www.cgc.edu/honors/](http://www.cgc.edu/honors/) or contact an Honors Coordinator at (480) 732-7022 or (480) 857-5442.

## Performing Arts

The Performing Arts Program at CGCC offers an integrated approach to dance, theatre, and music. The classes, while separate, are coordinated within the area to provide students a broader base and more versatility in their performing arts education.

CGCC's Performing Arts Center ("the PAC"), is home to the college's music, theatre, and dance faculty and staff. It houses a costume shop, scene shop, and its heart, a 299-seat performance space that has state-of-the-art equipment for the programs it serves.

Students can explore all aspects of the performing arts at CGCC. Wherever there is interest, opportunities are to be found in performance, production, and promotion. Preparing for life after

CGCC is the focus of the program. Students may be involved in:

- dance, vocal, and instrumental concerts
- plays, festivals, and workshops
- public relations, advertising, and promotion
- video production
- costuming
- make-up
- scenic design and production
- lighting design and production
- sound design and production
- ushering

Note that experience or training is needed for some of the opportunities listed above; faculty will gladly help the student find the appropriate education as necessary.

The Performing Arts Student Organization (PASO) is the performing arts club that provides connections for those interested in the performing arts at CGCC. PASO meets regularly in the PAC.

For more information on performing arts at CGCC, visit [www.cgc.edu/Arts](http://www.cgc.edu/Arts) or call:

- Theatre . . . . .(480) 732-7040
- Dance and Musical Theatre. . . . .(480) 732-7136
- Vocal Music and Musical Theatre . . .(480) 732-7144
- Instrumental Music. . . . .(480) 732-2900



*Course Descriptions*



## Academic Divisions

Courses offered at CGCC fall under one of eleven academic divisions. They include:

### Aviation and Applied Technology

Mike Hutto, Division Chair ~  
(480) 988-8116  
Bluford Hall  
Williams Campus  
7360 East Tahoe Avenue  
Mesa, AZ 85212

#### Courses:

- AET - Aeronautics
- AJS - Administration of Justice Studies
- AMT - Aircraft Maintenance Technology
- ATC - Air Traffic Controllers
- AVT - Avionics Technology
- EUT - Electric Utility Technology
- PPT - Power Plant Technology

#### Career Programs:

- Administration of Justice Studies
  - Administration of Justice Studies
  - Correctional Studies
  - Forensic Science
  - Homeland Security
  - Justice Studies
  - Law Enforcement Training Academy
- Aircraft Flight Technology
  - Flight Technology
  - Airway Science Technology, Flight Emphasis
- Aircraft Maintenance Technology
  - Airframe Maintenance (Part 147)
  - Powerplant Maintenance (Part 147)
  - Aircraft Maintenance Technology (Part 147)
  - Aircraft Maintenance Technology
- Electric Utility Technology
  - Electric Utility Technology
  - Electric Utility Design Technology
  - Meter Technology

### Biological Sciences

Regi Munro, Division Chair ~  
(480) 732-7109

#### Courses:

- BIO - Biology
- SUS - Sustainability/Natural Sciences

### Business and Computing Studies

Matthew Fisher, Division Chair ~  
(480) 857-5538

#### Courses:

- ACC - Accounting
- BPC - Business-Personal Computers
- CIS - Computer Information Systems
- CNT - Cisco Network Technology
- COV - Covey
- CSC - Computer Science
- GBS - General Business
- IBS - International Business
- ITS - Information Technology Security
- MGT - Management
- MKT - Marketing
- MST - Microsoft Technology
- OAS - Office Automation Systems
- SBS - Small Business Management
- SBU - Society and Business

#### Career Programs:

- Accounting
- Business
  - General Business
  - Organizational Leadership
  - Organizational Management
  - Retail Management
- Cisco Networking
  - Networking Administration: Cisco
  - Networking Technology: Cisco
- Computer Applications
  - Computer Applications:
    - Office Specialist/ Core Level
    - Office Specialist/ Expert Level
  - Computer Business Applications
- Computer Database Administration and Development
  - Oracle Database Operations
- Computer Hardware Maintenance and Desktop Support
  - Computer Hardware and Desktop Support
- Computer Information Technology
  - Information Technology
- Computer Programming
  - Programming and System Analysis
- Linux Networking
  - Linux Professional

Microsoft Networking  
 Network Administration: Microsoft Windows  
 Server  
 Small Business  
 Small Business Start-Up

## Communication and Fine Arts

Diane Travers Shipman, Division Chair ~  
 (480) 732-7036

### Courses:

ARH - Art Humanities  
 ART - Art  
 COM - Communication  
 DAH - Dance Humanities  
 DAN - Dance  
 MCO - Mass Communications  
 MHL - Music: History/Literature  
 MTC - Music: Theory/Composition  
 MUC - Music: Commercial/Business  
 MUP - Music: Performance  
 THE - Theater  
 THP - Theater Performance/Production

### Career Programs:

Art: Computer Illustration  
 Media Arts: Computer Art/Illustration  
 Art: Digital Photography  
 Media Arts: Digital Imaging  
 Music Business  
 Communication  
 Communication Competence in the Workplace

## Composition, Creative Writing and Literature

Chris Schnick, Division Chair ~  
 (480) 732-7186

### Courses:

CRE - Critical Reading  
 CRW - Creative Writing  
 ENG - English  
 ENH - English Humanities  
 HUM - Humanities  
 JRN - Journalism  
 RDG - Reading  
 WAC - Writing Across Curriculum

### Career Programs:

Creative Writing

## Library, Learning Center and Counseling

Carol Dichtenberg, Division Chair ~  
 (480) 857-5133

### Courses:

AAA - Advancing Academic Achievement  
 BHS - Behavioral Health Services Technology  
 CPD - Counseling and Personal  
 Development  
 IFS - Information Studies  
 LBS - Library Skills

## Mathematics

Frank Wilson, Division Chair ~  
 (480) 988-8608

### Courses:

MAT - Mathematics

## Modern Languages and Humanities

Virginia Edwards, Division Chair ~  
 (480) 732-7342

### Courses:

ARB - Arabic  
 CHI - Chinese  
 ESL - English as a Second Language  
 FRE - French  
 GER - German  
 HIS - History  
 ITA - Italian  
 JPN - Japanese  
 NAV - Navajo  
 PHI - Philosophy  
 REL - Religious Studies  
 SLG - Sign Language  
 SPA - Spanish  
 SSH - Sustainability/Social Sciences and  
 Humanities  
 WST - Women's Studies

### Career Programs:

Sustainability and Ecological Literacy

## Nursing and Health Sciences

Jill Anderson, Division Chair ~ (480) 988-8865  
Engel Hall  
Williams Campus  
7360 East Tahoe Avenue  
Mesa, AZ 85212

### Courses:

- EMT - Emergency Medical Technology
- EXS - Exercise Science
- FON - Food and Nutrition
- FSC - Fire Science Technology
- HCC - Health Core Curriculum
- HCR - Health Care Related
- HES - Health Science
- NCE - Nursing Continuing Education
- NUR - Nursing Science: Basic
- PED - Physical Education
- REC - Recreation
- WED - Wellness Education

### Career Programs:

Fire Science  
Driver Operator  
Emergency Medical Technology  
Emergency Response and Operations  
Fire Officer Leadership  
Fire Science  
Firefighter Operations  
Massage  
Therapeutic Massage  
Nursing  
Registered Nurse  
Nutrition  
Dietetic Technology  
Personal Training  
Personal Training Specialist  
Strength, Nutrition and Personal Training

## Physical Sciences and Engineering

Brad Bates, Division Chair ~  
(480) 988-8996

### Courses:

- AST - Astronomy
- CAD - Computer-Aided Drafting
- CHM - Chemistry
- ECE - Engineering Science
- EEE - Electrical Engineering
- ELE - Electronic

- ELT - Electronics Technology
- EQS - Equine Science
- GLG - Geology
- GPH - Physical Geography
- PHS - Physical Science
- PHY - Physics

### Career Programs:

Engineering Technology

## Social and Behavioral Sciences

Nancy Short, Division Chair ~  
(480) 732-7227

### Courses:

- AIS - American Indian Studies
- ASB - Anthropology
- CFS - Child/Family Studies
- ECN - Economics
- EDU - Education
- EED - Early Education
- GCU - Cultural Geography
- POS - Political Science
- PSY - Psychology
- SOC - Sociology

### Career Programs:

Child and Family Professional Development  
Early Learning and Development

# Course Descriptions

All courses offered by the Maricopa Community Colleges appear in a standardized format using six common course elements. Students are encouraged to become familiar with the course elements included in a course description. Please see “How to Read Course Descriptions”.

The courses that follow are offered at Chandler-Gilbert Community College (CGCC). Not all courses in this section will necessarily be offered during any given school year. Not all courses listed in the required courses and/or restricted elective areas of shared occupational programs are offered at CGCC. Please check the current class schedule for course availability. The intent of the Course Description section is to enable students to review courses that are available at CGCC.

## How to Read Course Descriptions

All courses offered at the Maricopa Community Colleges are identified by a three-letter abbreviation of the academic subject plus a three-digit number (e.g., ENG101 identifies an English course). Course descriptions are listed alphabetically and in ascending numerical order.

Each course listing has six common elements:


1. **Course Prefix:** Three-letter subject code abbreviation indicating discipline or area of study (e.g., ENG for English).
2. **Course Number:** Three-digit number assigned to indicate sequence and academic level. Numbers range from 001-299. Courses numbered below 100 are offered for the purpose of strengthening skills and knowledge and cannot be applied toward degrees awarded by Maricopa Community Colleges. These courses cannot be transferred to four-year institutions. First-year courses are generally identified with 100-level numbers. Second-year courses are generally identified with 200-level numbers.
3. **Course Title:** Identifying name of the course. May also indicate course level (e.g., College Mathematics or Beginning Spanish Conversation I).
4. **Course Description:** Brief statement describing the content of the course. Instructor's course syllabus gives additional

information, including objectives and grading criteria.

5. **Course Credit Hours:** College credit hours awarded for satisfactory completion of the course.
6. **Course Prerequisites and/or Corequisites:** Requirements that must be met before or, in the case of corequisites, at the same time as enrollment in a course. Not all courses have prerequisites or corequisites.
7. **Shared Unique Number (SUN) System:** The Shared Unique Number (SUN) System is a college course numbering system designed to help students locate and enroll in courses that have direct equivalents for transfer among Arizona's public community colleges and three state universities.

### EXAMPLE:

- (1) = Course Prefix
- (2) = Course Number
- (3) = Course Title
- (4) = Course Description
- (5) = Course Credits
- (6) = Course Prerequisites and/or Corequisites
- (7) = Shared Unique Number (SUN) System
- \* = Periods: Weekly time in class during a typical 16-week semester; 50 minutes = 1 period.

(1) **ENG** (2) **101** (5) **3 CREDITS** \* **3 PERIODS**  
 (7) **SUN**  **ENG 1101**

### (3) **First-Year Composition**

(4) Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total.

(6) Prerequisites: Appropriate writing placement test score, or a grade of C or better in ENG091 or ESL097.

## AAA - Advancing Academic Achievement

**AAA115**                      **1 CREDIT**            **1 PERIOD**

### Creating College Success

Strategies to create success in college. Methods for selecting and developing effective academic strategies, increasing self-awareness and developing self-management strategies. Elements of college resources and relationships with others explored in support of students' educational experience. Prerequisites: None.

**AAA150**                      **3 CREDITS**            **3 PERIODS**

### Strategies for College Success

Focus on increasing student success through college orientation and personal growth, study skills development, and educational and career planning. Prerequisites: None.

**AAA150AA**                      **1 CREDIT**            **1 PERIOD**

### College Orientation and Personal Growth

Emphasis on increasing student success through college orientation, identification of learning style and the use of time management, goal-setting, and interpersonal communication strategies. Prerequisites: None.

## ACC - Accounting

**ACC105**                      **3 CREDITS**            **3 PERIODS**

### Payroll, Sales and Property Taxes

Tax reporting for payroll, sales, and personal property. Prerequisites: None.

**ACC111**                      **3 CREDITS**            **3 PERIODS**

### Accounting Principles I

Fundamental theory of accounting principles and procedures. Prerequisites: None.

**ACC115**                      **2 CREDITS**            **3 PERIODS**

### Computerized Accounting

Mastery of a microcomputer accounting system including the general ledger, accounts receivable, accounts payable and payroll. Prerequisites: ACC107 or ACC111 or ACC211 or ACC230, or permission of Instructor.

**ACC121**                      **3 CREDITS**            **3 PERIODS**

### Income Tax Preparation

Preparation of and practical experience in preparing individual federal income tax returns using computer software. Prerequisites: None.

**ACC219**                      **3 CREDITS**            **3 PERIODS**

### Intermediate Accounting I

Theory and practice applicable to determination of asset values, liabilities, and related problems of income determination. Prerequisites: ACC212 or ACC240 with a grade of "C" or better, or permission of Department/Division.

**ACC220**                      **3 CREDITS**            **3 PERIODS**

### Intermediate Accounting II

Continuation of the theory and practice applicable to liabilities and owner's equity; special problems and financial reporting. Prerequisites: ACC219 with a grade of "C" or better, or permission of Department/Division.

**ACC230**                      **3 CREDITS**            **3 PERIODS**

### Uses of Accounting Information I

Introduction to the uses of accounting information for internal and external purposes with emphasis on financial statement analysis. Prerequisites: Grade of "C" or better in ACC111 or ACC211, or a grade of "C" or better in (ENG101 and MAT151 and CRE101), or equivalent, or satisfactory score on District placement exam.

**ACC240**                      **3 CREDITS**            **3 PERIODS**

### Uses of Accounting Information II

Introduction to the uses of accounting information for internal and external purposes with emphasis on analysis for use by management. Prerequisites: ACC230.

**ACC296WA**                      **1 CREDIT**            **5 PERIODS**

### Cooperative Education

Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome related to the career objectives of the students. Prerequisites: Completion of at least twelve (12) college credits, minimum 2.6 grade point average, and be able to obtain a position related to student's academic or career goals (student's present job may qualify); or permission of instructor. Corequisites: Must be concurrently enrolled in at least one class which is related to student's major or career interest or with permission of the instructor.



## AET - Aeronautics

**AET100**                      **1 CREDIT**                      **1 PERIOD**

### Aviation Orientation

Exploration of career options and employment practices in the aviation industry, including topics such as academic requirements, employment requirements, regulatory issues, and airport procedures. Prerequisites: None.

**AET107**                      **5 CREDITS**                      **5 PERIODS**

### Private Pilot Ground School

Ground school in preparation for the Federal Aviation Administration (FAA) Private Pilot Certificate written examination. Includes aerodynamics, airplane systems, airports, airspace, communications, Federal Air Regulations, navigation, airplane performance, flight planning, and flight physiology. Requires passing a written exam similar to the FAA Private Pilot written exam. Prerequisites: None. Corequisite: AET110.

**AET107HH**                      **5 CREDITS**                      **5 PERIODS**

### Private Pilot Ground School: Helicopter

Ground school in preparation for the Federal Aviation Administration (FAA) Private Pilot Certificate written examination. Includes aerodynamics, helicopter systems, airports, airspace, communications, Federal Air Regulations, navigation, helicopter performance, flight planning, and flight physiology. Requires passing a written exam similar to the FAA Private Pilot written exam. Prerequisites: None. Corequisites: AET110HH.

**AET110**                      **2 CREDITS**                      **5 PERIODS**

### Private Pilot Flight

Flight course in preparation for the Federal Aviation Administration (FAA) Private Pilot Certificate practical examination. Includes preflight preparation and planning, ground operations, airport operations, departures, navigation, basic instrument flight, night flight, slow flight, ground reference maneuvers, emergency operations, and arrivals. Approximately 50 hours airplane flight experience at student's expense required. Requires passing check ride similar to the FAA Private Pilot check ride. Prerequisites: None. Corequisites: AET107.

**AET110HH**                      **2 CREDITS**                      **5 PERIODS**

### Private Pilot Flight: Helicopter

Flight course in preparation for the Federal Aviation Administration (FAA) Private Pilot Certificate practical examination. Includes preflight preparation, preflight procedures, airport and heliport operations, hovering maneuvers, takeoffs, landings, and go-rounds, performance maneuvers, navigation, emergency operations, night operations, and post-flight procedures. Approximately 75-85 hours helicopter flight experience at student's expense required. Requires passing check ride similar to the FAA Private Pilot check ride. Prerequisites: None. Corequisites: AET107HH.

**AET115**                      **3 CREDITS**                      **3 PERIODS**

### Aviation Meteorology

Meteorology for professional pilots. Includes atmosphere, air mass circulation, cloud type identification, weather hazards, and high altitude, Arctic, and tropical weather systems. Basic forecasting, use of Direct User Access Terminal (DUAT) systems and reading and interpreting weather charts. Prerequisites: None.

**AET203**                      **2 CREDITS**                      **2 PERIODS**

### Basic Airplane Systems

Beginning commercial pilot ground course in preparation for the Federal Aviation Administration (FAA) Commercial Pilot Certificate and Commercial written examination. Discussions will include, but not be limited to reciprocating engines, engine systems, airplane systems, altitude systems, and commercial regulations. Prerequisites: AET207, AET217 and AET210 or permission of instructor. Corequisites: AET220 and AET213.

**AET203HH**                      **2 CREDITS**                      **2 PERIODS**

### Basic Helicopter Systems

Beginning commercial pilot ground course in preparation for the Federal Aviation Administration (FAA) Commercial Pilot Certificate and Commercial written examination. Discussions will include, but not be limited to reciprocating engines, engine systems, helicopter systems, altitude systems, and commercial regulations. Prerequisites: AET207HH, AET217HH and AET210HH or permission of Instructor. Corequisites: AET220HH and AET213HH.

**AET205**                      **4 CREDITS**      **4 PERIODS****Aircraft Structures, Systems, and Maintenance**

Survey of airframe structures, systems, and maintenance regulations for pilots. Includes aircraft and airfoil design and construction, and electrical, instrumentation, and automatic flight control systems. Maintenance privileges and limitations, and forms and records. Prerequisites: Private Pilot Certificate or permission of instructor.

**AET207**                      **2 CREDITS**      **2 PERIODS****Attitude Instruments and Navigation**

Beginning instrument pilot ground course in preparation for the Federal Aviation Administration (FAA) Instrument Pilot Rating and Instrument rating written examinations. Includes preflight preparation, flight instruments, basic attitude instrument flying, radio navigation systems, and technically advanced aircraft systems. Prerequisites: AET110 or permission of instructor. Corequisites: AET217 and AET210.

**AET207HH**                      **2 CREDITS**      **2 PERIODS****Attitude Instruments and Navigation: Helicopter**

Beginning instrument pilot ground course in preparation for the Federal Aviation Administration (FAA) Instrument Pilot Rating and Instrument rating written examinations. Includes preflight preparation, flight instruments, basic attitude instrument flying, radio navigation systems, and technically advanced helicopter systems. Prerequisites: AET110HH, or permission of Instructor. Corequisites: AET210HH and AET217HH.

**AET208**                      **3 CREDITS**      **3 PERIODS****Aviation Safety**

Introduction to aviation safety, including aviation safety programs, risk management, pilot psychology, physiology, human factors, and accident review and investigation. Prerequisites: AET100.

**AET210**                      **2 CREDITS**      **5 PERIODS****Instrument Commercial Flight I**

Initial flight course in preparation for the Federal Aviation Administration (FAA) Instrument rating practical examination. Emphasis on night and instrument operations. Student must fly approximately 60 hours at own expense. Requires passing operational phase checks. Prerequisites: AET110 or permission of instructor. Corequisites: AET217 and AET207.

**AET210HH**                      **2 CREDITS**      **5 PERIODS****Instrument Flight: Helicopter**

Initial helicopter flight course in preparation for the Federal Aviation Administration (FAA) Instrument rating practical examination. Emphasis on helicopter instrument operations. Student must fly approximately 75 hours at own expense. Requires passing operational phase checks. Prerequisites: AET110HH or permission of Instructor. Corequisites: AET207HH and AET217HH.

**AET213**                      **2 CREDITS**      **2 PERIODS****Aerodynamics and Performance**

Advance instrument and commercial pilot ground course in preparation for the Federal Aviation Administration (FAA) Commercial Pilot Certificate and Commercial written examinations. Includes discussion of aerodynamic factors including lift, weight, drag, and thrust. Discussions will include, but are not limited to aerodynamics, performance, safe and efficient airplane operations, airplane stability and control, stalls and spins. Prerequisites: AET207, AET217, and AET210. Corequisites: AET203 and AET220.

**AET213HH**                      **2 CREDITS**      **2 PERIODS****Aerodynamics and Performance: Helicopter**

Advance commercial pilot ground course in preparation for the Federal Aviation Administration (FAA) Commercial Pilot Certificate and Commercial written examinations. Includes discussion of aerodynamic factors including lift, weight, drag, and thrust. Discussions will include, but are not limited to aerodynamics, performance, and safe and efficient helicopter operations. Prerequisites: AET207HH, AET217HH, and AET210HH. Corequisites: AET220HH and AET203HH.

**AET215**                      **4 CREDITS**      **4 PERIODS****Aircraft Powerplants**

Survey of engines and engine systems for pilots. Includes theory and analysis of reciprocating and turbine aircraft engines. Lubrication, ignition, fuel control, cooling, exhaust, and propellers. Prerequisites: AET205 or permission of instructor.

**AET217**                      **2 CREDITS**                      **2 PERIODS****Instrument Procedures**

Advance instrument pilot ground school course in preparation for the Federal Aviation Administration (FAA) Instrument pilot rating and Instrument rating written examinations. Include Federal Aviation Regulations, instrument approach procedures, and instrument enroute considerations. Requires passing written exam similar to the Instrument pilot rating and Instrument rating written exams. Prerequisites: AET110 or permission of instructor. Corequisites: AET210 and AET207.

**AET217HH**                      **2 CREDITS**                      **2 PERIODS****Instrument Procedures: Helicopter**

Advance helicopter instrument pilot ground school course in preparation for the Federal Aviation Administration (FAA) Instrument pilot rating and Instrument rating written examinations. Includes Federal Aviation Regulations, instrument approach procedures, and instrument enroute considerations. Requires passing written exams similar to the Instrument pilot rating and Instrument rating written exams. Prerequisites: AET110HH or permission of Instructor. Corequisites: AET210HH and AET207HH.

**AET220**                      **2 CREDITS**                      **5 PERIODS****Instrument Commercial Flight II**

Advanced flight course in preparation for the Federal Aviation Administration (FAA) Commercial Pilot practical examinations. Emphasis on commercial and high performance operations. Student must fly approximately 60 hours at own expense. Requires passing instrument rating and commercial pilot stage checks similar to the FAA check rides. Prerequisites: AET210, AET207 and AET217. Corequisites: AET203 and AET213.

**AET220HH**                      **2 CREDITS**                      **5 PERIODS****Commercial Flight: Helicopter**

Advanced flight course in preparation for the Federal Aviation Administration (FAA) Commercial Pilot practical examination. Emphasis on commercial and high performance helicopter operations. Student must fly approximately 60 hours at own expense. Requires passing instrument rating and commercial pilot stage checks similar to the FAA check rides. Prerequisites: AET210HH, AET207HH and AET217HH. Corequisites: AET203HH and AET213HH.

**AET225**                      **4 CREDITS**                      **4 PERIODS****Advanced Aircraft Systems**

Advanced aircraft systems for pilots. Pressurization, cabin atmosphere, ice control, rain control, fire detection and extinguishing, hydraulic, landing gear, anti-skid systems, and weight and balance for transport category airplanes. Prerequisites: AET215 or permission of instructor.

**AET226**                      **2 CREDITS**                      **2 PERIODS****Introduction to Unmanned Aircraft Systems Operation**

Overview of the history of Unmanned Aircraft Systems (UAS), as well as regulatory issues and both current and future applications. Prerequisites: AET100. Proof of U.S. Citizenship required per U.S. State Department International Traffic in Arms Regulations (ITAR) regulations.

**AET227**                      **4 CREDITS**                      **4 PERIODS****Certified Flight Instructor: Airplane, Single Engine Land Ground School**

Ground school in preparation for the Federal Aviation Administration (FAA) Certified Flight Instructor and Fundamentals of Instruction written examinations. Includes fundamentals of instruction, aerodynamics, airplane performance, systems, operations, weight and balance, weather, federal regulations, navigation, maneuvers, pilot physiology, ethics, and aeronautical decision making. Requires passing written exams similar to the FAA Certified Flight Instructor: Airplane, and Fundamentals of Instruction written exams. Prerequisites: AET240 or FAA Commercial Pilot Certificate with instrument rating. Corequisite: AET230.

**AET227HH**                      **4 CREDITS**                      **4 PERIODS****Certified Flight Instructor: Helicopter Ground School**

Ground school in preparation for the Federal Aviation Administration (FAA) Certified Flight Instructor and Fundamentals of Instruction written examinations. Includes fundamentals of instruction, aerodynamics, helicopter performance, systems, operations, weight and balance, weather, federal regulations, navigation, maneuvers, pilot physiology, ethics, and aeronautical decision making. Requires passing written exams similar to the FAA Certified Flight Instructor: Helicopter, and Fundamentals of Instruction written exams. Prerequisites: FAA Commercial Pilot Certificate. Corequisites: AET230HH.

**AET228**                      **3 CREDITS**      **3 PERIODS****Public Safety Aviation**

Organization, operations, tactics and techniques related to air support operations within law enforcement, fire protection and resource protection agencies. Includes Use of Unmanned Aircraft System (UAS) within the United States, Airborne law enforcement patrol, surveillance, special operations and Special Weapons and Tactics (SWAT); fire operations including fire chemistry and behavior, fire department organization and tactics, airborne firefighting equipment, fire extinguishment tactics and air ambulance operations; and, resource protection air operations including wildlife surveys, hunting and fishing enforcement patrols, search and rescue, and operations from unimproved landing sites and seaplane operations. Prerequisites: AET107 and AET110. Corequisites: AET260. Course Notes: International Traffic in Arms Regulations (ITAR) Defined: U.S. State Department regulations that govern the export of restricted technology to foreign states. United States Munitions List (USML) of restricted articles and services. ITAR Compliance: Due to the ITAR requirements surrounding the UAS Operations, only United States Citizens will have access to the operating system, simulators, related documentation, and Learning Management System (LMS). Students/Instructors must not disclose ITAR sensitive information or materials to any foreign person at any time whether in the U.S. or abroad. A Foreign Person is defined by ITAR as any natural person who is not a lawful permanent resident as defined by 8 U.S.C. 1101(a)(20) or who is not a protected individual as defined by 8 U.S.C. 1324b(a)(3). It also means any foreign corporation, business association, partnership, trust, society or any other entity or group that is not incorporated or organized to do business in the United States, as well as international organizations, foreign governments and any agency or subdivision of foreign governments (e.g. diplomatic missions). Export control violations can result in civil and criminal personal liability of up to \$100,000 per violation, imprisonment, or fines and imprisonment. If the violation is determined to be knowingly or willfully committed the personal liability is up to \$250,000 per violation, imprisonment, or fines and imprisonment.

**AET229**                      **3 CREDITS**      **3 PERIODS****Crew Resource Management**

Crew communications, teamwork, leadership, "followership," decision-making, and situational awareness; also the benefits of diversity, and the role diversity plays in the modern aerospace industry. Emphasis on utilization of all available resources in order to conduct a safe and efficient flight. Prerequisites: AET217.

**AET230**                      **1 CREDIT**      **3 PERIODS****Certified Flight Instructor: Airplane, Single Engine Land**

Flight course in preparation for the Federal Aviation Administration (FAA) Certified Flight Instructor: Airplane practical examination. Emphasis on demonstration and analysis of flight maneuvers. Includes preflight, ground operations, airport operations, takeoffs, climbs, flight fundamentals, stalls, spins, slow flight, basic instrument operations, performance maneuvers, ground reference maneuvers, emergency operations, approaches, landings, and postflight procedures. Requires approximately 25 hours of flight that includes high performance operations at student's expense. Also requires passing check ride similar to the FAA Certified Flight Instructor check ride. Prerequisites: AET240 or FAA Commercial Pilot Certificate with instrument rating. Corequisite: AET227.

**AET230HH**                      **1 CREDIT**      **3 PERIODS****Certified Flight Instructor: Helicopter**

Flight course in preparation for the Federal Aviation Administration (FAA) Certified Flight Instructor: Helicopter practical examination. Emphasis on demonstration and analysis of flight maneuvers. Includes preflight procedures, airport and heliport operations, hovering maneuvers, takeoffs, landings, and go-arounds, fundamentals of flight, performance maneuvers, emergency operations, special operations, and postflight procedures. Requires approximately 60 hours of flight at student's expense. Also requires passing check ride similar to the FAA Certified Flight Instructor check ride. Prerequisites: FAA Commercial Pilot Certificate with instrument rating. Corequisites: AET227HH.

**AET237**                    **2 CREDITS**    **2 PERIODS****Multiengine Airplane Pilot Ground School**

Aeronautical knowledge necessary to meet requirements for a multiengine airplane rating including orientation, aerodynamics, airplane systems, airplane performance, flight planning, and emergency procedures. Prerequisites: AET220 or FAA Commercial Pilot Certificate with instrument rating. Corequisites: AET240.

**AET240**                    **.5 CREDIT**    **1.5 PERIODS****Multiengine Airplane Pilot Flight**

Flight course in preparation for the Federal Aviation Administration (FAA) Multiengine Airplane practical examination. Approximately 15 hours of flight experience at the student's expense and passing check ride similar to the FAA Multiengine check ride are required. Prerequisites: AET220 or FAA Commercial Pilot Certificate with instrument rating. Corequisites: AET237.

**AET257**                    **3 CREDITS**    **4 PERIODS****Readings in Aviation**

Critical inquiry of a particular aviation theme from a wide variety of sources. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. International data communication facilities and equipment made available for student use. Prerequisites: ENG102 or ENG111, and permission of instructor.

**AET258**                    **3 CREDITS**    **3 PERIODS****Certified Flight Instructor: Instrument Airplane Ground School**

Aeronautical knowledge and practical teaching ability necessary to obtain an Instrument Flight Instructor Certificate with an Airplane-Single-Engine rating and necessary to satisfactorily pass the Flight Instructor Instrument knowledge test. Prerequisites: Valid FAA Commercial Pilot Certificate, or Airline Transport Pilot Certificate with instrument rating and the appropriate category and class of airplane used in the course; and Flight Instructor Certificate-Airplane. Corequisites: AET270.

**AET260**                    **1 CREDIT**    **3 PERIODS****Public Safety Aviation Applications in Unmanned Aircraft Systems Flight Lab**

Knowledge and skills needed to safely employ small unmanned aircraft systems. Includes aircraft operating software, launch and recovery operations, payload operations, normal and emergency procedures, and mission planning and execution. Emphasis on use of small Unmanned Aircraft Systems (UAS) operations conducted by non-military governmental organizations, such as law enforcement and resource protection agencies. Students must complete the appropriate flight lessons to satisfactorily complete the course. Prerequisites: AET226. Corequisites: AET228. Course Notes: Due to U.S. State Department regulations that govern the export of restricted technology to foreign states, only United States Citizens will have access to the operating systems, simulators, and related documentation. Students/Instructors must not disclose sensitive information or materials to any foreign person at any time whether in the U.S. or abroad. A Foreign Person is defined as any natural person who is not a lawful permanent resident as defined by 8 U.S.C.1101(a)(20) or who is not a protected individual as defined by 8 U.S.C. 1324b(a)(3). It also means any foreign corporation, business association, partnership, trust, society or any other entity or group that is not incorporated or organized to do business in the United States, as well as international organizations, foreign governments and any agency or subdivision of foreign governments (e.g. diplomatic missions). Export control violations can result in civil and criminal personal liability of up to \$100,000 per violation, imprisonment, or fines and imprisonment. If the violation is determined to be knowingly or willfully committed the personal liability is up to \$250,000 per violation, imprisonment, or fines and imprisonment.

**AET270**                    **1 CREDIT**    **3 PERIODS****Certified Flight Instructor: Instrument Airplane Flight Lab**

Flight experience in an airplane to meet flight proficiency and aeronautical experience requirements necessary to add an Instrument Airplane Rating to an existing Flight Instructor-Airplane certificate. Prerequisites: Valid FAA Commercial Pilot Certificate, or Airline Transport Pilot Certificate with instrument rating and the appropriate category and class of airplane used in the course; and Flight Instructor Certificate-Airplane. Corequisites: AET258.

**AET273**                      **2 CREDITS**      **2 PERIODS****Multi-Engine Flight Instructor: Airplane-Ground School**

Aeronautical knowledge and practical teaching necessary for the addition of a multi-engine rating Flight Instructor Certificate, as set forth in the current Private and Commercial Multi-Engine and Flight Instructor Multi-Engine Practical Test Standards. Prerequisites: Valid FAA Commercial Pilot Certificate, or Airline Transport Pilot Certificate with instrument rating and the appropriate category and class of airplane used in the course; and Flight Instructor Certificate-Airplane. Corequisites: AET280.

**AET280**                      **1 CREDIT**      **3 PERIODS****Multi-Engine Flight Instructor: Airplane-Flight Lab**

Flight experience in an airplane to meet flight proficiency and aeronautical experience requirements necessary to add a multi-engine rating to an existing Flight Instructor-Airplane certificate. Prerequisites: Valid FAA Commercial Pilot Certificate, or Airline Transport Pilot Certificate with instrument rating and the appropriate category and class of airplane used in the course; and Flight Instructor Certificate-Airplane. Corequisites: AET273.

**AIS - American Indian Studies****AIS105**                      **3 CREDITS**      **3 PERIODS****Introduction to American Indian Studies**

Introduction to political, economic, and social structures of American Indian Nations. Provides overview of American Indian tribal cultures prior to contact, the impact of European contact, and the influence of western social systems on tribal nations. Prerequisites: None.

**AIS110**                      **3 CREDITS**      **3 PERIODS****Navajo Government**

Addresses and examines major historical developments of the Navajo People with a focus on government, law, society, livelihood, tradition, and culture. Includes the major components and operation of Navajo government and related tribal laws, such as Title II and Title VII of the Navajo Nation Code, as well as the significance of the Treaty of 1868. Federal Indian policies and their impact on Navajo society and government, the importance of federal and tribal citizenship and related federal and tribal laws, and the role of the Navajo clanship

system and other relevant cultural concepts addressed. Prerequisites: None.

**AJS - Administration of Justice Studies****AJS101**                      **3 CREDITS**      **3 PERIODS****SUN**  **AJS 1101****Introduction to Criminal Justice**

An introduction to crime and society's responses to it. Examines the nature and causes of crime, the criminal law, constitutional safeguards, and the organization and operation of the criminal justice system including the police, courts, jails, prisons, probation and parole departments, and community corrections agencies. Covers the history of the criminal justice system, terminology and career opportunities. Prerequisites: None.

**AJS102**                      **17 CREDITS**      **30 PERIODS****Peace Officer Certification I**

Training program for limited authority peace officers, leading to certification by the Arizona Peace Officer Standards and Training Board (AzPOST - The statutory agency for certifying peace officers - all person with arrest powers - in Arizona.) Includes introduction to Law Enforcement, Law and legal matters, patrol procedures, traffic control, and police proficiency skills. Prerequisites: Student must comply with AzPOST employment standards for peace officers.

**AJS109**                      **3 CREDITS**      **3 PERIODS****Substantive Criminal Law**

Covers philosophy of legal sanctions and historical development from the common law to modern American criminal law, classifications of crimes, elements of and parties to crimes, general definition of crimes, common defenses utilized. Includes specific offenses and the essential elements of each offense. Required in AJS curriculum. Prerequisites: None.

**AJS113**                      **3 CREDITS**      **3 PERIODS****Criminal Justice Crime Control Policies and Practices**

Focus on changing the distribution of crime opportunities rather than offender motivation. Topics include application of situational crime prevention strategies, problem-oriented crime control approaches, hot spots policing, defensible space, and crime prevention through defensible space. Prerequisites: None.

**AJS119**                      **3 CREDITS**      **4 PERIODS****Computer Applications in Justice Studies**

Provides literacy in microcomputer applications in major areas of the criminal justice system. Examines availability and uses of current software packages in criminal justice work. Provides hands-on experience with appropriate integrated software packages pertaining to justice studies. Prerequisites: None.

**AJS123**                      **3 CREDITS**      **3 PERIODS****Ethics and the Administration of Justice**

Introduces and explores ethical issues and the justice system. Focuses on ethics and the law, the police, courts and corrections. Reviews ethical theory, concepts and practices as they relate to administration of justice. Encourages critical thinking and value decision making in criminal justice system situations. Prerequisites: None.

**AJS139**                      **3 CREDITS**      **3 PERIODS****Emergency Response to Terrorism**

Fundamentals of emergency response to suspected terrorist events. Historical perspective of terrorist activities and methods by which responders can identify and protect themselves and the public from these threats. Coordination of responding agencies. Prerequisites: None.

**AJS195**                      **3 CREDITS**      **3 PERIODS****International and Domestic Terrorism**

An overview of the history, structure, goals, and activities of domestic and international terrorist groups. Explores theories explaining terrorism and reviews methods used to combat it. Prerequisites: None.

**AJS200**                      **3 CREDITS**      **3 PERIODS****Current Issues in Criminal Justice**

Examines current issues, techniques and trends in the Criminal Justice System. Prerequisites: None.

**AJS201**                      **3 CREDITS**      **3 PERIODS****Rules of Evidence**

A practical insight into the rules of evidence to include how to recognize evidence: the general rules governing admissibility of evidence; the "hearsay" rule and its exceptions; the use of documentary evidence, written memoranda, photographs, and recordings; corpus delicti; opinion evidence, circumstantial evidence, evidential privileges. Required in AJS curriculum. Prerequisites: None.

**AJS202**                      **13 CREDITS**      **22.5 PERIODS****Peace Officer Certification II**

A continuation of the basic, entry-level training program leading to full authority peace officer certification as required by the Arizona Peace Officer Standards and Training Board I (AzPOST). Subjects to include: Patrol Procedure, Accident Investigation, Records and Report Writing, Community Relations, Criminal Investigations, and Officer Survival. Prerequisites: Grade of "C" or better in AJS/LEO102 or AzPOST Limited Authority Peace Officer certification.

**AJS212**                      **3 CREDITS**      **3 PERIODS****Juvenile Justice Procedures**

Examines the history and development of juvenile justice theories, procedures, and institutions. Prerequisites: None.

**AJS213**                      **3 CREDITS**      **3 PERIODS****Evidence Technology/Fingerprints**

Fingerprint identification, interpretation, and classification. The fundamentals of fingerprinting and the problems in developing latent prints, preservation of evidence and the chain of evidence. Prerequisites: None.

**AJS215**                      **3 CREDITS**      **3 PERIODS****Criminalistics: Physical Evidence**

The scientific analysis and examination of physical evidence with emphasis on scientific investigation, recognition, collection, and preservation of evidence. Topics include fingerprints, shoe prints, tool marks, firearms identification, paint chips and arson. Prerequisites: None.

**AJS216**                      **3 CREDITS**      **3 PERIODS****Criminalistics: Biological Evidence**

The scientific analysis and examination of biological evidence with emphasis on collection and preservation of evidence. Topics discussed include blood, drugs, blood alcohol, hairs and fibers, and topics of special interest in criminalistics. Prerequisites: None.

**AJS225**                      **3 CREDITS**      **3 PERIODS****Criminology**

Study of deviance, society's role in defining behavior; theories of criminality and the economic, social, and psychological impact of crime; relationships between statistics and crime trends. Examines crime victimization and the various types of crime and categories of offenders. Required in the AJS curriculum. Prerequisites: None.

**AJS230**                      **3 CREDITS**      **3 PERIODS****The Police Function**

Theories of procedures and methods of operations of public police with emphasis on discretionary powers available to the working police officer. Career opportunities and current trends in law enforcement presented. Prerequisites: None.

**AJS240**                      **3 CREDITS**      **3 PERIODS****The Correction Function**

Examines the history and development of correctional theories and institutions. Prerequisites: None.

**AJS241**                      **3 CREDITS**      **3 PERIODS****Police Photography**

Emphasis on proper procedure for photographing crime scenes, accident scenes, and laboratory specimens. Discussion of photographic techniques, equipment, lighting techniques, aerial photography, video and motion pictures, macro and micro photography, filters, and preparation for court presentation using selected simulations. Prerequisites: None.

**AJS258**                      **3 CREDITS**      **3 PERIODS****Victimology and Crisis Management**

Focuses on victimology and techniques of crises intervention; and the importance of multicultural perspective. Includes coverage of sexual assault, family violence, child abuse, post-traumatic stress disorder, substance abuse, coping skills, stress management, and community resources. Prerequisites: None.

**AJS260**                      **3 CREDITS**      **3 PERIODS****Procedural Criminal Law**

Concerned with the understanding of procedural criminal law. Examines the rationale underlying major court holdings, the procedural requirements that stem from these holdings, and their effect on the daily operations of the criminal justice system. Prerequisites: None.

**AJS270**                      **3 CREDITS**      **3 PERIODS****Community Relations**

Examination, recognition and understanding of community problems; community action programs; methods of coping with human behavior; victimology, conflict and communication; ethnic and minority cultures and environments; the community and relationships with the criminal justice system. Prerequisites: None.

**AJS275**                      **3 CREDITS**      **3 PERIODS****Criminal Investigation I**

Introduction to the theory of criminal investigation. Examines crime scene procedures, case preparation, interviewing, and basic investigative techniques. Prerequisites: None.

**AMT - Aircraft Maintenance Technology****AMT124**                      **5 CREDITS**      **9 PERIODS****Aircraft Forms and Regulations, Weight and Balance, Drawings, and Ground Operations**

Federal Aviation maintenance publications, forms and records. Overview of technician's privileges and limitations. Perform aircraft weight and balance, aircraft ground operations and fuel servicing techniques. Drawings, symbols and schematic diagrams. Prerequisites: ENG071, RDG091, (MAT091 or MAT092), and permission of the Department or Division.

**AMT126**                      **9 CREDITS**      **12 PERIODS****Fundamentals of Mathematics and Electricity**

Mathematical computation of fundamental electrical circuit parameters. Basic definitions, laws, and concepts. Schematic, wiring, and parts placement diagrams. Test and troubleshoot electrical and electronic components and circuits. Prerequisites: ENG071, RDG091, (MAT091 or MAT092), and permission of the Department or Division.

**AMT128**                      **5 CREDITS**      **9 PERIODS****Fundamentals of Aviation Physics, Corrosion Control, Materials and Processes, Fluid Lines and Fittings**

Basic concepts of motion, fluid dynamics, heat and sound, aerodynamics, aircraft structure and theory of flight. Fluid lines and fittings, component identification, function, inspection, and installation. Cleaning and corrosion control, materials and processes, non-destructive testing, and precision measurement techniques. Prerequisites: ENG071, RDG091, (MAT091 or MAT092), and permission of the Department or Division.



**AMT220**                    **3 CREDITS**      **6 PERIODS****Fundamentals of Aircraft Wood Structures, Covering and Finishing, and Bonded Structures**

Theories and techniques of aircraft wood structures. Inspection, test and repair of aircraft fabric and wood structures. Aircraft structural design and methods of working with selected materials. Characteristics of composites, inspections and repairs. Prerequisites: Admission to the program.

**AMT220AA**                    **3 CREDITS**      **6 PERIODS****Fundamentals of Aircraft Wood Structures, Covering and Finishing, and Bonded Structures: Part 65**

Theories and techniques of aircraft wood structures. Inspection, test and repair of aircraft fabric and wood structures. Aircraft structural design and methods of working with selected materials. Characteristics of composites, inspections and repairs. Prerequisites: Permission of Program Director.

**AMT222**                    **4 CREDITS**      **6 PERIODS****Atmosphere Control, Fire Detection, Ice and Rain Protection Systems**

Operation and maintenance of aircraft auxiliary systems. Inspection, servicing, troubleshooting and repair of environmental control, ice and rain control, fire protection and warning systems. Prerequisites: Admission to the program.

**AMT222AA**                    **4 CREDITS**      **6 PERIODS****Atmosphere Control, Fire Detection, Ice and Rain Protection Systems: Part 65**

Operation and maintenance of aircraft auxiliary systems. Inspection, servicing, troubleshooting and repair of environmental control, ice and rain control, fire protection and warning systems. Prerequisites: Permission of Program Director.

**AMT224**                    **5 CREDITS**      **11 PERIODS****Aircraft Sheet Metal**

Inspection, fabrication, and repair techniques of aircraft structural and nonstructural components. Sheet metal heat-treating techniques. Prerequisites: Admission to the program.

**AMT224AA**                    **5 CREDITS**      **11 PERIODS****Aircraft Sheet Metal: Part 65**

Inspection, fabrication, and repair techniques of aircraft structural and nonstructural components. Sheet metal heat-treating techniques. Prerequisites: Permission of Program Director.

**AMT226**                    **7 CREDITS**      **12 PERIODS****Aircraft Landing Gear, Hydraulic, Pneumatic, Fuel, Position and Warning Systems**

Identification, inspection, repair, and troubleshooting techniques of aircraft landing gear, hydraulic, fuel, pneumatic, and position and warning system components. Prerequisites: Admission to the program.

**AMT226AA**                    **7 CREDITS**      **12 PERIODS****Aircraft Landing Gear, Hydraulic, Pneumatic, Fuel, Position and Warning Systems: Part 65**

Identification, inspection, repair, and troubleshooting techniques of aircraft landing gear, hydraulic, fuel, pneumatic, and position and warning system components. Prerequisites: Permission of Program Director.

**AMT228**                    **7 CREDITS**      **12 PERIODS****Aircraft Electrical Systems, Instruments, Fuel Indicating, Communication and Navigation Systems**

Proper operation, inspection, servicing and troubleshooting of DC (Direct Current) and AC (Alternating Current) sources, systems, and components. Mechanical and electrical sensing and information display systems. Fuel indicator system inspections, repairs, and troubleshooting. Transmitter and receiver fundamentals. Avionics installation, inspection and testing. Prerequisites: Admission to the program.

**AMT228AA**                    **7 CREDITS**      **12 PERIODS****Aircraft Electrical Systems, Instruments, Fuel Indicating, Communication and Navigation Systems: Part 65**

Proper operation, inspection, servicing and troubleshooting of DC (Direct Current) and AC (Alternating Current) sources, systems, and components. Mechanical and electrical sensing and information display systems. Fuel indicator system inspections, repairs, and troubleshooting. Transmitter and receiver fundamentals. Avionics installation, inspection and testing. Prerequisites: Permission of Program Director.

**AMT230**                    **6 CREDITS**      **11 PERIODS****Airframe Assembly, Inspection and Welding**

Aircraft assembly and rigging. Flight control balancing and rigging. Airframe inspection techniques, reporting procedures, and aircraft jacking. Welding techniques, theory, and materials identification. Prerequisites: Admission to the program.

**AMT230AA**                    **6 CREDITS**      **11 PERIODS****Airframe Assembly, Inspection and Welding: Part 65**

Aircraft assembly and rigging. Flight control balancing and rigging. Airframe inspection techniques, reporting procedures, and aircraft jacking. Welding techniques, theory, and materials identification. Prerequisites: Permission of Program Director.

**AMT263**                    **5 CREDITS**      **9 PERIODS****Aircraft Turbine Engines**

Historical development and application of turbine engines. Theory of thrust and the design and environmental factors which influence thrust. Turbine engine troubleshooting, inspection, service, repair and overhaul. Operational characteristics and engine test techniques on the aircraft and in test cells. Prerequisites: Admission to the program.

**AMT264**                    **7 CREDITS**      **11 PERIODS****Aircraft Reciprocating Engines**

Historical development and application of reciprocating engines, theory, design, and operations. Techniques used in troubleshooting, overhaul, inspection, and repair of opposed and radial engines. Prerequisites: Admission to the program.

**AMT264AA**                    **7 CREDITS**      **11 PERIODS****Aircraft Reciprocating Engines: Part 65**

Historical development and application of reciprocating engines, theory, design, and operations. Techniques used in troubleshooting, overhaul, inspection, and repair of opposed and radial engines. Prerequisites: Permission of Program Director.

**AMT266**                    **6 CREDITS**      **9 PERIODS****Engine Fuel Systems, Fuel Metering and Induction System**

Inspection, servicing, troubleshooting, overhaul, and repair of aircraft fuel systems and components, fuel metering devices, injection systems, turbochargers, and superchargers. Induction system principles of operation and design. Prerequisites: Admission to the program.

**AMT268**                    **6 CREDITS**      **12 PERIODS****Engine Electrical, Ignition and Starter Systems**

Inspect, service, troubleshoot, overhaul, and repair of engine electrical, ignition, starter systems, and components. Prerequisites: Admission to the program.

**AMT268AA**                    **6 CREDITS**      **12 PERIODS****Engine Electrical, Ignition and Starter Systems: Part 65**

Inspect, service, troubleshoot, overhaul, and repair of engine electrical, ignition, starter systems, and components. Prerequisites: Permission of Program Director.

**AMT270**                    **5 CREDITS**      **8 PERIODS****Engine Instruments, Fire Protection and Lubrication, Cooling and Exhaust Systems**

Operation, maintenance, servicing, inspection, repair, and troubleshooting of engine instruments, fire detection and extinguishing, engine lubrication, cooling, and exhaust systems. Prerequisites: Admission to the program.

**AMT270AA**                    **5 CREDITS**      **8 PERIODS****Engine Instruments, Fire Protection and Lubrication, Cooling and Exhaust Systems: Part 65**

Operation, maintenance, servicing, inspection, repair, and troubleshooting of engine instruments, fire detection and extinguishing, engine lubrication, cooling, and exhaust systems. Prerequisites: Permission of Program Director.

**AMT272**                    **4 CREDITS**      **8 PERIODS****Propeller Systems and Engine Inspections**

Historical development, operation, disassembly, inspection, repair, and maintenance of propellers. Reciprocating and turbine engine inspection and documentation. Prerequisites: Admission to the program.

**ARB - Arabic****ARB101**                    **4 CREDITS**      **5 PERIODS****Elementary Arabic I**

Introduction to the basic alphabet, grammar, pronunciation and vocabulary of the Arabic language. Listening, speaking, reading and writing skills. Prerequisites: None.

**ARB102**                      **4 CREDITS**                      **5 PERIODS****Elementary Arabic II**

A continuation of ARB101. Continued study of grammar and vocabulary, with emphasis on pronunciation and speaking skills. Prerequisites: ARB101 or equivalent.

**ARH - Art Humanities****ARH100**                      **3 CREDITS**                      **3 PERIODS****Introduction to Art**

Understanding and enjoyment of art through study of painting, sculpture, architecture design, photography, and decorative arts. Emphasis on contemporary topics and cultural diversity in the arts. Prerequisites: None.

**ARH101**                      **3 CREDITS**                      **3 PERIODS****SUN ☼ ART 1101****Prehistoric Through Gothic Art**

History of art from prehistoric through medieval period. Prerequisites: None.

**ARH102**                      **3 CREDITS**                      **3 PERIODS****SUN ☼ ART 1102****Renaissance Through Contemporary Art**

History of art from around the world from the Renaissance through contemporary period. Prerequisites: None.

**ARH109**                      **3 CREDITS**                      **3 PERIODS****History of American Art**

Development and variety of American Art. Presentation of architecture, sculpture, painting and decorative objects. Prerequisites: None.

**ARH112**                      **3 CREDITS**                      **3 PERIODS****History of Modern Art**

Development and significant aspects of modern art, including comparisons of relationships in expressionism, abstractions, fantasy, and art since mid-century. Prerequisites: None.

**ARH203**                      **3 CREDITS**                      **3 PERIODS****Art of Ancient Egypt**

The art and culture of ancient Egypt from prehistoric through the Greco-Roman period. Prerequisites: None.

**ART - Art****ART100**                      **1 CREDIT**                      **2 PERIODS****Introduction to Computer Graphic Art**

Conceptualization, visualization, and production of art using the computer. Prerequisites: None.

**ART106**                      **3 CREDITS**                      **6 PERIODS****Gallery Operations**

Operation of an art gallery. Includes organization, publicity, evaluation of artwork, selection and installation of exhibits. Prerequisites: Permission of Instructor. Course Notes: ART106 may be repeated for a total of six (6) credit hours.

**ART111**                      **3 CREDITS**                      **6 PERIODS****SUN ☼ ART 1111****Drawing I**

Fundamental principles of drawing. Emphasis on composition and facility in objective and expressive representation, using variety of drawing media. Prerequisites: None.

**ART112**                      **3 CREDITS**                      **6 PERIODS****Two-Dimensional Design**

Study of fundamental elements and principles of two-dimensional design. Prerequisites: None.

**ART113**                      **3 CREDITS**                      **6 PERIODS****Color**

Investigation seeking visual solutions to a variety of problems concerning color in two and three dimensions and modes of color appearances, including light and effects in design and theory of design. Prerequisites: None.

**ART115**                      **3 CREDITS**                      **6 PERIODS****SUN ☼ ART 1115****Three-Dimensional Design**

Fundamental principles of three-dimensional design. Prerequisites: ADA/ART112.

**ART116**                      **3 CREDITS**                      **6 PERIODS****Life Drawing I**

Use of form, structure and anatomy of draped and undraped human figure to develop basic principles of sound draftsmanship. Prerequisites: None.

**ART117**                      **3 CREDITS**                      **6 PERIODS****Life Drawing II**

Further study of form, structure, and anatomy of the draped and undraped human figure with emphasis on composition. Prerequisites: ART116.

**ART122**                      **3 CREDITS**      **6 PERIODS****Drawing and Composition II**

Emphasis on composition and exploration of drawing media. Prerequisites: ART111.

**ART131**                      **3 CREDITS**      **6 PERIODS****Photography I**

Basic photographic principles and techniques. Basic camera functions and controls. Experience in the image-making process by creating and editing photographs for various display environments. Introduction to the photographic aesthetic and photography's role in society. Prerequisites: None. Course Note: Camera required.

**ART132**                      **3 CREDITS**      **6 PERIODS****Photography II**

Advanced camera and darkroom techniques. Aesthetic awareness with personal expression. Prerequisites: ART131 or permission of instructor.

**ART142**                      **3 CREDITS**      **6 PERIODS****Introduction to Digital Photography**

Fundamentals of digital photography. Includes camera operations, exposure techniques, introduction to digital output, and theory of digital photography. Prerequisites: None. Course Note: Digital camera required.

**ART143**                      **3 CREDITS**      **6 PERIODS****Intermediate Digital Photography**

Intermediate theory and techniques of digital photography. Aesthetic awareness and personal expression from image capture through intermediate techniques in the digital darkroom. Introduction to high-resolution digital output. Prerequisites: ART142 or permission of instructor.

**ART151**                      **3 CREDITS**      **6 PERIODS****Sculpture I**

Exploration of sculptural form and expression in clay, plaster, stone, wood and metal. Prerequisites: or Corequisites: ADA/ART115 or permission of Instructor.

**ART161**                      **3 CREDITS**      **6 PERIODS****Ceramics I**

Introduction to ceramic materials and techniques of hand construction, decorating, glazing and throwing on potters' wheel. Prerequisites: None.

**ART162**                      **3 CREDITS**      **6 PERIODS****Ceramics II**

Major emphasis on wheel throwing, glaze making and decorating techniques. Prerequisites: ART161.

**ART165**                      **3 CREDITS**      **6 PERIODS****Watercolor Painting I**

Transparent and Gouache watercolor painting. Prerequisites: (ART111 and ART112), or permission of instructor.

**ART166**                      **3 CREDITS**      **6 PERIODS****Watercolor Painting II**

Painting in water soluble media. Emphasis on individual techniques and design. Prerequisites: ART165.

**ART167**                      **3 CREDITS**      **6 PERIODS****Painting I**

Exploration of technical and expressive possibilities of various painting media in easel painting. Prerequisites: (ART111 and ART112), or permission of instructor.

**ART168**                      **3 CREDITS**      **6 PERIODS****Painting II**

Continued refinement of painting skills and investigation of new possibilities in painting. Prerequisites: ART167 or permission of instructor.

**ART169**                      **3 CREDITS**      **6 PERIODS****Two-Dimensional Computer Design**

Generation of electronic two-dimensional images and traditional methods of visual problem solving. Understanding of computer techniques and art presentation methods. Prerequisites or Corequisites: ART100 or permission of instructor.

**ART173**                      **3 CREDITS**      **6 PERIODS****Computer Art**

Introduction to the multiple elements of paint software programs using the microcomputer. Basic foundation in the use of computer techniques including color paint programs for the production of computer images. Use of electronic input and output devices. Prerequisites: ART100, or permission of instructor.

**ART177**                    **3 CREDITS**      **6 PERIODS****Computer-Photographic Imaging**

Introduction to the multiple elements of microcomputer-photographic imaging. Basic foundation in the use of the photographic manipulation of images using software programs. Special attention to aesthetic foundations underlying photographic composition. Prerequisites or Corequisites: ART100 or permission of instructor.

**ART190**                    **3 CREDITS**      **6 PERIODS****Art of Web Site Design**

Introduction to design production for websites. Layout, typography and presentation style for HTML (Hyper Text Markup Language). Design of mock-ups using digital design software to produce artistic form and content for the Web using Hyper Text Markup Language (HTML), digital text, and graphics. Discussion of color, proportion, typography and Web-specific design principles. Emphasizes design of cross-browser compatible interfaces that optimize usability, accessibility and browser interoperability. Prerequisites: ART100, or permission of Instructor. CIS133DA recommended.

**ART255AA**                **1 CREDIT**      **1 PERIOD****Self Promotion**

Career goals, presentation of artist, communication skills, keeping files and records, developing self-promotional materials. Prerequisites: None.

**ART255AB**                **1 CREDIT**      **1 PERIOD****The Portfolio**

Choosing the right pieces to include, presenting art work, developing the portfolio. Prerequisites: ART182, or ART185, or ART255AA, or permission of Instructor.

**ART255AC**                **1 CREDIT**      **1 PERIOD****Marketing Fine Art**

Exhibitions and galleries, establishing a studio, alternative markets. Prerequisites: ART255AB or permission of Instructor.

**ART270**                    **3 CREDITS**      **6 PERIODS****Intermediate Computer Photographic Imaging**

Intermediate microcomputer-based photographic imaging techniques. Refinement of aesthetic awareness and personal expression. Prerequisites: ART177 or (ART177AA and ART177AB).

**ART274**                    **3 CREDITS**      **6 PERIODS****Advanced Computer Photographic Imaging**

Advanced microcomputer-based photographic imaging techniques. Advanced manipulation techniques of photographic images. Continued development of aesthetic awareness and personal expression. Prerequisites: ART270.

**ART289**                    **3 CREDITS**      **6 PERIODS****Computer Illustration**

Introduction to the multiple elements of commercial illustration using the microcomputer. Basic foundation in the use of computer techniques including color paint and draw programs for the production of commercial illustrations for publications and printed matter. Use of input and output devices. Prerequisites or Corequisites: ART100 or permission of instructor.

**ART290AA**                **1 CREDIT**      **2 PERIODS****ART290AB**                **2 CREDITS**      **4 PERIODS****ART290AC**                **3 CREDITS**      **6 PERIODS****Studio Art**

Studio course for art majors allowing continuation in a subject field. Prerequisites: Permission of instructor. Course Notes: ART290AC students must have completed advanced courses in the subject field.

**ART290BC**                **3 CREDITS**      **6 PERIODS****Studio Art: Drawing**

Studio course for art majors allowing continuation in a subject field. Prerequisites: ART111 or permission of Instructor. Course Notes: ART290BC may be repeated for credit.

**ART290EC**                **3 CREDITS**      **6 PERIODS****Studio Art: Photography**

Studio course for art majors allowing continuation in a subject field. Prerequisites: ART132 or permission of Instructor. Course Notes: ART290EC may be repeated for credit.

**ART290GC**                **3 CREDITS**      **6 PERIODS****Studio Art: Ceramics**

Studio course for art majors allowing continuation in a subject field. Prerequisites: ART162 or permission of Instructor. Course Notes: ART290GC may be repeated for credit.

**ART290JC 3 CREDITS 6 PERIODS****Studio Art: Color**

Studio course for art majors allowing continuation in a subject field. Prerequisites: ART113 or permission of Instructor. Course Notes: ART290JC may be repeated for credit.

**ART290MC 3 CREDITS 6 PERIODS****Studio Art: Digital Photography**

Studio course for art majors allowing continuation in a subject field. Prerequisites: ART143 or permission of Instructor. Course Notes: ART290MC may be repeated for credit.

**ART290PC 3 CREDITS 6 PERIODS****Studio Art: Painting**

Studio course for art majors allowing continuation in a subject field. Prerequisites: ART168 or permission of Instructor. Course Notes: ART290PC may be repeated for credit.

**ART295HA 1 CREDIT 2 PERIODS****Art Workshop/Seminar: Mixed Media**

Advanced level workshop seminar in art disciplines. Prerequisites: Minimum of three (3) credits introductory and three (3) credits intermediate level courses in specific field, or permission of Department/Division Chair.

**ART295EC 3 CREDITS 6 PERIODS****Art Workshop/Seminar: Painting**

Advanced level workshop seminar in art disciplines. Prerequisites: Minimum of three (3) credits introductory and three (3) credits intermediate level courses in specific field or permission of Department or Division Chair.

**ART295GA 1 CREDIT 2 PERIODS****Art Workshop/Seminar: Ceramics**

Advanced level workshop seminar in art disciplines. Prerequisites: Minimum of three (3) credits introductory and three (3) credits intermediate level courses in specific field or permission of Department or Division Chair.

**ART295GB 2 CREDITS 4 PERIODS****Art Workshop/Seminar: Ceramics**

Advanced level workshop seminar in art disciplines. Prerequisites: Minimum of three (3) credits introductory and three (3) credits intermediate level courses in specific field or permission of Department or Division Chair.

**ART295LB 2 CREDITS 4 PERIODS****Art Workshop/Seminar: Glazing Techniques**

Advanced level workshop seminar in art disciplines. Prerequisites: Permission of Instructor.

**ART295LB 3 CREDITS 6 PERIODS****Art Workshop/Seminar: Glazing Techniques**

Advanced level workshop seminar in art disciplines. Prerequisites: Permission of Instructor.

**ASB - Anthropology****ASB102 3 CREDITS 3 PERIODS****Introduction to Cultural and Social Anthropology**

Principles of cultural and social anthropology, with illustrative materials from a variety of cultures. The nature of culture; social, political, and economic systems; religion, aesthetics and language. Prerequisites: None.

**ASB211 3 CREDITS 3 PERIODS****Women in Other Cultures**

Cross-cultural analysis of the economic, social, political, and religious factors that affect women's status in traditional and modern societies. Prerequisites: None.

**ASB214 3 CREDITS 3 PERIODS****Magic, Witchcraft, and Healing: An Introduction to Comparative Religion**

Origins, elements, and forms of religion; a comparative survey of religious beliefs, myths, rituals and symbolism including magic, witchcraft and healing as practiced in selected regions of the world; the place of religion in the total culture. Prerequisites: None.

**ASB222 3 CREDITS 3 PERIODS****Buried Cities and Lost Tribes: Old World**

Introduction to archaeology through discoveries and the researchers who made them. Emphasis on methods of archaeological fieldwork and what these discoveries reveal about humanity, including the nature of archaeological inquiry, the development of human social groups, the changing role of religion in evolving societies, the origins of agriculture, the origins of settled lifeways, the rise of cities and complex societies, political strife across different cultures and the forces which tend to fragment societies. Examples drawn from Africa, Asia, Europe, the Pacific Islands, and Australia. Prerequisites: None.

**ASB223**                      **3 CREDITS**      **3 PERIODS****Buried Cities and Lost Tribes: New World**

Introduction to archaeology through discoveries and the researchers who made them. Emphasis on methods of archaeological fieldwork and what these discoveries reveal about humanity, including the nature of archaeological inquiry, the development of human social groups, the changing role of religion in evolving societies, the origins of agriculture, the origins of settled lifeways, the rise of cities and complex societies, political strife across different cultures and the forces which fragment societies. Examples drawn from North American, Central America, and South America. Prerequisites: None.

**ASB245**                      **3 CREDITS**      **3 PERIODS****Indians of the Southwest**

Comparative study of the cultures, including the histories and present status, of Indians of the Southwest. Prerequisites: None.

**AST - Astronomy****AST111**                      **3 CREDITS**      **3 PERIODS****Introduction to Solar System Astronomy**

Introduction to astronomy for the non-science major. History of astronomy, properties of light, instruments, the solar system and nearby stars. Prerequisites: MAT092 or equivalent.

**AST112**                      **3 CREDITS**      **3 PERIODS****Introduction to Stars, Galaxies, and Cosmology**

Introduction to astronomy for the non-science major. Structure and evolution of stars; star clusters; galaxies; cosmology. Prerequisites: MAT092 or equivalent.

**AST113**                      **1 CREDIT**      **3 PERIODS****Introduction to Solar System Astronomy Laboratory**

Astronomical observations and exercises to supplement AST111. Prerequisites or Corequisites: AST111.

**AST114**                      **1 CREDIT**      **3 PERIODS****Introduction to Stars, Galaxies, and Cosmology Laboratory**

Astronomical observations and exercises to supplement AST112. Prerequisites or Corequisites: AST112.

**BIO - Biology****BIO100**                      **4 CREDITS**      **6 PERIODS****Biology Concepts**

A one-semester introductory course covering basic principles and concepts of biology. Methods of scientific inquiry and behavior of matter and energy in biological systems are explored. Field trips may be required at students' expense. Prerequisites: None.

**BIO105**                      **4 CREDITS**      **6 PERIODS****Environmental Biology**

Fundamentals of ecology and their relevance to human impact on natural ecosystems. Field trips may be required at students' expense. Prerequisites: None.

**BIO107**                      **4 CREDITS**      **6 PERIODS****Introduction to Biotechnology**

Introduction to biotechnology and its global impact on society. Covers applications, laboratory techniques, limitations and the international economic benefits, risks, and legal and moral issues associated with biotechnology. Prerequisites: None.

**BIO108**                      **4 CREDITS**      **6 PERIODS****Plants and Society**

A global study of plants in relation to humans; as a source of food, fiber, drugs, and other products; for aesthetic value, survival, and energy. Prerequisites: None.

**BIO109**                      **4 CREDITS**      **6 PERIODS****Natural History of the Southwest**

Study of the common plants and animals of the Southwest including their distribution, adaptation, behavior, and ecology. Introduction to basic field and laboratory techniques used in the study of natural history. Specific field problems presented dealing with plant and animal analysis and ecological interrelationships. Prerequisites: None.

**BIO156**                      **4 CREDITS**      **6 PERIODS****Introductory Biology for Allied Health**

An introductory biology course for allied health majors with an emphasis on humans. Topics include fundamental concepts of cell biology, histology, microbiology, and genetics. Prerequisites: Grade of "C" or better in RDG091 or eligibility for CRE101 as indicated by appropriate reading placement test score. One year high school chemistry or one semester of college-level chemistry recommended.

**BIO160**                      **4 CREDITS**      **6 PERIODS****Introduction to Human Anatomy and Physiology**

Principles of scientific method. Structural organization, homeostasis and control mechanisms of the body. Specific chemistry concepts. Structure and function of the major systems of the body. Prerequisites: None.

**BIO162**                      **2 CREDITS**      **3 PERIODS****Microbiology Concepts for Allied Health**

Types of microorganisms. Principles of growth and reproduction for specific types of microorganisms. Chain of disease transmission and defense mechanisms. Use of compound microscope. Safe handling and culturing of specific microbes. Methods of sterilization and use of disinfectants and chemotherapeutic agents. Prerequisites: None.

**BIO181**                      **4 CREDITS**      **6 PERIODS****SUN** BIO 1181**General Biology (Majors) I**

The study and principles of structure and function of organisms at the molecular and cellular levels. A detailed exploration of the chemistry of life, the cell, and genetics. Prerequisites: Grade of "C" or better in RDG091 or eligibility for CRE101 as indicated by appropriate reading placement test score. One year of high school or one semester of college-level biology and chemistry is strongly recommended.

**BIO182**                      **4 CREDITS**      **6 PERIODS****SUN** BIO 1182**General Biology (Majors) II**

The study and principles of structure and function of living things at cellular, organismic, and higher levels of organization. A detailed exploration of the mechanisms of evolution, biological diversity, biology of organisms, and ecology. Prerequisites: A grade of C or better in BIO181.

**BIO201**                      **4 CREDITS**      **6 PERIODS****SUN** BIO 2201**Human Anatomy and Physiology I**

Study of structure and function of the human body. Topics include cells, tissues, integumentary system, skeletal system, muscular system, and nervous system. Prerequisites: (BIO156 or BIO181 with a grade of "C" or better or one year of High School biology with a grade of "C" or better) and (a grade of "C" or better in RDG091 or eligibility for CRE101 as indicated by reading placement test score). CHM130 or higher or one year of High School chemistry suggested but not required.

**BIO202**                      **4 CREDITS**      **6 PERIODS****SUN** BIO 2202**Human Anatomy and Physiology II**

Continuation of structure and function of the human body. Topics include endocrine, circulatory, lymphatic, respiratory, digestive, urinary, and reproductive systems; and fluid and electrolyte balance. Prerequisites: A grade of "C" or better in BIO201.

**BIO205**                      **4 CREDITS**      **6 PERIODS****SUN** BIO 2205**Microbiology**

Study of microorganisms and their relationship to health, ecology, and related fields. Prerequisites: (BIO156 or BIO181 with a grade of "C" or better or one year of High School biology with a grade of "C" or better) and (a grade of "C" or better in RDG091 or eligibility for CRE101 as indicated by reading placement test score). CHM130 or higher or one year of High School chemistry suggested but not required.

**BIO211AA**                      **1 CREDIT**      **1 PERIOD****Biotechnology Seminar: Biomedical Applications**

Special topics in biotechnology with an emphasis on current issues not covered in other life science courses. Prerequisites: None.

**BIO211AB**                      **1 CREDIT**      **1 PERIOD****Biotechnology Seminar: Laboratory Protocol**

Special topics in biotechnology with an emphasis on current issues not covered in other life science courses. Prerequisites: BIO211AA or permission of Instructor. Course Notes: BIO211AB may be repeated for a total of two (2) credit hours.

**BIO211AE**                      **1 CREDIT**      **1 PERIOD****Biotechnology Seminar: Business and Regulatory Issues**

Selected topics in biotechnology with an emphasis on current issues not covered in other life science courses. Prerequisites: None.



**BIO212AB**      **5 CREDITS**      **9 PERIODS****Biotechnology II**

Intensive introduction to biotechnology, including protein biochemistry, techniques for handling and purifying proteins, recombinant deoxyribonucleic acid (DNA), sequencing deoxyribonucleic acid (DNA), testing deoxyribonucleic acid (DNA) fragments for promoter activity and analysis of deoxyribonucleic acid (DNA) for open reading frames, promoters, and homology. Prerequisites: BIO212AA.

**BIO212BA**      **5 CREDITS**      **9 PERIODS****Cell Biotechnology**

Introduction to industrial laboratory biotechnology with intensive focus on the recovery of heterologous proteins from cultivated cells and the subsequent purification and characterization of these proteins. Prerequisites: ENG101 and (BIO181 or BIO212AA).

**BIO213**      **1 CREDIT**      **1 PERIOD****Biosafety**

General laboratory safety, hazardous chemical use and disposal, biohazardous material use and disposal, biosafety procedures, and radiation safety. Prerequisites: None.

**BIO215**      **3 CREDITS**      **3 PERIODS****Biotechnology Internship**

Internship experience in a biotechnology laboratory. Setting, achieving, and evaluating goals for hands-on learning experience in a biotechnology laboratory. Development of skills and knowledge needed to work in a biotechnology laboratory. Prerequisites: Permission of Program Director and (BIO212AA, or BIO212BA, or BIO208, or BIO209). Course Notes: BIO215 requires 240 clock hours in the laboratory setting.

**BIO247**      **4 CREDITS**      **6 PERIODS****Applied Biosciences: Biotechnology**

Applies concepts of molecular and cellular biology of bacteria, animals, and plants to real-world problems. Prerequisites: A grade of "C" or better in BIO181. One semester of college-level chemistry or equivalent recommended.

**BPC - Business-Personal Computers****BPC101AA**      **1 CREDIT**      **2 PERIODS****Introduction to Computers I**

Computer software applications for the personal computer, including electronic spreadsheet and word processing, keyboarding review, and a desktop environment. Prerequisites: None.

**BPC101BA**      **1 CREDIT**      **1 PERIOD****Introduction to Computers II**

Computer software applications for the personal computer, including database management, computer graphics, electronic spreadsheet, and word processing, and operating system commands. Prerequisites: BPC101AA.

**BPC102AD**      **.5 CREDIT**      **.5 PERIOD****Using Windows: Level I**

Basic commands and methods associated with the Windows operating systems. Prerequisites: None.

**BPC102BD**      **.5 CREDIT**      **.5 PERIOD****Using Windows: Level II**

Advanced commands and methods of the Windows operating system. Prerequisites: BPC102AD or permission of instructor.

**BPC106AH**      **.5 CREDIT**      **.5 PERIOD****MS Outlook: Level I**

Messaging and word processing functions of a Microsoft Outlook electronic work state. Prerequisites: None.

**BPC106BH**      **.5 CREDIT**      **.5 PERIOD****Microsoft Outlook: Level II**

Microsoft Outlook features including sort, filter and group items; templates and forms; information sharing by public folders and Net Folders; share and fax contacts; and record activities in the Journal. Outlook environment customization also covered. Prerequisites: BPC106AH or permission of instructor.

**BPC110**      **3 CREDITS**      **4 PERIODS****Computer Usage and Applications**

Introduction to business and personal computer operations and usage. Software applications for analyzing and solving business problems including word processing, spreadsheet, database, and presentation graphics. Prerequisites: None.

**BPC111AA**      **1 CREDIT**      **1.7 PERIODS****Computer Keyboarding I**

Mastery of essential microcomputer keyboarding skills. Emphasis on touch typing of alphabetic and numeric keys and symbols. Prerequisites: None.

**BPC111AB**      **1 CREDIT**      **1.7 PERIODS****Computer Keyboarding II**

Further development of microcomputer keyboard speed and accuracy. Emphasis on touch typing with speed and accuracy development of numerals as related to preparation and handling of documents. Prerequisites: BPC/OAS111AA or permission of instructor.

**BPC115AA**      **1 CREDIT**      **2 PERIODS****Personal Finance Software: Quicken - Level I**

Introduction to the basic features of Quicken, a computerized personal finances software program. Prerequisites: None.

**BPC128**      **1 CREDIT**      **2 PERIODS****Introduction to Desktop Publishing**

Presents basic concepts of commercially prepared software used to do desktop publishing. Incorporates a combination of narrative and pictorial/graphic creation and presentation, including set-up, text entry, graphic generation, text and graphic merging, and other computer-based functions. Prerequisites: None.

**BPC128AF**      **1 CREDIT**      **2 PERIODS****Introduction to Desktop Publishing: MS Publisher**

Presents basic concepts of commercially prepared software used to do desktop publishing. Incorporates a combination of narrative and pictorial/graphic creation and presentation, including set-up, text entry, graphic generation, text and graphic merging, and other computer-based functions. Prerequisites: None.

**BPC130DK**      **1 CREDIT**      **2 PERIODS****Beginning Word**

Using Word for Windows to create, edit, and print documents. Prerequisites: Ability to keyboard a minimum of 20 wpm or permission of instructor.

**BPC131DK**      **1 CREDIT**      **1 PERIOD****Intermediate Word**

Intermediate concepts in using Word for Windows. Prerequisites: BPC130DK or permission of instructor.

**BPC170**      **3 CREDITS**      **4 PERIODS****Computer Maintenance: A+ Exam Prep Level I**

Explore technical aspects of personal computers, including system components, installation, system configuration, peripheral devices, and notebooks. Emphasis placed on proper usage of tools, safety procedures, and professionalism. Helps prepare students for the CompTIA A+ examinations. Prerequisites: CIS105 or permission of Instructor.

**BPC171**      **1 CREDIT**      **2 PERIODS****Recycling Used Computer Technology**

Use of hardware maintenance knowledge and skills to refurbish used computers. May be repeated for a total of three (3) credits. Prerequisites or Corequisites: BPC170 or permission of instructor.

**BPC270**      **3 CREDITS**      **4 PERIODS****Computer Maintenance: A+ Exam Prep Level II**

Explore advanced technical aspects of maintaining and servicing computers. Emphasis placed on installation, maintenance, mobile devices, security, troubleshooting, and resolving various computer problems. Helps prepare students for the CompTIA A+ examinations. Prerequisites: BPC170 with grade of C or better, or permission of Instructor.

**CAD - Computer-Aided Drafting****CAD103AA**      **1 CREDIT**      **1 PERIOD****Basic Print Reading for Manufacturing**

Basic print reading knowledge and skills necessary for workers in the manufacturing field. Visualization, interpretation and analysis of common manufacturing drawings, and other design documentation. Prerequisites: None.

**CFS - Child/Family Studies****CFS176**      **3 CREDITS**      **3 PERIODS****Child Development**

Study of the science of human development from conception through adolescence. Includes observation skills, parent and adult roles in the lives of children, and contemporary issues. Prerequisites: None.

## CHI - Chinese

**CHI101**                      **5 CREDITS**      **6 PERIODS**  
**SUN**  **CHI1101**

### Elementary Chinese (Mandarin) I

Introduction to the basic grammar, pronunciation and vocabulary of the Mandarin Chinese language. Includes the study of Chinese culture, practice of listening, speaking, reading, and writing skills. Prerequisites: None.

## CHM - Chemistry

**CHM107**                      **3 CREDITS**      **3 PERIODS**

### Chemistry and Society

A survey of chemistry and its impact on the environment. Completion of CHM107LL required to meet the Natural Science requirement. Prerequisites: None.

**CHM107LL**                      **1 CREDIT**      **3 PERIODS**

### Chemistry and Society Laboratory

Laboratory experience in support of CHM107. Prerequisites or Corequisites: CHM107.

**CHM130**                      **3 CREDITS**      **3 PERIODS**

**SUN**  **CHM 1130**

### Fundamental Chemistry

A survey of the fundamentals of general chemistry. Emphasis on essential concepts and problem solving techniques. Basic principles of measurement, chemical bonding, structure and reactions, nomenclature, and the chemistry of acids and bases. Preparation for students taking more advanced courses in chemistry. Designed to meet needs of students in such diverse areas as agriculture, nursing, home economics, physical education and water technology. Prerequisites: Grade of "C" or better in CHM090, or MAT090, or MAT091, or MAT092, or MAT093, or MAT102, or (MAT103AA and MAT103AB), or satisfactory score on math placement exam.

**CHM130LL**                      **1 CREDIT**      **3 PERIODS**

**SUN**  **CHM 1130**

### Fundamental Chemistry Laboratory

Laboratory experience in support of CHM130. Prerequisites or Corequisites: CHM130.

**CHM138**                      **3 CREDITS**      **3 PERIODS**

### Chemistry for Allied Health

Elements of fundamental and organic chemistry. Includes the general chemical behavior of inorganic matter and the structure of organic and biochemical systems. Course designed for specific allied health programs at MCCD. May not be applicable to other allied health programs or transferable. Prerequisites: Grade of "C" or better in CHM090; or one year of high school chemistry with a grade of "C" or better; or MAT092 or MAT102 or satisfactory score on placement exam.

**CHM138LL**                      **1 CREDIT**      **3 PERIODS**

### Chemistry for Allied Health Lab

Laboratory experience in support of CHM138, Chemistry for Allied Health. Prerequisites: None. Corequisites: CHM138.

**CHM151**                      **3 CREDITS**      **3 PERIODS**

**SUN**  **CHM 1151**

### General Chemistry I

Detailed study of principles of chemistry for science majors and students in pre-professional curricula. Prerequisites: [(CHM130 and CHM130LL), or CHM130AA, or one year of high school chemistry with a grade of "C" or better taken within the last five years], and completion of MAT151 or higher level mathematics course with grade of "C" or better. Completion of all prerequisites within the last two years is recommended. Course Note: Students may receive credit for only one of the following: CHM150 or CHM151.

**CHM151LL**                      **1 CREDIT**      **3 PERIODS**

**SUN**  **CHM 1151**

### General Chemistry I Laboratory

Laboratory experience in support of CHM151. Prerequisites: CHM130LL or permission of instructor or Corequisites: CHM150 or CHM151.

**CHM152**                      **3 CREDITS**      **3 PERIODS**

**SUN**  **CHM 1152**

### General Chemistry II

A study of the chemical properties of the major groups of elements, equilibrium theory, thermodynamics, electrochemistry, and other selected topics. Completion of CHM152LL required to meet the Natural Science requirement. Prerequisites: CHM151 and CHM151LL. Completion of CHM151 and CHM151LL within the last two years recommended.

**CHM152LL 1 CREDIT 3 PERIODS****SUN** CHM 1152**General Chemistry II Laboratory**

Laboratory experience in support of CHM152.  
Prerequisites: CHM151LL or equivalent.  
Prerequisites or Corequisites: CHM152.

**CHM230 3 CREDITS 3 PERIODS****SUN** CHM 2230**Fundamental Organic Chemistry**

Chemistry of representative groups of organic compounds, emphasizing biological applications. Prerequisites: (CHM130 and CHM130LL), or (CHM151 and CHM151LL). Completion of (CHM130 and CHM130LL) or (CHM151 and CHM151LL) within the last two years recommended. Course Note: Course content designed to meet the needs of students in agriculture home economics, nursing, pre-physician assistant, and physical education among others.

**CHM230LL 1 CREDIT 3 PERIODS****SUN** CHM 2230**Fundamental Organic Chemistry Laboratory**

Laboratory experience in support of CHM230. Prerequisites: CHM130LL, or CHM151LL, or equivalent. Prerequisites or Corequisites: CHM230.

**CHM235 3 CREDITS 3 PERIODS****SUN** CHM 2235**General Organic Chemistry I**

Rigorous introduction to chemistry of carbon-containing compounds. Reaction mechanisms and recent methods of synthesis emphasized. Prerequisites: CHM152 and CHM152LL, or CHM154 and CHM154LL. Completion of (CHM152 and CHM152LL) or (CHM154 and CHM154LL) within the last two years recommended.

**CHM235LL 1 CREDIT 4 PERIODS****SUN** CHM 2235**General Organic Chemistry I Laboratory**

Laboratory experience in support of CHM235. Prerequisites: CHM152LL, or CHM154LL, or equivalent. Prerequisites or Corequisites: CHM235.

**CHM236 3 CREDITS 3 PERIODS****SUN** CHM 2236**General Organic Chemistry IIA**

Study of chemistry of carbon-containing compounds continued. Structural determination and additional reaction mechanisms and modern methods of synthesis emphasized. Prerequisites: CHM235 and CHM235LL. Completion of CHM235 and CHM235LL within the last two years recommended.

**CHM236LL 1 CREDIT 4 PERIODS****SUN** CHM 2236**General Organic Chemistry IIA Laboratory**

Laboratory experience in support of CHM236. Prerequisites: CHM235LL or equivalent. Prerequisites or Corequisites: CHM236.

**CHM260 3 CREDITS 3 PERIODS****Fundamental Biochemistry**

Structures, properties, and functions of proteins, enzymes, nucleic acids, carbohydrates and lipids; the utilization and synthesis of these materials by living systems and the relationship of the processes to energy production and utilization. Designed for students in agriculture, dental hygiene, home economics, nursing, and physical therapy. Prerequisites: CHM230 and CHM230LL, or CHM236 and CHM236LL, or CHM238 and CHM238LL. Completion of CHM230 and CHM230LL, or CHM236 and CHM236LL, or CHM238 and CHM238LL within the last two years recommended.

**CHM260LL 1 CREDIT 3 PERIOD****Fundamental Biochemistry Laboratory**

Laboratory experience in support of CHM260. Prerequisites: CHM230 and CHM230LL or permission of Instructor. Corequisites: CHM260

**CIS - Computer Information Systems****CIS102 1 CREDIT 1 PERIOD****Interpersonal and Customer Service Skills for IT Professionals**

Examines behaviors necessary to develop and support an effective client service organization. Focuses on methods of increasing the effectiveness of help-desk professionals when responding to a range of customer conditions. Prerequisites: None.

**CIS105**                      **3 CREDITS**      **4 PERIODS****SUN** CIS 1120**Survey of Computer Information Systems**

Overview of computer technology, concepts, terminology, and the role of computers in business and society. Discussion of social and ethical issues related to computers. Use of word processing, spreadsheet, database, and presentation software. Includes uses of application software and the Internet for efficient and effective problem solving. Exploration of relevant emerging technologies. Prerequisites: None.

**CIS108**                      **1 CREDIT**      **2 PERIODS****Electronic Portfolio Development**

Compile, reflect on, and select prior learning experiences and artifacts. Design, produce, and publish an online portfolio that documents prior learning. Includes techniques for presenting the electronic portfolio for evaluation. Prerequisites: (CIS105 or BPC110), or permission of instructor.

**CIS113DE**                      **3 CREDITS**      **4 PERIODS****Microsoft Word: Word Processing**

Using word processing software to create, name and manage files, edit text, format, apply themes and styles, create and modify tables, apply desktop publishing features, and print a variety of types of documents. Prerequisites: None.

**CIS114AE**                      **1 CREDIT**      **2 PERIODS****Excel: Level I**

Computer spreadsheet skills for solving business problems using Excel, including calculations, forecasting, and projections. Prerequisites: None.

**CIS114BE**                      **1 CREDIT**      **2 PERIODS****Excel: Level II**

Additional Excel spreadsheet techniques, including macro programming, database searching, extraction, and linking to obtain prescribed reports and graphs. Prerequisites: CIS114AE or permission of Instructor.

**CIS114CE**                      **1 CREDIT**      **2 PERIODS****Excel: Level III**

Additional Excel spreadsheet techniques, including complex macros, statistics, and matrix manipulation. Project design using multiple, integrated spreadsheets. Prerequisites: CIS114BE or permission of Instructor.

**CIS114DE**                      **3 CREDITS**      **5 PERIODS****Excel Spreadsheet**

Computer spreadsheet skills for solving business problems using Excel, including calculations, forecasting, projections, macro programming, database searching, extraction, linking, statistics, and matrix manipulation. Production of graphs and reports. Project design using multiple, integrated spreadsheets. Prerequisites: None.

**CIS117AM**                      **1 CREDIT**      **2 PERIODS****Database Management: Microsoft Access - Level I**

Introduction to the basic elements of a current version of the Microsoft Access database management program, for casual and beginning users. Prerequisites: None.

**CIS117BM**                      **1 CREDIT**      **2 PERIODS****Database Management: Microsoft Access - Level II**

Exploration of additional components of the Microsoft Access database management program. Prerequisites: BPC/CIS117AM or permission of Instructor.

**CIS117CM**                      **1 CREDIT**      **2 PERIODS****Database Management: Microsoft Access - Level III**

Application of the features of the Microsoft Access program to some common database management problems. Prerequisites: BPC/CIS117BM.

**CIS118AB**                      **1 CREDIT**      **2 PERIODS****PowerPoint: Level I**

Use of PowerPoint software to produce professional-quality presentation visuals. Prerequisites: None.

**CIS118BB**                      **1 CREDIT**      **2 PERIODS****PowerPoint: Level II**

Use of PowerPoint software add movement and sound to desktop presentations to enhance audience attention. Prerequisites: BPC/CIS118AB.

**CIS118CB**                      **1 CREDIT**      **1 PERIOD****PowerPoint: Level III**

Use of PowerPoint software for advanced desktop presentation techniques, including advanced animation and sound sequences. Prerequisites: BPC/CIS118BB.

**CIS119DO 3 CREDITS 4 PERIODS****Introduction to Oracle: SQL**

Use of Oracle tools and methodologies to fulfill real-world business information requirements. Hands-on exercises for designing, creating, and maintaining database structures to store, retrieve, update, and display data in a relational database using the SQL programming language. Creating and maintaining database objects. Advanced retrieval techniques. Prerequisites: CIS105 or permission of instructor.

**CIS119DP 3 CREDITS 4 PERIODS****Oracle: Database Administration**

Basic administrative tasks performed by a database administrator (DBA). Conceptual understanding and hands-on applications of the Oracle database architecture and interaction of its components. Prerequisites: CIS119DO and (CIS126++ or CIS121++ or MST152++), or permission of Instructor.

**CIS120DC 3 CREDITS 4 PERIODS****Flash: Digital Animation**

Provides students with the ability to use Flash graphics software on microcomputers. Covers basic animation techniques used in the creation, manipulation, and editing of Flash animation graphics. Prerequisites: None .

**CIS120DF 3 CREDITS 4 PERIODS****Computer Graphics: Adobe Photoshop**

Provides students with the capability to use Adobe Photoshop graphics software on a computer. Basic foundation course in the use of electronic techniques to select, manipulate, and edit images, for graphic design and image correction. Prerequisites: None

**CIS120AF 1 CREDIT 2 PERIODS****Computer Graphics: Adobe Photoshop: Level I**

Provides students with the capability to use Adobe Photoshop graphics software on a computer. Basic foundation course in the use of electronic techniques to select, manipulate, and edit images, for graphic design and image correction. Prerequisites: None.

**CIS121AB 1 CREDIT 2 PERIODS****Microsoft Command Line Operations**

Use of the Microsoft command line interface: basic concepts, internal and external commands, subdirectories, and editor. Prerequisites: None.

**CIS121AE 1 CREDIT 2 PERIODS****Windows Operating System: Level I**

Specific topics include booting and shutting down the computer, navigating the desktop, start button features, taskbar status, and receiving on-line help support. Exploring and managing folders and files, running programs, and learning about Wordpad and Paint application programs. Prerequisites: None.

**CIS121AH 3 CREDIT 4 PERIODS****Microsoft PowerShell/Command Line Operations**

Day-to-day command line administration tasks of Microsoft Windows. PowerShell used to create scripts to administer Microsoft windows environment.

**CIS126DL 3 CREDITS 4 PERIODS****Linux Operating System**

Introduction to the Linux Operating system. Develop knowledge and skills required to install, configure and troubleshoot a Linux-based workstation including basic network functions. Learn basic command line and Graphical User Interface (GUI) desktop environment utilities and applications. Fundamental abilities to achieve the entry-level industry certification covered. Prerequisites: None.

**CIS131AA 1 CREDIT 1 PERIOD****Doing Business on the Internet**

Overview of different ways businesses are taking advantage of and using the Internet. Includes how companies are selling items and services over the Internet; techniques used to expand customer contacts; marketing strategies; availability of government and financial information; future potential and disadvantages; using the Internet for customer service; establishing a World Wide Web site. Some previous computer experience preferred. Prerequisites: None.

**CIS133AA 1 CREDIT 2 PERIODS****Internet/Web Development Level I-A**

Overview of the Internet and its resources. Hands-on experience with various Internet communication tools. Prerequisites: None.

**CIS133BA 1 CREDIT 1 PERIOD****Internet/Web Development Level I-B**

Exploration of additional Internet resources. Hands-on experience with a variety of resource discovery and information retrieval tools as well as enhancement of Web pages. Prerequisites: BPC/CIS133AA.

**CIS133CA 1 CREDIT 1 PERIOD****Internet/Web Development Level I-C**

Web site development using enhancement codes. Includes frames, style sheets and javascript as well as design principles and typography. Prerequisites: BPC/CIS133BA.

**CIS133DA 3 CREDITS 4 PERIODS****Internet/Web Development Level I**

Overview of the Internet/WWW and its resources. Hands-on experience with various Internet/WWW communication, resource discovery, and information retrieval tools. Web page development also included. Prerequisites: None

**CIS150AB 3 CREDITS 4 PERIODS****Object-Oriented Programming Fundamentals**

Structured and Object-Oriented design and logic tools. Use of computer problems to demonstrate and teach concepts using appropriate programming language. Prerequisites: CIS105, or permission of instructor.

**CIS151 3 CREDITS 4 PERIODS****Computer Game Development -Level I**

Introduction to object-oriented game development, game design, and game theory. Use of computer software to demonstrate and teach concepts using an appropriate game development platform to model real-time simulations and create computer games using object oriented tools. Introduction to developing PC games, educational software, and training software using windows based object oriented developments tools. Prerequisites: CIS105 or permission of Instructor.

**CIS159 3 CREDITS 4 PERIODS****Visual Basic Programming I**

Use of the Visual Basic programming language to solve problems using suitable examples from business or other disciplines. Prerequisites: CIS105, or permission of instructor.

**CIS162AB 3 CREDITS 4 PERIODS****C++: Level I**

Introduction to C++ programming including general concepts, program design, development, data types, operators, expressions, flow control, functions, classes, input and output operations, debugging, structured programming, and object-oriented programming. Prerequisites: CIS105, or permission of instructor.

**CIS162AD 3 CREDITS 4 PERIODS****C#: Level I**

Introduction to C# programming including general concepts, program design, development, data types, operators, expressions, flow control, functions, classes, input and output operations, debugging, structured programming, and object-oriented programming. Prerequisites: CIS105, or permission of instructor.

**CIS163AA 3 CREDITS 4 PERIODS****Java Programming: Level I**

Introduction to Java programming. Includes features needed to construct Java Applets, Java Applications, control structures, methods, arrays, character and string manipulation, graphics, and object-oriented programming. Prerequisites: CIS105.

**CIS164AB 3 CREDITS 4 PERIODS****Oracle: PL/SQL Programming**

Writing PL/SQL procedures, functions, and packages. Creating and managing PL/SQL program units and database triggers in Oracle development environment. Managing dependencies and manipulating large objects. Prerequisites: CIS119DO, or permission of the instructor.

**CIS164AC 3 CREDITS 4 PERIODS****Oracle: Developer Forms I**

Building and testing interactive applications consisting of one or more Developer forms modules. Building a complete forms application using Oracle Developer. Customizing forms with graphical user input items, such as check boxes, list items and radio groups. Modifying data access by creating event-related triggers. Prerequisites: CIS164AB, or permission of instructor.

**CIS164AG                    2 CREDITS           3 PERIODS****Oracle: Data Modeling and Relational Database Design**

Top-down, systematic approach to developing a relational database and defining requirements as entities, attributes, and relationships. Developing an entity-relationship (ER) diagram that accurately reflects the business. Mapping the ER diagram to an initial database design. Prerequisites: CIS105 or permission of instructor.

**CIS166                            3 CREDITS           4 PERIODS****Web Scripting/Programming**

Software development for Web sites, including client-side script and Common Gateway Interface (CGI) scripting. Covers Web-based transaction processing and use of databases in conjunction with the Web. Includes security issues. Prerequisites: CIS133CA or CIS133DA or permission of instructor.

**CIS166AA                    3 CREDITS           4 PERIODS****Introduction to JavaScripting**

Introduction to basic JavaScript programming concepts including syntax. Covers Hypertext Markup Language (HTML), programming logic and debugging, as well as forms manipulation and animation. Prerequisites: CIS133CA or CIS133DA or permission of Instructor

**CIS190                            3 CREDITS           4 PERIODS****Introduction to Local Area Networks**

Overview of local area networks. Emphasis on the elements of a local area network, current issues and products, and use of a local area network. Includes terminology, hardware and software components, connectivity, resource monitoring and sharing, electronic mail and messaging, and security issues. Prerequisites: CIS105, or permission of instructor.

**CIS213DE                    3 CREDITS           4 PERIODS****Advanced Microsoft Word: Word Processing**

Using advanced word processing software features to perform tasks such as mail merge, collaboration, web pages, math functions, macros, photo enhancements, graphics, tables, forms and manage long documents. Prerequisites: CIS113DE or (CIS113AE and CIS113BE and CIS113CE) or permission of Instructor.

**CIS225AB                    3 CREDITS           4 PERIODS****Object-Oriented Analysis and Design**

Methodologies and notations for fundamental object-oriented analysis and design including use cases, objects, classes, stereotypes, and relationships. Object-oriented iterative process for system development. A continuous application development exercise for applying the analysis and design concepts. Prerequisites: Any programming language or permission of Instructor.

**CIS233AA                    1 CREDIT           1 PERIOD****Internet/Web Development Level II-A**

Design and creation of pages on the Internet's World Wide Web using hypertext markup language (HTML). Hands-on experience authoring HTML and preparing sophisticated web documents. Prerequisites: BPC/CIS133BA or permission of instructor.

**CIS233BA                    1 CREDIT           1 PERIOD****Internet/Web Development Level II-B**

Hands-on experience designing Web presentations using advanced markup languages, programming languages, scripts and multimedia. Prerequisites: CIS233AA or permission of instructor.

**CIS233BB                    1 CREDIT           2 PERIODS****Internet Web Publishing: FrontPage Level II**

Advanced hypertext markup language (HTML) using FrontPage. Covers tables, forms, image maps, gateway scripts, and multimedia. Hands-on experience of designed advanced Web presentations. Prerequisites: CIS233AB or permission of instructor.

**CIS233DA                    3 CREDITS           4 PERIODS****Internet/Web Development Level II**

Design and create pages on the World Wide Web with a variety of markup languages, programming languages, scripts, and multimedia. Hands-on experience authoring and preparing sophisticated web documents. Exploration of best practices/issues for web design and publishing and careers in web development and e-commerce. Prerequisites: BPC/CIS133CA or BPC/CIS133DA or permission of instructor.



**CIS235**                      **3 CREDITS**                      **4 PERIODS****e-Commerce**

Introduction to Electronic Commerce on the Internet. Designing an electronic storefront including web page content and development, e-commerce site marketing, advertisement, legal and security considerations, credit card and other debit transaction covered. Also includes current issues in e-commerce. Prerequisites: CIS133CA, or CIS133DA, or permission of instructor.

**CIS238DL**                      **3 CREDITS**                      **4 PERIODS****Linux System Administration**

Managing Linux Operating Systems including sophisticated manipulation of file structures, backup systems, printing processes, troubleshooting, user account management, hard disk maintenance and configuration, process monitoring and prioritizing, kernel customization, and system resource control. Preparation for industry certifications such as the SAIR/GNU LCP and LCA certificates, CompTIA's Linux+, RHCT, RHCE, and LPIC. Prerequisites: CIS126AL, CIS126BL and CIS126CL; or CIS126DL or Permission of instructor.

**CIS239DL**                      **3 CREDITS**                      **4 PERIODS****Linux Shell Scripting**

Linux Shell Scripting syntax and methods including the automation of system tasks as well as interpreted user-level programming. Course includes the Linux Borne Again Shell (BASH) as well as a variety of industry competitors. Prerequisites: CIS126DL or permission of Instructor.

**CIS240DL**                      **3 CREDITS**                      **4 PERIODS****Linux Network Administration**

In depth networking based on Linux servers and the Transmission Control Protocol/Internet Protocol (TCP/IP) protocol suite. Integrating Linux servers and workstations into a network environment with multi-platform network operating systems including a variety of open-standard and proprietary protocols. Preparation for industry certifications such as the SAIR/GNU LCP and LCA certificates, CompTIA's Linux+, RHCT, RHCE, and LPIC. Prerequisites: CIS126AL, CIS126BL and CIS126CL; or CIS126DL or instructor approval.

**CIS250**                      **3 CREDITS**                      **4 PERIODS****Management of Information Systems**

The study of business information systems and its management, communication, e-business strategies, emerging technologies, database concepts, and project management. Overview of systems analysis and design. Learn about the competitive and strategic uses of information systems and how they are transforming organizations and their management. Prerequisites: CIS105.

**CIS259**                      **3 CREDITS**                      **4 PERIODS****Visual Basic Programming II**

Use of the Visual Basic programming language to identify and solve advanced problems using suitable examples from business or other disciplines. Prerequisites: CIS159 or permission of instructor.

**CIS263AA**                      **3 CREDITS**                      **4 PERIODS****Java Programming: Level II**

Intermediate Java programming. Includes features needed to construct object-oriented programming, multithreading, multimedia, files, streams and data structure. Prerequisites: CIS163AA or permission of the instructor.

**CIS271DL**                      **3 CREDITS**                      **4 PERIODS****Linux Security**

Implementing in-depth security methods and techniques in a Linux-based network environment. Utilize programs, utilities and configuration techniques to provide user-level, file system, and network security. Gain knowledge in a variety of security cracking techniques and how to guard against them. In all aspects of security, the standard of practicing professional ethics seriously emphasized. Preparation for industry certifications such as the SAIR/GNU LCP and LCA certificates, CompTIA's Linux+, RHCT, RHCE, and LPIC. Prerequisites: CIS240DL or Permission of Instructor.

**CIS276DA**                      **3 CREDITS**                      **4 PERIODS****MySQL Database**

A broad overview of the MySQL database. Includes Structured Query Language (SQL) instruction for data definition, data manipulation, and data retrieval. Develops knowledge and skills required to install MySQL, model and create new databases, manage users, authentication, and stored procedures, and develop backup/restore strategies. Prerequisites: CIS105 or permission of Instructor.

**CIS280**                      **3 CREDITS**      **4 PERIODS**  
**CIS280AA**                      **1 CREDIT**      **2 PERIODS**

### Current Topics in Computing

Critical inquiry of current topics in computing. Application of industry trends to solve problems and/or investigate issues. Prerequisites: None.

**CIS290AA**                      **1 CREDIT**      **6 PERIODS**  
**CIS290AB**                      **2 CREDITS**      **12 PERIODS**  
**CIS290AC**                      **3 CREDITS**      **18 PERIODS**

### Computer Information Systems Internship

Work experience in business or industry. Prerequisites: Permission of instructor.

**CIS296WA**                      **1 CREDIT**      **5 PERIODS**  
**CIS296WB**                      **2 CREDITS**      **10 PERIODS**  
**CIS296WC**                      **3 CREDITS**      **15 PERIODS**

### Cooperative Education

Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome related to the career objectives of the students. Prerequisites: Completion of at least twelve (12) college credits, minimum 2.6 grade point average, and be able to obtain a position related to student's academic or career goals (student's present job may qualify); or permission of instructor. Corequisites: Must be concurrently enrolled in at least one class which is related to student's major or career interest or with permission of the instructor.

## CNT - Cisco Network Technology

**CNT140AA**                      **4 CREDITS**      **6 PERIODS**

### Cisco Networking Fundamentals

Introduction to the computer networking field. Covers network terminology and protocols, communication fundamentals in Data networks and the Internet. Includes study of the Open Systems Interconnection (OSI) model, using a top down approach, cabling and cabling tools, basic Cisco router, configuration, Ethernet technologies, Internet Protocol (IP) addressing, and overview of Internet Protocol version 6 (IPv6), basic configuring and testing of the network, and network standards. Preparation for the Cisco Certified Network Associate (CCNA) examination. Prerequisites: None.

**CNT150AA**                      **4 CREDITS**      **6 PERIODS**

### Cisco Routing Protocols and Concepts

Knowledge of skills to install, configure, customize, maintain and troubleshoot Cisco routers utilizing Advanced Internet Protocol (IP) addressing techniques, Variable Length Subnet Masking (VLSM), distance vectored and Link State dynamic routing protocols, Routing Internet Protocol version 1 (RIPv1) and version 2 (RIPv2), Enhanced Interior Gateway Routing Protocol (EIGRP), Single-area Open Shortest Path First (OSPF), and understanding the structure and behavior of routing tables. Preparation for Cisco certification examination. Prerequisites: CNT140AA or permission of Instructor.

**CNT160AA**                      **4 CREDITS**      **6 PERIODS**

### Cisco Local Area Networking (LAN) Switching and Wireless

Comprehensive, theoretical, and practical approach to learning the technologies and protocols needed to design and implement a converged switched network. Learn about the hierarchical network design model and how to select devices for each layer. Configure a switch for basic functionality and implement Virtual Local Area Networks (VLAN), VLAN Trunking Protocol (VTP), and Inter-VLAN routing in a converged network. Implementation of Spanning Tree Protocol (STP) in a converged network and a Wireless LAN (WLAN) in a small to medium network. Comprehensive hands-on labs. Preparation for Cisco certification examination. Prerequisites: CNT140AA or permission of instructor.

**CNT170AA**                      **4 CREDITS**      **6 PERIODS**

### Cisco Accessing the Wide-Area Network (WAN)

Wide-Area Network (WAN) technologies and network services required by converged applications in Enterprise Networks. Cisco Enterprise Composite model (ECM) to introduce integrated network services and selection of appropriate devices and technologies to meet ECM requirements. Implement and configure common data link protocols and apply WAN security concepts, principles of traffic management, access control and addressing services. Detect, troubleshoot, and correct common enterprise network implementation issues. Includes comprehensive hands-on labs. Preparation for Cisco certification examination. Prerequisites: CNT140AA, CNT150AA, and CNT160AA or permission of instructor.

**CNT185**                      **4 CREDITS**                      **5 PERIODS****Cisco Network Security**

Applications of Cisco Networking technologies in designing and implementing security solutions to reduce risk of revenue loss and vulnerability. Hands-on experience and skills in security policy design and management, security technologies, products and solutions, firewall and secure router design, installation, configuration and maintenance, AAA (Authentication, Authorization, and Accounting) and VPN (Virtual Private Network) implementation using firewalls and routers. Preparation for the MCNS (Managing Cisco Network Security) and CSPFA (Cisco Secure PIX Firewall Advanced) exams toward certification as a Cisco Firewall Specialist. Exams also apply to CCSP (Cisco Certified Security Professional) certification. Prerequisites: CNT170, or permission of instructor.

**CNT200**                      **4 CREDITS**                      **6 PERIODS****CCNP ROUTE: Implementing Cisco IP Routing**

Development of knowledge and skills needed to manage Internet Protocol (IP) traffic and access, understand scalable internetworks configure advanced routing protocols Border Gateway Protocol [BGP], Enhanced Interior Gateway Routing Protocol [EIGRP], Open Shortest Path First [OSPF], as well as Internet Protocol (IPv6), and configuration of secure routing solutions to support branch offices and mobile workers. Comprehensive labs emphasize hands-on learning and practice to reinforce configuration skills. Prerequisites: CNT170AA, or CCNA industry certification, or permission of Instructor. Corequisites: CNT220. Course Notes: Preparation for Cisco Certified Network Professional (CCNP) exam.

**CNT202**                      **4 CREDITS**                      **5 PERIODS****Cisco Secure Firewall Appliance Configuration**

Applications of Cisco Networking technologies in designing and implementing security solutions to reduce risk of revenue loss and vulnerability. Hands-on experience and skills in security policy design and management, security technologies, products and solutions, secure firewall design, installation, configuration and maintenance, Authentication, Authorization, and Accounting (AAA), Failover, and Virtual Private Network (VPN) implementation using firewalls. Prerequisites: CNT170 or permission of Instructor.

**CNT205**                      **4 CREDITS**                      **6 PERIODS****Cisco Certified Network Associate Security**

Associate-level knowledge and skills required to secure Cisco networks. Development of a security infrastructure, identification of threats and vulnerabilities to networks. Mitigation of security threats. Core security technologies. Installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data and devices. Competency in the technologies that Cisco uses in its security structure. Prerequisites: CNT170 or CNT170AA or Certified Cisco Networking Associate (CCNA) certification or permission of Instructor.

**CNT206**                      **4 CREDITS**                      **6 PERIODS****Cisco Certified Network Associate Wireless**

Associate-level knowledge and skills required in Cisco wireless networks. Includes comprehensive hands-on labs to design, plan, implement, operate, secure, and troubleshoot wireless networks. Prerequisites: CNT170, or CNT170AA, or permission of Instructor. Course Notes: Prepares students to earn Cisco Certified Network Associate Wireless (CCNA Wireless) designation by taking the Implementing Cisco Unified Wireless Networks Essentials (IUWNE) exam.

**CNT220**                      **4 CREDITS**                      **6 PERIODS****CCNP SWITCH: Implementing Cisco IP Switching**

Development of knowledge and skills in building, monitoring, and maintaining switching in converged enterprise networks using advanced and multi-layer switching technologies. Planning, configuring, securing and verifying the implementation of complex enterprise switching solutions. Hands-on learning and practice to reinforce configuration skills. Prerequisites: CNT170AA, or CCNA industry certification, or permission of Instructor. Corequisites: CNT200. Course Notes: Preparation for Cisco Certified Network Professional (CCNP) exam.

## COM - Communication

**COM095**                      **3 CREDITS**      **3 PERIODS**

### Basic Oral Communication Skills

Listening, speaking, and related academic performance skills, including note taking. Emphasis on activities designed to improve and synthesize these skills. Prerequisites: None.

**COM100**                      **3 CREDITS**      **3 PERIODS**

**SUN# COM 1100**

### Introduction to Human Communication

Theory and practice of communication skills in public, small group, and interpersonal settings. Includes study of the speech communication process. Prerequisites: None.

**COM110**                      **3 CREDITS**      **3 PERIODS**

### Interpersonal Communication

Theory and practice of communication skills which affect day-to-day interactions with other persons. Topics may include using verbal and nonverbal symbols, interactive listening, resolving interpersonal conflict, developing and maintaining personal and professional relationships. Prerequisites: None.

**COM207**                      **3 CREDITS**      **3 PERIODS**

### Introduction to Communication Inquiry

Overview of theory and methodological practice in communication with particular attention to scholarly writing skills. Emphasis on development of critical thinking skills through active participation in the research process. Prerequisites: ENG101 or ENG107 or equivalent, and COM100 or equivalent, or permission of instructor. Course Note: Recommended for the communication major.

**COM225**                      **3 CREDITS**      **3 PERIODS**

### Public Speaking

Designed to enhance the student's ability to present public speeches confidently and competently. Also designed to improve information literacy and critical thinking skills. Prerequisites: ENG101 or ENG107, or equivalent.

**COM230**                      **3 CREDITS**      **3 PERIODS**

### Small Group Communication

Principles and processes of small groups and development of skills for participation and leadership in small group settings. Practice in problem solving, decision making, and information sharing. Prerequisites: None.

**COM250**                      **3 CREDITS**      **3 PERIODS**

### Introduction to Organizational Communication

Introduction to the study of communication in organizations including identification of variables, roles and patterns influencing communication in organizations. Prerequisites: None.

**COM259**                      **3 CREDITS**      **3 PERIODS**

### Communication in Business and Professions

Interpersonal, group, and public communication in business and professional organizations. Emphasis on oral communication. Prerequisites: ENG101, or ENG107, or equivalent.

**COM263**                      **3 CREDITS**      **3 PERIODS**

### Elements of Intercultural Communication

Basic concepts, principles, and skills for improving oral communication between persons from different minority, racial, ethnic, and cultural backgrounds. Prerequisites: None.

**COM282AA**                      **1 CREDIT**      **1 PERIOD**

### Service-Learning Experience in Communication

Unpaid Service-Learning (SL) experience, completed with approved community partner. Prerequisites: Permission of Instructor. Course Notes: COM282AA may be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog.

**COM282AB**                      **2 CREDITS**      **2 PERIODS**

### Service-Learning Experience in Communication

Unpaid Service-Learning (SL) experience, completed with approved community partner. Prerequisites: Permission of Instructor. Course Notes: COM282AB may be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog.

**COM282AC**                      **3 CREDITS**      **3 PERIODS**

### Service-Learning Experience in Communication

Unpaid Service-Learning (SL) experience, completed with approved community partner. Prerequisites: Permission of Instructor. Course Notes: COM282AC may be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog.

## COV - Covey

**COV110**                      **2 CREDITS**      **2 PERIODS**

### The Seven Habits of Highly Effective People

Development of interpersonal habits that are used by successful people in their personal and professional lives. Seven Habits of Highly Effective People. Video-based lecture course. Prerequisites: None.

## CPD - Counseling and Personal Development

**CPD101**                      **2 CREDITS**      **2 PERIODS**

### Personal Development

Designed to assist students in developing confidence in making personal, social, and educational decisions. Examination and assessment of individual needs, interests, abilities and values to develop and strengthen interpersonal communication, enhance transitional skills and identify realistic life planning goals. Prerequisites: None .

**CPD102AB**                      **2 CREDITS**      **2 PERIODS**

### Career Exploration

Designed to assist students make informed career decisions. Focuses on current occupational trends and outlook. Explores career-related interests, values, needs, preferences, skills, and strengths with the use of various assessments. Aids in the development of individualized educational/career goals and action plan. Prerequisites: None. Course Notes: CPD102AB may be repeated for a total of six (6) credit hours.

**CPD102AF**                      **2 CREDITS**      **2 PERIODS**

### Human Sexuality

Enables students to view their own sexuality as a normal aspect of personal development. Examination of masculine and feminine differences and/or conflicts in social roles, emotions, and physical development. Prerequisites: None.

**CPD102AH**                      **2 CREDITS**      **2 PERIODS**

### Stress Management

Reviews the sources of stress, the physiological effects and the psychological impact of stress on the individual. Provides strategies to reduce stress. Prerequisites: None.

**CPD102AJ**                      **2 CREDITS**      **2 PERIODS**

### Personal Spiritual Development

Designed to encourage exploration of human spirituality. Focus on personal values and individual belief systems. Emphasis on developing an integrated concept of spirituality and applying it to one's own life. Prerequisites: None.

**CPD103BA**                      **2 CREDITS**      **2 PERIODS**

### Women in Transition

Designed to assist and support women who are experiencing life transitions. Emphasis on assessing self-potential, increasing self-confidence, managing life change, and exploring education/career/life options in terms of the realities of roles for women today. Prerequisites: None.

**CPD103BH**                      **2 CREDITS**      **2 PERIODS**

### Male-Female Communication

Designed to provide students with a better understanding of male-female characteristics and how that along with a renewed emphasis on basic communication skills will improve communication between the sexes. Prerequisites: None.

**CPD104**                              **3 CREDITS**      **3 PERIODS**

### Career and Personal Development

An overview of the process of career/life planning through self-awareness and understanding. Focus on specific skill development such as dealing with change, decision making, goal setting and understanding lifestyles. Provides opportunity to evaluate interests, skills and values. Emphasis on the development of a comprehensive career search process which includes current occupational information, specific tools for researching the job market and acquiring employment. Prerequisites: None.

**CPD150**                              **3 CREDITS**      **3 PERIODS**

### Strategies for College Success

Focus on increasing student success through college orientation and personal growth, study skills development, and educational and career planning. Prerequisites: None.

**CPD150AA**                      **1 CREDIT**      **1 PERIOD**

### College Orientation & Personal Growth

Emphasis on increasing student success through college orientation, identification of learning style and the use of time management, goal-setting, and interpersonal communication strategies. Prerequisites: None.

**CPD150AB**      **1 CREDIT**      **1 PERIOD****Study Skills Development**

Emphasis on increasing student success through the use of study strategies including materials organization, note-taking, reading, test-taking, memory, and critical and creative thinking. Prerequisites: None.

**CPD150AC**      **1 CREDIT**      **1 PERIOD****Educational and Career Planning**

Emphasis on increasing student success through educational and career planning. Prerequisites: None.

**CPD160**      **3 CREDITS**      **3 PERIODS****Introduction to Multiculturalism**

Examination of the multiple cultures and subcultures within the contemporary United States. Personal exploration of awareness and appreciation of multiculturalism. Activities for experiencing diverse cultural perspectives. Critical thinking skills for recognizing, analyzing, and mediating cultural and psychological factors impacting conflict and accord between diverse cultures through written and oral discourse. Prerequisites: ENG101, or ENG107, or permission of Instructor.

**CRE - Critical Reading****CRE101**      **3 CREDITS**      **3 PERIODS****College Critical Reading**

Apply critical inquiry skills to varied and challenging reading materials. Includes analysis, synthesis, and evaluation through at least two substantial writing and/or speaking tasks. Prerequisites: (A grade of C or better in ENG101 or ENG107) and (appropriate reading placement test score or grade of C or better in RDG091 or RDG095).

Also see Reading (RDG).

**CRW - Creative Writing****CRW150**      **3 CREDITS**      **3 PERIODS****Introduction to Creative Writing**

Introduces the student to elements and techniques of creative writing in a variety of genres; teaches terminology and concepts needed for successful participation in writing workshops; facilitates writing practice and evaluation; offers individual guidance on the student's development as a writer. Prerequisites: None.

**CRW160**      **3 CREDITS**      **3 PERIODS****Introduction to Writing Poetry**

Prewriting (invention and discovery); writing; analyzing and evaluating (in workshop); and revising to practice manipulating various elements of poetry, critique one's own and the poetry of others, and produce a portfolio of finished, marketable poems. Prerequisites: None. CRW150 recommended but not required.

**CRW170**      **3 CREDITS**      **3 PERIODS****Introduction to Writing Fiction**

Practice in writing fiction through a process of prewriting (invention and discovery), writing, analysis and evaluation (in workshop), and revision; practice in manipulating various elements and forms of fiction. Prerequisites: None. CRW150 recommended but not required.

**CRW190**      **3 CREDITS**      **3 PERIODS****Introduction to Screenwriting**

Overview of screenwriting elements; introduction to screenwriting techniques. Prerequisites: None. CRW150 recommended but not required.

**CRW200**      **1 CREDIT**      **1 PERIOD****Readings for Writers**

Close analysis and interpretation of selected literary texts designed to strengthen the students' own writing by extending their familiarity with the genre in which they write and their knowledge of selected literary elements. One-on-one meetings between student and instructor. Prerequisites: CRW150, or permission of Instructor. Course Notes: CRW200 may be repeated for a total of six (6) credits.

**CRW201**      **1 CREDIT**      **1 PERIOD****Portfolio**

Close analysis of the creative writing portfolio culminating in selection, revision, editing, and compiling of the student's own literary work in a portfolio. Students meet individually with instructor to choose, prepare, and compile their work. Prerequisites: (Acceptance into Creative Writing Certificate Program and completion of at least nine (9) credit hours in creative writing (CRW)), or permission of Program Director. Course Notes: CRW201 may be repeated for a total of two (2) credit hours.

**CRW270**                    **3 CREDITS**            **3 PERIODS****Intermediate Fiction Writing**

Writing original short stories; analysis of works of fiction; concentration on revising students' fiction through intensive workshopping. Prerequisites: CRW170.

**CRW272**                    **3 CREDITS**            **3 PERIODS****Planning and Structuring the Novel**

Focus on planning, structuring, and beginning a novel; prewriting, writing, analysis, evaluation, and revision of novel plans and excerpts. Prerequisites: CRW150 or permission of instructor.

**CSC - Computer Science****CSC100**                    **3 CREDITS**            **3 PERIODS****Introduction to Computer Science (C++)**

Concepts of problem solving, structured programming in C++, fundamental algorithms and techniques, and computer system concepts. Social and ethical responsibilities. Intended for majors other than Computer Science. Prerequisites: MAT120, or MAT121, or MAT122.

**CSC100AA**                **3 CREDITS**            **4 PERIODS****Introduction to Computer Science (C++)**

Concepts of problem solving, structured programming in C++, fundamental algorithms and techniques, and computer system concepts. Social and ethical responsibilities. Intended for majors other than Computer Science. Prerequisites: MAT120, or MAT121, or MAT122.

**CSC110AA**                **3 CREDITS**            **4 PERIODS****Introduction to Computer Science (Java)**

Concepts of problem solving, structured and object-oriented programming in Java, fundamental algorithms and techniques and computer system concepts. Social and ethical responsibilities. Intended for Computer Science and Computer Systems Engineering Majors. Prerequisites: MAT120 or MAT121 or MAT122.

**CSC120**                    **4 CREDITS**            **6 PERIODS****Digital Design Fundamentals**

Number systems, conversion methods, binary and complement arithmetic, Boolean switching algebra and circuit minimization techniques. Analysis and design of combinational logic, flip-flops, simple counters, registers, ROMs, PLDs, synchronous and asynchronous sequential circuits, and state reduction techniques. Building physical circuits. Prerequisites: CSC100, or CSC110, or CSC181, or ELE181, or NET181, or equivalent, or permission of instructor.

**CSC180AB**                **4 CREDITS**            **4 PERIODS****Computer Literacy**

Introduction to computers and technology and their impact on society. Explores technology, current topics in computing, applications and related issues. Students gain fluency in integrating technology to solve problems using computational thinking. Use of application software to create documents, spreadsheets, databases, e-mail and text files, and use of Internet browsers. Prerequisites: None.

**CSC181**                    **3 CREDITS**            **3 PERIODS****Applied Problem Solving with Visual BASIC**

Introduction to systematic definition of problems, solution formulation, and testing. Visual BASIC programming language applied to problems in mathematics, science, and business. Prerequisites: None.

**CSC181AA**                **3 CREDITS**            **4 PERIODS****Applied Problem Solving with Visual BASIC**

Introduction to systematic definition of problems, solution formulation, and testing. Visual BASIC programming language applied to problems in mathematics, science, and business. Prerequisites: None.

**CSC182AA**                **3 CREDITS**            **4 PERIODS****Principles of Programming with C#.NET**

Introduction to object-oriented program analysis, design, and development using Visual C#.NET. Includes general concepts, data types, expressions, flow control, methods, classes, arrays, event-driven models, Windows applications, and Web applications. Prerequisites: None.

**CSC200AA**      **3 CREDITS**      **4 PERIODS****Principles of Computer Science (Java)**

Introduction to computer science. Issues and concepts throughout the field, including software development, data organization, machine architecture, algorithmic machines, and ethics in computing. Programming in Java. Prerequisites: CSC110 or (CSC100 or equivalent) and permission of instructor.

**CSC210AA**      **3 CREDITS**      **4 PERIODS****Data Structures and Algorithms (Java)**

Static and dynamic data structures and associated applications; recursive and iterative sorting and searching algorithms; introduction to object oriented design and programming techniques; software engineering methods including design models and implementation/testing strategies; professional responsibilities; Java language. Prerequisites: CSC200.

**CSC220**      **4 CREDITS**      **5 PERIODS****Programming for Computer Engineering**

Introduction to procedural programming (C/C++) and hardware description language (VHDL). Prerequisites: ((EEE120 or CSC120) and CSC205) or permission of Instructor.

**CSC225**      **4 CREDITS**      **5 PERIODS****Assembly Language Programming on Motorola Microprocessors**

Assembly language programming including input/output programming and exception/interrupt handling. Register-level computer organization, I/O interfaces, assemblers, and linkers. Macintosh-based assignments. Prerequisites: [(CSC100 or CSC110 or CSC200) and CSC/EEE120] or permission of instructor.

**CSC230**      **4 CREDITS**      **5 PERIODS****Computer Organization and Assembly Language**

Assembly language programming including input/output (I/O) programming and exception/interrupt handling. Register-level computer organization, I/O interfaces, assemblers, and linkers. Processor organization and design, data path, control, pipelining, and input/output. Memory organization with cache and virtual memory. Prerequisites: [(CSC100 or CSC110) and CSC/EEE120], or permission of instructor.

**CSC240**      **3 CREDITS**      **5 PERIODS****Introduction to Different Programming Languages**

Introduction to procedural (C/C++), applicative (LISP), and declarative (Prolog) languages. Prerequisites: CSC205 or permission of instructor.

**DAH - Dance Humanities****DAH100**      **3 CREDITS**      **3 PERIODS****Introduction to Dance**

Overview of the field of dance focusing on origins, historical development, and cultural characteristics of the various styles of dance. Prerequisites: None.

**DAH190**      **1 CREDIT**      **1 PERIOD****Discovering Dance Careers**

An overview of the professional opportunities available in dance and dance related fields. Prerequisites: None.

**DAH201**      **3 CREDITS**      **3 PERIODS****World Dance Studies**

Exploration, analysis, synthesis, and evaluation of the role of dance in various cultures around the world. Prerequisites: None. DAH100 strongly suggested but not required.

**DAN - Dance****DAN115**      **1 CREDIT**      **3 PERIODS****Contemporary Dance Trends**

Theory and practice of current social dance trends. Development of movement quality and performance skills. Prerequisites: None. Course Note: DAN115 may be repeated for credit.

**DAN115AA**      **1 CREDIT**      **3 PERIODS****Contemporary Dance Trends: Hip Hop**

Theory and practice of Hip Hop dance. Development of movement quality and performance skills. Prerequisites: None. Course Note: DAN115AA may be repeated for credit.

**DAN120AA**      **1 CREDIT**      **3 PERIODS****World Dance: African Dance**

Theory and practice of African dance. Development of movement quality and performance skills, individually or in a group setting. May include African, Caribbean or Afro-fusion dance. Prerequisites: None. Course Note: DAN120AA may be repeated for credit.



**DAN120AB**      **1 CREDIT**      **3 PERIODS****World Dance: Flamenco**

Theory and practice of Flamenco. Development of movement quality and performance skills, individually, with a partner or in a group setting. Prerequisites: None. Course Notes: DAN120AB may be repeated for credit.

**DAN120AC**      **1 CREDIT**      **3 PERIODS****World Dance: Irish Dance**

Theory and practice of Irish Dance. Development of movement quality and performance skills, individually or in a group setting. Prerequisites: None. Course Notes: DAN120AC may be repeated for credit.

**DAN120AD**      **1 CREDIT**      **3 PERIODS****World Dance: Mexican Folkloric Dance**

Theory and practice of Mexican Folkloric dance. Development of movement quality and performance skills, individually with a partner or in a group setting. Prerequisites: None. Course Notes: DAN120AD may be repeated for credit.

**DAN120AE**      **1 CREDIT**      **3 PERIODS****World Dance: Middle Eastern Dance**

Theory and practice of Middle Eastern dance. Development of movement quality and performance skills. Prerequisites: None. Course Notes: DAN120AE may be repeated for credit.

**DAN120AF**      **1 CREDIT**      **3 PERIODS****World Dance: Afro-Brazilian Dance**

Theory and practice of Afro-Brazilian dance. Development of movement quality and performance skills. Prerequisites: None. Course Notes: DAN120AF may be repeated for credit.

**DAN120AG**      **1 CREDIT**      **3 PERIODS****World Dance: East Indian Dance**

Theory and practice of East Indian dance. Development of movement quality and performance skills. Prerequisites: None. Course Notes: DAN120AG may be repeated for credit.

**DAN120AH**      **1 CREDIT**      **3 PERIODS****World Dance: Native American Dance**

Theory and practice of Native American dance. Development of movement quality and performance skills. Prerequisites: None. Course Notes: DAN120AH may be repeated for credit.

**DAN120AI**      **1 CREDIT**      **3 PERIODS****World Dance: European Folk Dance**

Theory and practice of European Folk dance. Development of movement quality and performance skills individually or in a group setting. Prerequisites: None. Course Notes: DAN120AI may be repeated for credit.

**DAN120AJ**      **1 CREDIT**      **3 PERIODS****World Dance: Asian Dance Forms**

Theory and practice of Asian Dance Forms. Development of movement quality and performance skills. Prerequisites: None. Course Notes: DAN120AJ may be repeated for credit.

**DAN120AK**      **1 CREDIT**      **3 PERIODS****World Dance: Capoeira**

Theory and practice of Capoeira. Development of movement quality and performance skills. Prerequisites: None. Course Notes: DAN120AK may be repeated for credit.

**DAN125**      **1 CREDIT**      **2 PERIODS****Social Dance**

Theory and practice of social dance. Development of movement quality and performance skills individually, with a partner or in a group setting. Prerequisites: None. Course Note: DAN125 may be repeated for credit.

**DAN125AA**      **1 CREDIT**      **2 PERIODS****Social Dance: Ballroom**

Theory and practice of ballroom dance. Development of movement quality and performance skills individually, with a partner or in a group setting. May include Salsa, Mambo, Cha Cha Cha, Merengue, Rumba, East Coast Swing, Lindy Hop, West Coast Swing, Foxtrot, Waltz, American Tango, International Ballroom, or Ballroom Performance. Prerequisites: None. Course Notes: DAN125AA may be repeated for credit.

**DAN125AB**      **1 CREDIT**      **2 PERIODS****Social Dance: Swing**

Theory and practice of swing dance. Development of movement quality and performance skills individually, with a partner or in a group setting. May include East Coast Swing, Lindy Hop, West Coast Swing, or Foxtrot. Prerequisites: None. Course Notes: DAN125AB may be repeated for credit.

**DAN125AC**                    **1 CREDIT**                    **2 PERIODS****Social Dance: Latin**

Theory and practice of Latin dance. Development of movement quality and performance skills individually, with a partner or in a group setting. May include Salsa, Mambo, Cha Cha Cha, Merengue, Rumba, Bachata, International Latin Ballroom, or Latin Ballroom Performance. Prerequisites: None. Course Notes: DAN125AC may be repeated for credit.

**DAN125AD**                    **1 CREDIT**                    **2 PERIODS****Social Dance: Country**

Theory and practice of country dance. Development of movement quality and performance skills individually, with a partner or in a group setting. May include Two-Step, Cha Cha Cha, Swing, West Coast Swing, East Coast Swing, Waltz, Rhythm Two- Step, or Night Club and Line Dance. Prerequisites: None. Course Notes: DAN125AD may be repeated for credit.

**DAN125AE**                    **1 CREDIT**                    **2 PERIODS****Social Dance: Tango**

Theory and practice of tango dance. Development of movement quality and performance skills individually, with a partner or in a group setting. May include Argentine Tango, American Tango or International Style Tango. Prerequisites: None. Course Notes: DAN125AE may be repeated for credit.

**DAN129**                        **1 CREDIT**                    **3 PERIODS****Musical Theatre Dance I**

Introduction to the theory and practice of musical theatre dance at the beginning level. Development of movement quality and performance skills. Prerequisites: None. Course Notes: DAN129 may be repeated for credit.

**DAN131**                        **1 CREDIT**                    **3 PERIODS****Ballet I**

Introduction to the theory and practice of ballet at the beginning level. Development of movement quality and performance skills. Prerequisites: None. Course Notes: DAN131 may be repeated for credit.

**DAN132**                        **1 CREDIT**                    **3 PERIODS****Modern Dance I**

Introduction to the theory and practice of modern dance at the beginning level. Development of movement quality and performance skills. Prerequisites: None. Course Notes: DAN132 may be repeated for credit.

**DAN133**                        **1 CREDIT**                    **3 PERIODS****Modern Jazz Dance I**

Introduction to the theory and practice of modern jazz dance at the beginning level. Development of movement quality and performance skills. Prerequisites: None. Course Note: DAN133 may be repeated for credit.

**DAN134**                        **1 CREDIT**                    **3 PERIODS****Ballet II**

Theory and practice of ballet at the advanced beginning level. Development of movement quality and performance skills. Prerequisites: DAN131 or permission of Instructor. Course Notes: DAN134 may be repeated for credit.

**DAN135**                        **1 CREDIT**                    **3 PERIODS****Modern Dance II**

Theory and practice of modern dance at the advanced beginning level. Development of movement quality and performance skills. Prerequisites: DAN132 or permission of Instructor. Course Notes: DAN135 may be repeated for credit.

**DAN136**                        **1 CREDIT**                    **3 PERIODS****Modern Jazz Dance II**

Theory and practice of modern jazz dance at the advanced beginning level. Development of movement quality and performance skills. Prerequisites: DAN133 or permission of Instructor. Course Notes: DAN136 may be repeated for credit.

**DAN138**                        **1 CREDIT**                    **1 PERIOD****Dance Seminar I**

Level I scientific evaluation and in-depth discussion of the theory and practice of work done in dance technique class. Prerequisites: None. Corequisites: Any ballet, modern dance, or modern jazz dance technique course.

**DAN140**                        **1 CREDIT**                    **3 PERIODS****Tap Dance I**

An introduction to the theory and practice of tap dance. Prerequisites: None. Course Notes: DAN140 may be repeated for credit.

**DAN141**                        **1 CREDIT**                    **3 PERIODS****Dance Workshop**

An intensive experience in the process of choreography, performance, and production elements. Prerequisites: None. Course Notes: DAN141 may be repeated for credit.

**DAN150**                    **1 CREDIT**                    **3 PERIODS****Dance Performance I**

An introduction to the process and practice of dance performance. Prerequisites: None. Course Notes: DAN150 may be repeated for credit.

**DAN155**                    **1 CREDIT**                    **3 PERIODS****Dance Performance II**

Continued study of the process and practice of dance performance at a level II. Prerequisites: DAN150 or permission of Instructor. Course Notes: DAN155 may be repeated for credit.

**DAN164**                    **1 CREDIT**                    **3 PERIODS****Improvisation**

An introduction to and an exploration of basic improvisational dance skills. Prerequisites: None. Course Notes: DAN164 may be repeated for credit.

**DAN210**                    **3 CREDITS**                    **3 PERIODS****Dance Production I**

Introduction to the elements of light, sound, and scenery as they relate to the art of dance. Prerequisites: None.

**DAN211**                    **3 CREDITS**                    **3 PERIODS****Dance Production II**

Introduction to the theory and practice of makeup and costuming as they relate to dance. Prerequisites: None.

**DAN221**                    **2 CREDITS**                    **3 PERIODS****Rhythmic Theory for Dance I**

Exploration of the ways in which music, time, pitch, and energy work with the art of dance. Emphasis on reading and writing music notation and performing movement that correlates to the notation and vice versa. Prerequisites: None.

**DAN222**                    **2 CREDITS**                    **3 PERIODS****Rhythmic Theory for Dance II**

Study at the intermediate level of the ways in which music, time, pitch, and energy work with the art of dance with an emphasis on small group movement projects and their relationship to musical time and structure. Prerequisites: DAN221 or permission of instructor.

**DAN231**                    **1 CREDIT**                    **3 PERIODS****Ballet III**

Theory and practice of ballet at the beginning intermediate level. Development of movement quality and performance skills. Prerequisites: DAN134 or permission of Instructor. Course Notes: DAN231 may be repeated for credit.

**DAN232**                    **1 CREDIT**                    **3 PERIODS****Modern Dance III**

Theory and practice of modern dance at the beginning intermediate level. Development of movement quality and performance skills. Prerequisites: DAN135 or permission of Instructor. Course Notes: DAN232 may be repeated for credit.

**DAN232AA**                    **2 CREDITS**                    **5 PERIODS****Modern Dance III: Intensive**

Theory and intensive practice of modern dance at the beginning intermediate level. Development of movement quality and performance skills. Prerequisites: DAN135 or permission of Instructor. Course Note: DAN232AA may be repeated for credit.

**DAN233**                    **1 CREDIT**                    **3 PERIODS****Modern Jazz Dance III**

Theory and practice of modern jazz dance at the beginning intermediate level. Development of movement quality and performance skills. Prerequisites: DAN136 or permission of Instructor. Course Notes: DAN233 may be repeated for credit.

**DAN234**                    **1 CREDIT**                    **3 PERIODS****Ballet IV**

Theory and practice of ballet at the intermediate level. Development of movement quality and performance skills. Prerequisites: DAN231 or permission of Instructor. Course Notes: DAN234 may be repeated for credit.

**DAN235**                    **1 CREDIT**                    **3 PERIODS****Modern Dance IV**

Theory and practice of modern dance at the intermediate level. Development of movement quality and performance skills. Prerequisites: DAN232 or permission of Instructor. Course Note: DAN235 may be repeated for credit.

**DAN235AA**                    **2 CREDITS**            **5 PERIODS****Modern Dance IV: Intensive**

Theory and intensive practice of modern dance at the advanced intermediate level. Development of movement quality and performance skills. Prerequisites: DAN232AA or permission of Instructor. Course Notes: DAN235AA may be repeated for credit.

**DAN236**                    **1 CREDIT**            **3 PERIODS****Modern Jazz Dance IV**

Theory and practice of modern jazz dance at the intermediate level. Development of movement quality and performance skills. Prerequisites: DAN233 or permission of Instructor. Course Notes: DAN236 may be repeated for credit.

**DAN238**                    **1 CREDIT**            **1 PERIOD****Dance Seminar II**

Level II scientific evaluation and in-depth discussion of the theory and practice of work done in dance technique class. Prerequisites: DAN138 or permission of instructor. Corequisites: Any ballet, modern dance, or modern jazz dance technique course.

**DAN264**                    **3 CREDITS**            **3 PERIODS****Choreography I**

Study of basic dance choreography to include construction of a phrase, structure and form in a composition, and the basic elements of time, space and energy. Prerequisites: None.

**DAN265**                    **3 CREDITS**            **3 PERIODS****Choreography II**

Exploration of the craft of choreography at the intermediate level. Experimentation with the various approaches to contemporary choreography as established by 20th century artists. Prerequisites: DAN264.

**DAN280**                    **2 CREDITS**            **6 PERIODS****Dance Practicum**

A culmination of coursework for the dance major requiring completion of an extended choreographic work from conception to performance. Also requires a final evaluative paper on the successes and challenges encountered throughout the project. Prerequisites: Permission of instructor.

**DAN290AA**                    **1 CREDIT**            **3 PERIODS****DAN290AB**                    **2 CREDITS**            **6 PERIODS****DAN290AC**                    **3 CREDITS**            **9 PERIODS****Dance Conservatory I**

An intensive course focusing on the theory and practice of dance technique including, but not limited to, ballet, modern dance, modern jazz, pilates, yoga and dance performance at the beginning level. Study of repertory and development of movement quality and performance skills. Includes an informal public showing of dance technique and performance skills. Prerequisites: None. Course Notes: DAN290AA may be repeated for a total of three (3) credit hours; DAN290AB may be repeated for a total of six (6) credit hours; DAN290AC may be repeated for a total of nine (9) credit hours.


**DAN291AA**                    **1 CREDIT**            **3 PERIODS****DAN291AB**                    **2 CREDITS**            **6 PERIODS****DAN291AC**                    **3 CREDITS**            **9 PERIODS****Dance Conservatory II**

An intensive course focusing on the theory and practice of dance technique including, but not limited to, ballet, modern dance, modern jazz, pilates, yoga and dance performance at the intermediate level. Study of repertory and development of movement quality and performance skills. Includes an informal public showing of dance technique and performance skills. Prerequisites: (DAN131 and DAN132) or permission of instructor. Course Notes: DAN291AA may be repeated for a total of three (3) credit hours; DAN291AB may be repeated for a total of six (6) credit hours; DAN291AC may be repeated for a total of nine (9) credit hours.

**DAN292AA**                    **1 CREDIT**            **3 PERIODS****DAN292AB**                    **2 CREDITS**            **6 PERIODS****DAN292AC**                    **3 CREDITS**            **9 PERIODS****Dance Conservatory III**

An intensive course focusing on the theory and practice of dance technique including, but not limited to, ballet, modern dance, modern jazz, pilates, yoga and dance performance at the advanced level. Study of repertory and development of movement quality and performance skills. Includes an informal public showing of dance technique and performance skills. Prerequisites: (DAN134 and DAN135) or permission of instructor. Course Notes: DAN292AA may be repeated for a total of three (3) credit hours; DAN292AB may be repeated for a total of six (6) credit hours; DAN292AC may be repeated for a total of nine (9) credit hours.

## ECE - Engineering Science

**ECE102**                      **2 CREDITS**      **4 PERIODS**  
 **EGR 1102**

### Engineering Analysis Tools and Techniques

Learning culture of engineering, engineering use of computer tools, and computer modeling as applied to engineering analysis and design. Prerequisites: Two years of high school algebra or MAT122 or departmental approval. Corequisites: MAT151 or MAT182 or MAT187.

**ECE102AA**                      **2 CREDITS**      **4 PERIODS**

### Engineering Analysis Tools and Techniques

Learning culture of engineering, engineering use of computer tools, and computer modeling as applied to engineering analysis and design. Prerequisites: Two years of high school algebra or MAT122 or departmental approval. Corequisites: MAT151 or MAT182 or MAT187.

**ECE103**                      **2 CREDITS**      **4 PERIODS**  
 **EGR 1102**

### Engineering Problem Solving and Design

Fundamentals of the design process: engineering modeling, communication and problem-solving skills in a team environment. Emphasis on process-based improvements to the design process. Introduction to engineering as a profession. Prerequisites: (ECE102 or ECE102AA) and (high school physics, or PHY111, or PHY111AA).

**ECE103AB**                      **2 CREDITS**      **4 PERIODS**

### Engineering Problem Solving and Design

Fundamentals of the design process: engineering modeling, communication and problem-solving skills in a team environment. Emphasis on process-based improvements to the design process. Introduction to engineering as a profession. Prerequisites: (ECE102 or ECE102AA) and (high school physics, or PHY111, or PHY111AA).

**ECE111**                      **3 CREDITS**      **5 PERIODS**

### Bioengineering Systems

Introduction to biological concepts and application of engineering to biological and earth systems. Analysis of materials, structures, fluid mechanics, bioelectricity, and dynamics as applied to biological and environmental systems. Prerequisites: None.

**ECE211**                      **3 CREDITS**      **5 PERIODS**

### Engineering Mechanics-Statics

Mathematical treatment of the basic physical principles of statics. Methods of vector algebra and vector calculus. Prerequisites: ECE103, (MAT230 or MAT231), and (PHY115 or PHY121). Corequisites: MAT241.

**ECE212**                      **3 CREDITS**      **5 PERIODS**

### Engineering Mechanics-Dynamics

Kinematics and kinetics of particles, translating and rotating coordinate systems, rigid body kinematics, dynamics of systems of particles and rigid bodies, and energy and momentum principles. Prerequisites: ECE211 and MAT241.

**ECE214**                      **4 CREDITS**      **6 PERIODS**

### Engineering Mechanics

Foundations of engineering mechanics, including force systems, resultants, equilibrium of particles and rigid bodies, centroids and centers of mass, area and mass moments of inertia, friction, internal forces in structures, kinematics and kinetics of particles, kinematics and kinetics of rigid bodies, energy and momentum principles. Prerequisites: (ECE103 or ECE103AB), (MAT230 or MAT231), and (PHY115 or PHY121). Corequisites: MAT240 or MAT241.

**ECE215**                      **3 CREDITS**      **5 PERIODS**

### Mechanics of Materials

Designed to provide students with a strong fundamental foundation in the mechanics of solids. Includes the concepts of stress and strain applied to the analysis and design of members subjected to axial and torsional loads and members subjected to shear and bending, applications and transformation of plane stress and plane strain, deformation of beams, and elastic buckling of columns. Prerequisites: ECE214 or (ECE211 and ECE212) and MAT262.

**ECE216**                      **2 CREDITS**      **2 PERIODS**

### Computer-Aided Engineering

Introduction to engineering graphics, including tolerancing and fasteners, as well as creation and use of engineering drawings. Prerequisites or Corequisites: ECE214 or (ECE211 and ECE212). Corequisites: ECE216LL.

**ECE216LL 1 CREDITS 2 PERIODS****Computer-Aided Engineering Laboratory**

Laboratory experience in support of ECE216.  
Prerequisites or Corequisites: ECE214 or (ECE211 and ECE212). Corequisites: ECE216.

**ECH - Early Childhood Education****ECH128 3 CREDITS 3 PERIODS****Early Learning: Play and the Arts**

Examines theory, research and practices relating to play and the creative arts in early childhood. Considers practical constraints and alternative perspectives. Prerequisites: None.

**ECH253 3 CREDITS 3 PERIODS****National Credential Portfolio Development**

Portfolio or resource file development, completion, and presentation. Self-assessment and credentialing planning, professional development, writing, and critical learning included. Prerequisites: Permission of Program Director.

**ECN - Economics****ECN211 3 CREDITS 3 PERIODS****SUN# ECN 2201****Macroeconomic Principles**

A descriptive analysis of the structure and functioning of the American economy. Emphasis on basic economic institutions and factors that determine national income and employment levels. Consideration given to the macroeconomic topics of national income, unemployment, inflation and monetary and fiscal policies. Prerequisites: None.

**ECN212 3 CREDITS 3 PERIODS****SUN# ECN 2202****Microeconomic Principles**

Microeconomic analysis including the theory of consumer choice, price determination, resource allocation and income distribution. Includes non-competitive market structures such as monopoly and oligopoly; and the effects of government regulation. Prerequisites: None.

**ECN213 3 CREDITS 3 PERIODS****The World Economy**

An analysis of the economic interdependence among nations, with emphasis on international trade and finance. Consideration given to the role and function of the multinational enterprise. Prerequisites: None.

**ECN263 3 CREDITS 3 PERIODS****The Economics of Natural Resources, Population and the Environment**

Applies economic analysis to both the causes and possible remedies of the problems of environmental deterioration and natural resource depletion. Includes discussion of the economic problems of urban communities and the relationship between population and economic growth and the depletion of natural resources and environmental pollution. Prerequisites: ECN100, or ECN211, or ECN212.

**EDU - Education****EDU220 3 CREDITS 3 PERIODS****Introduction to Serving English Language Learners (ELL)**

Rationale for and current educational and legal issues for serving English Language Learners (ELL). Comparison and evaluation of various types of language educational models including Structured English Immersion (SEI), English as a Second Language (ESL) and bilingual. Includes SEI, ESL, and bilingual strategies. Prerequisites: None.

**EDU221 3 CREDITS 3 PERIODS****Introduction to Education**

Overview of the historical, political, economic, social, and philosophical factors that influence education and make it so complex. Opportunity for students to assess their interest and suitability for teaching. Prerequisites: None. Course Note: Requires minimum of 30 hours of field experience in elementary or secondary classroom environment.

**EDU222                      3 CREDITS           3 PERIODS****Introduction to the Exceptional Learner**

Overview of the exceptional learner, one who differs from the average or normal, with emphasis on factors relating to current practices, identification, characteristics, and educational adaptations.

Issues related to mildly disabled, severely disabled, emotionally and behaviorally disordered, mentally retarded, and gifted students. Prerequisites: None. Course Note: May include approved school-based practicum.

**EDU230                      3 CREDITS           3 PERIODS****Cultural Diversity in Education**

Examination of the relationship of cultural values to the formation of self-concept and learning styles. Examination of the role of prejudice, stereotyping and cultural incompatibilities in education.

Emphasis on teacher preparation (preservice and/or inservice) to offer an equal educational opportunity to students of all cultural groups. Prerequisites: None.

**EDU233                      3 CREDITS           3 PERIODS****Structured English Immersion (SEI) and English as a Second Language (ESL) Teaching Methods**

Methods of planning, developing, and analyzing lesson plans in all content areas using English Language Learners (ELL) Standards. Emphasis on components of curriculum content, teaching strategies, development/evaluation/adaptation of teaching materials, and the role of culture in learning. Examines the alignment of ELL Proficiency Standards to the Arizona Language Arts Academic Standards. Covers multiple assessment techniques, tracking of student progress using the state mandated English language proficiency assessment, and use of assessment results for placement and accommodation. Prerequisites: (EDU220 or EPD220 or EDU225) or permission of Department or Division. Course Notes: Approved school-based practicum required. EDU233 incorporates curricular framework for the 45-clock hour requirement for SEI endorsement through the Arizona Department of Education.

**EDU236                      3 CREDITS           3 PERIODS****Classroom Relationships**

Analysis of K-12 classroom interactions, classroom environment, and classroom management skills from a teacher's point of view. Focus on classroom as a multidimensional environment in which principles of classroom design, communication, management, and resources determine effectiveness. Prerequisites: None. EDU221 suggested but not required. Course Note: Requires a 20-hour field experience in a K-12 classroom.

**EDU250                      3 CREDITS           3 PERIODS****Overview of the Community Colleges**

The history, functions, organization and current issues in the community/junior college with emphasis on the Arizona community colleges. Prerequisites: None.

**EDU291                      3 CREDITS           3 PERIODS****Children's Literature**

Review of folk and modern literature from a variety of world cultures, including application of literary criteria to folk and modern literature for children. Prerequisites: None.

**EED - Early Education****EED205                      3 CREDITS           3 PERIODS****The Developing Child: Prenatal to Age Eight**

Examination of process of physical, social, emotional, cognitive, language, and literacy development of typical and atypical young children; prenatal through age eight. Includes practical application and fieldwork experience. Prerequisites: None.

**EED212                      3 CREDITS           3 PERIODS****Guidance, Management and the Environment**

Principles for guiding young children in early care and education environments. Exploration of guidance, management, and how the environment impacts the lives of young children. Includes observation of classrooms of children ages birth to age eight. Prerequisites: None.

**EED215**                      **3 CREDITS**      **3 PERIODS****Early Learning: Health, Safety, Nutrition and Fitness**

Consideration of public health issues and safety procedures within early childhood settings, serving young children birth to age eight. Overview of nutritional needs and issues of physical fitness and well-being in young children. Includes field experiences. Prerequisites: None.

**EED220**                      **3 CREDITS**      **3 PERIODS****Child, Family, Community and Culture**

Examines family, community and cultural influences on development of the young child (birth to age eight). Considers trends and threats to attachment, relationships and cultural identity. Includes social and emotional experiences and their impact on the developing brain. Prerequisites: None.

**EED261**                      **1 CREDIT**      **1 PERIOD****Early Childhood Preschool Internship**

Work experience with preschoolers in early care and education settings. 80 hours of designated work per credit. Prerequisites: Permission of Department or Division. Course Notes: EED261 may be repeated for a total of six (6) credit hours.

**EEE - Electrical Engineering****EEE120**                      **4 CREDITS**      **6 PERIODS****Digital Design Fundamentals**

Number systems, conversion methods, binary and complement arithmetic, Boolean switching algebra and circuit minimization techniques. Analysis and design of combinational logic, flip-flops, simple counters, registers, ROMs, PLDs, synchronous and asynchronous sequential circuits, and state reduction techniques. Building physical circuits. Prerequisites: CSC100, or CSC110 or CSC181, or ELE181, or NET181, or equivalent, or permission of instructor.

**EEE202**                      **5 CREDITS**      **7 PERIODS****Circuits and Devices**

Introduction to circuits and devices. Component models, transient analysis, steady state analysis, Laplace transform, and active and passive filter networks. Prerequisites: ECE103 or ECE103AB. Prerequisites or Corequisites: (MAT261 or MAT262) and (PHY116 or PHY131).

**EEE220**                      **4 CREDITS**      **5 PERIODS****Programming for Computer Engineering**

Introduction to procedural programming (C/C++) and hardware description language (VHDL). Prerequisites: ((EEE120 or CSC120) and CSC205) or permission of Instructor.

**EEE230**                      **4 CREDITS**      **5 PERIODS****Computer Organization and Assembly Language**

Assembly language programming including input/output (I/O) programming and exception/interrupt handling. Register-level computer organization, I/O interfaces, assemblers, and linkers. Processor organization and design, data path, control, pipelining, and input/output. Memory organization with cache and virtual memory. Prerequisites: [(CSC100 or CSC110) and CSC/EEE120], or permission of instructor.

**ELE - Electronics****ELE111**                      **4 CREDITS**      **6 PERIODS****Circuit Analysis I**

Direct current (DC) and Alternating current (AC) electric circuits. Ohm's law, Kirchoff's laws, series, parallel and series-parallel circuits, fundamentals of inductance and capacitance, and the transient behavior of circuits containing resistance and capacitance or resistance and inductance. Prerequisites: None. Corequisites: ELE105 or MAT120 or MAT121 or MAT122, or equivalent.

**ELT - Electronics Technology****ELT100**                      **3 CREDITS**      **3 PERIODS****Survey of Electronics**

An introduction to the field of electronics for those who may not intend to specialize in electronics. Essentially nonmathematical in nature; includes familiarization with a wide range of electronic components. Application to electronic systems, such as radio transmitters and receivers - both AM (amplitude modulation) and FM (frequency modulation), television transmitters and receivers, logic control, and computers. Application also to automotive electronics. Prerequisites: None.



## ENG - English

**ENG071 3 CREDITS 3 PERIODS**

### Language Skills: Speaking and Writing Standard English

Emphasis on basic Standard English speaking and writing skills with a focus on essential grammar in developing effective sentence-level speaking and written strategies. Prerequisites: Appropriate writing placement test score or permission of Department or Division.

**ENG081 3 CREDITS 3 PERIODS**

### Basic Writing Skills

Emphasis on preparation for college-level composition with a focus on foundational skills. Establishing effective writing strategies through six or more writing projects comprising at least 1500 words in total. Prerequisites: Appropriate writing placement test score, or a grade of C or better in ENG071 or ESL077, or permission of Department or Division.

**ENG091 3 CREDITS 3 PERIODS**

### Fundamentals of Writing

Emphasis on preparation for college-level composition with a focus on organizational skills. Developing effective writing strategies through five or more writing projects comprising at least 2000 words in total. Prerequisites: Appropriate writing placement test score, or a grade of C or better in ENG081 or ESL087, or permission of Department or Division.

**ENG101 3 CREDITS 3 PERIODS**

**SUN** ENG 1101

### First-Year Composition

Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total. Prerequisites: Appropriate writing placement test score, or a grade of C or better in ENG091 or ESL097.

**ENG102 3 CREDITS 3 PERIODS**

**SUN** ENG 1102

### First-Year Composition

Emphasis on rhetoric and composition with a focus on persuasive, research-based writing and understanding writing as a process. Developing advanced college-level writing strategies through three or more writing projects comprising at least 4,000 words in total. Prerequisites: Grade of C or better in ENG101.

**ENG107 3 CREDITS 3 PERIODS**

### First-Year Composition for ESL

Description: Equivalent of ENG 101 for students of English as a Second Language (ESL). Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total. Prerequisites: Appropriate writing placement test score, or a grade of C or better in ENG091 or ESL097.

**ENG108 3 CREDITS 3 PERIODS**

### First-Year Composition for ESL

Equivalent of ENG102 for students of English as a Second Language (ESL). Emphasis on rhetoric and composition with a focus on persuasive, research-based writing and understanding writing as a process. Developing advanced college-level writing strategies through three or more writing projects comprising at least 4,000 words in total. Prerequisites: Grade of C or better in ENG107.

**ENG111 3 CREDITS 3 PERIODS**

### Technical Writing

Analysis, planning, organization, research, and writing of technical reports and oral presentations for specific job-related audiences. Preparation of recommendation and feasibility reports, proposals, and applications of graphics in documents and oral presentations. Prerequisites: ENG101 with a grade of "C", or better, or permission of instructor.

**ENG210 3 CREDITS 3 PERIODS**

### Creative Writing

Skills and techniques used in the production of marketable materials for contemporary publications that buy prose fiction, poetry, and expository articles. May be repeated for a total of six (6) credit hours with departmental approval. Prerequisites: ENG102 with a grade of "C", or better, or permission of department.

**ENG216**                      **3 CREDITS**      **3 PERIODS****Persuasive Writing on Public Issues**

Advanced course in techniques of analyzing and writing persuasive arguments addressing topics of current public interest. Papers research based. Prerequisites: ENG102.

**ENG217**                      **3 CREDITS**      **3 PERIODS****Personal and Exploratory Writing**

Using writing to explore one's self and the world one lives in; emphasis on journal writing as a source and inspiration for public writing. Prerequisites: ENG101 or ENG107 or equivalent.

**ENG270**                      **3 CREDITS**      **3 PERIODS****Workplace Writing**

Emphasizes rhetoric and composition with a focus on adapting writing to meet the needs of very specific workplace objectives and audiences. Uses primary and secondary research practices to investigate a variety of workplace discourse communities. Prerequisites: Grade of C or better in ENG102 or ENG108. Course Notes: Develop advanced college-level writing strategies through three or more writing projects comprising at least 4,000 words in total.

**ENH - English Humanities****ENH110**                      **3 CREDITS**      **3 PERIODS****Introduction to Literature**

Introduction to international literature through various forms of literary expression; e.g., poetry, drama, essay, biography, autobiography, short story, and novel. Provides a global overview of literature with special emphasis on diverse cultural contributions of women, African Americans, Asian Americans, Hispanic Americans, and Native Americans. Prerequisites: None.

**ENH114**                      **3 CREDITS**      **3 PERIODS****African-American Literature**

Survey of major African-American writers from Colonial period through the present; analysis of trends and movements within African-American literary history; analysis of literary types and selected works. Prerequisites: None.

**ENH201**                      **3 CREDITS**      **3 PERIODS****World Literature Through the Renaissance**

Examines a selection of the world's literary masterpieces within their cultural contexts from ancient times through the Renaissance. Analyzes the influences of major literary philosophies, themes, genre, and styles. Assesses the contributions of major writers. Introduces the terminology of literary analysis. Prerequisites: None.

**ENH202**                      **3 CREDITS**      **3 PERIODS****World Literature After the Renaissance**

Includes a selection of the world's literary masterpieces from the Renaissance to modern times. Prerequisites: None.

**ENH206**                      **3 CREDITS**      **3 PERIODS****Nature and Environmental Literature**

Investigates major themes in nature and environmental writing. Explores relationship between humanity and the environment as expressed through fiction, non-fiction, and poetry. Examines how literature drives attitudes and policies. Prerequisites: None.

**ENH221**                      **3 CREDITS**      **3 PERIODS****Survey of English Literature Before 1800**

Emphasizes the social and political backgrounds as well as the form and content of English literature from Anglo-Saxon times to the end of the eighteenth century. Prerequisites: (ENG101 or ENG107) or equivalent.

**ENH222**                      **3 CREDITS**      **3 PERIODS****Survey of English Literature After 1800**

Emphasizes the social and political backgrounds as well as the form and content of English literature in the nineteenth and twentieth centuries. Prerequisites: (ENG101 or ENG107) or equivalent.

**ENH241**                      **3 CREDITS**      **3 PERIODS****American Literature Before 1860**

Includes literature written prior to 1860 in the United States. Prerequisites: None.

**ENH242**                      **3 CREDITS**      **3 PERIODS****American Literature After 1860**

Includes literature written after 1860 in the United States. Prerequisites: None.

**ENH251                      3 CREDITS                      3 PERIODS****Mythology**

Deals with the myths and legends of civilizations with the greatest influence upon the development of the literature and culture of the English speaking people, and compares those myths with myths from other cultures. Prerequisites: None.

**ENH253                      3 CREDITS                      3 PERIODS****Contemporary Global Literature and Film**

Characteristics of literary and cinematic mediums. Challenges of adapting literature to film. Global examination of historical, religious, socio-economic, political, and colonial/post colonial themes depicted in Western and non-Western literature and film (e. g., Africa, Asia, and Latin America) outside the United States. Use of narrative in each medium and how it translates various global/international perspectives and cultural assumptions. Specific genres present in literature and film. Cultural metaphors and symbols used in literature and film. Prerequisites: ENG101.

**ENH254                      3 CREDITS                      3 PERIODS****Literature and Film**

Presents works of literature and their film versions and analyzes distinguishing techniques of each medium. Prerequisites: ENG101, or ENG107, or equivalent.

**ENH255                      3 CREDITS                      3 PERIODS****Contemporary U.S. Literature and Film**

Strengths and weaknesses of literature and film. Challenges of adapting literature to film. Addressing racial, ethnic, gender, class and religious differences between cultures and mediums. Use of narrative in each medium and how it translates various cultural values and assumptions. Specific genres present in literature and film. Cultural metaphors and symbols used in literature and film. Prerequisites: ENG101.

**ENH259                      3 CREDITS                      3 PERIODS****American Indian Literature**

Contemporary American Indian forms of literary expression. Selected oral traditions of American Indians. Trends and movements within American Indian literary history. Prerequisites: None.

**ENH260                      3 CREDITS                      3 PERIODS****Literature of the Southwest**

Investigates major themes in Southwestern American literature including the Western myth, minority roles in the region's literature, control of nature versus primacy of nature, and growth. Both prose and poetry are examined with an emphasis on contemporary Southwestern writing. Prerequisites: None.

**ENH284                      3 CREDITS                      3 PERIODS****19th Century Women Writers**

Investigates major themes in literature by women writing in the 19th century including the nature of women's lives in the family, in work situations, and in society. Poetry, prose, essays and drama are examined with an emphasis on common themes. Prerequisites: None.

**ENH285                      3 CREDITS                      3 PERIODS****Contemporary Women Writers**

Explores twentieth century literature (short stories, essays, plays, and poetry) written by women and about women. Focus on themes relevant to women's lives regardless of age, creed, or ethnic background. Prerequisites: None.

**ENH291                      3 CREDITS                      3 PERIODS****Children's Literature**

Review of folk and modern literature from a variety of world cultures, including application of literary criteria to folk and modern literature for children. Prerequisites: None.

**ENH295                      3 CREDITS                      3 PERIODS****Banned Books and Censorship**

History, motivations, and effects of censorship in a democratic society. Censorship and book banning as a method of silencing diverse voices. Critical analysis of banned or challenged literature for children and adults. Prerequisites: None.

## EQS - Equine Science

**EQS105                      3 CREDITS           3 PERIODS**

### Principles of Equine Science

Breeds, colors and markings; horse selection; basic conformation; form to function; structures of the hoof; footfall sequences; vision, managed health program; nutrition principles and management practices. Prerequisites: (RDG091 with a C or better or equivalent as indicated by placement), and ((MAT081, or MAT082, or MAT083) with a C or better or equivalent as indicated by placement), and (ENG091 with a C or better or equivalent as indicated by placement).

**EQS120                      4 CREDITS           4 PERIODS**

### Equine Anatomy and Physiology

Study of structure and function of the equine. Includes cell structure, anatomy and physiology of major systems with emphasis on skeletal, muscular, and digestive systems. Incorporates detailed discussion and identification of various anatomical parts. Prerequisites: EQS105 or permission of Department or Division.

**EQS130                      3 CREDITS           3 PERIODS**

### Equine Business and Law

Practices and records used in the equine business. Includes record keeping systems and basic accounting principles; taxes; personnel management practices; computer programs for record keeping and operations management. Addresses legal aspects and laws unique to equine businesses. Prerequisites: (RDG091 with a C or better or equivalent as indicated by placement), and ((MAT081, or MAT082, or MAT083) with a C or better or equivalent as indicated by placement), and (ENG091 with a C or better or equivalent as indicated by placement).

**EQS145                      3 CREDITS           6 PERIODS**

### Basic Horsemanship

Rudimentary knowledge concerning horse handling safety, basic riding equipment, grooming techniques, saddling, bridling, mounting, dismounting, and basic control of the horse at the walk and trot. English or western equipment used. Emphasis on position of rider as it relates to basic control of the horse. Prerequisites: None.

**EQS160                      3 CREDITS           3 PERIODS**

### English Horsemanship I

Basic ground work and safety procedures; control of the horse at the walk, trot, and canter; rider position and use of fundamental aids. Prerequisites: None.

**EQS165                      3 CREDITS           3 PERIODS**

### Western Horsemanship I

Basic ground work and safety procedures; control of the horse at the walk, jog, and lope; rider position and use of fundamental aids. Prerequisites: None.

**EQS215                      3 CREDITS           3 PERIODS**

### Feeding Programs for Production and Performance

Explores the feeding and care of the equine in various stages of production, growth and performance. Identifies specific nutritional needs of each class of equine and formulates feeding programs based on these specific needs. Prerequisites: EQS200 or permission of department.

**EQS220                      3 CREDITS           3 PERIODS**

### Equine Reproduction

Reproductive anatomy and physiology; care and management of the breeding stallion; breeding procedures and artificial insemination. Care of pregnant mare; foaling procedures. Prerequisites: EQS105, EQS120 or permission of department.

**EQS225                      3 CREDITS           3 PERIODS**

### Equine Health and Disease Management

Aspects of equine health and disease prevention. Emphasis on preventive maintenance. Preventive medicine and necessary managerial practices needed to keep the equine athlete, broodmare, or family horse in good health. Prerequisites: (EQS105 and EQS120) or department approval.

**EQS264                      4 CREDITS           4 PERIODS**

### Equine Management

Hands-on practice sessions devoted to good horsekeeping skills. Includes assessment of vital signs, methods of restraint, intramuscular injections, oral medications, leg wraps, leg sweats and poultice applications, body clipping and fitting sheets and blankets. Prerequisites: (EQS120, EQS140, and EQS162) or permission of Department or Division.

## ESL - English as a Second Language

**ESL001 6 CREDITS 6 PERIODS**

### Basic English as a Second Language I

Listening, speaking, reading, and writing in English at a basic level. Focus on survival skills related to life in the United States. Introduction to elementary grammatical patterns. Prerequisites: None.

**ESL001BA 2 CREDITS 2 PERIODS**

### Basic ESL I: Personal Health & Safety

Listening, speaking, reading and writing in English at a basic level. Focus on survival skills related to personal health and safety when living in the United States. Introduction to elementary grammatical patterns. Prerequisites: None.

**ESL001BB 2 CREDITS 2 PERIODS**

### Basic ESL I: Services & Employment

Listening, speaking, reading and writing in English at a basic level. Focus on survival skills related to services and employment when living in the United States. Introduction to elementary grammatical patterns. Prerequisites: ESL001BA or permission of instructor.

**ESL001BC 2 CREDITS 2 PERIODS**

### Basic ESL I: Shopping & Everyday Life

Listening, speaking, reading and writing in English at a basic level. Focus on survival skills related to shopping and everyday life when living in the United States. Introduction to elementary grammatical patterns. Prerequisites: ESL001BB or permission of instructor.

**ESL010 3 CREDITS 3 PERIODS**

### English as a Second Language I: Grammar

First level of English as a Second Language (ESL). Emphasis on basic conversational skills, pronunciation, vocabulary building and grammar. Some reading and sentence level writing. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score.

**ESL011 3 CREDITS 3 PERIODS**

### English as a Second Language I: Listening and Speaking

Emphasis on listening and speaking skills involving survival skills. Asking and answering questions related to work, shopping, and personal safety. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score or ESL002.

**ESL013 1 CREDIT 1 PERIOD**

### Vocabulary for ESL I

Emphasis on the acquisition of basic English vocabulary including identifying and pronouncing words related to people, medical/dental care, occupations and other activities. Prerequisites: Appropriate ESL placement test score or permission of Instructor. Course Notes: ESL013 may be repeated for a maximum of two (2) credits.

**ESL020 3 CREDITS 3 PERIODS**

### English as a Second Language II: Grammar

Second level of English as a Second Language (ESL). Continued emphasis on conversational skills, pronunciation, vocabulary building and grammar with some reading and sentence level writing. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score, or a grade of "P" or "C" or better in ESL010, or (ESL010AA, ESL010AB, and ESL010AC).

**ESL021 3 CREDITS 3 PERIODS**

### English as a Second Language II - Listening and Speaking

Emphasis on listening and speaking skills involving social exchange. Asking and answering questions, using tag questions. Practice with question and answer patterns. Polite questions and responses. Prerequisites: Appropriate ESL placement test score or ESL010 or ESL011 or ESL012 or RDG/ESL016. Course Notes: ESL021 may be repeated for a maximum of six (6) credits.

**ESL022 3 CREDITS 3 PERIODS**

### ESL II-Writing with Oral Practice

Emphasis on basic writing skills, accompanied by recitation of short writings. Sentence patterns and introduction of paragraph writing. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL course placement score, or a grade of C or better in ESL012, or permission of instructor.

**ESL030**                      **3 CREDITS**      **3 PERIODS****English as a Second Language III: Grammar**

Third-level of English as a Second Language (ESL). Emphasis on sentence structure and paragraph building. Extensive grammar study and writing practice. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score, or a grade of "P" or "C" or better in ESL020, or (ESL020AA, ESL020AB, and ESL020AC).

**ESL031**                      **3 CREDITS**      **3 PERIODS****English as a Second Language III - Listening and Speaking**

Emphasis on listening and speaking skills related primarily to academic environment. Asking questions, working in small groups, using college resources, informal oral presentation. Prerequisites: Appropriate ESL placement test score or ESL020 or ESL021 or ESL022 or RDG/ESL026. Course Notes: ESL031 may be repeated for a total of six (6) credit hours.

**ESL032**                      **3 CREDITS**      **3 PERIODS****ESL III-Writing with Oral Practice**

Emphasis on complex sentence patterns in writing and speech. Introduction to the prewriting and writing process in a college setting. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL course placement score, or a grade of C or better in ESL022, or permission of instructor.

**ESL040**                      **3 CREDITS**      **3 PERIODS****English as a Second Language IV: Grammar**

Fourth-level of English as a Second Language (ESL). Continued emphasis on sentence structure and paragraph building. Extensive grammar study and writing practice. Credit (P) or no credit (Z). Standard grading available according to procedures outlined in catalog. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL placement test score, or a grade of "P" or "C" or better in ESL030, or (ESL030AA, ESL030AB, and ESL030AC).

**ESL041**                      **3 CREDITS**      **3 PERIODS****English as a Second Language IV: Listening and Speaking**

Emphasis on academic skills. Listening to lectures, notetaking, peer interaction, accessing and using media resources, formal oral presentations. Prerequisites: Appropriate ESL placement test score or ESL030 or ESL031 or ESL032 or RDG/ESL036. Course Notes: ESL041 may be repeated for a maximum of six (6) credits.

**ESL042**                      **3 CREDITS**      **3 PERIODS****ESL IV-Writing with Oral Practice**

Emphasis on paragraph writing and oral recitation of complex sentences and paragraphs. Introduction to the prewriting and writing process for short essays. May be repeated for a maximum of six (6) credits. Prerequisites: Appropriate ESL course placement score, or a grade of C or better in ESL032, or permission of instructor.

**ESL050**                      **3 CREDITS**      **3 PERIODS****Review Grammar For ESL**

Review of grammatical concepts for ESL (English as a Second Language) students who have some previous experience in reading and writing English. Appropriate for students who want to practice sentence skills in English. May be repeated for a total of six (6) credits. Prerequisites: Appropriate ESL course placement score, or a grade of "C" or better in ESL040, or permission of instructor.

**ESL051**                      **3 CREDITS**      **3 PERIODS****Pronunciation Improvement for ESL Speakers**

Individualized pronunciation practice and drills for English as a Second Language (ESL) speakers. Prerequisites: Appropriate ESL course placement score, or a grade of C or better in (ESL020 or ESL021 or ESL022 or RDG/ESL026), or permission of instructor. Course Notes: ESL051 may be repeated for a total of six (6) credits.

**ESL054**                      **3 CREDITS**      **3 PERIODS****American Culture**

Reading and writing about American culture including history, institutions and sports, and entertainment. Prerequisites: Appropriate ESL placement test score, or a grade of C or better in ESL040, or (ESL040AA, ESL040AB, and ESL040AC), or RDG/ESL046, or permission of instructor.

**ESL071**                      **3 CREDITS**      **3 PERIODS****Advanced Pronunciation and Oral Reading for ESL**

Pronunciation practice and review, spelling of English sounds, and oral reading for stress and intonation patterns in English. Prerequisites: A grade of C or better in ESL051, or permission of instructor.

**ESL087**                      **3 CREDITS**      **3 PERIODS****Basic Writing Skills for English Language Learners**

Emphasis on basic writing skills using Standard English in sentences and short paragraphs incorporating correct, clear, and idiomatic English in preparation for college-level composition. Establish effective writing strategies through six or more writing projects. Prerequisites: Appropriate writing placement test score, or grade of C or better in ESL077 or ENG071, or permission of Department or Division.

**EUT - Electric Utility Technology****EUT110**                      **2 CREDITS**      **2 PERIODS****Line Work I**

Overview of line work industry including its history, technological developments and current practices. Examines industry equipment and tools. Focuses on safety practices and procedures used in utility line work industry. Prerequisites: None.

**EUT111**                      **4 CREDITS**      **4 PERIODS****Meter Technology I**

Provide students an entry level explanation of the fundamentals of meter technology as it relates to electrical metering. Prerequisites: None. Corequisites: EUT116.

**EUT112**                      **4 CREDITS**      **4 PERIODS****Basic Electricity: AC and DC**

Reviews the basic principles of Alternating Current (AC) and Direct Current (DC) electricity. Examines the structure and function of AC and DC circuits including series, parallel and series-parallel circuits. Includes an overview of electric systems and their applications in the utility industry. Prerequisites: None. Corequisites: EUT110 and EUT115.

**EUT115**                      **6 CREDITS**      **18 PERIODS****Field Training I**

Practice in the basics of climbing and working on utility poles. Focuses on apparatus and equipment, using ropes and rigging equipment, installations of single and double cross arms, pole framing and setting, use of hand line and building single-phase lines. Prerequisites: None. Corequisites: EUT110, EUT112.

**EUT116**                      **6 CREDITS**      **18 PERIODS****Meter Technology Lab I**

Provide students an entry level explanation of the fundamentals of meter technology as it relates to electrical metering. Introduction to basic installation, safety procedures, preventative maintenance, and testing of the self-contained watt-hour meter. Prerequisites: None. Corequisites: EUT111.

**EUT210**                      **2 CREDITS**      **2 PERIODS****Line Work II**

Overview of line work industry including its history, technological developments and current practices. Examines industry equipment and tools. Focuses on hot sticking, tag out and lock out procedures with emphasis on industry safety practices and procedures. Prerequisites: EUT110.

**EUT211**                      **4 CREDITS**      **4 PERIODS****Electrical Apparatus**

Overview of transformers and how they operate. Reviews single and three-phase theory. Focuses on construction and hook-up of single-phase, three-phase, open Y and Delta transformer connections. Presents an overview of surge arresters, including applications and installation. Prerequisites: EUT110, EUT112 and EUT115. Corequisites: EUT215.

**EUT212**                      **4 CREDITS**      **4 PERIODS****Meter Technology II**

Provide students an in depth level of understanding the fundamentals of meter technology as it relates to installation, testing, troubleshooting and maintenance of electrical metering. Prerequisites: EUT110, EUT111, and EUT116. Corequisites: EUT210 and EUT216.

**EUT215                      6 CREDITS            18 PERIODS****Field Training II**

Practice in the installation of electrical lines including transformers, reclosers, and service loops. Teaches rubber gloving, hot sticking techniques, and trenching of underground lines. Practice in the safe set-up and operation of equipment used in the line industry with a focus on the development of entry-level skills as drivers and operators. Includes procedures and practice in pole-top and bucket-truck rescues. Prerequisites: EUT110, EUT112, and EUT115. Corequisites: EUT211.

**EUT216                      6 CREDITS            18 PERIODS****Meter Technology Lab II**

Advanced procedures in the physical aspects of the watt-hour and poly phase meters as used in the test lab. Installation, safety procedures, preventative maintenance, testing, troubleshooting procedures and repairs of the self-contained watt-hour meter. Prerequisites EUT110, EUT111, and EUT116. Corequisites: EUT210 and EUT212.

**EXS - Exercise Science****EXS101                      3 CREDITS            3 PERIODS****Introduction to Exercise Science, Kinesiology, and Physical Education**

Introductory course that will provide the student with a general overview of the disciplines and professions associated with the fields of Exercise Science, Kinesiology and Physical Education. Basic history, philosophy, and theory of each discipline will be examined as well as relevant career potential and options. Prerequisites: None.

**EXS112                      3 CREDITS            3 PERIODS****Professional Applications of Fitness Principles**

Basic principles of fitness for the prospective fitness professional and characteristics of quality communication and fitness leadership. Topics include behavior modification, enhancing motivation components of fitness, fitness assessment, risk stratification, exercise programming and modifications. Prerequisites: None.

**EXS125                      3 CREDITS            3 PERIODS****Introduction to Exercise Physiology**

Principles of exercise science applied to teaching fitness/aerobics. Major factors related to the function of the human body. Emphasis on anatomy/physiology, exercise physiology, and biomechanics. Prerequisites: None. BIO160 recommended but not required.

**EXS130                      3 CREDITS            4.5 PERIODS****Strength Fitness-Physiological Principles and Training Techniques**

Principles and techniques of strength training including strength physiology, performance factors, training recommendations, exercise techniques, and program design and management. Prerequisites: None.

**EXS132                      3 CREDITS            3 PERIODS****Cardiovascular Fitness: Physiological Principles and Training Techniques**

Covers principles and techniques of aerobic training and the application of these to the development of aerobic training programs. Includes instructional techniques and safety, and stresses injury prevention. Prerequisites: None.

**EXS145                      3 CREDITS            4.5 PERIODS****Guidelines for Exercise Testing and Prescription**

Follows the current ACSM guidelines for health appraisal, risk assessment, safety of exercise, exercise testing, and exercise prescription. Prerequisites: None.

**EXS214                      2 CREDITS            3 PERIODS****Instructional Competency: Flexibility and Mind- Body Exercises**

Fundamental methods of instructing and leading fitness activities including flexibility activities. Core competencies identified by professional certification agencies. Prerequisites: None.



**EXS215**                      **3 CREDITS**                      **3 PERIODS****Fitness for Life**

Lifetime health and skill-related components of fitness to achieve total wellness. Topics include health and skill-related components of fitness, guidelines for health and fitness assessment, exercise safety and precautions, nutrition, weight control, cardiovascular risk reduction, psychology of fitness and wellness, consumerism, and overall self-management of personal health and lifestyle habits to achieve the highest potential for well-being. Prerequisites: None.

**EXS216**                      **2 CREDITS**                      **3 PERIODS****Instructional Competency: Muscular Strength and Conditioning**

Fundamental methods of instructing and leading fitness activities including strength and conditioning activities. Core competencies identified by professional certification agencies. Prerequisites: None.

**EXS218**                      **2 CREDITS**                      **3 PERIODS****Instructional Competency: Cardiorespiratory Exercises and Activities**

Fundamental methods of instructing and leading fitness activities including cardiorespiratory exercises and activities. Core competencies identified by professional certification agencies. Prerequisites: None.

**EXS230**                      **3 CREDITS**                      **3 PERIODS****Introduction to Research Methods in Health and Exercise Science**

Introduction to the general nature of research with specific application to accessing, reading, evaluating, and reporting research in health and exercise science. Introduce students to select, data-based literature in order to engender an appreciation for and ability to critically evaluate health/exercise science research. Prerequisites: (ENG101 or ENG107) and MAT082 or permission of Instructor.

**EXS239**                      **3 CREDITS**                      **5.4 PERIODS****Practical Applications of Personal Training Skills and Techniques Internship**

Work experience in a fitness or health related facility. Eighty (80) hours of designated work per credit. Prerequisites: EXS220, or HES154 within the past two years, or current CPR certification, or permission of Department or Division. Course Notes: CPR certification must be current through the duration of the internship. EXS239 may be repeated for a maximum of six (6) credits.

**EXS285**                      **3 CREDITS**                      **3 PERIODS****Exercise Program Design and Instruction**

Business aspects of the fitness profession such as program administration, quality assurance, and effective communication skills for the professional personal trainer and/or strength and conditioning coach. Implementation of behavioral strategies, progression of program planning, and development of programs for populations with special physical/medical needs. Designing exercise programs in an internship setting. Prerequisites: EXS145 or permission of instructor.

**FON - Food and Nutrition****FON100**                      **3 CREDITS**                      **3 PERIODS****Introductory Nutrition**

Introduction to the science of food and human nutrition. Current sustainable dietary recommendations and applications for maximizing well-being and minimizing risk of chronic disease throughout the life cycle. An overview of the nutrients, emphasizing the importance of energy and fluid balance, and optimal functioning of the digestive system. Understanding factors that influence food intake in different cultures. Methods for evaluating credibility of nutrition claims, a focus on modern food safety and technology practices, and a worldview of nutrition are included. Emphasis is on personal dietary behavior change for a holistic life of wellness. Prerequisites: None.

**FON100AD**      **1 CREDIT**      **1 PERIOD****Nutrition Sports and Physical Activity**

Principles of nutrition applied to fitness, exercise, and sports. Dietary fundamentals as applied to body fuels, hydration, and other unique needs for exercise and sports. Includes dietary guidelines for weight or endurance training, glycogen loading, the pregame meal, and glycogen recovery. Emphasis on maximizing fitness, performance, and safety. Prerequisites: FON100AA, or equivalent, or permission of instructor.

**FON104**      **1 CREDIT**      **1 PERIOD****Certification in Food Service Safety and Sanitation**

Preparation for and certification in a national food sanitation and safety program. Emphasis on food from purchasing, receiving, and storing to preparation, holding, and serving. Focuses on safe and sanitary food service facilities and equipment, employee habits and personal hygiene, and role of management in safety and sanitation. Includes time-temperature principles, foodborne illnesses, pest control, accident prevention, standards for cleaning and sanitizing, and regional regulations and standards. Prerequisites: None.

**FON125**      **1 CREDIT**      **1 PERIOD****Introduction to Professions in Nutrition and Dietetics**

Introduction to professions in nutrition and dietetics, including history, current practice, and future trends. Emphasis on the integration of nutrition and dietetics within health care systems and public policy. Highlights professional ethics, standards of practice, education requirements and areas of practice. Prerequisites: None.

**FON137**      **2 CREDITS**      **2 PERIODS****Nutrition Supplements**

Discussion of supplements and their effects on metabolic enhancement. The course will be divided into three major sections: anabolic, catabolic, and energy-producing agents. Addresses current supplements on the market in order to advise the general public. Prerequisites: FON100 or permission of instructor.

**FON140BD**      **1 CREDIT**      **1 PERIOD****Weight Control**

Principles of and participation in weight management. Emphasis on low-fat eating, nutrition, exercise, and evaluation of weight management programs. Prerequisites: None.

**FON142AB**      **3 CREDITS**      **5 PERIODS****Applied Food Principles**

Exploration and applications of scientific principles involved in food preparation; experiences with basic cooking methods; emphasis on the rationale of cooking techniques. Prerequisites: None.

**FON143**      **3 CREDITS**      **3 PERIODS****Food and Culture**

Understanding diet in the context of culture. Historical, religious, and socio-cultural influences on the development of cuisine, meal patterns, eating customs, cooking methods, and nutritional status of various ethnic groups. Traditional and contemporary food habits. Health and social impact of changes in diet. Preparation and serving of foods from many cultures. Prerequisites: None.

**FON207**      **3 CREDITS**      **3 PERIODS****Introduction to Nutrition Services Management**

Principles, knowledge, and techniques required for effective nutrition services management. Includes nutrition service issues in relation to health care trends, leadership skills, management theories and styles, food service manager responsibilities, and laws which pertain to nutrition service operations. Prerequisites: MAT092 or equivalent, or satisfactory score on district placement exam.

**FON225**      **3 CREDITS**      **3 PERIODS****Research in Complementary and Alternative Nutrition Therapies**

Introduction to basic research methods and statistics as applied to complementary and alternative nutrition therapies. Emphasis on the analysis and interpretation of health-related research. Prerequisites: MAT092 or equivalent, or satisfactory score on district placement exam.

**FON230**                      **3 CREDITS**      **3 PERIODS****Nutrition for Special Populations**

Managing and understanding the nutrition needs of special populations. These populations include people who are diagnosed with heart disease, diabetes, women who are pregnant, children who are suffering from obesity, and senior adults. Prerequisites: FON100 or permission of instructor.

**FON241**                      **3 CREDITS**      **3 PERIODS****Principles of Human Nutrition**

Scientific principles of human nutrition. Emphasis on health promotion and concepts for conveying accurate nutrition information in a professional setting. Addresses therapeutic nutrition principles for treatment of common health conditions. Includes exploration of food sources of nutrients, basic metabolism of nutrients in the human body, relationship between diet and other lifestyle factors, use of supplements, current recommendations for food selection throughout the life cycle, and use of nutrition tools for planning food intake or assessment of nutritional status. Prerequisites or Corequisites: One year high school chemistry with grade of C or better, or CHM130 and CHM130LL, or approval of instructor.

**FON241LL**                      **1 CREDIT**      **3 PERIODS****Principles of Human Nutrition Laboratory**

Self-evaluative laboratory experience to complement FON241, Principles of Human Nutrition using anthropometric, biochemical, and dietary analysis. Includes the use of qualitative and quantitative methodology to determine nutritional status and evaluate methodological applications. Prerequisites or Corequisites: FON241.

**FON242**                      **3 CREDITS**      **3 PERIODS****Introduction to Medical Nutrition Therapy**

Introduction to fundamental principles of medical nutrition therapy. Emphasis on development and analysis of diets that fit an individual's personal and therapeutic needs. Includes strategies to promote dietary adherence and the development of educational programs for a diverse adult population. Prerequisites: FON241.

**FON244AA**                      **2 CREDITS**      **2 PERIODS****Practicum I: Food Service Management Lecture**

Classroom preparation and training, under the instruction and supervision of a registered dietitian. Understanding of principles, knowledge, and skills required for the delivery of medical nutrition therapy. Comprehension of nutritional screening, assessment, monitoring, and evaluation for common and complex medical conditions, medical documentation, patient interviewing and counseling, and education in health promotion and disease prevention. Competencies in the classroom met prior to their application in supervised practice settings during the practicum lab (FON245AB). Prerequisites: FON125, FON242, HCE103 or equivalent, and MAT092 or equivalent, or satisfactory score on district placement exam. Corequisite: FON245AB.

**FON244AB**                      **2.5 CREDITS**      **10 PERIODS****Practicum I: Food Service Management Lab**

Practicum experience under the supervision of a registered dietitian. Application of principles, knowledge, and skills required in the delivery of nutrition services for food service management including food service operations, quantity food production, procurement, organizing and management principles, facility design and equipment, financial management, food safety and sanitation, menu planning, and marketing. Prerequisites: FON104, FON125, FON142AB, FON207 and FON242. Corequisites: FON244AA.

**FON245AA**                      **2 CREDITS**      **2 PERIODS****Practicum II: Medical Nutrition Therapy**

Classroom preparation and training, under the instruction and supervision of a registered dietitian. Understanding of principles, knowledge, and skills required for the delivery of medical nutrition therapy. Comprehension of nutritional screening, assessment, monitoring, and evaluation for common and complex medical conditions, medical documentation, patient interviewing and counseling, and education in health promotion and disease prevention. Prerequisites: FON125, FON242, HCE103 or equivalent, and MAT092 or equivalent, or satisfactory score on district placement exam. Corequisites: FON245AB.

**FON245AB 2.5 CREDITS 10 PERIODS****Practicum II: Medical Nutrition Therapy Lab**

Practicum experience under the supervision of a registered dietitian. Application of principles, knowledge, and skills required for the delivery of medical nutrition therapy. Perform nutritional screening, assessment, monitoring, and evaluation for common and complex medical conditions, medical documentation, patient interviewing and counseling, and education in health promotion and disease prevention. Prerequisites: FON125, FON242, HCC145AA, and MAT092 or equivalent, or satisfactory score on district placement exam. Corequisites: FON245AA.

**FON246AA 2 CREDITS 2 PERIODS****Practicum III: Community Nutrition Lecture**

Classroom preparation and training, under the instruction of a registered dietitian. Understanding of principles, knowledge and skills required in the delivery of nutrition services in community-based agencies, outpatient health care settings, and social service agencies. Includes knowledge and understanding of nutrition intervention and wellness promotion for individuals and groups across the lifespan, i.e. infants through geriatrics with a diversity of cultural, religious and social backgrounds. Competencies in the classroom met prior to their application in supervised practice settings during the practicum lab (FON246AB). Prerequisites: FON125 and FON242. Corequisite: FON246AB.

**FON246AB 2 CREDITS 10 PERIODS****Practicum III: Community Nutrition Lab**

Practicum experience under the supervision of a registered dietitian. Application of principles, knowledge and skills required in the delivery of nutrition services in community-based agencies, outpatient health care settings, and social service agencies. Includes nutrition intervention and wellness promotion for individuals and groups across the lifespan, i.e. infants through geriatrics with a diversity of cultural, religious and social backgrounds. Prerequisites: FON125 and FON242. Corequisite: FON246AA.

**FON247 3 CREDITS 3 PERIODS****Weight Management Theory**

Comprehensive study of genetic, physiological, psychological, metabolic, and environmental influences on body weight. In- depth study of the theories of body weight with emphasis on distinguishing between behavioral and biological approaches. Focus on discovering successful healthful long-term weight management strategies. Prerequisites: FON100 or FON241 or permission of instructor.

**FRE - French****FRE101 4 CREDITS 4 PERIODS****SUN ☞ FRE 1101****Elementary French I**

Basic grammar, pronunciation and vocabulary of the French language. Includes the study of French culture, practice of listening, speaking, reading and writing skills. Prerequisites: None.

**FRE102 4 CREDITS 4 PERIODS****SUN ☞ FRE 1102****Elementary French II**

Continued study of grammar and vocabulary of the French language along with the study of French culture. Emphasis on speaking, listening, reading and writing skills. Prerequisites: FRE101 or equivalent.

**FRE201 4 CREDITS 4 PERIODS****SUN ☞ FRE 2201****Intermediate French I**

Review of essential grammar of the French language and study of French culture. Continued practice and development of reading, writing, and speaking skills. Prerequisites: FRE102 with a grade of "C" or better, two years of high school French with an average of "C" or better, or departmental approval.

**FRE202 4 CREDITS 4 PERIODS****SUN ☞ FRE 2202****Intermediate French II**

Review of grammar, continued development of French language skills, and continued study of the French culture. Prerequisites: FRE201 with a grade of "C" or better or three years of high school French with an average of "C" or better.

## FSC - Fire Science Technology

**EMT/FSC104 9 CREDITS 11.4 PERIODS**

### Emergency Medical Technology

Techniques of emergency medical care in accordance with national and state curriculum. Study of the human body, patient assessment, treatment of medically or traumatically compromised patients, special hazards, and medical operations. IV monitoring, Sudden Infant Death Syndrome (SIDS), patient-assisted medication administration, automated external defibrillators (AEDs), and blood-glucose monitoring. Includes participation in an eight-hour rotation consisting of patient assessment through clinical, vehicular, and or scenario-based education at a local emergency department outside normal class hours. Requires personal pocket mask, stethoscope, pen light, and trauma scissors. Prerequisites: Must be at least 18 years of age prior to applying to the BLS (Basic Life Support) Training Program per Arizona Revised Statutes, and must have a current validation in Basic Life Support (BLS) Health Care Provider/ Professional Rescuer. Minimum ninth grade level reading proficiency on the Nelson-Denney Examination or appropriate Reading course placement score. Proof of: TB testing or chest x-ray with a negative result within 6 months prior to registration; Immunity to rubella (German measles) and rubeola.

**FSC105 3 CREDITS 3 PERIODS**

### Hazardous Materials/First Responder

Basic methods of recognition and identification based upon the chemical and physical properties of hazardous materials; basic safety procedures when utilizing specific types of protective clothing and equipment; basic tactical information relating to scene management. Confined space operations in accordance with the National Fire Protection Agency. Prerequisites: None.

**FSC108 3 CREDITS 3 PERIODS**

### Fundamentals of Fire Prevention

Fundamentals of fire prevention. Includes techniques, procedures, regulations, and enforcement. Also includes discussion of hazards in ordinary and special occupancies. Field trips and lectures from industry also included. Prerequisites: None.

**FSC113 3 CREDITS 3 PERIODS**

### Introduction to Fire Suppression

Characteristics and behavior of fire, fire hazard properties of ordinary materials, extinguishing agents, fire suppression organization and equipment, basic fire fighting tactics, and public relations as affected by fire suppression. Prerequisites: None.

**FSC117 3 CREDITS 3 PERIODS**

### Fire Apparatus

Principles of care, maintenance and operation of fire apparatus and pumps. Includes pump construction and accessories, pumping techniques, power development, and transmission. Driving, troubleshooting and producing effective fire streams. Prerequisites: None.

**FSC118 3 CREDITS 3 PERIODS**

### Fire Hydraulics

Review of basic mathematics. Hydraulic laws and formulas as applied to the fire service. Application of formulas and mental calculations to hydraulic problems, water supply variables, and discharge requirements for pumpers. Prerequisites: None.

**FSC119 3 CREDITS 3 PERIODS**

### Introduction Fire Service Ethics

Ethical issues, standards, and philosophical consideration of moral problems encountered in fire service. Ethical responsibility of fire service personnel and those they serve. Prerequisites: None.

**FSC134 3 CREDITS 4.6 PERIODS**

### Fitness & Conditioning/Firefighters

Overview of all aspects of fitness for current and prospective firefighters. Includes physical and mental aspects of performance for optimal achievement on fire department agility tests and fire fighting tasks; individual conditioning strategies, nutritional guidelines, protective clothing concepts, and basic exercise principles. Pre-employment, evaluation, and lifelong fitness and conditioning. Prerequisites: None.

**FSC148**                      **3 CREDITS**      **3 PERIODS****Fundamentals of Emergency Management**

Emergency management systems including career opportunities, function, tasks and responsibilities of the emergency management program manager, role of the emergency manager in mitigation, preparedness, response, and recovery. Past civil defense and current emergency management systems since evolution from World War II. Prerequisites: None.

**FSC202**                      **3 CREDITS**      **3 PERIODS****Supervisory Training for Firefighters**

Administrative methods applied to the fire service, departmental organization, and personnel management. Includes fire alarm signaling systems, fire service planning, and relationships with other city departments. Prerequisites: None.

**FSC204**                      **3 CREDITS**      **3 PERIODS****Firefighting Tactics and Strategy**

Methods of coordinating personnel, equipment, and apparatus on the fireground. Practical methods of controlling and extinguishing structural and other types of fires. Includes simulation exercises. Prerequisites: FSC113, or permission of instructor, or equivalent.

**FSC208**                      **3 CREDITS**      **3 PERIODS****Firefighter Safety and Building Construction**

Actions necessary to provide for the safety of firefighters operating on the fireground. Effects that fire and heat may have on various types of building construction resulting in the loss of structural integrity. Includes signs and symptoms of structural damage. Prerequisites: FSC113, or permission of instructor, or equivalent.

**FSC215**                      **3 CREDITS**      **3 PERIODS****Customer Service in the Public Sector**

Examines the personal and practical skills needed to enhance customer service in the public sector with an emphasis on application, basic management requirements, and training. Prerequisites: None.

**GBS - General Business****GBS131**                      **3 CREDITS**      **3 PERIODS****Business Calculations**

Review of basic arithmetic and application of mathematics to business problems, includes percentage, interest, discount, and markups. Prerequisites: None.

**GBS132**                      **3 CREDITS**      **3 PERIODS****Personal and Family Financial Security**

Principles and practices of personal and family financial planning, includes savings, budgeting, credit, buying versus renting and general principles of consumerism. Prerequisites: None.

**GBS151**                      **3 CREDITS**      **3 PERIODS****Introduction to Business**

Characteristics and activities of current local, national, and international business. An overview of economics, marketing, management and finance. Prerequisites: None.

**GBS205**                      **3 CREDITS**      **3 PERIODS****Legal, Ethical, and Regulatory Issues in Business**

Legal theories, ethical issues and regulatory climate affecting business policies and decisions. Prerequisites: None.

**GBS220**                      **3 CREDITS**      **3 PERIODS****Quantitative Methods in Business**

Business applications of quantitative optimization methods in operations management decisions. Prerequisites: (Grade of "C" or better in MAT150, or MAT151, or MAT152) or equivalent, or satisfactory score on district placement exam.

**GBS221**                      **3 CREDITS**      **3 PERIODS****SUN**  **BUS2201****Business Statistics**

Business applications of descriptive and inferential statistics, measurement of relationships, and statistical process management. Includes the use of spreadsheet software for business statistical analysis. Prerequisites: Grade of C or better in GBS220.

**GBS233 3 CREDITS 3 PERIODS****Business Communication**

Internal and external business communications, including verbal and nonverbal techniques.  
Prerequisites: ENG101 or ENG107 with grade of "C" or better, or permission of department/division.

**GLG - Geology****GLG101 3 CREDITS 3 PERIODS****SUN** GLG 1101**Introduction to Geology I - Physical Lecture**

A study of the kind and arrangement of materials composing the earth's crust and the geological processes at work on and within the earth's surface.  
Prerequisites: None.

**GLG102 3 CREDITS 3 PERIODS****Introduction to Geology II - Historical Lecture**

Outlines the origin and history of the earth with emphasis on North America--its dynamic, geographic, and climatic changes; animals and plants of the past; the evolution of life. Prerequisites: None.

**GLG103 1 CREDIT 3 PERIODS****SUN** GLG 1101**Introduction to Geology I - Physical Lab**

May accompany GLG101. Study of common rock-forming minerals, rocks, and maps. Prerequisites: None.

**GLG104 1 CREDIT 3 PERIODS****Introduction to Geology II - Historical Lab**

May accompany GLG102. Study of geological structures and rocks, fossils, and geologic maps. May require field trips. Prerequisites: None.

**GLG110 3 CREDITS 3 PERIODS****Geologic Disasters and the Environment**

Acquaints students with the use and importance of geological studies as they apply to the interactions between people and the earth. Includes geological processes and hazards such as floods, earthquakes, and landslides; use of fossil fuels; mining of raw materials. Prerequisites: None.

**GLG111 1 CREDIT 3 PERIODS****Geological Disasters and the Environment Lab**

May accompany GLG110. Basic geological processes and concepts. Emphasis on geology-related environmental problems concerning Arizona. Case histories and field studies. May require field trips. Prerequisites: None.

**GLG229AA 1 CREDIT 5 PERIODS****Field Studies for Educators**

Field trips to selected geological areas in Arizona in order to collect and/or observe geological phenomena. Designed for pre-college teachers. Prerequisites: None.

**GLG230AA 1 CREDIT 5 PERIODS****Field Geology of the Southwest**

Field trips to selected areas in the Southwest, such as Arizona, Utah, California, and Sonora) to observe and interpret various geological features and phenomena. Prerequisites: None.

**GPH - Physical Geography****GPH111 4 CREDITS 6 PERIODS****Introduction to Physical Geography**

Spatial and functional relationships among climates, landforms, soils, water, and plants. Prerequisites: None.

**GPH212 3 CREDITS 3 PERIODS****Introduction to Meteorology I**

Atmospheric processes and elements. General and local circulation, heat exchange and atmospheric moisture. Prerequisites: None.

**GPH214 1 CREDIT 3 PERIODS****Introduction to Meteorology Laboratory I**

Basic meteorological and climatological measurements. Prerequisites: None. Corequisites: GPH212.

## HCC - Health Core Curriculum

**HCC130**                      **3 CREDITS**      **3 PERIODS**

### Fundamentals in Health Care Delivery

Overview of current health care professions including career and labor market information. Health care delivery systems, third party payers, and facility ownership. Health organization structure, patient rights and quality care. Health care and life values. Definition and importance of values, ethics, and essential behaviors in the workplace. Worker rights and responsibilities. Healthful living practices to include nutrition, stress management and exercise. Occupational Safety and Health Administration (OSHA) standard precautions and facility safety. Use of principles of body mechanics in daily living activities. Basic communication skills which facilitate teamwork in the health care setting. Focus on development of personal communication skills and an understanding of how effective communication skills promote teamwork. Focus on intercultural communication strategies. Prerequisites: None.

**HCC145AA**                      **1 CREDIT**      **1 PERIOD**

### Medical Terminology for Health Care Workers I

Introduction to medical terms used in health care. Body systems approach to selected terms related to structures, functions, diseases, procedures, and diagnostic tests. Building and analyzing terms using basic word parts. Selected medical abbreviations and symbols and term spelling. Prerequisites: None.

**HCC145AB**                      **1 CREDIT**      **1 PERIOD**

### Medical Terminology for Health Care Workers II

Additional medical terms used in health care. Body systems approach to more detailed terms related to structures, functions, diseases, procedures, and diagnostic tests. Building and analyzing terms using standard word parts. Common abbreviations and symbols and term spelling. Prerequisites: HCC145AA.

## HCR - Health Care Related

**HCR210**                      **3 CREDITS**      **3 PERIODS**

### Clinical Health Care Ethics

An introduction to health care ethics with emphasis on analysis and ethical decision making at both the clinical and health policy levels for health care professionals. Theoretical foundation of bioethics reviewed within historical and contemporary contexts. Prerequisites: ENG102.

**HCR220**                      **3 CREDITS**      **3 PERIODS**

### Introduction to Nursing and Health Care Systems

Introduction to the social, political, and economic contexts of the nursing profession and health care systems in the United States. Prerequisites: Grade of "C" or better in ENG102 or ENG108.

**HCR230**                      **3 CREDITS**      **3 PERIODS**

### Culture and Health

Relation between cultures of diverse groups and health/illness. Emphasis on cross-cultural communication, including awareness of own cultural influences and indigenous and complementary healing practices. Prerequisites: None.

**HCR240**                      **4 CREDITS**      **4 PERIODS**

### Human Pathophysiology

Chemical, biological, biochemical, and psychological processes as a foundation for the understanding of alterations in health. The structural and functional pathophysiology of alterations in health; selected therapeutics considered. Prerequisites: BIO202 or BIO205 or equivalent.

## HES - Health Science

**HES100**                      **3 CREDITS**      **3 PERIODS**

### Healthful Living

Health and wellness and their application to an optimal life style. Explores current topics of interest such as stress management, nutrition, fitness, and environmental health. Evaluates common risk factors associated with modern lifestyles. Prerequisites: None.



**HES210**                    **3 CREDITS**    **3 PERIODS****Cultural Aspects of Health and Illness**

Examines how culture influences health and illness, health care practices, barriers to health care, interactions with health care professionals, and health disparities in the U.S. Prerequisites: None.

**HES271**                    **3 CREDITS**    **3 PERIODS****Prevention and Treatment of Athletic Injuries**

Prevention and care of athletic injuries, emphasizing use of modern training techniques and support materials. Utilization of preventive taping, strapping, bandaging, cardiopulmonary resuscitation, massage, cryotherapy, hydrotherapy, and practical application of muscle reconditioning. Prerequisites: None.

**HIS - History****HIS103**                    **3 CREDITS**    **3 PERIODS****United States History to 1865**

The political, economic, and social development of the United States from the Pre-Columbian period through the end of the Civil War (1865). Prerequisites: None.

**HIS104**                    **3 CREDITS**    **3 PERIODS****United States History 1865 to Present**

The political, economic, and social development of United States from 1865 to the present time. Prerequisites: None.

**HIS106**                    **3 CREDITS**    **3 PERIODS****Southwest History**

Survey of Hispanic, Anglo, African-American and Native cultures of the peoples who have settled the American Southwest. Emphasis on cattle, mining, fur trade and transportation industries and role development of the region. Prerequisites: None.

**HIS108**                    **3 CREDITS**    **3 PERIODS****United States History 1945 to the Present**

Survey of American history from 1945 to the present. Focuses on the political, social, economic and cultural history of the United States from the end of World War II to the present time. Includes domestic developments and foreign policy. Prerequisites: None.

**HIS109**                    **3 CREDITS**    **3 PERIODS****Mexican-American History and Culture**

Examination of origins and development of Spanish-American and Mexican-American peoples and their contribution to culture, history and development of United States. Emphasis on Mexican-American War and its impact on educational, social, and economic conditions of the Mexican-Americans of the southwest. Prerequisites: None.

**HIS110**                    **3 CREDITS**    **3 PERIODS****World History to 1500**

Survey of the economic, social, cultural, and political elements of world history from the beginning of human civilization to 1500. Prerequisites: None.

**HIS111**                    **3 CREDITS**    **3 PERIODS****World History 1500 to the Present**

Survey of the economic, social, cultural, and political elements of world history from 1500 to the present. Prerequisites: None.

**HIS113**                    **3 CREDITS**    **3 PERIODS****History of Eastern Civilizations to 1850**

An examination of the characteristics and development of civilizations, religions and philosophies of the Middle East, India, Far East, and Southeast Asia. From ancient times to the mid-nineteenth century. Prerequisites: None.

**HIS140**                    **3 CREDITS**    **3 PERIODS****American Indian History**

Survey of American Indian history with emphasis on the last 200 years including developments in the 20th century. Focuses on selected groups such as the Cherokee, Iroquois Confederation, Navajo, Sioux and Indians of the Southwest in relation to cultural, economic, political and social continuity and changes. Topics include development and influence of federal policies, past and present issues confronting Native Americans and how Native American individuals and communities maintain their identities as they confront social changes. Prerequisites: None.

**HIS201**                    **3 CREDITS**    **3 PERIODS****History of Women in America**

Introduction to women's history from the colonial period to the present. Deals chronologically with changes and developments which have influenced the lives of women. Prerequisites: None.

**HIS242**                      **3 CREDITS**      **3 PERIODS****Latin American Civilization in the Post-Colonial Period**

A survey of the political, economic, and social forces which molded Latin American civilization in the period of the development of Republics. Prerequisites: None.

**HIS273**                      **3 CREDITS**      **3 PERIODS****US Experience in Vietnam 1945 - 1975**

Survey of the US experience in Vietnam, 1945-1975, in view of political, economic, and social forces of the Cold War. Prerequisites: None.

**HIS277**                      **3 CREDITS**      **3 PERIODS****The Modern Middle East**

Survey of the political and economic development of the Middle East since 1500. Emphasis on the decline of the Moslem empire, the resurgence of contemporary Pan-Arabian, the Palestinian-Israeli question and the impact of oil production on the region and the rest of the world. Prerequisites: None.

**HUM - Humanities****HUM101**                      **3 CREDITS**      **3 PERIODS****General Humanities**

A general humanities course concentrating on three great ages of outstanding human achievement: The Golden Age of Greece, the Renaissance and the 20th Century. Prerequisites: None.

**HUM107**                      **3 CREDITS**      **3 PERIODS****Humanities Through the Arts**

Introduction to humanities including film, drama, music, literature, painting, sculpture, and architecture. Prerequisites: None.

**HUM108**                      **3 CREDITS**      **3 PERIODS****Contemporary Humanities**

An exploration of human expression in contemporary arts and sciences. Prerequisites: None.

**HUM120**                      **3 CREDITS**      **3 PERIODS****Cultural Viewpoints in the Arts**

Introduction to the influence of culture and ethnicity on the artist, including factors such as race, religion, gender, class, sexual preference, age, and region. Lecture and discussion on various art forms, including literature, visual arts, music, dance, film, and theater. Prerequisites: None.

**HUM201**                      **3 CREDITS**      **3 PERIODS****Humanities: Universal Themes**

Origins and creation myths, the materials world, and the spiritual world as themes in the humanities. Prerequisites: None.

**HUM205**                      **3 CREDITS**      **3 PERIODS****Introduction to Cinema**

Survey of the history and development of the art of motion pictures, including criticism of aesthetic and technical elements. Prerequisites: None.

**HUM209**                      **3 CREDITS**      **3 PERIODS****Women and Films**

Analysis of images of women in films from both historical and contemporary perspectives. Prerequisites: None

**HUM250**                      **3 CREDITS**      **3 PERIODS****Ideas and Values in the Humanities**

An historical analysis of the interrelationships of art, architecture, literature, music, and philosophy from the early civilizations to the Renaissance, including western and non-western cultures. Prerequisites: ENG101.

**HUM251**                      **3 CREDITS**      **3 PERIODS****Ideas and Values in the Humanities**

An historical analysis of the interrelationships of art, architecture, literature, music, and philosophy from the Renaissance to modern period, including Western and Non-Western cultures. Prerequisites: ENG101.

## IBS - International Business

**IBS101**                      **3 CREDITS**      **3 PERIODS**

### Introduction to International Business

A basic overview of international business to introduce students to international trade concepts. Focus of the course is on international business environment issues that influence global business practices, decisions and applications. Prerequisites: None.

**IBS109**                      **3 CREDITS**      **3 PERIODS**

### Cultural Dimension for International Trade

The importance of cultural sensitivity in international business relations investigated by studying the impact of geography, history, religion, politics, customs and cross-cultural communications on society. Prerequisites: None.

## ITS - Information Technology Security

**ITS100**                      **1 CREDIT**      **2 PERIODS**

### Information Security Awareness

Computer and network security topics, including network communication. Includes security policy, implementation of basic security measures, the importance of backups and the value of protecting intellectual property. Real-life examples and practical projects to reinforce the need for computer security. Prerequisites: None.

**ITS110**                      **4 CREDITS**      **5 PERIODS**

### Information Security Fundamentals

Fundamental concepts of information technology security. Topics include authentication methods, access control, cryptography, Public Key Infrastructure (PKI), network attack and defense methods, hardening of operating systems and network devices, securing remote access and wireless technologies and securing infrastructures and topologies. Emphasis on hands-on labs in both the Windows and Linux environments. Builds on thorough understanding of Transmission Control Protocol/Internet Protocol (TCP/IP) and security concepts and Microsoft (MS) Windows and Linux Administration. Prerequisites: (CIS126DA or CIS126DL) and (CNT150 and MST150DA or MST150XP), or permission of instructor.

**ITS120**                      **3 CREDITS**      **3 PERIODS**

### Legal, Ethical and Regulatory Issues

Exploration of legal and ethical issues unique to information security. Analysis of professional ethical codes and their application to information security practitioners. Federal and state laws as they relate to information security. Prerequisites: ITS110 or permission of instructor.

**ITS130**                      **3 CREDITS**      **4 PERIODS**

### Operating System Security

In-depth examination of operating system security including Transmission Control Protocol/Data Encryption Standard (DES), Triple Data Encryption Standard (3DES), Advanced Encryption Standard (AES), Pretty Good Privacy (PGP), and other encryption technologies (TCP/IP), Internet Protocol Security (IPSec) and Cisco Internetwork Operating System (IOS), Microsoft Windows, Linux and Mac OSX Security. Procedures to defend networks against attacks and recovery from network disasters. Web server security. Emphasis on hands-on labs in both the Windows and Linux environments. Builds on thorough understanding of Transmission Control Protocol/Internet Protocol (TCP/IP) and security concepts and MS Windows and Linux Administration. Prerequisites: ITS110 or permission of instructor.

**ITS140**                      **3 CREDITS**      **4 PERIODS**

### Network Security

Examination of techniques used to defend network security. Design and implementation of devices including firewalls and Intrusion Detection Systems (IDSs) and Virtual Private Networks (VPNs). Risk analysis and security policies methodologies. Emphasis on hands-on labs in both the Windows and Linux environments. Builds on thorough understanding of Transmission Control Protocol/Internet Protocol (TCP/IP) and security concepts and MS Windows and Linux Administration. Prerequisites: (ITS110 and ITS130) or permission of instructor.

**ITS150**                      **3 CREDITS**      **4 PERIODS****Building Trusted Networks in the Enterprise**

Design of a trusted network to secure electronic transactions. Techniques to secure electronic transactions to include cryptography, digital signatures, digital certificates and strong authentication. Computer forensics techniques and legislative issues. Emphasis on hands-on labs in both the Windows and Linux environments. Builds on thorough understanding of Transmission Control Protocol/Internet Protocol (TCP/IP) and security concepts and MS Windows and Linux Administration. Prerequisites: ITS110, ITS130 and ITS140, or permission of instructor.

**ITS170**                      **1 CREDIT**      **1 PERIOD****Information Security Policy Development**

Components required to plan, develop and write information security policies. Policy development processes and the relationship between security and policy directions. Emphasis on writing effective information security policies in a governmental or corporate setting. Prerequisites: None.

**ITS172**                      **1 CREDIT**      **2 PERIODS****Viruses and Other Malicious Software**

Spyware, adware, viruses, worms and trojans. Available tools for identifying and removing malicious software. Techniques for analyzing the behavior of malicious software. Methods of infection and prevention of infection. Prerequisites: None.

**ITS231**                      **1 CREDIT**      **2 PERIODS****Router Hardening**

The role of routers in communication networks. Device specific threats and vulnerabilities. Strategies to harden routers to protect networks. Includes standards-based and proprietary protocols. Prerequisites: CNT150 or permission of the instructor.

**JPN - Japanese****JPN101**                      **5 CREDITS**      **6 PERIODS****SUN** JPN 1101**Elementary Japanese I**

Basic grammar, pronunciation, and vocabulary of Japanese. Study of Japanese culture. Development of speaking, listening, reading and writing skills. Prerequisites: None.

**JPN102**                      **5 CREDITS**      **6 PERIODS****SUN** JPN 1102**Elementary Japanese II**

Continued study of basic grammar, pronunciation and vocabulary of Japanese. Study of the Japanese culture. Intensive practice in oral communication and development of reading and writing skills. Prerequisites: JPN101 or permission of Department or Division .

**JRN - Journalism****JRN201**                      **3 CREDITS**      **5 PERIODS****SUN** JRN 2201**News Writing**

Writing news for the print media. Composing at the computer keyboard. Associated Press editing style, writing skills, and organizational structure for news. Prerequisites: ENG101, ENG107, or equivalent.

**MAT - Mathematics****MAT065**                      **1 CREDIT**      **1 PERIOD****Graphing Calculator**

Computations, graphing, matrices, and elementary programming using a graphing calculator. Prerequisites: None.

**MAT081**                      **4 CREDITS**      **4 PERIODS****Basic Arithmetic**

Primary emphasis placed on fundamental operations with whole numbers, fractions, decimals, integers, and rational numbers; proportions, and percentages. Other topics include representations of data, geometric figures, and measurement. Prerequisites: Satisfactory score on district placement exam. Course Notes: Students may receive credit for only one of the following: MAT081, MAT082, or MAT083.

**MAT082**                      **3 CREDITS**      **3 PERIODS****Basic Arithmetic**

Primary emphasis placed on fundamental operations with whole numbers, fractions, decimals, integers, and rational numbers; proportions, and percentages. Other topics include representations of data, geometric figures, and measurement. Prerequisites: Satisfactory score on district placement exam. Course Notes: Students may receive credit for only one of the following: MAT081, MAT082, or MAT083.

**MAT089**                    **1 CREDIT**            **1 PERIOD****Basic Mathematics for Nursing**

Primary emphasis placed on fundamental operations with whole numbers, fractions, decimals, integers, rational numbers and percentages. Other topics include solving linear equations and unit analysis. Prerequisites: None.

**MAT091**                    **4 CREDITS**            **4 PERIODS****Introductory Algebra**

Linear behavior; linear equations and inequalities in one and two variables; graphs; systems of equations in two variables; function notation, graphs, and data tables; operations on polynomials; properties of exponents; applications. Prerequisites: Grade of "C" or better in MAT082, or MAT102, or equivalent or satisfactory score on District placement exam. Course Note: May receive credit for only one of the following: MAT090, MAT091, MAT092, or MAT093.

**MAT092**                    **3 CREDITS**            **3 PERIODS****Introductory Algebra**

Linear behavior; linear equations and inequalities in one and two variables; graphs; systems of equations in two variables; function notation, graphs, and data tables; operations on polynomials; properties of exponents; applications. Prerequisites: Grade of "C" or better in MAT082, or MAT102, or equivalent, or satisfactory score on District Placement exam. Course Note: May receive credit for only one of the following: MAT090, MAT091, MAT092, or MAT093.

**MAT102**                    **3 CREDITS**            **3 PERIODS****Mathematical Concepts/Applications**

A problem solving approach to mathematics as it applies to life and the world of work. Development, demonstration, and communication of mathematical concepts and formulas that relate to measurement, percentage, statistics, and geometry. Prerequisites: Grade of "C" or better in MAT082, or equivalent, or satisfactory score on District placement exam.

**MAT108AA**                **1 CREDIT**            **1 PERIOD****Tutored Mathematics**

Structured tutorial assistance and math study skills to help students achieve success in a mathematics course in which they are concurrently enrolled. Mathematics study skills emphasized. Prerequisites: None. Corequisites: MAT072, or MAT081, or MAT082, or MAT083, or MAT090, or MAT091, or MAT092, or MAT093, or MAT120, or MAT121, or MAT122, or MAT140, or MAT141, or MAT142, or MAT150, or MAT151, or MAT152, or permission of Department Chair. Course Notes: MAT108AA may be repeated for a total of ten (10) credit hours.

**MAT121**                    **4 CREDITS**            **4 PERIODS****Intermediate Algebra**

Quadratic, rational, radical, exponential, and logarithmic functions and equations; graphs of quadratic, exponential, and logarithmic functions; equations quadratic in form; operations on rational expressions, radical expressions, and complex numbers; rational exponents; applications. Prerequisites: Grade of "C" or better in MAT090, MAT091, MAT092, MAT093, or equivalent, or a satisfactory score on the District placement exam. Course Note: May receive credit for only one of the following: MAT120, MAT121, or MAT122.

**MAT122**                    **3 CREDITS**            **3 PERIODS****Intermediate Algebra**

Quadratic, rational, radical, exponential, and logarithmic functions and equations; graphs of quadratic, exponential, and logarithmic functions; equations quadratic in form; operations on rational expressions, radical expressions, and complex numbers; rational exponents; applications. Prerequisites: Grade of "B" or better in MAT090, MAT091, MAT092, MAT093, or equivalent, or a satisfactory score on the District placement exam. Course Note: May receive credit for only one of the following: MAT120, MAT121, or MAT122.

**MAT141**      **4 CREDITS**      **4 PERIODS****College Mathematics**

Working knowledge of college-level mathematics and its applications to real-life problems. Emphasis on understanding mathematical concepts and their applications. Topics include set theory, probability, statistics, finance, and geometry. Prerequisites: Grade of "C" or better in MAT120, or MAT121, or MAT122 or equivalent, or satisfactory score on District placement exam. Course Note: Appropriate for the student whose major does not require college algebra or precalculus.

**MAT142**      **3 CREDITS**      **3 PERIODS****College Mathematics**

Working knowledge of college-level mathematics and its applications to real-life problems. Emphasis on understanding mathematical concepts and their applications. Topics include set theory, probability, statistics, finance, and geometry. Prerequisites: Grade of "C" or better in MAT120, or MAT121, or MAT122 or equivalent, or satisfactory score on District placement exam.

**MAT151**      **4 CREDITS**      **4 PERIODS****SUN**  **MAT 1151****College Algebra/Functions**

Analysis and interpretation of the behavior and nature of functions including polynomial, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, modeling and solving real world problems. Additional topics may include matrices, combinatorics, sequences and series, and conics. Prerequisites: Grade of "C" or better in MAT120, or MAT121, or MAT122, or equivalent, or satisfactory score on District placement exam. Course Note: May receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187.

**MAT152**      **3 CREDITS**      **3 PERIODS****College Algebra/Functions**

Analysis and interpretation of the behavior and nature of functions including polynomial, rational, exponential, logarithmic, power, absolute value, and piecewise-defined functions; systems of equations, modeling and solving real world problems. Additional topics may include matrices, combinatorics, sequences and series, and conics. Prerequisites: Grade of "B" or better in MAT120, or MAT121, or MAT122, or equivalent, or satisfactory score on District placement exam. Course Note: May receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187.

**MAT156**      **3 CREDITS**      **3 PERIODS****Mathematics for Elementary Teachers I**

Focuses on numbers and operations. Algebraic reasoning and problem solving integrated throughout the course. Prerequisites: Grade of "C" or better in MAT142 or MAT150 or MAT151 or MAT152 or equivalent, or satisfactory score on District placement exam.

**MAT157**      **3 CREDITS**      **3 PERIODS****Mathematics for Elementary Teachers II**

Focuses on measurement, geometry, probability and data analysis. Appropriate technologies, problem solving, reasoning, and proof are integrated throughout the course. Prerequisite: MAT156 or equivalent.

**MAT182**      **3 CREDITS**      **3 PERIODS****Plane Trigonometry**

A study of measures of angles, properties of graphs of trigonometric functions, fundamental identities, addition and half-angle formulas, inverse trigonometric functions, solutions of trigonometric equations, complex numbers and properties of triangle solution. May receive credit for only one of the following: MAT182 or MAT187. Prerequisites: Grade of "C" or better in MAT150, or MAT151, or MAT152, or equivalent, or concurrent registration in MAT150, or MAT151, MAT152, or satisfactory score on District placement exam.

**MAT187**      **5 CREDITS**      **5 PERIODS****SUN**  **MAT 1187****Precalculus**

A precalculus course combining topics from college algebra and trigonometry. Preparation for analytic geometry and calculus. May receive credit for only one of the following: MAT150, MAT151, MAT152, or MAT187. Prerequisites: Grade of "B" or better in MAT120, MAT121, or MAT122, or equivalent, or satisfactory score on a placement test. Course Notes: Strongly recommended that students have some knowledge of trigonometry.

**MAT206**      **3 CREDITS**      **3 PERIODS****SUN**  **MAT 1160****Elements of Statistics**

Basic concepts and applications of statistics, including data description, estimation and hypothesis tests. Prerequisites: (A grade of "C" or better in MAT140 or MAT141 or MAT142) or (A grade of "C" or better in MAT150 or MAT151 or MAT152) or equivalent, or satisfactory score on District placement exam.

**MAT212**                      **3 CREDITS**      **3 PERIODS****Brief Calculus**

Introduction to the theory, techniques and applications of the differential and integral calculus of functions with problems related to business, life, and the social sciences. Prerequisites: Grade of "C" or better in MAT150, or MAT151, or MAT152, or MAT187, or appropriate Math placement test score. Course Notes: Students may receive credit for only one of the following: MAT212 or MAT213.

**MAT213**                      **4 CREDITS**      **4 PERIODS****Brief Calculus**

Introduction to the theory, techniques, and applications of the differential and integral calculus of functions with problems related to business, life, and the social sciences. Prerequisites: Grade of "C" or better in MAT150, or MAT151, or MAT152, or MAT187, or appropriate Math placement test score. Course Notes: Students may receive credit for only one of the following: MAT212 or MAT213.

**MAT217**                      **3 CREDITS**      **3 PERIODS****Mathematical Analysis for Business**

An introduction to the mathematics required for the study of business. Includes multivariable optimization, Lagrange multipliers, linear programming, linear algebra, probability, random variables, discrete and continuous distributions. Prerequisites: Grade of C or better in MAT212 or MAT213.

**MAT218**                      **4 CREDITS**      **4 PERIODS****Mathematical Analysis for Business**

An introduction to the mathematics required for the study of business. Includes multivariable optimization, Lagrange multipliers, linear programming, linear algebra, probability, random variables, discrete and continuous distributions. Prerequisites: Grade of C or better in MAT212 or MAT213.

**MAT220**                      **5 CREDITS**      **5 PERIODS****SUN ☞ MAT 2220****Calculus with Analytic Geometry I**

Limits, continuity, differential and integral calculus of functions of one variable. Prerequisites: Grade of "C" or better in [MAT182 and (MAT150, MAT151 or MAT152)], or MAT187, or appropriate Math placement test score. Course Notes: Students may receive credit for only one of the following: MAT220 or MAT221.

**MAT221**                      **4 CREDITS**      **4 PERIODS****Calculus with Analytic Geometry I**

Limits, continuity, differential and integral calculus of functions of one variable. Prerequisites: Grade of "C" or better in [MAT182 and (MAT150, MAT151 or MAT152)], or MAT187, or appropriate Math placement test score. Course Notes: Student may receive credit for only one of the following: MAT220 or MAT221.

**MAT225**                      **3 CREDITS**      **3 PERIODS****Elementary Linear Algebra**

Introduction to matrices, systems of linear equations, determinants, vector spaces, linear transformations and eigenvalues. Emphasizes the development of computational skills. Prerequisites: Grade of "C" or better in MAT212 or MAT220, or MAT221, or equivalent.

**MAT227**                      **3 CREDITS**      **3 PERIODS****SUN ☞ MAT 2227****Discrete Mathematical Structures**

Introduction to lattices, graphs, Boolean algebras, and groups. Emphasis on topics relevant to computer science. Prerequisites: Grade of "C" or better in CSC100 and (MAT220, or MAT221, or equivalent) or permission of instructor.

**MAT230**                      **5 CREDITS**      **5 PERIODS****SUN ☞ MAT 2230****Calculus with Analytic Geometry II**

Techniques of integration for both proper and improper integrals with applications to the physical and social sciences, elements of analytic geometry, and the analysis of sequences and series. Prerequisites: Grade of "C" or better in MAT220 or MAT221 or equivalent. Course Note: Student may receive credit for only one of the following: MAT230 or MAT231.

**MAT231**                      **4 CREDITS**      **4 PERIODS****Calculus with Analytic Geometry II**

Techniques of integration for both proper and improper integrals with applications to the physical and social sciences, elements of analytic geometry, and the analysis of sequences and series. Prerequisites: Grade of "C" or better in MAT220, or MAT221, or equivalent. Course Notes: MAT231 students may receive credit for only one of the following: MAT230 or MAT231.

**MAT240**                      **5 CREDITS**      **5 PERIODS****Calculus with Analytic Geometry III**

Multivariate calculus including vectors, vector-valued functions, partial differentiation, multiple integration, and an introduction to vector fields. Prerequisites: Grade of "C" or better in MAT230 or MAT231. Course Note: Student may receive credit for only one of the following: MAT240 or MAT241.

**MAT241**                      **4 CREDITS**      **4 PERIODS****SUN**  **MAT 2241****Calculus with Analytic Geometry III**

Multivariate calculus including vectors, vector-valued functions, partial differentiation, multiple integration and an introduction to vector fields. Prerequisites: Grade of "C" or better in MAT230 or MAT231. Course Note: Student may receive credit for only one of the following: MAT240 or MAT241.

**MAT276**                      **4 CREDITS**      **4 PERIODS****Modern Differential Equations**

Introduces differential equations, theoretical and practical solution techniques with applications. Problem solving using MATLAB. Prerequisites: Grade of "C" or better in MAT230, or MAT231, or permission of Department or Division. Course Notes: Students may receive credit for only one of the following: MAT276 or MAT277.

**MAT282AA**                      **1 CREDIT**      **1 PERIOD****MAT282AB**                      **2 CREDITS**      **2 PERIODS****MAT282AC**                      **3 CREDITS**      **3 PERIODS****Volunteerism for Mathematics: A Service Learning Experience**

Service learning field experience within private/public agencies, educational institutions, and citizen volunteer groups. Prerequisites: Permission of instructor. Course Note: May be repeated for a total of six (6) credit hours. Standard grading available according to procedures outlined in catalog.

**MCO - Mass Communications****MCO120**                      **3 CREDITS**      **3 PERIODS****Media and Society**

Study of historical and contemporary roles of media and its pervasiveness in society as it relates to culture, politics and education. Prerequisites: ENG101 or ENG107.

**MGT - Management****MGT101**                      **3 CREDITS**      **3 PERIODS****Techniques of Supervision**

Overview of the foundations of supervision and how to get things done within an organization through other people. The functions of planning, organizing, staffing, motivating and controlling presented. Prerequisites: None.

**MGT175**                      **3 CREDITS**      **3 PERIODS****Business Organization and Management**

Covers basic principles of managing quality and performance in organizations. Covers management functions: planning, organizing, leading, and controlling. Emphasizes continual improvement, ethics, and social responsibility. Prerequisites: None.

**MGT229**                      **3 CREDITS**      **3 PERIODS****Management and Leadership I**

Covers management concepts and applications for business, industry, and government organizations. Prerequisites: None.

**MGT251**                      **3 CREDITS**      **3 PERIODS****Human Relations in Business**

Analysis of motivation, leadership, communications, and other human factors. Cultural differences that may create conflict and affect morale individually and within organizations. Prerequisites: None. MGT101 or MGT175 or MGT229 suggested, but not required.

**MGT253**                      **3 CREDITS**      **3 PERIODS****Owning and Operating a Small Business**

Starting, organizing, and operating a small business, including location, finance management processes, advertisement and promotion, credit, inventory control and ethics. Prerequisites: None.

**MGT276**                      **3 CREDITS**      **3 PERIODS****Personnel/Human Resources Management**

Human resource planning, staffing, training, compensating, and appraising employees in labor management relationships. Prerequisites: None. MGT101, or MGT175, or MGT229 suggested but not required.



## MHL - Music: History/Literature

**MHL140                      3 CREDITS            3 PERIODS**

### Survey of Music History

Study of composers, compositions, styles, and periods in music history. Prerequisites: None.

**MHL143                      3 CREDITS            3 PERIODS**

### Music in World Cultures

Non-European musical traditions including the study of music in rituals, musical instruments and the impact of cultures on musical styles. Prerequisites: None.

**MHL145                      3 CREDITS            3 PERIODS**

### American Jazz and Popular Music

The study of cultural and social contributions to the evolution of American jazz and popular music from the mid-1800's to present. Prerequisites: None.

**MHL146                      3 CREDITS            3 PERIODS**

### Survey of Broadway Musicals

Survey of Broadway musicals traced from their origins to the present viewed in their cultural, political, and socio-economic contexts. Emphasis on stylistic periods, composers, lyricists, directors, and choreographers. Prerequisites: None.

**MHL153                      3 CREDITS            3 PERIODS**

### Rock Music and Culture

History of Rock music and how cultural, social, political, and economic conditions have shaped its evolution. Prerequisites: None.

**MHL155                      3 CREDITS            3 PERIODS**

### Survey of American Music

History of the music of North America from the earliest American Indian music to the present. Introduction to the musical trends, composers, socioeconomic developments and trends, musical forms and styles that influence our modern American musical sense. Prerequisites: None.

**MHL156                      3 CREDITS            3 PERIODS**

### Music in Latin America and the Caribbean

To discuss the role of music in Latin and Caribbean cultures and the impact of these cultures on music. To present a historical survey to the evolution and development of musical styles from rumba to reggae. Among the topics, and to include: origins, gender, race, ethnicity, politics, elements of music, instruments, both sacred and secular music, and significant individuals influencing the evolution of many different genres of music in Latin America and Caribbean cultures. Prerequisites: None.

**MHL241                      3 CREDITS            3 PERIODS**

### Music History and Literature to 1750

In-depth study of music history from the primitive era through the Baroque period. Prerequisites or Corequisites: MTC155 and MTC156, or permission of Instructor.

**MHL242                      3 CREDITS            3 PERIODS**

### Music History and Literature 1750 to Present

In-depth study of music history from the Classical period through the Contemporary period. Prerequisites: MHL241 or permission of instructor.

## MKT - Marketing

**MKT263                      3 CREDITS            3 PERIODS**

### Advertising Principles

Introduces the advertising function within business, including media study, creative strategies, and advertising campaigns. Prerequisites: None. MKT271 suggested, but not required.

**MKT268                      3 CREDITS            3 PERIODS**

### Merchandising

Surveys structure and operation of retail organizations. Emphasizes merchandising to include price, location, time promotion and quantity. Prerequisites: None. MKT271 suggested but not required.

**MKT271                      3 CREDITS            3 PERIODS**

### Principles of Marketing

An analysis of the marketing process and environment with regard to the product, pricing, distribution, and communication in order to satisfy buyer needs. Prerequisites: None.

## MST - Microsoft Technology

**MST141                      3 CREDITS      4 PERIODS**

### Enterprise Desktop Support Technician

Troubleshooting and repairing problems with Microsoft Windows desktop operating systems. Basic knowledge of system architecture and security as needed to provide skills required to support users. Preparation for Microsoft Certified IT Professional: Enterprise Desktop Support Technician 7 (MCITP) certification examination, 70-685. Prerequisites: CIS102 and CIS105, or permission of Instructor. Prerequisites or Corequisites: MST150SV.

**MST150                      3 CREDITS      4 PERIODS**

### Microsoft Windows Professional

Knowledge and skills necessary to perform day-to-day administration tasks in a Microsoft Windows-based network. Preparation for Microsoft certification examination. Prerequisites: None. CIS190, or CNT140, or MST140 suggested but not required.

**MST150VI                      3 CREDITS      4 PERIODS**

### Microsoft Windows Vista Administration

Knowledge and skills necessary to perform day-to-day workstation administration tasks of Microsoft Windows Vista. Preparation for Microsoft certification examination. Prerequisites: None. CIS190, or CNT140, or MST140 suggested but not required.

**MST150XP                      3 CREDITS      4 PERIODS**

### Microsoft Windows XP Professional

Knowledge and skills necessary to perform day-to-day administration tasks of Microsoft Windows XP Professional. Preparation for Microsoft certification examination. Prerequisites: None. CIS190, or CNT140, or MST140 suggested but not required.

**MST152                      4 CREDITS      5 PERIODS**

### Microsoft Windows Server

Knowledge and skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot Windows Server. Preparation for Microsoft certification examination. Prerequisites or Corequisites: Any MST150 course or permission of instructor.

**MST152DA                      4 CREDITS      6 PERIODS**

### Microsoft Windows 2000 Server

Knowledge and skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot Microsoft Windows 2000 Server. Preparation for Microsoft certification examination. Prerequisites or Corequisites: Any MST150 course or permission of instructor.

**MST152DB                      4 CREDITS      5 PERIODS**

### Microsoft Windows 2003 Server

Knowledge and skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot Microsoft Windows 2003 Server. Preparation for Microsoft certification examination. Prerequisites or Corequisites: Any MST150 course or permission of instructor.

**MST155                      3 CREDITS      4 PERIODS**

### Implementing Windows Network Infrastructure

Knowledge and skills to install, configure, maintain, and support a Microsoft Windows network infrastructure. Prerequisites: or Corequisites: MST150, or any MST150++ course, or permission of Instructor. Course Notes: Preparation for Microsoft certification examination.

**MST157                      3 CREDITS      4 PERIODS**

### Implementing Windows Directory Services

Knowledge and skills to install, configure, and administer Microsoft Windows Active Directory directory services. Prerequisites: Any MST+++ or any MST+++++ Microsoft Technology course, or permission of Instructor. Course Notes: Preparation for Microsoft certification examination

**MST170                      4 CREDITS      5 PERIODS**

### Visual Basic Desktop Application Development

Use of Visual Basic programming language to create database applications using Visual Data Access tools, ActiveX Controls, Component Objects, and Structured Query Language (SQL) Server database. Prerequisites: CIS159 or permission of instructor.

**MST172 4 CREDITS 5 PERIODS****Visual Basic .NET Web Application Development**

Knowledge and skills to develop and implement Web-based applications using ASP.NET, Web forms, and the Microsoft.NET framework with Visual Basic. Preparation for Microsoft Certified Applications Developer (MCAD) certification examination. Prerequisites: (BPC/CIS133DA, or BPC/CIS133AA and BPC/CIS133BA and BPC/CIS133CA) and CIS259, or permission of instructor.

**MST176 3 CREDITS 4 PERIODS****Visual Basic .NET XML Web Services Development**

Knowledge and skills required to develop XML Web Services and Server components with Microsoft .NET Framework with Visual Basic. Preparation for the MCAD (Microsoft Certified Applications Developer) certification examination. Prerequisites: CIS259 or permission of the instructor.

**MST242 4 CREDITS 5 PERIODS****Microsoft Exchange Server**

Knowledge and skills required to plan, implement, and administer Microsoft Exchange Server. Preparation for Microsoft certification examination. Prerequisites: Any MST152 course or permission of instructor.

**MST244 3 CREDITS 4 PERIODS****Microsoft SQL Server Administration**

Knowledge and skills required to install, configure, and administer Microsoft SQL server. Prerequisites: Any MST15+ course, or MST 15+++ course, or permission of Instructor. Course Notes: Preparation for Microsoft certification examination.

**MST246 2 CREDITS 3 PERIODS****Implementing Microsoft Internet Explorer**

Strong foundation in the architecture and key features of Microsoft Internet Explorer. Set up, configure, use, and deploy Internet Explorer in a network environment, with particular emphasis on intranet use. Prerequisites: Any MST152 course or permission of instructor. Knowledge of HTML suggested but not required.

**MST254 3 CREDITS 4 PERIODS****Microsoft SQL Server Design and Implementation**

Knowledge and skills required to design and implement databases using Microsoft SQL server. Preparation for Microsoft certification examination. Prerequisites: CIS259, or any MST152 course, or permission of instructor.

**MST259 3 CREDITS 4 PERIODS****Designing Windows Network Security**

Knowledge and skills to analyze business requirements and processes to design a security solution for a Microsoft Windows network. Prerequisites: or Corequisites: MST157, or any MST157++ course, or permission of Instructor. Course Notes: Preparation for Microsoft certification examination

**MST270 3 CREDITS 4 PERIODS****Microsoft Solution Architectures**

Knowledge and skills to analyze business requirements in a given scenario and define technical solution architectures to optimize business results using Microsoft development tools. Prerequisites: (ACC230 or GBS151) and MST170, or permission of instructor.

**MTC - Music: Theory/Composition****MTC100 2 CREDITS 3 PERIODS****Fundamentals of Music**

Introduction to music notation and theory. Emphasis on fundamental concepts, including meter, rhythm, scales, keys, intervals and triads. Designed for the nonmusic major, but may be advised for music majors. Prerequisites: None.

**MTC101 3 CREDITS 3 PERIODS****Introduction to Music Theory**

Designed to develop written and aural skills necessary for advanced study of music theory and skills. Recommended for music majors. Prerequisites: None.

**MTC103 1 CREDIT 2 PERIODS****Introduction to Aural Perception**

An introduction to the aural skills necessary to hear relationships of intervals, rhythms, melody, and harmony in music. Prerequisites: None. Course Notes: MTC103 may be repeated for a total of two (2) credit hours.

**MTC105**                      **3 CREDITS**      **3 PERIODS****Music Theory I**

The chronological study of music theory including: harmony, melody, texture, structure and timbre through analysis, original compositions and basic exercises to demonstrate musical concepts. Prerequisites: MTC100, or MTC101, or permission of instructor. Corequisites: MTC106.

**MTC106**                      **1 CREDIT**      **2 PERIODS****Aural Perception I**

The development of listening and performing skills through dictation, sight singing and keyboard harmony. Prerequisites: None. Corequisites: MTC105.

**MTC130**                      **3 CREDITS**      **3 PERIODS****Jazz Theory**

Develop written and aural theory skills necessary in the jazz idiom. Prerequisites: (MTC101 and MTC103), or permission of Instructor. Course Notes: MTC130 is recommended for students taking jazz improvisation, jazz composition and jazz combo.

**MTC155**                      **3 CREDITS**      **3 PERIODS****Music Theory II**

A continuation of Music Theory I with emphasis on harmony and part-writing procedures. Prerequisites: MTC105. Corequisites: MTC156.

**MTC156**                      **1 CREDIT**      **2 PERIODS****Aural Perception II**

A continuation of Aural Perception I, including harmonic practices. Prerequisites: None. Corequisites: MTC155.

**MTC205**                      **3 CREDITS**      **3 PERIODS****SUN** MUS 2222**Music Theory III**

The study of chromatic harmony and melody, modulation techniques and expanded chords. The analysis of formal structure. Prerequisites: MTC155. Corequisites: MTC206.

**MTC206**                      **1 CREDIT**      **2 PERIODS****SUN** MUS 2222**Aural Perception III**

A development of listening and performing skills, including an introduction of chromatic harmonic techniques and concepts of style. Prerequisites: None. Corequisites: MTC205.

**MTC240**                      **3 CREDITS**      **.6 PERIODS****Composition**

Introduction to the basics of music composition, stressing techniques and procedures for developing original ideas. May be repeated for total of twelve (12) credit hours. Prerequisites: (MTC105 and MTC106, or equivalent) , and permission of instructor.

**MTC255**                      **3 CREDITS**      **3 PERIODS****SUN** MUS 2223**Music Theory IV**

A continuation of Music Theory III, including 20th century theories and techniques. Prerequisites: MTC205. Corequisites: MTC256.

**MTC256**                      **1 CREDIT**      **2 PERIODS****SUN** MUS 2223**Aural Perception IV**

A continuation of Aural Perception III, including extended chords. Prerequisites: None. Corequisites: MTC255.

**MUC - Music: Commercial/  
Business****MUC109**                      **3 CREDITS**      **3 PERIODS****Music Business: Merchandising and the Law**

Operation, scope, and career opportunities in the music business. Focuses on music in the marketplace, songwriting, publishing, copyright procedures, and business affairs, agents, artist management, and concert production. Prerequisites: None.

**MUC110**                      **3 CREDITS**      **3 PERIODS****Music Business: Recording and Mass Media**

The operation, scope, and career opportunities in the music business. Focuses on the record industry; environmental music; uses of music in radio, telecommunications, and film; and career options. Prerequisites: None.

**MUC111**                      **3 CREDITS**      **5 PERIODS****Digital Audio Workstation I (DAW I)**

Use of digital mixing and automation software in conjunction with editing and recording. Includes computer operation, troubleshooting, and file management. Prerequisites: MUC195, or MUC195AA, or TCM/VPT105, or permission of Instructor.

**MUC112                    3 CREDITS           5 PERIODS****Digital Audio Workstation II (DAW II)**

Use of digital mixing and automation software in conjunction with editing and recording. Includes computer operation, troubleshooting, and file management. Prerequisites: MUC111, and (MUC195 or MUC195AA).

**MUC195                    3 CREDITS           5 PERIODS****Studio Music Recording I**

Basic principles of studio sound recording. Emphasis on musical acoustics, operation of recording equipment, studio setups, and multitrack recording. Includes studio session process and musical production decisions. Prerequisites: None.

**MUC196                    3 CREDITS           5 PERIODS****Studio Music Recording II**

Emphasis on signal-processing equipment, mixing consoles, and advanced musical recording session procedures, production, and engineering. Includes mix-down and resultant master tape of a musical recording session. Prerequisites: MUC195 or MUC195AA.

**MUC295AA                1 CREDIT            1 PERIOD****Self Promotion for Music**

Career goal development. Includes self-presentation and communication skills, keeping files and records, and developing self-promotional materials. Prerequisites: None.

**MUC297AB                2 CREDITS           2 PERIODS****Music Internship**

Music Internship work experience in a business or industry eighty (80) hours of designated work per credit. A maximum of 12 credits allowed. Prerequisites: MUC110.

**MUP - Music: Performance****MUP101                    1 CREDIT           .6 PERIOD****MUP151                    1 CREDIT           .6 PERIOD****MUP201                    1 CREDIT           .6 PERIOD****MUP251                    1 CREDIT           .6 PERIOD****Private Instruction**

Private Instruction emphasizing developmental improvement of musicianship and technique from an entering skill level. Four course sequence required of all music majors meeting departmental requirements. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp. May be repeated for credit. Prerequisites: None.

**MUP102                    2 CREDITS           1.2 PERIODS****MUP152                    2 CREDITS           1.2 PERIODS****MUP202                    2 CREDITS           1.2 PERIODS****MUP252                    2 CREDITS           1.2 PERIODS****Private Instruction**

Private Instruction emphasizing musicianship, literature, technique and performance. Four course sequence designed for university transfer equivalency. Instruction provided on voice, piano, harpsichord, organ, guitar, trumpet, French horn, trombone, baritone horn, tuba, flute, oboe, clarinet, bassoon, saxophone, violin, viola, violoncello, contrabass, bass guitar, percussion, and harp. May be repeated for credit. Prerequisites: None.

**MUP131                    2 CREDITS           3 PERIODS****Class Piano I**

Development of beginning piano techniques and the fundamentals of music including basic hand position, music reading skills of melodic and harmonic material, major scales, transposition, and harmonizations including the I, IV, V7 chords. Prerequisites: None.

**MUP132                    2 CREDITS           3 PERIODS****Class Piano II**

Continuation of Piano I with emphasis on elementary piano techniques including major and minor scales, transposition, improvisation, and sight reading. Prerequisites: MUP131 or permission of instructor.

**MUP133**                      **2 CREDITS**      **3 PERIODS****Class Voice I**

Introduction to the fundamentals of vocal production. Emphasis on breathing techniques, tone production and performances in class of solo vocal literature. Prerequisites: None.

**MUP134**                      **2 CREDITS**      **3 PERIODS****Class Voice II**

Continuation of Class Voice I including the elements of stage presence and diction. Prerequisites: MUP133 or permission of instructor.

**MUP150**                      **1 CREDIT**      **3 PERIODS****Community Chorus**

A mixed chorus with emphasis on college/community participation and preparation of a variety of choral literature for public performance. Auditions may be required. May be repeated for credit. Prerequisites: None.

**MUP153**                      **2 CREDITS**      **5 PERIODS****Concert Choir**

A mixed choir designed to emphasize choral techniques and performance of all styles of choral literature. Public performances are scheduled each semester. Prerequisites: None. Course Notes: Auditions may be required. MUP153 may be repeated for credit.

**MUP154AA**                      **1 CREDIT**      **3 PERIODS****Jazz Vocal Ensemble**

Practical and performing experience in vocal jazz. Includes music from the 1920's through the present. Prerequisites: Auditions required or permission of instructor. Course Note: May be repeated for up to three (3) credits.

**MUP159**                      **1 CREDIT**      **3 PERIODS****Community Orchestra**

Emphasis on college/community participation and the preparation of orchestral literature for public performance. Auditions may be required. May be repeated for credit. Prerequisites: None.

**MUP161**                      **1 CREDIT**      **3 PERIODS****Community Band**

Emphasis on college/community participation and the preparation of band literature for public performance. Auditions may be required. May be repeated for credit. Prerequisites: None.

**MUP163**                      **1 CREDIT**      **3 PERIODS****Jazz Ensemble**

Practical and performance experience in various jazz styles. Open to all students on the basis of auditions. May be repeated for credit. Prerequisites: None.

**MUP164**                      **2 CREDITS**      **3 PERIODS****Jazz Improvisation I**

Theoretical and performance skills in many styles of jazz improvisation. May be repeated for a total of six (6) credit hours. Prerequisites: None.

**MUP181**                      **1 CREDIT**      **2 PERIODS****Chamber Music Ensembles**

Practical and performance experience in instrumental, vocal, and mixed ensembles. May be repeated for credit. Prerequisites: None.

**MUP182**                      **1 CREDIT**      **3 PERIODS****Chamber Singers**

Practical and performance experience in various styles of vocal music. Open to all students on the basis of auditions. May be repeated for credit. Prerequisites: None.

**MUP209**                      **2 CREDITS**      **2 PERIODS****Elements of Conducting**

Essentials of conducting techniques used in choral and instrumental ensembles including terminology, interpretation, and styles. Prerequisites: None.

**MUP217**                      **2 CREDITS**      **3 PERIODS****Music Theatre: Broadway Solos**

Study and in-class performance of scenes and solos from Broadway musical literature. Prerequisites: None. Course Notes: MUP217 may be repeated for credit.

**MUP225**                      **2 CREDITS**      **3 PERIODS****Class Guitar I**

Emphasis on note-reading and folk-style harmonic accompaniment. Includes finger-style playing. Stresses development of efficient practice techniques and proper sitting and hand positions. Prerequisites: None.

**MUP226**                      **2 CREDITS**      **3 PERIODS****Class Guitar II**

Note-reading range including second position and parts of higher positions. Classical, popular, Latin, and other styles of music. Theory including scales, keys, and chord construction. Technical exercises of both hands. Prerequisites: MUP225 or permission of instructor.

**MUP227**                    **2 CREDITS**            **3 PERIODS****Class Guitar III**

Additional fingerboard positions. Ensemble techniques and performance. Prerequisites: MUP226 or permission of instructor.

**MUP228**                    **2 CREDITS**            **3 PERIODS****Class Guitar IV**

Advanced fingerboard positions. Duet and trio performances. Advanced ensemble techniques. Prerequisites: MUP227 or permission of instructor.

**MUP231**                    **2 CREDITS**            **3 PERIODS****Class Piano III**

Development of intermediate piano techniques including selected solo literature, transposition of harmonic patterns, and secondary dominants. Prerequisites: MUP132 or permission of instructor.

**MUP232**                    **2 CREDITS**            **3 PERIODS****Class Piano IV**

Continuation of Piano III including modulation techniques, improvisation of piano accompaniments, advanced chromatic harmony, and sight reading of advanced literature. Prerequisites: MUP231 or permission of instructor.

**MUP233**                    **2 CREDITS**            **3 PERIODS****Class Voice III**

Interpretive singing through a closer examination of coloring, tone production, dynamics, and tempo indications. Prerequisites: MUP134.

**MUP234**                    **2 CREDITS**            **3 PERIODS****Class Voice IV**

Emphasis on the preparation of solo vocal literature for the purpose of evaluation and the integration of the music with the drama of the music. Prerequisites: MUP233 or permission of instructor.

**MUP270**                    **2 CREDITS**            **5 PERIODS****Musical Theatre Workshop**

Workshop in the study and performance of Musical Theatre repertoire. Including audition techniques, talent evaluation criticism, rehearsal techniques, vocal acting styles, stage movement, and performance. May be repeated for credit. Prerequisites: None.

**NCE - Nursing Continuing Education****NCE214MI**                    **.5 CREDITS**            **.5 PERIODS****Math and Medications for Intermediate Nursing Students**

Focus on basic mathematical concepts to calculate metric- apothecary conversion, dosage problems, intravenous flow rates using the ratio/proportion and dimensional analysis methods. These calculations will focus application to acute care, long-term care, and pediatric specialty areas. Prerequisites: Current student in Nursing program or permission of Department or Division.

**NUR - Nursing Science: Basic****NUR104AB**                    **1 CREDIT**            **1 PERIOD****Structured Nursing Review**

Structured nursing tutorial assistance and nursing study skills to help students achieve success in their respective block of nursing courses. Nursing process and critical thinking application skills emphasized. Prerequisites: None. Corequisites: Concurrent enrollment in the Nursing program or permission of Department Chair. Course Note: Course offered as Credit (P) No credit (Z) basis. May be repeated for a total of six (6) credit hours.

**NUR151**                    **10 CREDITS**            **20 PERIODS****Nursing Theory and Science I**

Introduction to fundamentals of nursing theory and practice utilizing critical thinking based on the nursing process and principles of evidence based practice. Focus on meeting basic human needs within the wellness/illness continuum. Theoretical concepts related to holistic care of well, geriatric, and adult clients. Provides safe nursing care to clients with selected alterations in health. Introduction to professional nursing practice. Applies concepts of health promotion, disease/illness prevention. Provides care based upon integration of pathophysiology, nutrition, communication and physical, biological, and psycho-social sciences. Uses information technology in performing and evaluating client care. Prerequisites: Admission into the Nursing Program.

**NUR171**                      **8 CREDITS**      **16 PERIODS****Nursing Theory and Science II**

Application of nursing theory and practice utilizing critical thinking based on the nursing process and evidence based practice. Holistic nursing concepts of health promotion, disease/illness prevention, and health restoration for adult and geriatric clients. Role development as the professional nurse member of the health care team. Participation in client teaching and discharge planning. Application of previous knowledge of physical, biologic, psycho-social sciences, and the cultural and spiritual aspects of nursing care. Application of nursing concepts in the development of plan of care to include pathophysiology, nutrition, pharmacology, and skills in communication. Uses information technology in planning, documenting, and evaluating client care. Prerequisites: NUR151 or permission of Nursing Department Chairperson.

**NUR251**                      **8 CREDITS**      **16 PERIODS****Nursing Theory and Science III**

Application of critical thinking strategies related to holistic care of the newborn, pediatric, and childbearing clients. Integration of concepts related to holistic care of adults and geriatric clients with selected acute and chronic alterations in health. Integration of professional nursing standards in role development. Utilization of previous knowledge of physical, biologic, psycho-social sciences, and the cultural, spiritual aspects of nursing care. Integration of concepts of nutrition, pharmacology, communication, health promotion, and pathophysiology into nursing care. Prerequisites: (BIO202, BIO205, and NUR171) or permission of Nursing Department Chairperson.

**NUR271**                      **7 CREDITS**      **13 PERIODS****Nursing Theory and Science IV**

Integration of critical thinking strategies for complex holistic needs of high-risk clients with multi- system health alterations. Application of strategies related to holistic care of the client with psychiatric/ mental health disorders. Introduction to community based care. Assimilation of professional role into practice. Evaluation of care based on the knowledge of physical, biologic, psycho-social sciences, and the cultural and spiritual beliefs of clients. Development of nurse leadership and management roles. Integration of concepts of nutrition, pharmacology, communication, health promotion, and pathophysiology into nursing care. Prerequisites: NUR251 or permission of Nursing Department Chairperson.

**NUR291**                      **2 CREDITS**      **6 PERIODS****Nursing Clinical Capstone**

Synthesis of the nursing process to facilitate role transition from student to graduate nurse within a preceptorship experience. Development of nurse leadership and management roles. Prerequisites: NUR271 or permission of Nursing Department Chairperson.

**OAS - Office Automation Systems****OAS108**                      **3 CREDITS**      **3 PERIODS****Business English**

Comprehensive coverage of correct use of English grammar including spelling, punctuation, capitalization, and number style mechanics in a business context. Prerequisites: None.

**PED - Physical Education****PED101**                      **1 CREDIT**      **2 PERIODS****Physical Activities: Basic**

Individual, dual, or team sports activities at the basic level. Prerequisites: None. Course Notes: PED101 may be repeated for credit.

**PED102**                      **1 CREDIT**      **2 PERIODS****Physical Activities: Intermediate**

Individual, dual, or team sports activities at the intermediate level. Prerequisites: None. Prior experience recommended.

**PED103**                      **.5 CREDITS**      **1 PERIOD****Physical Activities: Basic**

Individual, dual, or team sports activities at the basic level. Prerequisites: None. Course Notes: PED103 may be repeated for credit.

**PED115**                      **2 CREDITS**      **4 PERIODS****Lifetime Fitness**

Increase personal fitness, strength, and vitality. Current principles of cardiovascular exercise, weight training, flexibility, and balance exercises applicable to lifetime fitness goals. Personalized fitness plans developed and implemented with support of highly trained fitness professionals. Techniques to make sessions more effective and enjoyable. Prerequisites: None. Course Note: PED115 may be repeated for a total of eight (8) credit hours.



**PED117**      **2 CREDITS**      **4 PERIODS****Weight Training for Wellness**

Strength training and muscular fitness activity to help develop a lifetime of regular exercise and muscular strength maintenance. Development of full body strength and stability of the body's core musculature, translating to increased power, balance, and functional movement ability including assessment of current strength and goal-specific program design to increase strength and muscular fitness. Prerequisites: None. Course Notes: PED117 may be repeated for a maximum of eight (8) credits.

**PED120AF**      **2 CREDITS**      **4 PERIODS****Special Emphasis Activities: Weight Training**

Intensive experience in weight training. May be repeated for a total of 8 credits. Prerequisites: None.

**PED121**      **1 CREDIT**      **2 PERIODS****Physical Conditioning for Massage Therapists**

Physical fitness necessary for current and prospective massage therapists. Includes physical fitness and workout techniques as related to performing massage therapy; individual conditioning strategies, and basic nutritional guidelines. Prerequisites: None.

**PED124**      **2 CREDITS**      **4 PERIODS****Strength and Conditioning for Sport Performance: Basic**

Introduction to the principles and training techniques of strength and conditioning for sport performance. Emphasis is placed on beginning instructional techniques and safety of Olympic lifts; plyometrics; muscular endurance, strength and power development; anaerobic and aerobic capacity. Prerequisites: None. Course Notes: PED124 may be repeated for a total of eight (8) credit hours.

**PED125**      **2 CREDITS**      **4 PERIODS****Strength and Conditioning for Sport Performance: Intermediate**

Principles and training techniques of strength and conditioning for sport performance. Emphasis is placed on instructional techniques and safety of Olympic lifts; plyometrics; muscular endurance, strength and power development; anaerobic and aerobic capacity. Prerequisites: PED124. Course Notes: PED125 may be repeated for a total of eight (8) credit hours..

**PED133**      **2 CREDITS**      **4 PERIODS****Olympic Style Weight Lifting**

Advanced study of the science, strategy, and techniques of Olympic Style Weightlifting. For the fitness professional who is interested in competing, or is seeking to incorporate advanced strength and conditioning modalities. Addresses current topics, theories and techniques. Prerequisites: None.

**PED201**      **1 CREDIT**      **2 PERIODS****Physical Activities: Advanced**

Individual, dual, or team sports activities at the advanced level. Prerequisites: None. Prior experience at competitive level recommended. Course Notes: PED201 may be repeated for credit.

**PED224**      **2 CREDITS**      **4 PERIODS****Strength and Conditioning for Sport Performance: Advanced**

Principles and training techniques of strength and conditioning for sport performance. Emphasis placed on instructional techniques and safety of Olympic lifts; plyometrics; muscular endurance, strength and power development; anaerobic and aerobic capacity; and injury prevention. Prerequisites: PED124 and PED125. Course Notes: PED224 may be repeated for a total of eight (8) credit hours.

**PED225**      **2 CREDITS**      **4 PERIODS****Strength and Conditioning for Sport Performance: Elite**

Principles and training techniques of strength and conditioning for sport performance. Emphasis placed on instructional techniques and safety of Olympic lifts; plyometrics; muscular endurance, strength and power development; anaerobic and aerobic capacity; injury prevention; and assessment techniques. Prerequisites: PED124, PED125, and PED224. Course Notes: PED225 may be repeated for a total of eight (8) credit hours.

## PHI - Philosophy

**PHI101**                      **3 CREDITS**      **3 PERIODS**  
**SUN** PHI 1101

### Introduction to Philosophy

General consideration of human nature and the nature of the universe. Knowledge, perception, freedom and determinism, and the existence of God. Prerequisites: None.

**PHI103**                      **3 CREDITS**      **3 PERIODS**  
**SUN** PHI 1103

### Introduction to Logic

Informal logic, logical fallacies, elementary symbolic logic, analysis of argument forms, and construction of proofs for validity. Prerequisites: ENG101 or ENG107 or equivalent.

**PHI104**                      **3 CREDITS**      **3 PERIODS**

### World Philosophy

Examination of questions such as the meaning of life and death, social justice, appearance and reality, human nature, the identity of the self freedom and destiny, the ethical life, and the relationship of science and religion. Comparative analysis of diverse Eastern and Western viewpoints. Prerequisites: None.

**PHI105**                      **3 CREDITS**      **3 PERIODS**  
**SUN** PHI 1105

### Introduction to Ethics

A survey of ethical theory in Western Philosophy, including the major normative theories and selected metaethical theories. Prerequisites: None.

**PHI214**                      **3 CREDITS**      **3 PERIODS**

### Business Ethics

Philosophical consideration of moral problems arising in business practice, including corporate responsibility, government regulation, hiring practices, and advertising. Application to both the United States and other countries. Prerequisites: ENG101, or ENG107, or equivalent.

## PHS - Physical Science

**PHS110**                      **4 CREDITS**      **6 PERIODS**

### Fundamentals of Physical Science

Survey of the principles of physics and chemistry. Prerequisites: Grade of "C" or better in MAT090, or MAT091, or MAT092, or MAT093, or equivalent, or satisfactory score on Math placement exam.

**PHS120**                      **4 CREDITS**      **6 PERIODS**

### Introduction to Physical Science: Astronomy, Meteorology, Geology and Oceanography

Designed primarily for students with limited background in physical science and mathematics and for nonscience majors. Topics from astronomy, meteorology, geology and oceanography. A laboratory course designed to help the students learn the basic laws and facts of the physical sciences which provide the starting points for scientific thought and speculations. May not receive credit for both PHS120 and GLG106. Prerequisites: None.

## PHY - Physics

**PHY101**                      **4 CREDITS**      **6 PERIODS**

### Introduction to Physics

A survey of physics emphasizing applications of physics to modern life. Prerequisites: Grade of "C" or better in MAT090, or MAT091, or MAT092, or MAT093, or equivalent, or satisfactory score on Math Placement exam.

**PHY111**                      **4 CREDITS**      **6 PERIODS**  
**SUN** PHY 1111

### General Physics I

Includes motion, energy, and properties of matter. Prerequisites: MAT182 or MAT187 or one year high school Trigonometry with a grade of C or better or permission of Department or Division Course Notes: PHY111 is recommended for preprofessional and suggested for certain other majors. Students may receive credit for only one of the following: PHY111 or PHY111AA.

**PHY112**                      **4 CREDITS**      **6 PERIODS**  
**SUN** PHY 1112

### General Physics II

Includes electricity, electromagnetism, and modern physics. Prerequisites: PHY105 or PHY111.

**PHY121**                      **4 CREDITS**      **6 PERIODS**  
**SUN** PHY 1121

### University Physics I: Mechanics

Kinematics, Newton's laws, work, energy, momentum, conservation laws, dynamics of particles, solids, fluids, mechanical waves, and sound. Prerequisites: MAT220, or MAT221, or permission of Department or Division. One year of High School physics or PHY111 and PHY112 suggested but not required.

**PHY131**                      **4 CREDITS**      **6 PERIODS**  
**SUN**  **PHY 1131**

### University Physics II: Electricity and Magnetism

Electric charge and current, electric and magnetic fields in vacuum and in materials, and induction. AC circuits, displacement current, and electromagnetic waves. Prerequisites: MAT230 or MAT231 or permission of Department or Division and PHY121 Corequisites: MAT241 or permission of Department or Division.

## POS - Political Science

**POS100**                      **3 CREDITS**      **3 PERIODS**

### Introduction to Political Science

Introduction to the discipline of political science and its relation to other disciplines with emphasis on the major philosophies and institutions of government. Prerequisites: None.

**POS110**                      **3 CREDITS**      **3 PERIODS**  
**SUN**  **POS 1110**

### American National Government

Study of the historical backgrounds, governing principles, and institutions, of the national government of the United States. Prerequisites: None.

**POS120**                      **3 CREDITS**      **3 PERIODS**  
**SUN**  **POS 1120**

### World Politics

Introduction to the principles and issues relating to the study of international relations. Evaluation of the political, economic, national, and transnational rationale for international interactions. Prerequisites: None.

**POS180**                      **3 CREDITS**      **3 PERIODS**

### United Nations Studies

Historical origins, structural makeup, political and operational characteristics, and legal activities of the United Nations. Analysis of the overall institution's ongoing utility, productivity and creativity. Prerequisites: None.

**POS210**                      **3 CREDITS**      **3 PERIODS**

### Political Ideologies

Survey of twentieth century nondemocratic ideologies and movements with emphasis on Marx, Lenin, Mussolini, Hitler, Stalin and Mao. Prerequisites: None.

**POS220**                      **3 CREDITS**      **3 PERIODS**

### U.S. and Arizona Constitution

Examination of the United States Constitution and the constitution and government of the State of Arizona. Prerequisites: None.

**POS221**                      **1 CREDIT**      **1 PERIOD**

### Arizona Constitution

Examination of the Constitution of the State of Arizona. Equivalent to the second part of POS220. May not enroll in POS220 and POS221 concurrently. Prerequisites: None.

**POS222**                      **2 CREDITS**      **2 PERIODS**

### U.S. Constitution

Examination of the United States Constitution. Equivalent to the first part of POS220. May not enroll in POS220 and POS222 concurrently. Prerequisites: None.

**POS223**                      **3 CREDITS**      **3 PERIODS**

### Civil Rights

The historic background and current status of major civil rights issues in the United States. Prerequisites: None.

**POS285**                      **3 CREDITS**      **3 PERIODS**

### Political Issues and Public Policy

Introduction to public policy, how policy is made, and how public policy decisions are affected. Prerequisites: None.

## PSY - Psychology

**PSY101**                      **3 CREDITS**      **3 PERIODS**  
**SUN**  **PSY 1101**

### Introduction to Psychology

To acquaint the student with basic principles, methods and fields of psychology such as learning, memory, emotion, perception, physiological, developmental, intelligence, social and abnormal. Prerequisites: None.

**PSY123**                      **3 CREDITS**      **3 PERIODS**

### Psychology of Parenting

The demonstration and application of psychological principles to the development and guidance of children and adolescents. Prerequisites: None.

**PSY132**                      **3 CREDITS**      **3 PERIODS****Psychology and Culture**

Presents current knowledge about human diversity in behavior and culture using examples from a variety of contexts and nations. Highlights topics in cross-cultural psychology, such as intergroup relations, ethnocentrism, gender, personality, emotion, language, communication, work and health. Emphasis on applications of behavioral and cognitive principles to enhance interactions in a multicultural world. Prerequisites: None.

**PSY210**                      **3 CREDITS**      **3 PERIODS****Educational Psychology**

Scientific research and psychological principles as they apply to teaching and learning. The role of psychology in educational settings, human diversity, theories of learning, intelligence, memory, creativity, assessment, and factors influencing effective instruction and learning. Prerequisites: PSY101 with a grade of "C" or better or permission of instructor.

**PSY215**                      **3 CREDITS**      **3 PERIODS****Introduction to Sport Psychology**

Application of the physiological, behavioral, social, cognitive, and humanistic perspectives in psychology to sport. Includes topics such as optimal performance, correlation, motivation, co-action effect, self-actualization, psycho-behavioral techniques, self-efficacy, and the general health benefits of sport participation. Prerequisites: PSY101 with a grade of "C" or better or permission of instructor.

**PSY230**                      **3 CREDITS**      **3 PERIODS****Introduction to Statistics**

An introduction to basic concepts in descriptive and inferential statistics, with emphasis upon application to psychology. Consideration given to the methods of data collection, sampling techniques, graphing of data, and the statistical evaluation of data collected through experimentation. Required of psychology majors. Prerequisites: PSY101 with a grade of "C" or better and MAT092 or equivalent, or permission of instructor.

**PSY231**                      **1 CREDIT**      **2 PERIODS****Laboratory for Statistics**

Applications of inferential and descriptive statistics to computers in the field of psychology. Prerequisites: None. Corequisites: PSY230.

**PSY235**                      **3 CREDITS**      **3 PERIODS****Psychology of Gender**

To assess historical and psychological perspectives on women and men and to evaluate contemporary viewpoints regarding the psychology of women and men. Prerequisites: PSY101 with a grade of "C" or better or permission of instructor.

**PSY240**                      **3 CREDITS**      **3 PERIODS****Developmental Psychology**

Human development from conception through adulthood. Includes: physical, cognitive, emotional and social capacities that develop at various ages. Recommended for students majoring in nursing, education, pre-med, and psychology. Prerequisites: PSY101 with a grade of "C" or better or permission of the instructor.

**PSY241**                      **3 CREDITS**      **3 PERIODS****Understanding and Changing Behavior**

Theory and methods for observing, analyzing, and modifying behavior. Prerequisites: PSY101 with grade of "C" or better or permission of Instructor.

**PSY242**                      **1 CREDIT**      **2 PERIODS****Understanding and Changing Behavior Lab**

Designed to apply the principles of behavior modification. Application of behavior modification principles, techniques, and treatment(s) to modify self-behavior or the behavior of others. Exposure to the "hands-on" application of behavioral programming, including the identification, development, implementation, assessment, and modification of a behavioral program. Prerequisites: PSY101. Prerequisites or Corequisites: PSY241.

**PSY266**                      **3 CREDITS**      **3 PERIODS****Abnormal Psychology**

Distinguishes between normal behavior and psychological disorders. Subjects may include stress disorders, problems with anxiety and depression, unusual and abnormal sexual behavior, schizophrenia and addictive behaviors. Causes and treatments of psychological problems and disorders are discussed. Prerequisites: PSY101 with a grade of "C" or better, or permission of instructor.

**PSY267**                      **3 CREDITS**      **3 PERIODS****Introduction to Forensic Psychology**

Overview of the practice of psychology in the law, by the law, and of the law. Focuses on the complementary functions and distinctions between psychology and the legal justice system. Topics include, but are not limited to, criminal investigations, risk and level of danger, competency, interrogations, confessions, assessment, eyewitness testimony, child custody, and domestic violence. Prerequisites: PSY101.

**PSY270**                      **3 CREDITS**      **3 PERIODS****Personal & Social Adjustment**

Surveys the basic mental health principles as they relate to coping with stress, interpersonal relationships, sex, marriage, and working. Emphasis on learning to become a more competent and effective person. Prerequisites: PSY101 with a grade of "C" or better or permission of the instructor.

**PSY290AB**                      **4 CREDITS**      **6 PERIODS****Research Methods**

Planning, execution, analysis, and written reporting of psychological research. Surveys the literature, procedures, and instruments in representative areas of psychological research. Prerequisites: ENG101, ENG107 or equivalent. Prerequisites or Corequisites: PSY230 (or equivalent) with a grade of "C" or better, or permission of instructor.

**PSY290AC**                      **4 CREDITS**      **5 PERIODS****Research Methods**

Planning, execution, analysis, and written reporting of psychological research. Surveys the literature, procedures, and instruments in representative areas of psychological research. Prerequisites: ENG101, ENG107 or equivalent. Prerequisites or Corequisites: PSY230 (or equivalent) with a grade of "C" or better, or permission of instructor.

**RDG - Reading****RDG016**                      **3 CREDITS**      **3 PERIODS****Reading English as a Second Language I**

Designed for students who are learning English as a second language. Skills needed to become proficient readers in English. Sound symbol relationships of the English alphabet. Essential vocabulary for daily communication both in isolation and context. Development of reading comprehension skills. Prerequisites: Appropriate ESL placement test score.

**RDG026**                      **3 CREDITS**      **3 PERIODS****Reading English as a Second Language II**

Designed for students who are learning English as a second language. Continued development of vocabulary and reading comprehension skills. Prerequisites: Appropriate ESL placement test score, or grade of "C" or better in ESL/RDG016, or permission of Instructor.

**RDG036**                      **3 CREDITS**      **3 PERIODS****Reading English as a Second Language III**

Designed for students who are learning English as a second language. Instruction for more advanced vocabulary and reading comprehension skills. Prerequisites: Appropriate ESL placement test score, or grade of "C" or better in ESL/RDG026, or permission of Instructor.

**RDG046**                      **3 CREDITS**      **3 PERIODS****Reading English as a Second Language IV**

Developed for students of English as a second language. Development of advanced vocabulary, comprehension skills, and culture awareness. Prerequisites: Appropriate ESL placement test score, or grade of "C" or better in ESL/RDG036, or permission of Instructor.

**RDG081**                      **3 CREDITS**      **3 PERIODS****Reading Improvement**

Designed to improve basic reading skills. Includes word recognition, prediction of contents of reading selections, and development of basic vocabulary. Emphasis on identifying main ideas and related details. Reviews following directions and the understanding of graphic materials. Prerequisites: Placement test scores, or permission of instructor.

**RDG091**                      **3 CREDITS**      **3 PERIODS****College Preparatory Reading**

Designed to improve basic reading and study skills, vocabulary and comprehension skills. Recommended to all students whose placement test scores indicate a need for reading instruction. Prerequisites: Appropriate reading placement test score, or grade of C or better in RDG081.

## REC - Recreation

**REC120**                      **3 CREDITS**      **3 PERIODS**

### Leisure and the Quality of Life

Overview of the historical, psychological, social, and cultural aspects of play, leisure, and recreation and their role in contemporary society. Nature of play and leisure behavior in human development within different cultures and the contribution play, recreation, and leisure make to the quality of life for individuals in today's society. Prerequisites: None.

**REC150AA**                      **1 CREDIT**      **2 PERIODS**

### Outdoor Living Skills Field Experience

Practical application of camping and outdoor skills including camping, equipment selection and use, cooking, fire building, camp programs, backpacking, and safety. Prerequisites: None. Course Note: Course may be repeated for a total of four (4) credits.

**REC150AB**                      **3 CREDITS**      **3 PERIODS**

### Outdoor Adventure Skills

Camping and outdoor skills including types of camping, equipment selection and use, cooking and fire building, camp programs, backpacking, and safety. Prerequisites: None.

**REC250**                      **3 CREDITS**      **3 PERIODS**

### Recreation Leadership

An examination of roles and methods of leadership in leisure services settings. Overview of theories and models of leadership, group dynamics, participant motivation, communication, and face-to-face leadership. Exploration of leadership contexts, including coaching and officiating sports, leading community groups and volunteers, working with persons in various life stages and with varying abilities, and leading different recreation activity areas. Prerequisites: None.

## REL - Religious Studies

**REL205**                      **3 CREDITS**      **3 PERIODS**

### Religion and the Modern World

Introduction to the nature and role of religious beliefs and practices in shaping the lives of individuals and societies, with particular attention to the modern world. Prerequisites: ENG101, or ENG107, or equivalent.

**REL243**                      **3 CREDITS**      **3 PERIODS**

### World Religions

The development of various religions from the prehistoric to modern times. Political, economic, social and geographic relationships among world religions. Consideration of both Eastern and Western religions. Prerequisites: None.

**REL270**                      **3 CREDITS**      **3 PERIODS**

### Introduction to Christianity

The nature and content of the Christian tradition developed over time, with overview of the New Testament, major historical trends and figures, major Christian ideas and practices, and survey of denominations. Prerequisites: None.

**REL290**                      **3 CREDITS**      **3 PERIODS**

### Women and World Religion

Focus on the role of women in several organized religions and/or religious sects. Study of myth and symbols as they are used to establish, maintain, and enforce sex-roles within specific cultural contexts around the world. Prerequisites: None.

## SBS - Small Business Management

**SBS213**                      **1 CREDITS**      **1 PERIODS**

### Hiring and Managing Employees

Methods and techniques for managing employees in a small business. Includes supervisor's role, leadership styles, interpersonal communications, staff planning, employee work styles, techniques for handling problem employees, and employee motivation. Focuses on real life situations to enable the business owner to gain high performance from their employee team. Includes segment on hiring, new employee orientation, training, benefits, and developing future staffing needs assessment. Prerequisites: None.

**SBS214**                      **1 CREDITS**      **1 PERIODS**

### Small Business Customer Relations

Developing and improving customer relations for the small business. Planning and delivering quality customer service. Includes topics on attitude of employees, customer perceptions and motivations, handling customer dissatisfaction, and developing customer, supplier, vendor, and distributor loyalty. Prerequisites: None.

**SBS220**                      **2 CREDITS**      **2 PERIODS****Internet Marketing for Small Business**

Focuses on "e-Commerce"-doing business on the Internet and planning a website. Topics include: how the Internet can help growth and success of business; examples of successful marketing on the Internet; availability of Internet services; necessary hardware and software for marketing on the Internet; determining products/services appropriate for Internet marketing; budget constraints and on-going operations of the Internet site. Prerequisites: None.

**SBS230**                      **2 CREDITS**      **2 PERIODS****Financial and Tax Management for Small Business**

An overview of accounting and record-keeping for the successful management of a small business. Develops an understanding of the accounting cycle and preparation of financial statements. Includes section on tax consequences and the choice of legal entity choice based on taxation. Prerequisites: None.

**SBU - Society and Business****SBU200**                      **3 CREDITS**      **3 PERIODS****Society and Business**

The study and scientific inquiry of issues and demands placed on business enterprise by owners, customers, government, employees and society. Included are social, ethical and public issues and analysis of the social impact of business responses. Prerequisites: None.

**SLG - Sign Language****SLG101**                      **4 CREDITS**      **4 PERIODS****American Sign Language I**

Introduction of principles, methods, and techniques for communicating with deaf people who sign. Development of expressive and receptive sign skills, manual alphabet, numbers, and sign vocabulary. Overview of syntax, grammar, and culture related to American Sign Language (A.S.L.). Prerequisites: None. SLG103 suggested as a corequisite but not required.

**SLG102**                      **4 CREDITS**      **4 PERIODS****American Sign Language II**

Continued development of knowledge and language skills for communicating with deaf people who sign. Includes numbers, fingerspelling, and culture. Emphasis on enhancement of receptive sign skills and continued development of expressive sign skills. Application of rudimentary, syntactical, and grammatical structure stressed with continued development of sign vocabulary. Prerequisites: SLG101, with a grade of "C" or better, or permission of department/division.

**SLG103**                      **1 CREDIT**      **1 PERIOD****Introduction to Deafness**

History and development of American Sign Language (A.S.L.) and English codes. Overview of education for Deaf and Hard of Hearing children. Legal rights and common adaptive devices used by Deaf and Hard of Hearing individuals. Prerequisites: None.

**SLG110**                      **2 CREDITS**      **2 PERIODS****Fingerspelling I**

Introduction to basic fingerspelling techniques. Concentration on receptive and expressive skills including manual alphabet production and numbers. Focus on methods, theory, and applications. Prerequisites: SLG101, or permission of department/division.

**SLG120**                      **2 CREDITS**      **2 PERIODS****Fingerspelling II**

Continued skill development including speed, dexterity, clarity, and loan signs. Advanced use of numbers, prefixes, suffixes, and polysyllabic words. Prerequisites: SLG102, SLG110 with a grade of "C" or better, or permission of department/division.

**SLG201**                      **4 CREDITS**      **4 PERIODS****American Sign Language III**

Linguistics of American Sign Language (A.S.L.) including non-manual behaviors and signing English idioms with conceptual accuracy. Emphasis on practical application of A.S.L. skills, expanded vocabulary, and cross-cultural communication. Prerequisites: SLG102, with a grade of "C" or better, or permission of department/division. Suggested but not required: (ENG101 or ENG107) and, (CRE101 or CRE111 or exemption by score on the reading placement test (ASSET)).

**SLG202**                      **4 CREDITS**      **4 PERIODS****American Sign Language IV**

Advanced American Sign Language skills including continued vocabulary. Emphasis on conversational techniques in a cross-cultural framework.

Continued work on conceptual accurate signing of English idioms and words with multiple meanings. Prerequisites: SLG103 and SLG201 with a grade of "C" or better, or permission of department/division. Suggested but not required: ENG101, SLG200, and CRE101 or CRE111 or exemption by score on the reading placement test (ASSET).

**SOC - Sociology****SOC101**                      **3 CREDITS**      **3 PERIODS****SUN**  **SOC 101****Introduction to Sociology**

The systematic study of social behavior and human groups, particularly the influence of culture, socialization, social structure, stratification, social institutions, differentiation by region, race, ethnicity, sex/gender, age, class, and socio/cultural change upon people's attitudes and behaviors. Prerequisites: None. .

**SOC130**                      **3 CREDITS**      **3 PERIODS****Human Sexuality**

Examination of the physical, social, cultural, and institutional contributions to human sexuality. Examination of facts and myths, literature, and changing mores regarding human sexuality to acquire knowledge about cultural and social events and processes. Explores the sexuality of males and females in contemporary society. Prerequisites: Student must be 18 years or older.

**SOC140**                      **3 CREDITS**      **3 PERIODS****SUN**  **SOC 2215****Racial & Ethnic Minorities**

Contemporary/Historical racial and ethnic intergroup relations emphasizing cultural origins, developments, and problems of minority groups in the United States. Prerequisites: None.

**SOC157**                      **3 CREDITS**      **3 PERIODS****Sociology of Marriage & Family**

The study of courtship, marriage, and family patterns, their historical development, their adaptation to a changing culture, and their impact on individuals. Prerequisites: None.

**SOC180**                      **3 CREDITS**      **3 PERIODS****Social Implications of Technology**

Effects of development and implementation of technology on society. Historical and multi-cultural comparisons of this process, current concerns addressed, and prospects for the future analyzed. Prerequisites: None.

**SOC266**                      **3 CREDITS**      **3 PERIODS****Sociology Through Film**

Examines movie-going and the experience of spectatorship. Studies how motion pictures reflect, influence, and are influenced by American culture and societal institutions. Explores the role of the movie industry as a vehicle for social commentary, analysis, and criticism. Prerequisites: None.

**SPA - Spanish****SPA055**                      **1 CREDIT**      **1 PERIOD****Fundamentals of Spanish Grammar**

Introduces basic concepts of Spanish pronunciation and grammar for successful study of the language. Emphasis on grammar, sentence structure, and practice of simple dialogues. Prerequisites: None.

**SPA101**                      **4 CREDITS**      **4 PERIODS****SUN**  **SPA 1101****Elementary Spanish I**

Basic grammar, pronunciation and vocabulary of the Spanish language. Includes the study of the Spanish-speaking cultures. Practice of listening, speaking, reading, and writing skills. Prerequisites: None.

**SPA102**                      **4 CREDITS**      **4 PERIODS****SUN**  **SPA 1102****Elementary Spanish II**

Continued study of grammar and vocabulary of the Spanish language and study of the Spanish-speaking cultures. Emphasis on speaking, reading, and writing skills. Prerequisites: A grade of "C" or better in SPA101 or permission of Department or Division.

**SPA115**                      **3 CREDITS**      **3 PERIODS****Beginning Spanish Conversation I**

Conversational Spanish. Basic sentence structure, pronunciation and vocabulary necessary to develop speaking ability in Spanish. Designed for students seeking speaking and listening abilities with little emphasis on grammar. Prerequisites: None.



**SPA116**                      **3 CREDITS**      **3 PERIODS****Beginning Spanish Conversation II**

Continued development of speaking and listening skills for effective communication in Spanish.

Prerequisites: SPA115 or departmental approval.

**SPA117**                      **3 CREDITS**      **3 PERIODS****Health Care Spanish I**

Basic conversational Spanish for health care workers or students. Emphasis on basic sentence structure, pronunciation and vocabulary used in health care settings. Prerequisites: None.

**SPA118**                      **3 CREDITS**      **3 PERIODS****Health Care Spanish II**

Basic conversational Spanish for health care personnel or students. Emphasis on basic sentence structure, pronunciation, and vocabulary used in health care settings. Prerequisites: SPA117 or (SPA117AA and SPA117AB and SPA117AC), or permission of department.

**SPA201**                      **4 CREDITS**      **4 PERIODS****SUN** SPA 2201**Intermediate Spanish I**

Continued study of essential Spanish grammar and Spanish-speaking cultures. Continued practice and development of reading, writing, and speaking skills in Spanish. Emphasis on fluency and accuracy in spoken Spanish. Prerequisites: Grade of "C" or better in SPA102, or SPA111, or permission of Department or Division

**SPA202**                      **4 CREDITS**      **4 PERIODS****SUN** SPA 2202**Intermediate Spanish II**

Review of grammar, continued development of Spanish language skills with continued study of the Spanish-speaking cultures. Prerequisites: A grade of "C" or better in SPA201, or permission of Department or Division.

**SPA225**                      **3 CREDITS**      **3 PERIODS****Intermediate Spanish Conversation I**

Continued development of skills in conversational Spanish. A review of the major grammatical and pronunciation problems. Prerequisites: SPA116, or SPA102 or departmental approval.

**SPA226**                      **3 CREDITS**      **3 PERIODS****Intermediate Spanish Conversation II**

Continued development of skills in conversational Spanish with a review of grammatical problems.

Prerequisites: SPA225, two years Spanish or the equivalent or departmental approval.

**SPA235**                      **3 CREDITS**      **3 PERIODS****Advanced Spanish Conversation I**

Continued development of skills in conversational fluency. Class conducted completely in Spanish.

Prerequisites: SPA226 or equivalent or departmental approval.

**SPA236**                      **3 CREDITS**      **3 PERIODS****Advanced Spanish Conversation II**

Further development of skills in conversational fluency. Grammar presented only to clarify student errors. Prerequisites: SPA235, or equivalent, or departmental approval.

**SPA265**                      **3 CREDITS**      **3 PERIODS****Advanced Spanish I**

Introduction and study of Spanish and Spanish-American literature. Selected readings from most Spanish-speaking countries. All discussions, oral reports, and written assignments are in Spanish. Prerequisites: SPA202 or departmental approval.

**SPA266**                      **3 CREDITS**      **3 PERIODS****Advanced Spanish II**

Further study of Spanish and Spanish-American literature. Reading selections from most Spanish-speaking countries. All oral reports, discussions, and written reports in Spanish. Graduated level of difficulty from the literature studied in SPA265. Prerequisites: SPA265 or departmental approval.

**SSH - Sustainability/Social Sciences and Humanities****SSH111**                      **3 CREDITS**      **3 PERIODS****Sustainable Cities**

Introduction to the field of sustainability and exploration of the practices leading to the development of sustainable cities. Explores the concept of sustainable development of cities within local, regional, and global contexts. Prerequisites: None.

## SUS - Sustainability/Natural Sciences

**SUS110**                      **3 CREDITS**      **3 PERIODS**

### Sustainable World

Introduction to the field of sustainability and exploration of the interaction between human and natural global systems. Framework for analyzing and investigating the global challenges such as land use change, competition for water and other natural resources, and renewable energy concerns and crises. Prerequisites: None.

## THE - Theatre

**THE111**                      **3 CREDITS**      **3 PERIODS**

### Introduction to Theatre

A survey of theatre, including basic elements and principles of production, styles, and/or historical perspectives of theatre, dramatic literature, and criticism. Prerequisites: None.

**THE118**                      **3 CREDITS**      **3 PERIODS**

### Playwriting

Practice and study of theories and techniques of writing for the stage; creating characters, dialogue, and plot for monodramas, scenes, and plays. Prerequisites: None.

**THE205**                      **3 CREDITS**      **3 PERIODS**

### Introduction to Cinema

Survey of the history and development of the art of motion pictures, including criticism of aesthetic and technical elements. Prerequisites: None.

**THE206**                      **3 CREDITS**      **3 PERIODS**

### Introduction to Television Arts

History and development of electronic media and its impact on popular arts. Prerequisites: None.

**THE220**                      **3 CREDITS**      **3 PERIODS**

**SUN** THE 2220

### Modern Drama

Analysis of dramatic literature studied within political, historical, and cultural contexts and examined from the perspective of the playwright's structure and style. Prerequisites: ENG101 or ENG107 or equivalent.

**THE260**                      **3 CREDITS**      **3 PERIODS**

### Film Analysis

Understanding and enjoyment of film and its correlation to literature, art, music, and other disciplines. Prerequisites: None.

## THP - Theatre Performance/Production

**THP112**                      **3 CREDITS**      **4 PERIODS**

### Acting I

Fundamental techniques and terminology of acting through physical and vocal expression, improvisation, and monologue and scene work. Emphasis on characterization. Prerequisites: None.

**THP115**                      **3 CREDITS**      **4 PERIODS**

### Theatre Makeup

Purposes, materials, and techniques of theatrical makeup. Prerequisites: None.

**THP201AA**                      **1 CREDIT**      **2 PERIODS**

### Theatre Production I

Designed to give college credit to the cast and technical production crews of college theatre productions. May be repeated for up to a maximum of four (4) credits. Prerequisites: None.

**THP201AB**                      **2 CREDITS**      **4 PERIODS**

### Theatre Production II

Designed to give college credit to the cast and technical production crews of college theatre productions. May be repeated for up to a maximum of four (4) credits. Prerequisites: None.

**THE210**                      **3 CREDITS**      **3 PERIODS**

### Contemporary Cinema

A study of contemporary films, directors and critics with emphasis on evaluating film as an art form. Prerequisites: None.

**THP212**                      **3 CREDITS**      **4 PERIODS**

### Acting II

Fundamental techniques of acting through script analysis, rehearsal, and performance. Prerequisites: THP112 or departmental approval.

**THP213**                      **3 CREDITS**      **5 PERIODS****Introduction to Technical Theatre**

Procedures of technical theatre production and demonstration. Topics include design and construction of scenery; lighting and properties. Prerequisites: None.

**THP216**                      **3 CREDITS**      **4 PERIODS****Beginning Stage Lighting**

Basic theories and methods of stage lighting for all production types. Emphasis on technical/theoretical facts, artistic/design concept development, and "teamwork" structure of theatre. Examines stage lighting optics, instrument selection and application, color theory, circuiting and control systems, and basic design. Prerequisites: THP213 or permission of instructor.

**WAC - Writing Across Curriculum****WAC101**                      **3 CREDITS**      **3 PERIODS****Writing Across the Curriculum**

Emphasis on the elements of sentence and paragraph structure, the four stages of the writing process for personal-based and expository. Extensive journal entries, editing and revision of written assignments. Prepare and write multi-paragraph essays. Assigned readings, participation in extensive workshops and groupwork. Prerequisites: Appropriate English placement test score, or permission of instructor.

**WED - Wellness Education****WED100**                      **2 CREDIT**      **2 PERIODS****Personal Wellness**

Overview of wellness and its relationship to personal health. Understanding of personal wellness through lifestyle assessments. Introduction to wellness and health-related topics including fitness, relationships, nutrition, self care, abusive behaviors, mind/body connection, and other current issues in health. Prerequisites: None.

**WED121**                      **1 CREDIT**      **2 PERIODS****Physical Conditioning for Massage Therapists**

Physical fitness necessary for current and prospective massage therapists. Includes physical fitness and workout techniques as related to performing massage therapy; individual conditioning strategies, and basic nutritional guidelines. Prerequisites: None.

**WED144**                      **3 CREDITS**      **5 PERIODS****Strategies in Diabetes Management**

Introduction to strategies in diabetes mellitus management and prevention for individuals diagnosed with diabetes and their caretakers. Includes a physical activity component. Prerequisites: None.

**WED151**                      **3 CREDITS**      **3 PERIODS****Introduction to Alternative Medicine**

Definition of health; exploration of mind-body-spirit connection in health; various therapeutic modalities; identification of strengths and limitations of alternative therapies. Also includes development of ability to critically review written material in the alternative therapy area. Prerequisites: None.

**WED156**                      **1 CREDIT**      **1 PERIOD****Humor and Play**

Physiological, psychological, emotional, and intellectual effects of humor and play; suggestions for planning periods of play and incorporating it into one's life. Prerequisites: None.

**WED162**                      **1 CREDIT**      **1 PERIOD****Meditation and Wellness**

Physiology of meditation and its effects on physical and mental health; scholastic abilities and interpersonal relationships; differentiation between meditation and other relaxation techniques. Prerequisites: None.

**WED165**                      **2 CREDITS**      **2 PERIODS****Overview of Massage Therapy**

History of massage; overview of bodywork systems; benefits and indications of massage; legal requirements for practice in Arizona. Prerequisites: None.

**WED170**                      **1 CREDIT**      **1 PERIOD****Principles of Homeopathy**

Origins of homeopathy; key concepts; perceptions of disease; schools of homeopathy; scientific studies; preparation of remedies; case taking. Prerequisites: None.

**WED172**                      **1 CREDIT**      **1 PERIOD****Overview of Herbal Remedies**

History and evolution of herbs for healing applications. Preparation, usage, and effects of certain herbs used for healing purposes. Basic literature review skills in the area of herbal medicine. Prerequisites: None.

**WED176**                      **1 CREDIT**                      **1 PERIOD****Flower Essences**

Healing properties of Bach flower remedies; Bach's development of remedies and his philosophy of healing; use and preparation of a variety of flower essences. Prerequisites: None.

**WED182**                      **2 CREDITS**                      **2 PERIODS****Health Conditions and Popular Herbs**

In-depth look at some of today's most popular herbs and their relationship to specific health conditions. Emphasis on research skills in relation to popular herbs. Includes the effects, uses, and application strategies of herbs. Prerequisites: None. WED172 suggested but not required.

**WED210**                      **2 CREDITS**                      **3 PERIODS****Sports Massage**

Purpose, benefits, and contraindications of sports massage; principles of sports physiology; massage techniques, applications, and procedures; treatment of injuries. Prerequisites: WED165 and WED230, or permission of Program Director.

**WED215**                      **2 CREDITS**                      **5 PERIODS****Self-Care for Health Care Providers**

Emphasis on mind-body methods for personal wellness through integration of physical, emotional, social, and spiritual dimensions of being. Development of a personal practice to achieve and sustain a balanced program to support personal health and well being. Prerequisites: None.

**WED218**                      **1 CREDIT**                      **1 PERIOD****Aromatherapy**

Physiology of aromatherapy; methods of use; preparation of oils; uses in sports, beauty care, massage, child care, health care, at work, and in the home. Prerequisites: None.

**WED230**                      **6 CREDITS**                      **9 PERIODS****Therapeutic Massage Practices I**

Principles of professionalism, ethics, and legalities. Includes use of terminology related to massage therapy. Applications, indications, and contraindications of the nine strokes of Swedish massage. Study of the human osseous and muscular structure. Emphasis on normal movement patterns, origins, insertions, and functions of the muscular system. Prerequisites: (BIO160 and WED165) or permission of Program Director.

**WED231**                      **6 CREDITS**                      **9 PERIODS****Therapeutic Massage Practices II**

Refined application of the nine strokes of Swedish massage and contraindications to avoid. Application of advanced principles and techniques of trigger point therapy, muscle energy technique, stretching, hydrotherapy protocols, hot and cold applications, reflexology, and corporate massage. Study of the human osseous and muscular structure. Emphasis on normal movement patterns and the origin, insertion, and function of the muscular system. Prerequisites: WED230.

**WED232**                      **6 CREDITS**                      **10 PERIODS****Therapeutic Massage Practices III**

Refinement and integration of technical skills, psychosocial competencies, and role identity. Exploration of techniques to assess and facilitate range of motion and function; purpose, benefits, indications, and contraindications of therapeutic massage for specific neuro-musculoskeletal disorders/injury and special populations. Application of massage techniques with therapists pre- and post-client evaluations of the client. Adaptation of massage techniques for special populations. Prerequisites: WED231. Corequisite: WED250, or permission of Program Director.

**WED250**                      **3 CREDITS**                      **6 PERIODS****Clinical Practicum**

Application of fundamental massage techniques. Prerequisites: WED231. Corequisites: WED232, and permission of Program Director.

**WED262**                      **2 CREDITS**                      **3 PERIODS****Acupressure/Shiatsu I**

Overview of the principles of Traditional Chinese Medicine and the Meridian System; history, purpose, benefits, indications, and contraindications of Acupressure/Shiatsu. Therapeutic techniques and applications of Acupressure/Shiatsu; pre and post evaluations of intervention procedures. Prerequisites: WED250, and permission of instructor.

**WED264**                      **2 CREDITS**                      **3 PERIODS****Acupressure/Shiatsu II**

Therapeutic techniques and applications for Anma massage used to disperse heat and stagnant "Ki;" hands-on techniques to balance Kyo and Jitsu energy; meridian rebalancing stretches and visualizations for release of acute/chronic muscle tension. Prerequisites: WED262, or permission of instructor.

<b>WED297AA</b>	<b>1 CREDIT</b>	<b>1 PERIOD</b>
<b>WED297AB</b>	<b>2 CREDITS</b>	<b>2 PERIODS</b>
<b>WED297AC</b>	<b>3 CREDITS</b>	<b>3 PERIODS</b>

### Special Topics: Therapeutic Massage

Explores a special topic related to therapeutic massage. Topics vary and include concepts relevant to those pursuing careers in therapeutic massage. Prerequisites: None.

<b>WED281</b>	<b>3 CREDITS</b>	<b>3 PERIODS</b>
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### Intrinsic Coach™ Development

Development of intrinsic thinking skills, enabling intrinsic strategizing, and building on intrinsic resources to create a link between information about wellness and information enacted through healthy behavior change. Emphasis is on application of Intrinsic Coaching™ methodology. Prerequisites: None. Course Note: Course is designed for health and wellness professionals. Under the terms and conditions specified in the licensing agreement with Totally Coached, Inc., and the Maricopa Community College District, only those persons licensed and approved by Totally Coached, Inc., are qualified to teach Intrinsic Coach(tm) courses or other Totally Coached, Inc., courses. These facilitators must be identified within the terms of the agreement between Totally Coached, Inc., and the Maricopa Community College District.

## WST - Women's Studies

<b>WST100</b>	<b>3 CREDITS</b>	<b>3 PERIODS</b>
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### Introduction to Women's and Gender Studies

Introduction to critical issues in women's studies. Prerequisites: None.

<b>WST209</b>	<b>3 CREDITS</b>	<b>3 PERIODS</b>
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### Women and Films

Analysis of images of women in films from both historical and contemporary perspectives. Prerequisites: None.

<b>WST290</b>	<b>3 CREDITS</b>	<b>3 PERIODS</b>
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### Women and World Religion

Focus on the role of women in several organized religions and/or religious sects. Study of myth and symbols as they are used to establish, maintain, and enforce sex-roles within specific cultural contexts around the world. Prerequisites: None.

## Information Regarding Special Courses Not Listed in the College Catalog

### Cooperative Education (courses numbered 296)

Work-college experiences that involve the combined efforts of educators and employers to accomplish an outcome related to the career objectives of the students. Prerequisites: Permission of Program Director or instructor. Corequisites: Must be concurrently enrolled in at least one class related to job/co-op subject area; must maintain an enrollment ratio of two (2) hours of credit in other courses for every one (1) hour of Cooperative Education credit (excluding radio and television); a maximum of sixteen (16) hours of Cooperative Education credit is allowable in a college program.

### Special Projects (courses numbered 298)

Organized and tailored around the interests and needs of the individual student. Structured to provide an atmosphere of individualized research and study paralleled by professional expertise and guidance. Professional-type facilities and equipment are made available for student use. Allows the best aspects of independent study and individualized learning to be combined to maximize student development. Prerequisites: Permission of Program Director or instructor.

## Shared Unique Number (SUN) System

The Shared Unique Number (SUN) System helps students identify courses that will directly transfer among Arizona's community colleges and three public universities. Using the SUN System, students can easily search for and enroll in courses that offer direct equivalency at other Arizona colleges and universities. SUN courses have their own unique course number and prefix listed alongside each college's course number.

Additional information about SUN System can be found at [www.azsunsystem.com](http://www.azsunsystem.com)





*Administration, Faculty, Management, and Staff*



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*Glossary of College Terminology*



**Academic Load**

The total number of credit hours taken in a term. Twelve credit hours is considered a full-time load.

**Academic Advisor**

A designated staff member who has received training to provide students with academic information that will direct them to the appropriate classes to achieve their educational goals and enhance their academic success.

**Admission**

Acceptance into a college after the student has filed a completed Student Information Form with the Admissions, Records and Registration Office and has been admitted according to admissions criteria. Students who have been admitted are eligible to register for courses.

**AGEC**

A 35-semester-credit general education program of study that fulfills lower-division general education requirements for students planning to transfer to any Arizona public community college or university and transfers as a block without loss of credit.

**Alumnus/Alumna**

A graduate of a college or university. (Plural: alumni/alumnae)

**Associate Degree**

Degree awarded by community colleges after a student completes a specified number of course requirements and credit hours, generally a minimum of 60 semester credits. May be an Associate in Arts (AA), Associate in Transfer Partnership (ATP), Associate in Business (ABus), or Associate in Science (AS) designed primarily for transfer to complete a baccalaureate degree; an Associate in Applied Science (AAS), designed primarily to enhance workplace skills and knowledge; or an Associate in General Studies (AGS), designed to fulfill students' goals of higher education.

**Audit**

An option for class registration in which the student pays to attend class but does not want to receive credit. Students sometimes choose to audit courses in which they do not wish to complete required assignments.

**Bachelor's Degree**

A degree awarded by a four-year college or university. Generally requires completion of 120 semester credits. Also referred to as a baccalaureate degree (e.g., BA or BS).

**Class Number**

A unique, five-digit code used to identify each class section of each course offered. Class Numbers are listed in the Class Schedule

**Class Period**

Time spent in class and/or lab each week. One period is equivalent to 50 minutes per week.

**Class Schedule**

A college publication that lists all courses offered during a semester, including dates and times of class meetings, names of instructors, buildings and rooms, credit hours, and other important registration information.

**Cocurricular Activities**

Also known as extracurricular. Activities, clubs, or organizations students may participate in above and beyond their academic courses.

**Commencement**

Also known as graduation. A ceremony during which colleges award certificates of completion and degrees to graduating students.

**Continued Probation**

A student on academic probation is placed on continued probation if they do not raise their cumulative grade point average (GPA) to the required minimum standard. Enrollment is limited to six (6) credit hours for a period of one semester.

**Continuous Enrollment**

The process of registering for and completing courses during consecutive semesters, excluding summer sessions. Determines catalog year for graduation.

**Corequisite**

Specified conditions, requirements, or courses that must be completed at the same time as another course.

**Counselor**

A person professionally trained in counseling who helps students with educational, career, or personal concerns as well as goal setting and decision making.

**Course**

A specific subject studied within a limited period of time, such as a semester, and taught by a faculty member. Also called course offering or class.

**Course Fee**

A charge for services, supplies, and/or materials for a course, in addition to tuition and fees.

**Course Number**

A three-digit code that identifies a specific course and indicates its level and sequence (e.g., 101 in ENG101).

**Course Placement Testing**

Evaluation of students' present skills in English, reading, and mathematics using course placement tests. Scores are used as a guide for proper course placement so students can choose courses that match their skills. Such matches lead to greater success.

**Course Prefix**

A three-letter code that identifies the subject area of a course (e.g., ENG in ENG101 indicating a course in English).

**Course Title**

The name of a specific course that indicates subject and content (e.g., First-Year Composition, title for English 101).

**Credit Hour**

The numerical unit of college credits earned for the satisfactory completion of a specific course. Also referred to as semester hours or units (e.g., 3 credit hours).

**Curriculum**

A planned sequence of courses for an academic or occupational goal. Also referred to as a program of study.

**Division**

A group of faculty who teach classes in related subjects, such as accounting, management, and marketing in the Business Division.

**Drop/Add Period**

A specified period of time at the beginning of a term when schedule changes (i.e., adding or dropping one or more classes) are allowed without a refund penalty. Courses added or dropped during the Drop/Add Period do not appear on students' transcripts.

**Electives**

Non-required courses that students may select to complete their program of study.

**Faculty**

Instructors, teachers. Counselors and librarians are also faculty.

**Final Exams**

Tests or exercises given at the end of a term that are often comprehensive; that is, they may include all material covered during the semester. The schedule of final exam dates and times for each term is included in the Class Schedule.

**Financial Aid**

Financial assistance in the form of grants, scholarships, work study, and loans to assist students in paying for college. Sources are varied with funds coming from federal and state governments, colleges, private donors, and local agencies and organizations.

**Fiscal Services**

Also known as the Cashier's Office. Students may pay tuition and fees, course fees, and other fees owed the college.

**Grade Point**

The numerical value of a grade multiplied by the credit hours for a course (A=4 points; B=3 points; C=2 points; D=1 point). If, for example, a student earns an A in English 101 (3 credit hours), then the student earns 12 points: A=4 points x 3 (credit hours) = 12 points.

**Grade Point Average**

Generally called GPA, grade point average is determined by dividing the total number of grade points earned by the total number of credit hours attempted. For example, 45 grade points divided by 15 credit hours earned = 3.0 GPA.

**Learning Communities**

Learning communities are two or more classes connected through content, ideas, and activities. Using a variety of learning methods, learning communities can be comprised of linked activities between courses, linked and clustered courses, and completely integrated single- or team-taught courses.

**Lower Division**

Normally freshman- and sophomore-level (100 and 200) courses offered by a college. Community colleges offer ONLY lower division courses. Four-year institutions also offer upper division courses, which are junior-level and senior-level (300 and 400) courses.

**Major**

An area of concentrated study often for a specific degree or occupation, such as journalism, nursing, or aircraft maintenance.

**New Student Orientation**

A session during which new students are introduced to academic programs, facilities, and student support services provided by a college.

**Official Absence**

Absence from class approved by the Vice President of Student Affairs for students who are participants in an official college activity. Approved absence documentation must be presented by students to their instructors before the official absence. Students make arrangements to complete the work they will miss.

**Pass/Fail**

An option for class registration in which students choose to receive a grade of Pass or Fail in lieu of a letter grade (A, B, C, D, F). Students can earn credits towards graduation by passing these courses but the grades will not count in their GPAs. It is best to check with an advisor to make sure that Pass/Fail grades will transfer to another college or university.

**Placement Test**

See Course Placement Testing.

**Prerequisite**

Specified conditions, requirements, or classes that must be completed before enrolling in a class. For example, ENG102 has a prerequisite of ENG101.

**Probation**

A warning that a student is not in good academic standing. May be accompanied by restricted credit hour enrollment.

**Recess**

Holidays and the periods of time between academic semesters when classes are not in session.

**Registration**

Actual enrollment of a student into specific courses after the student has been admitted to the college.

**Required Course**

A course that a student must complete to meet certain goals or to complete a certain curriculum.

**Scholastic Suspension**

Students on suspension from any accredited institution of higher education may appeal to the Admissions and Standards Committee or campus designee for permission to register. The student will be limited to twelve (12) credit hour unless approved by Admissions and Standards Committee.

**Self-Paced Classes**

Essentially self-study courses that permit students to set flexible schedules. Students may enroll in self-paced courses throughout most of a semester. Self-paced courses are recommended for students who are self-motivated, are strong readers, have good problem-solving skills, can manage time well, and can set their own deadlines.

**Semester**

Traditionally half an academic year, about 16 weeks in length. Fall semester begins in August and spring semester begins in January.

**Service Learning**

Service-Learning combines community service with academic instruction focusing on critical-thinking and problem-solving, values clarification, social and personal development, and civic responsibility. CGCC students have been performing meaningful service at community agencies to learn experientially during one-day events, class projects, and individual placements for over 10 years.

**Syllabus**

One or more pages of course requirements that instructors give to students on the first day of class. The syllabus may include detailed information about a course, such as an instructor's grading system, attendance policies, and testing and assignment dates.

**Transcript**

An official record of a student's college coursework that is maintained by the college registrar. Courses taken, grades, GPA, and graduation information are included on a transcript.

**Transfer Credit**

Course credit that is accepted from or by another college or university.

**Tuition and Fees**

The cost per semester credit unit that students must pay for their college courses. Tuition and fees are determined by the Maricopa County Community College Governing Board.

**Tutoring**

Additional learning assistance provided by tutors to students in individual or group sessions. Tutoring is centralized in the Learning Center.

**Withdrawal**

Officially dropping any or all courses during a semester.



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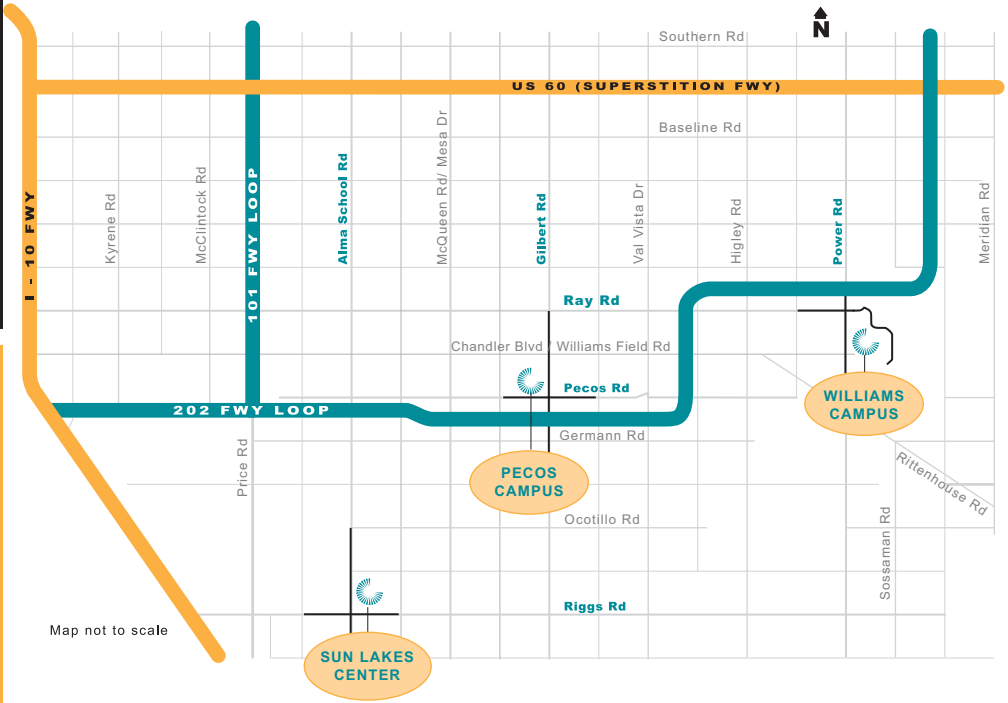


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