## 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.

** 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 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.
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 busiest 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,

Linda Lujan, Ph.D.
# Chandler-Gilbert Community College
## 2013-2014 Catalog & Student Handbook

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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 CGGCC 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, CGGCC 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 (NCSD) 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 (NCSD) 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, 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 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.
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.
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 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; (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/ 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 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.

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.

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.

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.
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/ 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/ 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/.

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. The web site also contains a link to the Maricopa Career Network at 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 or call (480) 857-5211 to speak with a career advisor.

**Career and Technical Education**

Career and Technical Education (CTE) works collaboratively and responsive 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, 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/ 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/ 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/ 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 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.

**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 advising 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/. 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.

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 or email 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. 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/ 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 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.

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 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 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/ 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.

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
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/ 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/.

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/ 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 MCCCD 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 MCCCD 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 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.cgc.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 you 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@cgc.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@cgc.edu.

The Student Advocate’s Office provides information on all student services and the following MCCCD 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/.

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/. 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 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 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.

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. MCCCD 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/.

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 MCCCD 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/.

**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.
Maricopa 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

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.
tolerarán discriminación en contra ningún aplicante o empleado debido a su desabilidad/incapacidad física o mental referente a cualquier posición para la cual el aplicante o empleado ha calificado. Maricopa promete tomar acción afirmativa para emplear, dar ascenso en empleo y tratar a dichos individuos con incapacidades sin hacer incapaz en sus incapacidades físicas o mentales en la selección de recursos humanos y prácticas decisivas como son las siguientes: anuncios, beneficios, compensación, disciplina (incluyendo periodo de prueba, suspensión, y/o terminación de empleo por causa de paro forzoso), facilidades para empleados, evaluación de trabajo, recrutamiento, programas sociales/recreacionales y entrenamiento. Maricopa continuará llevando a cabo éstas 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, todos 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 Incapacidad 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 desabilidad/incapacidad 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 descartar base a su desabilidad/incapacidad o condición de veterano en todas las áreas de recursos humanos y decisiones como son las siguientes: anuncios, beneficios, compensación, disciplina (incluyendo periodo de prueba, suspensión, y/o despido por causa o paro forzoso), facilidades para empleados, evaluación de trabajo, recrutamiento, programas sociales/recreacionales y entrenamiento. Maricopa continuará llevando a cabo estas prácticas sin descartar 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
Living Expenses: 10,140
Books: 1,100
Health Insurance: 1,360
Total $20,410

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 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 AGEC. Credit received through Prior Learning Assessment is transferable within the Maricopa Community Colleges but is not necessarily transferable to other colleges and universities. Therefore, students are strongly advised to meet with a program advisor or contact the college or university they plan to attend. For further information on Prior Learning Assessment, contact the Admissions and Records Office/Office of Student Enrollment Services.

1. Credit by Evaluation

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

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

A. Educational Experiences in the Armed Services

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

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

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

B. College Credit Recommendation Service (CREDIT)

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

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

C. Departmental Credit by Evaluation

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

i. The evaluation of a course a second time;
ii. The evaluation of a course while currently enrolled in the course;
iii. To establish credit in a previously completed course; and
iv. To establish credit for a lower level of a course in which credit has been received. Exceptions may be granted at some MCCCD colleges for their unique programs of study.

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:**

<table>
<thead>
<tr>
<th>Exam</th>
<th>Score</th>
<th>Credit Hours/Equivalency</th>
</tr>
</thead>
<tbody>
<tr>
<td>English-Language and Composition</td>
<td>5 or 4</td>
<td>6 credit hrs/ENG101, ENG100, AA, AC, AD</td>
</tr>
<tr>
<td>English-Literature and Composition</td>
<td>5 or 4</td>
<td>6 credit hrs/ENG101, ENH110</td>
</tr>
</tbody>
</table>

**Math AP Recommendation:**

<table>
<thead>
<tr>
<th>Exam</th>
<th>Score</th>
<th>Credit Hours/Equivalency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Math-Calculus AB</td>
<td>5, 4, or 3</td>
<td>MAT221</td>
</tr>
<tr>
<td>Math-Calculus BC</td>
<td>5 or 4 or 3</td>
<td>MAT221 and MAT231</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>4 or 5</td>
<td>CSC100 or CSC110</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Exam</th>
<th>Score</th>
<th>Credit Hours/Equivalency</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Composition</td>
<td>50</td>
<td>With essay qualifies for ENG101 (3) &amp; ENG297 (1)</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Spanish</th>
<th>French</th>
<th>German</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>50-54</td>
<td>50-54</td>
<td>39-45</td>
<td>4 (101)</td>
</tr>
<tr>
<td>102</td>
<td>55-65</td>
<td>55-61</td>
<td>46-50</td>
<td>8 (101, 102)</td>
</tr>
<tr>
<td>201</td>
<td>66-67</td>
<td>62-65</td>
<td>51-59</td>
<td>12 (101, 102, 201)</td>
</tr>
<tr>
<td>202</td>
<td>68-80</td>
<td>66-80</td>
<td>60-80</td>
<td>16 (101, 102, 201, 202)</td>
</tr>
</tbody>
</table>

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 MCCCD colleges for their unique programs of study.
   • Certain departments may have additional requirements that must be met before credit may be granted through departmental credit by examination.
## 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 MCCCD 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

<table>
<thead>
<tr>
<th>Examination</th>
<th>Score</th>
<th>Sem. Hrs.</th>
<th>Equivalency</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Composition</td>
<td>50 (July 1, 2001 or later), 600 (1986 version), 500 (1978 version)</td>
<td>4</td>
<td>With essay qualifies for ENG101 (3) and ENG297 (1)</td>
</tr>
<tr>
<td>College Composition—Modular</td>
<td>-</td>
<td>0</td>
<td>No credit</td>
</tr>
<tr>
<td>Humanities</td>
<td>50 (July 1, 2001 or later), 500 (prior to July 1, 2001)</td>
<td>6</td>
<td>Elective Credit</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>50 (July 1, 2001 or later), 500 (prior to July 1, 2001)</td>
<td>8</td>
<td>Elective Credit*</td>
</tr>
<tr>
<td>Social Sciences and History</td>
<td>50 (July 1, 2001 or later), 500 (prior to July 1, 2001)</td>
<td>3</td>
<td>Elective Credit</td>
</tr>
<tr>
<td>Subject</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Government</td>
<td></td>
<td></td>
<td>POS110</td>
</tr>
<tr>
<td>American Literature</td>
<td></td>
<td></td>
<td>ENH241, 242</td>
</tr>
<tr>
<td>Analyzing and Interpreting Literature</td>
<td></td>
<td></td>
<td>Elective Credit</td>
</tr>
<tr>
<td>Biology</td>
<td></td>
<td></td>
<td>BIO Elective Credit*</td>
</tr>
<tr>
<td>Calculus (Previously Calculus with Elem Functions)</td>
<td></td>
<td></td>
<td>MAT221</td>
</tr>
<tr>
<td>Chemistry</td>
<td>50 or higher</td>
<td>4</td>
<td>CHM151 (3) and CHM151LL (1)</td>
</tr>
<tr>
<td>College Composition (Replaces English Composition with Essay)</td>
<td>50</td>
<td>4</td>
<td>With essay qualifies for ENG101, ENG297</td>
</tr>
<tr>
<td>English Literature</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>50</td>
<td>3</td>
<td>Elective Credit</td>
</tr>
<tr>
<td>French Language, Level 1 (Previously French Language)</td>
<td>50-54, 55-61</td>
<td>4, 8</td>
<td>FREN101, FREN101, 102</td>
</tr>
<tr>
<td>French Language, Level 2 (Previously French Language)</td>
<td>62-65, 66-80</td>
<td>12, 16</td>
<td>FREN101, 102, 201, FREN101, 102, 201, 202</td>
</tr>
<tr>
<td>German Language, Level 1 (Previously German Language)</td>
<td>39-45, 46-50</td>
<td>4, 8</td>
<td>GER101, GER101, 102</td>
</tr>
<tr>
<td>German Language, Level 2 (Previously German Language)</td>
<td>51-59, 60-80</td>
<td>12, 16</td>
<td>GER101, 102, 201, GER101, 102, 201, 202</td>
</tr>
<tr>
<td>Human Growth and Development</td>
<td>50 or higher</td>
<td>3</td>
<td>CFS205</td>
</tr>
<tr>
<td>Information Systems and Computer Applications</td>
<td></td>
<td></td>
<td>CIS Elective Credit</td>
</tr>
<tr>
<td>Intro to Educational Psychology</td>
<td></td>
<td></td>
<td>EDU Elective Credit</td>
</tr>
<tr>
<td>Introductory Business Law</td>
<td>50</td>
<td>3</td>
<td>Elective Credit</td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td></td>
<td></td>
<td>PSY101</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>50 or higher</td>
<td>3</td>
<td>SOC101</td>
</tr>
<tr>
<td>Macroeconomics, Principles of (Replaces Introductory Macroeconomics)</td>
<td></td>
<td></td>
<td>ECN211</td>
</tr>
<tr>
<td>Management, Principles of</td>
<td>50</td>
<td>0</td>
<td>No credit</td>
</tr>
<tr>
<td>Marketing, Principles of</td>
<td>50</td>
<td>0</td>
<td>No credit</td>
</tr>
<tr>
<td>Mathematics, College</td>
<td></td>
<td></td>
<td>MAT142</td>
</tr>
<tr>
<td>Microeconomics, Principles of (Replaces Introductory Microeconomics)</td>
<td></td>
<td></td>
<td>ECN212</td>
</tr>
<tr>
<td>Precalculus</td>
<td>50 or higher</td>
<td>5</td>
<td>MAT187</td>
</tr>
<tr>
<td>Spanish Language, Level 1 (Previously Spanish Language)</td>
<td>50-54, 55-65</td>
<td>4, 8</td>
<td>SPA101, SPA101, 102</td>
</tr>
<tr>
<td>Spanish Language, Level 2 (Previously Spanish Language)</td>
<td>66-67, 68-80</td>
<td>12, 16</td>
<td>SPA101, 102, 201, SPA101, 102, 201, 202</td>
</tr>
<tr>
<td>Trigonometry</td>
<td></td>
<td></td>
<td>MAT182</td>
</tr>
<tr>
<td>U.S. History I – Early Colonization to 1877</td>
<td></td>
<td></td>
<td>HIS103</td>
</tr>
<tr>
<td>U.S. History II – 1865 to the Present</td>
<td></td>
<td></td>
<td>HIS104</td>
</tr>
<tr>
<td>Western Civilization I – Ancient Near East to 1648</td>
<td></td>
<td></td>
<td>HIS100, 101</td>
</tr>
<tr>
<td>Western Civilization II – 1648 to the Present</td>
<td></td>
<td></td>
<td>HIS102</td>
</tr>
</tbody>
</table>
### 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 MCCCD Instructional Councils (ICs). DISCLAIMER: Test scores are continually reviewed and may be updated at any time. Changes will be noted as they occur.

Table Revised March 2013

<table>
<thead>
<tr>
<th>Examination</th>
<th>Score</th>
<th>MCCCD</th>
<th>Sem. Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art – History</td>
<td>5 or 4</td>
<td>ARH101, ARH102</td>
<td>6</td>
</tr>
<tr>
<td>Art – Studio Art – (2D Design) (Previously Art – Studio – General)</td>
<td>5</td>
<td>ART111, ART112</td>
<td>6</td>
</tr>
<tr>
<td>Art – Studio Art – (3D Design)</td>
<td>5</td>
<td>ARH101 or 102</td>
<td>3</td>
</tr>
<tr>
<td>Biology</td>
<td>5 or 4</td>
<td>BIO181, BIO182</td>
<td>8</td>
</tr>
<tr>
<td>Calculus AB (Previously Mathematics – Calculus AB)</td>
<td>5, 4  or 3</td>
<td>MAT221</td>
<td>4</td>
</tr>
<tr>
<td>Calculus BC (Previously Mathematics – Calculus BC)</td>
<td>5 or 4</td>
<td>MAT221 &amp; MAT231</td>
<td>8</td>
</tr>
<tr>
<td>Chemistry</td>
<td>5</td>
<td>CHM151 &amp; CHM151LL &amp; CHM152 &amp; CHM152LL</td>
<td>8</td>
</tr>
<tr>
<td>Chinese Language and Culture (Previously Chinese – Language)</td>
<td>5 or 4</td>
<td>POS140</td>
<td>3</td>
</tr>
<tr>
<td>Comparative Government and Politics (Previously Political Science – Comparative Government &amp; Politics)</td>
<td>5 or 4</td>
<td>ENG100AA, ENG100AC, ENG100AD, &amp; ENG101</td>
<td>6</td>
</tr>
<tr>
<td>English – Language and Composition</td>
<td>5 or 4</td>
<td>ENG101 and ENH110</td>
<td>6</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>5 or 4</td>
<td>No Credit</td>
<td>0</td>
</tr>
<tr>
<td>French – Language</td>
<td>5, 4, or 3</td>
<td>FRE101, FRE102, FRE201, FRE202</td>
<td>16</td>
</tr>
<tr>
<td>German – Language</td>
<td>5, 4, or 3</td>
<td>FRE101, FRE102, FRE201, FRE202</td>
<td>16</td>
</tr>
<tr>
<td>German – Literature</td>
<td>5, 4, or 3</td>
<td>GER101, GER102, GER201, GER202</td>
<td>16</td>
</tr>
<tr>
<td>Japanese Language and Culture (Previously Japanese – Language)</td>
<td>5 or 4</td>
<td>JPN101 &amp; JPN102</td>
<td>20</td>
</tr>
<tr>
<td>Latin: Vergil (Previously Latin – Language)</td>
<td>5</td>
<td>LAT101 &amp; LAT102</td>
<td>16</td>
</tr>
<tr>
<td>Music Theory (Previously Music)</td>
<td>5 or 4</td>
<td>MTC105</td>
<td>3</td>
</tr>
<tr>
<td>Physics B</td>
<td>5</td>
<td>PHY111 and PHY112</td>
<td>8</td>
</tr>
<tr>
<td>German – Language</td>
<td>5, 4, or 3</td>
<td>PHY112</td>
<td>4</td>
</tr>
<tr>
<td>German – Literature</td>
<td>5, 4, or 3</td>
<td>PHY111</td>
<td>4</td>
</tr>
<tr>
<td>Spanish – Language</td>
<td>5, 4, or 3</td>
<td>SPA101, SPA102, SPA201, SPA202</td>
<td>16</td>
</tr>
<tr>
<td>Spanish – Literature</td>
<td>5, 4, or 3</td>
<td>SPA101, SPA102, SPA201, SPA202</td>
<td>16</td>
</tr>
<tr>
<td>Statistics</td>
<td>5, 4, or 3</td>
<td>MAT206</td>
<td>3</td>
</tr>
<tr>
<td>U.S. Government and Politics (previously Political Science – American Government)</td>
<td>5 or 4</td>
<td>POS110</td>
<td>3</td>
</tr>
<tr>
<td>U.S. History (previously History – American)</td>
<td>5 or 4</td>
<td>HIS103, HIS104</td>
<td>6</td>
</tr>
</tbody>
</table>
• 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. MCCCD College grants credit for college-level courses only. Credit is awarded according to the “International Baccalaureate Diploma/Certificate Credit” table.

<table>
<thead>
<tr>
<th>Examination</th>
<th>Score</th>
<th>Sem. Hrs.</th>
<th>MCCCDD Equivalency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>7 or 6 4 or 5</td>
<td>8 4</td>
<td>BIO181, 182 BIO100 or equivalent</td>
</tr>
<tr>
<td>Business and Management</td>
<td>5 or higher</td>
<td>3</td>
<td>Elective Credit</td>
</tr>
<tr>
<td>Chemistry</td>
<td>7, 6, or 5 4</td>
<td>8 4</td>
<td>CHM151/151LL &amp; CHM152/152LL</td>
</tr>
<tr>
<td>Economics</td>
<td>7, 6, or 5</td>
<td>6</td>
<td>ECN211, 212</td>
</tr>
<tr>
<td>English A</td>
<td>7, 6, or 5 4</td>
<td>6 3</td>
<td>ENG101, ENG100AB, AC, AD</td>
</tr>
<tr>
<td>English B</td>
<td>No Credit</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Foreign Language A or B</td>
<td>7, 6, or 5 4</td>
<td>8 8</td>
<td>Foreign Language 201, 202</td>
</tr>
<tr>
<td>Geography (Previously Human</td>
<td>5 or Higher</td>
<td>3</td>
<td>GCU102</td>
</tr>
<tr>
<td>History (Previously History – American)</td>
<td>7, 6, or 5 4</td>
<td>6 3</td>
<td>HIS103, 104</td>
</tr>
<tr>
<td>History (Previously History – European)</td>
<td>7, 6, or 5 4</td>
<td>6 3</td>
<td>HIS101, 102</td>
</tr>
<tr>
<td>Mathematics HL</td>
<td>7, 6, or 5</td>
<td>4</td>
<td>MAT221</td>
</tr>
<tr>
<td>Mathematics SL</td>
<td>7, 6, or 5</td>
<td>4</td>
<td>PHY111, 112 PHY111</td>
</tr>
<tr>
<td>Physics</td>
<td>7, 6, or 5 4</td>
<td>8 4</td>
<td>PSY101</td>
</tr>
<tr>
<td>Psychology</td>
<td>5 or Higher</td>
<td>3</td>
<td>ASB102</td>
</tr>
<tr>
<td>Social and Cultural Anthropology</td>
<td>7, 6, 5, or 4</td>
<td>3</td>
<td>ART111, 112</td>
</tr>
<tr>
<td>Visual Arts (Previously Art/Design)</td>
<td>7, 6, or 5 4</td>
<td>6 3</td>
<td>ART111, 112</td>
</tr>
</tbody>
</table>
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@domain.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 (ICAN). 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," "Credit 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 MCCCD and Established Articulation Agreements**

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

**B. Articulation and Transfer Agreements**

i. **Maricopa Skill Center and the Southwest Skill Center:** The Maricopa Community Colleges have articulation agreements with the Maricopa Skill Center and the Southwest Skill Center in limited areas of study. Students who have participated in these agreements may be granted credit for prior learning. No fees will be assessed for credits awarded for prior learning. Articulated course/program credit is transferable within the Maricopa Community Colleges, but may not necessarily be transferable to other universities and colleges. Students should contact the admissions and records office/office of student enrollment services for specific information related to these agreements.

ii. **Arizona Public Community Colleges and Universities:** Maricopa is a participant in the Arizona statewide transfer system. The aztransfer.com 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 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

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

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. 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.

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 MCCCD college.

   i. Recent high school students who received MCCCD credits through Dual/Concurrent Enrollment, ACE, Hoop of Learning, or any MCCCD 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 MCCCD College.

   i. Recent High School students who received MCCCD credits through Dual/Concurrent Enrollment, ACE, Hoop of Learning, or any MCCCD 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 on 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 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, 151802.01, 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

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.

<table>
<thead>
<tr>
<th>2013 - 2014</th>
<th>Maricopa County Resident (In County)</th>
<th>In County Audit Rate</th>
<th>Out-of-County Resident</th>
<th>Non-Resident Living in Arizona</th>
<th>Non-Resident Study Abroad Program</th>
<th>Non-Resident Distance Learning</th>
<th>Western Undergraduate Exchange (WUE)</th>
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<td>E</td>
<td>F***/+</td>
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* 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 MCCCD and the company they work for. This rate does not apply to Study Abroad Programs as there is a separately calculated rate for those students.
A. Determine Student Residency Status

Refer to admissions information (AR 2.2.2) of the college catalog for residency information and to review the requirements for classification as a Maricopa county resident. Contact the Admissions and Records Office/Office of Student Enrollment Services if you have questions about residency requirements.

B. Use the Chart to Locate Tuition Charges

Determine the correct column based on your residency status and then select the number of credit hours. The general tuition chart is provided for reference only.

C. Add Any Additional Fees

A one-time, per semester $15 registration fee is due by the official start of the term (semester) or by 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. MCCCD staff verify that full payment has been made to another College;
   ii. The College can deduct payment from a financial aid award made to the student (referring to student authorization guidelines for regulations on applying federal financial aid to debt balances);
   iii. A third party not related to the student, such as an employer or state agency, makes a verified payment directly to the College;
   iv. It is determined and verified with the appropriate MCCCD office that the hold resulted from a system error and the error is due to an activity that requires correction by the appropriate College or District personnel.

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

4. Discounted Fees and Waivers

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

   B. Employees, Dependents and Mandated Groups

      The Maricopa Community College District waives tuition and student activity fees for credit-hour courses for employees and their dependents, and for legislatively mandated groups. Special fees and fees for Non-credit/Special Interest Community Services courses are not waived.

   C. Tuition and Registration Fee Waiver for Members of the Pima-Maricopa Indian Community

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

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

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

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

2. Refund Policy for Non-Credit Classes

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

3. Canceled Classes

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

4. Refund Exceptions

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

A. A student with a serious illness, verifiable by a doctor’s written statement that the illness prevents the student from attending all classes for the semester. The doctor’s statement must be on file with the college before a refund can be given.

B. Serious illness or death of an immediate family member that prevents the student from attending all classes for the semester. Immediate family members include spouse/partner, father, mother, grandfather, grandmother, child, foster child, grandchild, stepchild, sibling, stepsibling, stepfather, stepmother, or spouse’s/partner’s father, mother, grandfather, grandmother, or in-laws in any one incident. Appropriate documentation must be provided before a refund can be given.

C. Death of a student. Appropriate documentation must be provided before a refund can be given.

D. A student in the Armed Forces or the Arizona National Guard who is called to active duty and assigned to a duty station, verifiable by a copy of the orders, will be allowed to withdraw and receive a 100% refund of tuition, provided courses have not been completed.
Requests for a total withdrawal from a college or courses for one of the above reasons may result in a partial prorated refund of tuition, provided courses have not been completed. All decisions made by the college are final.

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

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 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).

<table>
<thead>
<tr>
<th>Total Credits Attempted*</th>
<th>Min CGPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>≤ 15.75</td>
<td>1.60</td>
</tr>
<tr>
<td>16-30.75</td>
<td>1.75</td>
</tr>
<tr>
<td>31-45.75</td>
<td>1.90</td>
</tr>
<tr>
<td>46+</td>
<td>2.00</td>
</tr>
</tbody>
</table>

*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 MCCCD grading policy is published in the administrative regulations at 2.3.3. The CGPA does not include credits accepted in transfer
• **Appeal** – A process by which a student who is not meeting the institution’s satisfactory academic progress standards petitions the institution for reconsideration of the student’s eligibility for title IV, HEA program assistance.

• **Extenuating Circumstance** – Examples are: personal injury or illness, serious illness or death within the immediate family, or other circumstance beyond the reasonable control of the student.

• **Supporting Documentation** – Examples could include: an obituary notice, divorce decree, an accident report, or a letter from a physician, attorney, social services agency, etc.

• **Financial Aid Probation** – “A status assigned by an institution to a student who fails to make satisfactory academic progress and who has appealed and has had eligibility for aid reinstated.” A student in this status “may not receive title IV, HEA program funds for the subsequent payment period unless the student makes satisfactory academic progress or the institution determines that the student met the requirements specified by the institution in the academic plan for the student.”

• **Academic Plan** – A plan developed through the SAP Appeal Process which will lead a student to qualify for further title IV, HEA program funds.

• **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

**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**

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

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 ............................................... 0 grade point per credit hour
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

A. Students who are doing acceptable work may request an incomplete grade "I" if they are unable to complete the course requirements by the end of the term because of illness or other extenuating circumstances. If the request is approved by the instructor, he or she shall define, in a written/electronic contract, how the course will be completed.

B. Students must complete the requirements within the time period agreed to--maximum time allowed is seven (7) months from the last date of class in which the grade of incomplete was assigned. Students who do not complete the requirements within 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)

A. Some courses may be taken under a credit/no credit grading system. These courses carry grades of P (credit, equivalent to a grade of C or higher) or Z (no credit) and are not computed in the student’s grade point average. Credits earned with a grade of P may be counted toward graduation with the exception of AGEC (Arizona General Education Curriculum).
### Important Deadlines for Students (See Appendix S-12)

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

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

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

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 identity, national origin, citizenship status (including document abuse), gender, age, disability, veteran status, genetic information, or sexual orientation, the student should refer to the Discrimination Complaint Procedures for Students as administered by the Vice President for Student Affairs.

Steps for students to follow:

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

2. Upon receipt of a written grievance, the Department/Division Chair or appropriate college administrative officer will work with the parties in an attempt to resolve the conflict. The faculty may ask that the College Faculty Senate President be in attendance. Every attempt will be made to maintain confidentiality during this process. A faculty member will not be required to respond to a grievance which is not in writing and which, when appropriate, did not have specific documentation including dates, times, materials, etc. The written grievance will be made available to the faculty member.

3. If the grievance is not resolved at this level within ten working days, the student should forward to vice president of academic affairs or designee, a copy of the original written grievance with an explanation regarding action taken at each prior level. The dean of instruction or appropriate college/center administrative officer will meet with the student, faculty member, the College Faculty Senate President if requested by the faculty member, and Department/Division Chair and attempt to resolve the issues. This level will be the final step in any grievance process regarding grades.

4. If the grievance, other than those concerning grades, is not resolved by the vice president of academic affairs or designee, it may be forwarded in writing by the student to the college president for final resolution. The college president or designee will issue a final written determination in the grievance process.
5. Instructional grievances are resolved at the college level. The district office is not an avenue of appeal for the instructional grievance process.

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

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," "F," and "Y" will be annotated as academic renewal on the student’s permanent record. All course work affected by academic renewal will not be computed in the grade point average. Courses with grades "A," "B," or "C" will have the associated credit hours counted in the total credit hours earned. Such credit will not be computed in the grade point average.

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

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

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

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 MCCCD’s Sexual Harassment Policy for any employee, student or campus visitor to:

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

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 MCCCD EEO/AA Office to obtain the name and phone number of the college official designated to respond to sexual harassment complaints.

3. General - Applicable to Both Employees and Students

A. Complaints will be investigated according to procedures established by the MCCCD EEO/AA Office. Copies of these procedures may be obtained in the college president’s office, Office of the Vice President of Student Affairs and the MCCCD EEO/AA Office.

B. The college/center/MCCCD will investigate all complaints in a prompt, thorough, and impartial manner.

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

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 MCCCD’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 MCCCD policy. Disciplinary action by MCCCD may proceed while criminal proceedings are pending and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

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 (MCCCD), a member college or center, or their students or employees.
Complaints may be brought under this procedure for discrimination based on race, color, religion, national origin, 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 MCCCD’s Discrimination Complaint Procedure for Students is also available from the Office of General Counsel’s Office of Public Stewardship at 480-731-8880.

Informal Resolution of Discrimination Complaints
Before filing a formal complaint under this procedure, a student may attempt to resolve the problem through informal discussions with the person claimed to have engaged in discriminatory conduct and that person’s supervisor or department head. The 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 MCCCD-prohibited discrimination has occurred may file a formal complaint by contacting the Vice President of Student Affairs at each respective college or center. The Vice President of Student Affairs will accept complaint filings within 300 calendar days of the most recent occurrence of the alleged discriminatory act.

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

The complaint must identify the action, decision, conduct, or other basis that constituted an alleged act or practice of unlawful or MCCCD-prohibited discrimination. The complaint must also allege that the action, decision, or occurrence was taken or based on the complainant’s race, color, religion, sex, sexual orientation, 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 MCCCD to protect the confidentiality of the parties during the processing of complaints under this procedure. Records will be maintained in a confidential manner to the extent permitted by law and insofar as they do not interfere with MCCCD’s legal obligation to investigate and resolve issues of discrimination.

**Retaliation Prohibited**

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

**False Statements Prohibited**

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

**Filing a Report of Sexual Harassment**

A student who believes that he or she is, or has been, the victim of sexual harassment as prohibited by MCCCD 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 MCCCD 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 such 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 MCCCD policies and administrative regulations and College processes and procedures, including but not limited to regulations on facilities use, signage, sales of alcohol and/or food, and solicitation of donations.

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

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. MCCCD 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 MCCCD to report any occurrence of such conduct to MCCCD Public Safety. Every employee, student, contractor, and visitor on MCCCD 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 MCCCD 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 MCCCD, 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 MCCCD. 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.
Traffic 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 MCCCD employee who receives a communication allegedly from another MCCCD employee using a non-MCCCD 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 MCCCD’s technology resources, including websites created by MCCCD employees and students, is limited to educational, research, service, operational and management purposes of the MCCCD and its member institutions. Likewise, data, voice, images and links to external sites posted on or transmitted via MCCCD’s technology resources are limited to the same purposes.

Frequently, access to MCCCD’s technology resources can be obtained only through use of a password known exclusively to the MCCCD employees, Governing Board members or students. It is those users’ responsibility to keep a password confidential. While MCCCD 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 MCCCD 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 MCCCD employees are authorized to access information on an MCCCD technology device.

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

**Incidental Computer and Technology Usage**

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

**Prohibited Conduct**

The following is prohibited conduct in the use of MCCCD’s technology resources:

1. Posting to the network, downloading or transporting any material that would constitute a violation of MCCCD contracts.

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

3. Installing or running on any system a program that is intended to or is likely to result in eventual damage to a file or computer system.
4. Performing acts that would unfairly monopolize technology resources to the exclusion of other users, including (but not limited to) unauthorized installation of server system software.

5. Hosting an unauthorized website that violates the .EDU domain request.

6. Use of technology resources for non-MCCCD commercial purposes, including to advertise personal services, whether or not for financial gain.

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

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

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

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

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

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

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

14. Allowing any unauthorized access to MCCCD’s technology and non-technology resources.

15. Making personal long distance or other toll calls, except where the charges for the calls are incurred directly by the caller or arrangements are otherwise made at the time of the call to directly bill the caller.

16. Intermittent use of technology resources that interferes with the performance of an employee’s main responsibilities.

17. Use of technology resources to market or conduct other activities on behalf of a third-party regarding the “hosting” of an event that is prohibited under MCCCD’s Use of College Facilities administrative regulation.

18. Conducting District or college-related business using any electronic mail account other than one hosted or provided by MCCCD, and approved by the Vice Chancellor of Information Technology Services, even when the e-mail account copies all outgoing and incoming messages to the MCCCD hosted account.

19. Deleting or altering a technology public record in violation of public records retention requirements, or in anticipation of receiving or after receipt of a public records request, subpoena or a complaint filed as part of an MCCCD grievance, investigation or review, or other lawful request for the record.

20. Deleting or altering a technology record on an MCCCD device in anticipation or after receipt of a public records request, subpoena or a complaint filed as part of an MCCCD grievance, investigation or review, or other lawful request for the records where the record may demonstrate a misuse of technology resources under this regulation.

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

The prior review and approval by the Vice Chancellor of Information Technology is required for the implementation of alternate College electronic mail account systems. Requests will be evaluated based upon the following considerations:
1. The system must be compatible and interoperable with the MCCCD e-mail system. All information within the e-mail system must meet the standards and authorize District Office access as specified in Administrative Regulation 4.15, “Retrieval, Disclosure and Retention of Records.”

2. Any proposed changes to an MCCCD’s entity’s e-mail system with e-discovery implications must be approved in advance during the planning stages as specified in Administrative Regulation 4.15, “Retrieval, Disclosure and Retention of Records.”

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

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

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

Information Accuracy and Marketing Standards
In order to help ensure that the most accurate information sources are reflected on web pages, information should be cited, sourced or linked from the website of the official District or college custodian responsible for the particular subject. In addition, the design of web pages shall reflect established marketing standards with respect to the imaging and using of MCCCD 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, MCCCD may unilaterally delete any violative content and terminate the user’s access to MCCCD’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 MCCCD’s grievance procedures or resolution of controversy.

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

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

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

3. Any solicitation to engage in hazing is prohibited.

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

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

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

7. Hazing activities and situations include, but are not limited to, the following:
   A. Pre-pledging, illegal pledging or underground activities.
   B. Acts of mental and physical abuse, including, but not limited to: paddling, slapping, kicking, pushing, yelling, biting, duck-walking, line-ups, tuck-ins, belittling, excessive exercise, beating or physical abuse of any kind, and the potentially forced consumption of any food or beverage that contributes to or causes physical injury, mental harm or personal degradation.
   C. Sleep deprivation (activities that deprive prospective and/or current students and/or members of the opportunity of a minimum of six hours sufficient sleep each day).
   D. Encouraging or forcing use of alcohol or drugs.
   E. Any type of student club/organization scavenger hunt, quest, road trip or other activity that would physically or psychologically endanger prospective and/or current students and/or members or others.
   F. Stroking or physically touching in an indecent or inappropriate manner. See Sexual Harassment Policy 5.1.8
   G. Student club/organization activities that subject prospective and/or current students and/or members or others to public nuisance or spectacle.
   H. Aiding or abetting theft, fraud, embezzlement of funds, destruction of public, personal or private property, or academic misconduct.
   I. Being required to wear odd or look-alike apparel that contributes to or causes physical injury, mental harm or personal degradation.
   J. Personal services that contribute to or cause physical injury, mental harm or personal degradation.

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

Alleged violations of the MCCCD 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 MCCCD 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 MCCCD policies, and local and state laws.

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

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 MCCCD hazing prevention regulation:

"Organization" is defined as an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with MCCCD, whose membership consists primarily of students enrolled at MCCCD 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 MCCCD premises, while conducting MCCCD business, or at any time which would interfere with the effective conduct of the employee’s work for the MCCCD; and use of illegal drugs.

3. MCCCD 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 MCCCD 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 MCCCD Risk Manager. For events that the Chancellor sponsors, he or she will complete the form, sign it and provide it to the MCCCD 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 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 MCCCD, 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 MCCCD 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 MCCCD property, the Director the culinary program shall assign an MCCCD 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 a faculty member, knowledge of the condition should be transmitted to the appropriate vice president or designee who will make the determination if the information should be further disseminated. It should be remembered that mere exposure to the person in a classroom does not constitute a need to know the diagnosis. It is, therefore, unnecessary to document in a student’s file the fact that he or she has AIDS unless the information is to be used for accommodation reasons. Sharing confidential information without consent may create legal liability.

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

**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 MCCCD student, and must provide the Disability Resources and Services (DRS) office with qualifying disability documentation, verifying the nature and extent of the disability prior to requesting or receiving any academic adjustment.

**Who Is Eligible for Services?**
To be eligible for DRS support services, a student must have a disability as it defined by federal law (section 504 of the 1973 Rehabilitation Act, the Americans with Disabilities Act Of 1990 (ADA), and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA)).

**Definitions**
- Disability: A disability is any physical or mental condition which causes substantial limitation to the ability to perform one or more major life activities.
- Academic adjustment: An academic adjustment is a modification of a non-essential academic requirement, an examination, or an institutional rule that is necessary to avoid discriminating on the basis of handicap against qualified students with disabilities. Modifications may include changes in the length of time permitted for the completion of degree requirements, substitution of specific courses required for the completion of degree requirements, and adaptation of the manner in which specific courses are conducted.

**Documentation can be transferred within MCCCD for current consideration for eligibility.**

**Determination made by another institution or organization does not guarantee eligibility.**

**Special Considerations**
Any employee who receives a request for academic adjustment must refer the student to the DRS Office. The DRS Office alone is responsible for evaluating documentation and determining eligibility and academic adjustments. All situations shall be considered on an individual, case-by-case basis, and all requests for academic adjustments from qualified students with a disability shall be considered by DRS. DRS may exercise its right to require additional documentation.

Academic adjustments are determined by the DRS Office through an interactive exchange with the eligible student. The DRS Office will give priority to the request of the student, but will also consider the instructor’s
perspective when it is offered. The interactive exchange may continue during the course of the year, and the DRS may make reasonable alterations in approved academic adjustments based on input from the student and the faculty member. Academic adjustment determined by the DRS Office are required except when the institution subsequently determines that an adjustment would alter an academic requirements that is essential to the instruction being pursued by the student, or to a directly related licensing requirement. MCCCD is not required to provide “best” or “most desired” accommodations but rather a reasonable accommodation sufficient to meet accessibility needs.

In the event the instructor believes the modification determined by DRS would alter an academic requirement that is essential to the instruction being pursued by the student, or to a directly related licensing requirement, the instructor will first meet with the director of the DRS office within three working days of receipt of the determination and attempt to resolve the issue informally. If the faculty member’s concern remains unresolved, within three days of the above meeting he or she may submit a written request to the college’s chief academic officer (or a comparably qualified administrator designated by the college president) for his or her academic judgment on the question.

Any change in the DRS Office's initial recommendation resulting from the above meeting or the Chief Academic Officer's decision will be communicated to the student by the DRS Office. The interactive exchange with the student will continue in an effort to achieve a mutually satisfactory outcome.

If a student is not satisfied with the academic adjustment provided, he or she may file a complaint under the Discrimination Complaint Procedures for Students. In such cases, the Vice President for Student Affairs will assign an investigator whose qualifications and experience include curriculum development and educational accommodations for students with disabilities.

In all cases in which academic adjustments are in controversy, whether as a student discrimination complaint or a faculty member’s appeal to the Chief Academic Officer, the ultimate decision will be informed by consultation with the duly appointed faculty representatives who serve in the development of the curriculum for the institution and the program. The committee will study the requested academic adjustment and alternatives, their feasibility, cost and effect on the academic program, and come to a rationally justifiable conclusion as to whether the available alternatives would result either in lowering academic standards or requiring substantial program alteration. This conclusion will be submitted in writing to the Chief Academic Officer, who will consult with the Vice Chancellor and the Office of General Counsel before making the final determination.

Nothing in this policy prohibits a faculty member from making minor, commonsense alterations in the manner in which a course is presented. A student who asks the instructor to change the color of chalk used because he is colorblind may be so accommodated without registering with DSO. However, the faculty member must report making such accommodations to DSO.

**Documentation Guidelines**

Students requesting accommodations must provide documentation of their disability. Documentation consists of an evaluation prepared by a trained and qualified professional that identifies:

- current level of functioning
- current documentation
- all standardized testing must use adult-normed instruments
- age of the documentation may vary for some disabilities, provided the presence of a substantial limitation(s) is adequately established
- how the disability impacts the student’s learning
- contain information supportive of the student’s request for specific academic support, auxiliary aids, and accommodations
Specific Eligibility Requirements

1. Physical Disabilities
   A. Required Documentation
      The student must submit a written, current diagnostic report of any physical disabilities that are based on appropriate diagnostic evaluations administered by trained and qualified (i.e., certified and/or licensed) professionals (e.g., medical doctors, ophthalmologists, neuropsychologists, audiologists). Disability diagnosis categories include:
      i. Orthopedic Disability
      ii. Blind or Visual Impairment
      iii. Deaf or Hard-of-Hearing
      iv. Traumatic Brain Injury
      v. Other Health-Related/Systemic Disabilities
   B. Diagnostic Report
      The diagnostic report must include the following information:
      i. A clear disability diagnosis, history, and the date of diagnosis.
      ii. A description of any medical and/or behavioral symptoms associated with the disability.
      iii. Medications, dosage, frequency, and any adverse side effects attributable to use.
      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

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**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 Students may appeal disciplinary sanctions as provided in AR 2.5.2. If the student appeals through both processes, the instructional grievance process will be suspended until a final decision is reached in the student discipline procedure. In all cases in which financial aid has been adversely affected by academic consequences or disciplinary sanctions that are the subject of ongoing hearing or appeal proceedings, the student may appeal the financial aid determination on the grounds that a final decision has not been made. In such an event, a final decision on financial aid will not be made until after the final decision on consequences and/or sanctions.

Amended through direct approval from the Chancellor and Executive Vice Chancellor & Provost on August 7, 2013.
Disciplinary Standards (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.


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 MCCC college. Title IX protects students from sexual misconduct and other forms of discrimination in connection with all academic,
extracurricular, athletic, and other programs sponsored by the college at any college facility or other location. The Title IX Coordinator (or designee) will conduct an investigation that is prompt, thorough, and impartial according to the MCCCD sexual harassment complaint process.

B. The Student Conduct Administrator may conduct a prompt, thorough, and impartial investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator will convene the student conduct board. If the student admits violating institutional rules, but sanctions are not agreed to, the hearing shall be limited to determining the appropriate sanction(s).

C. All charges shall be presented to the accused student in written form. The Student Conduct Administrator will provide written notice of the time, date, and location of the student conduct hearing. The notice will describe the evidence of alleged misconduct, the code provisions violated, and the possible sanctions. The student conduct hearing notice, plus a copy of this code, shall be provided to the student accused of misconduct no less than five (5) workdays before the hearing date. The hearing will be held no more than fifteen (15) workdays after the student has been notified unless the Student Conduct Administrator extends the deadline for good cause in his or her sole discretion.

D. Hearings shall be conducted by a Student Conduct Board according to the following guidelines, except as provided by Article IV 1.G below:

i. Student Conduct Board hearings normally shall be conducted in private.

ii. The complainant, accused student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board hearing at which information is received (excluding deliberations). Admission of any person to the hearing shall be at the discretion of the Student Conduct Board and/or its Student Conduct Administrator.

iii. In Student Conduct Board hearings involving more than one accused student, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Board hearing concerning each student to be conducted either separately or jointly.

iv. The complainant and the accused shall have the right to be assisted by any advisor they choose, at their own expense. A party who elects to be assisted by an advisor must notify the student conduct administrator of the name and contact information of the advisor not less than two (2) days before the scheduled hearing. The advisor must be a member of the college community and may not be an attorney. Both the complainant and the accused are responsible for presenting their own information and, therefore, advisors are not permitted to speak or participate directly in any Student Conduct Board hearing before a Student Conduct Board.

v. The complainant, the accused student, and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. The Student Conduct Administrator will try to arrange the attendance of possible witnesses who are members of the college community, if reasonably possible, and who are identified by the complainant and/or accused student at least two days prior to the Student Conduct Board hearing. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Conduct Board.
vi. The Student Conduct Administrator will present the information he or she received.

vii. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.

viii. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.

ix. After the portion of the Student Conduct Board hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the accused student violated the section of this Student Conduct Code which the student is charged with violating.

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

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

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

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

2. Sanctions

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

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

ii. **Probation** - a written reprimand for violation of specified rules or regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional rules or regulation(s) during the probationary period.

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

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

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

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

vii. **College Expulsion** - permanent separation of the student from all the colleges in the District.
B. More than one of the sanctions listed above may be imposed for any single violation.

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

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

D. The following sanctions may be imposed upon groups or organizations:
   i. Those sanctions listed above in Article IV 2. A. 1 through 4.
   ii. Loss of selected rights and privileges for a specified period of time.
   iii. Deactivation - loss of all privileges, including college recognition for a designated period of time.

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

3. **Emergency Suspension**

If a student’s actions pose an immediate threat or danger to any member of the college community or the educational processes, a college official responsible for administering the Student Conduct Code may immediately suspend or alter the rights of a student pending a Student Conduct Board hearing. Scheduling the hearing shall not preclude resolution of the matter through mediation or any other dispute resolution process. The decision will be based on whether the continued presence of the student on the college campus reasonably poses a threat to the physical or emotional condition and well-being of any individual, including the student, or for reasons relating to the safety and welfare of any college property, or any college function. When an emergency suspension is imposed, the student conduct administrator will seek to resolve the complaint at the earliest possible date. This suspension is not a sanction but an effort to protect people and property and prevent disruption of college operations.

In imposing an emergency suspension, the college official responsible for administration of the Student Conduct Code may direct that the student immediately leave the college premises and may further direct the student not to return until contacted by that official. An accused student shall be in violation of this policy regardless of whether the person who is the object of the threat observes or receives it, as long as a reasonable person would interpret the communication, conduct or gesture as a serious expression of intent to harm.
4. **Administrative Hold**

   The Student Conduct Administrator may place a temporary administrative hold preventing an accused student's registration, financial aid award, transcript release, or graduation if it is necessary to secure the student's cooperation in the investigation or compliance with a direction. This hold is not a sanction but a necessary step to resolve the complaint promptly.

5. **Academic Consequences**

   Violations of the student conduct code can have academic consequences if the violation also constitutes failure to meet standards of performance or professionalism set by the instructor or the program, or if it constitutes cheating, plagiarism, falsification of data, or other forms of academic dishonesty. The instructor may award a failing grade for the assignment or the course in such cases, and the program faculty may decide that the student is ineligible to continue in the program. Academic consequences are determined by the faculty and academic administration, and are not dependent on the decisions of the student conduct board, the appeals board, or the student conduct administrator.

6. **Appeals Regarding Student Code of Conduct**

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

   B. Except as required to explain on the basis of new information, an appeal shall be limited to the review of the verbatim record of the Student Conduct Board hearing and supporting documents for one or more of the following purposes:

   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 college’s security unit, if the record is maintained solely for law enforcement purposes, is revealed only to law enforcement agencies of the same jurisdiction and the security unit does not have access to education records maintained by the community college.

iv. 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 MCCCD Administrative Regulations.

C. The right to provide written consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. CONDITIONS OF DISCLOSURE WITHOUT CONSENT

FERPA permits the disclosure of personally identifiable information (PII) from students’ education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA Regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student:

1. To other school officials, including instructions, administrators, supervisors, governing board members, academic or support staff, law enforcement and health staff, within the MCCCD whom the college or district has determined to have legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. This includes contractors, attorneys, auditors, collection agents, consultants, volunteers, or other parties to whom the college has outsourced institutional services or functions, provided that the conditions listed in §99.31(A) (1)(I)(B)(1) – (A)(1)(I)(B)(2) are met. (§99.31(A) (1)).

2. To officials of another school where the student seeks to or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(A) (2)).

3. To authorized representatives of the US Comptroller General, the US Attorney General, and the US Secretary of Education, or State and Local Educational Authorities, such as a state postsecondary authority that is responsible for supervising the college's state supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of federal-or state- supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement, or compliance activity on their behalf (§§99.31(A) (3) AND 99.35).

4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(A) (4)).

5. To organizations conducting studies for, or on behalf of, the college, in order to: (A) Develop, Validate, or Administer Predictive Tests; (B) Administer student aid programs; or (C) Improve instruction (§99.31(A) (6)).
6. To accrediting organizations to carry out their accrediting functions. (§99.31(A) (7)).

7. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(A) (8)).

8. To comply with a judicial order or lawfully issued subpoena. (§99.31(A) (9)).

9. To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(A) (10)).

10. Information the college has designated as “Directory Information” under §99.37. (§99.31(A) (11)).

11. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(A) (13)).

12. To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the college’s rules or polices with respect to the allegation made against him or her. (§99.31(A) (14)).

13. To parents of a student regarding the student’s violation of any federal, state, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(A) (15))

Students who believe that MCCCD or an agent of the college has disclosed information contrary to the provisions outlined in this section may submit a grievance via the non-instructional complaint resolution process. The process is posted at: www.maricopa.edu/publicstewardship/governance/adminregs/appendices/S-8.php

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 MCCC 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 MCCC 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 MCCCD Governing Board. The college reserves the right to make necessary course and program changes in order to meet current educational standards. In addition, students must:

1. Be credited in the 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 MCCCD 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;

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

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

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 (Inactive)  
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 AGEC) is a 35-38 semester-credit general education certificate that fulfills lower-division general education requirements for students planning to transfer to any Arizona public community college or university. Generally, the MCCCD AGEC transfers as a block without loss of credit.

In most cases, all courses used to satisfy the MCCCD AGEC will apply to graduation requirements of the university major for which the AGEC was designed.

For students planning to pursue an associate degree or transfer to an Arizona public community college or university, the AGEC A is a component of the MCCCD Associate in Arts, the AGEC B is a component of the MCCCD Associate in Business, and the AGEC S is a component of the MCCCD Associate in Science.

Purpose of the AGECs
There are three types of MCCCD AGECs. They are the AGEC A, the AGEC B, and the AGEC S. Designed to articulate with different academic majors, their requirements vary accordingly. Additional information on academic majors at the Arizona public universities can be accessed via the following website: www.aztransfer.com

1. The AGEC A is designed to satisfy requirements in many liberal arts majors as well as other majors that articulate with the Associate in Arts (e.g., social sciences, fine arts, humanities). AGEC A requires a minimum of college mathematics or college algebra to satisfy the Mathematics [MA] requirement. AGEC A Mathematics requirement is less stringent than the AGEC B and AGEC S. AGEC A and AGEC B Natural Sciences requirements are less stringent than AGEC S.
2. The **AGEC B** is designed to satisfy requirements in business majors that articulate with the Associate in Business. AGEC B requires a minimum of brief calculus to satisfy the Mathematics [MA] requirement.

3. The **AGEC S** is designed to satisfy requirements in majors with more prescriptive mathematics and mathematics-based science requirements. AGEC S articulates with the Associate in Science. AGEC S requires a minimum of the first course in a calculus sequence to satisfy the Mathematics [MA] requirement, and a minimum of eight credits of either university chemistry, university physics or general biology to satisfy the Natural Sciences [SQ/SG] requirement. In addition, students must select six to eight additional credits of math and/or science appropriate to the major.

**Academic Policies that Govern the AGEC-A, B, S:**

- Requires 35-38 semester credits in courses numbered 100 and above to be completed with a grade of “C” or better. Credit units transferred from outside of the district need to be at a grade of "C" or better. A grade of “C” equals 2.0 on a 4.0 grading scale or equivalent; 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 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 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 AGEC-S.

- Follows the general education policy below:

**General Education Designations (Example: (FYC), [SB], [HU], etc.)**

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

- Require courses that transfer as equivalent courses, departmental elective credit (XXXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona CEG (Course Equivalency Guide). The course evaluation and/or general education designation as listed in AZCAS is valid for the term in which the student is awarded credit on the transcript;

- Require that a minimum of 12 semester credits of course work be taken at any of the MCCCD colleges;

- Include both courses and their modular equivalents, either the course or the modular equivalents will satisfy the AGEC;

- Accept one of the courses that is cross-referenced with other courses;

- Provide for exemption from Arizona university admission requirements for: Students who complete the AGEC A, AGEC B, or AGEC S with a minimum 2.5 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/ 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).


   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 AGEC-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 **AGEC-S**. **AGEC-S** requires eight (8) semester credits of either university chemistry or eight (8) semester credits of university physics or eight (8) semester credits of general biology appropriate to the major.

   The lecture course(s) selected for Natural Sciences must include or be accompanied by the corresponding laboratory course. The lecture and corresponding laboratory course(s) may carry separate credit. Students should consult with an advisor for appropriate course selection. Students should also access the AZ Course Equivalency Guide (CEG) within the AZ Course Applicability System (AZCAS) for information on equivalencies.

7. **Subject Options (Subject based on major) (AGEC-S) .................................. 6-8**

   Students completing **AGEC S**, through careful selection of courses that meet the other major or 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 D AGECS because courses can satisfy a Core area and one or two Awareness areas simultaneously. Therefore, no additional semester credits are required to satisfy the two Awareness areas.

1. Cultural Diversity in the United States [C]
   AND
2. Global Awareness [G] OR
3. Historical Awareness [H]

**AGEC Area Requirements Descriptions/Definitions**

**CORE AREAS**

**First-Year Composition (FYC)**

Courses must be completed with a grade of “C” or better in the First-Year Composition Core area. Courses must emphasize skills necessary for college-level learning and writing skills.

**Literacy and Critical Inquiry [L]**

Courses must be completed with a grade of “C” or better in the Literacy and Critical Inquiry Core area. In the [L] course, typically at the sophomore level, students gather, interpret, and evaluate evidence and express their findings in writing or speech. This course includes a series of graded written or spoken formal assignments. For **AGEC S**, students will select a course that satisfies both Literacy and Social & Behavioral Sciences or Literacy and Humanities and Fine Arts requirements simultaneously.

Literacy is defined broadly as communicative competence in written and oral discourse; critical inquiry is defined as the gathering, interpreting, and evaluating of evidence. Building on the...
proficiency attained in traditional First-Year Composition courses, the Literacy and Critical Inquiry requirement helps students sustain and extend their ability to reason critically and communicate clearly through language.

**Mathematical Studies**
Courses must be completed with a grade of “C” or better in the Mathematical Studies Core Area. One course must be selected from Mathematics [MA]. In AGEC-A and AGEC-B, a second course must be selected from Computer/Statistics/Quantitative Applications [CS].

The Mathematical Studies requirement is intended to ensure 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.

For the most current information regarding degree requirements log onto www.maricopa.edu/academic/ccta.
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

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.

For the most current information regarding degree requirements log onto www.maricopa.edu/academic/ccta.
• 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/ 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/ 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. MCCCD General Education Credits
The MCCCD General Education includes two areas: MCCCD AGEC-A and MCCCD Additional Requirements.

A. MCCCD AGEC-A

1. Core Areas ................................................................. 35
a. First-Year Composition (FYC) .............................................. 6
b. Literacy and Critical Inquiry [L] ........................................... 3
c. Mathematical Studies [MA/CS] ........................................... 6

To complete the Mathematical Studies requirement, select one course to satisfy Mathematics [MA] A and a second course from Computer/Statistics/Quantitative Applications [CS].

1) Mathematics [MA] A (3 credits)
   Note: requires a course in college mathematics (MAT142) or college algebra (MAT 150, MAT 151, MAT152) or 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)

For the most current information regarding degree requirements log onto www.maricopa.edu/academic/ccta.
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/

Students must select MCCCD 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

For the most current information regarding degree requirements log onto www.maricopa.edu/academic/ccta.
Associate in Arts in Elementary Education (AAEE) Degree

Description
The MCCCD 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. MCCCD General Education
   - Arizona General Education Curriculum for Arts (AGEC-A)
   - Additional MCCCD Requirements

II. Elementary Education Requirements
   - Education Foundations
   - Electives for Arizona Professional Teacher Standards

Purpose of the Degree
The AAEE is designed for the student who plans to transfer to an Elementary Education, 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 MCCCD 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.

For the most current information regarding degree requirements log onto www.maricopa.edu/academic/ccta.
• 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
I. MCCCD General Education Requirements ........................................... Credits
   A. MCCCD AGEC-A
      1. Core Areas. .................................................................................. 35-38
         a. First-Year Composition [FYC] .................................................. 6
            ENG101/102 OR
            ENG107/108
         b. Mathematical Studies [MA] and Computer/Statistics/
            Quantitative Applications [CS] ............................................ 6
            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
         c. Literacy and Critical Inquiry [L] ................................................. 3
            Select the following:
            COM225 Public Speaking
         d. Humanities and Fine Arts [HU] ................................................. 6
            1) Select 3 semester credits from the following courses:
               ARH100 Introduction to Art
               ARH101 Prehistoric through Gothic Art
ARH102 Renaissance through Contemporary Art  
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

   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 MCCCD AAEE requires coursework in two Awareness Areas:
   Cultural Diversity in the United States [C]  
   AND
   Historical Awareness [H] OR
   Global Awareness [G]

For the most current information regarding degree requirements log onto www.maricopa.edu/academic/ccta.
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. MCCCDD 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

For the most current information regarding degree requirements log onto www.maricopa.edu/academic/ccta.
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.

Academic Policies that Govern the Associate in Arts, Fine Arts — Art Degree

- Completion of the Associate in Arts, Fine Arts — Art 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 — 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 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).

For the most current information regarding degree requirements log onto www.maricopa.edu/academic/ccta.
• 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/ 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/ 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. MCCCD General Education
The MCCCD General Education includes two areas: MCCCD AGEC-A and MCCCD Additional Requirements.

A. MCCCD AGEC-A

1. Core Areas. ................................................................. 35
   a. First-Year Composition (FYC) ...................................... 6
   b. Literacy and Critical Inquiry [L] ................................. 3
   c. Mathematical Studies [MA/CS] ................................. 6

   To complete the Mathematical Studies requirement, select one course to satisfy Mathematics [MA] A and a second course from Computer/Statistics/Quantitative Applications [CS].
   1) Mathematics [MA] A (3 credits)
      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)

For the most current information regarding degree requirements log onto www.maricopa.edu/academic/ccta.
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

For the most current information regarding degree requirements log onto www.maricopa.edu/academic/ccta.
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:

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<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>ADA112/ART112</td>
<td>Two-Dimensional Design</td>
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<td>ADA115/ART115</td>
<td>Three-Dimensional Design</td>
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<td>ARH102</td>
<td>Renaissance Through Contemporary Art.</td>
<td>3</td>
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<td>ART111</td>
<td>Drawing I</td>
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<td>ART113</td>
<td>Color</td>
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Restricted Electives: Credits: 12
Select from the following options to complete a minimum of twelve semester credits:

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<td>ART122</td>
<td>Drawing and Composition II</td>
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<td>ART131</td>
<td>Photography I</td>
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<td>ART151</td>
<td>Sculpture I</td>
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<td>ART161</td>
<td>Ceramics I</td>
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<td>ART165</td>
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<td>ART167</td>
<td>Painting I</td>
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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

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).

For the most current information regarding degree requirements log onto www.maricopa.edu/academic/ccta.
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/cccta/ 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/cccta/ 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. MCCCD General Education

The MCCCD General Education includes two areas: MCCCD AGEC-A and MCCCD Additional Requirements.

A. MCCCD AGEC-A

1. Core Areas ................................................................. 35
   a. First-Year Composition (FYC) ....................................... 6
   b. Literacy and Critical Inquiry [L] .................................... 3
   c. Mathematical Studies [MA/CS] .................................... 6

To complete the Mathematical Studies requirement, select one course to satisfy Mathematics [MA] A and a second course from Computer/Statistics/Quantitative Applications [CS].

1) Mathematics [MA] A (3 credits)
   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)

For the most current information regarding degree requirements log onto www.maricopa.edu/academic/cccta.
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
DAN129 Musical Theatre Dance I .1
DAN130 Musical Theatre Dance II .1
DAN229 Musical Theatre Dance III .1
DAN230 Musical Theatre Dance IV .1
DAN131 Ballet I (1) ...............1-2
DAN134 Ballet II (1) ...............1-2
DAN231 Ballet III (1) ...............1-2
DAN231AA Ballet II: Intensive (2) ...2-4
DAN234 Ballet IV (1) ...............1-2
DAN234AA Ballet IV: Intensive (2) ...2-4
DAN237 Ballet Pointe I ...............1
DAN132 Modern Dance I (1) ........1-2
DAN135 Modern Dance II (1) ....1-2
DAN232 Modern Dance III (1) ....1-2
DAN232AA Modern Dance III: Intensive (2) ........2-4
DAN235 Modern Dance IV (1) ....1-2
DAN235AA Modern Dance IV:
DAN133 Modern Jazz Dance I ....1
DAN136 Modern Jazz Dance II ....1
DAN233 Modern Jazz Dance III ....1
DAN233AA Modern Jazz Dance III:
DAN135 Intensive ...............2
DAN236 Modern Jazz Dance IV ....1

For the most current information regarding degree requirements log onto www.maricopa.edu/academic/ccta.
### DEGREE REQUIREMENTS

**Chandler-Gilbert Community College Catalog and Student Handbook 2013-2014**

For the most current information regarding degree requirements log onto www.maricopa.edu/academic/ccta.

#### Part III: Restricted Electives: Credits: 3
Only three of the remaining credits may be selected from the following DAN prefixed courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAN291++</td>
<td>Dance Conservatory II (any module)</td>
<td>1-3</td>
</tr>
<tr>
<td>DAN292++</td>
<td>Dance Conservatory III (any module)</td>
<td>1-3</td>
</tr>
<tr>
<td>DAN293</td>
<td>Teaching Dance in Elementary Education</td>
<td>3</td>
</tr>
<tr>
<td>DAN294</td>
<td>Teaching Dance in Secondary Education</td>
<td>3</td>
</tr>
<tr>
<td>DAN295</td>
<td>Teaching and Management of Studio Dance</td>
<td>3</td>
</tr>
<tr>
<td>DAN296++</td>
<td>Cooperative Education (any module)</td>
<td>1-4</td>
</tr>
<tr>
<td>DAN297</td>
<td>Teaching Dance in Elementary Education</td>
<td>3</td>
</tr>
<tr>
<td>DAN298</td>
<td>Special Projects (any module)</td>
<td>3</td>
</tr>
<tr>
<td>DAN299</td>
<td>Special Projects (any module)</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Part IV: Restricted Electives: Dance Theory Electives: Credits: 6

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAH100</td>
<td>Introduction to Dance</td>
<td>3</td>
</tr>
<tr>
<td>DAH110</td>
<td>Dance in Film</td>
<td>3</td>
</tr>
<tr>
<td>DAH190</td>
<td>Discovering Dance Careers</td>
<td>3</td>
</tr>
<tr>
<td>DAH210</td>
<td>History of Ballet and Modern Dance</td>
<td>3</td>
</tr>
<tr>
<td>DAN138</td>
<td>Dance Seminar I</td>
<td>3</td>
</tr>
<tr>
<td>DAN201</td>
<td>World Dance Studies</td>
<td>3</td>
</tr>
<tr>
<td>DAN211</td>
<td>Dance Production II</td>
<td>3</td>
</tr>
<tr>
<td>DAN222</td>
<td>Rhythmic Theory for Dance II</td>
<td>2</td>
</tr>
<tr>
<td>DAN238</td>
<td>Dance Seminar II</td>
<td>1</td>
</tr>
<tr>
<td>DAN241</td>
<td>Dance Notation I</td>
<td>3</td>
</tr>
<tr>
<td>DAN250</td>
<td>Dance Performance III</td>
<td>1</td>
</tr>
<tr>
<td>DAN255</td>
<td>Dance Performance IV</td>
<td>1</td>
</tr>
<tr>
<td>DAN300</td>
<td>History of Dance in Film</td>
<td>3</td>
</tr>
<tr>
<td>DAN301</td>
<td>Dance Seminar II</td>
<td>3</td>
</tr>
<tr>
<td>DAN302</td>
<td>Dance Production II</td>
<td>3</td>
</tr>
<tr>
<td>DAN303</td>
<td>Dance Technology</td>
<td>2</td>
</tr>
<tr>
<td>DAN304</td>
<td>Rhythmic Theory for Dance II</td>
<td>2</td>
</tr>
<tr>
<td>DAN305</td>
<td>Dance Seminar II</td>
<td>3</td>
</tr>
<tr>
<td>DAN306</td>
<td>Dance Notation I</td>
<td>3</td>
</tr>
<tr>
<td>DAN307</td>
<td>Dance in Popular Culture</td>
<td>3</td>
</tr>
<tr>
<td>DAN308</td>
<td>Choreography II</td>
<td>3</td>
</tr>
<tr>
<td>DAN309</td>
<td>Dance Technology</td>
<td>2</td>
</tr>
</tbody>
</table>

Associate in Arts, Fine Arts – Dance Total Credits: 64

For the most current information regarding degree requirements log onto www.maricopa.edu/academic/ccta.
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

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 most current information regarding degree requirements log onto www.maricopa.edu/academic/ccta.
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/ 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/ 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. MCCCD General Education

The MCCCD General Education includes two areas: MCCCD AGEC-A and MCCCD Additional Requirements.

##### A. MCCCD 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

For the most current information regarding degree requirements log onto www.maricopa.edu/academic/curric.
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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>THE111</td>
<td>Introduction to Theatre</td>
<td>3</td>
</tr>
<tr>
<td>THP112</td>
<td>Acting I</td>
<td>3</td>
</tr>
<tr>
<td>THP115</td>
<td>Theatre Makeup</td>
<td>3</td>
</tr>
<tr>
<td>THP201AA</td>
<td>Theatre Production I OR</td>
<td>1</td>
</tr>
<tr>
<td>THP201AB</td>
<td>Theatre Production II</td>
<td>2</td>
</tr>
<tr>
<td>THP213</td>
<td>Introduction to Technical Theatre</td>
<td>3</td>
</tr>
<tr>
<td>THP217</td>
<td>Introduction to Design Scenography</td>
<td>3</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUM/THE206</td>
<td>Introduction to Television Arts</td>
<td>3</td>
</tr>
<tr>
<td>HUM/THE210</td>
<td>Contemporary Cinema</td>
<td>3</td>
</tr>
<tr>
<td>THE118</td>
<td>Playwriting</td>
<td>3</td>
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<tr>
<td>THP120AA</td>
<td>Audition Techniques: Prepared Monologue</td>
<td>1</td>
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<tr>
<td>THP120AB</td>
<td>Audition Techniques: Cold Readings</td>
<td>1</td>
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<tr>
<td>THP130</td>
<td>Stage Combat</td>
<td>3</td>
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<tr>
<td>THP131</td>
<td>Stage Movement</td>
<td>3</td>
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<tr>
<td>THP151</td>
<td>Theatre for Youth</td>
<td>3</td>
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<td>THP210</td>
<td>Acting: TV/Film</td>
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<td>THP211</td>
<td>Creative Drama</td>
<td>3</td>
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<tr>
<td>THP212</td>
<td>Acting II</td>
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<tr>
<td>THP214</td>
<td>Directing Techniques</td>
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<tr>
<td>THP216</td>
<td>Beginning Stage Lighting</td>
<td>3</td>
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<tr>
<td>THP219</td>
<td>Introduction to Puppetry</td>
<td>3</td>
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<tr>
<td>THP220</td>
<td>Advanced Acting: Television and Film</td>
<td>3</td>
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<tr>
<td>THP226</td>
<td>Theatrical Design: Costuming</td>
<td>3</td>
</tr>
<tr>
<td>COM/THP241</td>
<td>Oral Interpretation of Literature</td>
<td>3</td>
</tr>
<tr>
<td>THP262</td>
<td>Entertainment Industry Design Drafting</td>
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<td>THP267</td>
<td>Painting Techniques for Film, TV and Theatre</td>
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<td>THP268</td>
<td>Opportunities in Production</td>
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<td>MUP/THP270</td>
<td>Musical Theatre</td>
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<td>Workshop</td>
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<td>THP271</td>
<td>Voice and Diction</td>
<td>3</td>
</tr>
<tr>
<td>THP281</td>
<td>Production and Acting I</td>
<td>3</td>
</tr>
<tr>
<td>THP298AA-AC</td>
<td>Special Projects</td>
<td>1-3</td>
</tr>
</tbody>
</table>

Associate in Arts, Fine Arts - Theatre Total Credits: .................................. 60-64

For the most current information regarding degree requirements log onto www.maricopa.edu/academic/ccta.
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

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).

For the most current information regarding degree requirements log onto www.maricopa.edu/academic/ccta.
• 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. MCCCD General Education ................................................................. Credits

The MCCCD General Education includes two areas: MCCCD AGEC-S and MCCCD Additional Requirements.

MCCCD AGEC-S

1. Core Areas. .................................................................................. 36-38
   a. First-Year Composition (FYC) .................................................. 6
   b. Literacy and Critical Inquiry [L] .............................................. 0-3
      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 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, 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

Students must select MCCCD 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 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
  • Courses can satisfy a Core Area and one or two Awareness Areas simultaneously.
  • A course cannot be used to satisfy more than one Core Area requirement.

• Uses the following policies to help students complete the program requirements at a minimum of 62 semester credits but not more than 63 semester credits:
  • Courses can satisfy multiple areas within the degree simultaneously (AGEC B Core Area, AGEC B Awareness Area, and/or Common Lower Division Program Requirements)
  • Follows the general education policy below:
General Education Designations (example: (FYC), [SB], [HU], etc.)
Effective Fall 2000 the course evaluation and/or general education designation as listed in the Arizona CEG (Course Equivalency Guide) within the Arizona Course Applicability System (AZCAS) is valid for the term in which the student is awarded credit on the transcript. A course evaluation and/or general education designation may be subject to change. Given that curriculum is dynamic at both MCCCD and the institutions to which MCCCD students transfer, students have the option to petition for general education evaluations and/or general education designations.

- Requires courses that transfer as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona Course Equivalency Guide (CEG) within the Arizona Course Applicability System (AZCAS). The course evaluation and/or general education designation as listed in AZCAS is valid for the term in which the student is awarded credit on the transcript.
- Follows the graduation policies within the general catalog.
- Includes both courses and their modular equivalents, either the course or the modular equivalents will satisfy the Associate in Business General Requirements.
- Accepts one of the courses that is cross-referenced with other courses.
- Provides for exemption from Arizona university admission requirements for students who complete the ABus GR degree from a regionally accredited post-secondary institution with a minimum 2.0 on a 4.0=A scale for Arizona residents and a minimum 2.5 on a 4.0=A scale for non-residents.

Degree Requirements
The 62-63 semester credits required for the Associate in Business General Requirements follow. View specific course information via the following website: www.maricopa.edu/academic/ccta/ Click on the AGEC icon. Select Maricopa Community College District or any of the Maricopa Community Colleges Click on the appropriate AGEC A, B, S, or AGEC Matrix. The lists identify the courses in alpha-order by prefix as well as the different Core Areas and Awareness Areas where the course will apply.

I. MCCCD General Education ............................................................ Credits
A. MCCCD AGEC-B ................................................................. 35
   1. Core Areas. ........................................................................ 35
      a. First-Year Composition (FYC) ................................................. 6
      b. Literacy and Critical Inquiry [L] ............................................. 3
      c. Mathematical Studies [MA/CS] ............................................. 6
         To complete the Mathematical Studies requirement select one course to satisfy Mathematics [MA] B and a second course from Computer/Statistics/Quantitative Applications [CS].
         1) Mathematics [MA] B (3 credits)  
            MAT212, brief calculus, or a higher level mathematics course  
            AND
         2) Computers/Statistics/Quantitative Applications [CS] (3 credits)  
      d. Humanities and Fine Arts [HU] ........................................... 6
         Students are encouraged to choose coursework from more than one discipline for a total of six semester credits.
      e. Social and Behavioral Sciences [SB] .................................. 6
         Students are encouraged to choose coursework from more than one discipline for a total of six semester credits.

For the most current information regarding degree requirements log onto www.maricopa.edu/academic/ccta.
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.

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 MCCCD and the institutions to which MCCCD students transfer, students have the option to petition for course evaluations and/or general education designations:

- Requires courses that transfer as an equivalent course, departmental elective credit (XXXXDEC), or general elective credit (Elective) at all Arizona public universities according to the Arizona Course Equivalency Guide (CEG). 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 AGEC icon. Select Maricopa Community College District or any of the Maricopa Community Colleges. Click on the appropriate AGEC A, B, S, or AGEC Matrix. The lists identify the courses in alphabetical order by prefix as well as the different Core Areas and Awareness Areas where the course will apply.

I. MCCCD General Education ................................................... Credits

A. MCCCD AGEC-B

1. Core Areas. ........................................................................ 35

   a. First-Year Composition (FYC) ........................................ 6
   b. Literacy and Critical Inquiry [L] ................................. 3
   c. Mathematical Studies [MA/CS] ........................................ 6

      To complete the Mathematical Studies requirement select one course to satisfy 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
• **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
  AGB  Agribusiness 139
  AJS  Administration of Justice Studies 119/205
  AMS  Automated Manufacturing System 150
  ARC  Architecture 243/244/245
  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

For the most current information regarding degree requirements log onto www.maricopa.edu/academic/ccta.
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
  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

For the most current information regarding degree requirements log onto www.maricopa.edu/academic/ccta.
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 100/100AA&100AB&100AC/110/110AA&110AB&110AC/163/230/250/263
ECH  Early Childhood Education 176
ECN  Economics Any ECN Course(s)
EDU  Education 221/222
EED  Early Education 200/205/222
EMT  Emergency Medical Technology 258
ENG  English 213
FOR  Forensic Science 275
FSC  Fire Science 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)
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
### Degree Requirements

#### BIO  Biology

#### CHM  Chemistry

#### 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.

For the most current information regarding degree requirements log onto www.maricopa.edu/academic/ccta.
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

For the most current information regarding degree requirements log onto www.maricopa.edu/academic/cccta.
• **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/
       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.
  
<table>
<thead>
<tr>
<th>Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHU</td>
<td>Arabic Humanities 245</td>
</tr>
<tr>
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</tr>
<tr>
<td>AJS</td>
<td>Administration of Justice Studies 123</td>
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<tr>
<td>ARH</td>
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</tr>
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</tr>
<tr>
<td>COM</td>
<td>Communication 241</td>
</tr>
<tr>
<td>DAH</td>
<td>Dance Humanities 100/201/250</td>
</tr>
<tr>
<td>EDU</td>
<td>Education 291/292/294</td>
</tr>
<tr>
<td>ENG</td>
<td>English 200/213/218</td>
</tr>
<tr>
<td>ENH</td>
<td>English Humanities Any ENH Course(s) (except 250)</td>
</tr>
<tr>
<td>FRE</td>
<td>French 265</td>
</tr>
<tr>
<td>HCR</td>
<td>Health Care Related 210</td>
</tr>
<tr>
<td>HIS</td>
<td>History 101/102/103/108/111/113/114/212/243/253/254/275</td>
</tr>
<tr>
<td>HUM</td>
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</tr>
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<td>THP</td>
<td>Theater Performance/Production 241</td>
</tr>
<tr>
<td>WST</td>
<td>Women's Studies 209/284/285/290</td>
</tr>
</tbody>
</table>

For the most current information regarding degree requirements log onto www.maricopa.edu/academic/ccta.
• **Social and Behavioral Sciences (3 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  
  101/200/225/258/259/270
- **ASB**  
  Anthropology 100/102/202/211/222/ 
  223/226/230/235/252
- **ASM**  
  Anthropology 104/275
- **CFS**  
  Child/Family Studies  
  112/157/159/176/205/235/259
- **COM**  
  Communications 100/100AA&100 
  AB&100AC/110/110AA&110AB & 
  110AC/163/230/250/263
- **ECH**  
  Early Childhood Education 176
- **ECN**  
  Economics Any ECN course(s)
- **EDU**  
  Education 221/222
- **EED**  
  Early Education 200/205/222
- **EMT**  
  Emergency Medical Technology 258
- **ENG**  
  English 213
- **FOR**  
  Forensic Science 275
- **FSC**  
  Fire Science 258
- **FUS**  
  Future Studies 101
- **GCU**  
  Cultural Geography  
  102/121/122/141/221/227
- **HES**  
  Health Science 100
- **HIS**  
  History Any HIS course(s) (except 
  111,170, 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/ 
  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 (4 credits)**

The lecture course(s) selected for Natural Sciences must include or be accompanied by the 
corresponding laboratory course. The lecture and corresponding laboratory course(s) may carry 
separate credit. Students should consult with an advisor for appropriate course selection.

- **AGS**  
  Agricultural Science 164
- **ASB**  
  Anthropology (Soc/Bhv. Science)  
  231
- **ASM**  
  Anthropology (Science/Math)  
  104/265
- **AST**  
  Astronomy  
  101/102/111/112/113/114
- **BIO**  
  Biology 100/101/102/105/107/108/ 
  109/111/145/ 
  149AN/156/160/181/182/201/202/ 
  205/241/245
- **CHM**  
  Chemistry 107&107LL/130&130LL/ 
  130AA/150AA/150&151LL/151AA/ 
  151&151LL/152AA/152&152LL/ 
  154&154LL/230&230LL
- **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

For the most current information regarding degree requirements log onto www.maricopa.edu/academic/ccta.
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.

For the most current information regarding degree requirements log onto www.maricopa.edu/academic/ccta.
Certain licensing boards may require a separate background check or clearance card upon application for licensure or certification.

The MCCCD supplemental background check review may include searches of the following databases and information but MCCCD 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
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
7. Any misdemeanor relating to a controlled substance conviction in last 7 years
8. Any other misdemeanor conviction within last 3 years with the exception—any misdemeanor traffic misdemeanor [NOTE that a DUI is NOT considered a traffic misdemeanor.]

The information that MCCCD uses for the “pass/fail” background check is subject to change at any time without notice.

MCCCD recommends that students carry proof of the background clearance at all times during any clinical agency learning experience.
Students Accepted in a Program before September 1, 2011

Students who are accepted in a program before September 1, 2011 will generally need to meet the requirements of each program that existed before that date. It is not MCCCD’s intent to apply the standards effective on September 1, 2011 to students accepted in a program before that date. However, note that MCCCD always reserves the right to change the requirements for these programs, even after a student is accepted. Students should be aware of this right.

Duty to Report Changes; Removal

Students have an obligation to immediately report to the director of their program any change in the information that they supplied on forms submitted to initiate background checks relating to the allied health or nursing program. That includes information provided to the Arizona Department of Public Safety and MCCCD’s supplemental background check vendor, as well as that related to the background check required by a clinical agency. Failure to do so will result in removal from the program. Additionally, any change in background check status that would affect the student’s clearance under either MCCCD’s or a clinical agency’s standards will result in removal from a program.

Additional Clinical Agency Background Check

Some clinical agencies require that students assigned to their sites submit to a criminal background check covering other offenses, as well as a drug screening. Students are required to pay for the additional agency clinical background check. A clinical agency that requires this additional background check may refuse to place a student due to information the clinical agency obtains in its background check even though that student possess a valid Level I Fingerprint Clearance Card and has obtained a “pass” status on the MCCCD supplemental background check.

Some conditions that have resulted in students being denied placement at clinical agencies include pending criminal charges, outstanding warrants, unfinished terms of a sentence (such as unpaid fines), pattern of repeated types of arrests/convictions, and failure to disclose all past arrests/convictions when asked to do so on any background check application.

Inability to Place

MCCCD has no obligation to make repeated attempts to place a student when the reason for MCCCD’s inability to place the student is due to background check issues. Since clinical agency assignments are mandatory requirements for completion of a program, a student’s inability to complete required clinical experience due to his or her background check issues will result in removal from the program.

Changes to Admission or Background Check Requirements

MCCCD may change its program admission requirements or background check requirements without notice at any time.

No Guarantee of Receipt of Licensure/Certificate

Many of the nursing and allied health programs prepare graduates for application for State or National certificates or licenses. In some professions, such licensure and certification is required prior to employment or practice in the profession. Graduation from a nursing and allied health program does not guarantee the receipt of a license or certificate to practice in the field of study.
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

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
Music Business .................................................................................... PC, GC, MC, PC, PV, SC, SM

Commercial Art/Advertising Art
Computer Graphic Design ................................................................. PC
(See Media Technology section for additional programs and related areas)
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
Accounting .......................................................................................... CG, EM, GC, GW, PC, RS, SM
Accounting Paraprofessional ............................................................... GC
Accounting – Specialized Para-Professional ......................................... PV
Bookkeeping ........................................................................................ SC
Microcomputer Accounting ................................................................. PV
Software Quality Assurance .............................................................. MC
(See Business Administration for additional programs and related areas)

Business Administration
Business ............................................................................................... MC, SC
Business (Fastrack) .............................................................................. MC, SC
General Business ................................................................................ CG, GC, MC, PC, RS, SC, SM
(See Management and Finance section for additional programs and related areas)
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
(See Middle Management section for additional programs and related areas)
Retail Management .............................................................................. 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
Small Business Start-Up ..................................................................... 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 ......................... PC
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 ............................. EM, GW
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 .........................PC
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)
Dietetic Technology ........................................ CG, PV
Food Service Administration .......................... PC
Professional Food and Beverage Service ............ PC
Sustainable Food Systems ............................... MC, RS

Hospitaility
Airline Operations: Ground Operations ............ RS
Airline Operations: Initial Flight Attendant ....... RS
Airline Operations: Passenger Services .......... RS
Airline Operations: Reservations .................. RS
Culinary Arts ........................................ SC
(See Food & Nutrition section for additional programs and related areas)
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 ..................... EM
Hospitality/Hotel Management ..................... EM
Hospitality and Tourism/Tourism Development and Management .................... SC

HUMAN SERVICES

Parks, Recreation, Leisure and Fitness Studies
Recreation Management .............................. MC, SC

Health and Physical Education/Fitness
Group Fitness Instructor ............................... GC, MC
Personal Trainer ........................................ GC, MC
Personal Training Specialist ....................... CG, EM, GC, MC, PV, SC, SM
Strength and Personal Training ...................... CG, GC, MC, PV, SC, SM
Teaching, Healing, Meditation & Stress Management ...................................... PV

Therapeutic Massage ................................. CG, PC
Yoga Instruction ........................................ SC
Yoga Therapy .......................................... SC

Family and Consumer Science
Nutrition for Fitness and Wellness ................ GC, MC, SC

Social Sciences
Addictions and Substance Use Disorders Level I ........................... RS
Addictions and Substance Use Disorders Level II ................................ RS
Deaf Studies .............................................. RS
Interpreter Preparation ............................... PC
Professional Addictions Counseling ................. RS

Social Services
Adolescent Studies ....................................... PC
Family Development ..................................... PC
Family Support ......................................... PC

Mortuary Science
Mortuary Science ........................................ MC

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/Basics ..................... MC

Computer Hardware and Desktop Support
Computer Hardware and Network Support ....... CG, EM
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 .............................. CG, GC, EM
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 ............................... CG
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
### Degree Requirements

**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 Programming**  
CG, 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 .................................. GW
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
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

M A R K E T I N G , S A L E S , A N D S E R V I C E

Marketing
Marketing .................................................. PC, GC, PV, SM, SC
Salesmanship ............................................... MC

Law, Public Safety, Corrections, and Security
Emergency Medical Technology ................ CG, GC, MC, PC, PV
(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

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

Fire Officer Leadership ................................ CG, EM, GC, MC, PC, PV, RSC, SC
Fire Science .................................................. PC, RS, EM, MC
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.
  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

#### Certificate of Completion: CCL 5665
23-26 Credits

Program Contact:
Matt Fisher - (480) 857-5538
matt.fisher@cgc.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:**

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<td>GBS205</td>
<td>Legal, Ethical and Regulatory Issues</td>
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#### Associate in Applied Science: AAS 3149
60-65 Credits

Program Contact:
Matt Fisher - (480) 857-5538
matt.fisher@cgc.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.

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<td>Legal, Ethical and Regulatory Issues</td>
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</tr>
<tr>
<td>Course Code</td>
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<td>Credits</td>
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<tr>
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<tr>
<td>ACC121</td>
<td>Income Tax Preparation (3)</td>
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<tr>
<td>+ACC221</td>
<td>Tax Accounting (3)</td>
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<tr>
<td>CIS14DE</td>
<td>Excel Spreadsheet</td>
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<tr>
<td>CIS105</td>
<td>Survey of Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>GBS151</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>GBS205</td>
<td>Legal, Ethical and Regulatory Issues in Business</td>
<td>3</td>
</tr>
<tr>
<td>+GBS233</td>
<td>Business Communication</td>
<td>3</td>
</tr>
</tbody>
</table>

**Critical Reading**
Met by CRE101, College Critical Reading OR Equivalent as indicated by assessment in Program Prerequisites area.

**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.

**Social and Behavioral Sciences**
ECN211 Macroeconomic Principles (3) OR ECN212 Microeconomic Principles (3) OR SBU200 Society and Business (3)

**Natural Sciences**
Any approved general education course in the Natural Sciences area.

**GENERAL EDUCATION:** 22-24 CREDITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG101</td>
<td>First-Year Composition (3)</td>
<td></td>
</tr>
<tr>
<td>ENG107</td>
<td>First-Year Composition for ESL (3) AND</td>
<td></td>
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<tr>
<td>ENG102</td>
<td>First-Year Composition (3)</td>
<td></td>
</tr>
<tr>
<td>ENG108</td>
<td>First-Year Composition for ESL (3)</td>
<td>6</td>
</tr>
</tbody>
</table>

**Oral Communication**
Any approved general education course in the Oral Communication area.

**RESTRICTED ELECTIVES:** 9 CREDITS
ACC+++++ Any ACC Accounting course(s) except courses used to satisfy Required Courses area.

CIS117CM Microsoft Access: Database Management

GBS110 Human Relations in Business and Industry (3) OR MGT251 Human Relations in Business (3)

GBS131 Business Calculations

GBS207 Business Law (General Corporate)

+GBS220 Quantitative Methods in Business

For the most current information regarding degree requirements log onto www.maricopa.edu/academic/ccta.
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:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJS119</td>
<td>Computer Applications in Justice Studies</td>
<td>3</td>
</tr>
<tr>
<td>AJS200</td>
<td>Current Issues in Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td>AJS225</td>
<td>Criminology</td>
<td>3</td>
</tr>
<tr>
<td>AJS258</td>
<td>Victimology and Crisis Management</td>
<td>3</td>
</tr>
<tr>
<td>AJS270</td>
<td>Community Relations</td>
<td>3</td>
</tr>
<tr>
<td>AJS123</td>
<td>Ethics and the Administration of Justice</td>
<td>3</td>
</tr>
<tr>
<td>AJS101</td>
<td>Introduction to Criminal Justice</td>
<td>3</td>
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</tbody>
</table>

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

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

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
AJS123 Ethics and the Administration of Justice .................. 3

Social and Behavioral Sciences
AJS101 Introduction to Criminal Justice .................. 3

Natural Sciences
Any approved general education course in the Natural Sciences area .................. 4
Correcational Studies

Certificate of Completion: CCL 5776
18 Credits

Program Contact:
Lee Kutzke ~ (480) 732-7334

Program Description
The Certificate of Completion (CCL) in Correcational 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.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>AJS109</td>
<td>Substantive Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>AJS124</td>
<td>Correctional Institutions</td>
<td>3</td>
</tr>
<tr>
<td>AJS212</td>
<td>Juvenile Justice Procedures</td>
<td>3</td>
</tr>
<tr>
<td>AJS240</td>
<td>The Correction Function</td>
<td>3</td>
</tr>
<tr>
<td>AJS250</td>
<td>Correctional Administration</td>
<td>3</td>
</tr>
<tr>
<td>AJS275</td>
<td>Criminal Investigation I</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJS109</td>
<td>Substantive Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>AJS124</td>
<td>Correctional Institutions</td>
<td>3</td>
</tr>
<tr>
<td>AJS212</td>
<td>Juvenile Justice Procedures</td>
<td>3</td>
</tr>
<tr>
<td>AJS240</td>
<td>The Correction Function</td>
<td>3</td>
</tr>
<tr>
<td>AJS250</td>
<td>Correctional Administration</td>
<td>3</td>
</tr>
<tr>
<td>AJS275</td>
<td>Criminal Investigation I</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

Required Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AJS109</td>
<td>Substantive Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>AJS/DPR/ FSC139</td>
<td>Emergency Response to Terrorism</td>
<td>3</td>
</tr>
<tr>
<td>AJS195</td>
<td>International and Domestic Terrorism</td>
<td>3</td>
</tr>
<tr>
<td>AJS230</td>
<td>The Police Function</td>
<td>3</td>
</tr>
<tr>
<td>AJS260</td>
<td>Procedural Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td>AJS275</td>
<td>Criminal Investigation I</td>
<td>3</td>
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</tbody>
</table>
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
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.
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**

Light 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

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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>+AET226</td>
<td>Introduction to Unmanned Aircraft Systems Operation</td>
<td>2</td>
</tr>
<tr>
<td>+AET227</td>
<td>Certified Flight Instructor: Airplane, Single Engine Land Ground School</td>
<td>4</td>
</tr>
<tr>
<td>+AET230</td>
<td>Certified Flight Instructor: Airplane, Single Engine Land Flight</td>
<td>1</td>
</tr>
<tr>
<td>+AET228</td>
<td>Public Safety Aviation</td>
<td>3</td>
</tr>
<tr>
<td>+AET260</td>
<td>Public Safety Aviation Applications in Unmanned Aircraft Systems Flight Lab</td>
<td>3</td>
</tr>
<tr>
<td>+AET229</td>
<td>Crew Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>+AET237</td>
<td>Multiengine Airplane Pilot Ground School</td>
<td>2</td>
</tr>
<tr>
<td>+AET240</td>
<td>Multiengine Airplane Pilot Flight</td>
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**RESTRICTED ELECTIVES: NONE**

**GENERAL EDUCATION:**

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<th>Category</th>
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<td>Core</td>
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**First-Year Composition**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
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</thead>
<tbody>
<tr>
<td>+ENG101</td>
<td>First-Year Composition (3) OR</td>
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</tr>
<tr>
<td>+ENG107</td>
<td>First-Year Composition for ESL (3) AND</td>
<td></td>
</tr>
<tr>
<td>+ENG102</td>
<td>First-Year Composition (3) OR</td>
<td></td>
</tr>
<tr>
<td>+ENG108</td>
<td>First-Year Composition for ESL (3) OR</td>
<td></td>
</tr>
<tr>
<td>+ENG111</td>
<td>Technical and Professional Writing (3)</td>
<td>6</td>
</tr>
</tbody>
</table>

**Oral Communication**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>+COM225</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
</tbody>
</table>

**Critical Reading**

Met by CRE101 in Program Prerequisites area.

**Mathematics**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>+MAT187</td>
<td>Precalculus (5) OR</td>
<td>5</td>
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</table>

Equivalent as indicated by assessment OR Satisfactory completion of a higher level mathematics course.

**DISTRIBUTION:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Humanities and Fine Arts</td>
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<tr>
<td>Social and Behavioral Sciences</td>
<td>2-3</td>
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<tr>
<td>Natural Sciences</td>
<td>4</td>
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<table>
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<th>Course Title</th>
<th>Units</th>
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<tbody>
<tr>
<td>ECN212</td>
<td>Microeconomic Principles</td>
<td>3</td>
</tr>
<tr>
<td>PHY111</td>
<td>General Physics I</td>
<td>4</td>
</tr>
</tbody>
</table>
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

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
+AMT126 Fundamentals of Mathematics and Electricity .................. 9
+AMT128 Fundamentals of Aviation Physics, Corrosion Control, Materials and Processes, Fluid Lines and Fittings ............ 5

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.

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

+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
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
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.
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 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 Permission of the Department or Division.

REQUIRED COURSES: 65 CREDITS

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.
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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+AMT228AA</td>
<td>Aircraft Electrical Systems, Instruments, Fuel Indicating, Communication and Navigation Systems: Part 65</td>
<td>7</td>
</tr>
<tr>
<td>+AMT230AA</td>
<td>Airframe Assembly, Inspection, and Welding: Part 65</td>
<td>6</td>
</tr>
<tr>
<td>+AMT263</td>
<td>Aircraft Turbine Engines</td>
<td>5</td>
</tr>
<tr>
<td>+AMT264AA</td>
<td>Aircraft Reciprocating Engines: Part 65</td>
<td>7</td>
</tr>
<tr>
<td>+AMT266</td>
<td>Engine Fuel System, Fuel Metering and Induction System</td>
<td>6</td>
</tr>
<tr>
<td>+AMT268AA</td>
<td>Engine Electrical, Ignition and Starter Systems: Part 65</td>
<td>6</td>
</tr>
<tr>
<td>+AMT270AA</td>
<td>Engine Instruments, Fire Protection and Lubrication, Cooling and Exhaust Systems: Part 65</td>
<td>5</td>
</tr>
<tr>
<td>+AMT272</td>
<td>Propeller Systems and Engine Inspections</td>
<td>4</td>
</tr>
</tbody>
</table>

**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.

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.

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
+ART274 Advanced Computer
Photographic Imaging ................ 3
Photographic Imaging ................ 3
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

<table>
<thead>
<tr>
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<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>ACC111</td>
<td>Accounting Principles I</td>
<td>3</td>
</tr>
<tr>
<td>CIS105</td>
<td>Survey of Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>GBS151</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>GBS205</td>
<td>Legal, Ethical and Regulatory Issues in Business</td>
<td>3</td>
</tr>
</tbody>
</table>

RESTRICTED ELECTIVES:  9 CREDITS
Any ACC or GBS prefixed courses not listed in the Required Courses area.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ACC+++</td>
<td>Any ACC Accounting prefixed courses not listed under the Required Courses area</td>
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<tr>
<td>GBS+++</td>
<td>Any GBS General Business prefixed courses not listed under the Required Courses area</td>
<td>1-9</td>
</tr>
<tr>
<td>IBS+++</td>
<td>Any IBS International Business prefixed courses</td>
<td>1-9</td>
</tr>
<tr>
<td>MGT+++</td>
<td>Any MGT Management prefixed courses</td>
<td>1-9</td>
</tr>
<tr>
<td>MKT+++</td>
<td>Any MKT Marketing prefixed courses</td>
<td>1-9</td>
</tr>
<tr>
<td>REA+++</td>
<td>Any REA Real Estate prefixed courses</td>
<td>1-9</td>
</tr>
<tr>
<td>SBS+++</td>
<td>Any SBS Small Business Management prefixed courses</td>
<td>1-9</td>
</tr>
</tbody>
</table>

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 |

REQUIRED COURSES:  21 CREDITS

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tr>
<td>ACC111</td>
<td>Accounting Principles I</td>
<td>3</td>
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<tr>
<td>CIS105</td>
<td>Survey of Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>GBS110</td>
<td>Human Relations in Business and Industry</td>
<td>3</td>
</tr>
<tr>
<td>MGT175</td>
<td>Business Organization and Management</td>
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</table>
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

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.
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 MCCCD occupational program and/or Academic Certificate. Industry/job related course credits must include a minimum of 9 credits with a common subject or theme. Program of study must be approved by the business department chair or designee.

GENERAL 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) ............... 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.

REQUISITE COURSES: 33 CREDITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC111</td>
<td>Accounting Principles I</td>
<td>3</td>
</tr>
<tr>
<td>BPC110</td>
<td>Computer Usage and Applications (3)</td>
<td>3</td>
</tr>
<tr>
<td>CISI05</td>
<td>Survey of Computer Information Systems (3)</td>
<td>3</td>
</tr>
<tr>
<td>+ENG101</td>
<td>First-Year Composition (3)</td>
<td>3</td>
</tr>
<tr>
<td>+ENG107</td>
<td>First-Year Composition for ESL (3)</td>
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<tr>
<td>GBS110</td>
<td>Human Relations in Business and Industry (3)</td>
<td>3</td>
</tr>
<tr>
<td>MGT251</td>
<td>Human Relations in Business (3)</td>
<td>3</td>
</tr>
<tr>
<td>GBS131</td>
<td>Business Calculations (3)</td>
<td>3</td>
</tr>
<tr>
<td>+MAT102</td>
<td>Mathematical Concepts/Applications (3)</td>
<td>3</td>
</tr>
<tr>
<td>+GBS233</td>
<td>Business Communication</td>
<td>3</td>
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<tr>
<td>COM110</td>
<td>Interpersonal Communication (3)</td>
<td>3</td>
</tr>
<tr>
<td>INDI133</td>
<td>Speaking in Business (3)</td>
<td>3</td>
</tr>
<tr>
<td>MGT101</td>
<td>Techniques of Supervision (3)</td>
<td>3</td>
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<tr>
<td>MGT229</td>
<td>Management and Leadership I (3)</td>
<td>3</td>
</tr>
</tbody>
</table>

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.

REQUISITE COURSES: 39 CREDITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>ACC111</td>
<td>Accounting Principles I</td>
<td>3</td>
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<tr>
<td>+ACC230</td>
<td>Uses of Accounting Information I (3)</td>
<td>3</td>
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<tr>
<td>+ACC240</td>
<td>Uses of Accounting Information II (3)</td>
<td>3</td>
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<tr>
<td>BPC110</td>
<td>Computer Usage and Applications (3)</td>
<td>3</td>
</tr>
<tr>
<td>CISI05</td>
<td>Survey of Computer Information Systems (3)</td>
<td>3</td>
</tr>
<tr>
<td>COM110</td>
<td>Interpersonal Communication (3)</td>
<td>3</td>
</tr>
<tr>
<td>INDI133</td>
<td>Speaking in Business (3)</td>
<td>3</td>
</tr>
<tr>
<td>GBS110</td>
<td>Human Relations in Business and Industry (3)</td>
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</tbody>
</table>
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

GENERAL EDUCATION: 25 CREDITS
CORE: 15 CREDITS

First-Year Composition
+ENG101 First-Year Composition (3) OR
+ENG107 First-Year Composition for ESL (3) AND
+ENG102 First-Year Composition (3) OR
+ENG108 First-Year Composition for ESL (3) OR
+ENG111 Technical Writing (3) .......... 6

ENG102 or ENG108 recommended for students pursuing a BAS degree at an Arizona university.

Oral Communication
+COM230 Small Group Communication .......... 3

Critical Reading
+CRE101 College Critical Reading (3) OR Equivalent by assessment .................. 3

Mathematics
+MAT102 Mathematical Concepts/Applications (3) OR
Satisfactory completion of a higher mathematics course .................. 3

DISTRIBUTION: 10 CREDITS

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

Social and Behavioral Sciences
SBU200 Society and Business .......... 3

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

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.
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

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

Child and Family Development
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)

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.
Networking Administration: Cisco

Certificate of Completion: CCL 5969
14-18 Credits

Program Contact:
Linda Watson - (480) 732-7191
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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CNT140</td>
<td>Cisco Networking Basics</td>
<td>4</td>
</tr>
<tr>
<td>CNT140AA</td>
<td>Cisco Networking Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>CNT138</td>
<td>CCNA Discovery - Networking for Home and Small Businesses</td>
<td>3</td>
</tr>
<tr>
<td>+CNT148</td>
<td>CCNA Discovery - Working at a Small-to-Medium Business or Internet Service Provider</td>
<td>4-6</td>
</tr>
<tr>
<td>+CNT150</td>
<td>Cisco Networking Router Technologies</td>
<td>4</td>
</tr>
<tr>
<td>+CNT150AA</td>
<td>Cisco Routing Protocols and Concepts</td>
<td>4</td>
</tr>
<tr>
<td>+CNT160</td>
<td>Cisco Switching Basics and Intermediate Routing</td>
<td>3</td>
</tr>
<tr>
<td>+CNT160AA</td>
<td>Cisco Local Area Networking (LAN) Switching &amp; Wireless</td>
<td>3-4</td>
</tr>
<tr>
<td>+CNT170</td>
<td>Cisco Wide Area Network (WAN) Technologies</td>
<td>3</td>
</tr>
<tr>
<td>+CNT170AA</td>
<td>Cisco Accessing the Wide-Area Network (WAN)</td>
<td>3-4</td>
</tr>
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</table>

Track 2 - Discovery .......................... 14

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CNT138</td>
<td>CCNA Discovery - Networking for Home and Small Businesses</td>
<td>3</td>
</tr>
<tr>
<td>+CNT148</td>
<td>CCNA Discovery - Working at a Small-to-Medium Business or Internet Service Provider</td>
<td>3</td>
</tr>
<tr>
<td>+CNT158</td>
<td>CCNA Discovery - Introduction to Routing and Switching in the Enterprise</td>
<td>4</td>
</tr>
<tr>
<td>+CNT168</td>
<td>CCNA Discovery - Designing and Supporting Computer Networks</td>
<td>4</td>
</tr>
</tbody>
</table>
Networking Technology: Cisco
Certificate of Completion: CCL 5967
20-24 Credits

Program Contact:
Linda Watson - (480) 732-7191
linda.watson@cgc.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

1. +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

AND
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 4-6

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@cgc.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.
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

轨道 2 - 探索 ............... 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

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.
### Courses available at CGCC
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.

### General Education Requirements

**25 Credits**

**Core:**

- First-Year Composition
  - ENG101 First-Year Composition (3) OR
  - ENG102 First-Year Composition for ESL (3)
  - ENG107 First-Year Composition (3) OR
  - ENG108 First-Year Composition for ESL (3)
  - ENG111 Technical and Professional Writing (3)

**15 Credits**

**Oral Communication**
Any approved general education course in the Communication area

**3 Credits**

**Critical Reading**
- CRE101 College Critical Reading (3) OR
  - Equivalent as indicated by assessment

**3 Credits**

**Mathematics**
Any approved general education course with a MAT subject

**10 Credits**

**DISTRIBUTION:**

- **Humanities and Fine Arts**
  Any approved general education course in the Humanities and Fine Arts area
- **Social and Behavioral Sciences**
  Any approved general education course in the Social and Behavioral Sciences area
- **Natural Sciences**
  Any approved general education course in the Natural Sciences area
### 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**

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<tr>
<td>COM110</td>
<td>Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>+COM225</td>
<td>Public Speaking</td>
<td>3</td>
</tr>
<tr>
<td>+COM230</td>
<td>Small Group Communication</td>
<td>3</td>
</tr>
<tr>
<td>+COM282AC</td>
<td>Volunteerism for Speech Communication: A Service Learning Experience</td>
<td>3</td>
</tr>
<tr>
<td>CRE101</td>
<td>College Critical Reading (3) OR Equivalent as Indicated by Assessment</td>
<td>3</td>
</tr>
<tr>
<td>+ENG101</td>
<td>First Year Composition (3) OR</td>
<td></td>
</tr>
<tr>
<td>+ENG107</td>
<td>First-Year Composition for ESL (3)</td>
<td>3</td>
</tr>
<tr>
<td>+ENG102</td>
<td>First Year Composition (3) OR</td>
<td></td>
</tr>
<tr>
<td>+ENG108</td>
<td>First Year Composition for ESL (3)</td>
<td>3</td>
</tr>
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</table>

**RESTRICTED ELECTIVES: 9 CREDITS**

If choosing BPC110 or CIS105 only one can be applied.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BPC110</td>
<td>Computer Usage and Applications</td>
<td>3</td>
</tr>
<tr>
<td>CIS105</td>
<td>Survey of Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>+COM259</td>
<td>Communication in Business and Professions</td>
<td>3</td>
</tr>
<tr>
<td>COM263</td>
<td>Elements of Intercultural Communication</td>
<td>3</td>
</tr>
<tr>
<td>+ENG111</td>
<td>Technical and Professional Writing</td>
<td>3</td>
</tr>
<tr>
<td>GBS233</td>
<td>Business Communication</td>
<td>3</td>
</tr>
<tr>
<td>IBS109</td>
<td>Cultural Dimension for International Trade</td>
<td>3</td>
</tr>
<tr>
<td>+SWU292</td>
<td>Effective Helping in a Diverse World</td>
<td>3</td>
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</table>

**FREE ELECTIVES: 3 CREDITS**

Any approved General Education course in the Cultural Awareness [C] value (3) OR

**GENERAL EDUCATION:**

NONE
Computer Applications:  
Office Specialist/Core Level  

Certificate of Completion: CCL 5644  
12.5 Credits  

Program Contacts:  
Shirley Miller - (480) 732-7133  
shirley.miller@cgc.edu  
Cathy Urbanski - (480) 732-7011  
cathy.urbanski@cgc.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  

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.
Computer Applications:
Office Specialist/Expert Level
Certificate of Completion: CCL 5024
25 Credits

Program Contacts:
Shirley Miller ~ (480) 732-7133
shirley.miller@cgc.edu
Cathy Urbanski ~ (480) 732-7011
cathy.urbanski@cgc.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@cgc.edu
Cathy Urbanski ~ (480) 732-7011
cathy.urbanski@cgc.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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC111</td>
<td>Accounting Principles I</td>
<td>3</td>
</tr>
<tr>
<td>+ACC115</td>
<td>Computerized Accounting</td>
<td>2</td>
</tr>
<tr>
<td>BPC106AH</td>
<td>Microsoft Outlook: Level I</td>
<td>0.5</td>
</tr>
<tr>
<td>+BPC106BH</td>
<td>Microsoft Outlook: Level II</td>
<td>0.5</td>
</tr>
<tr>
<td>CIS114AE</td>
<td>Excel: Level I</td>
<td>1</td>
</tr>
<tr>
<td>+CIS114BE</td>
<td>Excel: Level II</td>
<td>1</td>
</tr>
<tr>
<td>CIS117AM</td>
<td>Database Management: Microsoft Access – Level I</td>
<td>1</td>
</tr>
<tr>
<td>+CIS117BM</td>
<td>Database Management: Microsoft Access – Level II</td>
<td>1</td>
</tr>
<tr>
<td>CIS118AB</td>
<td>PowerPoint Level I</td>
<td>1</td>
</tr>
<tr>
<td>CIS121AE</td>
<td>Windows Operating System: Level I</td>
<td>1</td>
</tr>
<tr>
<td>CIS113DE</td>
<td>Microsoft Word: Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>+CIS213DE</td>
<td>Advanced Microsoft Word: Word Processing</td>
<td>3</td>
</tr>
<tr>
<td>CIS105</td>
<td>Survey of Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS133AA</td>
<td>Internet/Web Development: Level I-A</td>
<td>1</td>
</tr>
<tr>
<td>+CIS133BA</td>
<td>Internet/Web Development: Level I-B</td>
<td>1</td>
</tr>
<tr>
<td>+CIS233AA</td>
<td>Internet/Web Development: Level II-A</td>
<td>1</td>
</tr>
<tr>
<td>+CIS233BA</td>
<td>Internet/Web Development: Level II-B</td>
<td>1</td>
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<tr>
<td>GBS151</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>OAS108</td>
<td>Business English</td>
<td>3</td>
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</tbody>
</table>

**RESTRICTED ELECTIVES:** 10 CREDITS

Students should select ten (10) credits from the following courses in consultation with a program advisor:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPC/OAS111AA</td>
<td>Computer Keyboarding I</td>
<td>1</td>
</tr>
<tr>
<td>+BPC/OAS111AB</td>
<td>Computer Keyboarding II</td>
<td>1</td>
</tr>
<tr>
<td>+CIS114CE</td>
<td>Excel: Level III</td>
<td>1</td>
</tr>
<tr>
<td>+CIS117CM</td>
<td>Database Management: Microsoft Access - Level III</td>
<td>1</td>
</tr>
<tr>
<td>+CIS118BB</td>
<td>PowerPoint: Level II</td>
<td>1</td>
</tr>
<tr>
<td>BPC128AF</td>
<td>Introduction to Desktop Publishing: MS Publisher</td>
<td>1</td>
</tr>
<tr>
<td>+CIS133CA</td>
<td>Internet/Web Development</td>
<td></td>
</tr>
<tr>
<td>GBS205</td>
<td>Legal, Ethical, and Regulatory Issues in Business</td>
<td></td>
</tr>
<tr>
<td>+GBS233</td>
<td>Business Communication</td>
<td></td>
</tr>
<tr>
<td>MGT101</td>
<td>Techniques of Supervision</td>
<td></td>
</tr>
<tr>
<td>MGT175</td>
<td>Business Organization and Management</td>
<td></td>
</tr>
<tr>
<td>MGT229</td>
<td>Management and Leadership I</td>
<td></td>
</tr>
<tr>
<td>MGT251</td>
<td>Human Relations in Business</td>
<td></td>
</tr>
<tr>
<td>MGT253</td>
<td>Owning and Operating a Small Business</td>
<td></td>
</tr>
<tr>
<td>MKT271</td>
<td>Principles of Marketing</td>
<td></td>
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**GENERAL EDUCATION:** 25 CREDITS

**CORE:** 15 CREDITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ENG101</td>
<td>First-Year Composition (3) OR</td>
<td></td>
</tr>
<tr>
<td>+ENG107</td>
<td>First-Year Composition for ESL (3)</td>
<td>3</td>
</tr>
<tr>
<td>+ENG102</td>
<td>First-Year Composition (3) OR</td>
<td></td>
</tr>
<tr>
<td>+ENG108</td>
<td>First-Year Composition for ESL (3)</td>
<td>6</td>
</tr>
<tr>
<td>COM100</td>
<td>Introduction to Human Communication (3) OR</td>
<td></td>
</tr>
<tr>
<td>+COM230</td>
<td>Small Group Communication (3)</td>
<td>3</td>
</tr>
</tbody>
</table>

**Critical Reading**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+CRE101</td>
<td>College Critical Reading (3) OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Equivalent as indicated by assessment</td>
<td>3</td>
</tr>
</tbody>
</table>

**Mathematics**

Any approved general education course from the Mathematics area   | 3       |

**DISTRIBUTION:** 10 CREDITS

<table>
<thead>
<tr>
<th>Category</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities and Fine Arts</td>
<td>ECN211</td>
<td>Macroeconomic Principles (3) OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ECN212</td>
<td>Microeconomic Principles (3) OR</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SBU200</td>
<td>Society and Business (3)</td>
<td>3</td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Natural Sciences</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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.
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:
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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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</thead>
<tbody>
<tr>
<td>CIS105</td>
<td>Survey of Computer Information Systems (3) OR Permission of the Division</td>
</tr>
</tbody>
</table>

REQUIRED COURSES:
11 CREDITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>+CIS119DO</td>
<td>Introduction to Oracle: SQL</td>
</tr>
<tr>
<td>+CIS119DP</td>
<td>Oracle: Database Administration</td>
</tr>
<tr>
<td>+CIS164AB</td>
<td>Oracle: PL/SQL Programming</td>
</tr>
<tr>
<td>+CIS164AG</td>
<td>Oracle: Data Modeling and Relational Database Design</td>
</tr>
</tbody>
</table>
Computer Hardware and Desktop Support

**Certificate of Completion: CCL 5026**
22-25 Credits

Program Contact:
Linda Watson – (480) 732-7191
linda.watson@cgc.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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPC110</td>
<td>Computer Usage and Applications (3) OR</td>
<td></td>
</tr>
<tr>
<td>CIS105</td>
<td>Survey of Computer Information Systems (3)</td>
<td>3</td>
</tr>
<tr>
<td>CIS121AH</td>
<td>Microsoft PowerShell/Command Line Operations(3) OR</td>
<td></td>
</tr>
<tr>
<td>CIS126DL</td>
<td>Linux Operating System (3)</td>
<td>3</td>
</tr>
<tr>
<td>+BPC170</td>
<td>Computer Maintenance: A+ Exam Prep Level I</td>
<td>3</td>
</tr>
<tr>
<td>+BPC270</td>
<td>Computer Maintenance: A+ Exam Prep Level II</td>
<td>3</td>
</tr>
<tr>
<td>CIS102DA</td>
<td>Customer User Support</td>
<td>3</td>
</tr>
<tr>
<td>+CIS190</td>
<td>Introduction to Local Area Networks (3) OR</td>
<td>3-4</td>
</tr>
<tr>
<td>CNT140AA</td>
<td>Cisco Networking Fundamentals (4) OR</td>
<td></td>
</tr>
<tr>
<td>MST140</td>
<td>Microsoft Networking Essentials (3)</td>
<td>3-4</td>
</tr>
<tr>
<td>MST150++</td>
<td>Microsoft Windows (any suffixed course)</td>
<td>3</td>
</tr>
</tbody>
</table>

### RESTRICTED ELECTIVES: 1-3 CREDITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+CIS290AA-AC</td>
<td>Computer Information Systems Internship</td>
<td>1-3</td>
</tr>
<tr>
<td>+MST141</td>
<td>Enterprise Desktop Support Technician</td>
<td>3</td>
</tr>
</tbody>
</table>
Computer Information Technology

Information Technology

Associate in Applied Science: AAS 3023
60 Credits

Program Contact:
Patricia Baker ~ (480) 732-7392
patricia.baker@cgc.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

Required Courses: 14-27 Credits
CIS224 Project Management Microsoft Project for Windows

Complete one of the following certificates. Some certificates may contain additional course requirements.

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

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

Critical Reading
Met by CRE101 in the Program Prerequisites area

Mathematics
Any approved general education course in the Mathematics area

Distribution: 10 Credits

Humanities and Fine Arts
Any approved general education course in the Humanities and Fine Arts area

Social and Behavioral Sciences
Any approved general education course in the Social and Behavioral Sciences area

Natural Sciences
Any approved general education course in the Natural Sciences area

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.
### Computer Programming

#### Programming and System Analysis

**Certificate of Completion: CCL 5048**

24 Credits

Program Contact:
Patricia Baker - (480) 732-7392
patricia.baker@cgc.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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS105</td>
<td>Survey of Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>CIS224</td>
<td>Project Management Microsoft</td>
<td>3</td>
</tr>
<tr>
<td>CIS126DA</td>
<td>UNIX Operating System (3) OR</td>
<td></td>
</tr>
<tr>
<td>CIS126DL</td>
<td>Linux Operating System (3) OR</td>
<td></td>
</tr>
<tr>
<td>MST150</td>
<td>Microsoft Windows Professional (3) OR</td>
<td></td>
</tr>
<tr>
<td>MST150VI</td>
<td>Microsoft Windows Vista Administration (3) OR</td>
<td></td>
</tr>
<tr>
<td>+CIS150</td>
<td>Programming Fundamentals (3) OR</td>
<td></td>
</tr>
<tr>
<td>+CIS150AB</td>
<td>Object-Oriented Programming Fundamentals (3) OR</td>
<td></td>
</tr>
<tr>
<td>+CIS151</td>
<td>Computer Game Development-Level I (3) OR</td>
<td></td>
</tr>
<tr>
<td>+CIS159</td>
<td>Visual Basic Programming I (3) OR</td>
<td></td>
</tr>
<tr>
<td>+CIS162++</td>
<td>Any C Programming: Level I course (3) OR</td>
<td></td>
</tr>
<tr>
<td>+CIS163AA</td>
<td>Java Programming: Level I (3) . . . . . . . . . . .</td>
<td></td>
</tr>
<tr>
<td>+CIS225</td>
<td>Business Systems Analysis and Design (3) OR</td>
<td></td>
</tr>
<tr>
<td>+CIS225AB</td>
<td>Object Oriented Analysis and Design (3) OR</td>
<td></td>
</tr>
<tr>
<td>+CIS250</td>
<td>Management of Information Systems (3)</td>
<td></td>
</tr>
<tr>
<td>+CIS217AM</td>
<td>Advanced Microsoft Access: Database Management (3) OR</td>
<td></td>
</tr>
<tr>
<td>+CIS119DO</td>
<td>Introduction to Oracle: SQL (3) OR</td>
<td></td>
</tr>
<tr>
<td>+CIS276DA</td>
<td>My SQL Database (3) . . . . . . . . . . . . . . . .</td>
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</table>

**RESTRUCTED ELECTIVES:** 3 CREDITS

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>+CIS251</td>
<td>Computer Game Development-Level II</td>
<td>3</td>
</tr>
<tr>
<td>+CIS259</td>
<td>Visual Basic Programming II . . . . . . . . . . . .</td>
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<tr>
<td>+CIS262++</td>
<td>Any C Programming: Level II Course</td>
<td></td>
</tr>
<tr>
<td>+CIS263AA</td>
<td>Java Programming: Level II . . . . . . . . . . . .</td>
<td></td>
</tr>
</tbody>
</table>

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.
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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRW150</td>
<td>Introduction to Creative Writing (3)</td>
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</tr>
<tr>
<td>CRW155</td>
<td>Bilingual Creative Writing (3)</td>
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</tr>
</tbody>
</table>

CRW200 must be repeated for a total of (2) two credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CRW200</td>
<td>Readings for Writers (1)</td>
<td>2</td>
</tr>
<tr>
<td>CRW201</td>
<td>Portfolio</td>
<td>1</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRW120</td>
<td>Introduction to Writing Children's Literature</td>
<td></td>
</tr>
<tr>
<td>CRW160</td>
<td>Introduction to Writing Poetry</td>
<td></td>
</tr>
<tr>
<td>CRW170</td>
<td>Introduction to Writing Fiction</td>
<td></td>
</tr>
<tr>
<td>CRW172</td>
<td>Introduction to Comic Book Writing</td>
<td></td>
</tr>
<tr>
<td>CRW180</td>
<td>Intro to Writing Nonfiction</td>
<td></td>
</tr>
<tr>
<td>CRW190</td>
<td>Introduction to Screenwriting</td>
<td></td>
</tr>
<tr>
<td>THE118</td>
<td>Playwriting</td>
<td></td>
</tr>
</tbody>
</table>

Series II

Students must complete three (3) of the following courses for a total of nine (9) credits.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRW202</td>
<td>The Writer as Witness</td>
<td></td>
</tr>
<tr>
<td>CRW203</td>
<td>Dialogue</td>
<td></td>
</tr>
<tr>
<td>CRW204</td>
<td>Journaling</td>
<td></td>
</tr>
<tr>
<td>CRW220</td>
<td>Intermediate Writing Children's Literature</td>
<td></td>
</tr>
<tr>
<td>CRW251</td>
<td>Topics in Creative Writing</td>
<td></td>
</tr>
<tr>
<td>CRW260</td>
<td>Intermediate Poetry Writing</td>
<td></td>
</tr>
<tr>
<td>CRW261</td>
<td>Topics in Writing: Poetry</td>
<td></td>
</tr>
<tr>
<td>CRW270</td>
<td>Intermediate Fiction Writing</td>
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<tr>
<td>CRW271</td>
<td>Topics in Writing: Fiction</td>
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<tr>
<td>CRW272</td>
<td>Planning and Structuring the Novel</td>
<td></td>
</tr>
<tr>
<td>CRW273</td>
<td>Writing the Novel</td>
<td></td>
</tr>
<tr>
<td>CRW274</td>
<td>Revising the Novel</td>
<td></td>
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<tr>
<td>CRW275</td>
<td>Writing the Mystery Story</td>
<td></td>
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<tr>
<td>CRW281</td>
<td>Topics in Writing: Non-Fiction</td>
<td></td>
</tr>
<tr>
<td>CRW290</td>
<td>Intermediate Screenwriting</td>
<td></td>
</tr>
<tr>
<td>CRW291</td>
<td>Topics in Writing: Plays</td>
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</tbody>
</table>

Restricted Electives: 3 Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>COM243</td>
<td>Interpreter’s Theatre</td>
<td></td>
</tr>
<tr>
<td>+CRW++</td>
<td>Any CRW Creative Writing prefixed course not listed under Required Courses area</td>
<td>1-3</td>
</tr>
<tr>
<td>ENG235</td>
<td>Magazine Article Writing</td>
<td></td>
</tr>
<tr>
<td>+ENG236</td>
<td>Magazine Writer’s Workshop</td>
<td></td>
</tr>
<tr>
<td>ENG/THE260</td>
<td>Film Analysis</td>
<td></td>
</tr>
<tr>
<td>+ENH++++</td>
<td>Any ENH English Humanities prefixed course</td>
<td></td>
</tr>
<tr>
<td>HUM/THE210</td>
<td>Contemporary Cinema</td>
<td></td>
</tr>
</tbody>
</table>
### 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**

<table>
<thead>
<tr>
<th>REQUIRED COURSES:</th>
<th>32 CREDITS</th>
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<tbody>
<tr>
<td>ECH128</td>
<td>Early Learning: Play and the Arts . 3</td>
</tr>
<tr>
<td>EED200</td>
<td>Foundations of Early Childhood Education . 3</td>
</tr>
<tr>
<td>EED212</td>
<td>Guidance, Management and the Environment . 3</td>
</tr>
<tr>
<td>EED215</td>
<td>Early Learning: Health, Safety, Nutrition and Fitness . 3</td>
</tr>
<tr>
<td>EED220</td>
<td>Child, Family, Community and Culture . 3</td>
</tr>
<tr>
<td>EED222</td>
<td>Introduction to the Exceptional Young Child: Birth to Age Eight . 3</td>
</tr>
<tr>
<td>EED245</td>
<td>Early Learning: Language Acquisition and Literacy Development . 3</td>
</tr>
<tr>
<td>+EED255</td>
<td>Portfolio Development and Writing for the Profession . 3</td>
</tr>
<tr>
<td>+EED260</td>
<td>Early Childhood Infant/Toddler Internship . 1</td>
</tr>
<tr>
<td>+EED261</td>
<td>Early Childhood Preschool Internship . 1</td>
</tr>
<tr>
<td>+EED278</td>
<td>Early Learning: Curriculum and Instruction - Birth/Preschool . 3</td>
</tr>
<tr>
<td>+EED280</td>
<td>Standards, Observation and Assessment of Typical/Atypical Behaviors of Young Children Birth to Age Eight . 3</td>
</tr>
</tbody>
</table>

**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

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.
Block Four: Any CFS, ECH, EED, ITD or FCS prefixed courses not listed in the Required Courses Area

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CFS+++++</td>
<td>Any CFS Child/Family Studies course(s) 1-9</td>
</tr>
<tr>
<td>ECH+++++</td>
<td>Any ECH Early Childhood Education course(s) except courses used to satisfy Required Courses area. 1-9</td>
</tr>
<tr>
<td>EED+++++</td>
<td>Any EED Early Education course(s) except courses used to satisfy Required Courses area. 1-9</td>
</tr>
<tr>
<td>ITD+++++</td>
<td>Any ITD Infant/Toddler Development course(s) 1-9</td>
</tr>
<tr>
<td>FCS+++++</td>
<td>Any FCS Family and Consumer Science course(s) 1-9</td>
</tr>
</tbody>
</table>

**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

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...
+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...
**GENERAL EDUCATION:** 16 CREDITS

<table>
<thead>
<tr>
<th>CORE:</th>
<th>6 CREDITS</th>
</tr>
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<tbody>
<tr>
<td>First-Year Composition</td>
<td>Met by ENG101 AND ENG102 OR ENG111 in Required Courses area. .......................... 0</td>
</tr>
<tr>
<td>Oral Communication</td>
<td>Any approved general education course in the Oral Communication area. .................. 3</td>
</tr>
<tr>
<td>Critical Reading</td>
<td>+CRE101 College Critical Reading (3) OR Equivalent as indicated by assessment ............ 3</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Met by MAT102 in Required Courses area ........ 0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DISTRIBUTION:</th>
<th>10 CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humanities and Fine Arts</td>
<td>Any approved general education course in the Humanities and Fine Arts area. ............ 3</td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td>Any approved general education course in the Social and Behavioral Sciences area. .......... 3</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>Any approved general education course in the Natural Sciences area. .................... 4</td>
</tr>
</tbody>
</table>

**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.

**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 |

**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.
## 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  
  Appropriate English placement test score  
+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.  

### Required Courses: 33 Credits

Students must obtain First Aid/Cardiopulmonary Resuscitation (CPR) certification by the completion of EUT215.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EUT110</td>
<td>Line Work I</td>
<td>2</td>
</tr>
<tr>
<td>+EUT112</td>
<td>Basic Electricity: AC and DC</td>
<td>4</td>
</tr>
<tr>
<td>+EUT115</td>
<td>Field Training I</td>
<td>6</td>
</tr>
<tr>
<td>+EUT210</td>
<td>Line Work II</td>
<td>2</td>
</tr>
<tr>
<td>+EUT211</td>
<td>Electrical Apparatus</td>
<td>4</td>
</tr>
<tr>
<td>+EUT215</td>
<td>Field Training II</td>
<td>6</td>
</tr>
<tr>
<td>+MAT122</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC+++++</td>
<td>Any ACC Accounting courses</td>
<td></td>
</tr>
<tr>
<td>BPC+++++</td>
<td>Any BPC Business-Personal</td>
<td></td>
</tr>
<tr>
<td>CAD+++++</td>
<td>Any CAD Computer-Aided</td>
<td></td>
</tr>
<tr>
<td>CIS+++++</td>
<td>Any CIS Computer-Information</td>
<td></td>
</tr>
<tr>
<td>COM+++++</td>
<td>Any COM Communication courses</td>
<td></td>
</tr>
<tr>
<td>DFT+++++</td>
<td>Any DFT Drafting courses</td>
<td></td>
</tr>
<tr>
<td>EEE+++++</td>
<td>Any EEE Electrical Engineering courses</td>
<td></td>
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<tr>
<td>ELE+++++</td>
<td>Any ELE Electronic courses</td>
<td></td>
</tr>
<tr>
<td>ELT+++++</td>
<td>Any ELT Electronics Technology</td>
<td></td>
</tr>
<tr>
<td>EMT+++++</td>
<td>Any EMT Emergency Medical Technology courses</td>
<td></td>
</tr>
<tr>
<td>HES+++++</td>
<td>Any HES Health Science courses</td>
<td></td>
</tr>
<tr>
<td>GBS+++++</td>
<td>Any GBS General Business courses</td>
<td></td>
</tr>
<tr>
<td>MET+++++</td>
<td>Any MET Manufacturing Technology courses</td>
<td></td>
</tr>
<tr>
<td>NET+++++</td>
<td>Any NET Networking Technology courses</td>
<td></td>
</tr>
<tr>
<td>PED+++++</td>
<td>Any PED Physical Education courses</td>
<td></td>
</tr>
<tr>
<td>PHY+++++</td>
<td>Any PHY Physics courses</td>
<td></td>
</tr>
<tr>
<td>SPA+++++</td>
<td>Any Spanish Courses</td>
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</table>

### General Education: 16 Credits

**Core:** 6 Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ENG101</td>
<td>First-Year Composition</td>
<td>3</td>
</tr>
<tr>
<td>ENG111</td>
<td>Technical Writing (3) OR</td>
<td></td>
</tr>
<tr>
<td>ENG102</td>
<td>First-Year Composition (3)</td>
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</table>

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.
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

Mathematics
Met by MAT122 in Required Courses area .... 0
# 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 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

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT122</td>
<td>Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>MAT187</td>
<td>Precalculus</td>
<td>5</td>
</tr>
<tr>
<td>MAT151</td>
<td>College Algebra/Functions</td>
<td>4</td>
</tr>
<tr>
<td>MAT182</td>
<td>Plane Trigonometry</td>
<td>3</td>
</tr>
</tbody>
</table>

**Required Courses:** 38-46 Credits

The prerequisites for CAD145 have been waived for students who have declared the AAS/3228 in Engineering as their major.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE102</td>
<td>Engineering Analysis Tools and Techniques</td>
<td>2</td>
</tr>
<tr>
<td>ECE102AA</td>
<td>Engineering Analysis Tools and Techniques</td>
<td>2</td>
</tr>
<tr>
<td>ECE103</td>
<td>Engineering Problem Solving and Design</td>
<td>2</td>
</tr>
<tr>
<td>ECE103AB</td>
<td>Engineering Problem Solving and Design</td>
<td>2</td>
</tr>
<tr>
<td>CSC/EEE120</td>
<td>Digital Design Fundamentals</td>
<td>4</td>
</tr>
<tr>
<td>CAD145</td>
<td>Survey of CAD</td>
<td>3</td>
</tr>
<tr>
<td>ECE216</td>
<td>Computer-Aided Engineering</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECE216LL</td>
<td>Computer-Aided Engineering Laboratory</td>
<td>1</td>
</tr>
<tr>
<td>MAT220</td>
<td>Calculus with Analytic Geometry I (5)</td>
<td>4</td>
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<tr>
<td>MAT221</td>
<td>Calculus with Analytic Geometry I (4)</td>
<td>4</td>
</tr>
<tr>
<td>MAT230</td>
<td>Calculus with Analytic Geometry II (5)</td>
<td>4</td>
</tr>
<tr>
<td>MAT231</td>
<td>Calculus with Analytic Geometry II (4)</td>
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<tr>
<td>MAT240</td>
<td>Calculus with Analytic Geometry III (5)</td>
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<tr>
<td>MAT241</td>
<td>Calculus with Analytic Geometry III (4)</td>
<td>4</td>
</tr>
<tr>
<td>MAT276</td>
<td>Modern Differential Equations</td>
<td>4</td>
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<tr>
<td>MAT277</td>
<td>Modern Differential Equations</td>
<td>3</td>
</tr>
<tr>
<td>EEE202</td>
<td>Circuits and Devices</td>
<td>5</td>
</tr>
<tr>
<td>CSC100</td>
<td>Introduction to Computer Science (C++)</td>
<td>3</td>
</tr>
<tr>
<td>CSC100AA</td>
<td>Introduction to Computer Science (C++)</td>
<td>4</td>
</tr>
<tr>
<td>CSC100AB</td>
<td>Introduction to Computer Science for Non-Computer Majors</td>
<td>3</td>
</tr>
<tr>
<td>CSC110</td>
<td>Introduction to Computer Science (Java)</td>
<td>3</td>
</tr>
<tr>
<td>CSC110AB</td>
<td>Introduction to Computer Science for Majors</td>
<td>3</td>
</tr>
<tr>
<td>PHY115</td>
<td>University Physics I (5)</td>
<td>4</td>
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<tr>
<td>PHY121</td>
<td>University Physics I: Mechanics</td>
<td>4</td>
</tr>
<tr>
<td>PHY116</td>
<td>University Physics II (5)</td>
<td>4</td>
</tr>
<tr>
<td>PHY131</td>
<td>University Physics II: Electricity and Magnetism</td>
<td>4</td>
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</tbody>
</table>

**Restricted Electives:** 10-12 Credits

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO181</td>
<td>General Biology</td>
<td>4</td>
</tr>
<tr>
<td>CHM151</td>
<td>General Chemistry I Lecture (3)</td>
<td>4</td>
</tr>
<tr>
<td>CHM151LL</td>
<td>General Chemistry I Laboratory (1)</td>
<td>4</td>
</tr>
<tr>
<td>CHM152</td>
<td>General Chemistry II Lecture (3)</td>
<td>4</td>
</tr>
<tr>
<td>CHM152LL</td>
<td>General Chemistry II Laboratory (1)</td>
<td>4</td>
</tr>
<tr>
<td>ECE111</td>
<td>Bioengineering Systems</td>
<td>3</td>
</tr>
<tr>
<td>ECE211</td>
<td>Engineering Mechanics-Statics</td>
<td>3</td>
</tr>
<tr>
<td>ECE212</td>
<td>Engineering Mechanics-Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>ECE214</td>
<td>Engineering Mechanics</td>
<td>4</td>
</tr>
<tr>
<td>ECE215</td>
<td>Mechanics of Materials</td>
<td>3</td>
</tr>
</tbody>
</table>
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.

**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

---

**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.
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: 0-0.5 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 .............. 0-0.5

TRACK I: Fire Operations and TRACK II: Paramedicine
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

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.
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/FSC149 Hazard Mitigation ...... 3
FSC224 Incident Command Systems .... 3

Track IV: Fire Science Credits: 24
AJS/DPR/FSC147 Emergency Preparedness (3)
OR
AJS/DPR/FSC148 Fundamentals of Emergency Management (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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSC209</td>
<td>Fire Investigation I</td>
<td>3</td>
</tr>
<tr>
<td>+FSC210</td>
<td>Fire Investigation II</td>
<td>3</td>
</tr>
<tr>
<td>+FSC211</td>
<td>Fire Investigation III</td>
<td>3</td>
</tr>
<tr>
<td>+FSC212</td>
<td>Fire Investigation IV</td>
<td>3</td>
</tr>
</tbody>
</table>


**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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>FSC202</td>
<td>Supervisory Training for Firefighters</td>
<td>3</td>
</tr>
<tr>
<td>+ FSC204</td>
<td>Firefighting Tactics and Strategy</td>
<td>3</td>
</tr>
<tr>
<td>+ FSC205</td>
<td>Command Strategies for Major Emergencies</td>
<td>3</td>
</tr>
<tr>
<td>+ FSC208</td>
<td>Firefighter Safety and Building Construction</td>
<td>3</td>
</tr>
<tr>
<td>+ FSC214</td>
<td>Human Resources Management in Fire Service</td>
<td>3</td>
</tr>
</tbody>
</table>
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 required 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

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

**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:**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CIS126DL</td>
<td>Linux Operating System</td>
<td>3</td>
</tr>
<tr>
<td>+CIS238DL</td>
<td>Linux System Administration</td>
<td>3</td>
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**RESTRICTED ELECTIVES:**

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<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>+BPC170</td>
<td>Computer Maintenance: A+ Exam Prep Level I</td>
<td>3</td>
</tr>
<tr>
<td>+BPC270</td>
<td>Computer Maintenance: A+ Exam Prep Level II</td>
<td>3</td>
</tr>
<tr>
<td>CIS105</td>
<td>Survey of Computer Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>+CIS197</td>
<td>VMware ESXI Server Enterprise</td>
<td>4</td>
</tr>
<tr>
<td>CIS121AH</td>
<td>Microsoft PowerShell/Command Line Operations</td>
<td>3</td>
</tr>
<tr>
<td>+CIS226AL</td>
<td>Internet/Intranet Server Administration-Linux</td>
<td>3</td>
</tr>
<tr>
<td>+CIS239DL</td>
<td>Linux Shell Scripting</td>
<td>3</td>
</tr>
<tr>
<td>+CIS240DL</td>
<td>Linux Network Administration</td>
<td>3</td>
</tr>
<tr>
<td>+CIS241DL</td>
<td>Apache Web Server Administration (Linux/Unix)</td>
<td>3</td>
</tr>
<tr>
<td>+CIS270</td>
<td>Essentials of Network and Information Security</td>
<td>3</td>
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<tr>
<td>+CIS271DL</td>
<td>Linux Security</td>
<td>3</td>
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<tr>
<td>+CIS190</td>
<td>Introduction to Local Area Networks (3) OR</td>
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</tr>
<tr>
<td>CNT140AA</td>
<td>Cisco Networking Fundamentals (4) OR</td>
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<tr>
<td>MST140</td>
<td>Microsoft Networking Essentials (3)</td>
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<tr>
<td>+CNT150AA</td>
<td>Cisco Routing Protocols and Concepts</td>
<td>4</td>
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<tr>
<td>MST150++</td>
<td>Microsoft Windows (any suffixed course)</td>
<td>3</td>
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<tr>
<td>CIS280</td>
<td>Current Topics in Computing</td>
<td>3</td>
</tr>
<tr>
<td>+CIS290++</td>
<td>Computer Information Systems Internship (any suffixed course)</td>
<td>1-3</td>
</tr>
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</table>
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 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 MCCCD 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: 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 .................................. 0.50
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**

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.
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 MCCCD 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 3
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.
CATEGORI 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

CATEGORI 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

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: 6 CREDITS

Humanities and Fine Arts
Any approved general education course in the Humanities and Fine Arts area ................ 3

Social and Behavioral Sciences
REC120   Leisure and the Quality of Life ...... 3

Natural Sciences
Met by BIO160 in Program Prerequisites area .... 0

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.
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

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<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>CRE101</td>
<td>College Critical Reading (3) OR Equivalent by assessment</td>
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Required Courses: 14-15 Credits

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<tr>
<td>CIS105</td>
<td>Survey of Computer Information Systems (3) OR BPC110 Computer Usage and Applications (3)</td>
<td>3</td>
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<tr>
<td>MST150</td>
<td>Microsoft Windows Professional (3) OR MST150++ Microsoft Windows (any module) (3)</td>
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<tr>
<td>+MST155DA</td>
<td>Windows Server Network Infrastructure Configuration</td>
<td>4</td>
</tr>
<tr>
<td>+MST157DA</td>
<td>Active Directory Windows Server Configuration</td>
<td>4</td>
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<tr>
<td>+MST152</td>
<td>Microsoft Windows Server (4) OR +MST152DA Microsoft Windows 2000 Server (4) OR +MST152DB Microsoft Windows 2003 Server (4) OR +MST158DA Windows Server Administration (4)</td>
<td>4</td>
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</tbody>
</table>
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

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<thead>
<tr>
<th>Course</th>
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<tr>
<td>ACC109</td>
<td>Accounting Concepts (3) OR</td>
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</tr>
<tr>
<td>ACC111</td>
<td>Accounting Principles I (3)</td>
<td>3</td>
</tr>
<tr>
<td>BPC128</td>
<td>Introduction to Desktop Publishing</td>
<td>1</td>
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<tr>
<td>CIS131AA</td>
<td>Doing Business on the Internet</td>
<td>1</td>
</tr>
<tr>
<td>+COM259</td>
<td>Communication in Business and Professions</td>
<td>3</td>
</tr>
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<td>GBS151</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>MGT253</td>
<td>Owning and Operating a Small Business (3)</td>
<td></td>
</tr>
<tr>
<td>+MUC209</td>
<td>Music Industry Entrepreneurship (3)</td>
<td>3</td>
</tr>
<tr>
<td>MKT271</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MTC101</td>
<td>Introduction to Music Theory OR Higher Level</td>
<td>3</td>
</tr>
<tr>
<td>MUC109</td>
<td>Music Business: Merchandising and the Law.</td>
<td>3</td>
</tr>
<tr>
<td>MUC110</td>
<td>Music Business: Recording and Mass Media</td>
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</tr>
<tr>
<td>+MUC111</td>
<td>Digital Audio Workstation I (DAW I)</td>
<td>3</td>
</tr>
<tr>
<td>MUC195</td>
<td>Studio Music Recording I (3) OR</td>
<td>3</td>
</tr>
<tr>
<td>MUC195AA</td>
<td>Studio Music Recording I (3)</td>
<td>3</td>
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<tr>
<td>+MUC295AA</td>
<td>Self Promotion for Music</td>
<td>1</td>
</tr>
<tr>
<td>+MUC297AB</td>
<td>Music Internship</td>
<td>2</td>
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<tr>
<td>SBS230</td>
<td>Financial and Tax Management for Small Business</td>
<td>2</td>
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</table>

RESTRICTED ELECTIVES: 3 CREDITS

MHL+++ Any MHL Music: History/Literature prefixed course | 3 |

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.
### REQUIRED COURSES: 37 CREDITS

<table>
<thead>
<tr>
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<th>Course Title</th>
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</thead>
<tbody>
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<tr>
<td>ACC111</td>
<td>Accounting Principles I (3)</td>
<td>3</td>
</tr>
<tr>
<td>BPC128</td>
<td>Introduction to Desktop Publishing</td>
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</tr>
<tr>
<td>CIS131AA</td>
<td>Doing Business on the Internet</td>
<td>1</td>
</tr>
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<td>+COM259</td>
<td>Communication in Business and Professions</td>
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<tr>
<td>GBS151</td>
<td>Introduction to Business</td>
<td>3</td>
</tr>
<tr>
<td>+MUC209</td>
<td>Music Industry Entrepreneurship (3) OR</td>
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### RESTRICTED ELECTIVES: 3 CREDITS

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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>MHL+++</td>
<td>Any MHL Music: History/Literature prefixed course</td>
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### GENERAL EDUCATION: 22-25 CREDITS

#### CORE: 12-15 CREDITS

**First-Year Composition**

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<th>Course Code</th>
<th>Course Title</th>
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<td>+ENG101</td>
<td>First-Year Composition (3) AND</td>
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<tr>
<td>+ENG102</td>
<td>First-Year Composition (3)</td>
<td>6</td>
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</table>

**Oral Communication**

Any approved general education course in the Oral Communication area 3

**Critical Reading**

CRE101 College Critical Reading (3) OR Equivalents 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**

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
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 MCCCD 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.

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<th>Course Title</th>
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<td>BIO156</td>
<td>Introductory Biology for Allied Health (4) OR</td>
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<tr>
<td>BIO181</td>
<td>General Biology (Majors) I (4) OR</td>
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<tr>
<td>BIO201</td>
<td>Human Anatomy and Physiology I 4</td>
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<tr>
<td>CHM130</td>
<td>Fundamental Chemistry (3) AND</td>
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<tr>
<td>CHM130LL</td>
<td>Fundamental Chemistry Laboratory (1) OR</td>
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<tr>
<td>MAT120</td>
<td>Intermediate Algebra (5) OR</td>
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<td>MAT121</td>
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<tr>
<td>MAT122</td>
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<td>PSY101</td>
<td>Introduction to Psychology (3) OR</td>
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<td>PSY240</td>
<td>Developmental Psychology (3) OR</td>
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### REQUIRED COURSES:  35 CREDITS

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<td>NUR171</td>
<td>Nursing Theory and Science II</td>
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<td>NUR251</td>
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<td>NUR271</td>
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<td>NUR291</td>
<td>Nursing Clinical Capstone</td>
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<tr>
<td>BIO202</td>
<td>Human Anatomy and Physiology II (4) AND</td>
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<tr>
<td>BIO205</td>
<td>Microbiology (4)</td>
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### GENERAL EDUCATION:  16-19 CREDITS

#### CORE:  6-9 CREDITS

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<td>ENG107</td>
<td>First-Year Composition for ESL (3)</td>
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<tr>
<td>ENG102</td>
<td>First-Year Composition (3) OR</td>
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</tr>
<tr>
<td>ENG108</td>
<td>First-Year Composition for ESL (3)</td>
<td>3</td>
</tr>
<tr>
<td>CRE101</td>
<td>College Critical Reading I (3) OR</td>
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</tr>
<tr>
<td>CRE108</td>
<td>College Critical Reading for ESL (3)</td>
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</tr>
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</table>

#### Oral Communication

Waived ........................................... 0

#### Critical Reading

CRE101 College Critical Reading I (3) OR Equivalent by assessment 0-3

#### Mathematics

Met by MAT120, OR MAT121, OR MAT122 OR Satisfactory completion of higher level mathematics course in Program Prerequisites area 0

#### DISTRIBUTION:  10 CREDITS

**Humanities and Fine Arts**

Any approved general education course in the Humanities and Fine Arts area 2

**Social and Behavioral Sciences**

Met by PSY101 OR PSY240 in Program Prerequisites area 0

**Natural Sciences**

<table>
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<tr>
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</tr>
<tr>
<td>BIO205</td>
<td>Microbiology (4)</td>
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</tbody>
</table>
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 venders, 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
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.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>FON104</td>
<td>Certification in Food Service Safety and Sanitation</td>
<td>1</td>
</tr>
<tr>
<td>FON125</td>
<td>Introduction to Professions in Nutrition and Dietetics</td>
<td>1</td>
</tr>
<tr>
<td>FON142AB</td>
<td>Applied Food Principles</td>
<td>3</td>
</tr>
<tr>
<td>+FON207</td>
<td>Introduction to Nutrition Services Management</td>
<td>3</td>
</tr>
<tr>
<td>+FON210</td>
<td>Sports Nutrition and Supplements for Physical Activity</td>
<td>3</td>
</tr>
<tr>
<td>+FON247</td>
<td>Weight Management Theory</td>
<td>3</td>
</tr>
<tr>
<td>+FON/HES225</td>
<td>Research in Complementary and Alternative Nutrition Therapies</td>
<td>3</td>
</tr>
<tr>
<td>+FON241</td>
<td>Principles of Human Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>+FON242</td>
<td>Introduction to Medical Nutrition Therapy</td>
<td>3</td>
</tr>
<tr>
<td>+FON244AA</td>
<td>Practicum I: Food Service Management - Lecture</td>
<td>2</td>
</tr>
<tr>
<td>+FON244AB</td>
<td>Practicum I: Food Service Management - Lab</td>
<td>2.5</td>
</tr>
<tr>
<td>+FON245AA</td>
<td>Practicum II: Medical Nutrition Therapy</td>
<td>2</td>
</tr>
<tr>
<td>+FON245AB</td>
<td>Practicum II: Medical Nutrition Therapy - Lab</td>
<td>2.5</td>
</tr>
<tr>
<td>+FON246AA</td>
<td>Practicum III: Community Nutrition - Lecture</td>
<td>2</td>
</tr>
<tr>
<td>+FON246AB</td>
<td>Practicum III: Community Nutrition - Lab</td>
<td>2</td>
</tr>
<tr>
<td>HCC145AA</td>
<td>Medical Terminology for Health Care Workers I</td>
<td>1</td>
</tr>
</tbody>
</table>

**GENERAL EDUCATION:** 22-27 CREDITS

**CORE:** 12-17 CREDITS

**First-Year Composition**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ENG101</td>
<td>First-Year Composition (3) OR</td>
<td></td>
</tr>
<tr>
<td>+ENG107</td>
<td>First-Year Composition for ESL (3) AND</td>
<td></td>
</tr>
<tr>
<td>+ENG102</td>
<td>First-Year Composition (3) OR</td>
<td></td>
</tr>
<tr>
<td>+ENG108</td>
<td>First-Year Composition for ESL (3) OR</td>
<td></td>
</tr>
<tr>
<td>+ENG111</td>
<td>Technical Writing (3)</td>
<td>6</td>
</tr>
</tbody>
</table>

**Oral Communication**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM100</td>
<td>Introduction to Human Communication (3) OR</td>
<td></td>
</tr>
<tr>
<td>COM110</td>
<td>Interpersonal Communication (3) OR</td>
<td></td>
</tr>
<tr>
<td>+COM225</td>
<td>Public Speaking (3) OR</td>
<td></td>
</tr>
<tr>
<td>COM230</td>
<td>Small Group Communication (3)</td>
<td></td>
</tr>
</tbody>
</table>

**Critical Reading**

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+CRE101</td>
<td>College Critical Reading (3) OR</td>
<td></td>
</tr>
<tr>
<td>+CRE111</td>
<td>Critical Reading for Business and Industry (3) OR</td>
<td></td>
</tr>
</tbody>
</table>

**Mathematics**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>+MAT120</td>
<td>Intermediate Algebra (5) OR</td>
<td></td>
</tr>
<tr>
<td>+MAT121</td>
<td>Intermediate Algebra (4) OR</td>
<td></td>
</tr>
<tr>
<td>+MAT122</td>
<td>Intermediate Algebra (3) OR</td>
<td></td>
</tr>
</tbody>
</table>

**DISTRIBUTION:** 10 CREDITS

**Humanities and Fine Arts**

Any approved general education course in the Humanities and Fine Arts area

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY101</td>
<td>Introduction to Psychology (3) OR</td>
<td></td>
</tr>
<tr>
<td>SOC101</td>
<td>Introduction to Sociology (3)</td>
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</tbody>
</table>

**Social and Behavioral Sciences**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>CHM130</td>
<td>Fundamental Chemistry (3) AND</td>
<td></td>
</tr>
<tr>
<td>CHM130LL</td>
<td>Fundamental Chemistry Laboratory (1)</td>
<td>4</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>EXS101</td>
<td>Introduction to Exercise Science, Kinesiology and Physical Education</td>
</tr>
<tr>
<td>BIO160</td>
<td>Introduction to Human Anatomy and Physiology</td>
</tr>
<tr>
<td>EXS112</td>
<td>Professional Applications of Fitness Principles</td>
</tr>
<tr>
<td>EXS125</td>
<td>Introduction to Exercise Physiology</td>
</tr>
<tr>
<td>EXS130</td>
<td>Strength Fitness: Physiological Principles and Training Techniques</td>
</tr>
<tr>
<td>EXS132</td>
<td>Cardiovascular Fitness: Physiological Principles and Training Techniques</td>
</tr>
<tr>
<td>EXS145</td>
<td>Exercise Testing and Prescription</td>
</tr>
<tr>
<td>FON100</td>
<td>Introductory Nutrition</td>
</tr>
<tr>
<td>HES154</td>
<td>First Aid/Cardiopulmonary Resuscitation</td>
</tr>
<tr>
<td>+EXS239</td>
<td>Practical Applications of Personal Training Skills and Techniques Internship</td>
</tr>
<tr>
<td>+HES100</td>
<td>Healthful Living</td>
</tr>
<tr>
<td>+WED110</td>
<td>Principles of Fitness and Wellness</td>
</tr>
<tr>
<td>HES271</td>
<td>Prevention and Treatment of Athletic Injuries</td>
</tr>
<tr>
<td>EXS138</td>
<td>Starting Your Own Personal Training Business</td>
</tr>
<tr>
<td>+FON230</td>
<td>Nutrition for Special Populations</td>
</tr>
<tr>
<td>+FON247</td>
<td>Weight Management Theory</td>
</tr>
<tr>
<td>+EXS190</td>
<td>Small Group Personal Training in a Studio Setting</td>
</tr>
<tr>
<td>+EXS192</td>
<td>Small Group Personal Training in a Gym</td>
</tr>
</tbody>
</table>

RESTRICTED ELECTIVES: 4-6 CREDITS
Choose 4-6 credits from one of the groups below:

Wellness/Prevention:
- HES100 Healthful Living (3)
- WED110 Principles of Fitness and Wellness (3)
- HES271 Prevention and Treatment of Athletic Injuries (3)
- EXS138 Starting Your Own Personal Training Business (3)
- +FON230 Nutrition for Special Populations (3)
- +FON247 Weight Management Theory (3)
- EXS138 Starting Your Own Personal Training Business (3)

Group Fitness:
- +EXS190 Small Group Personal Training in a Studio Setting (3)
- +EXS192 Small Group Personal Training in a Gym (3)
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 (NASM) personal trainer certification and the American Council on Exercise (ACE) personal trainer certification. The curriculum is designed to strengthen students' educational background in fitness and nutrition potentially increasing their marketability in these fields. This degree may also meet the needs of individuals with existing degrees in such fields as Exercise Physiology, Nutrition, Athletic Training and other health related disciplines. Registered dietitians, clinical exercise physiologists, personal trainers, exercise specialists, strength and conditioning specialists, coaches, athletes and others interested in acquiring knowledge in exercise, nutrition and health may also find this program appropriate.

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

<table>
<thead>
<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>EXS101</td>
<td>Introduction to Exercise Science, Kinesiology, and Physical Education</td>
</tr>
<tr>
<td>EXS112</td>
<td>Professional Applications of Fitness Principles</td>
</tr>
<tr>
<td>EXS125</td>
<td>Introduction to Exercise Physiology</td>
</tr>
<tr>
<td>EXS130</td>
<td>Strength Fitness-Physiological Principles and Training Techniques</td>
</tr>
<tr>
<td>EXS132</td>
<td>Cardiovascular Fitness: Physiological Principles and Training Techniques</td>
</tr>
<tr>
<td>EXS145</td>
<td>Guidelines for Exercise Testing and Prescription</td>
</tr>
<tr>
<td>EXS214</td>
<td>Instructional Competency: Flexibility and Mind-Body Exercises</td>
</tr>
<tr>
<td>EXS216</td>
<td>Instructional Competency: Muscular Strength and Conditioning</td>
</tr>
<tr>
<td>EXS218</td>
<td>Instructional Competency: Cardiorespiratory Exercises and Activities</td>
</tr>
<tr>
<td>+EXS239</td>
<td>Practical Applications of Personal Training Skills and Techniques Internship (3) OR</td>
</tr>
<tr>
<td>+EXS239AA</td>
<td>Practical Applications of Personal Training Skills and Techniques Internship (1) AND</td>
</tr>
<tr>
<td>+EXS239AB</td>
<td>Practical Applications of Personal Training Skills and Techniques Internship (2)</td>
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<tr>
<td>FON100</td>
<td>Introductory Nutrition</td>
</tr>
<tr>
<td>FON241</td>
<td>Principles of Human Nutrition</td>
</tr>
<tr>
<td>+FON210</td>
<td>Sports Nutrition and Supplements for Physical Activities</td>
</tr>
<tr>
<td>+FON247</td>
<td>Weight Management Theory</td>
</tr>
<tr>
<td>HES154</td>
<td>First Aid/Cardiopulmonary Resuscitation</td>
</tr>
<tr>
<td>RESTRICTED ELECTIVES: 6 CREDITS</td>
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<tr>
<td>EXS+++++</td>
<td>Any EXS Exercise Science courses</td>
</tr>
<tr>
<td>FON+++++</td>
<td>Any FON Food and Nutrition courses</td>
</tr>
<tr>
<td>HES+++++</td>
<td>Any HES Health Science courses</td>
</tr>
<tr>
<td>WED+++++</td>
<td>Any WED Wellness Education courses</td>
</tr>
</tbody>
</table>

General Education: 22-27 Credits

First Year Composition

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ENG101</td>
<td>First-Year Composition (3) OR</td>
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<tr>
<td>ENG107</td>
<td>First-Year Composition for ESL (3) AND</td>
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<tr>
<td>ENG102</td>
<td>First-Year Composition (3) OR</td>
</tr>
<tr>
<td>ENG108</td>
<td>First-Year Composition for ESL (3)</td>
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</tbody>
</table>

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.
Small Business

Certificate of Completion:  CCL 5706
12 Credits

Division Chair:
Matt Fisher – (480) 857-5538
matt.fisher@cgcmail.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.

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

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

Small Business

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

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)

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 different 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 lifelong 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 online learning.

Workforce development at CGCC brings together employers, employees, and education. Instruction is either at the company, at the college, or online. 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 online at 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 features 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 degree 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/ 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 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

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.
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
- 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

**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
- General Business
- Organizational Leadership
- Organizational Management
- Retail Management

Cisco Networking
- Networking Administration:  Cisco
- Networking Technology:  Cisco

Computer Applications
- Computer Applications:
  - Office Specialist/ Core Level
- Computer Applications:
  - 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

**Biological Sciences**

Regi Munro, Division Chair -
(480) 732-7109

Courses:
- BIO  -  Biology
- SUS  -  Sustainability/Natural Sciences
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

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

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
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) ENG = Course Prefix
(2) 101 = Course Number
(3) 3 CREDITS = Course Credits
(4) First-Year Composition = Course Title
(5) * = Periods: Weekly time in class during a typical 16-week semester; 50 minutes = 1 period.
(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: AET107HH.

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: AET110HH.

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. 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: AET217HH and AET210HH.

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

AET227HH 4 CREDITS 4 PERIODS
Certified Flight Instructor: Helicopter Ground School
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

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
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.

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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.

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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

AMT220AA  3 CREDITS  6 PERIODS
Fundamentals of Aircraft Wood Structures, Covering and Finishing, and Bonded Structures: Part 65

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
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
Prehistoric Through Gothic Art
History of art from prehistoric through medieval period. Prerequisites: None.

ARH102 3 CREDITS 3 PERIODS
Renaissance Through Contemporary Art
History of art from around the world from the Renaissance through contemporary period. Prerequisites: None.

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.

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
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
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
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
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
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
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
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. 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. Prerequisites: BPC101AA.

BPC102AD .5 CREDIT .5 PERIOD
Using Windows: Level I
Basic commands and methods associated with the Windows operating system. 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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Periods</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BPC111AA</td>
<td>1</td>
<td>1.7</td>
<td>Computer Keyboarding I&lt;br&gt;Mastery of essential microcomputer keyboarding skills. Emphasis on touch typing of alphabetic and numeric keys and symbols. Prerequisites: None.</td>
</tr>
<tr>
<td>BPC111AB</td>
<td>1</td>
<td>1.7</td>
<td>Computer Keyboarding II&lt;br&gt;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.</td>
</tr>
<tr>
<td>BPC115AA</td>
<td>1</td>
<td>2</td>
<td>Personal Finance Software: Quicken - Level I&lt;br&gt;Introduction to the basic features of Quicken, a computerized personal finances software program. Prerequisites: None.</td>
</tr>
<tr>
<td>BPC128</td>
<td>1</td>
<td>2</td>
<td>Introduction to Desktop Publishing&lt;br&gt;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.</td>
</tr>
<tr>
<td>BPC128AF</td>
<td>1</td>
<td>2</td>
<td>Introduction to Desktop Publishing: MS Publisher&lt;br&gt;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.</td>
</tr>
<tr>
<td>BPC130DK</td>
<td>1</td>
<td>2</td>
<td>Beginning Word&lt;br&gt;Using Word for Windows to create, edit, and print documents. Prerequisites: Ability to keyboard a minimum of 20 wpm or permission of instructor.</td>
</tr>
<tr>
<td>BPC131DK</td>
<td>1</td>
<td>1</td>
<td>Intermediate Word&lt;br&gt;Intermediate concepts in using Word for Windows. Prerequisites: BPC130DK or permission of instructor.</td>
</tr>
<tr>
<td>BPC170</td>
<td>3</td>
<td>4</td>
<td>Computer Maintenance: A+ Exam Prep Level I&lt;br&gt;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.</td>
</tr>
<tr>
<td>BPC171</td>
<td>1</td>
<td>2</td>
<td>Recycling Used Computer Technology&lt;br&gt;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.</td>
</tr>
<tr>
<td>BPC170</td>
<td>3</td>
<td>4</td>
<td>Computer Maintenance: A+ Exam Prep Level II&lt;br&gt;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.</td>
</tr>
<tr>
<td>CAD103AA</td>
<td>1</td>
<td>1</td>
<td>Basic Print Reading for Manufacturing&lt;br&gt;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.</td>
</tr>
<tr>
<td>CFS176</td>
<td>3</td>
<td>3</td>
<td>Child Development&lt;br&gt;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.</td>
</tr>
</tbody>
</table>
CHI - Chinese
CHI101 5 CREDITS 6 PERIODS
Elementary Chinese (Mandarin) I
Introduction to the basic grammar, pronunciation and vocabulary of the Mandarin Chinese language. Includes the study of Chinese culture, practice of listening, speaking, reading, and writing skills. Prerequisites: None.

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
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
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
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 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
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
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
COURSE DESCRIPTIONS
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
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
Fundamental Organic Chemistry Laboratory
Laboratory experience in support of CHM230. Prerequisites: CHM130LL, or CHM151LL, or equivalent. Prerequisites or Corequisites: CHM230.

CHM235 3 CREDITS 3 PERIODS
General Organic Chemistry I
Rigorous introduction to chemistry of carbon-containing compounds. Reaction mechanisms and recent methods of synthesis emphasized. Prerequisites: 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
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
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
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 PERIODS
Fundamental Biochemistry Laboratory
Laboratory experience in support of CHM260. Prerequisites: CHM230 and CHM230LL or permission of Instructor. Corequisites: CHM260.

CIS 102 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.
<table>
<thead>
<tr>
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<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS105</td>
<td>3</td>
<td>4</td>
<td>Survey of Computer Information Systems</td>
<td>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.</td>
</tr>
<tr>
<td>CIS108</td>
<td>1</td>
<td>2</td>
<td>Electronic Portfolio Development</td>
<td>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.</td>
</tr>
<tr>
<td>CIS110</td>
<td>3</td>
<td>4</td>
<td>Microsoft Word: Word Processing</td>
<td>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.</td>
</tr>
<tr>
<td>CIS111DE</td>
<td>3</td>
<td>5</td>
<td>Excel Spreadsheet</td>
<td>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.</td>
</tr>
<tr>
<td>CIS112</td>
<td>1</td>
<td>2</td>
<td>Database Management: Microsoft Access - Level I</td>
<td>Introduction to the basic elements of a current version of the Microsoft Access database management program, for casual and beginning users. Prerequisites: None.</td>
</tr>
<tr>
<td>CIS113DE</td>
<td>3</td>
<td>4</td>
<td>Excel Spreadsheet</td>
<td>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.</td>
</tr>
<tr>
<td>CIS114AE</td>
<td>1</td>
<td>2</td>
<td>Excel: Level I</td>
<td>Computer spreadsheet skills for solving business problems using Excel, including calculations, forecasting, and projections. Prerequisites: None.</td>
</tr>
<tr>
<td>CIS114BE</td>
<td>1</td>
<td>2</td>
<td>Excel: Level II</td>
<td>Additional Excel spreadsheet techniques, including macro programming, database searching, extraction, and linking to obtain prescribed reports and graphs. Prerequisites: CIS114AE or permission of Instructor.</td>
</tr>
<tr>
<td>CIS114CE</td>
<td>1</td>
<td>2</td>
<td>Excel: Level III</td>
<td>Additional Excel spreadsheet techniques, including complex macros, statistics, and matrix manipulation. Project design using multiple, integrated spreadsheets. Prerequisites: CIS114BE or permission of Instructor.</td>
</tr>
<tr>
<td>CIS115</td>
<td>1</td>
<td>2</td>
<td>Database Management: Microsoft Access - Level II</td>
<td>Exploration of additional components of the Microsoft Access database management program. Prerequisites: BPC/CIS117AM or permission of Instructor.</td>
</tr>
<tr>
<td>CIS117AM</td>
<td>1</td>
<td>2</td>
<td>Database Management: Microsoft Access - Level III</td>
<td>Application of the features of the Microsoft Access program to some common database management problems. Prerequisites: BPC/CIS117BM.</td>
</tr>
<tr>
<td>CIS117BM</td>
<td>1</td>
<td>2</td>
<td>Database Management: Microsoft Access - Level III</td>
<td>Application of the features of the Microsoft Access program to some common database management problems. Prerequisites: BPC/CIS117BM.</td>
</tr>
<tr>
<td>CIS118AB</td>
<td>1</td>
<td>2</td>
<td>PowerPoint: Level I</td>
<td>Use of PowerPoint software to produce professional-quality presentation visuals. Prerequisites: None.</td>
</tr>
<tr>
<td>CIS118BB</td>
<td>1</td>
<td>2</td>
<td>PowerPoint: Level II</td>
<td>Use of PowerPoint software add movement and sound to desktop presentations to enhance audience attention. Prerequisites: BPC/CIS118AB.</td>
</tr>
<tr>
<td>CIS118CB</td>
<td>1</td>
<td>1</td>
<td>PowerPoint: Level III</td>
<td>Use of PowerPoint software for advanced desktop presentation techniques, including advanced animation and sound sequences. Prerequisites: BPC/CIS118BB.</td>
</tr>
</tbody>
</table>
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.
<table>
<thead>
<tr>
<th>Course Code</th>
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<th>Periods</th>
<th>Course Title</th>
<th>Description</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>CIS133BA</td>
<td>1</td>
<td>1</td>
<td>Internet/Web Development Level I-B</td>
<td>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.</td>
<td>BPC/CIS133AA</td>
</tr>
<tr>
<td>CIS133CA</td>
<td>1</td>
<td>1</td>
<td>Internet/Web Development Level I-C</td>
<td>Web site development using enhancement codes. Includes frames, style sheets and javascript as well as design principles and typography.</td>
<td>BPC/CIS133BA</td>
</tr>
<tr>
<td>CIS133DA</td>
<td>3</td>
<td>4</td>
<td>Internet/Web Development Level I</td>
<td>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.</td>
<td>None</td>
</tr>
<tr>
<td>CIS150AB</td>
<td>3</td>
<td>4</td>
<td>Object-Oriented Programming Fundamentals</td>
<td>Structured and Object-Oriented design and logic tools. Use of computer problems to demonstrate and teach concepts using appropriate programming language.</td>
<td>CIS105, or permission of instructor.</td>
</tr>
<tr>
<td>CIS151</td>
<td>3</td>
<td>4</td>
<td>Computer Game Development -Level I</td>
<td>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.</td>
<td>CIS105 or permission of Instructor.</td>
</tr>
<tr>
<td>CIS159</td>
<td>3</td>
<td>4</td>
<td>Visual Basic Programming I</td>
<td>Use of the Visual Basic programming language to solve problems using suitable examples from business or other disciplines.</td>
<td>CIS105, or permission of instructor.</td>
</tr>
<tr>
<td>CIS162AB</td>
<td>3</td>
<td>4</td>
<td>C++: Level I</td>
<td>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.</td>
<td>CIS105, or permission of instructor.</td>
</tr>
<tr>
<td>CIS162AD</td>
<td>3</td>
<td>4</td>
<td>C#: Level I</td>
<td>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.</td>
<td>CIS105, or permission of instructor.</td>
</tr>
<tr>
<td>CIS163AA</td>
<td>3</td>
<td>4</td>
<td>Java Programming: Level I</td>
<td>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.</td>
<td>CIS105.</td>
</tr>
<tr>
<td>CIS164AB</td>
<td>3</td>
<td>4</td>
<td>Oracle: PL/SQL Programming</td>
<td>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.</td>
<td>CIS119DO, or permission of the instructor.</td>
</tr>
<tr>
<td>CIS164AC</td>
<td>3</td>
<td>4</td>
<td>Oracle: Developer Forms I</td>
<td>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.</td>
<td>CIS164AB, or permission of instructor.</td>
</tr>
</tbody>
</table>
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
Current Topics in Computing
Critical inquiry of current topics in computing. Application of industry trends to solve problems and/or investigate issues. Prerequisites: None.

CIS280AA 1 CREDIT 2 PERIODS
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.

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 vector 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: CNT200. 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
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 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 systems 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 systems 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 Notes: 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.
ECE102 2 CREDITS 4 PERIODS
SUN# 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
SUN# 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).

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, and 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.

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**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.

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**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.

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**ECN - Economics**

**ECN211**  
3 CREDITS  
3 PERIODS  
**Macroeconomic Principles**  
A descriptive analysis of the structure and functioning of the American economy. Emphasis on basic economic institutions and factors that determine national income and employment levels. Consideration given to the macroeconomic topics of national income, unemployment, inflation and monetary and fiscal policies. Prerequisites: None.

**ECN212**  
3 CREDITS  
3 PERIODS  
**Microeconomic Principles**  
Microeconomic analysis including the theory of consumer choice, price determination, resource allocation and income distribution. Includes non-competitive market structures such as monopoly and oligopoly; and the effects of government regulation. Prerequisites: None.

**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.

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**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, Kirchhoff’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
First-Year Composition
Emphasis on rhetoric and composition with a focus on expository writing and understanding writing as a process. Establishing effective college-level writing strategies through four or more writing projects comprising at least 3,000 words in total. Prerequisites: Appropriate writing placement test score, or a grade of C or better in ENG091 or ESL097.

ENG102 3 CREDITS 3 PERIODS
First-Year Composition 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.

ENG107 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.

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
EQS - Equine Science

EQS105  
3 CREDITS  
3 PERIODS
Principles of Equine Science
Breeks, 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 EUT115. 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.

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
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
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
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
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 pumper. 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.

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
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

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

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.

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.

GLG29AA 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 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. Prerequisites: ITS100 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. 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. 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

**Elementary Japanese I**

Basic grammar, pronunciation, and vocabulary of Japanese. Study of Japanese culture. Development of speaking, listening, reading and writing skills. Prerequisites: None.

**JPN102** 5 CREDITS 6 PERIODS

**Elementary Japanese II**

Continued study of basic grammar, pronunciation and vocabulary of Japanese. Study of the Japanese culture. Intensive practice in oral communication and development of reading and writing skills. Prerequisites: JPN101 or permission of Department or Division.

**JRN - Journalism**

**JRN201** 3 CREDITS 5 PERIODS

**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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Periods</th>
<th>Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAT141</td>
<td>4</td>
<td>4</td>
<td>College Mathematics</td>
<td>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 &quot;C&quot; 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.</td>
</tr>
<tr>
<td>MAT142</td>
<td>3</td>
<td>3</td>
<td>College Mathematics</td>
<td>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 &quot;C&quot; or better in MAT120, or MAT121, or MAT122 or equivalent, or satisfactory score on District placement exam.</td>
</tr>
<tr>
<td>MAT151</td>
<td>4</td>
<td>4</td>
<td>College Algebra/Functions</td>
<td>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 &quot;C&quot; or better in MAT120, or MAT121, or MAT122, or equivalent, or satisfactory score on District placement exam.</td>
</tr>
<tr>
<td>MAT152</td>
<td>3</td>
<td>3</td>
<td>College Algebra/Functions</td>
<td>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 &quot;B&quot; or better in MAT120, or MAT121, or MAT122, or equivalent, or satisfactory score on District placement exam.</td>
</tr>
<tr>
<td>MAT156</td>
<td>3</td>
<td>3</td>
<td>Mathematics for Elementary Teachers I</td>
<td>Focuses on numbers and operations. Algebraic reasoning and problem solving integrated throughout the course. Prerequisites: Grade of &quot;C&quot; or better in MAT142 or MAT150 or MAT151 or MAT152 or equivalent, or satisfactory score on District placement exam.</td>
</tr>
<tr>
<td>MAT157</td>
<td>3</td>
<td>3</td>
<td>Mathematics for Elementary Teachers II</td>
<td>Focuses on measurement, geometry, probability and data analysis. Appropriate technologies, problem solving, reasoning, and proof are integrated throughout the course. Prerequisite: MAT156 or equivalent.</td>
</tr>
<tr>
<td>MAT156</td>
<td>3</td>
<td>3</td>
<td>Plane Trigonometry</td>
<td>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 &quot;C&quot; 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.</td>
</tr>
<tr>
<td>MAT187</td>
<td>5</td>
<td>5</td>
<td>Precalculus</td>
<td>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 &quot;B&quot; or better in MAT120, or MAT121, or MAT122, or equivalent, or satisfactory score on a placement test. Course Notes: Strongly recommended that students have some knowledge of trigonometry.</td>
</tr>
<tr>
<td>MAT206</td>
<td>3</td>
<td>3</td>
<td>Elements of Statistics</td>
<td>Basic concepts and applications of statistics, including data description, estimation and hypothesis tests. Prerequisites: (A grade of &quot;C&quot; or better in MAT140 or MAT141 or MAT142) or (A grade of &quot;C&quot; or better in MAT150 or MAT151 or MAT152) or equivalent, or satisfactory score on District placement exam.</td>
</tr>
</tbody>
</table>
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
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.

**MST152DC 4 CREDITS 5 PERIODS**

**Microsoft Windows 2003 Advanced Server**
Knowledge and skills necessary to install, configure, customize, optimize, network, integrate, and troubleshoot Microsoft Windows 2003 Advanced 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
Music Theory III
The study of chromatic harmony and melody, modulation techniques and expanded chords. The analysis of formal structure. Prerequisites: MTC155. Corequisites: MTC206.

MTC206 1 CREDIT 2 PERIODS
Aural Perception III
A development of listening and performing skills, including an introduction of chromatic harmonic techniques and concepts of style. Prerequisites: None. Corequisites: MTC205.

MTC240 3 CREDITS .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
Music Theory IV
A continuation of Music Theory III, including 20th century theories and techniques. Prerequisites: MTC205. Corequisites: MTC256.

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.

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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Periods</th>
<th>Course Title</th>
<th>Description</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUP133</td>
<td>2</td>
<td>3</td>
<td>Class Voice I</td>
<td>Introduction to the fundamentals of vocal production. Emphasis on breathing techniques, tone production and performances in class of solo vocal literature. Prerequisites: None.</td>
<td></td>
</tr>
<tr>
<td>MUP134</td>
<td>2</td>
<td>3</td>
<td>Class Voice II</td>
<td>Continuation of Class Voice I including the elements of stage presence and diction. Prerequisites: MUP133 or permission of instructor.</td>
<td></td>
</tr>
<tr>
<td>MUP150</td>
<td>1</td>
<td>3</td>
<td>Community Chorus</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>MUP153</td>
<td>2</td>
<td>5</td>
<td>Concert Choir</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>MUP154AA</td>
<td>1</td>
<td>3</td>
<td>Jazz Vocal Ensemble</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>MUP159</td>
<td>1</td>
<td>3</td>
<td>Community Orchestra</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>MUP161</td>
<td>1</td>
<td>3</td>
<td>Community Band</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>MUP163</td>
<td>1</td>
<td>3</td>
<td>Jazz Ensemble</td>
<td>Practical and performance experience in various jazz styles. Open to all students on the basis of auditions. May be repeated for credit. Prerequisites: None.</td>
<td></td>
</tr>
<tr>
<td>MUP164</td>
<td>2</td>
<td>3</td>
<td>Jazz Improvisation I</td>
<td>Theoretical and performance skills in many styles of jazz improvisation. May be repeated for a total of six (6) credit hours. Prerequisites: None.</td>
<td></td>
</tr>
<tr>
<td>MUP181</td>
<td>1</td>
<td>2</td>
<td>Chamber Music Ensembles</td>
<td>Practical and performance experience in instrumental, vocal, and mixed ensembles. May be repeated for credit. Prerequisites: None.</td>
<td></td>
</tr>
<tr>
<td>MUP182</td>
<td>1</td>
<td>3</td>
<td>Chamber Singers</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>MUP209</td>
<td>2</td>
<td>2</td>
<td>Elements of Conducting</td>
<td>Essentials of conducting techniques used in choral and instrumental ensembles including terminology, interpretation, and styles. Prerequisites: None.</td>
<td></td>
</tr>
<tr>
<td>MUP217</td>
<td>2</td>
<td>3</td>
<td>Music Theatre: Broadway Solos</td>
<td>Study and in-class performance of scenes and solos from Broadway musical literature. Prerequisites: None. Course Notes: MUP217 may be repeated for credit.</td>
<td></td>
</tr>
<tr>
<td>MUP225</td>
<td>2</td>
<td>3</td>
<td>Class Guitar I</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>MUP226</td>
<td>2</td>
<td>3</td>
<td>Class Guitar II</td>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>
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.

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.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Credits</th>
<th>Periods</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUR171</td>
<td>8</td>
<td>16</td>
<td>Nursing Theory and Science II</td>
<td>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.</td>
</tr>
<tr>
<td>NUR251</td>
<td>8</td>
<td>16</td>
<td>Nursing Theory and Science III</td>
<td>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.</td>
</tr>
<tr>
<td>NUR271</td>
<td>7</td>
<td>13</td>
<td>Nursing Theory and Science IV</td>
<td>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.</td>
</tr>
<tr>
<td>NUR291</td>
<td>2</td>
<td>6</td>
<td>Nursing Clinical Capstone</td>
<td>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.</td>
</tr>
<tr>
<td>OAS108</td>
<td>3</td>
<td>3</td>
<td>Business English</td>
<td>Comprehensive coverage of correct use of English grammar including spelling, punctuation, capitalization, and number style mechanics in a business context. Prerequisites: None.</td>
</tr>
<tr>
<td>PED101</td>
<td>1</td>
<td>2</td>
<td>Physical Activities: Basic</td>
<td>Individual, dual, or team sports activities at the basic level. Prerequisites: None. Course Notes: PED101 may be repeated for credit.</td>
</tr>
<tr>
<td>PED102</td>
<td>1</td>
<td>2</td>
<td>Physical Activities: Intermediate</td>
<td>Individual, dual, or team sports activities at the intermediate level. Prerequisites: None. Prior experience recommended.</td>
</tr>
<tr>
<td>PED103</td>
<td>.5</td>
<td>1</td>
<td>Physical Activities: Basic</td>
<td>Individual, dual, or team sports activities at the basic level. Prerequisites: None. Course Notes: PED103 may be repeated for credit.</td>
</tr>
<tr>
<td>PED115</td>
<td>2</td>
<td>4</td>
<td>Lifetime Fitness</td>
<td>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.</td>
</tr>
</tbody>
</table>
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
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
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
Introduction to Ethics
A survey of ethical theory in Western Philosophy, including the major normative theories and selected metaethical theories. Prerequisites: None.

PHI106  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
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
General Physics II
Includes electricity, electromagnetism, and modern physics. Prerequisites: PHY105 or PHY111.

PHY121  4 CREDITS  6 PERIODS
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
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
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
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.

POS200  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
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.
COURSE DESCRIPTIONS
Chandler-Gilbert Community College Catalog and Student Handbook 2013-2014

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.
**REL - Religious Studies**

**REL205**  
**Religion and the Modern World**  
A CREDITS  3 PERIODS  
An 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 equivalent.

**REL243**  
**World Religions**  
A CREDITS  3 PERIODS  
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**  
**Introduction to Christianity**  
A CREDITS  3 PERIODS  
The nature and content of the Christian tradition developed over time, with overview of the New Testament, major historical trends and figures, major Christian ideas and practices, and survey of denominations. Prerequisites: None.

**REL290**  
**Women and World Religion**  
A CREDITS  3 PERIODS  
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.

**REC - Recreation**

**REC120**  
**Leisure and the Quality of Life**  
A CREDITS  3 PERIODS  
Overview of the historical, psychological, social, and cultural aspects of play, leisure, and recreation and their role in contemporary society. Nature of play and leisure behavior in human development within different cultures and the contribution play, recreation, and leisure make to the quality of life for individuals in today's society. Prerequisites: None.

**REC150AA**  
**Outdoor Living Skills Field Experience**  
A CREDITS  1 PERIODS  
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**  
**Outdoor Adventure Skills**  
A CREDITS  3 PERIODS  
Camping and outdoor skills including types of camping, equipment selection and use, cooking and fire building, camp programs, backpacking, and safety. Prerequisites: None.

**REC250**  
**Recreation Leadership**  
A CREDITS  3 PERIODS  
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.

**REC - Recreation**

**REC120**  
**Leisure and the Quality of Life**  
A CREDITS  3 PERIODS  
Overview of the historical, psychological, social, and cultural aspects of play, leisure, and recreation and their role in contemporary society. Nature of play and leisure behavior in human development within different cultures and the contribution play, recreation, and leisure make to the quality of life for individuals in today's society. Prerequisites: None.

**REC150AA**  
**Outdoor Living Skills Field Experience**  
A CREDITS  1 PERIODS  
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**  
**Outdoor Adventure Skills**  
A CREDITS  3 PERIODS  
Camping and outdoor skills including types of camping, equipment selection and use, cooking and fire building, camp programs, backpacking, and safety. Prerequisites: None.

**REC250**  
**Recreation Leadership**  
A CREDITS  3 PERIODS  
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.
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
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
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
Elementary Spanish I
Basic grammar, pronunciation and vocabulary of the Spanish language. Includes the study of the Spanish-speaking cultures. Practice of listening, speaking, reading, and writing skills. Prerequisites: None.

SPA102 4 CREDITS 4 PERIODS
Elementary Spanish II
Continued study of grammar and vocabulary of the Spanish language and study of the Spanish-speaking cultures. Emphasis on speaking, reading, and writing skills. Prerequisites: A grade of “C” or better in SPA101 or 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
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
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.
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.

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
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.
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.

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.
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
Notes
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DeHAAN, Kimberly K.
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DIETERLE, Brien
SYSTEM ADMINISTRATOR II
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ACE.

DUSEK, James
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GARCIA, Gabe
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GIOVANNINI, Marina
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B.S., Bloomsburg University;
M.B.A., State University of New York at Binghamton;
M.A.Ed., Virginia Polytechnic Institute and State University.
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<tr>
<th>Name</th>
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<td>Greene, Michael</td>
<td>Director, Student Life and Leadership</td>
<td>B.S., Arizona State University.</td>
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<td>Gruchich, Dawn</td>
<td>Director, College Student Support &amp; Transition Services</td>
<td>B.S.W., M.S.W., Arizona State University; L.C.S.W.</td>
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<td>Hernandez, Jesus Chaidez</td>
<td>Coordinator, Student Recruitment</td>
<td>A.G.S., Chandler-Gilbert Community College; B.S., Arizona State University; M.Ed., Northern Arizona University.</td>
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<td>Jimenez, Annie</td>
<td>Director, International Education Program</td>
<td>A.A., Mesa Community College; B.A., Arizona State University; M.A., Northern Arizona University.</td>
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<td>Johns, Julie</td>
<td>College Budget Analyst</td>
<td>A.A., Chandler-Gilbert Community College; B.S., Northern Arizona University.</td>
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<td>Keefe, Timothy</td>
<td>Director, Instructional Technology and Media Services</td>
<td>A.A., Bellevue Community College; B.A., M.Ed., University of Washington.</td>
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<td>Larson, Trina</td>
<td>Project Coordinator</td>
<td>A.A.S., B.A., Minot State University; M.Ed., Northern Arizona University.</td>
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<td>Little, Anthony</td>
<td>Manager, College Cashier Services</td>
<td>B.S., LaSalle University; M.Div., Biblical Theological Seminary.</td>
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<td>Luce, Russ</td>
<td>Administrative Assistant II</td>
<td>B.A., M.A., Pacific University.</td>
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<td>Matyas, Laura</td>
<td>Director, Early Outreach Programs</td>
<td>B.A., Ottawa University; M.Ed., Northern Arizona University.</td>
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<td>McGee, Kimberly</td>
<td>Manager, Fitness &amp; Wellness Education</td>
<td>B.S., M.S., PhD, Arizona State University.</td>
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<td>McHenry, Timothy</td>
<td>Manager, Building Operations</td>
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<td>Miranda-Strawbridge, Vivian</td>
<td>Director, College Student Education Services</td>
<td>A.A., Mesa Community College; B.S.W., M.A.E., Ed.D., Arizona State University.</td>
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<td>Moncivaiz, Bethany A.</td>
<td>Coordinator, Testing</td>
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<td>Pisano, Donna A.</td>
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<td>Pope, Roy</td>
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<td>A.S., Moraine Valley Community College; A.A., B.S., Southern Illinois University; M.A., Governors State University.</td>
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<td>Poure, Charles</td>
<td>Director College Facilities Planning and Development</td>
<td>M.A., Arizona State University.</td>
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<td>Reinesch, Rochelle</td>
<td>Manager, Student Services</td>
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<td>Romano, Ruth</td>
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<td>Shaw, Linda</td>
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</table>
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HERNANDEZ, Maria A.  
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HERNANDEZ, Moses  
**STUDENT SERVICES SPECIALIST**  
B.S., Arizona State University.
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<td>HIAPO, Venese</td>
<td>Athletic Specialist</td>
<td>B.S., Brigham Young University; M.Ed., Northern Arizona University.</td>
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<td>HICKS, Adrienne</td>
<td>Executive Secretary I, Enrollment Services</td>
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<td>HODGES, Madeline</td>
<td>Photography/Ceramics Laboratory Technician</td>
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<td>HOWARD, Robert</td>
<td>Carpenter</td>
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<td>HUFF, Sofia</td>
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<td>HULL, Teresa</td>
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<td>ISHIKAWA, Iris</td>
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<td>JACKSON, Lois</td>
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<td>JARMAN, Mike</td>
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<td>B.S., Arizona State University.</td>
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<td>Certified College Safety Officer</td>
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<td>Coordinator, Performing Arts Facilities</td>
<td>B.A., Arizona State University.</td>
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<td>LANGE, Teri J.</td>
<td>Science Laboratory Technician</td>
<td>A.A.S., Mesa Community College.</td>
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<td>Certified College Safety Officer</td>
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<td>Administrative Secretary II, Student Life and Leadership</td>
<td>A.A., College of Eastern Utah; B.S., Southern Utah University.</td>
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<td>LEONARD, Scott</td>
<td>System Administrator I</td>
<td>CCNA, MCSE, A+.</td>
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<td>LITTLE, Diana</td>
<td>Office Coordinator I</td>
<td>A.A., Mesa Community College.</td>
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<td>LOPEZ, Jaime</td>
<td>Building Maintenance Technician</td>
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<td>Utility Worker</td>
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<td>LUCAS, Michael</td>
<td>Audiovisual Technician</td>
<td>B.S., Arizona State University.</td>
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<td>LUCCHI, Jacqueline</td>
<td>Human Resource Assistant III</td>
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<td>Groundskeeper I</td>
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<td>MONTEMAYOR,</td>
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<td>NADEAU, Michale</td>
<td>TESTING TECHNICIAN</td>
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<td>NESTMANN, William</td>
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<td>NETSANET, Esayas</td>
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<td>NOBLE, Doug</td>
<td>SOCIAL AND BEHAVIORAL SCIENCES DIVISION</td>
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<td>CERTIFIED COLLEGE SAFETY OFFICER</td>
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<td>PECK, Brenna</td>
<td>STUDENT SERVICES SPECIALIST,</td>
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<td>RAMIREZ, Armida</td>
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<td>RAMIREZ, Jason</td>
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<td>RIOS, Delia</td>
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<td>ROBBINS, Tiana</td>
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<td>RODRIGUEZ, David</td>
<td>AUDIOVIDEO TECHNICIAN</td>
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MOS Certification  
B.S., Indiana University.
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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<td>85225-2499</td>
<td>(480) 732-7000</td>
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<td>Phoenix College</td>
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One COLLEGE

Three LOCATIONS

PECOS CAMPUS
Pecos Road & Gilbert Road
480.732.7000

WILLIAMS CAMPUS
Southeast of Power Road & Loop 202
480.988.8000

SUN LAKES CENTER
Alma School Road & Riggs Road
480.857.5500

CHANDLER-GILBERT COMMUNITY COLLEGE
2626 East Pecos Road | Chandler, AZ 85225
480.732.7000 | www.cgc.edu